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## User Reference Document – Affiliated Colleges Enterprise Portal

SAP Implementation At M D University  
Rohtak

By KPMG Professional Services

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**Maharshi Dayanand University, Rohtak**  
(Established under Haryana Act No. 25 of 1957)  
(‘A’ Grade NAAC Accredited)

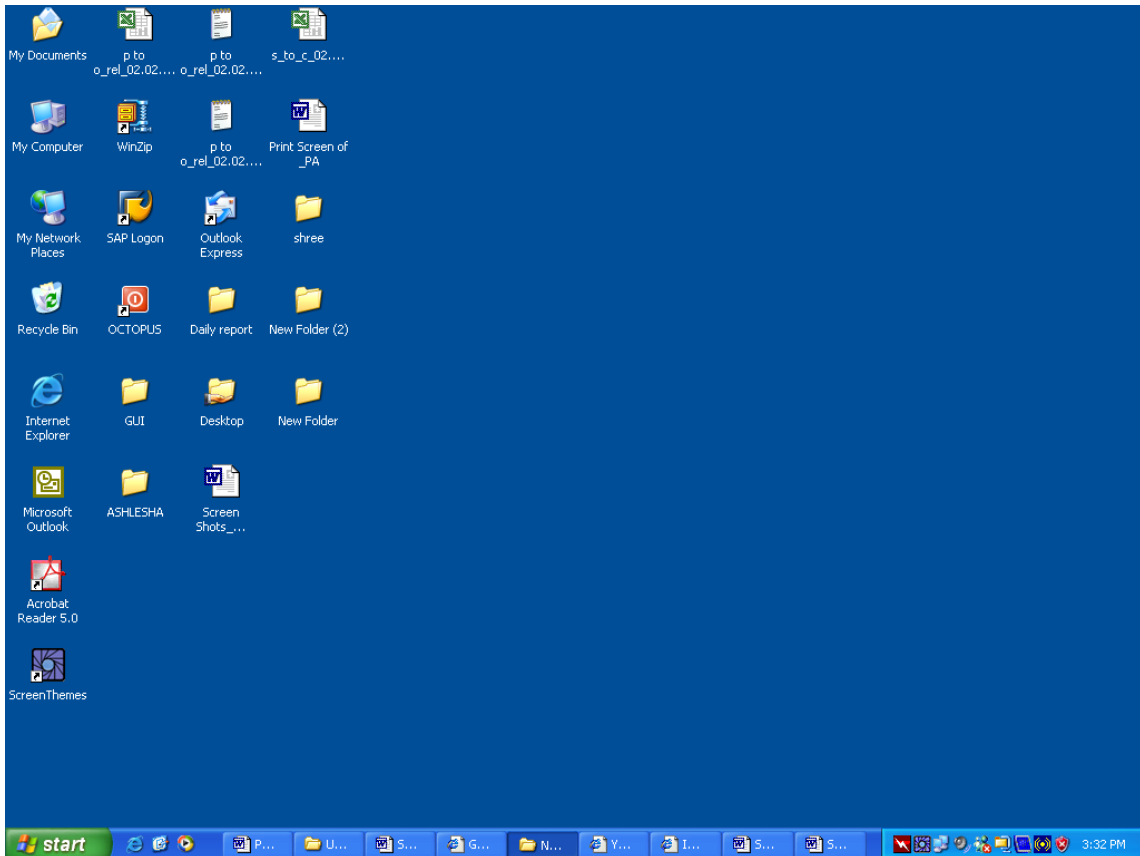


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## Getting Logged On to MDU Enterprise Portal

- 1 Switch ON your PC. A screen similar to the one shown below will flash on your PC: [Desktop Screen]

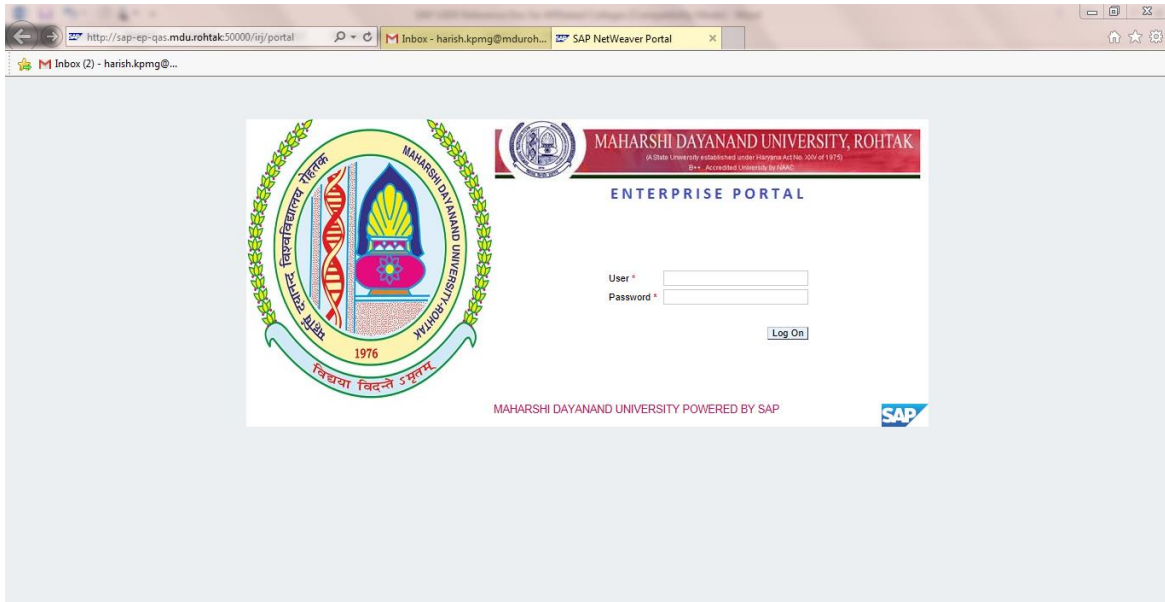


- 2 Open Internet Explorer (preferably IE 11) and open the below mentioned link.

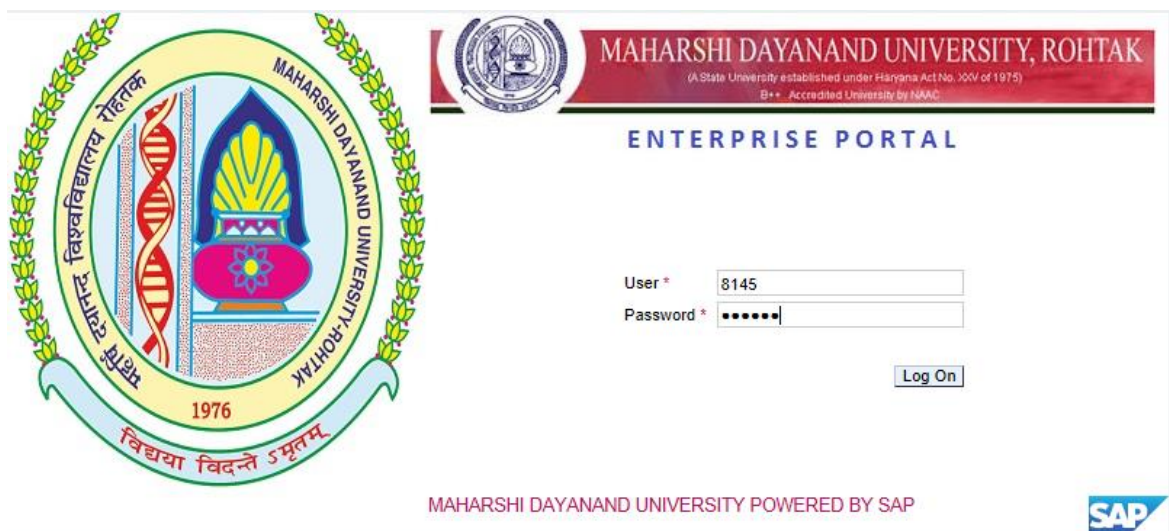
**MDU Enterprise Portal Link: <http://preet.mdurtk.in:8080/irj/portal>**

## Logging into MDU SAP Enterprise Portal

- 1 Once you open the above mentioned link, a similar window will appear. It is the login screen of M D University SAP Enterprise Portal – Affiliated Colleges



- 2 Kindly log-in using the User ID and Password provided to the college by M D University  
Please note: Password is case sensitive



Press “LOG ON” button after inserting User ID and Password

## Counselling Students – RR

**[Applicable only for college/institutes who has students' allotment under central counselling]**

M D University will allot students to their respective college/institute in case of central counselling. Students will be created in the system along with course, year, semester, quota and student personal details. These details are displayed in non-editable mode for the respective affiliated college.

Respective affiliated college/institute can view, edit their allotted students in this service. They are required to fill in certain student master data such as student address, educational qualification and photo, signature, thumb impression. For performing Registration Return/Challan Generation, these details should be **mandatorily** filled by the respective college/institute.

The screenshot shows the SAP interface for 'Counseling Students - RR'. The breadcrumb trail is 'Affiliated College > Affiliated College > Counseling Students - RR'. The main content area displays the following information:

- College: MANAV RACHNA COLLEGE OF ENGG.
- Course: B.TECH (COMPUTER SCIENCE & ENGINEERIN)
- Academic Year: Acad. Year 2015/16
- Academic Session: Semester 1

A search bar is present with a 'Search' button. Below this is a table titled 'Applicants Details' with the following columns: Applicant Number, Applicant Name (Student First Name, Student Last Name), Course, Quota, and Edit/View. The first row contains the following data:

| Applicant Number | Applicant Name                       | Course                                  | Quota         | Edit/View      |
|------------------|--------------------------------------|-----------------------------------------|---------------|----------------|
| 1100289507       | Student First Name Student Last Name | B.TECH (COMPUTER SCIENCE & ENGINEERING) | General Quota | Edit Applicant |

Users can search their students by input of course, academic year and semester from the dropdown provided in the screen.

Students are displayed after clicking “Seach” button and user can fill students’ details one by one by clicking on “Edit Applicant” button.

After clicking on “Edit Applicant” button, Registration Return form is presented to the user.

But user cannot edit course and personal details of the student, they can only edit/fill address, educational and image files of the student.

### Student Course View: [Non-Editable]

The flowchart shows the registration process: Course details (highlighted in yellow) → Personal Details → Address Details → Education Details → Upload Photo. Below the flowchart are 'Next' and 'Go to Edit Master Page' buttons.

**Course Details**

- College: MANAV RACHNA COLLEGE OF ENGG.
- \* Course: B.TECH (COMPUTER SCIENCE & ENGINEERIN)
- \* Academic Year: Acad. Year 2015/16
- \* Academic Session: Semester 1
- \* Quota: General Quota

## Student Personal Details View: [Non-Editable]

### MDU Affiliated Colleges Online Student Registration Form

← Course details Personal Details Address Details Education Details Upload Photo →

◀ Back Next ▶ ★ Go to Edit Master Page

#### Personal Details

|                                                               |                                                               |
|---------------------------------------------------------------|---------------------------------------------------------------|
| * First Name: <input type="text" value="Student First Name"/> | Religion: <input type="text"/>                                |
| Middle Name: <input type="text"/>                             | * Date of Birth: <input type="text"/>                         |
| Surname: <input type="text" value="Student Last Name"/>       | * Gender: <input type="text" value="Male"/>                   |
| Aadhar Number: <input type="text"/>                           | Aadhar Enrollment Number: <input type="text"/>                |
| * Nationality: <input type="text" value="India"/>             | * Family Annual Income: <input type="text" value="0-1 Lakh"/> |
| * Category: <input type="text" value="Haryana General Open"/> | Sub category: <input type="text"/>                            |
| * Residence Area Type: <input type="text" value="Rural"/>     | * Marital Status: <input type="text" value="Single"/>         |

## Address Details: [Editable]

In this screen, user has to fill in student's address details which forms part of student master data. Please ensure the information you provide is with utmost accuracy and ensure it is free from typo errors.

◀ Back Next ▶ ★ Go to Course 📄 Register New Student

💾 Save

#### Communication Address

\* Line1:

Line2:

Country:

\* State:

\* District:

City/Tehsil:

\* Pin Code:

Landline Number:

\* Mobile Number:

\* Email Id:

#### Permanent Address

\* Line1:

Line2:

Country:

\* State:

\* District:

City/Tehsil:

\* Pin Code:

Landline Number:

\* Mobile Number:

Alternate Email Id:

\* Domicile:

Permanent Address is same as communication address

If student belongs to any other state other than "Haryana" then by default district field will be set to others.

SAMPLE:

Personal Details   Address Details   Education Details   Upload Photo

Back   Next   Go to Course   Register New Student

Save

**Communication Address**

\* Line1: 234/76, Sector 14  
 Line2: Delhi - Rohtak Main Road  
 Country: INDIA  
 \* State: Haryana  
 \* District: Rohtak  
 City/Tehsil: Rohtak  
 \* Pin Code: 124001  
 Landline Number:  
 \* Mobile Number: 9876543210  
 \* Email Id: abc@gmail.com

**Permanent Address**

\* Line1: 234/76, Sector 14  
 Line2: Delhi - Rohtak Main Road  
 Country: INDIA  
 \* State: Haryana  
 \* District: Rohtak  
 City/Tehsil: Rohtak  
 \* Pin Code: 124001  
 Landline Number:  
 \* Mobile Number: 9876543210  
 Alternate Email Id: abc@gmail.com  
 \* Domicile: Haryana

Permanent Address is same as communication address

**Please provide concerned student’s Mobile Number and E-Mail ID. Please avoid providing college/institute mobile and e-mail ID.**

If permanent address is same as communication address, please click on below checkbox to activate the same as illustrated in the screen.

Once details are filled in the form, kindly press “SAVE” button which is on top left corner.

If data is saved, system will confirm you by a message. Data saved successfully

After saving kindly click on “Next” button present in top left of the screen.

### **Educational Qualification Details: [Editable]**

In this screen, user has to fill in student’s previous educational details which forms part of student master data.

Please ensure the information you provide is with utmost accuracy and ensure it is free from typo errors.

Personal Details   Address Details   Education Details   Upload Photo

Back   Next   Go to Course   Register New Student

Save

College/Class Roll No.:  
 Current College / Class Roll No.:

**Educational Qualification**

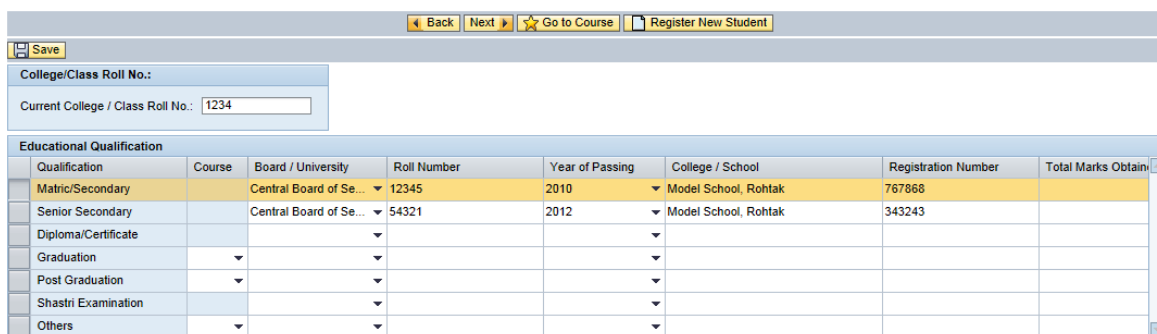
| Qualification       | Course | Board / University | Roll Number | Year of Passing | College / School | Registration Number | Total Marks Obtain |
|---------------------|--------|--------------------|-------------|-----------------|------------------|---------------------|--------------------|
| Matric/Secondary    |        |                    |             |                 |                  |                     |                    |
| Senior Secondary    |        |                    |             |                 |                  |                     |                    |
| Diploma/Certificate |        |                    |             |                 |                  |                     |                    |
| Graduation          |        |                    |             |                 |                  |                     |                    |
| Post Graduation     |        |                    |             |                 |                  |                     |                    |
| Shastri Examination |        |                    |             |                 |                  |                     |                    |
| Others              |        |                    |             |                 |                  |                     |                    |

Kindly input current class roll number assigned to student by the college/institute in the respective column. It can be any number of digits or alpha numerical values.

Kindly input correct values in case of roll/registration number, any discrepancy in data will lead to serious concerns relating to student eligibility conditions.

For CBSC and HBSE students once board, roll number and year of passing is provided, system will automatically fetch rest of the details such as maximum marks, obtained marks and result status. (This provision is under testing, hence if no data is populated request you to manually input required details in respective fields)

SAMPLE:




The screenshot shows a web form for student registration. At the top, there are navigation buttons: 'Back', 'Next', 'Go to Course', and 'Register New Student'. Below these is a 'Save' button. The form includes a field for 'College/Class Roll No.' with a sub-field 'Current College / Class Roll No.' containing the value '1234'. The main section is a table titled 'Educational Qualification' with the following data:

| Qualification       | Course | Board / University     | Roll Number | Year of Passing | College / School     | Registration Number | Total Marks Obtain |
|---------------------|--------|------------------------|-------------|-----------------|----------------------|---------------------|--------------------|
| Matric/Secondary    |        | Central Board of Se... | 12345       | 2010            | Model School, Rohtak | 767868              |                    |
| Senior Secondary    |        | Central Board of Se... | 54321       | 2012            | Model School, Rohtak | 343243              |                    |
| Diploma/Certificate |        |                        |             |                 |                      |                     |                    |
| Graduation          |        |                        |             |                 |                      |                     |                    |
| Post Graduation     |        |                        |             |                 |                      |                     |                    |
| Shastri Examination |        |                        |             |                 |                      |                     |                    |
| Others              |        |                        |             |                 |                      |                     |                    |

Scroll the below tab to view the next set of details in student educational details form.

Once details are filled in the form, kindly press “SAVE” button which is on top left corner.

If data is saved, system will confirm you by a message.  [Data saved successfully](#)

After saving kindly click on “Next” button present in top left of the screen.

### **Student Photo, Signature and Thumb Impression – Upload: [Editable]**

Read the below instructions before uploading image files.

Please upload files in specified size, else system will not accept.

| Instructions                                            |
|---------------------------------------------------------|
| 1. PHOTO, SIGNATURE AND THUMB IMPRESSION ARE MANDATORY. |
| 2. Press save button to save the data.                  |
| 3. File should be in .JPG format only                   |
| 4. Size of photo image should be upto 50 KB.            |
| 5. Size of Signature should be upto 30 KB.              |
| 6. Size of Thumb impression should be upto 50 KB.       |

If you click on “Browse” a new window will open from which you can select the desired file from your computer.


Please select the appropriate files and click on “SAVE”

SAMPLE:

The screenshot shows a web application interface. At the top right, there are three buttons: 'Back', 'Go to Course', and 'Register New Student'. Below these is a 'Save' button. The main section is titled 'Photo and Signature' and contains three rows of upload fields:

|                   |                      |                                          |                                        |
|-------------------|----------------------|------------------------------------------|----------------------------------------|
| Upload Photo:     | <input type="text"/> | <input type="button" value="Browse..."/> | Photo uploaded successfully            |
| Upload Sign:      | <input type="text"/> | <input type="button" value="Browse..."/> | Signature uploaded successfully        |
| Thumb Impression: | <input type="text"/> | <input type="button" value="Browse..."/> | Thumb impression uploaded successfully |

If upload is successful, system will display the successful message.

To update master data of next student, you are required to proceed to Edit Master Page by clicking on this icon -  present in top right of the application.



## Admission Summary Report

Admission summary report can be obtained by the college once fee is paid and subject booking is done for the respective students.

**Admission Summary Student Detail Wise Report**

College: MANAV RACHNA COLLEGE OF ENGG.  
\* Course: B.TECH (MECHANICAL ENGINEERING) \* Academic Year: Acad. Year 2015/16 \* Academic Session: Semester 1 Search

To obtain students in this report, college user should have got confirmation for the fees paid and subject booking should have been completed for those respective students.

Students for whom fees is not paid/confirmed or subject booking not done, **will not be displayed** in this report

**Admission Summary Student Detail Wise Report**

College: MANAV RACHNA COLLEGE OF ENGG.  
\* Course: B.TECH (MECHANICAL ENGINEERING) \* Academic Year: Acad. Year 2015/16 \* Academic Session: Semester 1 Search

Select the desired values from the dropdown provided and click on Search button.

**Admission Summary Student Detail Wise Report**

College: MANAV RACHNA COLLEGE OF ENGG.  
\* Course: B.TECH (MECHANICAL ENGINEERING) \* Academic Year: Acad. Year 2015/16 \* Academic Session: Semester 1 Search

Admission Summary Report

View: [Standard View] Print Version Export

| Serial No. | Registration No. | College Roll No. | Student No. | Student Name        | Father Name | Admission Category | Course                          | Semester   |
|------------|------------------|------------------|-------------|---------------------|-------------|--------------------|---------------------------------|------------|
| 0          | 1512190001       | 1458             | 1100271137  | Harish ABC Rajkumar | Rajkumar    |                    | B.TECH (MECHANICAL ENGINEERING) | Semester 1 |
|            |                  |                  |             |                     |             |                    |                                 |            |
|            |                  |                  |             |                     |             |                    |                                 |            |
|            |                  |                  |             |                     |             |                    |                                 |            |
|            |                  |                  |             |                     |             |                    |                                 |            |
|            |                  |                  |             |                     |             |                    |                                 |            |
|            |                  |                  |             |                     |             |                    |                                 |            |
|            |                  |                  |             |                     |             |                    |                                 |            |
|            |                  |                  |             |                     |             |                    |                                 |            |

Students will be displayed accordingly.

For exporting the same to excel, click on Export and save the file to your computer.

