1. Login to erp.mdu.ac.in using your credentials by clicking on link http://erp.mdu.ac.in/index.aspx
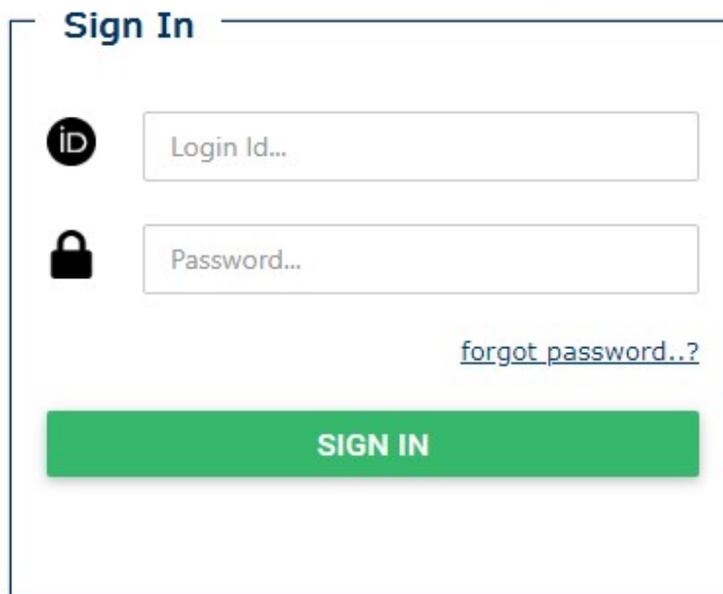
Enter your Login ID, Password and click on SIGN IN

2. Go to RR/CR Section and choose the option – Promote Students for CR

3. Select Your Institute, Session i.e. JULY-2020 for current ongoing session, Course Name and Semester (Semester 1 will be selected for the students need to be promoted to 2nd Semester, 3rd need to be selected for promotion to 4th and so on)

Then click on Search Students

4. The list of students whose are Eligible for promotion will appear

5. Select the students need to be promoted, using INIVIDUAL or Select all CHECK boxes on the left hand side.

6. After selection, use the Promote Selected Students to promote the student in next Semester.

7. Promoted students will appear under Promoted students Tab in the down grid

8. The students which are not Eligible will appear in the students Not Eligible to Promote

9. Promoted students will be available in the SUBJECT booking section under RR/CR Subject Booking panel.

PLEASE NOTE – MDU UTD users can book their student subjects ONLY after the online payment done by UTD STUDENT from student portal.

10. Book the subjects with the same steps as done at the time of RR.

11. Once you Book the subjects, students will be available for CR payment.

12. Go to Finance section and select College Group FTR to do the payment.

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

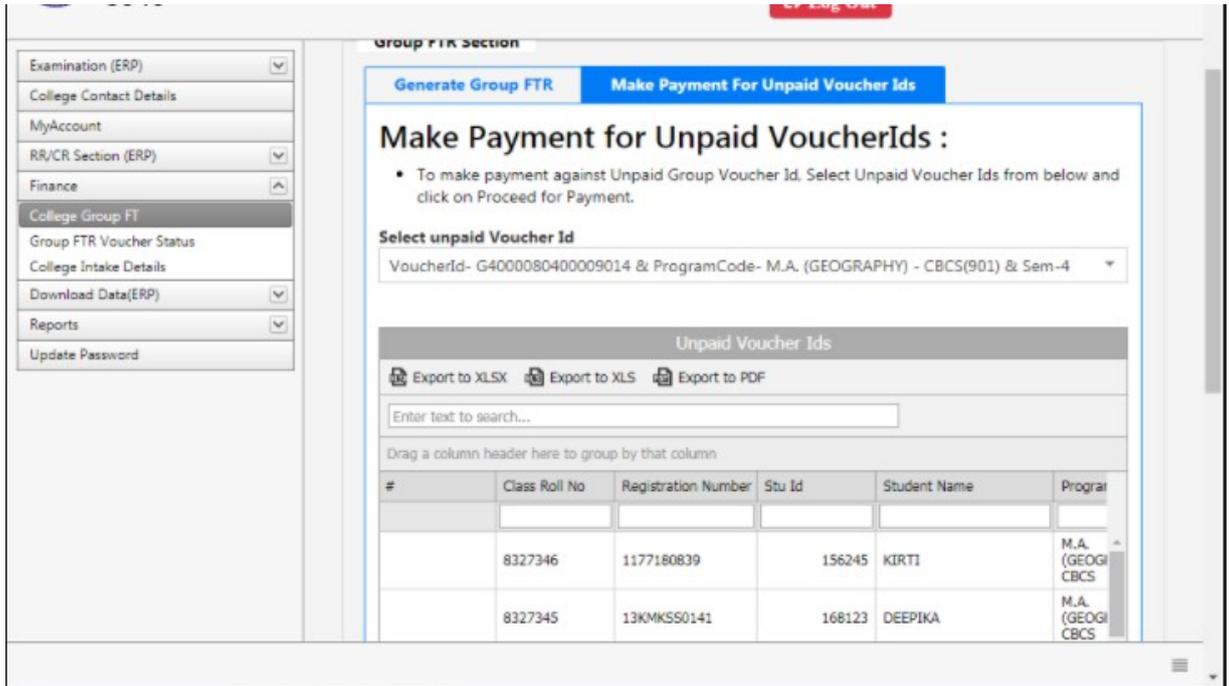14. **Following screen will appear, Select the student and <u>click here to generate Group FTR and proceed for Payment</u> Option**

15. **If the College put the correct parameters like Session, Program Name, Semester, Student Type, and Student Group and below screen Appears after clicking on Search Student Button then contact Fee section to display the Fee for the particular Session, Program Name, Semester, Student Type, and Student Group.**
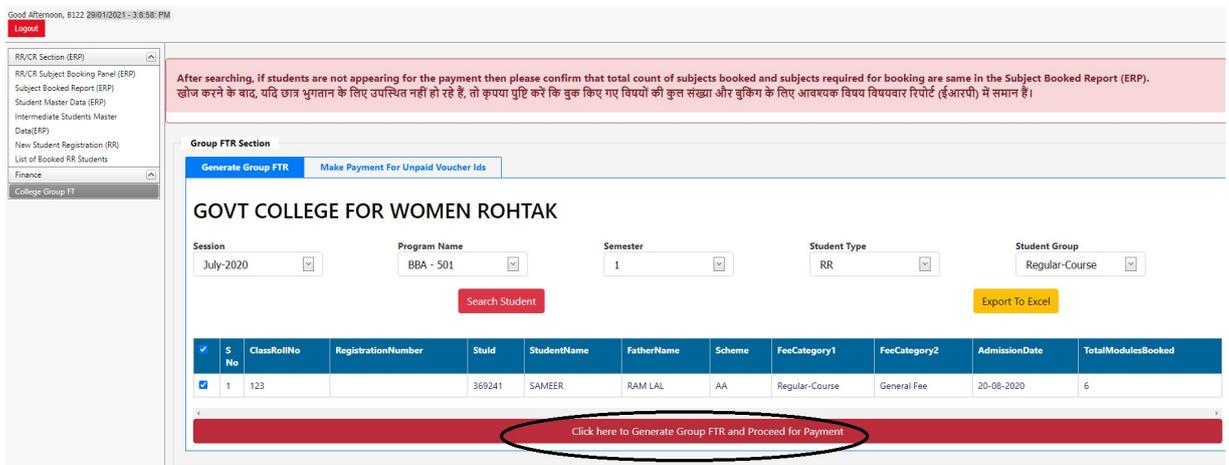

16. **If the College put the correct parameters like Session, Program Name, Semester, Student Type, and Student Group and below screen the student is not searched in the below screen then College should click on the "Make Payment for Unpaid Voucher Ids", and select Unpaid voucher id, to check the whether the voucher already created, If voucher is not found then the college may contact UCC.**
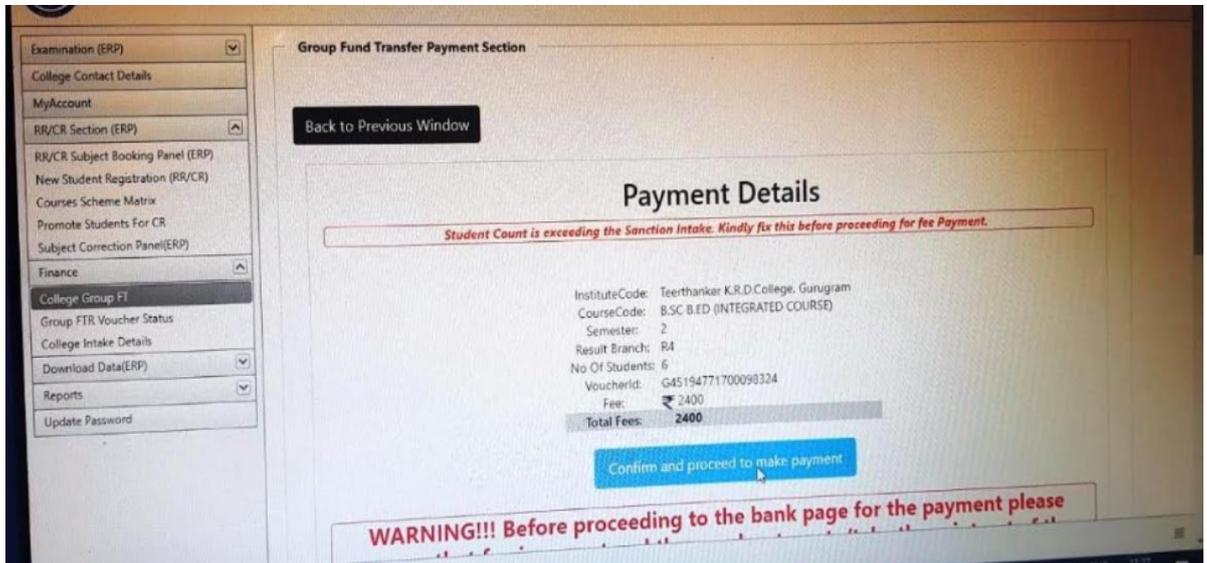
17. Following screen will appear, Select the student and <u>click here to generate Group FTR and proceed for Payment</u> Option:

18. **IF Following screen will appear, <u>Click and proceed to make payment</u> and the Error occurs "Sanction Count is exceeding the Sanction intake,. Kindly fix this before proceeding for the payment" the contact College Branch or email at <u>collegesbranch@gmail.com</u>.**

19. **Following screen will appear, showing amount. <u>Click and proceed to make payment</u>**

20. 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.

If the students are not showing while generating challan for Group FTR , this maybe because of following reasons:

1. Subject Booking incompleted / Subject Booked count is less than Subject required.
    - o   In this case, College should ensure that subject booking is completed.
    - o   They can do that by going to Download Data(ERP) > Subject Booking Report(ERP)> select course, session, semester > click on Search button
    - o   ensure the booked subjects are equal or more than Required Subjects. If not then complete the subject booking process.

2. Voucher is already created.
    - o List of only those Students would be visible in the Challan Generation Panel whose Voucher is not generated yet.

        ▪ To ensure no voucher is created beforehand. Go to Finance > Group FTR Voucher Status
        ▪ Search in List of Non Deleted Voucher Ids by applying desired filters of Course, Sem, Session etc.

- If the Voucher Id exists for the group of students, check whether it is consumed or not. It can be done by going to Finance > College Group FT > Make payment for Unpaid Voucher Ids,
- If the Voucher Id is present then select the voucher id and then proceed to pay for that.

- If not, then go to Voucher Status and delete the Voucher Id first then proceed to generate challan.

IF Following screen will appear, <u>Click and proceed to make payment</u> and the Error occurs "Sanction Count is exceeding the Sanction intake,. Kindly fix this before proceeding for the payment" the contact College Branch or email at <u>collegesbranch@gmail.com</u>.

If the College put the correct parameters like Session, Program Name, Semester, Student Type, and Student Group and below screen the student is not searched in the below screen then College should click on the "Make Payment for Unpaid Voucher Ids", and select Unpaid voucher id, to check the whether the voucher already created, If voucher is not found then the college may contact UCC.

If the College put the correct parameters like Session, Program Name, Semester, Student Type, and Student Group and below screen Appears after clicking on Search Student Button then contact Fee section to display the Fee for the particular Session, Program Name, Semester, Student Type, and Student Group.