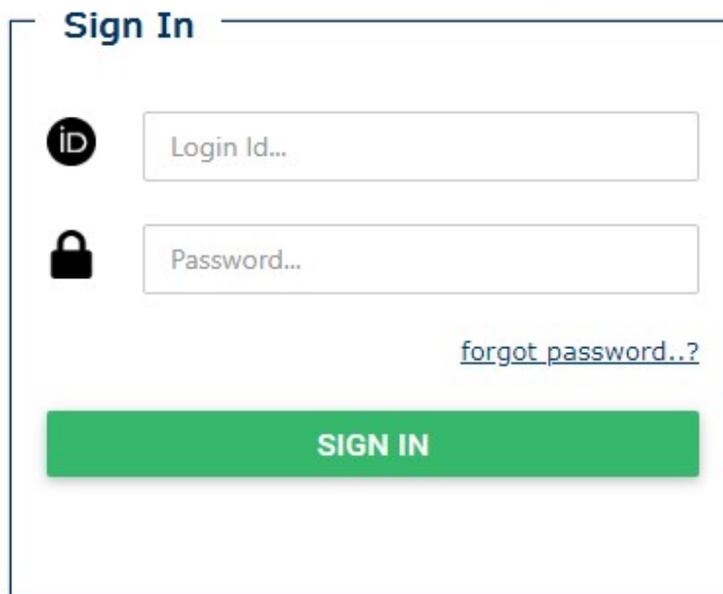


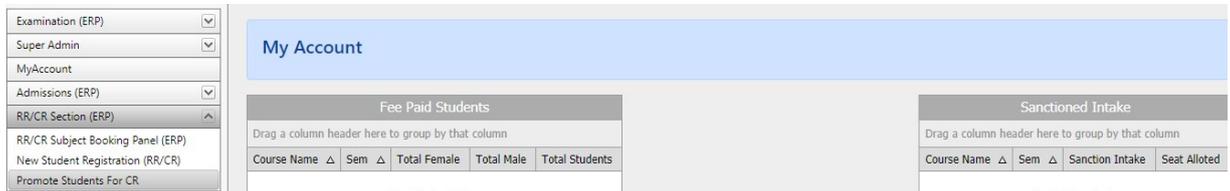
1. Login to erp.mdu.ac.in using your credentials by clicking on link <http://erp.mdu.ac.in/index.aspx>



The image shows a 'Sign In' form with a blue header. It contains two input fields: 'Login Id...' with an ID icon and 'Password...' with a lock icon. A blue link 'forgot_password..?' is located below the password field. A large green button labeled 'SIGN IN' is at the bottom.

Enter your Login ID, Password and click on SIGN IN

2. Go to RR/CR Section and choose the option – Promote Students for CR



The image shows the ERP interface. On the left is a navigation menu with options: Examination (ERP), Super Admin, MyAccount, Admissions (ERP), RR/CR Section (ERP), RR/CR Subject Booking Panel (ERP), New Student Registration (RR/CR), and Promote Students For CR. The main area has a blue header 'My Account' and two tables: 'Fee Paid Students' and 'Sanctioned Intake'. Both tables have a 'Drag a column header here to group by that column' instruction and a table with columns: Course Name, Sem, Total Female, Total Male, Total Students (for Fee Paid) and Course Name, Sem, Sanction Intake, Seat Alloted (for Sanctioned Intake).

3. Select Your Institute, Session i.e. JULY-2020 for current ongoing session, Course Name and Semester (Semester 1 will be selected for the students need to be promoted to 2nd Semester, 3rd need to be selected for promotion to 4th and so on)

Then click on Search Students

4. The list of students whose are Eligible for promotion will appear
5. Select the students need to be promoted, using INIVIDUAL or Select all CHECK boxes on the left hand side.
6. After selection, use the Promote Selected Students to promote the student in next Semester.

7. Promoted students will appear under Promoted students Tab in the down grid
8. The students which are not Eligible will appear in the students Not Eligible to Promote

- Promoted students will be available in the SUBJECT booking section under RR/CR Subject Booking panel.

The screenshot shows a navigation menu on the left with the following items: Examination (ERP), Super Admin, MyAccount, Admissions (ERP), RR/CR Section (ERP), **RR/CR Subject Booking Panel (ERP)** (highlighted with a red circle), New Student Registration (RR/CR), Promote Students For CR, Finance, Download Data(ERP), Reports, User Manual, All Institutes Contact Details(Admin), and Update Password. The main content area is titled 'My Account' and contains a 'Fee Paid Students' section with a table header: Course Name, Sem, Total Female, Total Male, Total Students. The table body is empty with the text 'No data to display' and a footer row with 'Sum=' for each column.

PLEASE NOTE – MDU UTD users can book their student subjects ONLY after the online payment done by UTD STUDENT from student portal.

- Book the subjects with the same steps as done at the time of RR.
- Once you Book the subjects, students will be available for CR payment.
- Go to Finance section and select College Group FTR to do the payment.

The screenshot shows the same navigation menu as above, but with 'Finance' highlighted in red. The main content area is titled 'My Account' and contains a 'Fee Paid Students' section with a table header: Course Name, Sem, Total Female, Total Male, Total Students. The table body is empty with the text 'No data to display' and a footer row with 'Sum=' for each column.

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

Good Afternoon, 8/22/2021 3:17:17 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

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 पुष्टि करें कि बुक किए गए विषयों की कुल संख्या और बुकिंग के लिए आवश्यक विषय विषयवार रिपोर्ट (ईआरपी) में समान हैं।

Group FTR Section
Generate Group FTR Make Payment For Unpaid Voucher Ids

GOVT COLLEGE FOR WOMEN ROHTAK

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

[Search Student](#) [Export To Excel](#)

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

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

Good Afternoon, 8/22/2021 3:18:58 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

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 पुष्टि करें कि बुक किए गए विषयों की कुल संख्या और बुकिंग के लिए आवश्यक विषय विषयवार रिपोर्ट (ईआरपी) में समान हैं।

Group FTR Section
Generate Group FTR Make Payment For Unpaid Voucher Ids

GOVT COLLEGE FOR WOMEN ROHTAK

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

[Search Student](#) [Export To Excel](#)

| S No | ClassRollNo | RegistrationNumber | Stuld | StudentName | FatherName | Schme | FeeCategory1 | FeeCategory2 | AdmissionDate | TotalModulesBooked |
|-------------------------------------|-------------|--------------------|--------|-------------|------------|-------|----------------|--------------|---------------|--------------------|
| <input checked="" type="checkbox"/> | 1 | 123 | 369241 | SAMEER | RAM LAL | AA | Regular-Course | General Fee | 20-08-2020 | 6 |

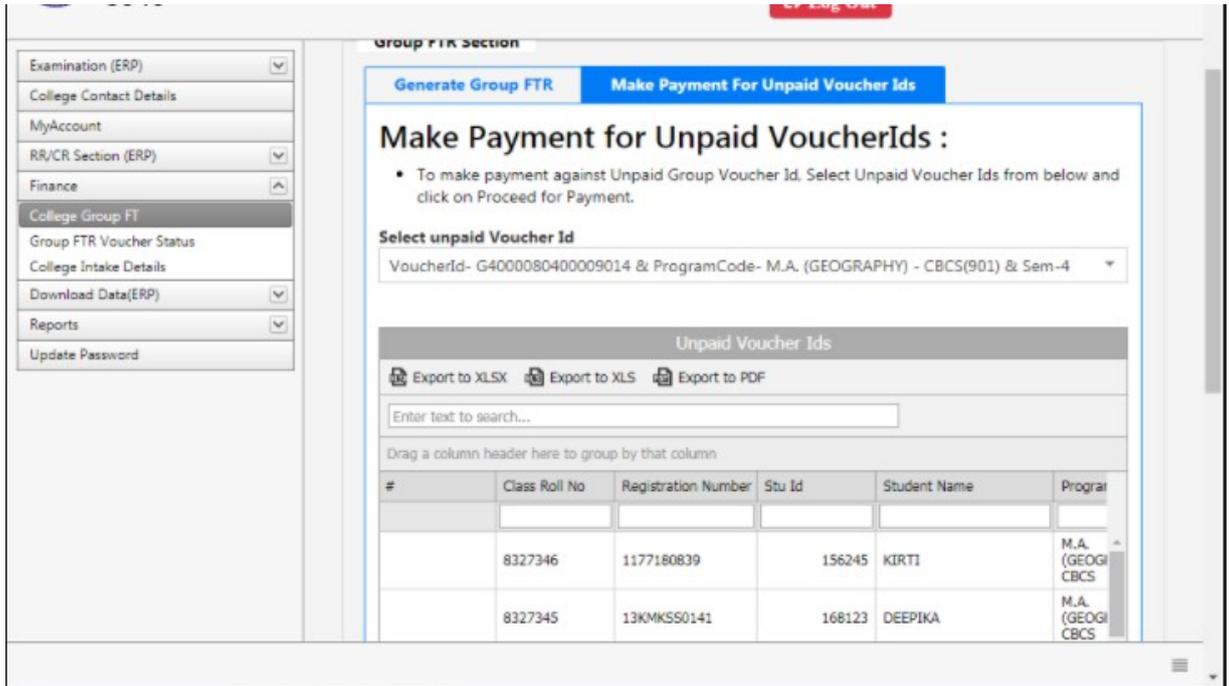
[Click here to Generate Group FTR and Proceed for Payment](#)

15. 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.

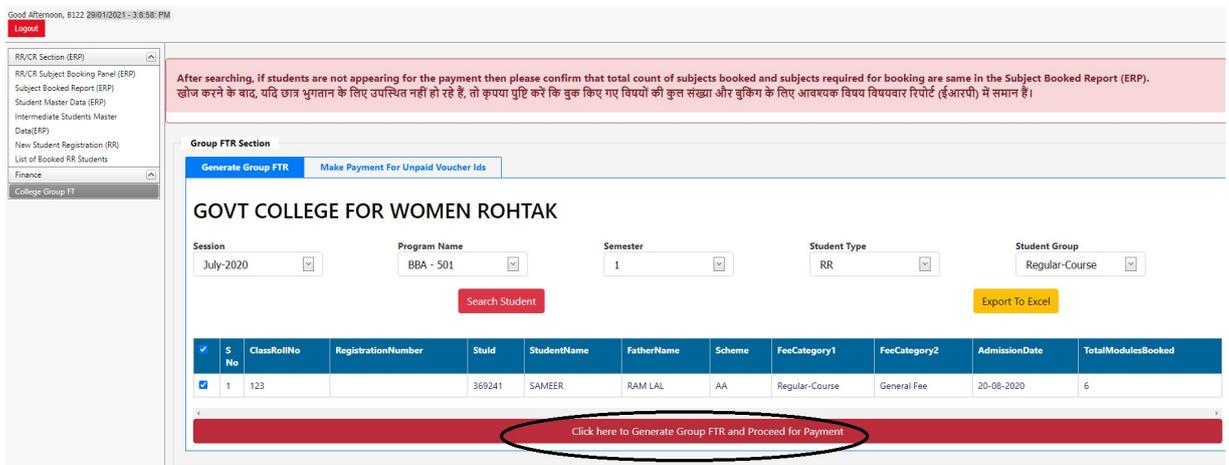
The screenshot shows the 'Group FTR Section' interface. At the top, there are two tabs: 'Generate Group FTR' (selected) and 'Make Payment For Unpaid Voucher Ids'. A red message box states: 'Fee Not Maintained for CCode - 511 InstituteCode -8051 Cat -114 Sem - 2 Session - 4. Kindly send an email to Accounts branch for the : this screenshot.' Below this, the institute name 'GOVT. P.G NEHRU COLLEGE JHAJJAR' is entered in a dropdown menu, with a 'Submit Institute' button. Search filters include: Session (Jan-2021), Program Name (B.A.(SEMESTER) - 51), Semester (2), Student Type (CR), and Student Group (SFS-Course). A 'Search Student' button is present, along with an 'Export To Excel' button. Below the search area is a table with columns: S No, ClassRollNo, RegistrationNumber, Stuld, StudentName, FatherName, Scheme, FeeCategory1, FeeCategory2, AdmissionDate, and TotalMo. The table currently displays 'No records Found'. A sidebar on the left contains navigation options like Examination (ERP), Excel Upload (ERP), Super Admin, MyAccount, Dashboard, RR/CR Section (ERP), Finance, College Group FT, HeadWise Fee Admin, Delete Unpaid GroupFTR, Group FTR Voucher Status, Download Data(ERP), Reports, All Institutes Contact Details(Admin), and Update Password. An 'Activate Windows' watermark is visible at the bottom right.

16. 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.

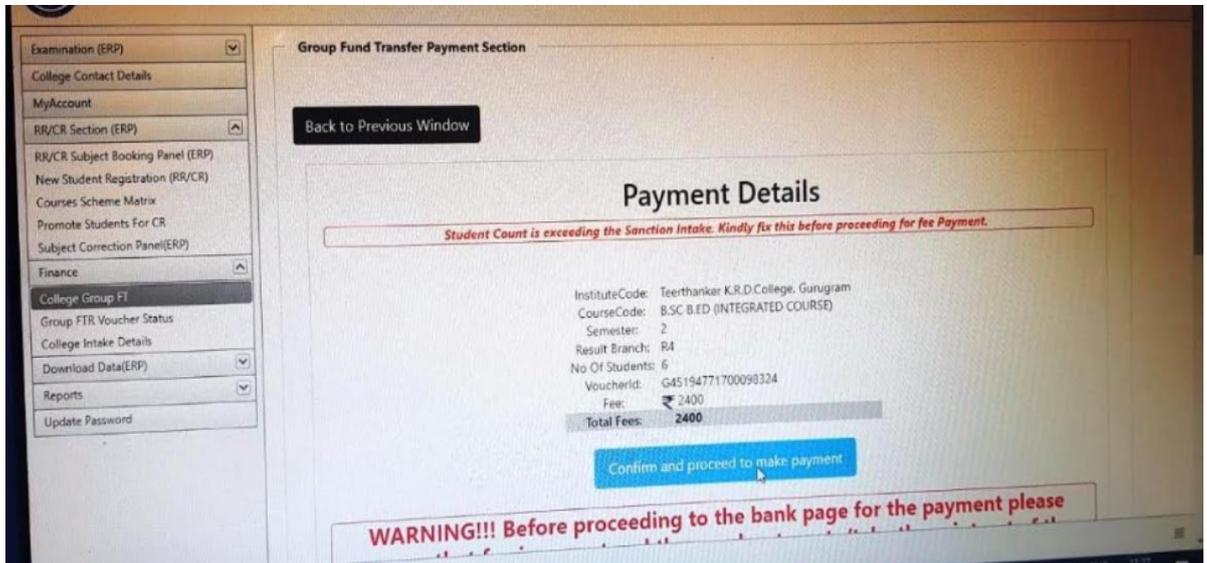
The screenshot shows the 'Group FTR Section' interface. At the top, there are two tabs: 'Generate Group FTR' and 'Make Payment For Unpaid Voucher Ids' (selected). The institute name 'A.I JAT H.M COLLEGE ROHTAK' is entered in a dropdown menu, with a 'Submit Institute' button. Search filters include: Session (Jan-2021), Program Name (M.A. (GEOGRAPHY) -), Semester (4), Student Type (CR), and Student Group (SFS-Course). A 'Search Student' button is present, along with an 'Export To Excel' button. Below the search area is a table with columns: S No, ClassRollNo, RegistrationNumber, Stuld, StudentName, FatherName, Scheme, FeeCategory1, FeeCategory2, AdmissionDate, and TotalMo. The table currently displays 'No records Found'. A red banner at the bottom of the table area says 'Click here to Generate Group FTR and Proceed for Payment'. A sidebar on the left contains navigation options like Examination (ERP), Excel Upload (ERP), Super Admin, MyAccount, Dashboard, RR/CR Section (ERP), Finance, College Group FT, HeadWise Fee Admin, Delete Unpaid GroupFTR, Group FTR Voucher Status, Download Data(ERP), Reports, All Institutes Contact Details(Admin), and Update Password. An 'Activate Windows' watermark is visible at the bottom right.



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



18. 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.



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

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

Group Fund Transfer Payment Section

Back to Previous Window

Payment Details

InstituteCode: GOVT COLLEGE FOR WOMEN ROHTAK
 CourseCode: BBA
 Semester: 1
 Result Branch: R3
 No Of Students: 1
 VoucherId: G3000081220005011
 Fee: ₹ 2970
 Total Fees: 2970

Confirm and proceed to make payment

WARNING!!! Before proceeding to the bank page for the payment please ensure that fee is correct and the user has to note/take the print out of the voucher id available on the screen for the record. Once you proceed for payment to the bank page then you have to complete the payment process. If a college user proceeds to the bank window and the transaction failed/not successful then students will not appear in the previous window of payment and the college has to delete voucher id from "Group FTR Voucher Status" tab for the regeneration of new payment voucher id.

चेतावनी !!! भुगतान के लिए बैंक पेज पर आगे बढ़ने से पहले कृपया यह सुनिश्चित कर लें कि शुल्क सही है और उपयोगकर्ता को रिकॉर्ड के लिए स्क्रीन पर उपलब्ध वाउचर आईडी का प्रिंट आउट नोट करना / लेना होगा। यदि आप बैंक पेज पर भुगतान के लिए आगे बढ़ते हैं तो आपके पास है भुगतान प्रक्रिया को पूरा करने के लिए। यदि कोई कॉलेज उपयोगकर्ता बैंक की खिड़की पर जाता है और लेनदेन विफल / सफल नहीं होता है, तो छात्र भुगतान की पिछली विंडो में नहीं दिखाई देंगे और कॉलेज को नए ग्रुप वाउचर के उत्थान के लिए "ग्रुप एफटीआर वाउचर स्टेटस" टैब से वाउचर आईडी को हटाना होगा।

Kindly ensure before trying for transaction as Payment once done will not be refunded.
 For deletion of Voucher Ids, Kindly contact Accounts branch.
 For Further Enquiry contact Maharshi Dayanand University, Rohtak.
 Thank you!

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

The screenshot shows the Axis Bank EasyPay payment gateway interface. At the top left, there is the Axis Bank logo and the text "AXIS BANK | EASYPAY". The main content area is titled "MD University Rohtak" and displays the following information:

| | | | |
|----------------|----------------------|------------|------|
| Unique ID: | G3000081220005011 | studentid: | 3776 |
| validity date: | 1/29/2021 3:11:50 PM | Amount: | 2970 |

Below the table, the URN is displayed as "URN : 76711275 (SAVE FOR FUTURE REFERENCE)".

A checkbox labeled "Terms and Conditions:" is checked. Below it, a scrollable text area contains the following text: "I accept the Terms and Conditions contained herein that shall apply to any person using the services of Easypay provided by Axis Bank for making payments through an online payment gateway service. Each User is therefore deemed to have read and accepted these Terms and".

Under the "Payment Options" section, there are four buttons: "FREECHARGE", "INTERNET BANKING", "CREDITCARD/DEBITCARD", and "NEFT/RTGS". A "Proceed to Pay" button is located at the bottom right of the interface.

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.
 - 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.

The screenshot displays the 'Cutlist/CR Booked Subject Reports' interface. A search form is visible with the following details:

- Course: MASTER OF COMMERCE - CBCS
- Session: Jan-2021
- Semester: 4
- Search button: Search Students

The table below shows the results of the search:

| Class Roll No. | Status | Remarks | Adm Type | Is Lateral | Scheme | Subjectnames | Subject Code | Session Name | Is Active Stu Regi | Inactive Int Adm | booked Subject | Required Subjects |
|----------------|--------|---------|----------|--------------------------|--------|---|--|--------------|-------------------------------------|-------------------------------------|----------------|-------------------|
| 19172007 | | | CR | <input type="checkbox"/> | AA | COST ACCOUNTING STANDARDS & REPORTING(17MCO24C1), CORPORATE TAX PLANNING & MANAGEMENT(17MCO24C2), BUSINESS RESEARCH METHODS(17MCO24D1), HUMAN RESOURCE MANAGEMENT(17MCO24D4), ENVIRONMENTAL BUSINESS ENVIRONMENT(17MCO24D8), INTERNATIONAL MARKETING(17MCO24D9) | 17MCO24C1, 17MCO24C2, 17MCO24D1, 17MCO24D4, 17MCO24D8, 17MCO24D9 | Jan-2021 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 6 | 11 |
| 19172009 | | | CR | <input type="checkbox"/> | AA | COST ACCOUNTING STANDARDS & REPORTING(17MCO24C1), CORPORATE TAX PLANNING & MANAGEMENT(17MCO24C2), BUSINESS RESEARCH METHODS(17MCO24D1), HUMAN RESOURCE MANAGEMENT(17MCO24D4), ENVIRONMENTAL BUSINESS ENVIRONMENT(17MCO24D8), INTERNATIONAL MARKETING(17MCO24D9) | 17MCO24C1, 17MCO24C2, 17MCO24D1, 17MCO24D4, 17MCO24D8, 17MCO24D9 | Jan-2021 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 6 | 11 |
| 191720012 | | | CR | <input type="checkbox"/> | AA | COST ACCOUNTING STANDARDS & REPORTING(17MCO24C1), CORPORATE TAX PLANNING & MANAGEMENT(17MCO24C2), BUSINESS RESEARCH METHODS(17MCO24D1), HUMAN RESOURCE MANAGEMENT(17MCO24D4) | 17MCO24C1, 17MCO24C2, 17MCO24D1, 17MCO24D4 | Jan-2021 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 6 | 11 |

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.

Warning : If college delete voucher id then college needs to make sure that this voucher id must not be paid in the bank by the college. IF in any case college delete the voucher id and same voucher id is paid in the bank by college then college will responsible for any fine/late fine applicable by university.
 चेतावनी : अगर कॉलेज वाउचर आईडी को हटाता है तो कॉलेज को यह सुनिश्चित करना होगा कि कॉलेज द्वारा इस वाउचर आईडी का भुगतान बैंक में नहीं किया जाना चाहिए। यदि किसी भी स्थिति में कॉलेज वाउचर आईडी को हटा देता है और कॉलेज द्वारा उसी वाउचर आईडी का भुगतान बैंक में किया जाता है तो कॉलेज विद्यार्थियों द्वारा लागू किसी भी प्रकार के जुर्माना के लिए जिम्मेदार होगा।

List of Non Deleted Voucher Ids

| Delete Voucher | Voucher Id | Course Name | Course Code | App Name | Semester | Is Deleted | Fee Status | Created On | Trans Try Date | Total Student | Total Amount | Print | Confirm Fee |
|--|------------|-------------|-------------|----------------------------|----------|--------------------------|------------|------------|----------------|---------------|--------------|-------|----------------------------------|
| Click here to Delete Voucher | [REDACTED] | BBA | 501 | RR/CR & Fee Payment Portal | 3 | <input type="checkbox"/> | [REDACTED] | [REDACTED] | 1/26/2021 | 1 | | | CHECK FEE STATUS |
| Click here to Delete Voucher | [REDACTED] | BBA | 501 | RR/CR & Fee Payment Portal | 5 | <input type="checkbox"/> | [REDACTED] | [REDACTED] | 1/25/2021 | 2 | | | CHECK FEE STATUS |

- 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.

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 पुष्टि करें कि बुक किए गए विषयों की कुल संख्या और बुकिंग के लिए आवश्यक विषय विषयवार रिपोर्ट (ईआरपी) में समान है।

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

Unpaid Voucher Ids

| # | Class Roll No | Registration Number | Stu Id | Student Name | ProgramName | Sem | College Name | Scheme | Admission Date | Status | Adm Type | FeeCategory1 | FeeCategory2 | Remarks |
|--------------------|---------------|---------------------|--------|--------------|-------------|-----|--------------|--------|----------------|--------|----------|--------------|--------------|---------|
| No data to display | | | | | | | | | | | | | | |

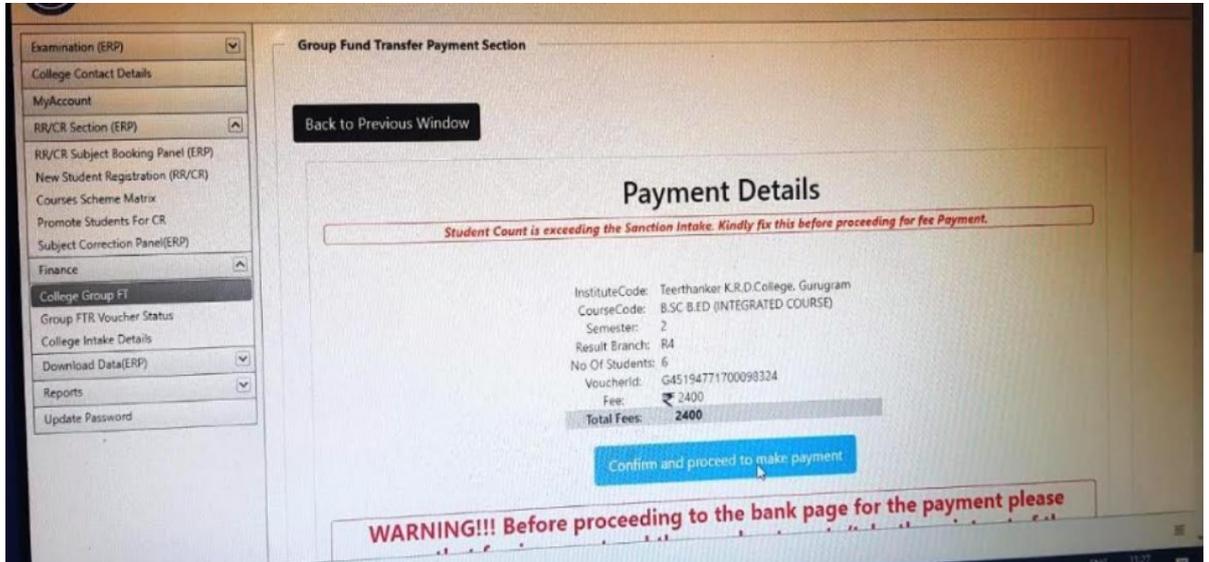
- If not, then go to Voucher Status and delete the Voucher Id first then proceed to generate challan.

Warning : If college delete voucher id then college needs to make sure that this voucher id must not be paid in the bank by the college. IF in any case college delete the voucher id and same voucher id is paid in the bank by college then college will responsible for any fine/late fine applicable by university.
 चेतावनी : अगर कॉलेज वाउचर आईडी को हटाता है तो कॉलेज को यह सुनिश्चित करना होगा कि कॉलेज द्वारा इस वाउचर आईडी का भुगतान बैंक में नहीं किया जाना चाहिए। यदि किसी भी स्थिति में कॉलेज वाउचर आईडी को हटा देता है और कॉलेज द्वारा उसी वाउचर आईडी का भुगतान बैंक में किया जाता है तो कॉलेज विद्यार्थियों द्वारा लागू किसी भी प्रकार के जुर्माना के लिए जिम्मेदार होगा।

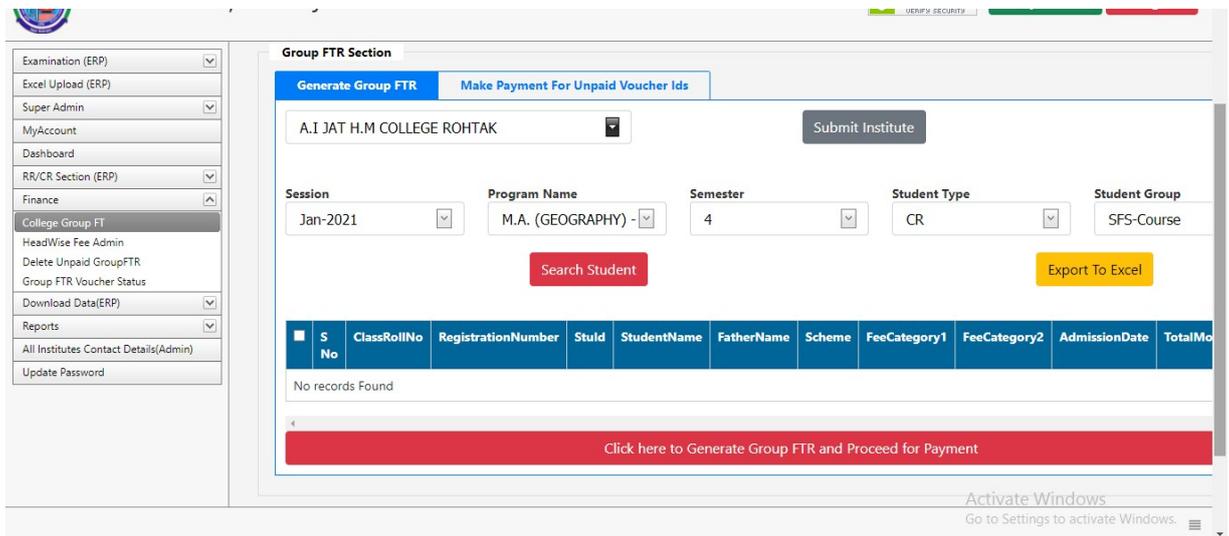
List of Non Deleted Voucher Ids

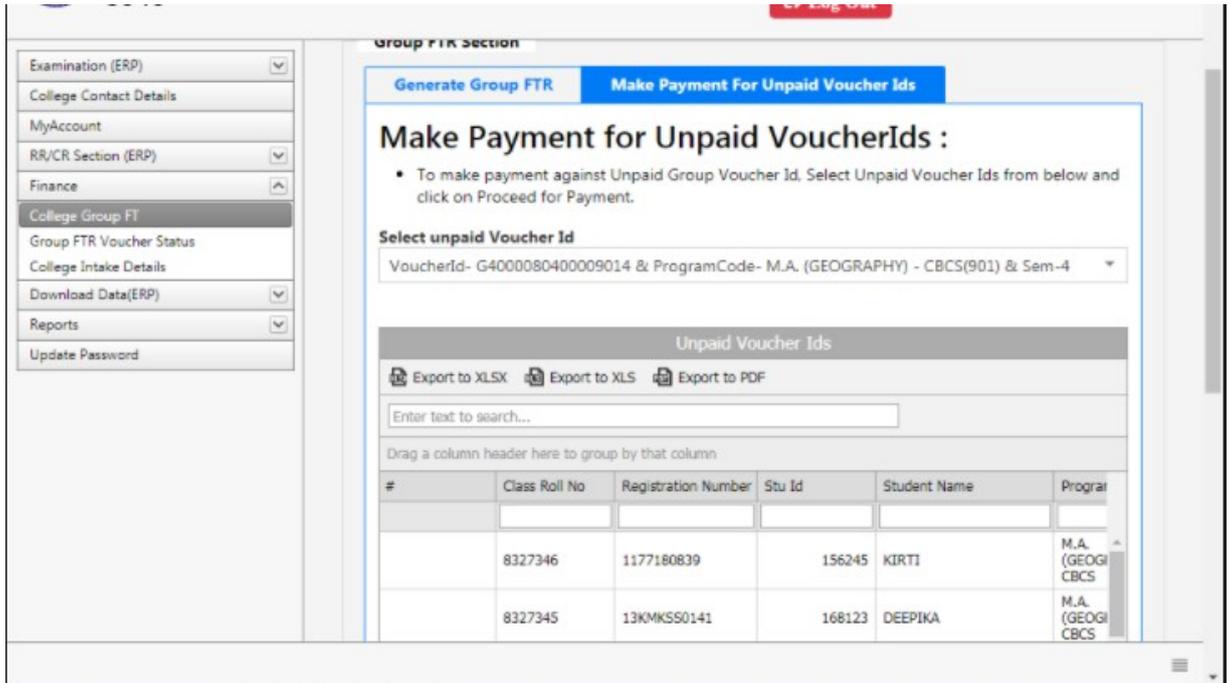
| Delete Voucher | Voucher Id | Course Name | Course Code | App Name | Semester | Is Deleted | Fee Status | Created On | Trans Try Date | Total Student | Total Amount | Print | Confirm Fee |
|--|------------|-------------|-------------|----------------------------|----------|--------------------------|------------|------------|----------------|---------------|--------------|-------|----------------------------------|
| Click here to Delete Voucher | [REDACTED] | BBA | 501 | RR/CR & Fee Payment Portal | 3 | <input type="checkbox"/> | [REDACTED] | 26/01/2021 | 1/26/2021 | 1 | | | CHECK FEE STATUS |
| Click here to Delete Voucher | [REDACTED] | BBA | 501 | RR/CR & Fee Payment Portal | 5 | <input type="checkbox"/> | [REDACTED] | 24/01/2021 | 1/25/2021 | 2 | 4990 | | CHECK FEE STATUS |

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.



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.





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.

