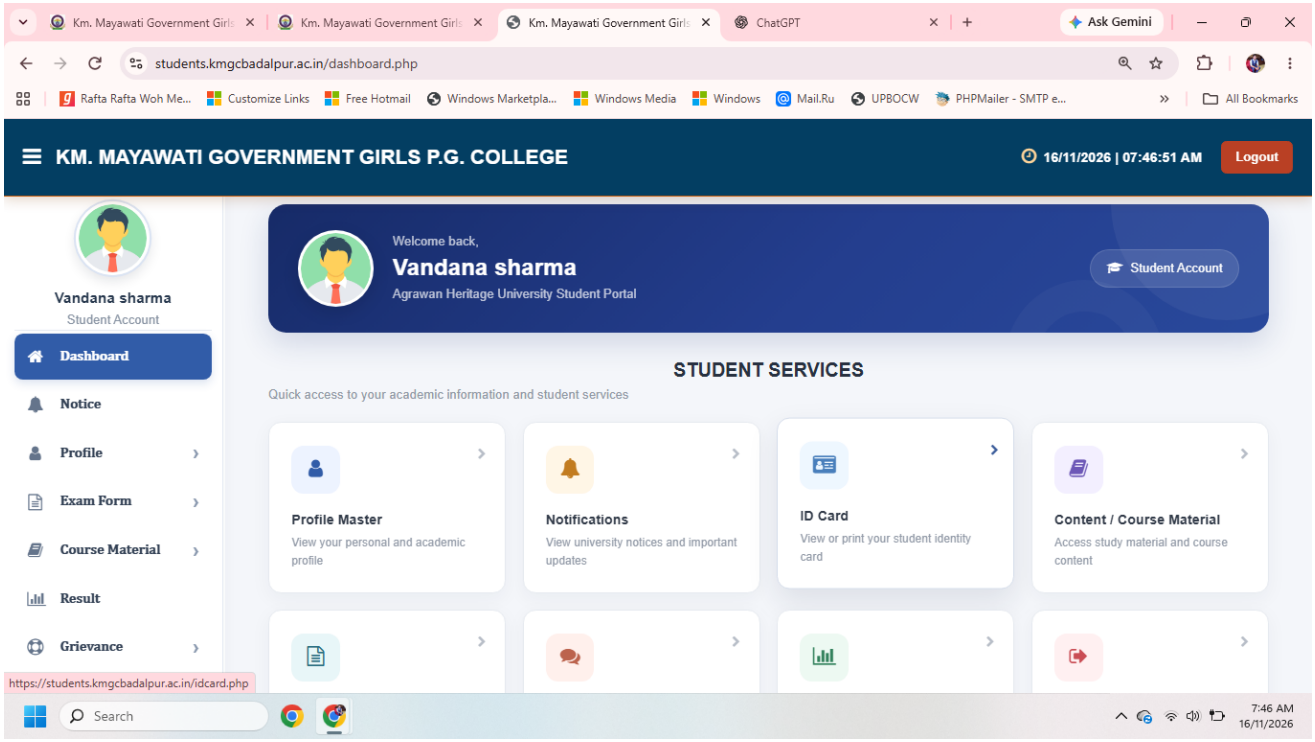
KM. MAYAWATI GOVERNMENT GIRLS P.G. COLLEGE

STUDENT PORTAL USER MANUAL

A practical guide to student services, profile updates, examination forms, learning resources, results and grievances.



Portal: https://students.kmgcbadalpur.ac.in/

Audience: Students using the college student portal | Edition: November 2026
This manual follows the supplied student sidebar menu and portal screenshot. Some screen labels, requirements and actions may vary by academic session and individual student eligibility.

1. Getting started

- Step 1: Open https://students.kmgcbadalpur.ac.in/ in a modern browser.
- Step 2: Sign in using the credentials provided for your student account.
- Step 3: After login, the Dashboard appears. Confirm that the student name and profile image shown in the left sidebar belong to you.
- Step 4: Select any menu on the left. Click a menu with an arrow to expand its submenus.
- Step 5: When finished, select Logout, especially on a shared computer.

2. Dashboard

The Dashboard is the home screen. It shows a welcome banner and shortcut cards for common student services. You can also use the left sidebar to navigate directly to each section.

3. Notice

- Step 1: Click Notice in the left menu.
- Step 2: Review notices and academic announcements displayed on the page.
- Step 3: Open any relevant notice to read its details, if available.

4. Profile

Expand Profile to access Update Profile, Upload Document and ID Card.

4.1 Update Profile

- Step 1: Open Profile → Update Profile.
- Step 2: Check your name, parents' details, contact information, academic details and other displayed fields.
- Step 3: Complete or correct editable information, including Aadhaar number and APAAR ID where requested.
- Step 4: Save changes and check that the updated details are displayed correctly.

4.2 Upload Document

- Step 1: Open Profile → Upload Document.
- Step 2: Upload the required documents in the formats and sizes specified on the page.
- Step 3: Check the upload status after saving. Replace any rejected or incorrect upload if the portal permits it.

Documents mentioned in the examination-form workflow include the student photograph, Aadhaar card, Class 10 marksheet, Class 12 marksheet and student signature. The exact list may depend on the student's course and portal requirements.

4.3 ID Card

- Step 1: Open Profile → ID Card.
- Step 2: Check the displayed identity details and photograph.
- Step 3: Use the available print/download option, if shown.

5. Exam Form

Expand Exam Form to find Fill Examform, Filled Examform and Fee Payment.

5.1 Fill Examform

- Step 1: Select Exam Form → Fill Examform.
- Step 2: Review the available academic session, course, semester, start date, last date and action/status.
- Step 3: If the portal says Complete Profile / Documents First, finish the missing profile fields and uploads before continuing.
- Step 4: When eligible, open the available examination form and review student details.
- Step 5: Select the applicable examination subjects/papers according to the options and rules shown for your course.
- Step 6: Submit the form within the displayed deadline and check the resulting status.

Important: In the supplied portal workflow, an incomplete profile or missing required uploads may block examination-form submission. A submitted form may also require departmental approval before examination-fee payment.

5.2 Filled Examform

- Step 1: Open Exam Form → Filled Examform.
- Step 2: Review submitted examination form details and available approval/status information.
- Step 3: Use any displayed print or view option to keep a copy for your records.

5.3 Fee Payment

- Step 1: Open Exam Form → Fee Payment.
- Step 2: Review the fee breakdown and Grand Total Payable. Any applicable previous pending balance may be included in the total.
- Step 3: If the form is awaiting departmental approval, wait until the payment option becomes available.
- Step 4: When enabled, complete payment using the options presented by the portal.
- Step 5: Check payment status and retain the receipt or transaction reference if available.

6. Course Material

Expand Course Material to open the available academic resources:

- E-Content: Course learning content and materials.
- E-Book: Electronic books and reference resources.
- Assignment: Assignment-related materials.
- Syllabus: Course and paper syllabi.
- Tutorial: Tutorial learning resources.
- Lab Manuals: Practical or laboratory manuals.

Open the relevant submenu, select the available course or resource where prompted, and view or download content using the controls shown.

7. Result

- Step 1: Select Result from the left menu.
- Step 2: Review any results published for your course and academic session.
- Step 3: Use the available view, print or download option, if provided.

8. Grievance

Expand Grievance to access Lodge Complaint and Complaint History.

- Step 1: Choose Grievance → Lodge Complaint.
- Step 2: Enter the requested complaint information clearly and submit it.
- Step 3: Open Grievance → Complaint History to review previously lodged complaints.
- Step 4: Select a complaint entry, where available, to view its details or updates.

9. Quick menu reference

Main menu	Available options / purpose
Dashboard	Home screen and service shortcuts
Notice	Announcements and notices
Profile	Update Profile · Upload Document · ID Card
Exam Form	Fill Examform · Filled Examform · Fee Payment
Course Material	E-Content · E-Book · Assignment · Syllabus · Tutorial · Lab Manuals
Result	View published results
Grievance	Lodge Complaint · Complaint History
Logout	Sign out securely

10. Common problems and recommended actions

- Cannot open an examination form: Check the profile-completion notice, required uploads and examination-form dates.
- Fee payment unavailable: Check whether departmental approval is still pending.
- Wrong student information: Review Update Profile; contact the college examination/administrative office if a field cannot be edited.
- A resource or result is not visible: It may not yet be published or enabled for your course/session.

- Page is blank or not loading: Refresh, sign in again, or try a current browser; report persistent errors to the portal support/college office.

11. Good practices

- Keep your registered contact details up to date.
- Check notices, examination dates and deadlines regularly.
- Verify subject selection and all student details before final submission.
- Keep copies of submitted forms, payment receipts and important documents.
- Never share your password or payment credentials; always log out after use.

Note: This is a student-facing usage guide based on the supplied menu structure and demonstrated portal screens; it is not a statement of institutional policy or a guarantee of feature availability.