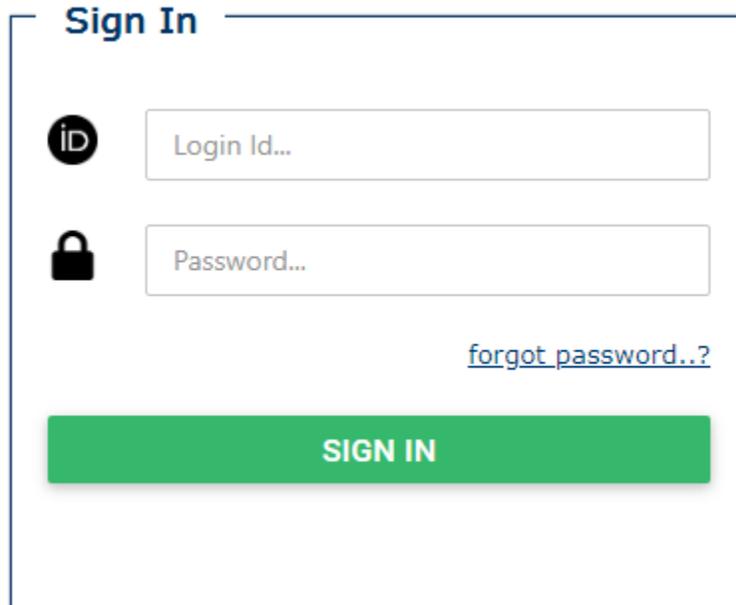


1. Login to the College account by clicking on link <http://erp.mdu.ac.in/index.aspx>



Sign In

 Login Id...

 Password...

[forgot password..?](#)

SIGN IN

Enter your Login ID, Password and click on SIGN IN

2. Click on New Student Registration Tab

Good Afternoon, 8122 28/01/2021 - 3:12:7: PM

Logout

- RR/CR Section (ERP)
- RR/CR Subject Booking Panel (ERP)
- Subject Booked Report (ERP)
- Student Master Data (ERP)
- Intermediate Students Master Data(ERP)
- New Student Registration (RR)**
- List of Booked RR Students
- Finance
- College Group FT

Following screen will appear -

RR/CR Section (ERP) ^

RR/CR Subject Booking Panel (ERP)

Subject Booked Report (ERP)

Student Master Data (ERP)

Intermediate Students Master Data(ERP)

New Student Registration (RR)

List of Booked RR Students

Finance ^

College Group FT

Student Personal Details Section

Add New Student Having MDU Registration No./StuId

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 Having MDU Registration No./StuId

Registration No. StuId

Student Name

Father Name Mother Name

Gender Date of Birth

--Please Select Gender-- 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 able to edit, (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**

Good Afternoon, 01/22/2021 3:19:04 PM

[Logout](#)

RR/CR Section (ERP)

RR/CR Subject Booking Panel (ERP)

Subject Booked Report (ERP)

Student Master Data (ERP)

Intermediate Students Master Data(ERP)

New Student Registration (RR)

List of Booked RR Students

Finance

College Group FT

Student Personal Details Section

Add New Student Having MDU Registration No./Stuid

Registration No.: _____ Stuid: _____

Student Name

Father Name: Mother Name:

Gender: Date of Birth:

Be make sure, all the student basic particulars are needed to be correct, once you save & lock after that you are not able to edit. (Only after save & lock you will be able to add other details)

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

RR/CR Section (ERP)

RR/CR Subject Booking Panel (ERP)

Subject Booked Report (ERP)

Student Master Data (ERP)

Intermediate Students Master Data(ERP)

New Student Registration (RR)

List of Booked RR Students

Finance

College Group FT

Student Personal Details Section

Add New Student Having MDU Registration No./Stuid

Registration No.: _____ Stuid: **369241**

Student Name

Father Name: Mother Name:

Gender: Date of Birth:

Mobile (Optional) Email (Optional)

Permanent Address

Address *

State * District * Pincode *

Click on checkbox if your correspondance address is same as permanent address

Correspondance Address

Mobile(Optional)

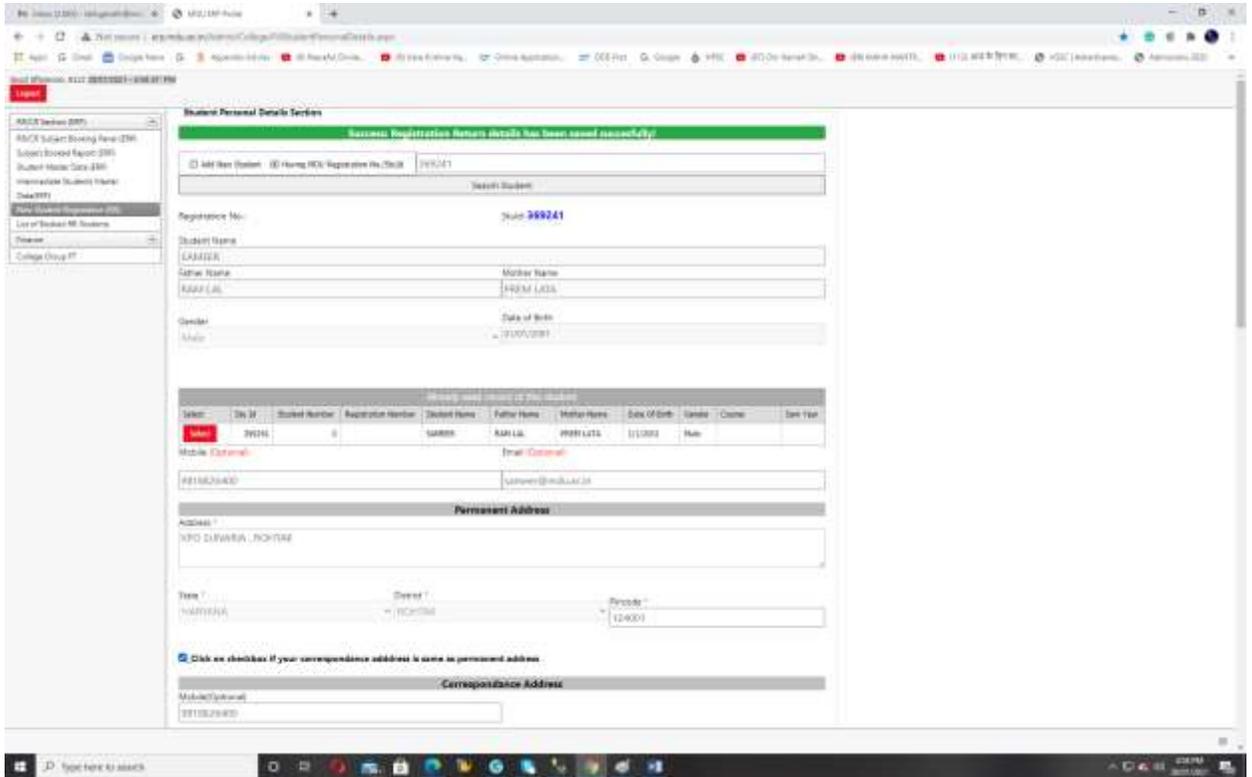
Address *

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

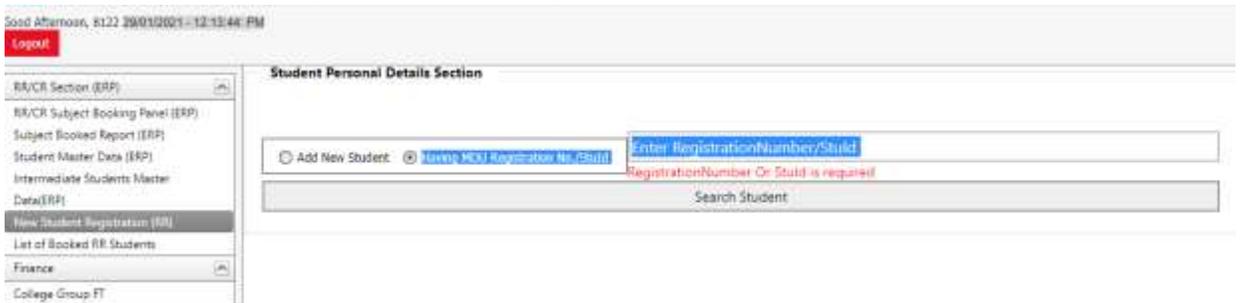
- Click on the button to save the details of registration for a particular student.



- You will receive the message –



- CASE- II (Having MDU Registration No./StuId)



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

11. Click on Save Registration details after filling the same.

Registration Return(RR) Details		
Session *	Program Group *	Program *
July-2020	UG	BBA
Semester *	Fee Category *	Student Group *
Semester - 1	General Fee	SFS-Course
Admission Quota(Optional)		
Centre/State Govt. Sponsored personnel		
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.

Good Afternoon, 8/22/2021 2:55:49 PM

[Logout](#)

RR/CR Section (ERP)

- RR/CR Subject Booking Panel (ERP)
- Subject Booked Report (ERP)
- Student Master Data (ERP)
- Intermediate Students Master Data(ERP)
- New Student Registration (RR)
- List of Booked RR Students
- Finance
- College Group FT

CR & Subject Booking Panel

GOVT COLLEGE FOR WOMEN ROHTAK

Course: BBA Session: Session - July-2020 Semester: Semester - 1

Search Students

List of students for module booking:

Export to XLS Export to XLSX

Enter text to search...

Drag a column header here to group by that column

Admission Date	Class Roll No	Book Subjects	Stu Id	Registration Number	Student Name	Father Name	Remarks

No 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.

List of students for module booking

Export to XLS Export to XLSX

Enter text to search...

Drag a column header here to group by that column

Admission Date	Class Roll No	Book Subjects	Stu Id	Registration Number	Student Name	Father Name	Remarks
		Fill Subjects	369241		SAMEER	RAM LAL	

Stuid: 369241 Registration Number: 369241
 Student Name: SAMEER Father Name: RAM LAL

Class Roll No.

Admission Date

Save admission date and class roll no.

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

Class Roll No.

Admission Date

Update admission date and class roll no.

Note! Before subject booking, please check subject details from current session & scheme. If any kind of discrepancy, contact UCC with the copy of scheme. University will not be responsible for the incorrect subject booking!

Mandatory Subjects

Subject Code	SubjectName
<input type="checkbox"/> BBAN101	BUSINESS ORGANIZATION
<input type="checkbox"/> BBAN102	BUSINESS MATHEMATICS
<input type="checkbox"/> BBAN103	FINANCIAL ACCOUNTING
<input type="checkbox"/> BBAN104	COMPUTER FUNDAMENTALS
<input type="checkbox"/> BBAN105	BUSINESS COMMUNICATION
<input type="checkbox"/> BBAN106	MICRO- ECONOMICS FOR BUSINESS DECISIONS

--Select Group--

Optional Subjects

Save Subjects

List of Booked Subjects Details

Enter text to search...

#	Session	Group	Course	Semester	Subject
No data to display					

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

Student Master Data (ERP)
 Intermediate Students Master Data(ERP)
 New Student Registration (RR)
 List of Booked RR Students
 Finance (A)
 College Group FT

Student: 369241
 Student Name: SAMEER
 Registration Number:
 Father Name: RAJ LAL

Class Roll No. 123
 Admission Date 20/08/2020

Update admission date and class roll no.

Note! Before subject booking, please check subject details from current session & scheme. If any kind of discrepancy, contact UCC with the copy of scheme. University will not be responsible for the incorrect subject booking!

Mandatory Subjects

No data to display

--Select Group--

Maximum subject count for this program is 6 and you can select maximum subject from this group but not able to exceed the program total subject count !

Optional Subjects

Save Subjects

List of Booked Subjects Details

Enter text to search:

#	Session	Group	Course	Semester	Subject
	July-2020	0	BBA		1 BUSINESS ORGANIZATION
	July-2020	0	BBA		1 BUSINESS MATHEMATICS
	July-2020	0	BBA		1 FINANCIAL ACCOUNTING
	July-2020	0	BBA		1 COMPUTER FUNDAMENTALS
	July-2020	0	BBA		1 BUSINESS COMMUNICATION
	July-2020	0	BBA		1 MICRO- ECONOMICS FOR BUSINESS DECISIONS

16. PAYMENT SECTION

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

Govt. of Haryana, A112/2009/00001/00001/000

Home

UCC Section (ERP)
 UCC Subject Booking Detail (ERP)
 Subject Booked Report (ERP)
 Student Master Data (ERP)
 Intermediate Students Master Data(ERP)
 New Student Registration (RR)
 List of Booked RR Students
 Finance (A)
 College Group FT

After searching, if students are not appearing for the payment then please confirm that total count of subjects booked and subjects required for booking are same in the Subject Booked Report (ERP).
 खोज करने के बाद, यदि छात्र भुगतान के लिए उपस्थित नहीं हो रहे हैं, तो कृपया सुनिश्चित करें कि कुल विषयों की कुल संख्या और बुकिंग के लिए आवश्यक विषय विवरण रिपोर्ट (ईआरपी) में समान है।

Group FTR Section

Generate Group FTR | Make Payment for Deposit Voucher list

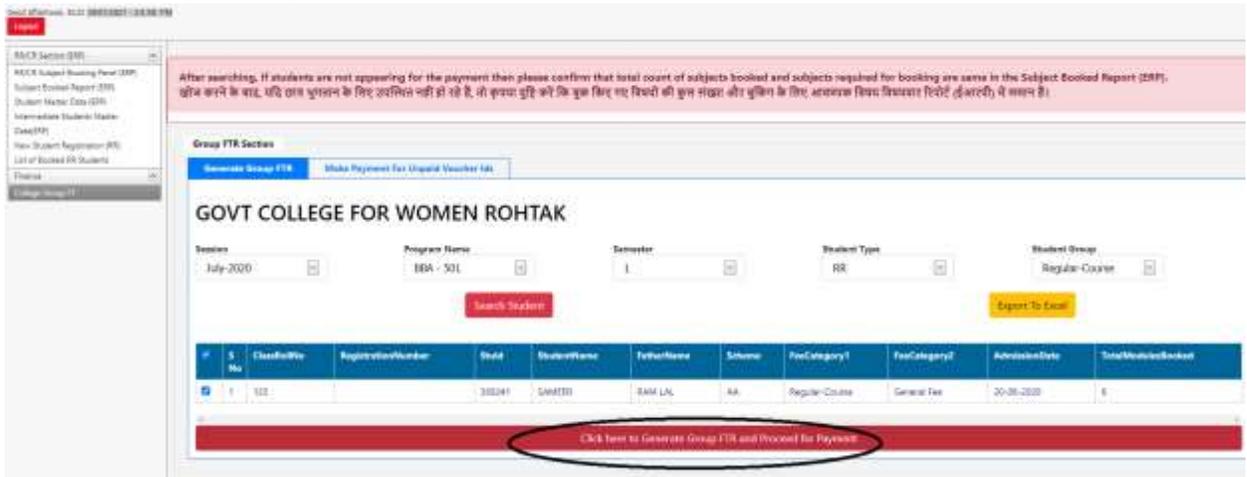
GOVT COLLEGE FOR WOMEN ROHTAK

Session: July-2020
 Program Name: BBA - 501
 Semester: 1
 Student Type: RR
 Student Group: BBA-501

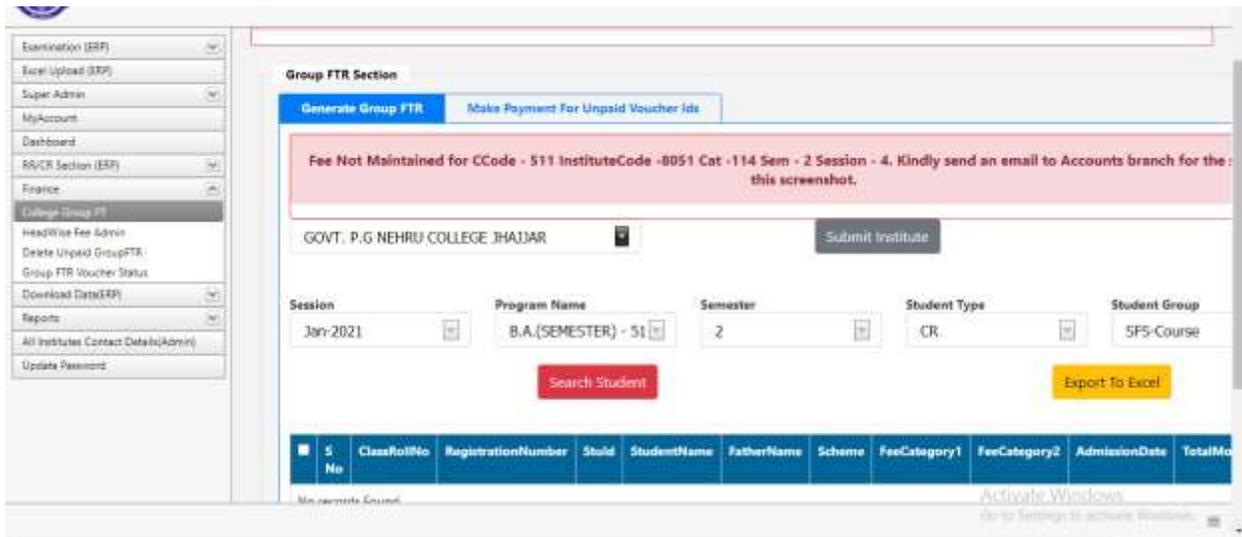
Search Student | Report To UCC

Click here to Generate Group FTR and Proceed for Payment

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



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.



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.

Group FTR Section

Generate Group FTR | Make Payment For Unpaid Voucher Ids

A.I JAT H.M COLLEGE ROHTAK Submit Institute

Session: Jan-2021 | Program Name: M.A. (GEOGRAPHY) | Semester: 4 | Student Type: CR | Student Group: SFS-Course

Search Student Export To Excel

#	Class Roll No	Registration Number	Stu Id	Student Name	Father Name	Scheme	FeeCategory1	FeeCategory2	AdmissionDate	TotalMe
No records Found										

[Click here to Generate Group FTR and Proceed for Payment](#)

Activate Windows
Go to Settings to activate Windows

Group FTR Section

Generate Group FTR | Make Payment For Unpaid Voucher Ids

Make Payment for Unpaid Voucher Ids :

- To make payment against Unpaid Group Voucher Id. Select Unpaid Voucher Ids from below and click on Proceed for Payment.

Select unpaid Voucher Id

VoucherId- G4000080400009014 & ProgramCode- M.A. (GEOGRAPHY) - CBCS(901) & Sem-4

Unpaid Voucher Ids

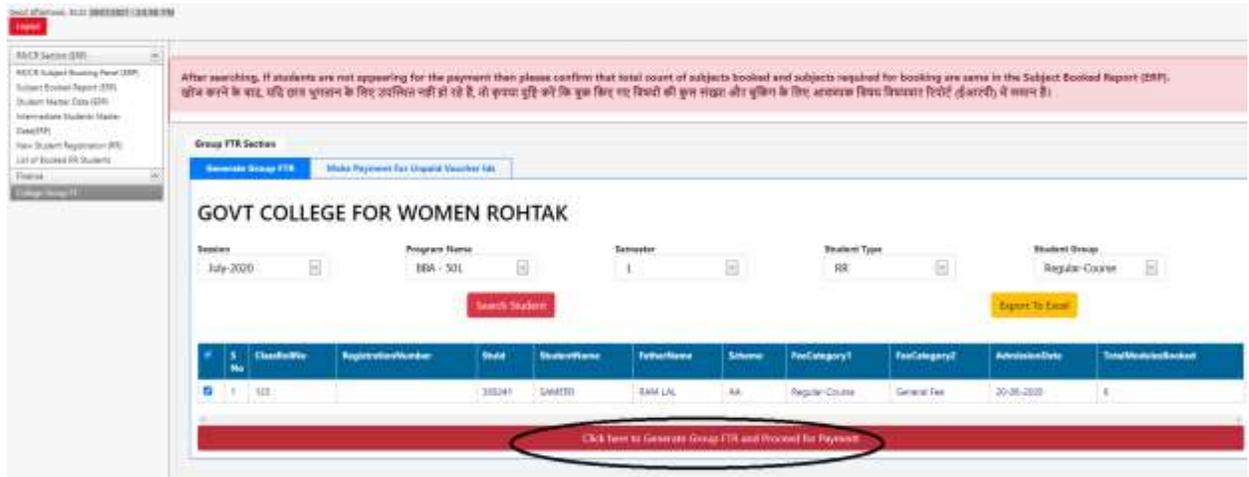
Export to XLSX | Export to XLS | Export to PDF

Enter text to search...

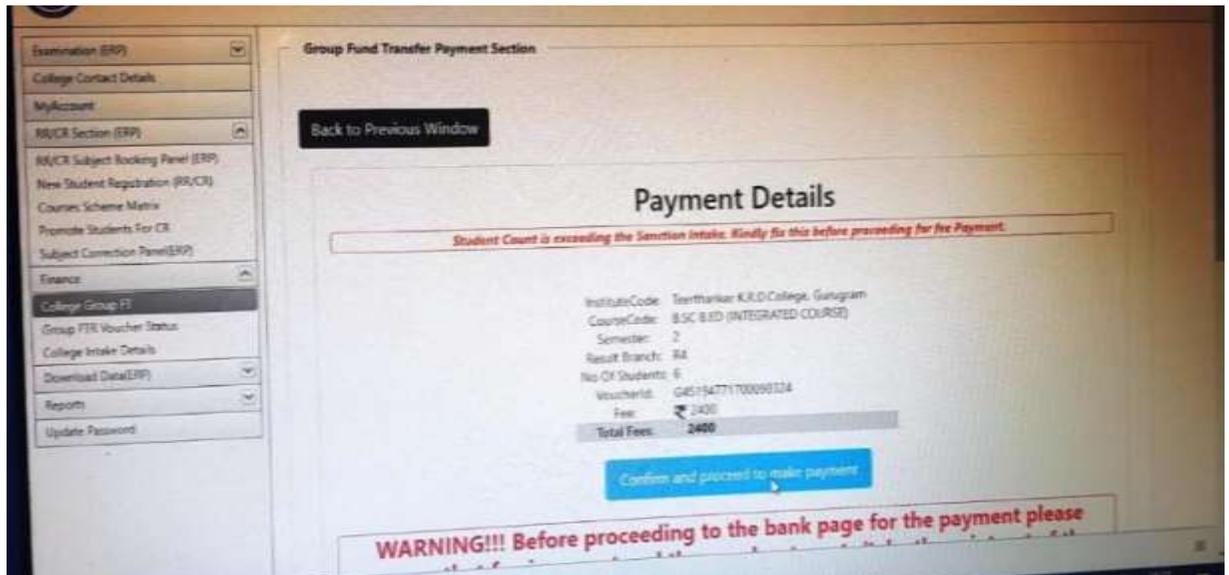
Drag a column header here to group by that column

#	Class Roll No	Registration Number	Stu Id	Student Name	Program
	8327346	1177180839	156245	KIRTI	M.A. (GEOG) CBCS
	8327345	13KMKSS0141	168123	DEEPIKA	M.A. (GEOG) CBCS

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



21. IF Following screen will appear, Click and proceed to make payment 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.



22. Following screen will appear, showing amount. Click and proceed to make payment

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

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

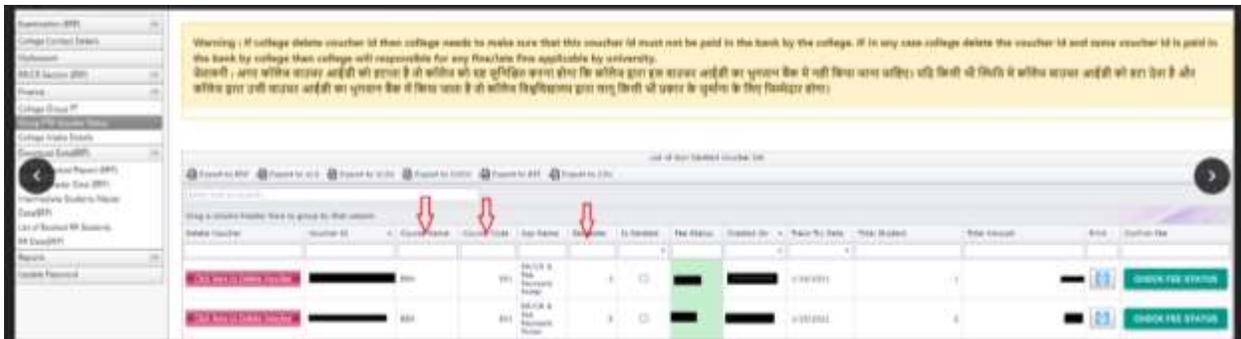
FAQ --- Frequently Asked Questions

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

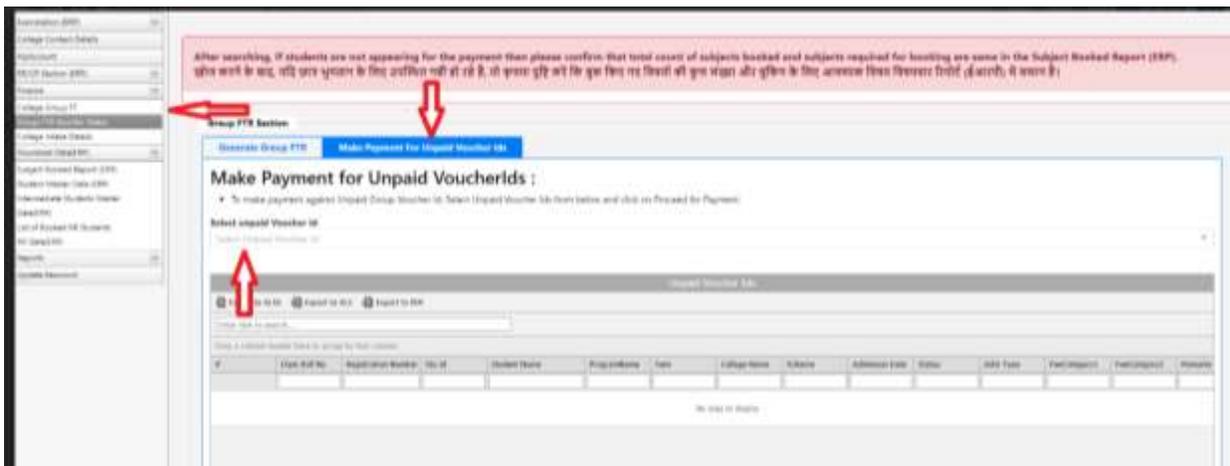
1. Subject Booking incompletd / Subject Booked count is less than Subject required.
 - o In this case, College should ensure that subject booking is completed.
 - o They can do that by going to Download Data(ERP) > Subject Booking Report(ERP)> select course, session, semester > click on Search button
 - o ensure the booked subjects are equal or more than Required Subjects. If not then complete the subject booking process.

SEARCH BY	CRS	SESSION	SEM	CLASS	GRADE	SUBSCRIPTION	SUBJECT CODE	COURSE PERIOD	BOOKING DATE	BOOKING	BOOKED SUBJECTS
						1001 ACCOUNTING FUNDAMENTALS 4000 MANAGEMENT INFORMATION SYSTEMS 4000 BUSINESS LAW 4000 BUSINESS RESEARCH METHODS 4000 BUSINESS STATISTICS 4000 BUSINESS COMMUNICATIONS 4000 BUSINESS ETHICS 4000 BUSINESS FINANCIAL STATEMENTS 4000	FINANCIAL, FINANCIAL, FINANCIAL, FINANCIAL, FINANCIAL, FINANCIAL, FINANCIAL, FINANCIAL	Jan 2021	0	0	
						1001 ACCOUNTING FUNDAMENTALS 4000 MANAGEMENT INFORMATION SYSTEMS 4000 BUSINESS LAW 4000 BUSINESS RESEARCH METHODS 4000 BUSINESS STATISTICS 4000 BUSINESS COMMUNICATIONS 4000 BUSINESS ETHICS 4000 BUSINESS FINANCIAL STATEMENTS 4000	FINANCIAL, FINANCIAL, FINANCIAL, FINANCIAL, FINANCIAL, FINANCIAL, FINANCIAL, FINANCIAL	Jan 2021	0	0	
						1001 ACCOUNTING FUNDAMENTALS 4000 MANAGEMENT INFORMATION SYSTEMS 4000 BUSINESS LAW 4000 BUSINESS RESEARCH METHODS 4000 BUSINESS STATISTICS 4000 BUSINESS COMMUNICATIONS 4000 BUSINESS ETHICS 4000 BUSINESS FINANCIAL STATEMENTS 4000	FINANCIAL, FINANCIAL, FINANCIAL, FINANCIAL, FINANCIAL, FINANCIAL, FINANCIAL, FINANCIAL	Jan 2021	0	0	

2. Voucher is already created.
 - o 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.



- 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.



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

