Awdhesh Pratap Singh (APS) University, Rewa

USER MANUAL Ver 2

[Online Application]

MP Online

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1. About MPOnline Limited:

MPOnline Limited is a Joint venture company between Government of Madhya Pradesh (GoMP) through Madhya Pradesh Sate Electronic Development Corporation (MPSEDC) and TATA Consultancy Services Limited (TCS) with the objective of developing and operating the official portal for the Government of Madhya Pradesh.

MP Online Portal is the initiative by the Government of Madhya Pradesh, to serve its citizen in terms of providing them with the facilities at their doorstep, in the process eliminating the need for coming to the Government offices and avoid standing in long queues.

With the help of the portal, citizens can avail of the government services (such as forms for professional examination board, birth/death, caste certificates etc) and can deliver the facilities provided by government/ private sector. These services can be availed from the designated kiosks of MP Online, cyber cafes and other internet mediums.

Vision of Govt. of Madhya Pradesh

Provide **one-stop shop services** to all the citizens of Madhya Pradesh, **any service, anywhere, and any time**.

Mission

Government of Madhya Pradesh wants to provide citizen services at their doorstep, with special emphasis on the rural community of the state by using a Portal “MPOnline”. GoMP visions that for the services provided, the citizen is not required to come to the Government offices. The government wants a shift from **Citizen In-Line to Citizen On-Line**

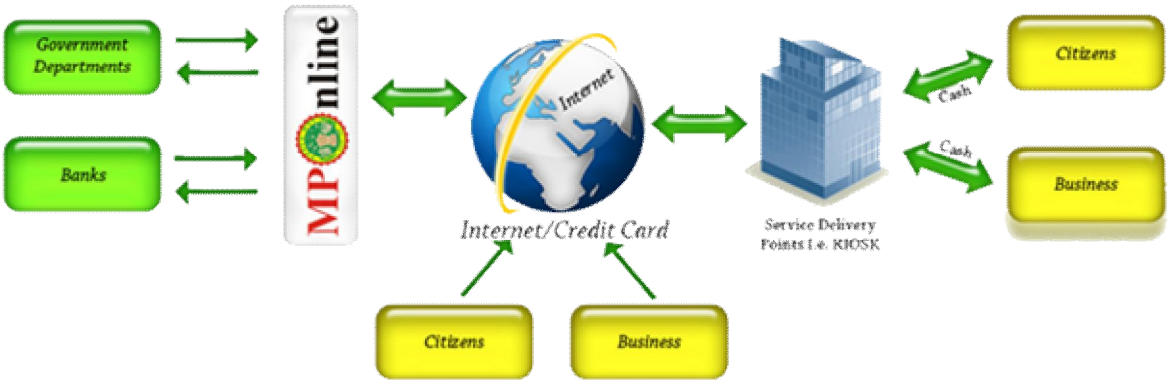
SERVICE DELIVERY MECHANISM OF MPONLINE LTD

To enable delivery of Services throughout the state, MPOnline Ltd has identified a number of Internet Kiosks as authorized service delivery points.

Citizens and Businesses can avail Services from their own internet connection or through an MPOnline authorized Internet Kiosk.

For availing Services on MPOnline portal, the Citizen / Business will have to pay a “service charge” over and above the “fee” for the Service. This Service charge will be shared between MPOnline Ltd and the Kiosk. The “fee” collected will be passed on to the department / institution concerned for each service.

MPOnline provides two types of payment mechanisms to its customers. Citizens and Business can either pay **by Card or by Cash**. For Cash payment, citizens and business will have to avail services via an MPOnline authorized Internet Kiosk.

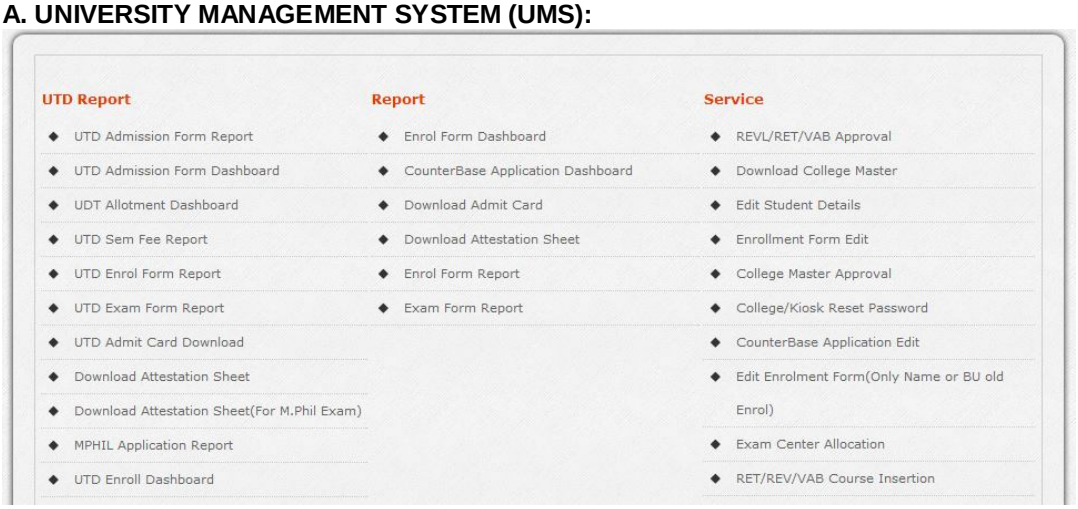


Service Delivery via Kiosk:

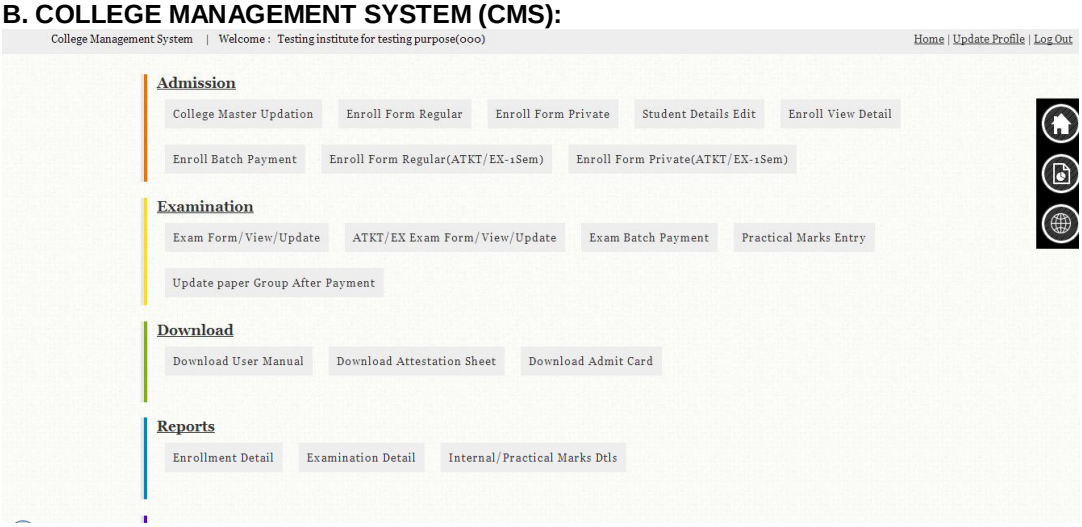
Service Delivery via Direct login for the Citizen

2. The Module of University designed & developed into 3 levels:

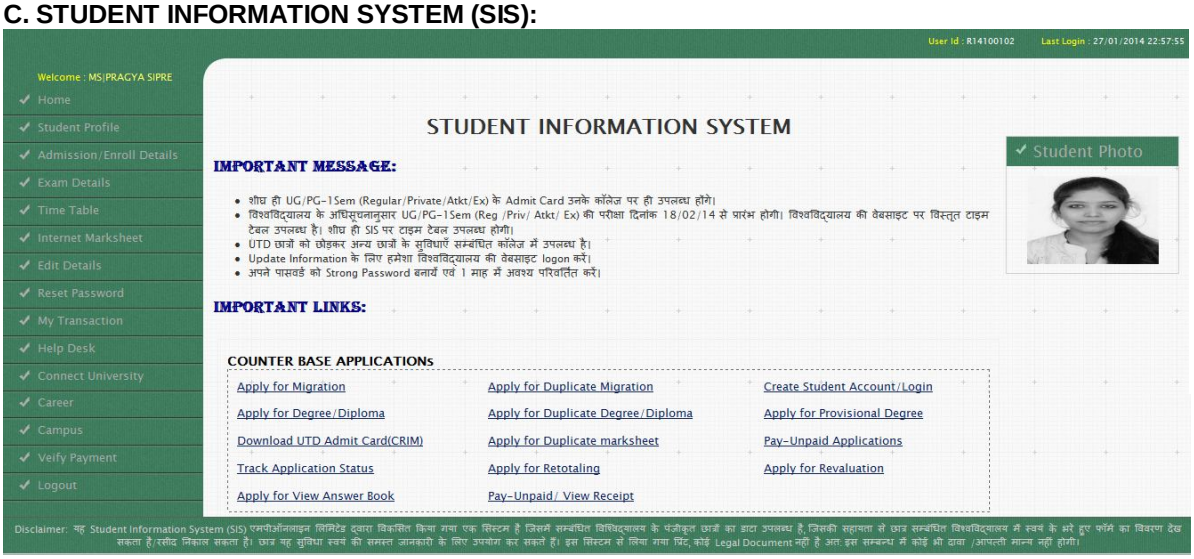
A. UNIVERSITY MANAGEMENT SYSTEM (UMS):



B. COLLEGE MANAGEMENT SYSTEM (CMS):

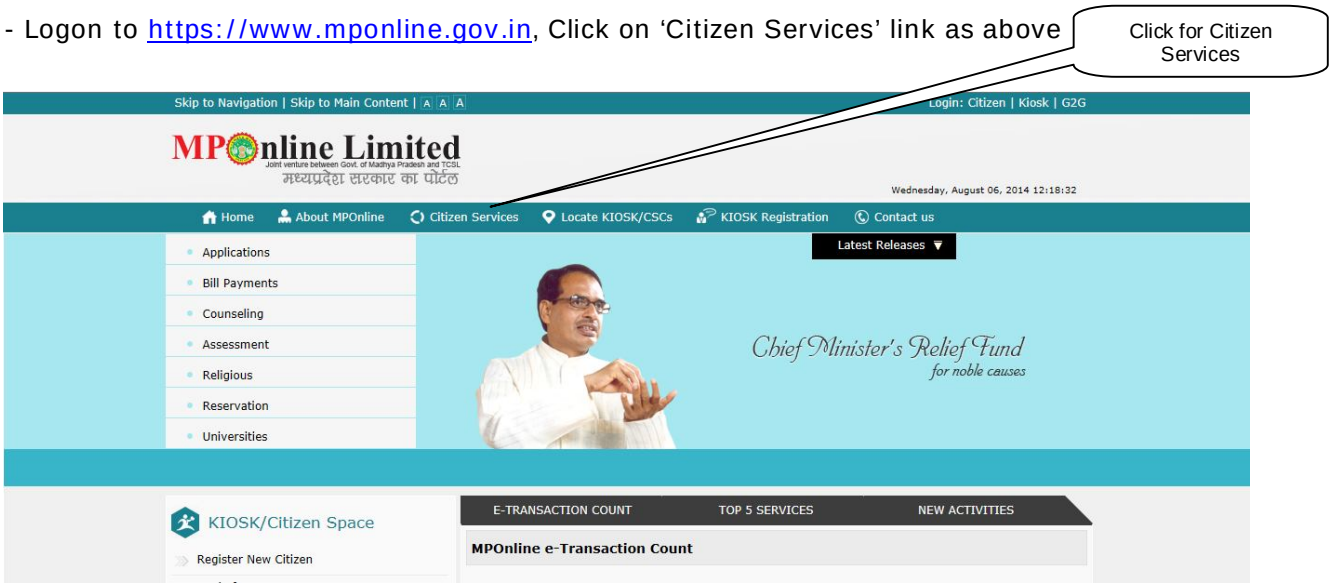


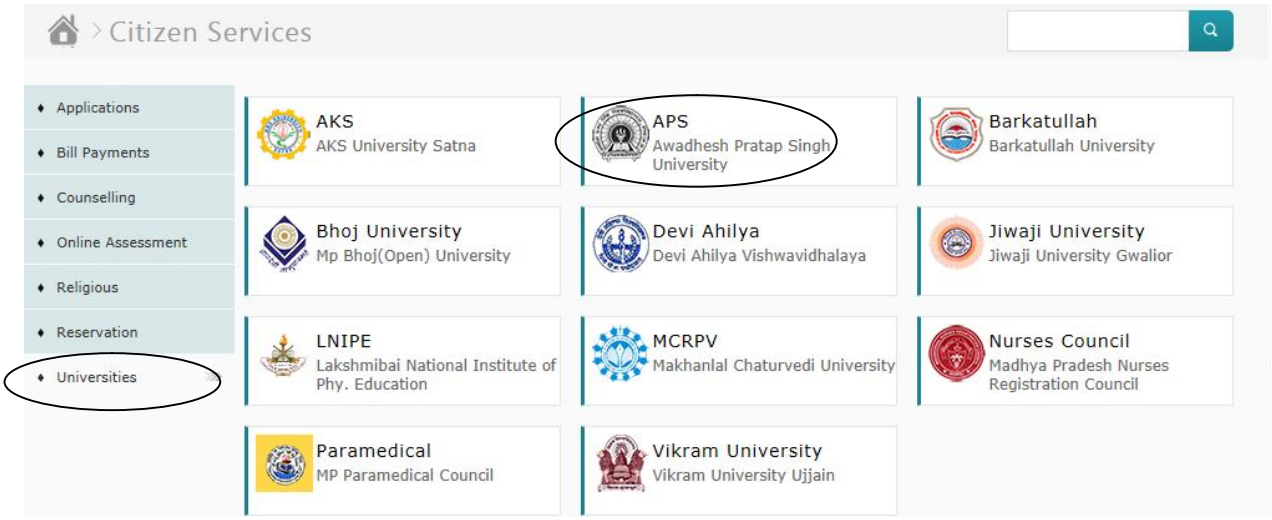
C. STUDENT INFORMATION SYSTEM (SIS):



3. Enrollment & Examination form Filling Procedure for Student:

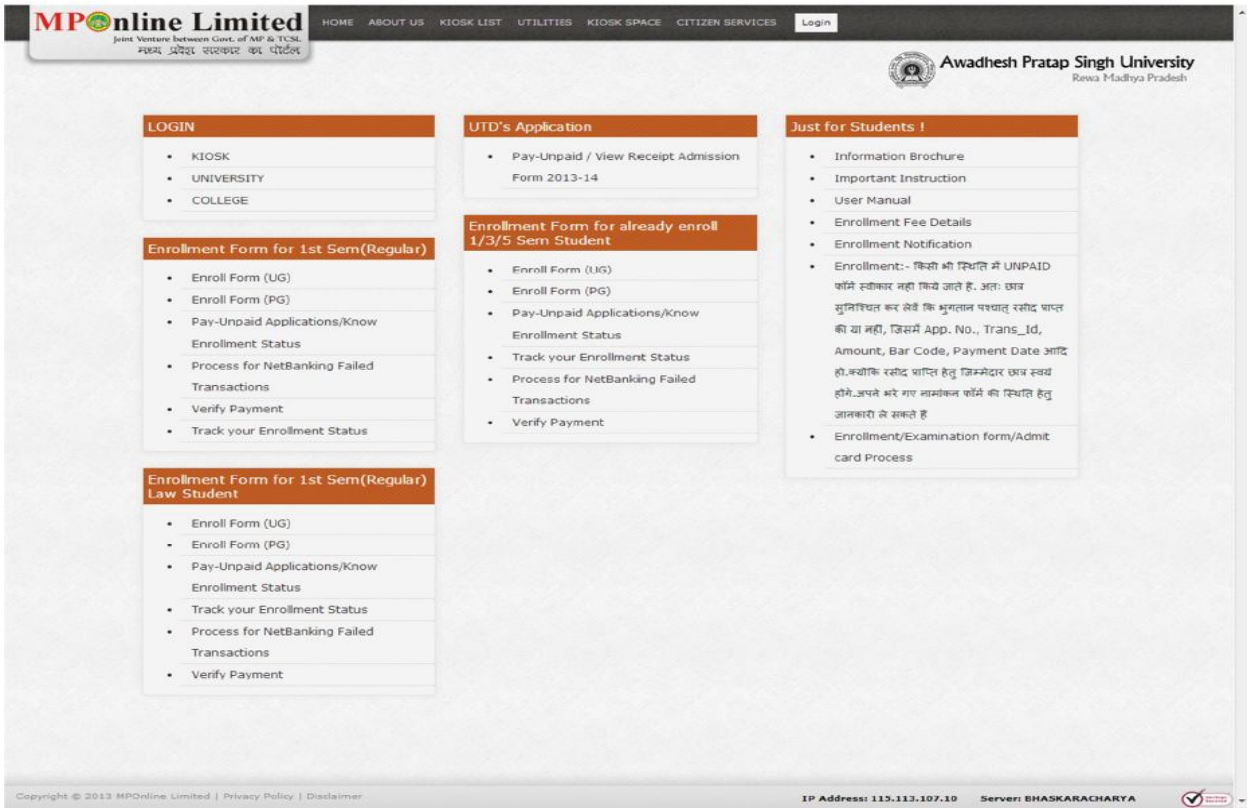
- Logon to https://www.mponline.gov.in, Click on 'Citizen Services' link as above





- This is MPOnline home page, citizen / student / kiosk / college / APS can login from here.

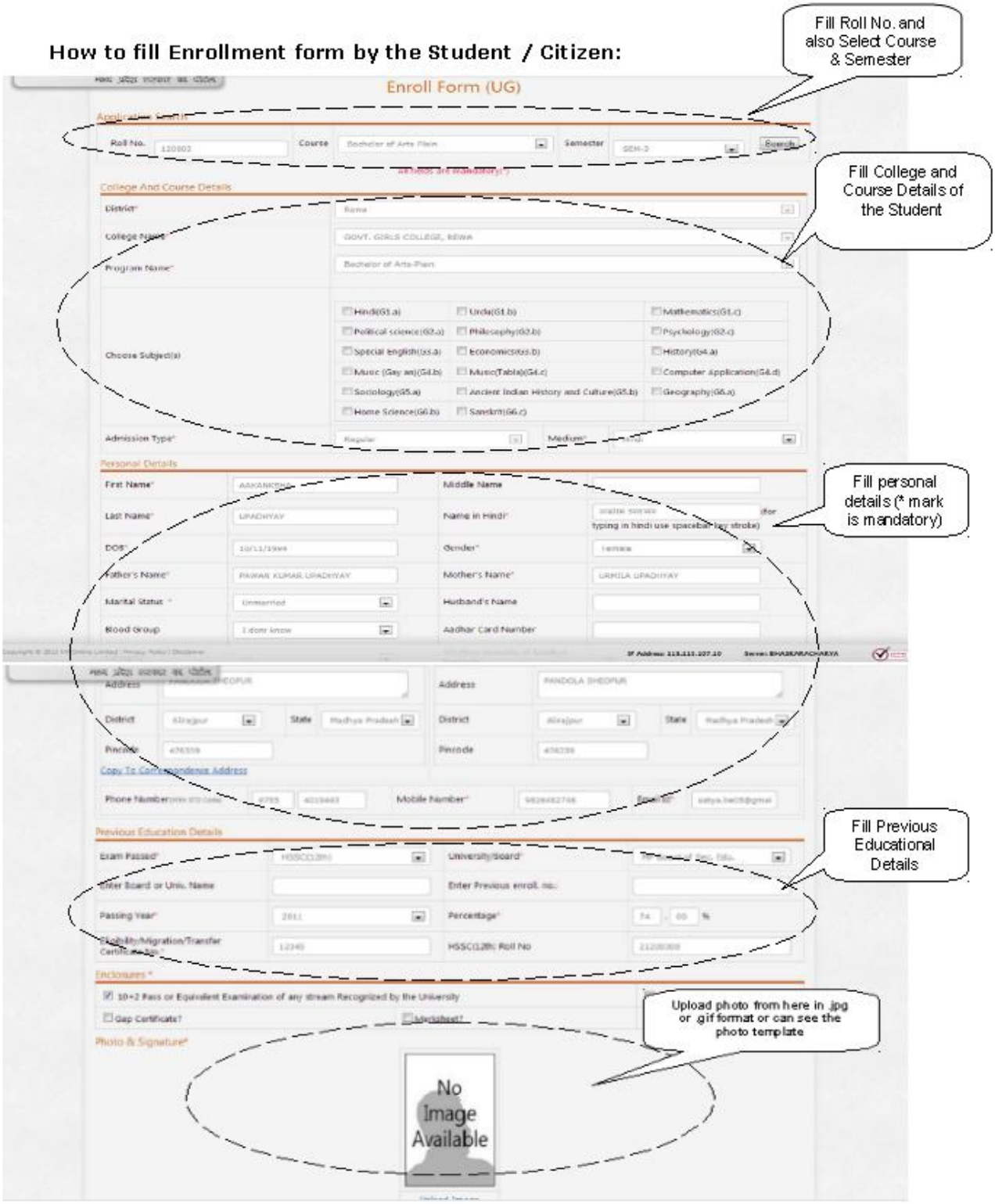
- Online Application for Student/Citizen



Application for student / citizen:

- Student can fill only professional courses.
- Student can fill new enrollment form, who is already admitted in the college & they have already got a college reference number or roll no. or receipt number.
- After applying or filling form, the enroll form will approve by the college & generate enroll no. by the University.
- Student can get their enrollment no. from their college or get online through application no.
- Student can fill exam form after approval by their college.
- After approval of the exam form by the college, now student can fill exam form only their enroll no., they have no need any other data. All the data will be automatically display with all paper details.
- If student fill any discrepancy in any form, they can update or modify from college.
- Student can't modify or update any data from their end.

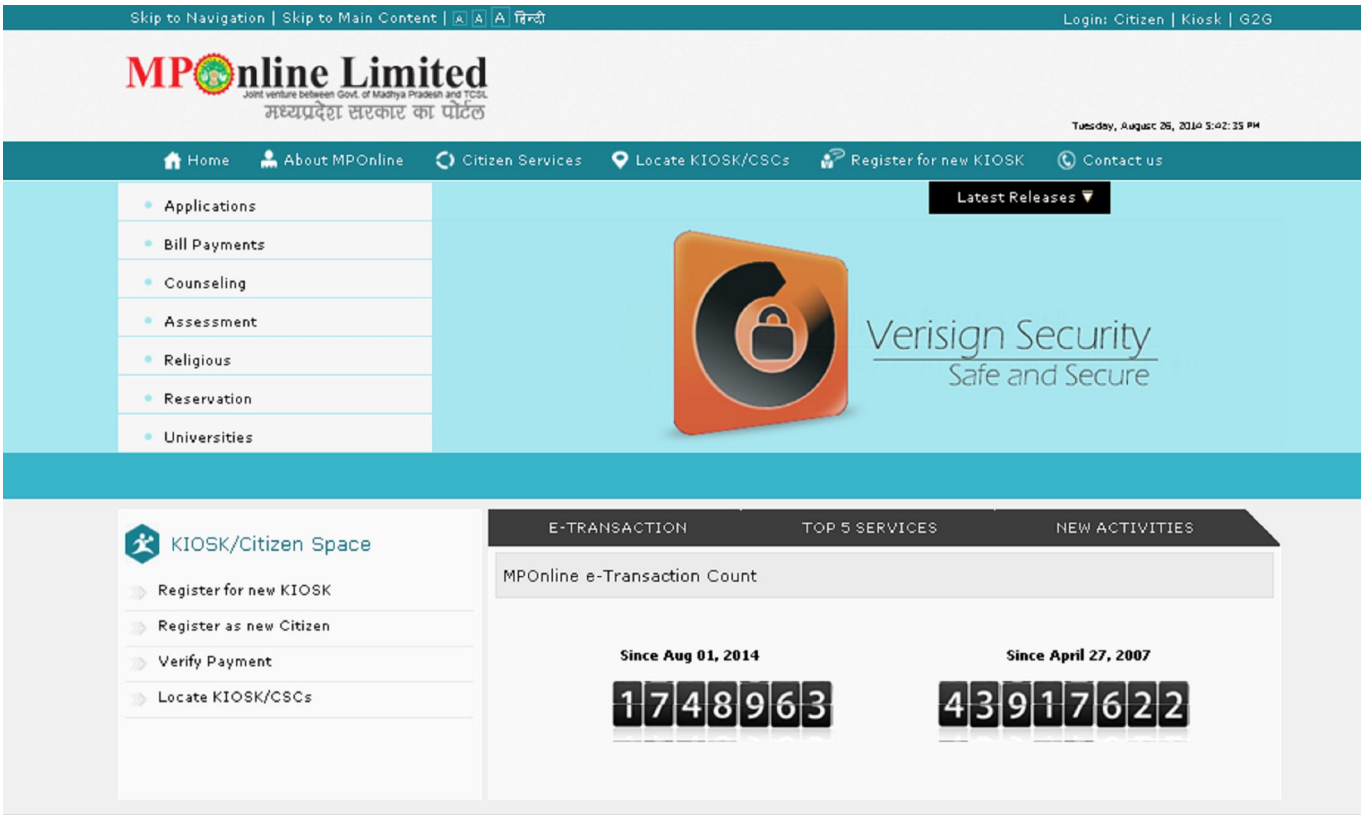
How to fill Enrollment form by the Student / Citizen:



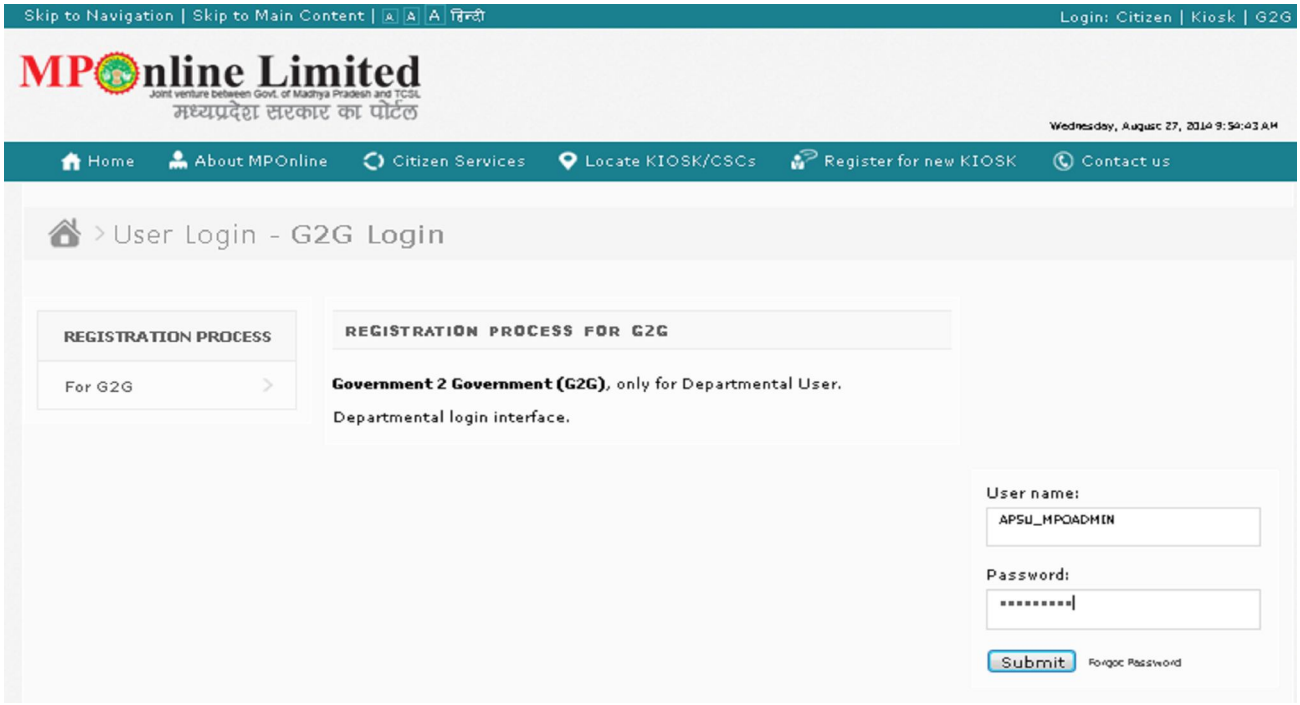
Fill all fields carefully, check at your end, then click on 'Submit' to save the data.
After Filling Enrollment form and Payment done, College will Provide Unique Application Id.

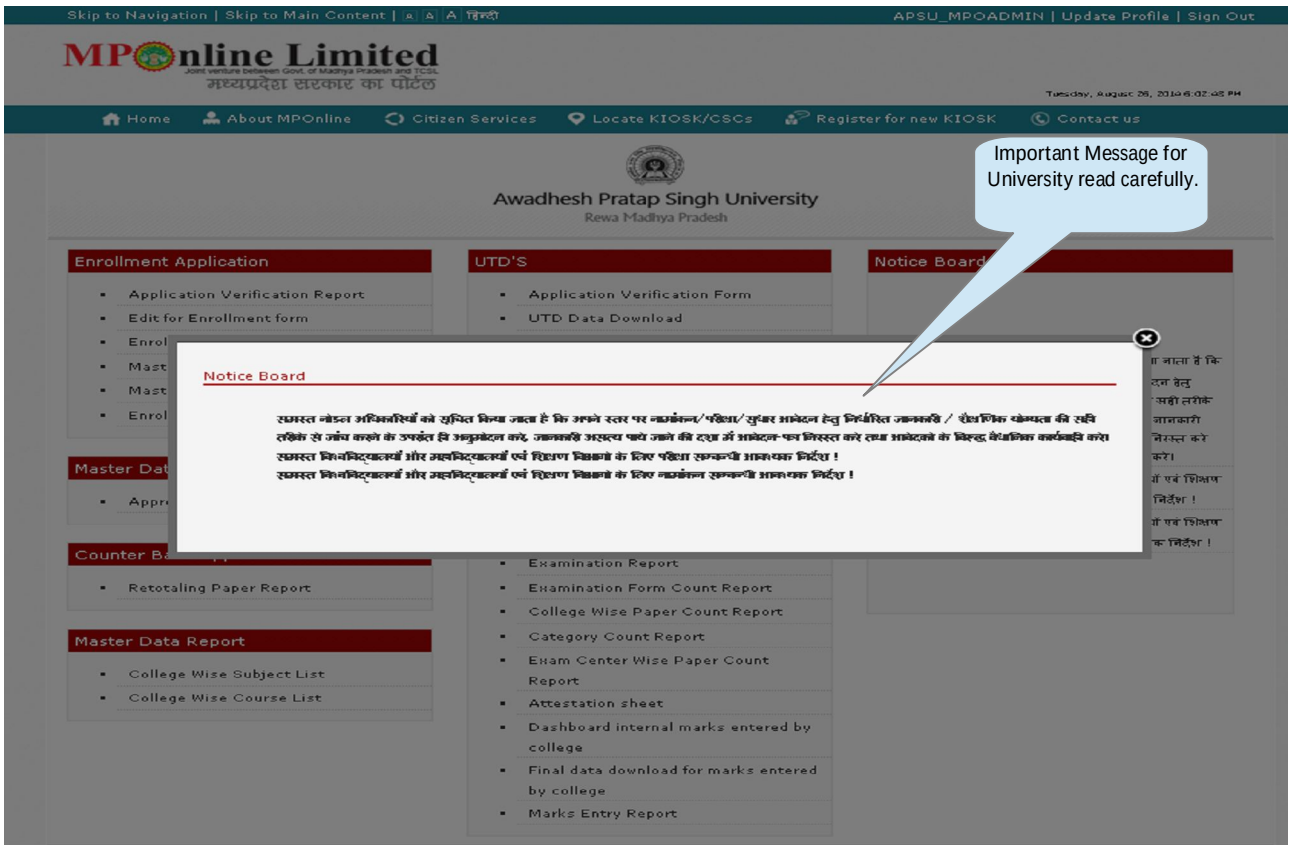
Approval & forward of Enrollment form by College as G2G user:

Affiliated College can login their user id & password, which is provided by the MPOnline.

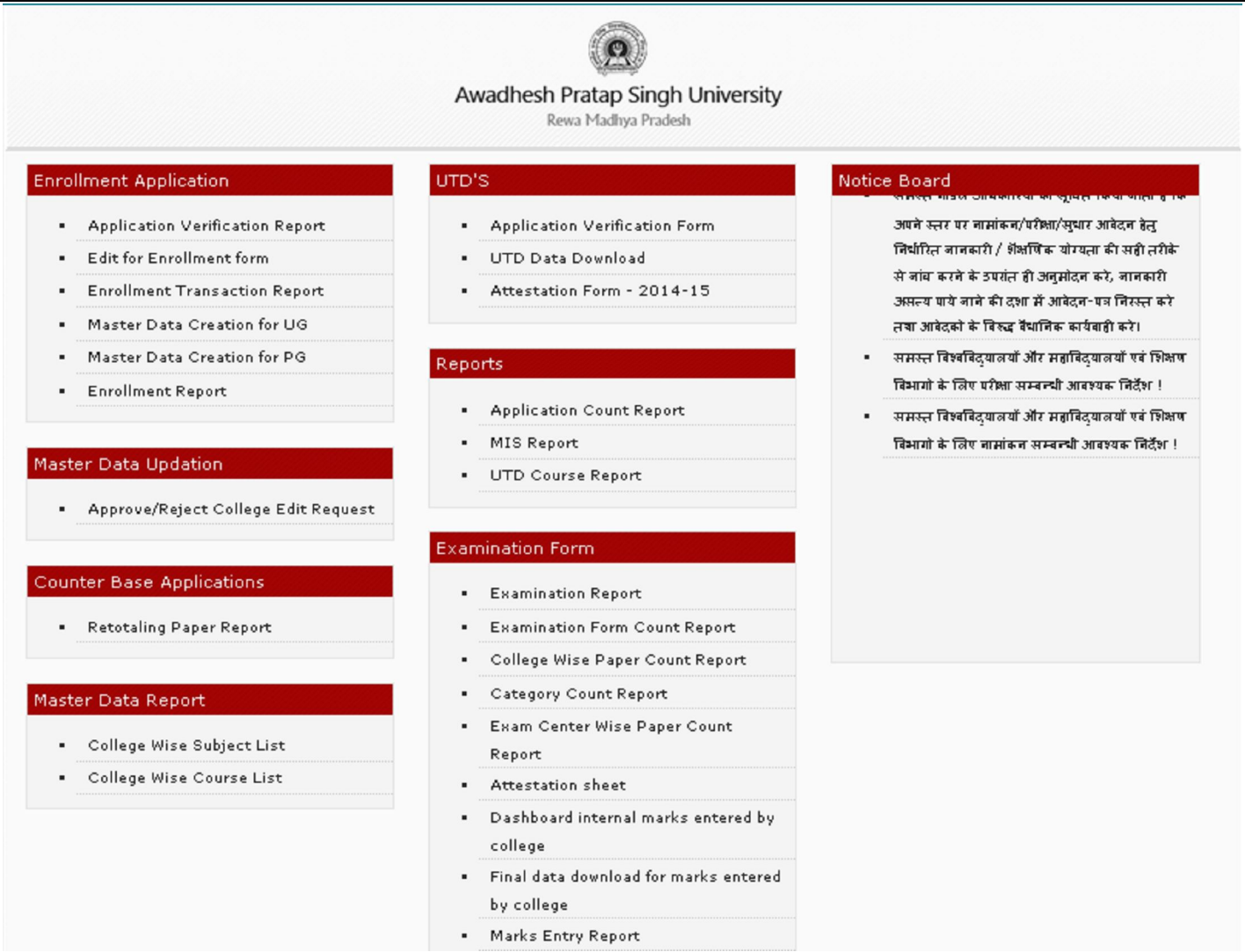


University Login:

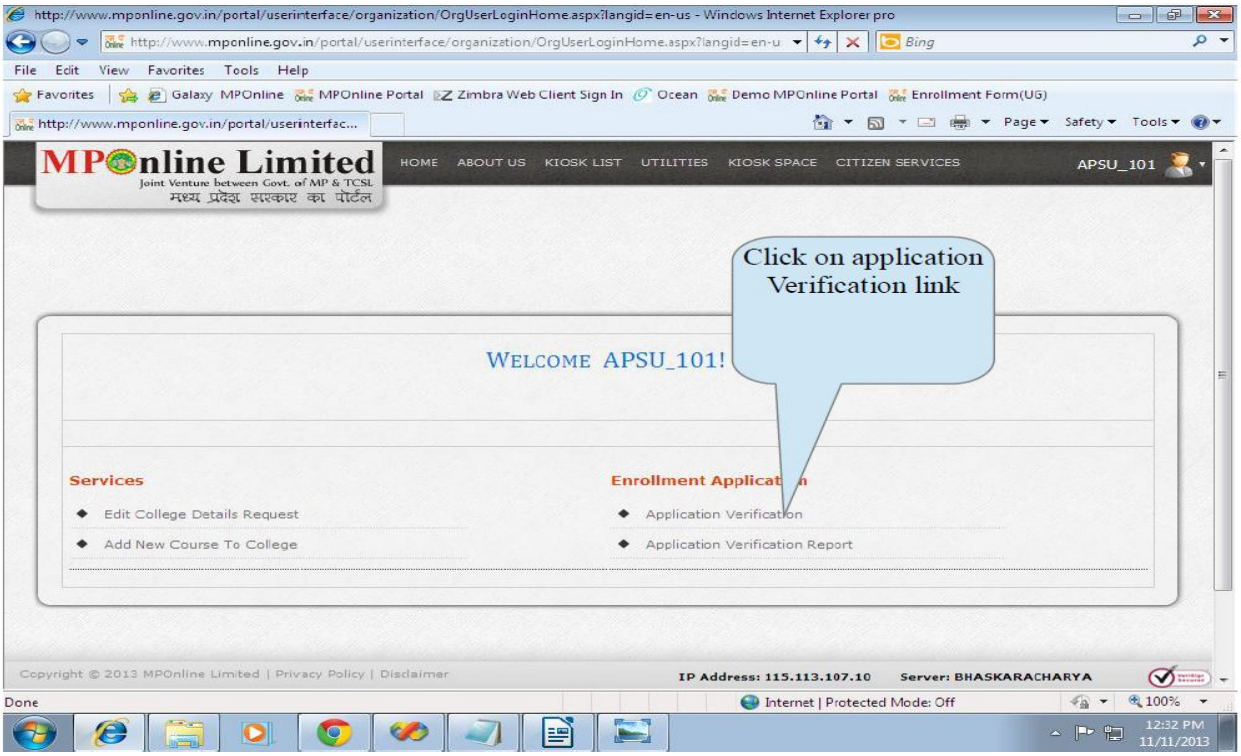




This Screen will display at university (admin) level

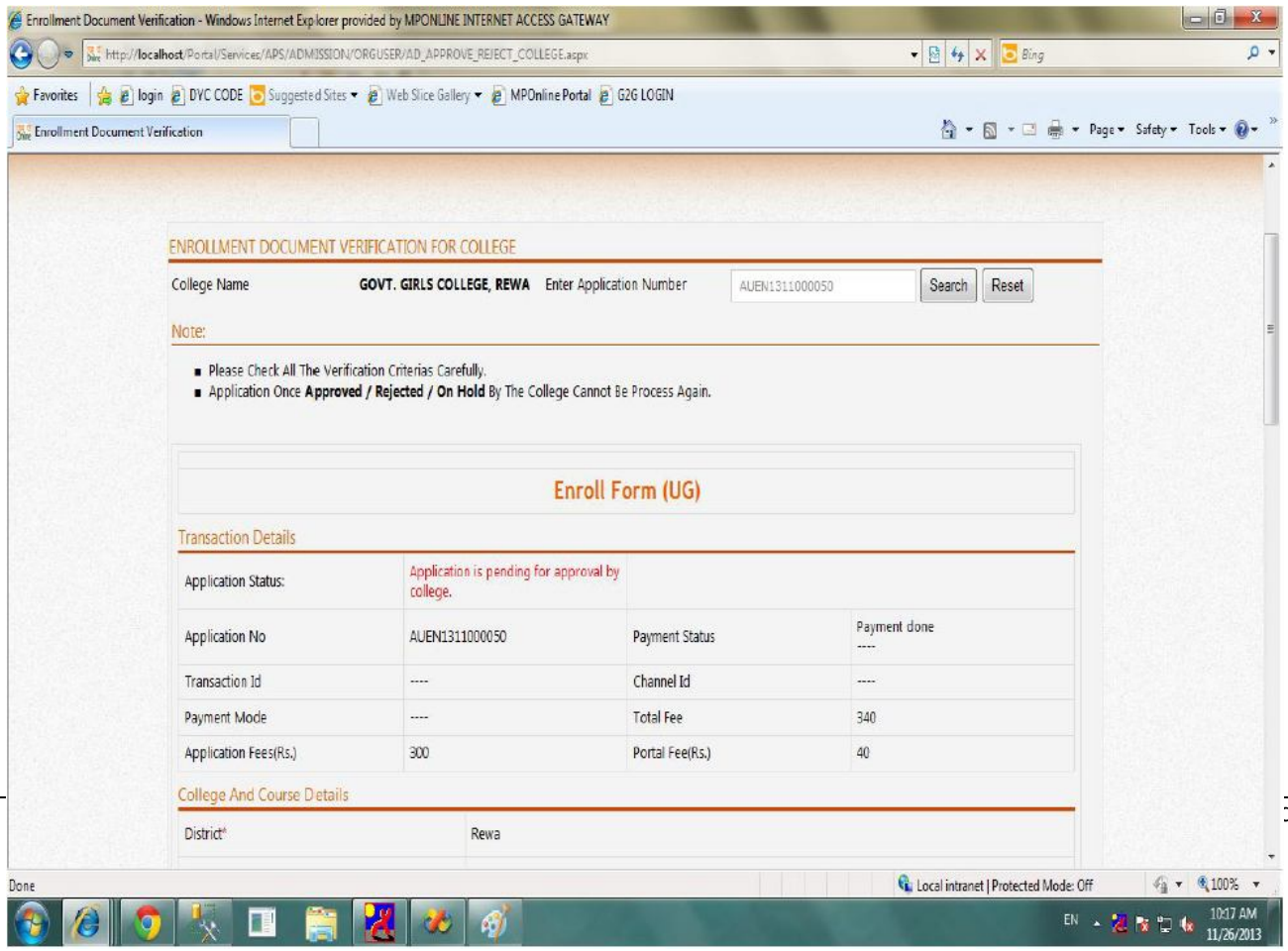

Awadhesh Pratap Singh University
Rewa Madhya Pradesh
Enrollment Application
Application Verification Report
Edit for Enrollment form
Enrollment Transaction Report
Master Data Creation for UG
Master Data Creation for PG
Enrollment Report
Master Data Updation
Approve/Reject College Edit Request
Counter Base Applications
Retotaling Paper Report
Master Data Report
College Wise Subject List
College Wise Course List
UTD'S
Application Verification Form
UTD Data Download
Attestation Form - 2014-15
Reports
Application Count Report
MIS Report
UTD Course Report
Examination Form
Examination Report
Examination Form Count Report
College Wise Paper Count Report
Category Count Report
Exam Center Wise Paper Count Report
Attestation sheet
Dashboard internal marks entered by college
Final data download for marks entered by college
Marks Entry Report
Notice Board
अपने स्तर पर नामांकन/परीक्षा/सुधार आवेदन हेतु निर्धारित जानकारी / शैक्षणिक योग्यता की सही तरीके से जांच करने के उपरांत ही अनुमोदन करे, जानकारी असत्य पाये जाने की दशा में आवेदन-पत्र निरस्त करे तथा आवेदको के विरुद्ध वैधानिक कार्यवाही करे।
समस्त विश्वविद्यालयों और महाविद्यालयों एवं शिक्षण विभागो के लिए परीक्षा सम्बन्धी आवश्यक निर्देश !
समस्त विश्वविद्यालयों और महाविद्यालयों एवं शिक्षण विभागो के लिए नामांकन सम्बन्धी आवश्यक निर्देश !

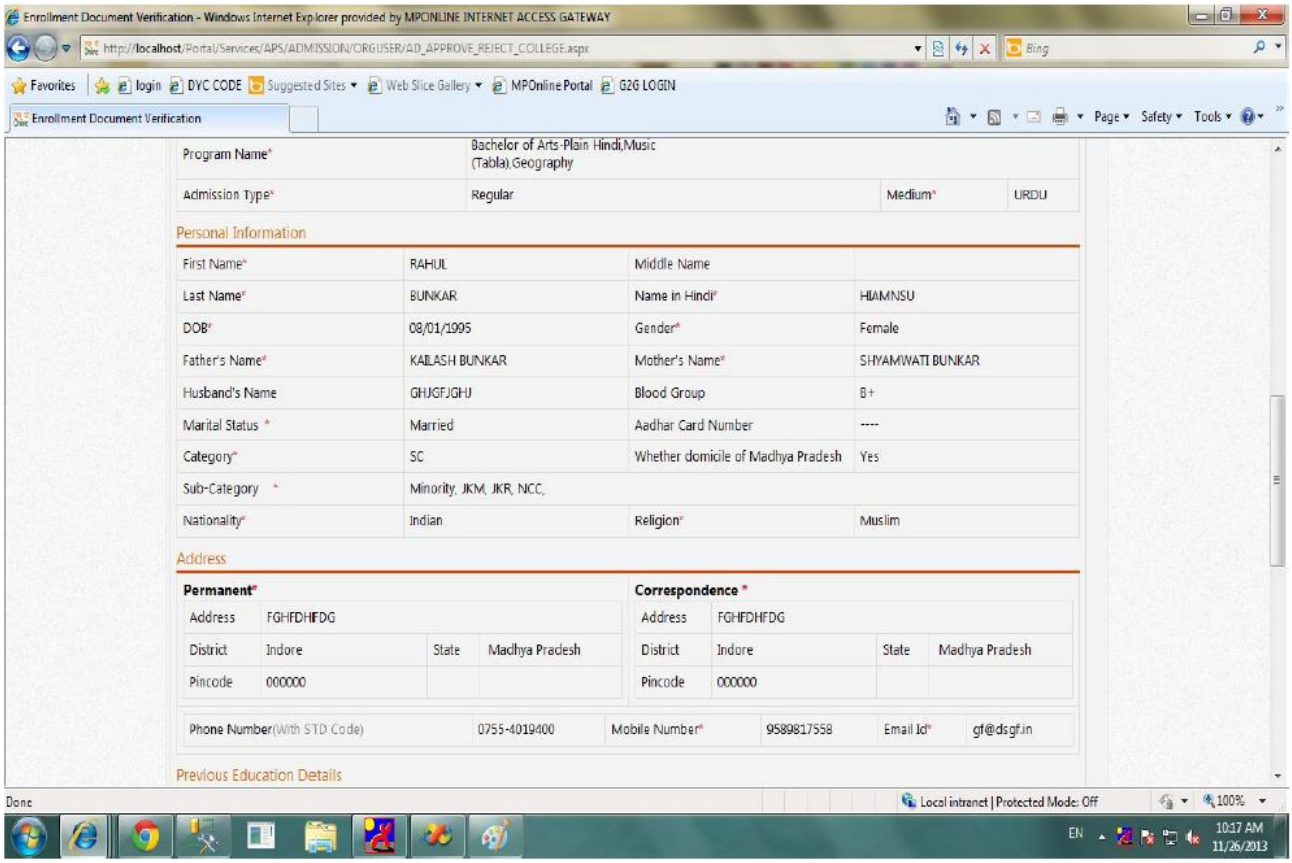
This Screen will Prompt at College Level login:

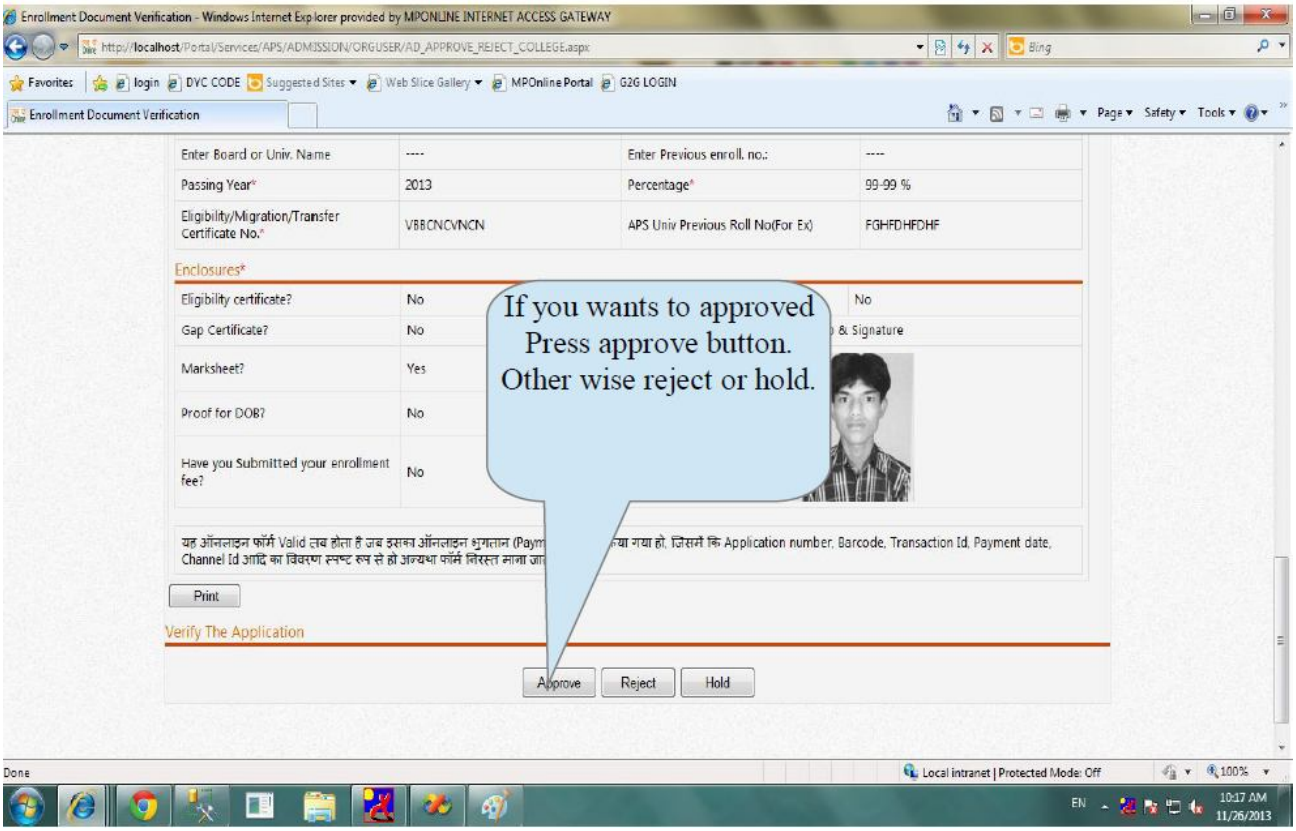


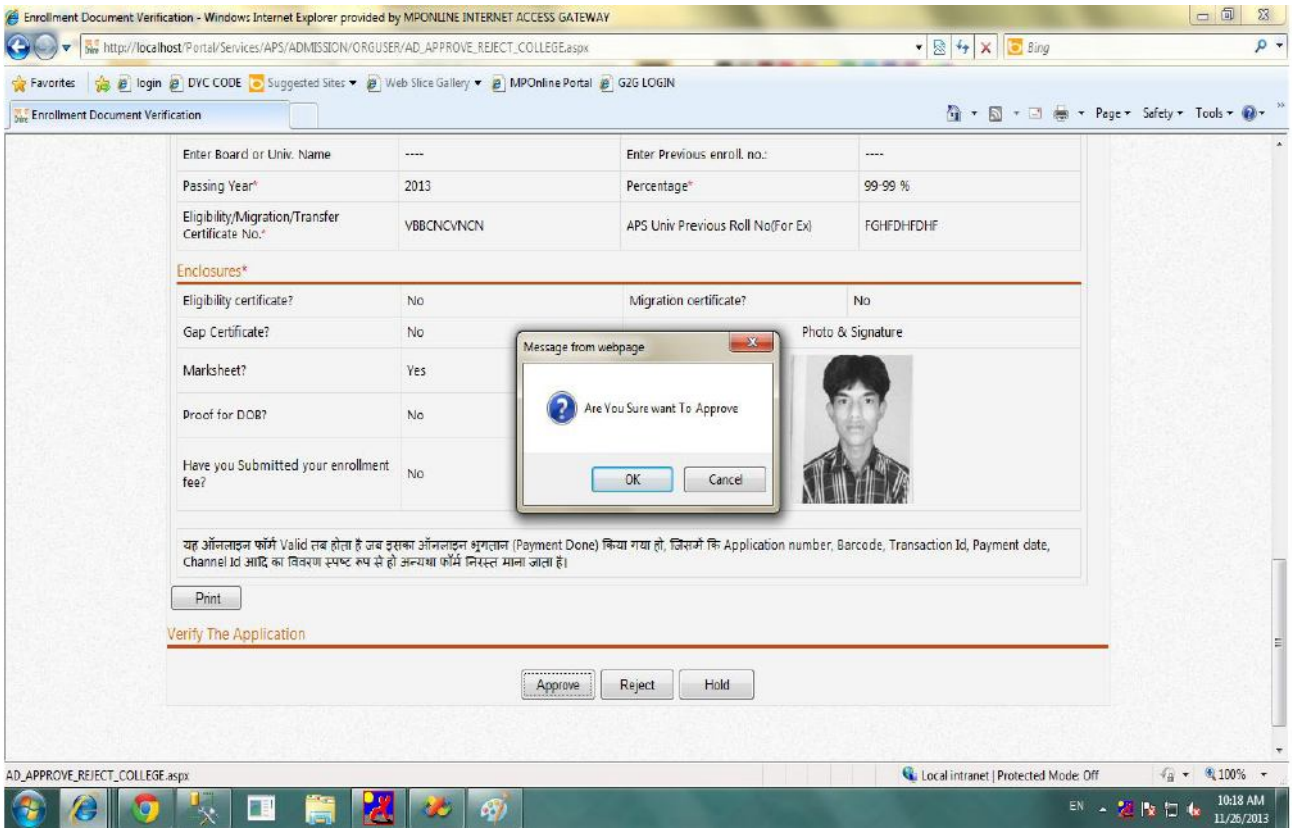
SEARCH COURSE WISE

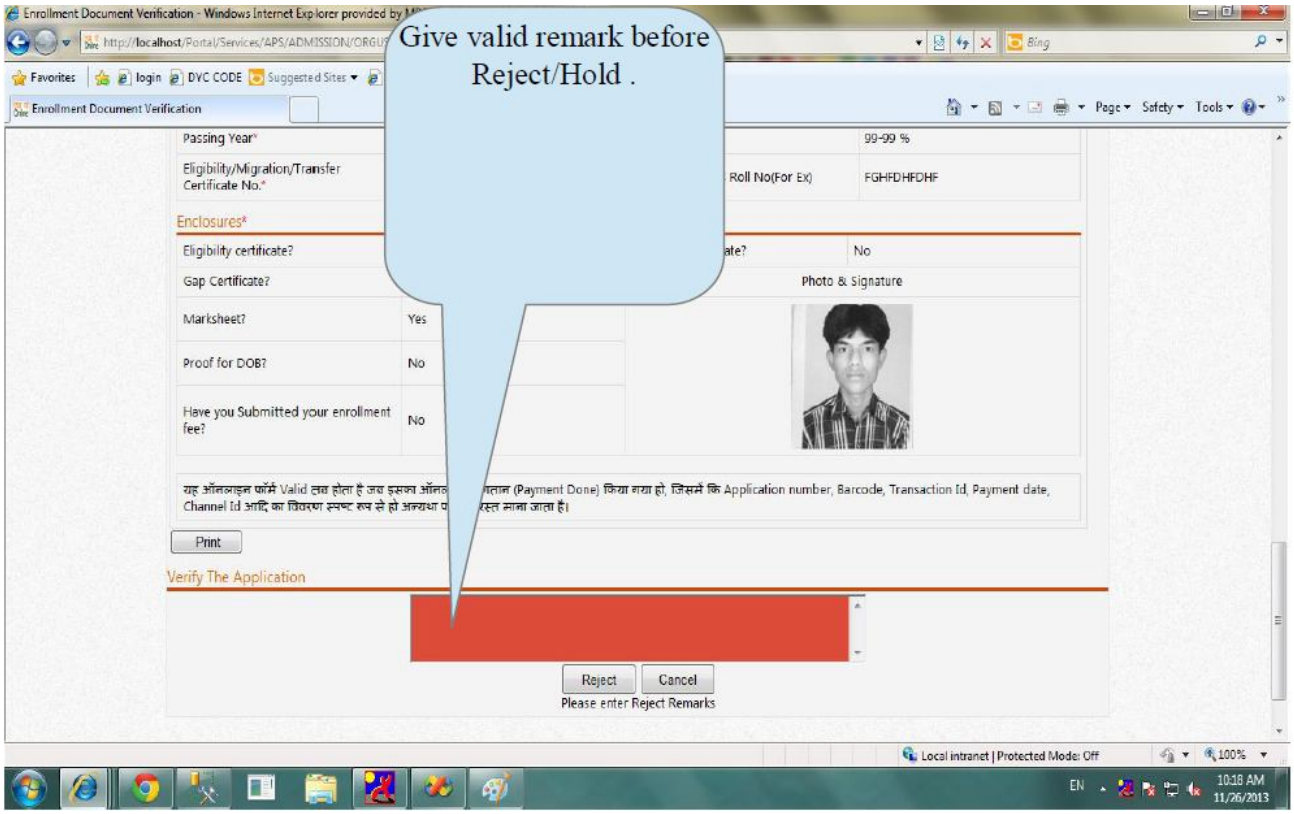
APPROVE/REJECT ENROLLMENT




Enrollment Document Verification - Windows Internet Explorer provided by MPONLINE INTERNET ACCESS GATEWAY
http://localhost/Portal/Services/APS/ADMISSION/ORGUSER/AD_APPROVE_REJECT_COLLEGE.aspx
Enrollment Document Verification
Program Name* Bachelor of Arts-Plain Hindi,Music (Tabla),Geography
Admission Type* Regular
Medium* URDU
Personal Information
First Name* RAHUL
Middle Name
Last Name* BUNKAR
Name in Hindi* HIAMNSU
DOB* 08/01/1995
Gender* Female
Father's Name* KAILASH BUNKAR
Mother's Name* SHYAMWATI BUNKAR
Husband's Name GHJGFJGHJ
Blood Group B+
Marital Status * Married
Aadhar Card Number ----
Category* SC
Whether domicile of Madhya Pradesh Yes
Sub-Category * Minority, JKM, JKR, NCC,
Nationality* Indian
Religion* Muslim
Address
Permanent*
Address FGHFDHFDG
District Indore
State Madhya Pradesh
Pincode 000000
Correspondence *
Address FGHFDHFDG
District Indore
State Madhya Pradesh
Pincode 000000
Phone Number(With STD Code) 0755-4019400
Mobile Number* 9589817558
Email Id* gf@dsgf.in
Previous Education Details
Done
Local intranet | Protected Mode: Off
100%
10:17 AM
11/26/2013

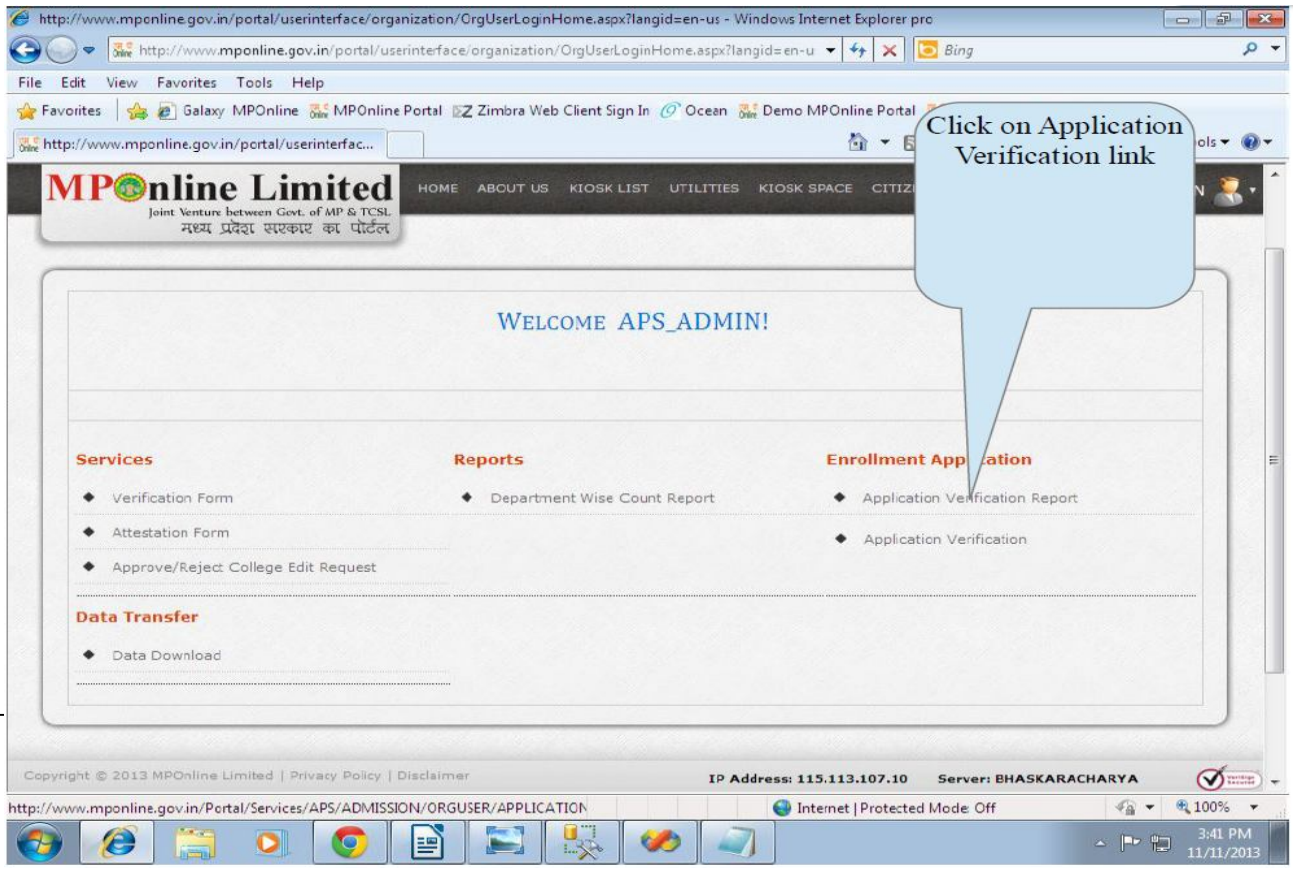

Enrollment Document Verification - Windows Internet Explorer provided by MPONLINE INTERNET ACCESS GATEWAY
http://localhost/Portal/Services/APS/ADMISSION/ORGUSER/AD_APPROVE_REJECT_COLLEGE.aspx
Enrollment Document Verification
Enter Board or Univ. Name
Enter Previous enroll. no.:
Passing Year*
2013
Percentage*
99-99 %
Eligibility/Migration/Transfer Certificate No.*
VBBCNCVNCN
APS Univ Previous Roll No(For Ex)
FGHFDHFDHF
Enclosures*
Eligibility certificate?
No
Gap Certificate?
No
Marksheet?
Yes
Proof for DOB?
No
Have you Submitted your enrollment fee?
No
If you wants to approved Press approve button. Other wise reject or hold.
Print
Verify The Application
Approve
Reject
Hold


Enrollment Document Verification - Windows Internet Explorer provided by MPONLINE INTERNET ACCESS GATEWAY
http://localhost/Portal/Services/APS/ADMISSION/ORGUSER/AD_APPROVE_REJECT_COLLEGE.aspx
Enrollment Document Verification
Enter Board or Univ. Name
Enter Previous enroll. no.:
Passing Year*
2013
Percentage*
99-99 %
Eligibility/Migration/Transfer Certificate No.*
VBBCNCVNCN
APS Univ Previous Roll No(For Ex)
FGHFDHFDHF
Enclosures*
Eligibility certificate?
No
Migration certificate?
No
Gap Certificate?
No
Photo & Signature
Marksheet?
Yes
Proof for DOB?
No
Have you Submitted your enrollment fee?
No
Message from webpage
Are You Sure want To Approve
OK
Cancel
यह ऑनलाइन फॉर्म Valid तब होता है जब इसका ऑनलाइन भुगतान (Payment Done) किया गया हो, जिसमें कि Application number, Barcode, Transaction Id, Payment date, Channel Id आदि का विवरण स्पष्ट रूप से हो अन्यथा फॉर्म निरस्त माना जाता है।
Print
Verify The Application
Approve
Reject
Hold

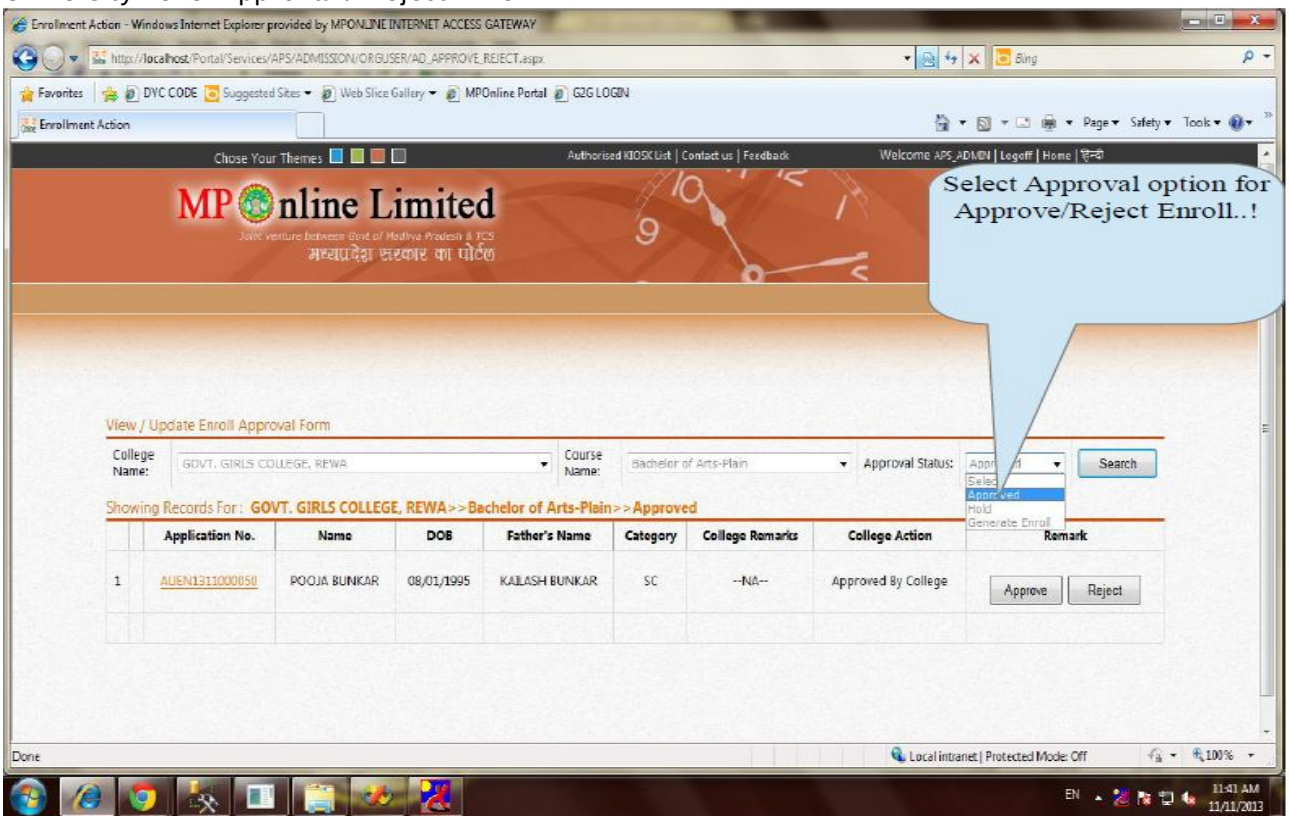


GIVE REMARK FOR APPROVAL & REJECT ENROLLMENT

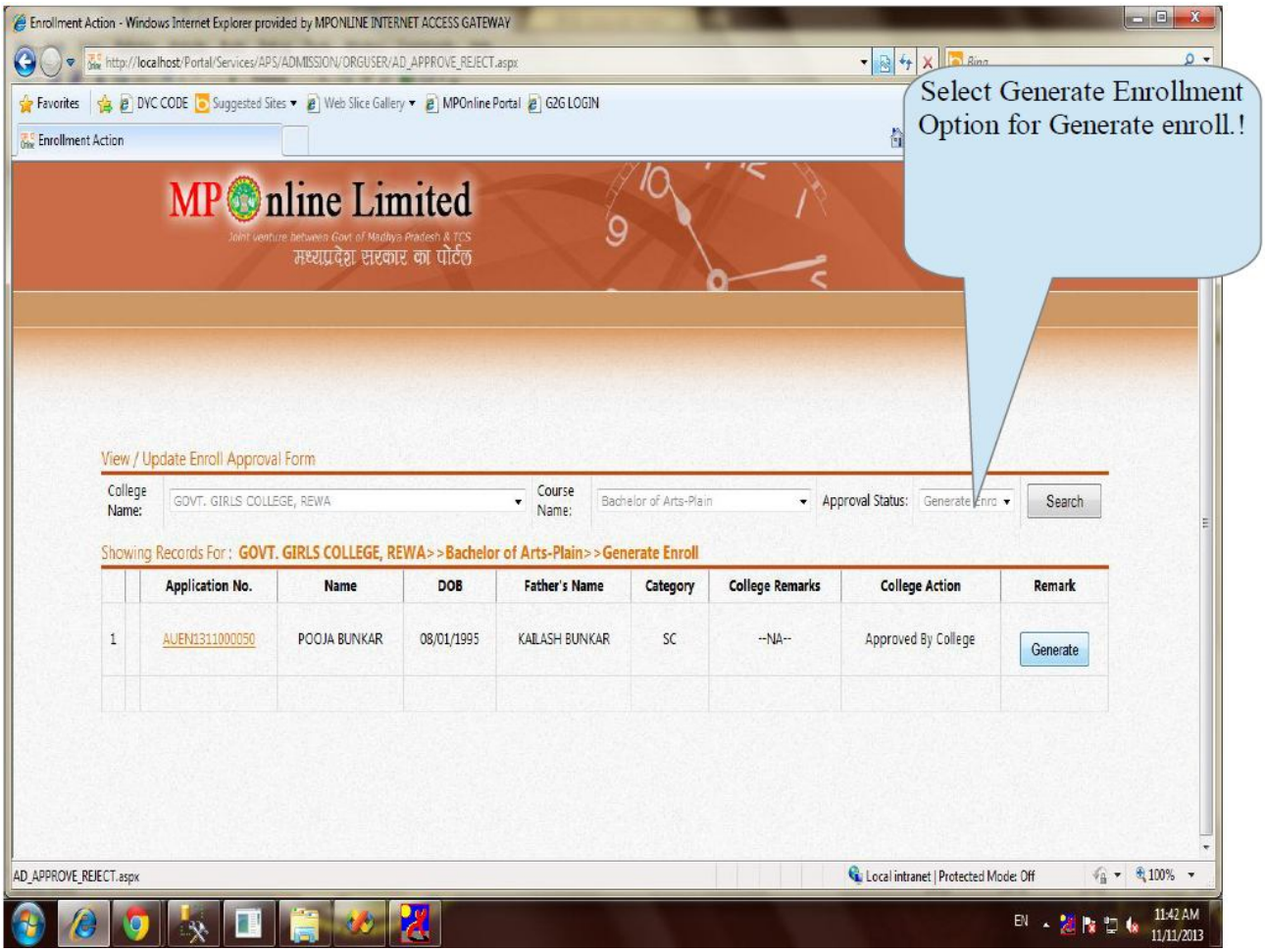
UNIVERSITY LOGIN MENU



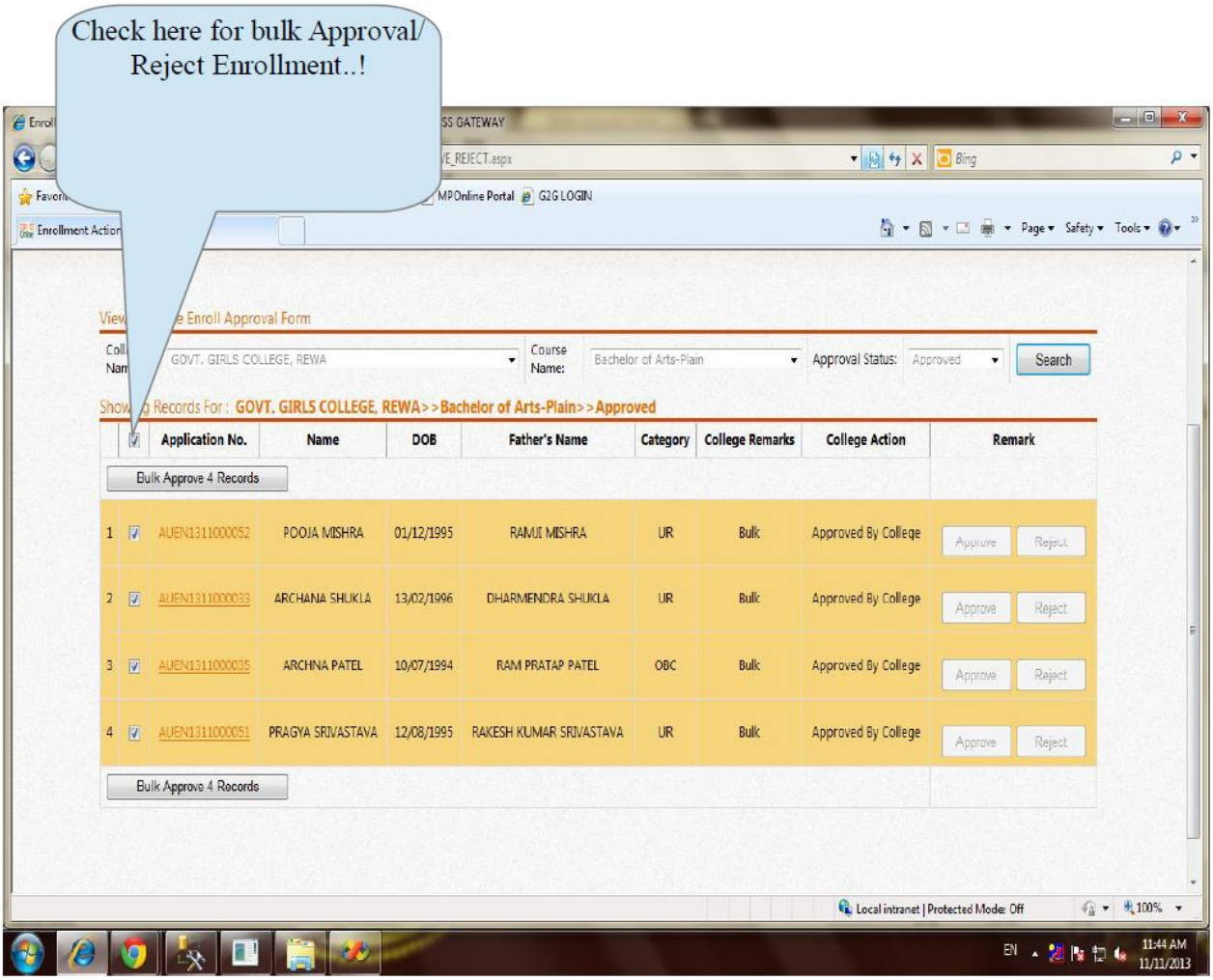
University Level Approval / Reject Enroll



GENERATE ENROLLMENT

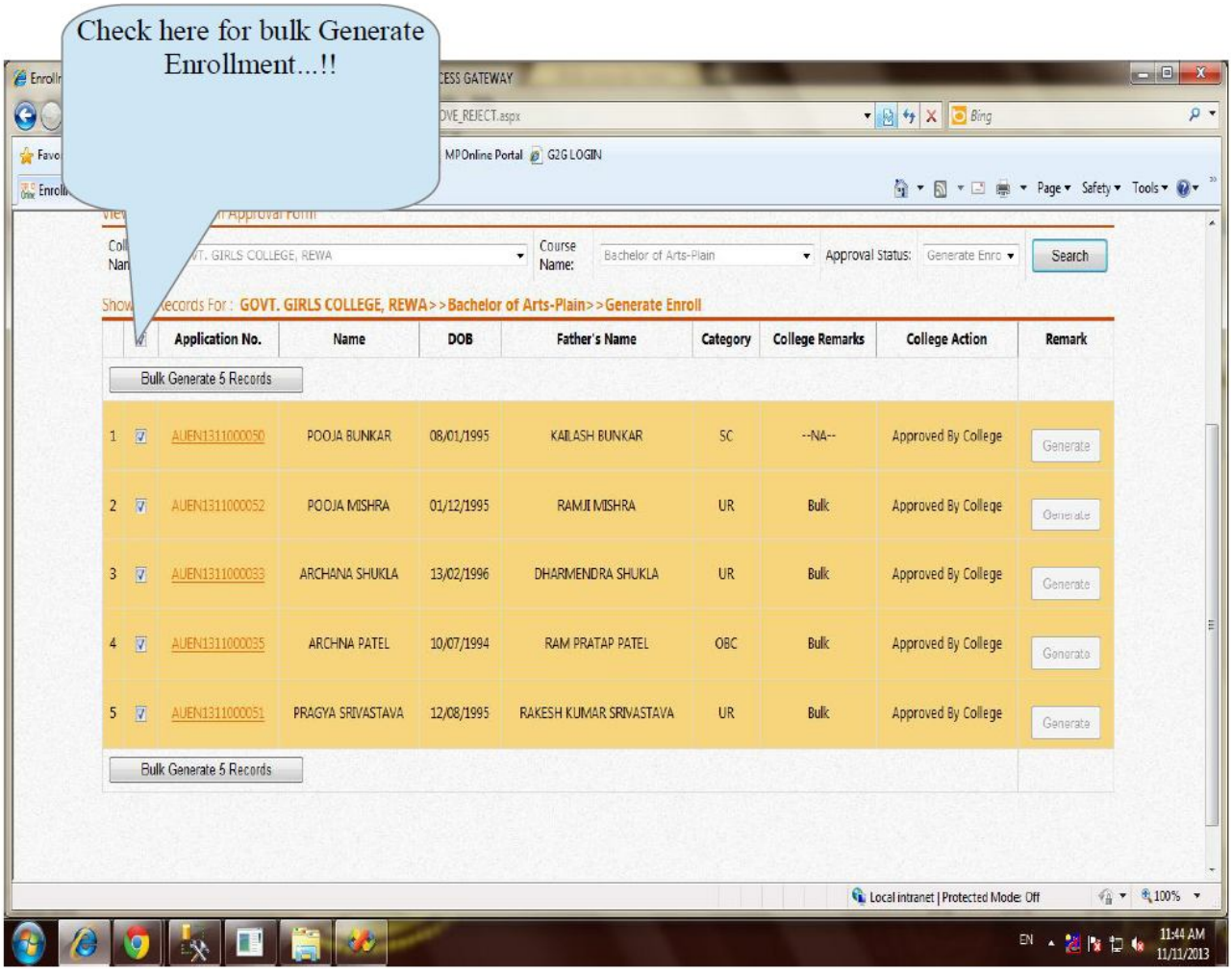

Enrollment Action - Windows Internet Explorer provided by MPONLINE INTERNET ACCESS GATEWAY
http://localhost/Portal/Services/APS/ADMISSION/ORGUSER/AD_APPROVE_REJECT.aspx
Favorites
DVC CODE
Suggested Sites
Web Slice Gallery
MPOnline Portal
G2G LOGIN
Enrollment Action
MP Online Limited
Joint venture between Govt of Madhya Pradesh & TCS
मध्यप्रदेश सरकार का पोर्टल
Select Generate Enrollment Option for Generate enroll.!
View / Update Enroll Approval Form
College Name:
GOVT. GIRLS COLLEGE, REWA
Course Name:
Bachelor of Arts-Plain
Approval Status:
Search
Showing Records For : GOVT. GIRLS COLLEGE, REWA>>Bachelor of Arts-Plain>>Generate Enroll
Application No.
Name
DOB
Father's Name
Category
College Remarks
College Action
Remark
1
AUEN1311000050
POOJA BUNKAR
08/01/1995
KAILASH BUNKAR
SC
--NA--
Approved By College
Generate
AD_APPROVE_REJECT.aspx
Local intranet | Protected Mode: Off
100%
EN
11:42 AM
11/11/2013

UNIVERSITY LEVEL BULK APPROVAL / REJECT ENROLLMENT

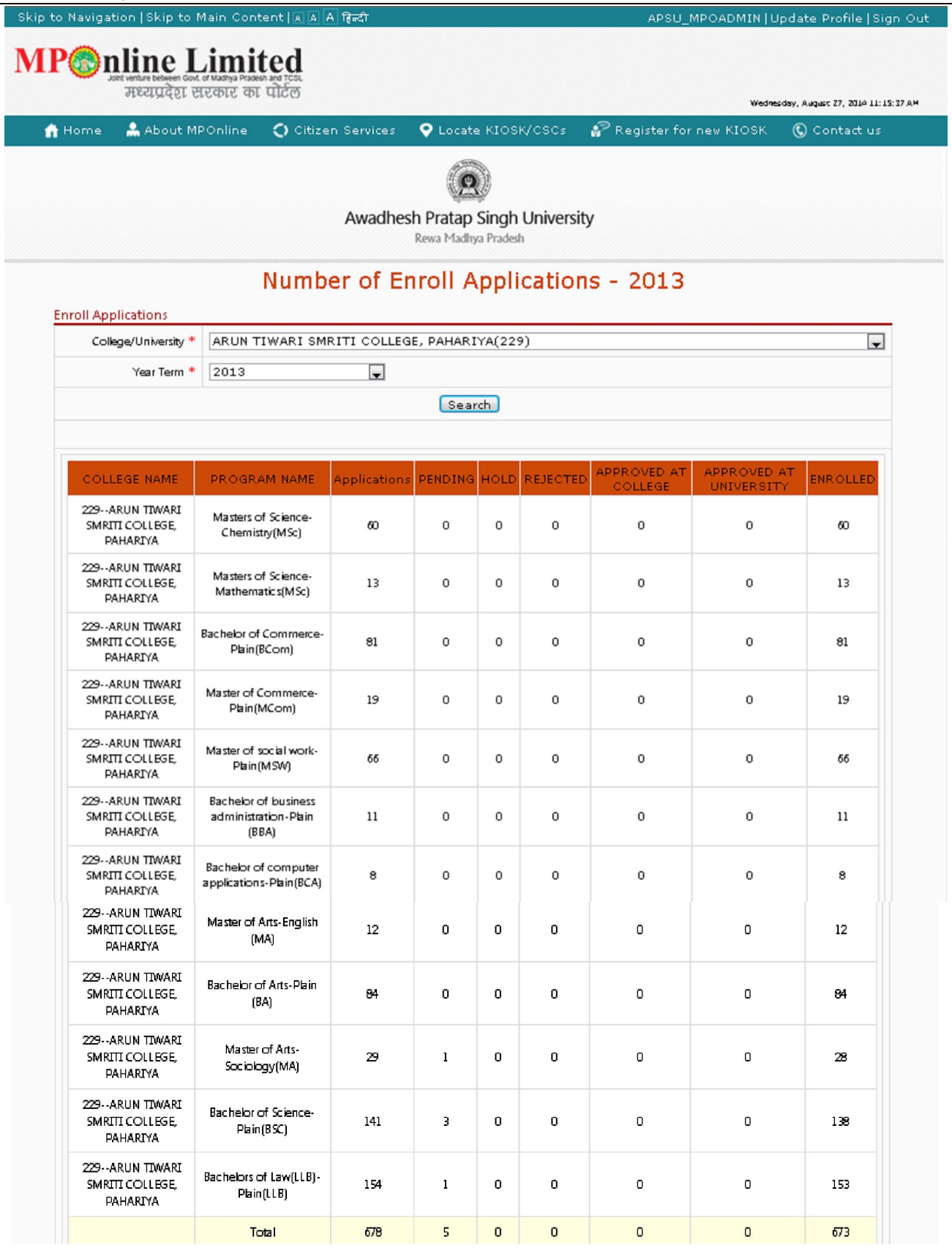


- **The APS Admin user can generate the enroll no. according to below screen (enroll no.)**

UNIVERSITY LEVEL BULK GENERATE ENROLLMENT



Application Verification Report
it will display list of Enrolled Applications at University and College level

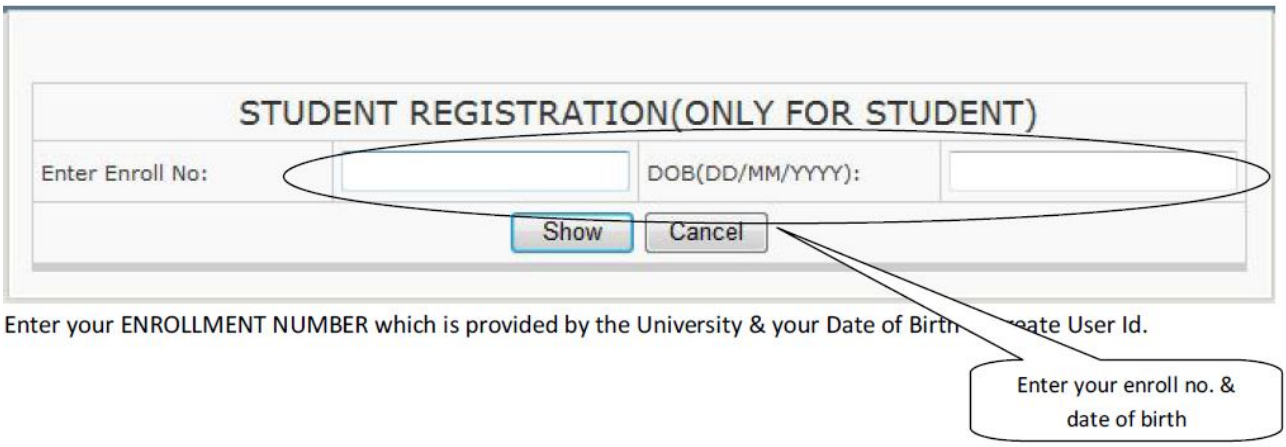


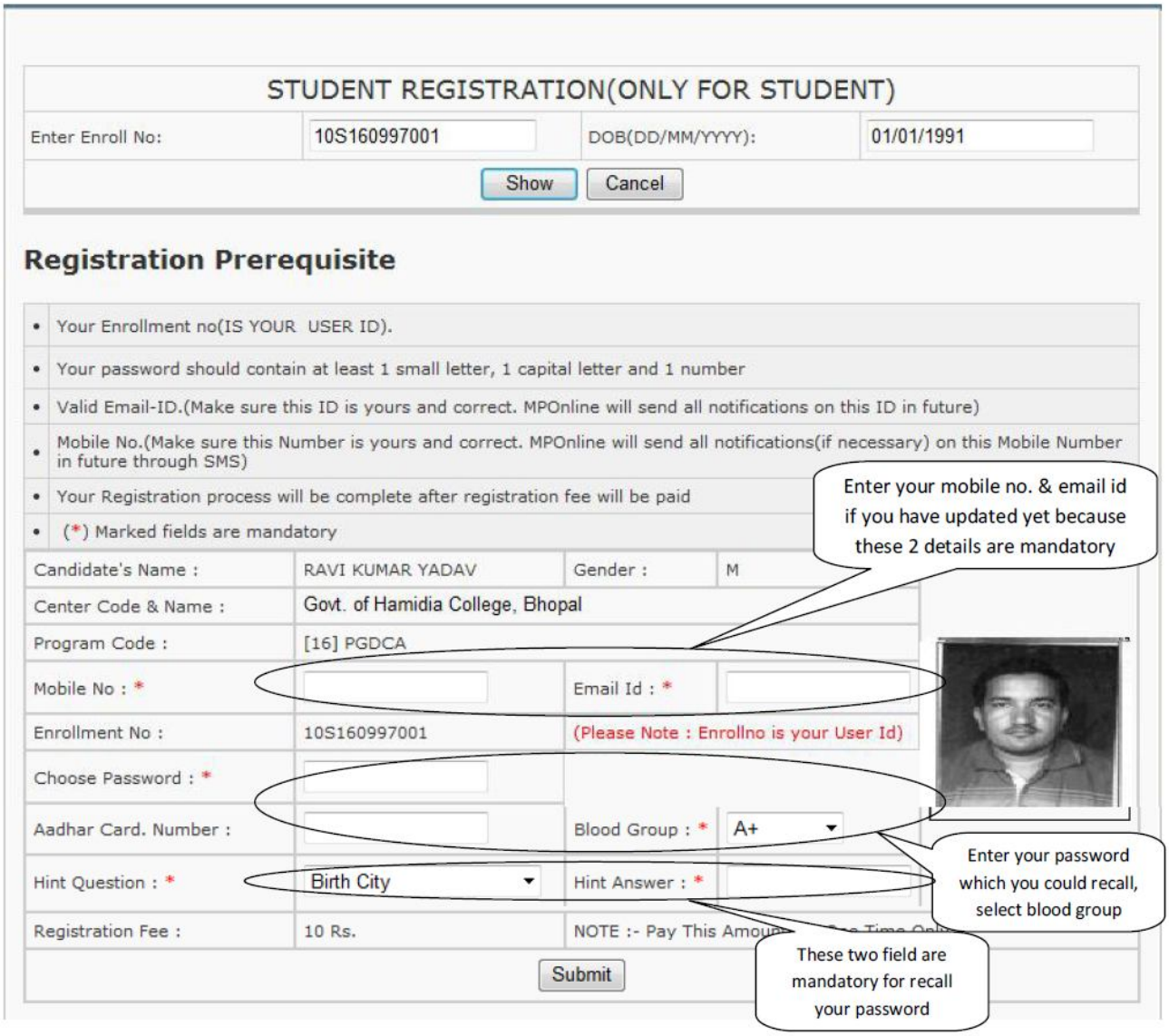
COLLEGE NAME	PROGRAM NAME	Applications	PENDING	HOLD	REJECTED	APPROVED AT COLLEGE	APPROVED AT UNIVERSITY	ENROLLED
229--ARUN TIWARI SMRITI COLLEGE, PAHARIYA	Masters of Science-Chemistry(MSc)	60	0	0	0	0	0	60
229--ARUN TIWARI SMRITI COLLEGE, PAHARIYA	Masters of Science-Mathematics(MSc)	13	0	0	0	0	0	13
229--ARUN TIWARI SMRITI COLLEGE, PAHARIYA	Bachelor of Commerce-Plain(BCom)	81	0	0	0	0	0	81
229--ARUN TIWARI SMRITI COLLEGE, PAHARIYA	Master of Commerce-Plain(MCom)	19	0	0	0	0	0	19
229--ARUN TIWARI SMRITI COLLEGE, PAHARIYA	Master of social work-Plain(MSW)	66	0	0	0	0	0	66
229--ARUN TIWARI SMRITI COLLEGE, PAHARIYA	Bachelor of business administration-Plain (BBA)	11	0	0	0	0	0	11
229--ARUN TIWARI SMRITI COLLEGE, PAHARIYA	Bachelor of computer applications-Plain(BCA)	8	0	0	0	0	0	8
229--ARUN TIWARI SMRITI COLLEGE, PAHARIYA	Master of Arts-English (MA)	12	0	0	0	0	0	12
229--ARUN TIWARI SMRITI COLLEGE, PAHARIYA	Bachelor of Arts-Plain (BA)	84	0	0	0	0	0	84
229--ARUN TIWARI SMRITI COLLEGE, PAHARIYA	Master of Arts-Sociology(MA)	29	1	0	0	0	0	28
229--ARUN TIWARI SMRITI COLLEGE, PAHARIYA	Bachelor of Science-Plain(BSC)	141	3	0	0	0	0	138
229--ARUN TIWARI SMRITI COLLEGE, PAHARIYA	Bachelors of Law(LLB)-Plain(LLB)	154	1	0	0	0	0	153
	Total	678	5	0	0	0	0	673

STUDENT INFORMATION SYSTEM (SIS)

Step-1: Open Internet Explorer browser (7 or higher) & enter https://www.mponline.gov.in ; click on 'Citizen Services' link, select Universities – Makhanlal Univ.

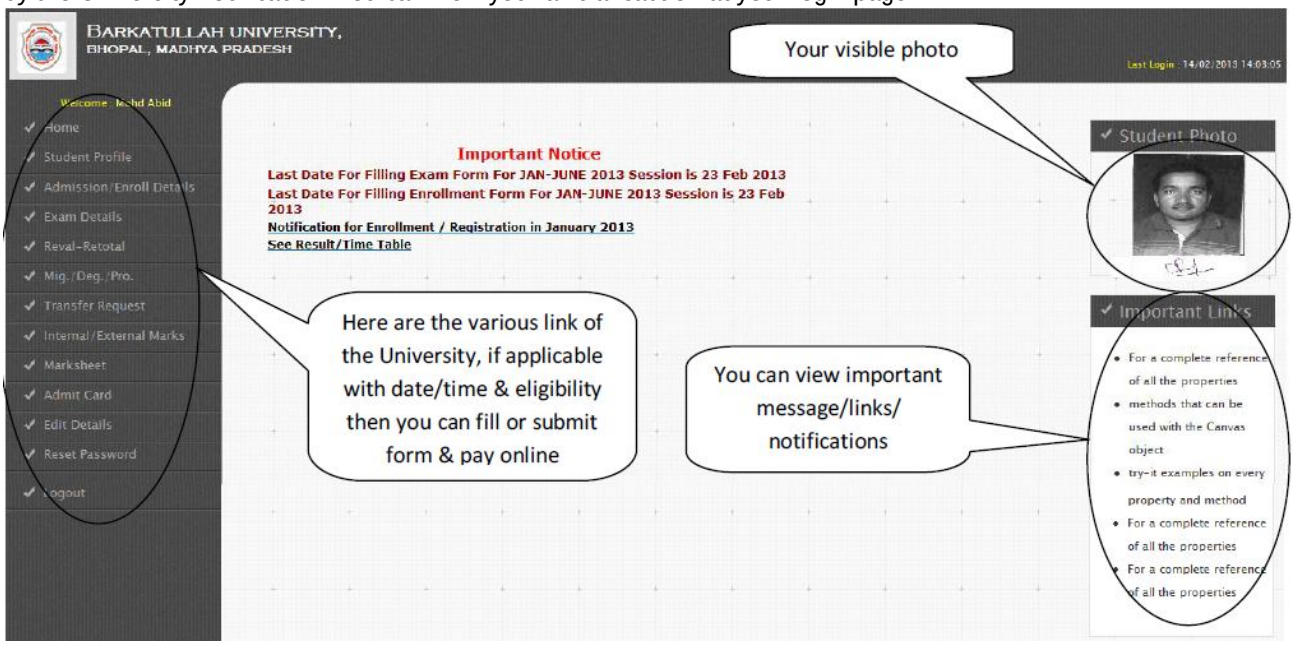
Enrollment number is mandatory to create user id & password otherwise you can't create user id.





All the registered information will be send to mobile/email id for security purpose. Check your mail after creation you user id & password. The registration process will be completed when he will pay normal portal fee Rs.10/- only.
If you have created your User Id & Password successfully then login with your below screen:

You can see your below page after login into your page. Now you can use any application which is application by the University notification. You can view your all transaction at your login page.



You cannot change any master data which is belongs to eligibility. Only you can view, if you want change any data then follow the rules & regulation of the College/ University.

View your Profile:

STUDENT PROFILE

First Name:	Mohd	Last Name	Abid
Name in Hindi:	test	Date of Birth:	01/07/1991
Father's Name:	XCXC	Mother's Name:	XCXC
Husband's name	XCXC	Sex:	Female
Caste:	General	Maritial Status:	Married
Nationality:	INDIAN	Handicapped:	Y
Religion of the candidate:	Buddhisht	Aahdar Card Number :	Not Available
Institute code & Name:	[9999] TESTING INSTITUTE for TEST PURPOSE		
Name of the Course	BACHELOR OF COMPUTER APPLICATIONS		

Print

STUDENT ENROLLMENT DETAILS

Personal Details

First Name:	Mohd	Last Name	Abid
Name in Hindi:	test	Date of Birth:	01/07/1991
Father's Name:	XCXC	Mother's Name:	XCXC
Husband's name	XCXC	Sex:	Female
Caste:	General	Maritial Status:	Married
Nationality:	INDIAN	Handicapped:	Y
Religion of the candidate:	Buddhisht	Aahdar Card Number :	Not Available

Fee & Institute Details

Enrollment No:	H149999001	Enrollment Status	Enrollment is provisional
Institute code & Name:	[9999] TESTING INSTITUTE for TEST PURPOSE		
Name of the Course in which admission is taken:		**BACHELOR OF COMPUTER APPLICATIONS**	
Date of Admission in the University/Study Institute:		01 Jul 2012	
Admission Fee	1250	Paid Status	
Application No.	M12W149999001		
Transaction Id		Payment Done On	

Complete Parmanent Address of student for communication:

Address Line 1	CXCXC	Address Line 2	
City	XCXC	District	ERERER
State		Pincode	
STD Code.	232332	Telephone No.	

List of Attached Documents

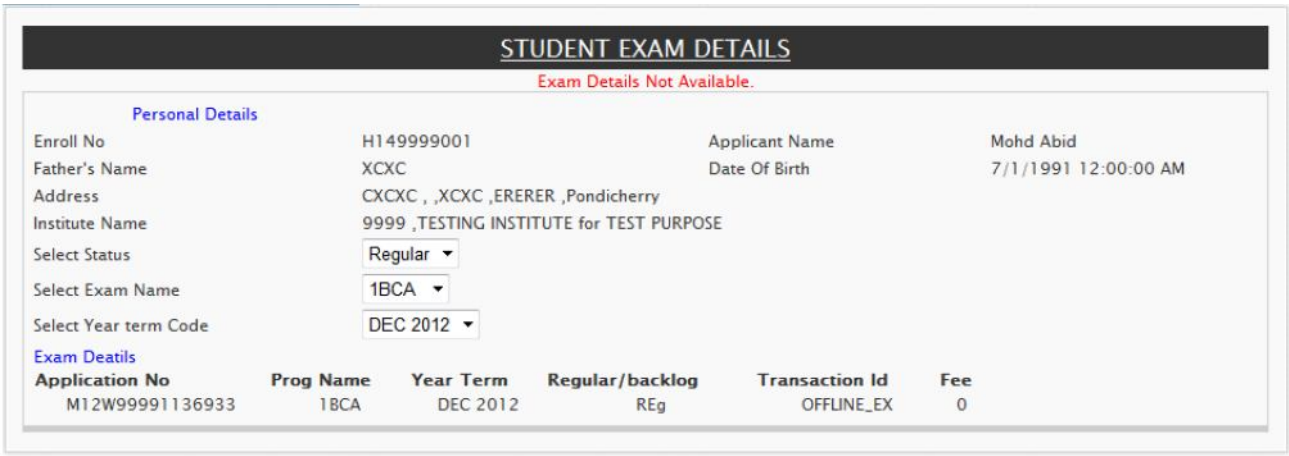
1] Date of Birth Certificate 2] Qualifying Exam Marksheet 3] Original Migration/TC 4] Gap Certificate

Previous Qualification Details

Exam Passed	Board/University Name	Year of Passing	Division	Percentage
GRADUATION	ERER	1998	1st	68.9
Name of the School/College and place from where qualifying Exam was passed			WEWE	
Name of the School/College/Institute (Last Attended)			WEWE	

View your Enrollment Form:

View your all Exam form Details:



STUDENT EXAM DETAILS

Exam Details Not Available.

Personal Details

Enroll No	H149999001	Applicant Name	Mohd Abid
Father's Name	XCXC	Date Of Birth	7/1/1991 12:00:00 AM
Address	CXCXC , ,XCXC ,ERERER ,Pondicherry		
Institute Name	9999 ,TESTING INSTITUTE for TEST PURPOSE		
Select Status	Regular		
Select Exam Name	1BCA		
Select Year term Code	DEC 2012		

Exam Deatils

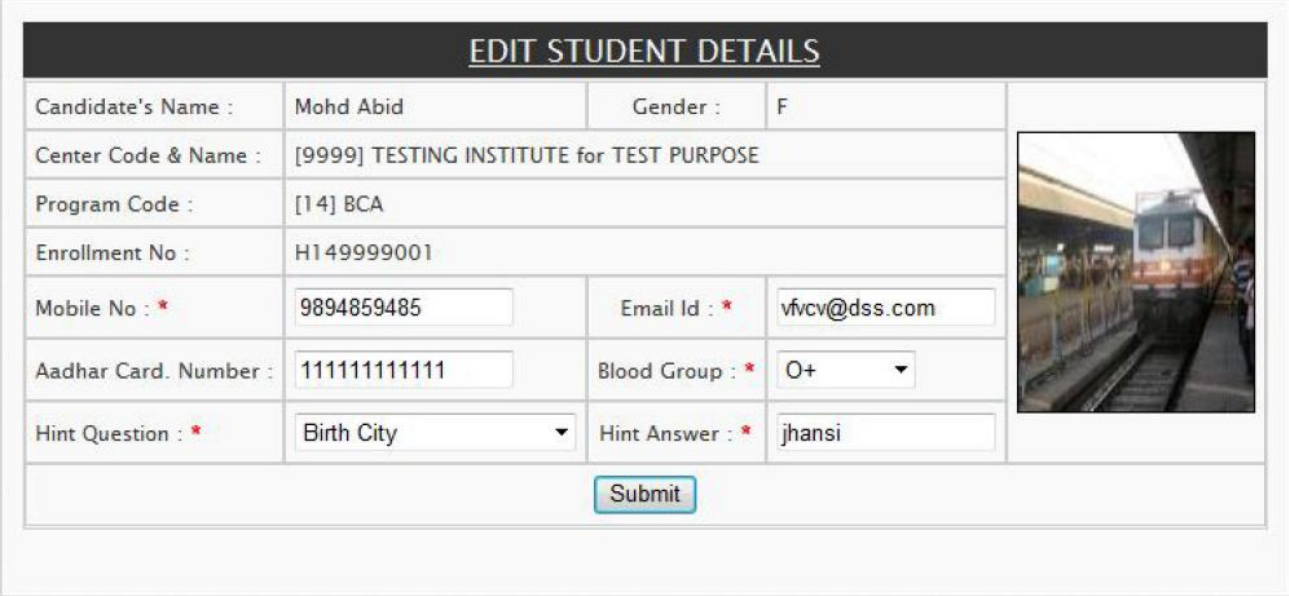
Application No	Prog Name	Year Term	Regular/backlog	Transaction Id	Fee
M12W99991136933	1BCA	DEC 2012	REg	OFFLINE_EX	0

Apply for Counter Base Applications (if applicable):

APPLY FOR MIGRATION/DEGREE/PROVISIONAL CERTIFICATE

- **Apply for Migration**
- **Apply for Provisional Certificate**
- **Apply for Degree/Diploma**
- **Apply for Duplicate Migration**
- **Apply for Duplicate Provisional Certificate**
- **Apply for Duplicate Degree/Diploma**

View or Edit your secondary detail as below mentioned:

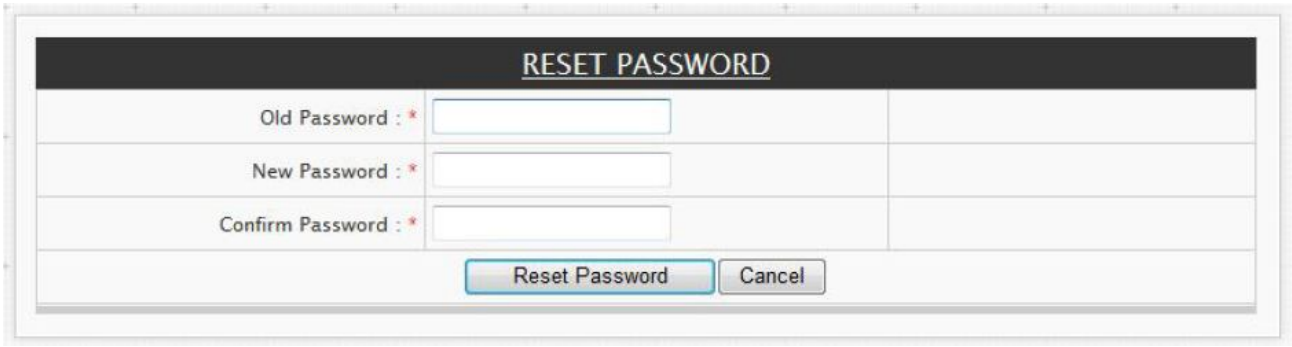


EDIT STUDENT DETAILS

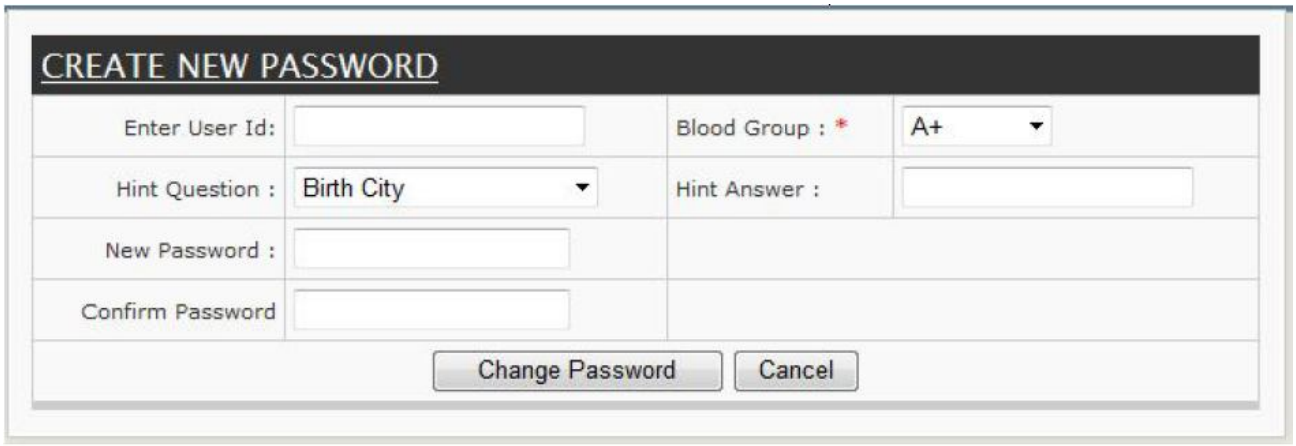
Candidate's Name :	Mohd Abid	Gender :	F
Center Code & Name :	[9999] TESTING INSTITUTE for TEST PURPOSE		
Program Code :	[14] BCA		
Enrollment No :	H149999001		
Mobile No : *	9894859485	Email Id : *	vfvcv@dss.com
Aadhar Card. Number :	111111111111	Blood Group : *	O+
Hint Question : *	Birth City	Hint Answer : *	jhansi

Submit

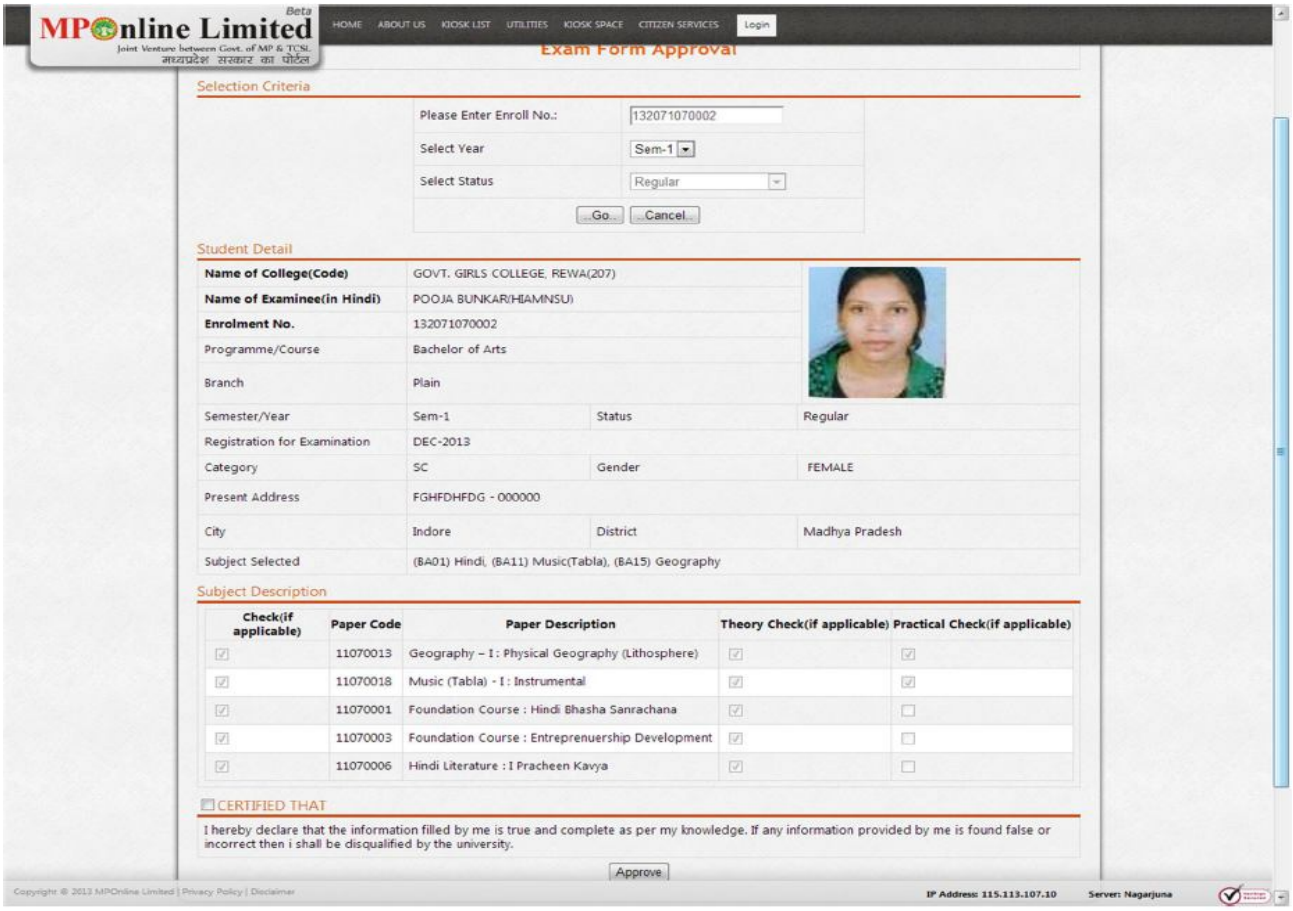
You can Reset your password time to time:

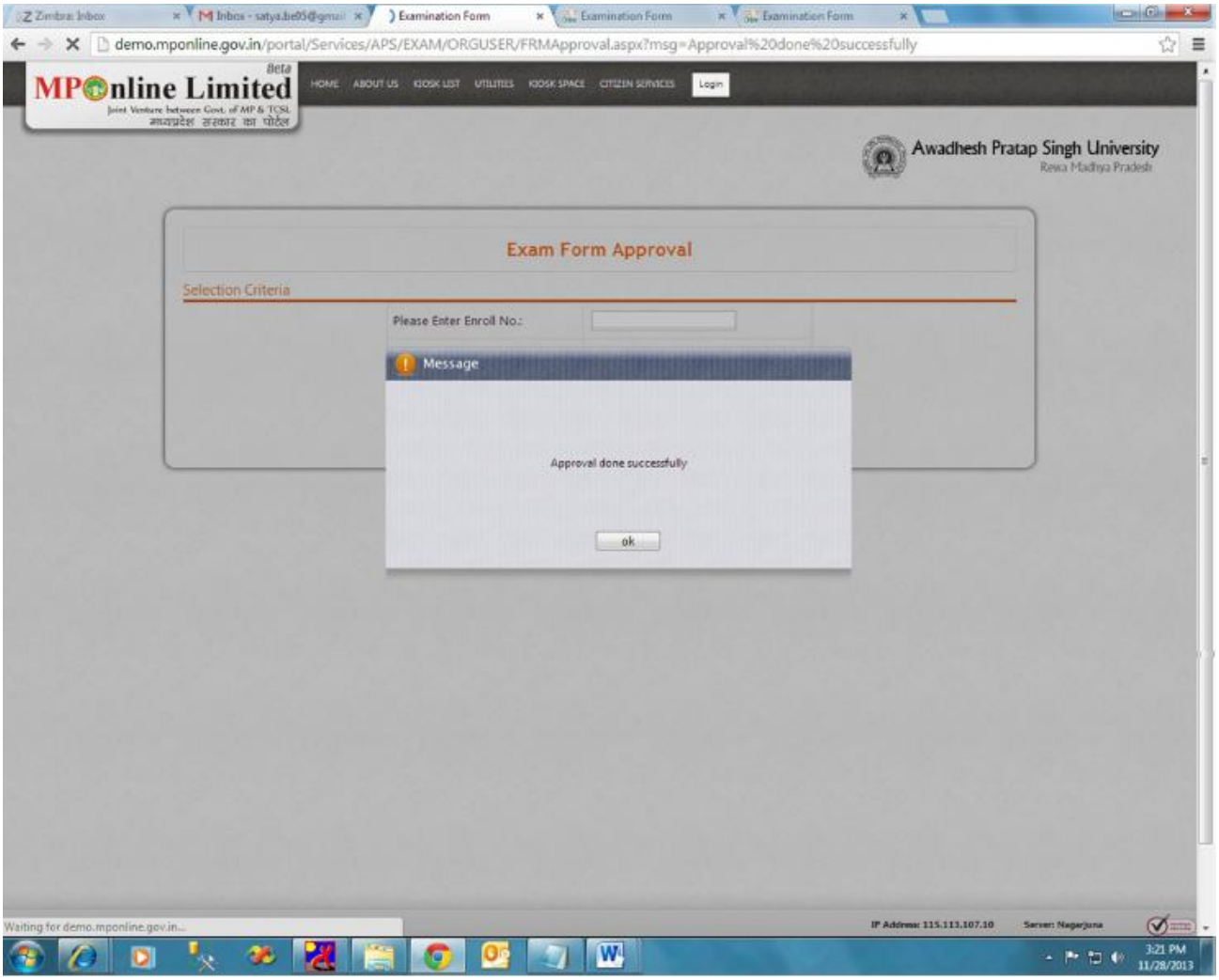


If you forgot your password, verify below screen by entering the detail:



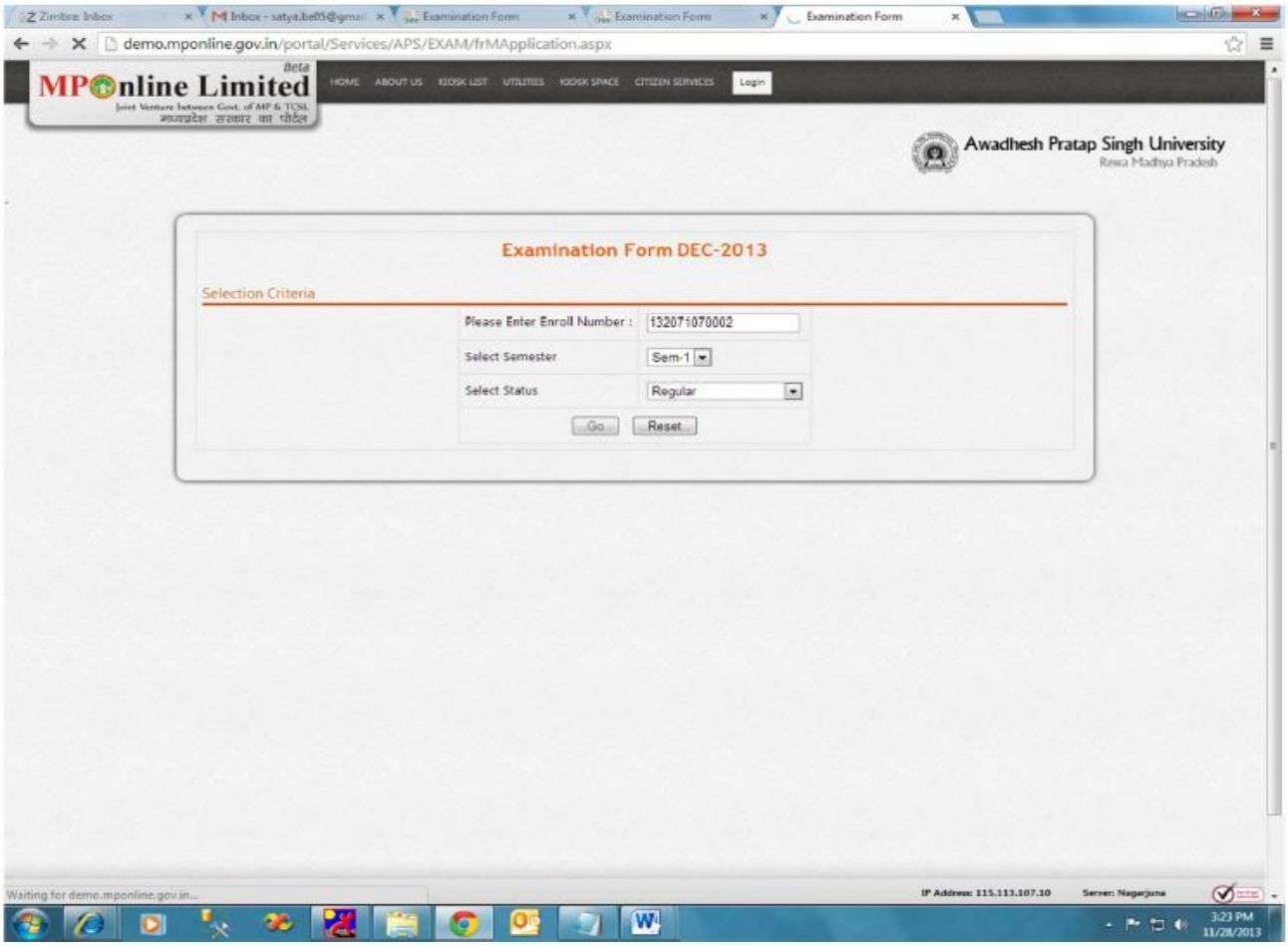
Exam Form Approval at College Level





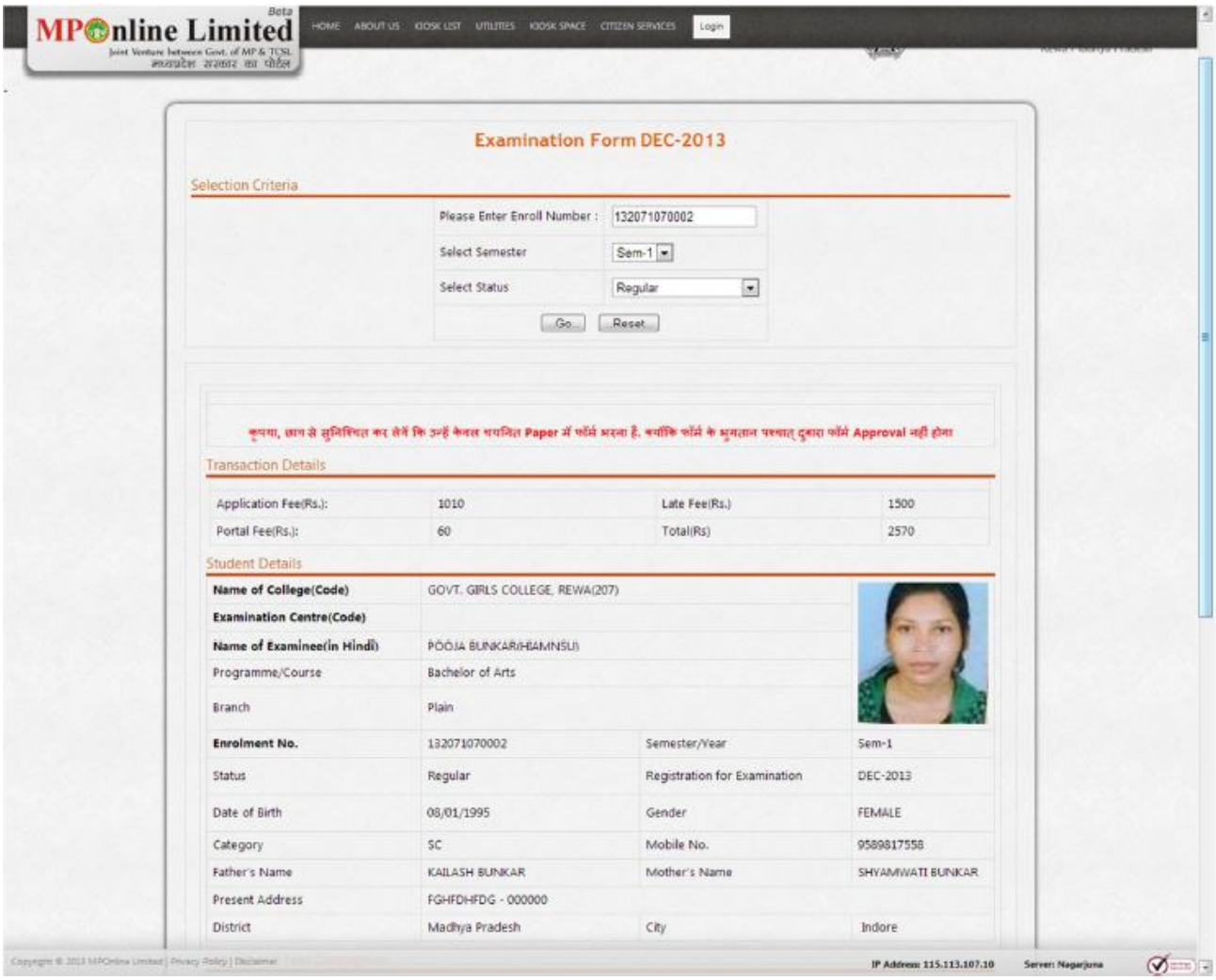
Approved Successfully Message displayed.
Applicant/Student Check the Examination form forwarded by college. Now Student can Submit and Pay Exam Fee.

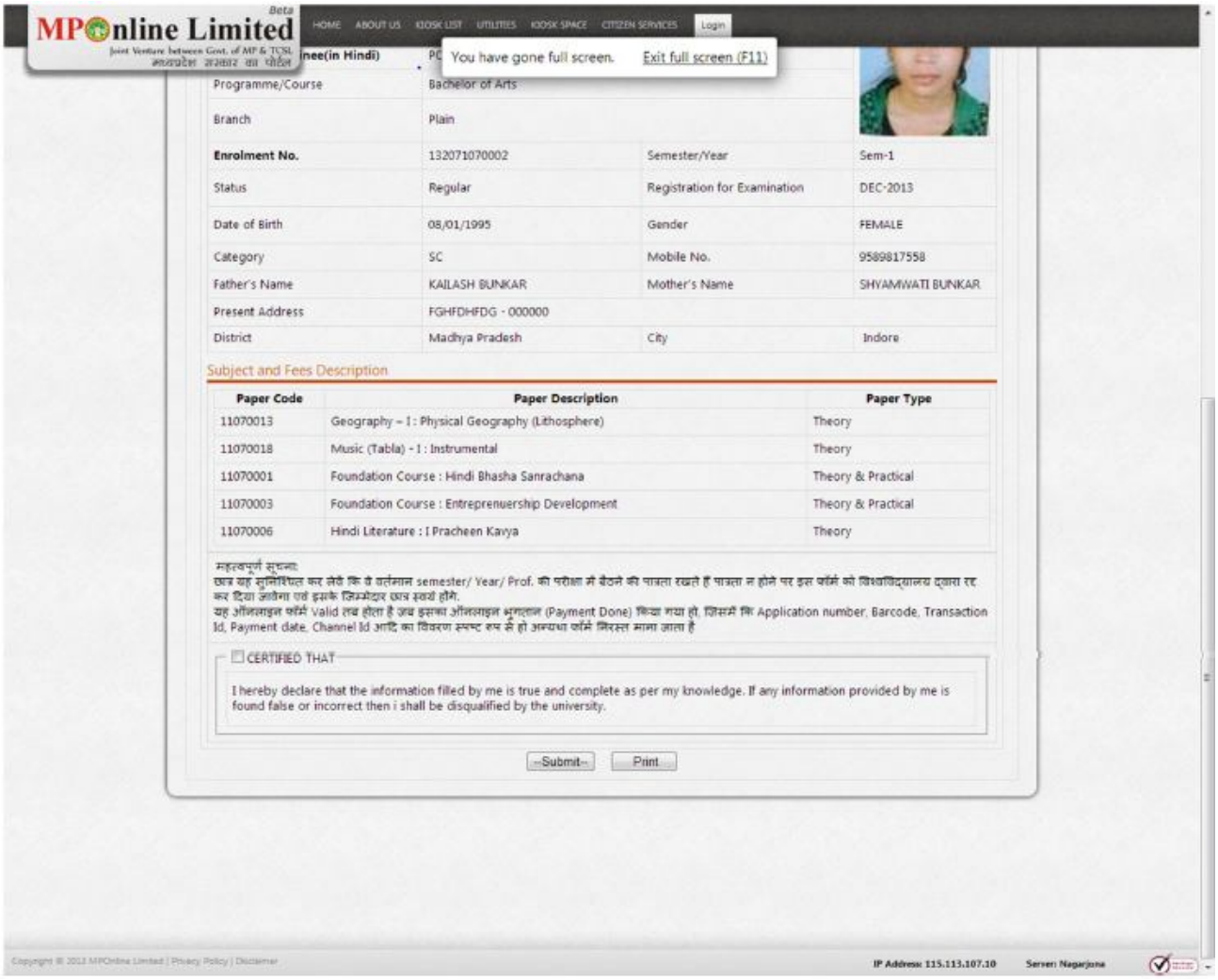
- Student can click 'Apply online' exam form section & enter their approved enroll no. for the semester
- Student can enter their enroll no. & select the status whether Regular / Ex-student / Backlog
- Now click on 'Go', then the form will be filled already according to college approval,



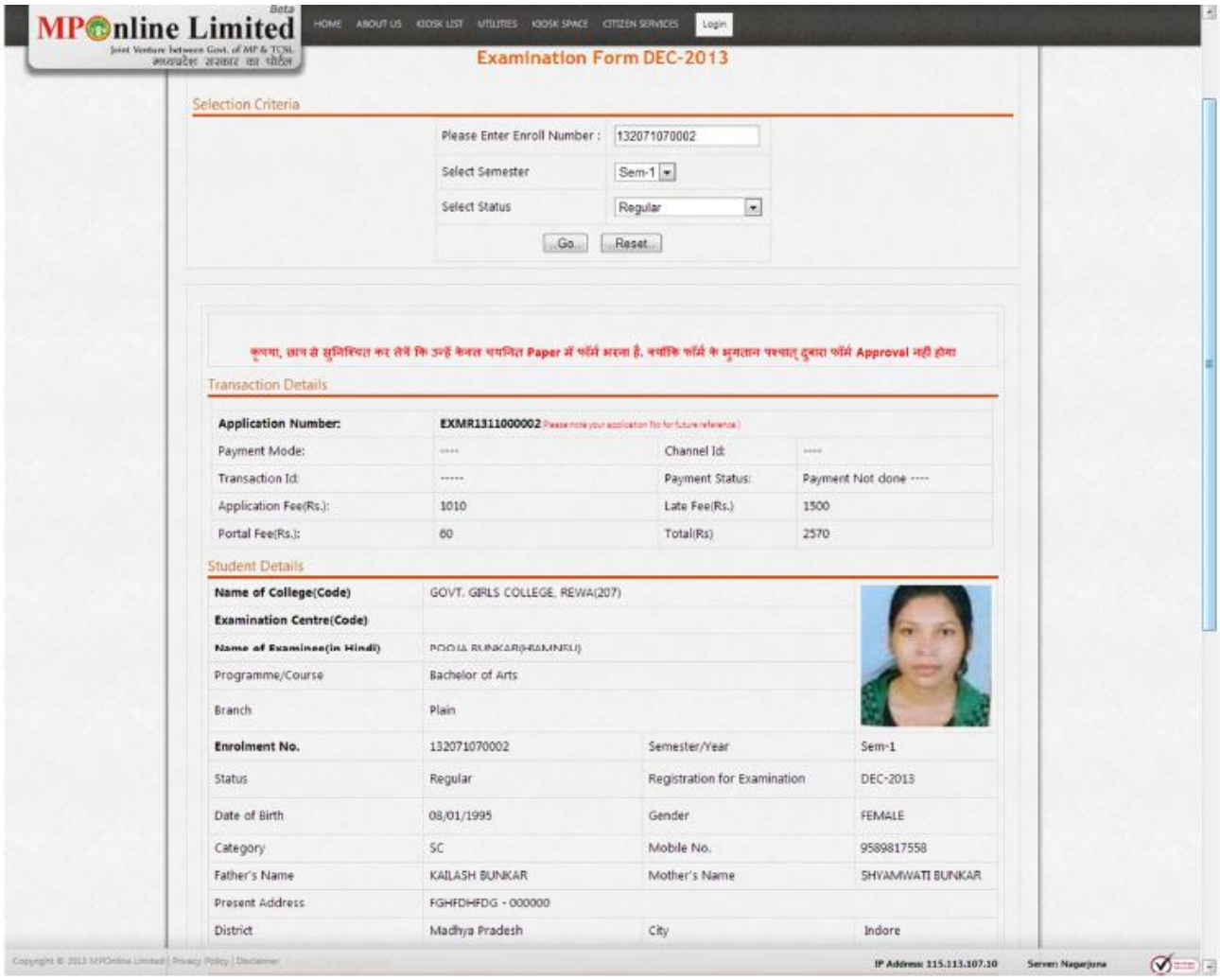
Below Mentioned form will be displayed. Where Student can check Information Details.

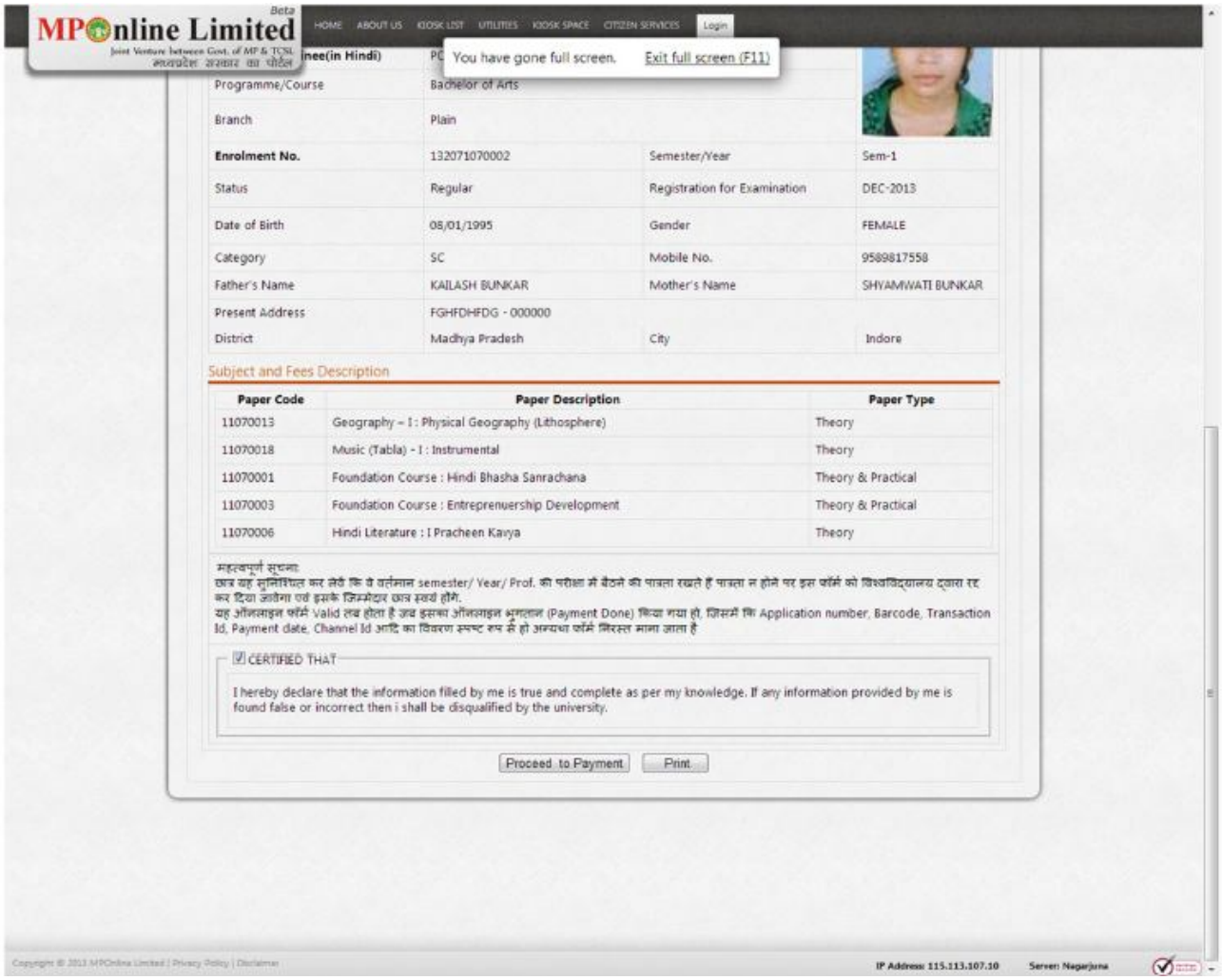
The authorised exam form display according to below screen.





If details found ok then click on submit button for saving the information and do examination fee payment.


MPOnline Limited
HOME
ABOUT US
KIOSK LIST
UTILITIES
KIOSK SPACE
CITIZEN SERVICES
Login
Examination Form DEC-2013
Selection Criteria
Please Enter Enroll Number :
132071070002
Select Semester
Sem-1
Select Status
Regular
Go
Reset
कृपया, छात्र से सुनिश्चित कर लेवें कि उन्हें केवल चयनित Paper में फॉर्म भरना है, क्योंकि फॉर्म के भुगतान पश्चात् दुबारा फॉर्म Approval नहीं होगा
Transaction Details
Application Number:
EXMR1311000002
Payment Mode:
Channel Id:
Transaction Id:
Payment Status:
Payment Not done ----
Application Fee(Rs.):
1010
Late Fee(Rs.)
1500
Portal Fee(Rs.):
60
Total(Rs)
2570
Student Details
Name of College(Code)
GOVT. GIRLS COLLEGE, REWA(207)
Examination Centre(Code)
Programme/Course
Bachelor of Arts
Branch
Plain
Enrolment No.
132071070002
Semester/Year
Sem-1
Status
Regular
Registration for Examination
DEC-2013
Date of Birth
08/01/1995
Gender
FEMALE
Category
SC
Mobile No.
9589817558
Father's Name
KAILASH BUNKAR
Mother's Name
SHYAMWATI BUNKAR
Present Address
FGHFDHFDG - 000000
District
Madhya Pradesh
City
Indore
IP Address: 115.113.107.10
Server: Nagarjuna

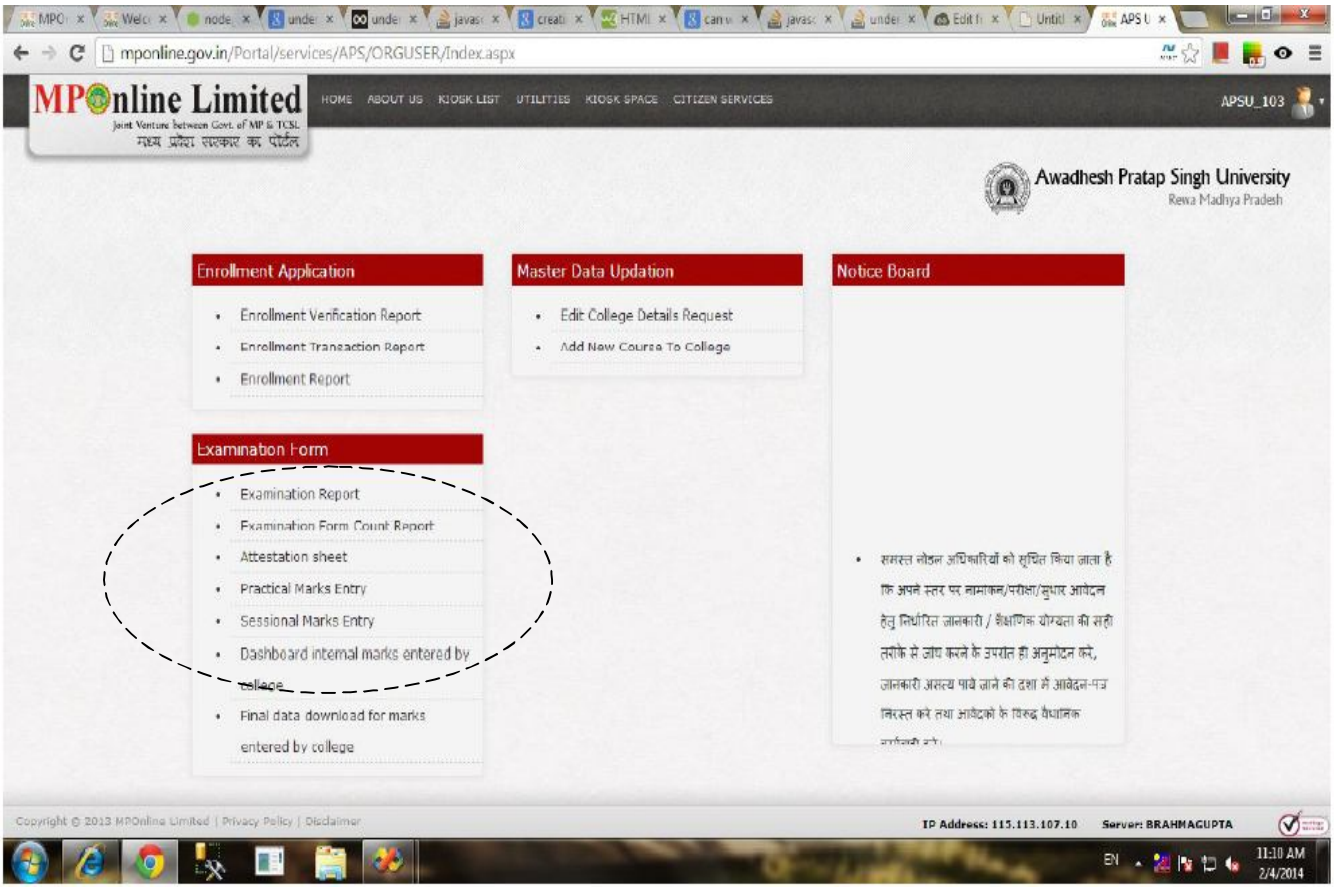


- Student can click on 'Proceed to payment' option
- They can pay through credit card, net banking or by MPOnline authorised kiosk in cach.
- After payment, they can get receipt for the proof.
- Take a print & get status of the student whether form filled, amount paid & other status.

MPOnline Limited
Beta
HOME
ABOUT US
KIOSK LIST
UTILITIES
KIOSK SPACE
CITIZEN SERVICES
Testuser
कृपया, सुनिश्चित कर लें कि उन्हें केवल चयनित Paper में फॉर्म भरना है, क्योंकि फॉर्म के भुगतान पश्चात् दुबारा फॉर्म Approval नहीं होगा
Transaction Details
Ì8052335630278610uÎ
8052335630278610
Application Number: EXMR1311000002
Payment Mode: Kiosk
Channel Id: K0799990054
Transaction Id: 13112858733498260164
Payment Status: Payment done Nov 28 2013 3:26PM
Application Fee(Rs.): 1010
Late Fee(Rs.) 1500
Portal Fee(Rs.): 60
Total(Rs) 2570
Student Details
Name of College(Code) GOVT. GIRLS COLLEGE, REWA(207)
Examination Centre(Code)
Name of Examinee(in Hindi) POOJA BUNKAR(HIAMNSU)
Programme/Course Bachelor of Arts
Branch Plain
Enrolment No. 132071070002
Semester/Year Sem-1
Status Regular
Registration for Examination DEC-2013
Date of Birth 08/01/1995
Gender FEMALE
Category SC
Father's Name KAILASH BUNKAR
Mother's Name SHYAMWATI BUNKAR
Present Address FGHFDHFDG - 000000
District Madhya Pradesh
City Indore
Subject and Fees Description
Paper Code
Paper Description
Paper Type
11070013 Geography – I : Physical Geography (Lithosphere) Theory
11070018 Music (Tabla) - I : Instrumental Theory
11070001 Foundation Course : Hindi Bhasha Sanrachana Theory & Practical
11070003 Foundation Course : Entreprenuership Development Theory & Practical
11070006 Hindi Literature : I Pracheen Kavya Theory
IP Address: 115.113.107.10
Server: Nagarjuna

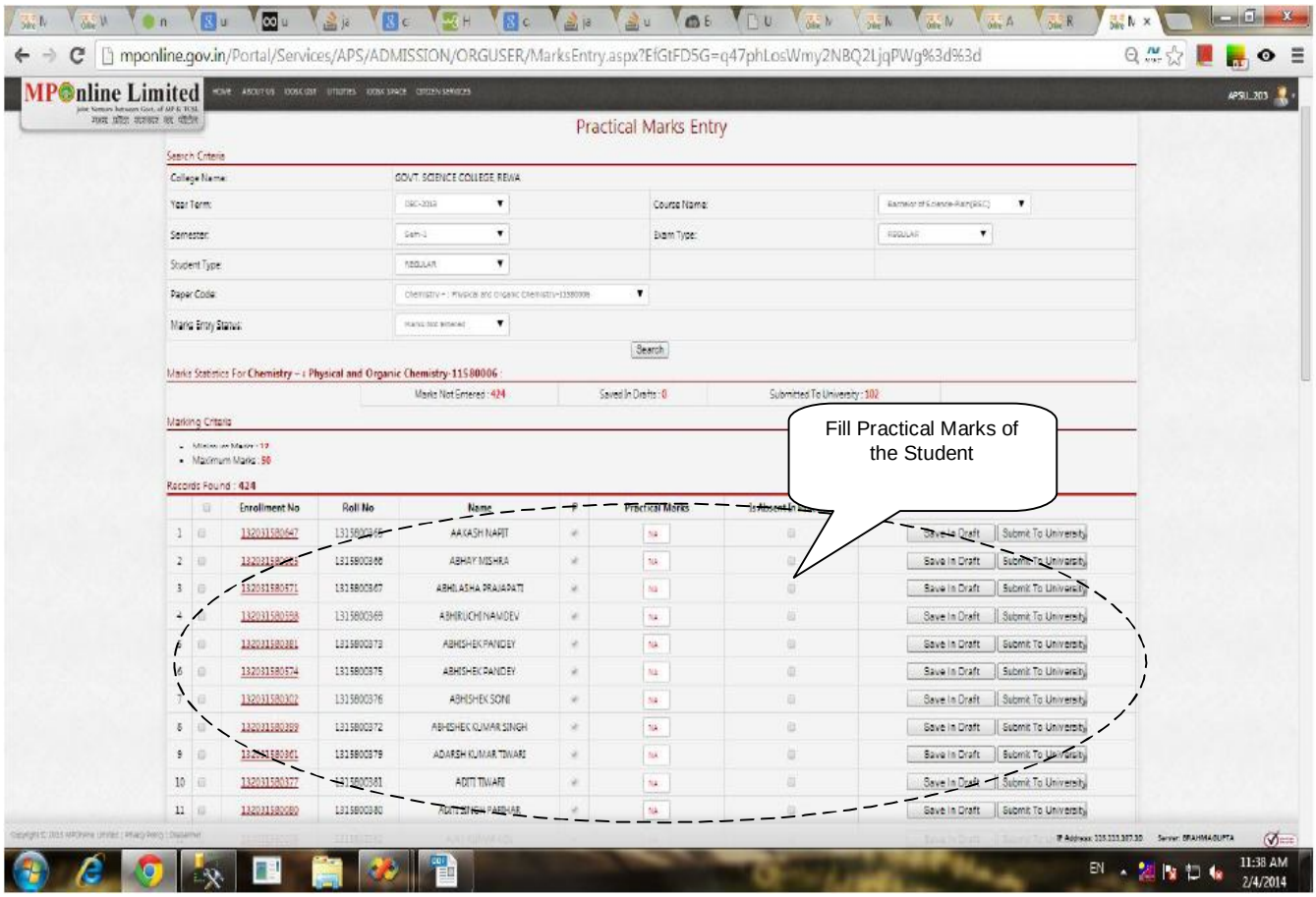
Click on print Button to take print of the Examination form.
If Applicant found that there is any mismatch in the data displaying, he/she may contact the college level authorized officials for rectification or cancellation.

Practical Sessional Theory marks insertion and MIS Reports at College End



Practical Marks Entry by the University.

The University Admin User Login their User id & Password ,the below Screen appear.



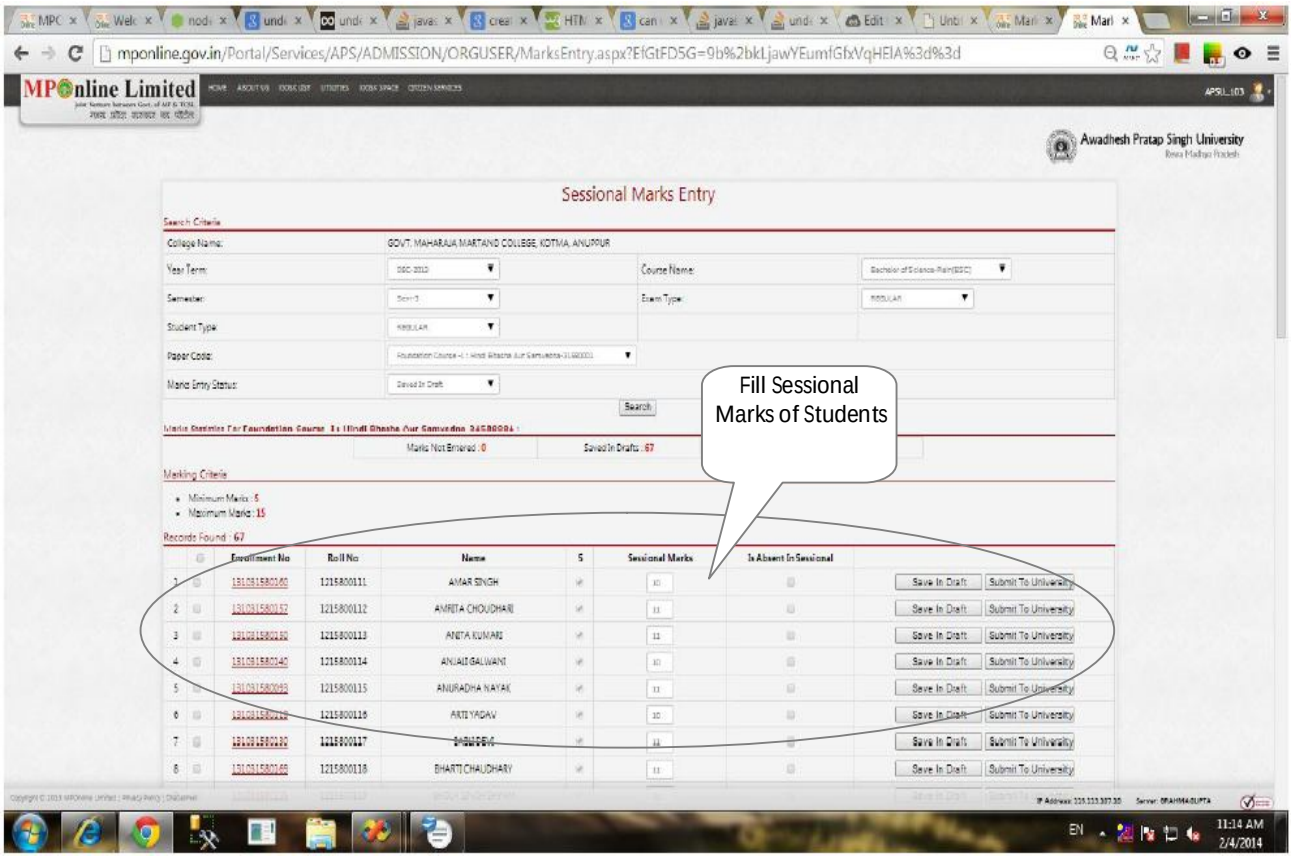
- Enter one by one marks & submit the marks

- After enter all the marks of student, kindly click on Submit To University Button, one by one marks by the college. It means you can submit all the marks to the University.

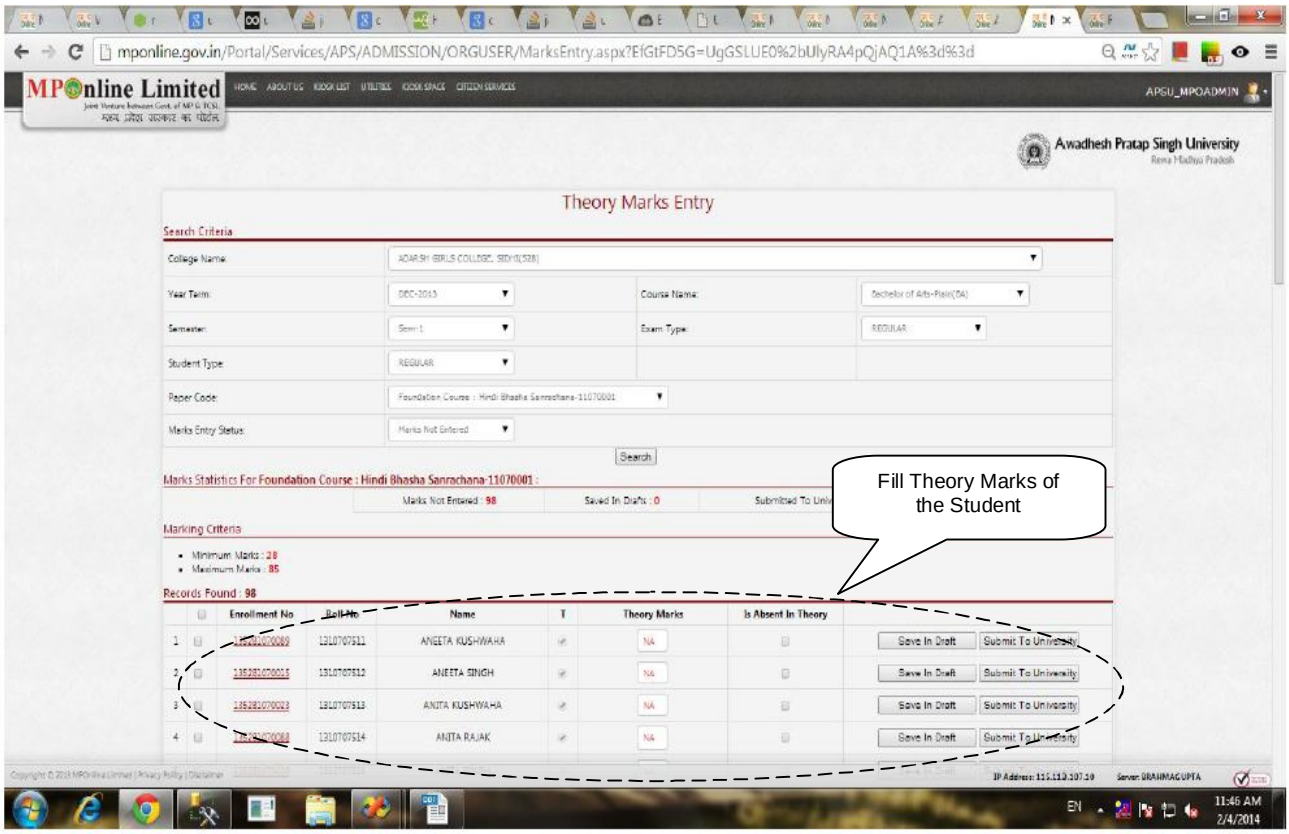
- If you see the Max. Marks (Theory/Practical) then you can fill marks, if you do not see the marks then you can't fill the marks.

Sessional Marks Entry by the College:

The College admin User login their user id and password, the below screen appear

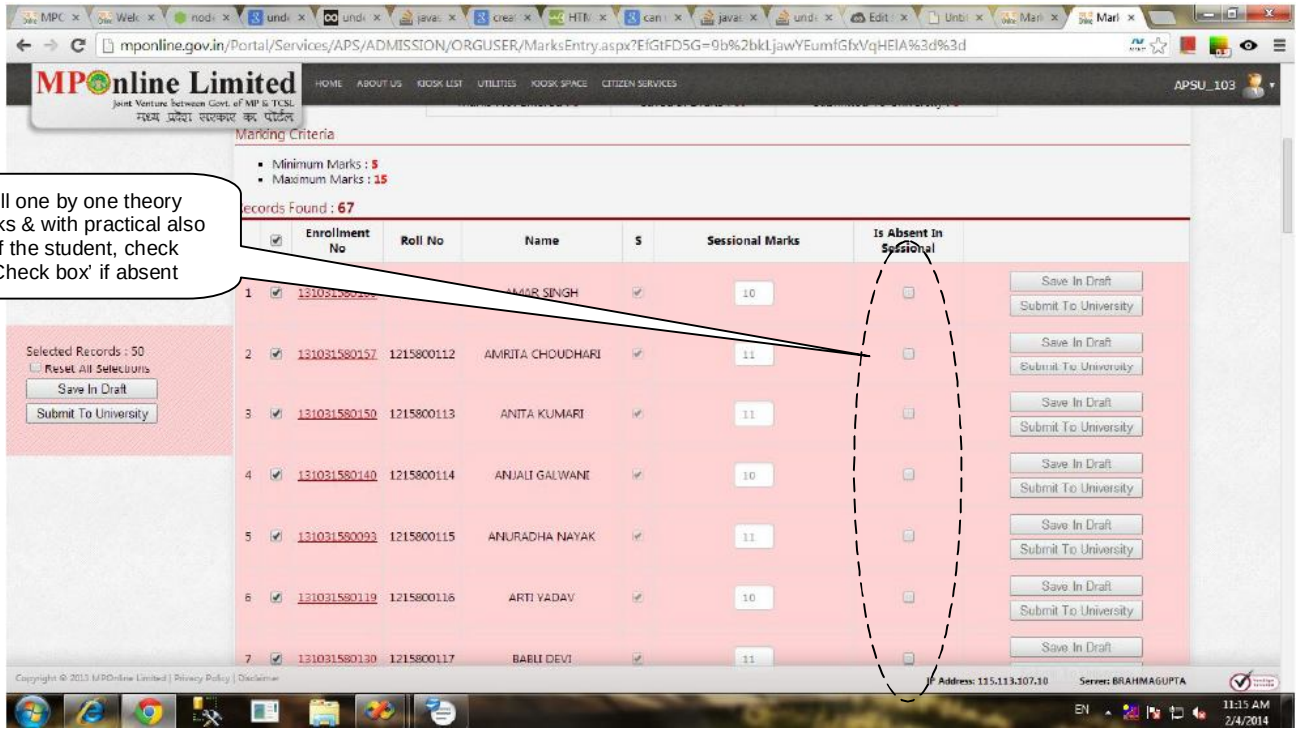


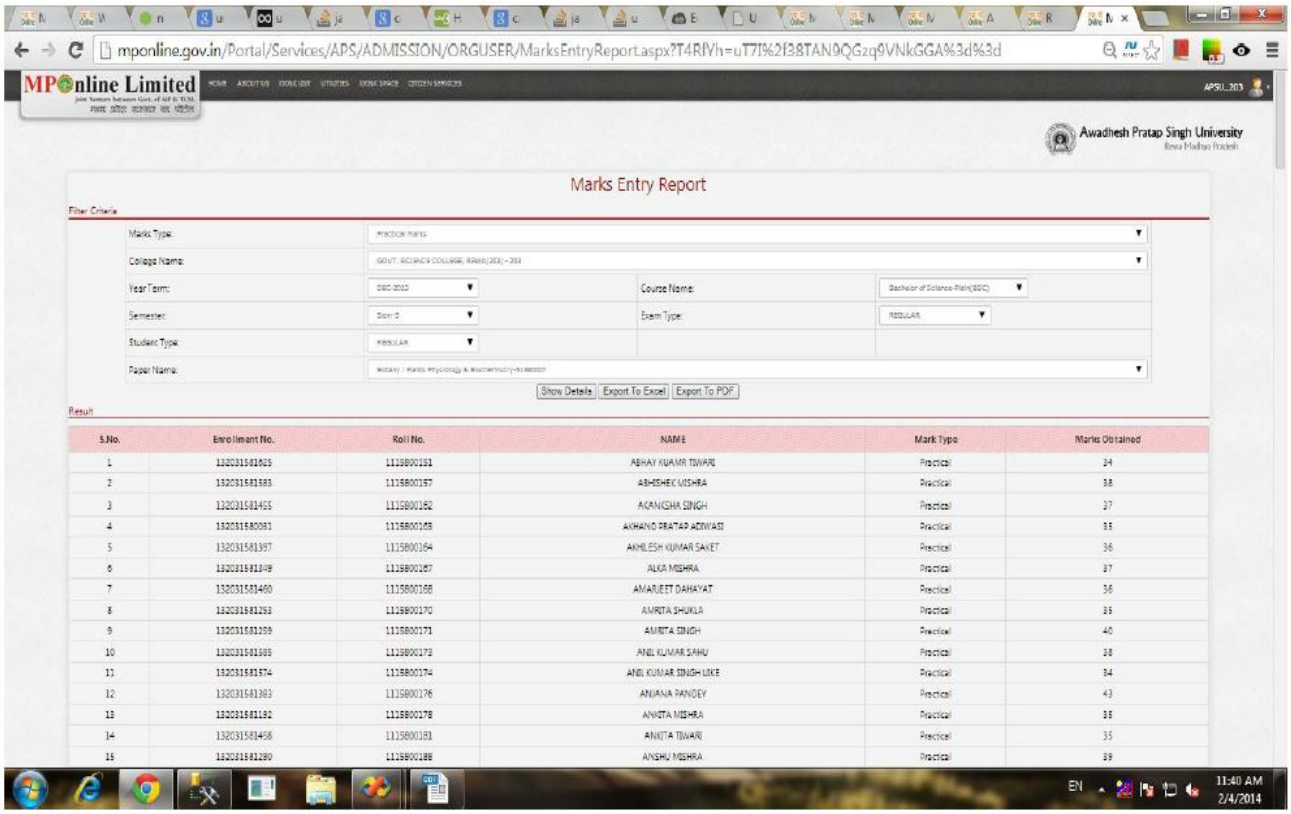
- Select year term first, select course, select branch, select Regular, select semester name then lastly select paper/subject name.
- Fill Sessional marks one by one according to enroll/ roll wise as below screen.
- After enter all the marks of student, kindly click on Submit To University Button, one by one marks by the college. It means you can submit all the marks to the University.
- If you see the Max. Marks (Theory/Practical) then you can fill marks, if you do not see the marks then you can't fill the marks.



Theory Marks Entry At University:

- Enter one by one marks & submit the marks
- After enter all the marks of student, kindly click on Submit To University Button, one by one marks . It means you can submit all the marks to the University.





MIS Report College and University

. System Configuration:

Hardware:

- MPOnline Ltd. will host the application on its Data Centre. Department will not have to install / establish a data centre at their location.
- Computers, Printer, Scanners, Networking, and Internet Connection are required.

The minimum hardware requirement for accessing the service on the portal are-
A Desktop PC with the following configuration-

- Pentium IV Microprocessor
- 80 GB Hard disk
- 512 MB RAM

Internet with broadband connectivity.

Software:

The University will not have to purchase any additional software's to run this application.
The following softwares are recommended for accessing the portal

1. Windows XP SP 2 and above.
2. Internet Explorer 7.0 and above.

General Instructions:

- Dipsplay setting: It should be 1024 x 768 resolution.
- Allow your system for popup block
- Install Secured Certificate for 'https' secured site from MPOnline home page link

5. Contact Details for Support:

1. For Technical support:

MPOnline Limited

(A Joint Venture company between TCS & Govt. of MP)

2nd Floor, Nirupam Shopping Mall, Ahmadpur,

Hoshangabad Road, Bhopal – 462026 (MP)

Customer Care 0755 – 4019400; Fax: 4019000

URL: https://www.mponline.gov.in

2. For APS Admin Query:

APS Vishwavidyalaya

Rewa (MP), India