



MAKHANLAL CHATURVEDI

RASHTRIYA PATRAKARITA AVAM SANCHAR VISHWAVIDYALAYA (MCRPV)

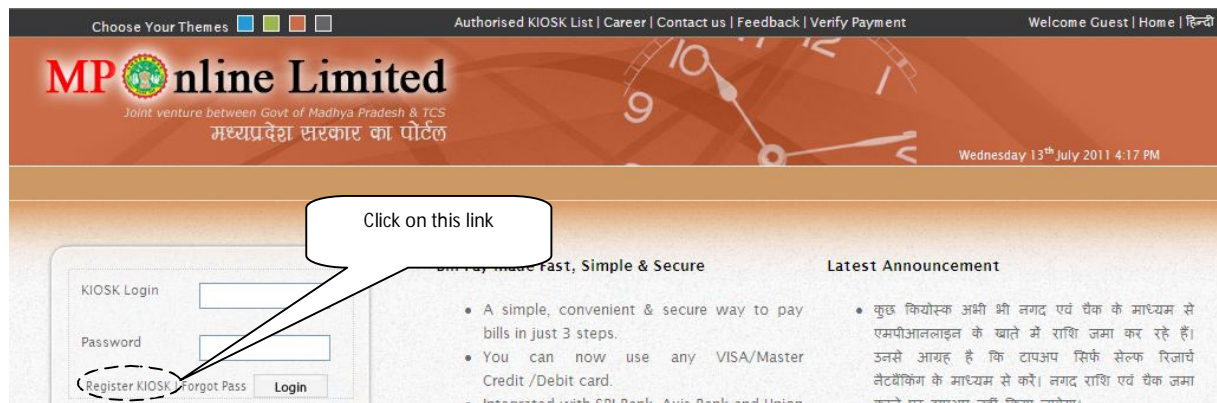
(A short instruction for online process 2nd Phase)

Necessary Documents Require during training session:

1. One non-judicial Stamp Rs. 100/- for agreement between MPOnline & Study Center.
2. Print copy of online Kiosk Registration form in which kiosk id will mentioned i.e. 'M114620012345'.
3. Copy of University Affiliation Letter.
4. Copy of Center Head Id & Address Proof.
5. Copy of PAN card
6. Hard copy of the Agreement
7. Make DD in the name of MPOnline Limited of Rs. 1103/- (Rs. 1000 + taxes)

Process of registration with MPOnline as KIOSK:

- Study Center registration & agreement as KIOSK with MPOnline – you click on MPOnline website (<https://www.mponline.gov.in>) link for KIOSK registration as below:



- Study Center will select above link 'Register Kiosk', then click 'continue' button, after that select kiosk type 'MCRPV (Makhanlal)' from drop down menu & follow all the field according to the form.
- Fill the require data & generate KIOSK id (i.e. M114620012345, this id will use for any query) & send it to MPOnline mail address.
- Creation of User ID as City name with Center code (ex- 'bhopal9029', this id will use for database query). – After approval of MPOnline admin & finance, you can create your user id like - 'bhopal9029'. Don't try & create any other User ID otherwise you never fill any form.



- Self top Recharge mechanism (only through SBI/ Axis/ UBI) – Your KIOSK is working as mobile prepaid mechanism. Firstly you recharge your accounts then use it to pay the form fee. If your amount is '0' then you can't fill any form. If you want know top up details, call our landline no. 0755 – 4019401 to 06 (six lines); or 4019415 for finance query.
- Online applications & Instructions:
 - **Fill Enrollment Form for new student only** – You can fill Enroll form for only new student. Your old series data is already in your 'Enrollment View Details' link. Fill this form very carefully because your student database is creating from this form. So be careful about this form. All the rules & regulation maintain in this form, which you are using in manual form. Tick mandatory field very carefully. Attach photo & signature in only one file & not exceed by 200KB. Scan with gray scale format. Firstly see the preview of the enroll form, and then click 'Save' button. After saving your form, system will generate enroll no. If there is any correction in this form go to 'Enrollment View/ Edit' link before payment. After payment no any correction will entertain.
 - **Enrollment View Details** – You find the list of enrollment details for New/Old series student. Always check here the enrollment details before new registration of student. Take print from here, if you haven't taken print. **IF DATA CUT SHOWN IN PRINT PAGE, USE IE 7+; SET YOUR DESKTOP RESOLUTION AT 1024 X 768 or HIGHER RESOLUTION at 32 BIT.**
 - **Enrollment View/Edit** – You can edit your new & old enrollment details from this application before payment. If you are editing new series student details, then change all the field before payment but you are editing old series student details then you can't edit your English name but update your hindi name.
 - **Batch Payment for Enrollment** – This is used for batch payment for all filled enroll form at a time or one by one. But you check one by one enrollment details by the clicking on Enrollment number before payment. Your applied form is not accepted without online payment (in which transaction id, application number).
 - **Student Transfer Request** – Send your request online for transfer student with NOCs details. If you don't have NOC details, never fill exam form of that student.
 - **Fill Examination form** – You can fill Regular & Backlog student for any semester. But you can't fill BCA 5th Semester Regular without clearing 1st or 2nd Semester backlog. All optional & stream are already configured. If you see the message on fill exam form about 'Fill Address details'. You can update your address at 'Enrollment View / Edit' link.
 - **View / Delete Fill Exam Form** – You can search your exam form of Regular & Backlog through Enrollment no. or Application no. you can view filled exam form from this link if you find any discrepancy, can delete also & fill again.
 - **Batch Payment for Exam Form** – Here you find the entire list after filling all the exam form of old & new student in unpaid category. You can check exam detail by clicking on application no. before payment. If form found paid condition, then you can't delete. Your applied form is not accepted without online payment (in which transaction id, application number).
 - **Tuition Fee Share:** Deposit your TFS online for regular candidate. It is calculated based on regular candidate of the current session.



- **Annual Renewal Fee:** Deposit your annual renewal fee online which is charged by the University.
 - **Security Deposit:** Deposit your security fee online.
 - **Apply for Migration/Provisional/Degree/Diploma:** You can apply online for migration/ provisional.
 - **Apply for Revaluation:** You can apply online for student revaluation form.
 - **MIS/Reports generate** only paid candidate – Enrollment Details, Examination Details, and Accounts Details – here you view & download your enrollment, examination & accounts reports of paid candidate. You can't see here unpaid list. You also export these report into – excel, word, text or PDF format.
 - **User Manual** – you can download the user manual for these applications & all the instructions.
- All the application is accepted after online payment otherwise the application will be rejected.

1. For Technical support:

MPOne 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 Admin Query:

Makhanlal Chaturvedi

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P.O. Box No. RSN/560, Trilochan Singh Nagar,
Shahpura, Bhopal – 462016 (Madhya Pradesh)
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Email: query@mcu.ac.in ; Website: www.mcu.ac.in