



USER MANUAL

College ERP Software System



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1. COLLEGE ERP

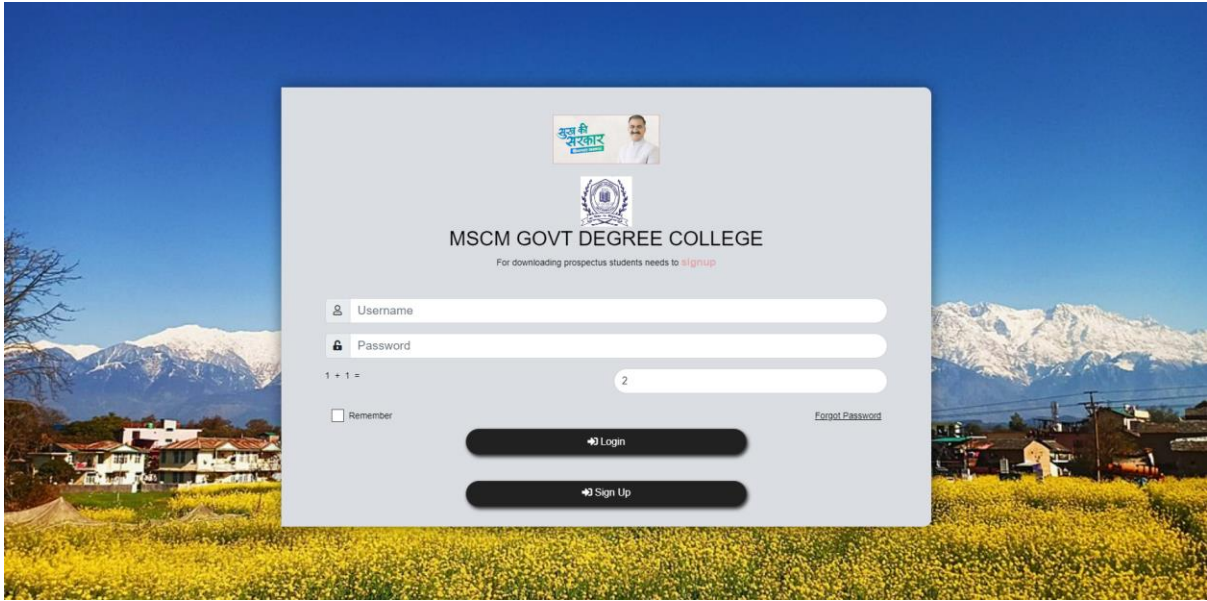
1.1. Student Panel

1.1.1. User

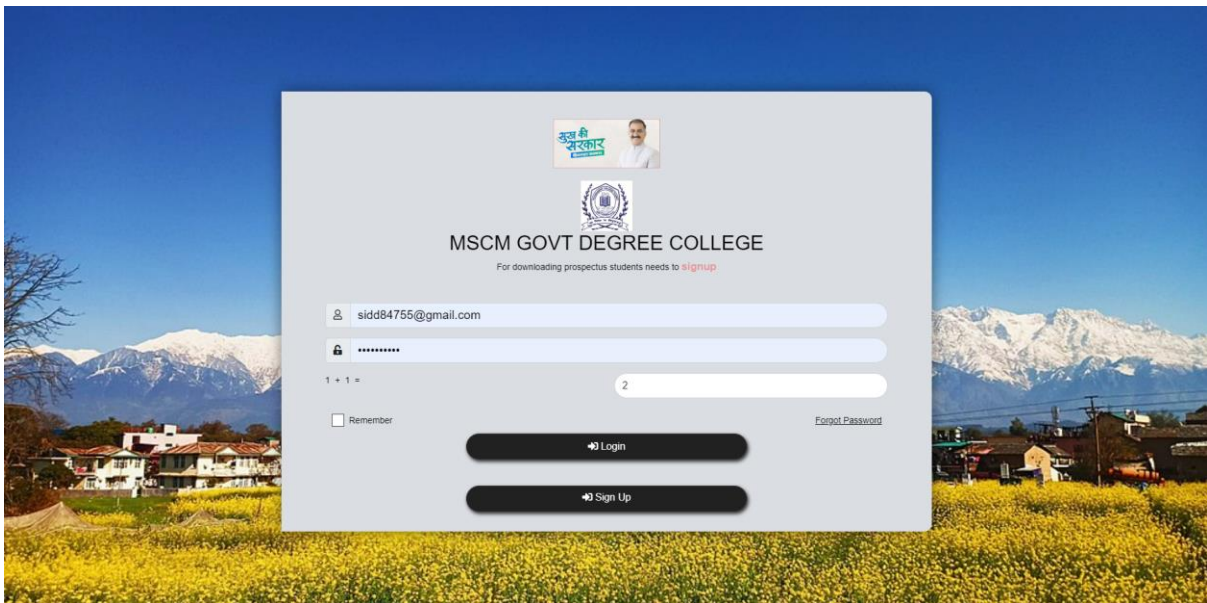
BDO India LLP, presents College ERP System Designed exclusively for M.S.C.M. Govt. Degree College. Our ERP is customizable and simple to use. Users can visit <https://gcthural.hp.gov.in> to access our live system.

1.1.2. Features

1. Students can register online by visiting <https://gcthural.hp.gov.in/authentication>
2. The Student can verify their respective accounts from there Email.
3. The Student has access to Registration form where the concerned student can fill all of his/her personal/academic details.
4. Our robust system helps to ease the admission process online, which enables online registration. This feature helps to create smooth, paperless, time saving journey from application to enrolment for the applicants and admission team as well.
5. Student management module helps you to record all information regarding students, their admission status, fee payments and subject/streams. This information can be later accessed online by student or the college to view update information and academic records.
6. In the Landing page of College ERP System, click on the “Login” button after entering login credentials.



7. Enter your credentials and login with it.



1.1.3. Student Onboarding

- Admission flow for student can be divided into sub parts lets discuss each of them down below.

1.1.3.1. Registration/ID Creation

- The first step involves creation of an Id/account.
- Visit <https://gcthural.hp.gov.in/authentication> for the same.

- On the landing page click on Register.
- Student needs to fill the required details for Registration/Id Creation.
- The required details for Registration are Full name, Date of Birth, Contact Number, Email.
- Enter the captcha.
- After filling all the details Student needs to click on Register, this will generate an Email.



MSCM GOVT DEGREE COLLEGE
New Registration

Full Name
Full Name

DOB
dd-mm-yyyy

Contact No.
Contact Number

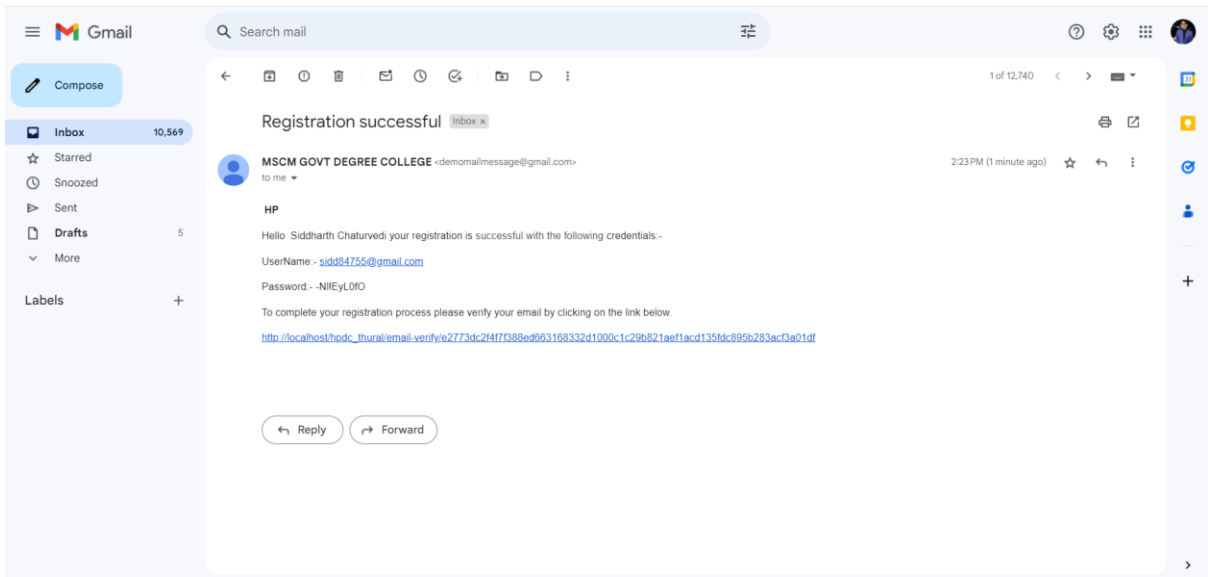
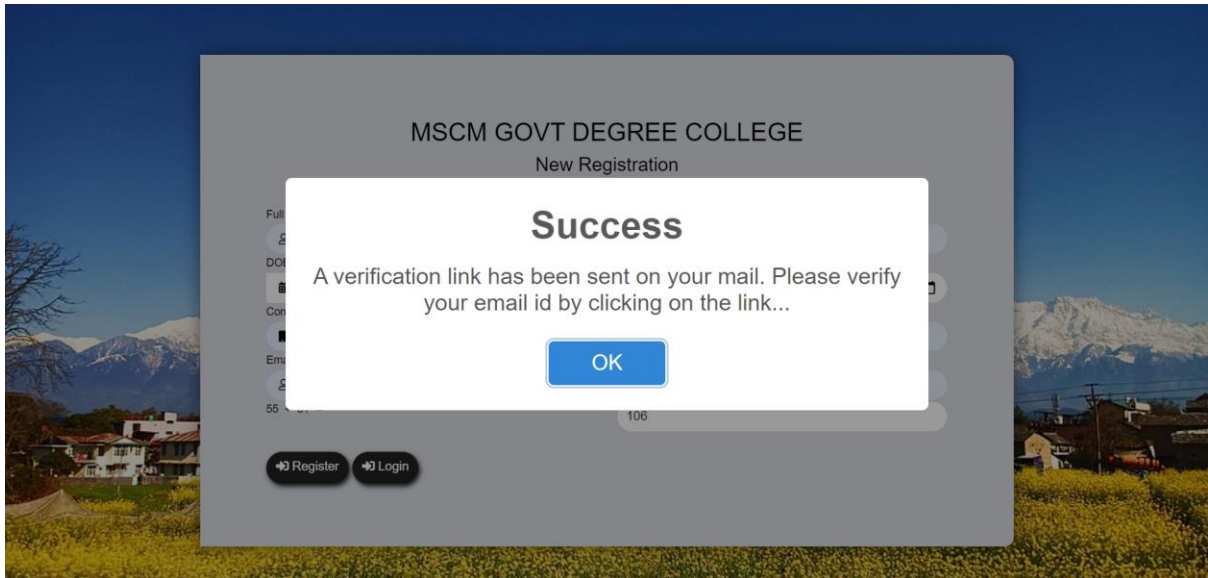
Email
Email

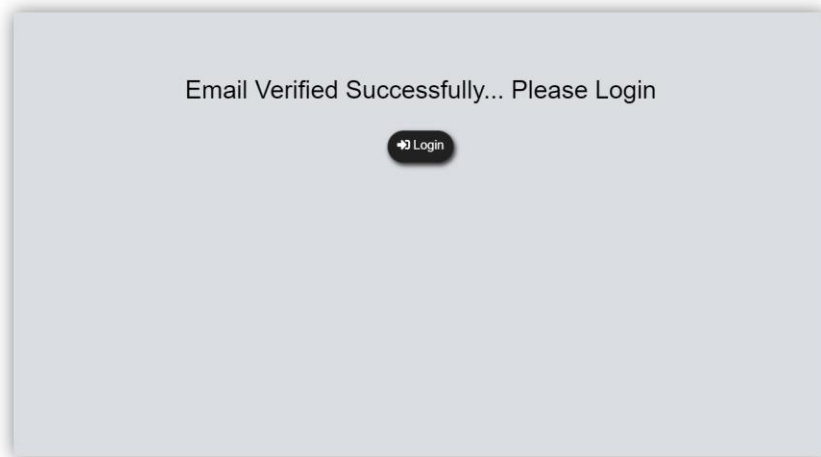
45 + 15 = Answer

Register Login

1.1.3.2. Account Verification

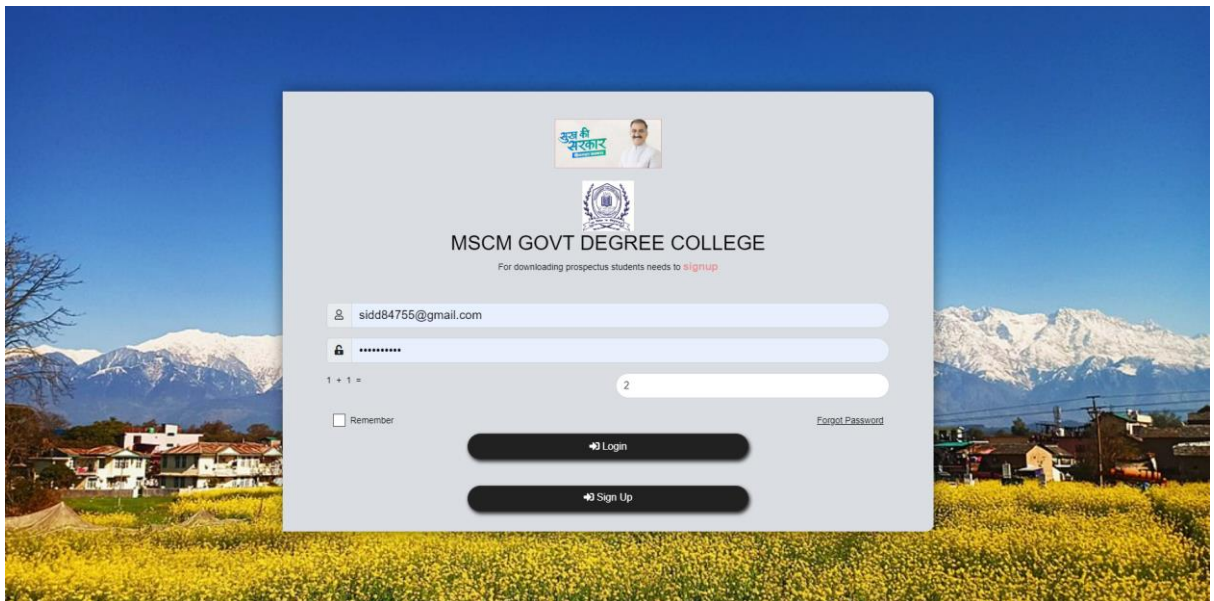
- After Registering our second step involving verification of account takes place.
- In this step Student needs to open his/her Email provided at the time of Registration.
- In the inbox Student will find a verification mail.
- Within that Email there will be login credentials and a verification link.
- Open that Verification link.
- Once Verification done, Student can then proceed to our next step.





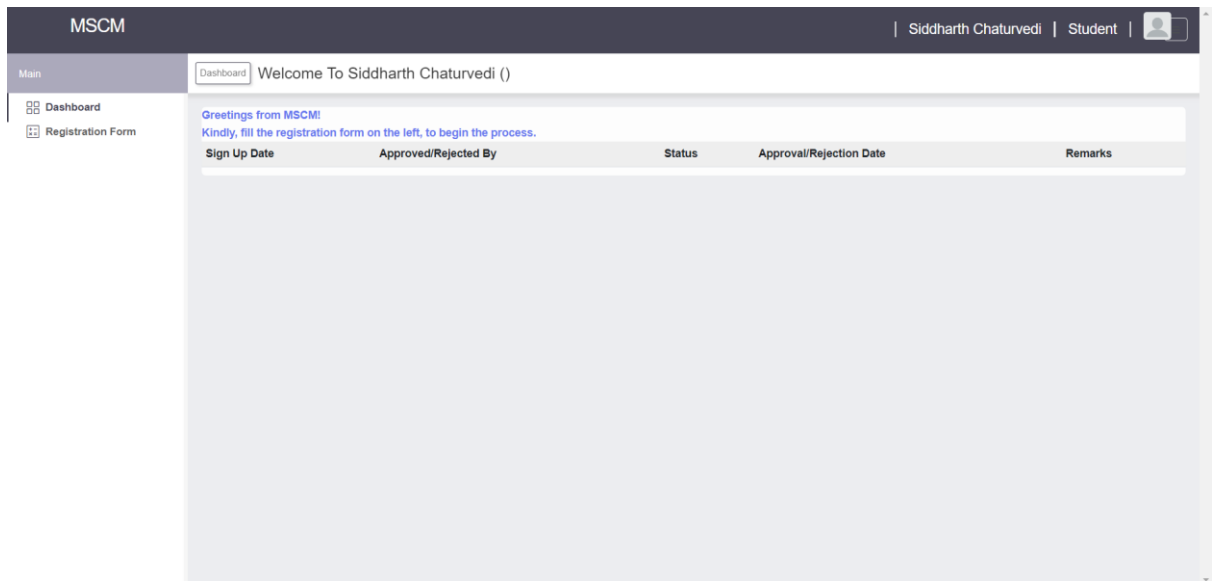
1.1.3.3. Student Login

- After Verification Student can simply click on Login.
- Enter student credentials (credentials are sent with verification email).
- Enter the captcha.
- Click Login Student Account will open up.



1.1.3.4. Student Account

- After Login student will be redirected to Student Dashboard.



1.1.3.5. Student Admission/Registration Form

- Student needs to navigate to Registration Form from the sidebar.
- Fill all the details correctly in the form as per requirement.
- After filling all the details click Save button.

Lets discuss every module present in Registration Form below :-

Student Details

- Student Details section consists of major fields like Name, Date-of-birth, Email, Contact, Religion, Gender, Address etc.
- These details are mandatory for students to fill.


Student Details

Name *	DOB *	Email *	Contact *
<input type="text" value="Siddharth Chaturvedi"/>	<input type="text" value="07-10-2000"/>	<input type="text" value="sid084755@gmail.com"/>	<input type="text" value="7380720888"/>
Religion *	Category *	Sub-Category *	Gender *
<input type="text" value="Select One"/>	<input type="text" value="Select One"/>	<input type="text" value="Select One"/>	<input type="text" value="Select"/>
Mother Tongue *			
<input type="text" value="Select One"/>			
State *	City *	Present Address *	Permanent Address
<input type="text" value="Select One"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Profile Picture *			
<input type="button" value="Choose File"/> No file chosen			

Academic Details

- Academic Details section consists of fields like Admission Year, Stream, Subject (Major), etc.


- These details are for student's academic data.

 Academic Details

Admission Year *	Previous Roll No. (if applicable)	University Roll No.	Stream *
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>
Subject (Major) *			
<input type="text"/>			

Guardian Details


- Guardian Details section consists of fields related to guardians For example :- Father's Name, Mother's Name, Contact, Address etc.
- These details are for student's record.

 Guardian Details

Father Name *	Mother Name *	Occupation *	State
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select One"/>
City	Address	Contact *	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Miscellaneous Details

- Miscellaneous Details section consists of fields like Bonafide, Single Girl Child, National/State Level Certificate, EWS(Economically weaker section) etc.
- These fields are conditional and if a student opts for any of them he/she will be required to submit the supporting documents too, this document can be submitted in Upload documents section → Selected Document → Choose File.

 Miscellaneous Details

Bonafide *	Single Girl Child *	National /State Level Certificate *	EWS (Economically weaker section)*
<input type="text" value="Select One"/>	<input type="text" value="Select One"/>	<input type="text" value="Select One"/>	<input type="text" value="Select One"/>
If your brother/ sister is a current student at MSCM Govt. College Thural?*	Sibling Roll	Is IRDP applicable *	Income *
<input type="text" value="Select One"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Select One"/>

Upload Documents

- As the name suggests this section is comprised of fields which require students to upload relevant and required documents.
- This section is also sub divided into many parts such as 10th Details, 12th Details, Other Educational Details 1, Other Educational Details 2, Document Upload.

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Upload Documents

10th Details				
Board Name*	10th Subjects*	Board Roll*	10th Year of Passing*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	
Total Marks*	Marks Obtained*	Percentage*	Upload Marksheet*	
0.00	0.00	0.00	<input type="button" value="Choose File"/> No file chosen	

12th Details				
Board Name*	12th Subjects*	Board Roll*	Month of Passing*	Year of Passing*
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	Select <input type="text"/>
Total Marks*	Marks Obtained*	Percentage*	Upload Marksheet*	
0.00	0.00	0.00	<input type="button" value="Choose File"/> No file chosen	

Other Educational Details I				
Name	Subjects	Roll	Month of Passing	Year of Passing
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	Select <input type="text"/>
Total Marks	Marks Obtained	Percentage	Upload	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	

Other Educational Details II				
Name	Subjects	Roll	Month of Passing	Year of Passing
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	Select <input type="text"/>
Total Marks	Marks Obtained	Percentage	Upload	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	

Document Name	Upload File	File Name	Preview
Character Certificate	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	
School Leaving Certificate	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	
Aadhar Card *	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	
Bonafide Certificate	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	
IRDP Certificate	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	
Gap Certificate/ Affidavit	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	
Passbook first page	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	
EWS (Economically weaker section)	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	
Sibling Fee Receipt	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	

➤ Note :- Among all of the documents Aadhar Card is mandatory for every student and the rest of the documents are to be submitted as per student's selection.

Student Onboarding End