Maharaja Ranjit Singh Punjab Technical University

User Manual of Student Portal

1. General Information

1.1 Acronyms and Abbreviations:

| S. No.	Word / Acronyms	Definition / Abbreviation
1	MRSPTU	Maharaja Ranjit Singh Punjab Technical University
2	LEET	Lateral Entry
3	TFW	Tuition fee waiver

To Start Registration Process, user (New Student/Registered Student) need to click (with 'ctrl' button) on below link or copy and paste it in any browser to open the MRSPTU Student Portal site. http://mrsptuadmissions.com:8080/admission_portal/

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

User will be prompted to Student Portal Login Page, as shown below; and from Login Page, Registered user will be able to login through valid credential and new user can register for counselling.
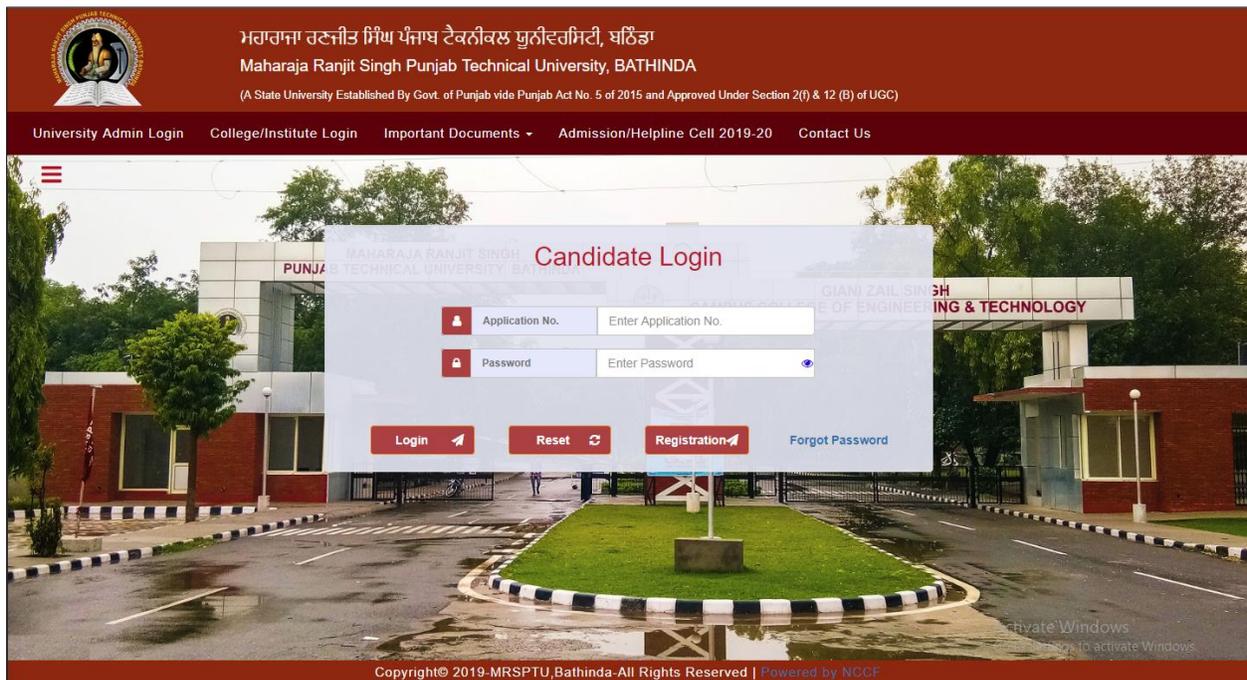
New Registration

⇨ **Step to Register for counselling:**

- Click on the **'Registration'** button from **'Candidate Login'** page, page will open as shown below:

- Enter all the required credentials.
- Click on 'Register' button, **'Registration Successful'** page will be displayed to user as shown below:

Note:1) Student cannot make more than one registration using 10th roll no. with same course and programme type.

2) Counselling dates should be configured on **'Counselling Configuration Master (Admin Page)'** page to start registration process on portal.
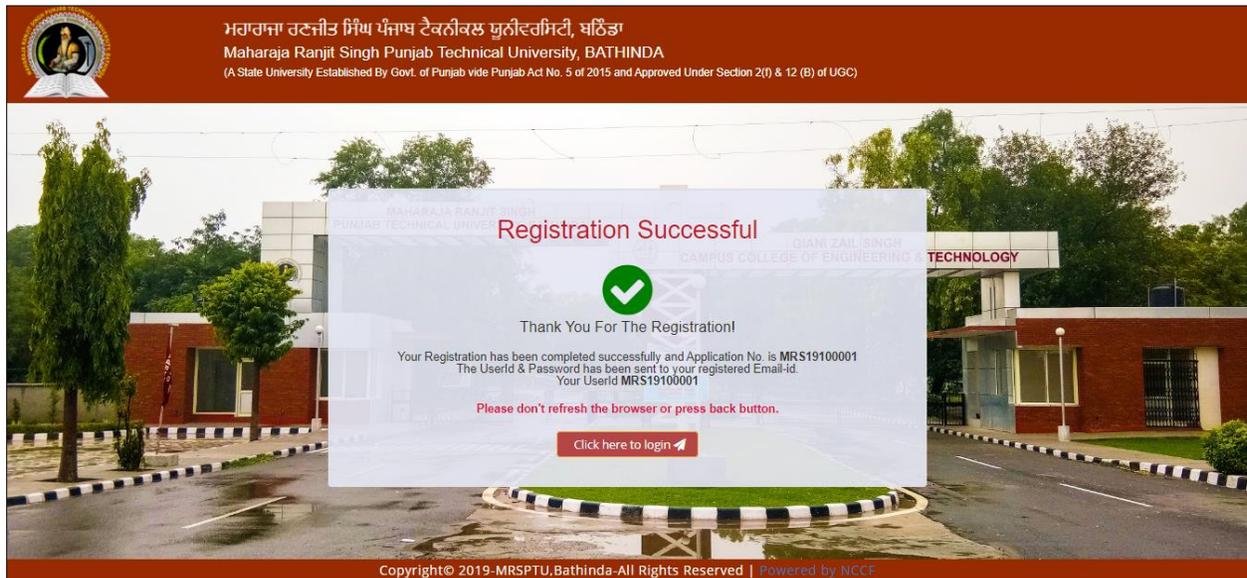
- After successful registration, Auto generated 'Application No.' and 'Password' will be displayed to user on **'Registration Successful'** page.
- Student will receive 'Application No.' and 'Password' through E-MAIL and SMS as well, after successful registration.

Registered User

⇨ **Step to Login after Registration:**

- Click on the **'Click here to login'** button from '**Registration Successful'** page, page will open as shown below:

- Enter valid 'Application No.' and 'Password'.
- Click on login button**, 'Payment Gateway'** page, will be displayed to user as shown below:

- Choose 'Bank Name' by selecting radio button to make payment through specified payment gateway.
- Click make payment, it will redirect to bank payment gateway.
- User will fill all the required details and make payment as per desired mode.
- After successful payment user will redirect to **'Payment Successful'** page with login button as shown below:
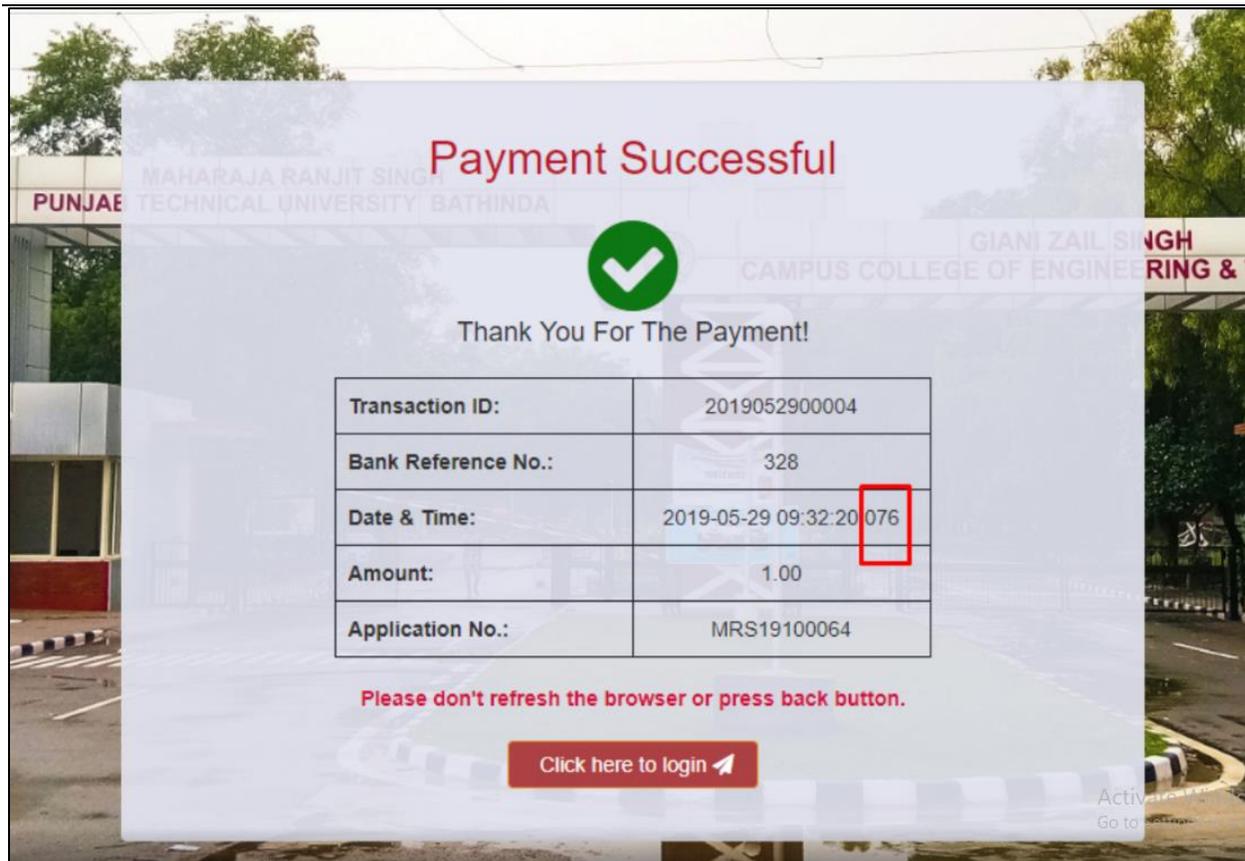
Note: 1) 'Payment Successful' screen will not be displayed to user whose payment has been by passed through **'By Pass Payment'** page(Admin).

2) After successful payment student can fill their details required in portal.

Student Portal Tabs (To fill personal, Academic, Documents etc. details)

- Click on the **'Click here to login'** button from **'Payment Successful'** page, page will open as shown below:

- Enter valid 'Application No.' and 'Password'.
- Click on login button, Form tabs (Personal detail, Academic Detail, Other Detail, Document Detail, Choice Detail, Result Tab) will be displayed to user as shown below:

1. Personal Detail :

Using this tab, student/User can fill all the personal details like Name, Email and Mobile No. fields will be displayed as autofillas per data entered by student at the time of registration.

Note: To move to the next tab (Academic Details), user need to save Personal Details.

2. Academic Detail :

Using this tab, student can fill their academic and entrance marks. Academic Detail tab fields will be changed according to which Course Year Type Selected on registration page.

- If student registered for UG Course, tab will open as shown below:

- If student registered for PG Course, tab will open as shown below:

- If student registered for 'UG – Lateral' and select '10+ Diploma (3 years)' eligibility from personal detail tab, tab will open as shown below:

- If student registered for 'UG – Lateral' and select '12+ Diploma (2 years)' eligibility from personal detail tab, tab will open as shown below:

Note: To move to the next tab (Other Details), user need to save Academic Details.

3. Other Detail:

Using this tab, user can fill other details like Reservation Category, Cast Category, Domicile State etc.

Note: 1) To move to the next tab (Document Details), user need to save Other Details.

2) Seat will be allotted according to selected category in 'Reservation Category' drop down.

4. Document Detail :

Using this tab, user can upload Photograph, Signature and Aadhar.

Note: To move to the next tab (Choice Details), user need to save uploaded documents.

5. Choice detail :

Using this tab, user can choose mutiple college with programme as per their preference.

Note: Once Form is submitted, User(Student) cannot make any changes in form.

On click on 'Preview & Final Submit' button user view/download the form and submit the form.

6. Result:

Using this tab, User can check allotted seat, download allotment letter, withdraw, surrender the admitted seat and apply for next round counselling.

Note: 1) Withdraw/Surrender button will be enabled after the student admitted for allotted seat.

2) If student click on withdraw button then student will not eligible for admitted seat.

3) If student click on seat surrender button then student didn't claim for admitted seat and student will register again for other round counselling.

4) If student click on next round counselling button then choice details tab will be enable for choose new choices of college and student can submit form again.