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# E-Governance Manual

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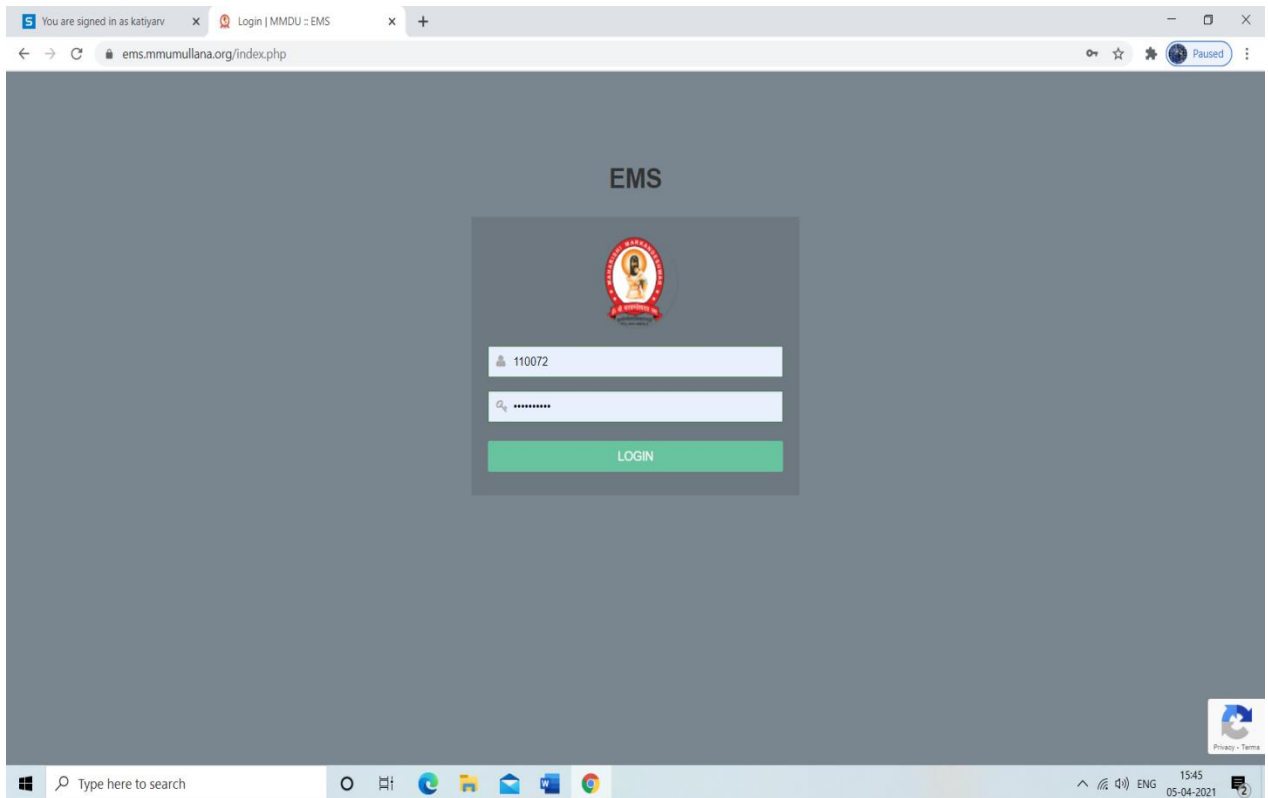
**MAHARISHI MARKANDESHWAR (DEEMED TO BE UNIVERSITY)**  
**MULLANA-AMBALA, HARYANA (INDIA), 133-207**  
(Established under Section 3 of the UGC Act, 1956)  
**(Accredited by NAAC with Grade 'A')**

## **INTRODUCTION**

This manual is an end user guide, explaining how you, as a user can navigate the features and functions of the web portal. This user manual helps the user to get introduced to terminologies, settings and features incorporated in various University web portals. This manual also explains the prerequisites and steps to configure and manage the incorporated features.

Its modular approach helps in integrating the major functional areas of an organization into a unified system. It makes use of automation to connect entities like: Student, Teacher, and higher authorities.

# EMS: Employee Management System



This portal enables employees to track their attendance, leaves and salary slip. It is also helpful for displaying University policies and promotional documents declared by higher authorities.

## EMS Module

Step 1: - To access this module one need to login via link i.e., [ems.mmumullana.org](https://ems.mmumullana.org).

Step 2: - During login one has to select one of the different roles: Admin and Employee.

Step 3: - After login, user will get a dashboard with his/her profile.

### Step 4: Admin role

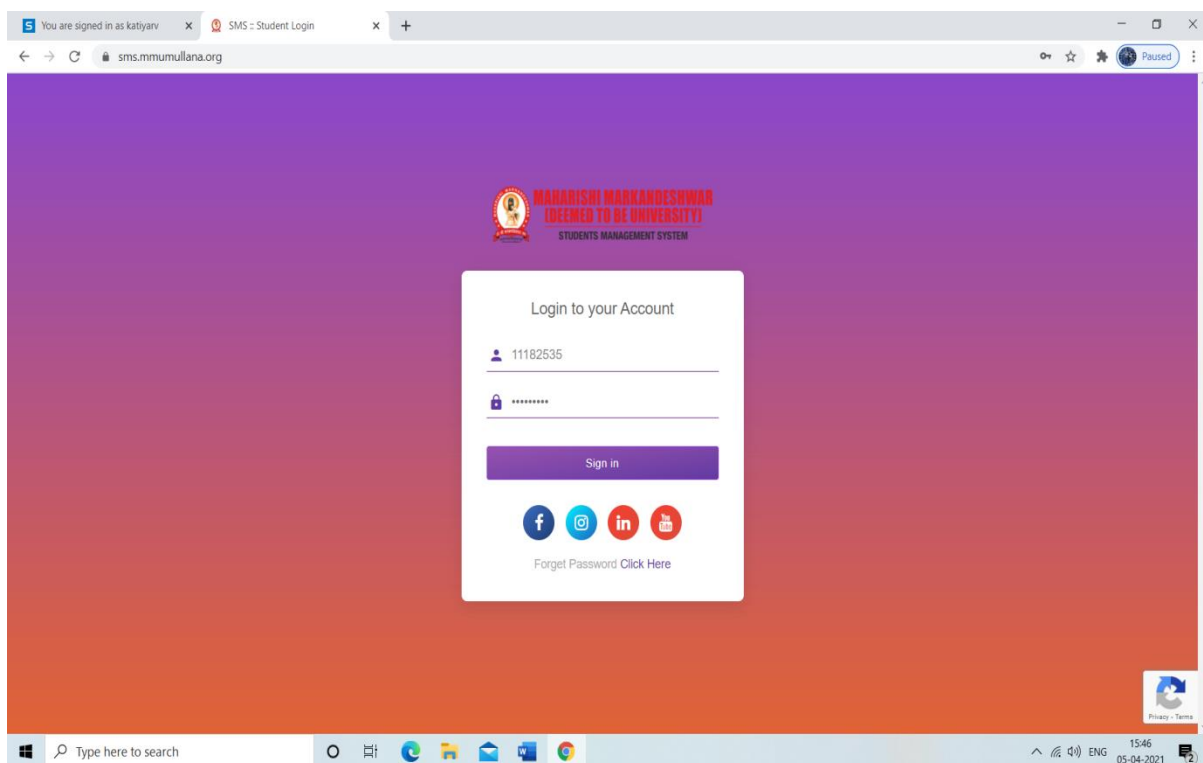
- Admin is responsible for managing Employee's Profile along with Employee's attendance.
- Manages particular type of leave like: CL/EL/ML/LOPA etc. for individual employee.
- Manages salary slip as well.
- Uploads Plagiarism Policy as per University norms.
- Uploads Research Promotion Policy as per University norms.

### Step 5: Employee role

- After login employee gets a dashboard with his/her profile by clicking on Dashboard → User Profile.

- Employee can check attendance of particular month by clicking on Dashboard→View Attendance.
- While checking attendance employee can view particular type of leave like: CL/EL/ML/LOPA etc.
- Employee may check the number of leaves availed and balance leaves for a current year by clicking on Dashboard→View Leaves.
- Employee can browse his/her salary slip by clicking on Dashboard→View Pay Slip.
- Employee is able to change password by clicking on Dashboard→Change Password
- Employee is also able to view plagiarism policy governed by institution.
- Employee is also able to view research promotion policy governed by institution.

## SMS: Student Management System



This portal facilitates students to track their attendance and provides a feature to aware the students about how many lectures are required or already attended. Student can download notes of their respective subjects along with sessional marks uploaded by teachers.

### SMS Module

Step 1:- To access this module student need to login via link i.e. [sms.mmumullana.org](https://sms.mmumullana.org).

Step 2:- During login user has to select one of the roles: Admin and Student.

Step 3:- After login, user will get a dashboard with his/her profile.

Step 3: Admin role

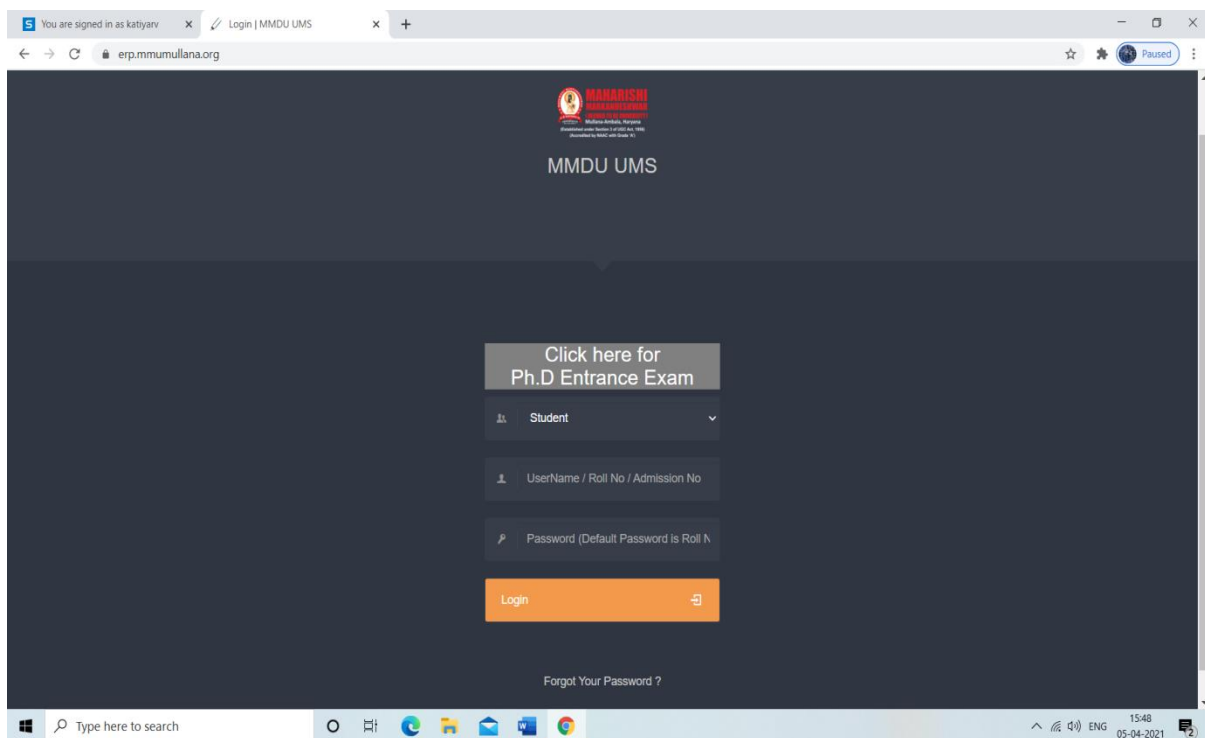
- Admin is responsible for managing Student's Profile.

- Admin has the responsibility to manage student's attendance month wise.
- To issue new password to students in case of any updation.

#### Step 4: Student role

- Student is able to change password by clicking on Change Password.
- Student can check attendance of particular month subject wise by clicking on Attendance Subject Wise.
- Student can fetch the information regarding number of lectures he/she must attend to fulfil attendance criteria by clicking on Smart Prediction tab.
- Student can view calendar of current month which displays the dates he/she was present or absent in the class by clicking on Calendar View.
- Student is able to check his/her sessional marks by clicking on Sessional Marks.
- Student can view notes of various subjects of current semester by clicking on Subject Wise Notes.
- Student can view different locations within university on map by clicking on MMDU Map.

## UMS- Autonomous Examination System



This portal facilitates examination and result related work. Controller of Examination, Head of Departments, Teachers and Students can use this portal.

### Examination Module

Step 1: - To access the examination module one needs to login via URL i.e. [erp.mmumullana.org](http://erp.mmumullana.org)

Step 2: - During login user has to select one of the different roles: Admin, Student and Teacher.

### Step 3: - **Admin role**

- **Student Data Base:** - Admin can create latest data of all the existing students and pass out students.
- **Subject module:** - Admin provide the permissions to enter all the required information such as Subject Title, Subject Code, category, sub-category, Maximum Marks, Minimum pass marks, credits, lectures, tutorials, practical, internal marks, external marks and exam conduct by department/University.
- **Scheme module:** - Permissions given to a department to upload various schemes/syllabus.

### Step 4: -**Teacher role**

- This role has various components like Head of department, Teacher.
- Each Role has multiple tasks to be performed according to access given to them by admin.
  - **Responsibilities of H.O.D: -**
    1. To upload the various schemes/syllabus of his/her department.
    2. To perform student mapping with Course branch and Batch.
    3. To upload internal sessional marks.
    4. To upload external practical marks.
    5. To edit student list as provided on department Head portal.
    6. To allow the students to change their subject choices and lock the subjects.
  - **Responsibilities of Teacher: -**
    1. Subject choice form has been provided to the students for selecting all the elective/compulsory subjects.
    2. To map the students with the subjects/Schemes.
    3. To modify information in student profile.

### Step 5: - **Controller of Examination (CoE) role**

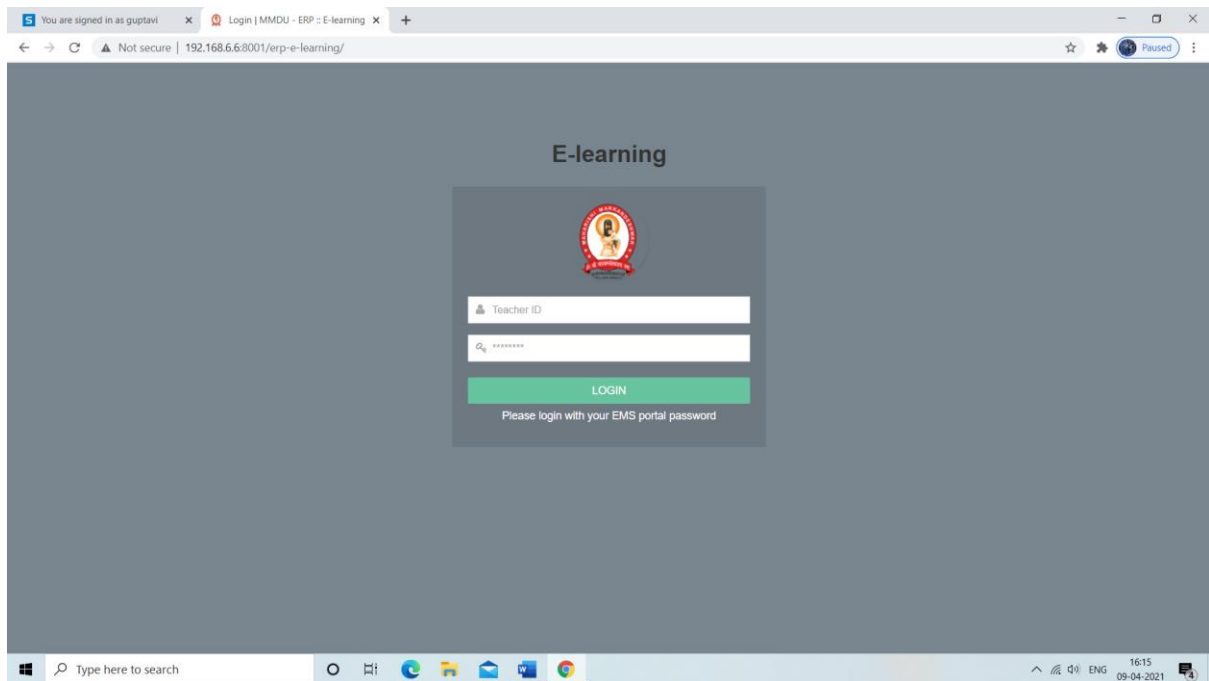
- This module calculates pass percentage of respective courses.
- The course wise different pass percentage has been provided.
- It defines course wise marking system via SGPA/CGPA.
- It is able to generate the gazette for respective class under defined discipline/branch.
- This module calculates the grace marks based on total marks for opted subjects.
- CoE is able to upload final theory marks.

### Step 6: - **For Student role**

- After login student is able to view their credentials on the dashboard.
- Student can download his/her admit card for upcoming examination.
- Student can download date sheet for upcoming examination.
- Student can download his/her result along with the DMC.
- Students are able to check their credits for current as well as previous semesters.
- Student can give online exams through this portal.

- Student can check dues before giving final examination.

## E-LEARNING PORTAL



This e-portal is developed for uploading notes for students for corresponding subject(s).

### **E-Learning Module**

Step 1: - To access this module user needs to login via IP address i.e., <http://192.168.6.6:8001>.

Step 2: - During login user has the option to select two different roles: Teacher or Student.

#### **Step 3: Teacher role**

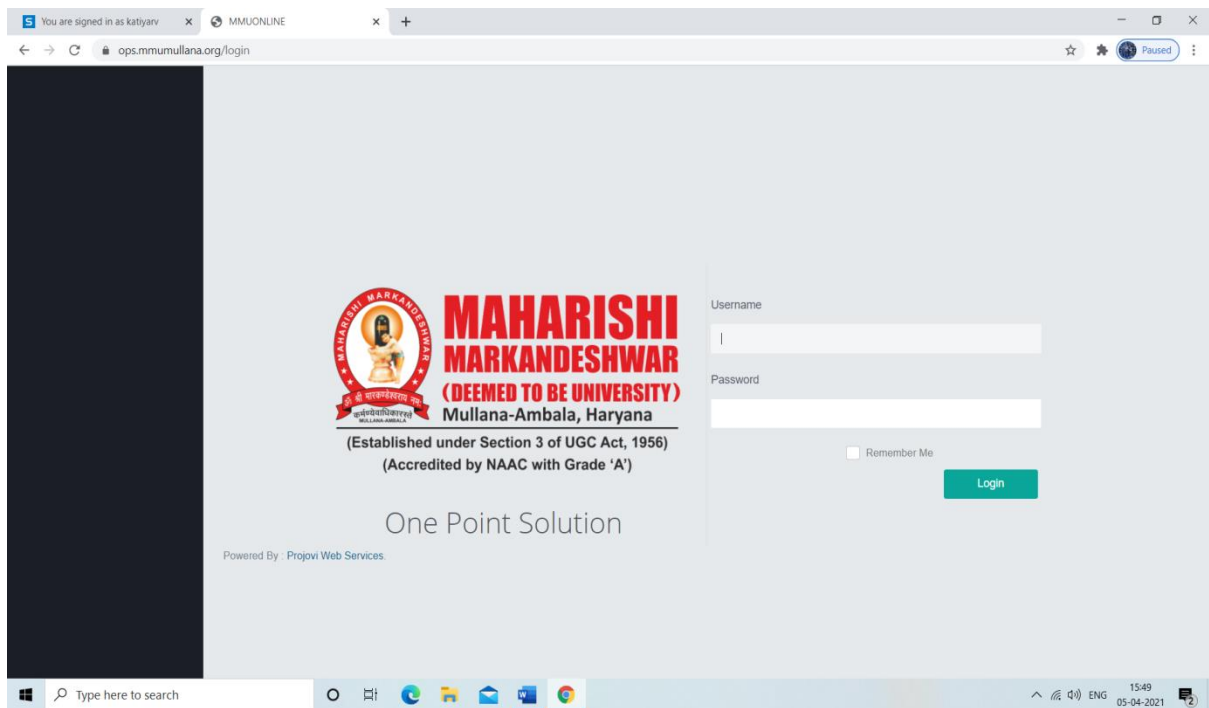
- Teacher can upload topic wise content\* of a particular subject.
- He/she can view its uploaded content.
- He/she can modify content accordingly.

#### **Step 4: - Student role**

- Student can login via URL: [sms.mmumullana.org](http://sms.mmumullana.org).
- Student can download content of any subject uploaded by teacher by clicking on Subject Wise Notes tab.

\* upload notes in two formats either pdf or in mp4 with maximum file limit of 20 MB and 100 MB respectively.

# ONE POINT SOLUTION (OPS): Grievances Redressal System



This e-portal makes hassle free activity to address day to day enquires cum suggestions/complaints etc. Such enquires are resolved by respective coordinator(s) or HoD's appointed by the higher authorities.

## OPS Module

Step 1: - To access this module user need to login via URL i.e., [ops.mmumullana.org](https://ops.mmumullana.org).

Step 2: - During login user has to select one of the roles: Admin or Student.

### Step 3: **Admin role**

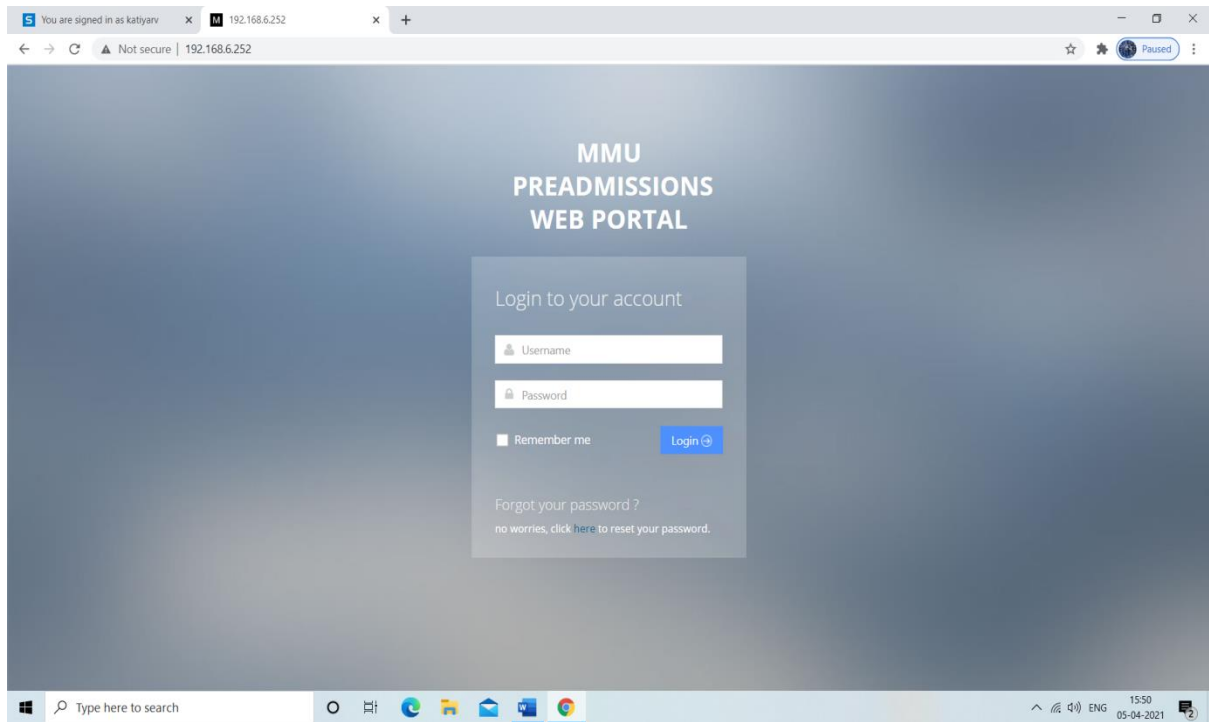
- Responsible for checking day to day queries posted by students and forward them to the respective coordinator(s) or HoD's appointed by the higher authorities.
- After receiving resolution of respective queries from coordinators, it posts the solution to the respective student via unique request ID.
- Can view Requests Statistics, Tasks Statistics and Grievance Statistics on his/her Home page.

### Step 4: **Student role**

- After login student is able to view Home page.
- Student can create their profile by clicking on My Profile→ Edit Profile.
- Can raise a Complaint/Request/Enquiry/suggestion by clicking on Requests→Log Requests.
- Student receives a unique request ID.
- Request ID can be used to check the status of the grievance by clicking on Requests→ View Requests.



# MMDU Preadmission Web Portal



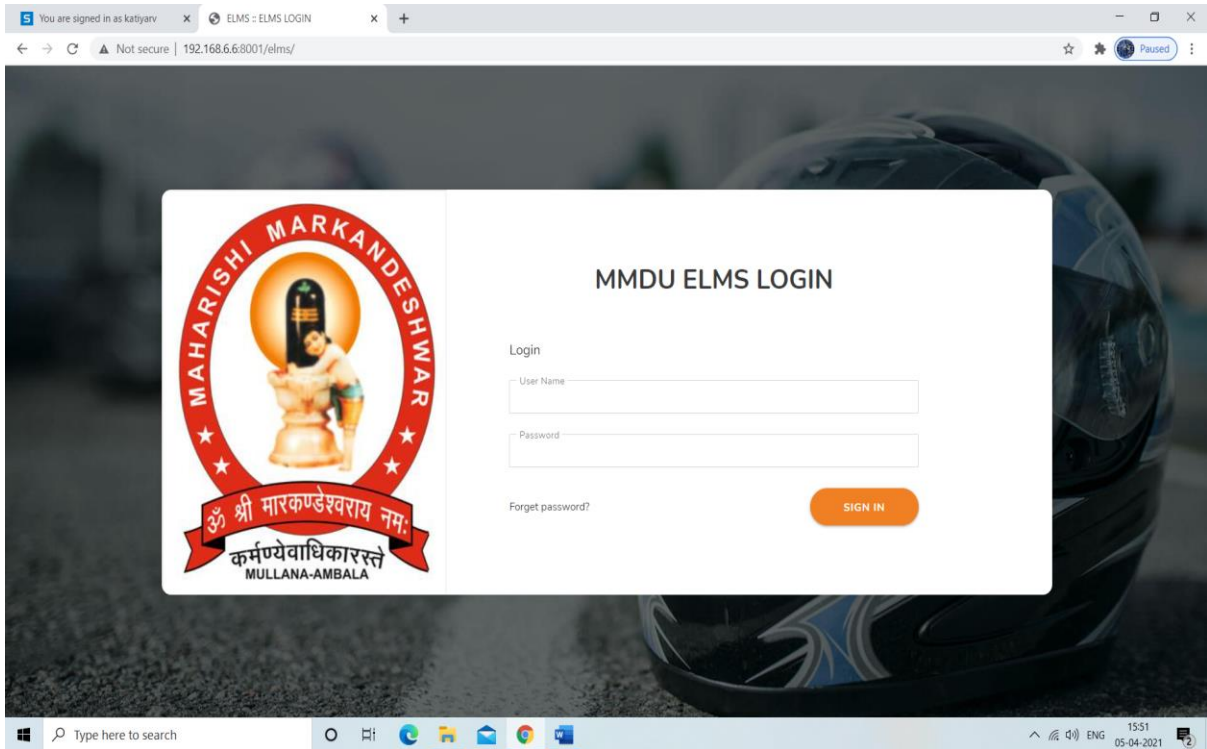
This portal enables admission seekers to fill and apply for respective discipline for admission in various institutions under MM(DU).

Step 1: - To access this module Admin need to login via link i.e., 192.168.6.252.

## Step 2: **Admin role**

- Admin can allocate seats for designated admissions.
- Admin is able to view the details of students who have already filled their online admission form on mmumullana.org website.
- Admin is able to fill the details of students who have visited the campus for admission.
- According to the filled information, Admin shortlists the student for admission and can allocate seat.
- Admin can set the status of admission as Provisional Admission or Confirm Admission.
- Admin is able to generate various reports like full details of admitted as well as not admitted students.
- Admin has the responsibility to update student's information.

# MMDU: ELMS



This portal is used to give requirement to higher authority regarding faculty and infrastructure from Principal and Head of the department.

## ELMS Module

Step 1: To access this module you need to login via IP address: **192.168.6.6:8001/elms**.

Step 2: After login, a dashboard will appear.

Step 3: User is able to provide requirement of department by clicking on Requirement → Department Requirement.

Step 4: User can fill requirements regarding faculty and infrastructure along with suggestion related to research, consultancy, patent etc.