



UDAYAM – COGENT

For

Higher and Technical Education – Government of Gujarat

User Manual

for

SCOPE

[COORDINATOR]



Society for Creation of Opportunity through
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SCOPE

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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, there is a header with the UDAYAM COGENT logo on the left and 'Higher & Technical Education Education Department Government of Gujarat' on the right. Below the header 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 following elements:

- A text input field for email or phone number, annotated with a callout box: "Enter your register Email or Phone number".
- A password input field, annotated with a callout box: "Enter Password".
- A 'Remember Me' checkbox.
- A large 'LOGIN' button, annotated with a callout box: "Click to Login".
- Links for 'Forgot Password?' and 'New User? Sign Up'.

At the bottom of the page, there is a footer with 'Copyright ©2020 All rights reserved | Education Department, Government of Gujarat.' and a 'Privacy - Terms' link.

Step 1.3 : Click on “LOGIN”

While login on COGENT portal if “404 page not found” or “http” queries arises, contact to UDYAM COGENT - +919979100152. In addition to that if query is raised in SCOPE, SCOPE will forward in to UDYAM COGENT.

The screenshot shows the 'Select Role' page on the UDAYAM COGENT portal. The page has the same header and navigation bar as the login page. The main content area features a 'Select Role' form with the following elements:

- A dropdown menu titled 'Select Your Role.' with a list of roles:
 - Principal,SCOPE,Ahmedabad
 - Principal,SCOPE,Ahmedabad
 - SCOPE ADMIN,A.V.P.T.I. Rajkot
 - SCOPE COORDINATOR,SCOPE,Ahmedabad
 - ETRS,SCOPE,Ahmedabad
 - SCOPE EXAM AGENCY,G.A.C.C. Meghraj
- A callout box labeled 'Select' with an arrow pointing to the 'SCOPE COORDINATOR,SCOPE,Ahmedabad' option in the dropdown menu.
- Links for 'Forgot Password?' and 'New User? Sign Up'.

Step 1.4 : Select Role (SCOPE COORDINATOR).

Step 1.5 : Click on “LOGIN”

2. Application Approval

Step 2.1 : Select “Application Approved” from menu

The screenshot shows the COGENT SCOPE portal interface. The navigation menu on the left has 'Application Approval' highlighted. The main content area has a search bar with filters for 'Select Activity Mode', 'Select Activity Type', 'Select Activity Name', 'Select Payment Mode', and 'Select Status'. The 'Search' button is highlighted. Below the search bar is a table of candidate applications with columns for 'Activity Type', 'Activity Mode', 'Exam Name', 'Exam Fees', 'Payment Mode', 'Payment Status', 'Payment Type', 'Bank Reference Number', 'Transaction Date&Time', 'Approval Status', 'See More', and 'Action'. The 'Action' column contains checkboxes for selecting candidates. At the bottom of the table, there are 'Approve Candidate' and 'Reject' buttons.

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
Exam	Online	LINGUASKILL 2	Rs. 1900	Offline	Download Fees Receipt	Net Banking	1629277459522	18/08/2021 14:34:23	PENDING	See More	<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	See More	<input type="checkbox"/>
Exam	Online	Rapid English Speaking Course	Rs. 50	Online	Success	Net Banking	1629298212650	18/08/2021 20:20:16	PENDING	See More	<input type="checkbox"/>
Exam	Online	Rapid English Speaking Course	Rs. 50	Online	Success	Net Banking	1629971733670	26/08/2021 15:25:41	PENDING	See More	<input type="checkbox"/>

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”

While Approve on COGENT portal if “not found” or other queries arises, contact to UDYAM COGENT - **+919979100152(info@gujgov.edu.in)**. In addition to that if query is raised in SCOPE, SCOPE will forward in to UDYAM COGENT.



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 'Payment Method' is set to 'RTGS/NEFT', with a callout box labeled 'Select Payment Method RTGS/NEFT' pointing to it. The 'UTR Number' field is empty, with a callout box labeled 'If you select RTGS/NEFT then Enter UTR Number' pointing to it. The 'Amount Paid' is 23400. There is a file upload section for 'Upload Fees Receipt' with a 'Choose File' button and 'No file chosen' text, with a callout box labeled 'Upload relevant Document' pointing to it. A 'Proceed' button is at the bottom right, with a callout box labeled 'Click on Proceed' pointing to it.

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**

The screenshot shows the 'Approved Candidate Payment Detail' form in the COGENT system. The 'Payment Method' is set to 'Demand Draft'. A red box highlights the fields for 'Cheque No.', 'Cheque Date', and 'Bank Name'. A blue callout box points to the 'Demand Draft' selection, and another blue callout box points to the 'Proceed' button.

Upload relevant
Document

If you select Demand
Draft, then Enter these
Details

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**

The screenshot shows the 'Approved Candidate Payment Detail' form in the COGENT system. The 'Payment Method' is set to 'Cheque'. A red box highlights the fields for 'Cheque No.', 'Cheque Date', and 'Bank Name'. A blue callout box points to the 'Cheque' selection, and another blue callout box points to the 'Proceed' button.

Upload relevant
Document

If you select Cheque,
then Enter these
Details

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**”

In case of any problem in any technical issue, Coordinator will have to contact to UDYAM COGENT - +91 9979100152(info@gujgov.edu.in)

CONTACT

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