



# Kaushalya – The Skill University

(Established by Labour, Skill Development and Employment Department, Government of Gujarat)  
C/O Mahatma Gandhi Labour Institute (MGLI), Drive-in Road, Memnagar, Ahmedabad -380052  
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No. KSU/Enrollment/1

Date: 17.10.2022

## Circular

To,  
All affiliated Institutes/Partners  
(of KSU)

**Subject: Submission of Enrollment forms of students admitted in 2022-23.**

All principals/Heads of affiliated institutes are informed to get the enrolment forms filled by students who have taken admission in the university during academic year 2022-23. Institutes are further informed to send dully filled enrollment forms with necessary documents which were uploaded by the students on admission portal of the university.

**It is requested to strictly follow below mentioned guidelines for submission of enrollment forms at the University**

1. Enrollment form is available online for student. Student can access the enrollment form through student portal under enrollment tab. Log in id and password is the same as admission application portal.
2. Student must enter the first name, father name, mother name as per the official document. All the marksheets and certificates will be issued based on the detail provided by the student during enrollment. After submission of the enrollment form, further change will not be entertained.
3. All the necessary educational and identity documents must be attached with enrollment form.
4. Institute has to verify the enrollment application and documents provided by the student.
5. Institutes have to submit the enrollment forms with documents in proper order to the university on or before **21.10.2022** in person at university's section office.
6. For each course/program, institute/partners must prepare separate file. For an example, B.Sc Steel Technology.
7. File should contained forwarding letter, summary sheet of enrollment (sequence) and enrollment applications.
8. File label must be affixed on file which contained file name, institute name, institute code, course name, course code, program name, program code, academic session. Specimen is attached with the circular.
9. Enrollment number provided in the form is tentative. Final enrollment list will be sent by the university on email of the institute/partner.

For any queries, please contact coordinator of the school of university.

  
Registrar  
KSU

Copy to:  
Director-Academics, Chief Skill Coordinator, Administrative Department