

# IMPORTANT INSTRUCTIONS TO CANDIDATES

Dear Candidate,

Welcome to THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA and CONGRATULATIONS for becoming a part of MSU PARIVAR!

It is a matter of immense pleasure for all of us that 'Our University', from current academic year has initiated with maintenance of a Student Life Cycle (SLC), and yours is the FIRST batch to enter and experience the Digital University (DU) Framework.

For making the efforts successful, and extending excellent services to one and all, let us join hands. For this, following are few steps:

1. By now you must have received your USER ID (UID) and PASSWORD (PW). UID and PW is being sent to you through system generated SMS on becoming Provisionally Eligible/Eligible for admission.
2. If through any reason you have not received/lost the message, you will be having your UID and PW in your registered e-mail account (the one you have specified in the application for admission).
3. In case of not having your UID and PW, you can collect the same from your faculty office OR else Academic Section, University Head Office.
4. For commencing the digital journey, you MUST HAVE your own UID and PW.
5. Once you are in possession of UID and PW, log into your own account by visiting <http://msub.digitaluniversity.ac> (Internet Explorer 7 or above is advisable with compatibility view settings 'ON')
6. It is advisable to change your PW on first visit to your account from 'My Settings' link.
7. Your personalized web page will be available to you.

The screenshot displays the student portal for The Maharaja Sayajirao University of Baroda. The header includes the university logo, name, and address (Fazalgunj, Vadodra-390 002, Gujarat (India)). Navigation links for Home, My Login, My Settings, Logout, Calendar, Sitemap, and Contact Us are present. A secondary navigation bar lists My Profile, Academics, Examinations, Applications, and EASY Jobs. The user's name, AGRAWAL RAJNE MAHESHCHAND, is shown. The main content area is titled 'Personal Services in your eSuidha Login' and is divided into several sections: 'Get the information about' (listing Unfeeship, Available courses, Affiliated colleges, Accreditation ratings, Intake capacity, and Admission fees); 'Download' (listing Prefiled eligibility form and profiled enrollment form); 'Apply for' (listing Subject change, College transfer, and Claims for subject exemption); 'View details' (listing Academic details, Performance record, and Status of profile change request); 'Update' (listing Profile and contact details); and 'Download' (listing Bydate and examination schemes). A 'View in EASY (Employment Assistance Services to You)' section lists services like Career path, Jobs for me, Earn and learn schemes, Government jobs & schemes, Self-employment guidance, Education and job fairs, Educational loan competitive exam sites, Scholarships & fellowships, and Advanced studies in India and abroad. A 'Generate' section offers a Resume for campus placements. A 'Get' section provides SMS & email alerts. A 'Secure a Digital Cities' section lists services like Recharge mobile online, Create blog or webpage, Compare two mobiles or gadgets, Book movie, bus, rail tickets online, Search driving directions, Internet banking, and Pay of MSER/telephone bills and many more. On the right, there are buttons for EASY Jobs, Other Services, and Technology. A social media bar at the bottom left includes icons for Facebook, Twitter, Google+, and LinkedIn.

8. Following are various services that you can now avail digitally, without standing in Long queues:

My Profile	Academics	Examinations	Applications	Easy JOBS
<ul style="list-style-type: none"> <li>• Edit Profile – Profile Correction Request</li> <li>• Edit Profile – Update Contact Details</li> <li>• Edit Profile – View Request Status</li> </ul>	<ul style="list-style-type: none"> <li>• View Profile</li> <li>• Academic Profile</li> <li>• Download Syllabus</li> </ul>	<ul style="list-style-type: none"> <li>• Download Question papers</li> <li>• Download Time-table</li> <li>• Download Schedule</li> <li>• Paper Information</li> <li>• Download Examination Form</li> <li>• Download Examination Hall-ticket</li> </ul>	<ul style="list-style-type: none"> <li>• Revaluation</li> <li>• Verification</li> <li>• Duplicate Statement of Marks</li> <li>• Exemption Cancellation</li> <li>• Ordinance Cancellation</li> <li>• Paper Change</li> <li>• Migration</li> <li>• Convocation</li> </ul>	Employment related options.

9. On your first visit, if you find any discrepancy anywhere, whether it be your Name, Photograph, Signature, Contact details etc. you can generate Profile correction request ONLINE by clicking “Add Profile Correction Request” under menu of Profile Correction. You only need to submit necessary Documentary evidences to “Students’ Facilitation Centre (SFC)” established at the University Head Office to get the correction approved.
10. It is IMPORTANT to note that NAME CORRECTION REQUESTS shall not be entertained at the later stage, once the pre-examination process begins; hence you are requested to kindly verify your name and other details critically and generate necessary requests from your profile immediately.
11. The Name so registered or Updated through the generated request shall be presented on all the future records of the university with respect to your life cycle.
12. You will be getting all information with regard to your Examination Schedule and Examination Time-table from the links namely ‘My Exam Schedule’ and ‘My Exam Time-table’ respectively.
13. Your ‘Examination Form’ as well as ‘Examination Hall-ticket’ will also be made directly available to you at ‘Examination Profile’ under the link of ‘My Profile’.
14. You only need to submit the Examination Form at your faculty between stipulated dates as available in ‘My Exam Schedule’, get your examination form inward for making generation of ‘Examination Hall-ticket’ possible.
15. In case of any assistance, you may visit the links available at the bottom of your page namely Suggestion/Request Info/Complaint/FAQ or contact Academic Section, University Head Office @ 0265-2789485/0265-2750267.

With best Wishes for Bright Student Life @ MSU and for Best Future Prospects,

TEAM MSU.