



Maharaja Ranjit Singh Punjab Technical University  
**User Manual of College Module**



## 1. General Information

### 1.1 Acronyms and Abbreviations:

<u>S. No.</u>	<u>Word / Acronyms</u>	<u>Definition / Abbreviation</u>
1	ERP	Enterprise resource planning
2	MRSPTU	Maharaja Ranjit Singh Punjab Technical University
3	LEET	Lateral Entry
4	TFW	Tuition fee Waiver



## User Manual Document (College Module)

To access **College Module**, click (with 'ctrl' button) on below link or copy and paste it in any browser to open the MRSPTU Admin site. <http://mrsptuadmissions.com:8080/mrsptu-iums/>

**Note:** If user click on the above mentioned link then site will be opened only in default browser.

User will be prompted to MRSPTU Login Page, as shown below; and from Login Page, user will be able to enter valid 'User Name' & 'Password':



Enter the valid '**User Name**' and '**Password**',

For Example: User Name-**ADMIN** and Password-**ADMIN@123** then click on '**Login**' button.



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After successful login, User will get navigate to **'Home Page'** as shown below to select Managing Office& Location, at a time any user will able to login with any one Managing Office & Location.

The screenshot shows a web application interface for a user named ADMIN. At the top, there is a navigation bar with the university logo and name in Hindi and English: "ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ" and "Maharaja Ranjit Singh Punjab Technical University, Bathinda". To the right of the header are links for "Change Password" and "Logout". Below the header is a secondary navigation bar with a "Home" icon, "User Name : ADMIN", "Last Login : 13-07-2020 01:39:23 PM", and "Userid : ADMIN". The main content area features a form titled "Select DDO & Location". This form contains two dropdown menus: "Managing Office" with "MRSPTU" selected and "Location" with "Bathinda (Punjab)" selected. A "Submit" button is located at the bottom of the form.

- Click on 'Managing Office' Drop Down box and Select **"Managing Office"** Ex: **MRSPTU**
- Click on Location Drop Down box and Select **"Location"** Ex: **Examination**

**Note:** Location will be displayed as per selected Managing Office.

Then click on **'Submit'** button to prompted to **Module Home Page (Dashboard)**, User will get a Screen as shown below:



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The screenshot shows the user interface of the IUMS-ERP system. At the top, the university name 'ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ' and 'Maharaja Ranjit Singh Punjab Technical University, Bathinda' is displayed. The user is logged in as 'ASRA COLLEGE OF ENG' with a last login time of '27-07-2020 12:54:36 PM' and a user ID of 'MRSPTU117'. The main content area is titled 'DASHBOARD' and features a 'College Name' dropdown menu currently set to 'Asra College of Engineering & Technology-117'. There are 'View' and 'Refresh' buttons next to the dropdown.

- 'College Name' value selected as per login college user and click on view button then record(s) will be displayed in 'List of College Seat(s)' table as shown below:

The screenshot shows the 'List of College (s)' table after clicking the 'View' button. The table has the following data:

S.No.	College Name	Programme /Course	Total Intake Seats	Student Admitted In Round: 1	Student Admitted In Round: 2	Student Admitted In Round: 3	Vacant Seats
1	Asra College of Engineering & Technology	B.Tech-Civil Engineering	38	0	0	0	38

The table also shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'Previous' and 'Next'.



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- Click on **'Admission'** module, then menu list will be displayed as **'College Activity Management'** as shown below:

The screenshot shows the IUMS-ERP interface. At the top, the university name 'ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ' and 'Maharaja Ranjit Singh Punjab Technical University, Bathinda' is displayed. The user is logged in as 'ASRA COLLEGE OF ENG' with a last login time of '27-07-2020 12:54:36 PM'. The 'Admission' module is selected in the sidebar, and the 'College Activity Management' option is highlighted. The main dashboard area shows a 'College Name' dropdown menu with 'Asra College of Engineering & Technology-117' selected, and 'View' and 'Refresh' buttons.

- Click on **'College Activity Management'** module, then page will be displayed as shown below:

The screenshot shows the IUMS-ERP interface. At the top, the university name 'ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ' and 'Maharaja Ranjit Singh Punjab Technical University, Bathinda' is displayed. The user is logged in as 'ASRA COLLEGE OF ENG' with a last login time of '04-08-2020 12:59:20 PM'. The 'College Activity Management' module is selected in the sidebar, and the 'Student Pre-Registered Report' option is highlighted. The main dashboard area shows a 'College Name' dropdown menu with 'Asra College of Engineering & Technology-117' selected, and 'View' and 'Refresh' buttons.

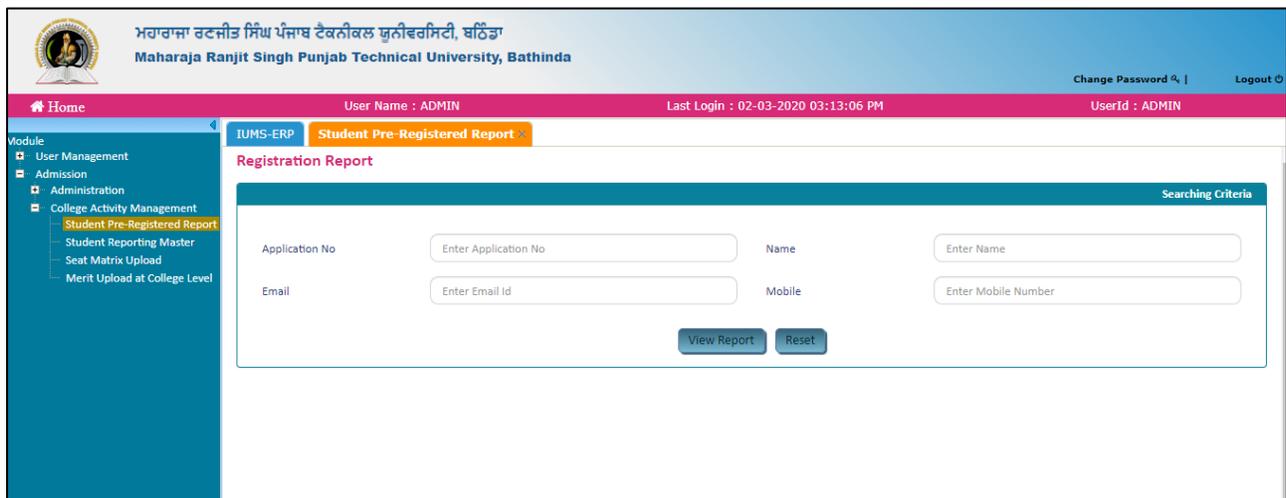


- **College Activity Management**

**1. Student Pre-Registered Report:**

Using this page, College user can generate report of all those students whose registration has been made through student portal for counselling.

- Click on the **'Student Pre-Registered Report'** sub menu under **'College Activity Management'** sub menu, then page will open as shown below:



⇒ **Step to generate report:**

- Click on the **'View Report'** button, then user will get a screen as shown below:



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The screenshot displays the 'Student Pre-Registered Report' page in the IUMS-ERP system. The page header includes the university name 'Maharaja Ranjit Singh Punjab Technical University, Bathinda' and user information: 'User Name : ADMIN', 'Last Login : 02-03-2020 03:13:06 PM', and 'UserId : ADMIN'. A navigation menu on the left lists various modules, with 'Student Pre-Registered Report' selected. The main content area features a 'Registration Report' section with a 'Searching Criteria' form. This form contains four input fields: 'Application No', 'Name', 'Email', and 'Mobile', each with a corresponding label and a 'View Report' button. Below the form, there is a 'List of Registered Student(s)' table with columns for S.No., Application No., Name, Email, Mobile, and Year of Admission. The table contains five rows of student data.

S.No.	Application No	Name	Email	Mobile	Year of Admission
1	MRS19100001	ASHISH SHARMA	ashish8855@gmail.com	1111111111	2019-2020
2	MRS19100002	ANITA SINHA	anita@gmail.com	7865756465	2019-2020
3	MRS19100003	ARYAN VERMA	aryan@gmail.com	8685657566	2019-2020
4	MRS19100004	ARPIT SHARMA	arpit@gmail.com	8567464536	2019-2020
5	MRS19100005	AVI SHARMA	avi@gmail.com	8765645646	2019-2020

- Enter data in searching criteria fields like Application no., Mobile no., Email, Name etc.
- Click on **'View Report'** Button.
- It will display all the registered student in **'List of Registered Student (s)'** table.



## 2. Student Reporting Master:

Using this page, College user can confirm the reporting and admission of student and generate admission letter.

- Click on the **'Student Reporting Master'** sub menu under **'College Activity Management'** menu, then page will open as shown below:

The screenshot shows the 'Student Reporting Master' interface. The header includes the university name in Hindi and English: 'ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ' and 'Maharaja Ranjit Singh Punjab Technical University, Bathinda'. The user is logged in as 'ADMIN' with the last login time '02-03-2020 03:13:06 PM'. The sidebar menu is expanded to show 'Student Reporting Master' under 'College Activity Management'. The main form has the following fields:

College Name	Select College	Program Year Type	Select Programme Year Type
Programme Type	Select Programme Type	Programme / Course	Select Programme Name
Application No.	Enter Application No.	Counselling Round *	Select Counselling Round
Student Category	Select Category	Student Name	Enter Student Name
Verification Status	Select Verification Status		

Buttons: Get Student, Reset

### ⇒ Steps to Confirm Reporting and admission:

- Enter data in all the required fields or mandatory fields like counselling round.
- Click on **'Get Student'** button, it will display all the student records in **'List of Confirm Report (s)'** table as shown below:



## User Manual Document (College Module)

**List Confirm Report (s)** Run Date : 03/02/2020 17:45:08 Download

Show  entries

S.No.	Application No.	Student Name	Father's Name	Program/Course	Counselling Round	Category	Confirm Reporting
17	MRS19100027	RAVIKANT MISHRA	CC	B.Tech-Civil Engineering	1	GENERAL	Confirm
18	MRS19100029	RAHI SINGH	SSij	B.Tech-Civil Engineering	1	GENERAL	Confirm
19	MRS19100030	RK JAIN	SS	B.Tech-Civil Engineering	1	SC/ST	Confirm
20	MRS19100031	SCAHIN JAIN	CC	B.Tech-Civil Engineering	1	SC/ST	Confirm
21	MRS19100032	RTYUJ JAIN	DD	B.Tech-Civil Engineering	1	SC/ST	Confirm
22	MRS19100033	RTUIOP	DD	B.Tech-Civil Engineering	1	SC/ST	Confirm
23	MRS19100034	ASJJOOO	FDJ	B.Tech-Civil Engineering	1	BC	Confirm
24	MRS19100035	ASJJ	FFFFF	B.Tech-Civil Engineering	1	SC/ST	Confirm

Showing 1 to 37 of 37 entries Previous 1 Next

**List Verified Report (s)** Run Date : 03/02/2020 17:45:08 Download

Show  entries

S.No.	Application No.	Student Name	Father's Name	Program/Course	Counselling Round	Category	Verified Document
1	MRS19100007	RAMESH SHARMA	SS	B.Tech-Civil Engineering	1	GENERAL	<input checked="" type="checkbox"/> Verify Document

Showing 1 to 1 of 1 entries Previous 1 Next

- Click on **'Confirm'** button for confirm reporting of student. Confirmed student will display in **'List of Verified Report(s)'** table.
- Click on **'Verify Document'** Link then it will display all details of student.
- Mark document check boxes (as required) in document check list.
- Click on **'Submit'** button to generate admission letter.
- User can upload required document(s) also after submission of student details.



⇒ **Steps to Upload Document:**

- Mark the checkbox of the document which user want to upload.

The screenshot shows the 'Student Reporting Master' interface. It is divided into two main sections: 'Student Document Download' and 'Student Document Verification'.  
Under 'Student Document Download', there are three rows:  
1. 'Photo Download' with a 'Download Photo' link and a placeholder image.  
2. 'Signature Download' with a 'Download Signature' link and a placeholder image.  
3. 'Adhaar Card Download' with the text 'Document not found'.  
Under 'Student Document Verification', there is a table with columns for 'Document (s)', a 'Choose File' button, and a 'No file chosen' status. Three rows are visible, all with checkboxes checked:  
1. 'Original Aadhar Card'  
2. 'Original Cast Certificate'  
3. 'Original certificate of Qualifying Exam'  
To the right of the table is a 'Download Documents' link and an 'Upload' button. A red note states: 'Files Size Should not be greater than 100KB & supported Files are JPG JPEG.'  
At the bottom, there is a 'Remarks' text area and two buttons: 'Download Admission Letter' and 'Download Eligibility Certificate'.

- Click on '**Choose File**' browse button as per selected document.
- And select the file from source to **upload** in the valid format and size then click open.
- Click on '**Upload**' button to upload that file.

- Note:**
- 1) Student display on reporting page whose name is mention in uploaded merit.
  - 2) 'Verify Document' link will be changed to 'Verified' after all documents is verified and admission letter generated for student.
  - 3) If all document mark in document check list then user can download admission letter otherwise user will get deficiency letter for student.
  - 4) College name selected as logged in college user.



### 3. Seat Matrix Upload:

Using this page, College user can upload the matrix of specific college and authorize user can lock the seat matrix.

- Click on the 'Seat Matrix Upload' sub menu under 'College Activity Management' menu, then page will open as shown below:

#### Seat Matrix Upload

The screenshot shows a form titled "Seat Matrix Upload" with a "Searching Criteria" header. It contains several dropdown menus: "Session \*" (Select Session), "College \*" (Asra College of Engineering & Technology), "Programme \*" (Select Programme), "University \*" (Select University), and "Program Type \*" (Select Programme Type). There are "Search" and "Reset" buttons at the bottom.

#### ⇒ Step to Submit/Save Seat Matrix by college:

The screenshot shows the "Seat Matrix Upload" page in a web application. The page header includes the university name "Maharaja Ranjit Singh Punjab Technical University, Bathinda" and user information "User Name : AKLIA EDUCATIONAL", "Last Login : 13-06-2019 05:49:51 PM", and "UserId : MRSPTU111". The left sidebar shows the navigation menu with "Seat Matrix Upload" selected. The main content area shows the "Seat Matrix Upload" form with the following values: Session: 2019, College: Aklia Educational & Research Society Group of Institutions, Programme: B.Tech-Civil Engineering, University: MRSPTU, Program Type: AICTE. Below the form is a table titled "List of Seat Matrix (s)" with a "Run Date : 11-07-2019 14:23:52". The table has columns for S.No., Programme Course, Man.Q.Seat(s), SC/ST, BC, Border Area, Back. Area, Sports Person, and Child. The table contains one row of data: S.No. 1, Programme Course B.Tech-Civil Engineering, Man.Q.Seat(s) 1, SC/ST 45, BC 59, Border Area 4, Back. Area 4, Sports Person 10, Child 10. There are "Submit" and "Save" buttons at the bottom of the page.

S.No.	Programme Course	Man.Q.Seat(s)	SC/ST	BC	Border Area	Back. Area	Sports Person	Child
1	B.Tech-Civil Engineering	1	45	59	4	4	10	10



- Enter data in all the required fields.
- Click on '**Search**' button then it will display the uploaded seat matrix by university in '**List of Seat Matrix (s)**' table.
- Edit values if user want to make changes in matrix.
- Click on '**Save**' button or '**Submit**' button.

**Note:** 1) If university Mark 'Is LEET' or 'Is TFW' check boxes at the time of upload seat matrix then Non editable text box showing to college user.  
2) If seat is locked by university or seat matrix submit by college user then college cannot make changes in seat matrix.  
3) User can edit the seat matrix if university give edit rights to college.  
4) after submit the seat matrix user cannot make changes in seat matrix.



#### 4. Merit Upload at College level:

Using this page, College user can upload merit for direct counselling rounds.

- Click on the 'Merit Upload at College level' sub menu under 'College Activity Management' menu, then Page will be opened as shown below:

Module: IUMS-ERP Merit Upload at College Level

Searching Criteria

Session: Select Session University: Select University

College: Select College Programme Type: Select Programme Type

Programme: Select Programme Counselling: Direct Counselling

Search New Reset

List of Upload Merit (s) Run Date : 02-03-2020 18:05:04 Download

Show 10 entries

S.No.	Session	Programme	Programme Type	View	Delete
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

#### ⇒ Steps to Upload Merit at college level:

- Click on the 'New' button, then user will get a screen as shown below:



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The screenshot displays the 'Merit Upload at College Level' page in the IUMS-ERP system. The page header includes the university name 'Maharaja Ranjit Singh Punjab Technical University, Bathinda' and user information: 'User Name : ADMIN', 'Last Login : 02-03-2020 03:13:06 PM', and 'UserId : ADMIN'. The sidebar menu is expanded to show 'Merit Upload at College Level'. The main form area contains several dropdown menus for 'Session', 'University', 'College', 'Programme Type', and 'Programme', along with a 'Counselling' dropdown set to 'Direct Counselling'. A 'File Upload' section features a 'Choose File' button and a 'No file chosen' message, with a note that supported file types are .xls and .xlsx. A link 'CLICK HERE TO DOWNLOAD EXCEL FORMAT' is provided below the file upload section. At the bottom of the form, there are 'Save', 'Back', and 'Reset' buttons.

- Enter data in all mandatory fields.
- Click on **'Save'** button, **'Record Saved Successfully!'** message will be displayed and record will get add in **'List of Uploaded Merit(s)'** table.
- Click on **'Back'** button then user will be taken to the previous screen (**Search Screen**).
- Click on **'Search'** button then it will display all the saved merit in **'List of Uploaded Merit(s)'** table.
- Click on **'View'** link to view which data uploaded through excel sheet.
- Click on **'Delete'** to delete any record from the **'List of Uploaded Merit(s)'** table and record cannot be deleted if Single allotment letter is downloaded by student through student portal.
- User can download excel format (by clicking on **'CLICK HERE TO DOWNLOAD EXCEL FORMAT'**) to upload merit.
- Click on **'Choose File'** browse button to select file from source and click on **'Save'** to upload selected file.

**Note:** Before upload the merit, Seat matrix should be lock for college.



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**User Manual Document (College Module)**

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⇒ **Merit Upload at College Level Format:**

S. No.	Allotted Course Name	Course Code	Application ID	Name of Student	Allotted Category	Applied Category	Qualifying Examination
1	B.TECH CIVIL	BCIE-1	MRS19100037	ashish sharma	BC	BC	

User can download excel sheet format through download link from new page.