



**Tilak Maharashtra Vidyapeeth  
Online Center Admission System  
Center Head User Manual**

**Version 1.0**

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## 1. Introduction

In 1985, Tilak Maharashtra Vidyapeeth (TMV) entered into Distance education with the aim of reaching to the unreached. To achieve this aim we have always been open in adopting various means. Present venture of introducing **Online Admission** system is one of the means.

Distance Education emphasizes on using advance technology to make the Distance learning mode more efficient and convenient. I hope that introduction of Online Admission system will bridge the gap between the Vidyapeeth and service providers to distant learners.

This manual designed, will support to run the process smoothly.

*Head, Department of Distance Education*

*TMV*

Presently, programs (courses) under this arena are:

- B.A- Social Science- Distance
- M.A-Marathi, English, Hindi- Distance
- B.Com- Distance
- M.Com- Distance
- Diploma in Yoga and Naturopathy- Distance
- M.A- Social Science- External

Functions covered are:-

- 1) Admission
- 2) Accounts
- 3) Examination

## 2. **Hardware & Software Requirement**

The application is hosted from a dedicated server to facilitate 24x7 uninterrupted access to a secure data center at the main campus.

The users can access it using a browser from the desktop/laptop computers, while the application for admission and other options can be accessed from anywhere.

The environment on user's desktop/laptop computers should be as follows:

Operating System: Windows XP/Windows Vista.

Internet Connectivity: Internet connection with appropriate bandwidth minimum 1MBPS.

Browser: Google Chrome or Mozilla Firefox or Internet Explorer: 8

### 3. How to use the Web Site

#### Home Page

First of all access the home page of TMV’s website by typing the following URL in the browser:

<http://www.tmv.edu.in>

This is the URL to our Vidyapeeth’s site.

You can download program details files by clicking on the respective links under “Courses/Programs on offer”.



## 4. New Center Registration

**Step 1:** While accessing for the first time center is required to register itself. After clicking the said link you will be redirected to the login/registration page of the site.

You can login the system if you are already a registered user by typing the user name & password and then clicking on the Log In button. If you have registered before, but if you want to change the password, you can reset your password.

**But once you have registered the Center you won't be able to register again.**

The screenshot shows a web browser window displaying the Tilak Maharashtra Vidyapeeth portal. The page header includes the university's logo, name, and a portrait of a man. Below the header, the text reads "Center Admission Login" and "For Center Registration Please Click Here." with a blue underlined link. A login form is present with fields for "UserName:" and "Password:", and buttons for "Login" and "Clear". Below the form, there is a red link "Not Registered?" and a note: "Centers are requested to register with the site before login to fill up the admission forms." A green callout box on the left contains the text: "Step 1 - These are Center Registration Links where you can register your centers for admission process". Two red arrows point from this box to the registration link and the "Not Registered?" link. The footer of the page states: "Designed , Hosted & Maintained By IT Dept Of Tilak Maharashtra Vidyapeeth-Pune. Copyright © 2013 Tilak Maharashtra Vidyapeeth. All Rights Reserved."

## Center Registration Form

The screenshot shows a web browser window displaying the 'Center Registration' form for Tilak Maharashtra Vidyapeeth. The form is titled 'Center Registration' and includes a note: '# Mark Indicates Invalid Entries.' and 'All Fields Are compulsory.' The form fields are: Center (a dropdown menu), Center Code, UserName, Password, Retype Password, Contact Person, Mobile Number, and Email Id. Below the fields are three buttons: Save, Clear, and Back. A green oval labeled 'Step 2' points to the 'Center' dropdown menu. A green arrow labeled 'Step 3' points to the 'Save' button. Another green arrow labeled 'Step 4' points to the 'Back' button. The footer of the page reads: 'Designed, Hosted & Maintained by IT Dept Of Tilak Maharashtra Vidyapeeth-Pune. Copyright © 2012. Tilak Maharashtra Vidyapeeth. All Rights Reserved.'

### Step 2:

- Select your center from the drop down list.
- Enter your center code for successful registration.  
(You should know your center code before registration).
- Authenticated mobile no. and email id have to be filled properly as further communication will be done on this information only.

**All the fields are mandatory**

**Step 3:** After filling all the fields save the Registration Form.

**Step 4:** Once the information is saved click on the Back button, it will take you to the log in page. You can now login by using your login id and password.

## 5. Logging in

Once the registration is complete, you can login using the user id & password mentioned at the time of registration. After login, the home page with a standard menu is displayed from which various actions are possible. The screen shows the logged in Center Name in the right corner.

The Home link can be used to come back to home page at any time from any page in the site. The menus are grouped under a main item and the actual actions take place on clicking on the sub-item in the menu.

Brief description of the various menus is given below:

- 1) **Admission Management – Click for admission procedure**
- 2) **Accounts Management – Click for account procedure**
- 3) **Examination Management – Click for examination procedure**



## 6. Admission Procedure

**Step 1:** Fields marked with red are mandatory. If mandatory fields are not filled or wrongly filled the form won't get submitted. Also you will get message 'REQUIRED' in red colour next to mandatory fields while submitting the form.

**Step 2:** Scan and upload photo (maximum size 500 Kb) of the candidate.

**Step 3:** As per program requirement select the subjects carefully. These subjects will be reflected in examination procedure.

**Step 4:** Original documents have to be scanned and uploaded from left bottom of the page. You will be able to see 3 buttons DOC 1, DOC 2 and DOC 3. Documents can be uploaded by clicking on this button. Document sequence is given in front of each of these buttons. Upload documents in same sequence.

**Step 5:** Click on the submit button after filling the form and uploading the documents. Once you click on submit button you will receive message "Successfully Applied".

### **Instructions while filling up the Admission form:**

For convenience and saving time, get photo and all the documents scanned first. Prepare folder of each student.

### **Selection of the Subjects:**

Most important of these fields are selection of subjects. Students have to select the subjects special or elective precisely as mentioned below:

- Selection of Language at First Year for B.A
- Selection of special and general papers at second year for B.A
- Selection of specialization at second Year for B.com
- Selection of specialization at First Year M.com
- Selection of elective papers at both first and second Year for M.A (Social Sciences)
- For all the other courses the subjects are compulsory.

## Admission Form

The screenshot shows the online admission form for Tilak Maharashtra Vidyapeeth. The form is titled "Center Admission Add" and is for the year 2013-2014. It includes fields for Prospectus No., Student Photo, and PRN NO. The form is divided into several sections: Personal Information, Permanent Address, Local Address, Course Details, Education, and Documents. Callout boxes indicate the following steps:

- Step 1:** A green callout box on the right side of the form, pointing to the "Personal Information" section.
- Step 2:** A yellow callout box pointing to the "Upload Photo" button.
- Step 3:** A blue callout box pointing to the "Course" dropdown menu in the "Course Details" section.
- Step 4:** A yellow callout box pointing to the "Upload Qualifying Exam" button in the "Documents" section.
- Step 5:** A yellow callout box pointing to the "Submit" button at the bottom of the form.

## Processing of Admission and View facility.

Once you are done with your admission entry, you can click on Admission list button on the top right the page to see the total admissions you have entered.

Centers will be able to see the list of student's admission and their status. The status can be either in process or admitted or on hold or rejected. Student is admitted only after scrutiny of form and documents. Then the allocation of PRN is done.

- Centers will only see the admission of their own center.
- You can see options View and Update in front of every student.

By clicking on update button you can edit or update the details in admission form.

By clicking on view button you can view the admission form

If the **status** of the student is **admitted** then update option won't be applicable, as once the student is admitted its information **cannot be edited or updated by Centers**.

If the **status** of the student is **IN PROCESS or ON HOLD**, then only the center **can edit or update** the details of student.

Fields such as address, marital status, phone numbers, centers etc. only can be edited while the form is in 'In Process' status.

**Print:** by clicking 'Print' option you can get printed copy of individual admission form.

The screenshot displays the 'Center Admission View' page for Tilak Maharashtra Vidyapeeth. The page header includes the university logo and name, along with its declaration as a 'Deemed University'. The center name is 'IGM Institute of Management and Computer Studies (Lathi Plaza)'. The page shows a student's admission details for Vishwakarma Navinkumar Nandlal. The page includes a 'Print' button and a 'Go To List' button. A yellow callout box points to the 'Print' button with the text 'To Print the Admission Form'. A green callout box points to the 'Go To List' button with the text 'To go back to the Admission list'.

Personal Information:					
Student Name	Vishwakarma	Navinkumar	Nandlal	Sadhana	
Last Name		First Name	Middle Name	Mother's Name	
Gender		Date of Birth	9/30/1990	Age : 22 Yrs	
Marital Status	Marathi				
Blood Group	A+	Religion	Hindu	Caste	Open
Nationality		Employed	Yes	Annual Income	156000Rs.
Handicapped	<input type="checkbox"/>	Description	False		
Sports Admission	<input type="checkbox"/>	Description			
Lateral Admission	<input type="checkbox"/>	Description			
Permanant Address	erarasawr		Local Address	erarasawr	
Permanant State	Maharashtra	Local State	Maharashtra		

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**Search** button is provided to search particular admission by name of the student and status.

**Go to Add** button is provided to back to admission form.

**Home** button is provided to go to the main menu.

Center Name : IGM Institute of Management and Computer Studies (Lathi Plaza)

### Center Admission List

Search By:

Sr. No.	Student Name	Center Name	Admission Status	Options
1	Vishwakarma Navinkumar Nandlal	IGM Institute of Management and Computer Studies (Lathi Plaza)	Admited	<input type="button" value="View"/>
2	Kulkarni Ninad Ravindra	IGM Institute of Management and Computer Studies (Lathi Plaza)	Admited	<input type="button" value="View"/>
3	NAYAR Sachin Ramesh	IGM Institute of Management and Computer Studies (Lathi Plaza)	Admited	<input type="button" value="View"/>
4	Kate Vikas Dattatraya	IGM Institute of Management and Computer Studies (Lathi Plaza)	Admited	<input type="button" value="View"/>
5	Kate Vikas Dattatraya	IGM Institute of Management and Computer Studies (Lathi Plaza)	Admited	<input type="button" value="View"/>
6	Tudurwar Alpesh Arun	IGM Institute of Management and Computer Studies (Lathi Plaza)	Admited	<input type="button" value="View"/>
7	Tudurwar Alpesh Arun	IGM Institute of Management and Computer Studies (Lathi Plaza)	Admited	<input type="button" value="View"/>
8	Jadhav Aditya Suresh	IGM Institute of Management and Computer Studies (Lathi Plaza)	Admited	<input type="button" value="View"/>
9	Kulkarni Ninad Ravindra	IGM Institute of Management and Computer Studies (Lathi Plaza)	Admited	<input type="button" value="View"/>
10	Kulkarni Ninad Ravindra	IGM Institute of Management and Computer Studies (Lathi Plaza)	Admited	<input type="button" value="View"/>
11	Kulkarni Ninad Ravindra	IGM Institute of Management and Computer Studies (Lathi Plaza)	Admited	<input type="button" value="View"/>
12	Kulkarni Ninad Ravindra	IGM Institute of Management and Computer Studies (Lathi Plaza)	Admited	<input type="button" value="View"/>

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After filling all the information of the students in admission form, Center will now click on the Home icon provided in the top right corner. By clicking on this icon you will come back to the main page where all the three function are seen.

**7. Accounts Procedure** - Click on Accounts picture to fill in the details of DD.

**Filling up DD details –**

**Step 1:** Center has to draw **separate DD for each course** and make the scan copy of DD.

**Step 2:** When the course is selected from the drop down, you can see the students for that course only.

**Step 3:** Center has to upload the scanned copy of DD. This scan copy has to be uploaded from the **DD scan copy** button provided.

**Step 4:** Centers need to fill the fees amount against each student.

**Amount entered in DD details should match with the Fees entered against its students.** Once all the details are filled you have to click on the submit button **All the fields are mandatory.**

If fields are not properly filled the details won't get submitted. Also you will get message '**REQUIRED**' in red, next to mandatory fields.

The screenshot shows the 'DDDetails.aspx' page in a Mozilla Firefox browser. The page header includes the Tilak Maharashtra Vidyapeeth logo and name, along with its declaration as a 'Deemed University' under Section - 3 of UGC Act 1956. The center name is 'IGM Institute of Management and Computer Studies (Lathi Plaza)'. The form contains fields for DD Date, DD Number, DD Amount (set to 0), Course Name (a dropdown menu), Bank Name, and Description. There is a 'Browse...' button for the 'DD Scan Copy' field and an 'Upload DD Scan Copy' button. A 'View Report' button is also present. Below the form is a table with columns: St. No., Reg. Number, Student Name, Admission Status, and Fees Amount. The table lists 10 students, all with an 'Admitted' status and a '0' in the Fees Amount column. At the bottom of the form are 'Submit' and 'Cancel' buttons. A footer note states: 'Designed, Hosted & Maintained By IT Dept Of Tilak Maharashtra Vidyapeeth-Pune. Copyright © 2013 Tilak Maharashtra Vidyapeeth. All Rights Reserved.'

**Step 2** points to the Course Name dropdown menu.

**Step 3** points to the Upload DD Scan Copy button.

**Step 4** points to the Fees Amount input field in the table.

A green callout box says: "To View the Report for Entered DD" pointing to the View Report button.

A blue callout box says: "Step 4 - To enter the individual Fees Amount to each Student" pointing to the Fees Amount column in the table.

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**View report** option is provided at the top right corner of the page. On clicking this option Centers can check the details of Course DD amount.

**Step 1:** Center can select course from the drop down provided.

**Step 2:** After selecting the course, you can now click on search button to get the required information

**Step 3:** If you want to check the DD details entered, you can click on View option provided. Center will be able to view DD details, course name, students name and the amount of fees paid by each student.

**Print:** Center can have printed copy of entered DD details by clicking on print option.

The screenshot shows the Tilak Maharashtra Vidyapeeth portal. The header includes the university logo and name, along with the text "(Declared as a 'Deemed University' Under Section - 3 of UGC Act 1956 vide Notification No. F9-19/85-U-3 dated 24<sup>th</sup> April 1987 by the Government of India.)". Below the header, there is a search form with a "Course Name:" dropdown menu, a "Year: 2013-2014" dropdown, and a "Search" button. A table displays the DD details for various courses, with columns for Sr.No., DD Number, DD Date, DD Amount, DD Bank Name, Course Name, and Student Count. Each row has a "View" button in the "Options" column. A yellow box highlights the "View" button for the 5th entry, with the text "Step 3 - To View the details of the DD".

Sr.No.	DD Number	DD Date	DD Amount	DD Bank Name	Course Name	Student Count	Options
1	12345	7/10/2013 12:00:00 AM	10000	Bom	Bachelor of Arts(Social Sciences)- D- Marathi Med.-Second Year	1	View
2	12345	7/10/2013 12:00:00 AM	10000	Bom	Bachelor of Commerce-English Medium- D- Second Year	1	View
3	12345	7/10/2013 12:00:00 AM	100000	Bank Of Maharashtra	M.Com.- English Medium- D- Second Year	1	View
4	1234	7/6/2013 12:00:00 AM	100000	Bank Of Maharashtra	Bachelor of Arts(Social Sciences)- D- Marathi Med.-Second Year	5	View
5	12345	7/1/2013 12:00:00 AM	100000	Bank Of Maharashtra	Bachelor of Arts(Social Sciences)- D- Marathi Med.-Second Year		View
6	12345	7/1/2013 12:00:00 AM	100000	Bank Of Maharashtra	Bachelor of Arts(Social Sciences)- D- Marathi Med.-Second Year		View
7	12345	7/1/2013 12:00:00 AM	100000	Bank Of Maharashtra	Bachelor of Arts(Social Sciences)- D- Marathi Med.-Second Year		View
8	12345	7/1/2013 12:00:00 AM	100000	Bank Of Maharashtra	Bachelor of Arts(Social Sciences)- D- Marathi Med.-Second Year		View
9	12345	7/1/2013 12:00:00 AM	100000	Bank Of Maharashtra	Bachelor of Arts(Social Sciences)- D- Marathi Med.-Second Year	6	View
10	1234	7/1/2013 12:00:00 AM	100000	Bank Of Maharashtra	Bachelor of Arts(Social Sciences)- D- Marathi Med.-Second Year	6	View

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## 8. Examination Form and Hall Ticket :

Click on Exam picture to view the details regarding examinations.

Also once the time tables for exams are announced, centers will be able to see the hall tickets with the optional and compulsory subjects.

### Exam Form Option :

Under this function centers can view and search examination related status of the students at your center. You need not enter any details.

**Once the student is scrutinized and admitted to the Vidyapeeth, the center will be able to see his/her optional subjects taken in the exam form view.**

**Step 1 :** Select the Criteria (either by course name or by student name) from which you want to search the exam forms.

**Step 2 :** You need to type the course name or student's name (even partial name can be sufficient).

**Step 3:** Click on the search button which will display the students list for that particular selection.

**Step 4:** Click on the View option to view individual exam form of students. View button is provided in the front of every student name and course.

The screenshot displays the 'Exam Form View' page of the Tilak Maharashtra Vidyapeeth. The page header includes the university name and logo. Below the header, there is a search section with a dropdown menu set to 'Search By CourseName' and a text input field containing 'bachelor of arts'. A 'Search' button is located to the right of the input field. Below the search section is a table with columns for 'Sr. No.', 'Student Name', and 'Course Name'. The table contains six rows of student data. To the right of each row is a 'View' button. Callouts indicate the following steps: Step 1 points to the 'Search By' dropdown, Step 2 points to the search input field, Step 3 points to the 'Search' button, and Step 4 points to a 'View' button.

Sr. No.	Student Name	Course Name	Options
1	Vishwakarma Navinkumar Nandlal	Bachelor of Arts(Social Sciences)- D- Marathi Med.-Second Year	View
2	Jadhav Aditya Suresh	Bachelor of Arts(Social Sciences)- D- Marathi Med.-Second Year	View
3	Tudurwar Alpesh Arun	Bachelor of Arts(Social Sciences)- D- Marathi Med.-Second Year	View
4	Kulkarni Ninad Ravindra	Bachelor of Arts(Social Sciences)- D- Marathi Med.-First Year	View
5	Kulkarni Ninad Ravindra	Bachelor of Arts(Social Sciences)- D- Marathi Med.-Second Year	View
6	Kulkarni Ninad Ravindra	Bachelor of Arts(Social Sciences)- D- Marathi Med.-Third Year	View

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**Print:** Print the form from the Print button on the top right of the page.

Center Name : IGM Institute of Management and Computer Studies (Lathi Plaza)

## Exam Form Print

Student Name	Vishwakarma Navinkumar Nandal		
PRN	04113000297		
Exam Center Name	Chaitnya Education Societys Chaitanya College of Engg. & Poly. (Shikrapur)		
Course Name	Bachelor of Arts(Social Sciences)- D- Marathi Med.-Second Year		
Admission Center Code	099	Course Code	041
Year	2013/2014	Medium	Marathi
Seat No.	ST02345	Exam Center Code	322

<u>Subject Name</u>	<u>Subject Code</u>
INDIAN GOVERNMENT & POLITICS	PS-1
SOCIAL PROBLEM IN INDIA	SG-2
SOCIOLOGICAL THINKERS	SS-1
RURAL & URBAN SOCIOLOGY	SS-2
AGRICULTURAL GEOGRAPHY	GG-2

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**Exam Backlog Form:**

**Step 1 :** You need to select the course name from drop down.

**Step 2 :** Click on the Display button which will display the selected course’s students list, who have failed in those particular subjects.

**Step 3 :** You have to select those subjects as per paper type for which the students are going to reappear for the next exam in the checkbox provided in front of every student name.

**Step 4 :** After selection of all students with proper subjects , you have to submit the information for further processing.

**Step 1**

**Step 2**

Year: 2013 -2014  
Fields Marks With \* Are mandatory.

Course: Bachelor of Arts(Social Sciences)- D- English Med.-First \* Course Code: 041

**Display**

Sr. No.	PRN	Student Name	Subject Name	Subject Code	Paper type	Select
1	04112005657	Sandhu Sukhraj Kaur Ajitsingh	INDIAN ECONOMY	EG-1	Internal	<input type="checkbox"/>
2	04112005657	Sandhu Sukhraj Kaur Ajitsingh	INDIAN ECONOMY	EG-1	Theory	<input type="checkbox"/>
3	04112005657	Sandhu Sukhraj Kaur Ajitsingh	ENGLISH PAPER I	ENG G-1	Internal	<input type="checkbox"/>
4	04112005657	Sandhu Sukhraj Kaur Ajitsingh	ENGLISH PAPER I	ENG G-1	Theory	<input type="checkbox"/>
5	04112005657	Sandhu Sukhraj Kaur Ajitsingh	PHYSICAL GEOGRAPHY	GG-1	Theory	<input type="checkbox"/>
6	04112005657	Sandhu Sukhraj Kaur Ajitsingh	MODERN INDIA : 1750-1950	HG-1	Theory	<input type="checkbox"/>
7	04112005657	Sandhu Sukhraj Kaur Ajitsingh	VYAVAHARIK MARATHI VA GADYAVECHE	MG-1	Internal	<input type="checkbox"/>
8	04112005657	Sandhu Sukhraj Kaur Ajitsingh	INTRODUCTION TO POLITICAL SCIENCE	PG-1	Internal	<input type="checkbox"/>
9	04112005657	Sandhu Sukhraj Kaur Ajitsingh	INTRODUCTION TO POLITICAL SCIENCE	PG-1	Theory	<input type="checkbox"/>
10	04112005657	Sandhu Sukhraj Kaur Ajitsingh	INTRODUCTION TO SOCIOLOGY	SG-1	Theory	<input type="checkbox"/>
11	04112005657	Sandhu Sukhraj Kaur Ajitsingh	INTRODUCTION TO SOCIOLOGY	SG-1	Internal	<input type="checkbox"/>

**Submit** **Clear**

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**Step 4 - To save the Backlog subjects**

**Step 3 – Select the individual subjects for which students are reappearing**

**9. Logging out** – This is the ending procedure for your admission process for that particular session. If you want to admit more students you can again login and start the process.