

# JIWAJI UNIVERSITY, GWALIOR

## (Instructions for Submission of Online Application)

### Detailed Procedures for online form filling:

- Logon to <https://www.mponline.gov.in> on address bar

Jiwaji Univ/  
College Login

Skip to Navigation | Skip to Main Content | A A A Login: Citizen | Kiosk | G2G

**MPOonline Limited**  
Joint venture between Govt. of Madhya Pradesh and TCSL  
मध्यप्रदेश सरकार का पोर्टल

Wednesday, August 06, 2014 12:18:32

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MPOonline e-Transaction Count

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AKS AKS University Satna	APS Awadhesh Pratap Singh University	Barkatullah Barkatullah University
Bhoj University Mp Bhoj(Open) University	Devi Ahilya Devi Ahilya Vishwavidhalaya	Jiwaji University Jiwaji University Gwalior
LNIPE Lakshmibai National Institute of Phy. Education	MCRPV Makhnalal Chaturvedi University	Nurses Council Madhya Pradesh Nurses Registration Council
Paramedical MP Paramedical Council	Vikram University Vikram University Ujjain	

- Click on 'Jiwaji University' link to open the various applications.

### JIWAJI UNIVERSITY ONLINE SERVICES

<ul style="list-style-type: none"> <li>● <b>Enrollment/Registration</b> <ul style="list-style-type: none"> <li>◦ Enrollment/Registration (UG/PG)2014-15</li> <li>◦ Pay-Unpaid/View Receipt /Status</li> </ul> </li> <li>● <b>Distance Education</b> <ul style="list-style-type: none"> <li>◦ Apply For Distance Education(PG)</li> <li>◦ Pay/UnPaid Application/view Receipt</li> <li>◦ Apply For Distance Education(UG)</li> </ul> </li> <li>● <b>Exam Fee</b> <ul style="list-style-type: none"> <li>◦ Deposit Exam Fee through Challan No.</li> </ul> </li> <li>● <b>CounterBase Application</b> <ul style="list-style-type: none"> <li>◦ Apply For Degree</li> <li>◦ Apply For Provisional Degree</li> <li>◦ Apply For Duplicate Marksheet</li> <li>◦ Apply For Migration Certificate</li> <li>◦ Apply For Retotaling</li> <li>◦ Apply For View Answer Book</li> <li>◦ Know Application Status/ Receipt</li> <li>◦ Apply For Eligibility Certificate</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>◦ All 1Sem UG /PG Candidates must fill Enrollment/Registration Form for 2014-15 either New or Old, who have Higher Education Application Id &amp; Date of Birth. The Enrollment/Registration will be available upto 30.09.14 without late fee and with late fee Rs.100 available upto 15.10.14. UG/PG Candidate could not fill 1Sem Exam Form without Enrollment/Registration No.</li> <li>◦ Candidates get print out of Paid Enrollment/Registration Form (in which Application no., Transaction Id, QR Code, Payment date, Amount etc) &amp; submit to concern College with all necessary documents for Document Verification, otherwise</li> </ul>
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1. All Students must fill Enrollment cum Registration form for UG/PG courses.
2. If there is student, who want fill PG course & they already done UG from Jiwaji Univ, click on 'Enrollment/Registration Ug/PG' link. Because master data must have generate.
3. See details in User Manual with screen shots.
4. After the filling Enroll / Registration form all fields & upload photo signature, click on 'submit' button
5. You get an unique application for identification.
6. Pay the fee with portal fee through 'Proceed to payment' button or 'Pay unpaid/ View receipt' link
7. Approval & forward of Enrollment form by College as G2G user:  
 - Affiliated College can login their user id & password, which is provided by the MPOnline through MPOnline Portal.



Joint venture between TCS & Govt of MP

Welcome VU\_606 | भारतीय | हिन्दी | English

निजी पृष्ठ • वर्णन का आधुनिकरण • लागूआफ

Report

Enrollment Approval (G2G College Level)

Admission Form Detail

MADHAV COLLEGE, UJJAIN (MP)

VU\_606! Welcome to MP Online

- Click on above 'Enroll Approval' link & display below screen.
- College select one by one drop down selection according to their selection criteria.
- College can approve or disapprove the enroll form. If they want to see detail of the form, click on 'Application no.'
- After approval of the above enroll detail & forward these application to the University.

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#### 8. Enrollment Edit by the College/Department G2G user:

- College/ Deptt. can edit/ correct the wrong data which has filled by the candidate till enrollment generation.
  - If the University has generated the enrollment no. then the deptt/ college never can do edit/ corrections.
- Click on 'Search' button to edit the data.  
Change as per the requirement & can update photo also. Click on 'Update' button.

#### 9. Approval & Enrollment no. generation by the Jiwaji UNIV Admin as G2G user:

- After approval from the college, the University Admin level user can login their user id & password.
- The JIWAJI UNIV will approve finally the enrollment & generate enroll no.
- The JIWAJI UNIV Admin user can approve the enroll detail.
- University can approve one by one or in batch & also enter the reason to disapprove.
- The JIWAJI UNIV Admin user can generate the enroll no. according to below screen (enroll no.)

a. Descriptions of Enroll Format : J14A001C133XXX- J for Jiwaji, 14 for year, A001 for College Code, C133 for Course Code, 0001 for seq no. = total 14 digits.

#### 10. How can get Enrollment no. by the student:

- Student can click '**Know your enrollment status**' & get their status
- Student can enter their application no.
- Status of student enrollment form whether enroll form approve & enroll no generation.
- Student can take a print & get confirmation from their college also.

#### 11. Approval of Examination form by the College as G2G user:

- Affiliated College can login their user id & password, which is provided by the MPOnline through MPOnline Portal.
- Click on above 'Exam form Approval' link & display below screen.
- College user can click 'Exam form approval' link & enter
- College user can approve one by one exam form according student status like – paper details, attendance, assessment marks, fee details correct, regular/ ex-student, semester etc. All types of approval have to enter in this form. Then the student will authorised to fill exam form.
- Check all the mandatory checks & submit the form then the student will be authorised to fill exam form from anywhere.

#### 12. How to fill Examination form by the Student / Citizen:

- Online Application for Student after College & University approval.
- Student can click 'Apply online' exam form section & enter their approved enroll no. for the semester
- Student can enter their enroll no. & select the status whether Regular / Ex-student / Backlog
- Now click on 'Go', then the form will be filled already according to college approval,
- If student application is not authorised then the message will be display 'Application is not authorised, kindly go to college'
- The authorised exam form display according to below screen.
- Student can click on 'Proceed to payment' option
- They can pay through credit card, net banking or by MPOnline authorised kiosk in cash.
- The additional fee should be charged of Rs. 40/- as portal fee excluding exam fee.
- After payment, they can get receipt for the proof
- Take a print & get status of the student whether form filled, amount paid & other status.
- Take a print by clicking on 'Print' button

#### 13. How to allocate exam centre & roll list generate by JIWAJI UNIV Admin user:

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- After approval of the exam form, the University Admin level user can allocate the exam centre & generate roll list according college & course sequence.

- JIWAJI UNIV user can click on 'Exam Centre Allocation & Roll list generation'

14. Procedure for Exam Centre Allocation by G2G College User:

- Select the criteria according to below screen like – select district, college centre first, then Course name.

- After selection of centre then the college list will be automatically display. Now the University can allot one by one college to that exam center.

15. Student Attestation Sheet for Exam Centre:

- Exam centre can take print attestation sheet according to student wise.

16. Student Examination Admit Card:

- College can take a print of students admit card.

17. Internal Marks Entry by the Colleges (G2G):

- Select year term first, select course, select branch, select Regular, select semester name then lastly select paper/subject name.

- Fill internal marks one by one according to enroll/ roll wise as below screen.

- You can click 1,2,3,4,5, .... page number to move next page.

- Enter one by one marks & submit the marks

- After enter all the marks of student, kindly approve one by one marks by the college. It means you can submit all the marks to the University.

- If you see the Max. Marks (Theory/Practical) then you can fill marks, if you do not see the marks then you can't fill the marks.

18. External / Practical Marks Enter by the University.

The University Admin User Login their user id & password, the below screen appear

- The University user select College, session, course, branch, semester

- After that they will select paper code.

- Click on 'Show' button then all the student who has appeared in those subject.

19. MIS/ Reports – Enrollment, Examination

Department/ College can download the detail of enrollment/ examination data.