



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
E-mail: info@kaushalyaskilluniversity.ac.in, infoksu21@gmail.com

No. KSU/Enrollment/2023/1

Date: 04.10.2023

Circular

Subject: Submission of Enrollment forms of students admitted in 2023-24 (Odd-2023)

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 2023-24 (Odd 2023). 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. Email ID & Registered Contact Number 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 mark-sheets 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. It is mandatory to fill all the details in the enrollment form.
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. Candidates need to upload recent passport size Photo (not more than 3 months old) Photo Taken/cropped from another photo, or selfie will be not allowed.
6. Candidates need to upload his/her full hand signature in the signature box. No short hand signature will be entertained.
7. **Last Date for submitted the enrollment by the student on portal is 07.10.2023 up to 11:59pm.**
8. Institutes have to submit hard copy of the enrollment forms with documents in proper order to the university on or before **11.10.2023** in person at university's admission cell.
9. For each course/program, institute/partners must prepare separate file. For an example, B.Sc Steel Technology.



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10. File should contain forwarding letter, summary sheet of enrollment (sequence) and enrollment applications.
11. 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.
12. 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

To,
All affiliated Institutes/Partners
(of KSU)

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



GUIDELINES FOR NEW ENROLLMENT IN THE SESSION 2023(W)-24

A screenshot of a web browser showing the student login page for Kaushalya The Skill University. The browser address bar shows 'ksusm.ucanapply.com/student'. The page header includes the university logo and 'EXAMINATION SYSTEM'. A 'Student Login' button is visible on the left. A central modal window titled 'Sign in as Student' is open, containing a profile icon, a 'Username' input field, a 'Password' input field, a 'Cancel' button, a 'Sign In' button, a 'Remember Me' checkbox, and a 'Forgot Password?' link. The entire login form area is highlighted with a red border. At the bottom of the page, there is a footer with 'Kaushalya The Skill University Smart Examination System © 2023 - 2024' and a Windows activation notice.

Click on student login. In the Username write your registered email ID which you used at the time of registration. Write down your registered mobile number in the password which you used at the time of registration.

Note:- If you don't remember your mobile number, don't click on "Forget Password". Go to <https://ksu.ucanapply.com> and check your registered mobile number from the "My Application" tab.



The screenshot shows the student dashboard at ksusm.ucanapply.com. The page features a navigation bar with 'DASHBOARD', 'CHANGE PASSWORD', and 'LOGOUT' buttons. A header section includes the Kaushalya logo, the text 'Kaushalya The Skill University', and a '2022-2023' banner. Below the header, there are three main action buttons: 'Enrollment Form', 'Form Preview', and 'Make Payment'. The user is identified as 'Pithadiya ruchi prakashbhai'.

1. Candidate will login in ksusm.ucanapply.com/students for enrollment with their email ID and Password. (Which is used at the time of application form fill-up). After successful login candidate will show this page. Click on **ENROLLMENT FORM**.

The screenshot shows the 'Enrollment Form' status page. It displays a table with the following data:

Course / Program :	Semester	Institute	Edit/View	Delete
Bachelor in Jewellery Design & Manufacturing 008	Semester - I -(Sem - 1)	015 Indian Diamond Institute		

The page also includes a navigation bar with 'DASHBOARD', 'CHANGE PASSWORD', and 'LOGOUT' buttons, and a header with the Kaushalya logo and '2022-2023' banner. The user is identified as 'Omin chetanbhai savaliya'.

2. After clicking on ENROLLMENT FORM this page will appear with their course name, semester & institute name. Here candidate will click on **EDIT** option.

Application status

Applicant Details

Photo & Signature

Select Subject

Preview

Status of Submitted Application

Application status

Stage	Description	Status
1	Applicant Details	Incomplete
2	Photo & Signature	Incomplete
3	Select Subject	Incomplete
4	Preview	Incomplete

<= Please click on left menu to view details

Activate Windows
Go to Settings to activate Windows.

3. After clicking on edit option this will appear. From here candidate will select Applicant details and will fill that as instructed by university. After filling all the details save that and click on Photo & Signature. Upload that on same way. (Only for BCA CLOUD COMPUTING Select subject option will come. Candidate will select all the subjects which is compulsory)

Kaushalya The Skill University

2022-2023

Welcome Omin chetanbhai savaliya

Kaushalya – The Skill University
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Enrollment Form

Institute Code : 015

Institute Name : Indian Diamond Institute

Institute Address : 508 Sumul Dairy Road, GIDC Rd, Opposite Gurukul School, Katargam, Surat, Gujarat

Name of Applicant :

Email Id :

Contact Number :

Correspondence Address :

Enrollment Requested Course : Bachelor in Jewellery Design & Manufacturing

Course Name : Bachelor in Jewellery Design & Manufacturing

Activate Windows
Go to Settings to activate Windows.

4. On last step candidate will preview their enrollment form and will check their details (Ex:- Name, Email, Contact, Course name, Institute name etc). After checking all the details candidate will scroll down and will click on print to save that as a PDF Format and will follow the necessary instructions which is provided by university/institutes.

5. Candidate can reset their password from ksusm.ucanapply.com/students only after log in with their email & password.
6. If necessary, Candidate will reset their password after filling out & taking the print out of the enrollment form only.
7. Candidate will find the “CHANGE PASSWORD” option On top right corner of student dashboard.

