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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)

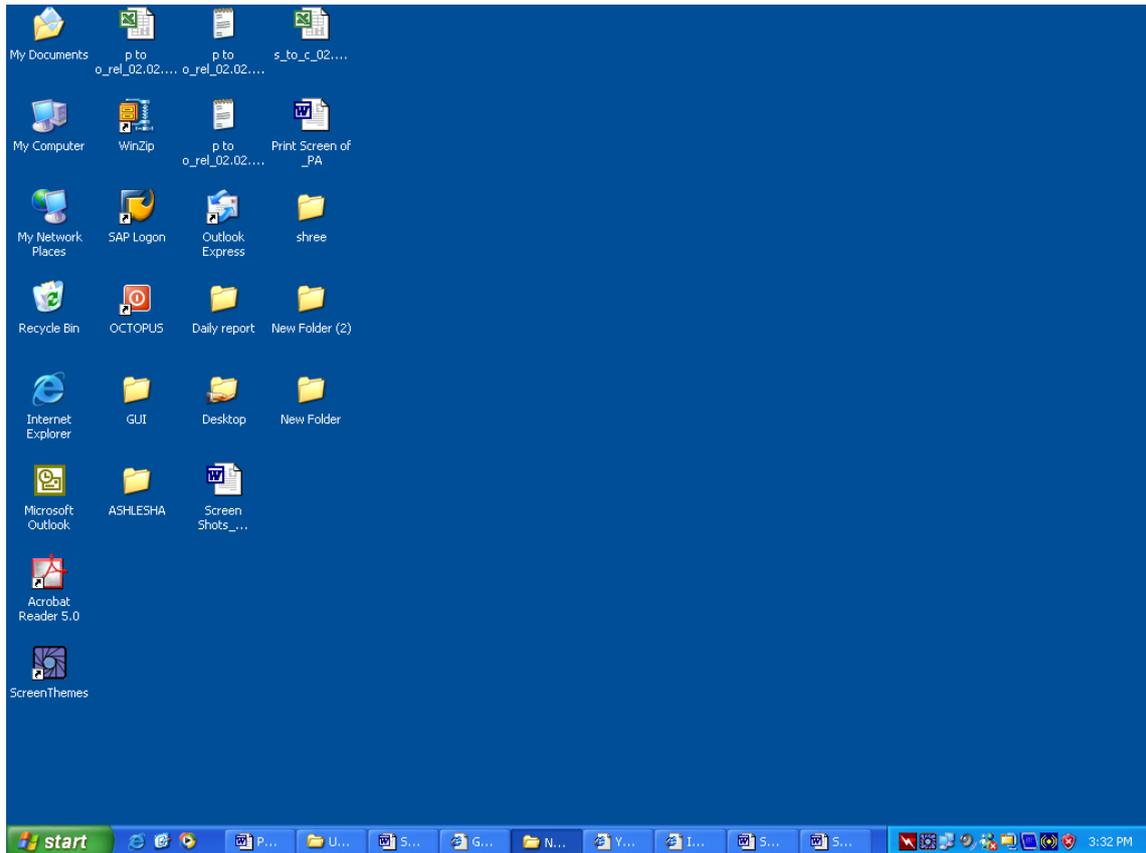


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Getting Logged On to MDU Enterprise Portal

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

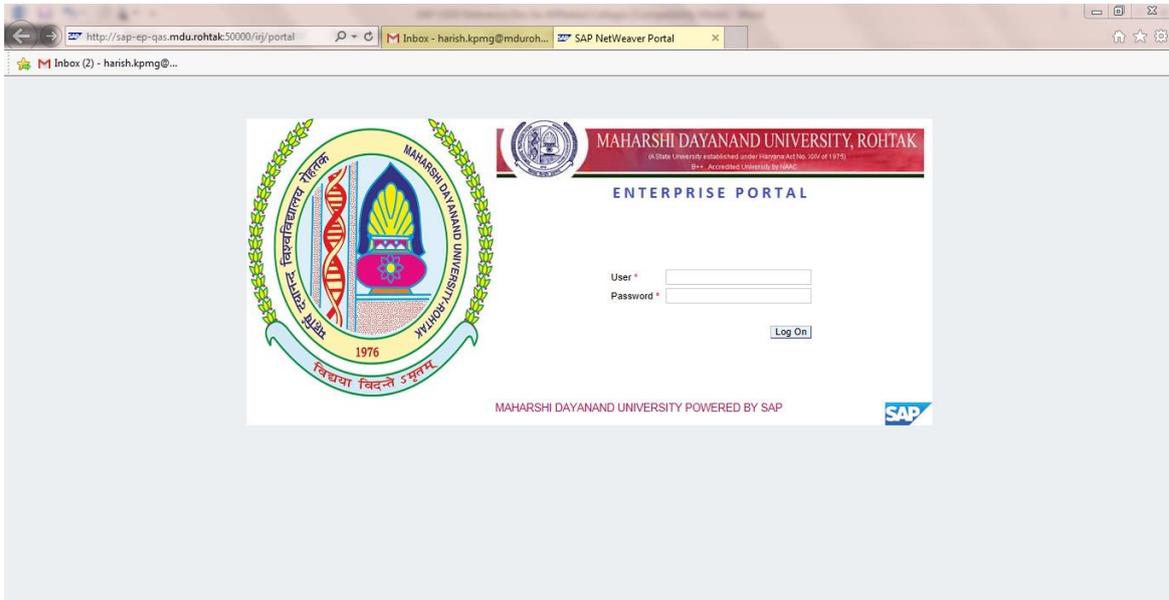


- 2 Open Internet Explorer (preferably IE 11) and open the below mentioned link.

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

New Student Registration Return Form (RR)

The screenshot shows the SAP interface for the 'New Student RR Form'. The main title is 'MDU Affiliated Colleges Online Student Registration Form'. The 'Course Details' section includes the following fields:

- College: P.D.M. COLLEGE OF ENGG.
- Course: B.TECH (MECHANICAL ENGINEERING)
- Academic Year: Acad. Year 2015/16
- Academic Session: Semester 1
- Quota: General Quota
- Student Group: Regular-Course

A 'Register Student' button is visible at the bottom of the form.

This link is used to create registration return of new students. When registering new students into system, user has to select course, academic year, semester and quota.

All the values would be available in dropdown, user has to select the appropriate values from dropdown. By default academic year would be containing the present year value.

For performing Registration Return, Subject Booking & Challan Generation, student master details should be mandatorily filled by the respective college/institute.

Please take due care while filling student master data.

Kindly fill in student details best of your knowledge.

Personal Details:

In this screen, user has to fill in student's personal 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.

The screenshot shows the 'New Student RR Form' interface for MDU Affiliated Colleges. The title is 'MDU Affiliated Colleges Online Application Form'. A progress bar at the top indicates the current step is 'Personal Details', with other steps being 'Address Details', 'Education Details', and 'Upload Photo'. Below the progress bar are buttons for 'Next', 'Go to Course', and 'Register New Student'. A 'Save' button is located on the left. The 'Admission Date' section has a text input field for 'Admission date:'. The 'Personal Details' section contains the following fields: 'First Name', 'Middle Name', 'Surname', 'Aadhar Number', 'Religion' (dropdown), 'Date of Birth' (calendar icon), 'Gender' (dropdown), 'Nationality' (dropdown, set to 'India'), 'Aadhar Enrollment Number', 'Family Annual Income' (dropdown), 'Category' (dropdown), 'Sub category' (dropdown), 'Residence Area Type' (dropdown), and 'Marital Status' (dropdown).

Kindly input student admission date. Based on this date fee will be calculated accordingly for the respective student/college.

If student marital status is "Married" kindly enter spouse name in respective field.

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.

Address Details:

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	Permanent Address
* Line1: <input type="text"/>	* Line1: <input type="text"/>
Line2: <input type="text"/>	Line2: <input type="text"/>
Country: <input type="text" value="INDIA"/>	Country: <input type="text" value="INDIA"/>
* State: <input type="text" value="Haryana"/>	* State: <input type="text" value="Haryana"/>
* District: <input type="text" value="Rewari"/>	* District: <input type="text" value="Rewari"/>
City/Tehsil: <input type="text"/>	City/Tehsil: <input type="text"/>
* Pin Code: <input type="text"/>	* Pin Code: <input type="text"/>
Landline Number: <input type="text"/>	Landline Number: <input type="text"/>
* Mobile Number: <input type="text"/>	* Mobile Number: <input type="text"/>
* Email Id: <input type="text"/>	Alternate Email Id: <input type="text"/>
	* Domicile: <input type="text" value="Haryana"/>

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:

[Back](#) [Next](#) [Go to Course](#) [Register New Student](#)

[Save](#)

Communication Address	Permanent Address
* Line1: <input type="text" value="234/76, Sector 14"/>	* Line1: <input type="text" value="234/76, Sector 14"/>
Line2: <input type="text" value="Delhi - Rohtak Main Road"/>	Line2: <input type="text" value="Delhi - Rohtak Main Road"/>
Country: <input type="text" value="INDIA"/>	Country: <input type="text" value="INDIA"/>
* State: <input type="text" value="Haryana"/>	* State: <input type="text" value="Haryana"/>
* District: <input type="text" value="Rohtak"/>	* District: <input type="text" value="Rohtak"/>
City/Tehsil: <input type="text" value="Rohtak"/>	City/Tehsil: <input type="text" value="Rohtak"/>
* Pin Code: <input type="text" value="124001"/>	* Pin Code: <input type="text" value="124001"/>
Landline Number: <input type="text"/>	Landline Number: <input type="text"/>
* Mobile Number: <input type="text" value="9876543210"/>	* Mobile Number: <input type="text" value="9876543210"/>
* Email Id: <input type="text" value="abc@gmail.com"/>	Alternate Email Id: <input type="text" value="abc@gmail.com"/>
	* Domicile: <input type="text" value="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.

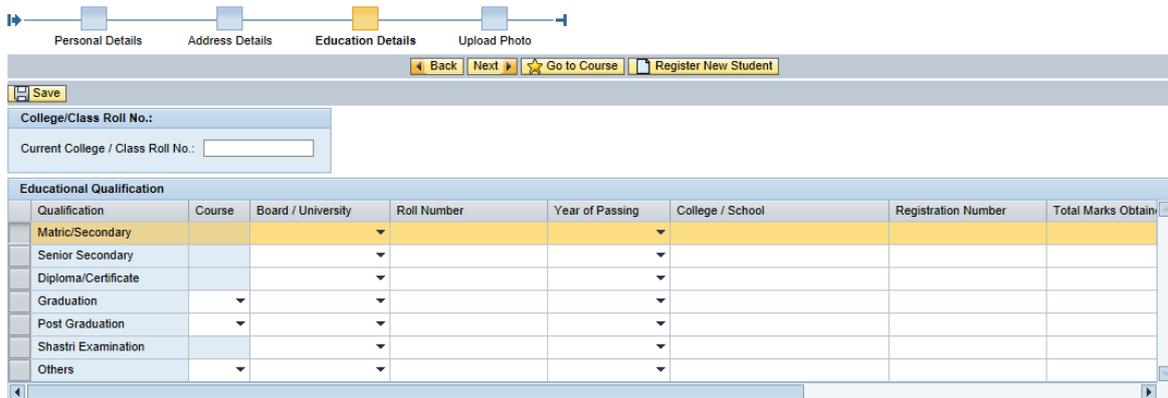
If data is saved, system will confirm you by a message.  [Data saved successfully](#)

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

Educational Qualification Details:

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.



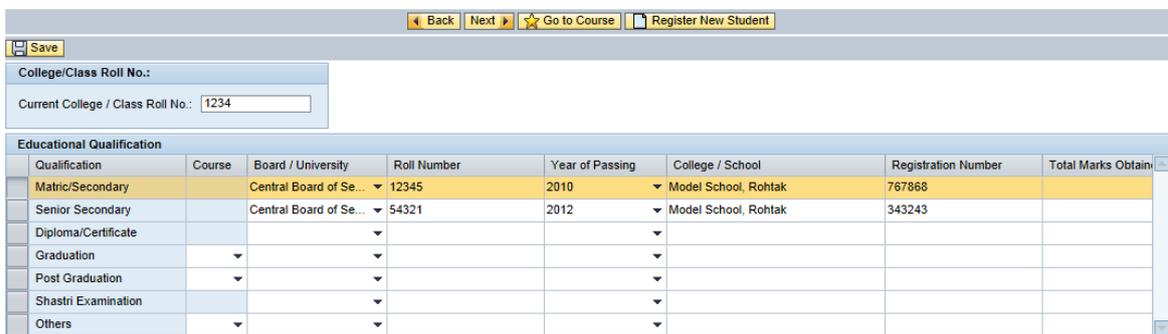
Qualification	Course	Board / University	Roll Number	Year of Passing	College / School	Registration Number	Total Marks Obtained
Matric/Secondary							
Senior Secondary							
Diploma/Certificate							
Graduation							
Post Graduation							
Shastri Examination							
Others							

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:



Qualification	Course	Board / University	Roll Number	Year of Passing	College / School	Registration Number	Total Marks Obtained
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:

Read the below instructions before uploading image files.

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

Instructions
1. PHOTO & SIGNATURE 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”

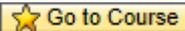
SAMPLE:

The screenshot shows a web interface with a top navigation bar containing buttons for 'Back', 'Go to Course', and 'Register New Student'. Below this is a 'Save' button. The main section is titled 'Photo and Signature' and contains three rows of upload fields. Each row has a text input, a 'Browse...' button, and a success message: 'Photo uploaded successfully', 'Signature uploaded successfully', and 'Thumb impression uploaded successfully'.

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

After uploading photo, signature and thumb impression, student master data input is completed.

Now user have an option to either go to course or register another student for the same course/year/semester/quota.

To go to course, click on – 

To create new student for the same course selection, click on - 

Edit Student Master Data (RR)

Affiliated college users can edit their students who have been created by them for registration return process in the respective academic year and session.

This editing option is available only until challan generation, once fee challan is generated student details will be locked and are available to view in display mode only. No editing permitted then after.

Applicant Number	Applicant Name	Course	Quota	Edit/View
1100271137	Harish ABC Rajkumar	B.TECH (COMPUTER SCIENCE & ENGINEERING)	General Quota	Edit Applicant
1100273648	Yashpal Hooda	B.TECH (COMPUTER SCIENCE & ENGINEERING)	General Quota	Edit Applicant

To search created students, input Course, Academic Year and Semester and click on Search button below.

List of students will be coming and you can edit the desired student by click on “Edit Applicant” option.

Applicants Details				
Applicant Number	Applicant Name	Course	Quota	Edit/View
1100271137	Harish ABC Rajkumar	B.TECH (COMPUTER SCIENCE & ENGINEERING)	General Quota	Edit Applicant
1100273648	Yashpal Hooda	B.TECH (COMPUTER SCIENCE & ENGINEERING)	General Quota	Edit Applicant

When you click on “Edit Applicant”

Course Detail:

Edit Student Master Data (RR)

MDU Affiliated Colleges Online Student Registration Form

Course details Personal Details Address Details Education Details Upload Photo

Next Go to Edit Master Page

Course Details

College: P.D.M.COLLEGE OF ENGG .

* Course: B.TECH (MECHANICAL ENGINEERING)

* Academic Year: Acad. Year 2015/16

* Academic Session: Semester 1

* Quota: General Quota

* Student Group: Regular-Course

Change Details

User can make necessary changes in this screen.

Personal Detail:

Edit Student Master Data (RR)

Course details Personal Details Address Details Education Details Upload Photo

Back Next Go to Edit Master Page

Save

* Admission Date: 28.08.2015

Personal Details

* First Name: Harish Religion: Date of Birth: 19.03.1989

Middle Name: * Gender: Male

Surname: Aadhar Number: Aadhar Enrollment Number:

* Nationality: India Family Annual Income:

* Category: Special Backward Class Sub category:

Residence Area Type: Marital Status:

Family Details

* Father First Name: Rajkumar * Mother First Name: Sakthi

Father Middle Name: Mother Middle name:

Father Surname: Mother Surname:

User can make necessary changes in this screen.

Address Details:

[Back](#)
[Next](#)
[Go to Edit Master Page](#)

Save

Communication Address

* Line 1:

Line2:

Country:

* State:

* District:

City/Tehsil:

* Pin Code:

Landline Number:

* Mobile Number:

* Email Id:

Permanent Address

* Line 1:

Line2:

Country:

* State:

* District:

City/Tehsil:

* Pin Code:

Landline Number:

* Mobile Number:

Alternate Email Id:

* Domicile:

Permanent Address is same as communication address

User can make necessary changes in this screen.

Educational Details:

[Back](#)
[Next](#)
[Go to Edit Master Page](#)

Save

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

Qualification	Course	Board / University	Roll Number	Year of Passing	Registration Number
Matric/Secondary		Central Board of ...	12345	2010	767868
Senior Secondary		Central Board of ...	54321	2012	343243
Diploma/Certificate					
Graduation					
Post Graduation					
Shastri Examination					
Others					

User can make necessary changes in this screen.

Photo, Signature and Thumb Impression:

After completing the editing activity, please click on SAVE option provided in top left, and to go back to 'Edit Master Page' click on [Go to Edit Master Page](#)

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

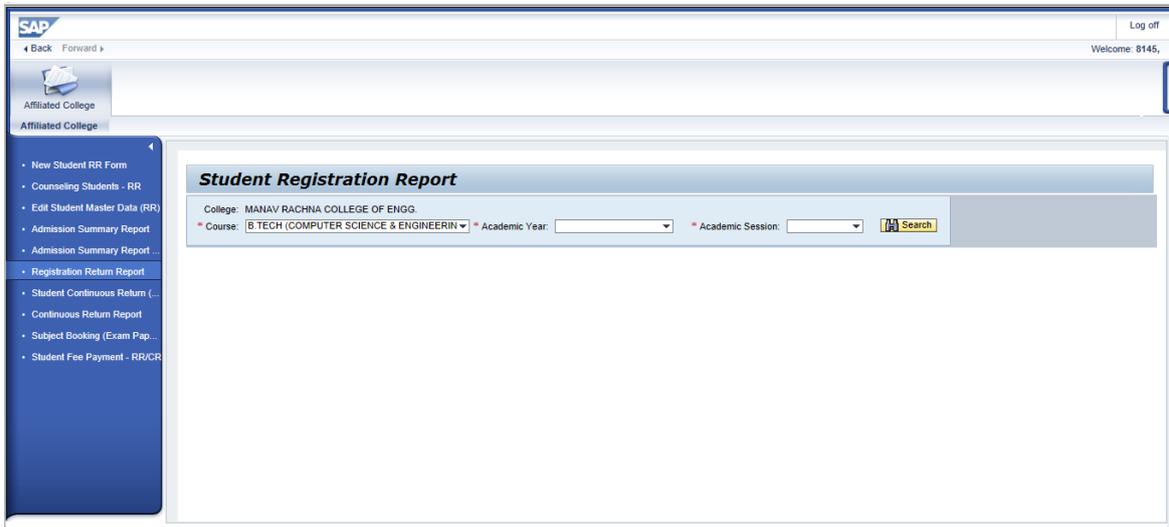
Serial No	Registration No	College Roll No.	Student No	Student Name	Father Name	Admission Category	Course	Semester
0	1512190001	1458	1100271137	Harish ABC Rajkumar	Rajkumar		B.TECH (MECHANICAL ENGINEERING)	Semester 1

Students will be displayed accordingly.

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

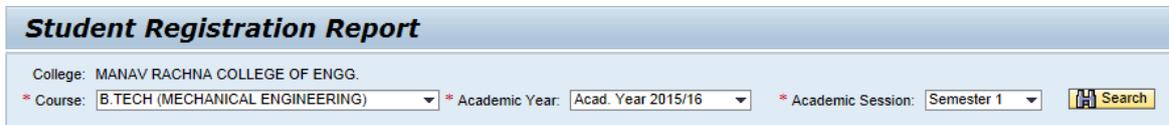
Student Registration Report

Student Registration Report can be obtained by the college once fee is paid and subject booking is done for the respective students.

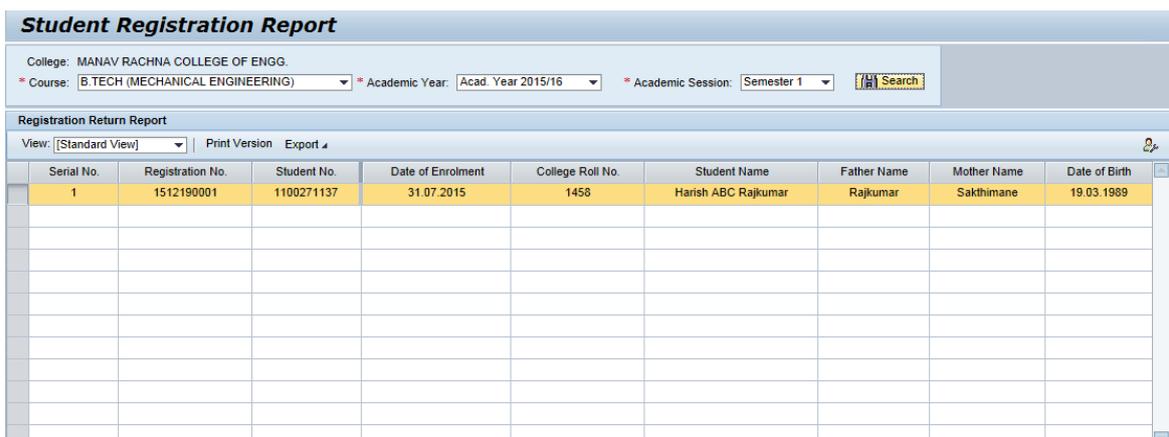


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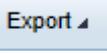


Select the desired values from the dropdown provided and click on  button.



Serial No.	Registration No.	Student No.	Date of Enrolment	College Roll No.	Student Name	Father Name	Mother Name	Date of Birth
1	1512190001	1100271137	31.07.2015	1458	Harish ABC Rajkumar	Rajkumar	Sakthimane	19.03.1989

Students will be displayed accordingly.

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