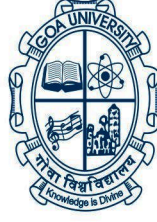


गोंय विद्यापीठ

ताळगांव पठार,

गोंय - ४०३ २०६

फोन : +९१-८६६९६०९०४८



(Accredited by NAAC)

Goa University

Taleigao Plateau, Goa-403 206

Tel : +91-8669609048

Email : registrar@unigoa.ac.in

Website : www.unigoa.ac.in

GU/Acad-PG/Ph.D-Circular e-office/2024/568

Date:10/01/2024

C I R C U L A R

In continuation with the Circular no. 7/158/22-C/975 dated 28/12/2023, relating to launch of e-office, the Goa University has decided to adopt e-office application for creation of Ph.D. files for candidates registered in September 2023 round.

The SOPs for processing receipts of new Ph.D. candidates registered on campus is enclosed herewith. In case of candidates registered at Research Centre, the Guides are requested to submit scanned copies of documents (As per checklist enclosed at 'A' in SOPs) through email at guphd@unigoa.ac.in.

All the concerned Deans, Vice-Deans (Research) and Guides are requested to take note of the same.

(Ashwin Vyas Lawande)
Officiating Deputy Registrar
Academic Division

To,

1. All the concerned Deans
2. Vice-Deans (Research)
3. Research Guides
4. Coordinators of Research Centres.

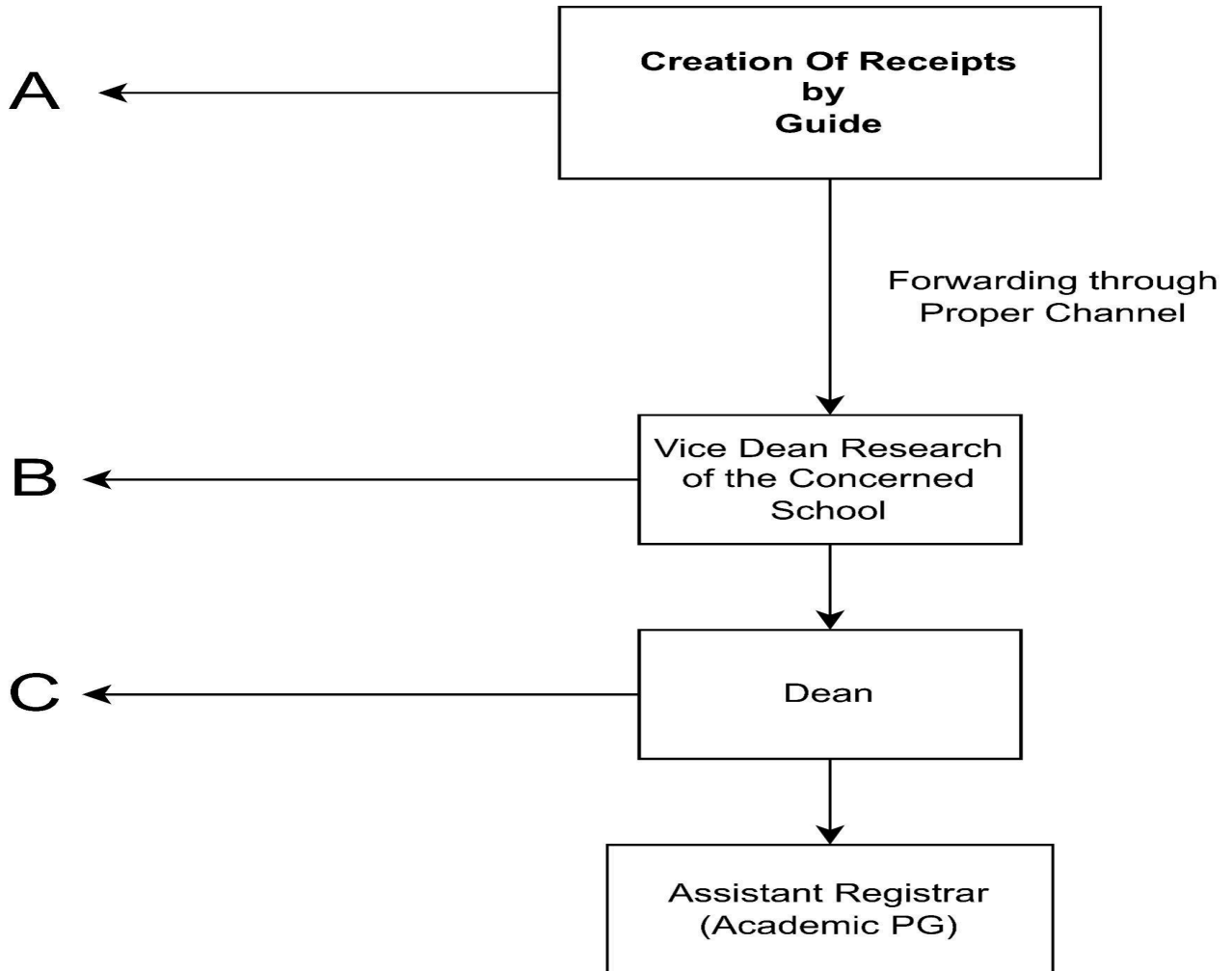
Copy to:

1. AR to Registrar
2. PS to Vice-Chancellor
3. Office Copy
4. AR(PG)

Encl: as above

E-office

SOPs for creating receipts of new Ph.D. registrations



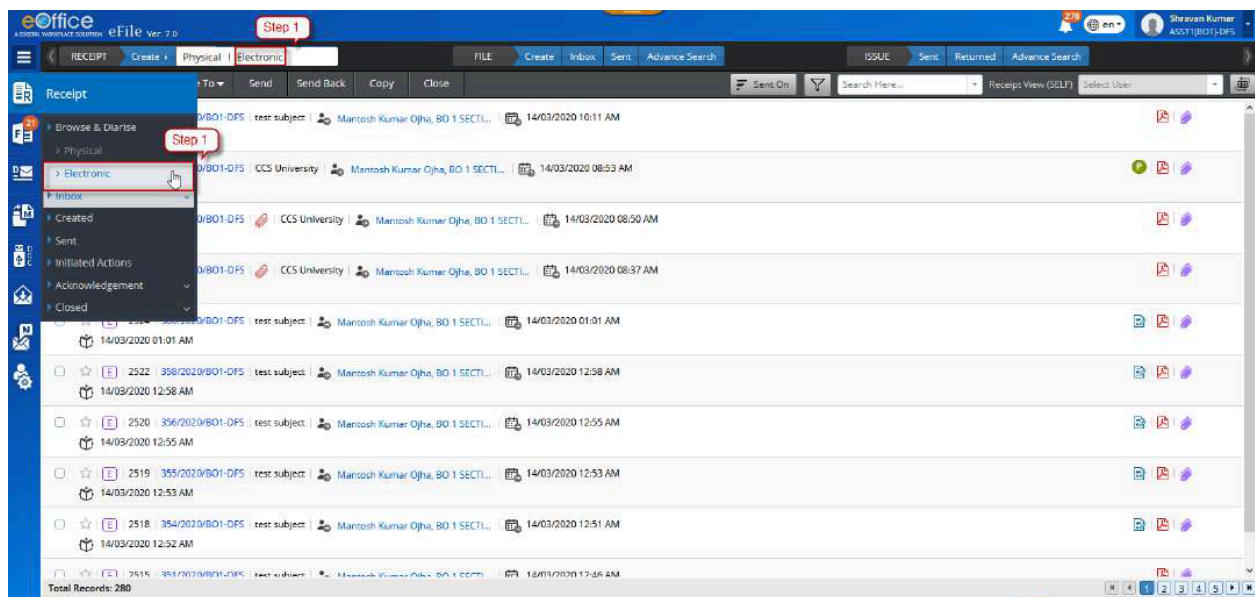
A. Procedure for creation of receipts:

- i. Respective staff of the School should scan and upload the documents as attachments in a single PDF(not more than 20Mb).
- ii. Scanned copy of Checklist along with required documents to be uploaded in the attachment tab.

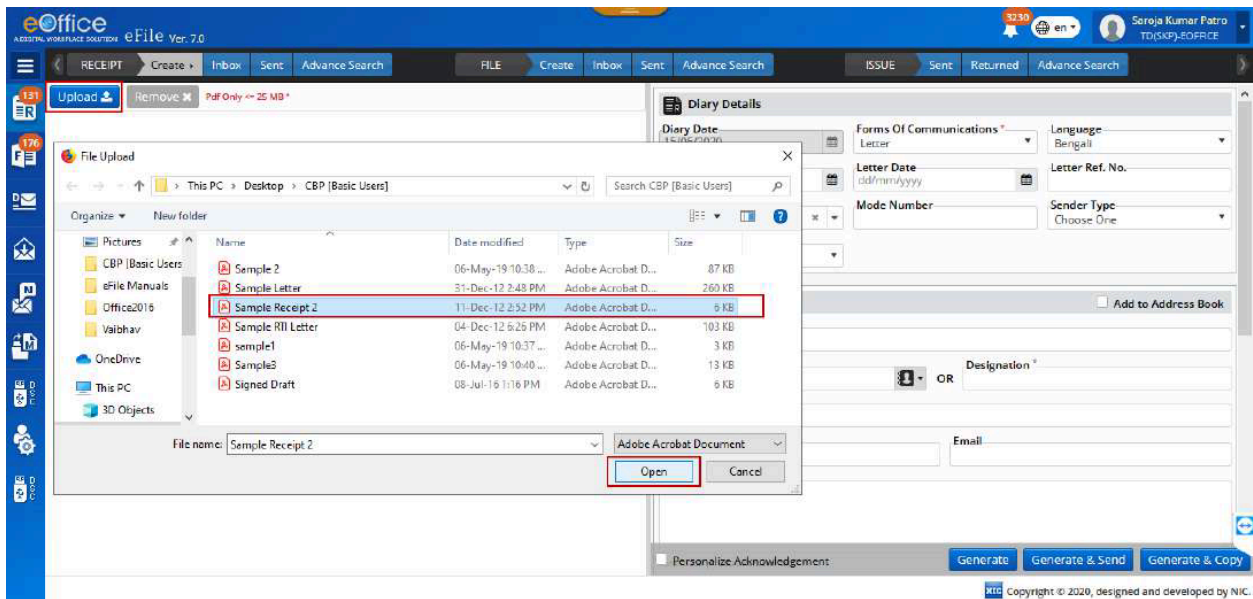
- a. Copy of the online application form duly signed.
 - b. Copy of the application form 'Part B' duly filled and signed.
 - c. Marksheets and other relevant documents.
 - d. NET/SET/M.Phil/GU-PET certificate
 - e. Valid caste certificate (if applicable)
 - f. NOC from employer (if applicable)
 - g. Provisional Eligibility Certificate (for students from Outside Goa University)
- iii. Scanned documents should be diarized to create receipt and forward through e-office to the concerned authorities.
 - iv. **Physical documents to be retained by the Schools.**

STEPS TO FOLLOW:

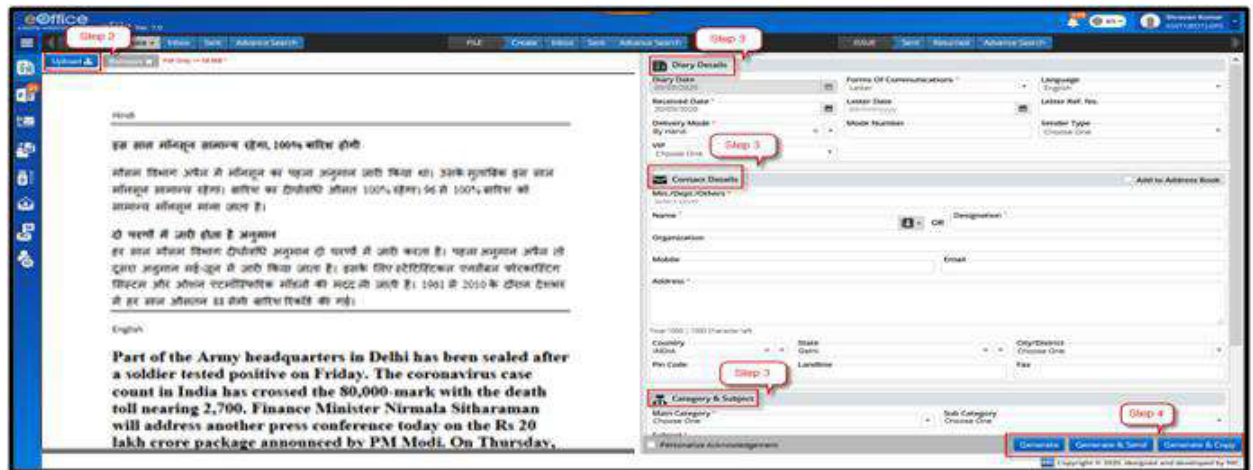
1. Once the main e-Office interface is opened click on the e-file tab then under receipt tab 2 sub links such as Physical/Electronic tabs will be displayed from this electronic needs to be chosen for creation of receipt. The same create link can be seen under Quick Access bar of receipt.



- Click the Upload button. The File Upload dialog box appears. Select the desired scanned PDF document (up to 20 MB) and click Open Button



- Once the scanned DAK/Letter is uploaded, enter the required metadata (Diary Details, Contact details and Subject Category):



- Click Generate & Send to generate a new electronic receipt with a unique Receipt No.



Note:

- All the mandatory fields are marked with **Red asterisk (*)**.
- Generate: Creates the receipt and saves it in 'Created' sub module.
- Generate & Send: Generates the Receipt No. and redirects to the Receipt Send screen.
- Generate & Copy: (This feature is configurable): Generates the Receipt Number and redirects the user to the diary screen retaining the content (PDF) and metadata (Copying the pdf content is also a configurable feature) of the receipt.

B. Role of Vice-Dean Research

- Verification of the documents submitted by the University Guide or Head of the Cluster research center.
- Checklist needs to be maintained and documents to be verified as per below.

Checklist

- Documents to be enclosed in the candidate's file:

Copy of the checklist is to be enclosed in the file. Kindly check boxes.

- Copy of Online application form duly signed.
- Copy of the registration form duly signed.
- Admission form- Part B duly signed by the Dean/HOD, Employer (if applicable), Guide, Co-guide (if applicable) with stamp.
- Valid Caste certificate (if applicable)
- NET/SET/JRF/M.Phil certificate or Valid GATE/GPAT/GU-PET certificate (if applicable)
- PG Mark sheet
- Provisional Eligibility Certificate (applicable for Other University student)
- NOC from employer (if applicable)
- Payment receipt generated through GUMS
- Names of subject experts for constitution of DRC submitted by Guide as per provision of Ordinance OA-19A.4 (iv)

C. Role of Dean

- Re-verify and check for any corrections or changes to be undertaken.
- Upon verification it shall be forwarded to Assistant Registrar (Academic-PG).