



User Manual Document (Filling Examination cum Enrollment Registration)

USER MANUAL
For
Examination cum Enrollment Registration
Oct, 2015

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Step 1- Click on “[Examination cum Enrollment form for 1st year Ex-Students](#)” link to fill examination form.

Step 2 – Fill the examination form.

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1. Select the **Degree**
Note: Degree Cycle will be filled automatically.
2. Check **Is Enrolled** and Enter **Enrollment No.** in Enrollment No. field. (if student is already enrolled in mlsu.)
3. Select the **College name** in which student going to take admission
Note: Current Session will be filled automatically.
4. Enter the name in **Candidate Name** field.
5. Enter previous exam roll no. in **Previous Exam Roll No.** field.
Note: Category will be filled automatically.
6. Select the **Gender**.
7. Enter father name in **Father's Name** field.
8. Enter mother name in **Mother's Name** field.
9. Select **Date of Birth** from the given calendar.
10. Select the **Domicile State**.
11. Physically Handicapped student check "**Is physically handicapped?**" Check box.
12. Select the **Nationality**.
13. Enter the name in English in **Student's Name (in Hindi)** field.
Note: Name would convert automatically in Hindi.
14. Select the **Medium**.
15. University ward student check **Is University Ward**.
16. Select the **Category**.
17. Select the **Minority**.
18. **Correspondence Address Details**

Correspondence Address Details

Address :	<input type="text"/>	
State :	-- Select State --	District : -- Select District --
Pin Code :	<input type="text"/>	E-Mail Id : <input type="text"/>
Phone No. :	<input type="text"/>	Mobile No. : <input type="text"/>
Guardian Mobile No. :	<input type="text"/>	

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1. Enter correspondence **Address**.
2. Select **State**.
3. Select **District**.
4. Enter **Pin Code**.
5. Enter **Email ID**.
6. Enter **Phone No.**
7. Enter **Mobile No.**
8. Enter **Guardian Mobile No.**

Note: If Correspondence and Permanent Address details are same then Student can mark '**Same as Above**' checkbox. Correspondence Address will be auto filled in Permanent Address Details.

19. Permanent Address Details

Address :	<input type="text"/>	
State :	-- Select State --	District : -- Select District --
Pin Code :	<input type="text"/>	E-Mail Id : <input type="text"/>
Phone No. :	<input type="text"/>	Mobile No. : <input type="text"/>
Guardian Mobile No. :	<input type="text"/>	

1. Enter permanent **Address**.
2. Select **State**.
3. Select **District**.
4. Enter **Pin Code**.
5. Enter **Email ID**.
6. Enter **Phone No.**
7. Enter **Mobile No.**
8. Enter **Guardian Mobile No.**

20. Details of Last Qualifying Exam Passed:

1. Select **Qualification**.
2. Select **Board/University**.
3. Select **Year**.
4. Enter **Roll No.**
5. Enter **School/College Name**.
6. Enter **Max. Marks**.



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7. Enter **Marks Obtained**.

Note: Percentage will be auto calculated according to Max Marks and Obtained Marks detail.

S.No.	Qualification	Board/University	Year	Roll No	School/College Name	Max Marks	Marks Obtained	Percentage
1	B.A. ▼	--Select-- ▼	--Select-- ▼	<input type="text"/>				

21. Subject Combination Preference

a. In case of BA degree student have to select the combination subject **from ARTS GROUP**.

In case of **Arts** -- Student should select combination group.

Subject Selection Option (विषय चुनने का विकल्प)

Combination Group : -- Select Combination Group -- ▼  (Please search combination(s) from here.)

युग्म समूह :

NOTE: "In case of BA, Student has to select the Subject/Papers by clicking on this image link "

22. A pop up will be launch through which student can choose the subject.

23. Student selects the combination of subjects and click on Get Combination button.



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Subject Group Combination

- Economics Sanskrit Music Sindhi
- Geography Rajasthani Sahitya Philosophy
- Political Science Urdu Literature Draw & Paint Statistics Population Studies
- Prakrit Psychology History FRU
- Public Adm. Hindi Lit Home Sc. Rural Dev. & Ext. Functional Hindi PHYSICAL EDUCATION
- Sociology English Lit MATHEMATICS HUMAN RIGHTS

NOTE:-
(i) विद्यार्थी द्वारा कुल 3 विषयों का चयन किया जाना है। उपर्युक्त वर्गों में से एक वर्ग में एक विषय से अधिक नहीं लिया जा सकेगा।
(ii) नियमित विद्यार्थी दो से अधिक प्रयोगशाला के विषय नहीं ले सकेगा।
(iii) दो साहित्य से अधिक साहित्य विषय नहीं चुने जा सकते हैं।

24. Selected combination of subjects will be displayed in the grid.

List of All Courses

Selected color indicates as Compulsory Paper, and Rest of Paper(s) are Optional.
यदि विद्यार्थी पूरे में COMPULSARY/PRACTICAL PAPER में पास है तो कृपया CHECKBOX को UNCHECK करें और अपना अंक दर्ज करावे।

Check Box	S.No.	Subject	Marks Obtained	Paper Name	Paper Code	Allotted Year	Allotted Session
<input checked="" type="checkbox"/>	1	Environmental Studies		Environmental Studies	1209	1st	2015 - 2016
<input checked="" type="checkbox"/>	2	Gen. English		Gen. English	1704	1st	2015 - 2016
<input checked="" type="checkbox"/>	3	English Lit		English Lit - I	1341	1st	2015 - 2016
<input checked="" type="checkbox"/>	4	English Lit		English Lit - II	1342	1st	2015 - 2016
<input checked="" type="checkbox"/>	5	Hindi Lit		Hindi Lit-I	1381	1st	2015 - 2016
<input checked="" type="checkbox"/>	6	Hindi Lit		Hindi Lit-II	1382	1st	2015 - 2016

NOTE: Compulsory papers will be indicated by “” and rest of papers will be optional papers

1. Select your **Courses**.
2. Click on **Calculate Fee** button – Examination Form Fee Structure will be display in the page.
3. Select the **Examination Form Fee** according to the board/University from which student is passed.

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Note: Student needs to select only those subjects in which student are going to appear in 2015-16 session.

List of All Courses

	S.No.	Subject	Paper Name	Paper Code	Allotted Year	Allotted Session
<input type="checkbox"/>	1	MONETORY THEORY AND PRACTICS	MONETORY THEORY AND PRACTICS	4841	1st	2015 - 2016
<input type="checkbox"/>	2	BUSINESS ECONOMICS	BUSINESS ECONOMICS	4842	1st	2015 - 2016
<input type="checkbox"/>	3	QUANTITATIVE TECHNICHS AND DECISION MAKING	QUANTITATIVE TECHNICHS AND DECISION MAKING	4843	1st	2015 - 2016
<input type="checkbox"/>	4	PUBLIC BUDGETING AND ADMINISTRATION	PUBLIC BUDGETING AND ADMINISTRATION	4844	1st	2015 - 2016

[CALCULATE FEE](#)

25. Examination Form Fee Structure:

1. Select **University** as per last qualifying exam passed (**1. State Govt University / 2. Other University/Board / 3. MLSU**)
2. Select **Payment Mode (online/Offline)**
3. Select **Bank Name (Citrus (Credit Card / Debit Card / Net Banking) / e-Mitra / Axis)**

Examination Form Fee Structure(s) (परीक्षा शुल्क विवरण)

State Govt University Other University/Board

S.No.	Fee Head	Fee Amount
1	Enrollment Fee	250.00
2	Eligibility Fee	300.00
3	Local Fund (coe)	10.00
4	E-Suvidha Examination Application Form	100.00
5	Exam form Fee	100.00
6	Examination Fee	900.00
7	Additional fee for examination process	250.00
		Total Fee : 1910

Payment Mode (शुभरतन विधि) : Online Offline

Bank Name (बैंक का नाम) : Citrus (Credit Card / Debit Card / Net Banking) e-Mitra Axis

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- Online Payment mode - Student will have the following options for making the online payment-

1. Citrus 2. E-Mitra 3. Axis

Select any one -

Payment Mode (भुगतान विधि) :	<input checked="" type="radio"/> Online	<input type="radio"/> Offline	
Bank Name (बैंक का नाम) :	<input checked="" type="radio"/> Citrus (Credit Card / Debit Card / Net Banking)	<input type="radio"/> e-Mitra	<input type="radio"/> Axis

- Offline Payment mode - Student will have the following options for making the offline payment-

1. ICICI 2. HDFC 3. AXIS

Select any one -

Payment Mode (भुगतान विधि) :	<input type="radio"/> Online	<input checked="" type="radio"/> Offline	
Student(s) have to pay Rs. 6 as Bank Charge(s), In case of OffLine Challan.			
Bank Name (बैंक का नाम) :	<input type="radio"/> ICICI	<input type="radio"/> HDFC	<input checked="" type="radio"/> AXIS

26. Upload Your Photo and Signature:

1. **Upload Passport Size Photo:** Student can upload his/her photograph by clicking on Choose File button , a pop up window will open through which student will select his/her photo
2. **Upload Your Signature:** Student can upload his/her Signature on clicking Choose File button , , a pop up window will open through which student will select his/her sign
3. **Upload Last Year Mark sheet:** Student can upload his/her Mark sheet on clicking Choose File button , a pop up window will open through which student will select his/her Mark sheet



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Upload Your Photo and Signature (अपलोड फोटो और हस्ताक्षर)			
(Only .jpg, .png, .bmp file support)			
Upload Passport Size Photo अपलोड पासपोर्ट आकार का फोटो	: Choose file photo.jpg		(File Size limit is 300 KB.)
Upload Your Signature अपलोड हस्ताक्षर	: Choose file sign.jpg		(File Size limit is 200 KB.)
Upload Last Year Marksheet अपलोड पिछले साल का अंकपत्र	: Choose file marksheet.pdf		(File Size limit is 300 KB.)

1. Select the disclaimer and Click on **Save** to save the application.

<input type="checkbox"/> Disclaimer : मैं घोषणा करता हूँ कि Examination Form में मेरे द्वारा दी गई जानकारी सत्य है। यदि मेरे द्वारा दी गयी जानकारी में कोई भी जानकारी असत्य पाई जाती है तो मेरा Examination Form Cancel किया जा सकता है और मेरे खिलाफ अनुशासनात्मक कार्यवाही की जा सकती है।
Note : 1) विद्यार्थी अपना पूर्ण भरा हुआ फॉर्म देखना और किसी प्रकार का संशोधन करना चाहता है तो कृपया पहले SAVE बटन पर क्लिक करे और समस्त जानकारी जांचने के बाद PAY NOW पर क्लिक करे.
2) भुगतान के बाद विद्यार्थी को किसी प्रकार का संशोधन का अधिकार नहीं है इसके लिए कृपया अपने कॉलेज में संपर्क करे।
<input type="button" value="SAVE"/> <input type="button" value="PAY NOW"/> <input type="button" value="RESET"/>
After successful payment, Challan will be generated and Candidate has to submit print out of this challan along with Marksheet in respective college. (छात्र द्वारा सफलतापूर्वक भुगतान के पश्चात चालान का प्रिंट आउट लेना है और छात्र को सम्बंधित कॉलेज में अंकपत्र के साथ इस चालान का प्रिंटआउट जमा करना होगा)

2. Click on Pay Now, to pay online student will be redirect to payment gateway.
In case of Offline payment, click on **Print Challan**.

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Dear RAVINDER SHANKAR,

Your Exam Form has been submitted in Off-Line Paymode as below mentioned details. Kindly print Challan and Print Examination Form/Enrollment.

S. No	Student Name	Category	Father's NAME	Mother's NAME	Degree	Paid		
1	RAVINDER SHANKAR	Regular	Manan shankar	Rita Shankar	MA ECONOMICS	NO	Print Challan	Print Examination Form/Enrollment

Click on [Print Examination form Enrollment](#) to download the Examination form
Click on [Print challan](#) Challan would be download and open for print in following format -

Reference No: 1500427 	Reference No: 1500427 	Reference No: 1500427 
 MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR	 MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR	 MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR
Bank Copy(Offline) Date : 20-10-2015	University Copy(Offline) Date : 20-10-2015	Student Copy(Offline) Date : 20-10-2015
DETAILS OF THE STUDENT	DETAILS OF THE STUDENT	DETAILS OF THE STUDENT
Student Name RAVINDER SHANKAR Father's Name Manan shankar Form No. 1500427 Enrollment No. Category Regular College Code 30 Challano No. 1500427	Student Name RAVINDER SHANKAR Father's Name Manan shankar Form No. 1500427 Enrollment No. Category Regular College Code 30 Challan No. 1500427	Student Name RAVINDER SHANKAR Father's Name Manan shankar Form No. 1500427 Enrollment No. Category Regular College Code 30 Challan No. 1500427
 Bank Name HDFC Account No. CMPMLSUUDA	 Bank Name HDFC Account No. CMPMLSUUDA	 Bank Name HDFC Account No. CMPMLSUUDA
Fee Particulars	Fee Particulars	Fee Particulars
Bank Charges 6 Local Fund (coe) 10 E-Suvidha Examination Application Form 100 Exam form Fee 100 Additional fee for examination process 250 Examination Fee 900	Bank Charges 6 Local Fund (coe) 10 E-Suvidha Examination Application Form 100 Exam form Fee 100 Additional fee for examination process 250 Examination Fee 900	Bank Charges 6 Local Fund (coe) 10 E-Suvidha Examination Application Form 100 Exam form Fee 100 Additional fee for examination process 250 Examination Fee 900
Detail of Fee	Detail of Fee	Detail of Fee
Total Payable Amount Type1 Rs. 1366 Amount (In words): Rs. One Thousand Three Hundred and Sixty Six Rupees only	Total Payable Amount Type1 Rs. 1366 Amount (In words): Rs. One Thousand Three Hundred and Sixty Six Rupees only	Total Payable Amount Type1 Rs. 1366 Amount (In words): Rs. One Thousand Three Hundred and Sixty Six Rupees only
Mobile No. 9844511144 Signature of Depositor	Mobile No. 9844511144 Signature of Depositor	Mobile No. 9844511144 Signature of Depositor
MA ECONOMICS 1st Year Exam 2016	MA ECONOMICS 1st Year Exam 2016	MA ECONOMICS 1st Year Exam 2016

For online payment, Student can select one payment option from following-:

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- ✓ **CITRUS Payment mode** – After clicking on SUBMIT button, User will redirect to the payment gateway, through which student can pay the fees via net banking, credit card, debit card etc.
- ✓ **Axis Payment Mode** - After clicking on SUBMIT button, User will redirect to the axis payment gateway through which User can pay the fees via net banking, credit card, debit card etc.
- ✓ **E mitra Payment mode** – After clicking on SUBMIT button; a Challan No. will be generated and Student have to visit to nearby E mitra Centre for collecting their coupon code.

Pay Now Button पर क्लिक करने के पश्चात चालान नम्बर Generate होगा | छात्र वह चालान नम्बर लेकर पास के E-Mitra Centre पर जायें एवं वहां अपनी फीस जमा करायें |

For E- Mitra payment option -



NOTE: Click on **PRINT CHALLAN** to download their challan form

- ❖ Students have to visit to nearby E mitra Centre with downloaded challan form, after confirmation of his/her basic detail he/she will receive a coupon code.
- ❖ After taking the coupon code from the E mitra Centre, students have to login **Student portal** OR **check online form status** link to validate his/her form.



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Student Portal

-  Student Portal Login **Will be Available soon**
-  Check Online Form Status
जिन छात्रों का परीक्षा शुल्क भुगतान नहीं हुआ है, वह छात्र कृपया यहाँ भुगतान करें /
चालान डाउनलोड करें।
-  Click here for download Challan/Examination Form (If Payment is Success)
डाउनलोड चालान के लिए यहां क्लिक करें। जिन छात्रों का परीक्षा फॉर्म का शुल्क का
भुगतान सफल है।
-  Click here for download Additional Fee Challan **NEW!**



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MOHANLAL SUKHADIA UNIVERSITY [Home Page](#)

Check Online Exam Form Status

12th / UG Roll No. : *

Mobile No. : *

Date of Birth : *

- Enter **12th Roll No.**
- Enter **Mobile No.**
- Enter **Date of Birth.**

After Successful login:

Student will Download their Examination and challan Form from below link



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Dear NIKITA SHERGILL,

Your Exam Form has been submitted in Off-Line Paymode as below mentioned details. Kindly print Challan and Print Examination Form/Enrollment.

S. No	Student Name	Category	Father's NAME	Mother's NAME	Degree	Paid		
1	NIKITA SHERGILL	Regular	Devender Galib	Shreya Galib	M. COM ACCOUNTANCY AND STATISTICS	NO	Print Challan	Print Examination Form/Enrollment

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