



GUJARAT TECHNOLOGICAL UNIVERSITY

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ENROLLMENT MANAGEMENT PORTAL

User Manual for Institutes

Academic Year 2026-27



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1. Introduction

1.1 Purpose of this manual

This manual explains how institutes affiliated with Gujarat Technological University (GTU) use the Enrollment Management Portal to manage student enrollment. It covers signing in, reviewing the Dashboard, approving students, paying the enrollment fee, and downloading student and enrollment reports.

1.2 Intended audience

This manual is intended for authorised institute representatives who sign in with the institute (owner) account. All screens described here belong to the Institute role, which is displayed beneath the signed-in user ID in the portal sidebar.

1.3 Enrollment process at a glance (Steps)

1. **Log in** with Institute's credentials, then enter the one-time password (OTP) sent to the institute owner's email.
2. **Review the Dashboard** to check the current status of students, fees and approval deadlines.
3. **Approve students** on the Enrollment Approval page between the approval start date and approval end date of the phase.
4. **Pay the enrollment fees** for the approved batch on the Payment page, after the payment period opens and before the payment end date.
5. **Download reports:** the Student Report (Excel) and the Enrollment Report, also called Student Endorsement (PDF or Excel).

IMPORTANT NOTE: Approval shall not consider as final until the fee payment is recorded. If the payment deadline passes without payment, the student is automatically reverted to Pending.

1.4 Phase timelines: Approval and Payment

Every enrollment phase has two parts, approval and payment, each with start and end dates set by the University. These dates determine what can be done on the portal and when, so please note them before process starts.

Date	What it controls
1. Approval start date	The day and time from which students can be approved. Approval is not possible before this.
2. Approval end date	The last day and time to approve or revert. After this, no approval or revert is possible after this.
3. Payment start date	The day and time from which the fee can be paid. Pay Now is not available before this.
4. Payment end date	The last day and time to pay the fee. Unpaid approvals are reverted automatically after this.

**Important Note:**

- Students can be approved, and approvals can be reverted, only between the approval start date and the approval end date. Nothing can be approved or reverted before or after this period.
- The approval period and the payment period are different. The fee cannot be paid immediately after a student is approved. Payment can be made only after the approval period has closed and the payment period has opened.
- The fee must be paid between the payment start date and the payment end date. If payment is not completed on time, the approval is reverted automatically.

1.5 Conventions used in this manual

- Names of buttons, menu items, fields and statuses are shown in **bold**.
- A asterisk (*) next to a field label means the field is mandatory.
- Screens shown in this manual use sample data. Names, numbers, dates and amounts on your screen will differ.

2. Logging in to the Portal

The portal uses two-step sign-in: Institute's username and password with a security (captcha) check, followed by an OTP sent to Institute's email id.

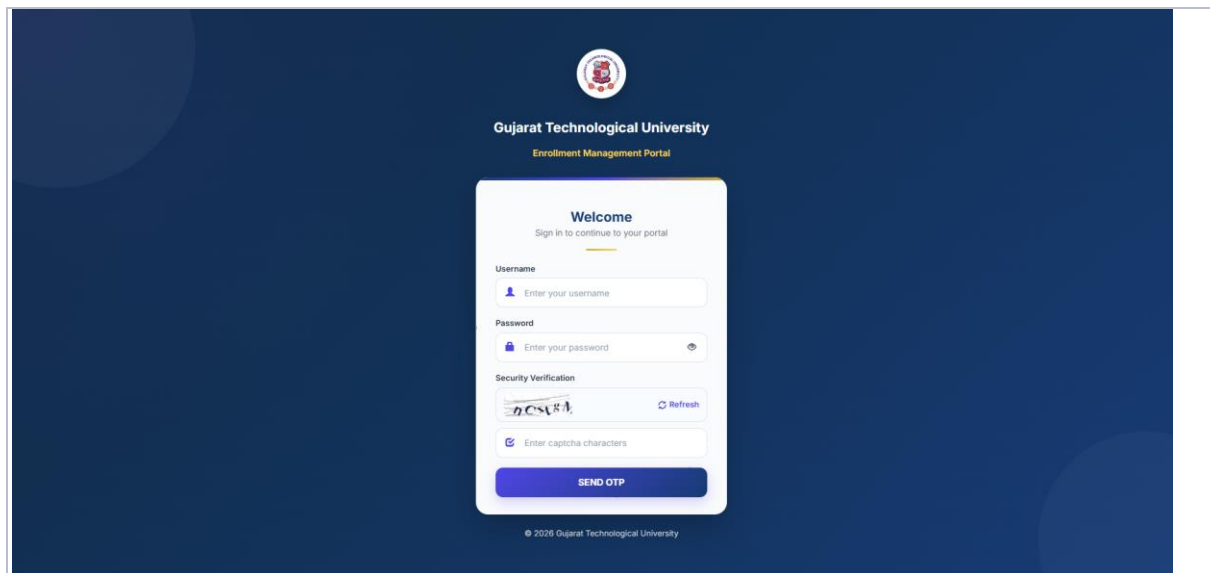


Figure 1. Portal login page

2.1 Sign-in steps

1. Open the Enrollment Management Portal login page.
2. Enter **Username** and **Password**. Use the same credential for the GTU admin panel.
3. Under **Security Verification**, read the characters in the image and type them into **Enter captcha characters**. If the image is hard to read, click **Refresh** to get a new one.
4. Click **SEND OTP**. An OTP is sent to the institute owner's email.
5. Enter the OTP when prompted. After verification, Enrollment portal is logged in.

NOTE The OTP shall be sent to the institute owner's email ID only. Make sure that mailbox is accessible before start.

Never share your password or OTP with anyone.

2.2 Logging out

Click the **Logout** button at the top right of any page. Always log out if you are using a shared computer.

3. Portal Layout and Navigation

Every page has the same layout. The **sidebar** on the left shows the University name and portal title, the signed-in user ID with the role label **INSTITUTE**, and the main menu. The **top bar** shows the page title and the **Logout** button.

Menu item	Details
Dashboard	Summary of students, approvals, fees and charts for the current academic year.
Enrollment Approval	Filter students, then approve them or revert their approval.
Payment	Pay the enrollment fee for approved batches and view payment details.
Student Reports	Download student data as an Excel file using filters.
Enrollment Report	Download the Enrollment Report (Student Endorsement) as PDF or Excel.

4. Dashboard

The Dashboard opens after login. It gives an overview of your institute for the academic year shown under the page title (for example, 2026-27).

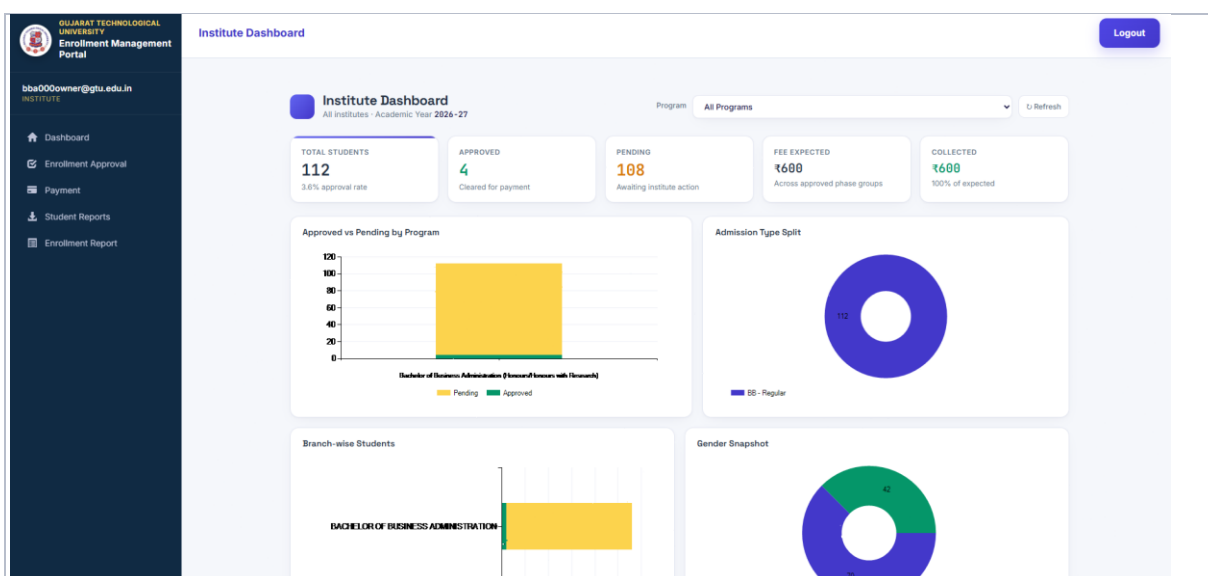


Figure 2. Institute Dashboard

4.1 Program filter and Refresh

Use the **Program** list at the top right to view figures for **All Programs** or for a single program. Click **Refresh** to reload the latest data.

4.2 Summary cards

Card	Meaning
Total Students	Number of students of in the institute, together with the approval rate.
Approved	Number of students approved by the institute.
Pending	Students awaiting action from the institute.
Fee Expected	Total fee expected across the approved phase groups.
Collected	Fee already collected, and the percentage of the expected fee.

4.3 Charts and panels

- **Approved vs Pending by Program:** bar chart comparing approved and pending students for each program.
- **Admission Type Split:** distribution of students by admission type.
- **Branch-wise Students:** approved and pending students for each branch.
- **Gender Snapshot:** distribution of students by gender.
- **Phase & Payment Status:** payment position for each phase group. Rows whose payment is due, or has been extended, within the next 24 hours are highlighted. Refresh the page to update.
- **Pending — Approval Window:** pending students for each combination of program, admission type and lot. Approval is possible only between the approval start date and the approval end date of that combination.
- **ICCR / IS Students:** students of the ICCR / IS categories, whose enrollment is handled centrally by the University.

TIP Check the Dashboard daily during an approval or payment phase to catch rows that are due within 24 hours.

5. Enrollment Approval

Use **Enrollment Approval** tab to approve students for enrollment, or to revert an approval. Approval takes effect only after the fee is paid (see Section 6).

5.1 Selecting filters

Open **Enrollment Approval** from the sidebar. **Program** selection is compulsory; list of students is not visible until it is selected. Other filters are optional and default to “All”.

Filter	Required	Description
Program	Yes *	Name of program for which student list is needed.
Admission Type	No	All Admission Types, or one type such as “BB - Regular”.
Branch	No	All Branches, or one branch.
Lot Number	No	All Lots, or one lot.
Approval Status	No	All, or one of the statuses in Section 5.2.

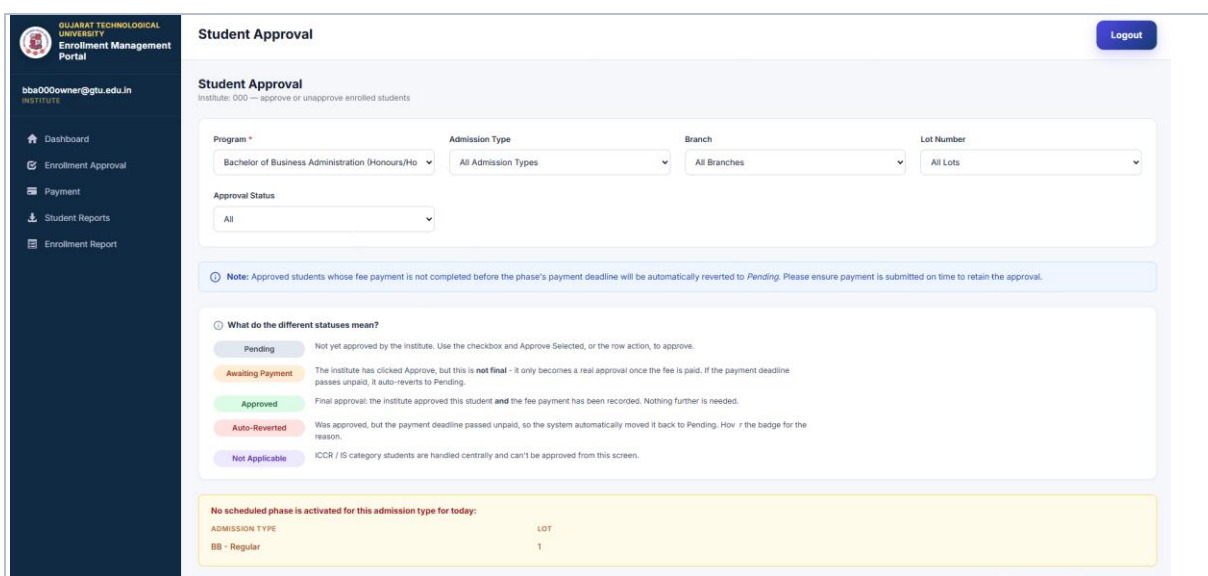


Figure 3. Student Approval page with filters, notice and status guide

5.2 Understanding the Various Status of Approval Process

Following are the different status of the Approval process.

Status	Meaning
Pending	Not yet approved by the institute. Use the checkbox with Approve Selected , or the row action, to approve.

Status	Meaning
Awaiting Payment	The institute has clicked Approve, but this is not final, Payment is pending . It is considered “approved” only final payment is recorded. If the payment deadline passes and fees are unpaid, all students revert automatically to Pending status.
Approved	Final approval. The institute approved the student and the fee payment has been recorded. Nothing further is needed.
Auto-Reverted	The institute approved the student, but the payment deadline passed without payment being initiated by the institute or recorded at the University. The system therefore moved the status back to Pending. Hover over the badge to see the reason.
Not Applicable	Any Student category students are handled centrally / Where fees are not applicable (i.e: ICCR / IS) and cannot be approved from this screen.

NOTE Approved students whose fee payment is not completed before the phase’s payment deadline are automatically reverted to Pending. Please ensure payment is submitted on time to retain the approval.

5.3 Approval window and phase information

Above the student list, the portal shows whether approval is open:

- **A green panel**, **currently open for approval**, lists the **Admission Type**, **Lot**, **Phase**, **Deadline** (“Approve by” date and time) and the **Fee** per student.
- **A yellow message**, **no scheduled phase is activated for this admission type for today**, means that approval cannot be done for that admission type and lot right now. Try again when the phase is activated.

IMPORTANT Students can be approved only between the **approval start date** and the **approval end date** of the phase. Approval is not possible before the start date or after the end date.

5.4 The student list

After the filters are applied, the students are listed under the following columns: **Enrollment No**, **Exam Type**, **Branch**, **Lot No**, **Student Name**, **Admission Type**, **Gender**, **Phase**, **Amount**, **Status** and **Actions**. For students who are still **Pending**, the **Phase** column shows the phase that will apply “if approved now”.



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bba000owner@gtu.edu.in
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[Dashboard](#)

[Enrollment Approval](#)

[Payment](#)

[Student Reports](#)

[Enrollment Report](#)

Student Approval

Logout

Currently open for approval:
ADMISSION TYPE: BB - Regular
LOT: 1
PHASE: Regular
DEADLINE: Approve by 05-Oct 04:30 PM
FEE: ₹ 150.00

Select rows with the checkbox to approve or revert several students at once (current page only).

Approve Selected

Revert Selected

☐	ENROLLMENT NO	EXAM TYPE	BRANCH	LOT NO	STUDENT NAME	ADMISSION TYPE	GENDER	PHASE	AMOUNT	STATUS	ACTIONS
☐	260000501001	BB	01 - BACHELOR OF BUSINESS ADMINISTRATION	1	Student Name	BB - Regular	F	Regular (if approved now)	150.00	Pending	View Approve
☐	260000501002	BB	01 - BACHELOR OF BUSINESS ADMINISTRATION	1	Student Name	BB - Regular	M	Regular (if approved now)	150.00	Pending	View Approve
☐	260000501003	BB	01 - BACHELOR OF BUSINESS ADMINISTRATION	1	Student Name	BB - Regular	F	Regular (if approved now)	150.00	Pending	View Approve
☐	260000501004	BB	01 - BACHELOR OF BUSINESS ADMINISTRATION	1	Student Name	BB - Regular	M	Regular (if approved now)	150.00	Pending	View Approve
☐	260000501005	BB	01 - BACHELOR OF BUSINESS ADMINISTRATION	1	Student Name	BB - Regular	M	Regular (if approved now)	150.00	Pending	View Approve
☐	260000501006	BB	01 - BACHELOR OF BUSINESS ADMINISTRATION	1	Student Name	BB - Regular	F	Regular (if approved now)	150.00	Pending	View Approve
☐	260000501007	BB	01 - BACHELOR OF BUSINESS ADMINISTRATION	1	Student Name	BB - Regular	M	Regular (if approved now)	150.00	Pending	View Approve

Figure 4. Student list with open-for-approval panel and bulk action buttons

5.5 Viewing student details

Click **View** in the Actions column of any row to open the **Student Details** window. It shows the complete record of the student, so information can be verified before approval. Fields for which no data is available are shown as “—”. Click **Close** (or the × at the top right) to return to the list.

proval

Student Details

ENROLLMENT NO

260000501001

NAME

Student Name

GENDER

F

EXAM TYPE

BB

BRANCH

01

LOT NUMBER

1

PROGRAM CODE

05

ADMISSION TYPE

BB - Regular

ADMISSION CATEGORY

OPEN

ADMISSION QUOTA

SQ

SHIFT

—

CATEGORY

OPEN

PH CATEGORY

None

PH STATUS

False

TFW STATUS

False

STATUS

—

YEAR

2026

DOB

01-Jan-2009

MOBILE NUMBER

XXXXXXXXXX

PARENT MOBILE

—

EMAIL

abc@gmail.com

AADHAR CARD

—

NATIONALITY

—

COUNTRY

—

STATE

Gujarat

DISTRICT

Ahmedabad

TALUKA

AHMEDABAD

VILLAGE

—

RESIDENCE TYPE

—

RESIDENTIAL AREA

—

POSTAL PIN

—

ADDRESS

—

UDISE NO

—

BOARD

—

SEAT NUMBER

—

APPROVAL STATUS

Approved

Close

Figure 5. Student Details window

Group	Details shown
Student identification	Enrollment No, Name, Gender, Date of Birth (DOB), Year.
Program and admission	Exam Type, Branch, Lot Number, Program Code, Admission Type, Admitted Category, Admission Quota, Shift.
Category and status	Category, PH Category, PH Status, TFW Status, Status, Approval Status.
Contact	Mobile Number, Parent Mobile, Email.
Identity and location	Aadhar Card, Nationality, Country, State, District, Taluka, Village, Residence Type, Residential Area, Postal Pin, Address.
Academic	UDISE No, Board, Seat Number.

5.6 Approving students

Approve students during the approval period (between the approval start date and the approval end date) as follows:

1. Click **Enrollment Approval** in the sidebar.
2. Select the **Program *** that you want to process. This is compulsory.
3. The list of students is shown below the filters. Use the other filters if you want to narrow the list.
4. Approve the students one at a time or several at once, as described below.

One student at a time

1. Click **View** in the row if you want to look at the student's details first.
2. Click **Approve** in the same row.
3. The status changes to **Awaiting Payment**, with the payment due date and time shown below the badge.

Several students at once

1. Tick the checkbox of each student or tick the checkbox in the table header to select every student on the current page.
2. Click **Approve Selected**. (Do it for each page)

NOTE Bulk selection works on the current page only. If Students list runs to more than one page, repeat the steps on each page.

5.7 Reverting an approval

A student in **Awaiting Payment** status shows a **Revert Approval** button in the Actions column. Click it to move the student back to **Pending**. To revert several students, tick them and click **Revert Selected**.

If student is approved by mistake, the approval can be reverted, but only while the approval period is continued. Please note:

- **Revert is possible only until the approval end date.** After the approval period ends, no student can be approved or reverted.
- Students whose approval is still pending when the approval period ends can be approved later, in the next (penalty) phase.
- A student approved in one phase **cannot be reverted in another phase**.

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bba000owner@gtu.edu.in
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- Dashboard
- Enrollment Approval
- Payment
- Student Reports
- Enrollment Report

Student Approval

Auto-Reverted

Was approved, but the payment deadline passed unpaid, so the system automatically moved it back to Pending. Hover the badge for the reason.

Not Applicable

ICCR / IS category students are handled centrally and can't be approved from this screen.

Currently open for approval:

ADMISSION TYPE	LOT	PHASE	DEADLINE	FEE
BB - Regular	1	Regular	Approve by 05-Oct 04:30 PM	₹ 150.00

Select rows with the checkbox to approve or revert several students at once (current page only).

Approve Selected

Revert Selected

☐	ENROLLMENT NO	EXAM TYPE	BRANCH	LOT NO	STUDENT NAME	ADMISSION TYPE	GENDER	PHASE	AMOUNT	STATUS	ACTIONS
☐	260000501001	BB	01 - BACHELOR OF BUSINESS ADMINISTRATION	1	Student Name	BB - Regular	F	Regular	150.00	Awaiting Payment Due 05-Oct, 4:40 PM	View Revert Approval
☐	260000501002	BB	01 - BACHELOR OF BUSINESS ADMINISTRATION	1	Student Name	BB - Regular	M	Regular	150.00	Awaiting Payment Due 05-Oct, 4:40 PM	View Revert Approval
☐	260000501003	BB	01 - BACHELOR OF BUSINESS ADMINISTRATION	1	Student Name	BB - Regular	F	Regular	150.00	Awaiting Payment Due 05-Oct, 4:40 PM	View Revert Approval
☐	260000501004	BB	01 - BACHELOR OF BUSINESS ADMINISTRATION	1	Student Name	BB - Regular	M	Regular	150.00	Awaiting Payment Due 05-Oct, 4:40 PM	View Revert Approval

Figure 6. Students in Awaiting Payment status with Revert Approval action

5.8 After the approval period ends

When the approval end date passes, the approval stage is over. Please proceed as follows:

- Do not wait for further changes on the Enrollment Approval page. No approval or revert is possible after the approval end date.
- Go to **Payment** (see Section 6) and pay the total fees for the approved students, once the payment period opens.
- Students who are still **Pending** can be approved in the next (penalty) phase. Students already approved in this phase stay as they are.
- If the fee for an approved student is not paid before the payment end date, the approval is reverted automatically (status **Auto Reverted**).

6. Payment

Use the **Payment** page to pay the enrollment fee for students who have been approved. Students are grouped into batches by exam type, admission type, lot and phase, and one payment is made for each batch.

6.1 Payment Summary page

A banner at the top informs about which payment mode respective institute can use:

- **Online mode only:** Institute can pay through the online portal. This is the only mode available to **non-government institutes**.
- **Offline payment (challan + receipt):** available **only to government institutes**. You pay by challan outside the portal, then record the challan details and upload the receipt.

IMPORTANT Offline payment is available **only for government institutes**. Non-government institutes must pay in **online mode only**; the offline option is not available to them.

Payment rows appear only after you have approved students. If you have not approved any student, the list remains blank.

Use the filters (**Program, Admission Type, Lot Number, Payment Status**) to narrow the list. Each row shows:

Column	Description
Exam Type / Admission Type / Lot No / Phase	Identify the batch.
Students	Number of approved students in the batch.
Amount Due	Fee payable for the batch (number of students multiplied by the fee per student; for example, 4 students × ₹150.00 = ₹600.00).
Status / Message	Shows whether payment is open and the relevant date (see Section 6.2).
Actions	Download Students, Pay Now, or Payment (after payment).

The screenshot shows the 'Payment Summary' page for an institute. The left sidebar contains navigation links: Dashboard, Enrollment Approval, Payment, Student Reports, and Enrollment Report. The main content area has a 'Payment Summary' header with a 'Logout' button. Below the header, there's a message: 'Your institute can currently pay the enrollment fee through online mode only.' A filter section includes dropdowns for Program (All Program), Admission Type, Lot Number, and Payment Status (All). A table displays the following data:

EXAM TYPE	ADMISSION TYPE	LOT NO	PHASE	STUDENTS	AMOUNT DUE	STATUS / MESSAGE	ACTIONS
BB	BB - Regular	1	Regular	4	₹ 600.00	Payment open Pay by 05-Oct-2028 04:40 PM.	Download Students Pay Now

Figure 7. Payment Summary, online mode, payment open

6.2 Payment status messages

Status / message	What it means
Not yet open	Payment has not started for this batch. The date and time when payment opens is shown. Pay Now is not available yet.
Payment open	You can pay now. “Pay by” shows the last date and time for payment.
Paid	Payment is recorded. The date and mode (Online or Offline) are shown.

Pay Now appears only when the payment period of the batch is running. If the payment period starts in the future, the row shows **Not yet open** with the date and time when payment opens. Payment is not possible immediately after approval: wait until the approval period has closed and the payment period has opened.

The screenshot shows the 'Payment Summary' page for an institute. The left sidebar contains navigation links: Dashboard, Enrollment Approval, Payment, Student Reports, and Enrollment Report. The main content area has a 'Payment Summary' header with a 'Logout' button. Below the header, there's a message: 'Your institute can currently pay the enrollment fee through online mode only.' A filter section includes dropdowns for Program (All Program), Admission Type, Lot Number, and Payment Status (All). A table displays the following data:

EXAM TYPE	ADMISSION TYPE	LOT NO	PHASE	STUDENTS	AMOUNT DUE	STATUS / MESSAGE	ACTIONS
BB	BB - Regular	1	Regular	4	₹ 600.00	Not yet open Payment opens 05-Oct-2028 04:31 PM.	Download Students

Figure 8. Payment Summary with a batch whose payment is not yet open

6.3 Downloading the list of students in a batch

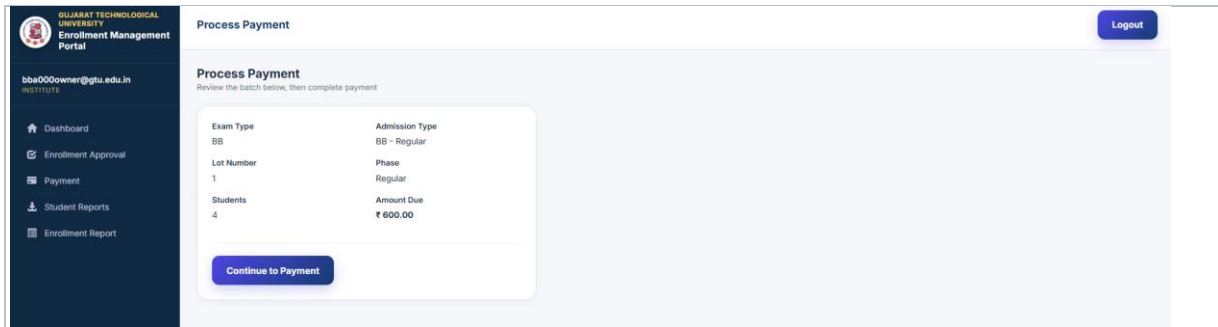
Click **Download Students** in the row to download the students included in that batch, so it can be check them before paying.

6.4 Paying online

Online payment can be used by every institute and is **compulsory for non-government institutes**.

1. On the Payment Summary page, click **Pay Now** in the row of the batch.

2. On **Process Payment**, review the **Exam Type**, **Admission Type**, **Lot Number**, **Phase**, **Students** and **Amount Due**.
3. Click **Continue to Payment** and complete the payment.



Process Payment	
Exam Type	BB
Admission Type	BS - Regular
Lot Number	1
Phase	Regular
Students	4
Amount Due	₹ 600.00

[Continue to Payment](#)

Figure 9. Process Payment page for online payment

6.5 Paying offline

IMPORTANT Offline payment is available **only for government institutes**. Non-government institutes cannot use this option and must pay online (see Section 6.4).

Pay the amount due by challan first. Then record the payment in the portal:

1. On the Payment Summary page, click **Pay Now** in the row of the batch.
2. On **Process Payment**, review the batch details.
3. Enter the **Challan Number ***.
4. Select the **Date of Payment *** in dd-mm-yyyy format. It must be today or an earlier date; future dates are not allowed.
5. Under **Payment Receipt ***, click **Choose File** and select the receipt. Only a **PDF** file up to **5 MB** is accepted.
6. Click **Submit Offline Payment**.

Figure 10. Process Payment page for offline payment

EXAM TYPE	ADMISSION TYPE	LOT NO	PHASE	STUDENTS	AMOUNT DUE	STATUS / MESSAGE	ACTIONS
BB	BB - Regular	1	Regular	4	₹ 600.00	Payment open Pay by 05-Oct-2026 04:40 PM.	Download Students Pay Now

Figure 11. Payment Summary, offline mode, payment open

6.6 Viewing payment details

After payment, the row shows **Paid** with the date and mode. Click **Payment** in the Actions column to open **Payment Details**, which shows the **Mode**, **Date**, **Amount**, **Challan Number** (for offline payment) and a **View Receipt** link. Click **Close** to return.

Figure 12. Payment Details window

IMPORTANT Pay before the “Pay by” date and time. Unpaid approvals revert to Pending automatically, and the students must be approved again.

6.7 Payment period and automatic reversal

The payment period starts after the approval period has closed. During this period:

- Open **Payment** and find the row of student batch. **Pay Now** is available only while the payment period is not completed; if the payment period is not yet started, the date and time of opening is shown instead.
- Complete the payment before the **payment end date**. The approval then becomes final and the status changes to **Approved**.
- If the payment is **not** completed on time, student approval is reverted automatically to **Pending** (status **Auto Reverted**). The student can be approved again only when an approval period is open.

7. Student Reports

Use **Student Reports** to download your institute's student data as an Excel file.

Figure 13. Student Report filters

1. Click **Student Reports** in the sidebar.
2. Select the **Program ***. This is compulsory.
3. Optionally narrow the report with the other filters. Leaving a filter on its “All” value includes every value.
4. Click **Download Excel**.

Filter	Required
Program	Yes *
Admission Type, Branch, Lot Number, Gender, Student Category	No
Admitted Category, Admission Quota, PH Status, TFWS Status, Approval Status	No

8. Enrollment Report (Student Endorsement Report)

The **Enrollment Report**, also known as the Student Endorsement report, can be downloaded as a PDF or an Excel file.

Figure 14. Enrollment Report (Student Endorsement) page

1. Click **Enrollment Report (Student Endorsement Report)** in the sidebar.
2. Select the **Enrolled Year**. The Program list becomes available only after this.

3. Select the **Program**. The Branch list becomes available only after this.
4. Select the **Branch**.
5. Choose the **Download Format: PDF** (selected by default) or **Excel**.
6. Click **Generate Report**.

NOTE Enrolled Year, Program and Branch are all compulsory. The report cannot be generated until all three are selected.

9. Quick Reference

Task	Where	Key points
Sign in	Login page	Username + password + captcha, then OTP to the institute owner's email.
View overall position	Dashboard	Use Program filter and Refresh.
Approve students	Enrollment Approval	Program is compulsory. Approve and revert only between the approval start and end dates.
Revert approval	Enrollment Approval	Use Revert Approval or Revert Selected.
Pay online	Payment	Pay Now, review, Continue to Payment. Compulsory for non-government institutes.
Pay offline	Payment	Government institutes only. Pay Now, enter challan number and date, upload PDF receipt (max 5 MB), submit.
See payment proof	Payment	Click Payment, then View Receipt.
Download student data	Student Reports	Program is compulsory. Download Excel.
Download endorsement	Enrollment Report	Year, Program and Branch are all compulsory. PDF or Excel.

10. Support

For problems that are not covered in this manual, contact the GTU enrollment support team and keep the following information ready: institute code, the page where the problem occurred, a screenshot, and the date and time.



Support channel	Details
Email	gtu_enrollment@gtu.edu.in
Phone	Technical Support: 079-23267556 Academic Support: 079-23267578/609

Appendix A: Glossary

Term	Meaning
Admission Type	The category of admission under which students are enrolled, for example “BB - Regular”.
Approval Period	The time between the approval start date and the approval end date, during which students can be approved or reverted.
Auto-Reverted	Status given when an approved student returns to Pending because the fee was not paid before the deadline.
Challan	The payment slip used when the fee is paid offline.
ICCR / IS students	Students of categories handled centrally by the University. They cannot be approved from the institute login.
Lot	A numbered group of students admitted together within an admission type.
OTP	One-time password sent to the institute owner’s email to complete login.
Payment Period	The time between the payment start date and the payment end date, during which the fee can be paid.
Penalty Phase	A later phase in which students whose approval was still pending in the earlier phase can be approved.
Phase	A scheduled period, with its own approval and payment dates, in which approval and payment take place.
TFWS	Tuition Fee Waiver Scheme.