



**APPLICATION FOR TRANSCRIPT CERTIFICATE
USER MANUAL FOR
MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY, JABALPUR**

(This user manual is created only for the Demonstration purpose)

- ❖ **Step 1:- Kindly use this link mpmsu.mponline.gov.in to apply for transcript of Madhya Pradesh Medical Science University, Jabalpur.**
- ❖ **Step 2:- Please click on "SERVICES" option, as shown in red circle in below image.**

The screenshot shows the website header for Madhya Pradesh Medical Science University, Jabalpur. The navigation menu includes HOME, ABOUT US, COURSES, CONTACT US, and SERVICES. The SERVICES option is highlighted with a red circle. Below the header, there is a banner with the university name and a 'Log in' button. The main content area is divided into two columns: 'Madhya Pradesh Medical Science University, Jabalpur' on the left and 'Read Important Instruction' on the right. The left column contains a brief description of the university and its role. The right column lists several important instructions for users, including information about portal activation for Paramedical and Nursing Courses, CCH Admission Enrollment, and fee collection submission. A 'YAMUNA' logo is visible in the bottom right corner of the screenshot.


❖ **Step 3:-** Click on **"Apply"** button given in front of **Transcript Certificate**, as shown in red circle in below image.

Services Name	Start Date	End Date	Download	Action
Consent For College Transfer				
Consent For College Transfer (For UG Students Only)	As Per Notification	As Per Notification	-	Apply
NOC Internship Transfer				
NOC Internship Transfer	As Per Notification	As Per Notification	-	Apply
Transcript Certificate				
Transcript Certificate	As Per Notification	As Per Notification	-	Apply
Various Fee Collection				
Apply for Various Fee Submission/Collection	As Per Notification	As Per Notification	-	Apply
Pay-Un Paid/View Receipt of Various Fee Submission/Collection	As Per Notification	As Per Notification	-	Apply
Institute Affiliation				
Apply for Institute Affiliation	As Per Notification	As Per Notification	-	Apply
Institute Affiliation-User Manual	As Per Notification	As Per Notification		
Flow Chart for Institute Affiliation	As Per Notification	As Per Notification		
FAQ (frequently asked questions)	As Per Notification	As Per Notification	-	Apply
MPMSU Affiliation -NEFT/RTGS Payment User Manual	As Per Notification	As Per Notification		


❖ **Step 4:-** Click on **"Apply"** button, as shown in red circle in below image.

Transcript - Home


Welcome to Transcript (MPMSU)




Apply




Pay Unpaid/Re-Print Receipt



Upload Incomplete Documents



Track Application Status



Download Certificate

- ❖ **Step 5:- Enter your "MPMSU Enrollment Number" , "Final Year Roll Number" , "DOB" and Select "Course Type" , "Course Pattern" , "Course Duration" and then click on "Next" button, as shown in red circle in below image.**

Note- If candidates enrolled on 2018 or beyond then their details will be fetched automatically from the Online Enrollment Data, If candidates were enrolled before 2018 then candidates have to fill their basic details and academic details.

Students should enter all their information according to the marksheet, otherwise the application will be rejected. * Indicates that information is required to be filled.

Search Criteria			
Enrollment Number*	MG002M013214587	Final Year Roll Number*	987654321
Date of Birth(DD/MM/YYYY)*	02/10/2004 <small>Please enter Date of Birth.</small>	Course Type*	Degree Course
Course Pattern*	Year wise	Course Duration*	4 Year

Next

TAPTI

- ❖ **Step 6:- Fill your details according to displayed application form, then click on "Get OTP on Email" button, as shown in red circle in below image.**

Students should enter all their information according to the marksheet, otherwise the application will be rejected. * Indicates that information is required to be filled.

Student's Details			
Student's Name*	TEST	Date of Birth(DD/MM/YYYY)	02/10/2004
Father's/Husband's Name*	TEST	Mother's Name*	TEST
Gender*	Male	Category*	OBC
Mobile No*	9876543210	Email Id*	test1234@gmail.com
Complete Permanent Address*	TEST ADDRESS <small>Write the Address with Pin Code. I.e. House Number,Street Name,Colony Name,City Name,State Name,Pin Code</small>		

Academic Details			
Regular/Private*	REGULAR		
College Name*	GANDHI MEDICAL COLLEGE BHOPAL		
Course Name*	Bachelor of Medicine and Bachelor of Surgery (MBBS)		
Medium*	English		
Enrollment Month & Year*	July	2018	
Final Year Examination Month & Year*	July	2022	

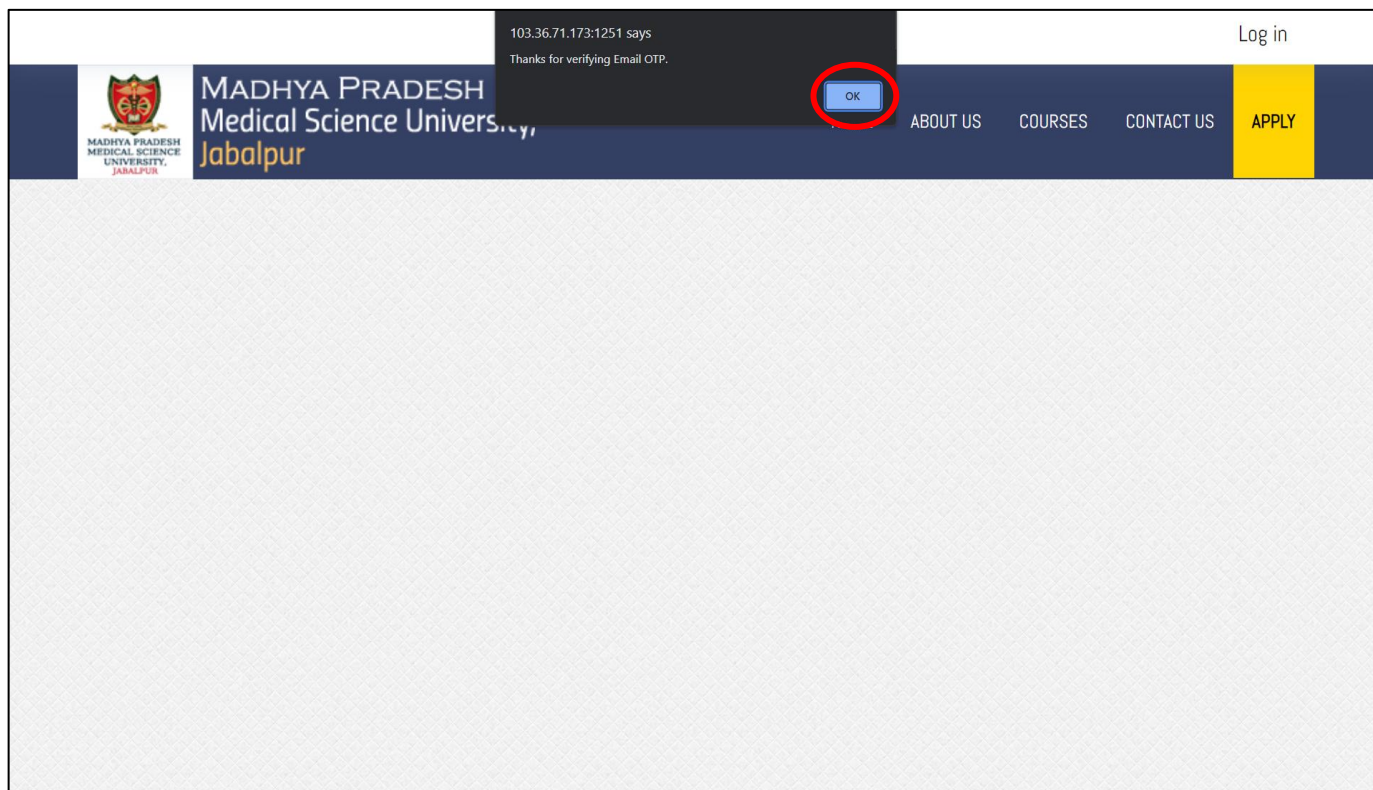
Get OTP on Email

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❖ **Step 7:-** Enter **OTP** received on your Email ID and then click on **"Verify Email OTP"** button, as shown in red circle in below image.

Complete Permanent Address*	TEST ADDRESS <small>Write the Address with Pin Code. i.e. House Number,Street Name,Colony Name,City Name,State Name,Pin Code</small>		
Academic Details			
Regular/Private*	REGULAR		
College Name*	GANDHI MEDICAL COLLEGE BHOPAL		
Course Name*	Bachelor of Medicine and Bachelor of Surgery (MBBS)		
Course Duration	Four Years	Division *	First Division
Medium*	English		
Enrollment Month & Year*	July	2018	
Final Year Examination Month & Year*	July	2022	
Resend OTP on Email			
Please Enter Email OTP*	zdDONM	Verify Email OTP	MPOnline

❖ **Step 8:-** After click on **"Verify Email OTP"** button, you will show confirmation of verifying Email ID, then click on **"OK"** button, as shown in red circle in below image.



- ❖ **Step 9:-** Fill your all years **"Statement of Marks"** according to displayed application form. Fill your subject details year wise and click on **"Save"** icon to add next subject details. After filling complete subject details click on **"Next Year"** button to add this year, as shown in red circle in below image. Fill your rest years subject and marks details accordingly.

Application for Transcript Certificate








Students should enter all their information according to the marksheet, otherwise the application will be rejected. * Indicates that information is required to be filled.

Statement of Marks

Year*

Year Roll Number* Examination Year*

Please enter your mark details as per your marksheet otherwise your application will be automatically rejected.

Subject Name *	Maximum Marks *	Obtained Marks *	Percentage (% Auto Calculate) *	Action *
TEST	200	150	75	 
TEST1	150	80	53.33	 
TEST2	100	60	60	 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Total Maximum Marks* Total Obtained Marks*





Percentage(%)*

Next Year

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- ❖ **Step 10:-** After filling your complete all years **"Statement of Marks"** upload all year marksheets and click on declaration check box, then click on **"Submit"** button as shown in red circle in below image.

RESULT SUMMARY

Sr. No.	Enrollment Number	Roll Number	Year	Year Roll No.	Examination Year	Total Obtained Marks	Total Maximum Marks	Action
1	MG002M013214587	987654321	1	987654321	2019	310	450	
2	MG002M013214587	987654321	2	987654321	2021	230	350	
3	MG002M013214587	987654321	3	987654321	2020	310	450	
4	MG002M013214587	987654321	4	987654321	2022	310	450	

Enclosure

S.No.	Document name to be upload	Upload Document
1	Marksheets of All Year	Choose File software_de...life_cycle.pdf

Note : Upload File [in .pdf format and file size between 100 KB upto 700 KB]

Declaration

* I certify that the above information given by me in the application form is correct and I am filling the information of marks as per my mark sheet. If any information is found to be false then my application should be canceled and all the responsibility of any kind of loss will be mine.

Facility of online form filling and fee payment made available directly to students. So the students themselves fill the form and pay the fee. The students themselves will be responsible for the payment made from the cafe(another person or the Internet). This online application is valid Will happen when its Payment is Done, in which the Application number, QRcode, Transaction Id, Payment date, Channel Id etc details clearly otherwise the application will automatically be considered cancelled.

Submit

Powered by **MPOnline Limited**

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- ❖ **Step 11:- You Form is filled successfully now pay the university application fee. To pay the fee click on "Proceed To Payment" button, as shown in red circle in below image.**

Transcript Payment Unpaid Receipt

Transaction Details								
Application Number :	MTS23000135	Payment Status:	NOT DONE					
Transaction ID :	Not Generated	Payment Mode :	Not Generated					
Channel ID	NA	Transaction Date	NA					
Application Fee(Rs.) :	₹500	Portal Fee(Rs.) :	₹ 75					
Application Status :	APPLICATION IS NOT PAID.	Total Amount (Rs.):	₹575					
Student's Details								
Student Name :	TEST	Father's/Husband's Name :	TEST					
Mother's Name :	TEST	Date of Birth(DD/MM/YYYY) :	02/10/2004					
Gender :	MALE	Category :	OBC					
Complete Permanent Address :	TEST ADDRESS							
Mobile No :	*****3853	Email Id :	*****@mponline.gov.in					
Academic Details								
Enrollment Number :	MG002M013214587	Final Year Roll Number :	987654321					
College Name:	GANDHI MEDICAL COLLEGE BHOPAL							
Regular/Private :	REGULAR	Course Name :	BACHELOR OF MEDICINE AND BACHELOR OF SURGERY					
Course Duration :	FOUR YEARS	Division :	FIRST DIVISION					
Course Type :	DEGREE COURSE	Medium :	ENGLISH					
Statement Of Marks								
BACHELOR OF MEDICINE AND BACHELOR OF SURGERY 1 YEAR (REGULAR)			Roll Number: 987654321					
Year	Subject	Total Marks	Marks Obtained	Percentage(%)				
2019	TEST	200	150	75				
2019	TEST1	150	80	53.33				
2019	TEST2	100	60	60				
Aggregate Percentage : 68.89%								
BACHELOR OF MEDICINE AND BACHELOR OF SURGERY 2 YEAR (REGULAR)			Roll Number: 987654321					
Year	Subject	Total Marks	Marks Obtained	Percentage(%)				
2021	TEST	200	150	75				
2021	TEST1	150	80	53.33				
Aggregate Percentage : 65.71%								
BACHELOR OF MEDICINE AND BACHELOR OF SURGERY 3 YEAR (REGULAR)			Roll Number: 987654321					
Year	Subject	Total Marks	Marks Obtained	Percentage(%)				
2020	TEST	200	150	75				
2020	TEST1	150	80	53.33				
2020	TEST2	100	60	60				
Aggregate Percentage : 68.89%								
BACHELOR OF MEDICINE AND BACHELOR OF SURGERY 4 YEAR (REGULAR)			Roll Number: 987654321					
Year	Subject	Total Marks	Marks Obtained	Percentage(%)				
2022	TEST	200	150	75				
2022	TEST1	150	80	53.33				
2022	TEST2	100	60	60				
Aggregate Percentage : 68.89%								
Result Summary								
Sno.	Enrollment No.	Roll No.	Year	Year Roll No.	Examination year	Total Marks	Obtained Marks	Percentage(%)
1	MG002M013214587	987654321	1 YEAR	987654321	2019	450	310	68.89
2	MG002M013214587	987654321	2 YEAR	987654321	2021	350	230	65.71
3	MG002M013214587	987654321	3 YEAR	987654321	2020	450	310	68.89
4	MG002M013214587	987654321	4 YEAR	987654321	2022	450	310	68.89
Result : PASS								
Enclosure								
S.No.	Document name to be upload		View					
1	Marksheets of All Year							
Declaration								
I certify that the above information given by me in the application form is correct. If any information is found to be false, my application may be rejected and All the responsibility of any kind of loss will be mine.								
Facility of online form filling and fee payment made available directly to students . So the students themselves fill the form and pay the fee. The students themselves will be responsible for the payment made from the cafe(another person or the Internet). This online application is valid Will happen when its Payment is Done, in which the Application number, QRcode, Transaction Id, Payment date, Channel Id etc details clearly otherwise the application will automatically be considered cancelled.								
Proceed To Payment Print								

❖ Step 12:- kindly choose the online payment gateway and pay the application Fee.

MPOnline Payment Option

 Net Banking	<h3 style="color: #007bff;">Net Banking</h3> <hr/> <p>Only for SBI A/C Holders No transaction-processing fees</p> <hr/> <p>SBI ePay For State Bank of India- Rs. 3.0 per Transaction. For Other Banks- Rs. 7.0 per Transaction.</p> <hr/> <p>Paytm Payment Gateway ₹ 3 + GST service charges as transaction-processing fees for every amount</p> <hr/> <p>PayGov India(All Major Banks) NDML for Govt. of India  Rs 5 + service charges as transaction-processing fees for amount upto Rs 500, Rs 10 + service charges as transaction-processing fees for any amount from Rs 501 and above</p> <hr/> <p>NetBanking for All Banks (HDFC CCAvenue PG) Rs 10 + service charges as Processing fees for Net Banking of All Banks</p>
 Debit / Credit Card	
 IMPS	
 UPI	
 Wallet	


अगर आपके खाते से राशि कट गई हो और रसीद प्राप्त नहीं हुई हो तो वह ट्रांजेक्शन फेल माना जावेगा और वह राशि आपको वापस कर दी जावेगी। अतः उस आवेदन (नया फार्म न भरें) का दुबारा भुगतान करें।

BHASKARACHARYA

- ❖ **Step 13:- After successful payment of application, the receipt will be generated. You may take a print out of the same for future reference.**

Transcript Payment Paid Receipt

Transaction Details			
Application Number :	MTS23000135	Payment Status:	CANCELLED
Transaction ID :	23100304710557211840	Payment Mode :	KIOSK(CASH)
Channel ID	K0799990054	Transaction Date	Oct 3 2023 4:00PM
Application Fee(Rs.):	₹500	Portal Fee(Rs.):	₹ 75
Application Status :	APPLICATION SUBMITTED SUCCESSFULLY.	Total Amount (Rs.):	₹575




QR Scan to verify

Student's Details			
Student Name :	TEST	Father's/Husband's Name :	TEST
Mother's Name :	TEST	Date of Birth(DD/MM/YYYY) :	02/10/2004
Gender :	MALE	Category :	OBC
Complete Permanent Address :	TEST ADDRESS		
Mobile No :	*****3853	Email Id :	*****@mponline.gov.in

Academic Details			
Enrollment Number :	MG002M013214587	Final Year Roll Number :	987654321
College Name:	GANDHI MEDICAL COLLEGE BHOPAL		
Regular/Private :	REGULAR	Course Name :	BACHELOR OF MEDICINE AND BACHELOR OF SURGERY
Course Duration :	FOUR YEARS	Division :	FIRST DIVISION
Course Type :	DEGREE COURSE	Medium :	ENGLISH
Enrollment Month & Year :	JULY-2018	Final Year Examination Month & Year :	JULY-2022

Statement Of Marks					
BACHELOR OF MEDICINE AND BACHELOR OF SURGERY 1 YEAR (REGULAR)					Roll Number: 987654321
Year	Subject	Total Marks	Marks Obtained	Percentage(%)	
2019	TEST	200	150	75	
2019	TEST1	150	80	53.33	
2019	TEST2	100	60	60	
Aggregate Percentage : 68.89%					
BACHELOR OF MEDICINE AND BACHELOR OF SURGERY 2 YEAR (REGULAR)					Roll Number: 987654321
Year	Subject	Total Marks	Marks Obtained	Percentage(%)	
2021	TEST	200	150	75	
2021	TEST1	150	80	53.33	
Aggregate Percentage : 65.71%					
BACHELOR OF MEDICINE AND BACHELOR OF SURGERY 3 YEAR (REGULAR)					Roll Number: 987654321
Year	Subject	Total Marks	Marks Obtained	Percentage(%)	
2020	TEST	200	150	75	
2020	TEST1	150	80	53.33	
2020	TEST2	100	60	60	
Aggregate Percentage : 68.89%					
BACHELOR OF MEDICINE AND BACHELOR OF SURGERY 4 YEAR (REGULAR)					Roll Number: 987654321
Year	Subject	Total Marks	Marks Obtained	Percentage(%)	
2022	TEST	200	150	75	
2022	TEST1	150	80	53.33	
2022	TEST2	100	60	60	
Aggregate Percentage : 68.89%					


Result Summary								
Sno.	Enrollment No.	Roll No.	Year	Year Roll No.	Examination year	Total Marks	Obtained Marks	Percentage(%)
1	MG002M013214587	987654321	1 YEAR	987654321	2019	450	310	68.89
2	MG002M013214587	987654321	2 YEAR	987654321	2021	350	230	65.71
3	MG002M013214587	987654321	3 YEAR	987654321	2020	450	310	68.89
4	MG002M013214587	987654321	4 YEAR	987654321	2022	450	310	68.89
Result : PASS								

Enclosure		
S.No.	Document name to be upload	View
1	Marksheets of All Year	

Declaration

I certify that the above information given by me in the application form is correct. If any information is found to be false, my application may be rejected and All the responsibility of any kind of loss will be mine.

Facility of online form filling and fee payment made available directly to students . So the students themselves fill the form and pay the fee. The students themselves will be responsible for the payment made from the cafe(another person or the internet). This online application is valid Will happen when its Payment is Done, in which the Application number, QRcode, Transaction Id, Payment date, Channel Id etc details clearly otherwise the application will automatically be considered as cancelled.

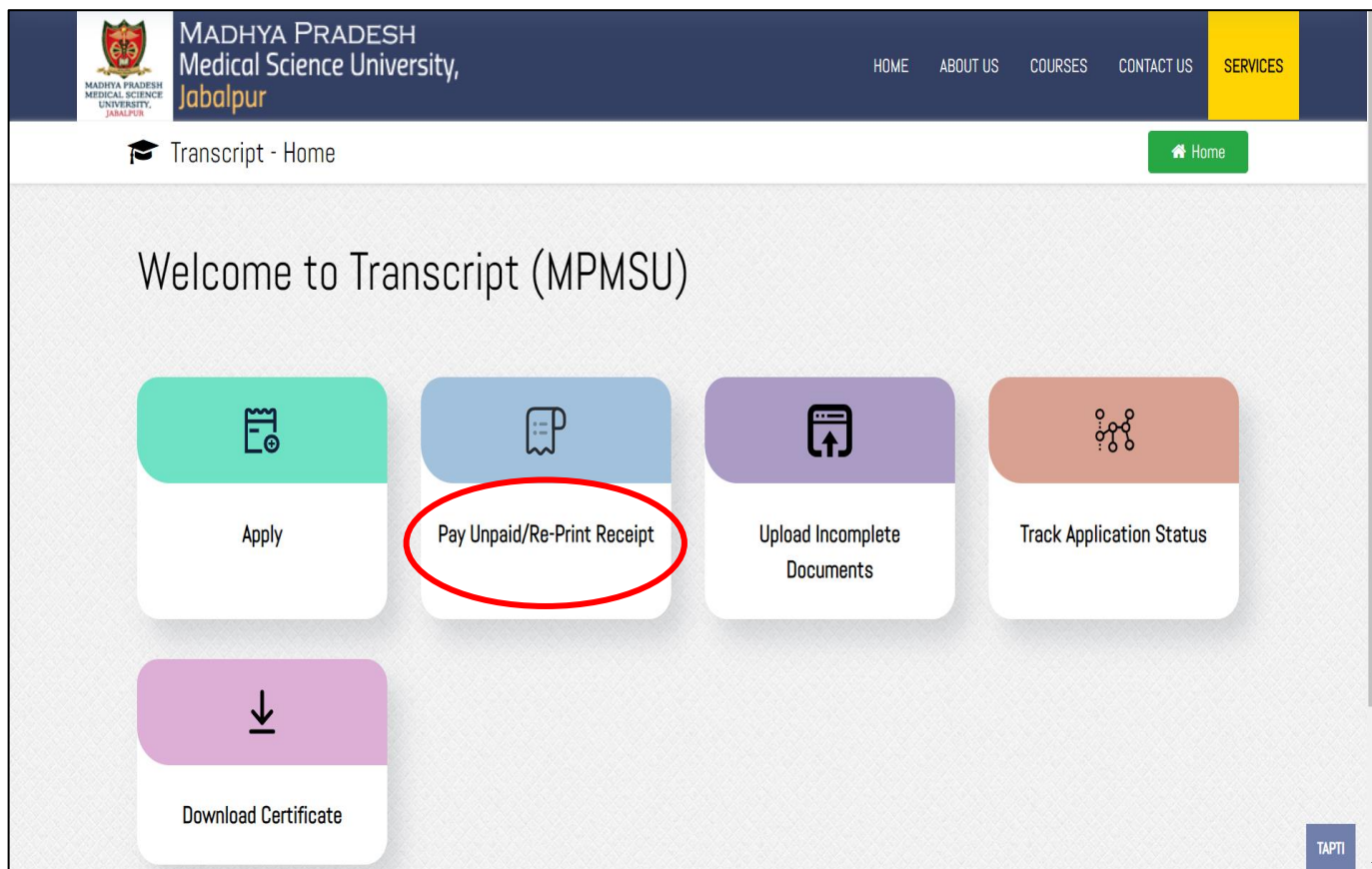


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PAY UNPAID APPLICATION / RE-PRINT RECEIPT

- ❖ **Step 1:-** If students missed to Print Application Receipt / Pay Application Fee so he/she can do the same with the option provided on below. Students have to click on **"Pay Unpaid/Re-Print Receipt"** option, as shown in red circle in below image. Application Number and DOB will be required.

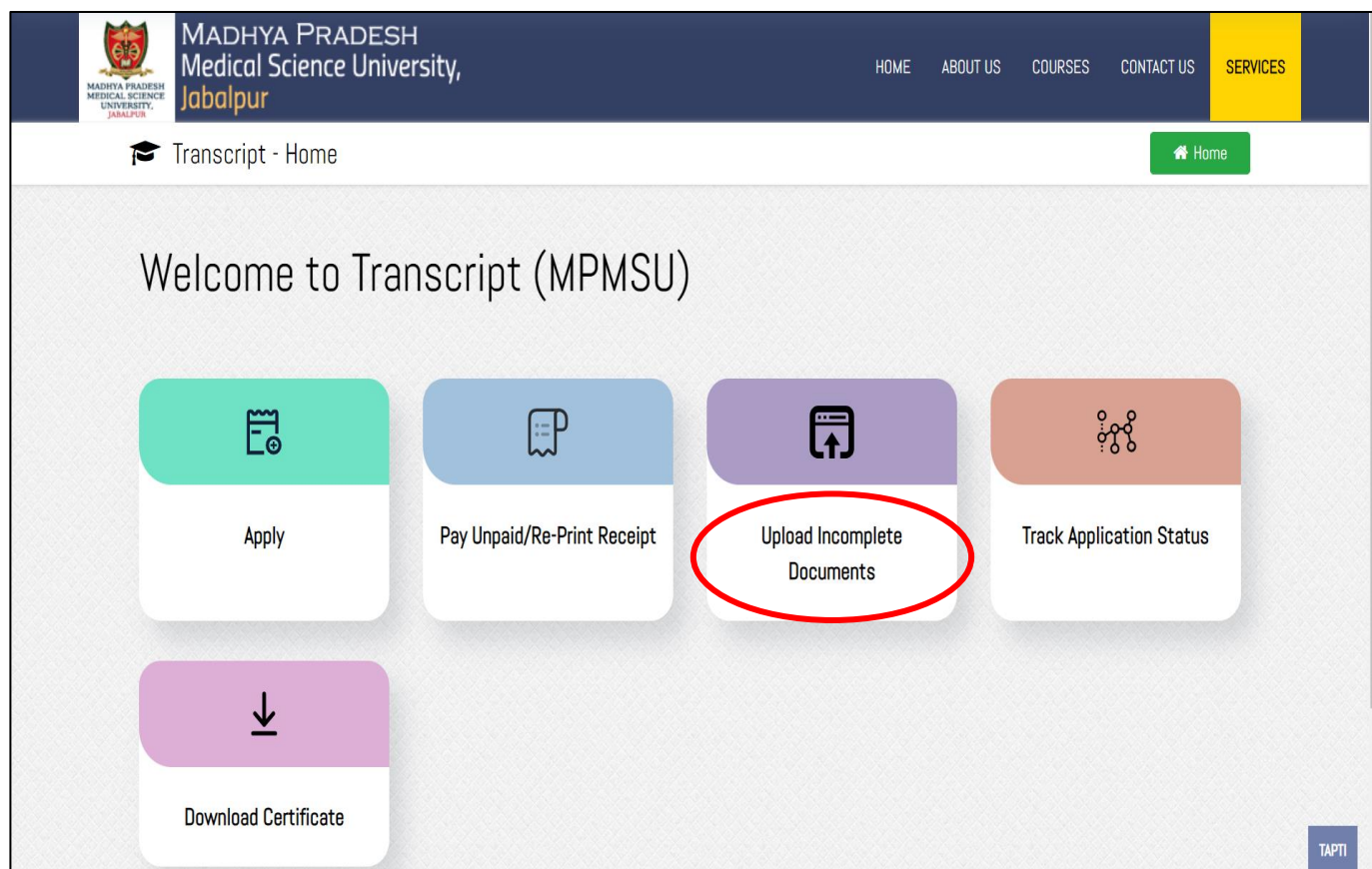


- ❖ **Step 2:-** Application Number and DOB will be required to get the details, then click on **"Submit"** button, as shown in red circle in below image.

The screenshot shows the 'Transcript - Receipt' page. The form is titled 'Pay Unpaid/Re-Print Receipt' and includes a search application section. The form fields are: 'Application Number*', 'Date of Birth(DD/MM/YYYY)*', and 'Enter Verification *'. The verification section displays the math problem $3 + 6$ and an 'Answer' input field. Below the answer field, there are three buttons: a speaker icon, a refresh icon, and a question mark icon. The 'Submit' button is circled in red. A red asterisk note indicates that information in red is required to be filled. A 'TAPTI' logo is visible in the bottom right corner.

UPLOAD INCOMPLETE DOCUMENTS

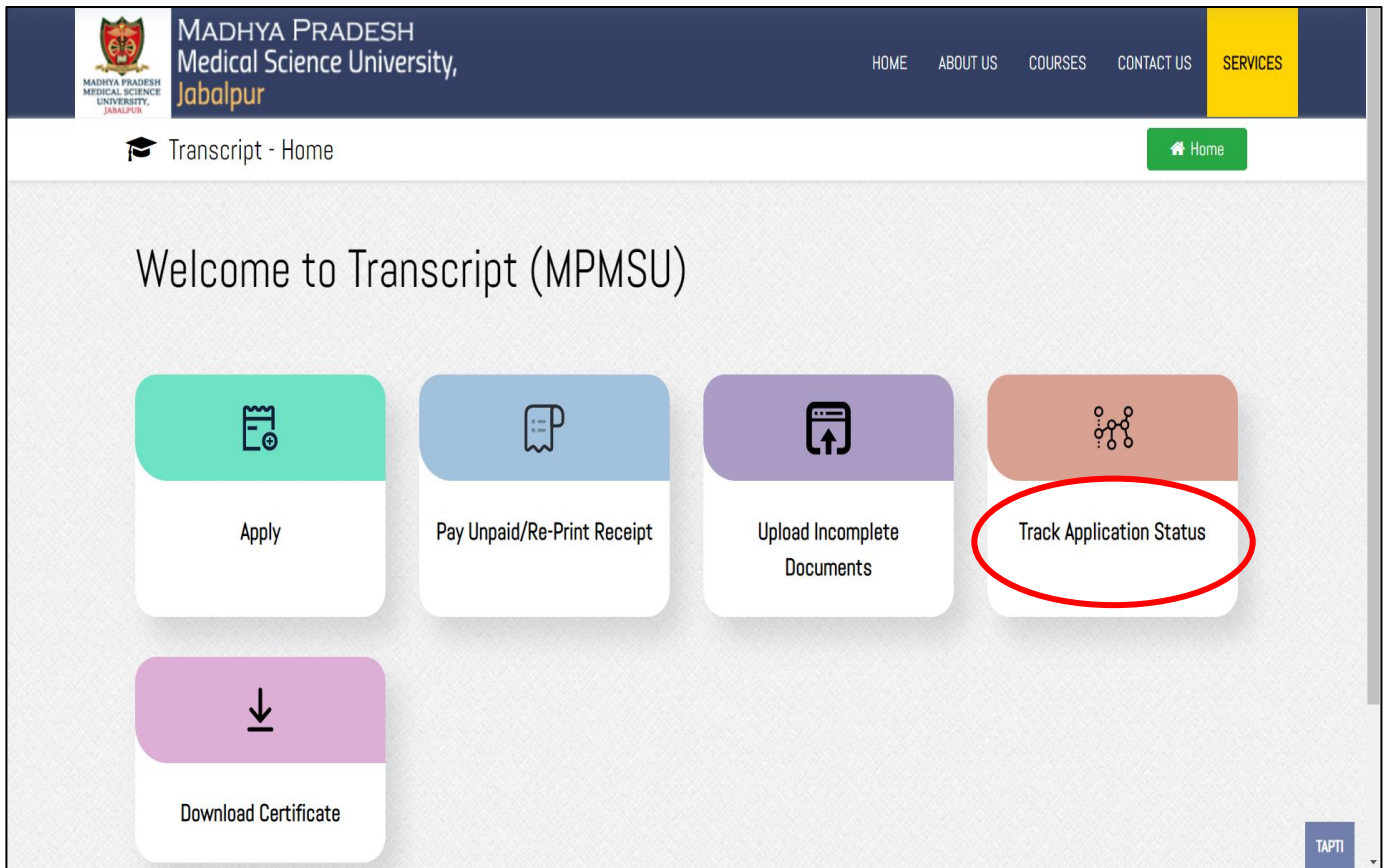
- ❖ **Step 1:-** If university marked your application under the incomplete document, so students have to upload the particular document through below option. Students have to click on **"Upload Incomplete Document"** option, as shown in red circle in below image.



- ❖ **Step 2:-** Enrolment Number and Application Number will be required to get the details, after this click on **"Get OTP"** button, as shown in red circle in below image.

TRACK APPLICATION STATUS

- ❖ **Step 1:- Students can track their application status using below mentioned option. Students have to click on "Track Application Status" option, as shown in red circle in below image.**

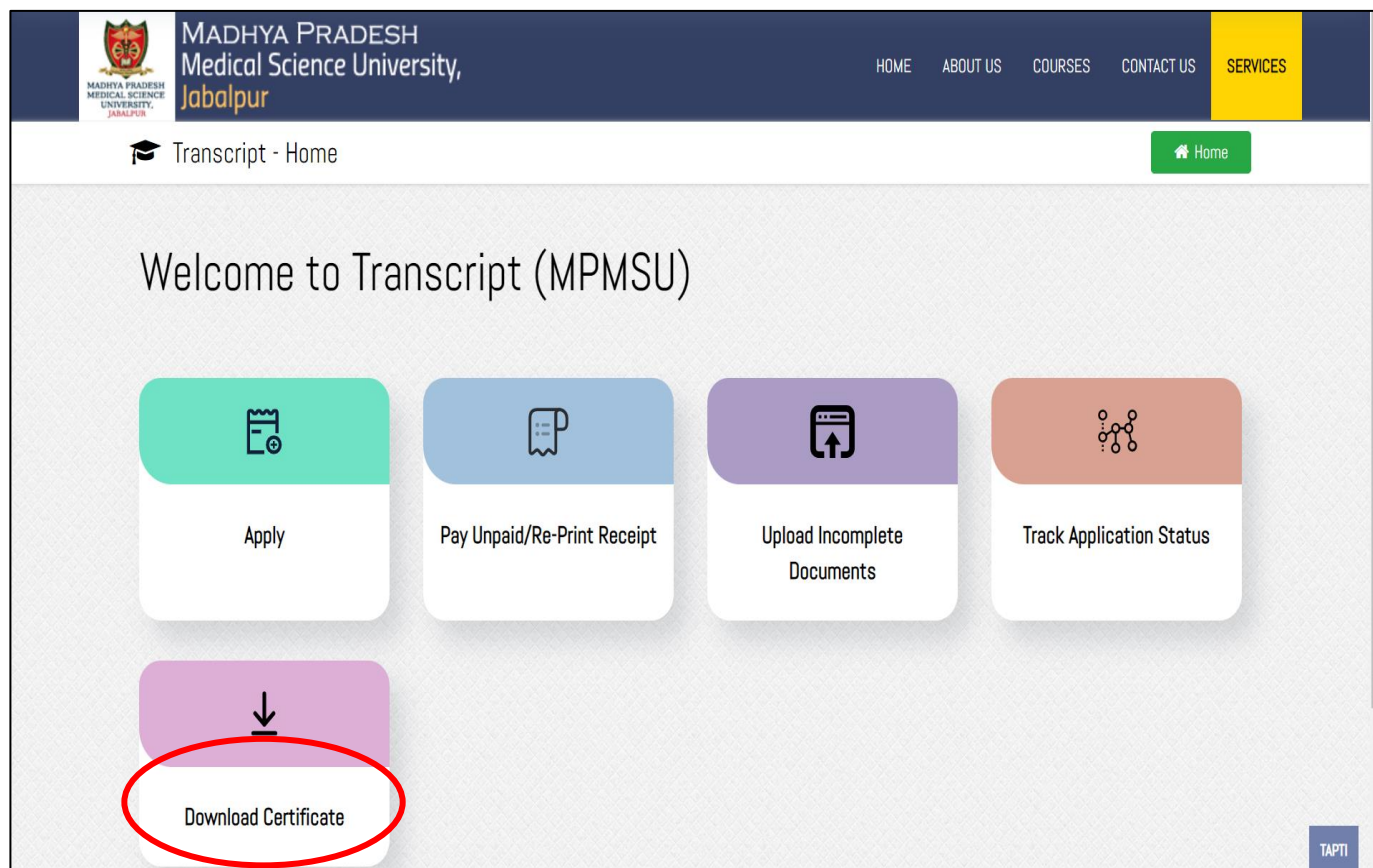


- ❖ **Step 2:- Enrolment Number and Application Number will be required to track application status, after this click on "Submit" button, as shown in red circle in below image.**

The screenshot shows the 'Transcript - Track Status' page. The page has a navigation bar with 'HOME', 'ABOUT US', 'COURSES', 'CONTACT US', and 'SERVICES'. Below the navigation bar, there is a 'Home' button. The main content area displays a 'Track Transcript Status' form. The form has three input fields: 'Enter Application No *', 'Enter Enrollment No *', and 'Captcha'. The 'Captcha' field contains the text '7 + 2' and an 'Answer' input field. Below the 'Answer' field, there is a 'Submit' button circled in red. A red asterisk indicates that information is required to be filled. A 'TAPTI' logo is visible in the bottom right corner.

DOWNLOAD TRANSCRIPT CERTIFICATE OF UNIVERSITY

- ❖ **Step 1:-** After approval of students application by university, students can download his/her digitally signed transcript certificate through download certificate option. Students have to click on "Download Certificate" option, as shown in red circle in below image.



- ❖ **Step 2:-** Enrolment Number, Application Number and Transaction ID will be required to download certificate, after this click on "Search" button, as shown in red circle in below image.

The screenshot shows the 'Transcript - Download Certificate' page. The page title is 'Download Consent College Transcript Certificate'. A red asterisk indicates that information is required to be filled. The search criteria include:

- Enrollment Number*
- Application Number*
- Application Transaction ID*
- Captcha* (8 + 9)

The 'Search' button is circled in red.

Thank You...