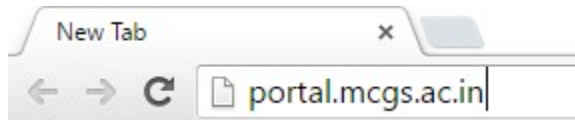


PARENT PORTAL MANUAL

MAYO COLLEGE GIRLS' SCHOOL, AJMER

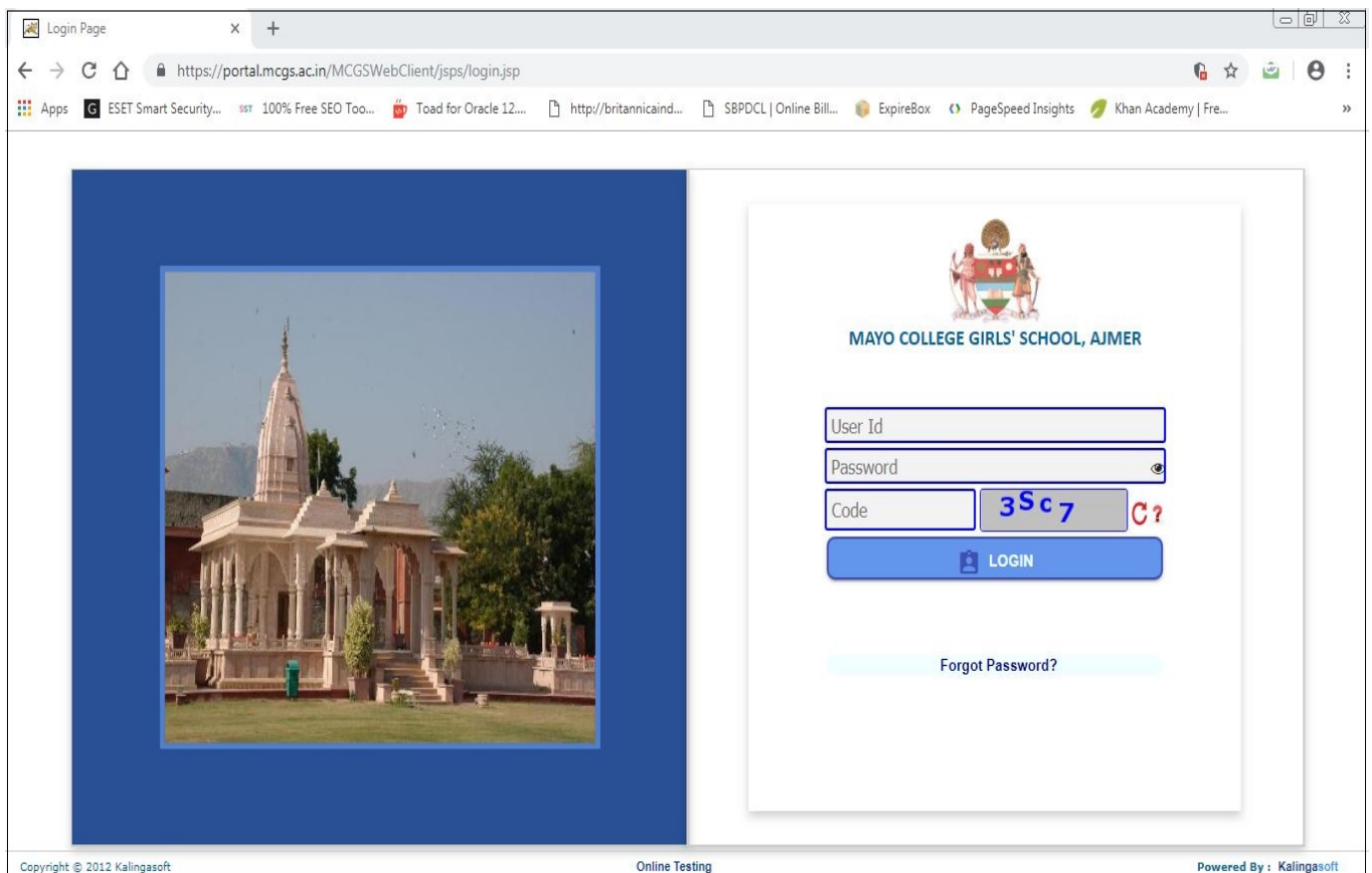
PARENT PORTAL

1. Open **Google chrome** browser.
2. Type **portal.mcgs.ac.in** in the address bar(as shown in screenshots below)



Login Screen -

- Once you click Enter, the screen as below will appear.



3. Login into the portal with your **User ID** and **Password**.

Note -

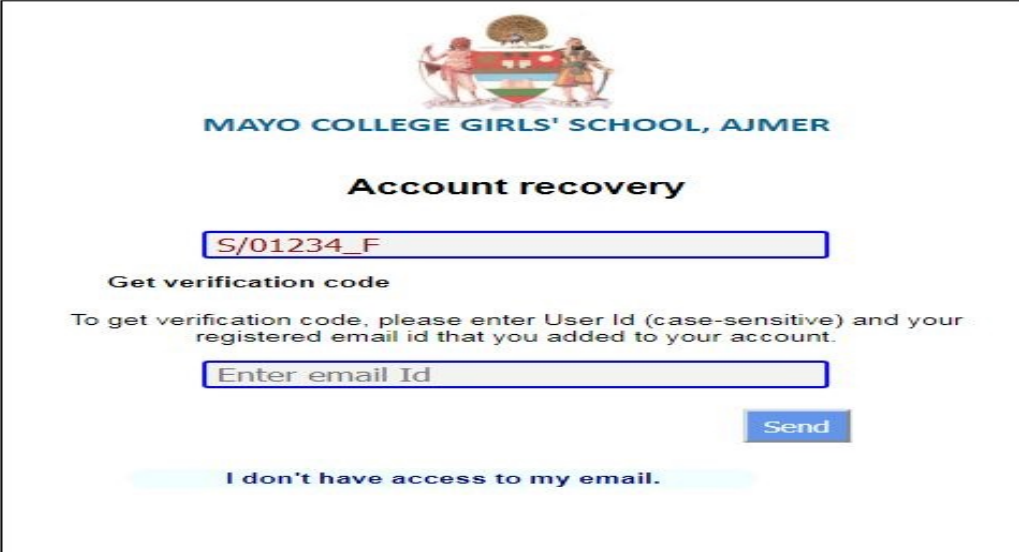
- (i) Your **UserID** is your **<Girl's No>_F** for Father and **<Girl's No>_M** for Mother. For e.g. S/01234_F or S/01234_M where 'S' stands for House
- (ii) While Login you also have to write the **Captcha Code** as you can see in the above screen as "3Sc7"
- (iii) If you have any issues accessing parent portal, kindly e-mail to : **webadmin@mcgs.ac.in**

For New User Login or First Time Login –

4. For Password: For setting your password (in-case of first time user OR if you have forgotten your password), follow the following steps:

Go to the application.

1. Refresh your login screen (You can refresh your screen by pressing the key F5 on your keyboard).
2. Click on "[Forgot Password?](#)" link.
3. To get verification code, please enter User Id (case-sensitive) and your email id registered with the school. Then click on "[Send](#)" button.

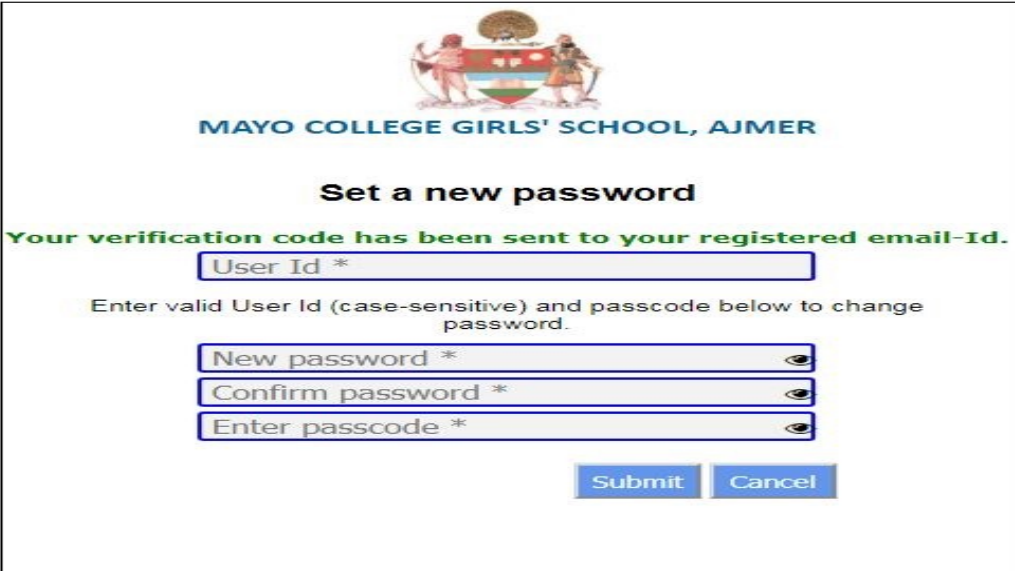


The screenshot shows the 'Account recovery' page for Mayo College Girls' School, Ajmer. At the top is the school's crest and name. Below the title 'Account recovery', there is a text input field containing 'S/01234_F'. Underneath is the heading 'Get verification code' followed by the instruction: 'To get verification code, please enter User Id (case-sensitive) and your registered email id that you added to your account.' Below this is another text input field labeled 'Enter email Id'. To the right of this field is a blue 'Send' button. At the bottom, there is a light blue link that says 'I don't have access to my email.'

4. Once you click on **Send** button, you will receive a verification code (passcode) on your registered email id. Enter your User ID*, New Password*, Confirm Password* and the Verification code / Enter passcode* and click on Submit button.


Password instruction:

1. Please check that the password length should not exceed the range of 6 to 32 character.*
2. Password should at least contain one CAPITAL LETTER, one small letter, one number and one special character from within the following [!,@,#,\$,%,^,&,*=?,_~, -].



The screenshot shows the 'Set a new password' page for Mayo College Girls' School, Ajmer. At the top is the school's crest and name. Below the title 'Set a new password', there is a green message: 'Your verification code has been sent to your registered email-Id.' Below this is a text input field labeled 'User Id *'. Underneath is the instruction: 'Enter valid User Id (case-sensitive) and passcode below to change password.' Below this are three text input fields: 'New password *', 'Confirm password *', and 'Enter passcode *'. Each of these three fields has a small eye icon to its right. At the bottom right, there are two blue buttons: 'Submit' and 'Cancel'.

5. If you are unable to access your registered email, click on link given “**I don’t have access to my email**”. To get verification code, please enter User Id (case-sensitive) and mobile no. registered with the school. Then click on “**Send**” button.



MAYO COLLEGE GIRLS' SCHOOL, AJMER

Account recovery

Get verification code

To get verification code, please enter User Id (case-sensitive) and your registered mobile no. that you added to your account.

6. Once you click on **Send** button, you will receive a verification code (passcode) on your registered Mobile No., Enter your User ID*, New Password*, Confirm Password* and the Verification code / Enter passcode* and click on **Submit** button.

Password instruction:

1. Please check that the password length should not exceed the range of 6 to 32 character.*
2. Password should at least contain one CAPITAL LETTER, one small letter, one number and one special character from within the following [!,@,#,\$,%,^,&,*=?,_~,~,-].



MAYO COLLEGE GIRLS' SCHOOL, AJMER


Set a new password

Your verification code has been sent to your registered mobile no.


Enter valid User Id (case-sensitive) and passcode below to change password.

Note: *Your passcode will expire in 10 minutes. Please get a new passcode to change your password in case your passcode expires.*

7. After clicking on submit you have successfully changed your password. You can refresh the page by pressing F5 button on keyboard.
 - You have to login using your User Id, New Password and Dynamic Code appearing on the screen.



MAYO COLLEGE GIRLS' SCHOOL, AJMER

User Id

Password 

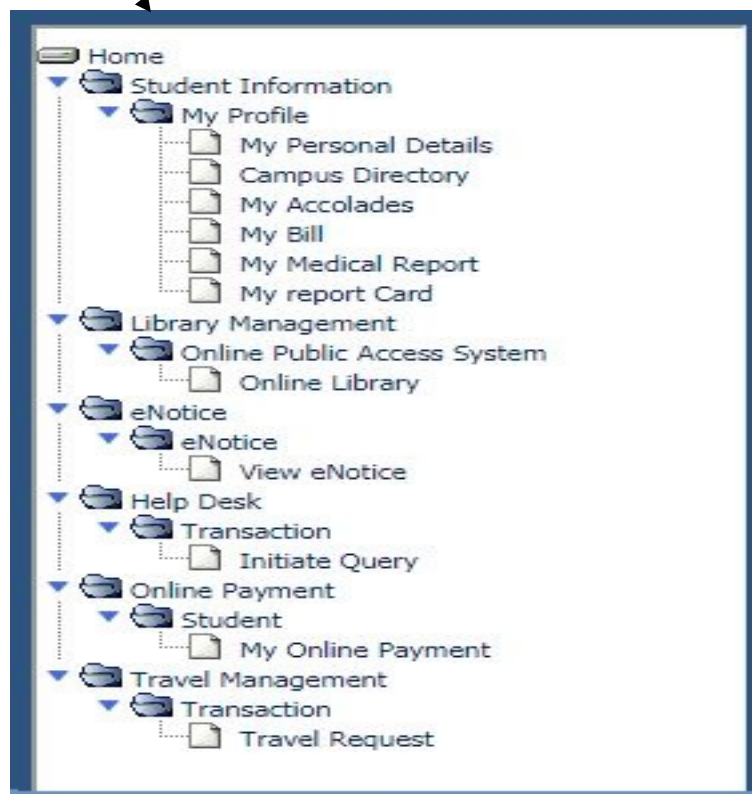
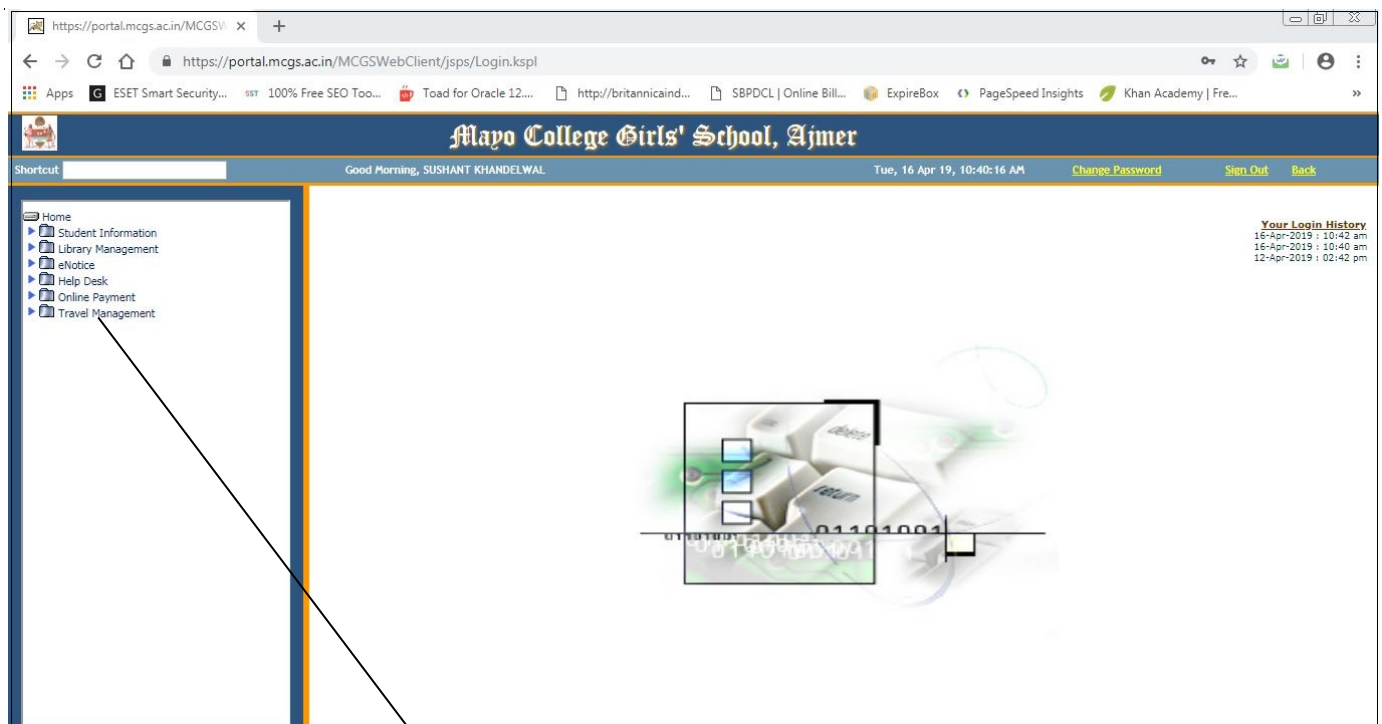
Code

F 6 B C ?

 **LOGIN**

[Forgot Password?](#)

5. Once you clearly logged in to the ERP, the Login page will shown as below:



1. These are the modules which you can view on the left side of the screen.
2. By clicking on the ► right arrow on the modules will expand into sub modules and screens.

Student Information –

There are six screens in this module

1. My Personal Details.

Home

Student Information

My Profile

My Personal Details

Campus Directory

My Accolades

My Bill

My Medical Report

My report Card

Library Management

eNotice

Help Desk

Online Payment

Travel Management

Student Information

Personal Details

First Name * KAVERI Middle Name Last Name KHANDELWAL

Date of Birth * 07-JAN-2004 Gender * Female Marital Status * Single

Blood Group NONE Nationality * OTHERS Passport No. -

Category OTHERS Caste GENERAL Mobile No.

Official Email * @ --- Select Email Domain --- Personal Email * @ --- Select Email Domain ---

Domicile State UTTAR PRADESH Mother Tongue None Please Specify Disabled

Religion OTHERS Annual Family Income 0 Boarder

Birth Details

Country of Birth INDIA State of Birth INDIA District of Birth * INDIA

City Type of Birth NA City of Birth * OTHERS Please Specify

Time gap in studies if any

Time Gap In Studies --- Select --- Reason

Account Detail

Bank A/c no - Bank Name - IFSC Code -

Branch Name - Branch Place - Branch City -

MICR No. - Adhar Card No.

Other Details

Hobbies Extra Curricular Activity

Login User-Id C/02053 Whether this student was an Exstudent of this Institute

Last School Attended PARVATI RADHAKISHEN POMRA SCHOOL, MATHUI Join Date 02-APR-2015

Fields marked with * mark are mandatory

Personal

Enrollment

Address

Parent

Qualification

Document

Health

Language

Photo

Publication

Sibling

Note:-

At the bottom of this screen you can click on tab to view the complete detail of the student. i.e. **Personal, Enrollment, Address, Parent, and Photo** etc.

Personal	Enrollment	Address	Parent	Qualification
Document	Health	Language	Photo	Publication
Sibling				

By clicking on the **Enrollment Tab** you can view the Enrollment details of your ward like Stream, Batch, Roll Number, Current Academic Batch etc.

The screenshot shows the 'Student Information' page with the 'Enrollment' tab selected. The page displays various student details in a form layout.

Student Information					
Student Name	KAVERI KHANDELWAL	Academic Batch	ICSE // GEN // 2014-2015 // VII	Roll No.	002053
Current Academic Batch Section		ICSE // GEN // 2018-2019 // X // D			
Curriculum*	ICSE	Stream*	GEN	Batch*	2014-2015
Admitting Term*	VII	Section *	--- Select ---	Registration No. *	C/02053
Roll No. *	002053	Council UID No. (X)	002053	Council UID No.(SC's)	
Seat Category*	General	Admission Type*	Regular		
Entrance Examination Details					
Entrance Examination	--- Select ---	Examination Centre		Rank	
Obtained Marks		Full Marks			
Personal	Enrollment	Address	Parent	Qualification	
Document	Health	Language	Photo	Publication	
Sibling					

By clicking on the **Address Tab** you can view the Address Details of your ward.

The screenshot shows the 'Student Information' page with the 'Address' tab selected. The page displays the student's permanent address details.

Student Information					
Student Name	KAVERI KHANDELWAL	Academic Batch	ICSE // GEN // 2014-2015 // VII	Roll No.	002053
Current Academic Batch Section		ICSE // GEN // 2018-2019 // X // D			
Permanent					
10/A, RADHA NAGAR					
City/District : MATHURA State : UTTAR PRADESH Country : INDIA					
ZIP/Pin : 12345 Phone No. : 123456					
Personal	Enrollment	Address	Parent	Qualification	
Document	Health	Language	Photo	Publication	
Sibling					

By clicking on the **Parent Tab** you can view the details of your ward guardian/Parent. In this Screen the user id of the father and mother are automatically Generated by the system.

Home
Student Information
My Profile
My Personal Details
Campus Directory
My Accolades
My Bill
My Medical Report
My report Card
Library Management
eNotice
Help Desk
Online Payment
Travel Management

Student Information

Student Name	KAVERI KHANDELWAL	Academic Batch	ICSE // GEN // 2014-2015 // VII	Roll No.	002053
Current Academic Batch Section	ISC // HUM // 2019-2020 // PRE-SC // ARTS A				

Father's Detail

Salutation *	MR	Father's Name*	SUSHANT KHANDELWAL	Address*	-
Country *	INDIA	State*	UTTAR PRADESH	City *	MATHURA
Pin No.	281004	STD Code.		Phone No.	1234567
Father's Mobile No.	9876543211	Qualification Name*	Post Graduate	Profession	Business
Please Specify	Disabled	Organisation	-	Office Address	-
Designation	-	Phone No.	0	Fax	0
Father's E-mail	father.demxyz@gmail.com	Father's User-Id	C/02053_F	Father Income	0
Father's PAN No.		Father's Aadhaar No.			

Mother's Detail

Salutation *	MRS	Mother's Name*	RANI KHANDELWAL	Address*	-
Country *	INDIA	State*	UTTAR PRADESH	City *	MATHURA
Pin No.	0	STD Code.		Phone No.	1234567
Mother's Mobile No.	9876543212	Mother's E-mail	mother.demxyz@gmail.com	Qualification Name*	Post Graduate
Please Specify	HOUSE WIFE	Organisation	-	Office Address	-
Designation	-	Phone No.	0	Fax	0
Mother's User-Id	C/02053_M	Guardian*	Father	Mother Income	0
Mother's PAN No.		Mother's Aadhaar No.			

Account Detail

Bank Name	-	Branch Name	-	Bank A/c no	-
MICR No.	-	IFSC Code	-		
No. Of Daughter(s)	0	No. of Son(s)	0		

Personal
Enrollment
Address
Parent
Qualification

2. Campus Directory

By clicking on the **Campus Directory Screen** you can view the Student Profile of your ward.

The screenshot shows the 'Campus Directory' interface. On the left is a navigation menu with options like Home, Student Information, My Profile, My Personal Details, Campus Directory (selected), My Accolades, My Bill, My Medical Report, My report Card, Library Management, eNotice, Help Desk, Online Payment, and Travel Management. The main area displays a 'Student Profile' for Kaveri Khandelwal. The profile includes fields for Name, Registration No., Roll No., Batch, Curriculum, Stream, Class - Section, School Name, Permanent Address, Contact No., Email Id, Father's Email, Mother's Email, Guardian's Email, and Hobbies. A small image of yellow tulips is shown next to the profile details.

Field	Value
Name	KAVERI KHANDELWAL
Registration No.	C/02053
Roll No	002053
Batch	2019-2020
Curriculum	ISC
Stream	HUM
Class - Section	PRE-SC - ARTS A
School Name	Mayo College Girls' School
Permanent Address	10/A, KABIR NAGAR, MATHURA, UTTAR PRADESH, INDIA, 123456
Contact No.	9876543211
Email Id	xyz@mcgs.ac.in
Father's Email	father.demoxyz@gmail.com
Mother's Email	mother.demoxyz@gmail.com
Guardian's Email	
Hobbies	

On this screen also you can view the Staff Profile of MCGS.

The screenshot shows the 'Campus Directory' interface with the 'ProfileType' dropdown set to 'Staff'. The 'Profile View' field contains '000313'. The 'Find' button is highlighted in yellow. The message 'Regd. no. does not exist !!!' is displayed on the right.

The screenshot shows the 'Staff Information' screen. It includes a search bar with 'Rec#/page' set to 10 and 'Search By' set to 'Staff Name'. Below the search bar is a table listing staff members with columns for Sl.#, Staff Name, Staff Code, Abbreviation, Department, Designation, and Use. The table contains 10 rows of data. At the bottom right, it says 'Page 1 of 28'.

Sl.#	Staff Name	Staff Code	Abbreviation	Department	Designation	Use
1	Miss AAKANKSHA RATHORE	MG09F553	AR	GEOGRAPHY	P.G.T. GEOGRAPHY	b
2	Mrs ABHA GOYAL	MG11F0571	Abha.G	Science	P.G.T. CHEMISTRY	b
3	Miss ADITI SHARMA	MG013F0599	A.SHM	Commerce	P.G.T.	b
4	Mrs AMANPREET BROCA	MG94F00012	A.Broca	COMPUTER SCIENCE	T.G.T. COMPUTER SCIENCE	b
5	Mr AMAR CHAND	MG91M00134	AB134	GENERAL	CHOWKIDAR	b
6	Mrs AMEETA LAW	MG95F00011	AL	Science	P.G.T. BIOLOGY	b
7	Mrs ANEETA ARORA	MG96F00094	A.A	OFFICE	LDC	b
8	Mrs ANGOORI DEVI	MG92F00174	AB174	BOARDING HOUSE	FARRASH	b
9	Mrs ANITA JOHN	MG95F00027	AJ	HISTORY AND POLITICAL SCIENCE	P.G.T. POL SCIENCE	b
10	Miss ANKITA SHARMA	MG013F00606	AS	Science	P.G.T. PHYSICS	b

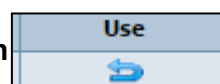
On this Staff Information screen, you can filter the staff by **Department or Designation**

Department	<input type="text"/>	Designation	<input type="text"/>
------------	----------------------	-------------	----------------------

You can find the staff by typing his name in Search By option **Staff name** adjacent textbox and press **tab button** on keyboard

Search By	Staff Name	<input type="text" value="xyz"/>
-----------	------------	----------------------------------

After finding the staff you have click on **use arrow button**



on the right of this screen.

After choosing the staff you will automatically revert back to campus directory screen with the profile of the staff.

Campus Directory		
ProfileType	Staff	Profile View
	MG09F553	Find
Staff Profile		
Name	: Staff Name	
Staff Code	: MG09F553	
Joining Date	: 06-JUL-2009	
Email Id	: @	
Contact No.	: -	
Address of Communication	: - AJMER Rajasthan INDIA 0	
Hobbies	: -	
Past Work Experience		
Duration	Company /Institute	Designations
-		

3. My Accolades

On **My Accolades screen** you can view the Accolade Details of your ward. Click on **Generate Report** to view Accolades Report of your ward



MAYO COLLEGE GIRLS' SCHOOL, AJMER

Accolade Report

Run Date: 12-APR-2019

Run Time: 12:08:42 PM

Academic Year: 2018-2019		STUDENT NAME	Regd. No.: P/01234	VII-B	
Sl. No.	Event	Position	Date (From - To)	Award	Venue
1	WILD WISDOM QUIZ		06-SEP-2018 - 06-SEP-2018	PARTICIPATION	MCGS
2	INTER-SCHOOL COMPETITION		06-SEP-2018 - 06-SEP-2018	PARTICIPATION	WWF QUIZ AT UDAIPUR

4. My Bill

By Clicking on My Bill screen, you will be able to see your ward Term wise **Bill details** and **Student Ledger / Account Details**.

The screenshot shows the 'Student Bill Print Report' page. On the left is a navigation menu with 'My Bill' highlighted. The main form contains the following fields:

Student Name	KAVERI KHANDELWAL	Roll No	002053
Curriculum *	ISC	Batch *	2019-2020
Fee Scheme Type *	Autumn Term (2)		

Below the form are two buttons: 'View Student Bill' and 'View Account Detail'. Annotations include:

- A callout bubble pointing to the 'Fee Scheme Type' dropdown: "First Select Fee Scheme Type* as Spring / Autumn Term and click on **View Student Bill**".
- A callout bubble pointing to the 'View Account Detail' button: "Click here to see your ward Sub-Ledger or Account Details".
- A red text note: "Fields marked with * mark are mandatory".

5. My Medical Report

By Clicking on **My Medical Report**, you will be able to see your ward Medical records Term wise. Select **Infirmary*** as MCGS HOSPITAL, From Date (Term Start Date) – To Date (Term End Date) and Click on **View Medical Report** as shown in below screenshot.

The screenshot shows the 'My Medical Report' page. On the left, 'My Medical Report' is highlighted in the navigation menu. The main form contains the following fields:

Student Name	KAVERI KHANDELWAL	Roll No	002053
Curriculum *	ISC	Batch *	2019-2020
Stream	Humanities		
Class	PRE-SC	Section	ARTS A

Below this is the 'Infirmary and CheckUp Type Detail' section:

Infirmary *	MCGS HOSPITAL	From Date	13-JAN-2019	To Date	16-APR-2019
-------------	---------------	-----------	-------------	---------	-------------

Under 'CheckUp Type', there are three checkboxes: 'All' (checked), 'Beginning of Term', and 'End of Term'.

At the bottom right is a button labeled 'View Medical Report'.

6. My report Card

By Clicking on **My Report Card** you can View the Report Card of Your Ward by clicking on View Report button against Exam Name.

The screenshot shows the 'My Reportcard' interface. On the left is a sidebar menu with options: Home, Student Information, My Profile (My Personal Details, Campus Directory, My Accolades, My Bill, My Medical Report, My report Card), Library Management, eNotice, Help Desk, Online Payment, and Travel Management. The main area is titled 'My Reportcard' and features a dropdown menu for 'Curriculum::Stream::Batch::Class::Section*' with the selected value 'ICSE::General::2017-2018::IX::A::Inactive,D::Active'. Below this is a table with columns: Sl.No., Start Month, Exam Name, and View Report.

Sl.No.	Start Month	Exam Name	View Report
1	MARCH	ANNUAL	
2	NOVEMBER	HALF YEARLY	
3	JULY	UNIT II	
4	APRIL	UNIT I	

- **UNIT I** – April Term
- **UNIT II** – July – Aug Term
- **Half Yearly** - Half Yearly Exam (First Pre Board for X and SC Classes).
- **Annual** – March Term
- **Pre- Board** – For X and SC Classes (Second Pre Board)
- **Winter Coaching** - For X and SC Classes

To see the previous year Report cards choose the drop down “Curriculum:Stream:Batch:Class:Section” and click on **View Report** option provided.

This screenshot shows the same 'My Reportcard' interface but with the dropdown menu open, displaying a list of previous years and sections. The selected item is 'ICSE::General::2018-2019::X::A::Inactive,D::Active'. The table below shows the corresponding exams for each entry.

Sl.No.	Start Month	Exam Name	View Report
1	JANUARY	PRE BO	
2	DECEMBER	WINTER	
3	NOVEMBER	HALF YE	
4	JULY	UNIT II	
5	APRIL	UNIT I	

Library Management –

With the help of Online Library you can view the Library Transaction of your ward by selecting the **My Transaction** tab on the screen.

The screenshot shows the 'Online Library' interface. On the left is a sidebar menu with options: Home, Administration, Student Information, Library Management, Online Public Access System, Online Library (highlighted), eNotice, Help Desk, and Opinion Poll. The main content area has a header 'Online Library' and a form with the following fields:

Name	AASHNA LAKHOTIA	About	ICSE : GEN	Email Id	student.demovyx@gmail.com	Mobile No.	9434022995
Library	Junior Library	Card No.	5/00785	Issued :: Valid	03-JUL-2006 :: 06-APR-2016		

Below the form are three tabs: 'My Reservation | Search' (active), 'My Books | Re-Issue', and 'My Transaction'.

Online Library Screen you have to select **Library** as **Junior Library** or **Senior Library**.

This screenshot shows the 'Online Library' interface with the 'Library' dropdown menu open. The menu lists 'Junior Library' (highlighted in blue), 'Junior Library', and 'Senior Library'. The form fields are as follows:

Name		About	ICSE : GEN	Email Id		Mobile No.	
Library	Junior Library	Card No.		Issued :: Valid	03-JUL-2006 :: 06-APR-2016		

The tabs 'My Books | Re-Issue' and 'My Transaction' are visible. A 'Signature Not Available' message and a question mark icon are also present on the right side.

My Reservation | Search tab you can view books availability in the library for issue.

Online Library

Name: [] About: ICSE : GEN Email Id: [] Mobile No.: []
 Library: Senior Library Card No.: [] Issued :: Valid 01-APR-2007 :: 06-APR-2016 ?

My Reservation | Search My Books | Re-Issue My Transaction Signature Not Available

Circulation Type: GENERAL ISSUE Media Type: -- All -- Search By: Title Advance Search

#	Book Details [Title Publisher Authors Editors] [Media Type : Edition : Volume : Language : ISBN : Price]	Availability	Apply On Status	Reserved On Valid Upto	Canceled On Cancel Mode	
1	A - Z OF HEALTHY SLIMMING NA Books : - : - : ISBN :: 259 : ₹ 0.00	0 0 1				
2	A B C OF CHEMISTRY NA Books : - : - : ISBN :: 260 : ₹ 0.00	0 0 1				
3	A BETTER INDIA---A BETTER WORLD MURTHY NARAYAN Books : - : - : ISBN :: 261 : ₹ 0.00	0 0 1				
4	A BOOK ABOUT STARS AND PLANETS NA Books : - : - : ISBN :: 262 : ₹ 0.00	0 0 1				
5	A BOOK OF PLAYS NA Books : - : - : ISBN :: 264 : ₹ 0.00	0 0 1				
6	A BOOK OF VERSE FOR CHILDREN					

Book Issued Against Reservation. Book Was Reserved. Waiting For Availability. User Select For Cancel Reservation.
 User Select For Reservation. Reservation Allow For The Title. Reservation / Cancellation Not Allowed.

My Books | Re-Issue Tab you can view current book issue status of your ward.

Online Library

Name: [] About: ICSE : GEN Email Id: [] Mobile No.: []
 Library: Junior Library Card No.: [] Issued :: Valid 03-JUL-2006 :: 06-APR-2016 ?

My Reservation | Search **My Books | Re-Issue** My Transaction Signature Not Available

My Transaction Tab You can view complete book transaction of your ward.

Online Library

Name: [] About: ICSE : GEN Email Id: [] Mobile No.: []
 Library: Senior Library Card No.: [] Issued :: Valid 01-APR-2007 :: 06-APR-2016 ?

My Reservation | Search **My Books | Re-Issue** **My Transaction** Signature Not Available

Circulation Type: ---All--- Media Type: -- All -- Issue Date: 09-OCT-2015 To: 09-JAN-2016 Fine Type: ---All---

Issue Section				Return Section			
#	Issue Date	Circulation Type	Book Details [Title Publisher Authors Editors] [Media Type : Edition : Volume : Language : ISBN : Price]	#	Action Date	Due Date	Fine Type
		Accession No			Action Type	After Re-Issue	Fine
1	24-OCT-2015 09:43	GENERAL ISSUE	BANCROFT STRATEGY SUDLUM ROBERT Books : - : - : ISBN :: 1307 : ₹ 0.00	1	29-OCT-2015 09:35	31-OCT-2015 09:43	
		15693			Return		

eNotice –

After clicking on eNotice a screen View eNotice will come where you can view the notice send to you or to your ward.

Home
Administration
Student Information
Library Management
eNotice
Help Desk
Opinion Poll

View eNotice

View Notice

Notice Issue From Date: 01-NOV-2015 Notice Issue To Date: 13-NOV-2015 Notice Type: --- All ---

Title	Memo No.	Issued By	Notice Type	View
-------	----------	-----------	-------------	------

Helpdesk –

After Clicking on Help Desk Module a Transaction Sub module will open under the Transaction Sub Module you will find an Initiate query Screen where you can initiate a query. You can also see the history of resolution statuses for the queries initiated by you.

Home
Administration
Student Information
Library Management
eNotice
Help Desk
Opinion Poll

Transaction
Initiate Query

Initiate Query

Add Initiate Query

Policy No./Ref. No. Current Status* Initiated

Subject Name* Category* --- Select ---

Query Nature* --- Select --- Assign To

Query

Save Cancel

Fields marked with * mark are mandatory

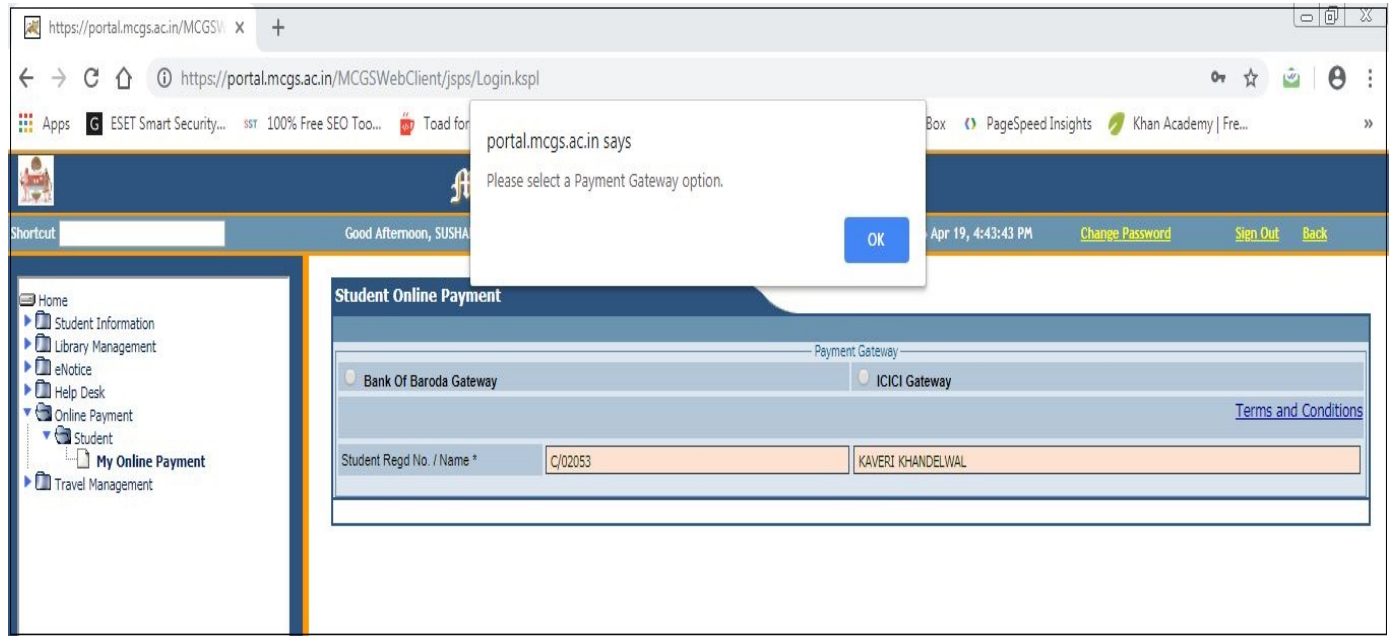
From Date: 01-NOV-2015 To Date: 13-NOV-2015 Query Nature: --- All --- Category: --- All ---

Rec# / page 10 Search By Reference No. New

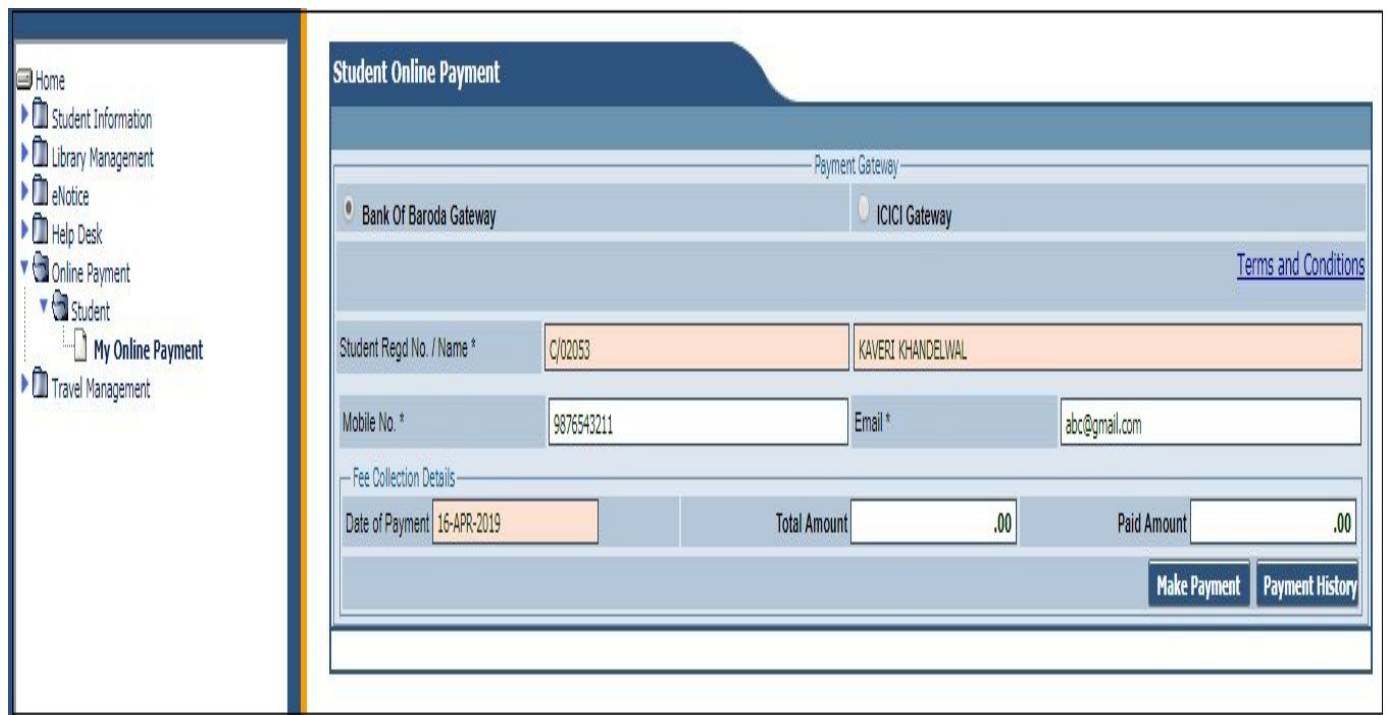
No records to display!

Online Payment –

For online fee payment open Online Payment→ Student→My Online Payment and select the payment gateway option. E.g. Bank Of Baroda Gateway or ICICI Gateway.





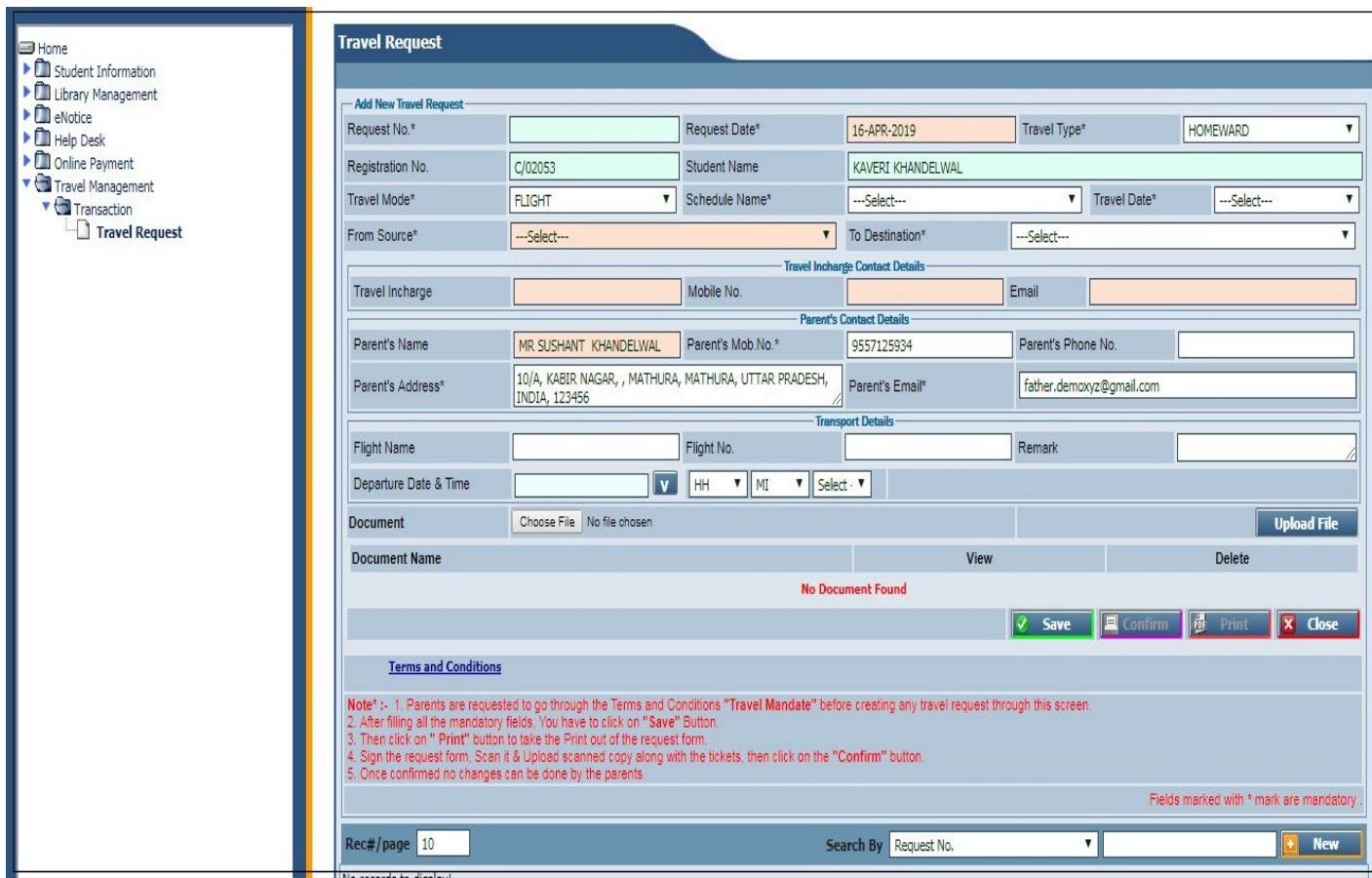
After you select Payment Gateway option, Enter your mobile no., Email and click on **Make Payment** button to proceed for payment.



Travel Management -

Steps for Travel Request through PARENT PORTAL :-

1. For Travel request, in the left side of the Menu list, Parents to click on () Travel Management → () Transaction → Travel Request.
2. Click on New button.
3. Select Travel Type* as **HOMEWARD** for homeward travel request and **SCHOOLWARD** for school ward request.
4. Select Travel Mode* as **BUS / FLIGHT / TRAIN** according to your travel request.
5. Choose Schedule Name* and Travel Date* as per your journey plan. By default "Parent contact's details" will appear on the same screen below. You can give alternate phone no. in the field provided under Parent's Contact Details if necessary.
6. Select To Destination*.
7. After filling all the mandatory fields, you have to click on **"Save"** button.
8. Then click on **"Print"** button to take the Print out of the request form.
9. Sign the request form, Scan it & Upload scanned copy along with the tickets.
10. Click on the **"Confirm"** button.
11. Once confirmed no changes can be done by the parents.
12. For any other clarifications, kindly drop an email at **webadmin@mcgs.ac.in**.



Travel Request

Add New Travel Request

Request No.* Request Date* 16-APR-2019 Travel Type* HOMEWARD

Registration No. C/02053 Student Name KAVERI KHANDELWAL

Travel Mode* FLIGHT Schedule Name* ---Select--- Travel Date* ---Select---

From Source* ---Select--- To Destination* ---Select---

Travel Incharge Contact Details

Travel Incharge Mobile No. Email

Parent's Contact Details

Parent's Name MR.SUSHANT KHANDELWAL Parent's Mob No.* 9557125934 Parent's Phone No.

Parent's Address* 10/A, KABIR NAGAR, MATHURA, MATHURA, UTTAR PRADESH, INDIA, 123456 Parent's Email* father.demxyz@gmail.com

Transport Details

Flight Name Flight No. Remark

Departure Date & Time HH MI Select

Document Choose File No file chosen Upload File

Document Name View Delete

No Document Found

Save Confirm Print Close

Terms and Conditions

Note :- 1. Parents are requested to go through the Terms and Conditions "Travel Mandate" before creating any travel request through this screen.
2. After filling all the mandatory fields, You have to click on "Save" Button.
3. Then click on "Print" button to take the Print out of the request form.
4. Sign the request form, Scan it & Upload scanned copy along with the tickets, then click on the "Confirm" button.
5. Once confirmed no changes can be done by the parents.

Fields marked with * mark are mandatory.

Rec#/page 10 Search By Request No. New

No records to display!

**For any other clarifications related to parent portal, kindly drop an email at
"webadmin@mcgs.ac.in".**

****THANK YOU****