

# Manipal University Jaipur

## First-Year Student Profile Registration Guide

### Pre-Instruction for Student Portal Onboarding

The Student Life Cycle Management (SLcM) portal will serve as your one-stop platform for accessing all academic information throughout your time at the university.

Before you begin the onboarding process on the university's student portal, please ensure the following steps are completed. Leaving the process incomplete may require you to restart from the beginning.

Required Preparations:

1. Scanned copies of all required documents (e.g., marksheets, ID proofs, etc.).
2. Scanned copy of your recent passport-size photograph.
3. Affidavit for Anti-Ragging
  - Duly signed and notarized.
  - Includes both student and parent/guardian declarations.
4. The parent's mobile number must be available with you for OTP verification.

### Important Note:

**Rename each file as per the document name.**

For example:

- Class X Marksheet → X\_marksheet
- Passport-size Photo → Photo Passport

Once all these steps are complete, you may proceed with the onboarding process.

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### Step 1: Login to the Student Portal (SLCM)

Access the Student Lifecycle Management (SLCM) portal using the following link:

 <https://mujslcm.jaipur.manipal.edu>



## Note:

### Important Login Instructions for First-Year Students

- **Login Credentials:** Your **username and password** for the SLcM Portal have been sent to your **personal Gmail account** (as provided during the admission process) by the **Department of Admissions**.
- **Activate Your Official Email ID:**

It is **mandatory** to log in to your **official university email ID:**

name.XXXXXX@muj.manipal.edu

Use the credentials provided and **reset your password** upon first login.

**Note:** *The same password will be used to log in to the SLcM Portal.*

- **Password Change Instructions:** A **Standard Operating Procedure (SoP)** for resetting your **official email password** is included in the email sent to your personal Gmail account.
  - **Mandatory Fields:** While filling out any form or updating your profile, please ensure all fields **marked with an asterisk (\*)** are filled, as they are **mandatory**.
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## Step 2: Student Details Section

MANIPAL UNIVERSITY JAIPUR  
Reports Search... 2429030136 : DEVANSH AGARWAL Pic

Class Coordinator Information  
Name: DR. TEJPAL Email: tej.pal@jaipur.manipal.edu Phone: 9414784217 Department: Not Available

### Student Profile Registration

1 Personal & Identity Details 2 Educational Qualification 3 Address Details 4 Document & Declaration Details 5 Document Upload 6 Profile Picture & Declaration

#### Personal & Identity Details

Basic Information

Registration No.	Student Name	Academic Year	Program / Branch
[Redacted]	DEVANSH [Redacted]	24-25	B TECH IN ELECTRONICS AND COMMUNICATION
Date of Joining	Date of Birth	Gender	Mobile No.
01 Aug 2024	[Redacted]	Male	[Redacted]
Max Program Duration	Specially Abled	Email ID	Year of Admission
2030	No	[Redacted]	24-25

Personal Details

Blood Group *	Religion *	Mother Tongue *	Marital Status *
B+	JAIN	hindi	Unmarried
Domicile State *	ABC/Apaar ID *	Height (In Centimeter)	Weight (In KG)
Bihar	757059269775	158.00	54.00
PAN Card Number	Aadhar Card Number	Passport Number	Visa Number
FRKPA5255F	841948004618		

MANIPAL UNIVERSITY JAIPUR  
Name: DR. TEJPAL Email: tej.pal@jaipur.manipal.edu Phone: 9414784217 Department: Not Available

Max Program Duration	Specially Abled	Email ID	Year of Admission
2030	No	devansh.2429030136@muja.manipal.edu	24-25

Personal Details

Blood Group *	Religion *	Mother Tongue *	Marital Status *
B+	JAIN	hindi	Unmarried
Domicile State *	ABC/Apaar ID *	Height (In Centimeter)	Weight (In KG)
Bihar	[Redacted]	158.00	54.00
PAN Card Number	Aadhar Card Number	Passport Number	Visa Number
FRKPA5255F	[Redacted]		

Passport/Visa Details (For International Students)

Passport Expiry Date	Visa Issue Date	Visa Expiry Date	State Name *
[Redacted]	01/01/1900	01/01/1900	Haryana

Hostel Information

Hosteller *	Hostel Block *	Room No. *
Yes	B8	123

← Previous Save Progress Next Step

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After logging in, navigate to the **Student Details** section. Non editable field as mentioned below will be **pre-filled** based on the information provided at the time of admission or generated by MUJ

- Registration No. (Generated by MUJ)
- Student Name
- Academic Year

- Program/Branch
- Date of Joining
- Date of Birth
- Gender
- Mobile No.
- Maximum Program Duration
- Especially Abled Status
- Email ID
- Year of Admission

**Note:** If any of the above details are incorrect, please contact to the **Admissions Department** for correction after the commencement of classes.

**To complete this section:**

- Fill in the remaining required fields.
- For **ABC/Apaar ID**, create your DigiLocker account via the mobile app or computer. Search for "Apaar ID" within DigiLocker to generate your ID. A step-by-step guide is available at below of the field. (SoP is attached with mail)
- For **Hostellers**: If your hostel booking is confirmed, select **YES**; otherwise, select **NO**.  
(if you have received mail form university for confirmation of University Hostel)

**Step 3: Educational Qualifications Details**

The screenshot shows the 'Educational Qualification' section of a student profile registration form. At the top, there is a progress bar with six steps: 1. Personal & Identity Details, 2. Educational Qualification (current step), 3. Address Details, 4. Parent & Guardian Details, 5. Document Upload, and 6. Profile Picture & Declaration. The form includes several input fields: Board/University, School/College, High School/Degree (with a dropdown menu), Year, Marks Type (radio buttons for Percentage Marks and CGPA), Marks Obtained, and Max Marks. Below these fields are 'Add Qualification' and 'Clear' buttons. A table lists the entered qualifications:

S.No	Board/University	School/College	Qualification	Year	Marks Type	Max Marks	Marks Obtained	Grade/CGPA	Action
1	Test	Test	10th	2008	Percentage	600	400	66.67%	Delete

At the bottom of the form, there are 'Previous', 'Save Progress', and 'Next Step' buttons. The footer of the page reads '2022 © MJU'.

- Enter your educational qualifications in **chronological order**, Start with Class 10.
- After entering each qualification, click on **'Add Qualification'**.
- Your entered qualifications will be displayed under the **'List of Educational Qualifications'** table.

## Step 4: Address Details

MANIPAL UNIVERSITY JAIPUR  
(Recognized under Section 20 of the UGC Act)

Reports Search...

2429030136 :: DEVANSH AGARWAL Pic

Class Coordinator Information  
Name: DR. TEJ PAL Email: tej.pal@jaipur.manipal.edu Phone: 9414784217 Department: Not Available

Student Profile Registration

1 Personal & Identity Details 2 Educational Qualification 3 Address Details 4 Parent & Guardian Details 5 Document Upload 6 Profile Picture & Declaration

Address Details

Permanent Address

Address Line 1 \* 412 KAILASH APARTMENT NEAR RAJESHWARI HOSPITAL Address Line 2 KKARBHAG PATNA

City \* PATNA Country \* India Pin Code \* 800020

Present Address

Same as Permanent Address

Address Line 1 \* 412 KAILASH APARTMENT NEAR RAJESHWARI HOSPITAL Address Line 2 KKARBHAG PATNA

City \* PATNA Country \* India Pin Code \* 800020

← Previous Save Progress Next Step

- Fill in both **permanent** and **present** address details.
- If both addresses are the same, select **'Same as Permanent Address'** to autofill.

## Step 5: Parent & Guardian Details

Class Coordinator Information  
Name: DR. TEJPAL Email: tej.pal@jaipur.manipal.edu Phone: 944784217 Department: Not Available

### Student Profile Registration

- Personal & Identity Details
- Educational Qualification
- Address Details
- Parent & Guardian Details
- Document Upload
- Profile Picture & Declaration

#### Parent & Guardian Details

Parent's Mobile No. \*

Parent's Email ID \*

Father's Name \*

Mother's Name \*

Father's Occupation

Mother's Occupation

Guardian's Name

Guardian's Occupation

Category

Family Annual Income \*

Emergency Contact Person \*

Emergency Contact No. \*

← Previous Save Progress Next Step

- Enter your parent's **mobile number** and email ID. **This number will be verified by OTP at the end of the submission.** You will receive the OTP on the same. Submit the OTP to verify. This will enable access for **Parent login**.
- Complete the remaining parent details.

## Step 6: Document Upload

Upload all required and mandatory documents.

Reports Search... 2429030136 :: DEVANSH AGARWAL

Class Coordinator Information  
Name: DR. TEJPAL Email: tej.pal@jaipur.manipal.edu Phone: 944784217 Department: Not Available

### Student Profile Registration

- Personal & Identity Details
- Educational Qualification
- Address Details
- Parent & Guardian Details
- Document Upload
- Profile Picture & Declaration

#### Document Upload

Upload required documents. Mandatory documents are marked with \*

✔ All Mandatory Documents Uploaded: 10th Mark Sheet, 12th Mark Sheet  
\* You must upload all mandatory documents marked with \* to proceed to the next step.

Document Type \*  File \*  No file chosen Add  
File size should not be more than 1MB and upload only .pdf file

S.No	Document Name	View	File Name	Delete
1	10th Mark Sheet <span style="background-color: yellow;">Mandatory</span>	<a href="#">View</a>	10thMarkSheet.pdf	<a href="#">Delete</a>
2	12th Mark Sheet <span style="background-color: yellow;">Mandatory</span>	<a href="#">View</a>	12thMarkSheet.pdf	<a href="#">Delete</a>
3	10th Certificate	<a href="#">View</a>	10thCertificate.pdf	<a href="#">Delete</a>

← Previous Save Progress Next Step

The marked as red documents are **mandatory** to upload in **.pdf format**, with each file size not exceeding **1MB**. All documents, in red are compulsory to upload.

- **Admission Offer Letter** (issued by Manipal University Jaipur)
- **10<sup>th</sup> Mark Sheet & Certificate** (as proof of Date of Birth)
- **12<sup>th</sup> Mark Sheet & Certificate**
- **Graduation Mark Sheets & Degree Certificate** (for PG programs)
- **Transfer Certificate / School Leaving Certificate**
- **Migration Certificate / Migration cum Transfer Certificate** from the last attended Board/University
- **Character Certificate** from the institution last attended
- **Aadhar Card** (or other government-issued photo ID)
- **Passport-size Photographs** (4 recent photos)
- **Medical Fitness Certificate** (issued by a registered medical practitioner)
- **Gap Certificate** (if applicable – for candidates with a gap in education)
- **Entrance Exam Scorecard** (if applicable, MET, JEE, SAT, CUET, GATE, NATA, CLAT, CAT/MAT/CMAT/XAT/GMAT etc.)
- **Anti-Ragging Affidavits** (by both Student and Parent)
- **Anti-Drug Affidavits** (by both Student and Parent; on Minimum of Rs.10/- Stamp Paper; Original Copy to be Submitted)
- **NRI Sponsor Affidavit (Mandatory)** for NRI sponsored students; (Original Copy to be Submitted)

Uploaded documents will be visible under the **‘List of Documents’** tab.

Note: if your board is providing any of the document combinedly for Migration/transfer/Character, Upload same document at all places.

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## Step 7: Profile Picture Upload & Policy Declaration

MANIPAL UNIVERSITY JAIPUR  
(University under Section 20 of the UGC Act)

Class Coordinator information  
Name: DR. TEJPAL Email: tejpal@jaipur.manipal.edu Phone: 9414784217 Department: Not Available

### Profile Picture & Declaration

Upload Profile Picture \*


Choose file cropped-download (1).jpg

Upload Photo

**Photo Requirements:**

- File should be only .jpg file
- Photograph must be in white background
- Photograph size must be less than 100KB
- Photograph must be of high quality with no ink marks or creases
- Photograph width and height must be 2.5-3.5 inch
- Photograph must be taken with appropriate brightness and contrast
- Eyes must be clear in the photograph with no hair across the eyes

Photo Preview



Profile picture uploaded successfully and meets all requirements

Policy Declarations

Click "View Policy" to read each declaration. The checkbox will be automatically checked when you view the policy.

S.No	Declaration	Action	Status
1	Disclaimer-Student Declaration On Code Of Conduct	<a href="#">View Policy</a>	<input checked="" type="checkbox"/>
2	Disclaimer-Undertaking from the students as per the provisions of anti-ragging verdict by the Honorable Supreme Court of India	<a href="#">View Policy</a>	<input checked="" type="checkbox"/>
3	Disclaimer-Admissions	<a href="#">View Policy</a>	<input checked="" type="checkbox"/>
4	Academic Rules and Regulations	<a href="#">View Policy</a>	<input checked="" type="checkbox"/>
5	Policy Guidelines on Plagiarism	<a href="#">View Policy</a>	<input checked="" type="checkbox"/>

← Previous Complete Registration

Upload a recent photograph with the following specifications:

- Format: **.jpg**
- Background: **White**
- File size: **Less than 100KB**
- Dimensions: **2.5 x 3.5 inches**
- Quality: High resolution, no ink marks or creases
- Lighting: Proper brightness and contrast
- Facial Clarity: Eyes must be clearly visible; no hair over the eyes
- View each **declaration description** (highlighted in blue). You will be redirected to the relevant policy page.
- Read the instructions, return to the SLCM portal, and the checkbox will be **automatically ticked**.
- Ensure that **all declarations are ticked** before submission.

## Step 8: OTP Verification

- Parent Mobile Number will be verified by OTP. Verify OTP to complete the process.

The screenshot displays the student registration interface for Manipal University Jaipur. A modal window titled "OTP Verification" is centered on the screen. The modal contains a blue notification bar stating "OTP has been sent on 9999437825". Below this, there is a text input field labeled "Enter OTP \*" with a placeholder "Enter 6-digit OTP". At the bottom of the modal are three buttons: "Resend OTP", "Verify OTP" (with a checkmark icon), and "Close" (with an 'X' icon). The background interface is dimmed but shows a sidebar with "Home" and "E-Library" options, a "Profile Picture & Declaration" section with an "Upload Photo" button, and a "Policy Declarations" table. A green success message at the bottom of the modal area reads "Profile picture uploaded successfully and meets all requirements".

S.No	Declaration	Action	Status
1	Disclaimer-Student Declaration On Code Of Conduct	<a href="#">View Policy</a>	<input type="checkbox"/>
2	Disclaimer-Undertaking from the students as per the provisions of anti-ragging verdict by the Honorable Supreme Court of India	<a href="#">View Policy</a>	<input type="checkbox"/>
3	Disclaimer-Admissions	<a href="#">View Policy</a>	<input type="checkbox"/>
4	Academic Rules and Regulations	<a href="#">View Policy</a>	<input type="checkbox"/>
5	Policy Guidelines on Plagiarism	<a href="#">View Policy</a>	<input type="checkbox"/>

For any **technical issues or queries**, please contact the **University Helpdesk** or the **Admissions Department** for assistance. Please ensure that **all documents are properly scanned and clearly visible** before uploading. The uploaded documents will be **verified at the time of physical reporting and document verification** at the university.