

Makhanlal Chaturvedi Rashtriya Patrakarita Avam Sanchar Vishwavidyalaya

[Makhanlal Chaturvedi National University of Journalism & Communication]

USER MANUAL Ver 2.3 [Online Application]



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1. About MPOnline Limited:

MPOnline Limited is a Joint venture company between Government of Madhya Pradesh (GoMP) through Madhya Pradesh Sate Electronic Development Corporation (MPSEDC) and TATA Consultancy Services Limited (TCS) with the objective of developing and operating the official portal for the Government of Madhya Pradesh.

MP Online Portal is the initiative by the Government of Madhya Pradesh, to serve its citizen in terms of providing them with the facilities at their doorstep, in the process eliminating the need for coming to the Government offices and avoid standing in long queues.

With the help of the portal, citizens can avail of the government services (such as forms for professional examination board, birth/death, caste certificates etc) and can deliver the facilities provided by government/ private sector. These services can be availed from the designated kiosks of MP Online, cyber cafes and other internet mediums.

Vision of Govt. of Madhya Pradesh

Provide **one-stop shop services** to all the citizens of Madhya Pradesh, **any service**, **anywhere**, **and any time**.

Mission

Government of Madhya Pradesh wants to provide citizen services at their doorstep, with special emphasis on the rural community of the state by using a Portal "MPOnline". GoMP visions that for the services provided, the citizen is not required to come to the Government offices. The government wants a shift from Citizen In-Line to Citizen On-Line

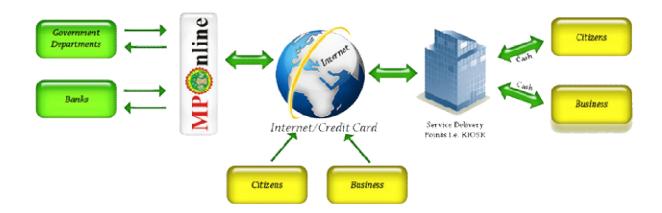
SERVICE DELIVERY MECHANISM OF MPONLINE LTD

To enable delivery of Services through out the state, MPOnline Ltd has identified a number of Internet Kiosks as authorized service delivery points.

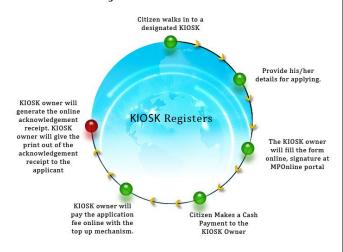
Citizens and Businesses can avail Services from their own internet connection or through an MPOnline authorized Internet Kiosk.

For availing Services on MPOnline portal, the Citizen / Business will have to pay a "service charge" over and above the "fee" for the Service. This Service charge will be shared between MPOnline Ltd and the Kiosk. The "fee" collected will be passed on to the department / institution concerned for each service.

MPOnline provides two types of payment mechanisms to its customers. Citizens and Business can either pay **by Card or by Cash**. For Cash payment, citizens and business will have to avail services via an MPOnline authorized Internet Kiosk.



Service Delivery via Kiosk:



Service Delivery via Direct login for the Citizen



2. Registration Processes for MCRPV Study Centres:

Steps to become MPOnline authorised MCRPV Study Centre as KIOSK:

- Step-1: Get yourself register through MPOnline site (https://www.mponline.gov.in).

 Mention your valid mail id and Phone number as they will be used for all further communications.
- Step-2: MPOnline will validate online filled Application forms. After Validation and Verification, Study Centres will open an account in SBI branch (if already exist in SBI, then not necessary) with net banking facility for self recharge their account.
- **Step-3**: After successful approval of the registration, Study Centre can create their own user id and password (as district name followed by study center code i.e. BHOPAL9029) to login into MPOnline portal. If you have not created with study center code then you will not permit to login.
- Step-4: Study Centre has to top up their account with some amount and then only they will be able to do Makhanlal Chaturvedi Online Services through portal.

3.1. How to Use Online MCRPV Applications:

- 3.1 For Study Centres:
- Open IE 7+ or higher & logon to https://www.mponline.gov.in on address bar

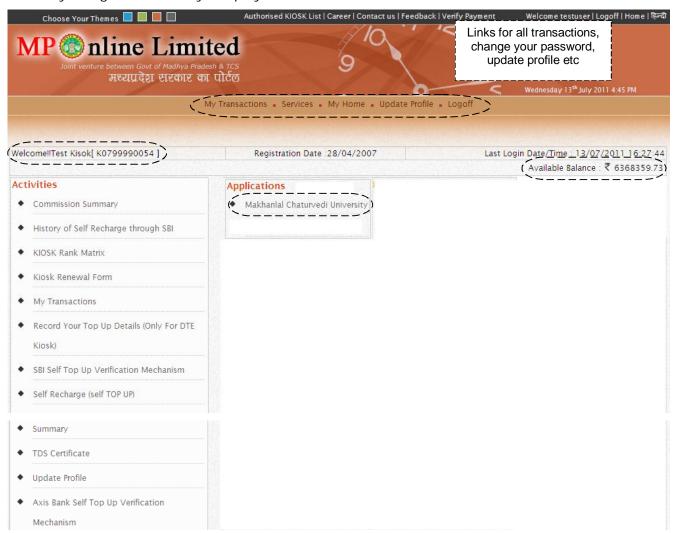


- Study Centre can login from Login page, write User Id & password & select login type as 'Kiosk User'.

IMPORTANT Note -

- You can enter test or dummy data only on https://www.mponline.gov.in/demo website. this is for only testing purpose.
- Kindly login the live website https://www.mponline.gov.in & enter original data (do not enter test or dummy data on it).

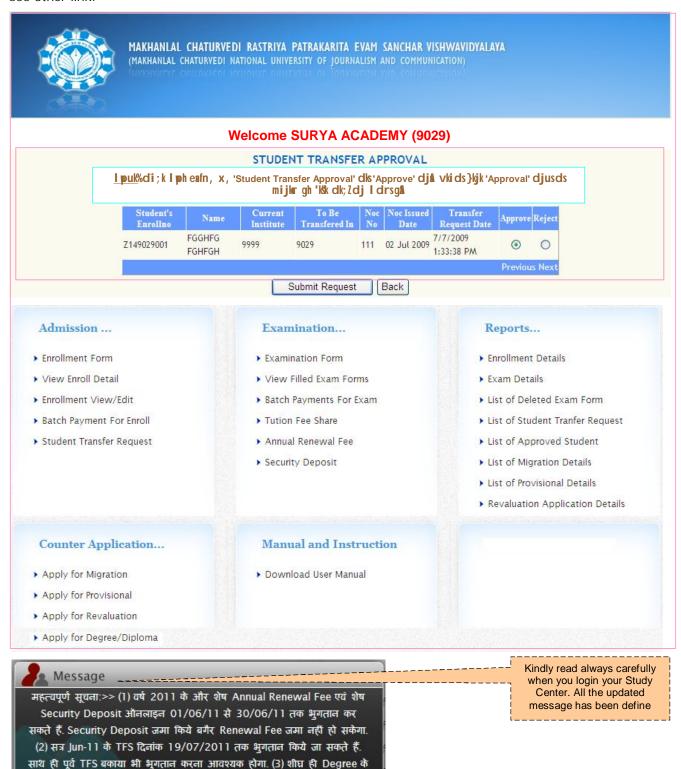
- When you login successfully; display below screen.



- You can change & update your profile, password, your transaction details, self recharge your account but can't change your User Id from above 'Update Profile' link

3.1.1. Services page for Study Centre. You can select to use any services:

Here, you have to select anyone from 'Radio button' in Student Transfer Approval, then you will be able to see other link:

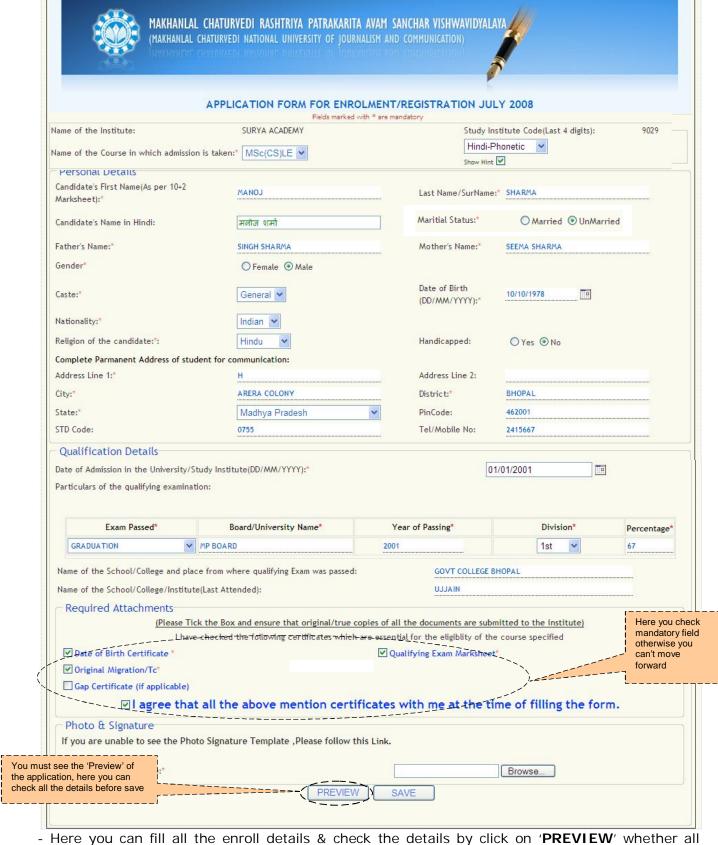


User Manual MCRPV 2.3 (Author: ABHAY KR. KARN) MPOnline Ltd

लिए आवेदन ऑनलाइन उपलब्ध होंगे. (4) तकनीकी समस्या हेतु 0755-4019401-06 पर एवं अन्य सभी प्रश्न के लिए विश्वविद्यालय 0755-4294330 पर संपर्क करें.

ENROLLMENT FORM:

- Enrollment form for New Student:



- Here you can fill all the enroll details & check the details by click on 'PREVIEW' whether all details are correct. If any change correct it.

- Click 'Browse' & attach your photo & signature file.
- After that, you click on 'Save'.
- Now your data is saved with **Enroll number & application no.**, you check all the below details whether correct.

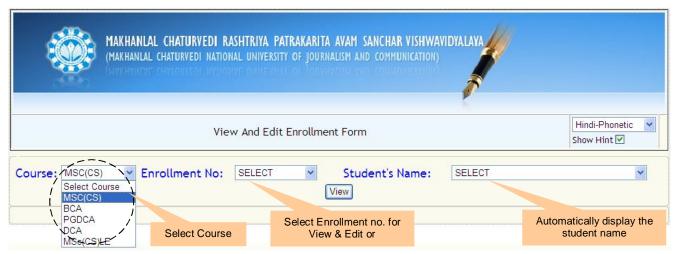


- Here you found 3 buttons with fee details 'New Form', 'Home', 'Print'. Back button is used for first page, New form is used for another enrollment form.
- If this time you found any correction, go to your first page & click on 'Enrollment View/Edit'.
- After Enrollment, check every new enrollment details from 'View Enroll Details' by Enroll no. or Application no. or click on 'Batch Payments for Enroll' by clicking on Application no.
- Now you pay the fee of new enrollment application from 'Batch Payment for Enroll' link other you never fill the exam form. You can not fill Exam form without Enroll fee payment.

MPOnline Ltd

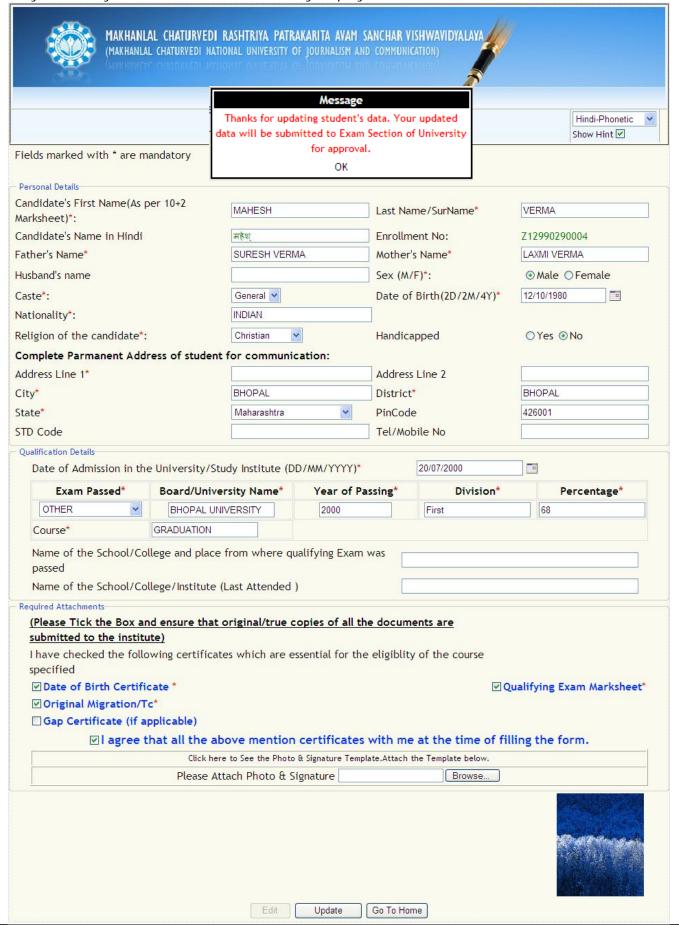
ENROLLMENT VIEW & EDIT:

- When you click on 'Enrollment View & Edit' link, display below screen.
- You select course & Name of the student by Drop Down menu which you edit & correct:



- Firstly you select the course & the Enrollment no. the you can see the student name automatically in 'Student Name'
- You never change the student details after fill exam form & pay the fee.

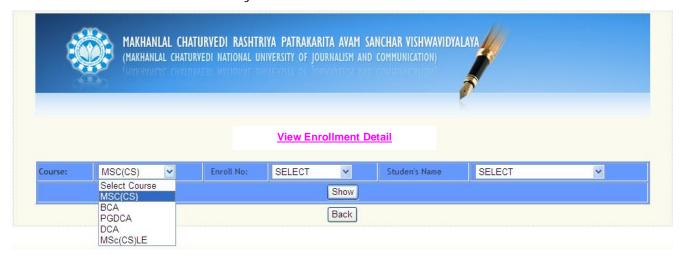
If you select your above filter, automatically display the student details & fields will be disable.



- Firstly you confirm whether Exam form & payment is done.
- If payment is done then you can never change the details in current semester.
- If only exam form is filled then firstly you delete the exam form then, can do the edit.
- If you want to change any detail then click on 'Edit' button. Now all the fields enable.
- You can edit data before filling the exam form & pay the fee. So be carefull about the editing.
- After change the details, click 'Update' then display a message 'Data is successfully updated & you can the updated data after the approval of University Exam Section'.
- Check all the mandatory (*) field with photo signature.
- You can change details only before payment & filling the examination form.

ENROLLMENT VIEW DETAIL:

- You can view the student detail by the below screen:



- Here you can view the details of all the student by filter 'Course', 'Enroll No.', 'Students Name' drop down menu.

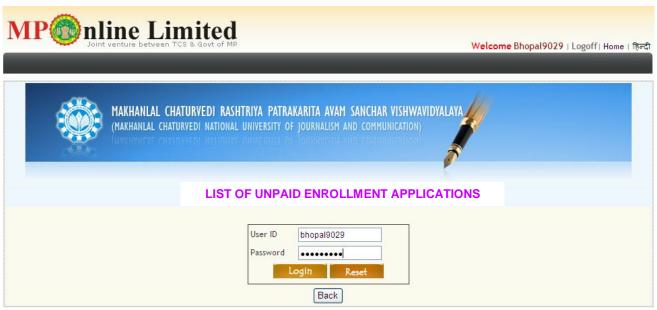
- Here you can see the Enrolled details.



- Use 'Print' or 'Close' button.
- You can also see the payment status (done/not done).

BATCH PAYMENT FOR ENROLLMENT:

- When you confirmed about all the correct Enrollment & Examination form, you use 'Batch Payment' link from Payment
- After clicking 'Batch Payment' button, display below screen for confirmation of payment.



- Enter your user Id & pasword again to confirm. Display below screen of unpaid list of New Enrollment application.



- Here you can View detail of all student by the clicking on Enrollment no like 'Z149029001' whether detail is correct or not before payment & also take a print.

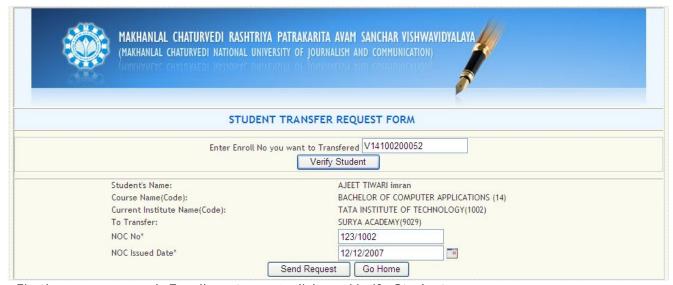
- You can check one by one or check all. If you select one by one student, the amount is also calculated as total fee.



- When you click on 'Proceed to Payment' button, then debit the total checkd amount from your KIOSK Id account & credited in MPOnline A/c.
- After payment, a list is generated with Transaction Id & Application no, this means your payment is done with these details.

STUDENT TRANSFER REQUEST FORM:

Send your transfer request online to University:



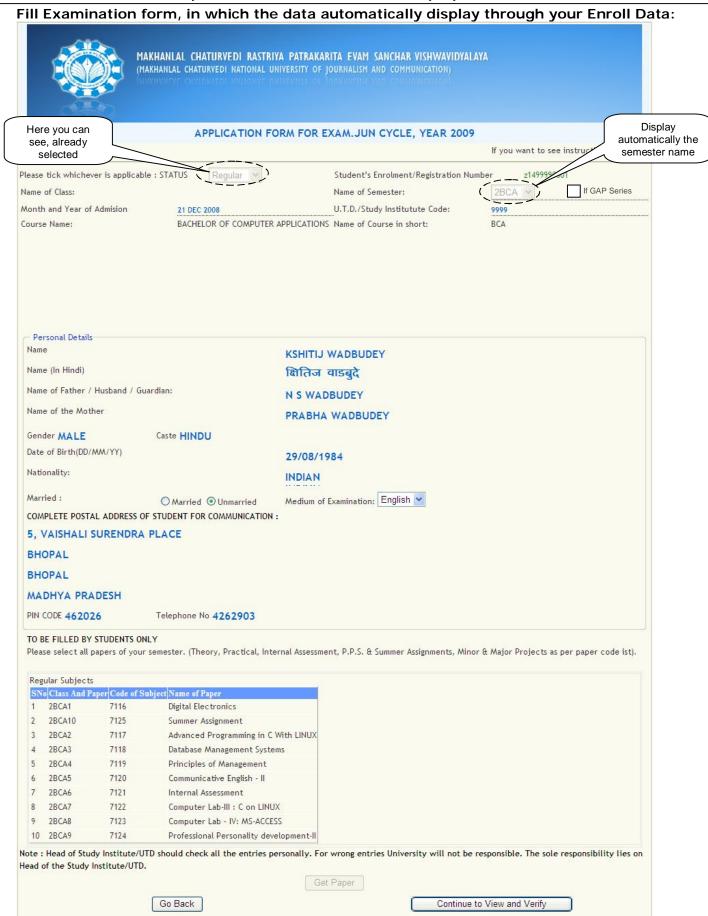
- Firstly you you search Enrollment no., & click on 'Verify Student'.
- If, the details of search is true then enter NOC no. & NOC date, click on 'Send Request' for University verification & approval. Then Center can fill exam form of that student.

EXAMINATION FORM:

- Enter the enroll no which you want fill exam form.



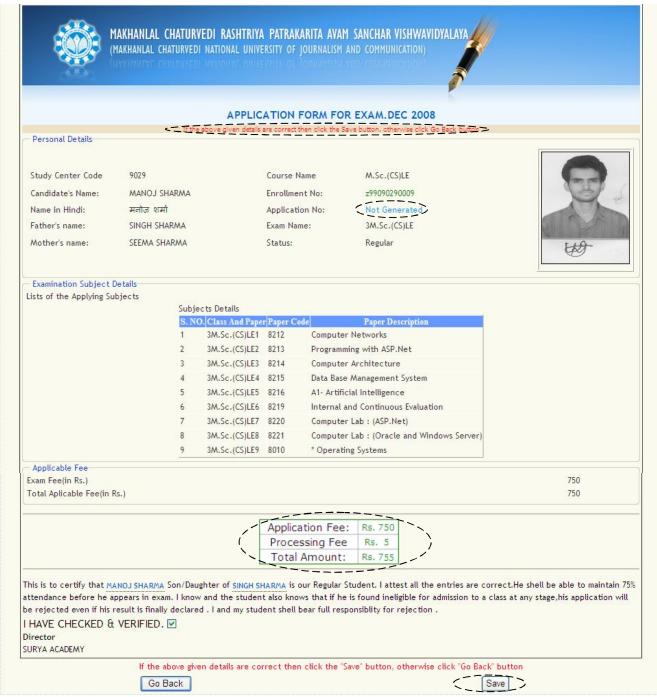
- Enter your enroll no. for fill the examination form (Only for Regular Student).
- Click on 'Show' button to open the exam form for that student, or click 'Back' to go first page.
- You can fill Exam form of **Regular** or **Backlog** student.



- When you click on 'Save' link. Now your application no is generated in next view after save the data.

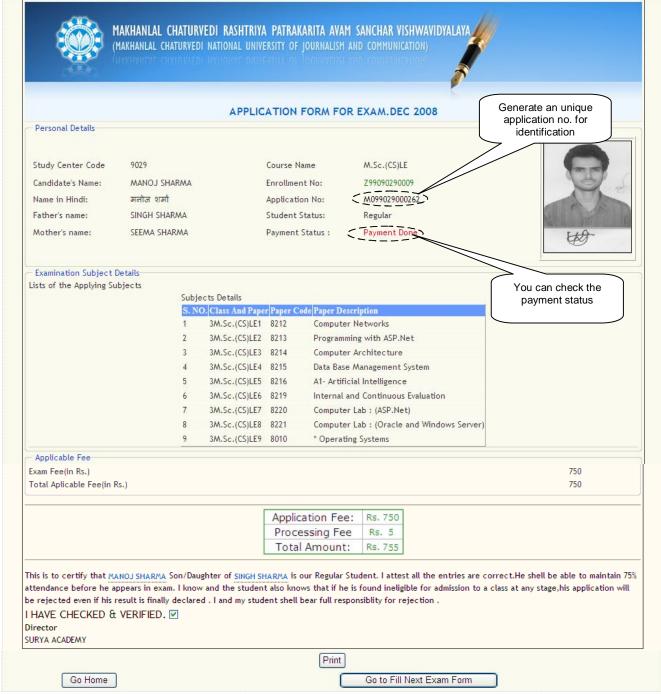
EXAMINATION FORM VIEW:

- After clicking above 'Continue to View & Verify' link for viewing the exam form, check these details whether correct & here application is not generated.



- When you click on 'Save' link. Now your application no is generated in next view after save the data.

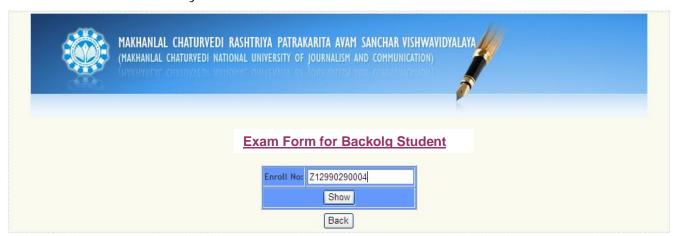
- When you click on 'Save' button, now your data is saved & generate an application number like 'M08902900244'. This means your data is successfully saved.



- Here you check the box 'I HAVE CHECKED & VERIFIED'
- You can use 'Go home' for again plan to fill form, 'Go to Fill Next Exam Form' for another fill exam form, 'Print' for printing the exam form.

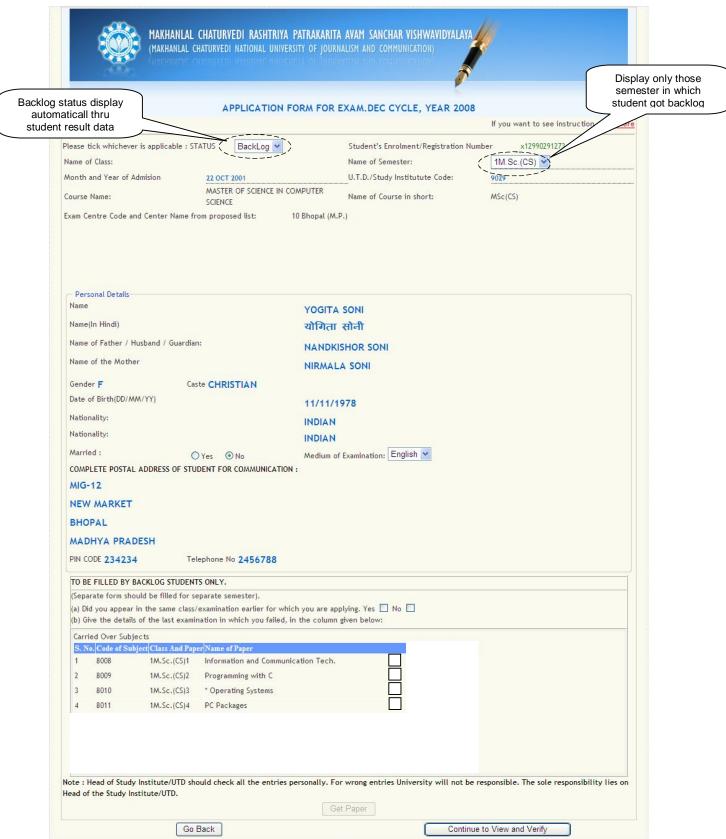
How to fill Exam form as 'Backlog':

- Enter the enroll no which you want fill exam form.



- Click on 'Show' button to open the exam form for that student, or click 'Back' to go first page.

- Select Status as 'Backlog' with proper semester which you applicable



- You select 'Backlog' status & semester, in which you have to fill semester. After that you click on 'Get paper' & select one by one paper as fill the paper.

VIEW/DELETE FILLED EXAMINATION FORM:

- With below screen, you search your filled examination for by 'Enrollment No.' or 'Application No.'
- If you select the 'Enroll no.' radio button, enter enroll number, display a list with application & its details now click application no like 'M08902900254'.
- If you do not know the application no, enter enroll no.



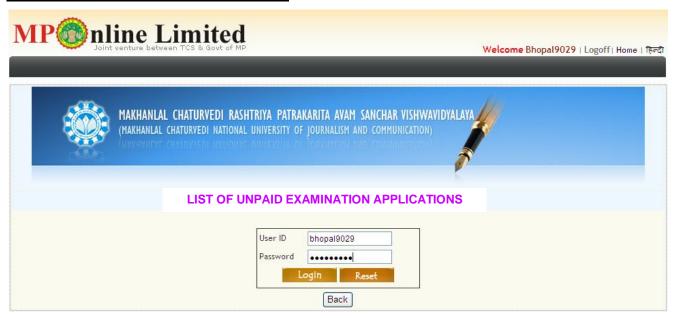
- Here you have option to delete below exam form details.



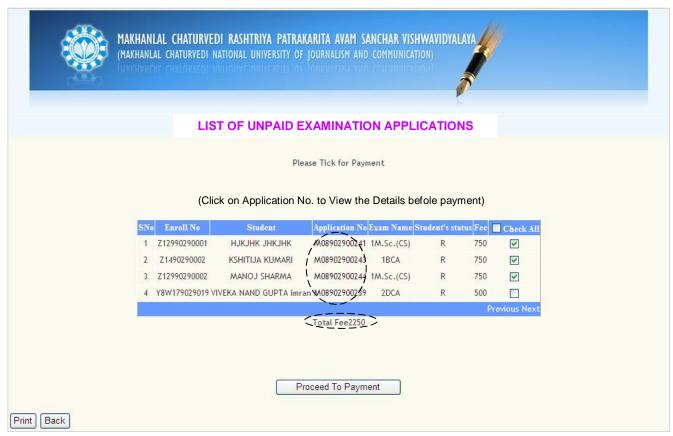
- If there is any correction/discrepancy in exam form like – paper/semeter/status selection, you can click use **'Delete'** button & then fill again exam form from **'Examination Form**' link.

- You never delete the examination form after payments.

BATCH PAYMENT FOR EXAMINATION:



Display the unpaid list:



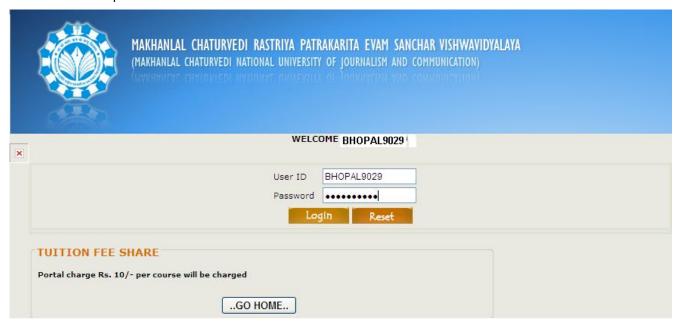
- Here you can View detail of all students by the clicking on Application no. like 'M08902900241' whether detail is correct before payment.
- You can check one by one or check all. If you select one by one student, the amount is also calculated as total checked amount.

Batch Payment done with following Details								
S.No.	Transaction Id	Application No	Exam Fee	Transaction Amount				
1	T081205002077	M08902900243	750	760				
2	T081205002078	M08902900244	750	760				

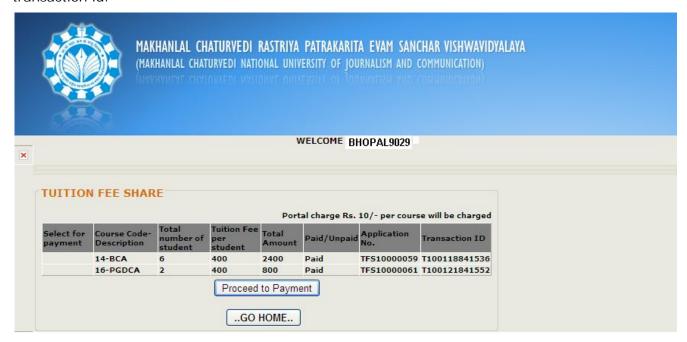
- When you click on 'Proceed to Payment' button, then debit the total checkd amount from your KIOSK Id account & credited in MPOnline A/c.
- After payment, a list is generated with Transaction Id & Application no., this means your payment is done with these details.

TUITION FEE SHARE PAYMENT:

Enter user id & password to confirm user:



If you see your tuition fee share has not paid, then you click on check to select & click on 'Proceed to payment' button. Its automatically deduct amount from your account with application no. & transaction id.



You can take print also as receipt of your payment.

ANNUAL RENEWAL FEE PAYMENT:

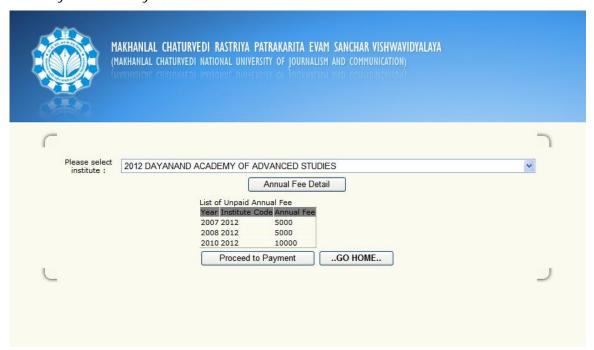
a. When you click on 'Annual Fee Payment' link, below screen is automatically appear. Here, you enter your user id & password (like as batch payment procedure):



b. You will automatically see your study center name & code. Click on 'Annual Fee Details' button.



c. Now you can see your annual fee details:



You verify the annual fee detail, click on 'Proceed to payment' button.

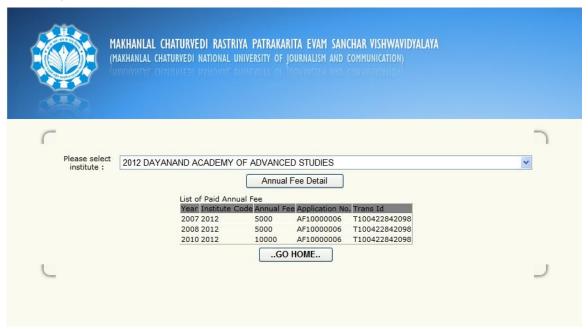
d. Here, you enter your user Id & password again for verification & click on 'Confirm payment' button.



e. Now your annual fee is automatically deduct from your balance amount & again login to see the payment details:



f. Here, you can see the paid annual fee details with application & transaction id.



You can take print as receipt of your annual fee payment.

SECURITY DEPOSIT PAYMENT:

a. When you click on 'Security Deposit Payment' link, below screen is automatically appear. Here,



b. Enter your user id & password again to verify id. Click on login button, the below screen will appear:



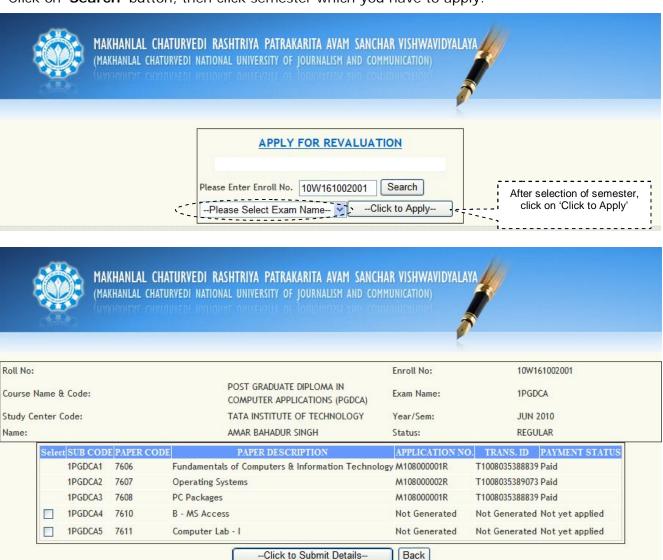
- c. Calculate your dues security deposit fee. If you you have not deposited your dues Annual Renewal Fee then you are not allowed to deposit security deposit & message will display 'Please deposit dues Annual Renewal Fee'
- d. This is your application & receipt also, where you will see the application number & transaction id.

HOW TO APPLY FOR REVALUATION:

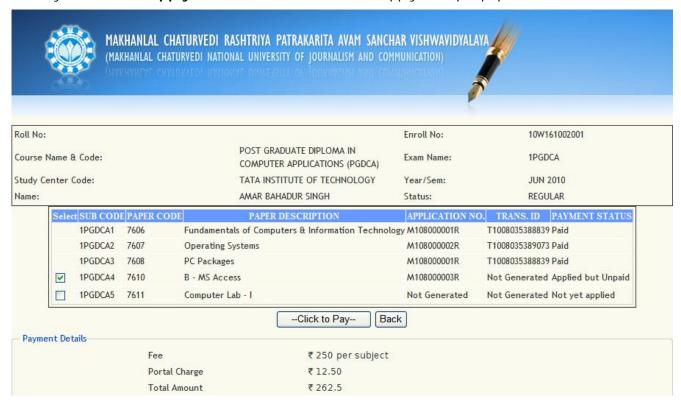
-Below screen shows, you enter you Enrollment no.



- Click on 'Search' button, then click semester which you have to apply:

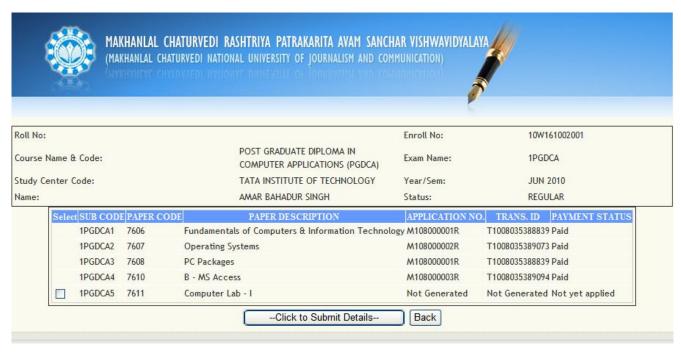


- Now you can click 'Apply for Revaluation' button & apply multiple paper:





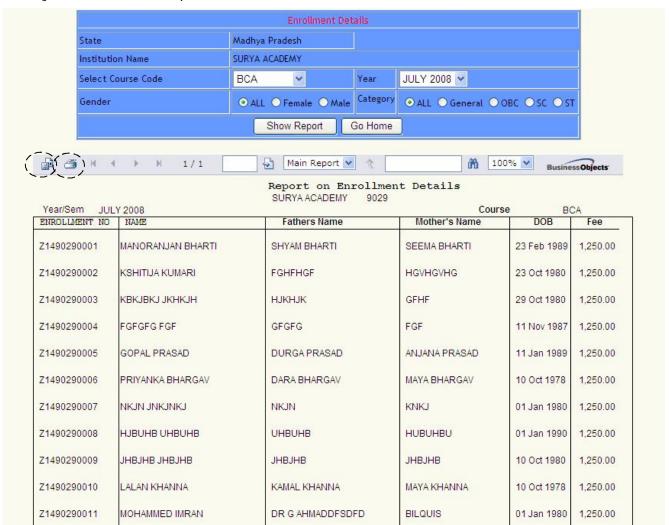
The Study Center can apply one or more time for one student untill all paper applied.



This is a generic form – this is used for fill application & also for receipt use.

REPORTS FOR ENROLLMENT:

- Study Centre can take report Enrollment details.

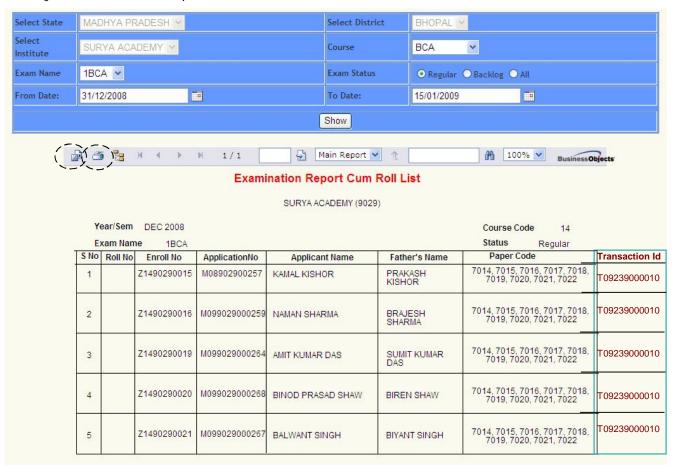


- Click to export you report in Excel, CSV format.
- Click to print button to convert into PDF format.

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REPORTS FOR EXAMINATION:

- Study Centre can take report Examination details.



- Click to export you report in Excel, CSV format.
- Click to print button to convert into PDF format.

LIST OF STUDENT TRANSFER REQUEST:

- You can check the status of transfer request, which you had sent.

LIST OF STUDENT TRANSFER REQUEST

enrollno	name	progcode	current institute	transfer to	noc_no	noc_issue_date	status	req_date
T1490295482	NISHANT SHAKYA imran	14	9029	9999	888	02 Jun 2009	N	
T1490295483	P.S.SOUMYA imran	14	9029	9999	9089	24 Jun 2009	N	
T1490295485	PRAMOD SINGH imran	14	9029	9999	666	01 Jun 2009	N	
T1490295484	PRAMOD SHARMA imran	14	9029	9999	122	02 Jun 2009	N	
T1490295468 D	HIRENDRA SINGH RAJAVAT imran	14	9029	9999	hhhhh	30 Jun 2009	T	06 Jul 2009

LIST OF STUDENT TRANSFER APPROVAL:

- You can check the status of transfer approval, which you had approved.

LIST OF STUDENT TRANSFER REQUEST APPROVAL

enrollno	name	progcode	current institute	Transfer to	noc_no	noc_issue_date	status	req_date
P1490291917	MILIND DURSELWAR imran	14	9999	9029	7777	30 Jun 2009	T	01 Jul 2009
P1490291922	ROHIT DUBEY imran	14	9999	9029	asdf	30 Jun 2009	T	06 Jul 2009
P1490291923	SHAHIDA KHAN imran	14	9999	9029	dddddddddddddddd	30 Jun 2009	T	06 Jul 2009
P1490291924	SHILPI GOGNA imran	14	9999	9029	SSSSSSSSSSSSS	30 Jun 2009	T	06 Jul 2009
P1490291927	VEER SINGH imran	14	9999	9029	xxxxxxxxxxx	29 Jun 2009	T	06 Jul 2009
P1490291928	VIPIN JAISWAL imran	14	9999	9029	mmmmmmmmm	29 Jun 2009	T	06 Jul 2009
T1490295459	ANSHUL SHRIVASTAVA imran	14	9999	9029	asd	29 Jun 2009	T	06 Jul 2009
T1490295454	AMIT KUMAR JAISWAL imran	14	9999	9029	praveen	29 Jun 2009	T	06 Jul 2009
T1490295455	AMIT KUMAR YADAV imran	14	9999	9029	noc1234	30 Jun 2009	T	06 Jul 2009
T1490295456	ANIL KUMAR RAJPOOT imran	14	9999	9029	noc11111	30 Jun 2009	R	06 Jul 2009
T1490295492	RAJKUMAR NAMDEV imran	14	9999	9029	vikas	29 Jun 2009	R	07 Jul 2009
T1490295493	RAM BHAN SINGH imran	14	9999	9029	kshitij	30 Jun 2009	T	07 Jul 2009

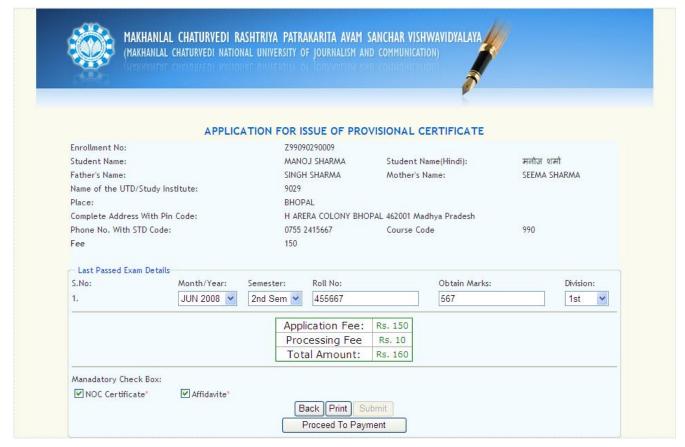
Counter Base Application:

APPLY FOR PROVISIONAL CERTIFICATE:

- Below screen shows, you enter you Enrollment no to apply for duplicate marksheet.



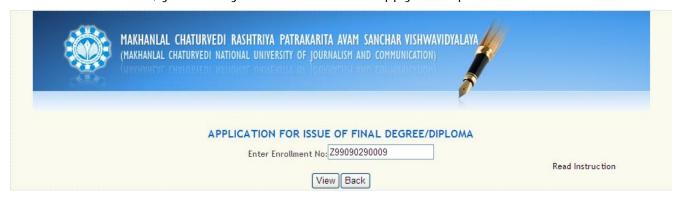
- Click on 'View' button, your data will be display automatically:



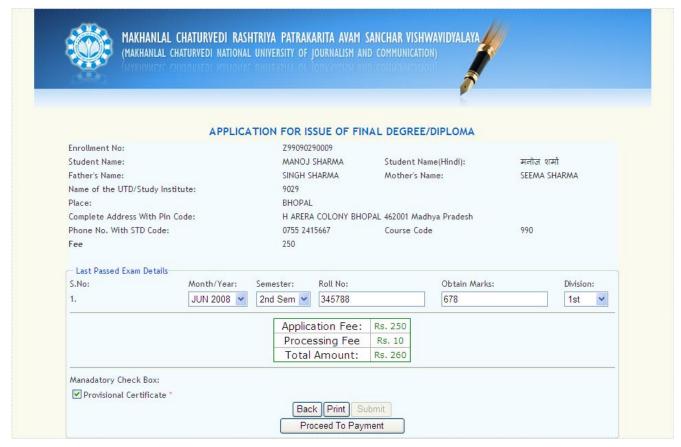
- When you apply for above certificate, ensure that student have 'NOC', Affidavit.
- Its all are mandatory field, if they don't have these attachment, they can never apply.
- Now click 'Proceed to Payment' for payment & get receipt of that student.

APPLY FOR DEGREE/DIPLOMA CERTIFICATE:

- Below screen shows, you enter you Enrollment no to apply for duplicate marksheet.



- Click on 'View', your data will be display automatically:



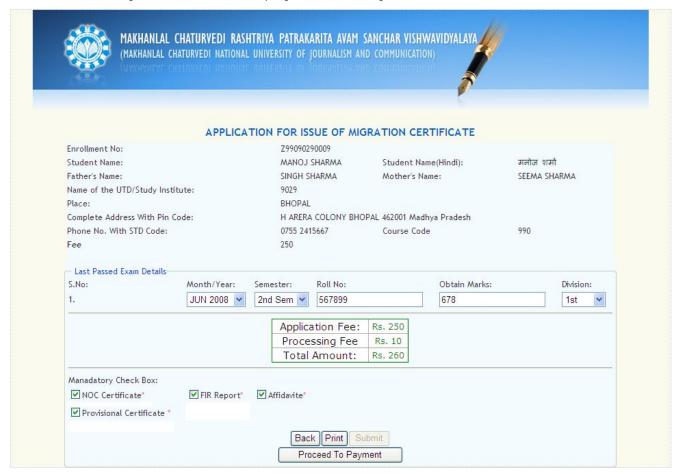
- When you apply for above certificate, ensure that student have 'Provisional Certificate'.
- Its all are mandatory field, if they don't have these attachment, they can never apply.
- Now click 'Proceed to Payment' for payment & get receipt of that student

APPLY FOR MIGRATION:

- Below screen shows, you enter you Enrollment no to apply for duplicate marksheet.



- Click on 'View', your data will be display automatically:



- When you apply for above certificate, ensure that student have 'Provisional Certificate'.
- Its all are mandatory field, if they don't have these attachment, they can never apply.
- Now click 'Proceed to Payment' for payment



- Generate a receipt for the application



Take a print for proof.

4. System Configuration:

Hardware:

- MPOnline Ltd. will host the application on its Data Centre. Department will not have to install / establish a data centre at their location.
- Computers, Printer, Scanners, Networking, and Internet Connection are required by the Study Centres.

The minimum hardware requirement for accessing the service on the portal are-

A Desktop PC with the following configuration-

- Pentium IV Microprocessor
- 80 GB Hard disk
- 512 MB RAM

Internet with broadband connectivity.

Software:

The University will not have to purchase any additional software's to run this application.

The following softwares are recommended for accessing the portal

- 1. Windows XP SP 2 and above.
- 2. Internet Explorer 6.0 and above.
- 3. Kindly allow the popup block on your system, if blocked.
- 4. Adjust your display setting as 1024 x 768

5. Contact Details for Support:

1. For Technical support:

MPOnline Limited

(A Joint Venture company between TCS & Govt. of MP)

2nd Floor, Nirupam Shopping Mall, Ahmadpur,

Hoshangabad Road, Bhopal – 462026 (MP)

Customer Care No. 0755 – 4019400 to 406; Fax: 4019000

URL: https://www.mponline.gov.in

2. For University's Query:

Makhanlal Chaturvedi

Rashtriya Patrakarita Avam Sanchar Vishwavidyalaya

P.O. Box No. RSN/560, Trilochan Singh Nagar, Shahpura, Bhopal – 462016 (Madhya Pradesh)

Ph.: 755-2725307, 2725559, FAX: 755-2561970 Email: <u>guery@mcu.ac.in</u>; Website: <u>www.mcu.ac.in</u>