

University Departments/Constituent Colleges

Admissions 2024 - Instructions

Heartily Congratulations!

CeGov welcomes you for a new successful journey!

The first step of the journey starts by opening the following CeGov portal – Academic Gateway

<https://www.auegov.ac.in/AcademicGateway/>

Step 1: Register yourself to access the portal

- a) Click “New Registration”.
- b) Enter Application Number, Date of Birth, Select the Admission Year and the Mobile Number that is registered during the counselling process.
- c) Click “Send OTP”. If OTP is not received on your mobile, wait for 30 seconds before you click “Resend OTP”.
- d) Enter the OTP and then set the password to access the portal. The password must be of 8 to 15 characters consisting of at least one character from each of lowercase letters, uppercase letters, numeric digits and special characters.

You are now ready to access the portal, do so by click the “login” after entering your credentials. Verify the data, submitted during the counselling process, that appears on the screen, and if any of that is found to be incorrect, please report that during the admission time. Now, the menu items appeared left side of the screen will guide you the steps to be followed.

Step 2: Register the Mobile Number and e-Mail ID

The mobile number and the e-mail ID registered here are used for all communication purposes during the course of study, and also printed on the SMART IDENTITY CARD issued to you. So, register with your own mobile number and e-mail.

- a) Select “Registration -> Mobile Number” menu.
- b) Enter the mobile number to be registered.
- c) Click “Send OTP”. If OTP is not received, wait for 30 seconds before you click “Regenerate OTP”.
- d) Enter the received OTP and click “Verify OTP”.
- e) Select “Registration -> e-mail” menu.
- f) Enter the e-mail ID to be registered.
- g) Click “Send e-Mail OTP”.
- h) Enter the OTP and click “Verify OTP”.

Now enter your profile and academic details. Please note that the documents to be uploaded must have **75 dpi resolution**, and all documents must be **clear and readable**. The size of a single file to be uploaded be **less than 150 KB**. Do not scan the documents using **cam scanner or mobile**. All the documents, except photo, **should be in PDF** format only. Photo should be **less than 100 KB** and in **JPEG** format only.

Step 3: Submitting Profile and Academic Data

- a) Enter the profile and academic details. Please note that the you can edit the data until it is confirmed. Verify all the data before confirm.
- b) Upload the required documents. Verify each of the uploaded documents for the relevance and readability.
- c) Confirm each of the uploaded documents.

Step 4: Payment of Admission cum Term Fee

All allotted candidates must pay the admission cum semester fee (only online payment mode) to participate in the admission process.

- a) Select “Fee Payment” menu.
- b) Verify the payment particulars.
- c) Select the payment gateway of your choice and press “Pay Now”.
- d) On successful completion of the transaction, the receipt will be provided under your login. In case, the amount is debited and fee receipt is not generated, please wait for 24 hours / contact CeGov office.

For any clarification about Academic Gateway or the payment, contact our supporting centre either through e-mail support@auegov.ac.in or dial at 044-2235 7973/7974.

Step 5: Certificate Verification & Admission

On completion of fee payment, report to the concerned Campus/College Dean office in person with all original certificates for verification and also for photo capturing. The respective Dean office will issue the admission slip after completion of all the formalities.

REFUND POLICY

The students are eligible to get only the Caution Deposit as refund in case of discontinue after the admission, irrespective of the commencement of classes.

Our Website

<https://www.auegov.ac.in/>

Director, CeGov