

**Madhav Institute of Technology & Science,  
Gwalior -474005**

01/10/2016

Ref. No. 97

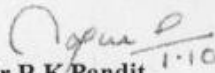
IMS Cell  
NOTICE

**Sub: Start-up process of IMS (Information Management System) (previously known as ERP)  
for students**

The new IMS is now in operation. The links are given on the left pane of the home page of our website [www.mitsgwalior.in](http://www.mitsgwalior.in). There are two different links for staff and students. For students the url is [ims.mitsgwalior.in](http://ims.mitsgwalior.in)

Students are required to follow the below mentioned process:

1. Click the link on the website or type the above url in the address bar.
2. Login with id (enrolment number not old erp-id) and password sent on their mobile number registered in old ERP.
3. For first time login, user will be prompted to change the password, which is secured through OTP sent on the mobile number registered on their old ERP (this mobile number can be changed after login in the profile only once, which also secured with OTP).
4. Students are required to check the facilities and the data related with them thoroughly.
5. Students are required to view and modify the personal details under profile menu item.
6. Remember that, on the profile page, there is a button "FINAL SUBMIT". It is to be pressed only once, when all modifications are done. After clicking "FINAL SUBMIT", student cannot change his/her data.
7. **The changes can be done only once. After clicking on "FINAL SUBMIT", changes will be saved and no further changes can be done by the user.**
8. Only the editable items can be modified. **Essentially upload recent photo and recent signature.** After all modifications including photo upload and signature upload, click on FINAL SUBMIT. **All the modifications will be saved, an OTP will be generated on mobile number which is visible in the profile of the student.**
9. All the students are strongly advised to thoroughly go through their examination record. The record of all previous examinations must be visible on their dashboard. If there is any discrepancy, submit your problem/query online in the helpdesk:
  - a. On the user home page, click the button/link "HELP DESK".
  - b. Click on "POST YOUR QUERY".
  - c. Select the radio button "POST YOUR QUERY".
  - d. Select radio button "Institute", if there is any problem regarding data, examination result, fees details etc.
  - e. Select radio button "Technical Support", if there is any operational problem with the service, like page not responding etc.
  - f. Fill the details clearly and click on "POST QUERY". A ticket number will be generated. **Note it down, for any future reference.**
  - g. You can view the status of the query. If the problem is not resolved within 7 days, contact IMS office with ticket number and documentary proofs.

  
**Dr. R.K. Pandit**  
**DIRECTOR**

Copy to:

1. Web manager to upload it on the website
2. All HOD to instruct all the class coordinators to announce it in all classes and to display it on all the notice boards.