UDAYAM – COGENT

For

Higher and Technical Education – Government of Gujarat

User Manual

for

SCOPE

[COORDINATOR]

SCOPE

Society for Creation of Opportunity through Proficiency in English

A Government of Gujarat Initiative
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1. LOGIN

Step 1.1 : Visit https://gujgov.edu.in/

Step 1.2 : Login with your credentials.

Step 1.3 : Click on “LOGIN”

Step 1.4 : Select Role (SCOPE COORDINATOR).

Step 1.5 : Click on “LOGIN”
2. Application Approval

Step 2.1: Select “Application Approved” from menu

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”
3. Approved Candidate Payment

**Step 3.1:** Select “Approved Candidate Payment” from menu

**Step 3.2:** Select Activity Type and click on “Search”

**Payment Method:** RTGS/NEFT

**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**

Select Payment Method **Demand Draft**

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**

Select Payment Method **Cheque**

Upload relevant Document

If you select Cheque, then Enter these Details

Click on Proceed
**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**”