

MATS UNIVERSITY

University Campus: Gullu, Aarang, Raipur – 493441 | Raipur Campus: MATS Tower, Pandri, Raipur – 492004



CRITERION 2 – TEACHING-LEARNING AND EVALUATION

2.5.3 STATUS OF AUTOMATION OF EXAMINATION DIVISION ALONG WITH APPROVED EXAMINATION MANUAL/ORDINANCE

To reduce enormous use of paper and printing the entire data, sign and a seal by the Competent Authority for all the papers, we have used the Class-3 Digital signatures where a Registration Authority i.e. Shri. Gokulananda Panda, Registrar of our University authenticate the documents and responses claimed in this pdf file.

EXAMINATION ERP MANUAL

MATS UNIVERSITY, RAIPUR

ERP Operation of Examination

Prepared By : Ravikant Sahu,

ERP Manager

MATS UNIVERSITY

Sr. No. Index Page No How to Login? How to Recover Password 1 3-4 2 5-6 **Student Profile and Profile update** How to Pay College fees? 3 7-7 4 How to Submit Examination Form 8-9 5 Exam Schedule and Hall Ticket Configuration 10-11 6 Mark Entry and TMR Generation 12-14 7 **Exam result Declaration** 15-15

Content

<u>1. How to Login?</u>

Compatible Browser Require: Mozilla Firefox

Link: https://erp.matsuniversity.ac.in/login.htm



2. How to Recover Password?

Step 1: Open Login Page and click on Forget Password



Step2: Password reset link to receive to registered email address.

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<u>3. Student Profile and update</u>

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ERP USER MANUAL

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<u>4.How to Pay College Fees?</u>

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<u>5. How to Submit Examination Form</u>

Step 1: Login Using <u>https://erp.matsuniversity.ac.in/login.htm</u>

Path: Academic Function>>University Exam/Result>>University Exam Form

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Step 2: Select the Subject and click on save

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	BT622	SOFTWARE ENGINEERING AND PROJECT MANAGEMENT								
	BT623	COMPUTER NETWORK LABORATORY								
	BT624	WEB APPLICATION DEVELOPMENT LABORATORY								
	BT625	ANDROID APPLICATION DEVELOPMENT LABORATORY								
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Step 3: Make Payment click on Make Payment Using PAYU

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<u>6. Exam Schedule and Hall Ticket Configuration</u>

Step 1: Exam Admin Login and go to Exam Admin Path : PLANNING » EXAM SCHEDULE CONFIGURATION

Step 2: Click on Add Regular Exam

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Step 2: Exam From Notification Path : SCHEDULER » EXAM FORM NOTIFICATIONS

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Step 3: Hall ticket Configuration Path : SCHEDULER » HALL TICKETGENRATION

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Step 4: Exam Time Table Path : PLANNING » EXAM SCHEDULE COFIGURATION

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7.Mark Entry, TMR generation

Step 1: Answer sheet bundle allocation

Goto : PLANNING » PAPER VALUER

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Step 2: Click on Student Attendance Records

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Step 3: Enter End Semester mark (Faculty Login) Path : EXAM » EXAM PAPER CHECKING(SUSPENSION)

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Step 4: Check Internal and External Mark (Exam Admin Login)

Path : RESULT COMPILATION » UNIVERSAL MARKS ENTRY

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Step 5: TMR Generation

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8. Exam Result Declaration?

Step 1: Result Declaration

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