1. Login to the College account by clicking on link <u>http://erp.mdu.ac.in/index.aspx</u>

– Sigr	n In
D	Login Id
	Password
	forgot password?
	SIGN IN

Enter your Login ID, Password and click on SIGN IN

2. Click on New Student Registration Tab



Following screen will appear -



There will be 2 options

- (i) Add New Student
- (ii) Having MDU Registration No/ StuID

# 3. CASE-I (Add New Student)

#### Click on the button Add New Student, Following screen will appear to fill in the basic details

Student Personal Details Section		
Add New Student C Having MDU Registration No./Stub	Shuld	
Fother Name	Mother Name	0
Gender	Date of Birth	
Please Select Gender	_ dd/mm/yyyy	
Be make sure, all the student basic particulars are (Only after save & lock you will be able to add oth	needed to be correct, once you save & lock after that you are not ab er details) Save & Lock Personal Details	ele to edit.
		Subset in residual periods     Add New Student © Howing MDU Registration No./Stud      Registration No.:     Student Name     Father Name     Gender     Gender     Date of Birth     Gender    Please Select Gender     v dd/mm/yyyy      Be make sure, all the student basic particulars are needed to be correct, once you save & lock after that you are not all     (Only after save & lock you will be able to add other details)     Save & Lock Personal Details

Fill the basic details and click on Save and LOCK Personal Details Button

NR/CR Section (IRP)	Student Personal Details Section		
RR/CR Subject Booking Ramai (ERP) Subject Bookest Report (ERP) Student Macter Data (SRP)	Add New Student      O Having MDU Repatration No./Stubil		
Intermediate Students Master Data(ERP)	Registration No.:	Stuld.	
heer extention (Englished and 1970) List of Booked RP Students	Student Name		
Finance	SAMEER		
College Group FT	Father Name	Mother Name	
	RAM LAL	PREM LATA	
	Gender	Date of Birth	
	Male	↓ 01/01/2001	0
	Be make sure, all the student basic particulars are needs (Only after save & lock you will be able to add other de	d to be correct, once you save & lock after that you are not able to alls) we & Lock Personal Details	edit.

# 4. As soon as you save the personal details, following screen will appear

RRUCR Section (BRP)	Student Personal Details Section	
RR/CR Subject Booking Panal (ERP)		
Subject Booked Report (ERP)	The state of the s	
Student Master Data (BRP)	Add New Student      Having MDU Registration No./Stu1d	
Intermediate Students Master	120 CONTROLOGY	Sector 2
Oata(ERP)	Registration No.:	Stuld: 369241
New Stadem Registration (15)	Student Name	
List of Socked #95 Students	SAMEER	
trigina (O)	Father Name	Mother Name
College Group H	RAM LAI	DHTALLATA
	MAR LOL	PROM CAIN
	Gentlet	Date of Birth
	All	J 01/01/2001
	ware	* 1 <u>238/025</u>
	Mobile (Optional)	Email (Optional)
		cer Sean
		Permanent Address
	Address "	
	State 1 District 1	
	state the state	Pincode *
	select state	ist-
	Cent 1 1 1	
	Click on checkbox if your correspondance adodress is same a	s permanent address
	C.	orrespondance Address
	Mobile(Optional)	
	Address *	
	2 (28) (26) (2)	

5. Fill in the Email ID, Mobile Number, Permanent Address, Correspondence Address, Biometric Details, Social Details, Education Details by clicking on Add Qualification and Registration Return(RR) Details

6. Click on the button to save the details of registration for a particular student.

Save & Proceed for Final Registration

# 7. You will receive the message –

and - and at the									
Student Personal Details Serti									
100	2 Servers Regulated in America New Concern Server Servers Type								
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# 8. CASE- II (Having MDU Registration No./Stuld)



9. Enter Registration Number or StuID, Details, click on Search Student, the details will appear as

RR/CR Section (ERP)	6	Student Personal Details Section											
REVER Subject Booking Panel (ERP) Subject Booked Report (ERP) Studievil Martier Cata (ERP)	Ī	C Add New	Studient,	8) Having MDU Re	gistration No./Studd	191390018							
Internediate Students Master						50	arch Student						
Las of Backed FR Students	Re	egistration (	No.:				Stulid						
Finance	6 55	udent Nam	e .										
College Group FT													
	Fai	ther Name					Mother Na	me					
	Ge	ender					Date of Bir	th					
		-Please Se	lect Gen	der-				97					
						Almody cost	record of this	studinot					
	5	ielect -	Stult	Student Number	Repotation Number	Student Name	Father Name	Mother Name	Date Of Birth	Gender	Course	Sem Year	
		failed.	211083	1101266329	191390018	AAKA5H	MADAN LAL	SARITA.	8/7/1996	Male	MBA (GENERAL)	3	

 Click on Select Button and details of the candidate will appear, complete the details which are not filled like the Email ID, Mobile Number, Permanent Address, Correspondence Address, Biometric Details, Social Details, Education Details by clicking on Add Qualification and Registration Return(RR) Details

RAICE Section (ERP)	Ster.	dent Perso	nal Det	tails Section									
RR/CR Subject Booking Periel (CRP)													
Indject Anniaed Report (GRP) Student Mainer Date (FRP)	0	Add new Stu	det 1	E Having MDJ Re	patrotion No./Stuid	19130018							
Intermediate Students Marter		Search Budent											
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latinge Group FT	AA3	CASEL JAISA	MAN.										
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	6.64	DANE DAL 1	Alswe	AL.			SARITA J	ABWAL					
	Gend	Gender Date of Birth											
	hite	Male											
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11. Click on Save Registration details after filling the same.

Registration Return(	(RR) Details	
Program Group *	Program *	
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Fee Category *	Student Group *	
✓ General Fee	✓ SFS-Course	~
nnel 🛩		
Save Registration	Details	
	Registration Return Program Group * UG Fee Category * General Fee nnel	Registration Return(RR) Details         Program Group *       Program *         V       UG       B8A         Fee Category *         Student Group *       SFS-Course         onel       V       Save Registration Details

#### **12. SUBJECT BOOKING SECTION**

Once Record is created Click on Subject Booking and enter COURSE, SESSION and Semester then click on Search Student.

RUCE Section (BPP) (A) RUCE Section (BPP) Subject Booked Report (BP) Studient Master Data (ERP)	CR & Subject Bo	GOVT COLLEGE FOR WOMEN ROHTAK											
Intermediate Students Master	Course		50	ssion			Semester						
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List of Booked RR Students							21						
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College Group FT					search acodents								
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	Fotor text to swerth												
				Oran n milen	hearse here to group	by that colorest							
	Admission Date	Class Rull No	Book Subjects	Stu Id	Registration Number	Student Name	Father Name	Ramarks					
	1. 1.						1	1					
					He data to display								

13. Following screen will appear, then click on Fill Subjects, following screen will appear to fill Class Roll Number and Admission Date.

Fill the details and click on SAVE Admission date and Class roll no.

Export to XLS	Export to XLS	¢							
Enter text to search				- 1					
			Draig X ct	ilamit header.	here to group	by that column			
dmission Date	Class Roll No	Book Subjects	Stu	ald Registr	ation Number	Student Name	Father Name	Remarks	
(w)	-	1	1	31					
		Fill Subjects	36	9241		SAMEER	RAM LAL		
uld: 369241 udent Name: SA	MEER				Registrat Father N	tion Number: ame: RAM LAL			
uld: 369241 sudent Name: SA	MEER				Registrat Father N	tion Number: ame: RAM LAL			
uld: 369241 udent Name: SA	MEER				Registrat Father N	tion Number: ame: RAM LAL			
uld: 369241 udent Name: SA ass Roll No.	MEER				Registrat Father N Admissic	tion Number: ame: RAM LAL			

14. Once you save the details, Subjects of the candidate will be populated, Choose the optional subjects if any and click on SAVE SUBJECTS to save subjects

123			20100.000	20	
			20/08/20	20	L
		Update a	admission date and class	i roll no.	
lotel Before subject bo cheme. University will a	king, please che ot be responsible	ck subject details from • for the incorrect subje	current session & schem ct booking!	e. If any kind of discrepancy, cont	act UCC with the copy of
			Mandatory Subjects		
Subject Code	Sub	jectName			
BBAN101	BUS	INESS ORGANIZATIO	N		
BBAN102	BUS	INESS MATHEMATICS			
BBAN103	FIN	ANCIAL ACCOUNTING	3		
BBAN104	CON	<b>APUTER FUNDAMENT</b>	ALS		
BBAN105	BUS	INESS COMMUNICAT	ION		
BBAN106	MIC	RO- ECONOMICS FO	R BUSINESS DECISION	s	
-Select Group					
			Optional Subjects		
		<	Save Subjects	>	
		Lot	of Booked Subjects Det	aits	
Enter test to search					
# Session	Group	Course	Semester	Subject	
in the second se			Contraction of the		

# 15. List of Saved subjects will appear down the screen, verify the same.

Student Nat	IT me: SAMEER			Registration Father Name	Number: RAM LAL							
Cides non re	10			Admission Dr	ste							
123				20/08/202	0							
1			Update a	dmission date and class	roll no.							
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Lancas and	and the second s											
ENDA DOG 12	a second second											
EALA COLL	Seraton	Group	Course	Semester	Subject							
*	Session July-2020	Group 0	Course	Servester	Subject 1 NUSTINESS ORGANIZATION							
(EADA 1000 1)	Session July-2120 July-2020	Group 0 0	Course BBA BBA	Serverter	Skitpert           1         BUSSNESS ORGANIZATION           2         BUSSNESS NATHEMATICS							
ERAF OWL 1	Session July-2120 July-2020 July-2020	Group 0 0 0	Course BBA BBA BBA	Sementer	Sköpett           I BUSTNESS ORGANIZATION           BUSINESS NATHENATICS           I FINANCIAL ACCOUNTING							
Elfar ood fa	Session July-2020 July-2020 July-2020 July-2020	Group 0 0 0 0 0	Course IIBA 88A 88A 88A	Senester	Skopect  EUGSTMESS ORGANIZATION  EMUSINESS NATHENATIOS  FURMACEAL ACCOUNTING  COMPUTER FUNDAMENTALS							
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	Student Ner Student Ner Class Roll N 123 Notel Befor scheme. Un No data to Select Gro Maximum : count 1	Student Name: SAMEER Class Roll No. 123 Note! Before subject bookis scheme. University will not No data to display Select Group Maximum subject count fo count 1	Shufit 309241 Student Name: SAMEER Class Roll No. 123 Note: Before subject booking, please ches scheme. University will not be responsible No data to display —Select Group— Maximum subject count for this program count 1	Student Name: SAMEER Class: Roll No. 123 Update a Note: Before subject booking, please check subject details from a scheme. University will not be responsible for the incorrect subje No data to display —Select Group— Maximum subject count for this program is 6 and you can select count 1	Studi: 369241 Student Name: SAMEER Class Roll No. 123 Class Roll No. 120/08/202 Class Roll No. 123 Class Roll No. 123 Class Roll No. 123 Class Roll No. 123 Class Roll No. 123 Class Roll No. 120/08/202 Class Roll No. 123 Class Roll No. 120 120 120 120 120 120 120 120							

# **16. PAYMENT SECTION**

Click on College Group FT and select Session, Program Name, Semester, Student Type (RR), Student Group and click on Search Student.

dagest Booking Panel (2017)	After searching II students are not assessing for	o the naverant that places confi	on that both scent of subjects backet	and subjects required for backing are used	In the Subject Realest Basset (SBN)
Rossiani Rapport (2017) Televier Since (2017) diate (Audionite Mandae	स्रोप काने के बाद, पड़ि छात्र भुपतान के लिए उपस्थित	नहीं हो रहे हैं, तो कृप्रया पुष्टि को कि बु	क किए गए विश्वों की कुल संख्या और चुकि	ग के लिए आवस्थाक विषय विषयवार रिपोर्ट होशार	रे) वे समल है।
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ar King IT	GOVT COLLEGE FOR W	OMEN ROHTAK			
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	3xby-2525	90A - 501	1 間	RR 🗐	Republic Course
		Search Student			Expant To Excel
	7				
			Click here to Generate Group ITTI and P	rooted for Phyment	

17. Following screen will appear, Select the student and <u>click here to generate Group FTR and</u> proceed for Payment Option

ACC Generation (CC) ACC Gauger Humany Peer (CD) Grant Former Apper (CD) Autor Human Cons (CD) Arternation Human Matternation	After searching, If analysis a श्रीभ करने के बाद, पढि तात पुरा	ra nat appearing for the pa साम के लिए उपलिपत नहीं ही रां	yrani than p I R. Al quair g	lanan confirm that हि करें कि पुरा बिग्	t lotal court of sub गए दियदी की कुल स	into booland ) छरा और मुचिय	and solgiects raquing I in This accords film	d for booking on an a finance field die	na in the Solgart Bos १९४९) में साहन है।	Road Report (2017).
(M) Scale bygenese (R) Planet (R Scale) M (R Scale) M (R Scale) M (R Scale)	Group ITR Sectors	Bala Parent for Owned You GE FOR WOMI		ITAK						
	Sension July-2020 📄	Program No 16A - 50			Batturplar J.		Risalanti Tyy		Basic O Region	Course 📄
	* 5 Castellar	RegisterierMonker	-	Sharensteine	Tetterilises	Siteme	PeeCategory1	Paulistagery2	Administratives	Tanations in the start
	D 1 10.		310241	SAMETER	BAM LAL	4.4	Regular-Colume	German Free	20-38-2020	6

19. If the College put the correct parameters like Session, Program Name, Semester, Student Type, and Student Group and below screen Appears after clicking on Search Student Button then contact Fee section to display the Fee for the particular Session, Program Name, Semester, Student Type, and Student Group.

Examination (ERF)	*	1							
Losi Upload (IRP)		Group FTR Section							
Super Admin	(M)	E contractor and a second			100				
NyAccourt.		Contenting on one	116	case rayment for Unpaid volucier	1000				
Dashboard									
RS/CR Section (ESP)	1	Fee Not Main	tained for	CCode - 511 InstituteCode -80	51 Cat -114 Sem	+ 2 Session - 4	4. Kindly send an	email to Acco	unts branch for t
France	- B)				this se	creenshot,			
College Trans FT	6								
HeadWise Fee Admin Delete Urgald GroupFTR		GOVT. P.G NEH	RU COLLE	GE JHAJJAR		Submit le	nstitute		
Group FTR Voucher Status									
Doenigad LatackP	<u>(m)</u>	Session		Program Name	Semester		Student Type		Student Group
labouta	<u></u>	Jan-2021	14	B.A.(SEMESTER) - 51	2	[w]	CR	1	SFS-Course
41 Institutes Contact Details(Ad	min)		. 1971	2.500 08030 000 000 000 000 Mail	1.04	- tool		Feat	
Jpdate Password	-			Search Student				Екро	et To Excel
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		S. Classific	ilNo Regi	intrationNumber Stude Student	Namer PatherNar	ne Schome I	feeCategory1 FeeC	lategory2 Ad	missionDate Tota
		No							

19. If the College put the correct parameters like Session, Program Name, Semester, Student Type, and Student Group and below screen the student is not searched in the below screen then College should click on the "Make Payment for Unpaid Voucher Ids", and select Unpaid voucher id, to check the whether the voucher already created, If voucher is not found then the college may contact UCC.

											-
Examination (DRP)		Group FTR Section									
Even Uplease (39/1)		Generate Group F	TR Make	Payment For Ling	ald Vaucher I	6.24					
Suger Admin	30				-		_				_
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Cashbuard											
RS/CK Section (BSP)	- 63	100-0400									
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HeadWive Fee Admin Delete Ungwitt GroupPTR Group FTR Voucher Statut				Search St	udent					Export to Excel	6
Dovedoed Data(ERP)	14										
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					Click here N	Generate Group	FTR and Pro	sceed for Pays	oeut		
		J.:								Part 14 101 101	

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Examination (ERP)	~		0.000			-	
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Finance	~	To make     click on I	payment agains	Unpaid Group Vouc	her Id. Select Un	paid Voucher Ids fr	om below and
College Group FT		CHOK ON P	Toceed for Fayin	ierit.			
Group FTR Voucher Status		Select unpaid	Voucher Id				
College Intake Details		Voucherld- 0	4000080400009	014 & ProgramCode	- M.A. (GEOGRA	PHY) - CBCS(901) &	i Sem-4 *
Download Data(ERP)							
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		Entar teat to s	earch header here to gro Class Roll No	up by that column Registration Number	stu Id	Student Name	Program
		Entar test to s	earch header here to gro Class Roll No	up by that column Registration Number	stu Id	Student Name	Program
		Enter test to s	earch header here to gro Class Roll No 8327346	ap by that column Registration Number 1177180839	5tu Id 156245	Student Name	Program M.A. (GEOG) CBCS

20. Following screen will appear, Select the student and <u>click here to generate Group FTR and</u> <u>proceed for Payment</u> Option:

ACD Sector (AN) (2) CCD Subject Busing New (AN) situat Doniel Report (AN) Subject Busine (Con (CN) Converting Students Marke- Saul (M)	After searching, if students क्षोंच करने के बाद, पडि तात पु	सक गया व्यासकांगचु for the pay प्रसान के निष्ट् उपलिस नहीं ही रहे	rard than pl है, तो कृषण हु	स्वास दर्डानीला सेवर हि करें कि पुस्र किए ।	latel court of selig गए दियदी की कुल सं	into booked e द्वरा और बुजिल	und subjects require là filte, ambrica filta	d for booking are as n Texture fériré dia	ma in the Solgart Boo rethy में समान है।	Road Report (2017).
elth) - Scort Represent (R) - Phone (R) Scients	Group PTR Section									
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	3uly-2020 📄	BBA - SOL	Search Stud		L.	8	RR.	8	Reydar Expert to Excel	-Counter E
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	July-2020	BBA - SOL	Search Star Search Star Starte 201247	Shower Transf	L Tetherhood	E Street	RR Persidenagog 1 Regular-Counter	Feelingery? Genus Fee	Regular Expert to Local Acceleration 20-35-2020	Course E

21. IF Following screen will appear, <u>Click and proceed to make payment</u> and the Error occurs "Sanction Count is exceeding the Sanction intake,. Kindly fix this before proceeding for the payment" the contact College Branch or email at collegesbranch@gmail.com.

Esamination (ERP)	Group Fund Transfer Payment Section
College Contact Details	
VACANT	
RUCR Section (ERP)	Back to Previous Window
NOVICE Subject Booking Panel (EEP)	
New Budent Republishon (PRICR) Courses Scheme Matrix	Payment Details
Promote Students For CR Subject Connection Panel(EVP)	Student Count is exceeding the Sentian Intake. Kindly far this before proceeding for her Peyment.
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22. Following screen will appear, showing amount. Click and proceed to make payment



You will be re-directed to Bank Gateway for the payment.

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Proceed to pay using the options of Internet Banking, Credit Debit card or RTGS/NEFT.

# FAQ --- Frequently Asked Questions

# If the students are not showing while generating challan for Group FTR , this maybe because of following reasons:

- 1. Subject Booking incompleted / Subject Booked count is less than Subject required.
  - $_{\odot}$   $\,$  In this case, College should ensure that subject booking is completed.

• They can do that by going to Download Data(ERP) > Subject Booking Report(ERP)> select course, session, semester > click on Search button

• ensure the booked subjects are equal or more than Required Subjects. If not then complete the subject booking process.

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- 2. Voucher is already created.
  - List of only those Students would be visible in the Challan Generation Panel whose Voucher is not generated yet.
    - To ensure no voucher is created beforehand. Go to Finance > Group FTR Voucher Status
    - Search in List of Non Deleted Voucher Ids by applying desired filters of Course, Sem, Session etc.

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- If the Voucher Id exists for the group of students, check whether it is consumed or not. It can be done by going to Finance > College Group FT > Make payment for Unpaid Voucher Ids,
- If the Voucher Id is present then select the voucher id and then proceed to pay for that.

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• If not, then go to Voucher Status and delete the Voucher Id first then proceed to generate challan.

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