User Manual Ver 1.0

[Online Application]
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1. About MPOnline Limited:

MPOnline Limited is a Joint venture company between Government of Madhya Pradesh (GoMP) through Madhya Pradesh Sate Electronic Development Corporation (MPSEDC) and TATA Consultancy Services Limited (TCS) with the objective of developing and operating the official portal for the Government of Madhya Pradesh.

MP Online Portal is the initiative by the Government of Madhya Pradesh, to serve its citizen in terms of providing them with the facilities at their doorstep, in the process eliminating the need for coming to the Government offices and avoid standing in long queues.

With the help of the portal, citizens can avail of the government services (such as forms for professional examination board, birth/death, caste certificates etc) and can deliver the facilities provided by government/ private sector. These services can be availed from the designated kiosks of MP Online, cyber cafes and other internet mediums.

Vision of Govt. of Madhya Pradesh

Provide one-stop shop services to all the citizens of Madhya Pradesh, any service, anywhere, and any time.

Mission

Government of Madhya Pradesh wants to provide citizen services at their doorstep, with special emphasis on the rural community of the state by using a Portal “MPOnline”. GoMP visions that for the services provided, the citizen is not required to come to the Government offices. The government wants a shift from Citizen In-Line to Citizen On-Line
SERVICE DELIVERY MECHANISM OF MPONLINE LTD

To enable delivery of Services throughout the state, MPOnline Ltd has identified a number of Internet Kiosks as authorized service delivery points. Citizens and Businesses can avail Services from their own internet connection or through an MPOnline authorized Internet Kiosk.

For availing Services on MPOnline portal, the Citizen / Business will have to pay a “service charge” over and above the “fee” for the Service. This Service charge will be shared between MPOnline Ltd and the Kiosk. The “fee” collected will be passed on to the department / institution concerned for each service.

MPOnline provides two types of payment mechanisms to its customers. Citizens and Business can either pay by Card or by Cash. For Cash payment, citizens and business will have to avail services via an MPOnline authorized Internet Kiosk.
2. The Module of University designed & developed into 3 levels:

A. UNIVERSITY MANAGEMENT SYSTEM (UMS):

B. COLLEGE MANAGEMENT SYSTEM (CMS):

C. STUDENT INFORMATION SYSTEM (SIS):
3. Enrollment & Examination form Filling Procedure:

- Logon to [https://www.mponline.gov.in](https://www.mponline.gov.in) on address bar
3.1. Applications list for Student:

- Regular / Private student can fill UG/PG courses.
- If there is student who want fill PG course & they already done UG from Jiwaji Univ, click on already have enrollment no.
- Student can fill new enrollment form, who is already admited in the college & they have already got a college reference/ receipt number or roll no. or receipt number.
- After applying or filling form, the enroll form will approve by the college & generate enroll no. by the University.
- Student can get their enrollment no. from their college or get online through application no.
- If there is any error in data filling after payment, ‘Enrollment Edit’ facility will be available at their college.
→ **UG/PG Enrollment form by the Student:**

Candidate Enter Their Admission Application Id which was provided by the Higher Education Admission in UG/PG

Click on ‘Search Admission Details’ button to open the Enrollment Form:

After the fill all the data, check across & then click on ‘Submit’ button.
After the submitting the application, an unique id i.e. application no. will be generated:

Here is the data which is not paid, you can see above detail & then click on `Proceed to Payment` button.
The below screen will appear after payment; student can get the payment detail:

Student can see transactional & approval status here.
→ **Pay Unpaid/ Paid view Application:**
Click on ‘Pay unpaid/ paid view application’ button to search your filled application:

Click on ‘Search’ button, appear below screen; student can get the detail with their payment:

- Take a print of Enrollment form by the candidate and submit to the concern college with all necessary documents.
3.2. Approval & forward of Enrollment form by College as G2G user (CMS):
- Affiliated College can login their user id & password, which is provided by the Univ.
- 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.
3.3. 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.
Appear automatically the below screen:

![Enrollment Form](image)

Change as per the requirement & can update photo also. Click on ‘Update’ button.
3.4. 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.

![Approval & Enrollment process]

- The JIWAJI UNIV Admin user can approve the enroll detail according to below screen (Approval).

- 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.

1. Descriptions of Enroll Format: V110BA2040003 - V for Jiwaji, 11 for year, 0BA for courseCode, 204 for College Code, 0003 for seq no. = total 13 digits.
3.5. How can get Enrollment no. by the student:

- Student can click ‘**Know Enrollment status**’ & get their status
- Student can enter their application no.

---

**Application Search**

<table>
<thead>
<tr>
<th>Application No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>-----------------</td>
</tr>
</tbody>
</table>

Search
- Status of student enrollment form whether enroll form approve & enroll no generation.

- Student can take a print & get confirmation from their college also.
3.6. Verification of Examination form by the College as G2G user:

- Affiliated College can login their user id & password, which is provided by the Univ.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Report</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attestation Sheet</td>
<td>Internal / Practical Marks Report (Private)</td>
<td>Enrollment Approval (G2G College Level)</td>
</tr>
<tr>
<td>Theory (Internal) / Practical Marks Entry (1/3/SSM)</td>
<td>College Transfer Report</td>
<td>Enrollment List (Regular/Private/Ex)</td>
</tr>
<tr>
<td>Internal / Practical Marks Report</td>
<td>Exam &amp; Roll No Detail</td>
<td>Edit Branch &amp; Subject Group For Enrolled</td>
</tr>
<tr>
<td>Practical Marks Entry (1/3/SSM) for Private</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam Form Verification (Regular/ATKT/Ex) (2SEM-4SEM)</td>
<td>UTDo’S Semester /Registration /Admission Fee Report</td>
<td></td>
</tr>
<tr>
<td>Exam Form Verification (BUMS)</td>
<td>UTDo Report</td>
<td></td>
</tr>
<tr>
<td>Handicapped/Univ Employee S/D Verification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancel Unpaid Exam Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Exam Form Verification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail Admit Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABSENTEE LIST</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Application**

- Private To Regular Conversion Form
- Edit Exam Detail Only 2Year Private (After Payment)
- Apply for Transfer College
- Approve Transfer Request
- College can verify 'Exam form verification' link & display below screen (one by one).

- College user can approve one by one exam form according student status like – At exam form, Result is flashed automatically. If the student failed in previous, automatically converted into 'EX'.
Also check Paper details, 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.
3.7. How to fill Examination form (Regular/Ex/Atkt/Private) by the Student:
- 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 check box for declaration, submit.
- Student can click on ‘Proceed to payment’ option
- They can pay through credit card, net banking or by MPOnline authorised kiosk in cach.
- After payment, they can get receipt for the proof.
- Take a print by clicking on ‘Print’ button.
If student has ‘ATKT’ the display below the status:

If you will search or verify the student for exam & unfortunately not display the form then the RESULT DATA not updated by the University.

Once, RESULT DATA updated, the form will display automatically.

MPOOnline has introduced a latest automatically service that is called – ‘WEB SERVICE’, it runs on real-time basis.

If the Student ‘FAIL’ in last exam, shows the below message.

The student will convert automatically in ‘EX’.
3.8. How to allocate exam centre & roll list generate by JIWAJI UNIV Admin user:

- 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'

All facilities has been provided at the University level as Super User
**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.
3.9. Student Attestation Sheet for Exam Centre:

**JIWAJI UNIVERSITY ATTESTATION SHEET (JUNE-2014)**

<table>
<thead>
<tr>
<th>Roll No:</th>
<th>12150136</th>
<th>Enrolment No:</th>
<th>R1319246</th>
<th>Semester:</th>
<th>2 SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name:</td>
<td>BSC (MATHEMATICS)</td>
<td>Mode:</td>
<td>REGULAR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Name:</td>
<td>CHANDESH BARELA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Father's Name:</td>
<td>SHRI GORE LAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Husband Name:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mother's Name:</td>
<td>SMT RANI BAI</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>_______ SHANTI NIKETAN BHPAL BHOPAL MADHYA PRADESH 462000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| College Name:   | GOVT MOTILAL VIGYAN MAHAVIDHYALAYA, BHOPAL(003) |
| Exam Center:    | GOVT MOTILAL VIGYAN MAHAVIDHYALAYA, BHOPAL(003) |

<table>
<thead>
<tr>
<th>Paper Name</th>
<th>Date of Exam</th>
<th>Sr. No. of Main Ans. Book</th>
<th>Sr. No. of Suppl. Ans. Book</th>
<th>Signature of Candidate</th>
<th>Signature of Invigilator</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSICS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOUNDATION COURSE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Exam Head: ______________________  Signature of Student: ______________________

Seal: ______________________

NOTE:- This attendance slip should be retained by the Co-ordinator and must be given to the Invigilator for verification with Roll Number issued to the candidate.

*The signature of the candidate should be taken on the day of examination.*

- Exam centre can take print attestation sheet according to student wise.
3.10. Student Examination Admit Card:

JIWAJI UNIVERSITY
EXAMINATION ADMIT CARD (JUNE-2014)

<table>
<thead>
<tr>
<th>Roll No:</th>
<th>12150136</th>
<th>Enrolment No:</th>
<th>R1319246</th>
<th>Semester:</th>
<th>2 SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name:</td>
<td>BSC (MATHEMATICS)</td>
<td>Mode:</td>
<td>REGULAR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Name:</td>
<td>CHANDESH BARELA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Father's Name:</td>
<td>SHRI GORE LAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Husband Name:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mother's Name:</td>
<td>SMT RANI BAI</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender:</td>
<td>MALE</td>
<td>Date of Birth:</td>
<td>25 Oct 1990</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Name :</td>
<td>GOVT MOTILAL VIGYAN MAHAVIDHYALAYA, BHOPAL (003)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam Center :</td>
<td>GOVT MOTILAL VIGYAN MAHAVIDHYALAYA, BHOPAL (003)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject/Paper Selected:</td>
<td>PHYSICS</td>
<td>CHEMISTRY</td>
<td>FOUNDATION COURSE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Student ____________________________

INSTRUCTIONS:
1. No candidate will be allowed to appear for the Examination without proper Admit Card.
2. Examination hall shall be opened half an hour before the scheduled time of the first day of exam and 15 minutes before on the remaining days.
3. The candidate must occupy his seat in the Examination hall 10 minutes before the commencement of Examination.
4. The Officer-in-Charge may allow the late comer candidate upto half an hour after commencement of Examination.
5. Nobody will be allowed to leave the Examination hall during first hour. He must only leave after handing over the answer sheet to the invigilator.
6. Candidate must not bring any kind of books, written papers or any objectionable materials such as Mobile, laptop, Bluetooth in the examination hall.
7. Officer-in-Charge of the center has powers to take disciplinary action or disqualify a Candidate if found using unfair means in the hall or violating any Examination rules.
8. In case of photo discrepancy the candidate must hand over 2 photographs with roll no. and Name written on the reverse to the University Examination section, before in the Examination.

- College can take a print of students admit card.
3.11. 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.
3.12. MIS/ Reports – Enrollment, Examination

Department/ College can download the detail of enrollment/ examination data.
4. STUDENT INFORMATION SYSTEM (SIS):

This facility only for those student whose ENROLL No. generated online.
How to create SIS user Id & password.
Click on Student Login,

Click on ‘Register New User’
**Login page for Student:**

**STUDENT REGISTRATION (ONLY FOR STUDENT)**

Enter Enroll No: 10S160937001  
DOB (DD/MM/YYYY): 01/01/1991

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**Registration Prerequisite**

- Your Enrollment no.(IS YOUR USER ID).
- Your password should contain at least 1 small letter, 1 capital letter and 1 number.
- Valid Email-ID: (Make sure this ID is yours and correct. MPO has also sent all notifications in future through SMS).
- Mobile No: (Make sure this Number is yours and correct. MPO has also sent all notifications in future through SMS).
- Your Registration process will be complete after registration fee will be paid.
- (*) Marked fields are mandatory.

Candidate's Name: RAVI KUMAR YADAV  
Gender: M  
Center Code & Name: Govt. of Hamidis College, Bhopal  
Program Code: 16 PGBCA

Mobile No:  
Email Id:  
Enrollment No: 10S160937001  
(Please Note: Enrollment is your User Id)

Choose Password:  
Aadhar Card. Number:  
Blood Group: A+  
Hint Question: Birth City  
Hint Answer:  
Registration Fee: 25 Rs.

Enter your mobile no. & email id if you have updated yet because these 2 details are mandatory.

These two field are mandatory for recall your password.

All the registered information will be send to mobile/email id for security purpose. Check your mail after creation you user id & password. The registration process will be completed when he will pay normal portal fee Rs.10/- only.
If you have created your User Id & Password successfully then login with your below screen:

You can see your below page after login into your page. Now you can use any application which is application by the University notification. You can view your all transaction at your login page.

You cannot change any master data which is belongs to eligibility. Only you can view, if you want change any data then follow the rules & regulation of the College/University.
View your Profile:

**STUDENT PROFILE**

First Name: Mohd  Last Name: Abid
Name in Hindi: test  Date of Birth: 01/07/1991
Father's Name: XCXC  Mother's Name: XCXC
Husband's name: XCXC  Sex: Female
Caste: General  Marital Status: Married
Nationality: INDIAN  Handicapped: Y
Religion of the candidate: Buddhist  Aadhar Card Number: Not Available
Institute code & Name: [9999] TESTING INSTITUTE for TEST PURPOSE
Name of the Course: BACHELOR OF COMPUTER APPLICATIONS

View your Enrollment Form:

**STUDENT ENROLLMENT DETAILS**

**Personal Details**
First Name: Mohd  Last Name: Abid
Name in Hindi: test  Date of Birth: 01/07/1991
Father’s Name: XCXC  Mother’s Name: XCXC
Husband’s name: XCXC  Sex: Female
Caste: General  Marital Status: Married
Nationality: INDIAN  Handicapped: Y
Religion of the candidate: Buddhist  Aadhar Card Number: Not Available

**Fee & Institute Details**
Enrollment No: H1499990001  Enrollment Status: Enrollment is provisional
Institute code & Name: [9999] TESTING INSTITUTE for TEST PURPOSE
Name of the Course in which admission is taken: BACHELOR OF COMPUTER APPLICATIONS
Date of Admission in the University/Study Institute: 01 Jul 2012
Admission Fee: 1250  Paid Status: 
Payment Done On
Application No: M12W149999001
Transaction Id:

**Complete Permanent Address of student for communication:**
Address Line 1: XCXC
City: XCXC
State:
STD Code: 232332

**List of Attached Documents**

**Previous Qualification Details**
Exams Passed: Board/University Name  Year of Passing  Division  Percentage
GRADUATION: ERER  1998  1st  68.9
Name of the School/College and place from where qualifying Exam was passed: WEWE
Name of the School/College/Institute (Last Attended ): WEWE
View your all Exam form Details:

**STUDENT EXAM DETAILS**

<table>
<thead>
<tr>
<th>Enroll No</th>
<th>H149999001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name</td>
<td>Mohd Abid</td>
</tr>
<tr>
<td>Date Of Birth</td>
<td>7/1/1991 12:00:00 AM</td>
</tr>
</tbody>
</table>

**Address**

| Institute Name | CXCX, XXCX, ERER, Pondicherry |
| Select Status | Regular |
| Select Exam Name | BCA |
| Select Year term Code | DEC 2012 |

**Application No**

<table>
<thead>
<tr>
<th>M12W99991136933</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>BCA</td>
</tr>
</tbody>
</table>

Apply for Counter Base Applications (if applicable):

**APPLY FOR MIGRATION/DEGREE/PROVISIONAL CERTIFICATE**

- Apply for Migration
- Apply for Provisional Certificate
- Apply for Degree/Diploma
- Apply for Duplicate Migration
- Apply for Duplicate Provisional Certificate
- Apply for Duplicate Degree/Diploma

View or Edit your secondary detail as below mentioned:

**EDIT STUDENT DETAILS**

<table>
<thead>
<tr>
<th>Candidate's Name</th>
<th>Mohd Abid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>F</td>
</tr>
<tr>
<td>Center Code &amp; Name</td>
<td>[9999] TESTING INSTITUTE for TEST PURPOSE</td>
</tr>
<tr>
<td>Program Code</td>
<td>[14] BCA</td>
</tr>
<tr>
<td>Enrollment No</td>
<td>H149999001</td>
</tr>
<tr>
<td>Mobile No</td>
<td>9854859485</td>
</tr>
<tr>
<td>Email Id</td>
<td><a href="mailto:wkcvi@saa.com">wkcvi@saa.com</a></td>
</tr>
<tr>
<td>Aedher Card. Number</td>
<td>1111111111</td>
</tr>
<tr>
<td>Blood Group</td>
<td>O+</td>
</tr>
<tr>
<td>Hint Question</td>
<td>Birth City</td>
</tr>
<tr>
<td>Hint Answer</td>
<td>jhansi</td>
</tr>
</tbody>
</table>

[Submit button]
You can Reset your password time to time:

If you forgot your password, verify below screen by entering the detail:
5. System Configuration:

Hardware:

- MPOnline Ltd. will host the application on its Data Centre. Department will not have to install / establish a data centre at their location.
- Computers, Printer, Scanners, Networking, and Internet Connection are required.

The minimum hardware requirement for accessing the service on the portal are-
A Desktop PC with the following configuration-
  - Pentium IV Microprocessor
  - 80 GB Hard disk
  - 512 MB RAM

Internet with broadband connectivity.

Software:

The University will not have to purchase any additional software’s to run this application.

The following softwares are recommended for accessing the portal
  1. Windows XP SP 2 and above.
  2. Internet Explorer 8.0 and above.

General Instructions:

- Display setting: It should be 1024 x 768 resolution.
- Allow your system for popup block
- Install Secured Certificate for ‘https’ secured site from MPOnline home page link
6. Contact Details for Support:

1. For Technical support:

**MPOnline Limited**

(A Joint Venture company between TCS & Govt. of MP)

2nd Floor, Nirupam Shopping Mall, Ahmadpur,
Hoshangabad Road, Bhopal – 462026 (MP)
Customer Care No. +91 - 755 – 4019400
URL: [https://www.mponline.gov.in](https://www.mponline.gov.in)

2. For JIWAJI UNIV Admin Query:

**JIWAJI UNIVERSITY**

Vidya Vihar, Gwalior - (MP)

**Enquiry No.**: +91 751 2442712 , 2442712

URL: [http://www.Jiwaji.edu](http://www.Jiwaji.edu)