

## **I. Procedure for New Registration**

### **Important Note:**

Step 1: Go to <https://www.auegov.ac.in/> and select "Digital Governance" and select "Academic Gateway" submenu. (Google chrome is the preferred browser but all latest browsers are supported).

Step 2: Click "New Registration".

Step 3: Enter Application number, Date of Birth, Select Admission Year, Mobile number (registered during counseling process).

Step 4: Click "Send OTP". **If OTP is not received, wait for 30 seconds before you click "Regenerate OTP"**

Step 5: Enter the OTP, you have received in your mobile, set Password. (8 to 15 characters consisting of at least one lowercase letter, one uppercase letter, one numeric digit and one special character) and confirm password.

Step 6: Now, Click "Login" and proceed.

## **Registering Mobile and E-Mail ID**

The mobile number will be printed on the SMART CARD. DO NOT register temporary mobile number. After registration, if you want to change the mobile number, you have to apply through the Dean of the college.

The e-mail id registered here will be used for all communications, DO NOT register temporary e-mail id.

Step 1: Go to <https://www.auegov.ac.in/> and select "Digital Governance" and select "Academic Gateway" submenu. (Chrome is the preferred browser but all latest browsers are supported)

Step 2: Login to "Academic Gateway".

Step 3: Select Registration menu and select Mobile registration submenu. Enter the mobile number to be registered.

Step 4: Click "Get OTP". **If OTP is not received, wait for 30 seconds before you click "Regenerate OTP"**.

Step 5: Enter the OTP, you have received in your mobile and click verify OTP.

Step 6: Select Registration menu and select Email registration submenu. Enter the Email id to be registered.

Step 7: Click "Get OTP".

Step 8: Enter the OTP, you have received in your mail and click verify OTP.

## **II. Procedure for filling the student smartcard data sheet through online**

**Important Note:** Scan the original documents **with 75 DPI resolution**. The size of a single file should 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 50 kb** and in **JPEG** only.

Before proceeding to pay admission cum term fees, student have to fill the data for smartcard.

Step 1: Go to <https://www.auegov.ac.in/> and select "Digital Governance" and select "Academic Gateway" submenu. (Google chrome is the preferred browser but all latest browsers are supported.)

Step 2: Login to "Academic Gateway".

Step 3: View existing data under Dashboard menu.

Step 4: Fill personal, academic details using "Add/Edit Data Sheet" submenu of "Academic Gateway" menu

Step 5: Click "Add" button to save.

Step 6: Check the entered details on the screen. To make corrections use "Edit" button make correction and click "Update".

Step 7: Select "view/confirm Data Sheet" submenu of "Data Sheet" menu, and Click "View PDF" to Generate PDF file with "Tentative Report" water mark, check all the details entered are correct, if all data are correct, complete the data entry by clicking "Confirm" button at the end of the PDF file. If "No" is selected, close and edit the data again.

Step 8: Upload all the necessary Original certificate's scanned copy in the format prescribed.

Step 9: Verify each uploaded files for readability and relevance.

Step 10: Confirm each uploaded certificate.

## **III. Procedure for paying admission cum term fees through online using Internet Banking.**

All allotted candidates must pay the admission, semester fee through online payment only.

Step 1: Go to <https://www.auegov.ac.in/digitgov.html>, Centre for e-Governance website. Chrome is the preferred browser but all latest browsers are supported)

Step 2: Select (Click) "Student Portal".

Step 3: Enter the Registration / Application Number, Date of Birth and press login button and **set password** (Set Password according to the mentioned requirements. Enter the same password in confirm password. "Click set password". Check the message displayed on the screen). The respective student's particulars will be displayed on the webpage. If all the shown information is correct then press "Pay Fees".

Step 4: After clicking Pay Fees, the user will be requested to select a bank for payment on the webpage and proceed to the respective bank's website for payment (if internet banking enters the login name, password and proceed).

Step 5: On successful completion of the transaction, the candidate can take a temporary receipt of the payment for further reference. A signed copy of the receipt will be available in the same portal within 48 working hours.

### **NOTE:**

1. The signed receipt copy must be produced at the time of admissions.
2. For making payment, at zero transaction charges, the candidate may require an Internet Banking Account in any one of the following banks.  
**(I) State Bank of India (II) Indian Overseas Bank (III) Indian Bank.**
3. Other mode of payments may require transaction charges as indicated in the web portal.

For any clarification on Academic Gateway, admission cum term fees contact [support@aeugov.ac.in](mailto:support@aeugov.ac.in)

## **IV. RULES FOR REFUND:**

### **Important Note:**

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.