



UDAYAM – COGENT

For

Higher and Technical Education – Government of Gujarat

User Manual

for

Role Assignment



“Role Assignment”

Role Assignment

Step 1 : Visit [https:// gujgov.edu.in/](https://gujgov.edu.in/)

Step 2 : if you are already registered then Login with your Credentials.

Step 3 : after successfully registration, go to Role Assignment

The screenshot shows the COGENT HRMS interface. On the left is a dark sidebar with a menu. The 'Role Assignment' option is highlighted with a red box and a callout box that says 'Click here for Role Assignment'. The main content area is titled 'Role Assignment' and contains two dropdown menus: 'Role Name*' with 'SCOPE COORDINATOR' selected, and 'Faculty Name*' with a redacted name. A blue 'ASSIGN ROLE' button is below them. A callout box points to the 'Role Name' dropdown with the text 'Select Role from here'. Another callout box points to the 'Faculty Name' dropdown with the text 'Select Faculty Name'. Below the form is a table titled 'Role Assignment Data' with a search bar and 'Export to Excel' button. The table has columns: Sr. No, Staff Name, Designation, Email-ID, Role Name, and Action. One row is visible with Sr. No 1, a redacted Staff Name, Designation PRINCIPAL, a redacted Email-ID, and Role Name SCOPE COORDINATOR. A callout box points to the table with the text 'Here you can see list of faculties with their role'. The URL at the bottom is <https://testhrms.gujgov.edu.in/RoleAssignment.jsp>.

Step 4 : Select “Role Name”.

Step 5 : Select “Faculty Name”

Step 6 : Click on “ASSIGN ROLE”

