



## **USER MANUAL**

## For

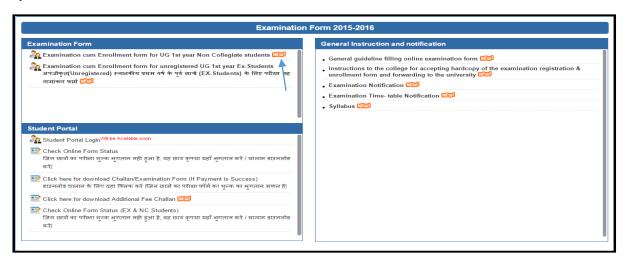
# **Examination cum Enrollment Registration**

Oct, 2015

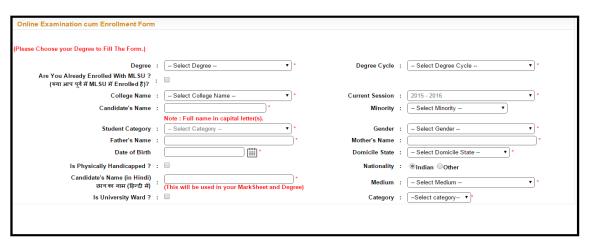




Step 1- Click on "Examination cum Enrollment form for UG NC Students" link to fill examination form.



### **Step 2 – Fill the examination form.**



- 1. Select the Degree
- 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.

#### **CONFIDENTIAL - RESTRICTED ACCESS**

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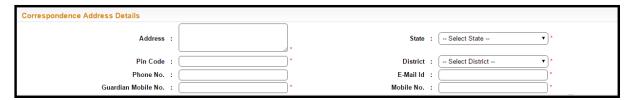


- 6. Select the Minority.
- 7. Select the Gender.
- 8. Enter father name in Father's Name field.
- 9. Enter mother name in Mother's Name field.
- 10. Select Date of Birth from the given calendar.
- 11. Select the **Domicile State.**
- 12. Physically Handicapped student check "Is physically handicapped? " 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



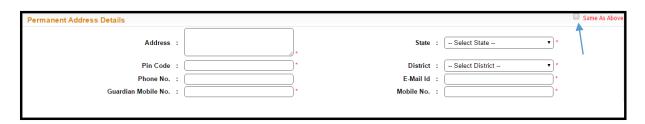
- 1. Enter correspondence Address.
- 2. Select State.
- 3. Select District.
- 4. Enter Pin Code.
- 5. Enter Email ID.
- 6. Enter Phone No.
- 7. Enter Mobile No.
- 8. Enter Guardian Mobile No.

**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





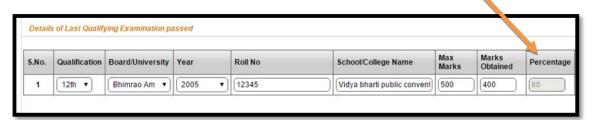


- 1. Enter permanent Address.
- 2. Select State.
- 3. Select District.
- 4. Enter Pin Code.
- 5. Enter Email ID.
- 6. Enter Phone No.
- 7. Enter Mobile No.
- 8. Enter Guardian Mobile No.

#### **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.



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

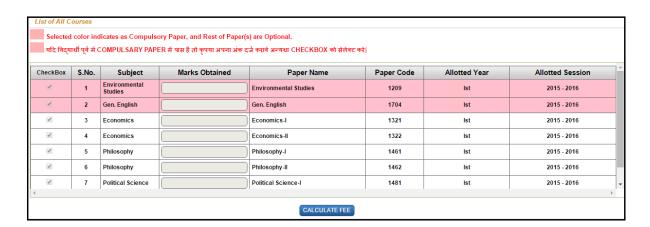
- A pop up will be launch through which student can choose the subject.
- > Student selects the combination of subjects and click on Get Combination button.



Selected combination of subjects will be displayed in the grid.



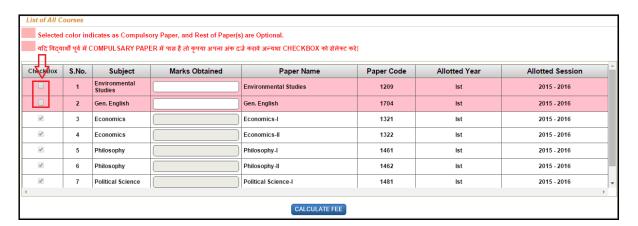




**NOTE**: Compulsory papers will be indicated by "and rest of papers will be optional papers

#### 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.

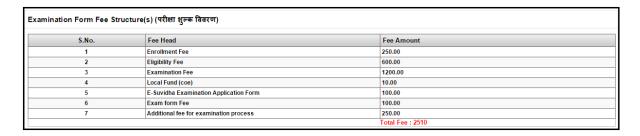


- 1. Click on Calculate Fee button Examination Form Fee Structure will be display in the page.
- Select the Examination Form Fee according to the board/University from which student is passed.





- 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)



- Online Payment mode Student will have the following options for making the online payment-
  - 1. **Citrus 2. E-Mitra 3. Axis** Select any one -



- Offline Payment mode Student will have the following options for making the offline payment-
  - Calcatana
- 2. HDFC
- 3. AXIS

Select any one -





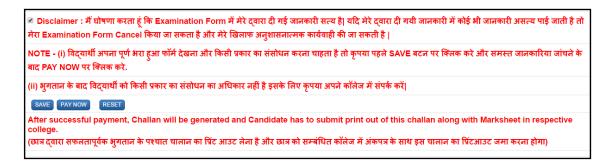


#### Upload Your Photo and Signature:

- 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



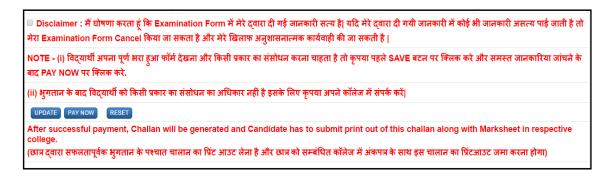
1. Click on **Save** to save the application.







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



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



Click on <u>Print Examination form Enrollment</u> to download the Examination form Click on <u>Print challan</u> Challan would be download and open for print in following format -





Reference No	1500427		Reference No	1500427		Reference No	1500427										
MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR  Bank Copy(Offline) Date: 28-19-2015  DETAILS OF THE STUDENT			MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR  University Copy(Offline) Date: 20-10-2015  DETAILS OF THE STUDENT			MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR  Student Copy(Offline) Date: 20-10-2015  DETAILS OF THE STUDENT											
									Student Name	RAVINDER SHANKAR		Student Name	RAVINDER SHANKAR		Student Name	RAVINDER SHANKAR	
									Father's Name	Manan shankar		Father's Name	Manan shankar		Father's Name	Manan shankar	
									Form No.	1500427		Form No.	1500427		Form No.	1500427	
Enrollment No.			Enrollment No.			Enrollment No.											
Category	Regular		Category	Regular		Category	Regular										
College Code	30		College Code	30		College Code	30										
Challano No.	1500427		Challan No.	1500427		Challan No	1500427										
O HOPE BANK			O HOPE SANK			O HOPE SANK											
Bank Name	HDFC		Bank Name	HDFC		Bank Name	HDFC										
Account No.	CMPMLSUUDA		Account No.	CMPMLSUUDA		Account No.	CMPMLSUUDA										
Fee Particulars			Fee Particulars			Fee Particulars											
Bank Charges		6	Bank Charges		6	Bank Charges		6									
Local Fund (coe	e)	10	Local Fund (coe	)	10	Local Fund (coe	)	10									
E-Suvidha Examination Application Form 100		E-Suvidha Examination Application Form 100		E-Suvidha Exan	nination Application Form	10											
Exam form Fee 100			Exam form Fee 100			Exam form Fee		10									
Additional fee for examination process 250				250	Additional fee fo	r examination process	25										
Examination Fe	е	900	Examination Fee	•	900	Examination Fe	е	90									
	Detail of Fee			Detail of Fee			Detail of Fee										
Total Payable A	mount Type1 Rs. 1366		Total Payable A	mount Type1 Rs. 136	6	Total Payable A	mountType1 Rs. 136	6									
Amount (In words): Rs.One Thousand Three Hundred and Sixty Six Rupees only			Amount (In words): Rs.One Thousand Three Hundred and Sixty Six Rupees only			Amount (In words): Rs.One Thousand Three Hundred and Sixty Six Rupees only											
Mobile No. Signature of De	9844511144 positor	Mobile No. 9844511144 Signature of Depositor			Mobile No. 9844511144 Signature of Depositor												
MA ECONON	IICS Ist Year Exam 2016	MA ECONOMICS Ist Year Exam 2016			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 -

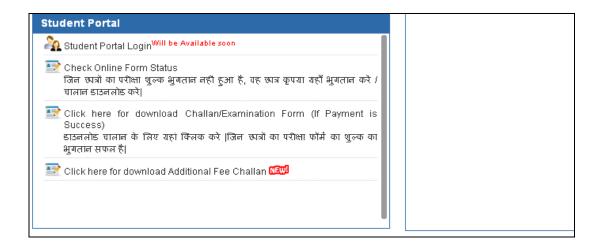


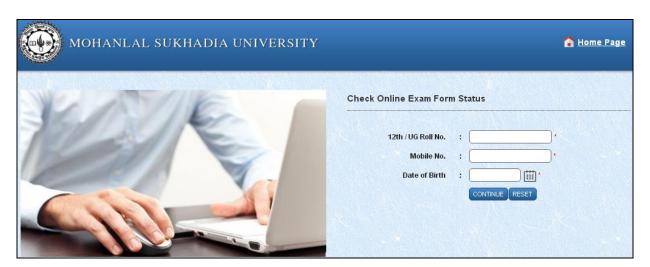
NOTE: Click on PRINT CHALLAN to download their challan form

- ❖ 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.









- ➤ Enter 12<sup>th</sup> Roll No.
- > Enter Mobile No.
- Enter Date of Birth.





#### **After Successful login:**

Student will Download their Examination and challan Form from below link

