



User Manual of Affiliation (Portal)



- General Information

⇒ Acronyms and Abbreviations:

<u>S. No.</u>	<u>Word / Acronyms</u>	<u>Definition / Abbreviation</u>
1.	ERP	Enterprise Resource Planning
2.	MPMSU	MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY

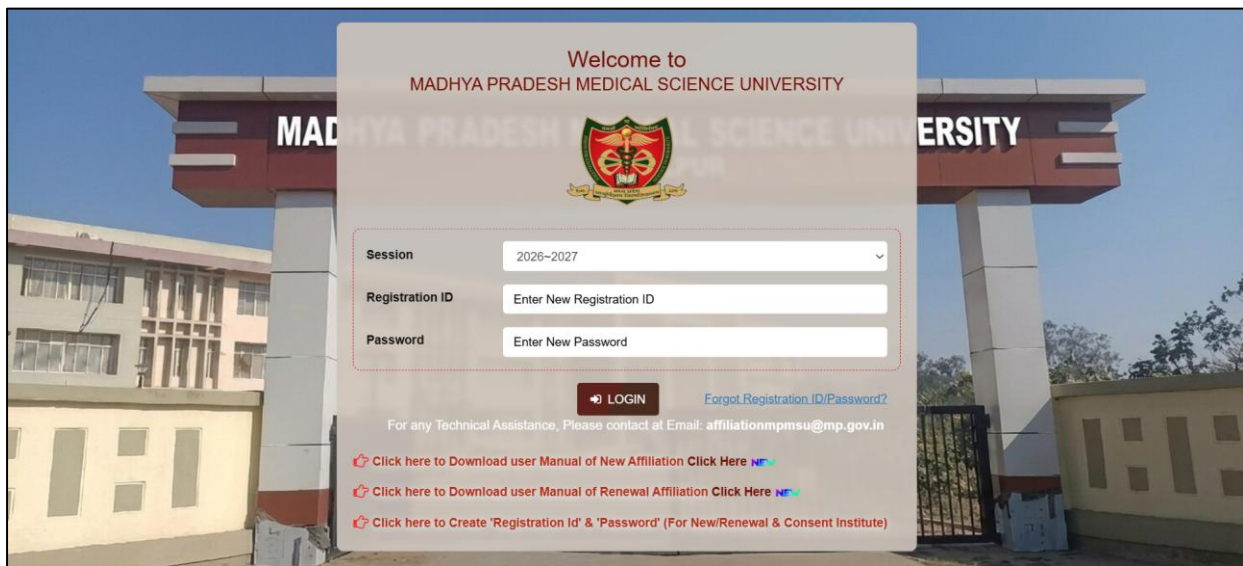


Click (with 'ctrl' button) on below link or copy and paste it in any browser (It is advised to use Google Chrome) to open the **MPMSU Affiliation** portal.

<https://mpsuerp.in/mpmsu-affiliation-portal>

Note: If user clicks on the above-mentioned link then application will be launched in default browser.

User will be navigated to Affiliation login page as shown below. From Login Page; College will be able to enter valid 'Registration ID' & 'Password'.



Affiliation Registration:

By clicking on '**Click here to Create 'Registration Id' & 'Password' (For New Institute/Existing Institute and Consent Institute)**' link, both new and existing colleges can register. In this section, all registration-related activities for '**New Affiliation**', '**Existing Affiliation**' and '**Consent Affiliation**' will be managed. Colleges can register under various 'Types of Registration' or 'Institute Categories' by providing all the required details.

Following pages comes under '**College Registration**' component:

- New Affiliation Registration
- Renewal Affiliation Registration
- Consent Registration



Affiliation Registration (Consent):

Using this page, only College can make Registration and provide details with their requisite college.

Registration Form

Session: 2026-2027

Consent: New Affiliation: Renewal Affiliation:

Type of Registration: Select Type of Registration

Society/Trust/Section Name: Society/Trust/Section Name

Institute Category: Select Institute Category

Institute Code/Application No.: Institute Code/Application No.

Proposed Institute Name: Proposed Institute Name

Faculty: Select Faculty

Address: Enter Address

Country Name: India

State Name: Select State

District Name: Select District Name

Tehsil Name: Enter Tehsil Name

Pincode: Enter Pincode

Chairman/Chief/Trustee/MD Name: Chairman/Chief/Trustee/MD Name

Mobile No.: Mobile No.

Director/Principle Email Id: Director/Principle Email Id

Director/Principle Name: Director/Principle Name

Director/Principle Mobile No.: Director/Principle Mobile No.

Director/Principle Aadhaar No.: Director/Principle Aadhaar No.

Have You Running Institution Diploma Courses?

Upload NOC/Consent of affiliation issued by the university No file chosen
File size 20Kb to 100Kb, format should be JPG/PNG/PDF.

Password: Enter Password

Re-Enter Password: Re-Enter Password

Important Instructions:

- Please enter valid Email Id and click on 'Verify' button to receive OTP on your Email Id.
- Enter OTP (Received on your registered Email Id) in 'Enter OTP' field then only you can Register yourself.

[Back to Login](#)



⇒ **Steps to Register College:**

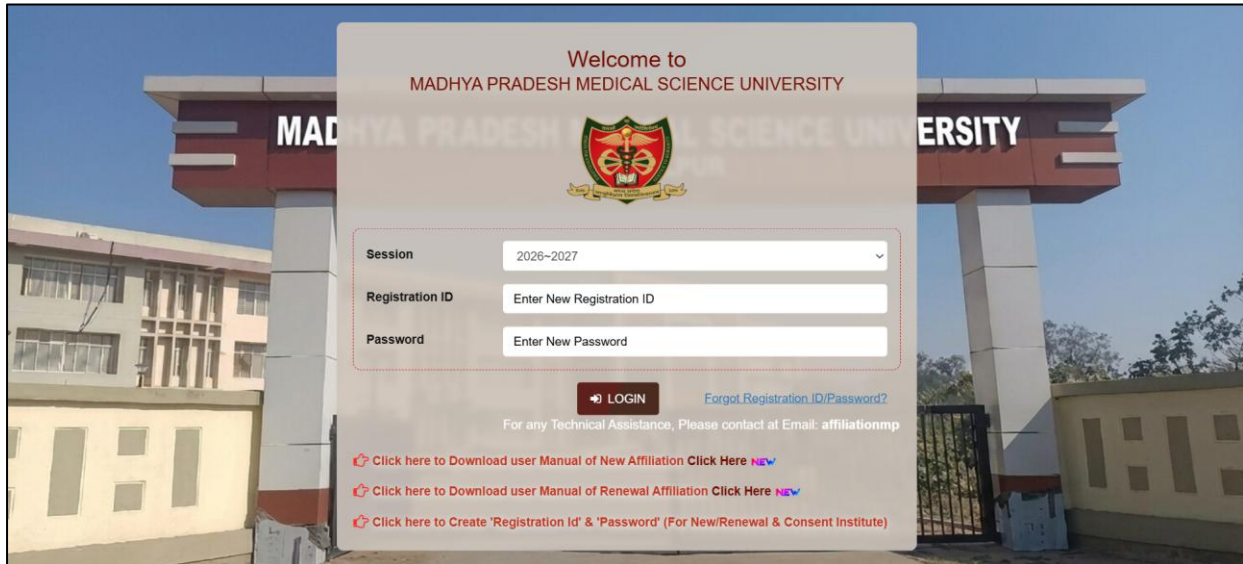
- **Session:** Select value from drop down. Values will be like 2025-2026 etc.
- **Renewal/New/Consent College:** Select checkbox if college is existing/Renewal or Consent.
- **Type of Registration:** Select value from dropdown. Value will be like Trust, Society etc.
- **Society/Trust/Section Name:** Enter details in the text box up to defined length
- **Institute Category:** Select value from dropdown.
- **Institute Code/Application No.:** Enter details in the text box up to defined length
- **Proposed Institute Name:** Enter details in the text box up to defined length.
- **Faculty:** Select value from dropdown.
- **Address:** Enter details in the text box up to defined length.
- **Country:** Select value from dropdown
- **State:** Select value from dropdown
- **District Name:** Enter details in the text box up to defined length.
- **Tehsil Name:** Enter details in the text box up to defined length.
- **Pin code:** Enter details in the text box up to defined length.
- **Chairman/Chief/Trustee/MD Name:** Enter details in the text box up to defined length.
- **Mobile No.:** Enter Mobile No. in the text box up to defined length.
- **Director Email Id:** Enter valid director email id up to defined length.
- **Director Name:** Enter director name in the text box up to defined length.
- **Director Mobile No.:** Enter Mobile No. in the text box up to defined length.
- **Enter Aadhaar:** Enter details in the text box up to defined length.
- **Is Autonomous?:** Select checkbox (Non-mandatory).
- **Have You Running Institution Diploma Courses?** Select checkbox (Non-mandatory).
- **Upload (Relevant Documents):** Upload relevant document(Non-mandatory).
- **Password:** Enter password in text box up to defined length.
- **Re-Enter Password:** Enter password in the textbox up to defined length
- **Register button:** Click on 'Register' button to complete Registration ('Register' button will be visible only when entered email is validated).
- **Reset Button:** Entered data can be flushed out after clicking on 'Reset' button.

Once Registration is completed then concern user (Institution) will be able to login with received '**Registration ID**' & '**Password**' through registered email.



College Login(New):

Using this page, Registered Colleges will be able to login with their valid 'Registration ID' & 'Password' and page will be displayed as shown below:



⇒ Steps to Login:

- By default current session will be selected.
- **Registration ID** - Enter valid Registration ID.
- **Password** - Enter Valid Password.
- **Login** - Click on 'Login' button to navigate to 'Apply for Affiliation' tab.



1. Apply for Affiliation:

Using this page, College user can fill their details in 'Apply for Affiliation' tab. Once details will be filled then click on 'Save' button. Entered record will be saved and page will be displayed as shown below:

MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY
मध्य प्रदेश आयुर्विज्ञान विश्वविद्यालय
Jabalpur, Madhya Pradesh 482003

User Name: Consent Institute (1234) Login time: 30-04-2026 14:00:58 Registration ID: AF26AYX0008

Apply for Affiliation

Consent For Affiliation

Request Name * Consent Faculty * Ayurved

Regulatory Bodies * NCISM Course Name * Bachelor

Sub Request Name * Consent

Branch/Specialization *
List of Programme(s)
 Bachelor of Audiology and Speech Language Pathology
 Bachelor of Medical Lab Technology
 Bachelor of Occupational Therapy

Add Reset

Course & Sub Request Details

S.No.	Request Name	Sub Request Name	Request Applied on	Course/Discipline Name	Delete
1	Consent	Consent	30/04/2026	Bachelor	Delete

Request for Intake Details

S.No.	Program Name	Sub Request Name	No. of seat student
1	Bachelor of Audiology and Speech Language Pathology	Consent	0

Save Reset Print

⇒ Steps to Add Request & Sub Request:

- Enter the data in mandatory field in 'Apply for affiliation' tab.
- Click on 'Add' button, then system will display a confirmation message and record will get add in table.
- Enter 'No. of Seat students' in 'Request for Intake Details' tab.
- If created payment done, then it cannot be deleted.
- Click on 'Save' button, then system will display a confirmation message and record will saved.



2. General Information:

Using this page, College user can fill their 'General Information'. Once these details will be filled then click on 'Save General Information' button, entered record will be saved and page will be displayed as shown below:

⇒ Steps to Save Record:

- Enter the data in mandatory field.
- Click on 'Save' button, and then system will display a confirmation message.



3. Instruments & Facilities Details:

Using this page, College user can fill their multiple 'Instruments & Facilities Details'. Once these details will be filled, then click on 'Save Facility Details' button, entered record will be saved and page will be displayed as shown below:

⇒ Steps to Save Record:

- Enter the data in mandatory field.
- Click on 'Save Facility Details' button and then system will display a confirmation message.

Note:

Without saving data in 'Request for affiliation' tab, Courses will not be displayed in dropdown.



4. Administrative & Amenities Details:

Using this page, College user can fill their 'Administrative & Amenities Details'. Once these details will be filled, then click on 'Save Facility Details' button, entered record will be saved and page will be displayed as shown below:

MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY
मध्य प्रदेश आयुर्विज्ञान विश्वविद्यालय
Jabalpur, Madhya Pradesh 482003

User Name: Consent Institute (1234) Login time: 30-04-2026 14:00:58 Registration ID: AF26AYX0008

Block Details

For Affiliation Administrative Details

S.No.	Administrative Type	Requirement (in Sq. Meter)	Available Carpet (in Sq. Meter)	Available Rooms	Delete
1	Select Administrative Type		Enter Details	Enter Details	

For Affiliation Amenities Details

S.No.	Amenities Type	Requirement (in Sq. Meter)	Available Carpet (in Sq. Meter)	Available Rooms	Delete
1	Select Amenities Type		Enter Details	Enter Details	

Buttons: Save Block Details, Reset, Print, Add More

Navigation Menu:
Apply For Affiliation
General Information
Instruments & Facilities Details
Administrative & Amenities Details
Infrastructure Information
Society Information
Faculty Information
Hospital Details
Hostel Details
Transportation Details
Upload Document
Make Payment
Print & Download

⇒ Steps to Save Record:

- Enter the data in mandatory field.
- Click on 'Save Block Details' button and then system will display a confirmation message.

Note:

Without saving data in 'Request for affiliation' tab, Courses will not be displayed in dropdown.



5. Infrastructure Information:

Using this page, College user can fill their 'Infrastructure Details'. Once these details will be filled then click on 'Save Land and Infrastructure Details' button, entered record will be saved and page will be displayed as shown below:

MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY
मध्य प्रदेश आयुर्विज्ञान विश्वविद्यालय
Jabalpur, Madhya Pradesh 482003

User Name: Consent Institute (1234) Login time: 30-04-2026 14:00:58 Registration ID: AF26AYX0008

Land and Infrastructure Details

For Affiliation Infrastructure Details

S.No.	Course Name	Computer Peripheral Type	Requirement (in Sq. Meter)	Available Area (in Sq. Mtr.)	Available Room	Delete
1	Bachelor of Audiology and Speech Language	Select Computer Periph		Enter Details	Enter Di	

For Affiliation Land Detail(s)

Type of Land :

Available Land in Acres (in Sq. Mtr.) :

Available Constructed Building Area (in Sq. Mtr.) :

Longitude :

Latitude :

- Apply For Affiliation
- General Information
- Instruments & Facilities Details
- Administrative & Amenities Details
- Infrastructure Information**
- Society Information
- Faculty Information
- Hospital Details
- Hostel Details
- Transportation Details
- Upload Document
- Make Payment
- Print & Download

⇒ Steps to Save Record:

- Enter the data in mandatory field.
- Click on 'Save Land and Infrastructure Details' button and then system will display a confirmation message.



6. Society Information:

Using this page, College user can fill their 'Society Information' and multiple Members information. Once these details will be filled then click on 'Save & Continue' button, entered record will be saved and page will be displayed as shown below:

MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY
मध्य प्रदेश आयुर्विज्ञान विश्वविद्यालय
Jabalpur, Madhya Pradesh 482003

User Name: Consent Institute (1234) Login time: 30-04-2026 14:00:58 Registration ID: AF26AYX0008

Society Information

Society/ Trust/ Section 25 Detail's Information

Society/ Trust/ Section 25 Detail's Name :

Society/ Trust/ Section 25 Detail's Address :

Society Registration Number :

State Name:

District Name :

Tehsil Name :

Pin Code :

Phone No. :

Email :

Fax :

The Aim of Society is to Open Medical Institute ?

Does this committee Runs any other institute affiliated with MPMSU ?

Member Information

- Apply For Affiliation
- General Information
- Instruments & Facilities Details
- Administrative & Amenities Details
- Infrastructure Information
- Society Information**
- Faculty Information
- Hospital Details
- Hostel Details
- Transportation Details
- Upload Document
- Make Payment
- Print & Download

⇒ Steps to Save Record:

- Enter the data in mandatory field.
- Click on 'Save & Continue' button and then system will display a confirmation message.



7. Faculty Information:

Using this page, College user can fill their 'Faculty Information'. Once these details will be filled then click on 'Save Faculty Details', button and entered record will be saved and page will be displayed as shown below:

MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY
मध्य प्रदेश आयुर्विज्ञान विश्वविद्यालय
Jabalpur, Madhya Pradesh 482003

User Name: Consent Institute (1234) Login time: 30-04-2026 14:00:58 Registration ID: AF26AYX0008

Faculty Details

Institute Faculty Detail(s)

S.No.	Faculty Id	Faculty Name	Gender	Date Of Joining	Aadhaar No.	PAN card No.	Phone No.	E-mail	Bank Name
1	Enter i	Enter Facult	Select	Enter Date	ENTER AADHAA	ENTE	ENTER M	enter e-r	ENTER B/

[Add More](#)

[Save Faculty Details](#) [Reset](#) [Print](#)

- Apply For Affiliation
- General Information
- Instruments & Facilities Details
- Administrative & Amenities Details
- Infrastructure Information
- Society Information
- Faculty Information**
- Hospital Details
- Hostel Details
- Transportation Details
- Upload Document
- Make Payment
- Print & Download


⇒ Steps to Save Record:

- Enter the data in mandatory field.
- Click on 'Save Faculty Details' button and then system will display a confirmation message.




8. Hospital Details:

Using this page, College user can enter their hospital details



MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY
मध्य प्रदेश आयुर्विज्ञान विश्वविद्यालय
Jabalpur, Madhya Pradesh 482003

Logout 

User Name: Consent Institute (1234)

Login time: 30-04-2026 14:00:58

Registration ID: AF26AYX0008

Hospital Details

For Hospital Detail(s)

Hospital Type : *

Total Built Up Area Of Hospital as per MCI Norms : *

Permission of CHMO : *

Permission for the session From : * Permission for the session To : *

letter Dispatch No. : * letter Dispatch Date : *


Distance from teaching block in km : *

Hospital Name : *
Hospiatal name : *

Total no of beds : *

Number of beds(Male) : * Number of beds(Female) : *

For Ward Wise bed strength Details

S.No.	Ward Name	Number Of beds	Annual Occupancy (in %)	Delete
1	<input type="text" value="Enter Ward Name"/>	<input type="text" value="Enter Number of beds"/>	<input type="text" value="Annual Occupancy (in %)"/>	

[Add More](#)

Annual Average OPD attendance : * Yearly Average IPD admission per Day : *

Annual Occupancy percentage(%): *

ICCU bed Strength : * Super Speciality total bed strength : *

Is Casualty Department: Is Equipments as per norms:

Is Paramedical staff as per norms: Is Nursing staff as per Norms:

Number Of Dental Chairs : *

Facilities : OT XRAY MRI ICU CT SCAN AMBULANCE BLOOD BANK

Other facility:

Is Investigation Facility as per norms: Is Pathology laboratory:

Is BioChemistry laboratory: Is MicroBiology laboratory:

[Save Hospital Details](#)
[Reset](#)
[Print](#)

Apply For Affiliation

General Information

Instruments & Facilities Details

Administrative & Amenities Details

Infrastructure Information

Society Information

Faculty Information

Hospital Details

Hostel Details

Transportation Details

Upload Document

Make Payment

Print & Download

Print & Download

⇒ Steps to Save Record:

- Enter the data in mandatory field.
- Click on 'Save' button and then system will display a confirmation message.



9. Hostel Details:

Using this page, College user can enter their multiple hostel details by clicking on 'Add more' button.

MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY
मध्य प्रदेश आयुर्विज्ञान विश्वविद्यालय
Jabalpur, Madhya Pradesh 482003

User Name: Consent Institute (1234) Login time: 30-04-2026 14:00:58 Registration ID: AF26AYX0008

Hostel Details

Hostel Detail(s)

S.No.	Hostel Type	Hostel Name	Address	District	State	Mobile No.
1	Select Hostel Type	Enter Hostel Name	Enter Address	Enter District	Enter State	Enter Mobile No.

Save Hostel Detail Reset Print Add More

- Apply For Affiliation
- General Information
- Instruments & Facilities Details
- Administrative & Amenities Details
- Infrastructure Information
- Society Information
- Faculty Information
- Hospital Details
- Hostel Details**
- Transportation Details
- Upload Document
- Make Payment
- Print & Download

⇒ Steps to Save Record:

- Enter the data in mandatory field.
- Click on 'Save' button and then system will display a confirmation message.



10. Transportation Details:

Using this page, College user can enter their multiple transportation details by clicking on 'Add More' button.

MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY
मध्य प्रदेश आयुर्विज्ञान विश्वविद्यालय
Jabalpur, Madhya Pradesh 482003

User Name: Consent Institute (1234) Login time: 30-04-2026 14:00:58 Registration ID: AF26AYX0008

Transportation Details

Transportation Facility Detail(s)

S.No.	Vehicle Type	Vehicle Name	Model	Registration No.
1	Select Vehicle Type	Enter Vehicle Name	Enter Model	Enter Registration No.

Buttons: Save Transportation Details, Reset, Print, Add More

Navigation Menu:

- Apply For Affiliation
- General Information
- Instruments & Facilities Details
- Administrative & Amenities Details
- Infrastructure Information
- Society Information
- Faculty Information
- Hospital Details
- Hostel Details
- Transportation Details**
- Upload Document
- Make Payment
- Print & Download


⇒ Steps to Save Record:


- Enter the data in mandatory field.
- Click on 'Save' button and then system will display a confirmation message.



11. Upload Documents:

Using this page, College user can upload required documents. Once documents will be uploaded then click on 'Upload Documents', button and Uploaded document will be saved and page will be displayed as shown below:

 **MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY**
मध्य प्रदेश आयुर्विज्ञान विश्वविद्यालय
Jabalpur, Madhya Pradesh 482003

Logout 

User Name: Consent Institute (1234) Login time: 30-04-2026 14:00:58 Registration ID: AF26AYX0008

Upload Documents

S.No.	Document Name	Upload Documents (File size should be 10KB to 5MB)
1	Institute/Society Registration Certificate *	<input type="button" value="Choose File"/> No file chosen
2	Constitution and Memorandum of Association Certificate *	<input type="button" value="Choose File"/> No file chosen
3	Trust Deed Certificate *	<input type="button" value="Choose File"/> No file chosen
4	Resolution (Original) of Management *	<input type="button" value="Choose File"/> No file chosen
5	Essentiality Certificate issued by the Government of Madhya Pradesh *	<input type="button" value="Choose File"/> No file chosen
6	Land possession certificate *	<input type="button" value="Choose File"/> No file chosen
7	Certified drawing plan of building / proposed building plan by Architect *	<input type="button" value="Choose File"/> No file chosen
8	Registration of Hospital *	<input type="button" value="Choose File"/> No file chosen
9	Certified copy of number of wards with bed strength in the Hospital *	<input type="button" value="Choose File"/> No file chosen
10	Drawing plan of Hospital duly certified by Architect *	<input type="button" value="Choose File"/> No file chosen
11	Plan of Hostel building certified by an Architect *	<input type="button" value="Choose File"/> No file chosen
12	Copies of audited statements for last preceding three financial years duly attested *	<input type="button" value="Choose File"/> No file chosen
13	Latest Bank Balance Certificate *	<input type="button" value="Choose File"/> No file chosen
14	Budgetary provisions to establish the college for next 5 years *	<input type="button" value="Choose File"/> No file chosen
15	Copy of Audited Balance Sheet along with Audited Report of Last Financial Year *	<input type="button" value="Choose File"/> No file chosen
16	Undertaking by Dean/Principal *	<input type="button" value="Choose File"/> No file chosen
17	Undertaking by President/Chairman of the Applicant Trust regarding infrastructure *	<input type="button" value="Choose File"/> No file chosen
18	Undertaking by Dean/Principal (General) *	<input type="button" value="Choose File"/> No file chosen
19	Undertaking regarding correctness of documents submitted (Rs 100/- stamp paper) *	<input type="button" value="Choose File"/> No file chosen
20	Undertaking regarding Endowment Fund *	<input type="button" value="Choose File"/> No file chosen
21	Undertaking regarding Student admission *	<input type="button" value="Choose File"/> No file chosen
22	Undertaking regarding information technology *	<input type="button" value="Choose File"/> No file chosen
23	Consent of Principal/Dean (given on Rs.100/- stamp paper duly notarized) *	<input type="button" value="Choose File"/> No file chosen
24	Undertaking regarding teaching staff *	<input type="button" value="Choose File"/> No file chosen

Note: Please select the document then you can upload the documents.

-
-
-
-
-
-
-
-
-
-
-
-
-

⇒ Steps to Save Record:

- Upload document in Mandatory fields.
- Click on 'Upload Document' button and then system will display a confirmation message.

Note: (File size should be 10KB to 5MB)

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This document is subject to a Non-Disclosure Agreement. It contains confidential and proprietary information and is to be distributed, routed, or made available solely to authorized persons having a need to know. If you are not an authorized person, you are hereby notified that any review, dissemination or copying of this document, or the information contained herein is prohibited.



12. Make Payment:

Using this page, College user can pay their required fee as per mention seats in 'Request for affiliation' tab.

MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY
मध्य प्रदेश आयुर्विज्ञान विश्वविद्यालय
Jabalpur, Madhya Pradesh 482003

User Name: Consent Institute (1234) Login time: 30-04-2026 14:00:58 Registration ID: AF26AYX0008

Payment Details

S.No.	Request Name	Sub Request Name	Course Name	Request Applied on	Amount	CGST (9%)	SGST (9%)	Total GST	Final Amount	Remaining Amount	Pay Amount	Action/Recei
1	Consent	Consent	Bachelor	30/04/2026	6500	585.00	585.00	1170.00	7670.00	7670.00	7670.00	Pay Now

[Reset](#)

- Apply For Affiliation
- General Information
- Instruments & Facilities Details
- Administrative & Amenities Details
- Infrastructure Information
- Society Information
- Faculty Information
- Hospital Details
- Hostel Details
- Transportation Details
- Upload Document
- Make Payment**
- Print & Download

⇒ Steps to Make Payment:

- Enter payable amount.
- Click on 'Pay Now' link, then it will redirect to payment gateway.


Note:

After full payment settlement, the college can do final submission.



13. Print & Download:

Using this page, College user can View and Download their combine form, As mention below:

	<p>मध्य प्रदेश आयुर्विज्ञान विश्वविद्यालय, जबलपुर MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY Session : 2026 - 2027 College Name / Code : Consent Institute / 1234</p>												
1. Request for Affiliation													
Affiliation Course & Sub Request Details													
<table border="1"><thead><tr><th>Sr. No</th><th>Request Name</th><th>Sub Request Name</th><th>Applied on</th><th>Course/Discipline Name</th><th>Branch</th></tr></thead><tbody><tr><td>1</td><td>Consent</td><td>Consent</td><td>30/04/2026</td><td>Bachelor</td><td>Bachelor of Audiology and Speech Language Pathology</td></tr></tbody></table>	Sr. No	Request Name	Sub Request Name	Applied on	Course/Discipline Name	Branch	1	Consent	Consent	30/04/2026	Bachelor	Bachelor of Audiology and Speech Language Pathology	
Sr. No	Request Name	Sub Request Name	Applied on	Course/Discipline Name	Branch								
1	Consent	Consent	30/04/2026	Bachelor	Bachelor of Audiology and Speech Language Pathology								
3. Request for Intake Details													
<table border="1"><thead><tr><th>Program Name</th><th>Sub Request Name</th><th>No. of seat student (Current Session)</th></tr></thead><tbody><tr><td>Bachelor of Audiology and Speech Language Pathology</td><td>Consent</td><td>1</td></tr></tbody></table>	Program Name	Sub Request Name	No. of seat student (Current Session)	Bachelor of Audiology and Speech Language Pathology	Consent	1							
Program Name	Sub Request Name	No. of seat student (Current Session)											
Bachelor of Audiology and Speech Language Pathology	Consent	1											