1. Login to the College account by clicking on link http://erp.mdu.ac.in/index.aspx

Sign In

Login Id...

Password...

forgot password..?

SIGN IN

Enter your Login ID, Password and click on SIGN IN

2. Click on New Student Registration Tab

Good Afternoon, 8122 28/01/2021 - 3:12:7: PM

Logout

RR/CR Section (ERP)	⌃
RR/CR Subject Booking Panel (ERP)	
Subject Booked Report (ERP)	
Student Master Data (ERP)	
Intermediate Students Master Data(ERP)	
New Student Registration (RR)	
List of Booked RR Students	
Finance	⌃
College Group FT	

Following screen will appear -

There will be 2 options

(i) Add New Student
(ii) Having MDU Registration No/ StuID

3. **CASE- I (Add New Student)**
    Click on the button **Add New Student, Following screen will appear to fill in the basic details**

Fill the basic details and click on Save and LOCK Personal Details Button

4. As soon as you save the personal details, following screen will appear

5. Fill in the Email ID, Mobile Number, Permanent Address, Correspondence Address, Biometric Details, Social Details, Education Details by clicking on Add Qualification and Registration Return(RR) Details

6. Click on the button to save the details of registration for a particular student.

Save & Proceed for Final Registration
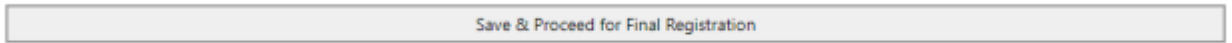
7. You will receive the message –
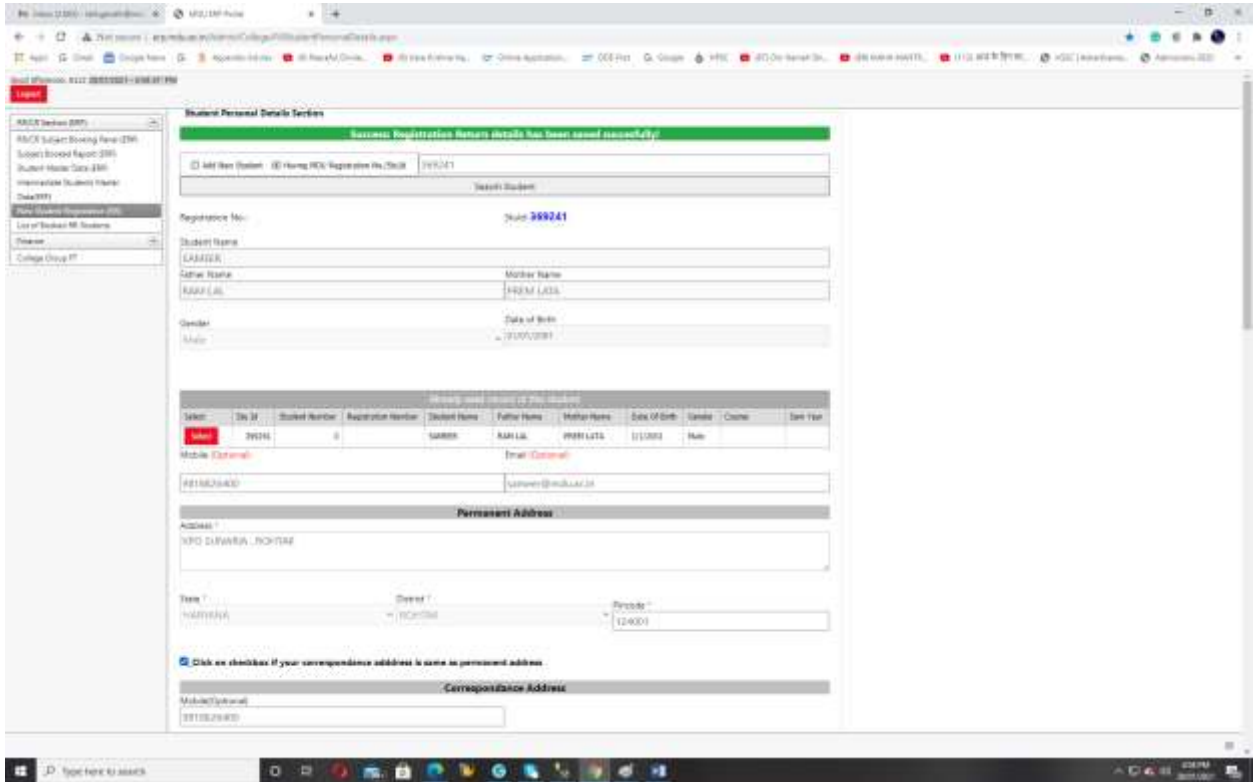
8. **CASE- II (Having MDU Registration No./StuId)**
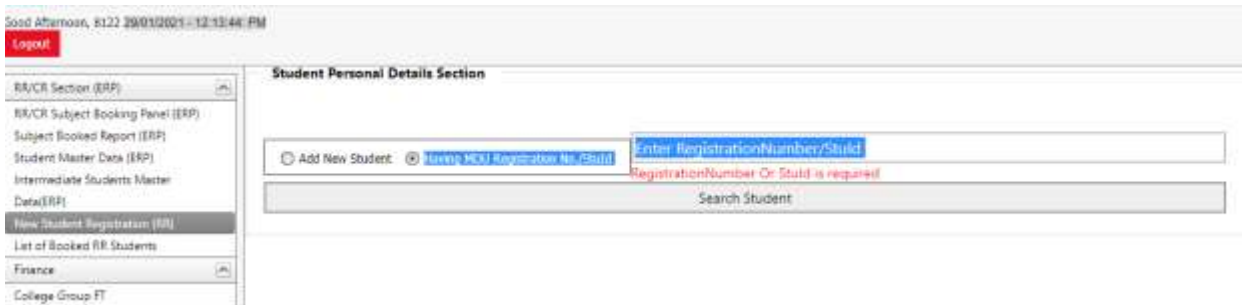
9. Enter Registration Number or StuID, Details, click on Search Student, the details will appear as

10. Click on Select Button and details of the candidate will appear, complete the details which are not filled like the Email ID, Mobile Number, Permanent Address, Correspondence Address, Biometric Details, Social Details, Education Details by clicking on Add Qualification and Registration Return(RR) Details

11. Click on Save Registration details after filling the same.

12. **SUBJECT BOOKING SECTION**
    Once Record is created Click on Subject Booking and enter COURSE, SESSION and Semester then click on Search Student.

13. Following screen will appear, then click on Fill Subjects, following screen will appear to fill Class Roll Number and Admission Date.
    Fill the details and click on SAVE Admission date and Class roll no.

Admission Date	Class Roll No	Book Subjects	Stu Id	Registration Number	Student Name	Father Name	Remarks
		Fill Subjects	369241		SAMEER	RAM LAL	

StuId: 369241
Student Name: SAMEER

Registration Number:
Father Name: RAM LAL

Class Roll No.

Admission Date

dd/mm/yyyy

Save admission date and class roll no.

14. Once you save the details, Subjects of the candidate will be populated, Choose the optional subjects if any and click on SAVE SUBJECTS to save subjects

Class Roll No.
123

Admission Date
20/08/2020

Update admission date and class roll no.

Note! Before subject booking, please check subject details from current session & scheme. If any kind of discrepancy, contact UCC with the copy of scheme. University will not be responsible for the incorrect subject booking!

Mandatory Subjects

Subject Code	SubjectName
BBAN101	BUSINESS ORGANIZATION
BBAN102	BUSINESS MATHEMATICS
BBAN103	FINANCIAL ACCOUNTING
BBAN104	COMPUTER FUNDAMENTALS
BBAN105	BUSINESS COMMUNICATION
BBAN106	MICRO- ECONOMICS FOR BUSINESS DECISIONS

--Select Group--

Optional Subjects

Save Subjects

List of Booked Subjects Details

Enter text to search...

#	Session	Group	Course	Semester	Subject
			No data to display		

15. List of Saved subjects will appear down the screen, verify the same.

16. **PAYMENT SECTION**

   Click on College Group FT and select Session, Program Name, Semester, Student Type (RR), Student Group and click on Search Student.

17. **Following screen will appear, Select the student and <u>click here to generate Group FTR and proceed for Payment</u> Option**
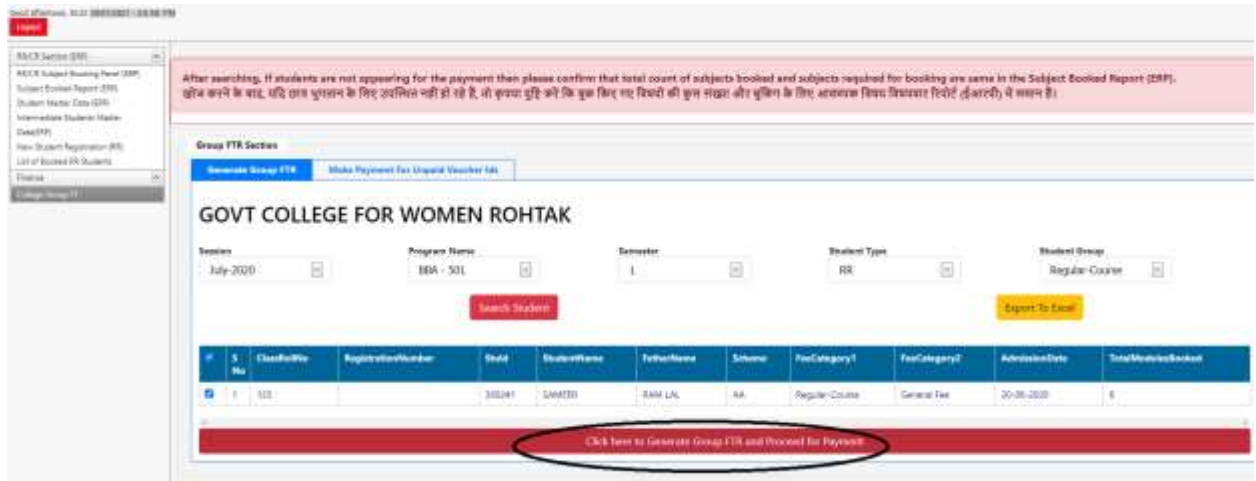
18. **Following screen will appear, showing amount. <u>Click and proceed to make payment</u>**
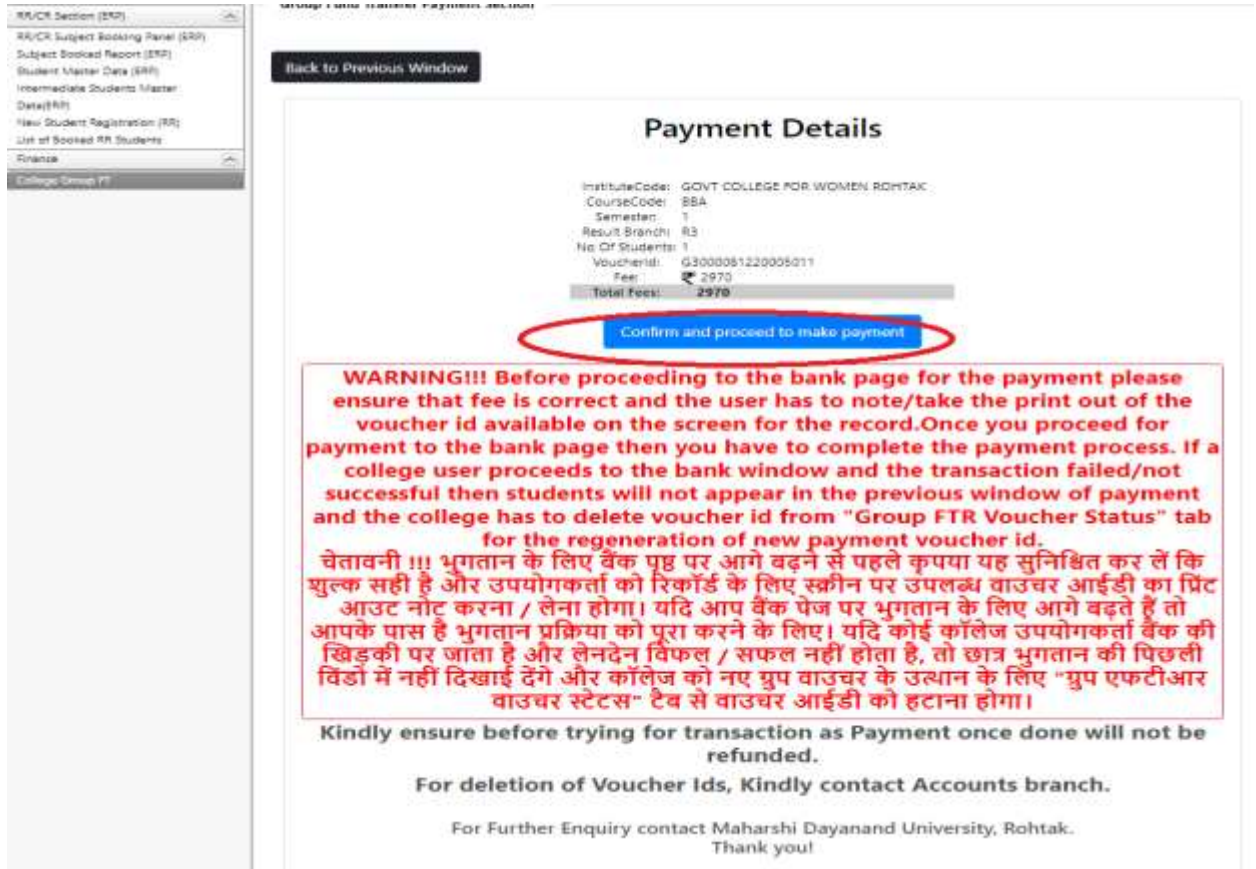
You will be re-directed to Bank Gateway for the payment.

Proceed to pay using the options of Internet Banking, Credit Debit card or RTGS/NEFT.