



## 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 |

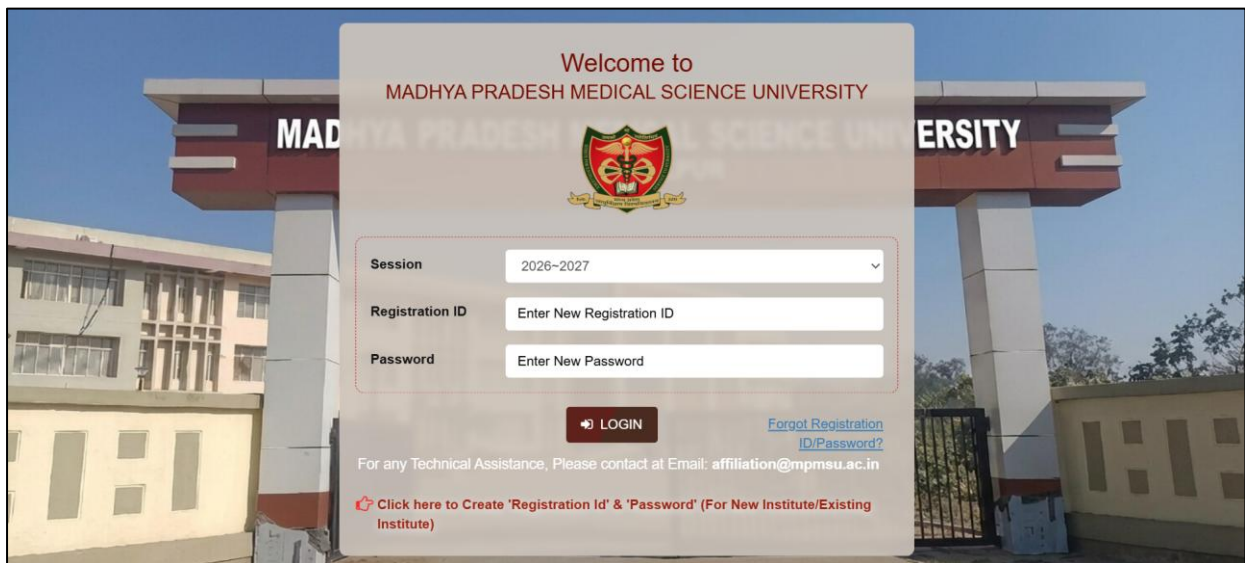


Click (with 'ctrl' button) on below link or copy and paste it in any browser (It is advised to use Google Chrome) to open the **MPMSU Affiliation** portal.

<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)**' link, both new and existing colleges can register. In this section, all registration-related activities for '**New Affiliation**' and '**Existing 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



## User Manual of Affiliation Portal

### Affiliation Registration (Renewal):

Using this page, existing college can select their college name from 'College name' drop down, then enter their details.

**Registration Form**

Session: 2026-2027

Renewal:  New Institute/College:

College Name: (AG004 )Govt. Autonomous Ayurvedic College, Gwalior

Type of Registration: Select Type of Registration

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

Institute Category: Select Institute Category

Institute Code/Application No.: AG004

Proposed Institute Name: Govt. Autonomous Ayurvedic College, Gwalior

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.

Is Autonomous?

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:**

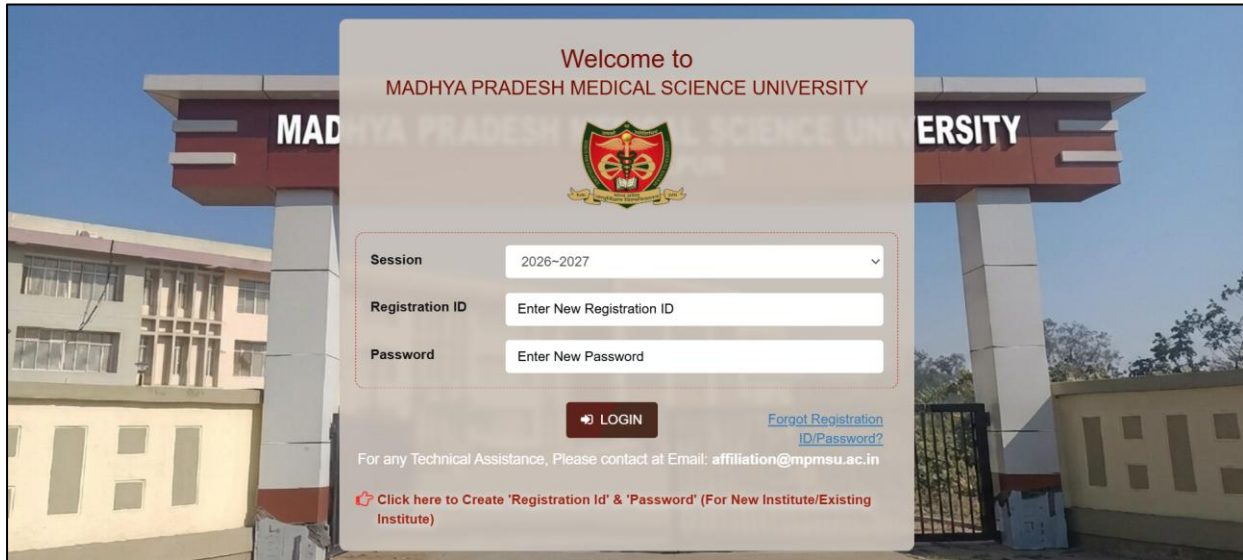
- **Session:** Select value from drop down. Values will be like 2025-2026 etc.
- **Renewal/New College:** Select checkbox if college is existing or Renewal.
- **College Name:** Select own college name from dropdown.
- **Type of Registration:** Select value from dropdown. Value will be like Trust, Society 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.:** Auto filled as per college selection.
- **Proposed Institute Name:** Auto filled as per college selection.
- **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 (Renewal):

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 'Request for Affiliation' tab.



## 1. Request for Affiliation:

Using this page, College user can fill their renewal details in 'Request for Affiliation' tab.

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

Logout 

User Name: Maharana Pratap College (1844)      Login time: 03-02-2026 08:25:24      Registration ID: AF26DNR0003

### Apply for Affiliation

**Request For Affiliation**  
Request Name \*       Faculty \*   
Regulatory Bodies \*       Course Name \*   
Sub Request Name \*   
Branch/Specialization \*

**Course & Sub Request Details**

| S.No. | Request Name         | Sub Request Name    | Request Applied on | Course/Discipline Name | Delete                                |
|-------|----------------------|---------------------|--------------------|------------------------|---------------------------------------|
| 1     | Existing Affiliation | Renewal Affiliation | 03/02/2026         | MD - Mahire Tib        | <input type="button" value="Delete"/> |

**Request for Intake Details**

| S.No. | Program Name                       | Sub Request Name    | No. of seat student (Current Session) |
|-------|------------------------------------|---------------------|---------------------------------------|
| 1     | MD - Mahire Tib MEDICAL HEMATOLOGY | Renewal Affiliation | 0                                     |

**Approved Intake Details**

| S.No. | Session   | Program Name                       | No. of seat permitted by council (Previous Session) | No. of seat affiliated by MPMSU (Previous Session) |
|-------|-----------|------------------------------------|---|--|
| 1     | 2025~2026 | MD - Mahire Tib MEDICAL HEMATOLOGY | 10  | 10   |

- Request For Affiliation**
- General Information
- Instruments & Facilities Details
- Administrative & Amenities Details
- Infrastructure Information
- Society Information
- Faculty Information
- Hospital Details
- Hostel Details
- Transportation Details
- Upload Document

### ⇒ Steps to Add Request & Sub Request:

- Enter the data in mandatory field in 'Request 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 'Course & sub Request Details' table.
- If created payment done, then it cannot be deleted.
- Click on 'Save' button, then system will display a confirmation message and record will saved.

### Note:

- Previous session record will be displayed in 'Request for Intake details' table.
- Only courses with intake already saved in the previous session will be shown in the dropdown.
- Once Renewal payment fully settled then other sub request will be displayed in 'Sub Request' drop down



## 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:

The screenshot shows the 'General Information' form in the Affiliation Portal. The form is titled 'General Information' and is located under the 'MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY' header. The header also includes the university's name in Hindi and its location: 'Jabalpur, Madhya Pradesh 482003'. The user is logged in as 'Am new (125)' with a login time of '02-02-2026 12:38:25' and a registration ID of 'AF26HMN0007'. The form contains the following fields:

- Type of Registration: Institution
- Institute Category: PRIVATE
- Proposed Institute Name: am new
- Address: delhi
- Country Name: India
- State: Delhi
- District: Central Delhi
- Chairman Chief/Trustee MD Name: md
- Mobile No.: 8978798686
- Email: test@gmail.com
- Director/Principle Aadhaar No.: 798737434897
- Director/Principle Name: principle
- Director/Principle Mobile No.: 8757498579
- Registrar Name: Test
- Registrar Mobile No.: 4838475984
- Registrar Email ID: test@gmail.com
- Registrar Aadhaar No.: 278647628787

At the bottom of the form, there are three buttons: 'Save General Information', 'Reset', and 'Print'. On the right side of the form, there is a sidebar with the following navigation options: 'Request For Affiliation', 'General Information' (highlighted), 'Instruments & Facilities Details', 'Administrative & Amenities Details', 'Infrastructure Information', 'Society Information', 'Faculty Information', 'Hospital Details', 'Hostel Details', 'Transportation Details', 'Upload Document', and 'Make Payment'.

### ⇒ 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:

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

User Name: Am new (125) Login time: 02-02-2026 12:38:25 Registration ID: AF26HMN0007

#### Facility Details

**For Affiliation Instruments Details**

| S.No. | Course Name      | Instruments Type    | Requirement      | Available | Delete |
|-------|------------------|---------------------|------------------|-----------|--------|
| 1     | MD - HOMEOPATHIC | Number of Computers | as per MCI Rules | 89        |        |

**For Affiliation Library Facility Details**

| S.No. | Course Name      | Library Facility Type | Requirement      | Available | Delete |
|-------|------------------|-----------------------|------------------|-----------|--------|
| 1     | MD - HOMEOPATHIC | Number of Books       | as per MCI Rules | 87        |        |

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

Navigation Sidebar:  
Request 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

#### ⇒ 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

Logout 

User Name: Am new (125) Login time: 02-02-2026 12:38:25 Registration ID: AF26HMN0007


### Block Details

**For Affiliation Administrative Details**

| S.No. | Administrative Type | Requirement (in Sq. Meter) | Available Carpet (in Sq. Meter) | Available Rooms | Delete  |
|-------|---------------------|----------------------------|---------------------------------|-----------------|---|
| 1     | Building Total Area | as per MCI Rules           | 74855678.00000                  | 4               |  |

[Add More](#)

**For Affiliation Amenities Details**

| S.No. | Amenities Type     | Requirement (in Sq. Meter) | Available Carpet (in Sq. Meter) | Available Rooms | Delete  |
|-------|--------------------|----------------------------|---------------------------------|-----------------|---|
| 1     | Girls Common Rooms | as per MCI Rules           | 45945.00000                     | 45              |  |

[Add More](#)

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

- [Request 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](#)

#### ⇒ 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:

| S.No. | Course Name      | Computer Peripheral Type | Requirement (in Sq. Meter) | Available Area (in Sq. Mtr.) | Available Room | Delete |
|-------|------------------|--------------------------|----------------------------|------------------------------|----------------|--------|
| 1     | MD - HOMEOPATHIC | Other                    | 932                        | 343.00000                    | 34             |        |

**For Affiliation Land Detail(s)**

Type of Land : Rural

Available Land in Acres (in Sq. Mtr.) : 98493.00000

Available Constructed Building Area (in Sq. Mtr.) : 4849.00000

Longitude : 45892

Latitude : 8495

**Save Land and Infrastructure Details** **Reset** **Print**


### ⇒ 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

Logout 

User Name: Am new (125)Login time: 02-02-2026 12:38:25Registration ID: AF26HMN0007

### 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 :

Society Registration Valid From :

Society Registration Valid To :

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**

|   |   |                    |   |
|---|---|--------------------|---|
| Member Name                             | <input type="text" value="Enter Member Name"/>            | Member Aadhaar     | <input type="text" value="Enter Member Aadhaar"/>         |
| Member DOB                              | <input type="text" value="DD/MM/YYYY"/>                   | Member Mobile      | <input type="text" value="Enter Mobile No."/>             |
| Member Email ID                         | <input type="text" value="Enter Email ID"/>               | Member Designation | <input type="text" value="Enter Member Designation"/>     |
| Upload Photo                            | <input type="button" value="Choose File"/> No file chosen | Upload Signature   | <input type="button" value="Choose File"/> No file chosen |
| Upload Memorandum in Corporation Letter | <input type="button" value="Choose File"/> No file chosen |                    |   |

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### ⇒ 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: Am new (125) Login time: 02-02-2026 12:38:25 Registration ID: AF26HMN0007

**Institute Faculty Detail(s)**

**Note :** Please complete all required fields on 'Society Information' tab before proceeding to 'Faculty Details' tab.

| 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 | Sele   | Enter Date      | ENTER AADHAA | ENTE         | ENTER M   | enter e-r | ENTER B   |

**Note :** Please complete all required fields on 'Society Information' tab before proceeding to 'Faculty Details' tab.

**Reset**

**Request 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**


### ⇒ 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 आधुनिक विज्ञान विश्वविद्यालय  
Jabalpur, Madhya Pradesh 482003

Logout 

User Name: QA (567)

Login time: 02-02-2026 13:54:37

Registration ID: AF26HMN0006


#### Hospital Details

**Note :** Please complete all required fields on 'Faculty Details' tab before proceeding to 'Hospital Details' tab.

**For Hospital Detail(s)**

|  |  |                                |   |
|--|--|--------------------------------|---|
| Hospital Type :                                    | <input type="text" value="Select Type"/>         |                                |   |
| Total Built Up Area Of Hospital as per MCI Norms : | <input type="text" value="Select Type"/>         |                                |   |
| Permission of CHMO :                               | <input type="text" value="Select Type"/>         |                                |   |
| Permission for the session From :                  | <input type="text" value="DD/MM/YYYY"/>          | Permission for the session To: | <input type="text" value="DD/MM/YYYY"/>     |
| letter Dispatch No :                               | <input type="text" value="Enter Area"/>          | letter Dispatch Date :         | <input type="text" value="DD/MM/YYYY"/>     |
| Distance from teaching block in km :               | <input type="text" value="Enter Longitude"/>     |                                |   |
| Hospital Name :                                    | <input type="text" value="Enter Hospital Name"/> |                                |   |
| Total no of beds :                                 | <input type="text" value="Enter Latitude"/>      |                                |   |
| Number of beds(Male) :                             | <input type="text" value="Enter Latitude"/>      | Number of beds(Female) :       | <input type="text" value="Enter Latitude"/> |

**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:              | <input type="text" value="Enter Annual Average OPD att"/>   | Yearly Average IPD admission per Day : | <input type="text" value="Enter Yearly Average IPD admi"/>   |
| Annual Occupancy percentage(%)              | <input type="text" value="Enter Annual Occupancy percentage(%)"/>   |  |  |
| ICCU bed Strength:                          | <input type="text" value="Enter ICU bed Strength"/>   | Super Speciality total bed strength :  | <input type="text" value="Enter Super Speciality total be"/> |
| Is Casualty Department:                     | <input type="checkbox"/>  | Is Equipments as per DCI norms:        | <input type="checkbox"/>                                     |
| Is Paramedical staff as per DCI norms:      | <input type="checkbox"/>  | Is Nursing staff as per DCI Norms:     | <input type="checkbox"/>                                     |
| Number Of Dental Chairs:                    | <input type="text" value="Enter Latitude"/>   |  |  |
| Facilities :                                | <input type="checkbox"/> OT <input type="checkbox"/> XRAY <input type="checkbox"/> MRI <input type="checkbox"/> ICU <input type="checkbox"/> CT SCAN <input type="checkbox"/> AMBULANCE <input type="checkbox"/> BLOOD BANK |  |  |
| Other facility:                             | <input type="text" value="Enter Latitude"/>   |  |  |
| Is Investigation Facility as per DCI norms: | <input type="checkbox"/>  | Is Pathology laboratory:               | <input type="checkbox"/>                                     |
| Is BioChemistry laboratory:                 | <input type="checkbox"/>  | Is MicroBiology laboratory:            | <input type="checkbox"/>                                     |

**Note :** Please complete all required fields on 'Faculty Details' tab before proceeding to 'Hospital Details' tab.

[Reset](#)

- Request For Affiliation
- General Information
- Instruments & Facilities Details
- Administrative & Amenities Details
- Infrastructure Information
- Society Information
- Hospital Details
- Hostel Details
- Transportation Details
- Upload Document
- Make Payment

#### ⇒ 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: Am new (125) Login time: 02-02-2026 12:38:25 Registration ID: AF26HMN0007

**Hostel Detail(s)**

**Note :** Please complete all required fields on 'Hospital Details' tab before proceeding to 'Hostel Details' tab.

| S.No. | Hostel Type     | Hostel Name      | Address       | District       | State       | Mobile No.      |
|-------|-----------------|------------------|---------------|----------------|-------------|-----------------|
| 1     | Select Hostel T | Enter Hostel Nar | Enter Address | Enter District | Enter State | Enter Mobile No |

**Note :** Please complete all required fields on 'Hospital Details' tab before proceeding to 'Hostel Details' tab.

Buttons: Add More, Reset

Navigation Menu:  
Request 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

### ⇒ 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 आसुविज्ञान विश्वविद्यालय  
Jabalpur, Madhya Pradesh 482003

User Name: Am new (125) Login time: 02-02-2026 12:38:25 Registration ID: AF26HMN0007

**Transportation Facility Detail(s)**

**Note :** Please complete all required fields on 'Hostel Details' tab before proceeding to 'Transportation Details' tab.

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

**Note :** Please complete all required fields on 'Hostel Details' tab before proceeding to 'Transportation Details' tab.

Buttons: Add More, Reset, Print

Navigation Sidebar:

- Request 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

#### ⇒ 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: Am new (125) Login time: 02-02-2026 12:38:25 Registration ID: AF26HMN0007

### Upload Documents

**Note :** Please complete all required fields on 'Transportation Details' tab before proceeding to 'Upload Documents' tab.

| S.No. | Document Name  | Upload Documents (File size should be 10KB to 5MB)        |
|-------|--|---|
| 1     | Building/Hostel/Hospital Completion Certificate and Map approval *                                 | <input type="button" value="Choose File"/> No file chosen |
| 2     | Copy of Registration of Hospital *   | <input type="button" value="Choose File"/> No file chosen |
| 3     | M.P. Paramedical Council/R.C.I./Govt. Permission Letter for Sanction Intake Capacity Course wise * | <input type="button" value="Choose File"/> No file chosen |
| 4     | Rented Hostel Agreement *  | <input type="button" value="Choose File"/> No file chosen |
| 5     | Trust/Society Registration details *   | <input type="button" value="Choose File"/> No file chosen |
| 6     | Bio-Medical Waste Certificate *  | <input type="button" value="Choose File"/> No file chosen |
| 7     | Pollution NOC *  | <input type="button" value="Choose File"/> No file chosen |
| 8     | Copies of ITR of Society/Trust for last three preceding financial Years *                          | <input type="button" value="Choose File"/> No file chosen |
| 9     | Lastest Bank Balance Certificate *   | <input type="button" value="Choose File"/> No file chosen |
| 10    | Concent of Affiliation by MPMSU, Jabalpur *  | <input type="button" value="Choose File"/> No file chosen |
| 11    | Copy of Audit Balance Sheet along with audit Report of Last financial Year *                       | <input type="button" value="Choose File"/> No file chosen |

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

**Note :** Please complete all required fields on 'Transportation Details' tab before proceeding to 'Upload Documents' tab.

Request 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

### ⇒ 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)



## 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

Logout 

User Name: QA (567) Login time: 03-02-2026 09:47:00 Registration ID: AF26HMN0006

Payment Details

| S.No. | Request Name         | Sub Request Name    | Course Name     | Request Applied on | Amount | CGST (9%) | SGST (9%) | Total GST | Final Amount | Pay Amount                           | Action/Receipt          | Status  |
|-------|----------------------|---------------------|-----------------|--------------------|--------|-----------|-----------|-----------|--------------|--------------------------------------|-------------------------|---------|
| 1     | Existing Affiliation | Renewal Affiliation | MD - Mahire Tib | 02/02/2026         | 15000  | 1350.0    | 1350.0    | 2700.0    | 17700.0      | <input type="text" value="17700.0"/> | <a href="#">Pay Now</a> | PENDING |

[Final Submit](#) [Reset](#)

- Request 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**

### ⇒ 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 final submission.