



Multiple Entry–Multiple Exit (MEME) Application Portal

Institute User Manual

Multiple Entry – Multiple Exit Application | A.Y. 2026–27

Overview

This manual guides institute administrators through the complete lifecycle of a student application within the MEME portal. It covers how to interpret application statuses, review student details, verify uploaded documents, and take appropriate action (approval or rejection).

Application Process Overview

Step	Action	Description
1	Understanding Application Status Filters	Understand the different application status filters available in the portal such as Pending, Approved, Rejected, GTU Rejected, Resubmitted, GTU Approved, and All to easily identify and manage student applications.
2	Viewing Student Details	View the complete student information including enrollment details, personal information, institute details, and submitted application data for verification purposes.
3	Application Details and Document Verification	Verify the application details submitted by the student along with the uploaded supporting documents to ensure the information is accurate and valid as per guidelines.
4	Application Approval / Rejection Process	Approve or reject the student application based on the verification process and document validation, along with remarks or reasons if required.

Step 1: Understanding Application Status Filters

The application listing page provides a set of status filters that allow institutes to efficiently track and manage student applications. Use these filters to narrow down the list to applications requiring your attention.

The table below describes each available status filter:



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Status	Description
Pending	Student has submitted a fresh application. Awaiting institute review.
Approved	Application reviewed and approved by the institute. Forwarded for further processing.
Rejected	Application rejected by the institute. Student must make corrections before resubmission.
GTU Rejected	Application was approved by the institute but later rejected by GTU. Institute must reject first to allow student resubmission.
Resubmitted	Student has resubmitted after corrections. Application is pending institute review again.
GTU Approved	Application has received final approval from GTU. Process is complete.
All	Displays all applications regardless of their current status.

The screenshots below illustrate how these status filters appear on the application listing page:

Step 2: Viewing Student Details

Once you have identified an application to review, you must open it to inspect the student's full details before taking any action.

How to Open an Application

- On the application listing page, locate the student whose application you wish to review.
- Click the "View Student Details" button corresponding to that student record.
- The system will load the Student Information page for that application.



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Student Information Section

Upon opening, the Student Information section is displayed. This section presents all essential details of the student, including:

- Academic details (enrollment number, course, branch, etc.)
- Application-related information (Provisionally eligible status, etc.)

Important

Institutes must carefully verify all displayed information in the Student Information section before proceeding with any approval or rejection action.

Step 3: Application Details and Document Verification

Below the Student Information section, additional components provide the full details of the application. Institutes must review each of the following sections thoroughly:

1.Application History

- Displays a complete chronological timeline of the application.
- Lists all actions taken by the student, the institute, and GTU (e.g., submission, approval, rejection, resubmission).
- Use this section to understand the full history and current state of the application.



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2. Uploaded Documents

This section lists all documents uploaded by the student as part of their application. Verify each document carefully. Common documents include:

- NOC Letter
- Payment Receipt

Verification Requirement

Institutes are responsible for verifying the accuracy and validity of all uploaded documents. Do not proceed with approval if any document is missing, unclear, or incorrect.

3. Course Certificate Details

This section contains the details of the course completed by the student, including:

- Course name and duration
- Other course-related information
- Uploaded course certificate

Ensure that the certificate and course details align with the application requirements before proceeding.

The screenshot displays the GTU Admin Panel interface. On the left is a sidebar with a 'MENU NAVIGATION' section containing links like Home, Youth Festival, NPTEL, Re-Check, Elective, Exam Form, Reports, BackLog, Student, Convocation, Result, Staff, Stationary, Other, and MEME. The main content area shows details for a student with Program Name 'BE', Branch Name 'Information & Communication Technology', and Eligibility 'Provisionally Eligible for B.Sc. (Engineering)'. Below this is an 'Application History' table with columns for Stage, Approve / Rejected, Approve / Rejected By, Date & Time, and Reason. The history shows a single entry for 'Student' approved on 18-Apr-2026. Further down is an 'Uploaded Documents' section with buttons for 'View NOC Certificate' and 'View Payment Receipt'. Below that is a 'Course Certificates' table with columns for Platform Name, Course Name, Course Duration(Months), Result, Course Start Date, Course End Date, and Certificate. The table shows a record for 'SWAYAM' in 'java' with a duration of 1 month and a 'Pass' result. At the bottom is an 'Upload Student Application Form(PDF Only)' section with a 'Choose File' button and the text 'No file chosen'.

Step 4: Application Approval / Rejection Process

After verifying all student information and documents, the institute must take one of two actions: Approve or Reject the application. Both processes are described below.

Approval Process

To approve a student application, follow these steps:

1. Upload the student's application form. The form must be both signed and stamped by the institute before uploading.



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- Once the form is uploaded, select the confirmation checkbox:
"I have verified all the details of the application and hereby approve the student's application."
- Click the "Approve" button to submit your decision.

The screenshot displays the GTU Admin Panel interface. On the left is a menu navigation bar with options like Home, Youth Festival, NPTEL, Re-Check, Elective, Exam Form, Reports, BackLog, Student, Convocation, Result, Staff, Stationary, Other, and MEME. The main content area is titled 'GTU - Admin Panel' and includes a 'Logout Visit site' link. The 'Application History' section shows a table with columns: Stage, Approve / Rejected, Approve / Rejected By, Date & Time, and Reason. A single entry is visible for a student's application on 18-Apr-2026. Below this is the 'Uploaded Certificates' section with buttons for 'View NOC Certificate' and 'View Payment Receipt'. The 'Other Certificates' section contains a table with columns: Platform Name, Course Name, Course Duration(Months), Result, Course Start Date, Course End Date, and Certificate. One entry for 'SWAYAM' is shown. At the bottom is the 'Upload Student Application Form(PDF Only)' section, which includes a file upload area, buttons for 'Upload student's application Form' and 'View student's application Form', and a checkbox for confirming the application details.

What Happens Next

Once approved, the application is automatically forwarded for further processing (e.g., GTU approval). The application status will update to "Approved" on both the institute and student portals.

Rejection Process (If Correction Is Required)

If you identify discrepancies, missing information, or other issues that require the student to make corrections, you must reject the application. Follow these steps:

- Click the "Reject" button for the application.
- Enter a clear and specific rejection reason in the provided field. This reason will be displayed to the student so they understand what needs to be corrected.
- Confirm the rejection to submit your decision.



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GTU - Admin Panel

Logout Visit site

MENU NAVIGATION

- Home
- Youth Festival
- NPTEL
- Re-Check
- Elective
- Exam Form
- Reports
- BackLog
- Student
- Convocation
- Result
- Staff
- Stationary
- Other
- MEME

Application History

Stage	Approve / Rejected	Time	Reason
Student		2025 16:18	First Time Application Lock

Reject Application
Please provide the reason for rejection

Enter rejection remarks here...

Cancel Reject Application

Uploaded Certificates

View NOC Certificate View Payment Receipt

Other Certificates

Platform Name	Course Name	Course Duration(Months)	Result	Course Start Date	Course End Date	Certificate
SWAYAM	java	1	Pass	01-01-2025	01-02-2025	View

Upload Student Application Form(PDF Only)

Choose File | No file chosen

Upload student's application Form View student's application Form

☐ I have verified all the details of the application and hereby approve the student's application.

Approve Reject

What Happens Next

The rejection reason is displayed to the student on their portal.

The student may then make the required corrections and resubmit the application.

Once resubmitted, the application status changes to "Resubmitted" and will appear in your queue for re-review.

Special Case — GTU Rejected Applications

If an application was previously approved by the institute but subsequently rejected by GTU, the institute must first reject the application from their side, allowing the student to make the necessary corrections and resubmit.

End of Manual