USER MANUAL

(University)

Role:

- UNMKR   (Add Data)
- UNCHK   (Verify Data)

Action:

- Add College (UNMKR)
- Add Course (UNMKR)   Session/College Wise
- Add Student (UNMKR)   Excel Upload
- Approve College (UNCHK)
- Approve Course (UNCHK)

Step to Perform the Action :

- **Login :**
    1. Click on the URL
       medhasoft.bih.nic.in/MKUYSnatak2021/PMS/UniversityLogin.aspx
    2. Enter Username ansd Pasword as provided by the department based on role
    3. After Successful login you will be redirected to role based default page.

- **Add College : (**UNMKR**)**
    1. Click on the College Tab
    2. Click on Add College
    3. Enter College Name
    4. Select College Type namely (Government, Contituent, Affiliated,Minority)
    5. Enter AISHE Code of the Entered College
    6. Enter Complete Address of the college
    7. Save College

- **Approve College : (**UNCHK**)**
    1. Login with Checker's Credential.
    2. Click on Course Tab.
    3. Click on Approve College menu.
    4. Select Status as Pending from the Drop Down List.
    5. Click on Search Button. College List will be Displayed .
    6. Click on checkbox/checkboxes corresponding to college/s and press Approve Button for approving colleges.
    7. If you find any error in any college data, first correct it from UNMKR login and then approve it from UNCHK login.

- **Add Course : (**UNMKR**)**
    1. Login with UNMKR credential.
    2. Click on Course tab.
    3. Click on Add Course Detail.
    4. Select Academic Session for which course has to be added.
    5. Select College for which course has to be added.
    6. Select Faculty from the Drop Down List.
    7. List of Specialized Subject will be displayed on the Grid View.

8. Click on checkbox against the Honour's Subject/s and click on Add Course Button for courses which have to be added.

- **Approve Course : (**UNCHK**)**
    1. Login with UNCHK credential.
    2. Click on Course tab.
    3. Click on Approve Course Detail.
    4. Select Academic Session.
    5. Select College.
    6. Select Faculty.
    7. Click on Search Button.
    8. List Of Added Course Will be displayed in the Grid View .
    9. Click on the Checkbox against all courses to be approved and click on Approve Button.
    10. Click on the Check Box against all courses to be rejected and click on Reject Button.

- **Add Student : (**UNMKR**)**
    1. Login with UNMKR credential.
    2. Click on Student tab.
    3. Click on Upload Student Detail.
    4. Select the excel sheet of student details in the prescribed format.
    5. Click on Upload Excel.
    6. List of Correct set of Data and Error Data are displayed in respective grid after internal validation.

7. All rows which have error are displayed in error grid along with error message.

8. Click on 'Upload To Database' Button.

9. User can export the error prone data by clicking on Export Button.

10. User can correct the data and then again upload using the above mentioned step.

- **Approve Student : (**UNCHK**)**

    1. Login with UNCHK credential.

    2. Click on Student tab.

    3. Click on Update Student Detail.

    4. Select College Name.

    5. List of Uploaded Student Detail will be displayed.

    6. Click on the check box against each row of student and Click on Approve Button for approving the student.

    7. If Checker finds any ambiguity in any student detail . Click on View Button against the error prone record.

    8. Click on Delete Button to remove the record.

    9. User has to again upload that record after correcting through UNMKR Login.

USER MANUAL
(Department Operator)

- **Login :**

    1. Click on the URL
    medhasoft.bih.nic.in/MKUYSnatak2021/PMS/UniversityLogin.aspx

    2. Enter Username ansd Pasword as provided by the NIC .

3.After Successful login you will be redirected to role based default page.

- **Approve Student(Payment) : (**DPTOPT**)**
  1. Login with DPTOPT credential.
  2. Click on Payment tab.
  3. Click on Approve Student For Payment.
  4. Select University.
  5. Click on Get Button.
  6. List Of Verified Student will be displayed in the grid.
  7. Click on the Checkbox against student list to be approved and click on Approve Button.
  8. The data will be sent for Payment process.

<u>USER MANUAL</u>
<u>(Student)</u>

- # **Registration:**
  1. 1.Click on the URL
     medhasoft.bih.nic.in/MKUYSnatak2021/PMS/StudentRegistration.aspx
  2. Enter Your University Registration Number.
  3. Enter Father's Name.
  4. Enter Marksheet Number as per your marksheet.
  5. Click on Get Detail Button
  6. The valid student name will be displayed . If you find the details are correct then click on proceed button else contact university for any discrepancy.
  7. Verify your aadhaar by providing the required information (ie. AadhaarNumber , Gender , DOB ,Name on Aadhaar).
  8. Verify Mobile using SMS based OTP Authentication.

9. Verify Email using email based OTP Authentication.
10. Enter Your bank account detail (ie. IFSC Code , Accout Number).
11. Enter Your Residencial/Domicile Detail (ie . Residencial Cert Number , Issed Date , Issuued by).
12. Click on Register Button

Please Note : Before Clicking on Register Button , make sure you have validated Aadhaar , Mobile , Email.