



UDAYAM – COGENT

For

Higher and Technical Education – Government of Gujarat

User Manual

for

SCOPE

[COORDINATOR]



Society for Creation of Opportunity through
Proficiency in English

A Government of Gujarat Initiative



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1. LOGIN

Step 1.1 : Visit <https://gujgov.edu.in/>

Step 1.2 : Login with your credentials.

The screenshot shows the UDAYAM COGENT login interface. At the top left is the UDAYAM COGENT logo. At the top right, it says "Higher & Technical Education Education Department Government of Gujarat" with the state emblem. Below this is a navigation bar with "Home", "Circular", "Help", and "Contact" on the left, and "Signup" and "Login" on the right. The main content area features a "Login" form with the title "Login" and subtitle "Login yourself". The form has two input fields: one for email/phone number and one for password. A "Remember Me" checkbox is below the password field. A large "LOGIN" button is at the bottom of the form. Below the button are links for "Forgot Password?" and "New User? Sign Up". Annotations with red arrows point to the input fields and the login button. A callout box on the right says "Enter your register Email or Phone number" pointing to the first input field. Another callout box says "Enter Password" pointing to the second input field. A third callout box on the left says "Click to Login" pointing to the "LOGIN" button.

Step 1.3 : Click on “LOGIN”

The screenshot shows the "Select Role" page. At the top left is the UDAYAM COGENT logo. At the top right, it says "Higher & Technical Education Education Department Government of Gujarat" with the state emblem. Below this is a navigation bar with "Home", "Circular", "Help", and "Contact" on the left, and a power icon on the right. The main content area features a "Select Role" form with the title "Select Role" and subtitle "Select Your Role.". Below the subtitle is a dropdown menu with a list of roles: "Principal,SCOPE,Ahmedabad", "Principal,SCOPE,Ahmedabad", "SCOPE ADMIN,A.V.P.T.I. Rajkot", "SCOPE COORDINATOR,SCOPE,Ahmedabad", "ETRP,SCOPE,Ahmedabad", and "SCOPE EXAM AGENCY,G.A.C.C. Meghraj". The "SCOPE COORDINATOR,SCOPE,Ahmedabad" option is highlighted in blue. Below the dropdown menu are links for "Forgot Password?" and "New User? Sign Up". An annotation with a red arrow points to the highlighted role. A callout box on the right says "Select Role".

Step 1.4 : Select Role (SCOPE COORDINATOR).

Step 1.5 : Click on “LOGIN”

2. Application Approval

Step 2.1 : Select “Application Approved” from menu

Select Activity Type & Name

Select Status

Select Application Approval

Click here to search

Check to approve Application

Click here to Approve

Activity Type	Activity Mode	Exam Name	Exam Fees	Payment Mode	Payment Status	Payment Type	Bank Reference Number	Transaction Date&Time	Approval Status	See More	Action All
Exam	Online	LINGUASKILL 2	Rs. 1900	Offline	Download Fees Receipt	Net Banking	1629277459522	18/08/2021 14:34:23	PENDING	👁	<input type="checkbox"/>
Rapid English Speaking Course	Online	Rapid English Speaking Course	Rs. 50	Online	Success	Net Banking	1610460664820	12/01/2021 19:41:24	PENDING	👁	<input type="checkbox"/>
Exam	Online	Rapid English Speaking Course	Rs. 50	Online	Success	Net Banking	1629298212650	18/08/2021 20:20:16	PENDING	👁	<input type="checkbox"/>
Exam	Online	Rapid English Speaking Course	Rs. 50	Online	Success	Net Banking	1629971733670	26/08/2021 15:25:41	PENDING	👁	<input type="checkbox"/>

Approve Candidate **Reject**

Step 2.2 : Select your search criteria and click on “Search”

Step 2.3 : Check the checkbox to select candidates for Approval

Step 2.4 : Click on “Approve”

3. Approved Candidate Payment

Step 3.1 : Select “Approved Candidate Payment” from menu

The screenshot shows the COGENT application interface. The left sidebar menu has 'Approved Candidate Payment' highlighted with a red box. A callout box labeled 'Application Candidate Payment' points to this menu item. The main content area shows the 'SCOPE' header and a search bar. A dropdown menu for 'Select Activity Name' is open, with 'CEPT' selected. A callout box labeled 'Select Activity name' points to this dropdown. A 'Search' button is visible, with a callout box labeled 'Click on Search' pointing to it.

Step 3.2 : Select Activity Type and click on “Search”

Payment Method: **RTGS/NEFT**

The screenshot shows the 'Approved Candidate Payment Detail' form. The left sidebar menu has 'Approved Candidate Payment' selected. The form fields are: 'Approved Candidates' (52), 'Payable Amount' (23400), 'Payment Method' (RTGS/NEFT), 'UTR Number' (empty), 'Amount Paid' (23400), and 'Upload Fees Receipt' (Choose File, No file chosen). A callout box labeled 'Select Payment Method RTGS/NEFT' points to the 'Payment Method' field. A callout box labeled 'Click on Proceed' points to the 'Proceed' button. An orange callout box labeled 'If you select RTGS/NEFT then Enter UTR Number' points to the 'UTR Number' field. A blue callout box labeled 'Upload relevant Document' points to the 'Upload Fees Receipt' field.

Step 3.3 : if you select “RTGS/NEFT” as a payment method then Enter **UTR Number**

Step 3.4 : Upload relevant documents and click on “Proceed”



Payment Method: **Demand Draft**

COGENT Home Hello, Manasi Shivani

Approved Candidate Payment Detail

Approved Candidates * 52

Payment Method * Demand Draft

Cheque No. * Cheque Date * Bank Name *

Cheque No. mm/dd/yyyy Bank name

Demand Draft Number. *

Demand Draft Number.

Amount Paid * 23400

Upload Fees Receipt * (in pdf format and < 2MB in size)

Choose File No file chosen

Proceed

Upload relevant
Document

If you select Demand
Draft, then Enter these
Details

Click on Proceed

Step 3.5 : if you select “Demand Draft” as a payment method then Enter **Cheque No., Cheque Date, Bank Name** and **Demand Draft Number**

Step 3.6 : Upload relevant documents and click on **“Proceed”**

Payment Method: **Cheque**

Approved Candidate Payment Detail

Approved Candidates * 52

Payment Method * Cheque

Cheque No. * Cheque Date * Bank Name *

Cheque No. mm/dd/yyyy Bank name

Amount Paid * 23400

Upload Fees Receipt * (in pdf format and < 2MB in size)

Choose File No file chosen

Proceed

Upload relevant
Document

If you select Cheque,
then Enter these
Details

Click on Proceed

Step 3.5 : if you select “Cheque” as a payment method then Enter **Cheque No., Cheque Date** and **Bank Name**

Step 3.6 : Upload relevant documents and click on “**Proceed**”

