



Kaushalya – The Skill University

(Established by Labour, Skill Development and Employment Department, Government of Gujarat)
Mahatma Gandhi Labour Institute (MGLI), Drive-in Road, Memnagar, Ahmedabad -380052
Email: info@kaushalyaskilluniversity.ac.in

No.KSU/Enrollment/2024-25/CH-95

Date: 04/10/2024

CIRCULAR

Subject: Submission of Enrollment forms of students admitted to the AY 2024-25 (Odd-2024)

All Principals/Heads of affiliated institutes are hereby informed to ensure that students admitted to the University for the academic year 2024-25 (Odd-2024) complete the enrollment forms. Institutes are also requested to submit the duly filled enrollment forms, along with the necessary documents uploaded by the students on the University's admission portal.

Strictly adhere to the following guidelines for the submission of Enrollment forms to the University:

1. The enrollment form is available online for students and can be accessed through the student portal under the 'Enrollment' tab. The login credentials (Email ID and Registered Contact Number) remain the same as those used for the admission application portal.
2. Students must enter their first name, father's name, and mother's name exactly as they appear on official documents. All mark sheets and certificates will be issued based on the details provided during enrollment. No changes will be allowed after the enrollment form has been submitted. It is mandatory to complete all required fields in the form.
3. All required educational and identity documents must be attached with the enrollment form.
4. Institutes must verify the enrollment application and documents submitted by the student.
5. Candidates must upload a recent passport-sized photo (not older than 3 months). Photos cropped from other images or selfies will not be accepted.
6. Candidates must upload their full-hand signature in the designated signature box. Abbreviated or short signatures will not be accepted.
7. **The last date for students to submit the enrollment form on the portal is 14.10.2024, by 11:59 PM.**
8. Institutes must submit the hard copies of the enrollment forms, along with the required documents, in proper order, to the University's Admission Cell in person on or before 18.10.2024.
9. For each course program, institutes/partners must prepare a separate file (e.g., B.Sc. Steel Technology).
10. The file should include a forwarding letter, a summary sheet of the enrollment (in sequence), and the enrollment applications.
11. A label must be affixed to the file, clearly indicating the file name, institute name, institute code, course name, course code, program name, program code, and academic session. A specimen label is attached with the circular.
12. The enrollment number provided in the form is provisional. The final enrollment list will be emailed to the institute/partner by the University.

For any queries, please contact the Coordinator of the respective School at the University.

04 OCT 2024

Rekha Nair

Registrar

Kaushalya – The Skill University

To,
All affiliated Institutes/Partners (of KSU)

Copy to:

- 1) PA to Hon. Director General, KSU
- 2) Director-Academics, Chief Skill Coordinator, Administrative Department



GUIDELINES FOR NEW ENROLLMENT THE SESSION 2024(W)-25

Kaushalya
EXAMINATION SYSTEM

Student Login
To Login click here....

Administrator Login
To Login click here....

Teacher / Evaluator
To Login click here....

College / Center Login
To Login click here....

Results
Click Here to See Result

Hrms
To L

Technical HelpDesk Details

1) Academic forms (2nd semester, 3rd semester, 4th semester, & 5th semester) for session 2024 (W) will be available from August 16th, 2024, 5 p.m. to August 27th, 2024, 5 p.m. For further queries, student's are instructed to contact their respective department. Refer to the university's website for circular.

2) Enrollment form for the course B.C.A (1st Semester) & M.Sc. in Computer Science (1st Semester) for session 2024 (W) is live until August 27th, 2024, 6 p.m. Student's can login with their registered email ID (user name) and password (registered mobile number).

Sign in as Student

Username

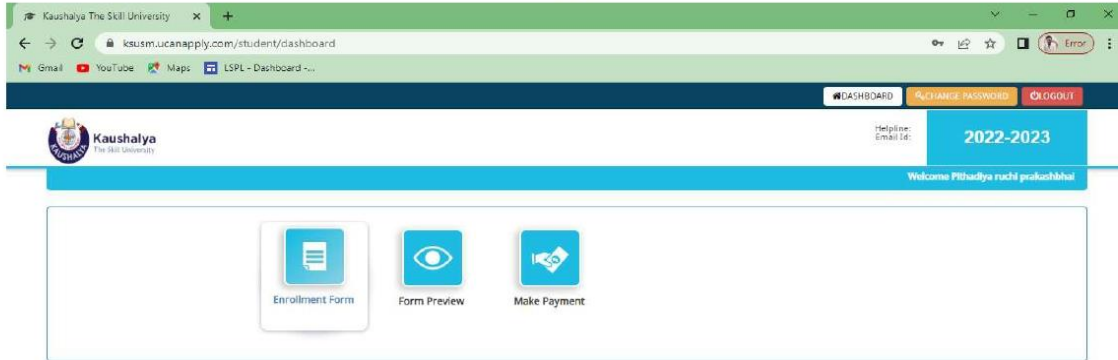
Password

Cancel Sign In

Remember Me [Forgot Password?](#)

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

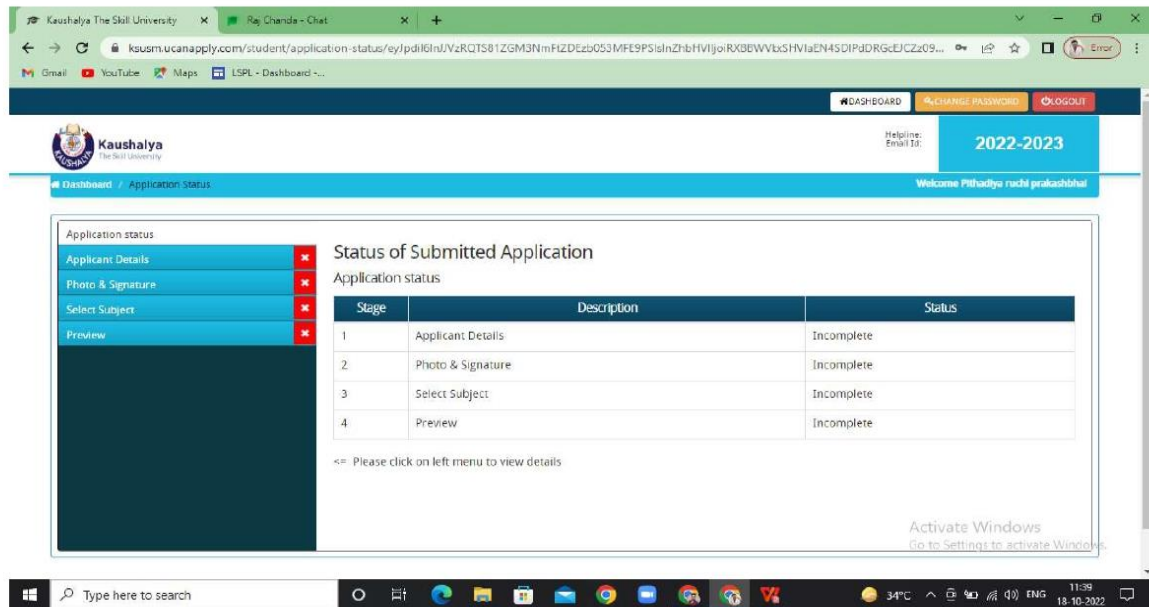
Note:- If you don't remember your mobile, don't click on "Forgot Password". GO to <https://ksu.ucanapply.com> and check your registered mobile number from the " My Application" tab.



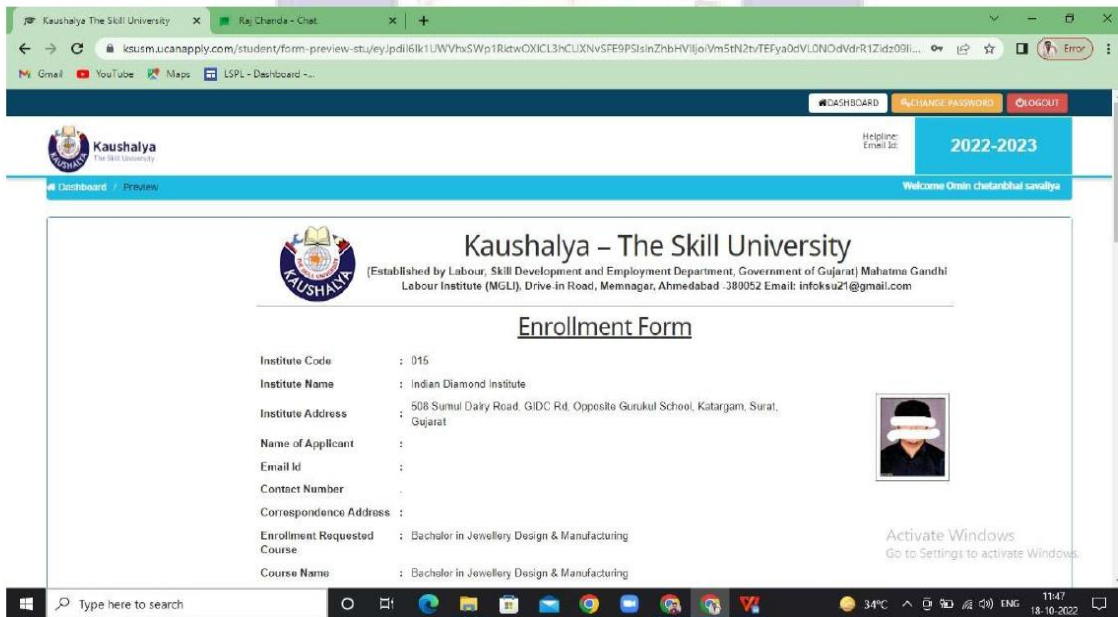
1. Candidate will login in ksusm.ucanapply.com/students for enrollment with their email ID and Password. (Which is used at the time of application form fill-up). After successful login candidate will show this page. Click on **ENROLLMENT FORM**.



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



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)



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.ucanpply.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.

