USER MANUAL

For

Examination cum Enrollment Registration

Oct, 2015

Step 1- Click on "Examination cum Enrollment form for UG NC Students" link to fill examination form.

Step 2 – Fill the examination form.

1. Select the **Degree**
2. Check **Are You Already Enrolled with MLSU** 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
4. Enter the name in **Candidate Name** field.
5. Select the **Student Category.**

6. Select the **Minority.**
7. Select the **Gender.**
8. Enter father name in **Father's Name** field.
9. Enter mother name in **Mother's Name** field.
10. Select **Date of Birth** from the given calendar.
11. Select the **Domicile State.**
12. Physically Handicapped student check "**Is physically handicapped?** " Check box.
13. Select the **Nationality.**
14. Enter the name in English in **Student's Name (in Hindi)** field.
      Note: Name would convert automatically in Hindi.
15. Select the **Medium.**
16. University ward student check **Is University Ward?.**
17. Select the **category**.

18. **Correspondence Address Details**

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**

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.**

➢ **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.**
7. Enter **Marks Obtained.**

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

➢ **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 Combination Preference (विषय संयोजन प्राथमिकता)

| Combination Group युग्म समूह | : | Art Group ▼ | * 🔍 (Please search combination(s) from here.) |
| Subject विषय | : | Urdu Literature, Rajasthani Sahitya, Economics ▼ | * |

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

➢   A pop up will be launch through which student can choose the subject.
➢   Student selects the combination of subjects and click on Get Combination button.

Subject Group Combination

1.   ○Economics ○Sanskrit ○Sindhi
2.   ○Rajasthani Sahitya ○Philosophy
3.   ○Political Science ○Urdu Literature ○Population Studies
4.   ○Prakrit ○History
5.   ○Public Adm.
6.   ○Sociology ○English Lit ○MATHMATICS

[Get Combination] [Reset]

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) दो साहित्य से अधिक साहित्य विषय नहीं चुने जा सकते हैं |

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

NOTE: Compulsory papers will be indicated by "▮▮" and rest of papers will be optional papers

NOTE:
- In case of **BA or BCOM,** Compulsory papers will display as 'unchecked' if student is filling the form first time then he/she should select both papers or if student has already cleared the compulsory paper in earlier attempt then student has to enter the marks of passed compulsory subjects.

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

➢ **Examination Form Fee Structure:**

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

S.No.	Fee Head	Fee Amount
1	Enrollment Fee	250.00
2	Eligibility Fee	600.00
3	Examination Fee	1200.00
4	Local Fund (coe)	10.00
5	E-Suvidha Examination Application Form	100.00
6	Exam form Fee	100.00
7	Additional fee for examination process	250.00
		Total Fee : 2510

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

- 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) : ⦿ Online ◯ Offline

Bank Name (बैंक का नाम) : ⦿ Citrus (Credit Card / Debit Card / Net Banking)   ◯ e-Mitra   ◯ 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) : ◯ Online ⦿ Offline

Student(s) have to pay Rs. 6 as Bank Charge(s), In case of OffLine Challan.

Bank Name (बैंक का नाम) : ⦿ ICICI   ◯ HDFC   ◯ AXIS

➢ **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

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 A_photo.jpg		(File Size limit is 100 KB.)
Upload Your Signature अपलोड हस्ताक्षर	: Choose file A_sign.JPG		(File Size limit is 100 KB.)
Upload Last Year Marksheet अपलोड पिछले साल का अंकपत्र	: Choose file bg5.jpg		(File Size limit is 100 KB.)

1. Click on **Save** to save the application.

☑ **Disclaimer** : मैं घोषणा करता हूं 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 - (i) विद्यार्थी अपना पूर्ण भरा हुआ फॉर्म देखना और किसी प्रकार का संसोधन करना चाहता है तो कृपया पहले SAVE बटन पर क्लिक करे और समस्त जानकारिया जांचने के बाद PAY NOW पर क्लिक करे.

(ii) भुगतान के बाद विद्यार्थी को किसी प्रकार का संसोधन का अधिकार नहीं है इसके लिए कृपया अपने कॉलेज में संपर्क करें|

SAVE   PAY NOW   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. After saving the details student can update their details until he/she has not done the payment.

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NOTE - (i) विद्यार्थी अपना पूर्ण भरा हुआ फॉर्म देखना और किसी प्रकार का संसोधन करना चाहता है तो कृपया पहले SAVE बटन पर क्लिक करे और समस्त जानकारिया जांचने के बाद PAY NOW पर क्लिक करे.

(ii) भुगतान के बाद विद्यार्थी को किसी प्रकार का संसोधन का अधिकार नहीं है इसके लिए कृपया अपने कॉलेज में संपर्क करें|

[UPDATE] [PAY NOW] [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)

3. Click on Pay Now, to pay online for Examination Form.
   In case of Offline payment, click on Print Challan.

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**

	Bank Copy	University Copy	Student Copy
Student Name	RAVINDER SHANKAR	RAVINDER SHANKAR	RAVINDER SHANKAR
Father's Name	Manan shankar	Manan shankar	Manan shankar
Form No.	1500427	1500427	1500427
Enrollment No.			
Category	Regular	Regular	Regular
College Code	30	30	30
Challan No.	1500427	1500427	1500427
Bank Name	HDFC	HDFC	HDFC
Account No.	CMPMLSUUDA	CMPMLSUUDA	CMPMLSUUDA

Fee Particulars

Item	Bank	University	Student
Bank Charges	6	6	6
Local Fund (coe)	10	10	10
E-Suvidha Examination Application Form	100	100	100
Exam form Fee	100	100	100
Additional fee for examination process	250	250	250
Examination Fee	900	900	900

Detail of Fee

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

MA ECONOMICS Ist Year Exam 2016

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

✓ **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–** Submit Button पर किल्क करने के पश्चात चालान नम्बर Generate होगा | छात्र वह चालान नम्बर लेकर नजदीकी 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.

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 करे / चालान डाउनलोड करे|

Click here for download Challan/Examination Form (If Payment is Success)
डाउनलोड चालान के लिए यहां क्लिक करे |जिन छात्रों का परीक्षा फॉर्म का शुल्क का भुगतान सफल है|

Click here for download Additional Fee Challan NEW!

MOHANLAL SUKHADIA UNIVERSITY 🏠 **Home Page**

Check Online Exam Form Status

12th / UG Roll No. : [＿＿＿＿＿＿] *
Mobile No. : [＿＿＿＿＿＿] *
Date of Birth : [＿＿＿] 🗓 *

[CONTINUE] [RESET]

➢ 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

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

Privacy Policy   Terms & Conditions   Refund & Cancellation   Managed by