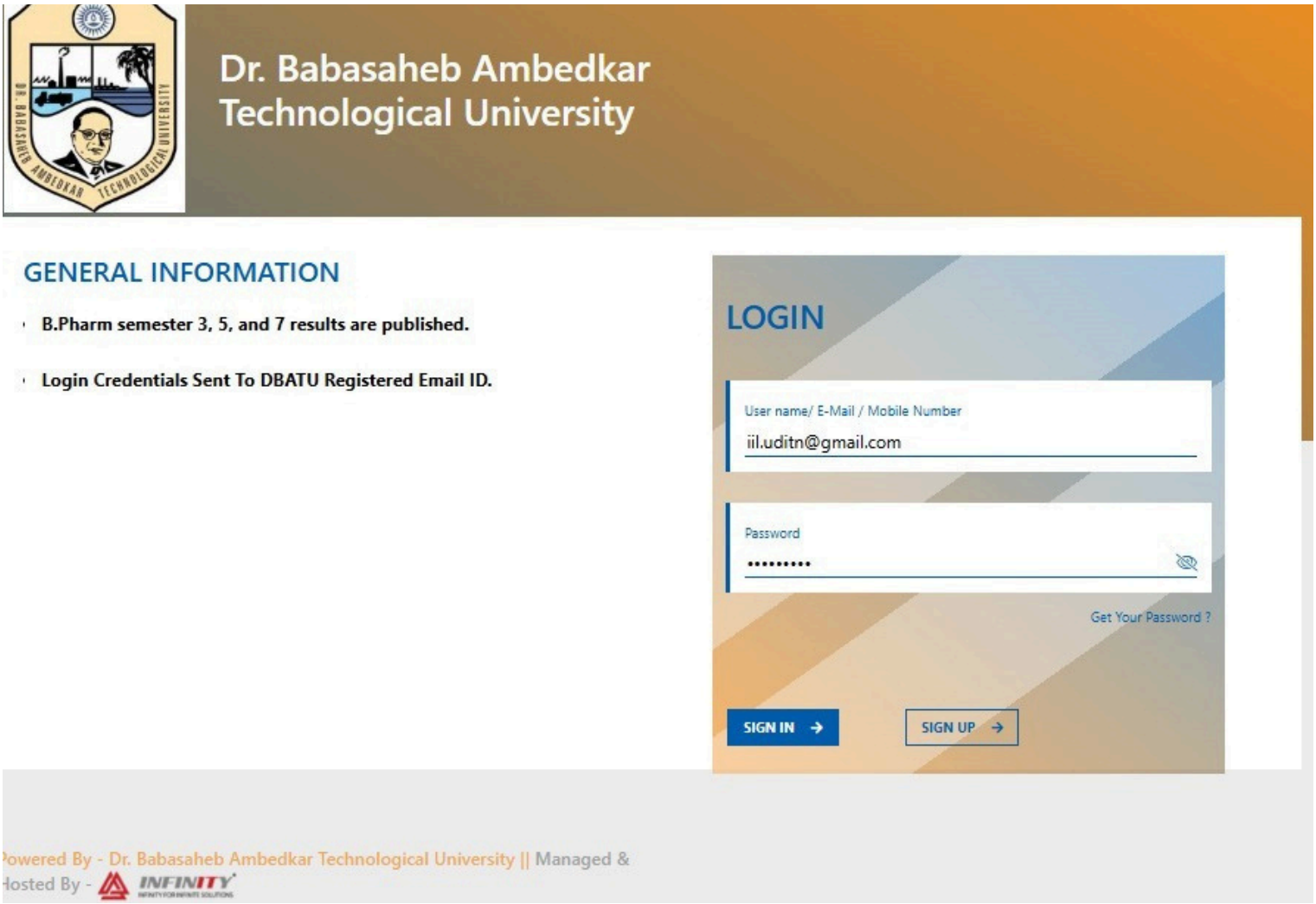
USER MANUAL FOR STUDENT

ENROLLMENT FORM FILLING

USER MANUAL

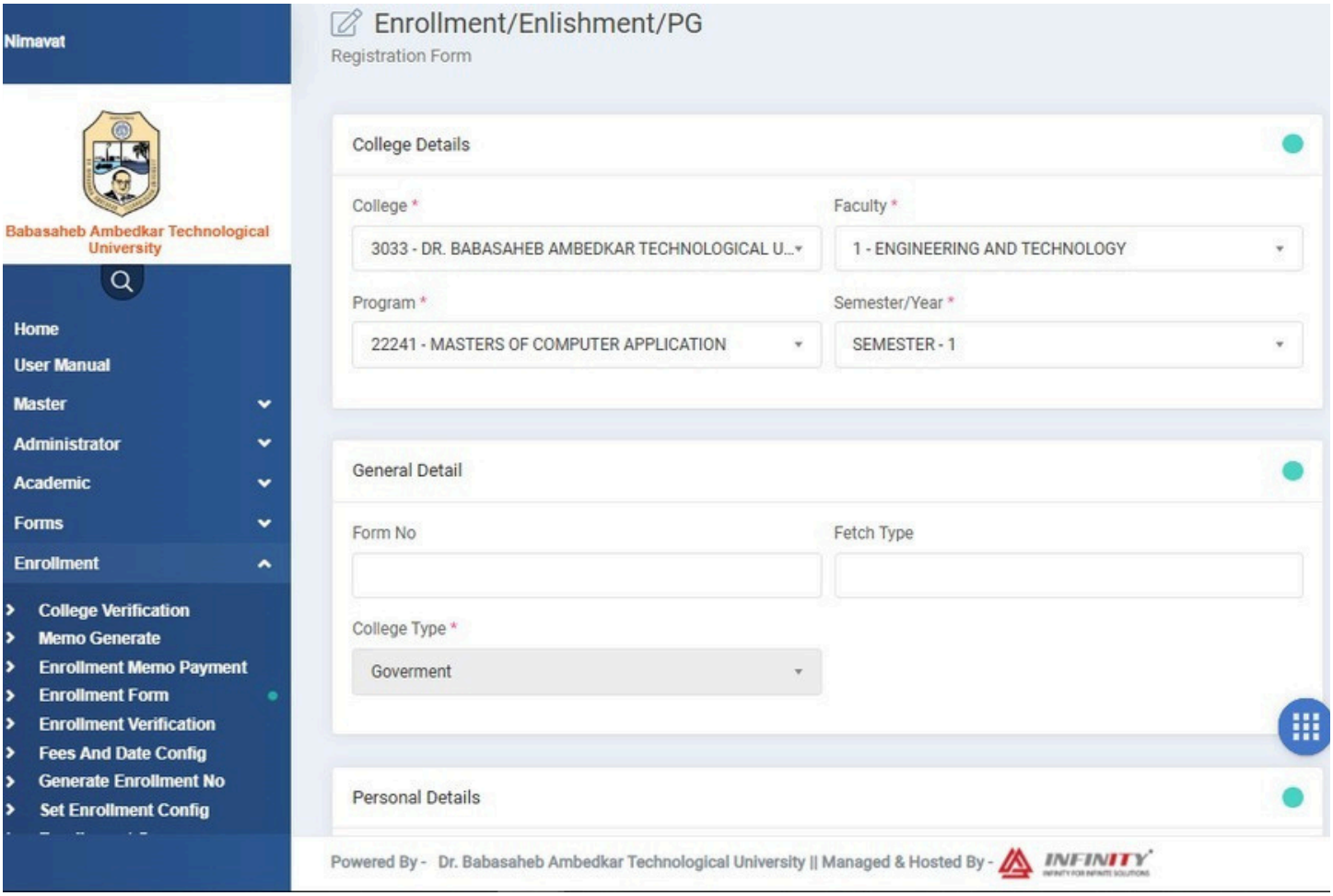
LOGIN IN MIS

- Welcome to DBATU's MIS Login. Login Page URL :
- https://mis.dbatu.ac.in/erp Enter Your User Name and
- Password as shown in below image which was received in your Email and click on Sign in Button.



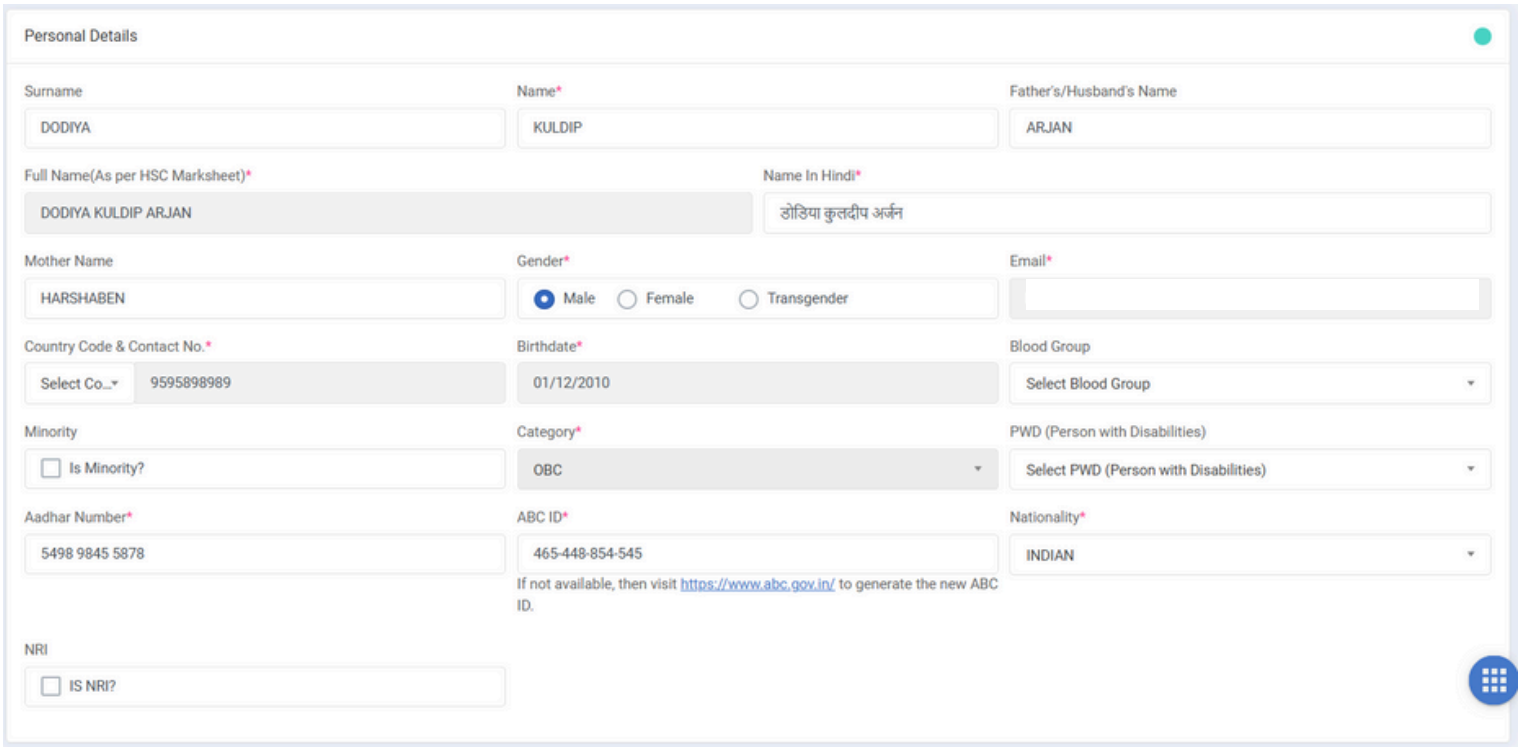
ENROLLMENT FORM

- After Login Into MIS, Kindly Go-To Enrollment Menu and then start filling your Enrollment Form.
- You can see your College, Faculty, Program and Your Current Semester.
- Then Scroll down for Enrollment Form and then start filling Your Basic Details in this Form



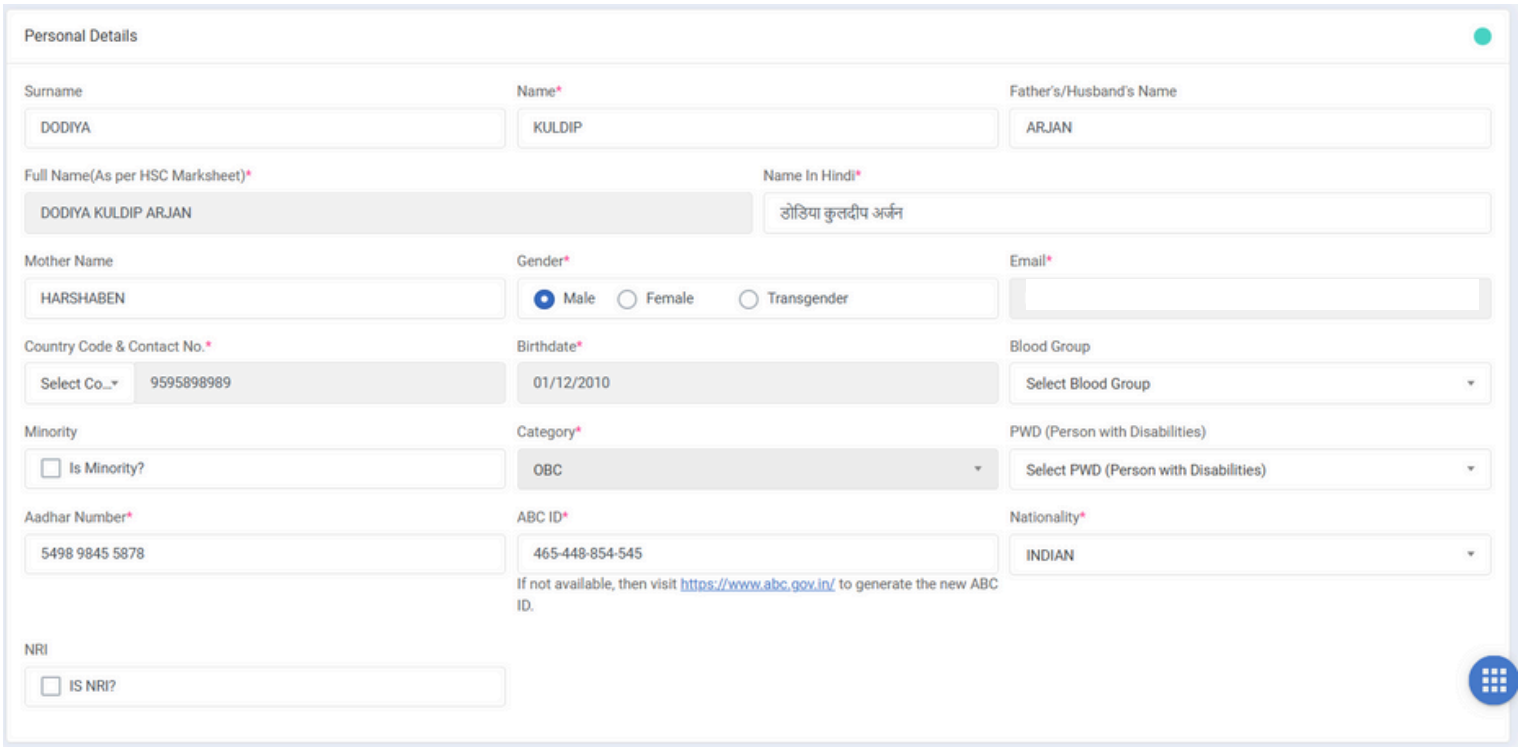
ENROLLMENT FORM

- First of all, fill your Basic details in student's basic details in the form.
- All personal details will be displayed below, as shown in the attached image.
- This includes information such as the student's name (as per the LC), father's name, email address, mobile number, and other relevant details.



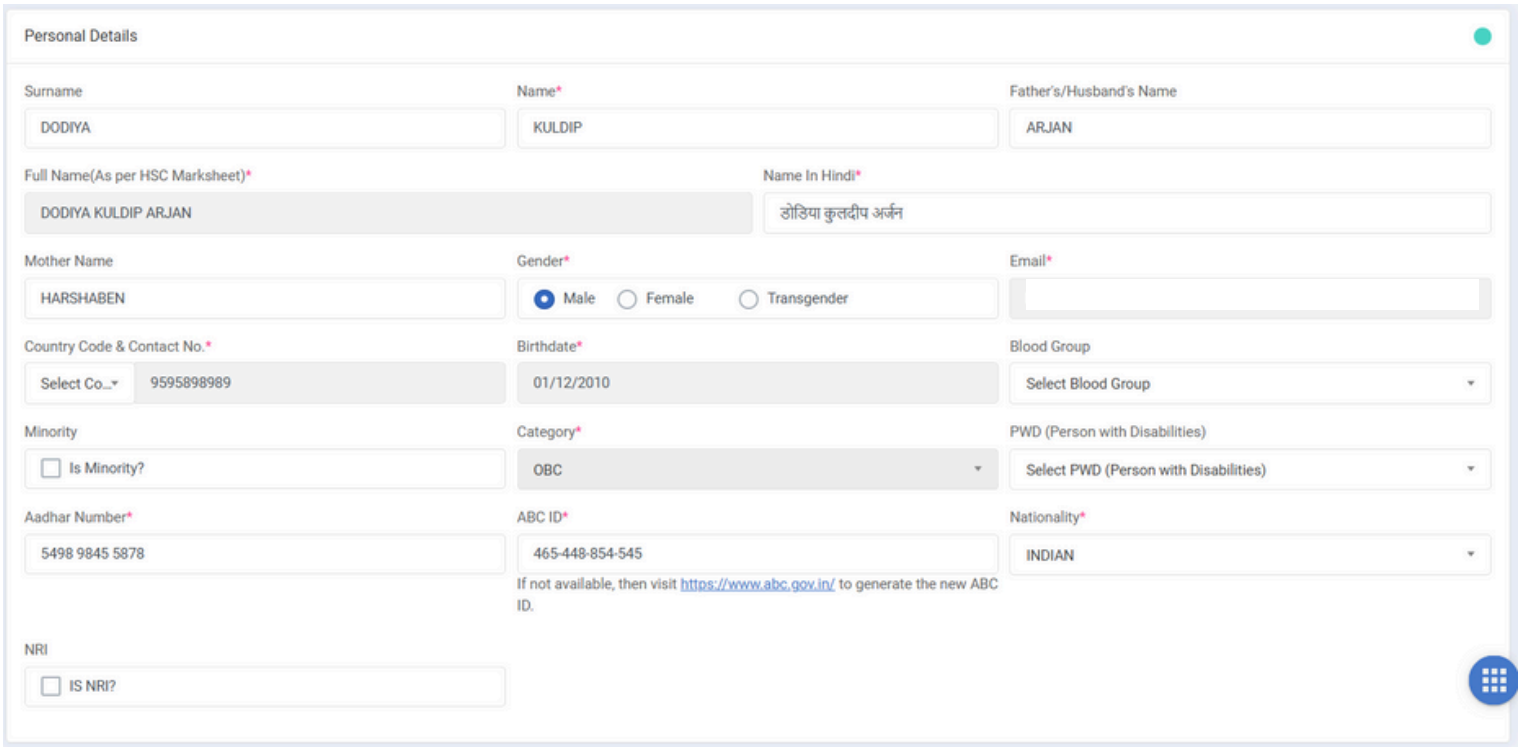
ENROLLMENT FORM

- First of all in personal details there is..
  1. Surname Field:- Enter Student's Last Name here.
  2. Name:- Enter Student's Name.
  3. Father's/Husband's Name:- Enter Father's Name or Spouse Name.
  4. Full Name(As per HSC Marksheet):- Enter Student's Name as per Last Marksheet



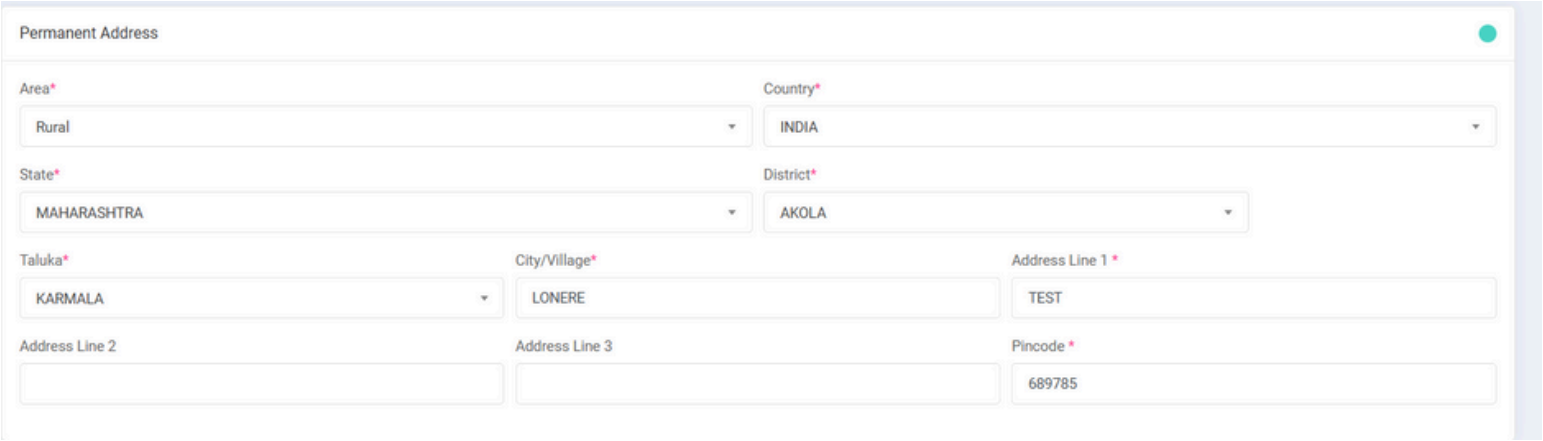
ENROLLMENT FORM

- Then after that, Fill the Other Remaining Personal fields in this Enrollment Form.
- Mother's Name:- Enter student's mother name
- Select Student's Gender
- Enter Student's Email id and Mobile Number
- Add Birthdate
- Select Blood group and Category
- Enter Student's Aadhar Card Number



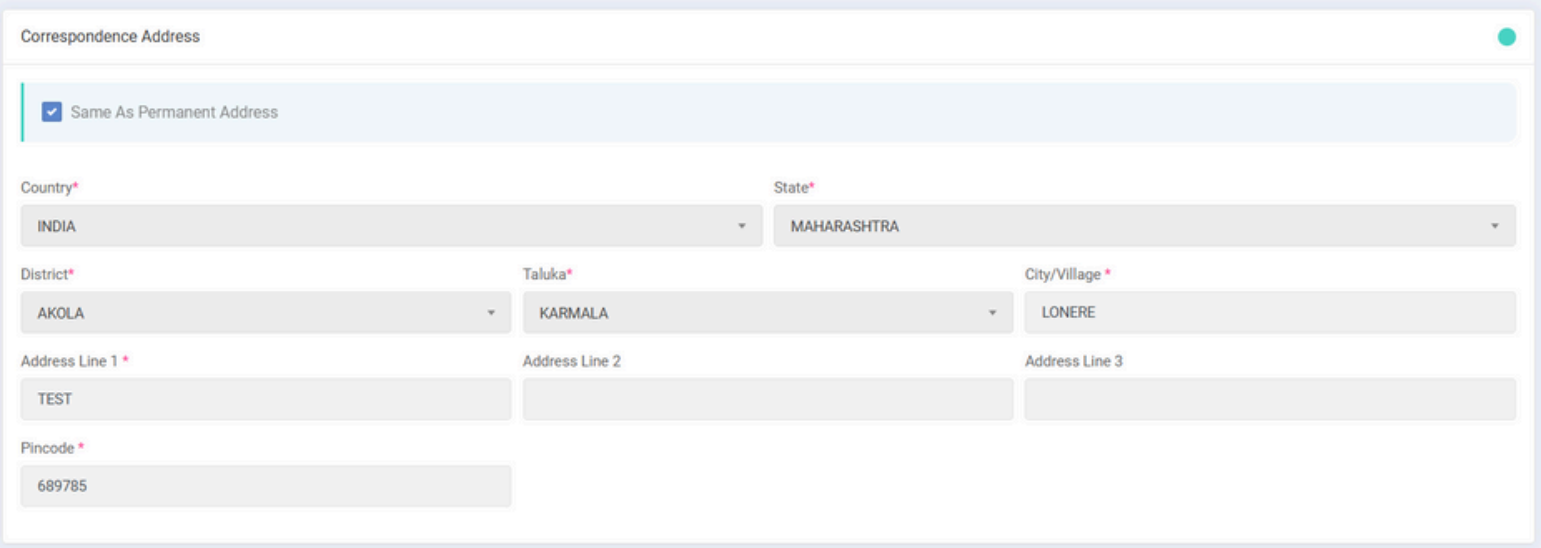
ENROLLMENT FORM

- Then after personal details, We have to Fill Student's Permanent address details.
- In Permanent details, Country, State, District, Taluka, City/Village and student's address need to be enter.



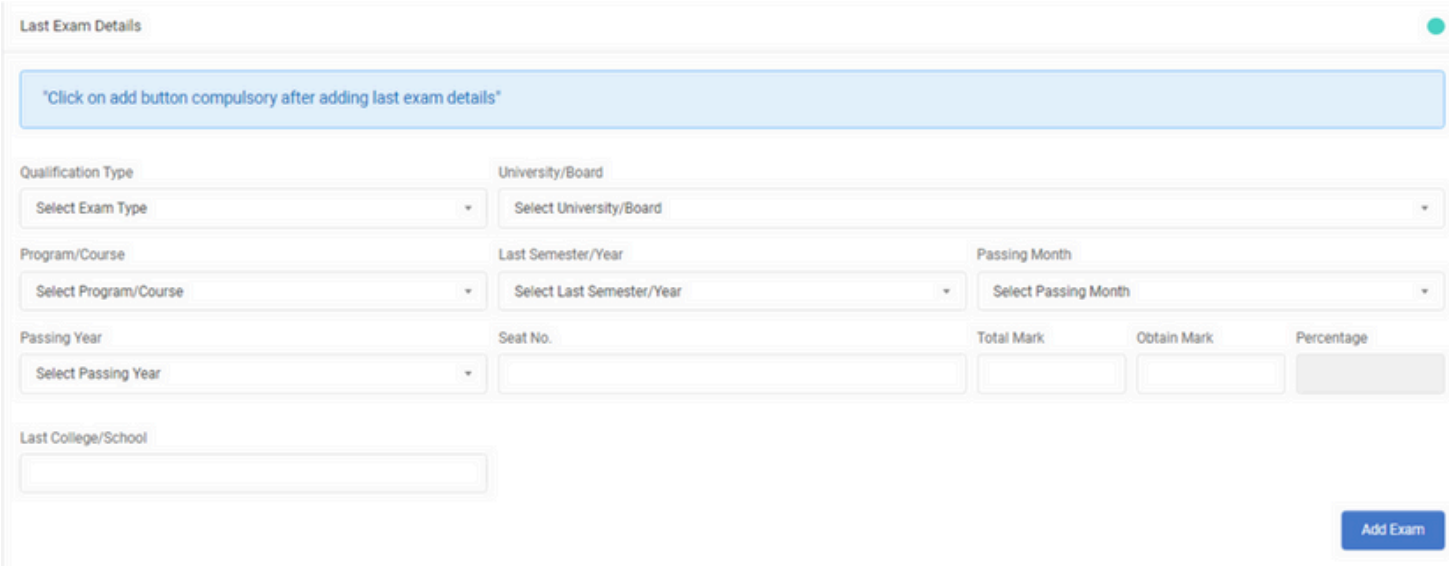
ENROLLMENT FORM

- Next, enter the Correspondence Address in the form.
- If the student's correspondence address is the same as the permanent address, there is a checkbox labeled "Same as Permanent Address". By clicking this checkbox, the data will be automatically fetched from the permanent address and populated in the correspondence address fields.



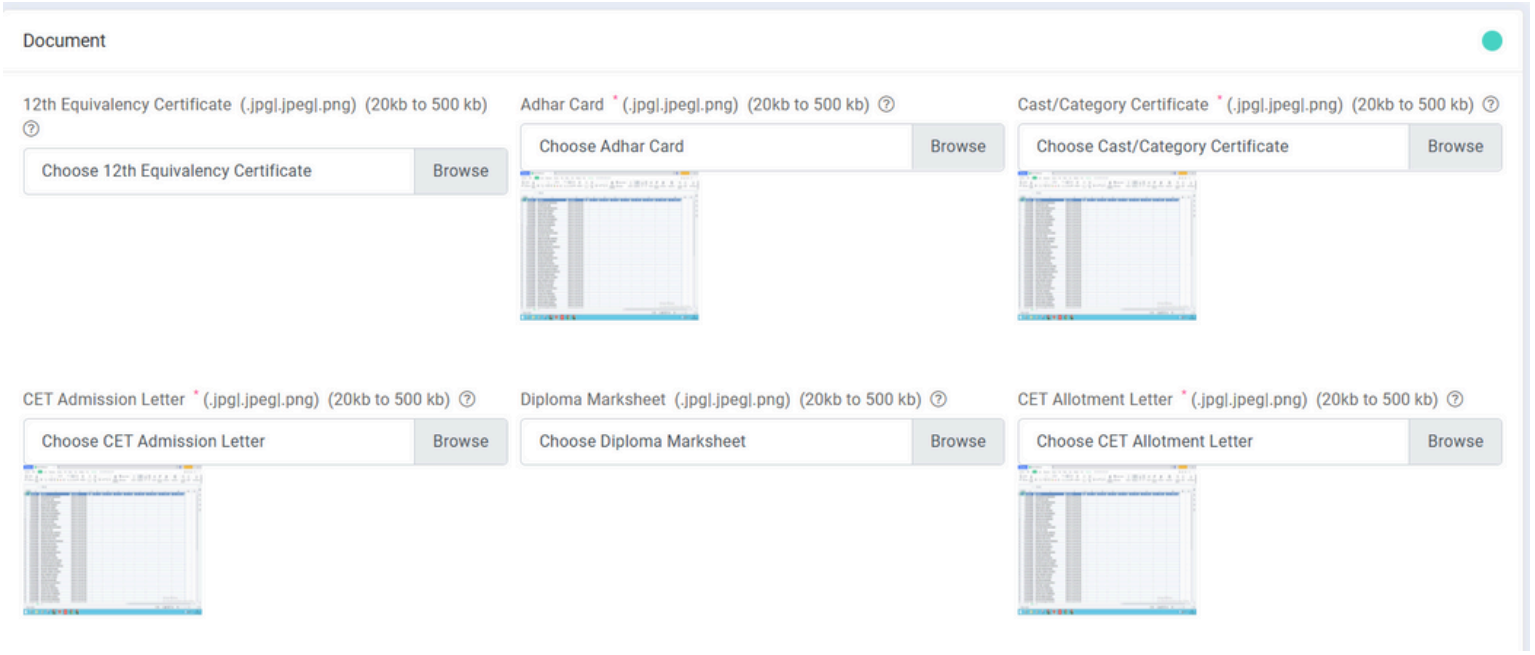
ENROLLMENT FORM

- Next, add the student's previous exam data in the form.
- Click the Add button and enter all the relevant exam details. After entering the data, click the Save button.
- You can add multiple Exam Data in this step simply click on add button for new Record.



ENROLLMENT FORM

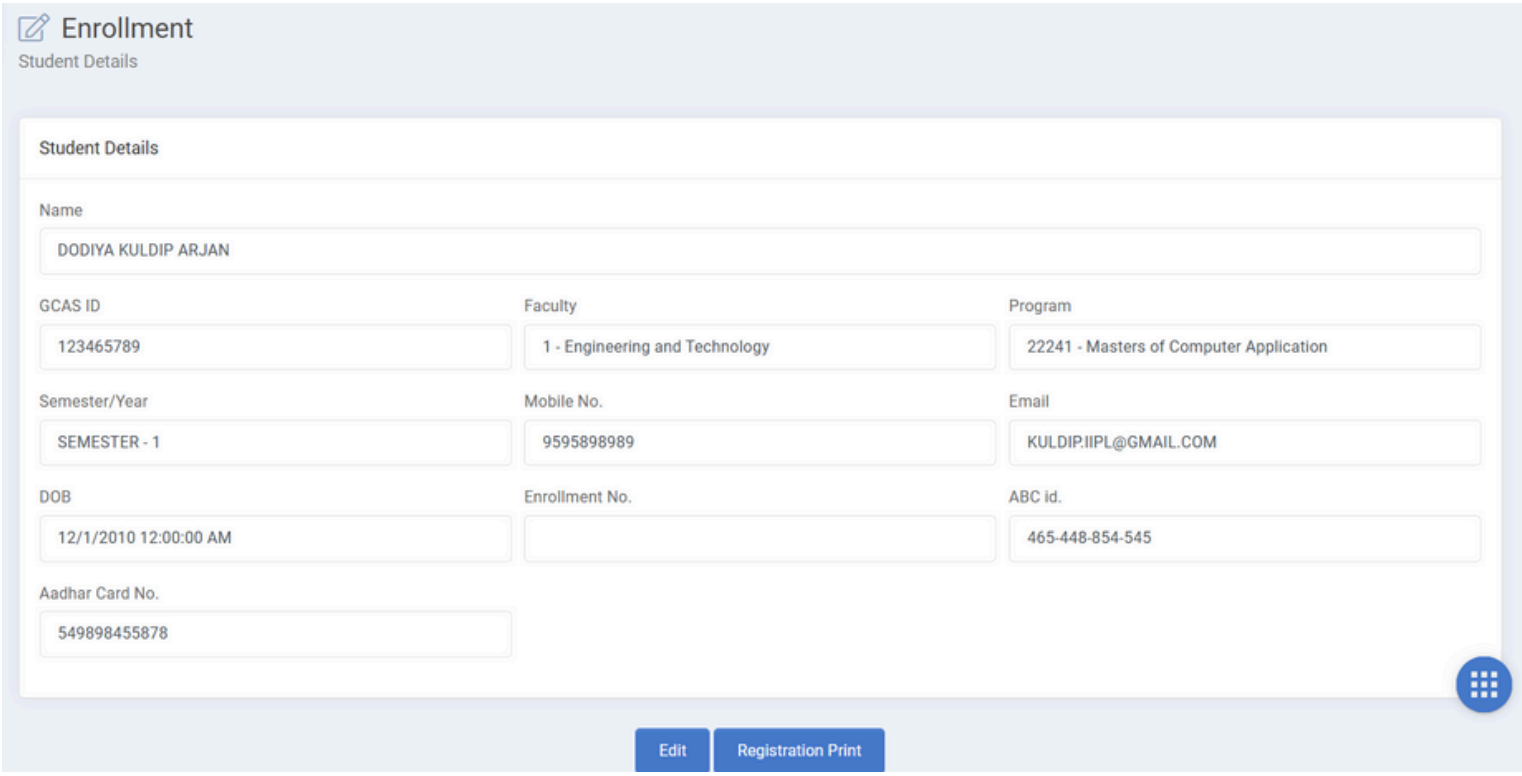
- Once filling all the required details, Kindly click on the save button as you can seen in below image.
- Hence your Enrollment Form is Successfully created.
- After Creating Your Enrollment Form, College will verify your Enrollment form.
- If you want to print your Form then click on the save and print button as you can see in below image.



ENROLLMENT FORM

- You can edit your form till institute not taking any action on form.

  Students can download their enrollment form from mentioned page after form enrty.



THANK YOU