

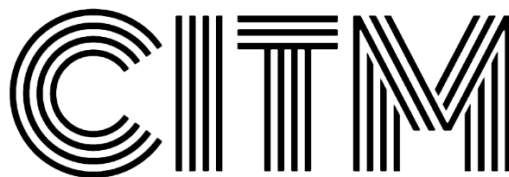


THAPAR INSTITUTE
OF ENGINEERING & TECHNOLOGY
(Deemed to be University)

Thapar Digital Ecosystem for Student Learning and Success

*A Complete Guide to Login, Navigation &
Access across TIET's Digital Services*

CENTRE OF INFORMATION AND TECHNOLOGY MANAGEMENT



Prepared for New & Existing Students
www.thapar.edu

Table of Contents

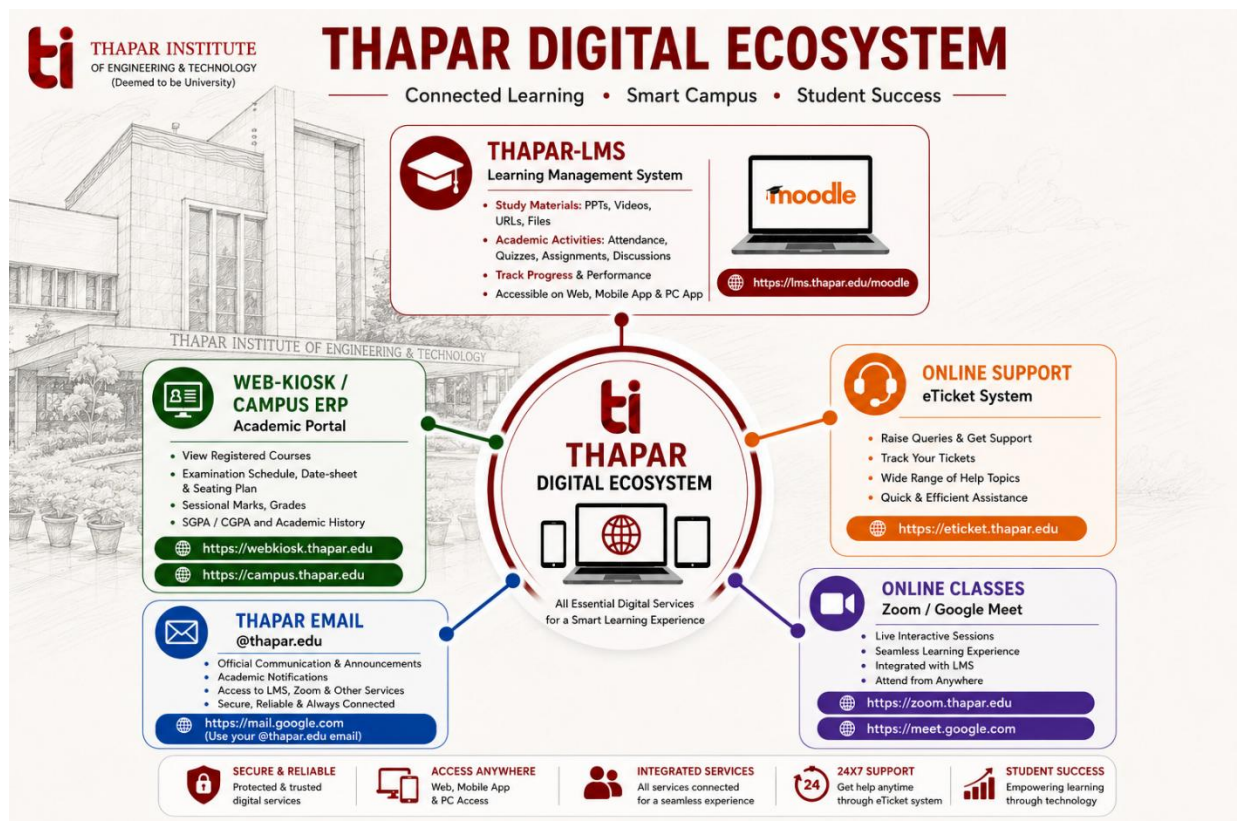
1. THAPAR Digital Ecosystem.....	4
2. Thapar-LMS.....	5
What you can do on THAPAR-LMS	6
2.1 Access Methods	6
Web Browser (recommended for assignments & quizzes)	6
Mobile App	6
Desktop App	6
2.2 Logging In via Web Browser	6
2.3 Logging In via the Moodle App	7
2.4 Navigating the Dashboard	7
Key areas of the Dashboard.....	7
2.5 Where to See Your Courses	8
2.6 Key Features Explained	8
Study Material	8
Assignments.....	9
Quizzes.....	9
Attendance	9
Discussion Forums	9
Notifications & Messages	9
2.7 Forgot Password	9
2.8 Need Help? Raising an eTicket.....	9
How to raise an eTicket	10
3. About Your TIET Email	11
3.1 Why your TIET Email matters	12
3.2 Your Email Credentials.....	12
3.3 Accessing TIET Email via Web Browser.....	12
3.4 Accessing TIET Email via the Gmail App	13
3.5 Accessing TIET Email via Other Email Clients (IMAP)	13
Step 1: Enable IMAP in Gmail	13
Step 2: Server Settings for Your Email Client.....	13
3.6 Good Practices	14
Storage Limits for Your Account.....	14
How to Check Your Google Storage Usage?	15
How to Back Up Gmail, Google Drive, Google Photos, etc.....	15
3.8 Need Help?	15
How to raise an eTicket	15

4. eTicket Support System	17
4.1 Easy Steps to Get Online Help / Support	18
4.2 Support Categories & Help Topics	18
A. Centre of Information & Technology Management (CITM)	18
B. Nava Nalanda Central Library (NNCL)	18
C. Project & Estate (P&E)	19
D. Campus ERP	19
5. Online Classes through Zoom/Google Meet	20
5.1 Create your Zoom account (one-time setup)	20
5.2 Google Meet with Your TIET Email Account	20
5.3 Joining Online Class with Your TIET Email Account	20
6. Campus ERP (PeopleSoft Campus Solution)	21
What you can do on WebKiosk / Campus ERP	21
How to log in	21
6.1 Student Centre on Campus ERP	22
6.2 View and Update Personal Information	22
6.3 View Class Schedules and Class Information	22
6.4 Browse Course Catalog and Course Details	23
6.5 View Academic Progression and Generate Audit Report	24
6.6 View Grades / Results	25
6.7 Student Financial Self Services	26
6.7.1 Print Proforma Invoice	26
6.7.2 Fee Payment through Self Service Page (Online Payment)	27
6.7.3 Fee Payment through Self Service Page (Offline Payment)	29
6.8 Student Print Receipt through Self Service Portal	29
6.9 Upload Bank Self Details for Refund	30

1. THAPAR Digital Ecosystem

The Thapar Digital Ecosystem brings every essential student service together on one connected platform for student success— THAPAR-LMS for courses and assessments, your @thapar.edu email for official communication, WebKiosk/Campus ERP for grades and academic records, Zoom and Google Meet for online classes, and the eTicket system for 24x7 support. One email for all services Anywhere, Anytime access on any device.

- THAPAR-LMS
- Web-Kiosk / Campus ERP – Academic Portal
- Online Support eTicket System <https://eticket.thapar.edu>
- Thapar email @thapar.edu
- Online Classes through Zoom/Google Meet



2. Thapar-LMS

THAPAR-LMS is the official Moodle-based Learning Management System used at Thapar Institute of Engineering & Technology (TIET) to support teaching and learning. It is the single online platform through which you will access courses material, participate in activities, attendance, Quiz's, assignments etc., attend online classes, submit work, and track your academic progress throughout the semester.



THAPAR INSTITUTE
OF ENGINEERING & TECHNOLOGY
(Deemed to be University)

THAPAR-LMS

— Online Learning Management System —

THAPAR-LMS is a robust, scalable and secure Learning Management System that empowers students and faculty with a seamless digital learning experience.



Anytime • Anywhere • Any Device

POWERED BY FOUR CLUSTER SERVERS

 ARCHIMEDES CLUSTER SERVER	https://archimedes-lms.thapar.edu/moodle/	DEPARTMENTS • Mechanical Engineering • Mechanical Engineering (Production) • Mechatronics • Chemical Engineering • Civil Engineering
 MURPHY CLUSTER SERVER	https://murphy-lms.thapar.edu/moodle/	DEPARTMENTS • Electrical Engineering • Biomedical Engineering • Electrical and Computer Engineering • Electronics & Communication Engineering • Electronics (Instrumentation & Control) Engineering
 RAMANUJAN CLUSTER SERVER	https://ramanujan-lms.thapar.edu/moodle/	DEPARTMENTS • School of Chemistry and Biochemistry • School of Humanities and Social Sciences • School of Energy and Environment • School of Liberal Arts & Sciences • School of Physics and Materials Science • School of Mathematics • Biotechnology • Biomedical Engineering
 ADA CLUSTER SERVER	https://ada-lms.thapar.edu/moodle/	DEPARTMENTS • Computer Engineering • Computer Science & Engineering (Patiala Campus) • Computer Science & Engineering (Derabassi Campus) • Computer Science and Business Systems

FEATURES & BENEFITS

 User Friendly Interface	 Organized Course Management	 Assessments & Quizzes	 Interactive Learning	 Progress & Performance Tracking	 Instant Notifications	 Secure & Reliable
--	--	--	---	--	--	--



THAPAR-LMS – LEARN. ENGAGE. SUCCEED.
Enabling a Smarter Learning Experience for Every Thaparian.

What you can do on THAPAR-LMS

- **Access study material** — PPTs, PDFs, videos, reference URLs, and recorded lectures
- **Attend online classes** — join live sessions linked within your course
- **Submit assignments** — upload work before the due date
- **Attempt quizzes and tests** — online assessments set by your instructor
- **Record & View your attendance** — Record your attendance and check your recorded attendance for each course
- **Participate in discussion forums** — ask questions and interact with faculty and peers
- **View marks and feedback** — track how you are performing in each course

Note

THAPAR-LMS is hosted on four cluster servers, distributed by department/school. Always use the specific link shared by your department — do not guess a generic URL.

2.1 Access Methods

THAPAR-LMS can be accessed in three ways. Use whichever is most convenient — all three show the same courses and content, since they connect to the same account.

Web Browser (recommended for assignments & quizzes)

- Supported browsers: Google Chrome (recommended), Microsoft Edge, Mozilla Firefox, and Safari.
- Works on any laptop or desktop computer with an internet connection.

Mobile App

- Download the official “Moodle” app from the Google Play Store (Android) or Apple App Store (iOS).
- Best for checking announcements, forums, and quick access on the go.
- Download your course resources and play offline.

Desktop App

- The Moodle Desktop App is available for Windows, macOS, and Linux.
- Useful if you prefer a dedicated application instead of a browser tab.
- Download your course resources and play offline.

2.2 Logging In via Web Browser

1

Open the LMS cluster-server link provided by your department/school (shared over email or the TIET website).

2

On the login screen, enter your Username — this is your registered TIET email ID.

- 3 Enter your LMS Password — sent to you separately by email. This is NOT the same as your email password.
- 4 Click the Log in button.
- 5 Once logged in, your Dashboard will open automatically, showing all courses you are currently enrolled in.



Figure 1: THAPAR-LMS login screen

Important

Your institute email password and your LMS password are two different credentials. Keep both safe, and use Chrome for the smoothest experience.

2.3 Logging In via the Moodle App

- 1 Install “Moodle” from the Google Play Store or Apple App Store (or the Moodle Desktop App for Windows/macOS/Linux).
- 2 Open the app and tap “I already have an account” or choose Student when prompted.
- 3 When asked for the Site URL, enter: <https://lms.thapar.edu/moodle>
- 4 Log in using the same Username and LMS Password you use on the web.
- 5 Your enrolled courses will appear on the app dashboard, just like on the browser version.

2.4 Navigating the Dashboard

The Dashboard is the first screen you see after logging in, and it is your home base on THAPAR-LMS. From here you can reach every course, check upcoming deadlines, and manage your profile.

Key areas of the Dashboard

- **Navigation drawer (left side):** Quick links to Dashboard, My Courses, Calendar, and Site Home.
- **Course overview:** A card or list view of all courses you are enrolled in for the current semester.

- **Timeline:** Shows upcoming assignments, quizzes, and activities with due dates across all your courses.
- **Calendar block:** A monthly view of scheduled events, classes, and deadlines.
- **Profile menu (top-right):** Access your profile, preferences, notifications, and the Log out option.

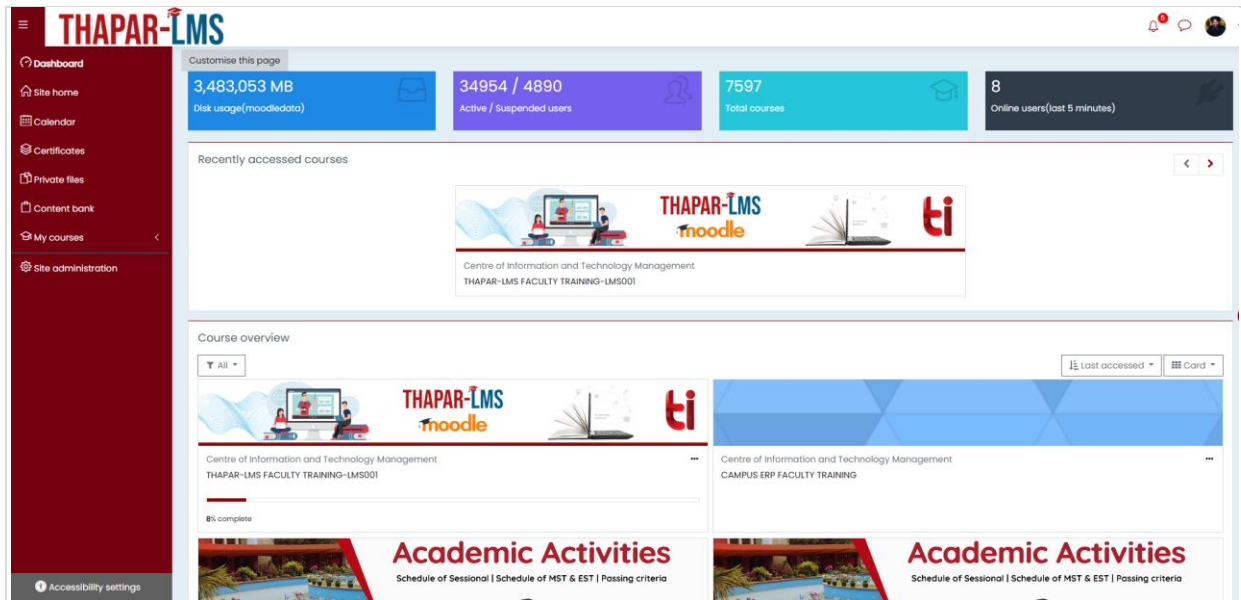


Figure 2: Dashboard showing enrolled courses

2.5 Where to See Your Courses

There are two quick ways to reach your enrolled courses:

1. From the Dashboard, scroll to the “Course overview” section — every course you are enrolled in is listed here as a clickable card.
2. From the left-hand Navigation drawer, click “My Courses” to see the complete list, which you can filter by semester, sort alphabetically, or search by name.

Click on any course name or card to open it. Inside a course, content is organised into weekly or topic-wise sections, each containing study material, assignments, quizzes, and forum links for that portion of the syllabus.

Note

If a course you are supposed to be enrolled in does not appear on your Dashboard, contact your course instructor or raise an eTicket — see Section 4.

2.6 Key Features Explained

Study Material

Open any course and look under each week/topic section for PPTs, PDFs, recorded videos, and reference links uploaded by your instructor.

Assignments

Click on an assignment link, review the instructions and due date, then use “Add submission” to upload your file. You can typically edit your submission until the due date unless your instructor has disabled this.

Quizzes

Click on the quiz link, read the instructions (number of attempts allowed, time limit), and click “Attempt quiz now.” Always click “Submit all and finish” before the timer runs out.

Attendance

Where enabled by your instructor, an Attendance activity within the course shows a session-wise record of your presence.

Discussion Forums

Use course forums to ask subject-related questions or post updates. Click “Add a new discussion topic” to start a new thread, or reply within an existing one.

Notifications & Messages

The bell icon (top-right) shows LMS notifications such as new grades, forum replies, and announcements. The message icon lets you contact instructors or classmates directly.

2.7 Forgot Password

1	Open the LMS login page.
2	Click the “Forgotten your username or password?” link below the login form.
3	Enter your registered email address (or username) in the field provided.
4	Click Search.
5	Check your registered email inbox for a password-reset message from THAPAR-LMS.
6	Open the email and click the reset link, then create a new LMS password.

Note

Reset emails can occasionally land in the Spam/Junk folder — check there if it does not arrive within a 10 minutes. Choose a strong password that is different from your email password.

2.8 Need Help? Raising an eTicket

If you face any issue on THAPAR-LMS — such as a missing course, login trouble that persists after a password reset, or a technical error — do not struggle alone. Raise an eTicket with TIET IT Support and the team will assist you.

How to raise an eTicket

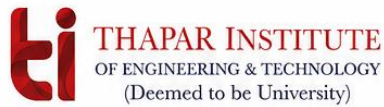
1. Open the eTicket Portal at eticket.thapar.edu in any web browser e.g. Chrome.
2. Log in with your eticket credentials, if not created yet, Refer the section 4.1 of this document.
3. After Login, Go to the “Open New Ticket” and Select the relevant category of help topic for the support:
 - LMS Student-Subject Support
 - LMS Technical Support
4. Clearly describe the problem — include your course name, roll number, and, if possible, a screenshot of the error.
5. Submit the ticket and note the ticket/reference number for follow-up.
6. The IT Support team will respond and update you via email or the eticket portal.

Tip

Raising an eTicket is the fastest and most reliable way to get LMS issues resolved and tracked — avoid relying only on informal messages or calls.

3. About Your TIET Email

Thapar Institute provides an official email account to every student. This account, ending in @thapar.edu, is your primary channel for academic communication and is required to use several essential institute systems.



YOUR OFFICIAL EMAIL
@thapar.edu

Stay Connected. Stay Informed.



Thapar Institute provides email accounts to **all students**.



The online lectures through **Zoom** and **LMS** access require Thapar email.



All academic notifications, messages from Thapar Institute will be sent to your email **@thapar.edu**.



Email Username:
username@thapar.edu
(Will be shared by the CITM Department)



Email Password:
Password
(Will be shared)

HOW TO ACCESS THAPAR EMAIL?



THROUGH WEB BROWSER

1. Open **Gmail.com** in the web browser like Chrome.
2. Enter your username:
Your_username@thapar.edu
(Will be sent to you through email)
3. Enter your password:
(Will be sent to you through email)
4. Click on **Login**.



GMAIL APP

You can access Thapar email on **Gmail APP** on Android and Apple devices.



Use your **@thapar.edu** email for all official communication and stay updated with important notifications.



NEED HELP? Raise an eTicket

For any email or account related issues, please raise an eTicket through our support portal.



1. Visit the eTicket Portal
<https://eticket.thapar.edu>



2. Click on
"New Ticket"



3. Select the appropriate category and describe your issue



4. Submit your ticket and our team will assist you shortly

3.1 Why your TIET Email matters

- **Zoom/Google Meet online lectures:** Joining live online classes on Zoom/Google Meet requires your Thapar email.
- **THAPAR-LMS access:** Your Moodle/LMS login is tied to your Thapar email account.
- **Official notifications:** All academic notifications and messages from the Institute are sent to your @thapar.edu address — not your personal email.

Note

Check your TIET Email regularly. Missing an official notification here can mean missing an important class, deadline, or announcement.

3.2 Your Email Credentials

Your TIET Email account is created for you by the CITM Department. You do not need to sign up — your credentials will be shared with you directly.

Email Username

your_username@thapar.edu (shared by CITM Department)

Email Password

Provided separately (shared by CITM Department)

Important

- Keep these credentials safe and do not share them with anyone. This is the same account used for Zoom/Google Meet and, in most cases, linked to your LMS access.
- Students will receive their @thapar.edu email account once their roll number has been allotted by the Academic Section.
- The Centre for Information & Technology Management (CITM) will send the login credentials for the @thapar.edu email account to the personal email address registered in the admission application form.

3.3 Accessing TIET Email via Web Browser

1

Open a web browser such as Google Chrome (recommended).

2

Go to gmail.com.

3

Enter your Username: your_username@thapar.edu (sent to you through email).

4

Enter your Password (sent to you through email).

5

Click Login.

Note

Your TIET Email opens in the familiar Gmail interface — the inbox, compose, and search all work exactly like a regular Gmail account.

3.4 Accessing TIET Email via the Gmail App

You can also access your TIET Email on the go using the official Gmail App, available for both Android and Apple devices.

1	Install the “Gmail” app from the Google Play Store (Android) or the Apple App Store (iOS).
2	Open the app and choose “Add another account” (or add account if it's your first time).
3	Select Google as the account type.
4	Enter your Username: your_username@thapar.edu and Password (sent to you through email).
5	Once added, your TIET inbox will sync automatically and show up alongside any personal accounts.

3.5 Accessing TIET Email via Other Email Clients (IMAP)

You can also access your TIET Email through Outlook, Thunderbird, Apple Mail, or any other IMAP-compatible email client. This requires two steps: enabling IMAP inside Gmail, then configuring your client with the server settings below.

Step 1: Enable IMAP in Gmail

1	On your computer, open Gmail.
2	In the top right, click the Settings gear icon, then “See all settings.”
3	Click the “Forwarding and POP/IMAP” tab.
4	In the IMAP Access section, select “Enable IMAP.”
5	Click Save Changes.

Step 2: Server Settings for Your Email Client

Use the settings below to configure your email client (Outlook, Thunderbird, Apple Mail, etc.):

Incoming Mail (IMAP) Server

Server	imap.gmail.com
Requires SSL	Yes
Port	993

Outgoing Mail (SMTP) Server

Server	smtp.gmail.com
--------	----------------

Requires SSL	Yes
Requires TLS	Yes (if available)
Requires Auth.	Yes
Port for SSL	465
Port for TLS / STARTTLS	587

Account Details

Full Name	Your name
Username / Email	your_username@thapar.edu
Password	Your Gmail (Thapar) password

3.6 Good Practices

- **Check regularly:** Make it a habit to check your TIET Email daily for class links, deadlines, and announcements.
- **Use it for Zoom/Google Meet:** Sign in to Zoom/Google Meet with your @thapar.edu account so you can join scheduled institute classes without issues.
- **Don't mix passwords:** Your Email password and your LMS password are separate credentials — keep track of both.
- **Report suspicious mail:** If you receive a suspicious or phishing-looking email, do not click any links — report it to CITM Support.
- **Comply Copyright and Digital Content Policy:** Do not upload, store, or share copyrighted, pirated, or any other unauthorized or illegal content through your @thapar.edu Google Drive or email account.

3.7 Google Storage Limits & Data Backup

Storage Limits for Your Account

All Students (Currently Pursuing UG / PG / Ph.D.)

Google Service	Storage
Gmail, Google Drive & Google Photos etc.	15 GB

How to Check Your Google Storage Usage?

1	Open this link: https://drive.google.com/drive/my-drive
2	Log in with your Thapar.edu account. If already logged in, choose the Thapar account from the top right side of the web browser.
3	Go to the Settings (gear) option at the top right side of the web browser — you will see the total used storage.

How to Back Up Gmail, Google Drive, Google Photos, etc.

Google Takeout lets you export a copy of the content in your Google Account to back it up or use it with a service outside of Google.

1	For backup, open the link: https://takeout.google.com/
2	Log in with your Thapar.edu account. If already logged in, choose the Thapar account from the top right side of the web browser.
3	Select / deselect (with the check boxes) the backup options as per your need, then click Next step.
4	Choose file type, frequency & destination — select Frequency / Export as per your need, and set the file type to ZIP. The export file size will match your backup size.
5	Export progress: Google creates a copy of the files from the selected products. This can take a long time (possibly hours or days). You will receive an email when your export is done.
6	In that email, click the button “Download Your Files.” It will ask for your account username and password and start downloading.

Important

Google Drive and Google Photos services are being discontinued for Thapar.edu accounts. Do not wait — back up your data via Google Takeout immediately to avoid losing files and photos.

3.8 Need Help?

If you face any issue accessing your TIET Email — you haven’t received your credentials, you’re locked out, or you suspect a security issue — reach out to CITM Support.

How to raise an eTicket

1. Open the eTicket Portal at eticket.thapar.edu in any web browser e.g. Chrome.
2. Log in with your eticket credentials, if not created yet, Refer the section 4.1 of this document.

3. After Login, Go to the “Open New Ticket” and Select the relevant category of help topic for the support:
 - a. Re-subscription to Email Group
 - b. Email Support of @thapar.edu
 - c. Google Services Storage Quota
 - d. Google Account Services
4. Clearly describe the problem — include your roll number and, if possible, a screenshot of the error.
5. Submit the ticket and note the reference number for follow-up.
6. The support team will respond and update you via email or the portal.

Tip

Raising an eTicket is the fastest and most reliable way to get your email access issue resolved and tracked.

4. eTicket Support System

THAPAR uses an eTicket support system for both students and faculty, to streamline support requests and serve you better. Every support request is assigned a unique ticket number that you can use to track its progress and responses online. The eTicket portal also maintains complete archives and a history of all your support requests for reference.



THAPAR INSTITUTE
OF ENGINEERING & TECHNOLOGY
(Deemed to be University)

eTICKET SUPPORT SYSTEM

FAST • EASY • TRACKABLE • RELIABLE

We are here to support you!



THAPAR uses an **eTicket** support system for both students and faculty, to streamline support requests and serve you better. Every support request is assigned a unique ticket number that you can use to track its progress and responses online. The eTicket portal also maintains complete archives and a history of all your support requests for reference.

IMPORTANT

A valid email address — preferably your **@thapar.edu** email — is required to submit a ticket. Always provide complete information: the nature of support required, its location, and your contact / mobile number, so your request can be processed quickly.

4.1 EASY STEPS TO GET ONLINE HELP / SUPPORT

1



Create an account on the eTicket portal (eticket.thapar.edu) with your_email_id@thapar.edu (preferred) or a personal email ID.

2



You will receive a verification email at the registered address.

3



Verify your email by clicking the verification link in that email.

4



Create an eTicket for support under the relevant help topic (see the categories below).

4.2 SUPPORT CATEGORIES & HELP TOPICS

When raising an eTicket, choose the department and help topic that best matches your issue. The available online support topics are listed below.

A. Centre of Information & Technology Management (CITM)

- CITM- / Creation of Email ID & Webkiosk
- CITM- / Google Account Services
- CITM- / Internet/WiFi/LAN Support
- CITM- / L.M.S. / Branch or Section not Updated
- CITM- / L.M.S. / Technical Support
- CITM- / L.M.S. / Student Subject Tagging Support
- CITM- / Matlab Software Support
- CITM- / Re-subscription to Email Groups
- CITM- / Thapar's Email Password Reset
- CITM- / Webkiosk Reset Password

C. Project & Estate (P&E)

- Request for Electrical Repair
- Request for Fire System Repair
- Request for Civil Repair
- Request for Plumbing Fixture Repair

B. Nava Nalanda Central Library (NNCL)

- Old Question Paper Request
- Remote Access Login
- URKUND Assistance
- Book Requisition
- E-journals & Article Request
- Book Due & Related Queries
- e-Books Access
- TuDR Thesis & Dissertation
- Outstanding Dues Clearance
- OPAC Password Reset
- Books Issue / Reservation
- Periodicals, Journals, Magazines
- Office Assistance
- Lost & Found Cases
- Literature Search
- Virtual Assistance
- Research Support Services
- LMTSoM Library Assistance
- Document Delivery
- Books – DELNET

D. Campus ERP

- ERP Thapar / Campus ERP Password Reset
- ERP Thapar / Login/access issues

TIP Selecting the correct category and help topic routes your ticket directly to the right team, which means a faster resolution.

Always note your ticket number for follow-up.



Ticket #123456
OPEN
Your ticket has been created successfully.


eticket.thapar.edu


 Use your **@thapar.edu** email for faster support


 For students & faculty
We are here to help!

Important

A valid email address — preferably your @thapar.edu email — is required to submit a ticket. Always provide complete information: the nature of support required, its location, and your contact / mobile number, so your request can be processed quickly.

4.1 Easy Steps to Get Online Help / Support

1	Create an account on the eTicket portal (eticket.thapar.edu) with your_email_id@thapar.edu (preferred) or a personal email ID.
2	You will receive a verification email at the registered address.
3	Verify your email by clicking the verification link in that email.
4	Create an eTicket for support under the relevant help topic (see the categories below).

4.2 Support Categories & Help Topics

When raising an eTicket, choose the department and help topic that best matches your issue. The available online support topics are listed below.

A. Centre of Information & Technology Management (CITM)

Creation of Email ID & WebKiosk	LMS – Technical Support
Google Account Services	MATLAB Software Support
Internet/WiFi/LAN Support	Re-subscription to Email Groups
LMS – Branch or Section not Updated	WebKiosk Password Reset
LMS – Student Subject Tagging Support	Thapar's Email Password Reset

B. Nava Nalanda Central Library (NNCL)

Old Question Paper Request	Books Issue / Reservation
Remote Access Login	Periodicals, Journals, Magazines
URKUND Assistance	Office Assistance
Book Requisition	Lost & Found Cases
E-journals & Article Request	Literature Search
Book Due & Related Queries	Virtual Assistance
e-Books Access	Research Support Services
TuDR Thesis & Dissertation	LMTSoM Library Assistance
Outstanding Dues Clearance	Document Delivery Books – DELNET
OPAC Password Reset	

C. Project & Estate (P&E)

Request for Electrical Repair	Request for Fire System Repair
Request for Civil Repair	Request for Plumbing Fixture Repair

D. Campus ERP

Campus ERP Password Reset	Login / Access Issues
---------------------------	-----------------------

Tip

Selecting the correct category and help topic routes your ticket directly to the right team, which means a faster resolution. Always note your ticket number for follow-up. — avoid relying only on informal messages or calls.

5. Online Classes through Zoom/Google Meet

If required, TIET conducts online lectures, laboratory sessions, tutorials, and academic meetings through Zoom or Google Meet. To attend these sessions without any access issues, you must sign in using your @thapar.edu email account.

5.1 Create your Zoom account (one-time setup)

- Open Google Chrome, go to gmail.com, and log in with your @thapar.edu email ID.
- In a new tab of the same browser, open www.zoom.us and click “Sign Up.”
- Do not type your email ID — instead, click the Google icon below the username field.
- From the list of Google accounts shown, select your_username@thapar.edu.
- You are now signed in to Zoom with your Thapar account.

5.2 Google Meet with Your TIET Email Account

- Open Google Chrome and sign in to your @thapar.edu email account.
- Open <https://meet.google.com> in a new browser tab.
- Verify that your @thapar.edu account is selected in the top-right corner. If another account is displayed, click the profile icon and switch to your @thapar.edu account.
- Click Use a meeting code or open the meeting link shared by your instructor through THAPAR-LMS or TIET Email.
- Click Ask to Join or Join Now when prompted.
- Allow access to your microphone and camera if requested.
- Important: Always join Google Meet using your @thapar.edu account. Joining with a personal Gmail account may prevent you from accessing institute classes.

5.3 Joining Online Class with Your TIET Email Account

- Join live sessions using the Zoom or Google Meet links shared by your instructor on THAPAR-LMS or via your TIET Email.
 - The institute's Zoom portal is available at <https://zoom.thapar.edu>.
 - Google Meet sessions are conducted through <https://meet.google.com>.
- Before joining any online class, verify that you are signed in with your @thapar.edu account.
- Keep your microphone muted unless instructed to speak, and use your full name (as per institute records) for easy identification during the session.

6. Campus ERP (PeopleSoft Campus Solution)

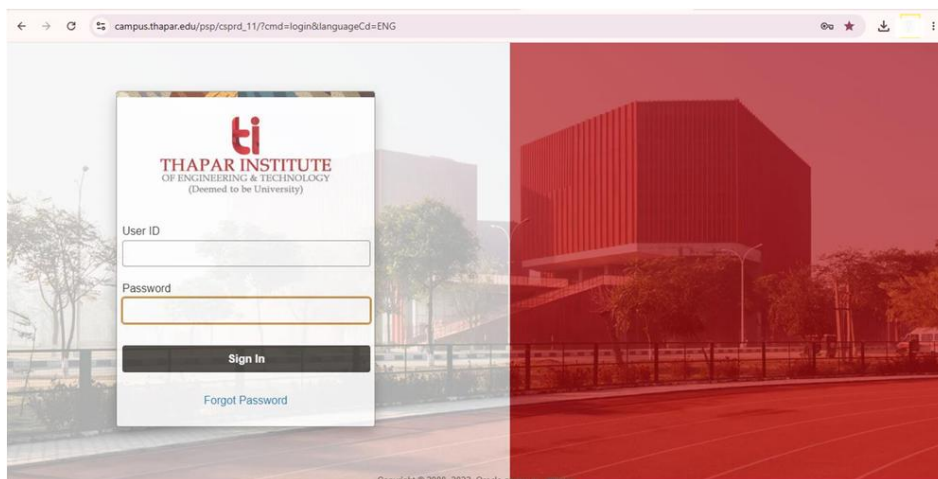
Thapar Institute is in process to migrate Student lifecycle to Campus ERP i.e. PeopleSoft Campus Solution from existing WebKiosk. So Campus ERP and WebKiosk will work in parallel as the academic portal of Thapar Institute, where you can view your complete academic record at any time during your programme.

What you can do on WebKiosk / Campus ERP

- **View registered courses** — see the subjects you are registered in for the current semester.
- **Examination details** — examination schedule, date-sheet, and seating plan.
- **Marks & grades** — sessional marks and grades as they are published.
- **Academic performance** — SGPA / CGPA and your complete academic history.

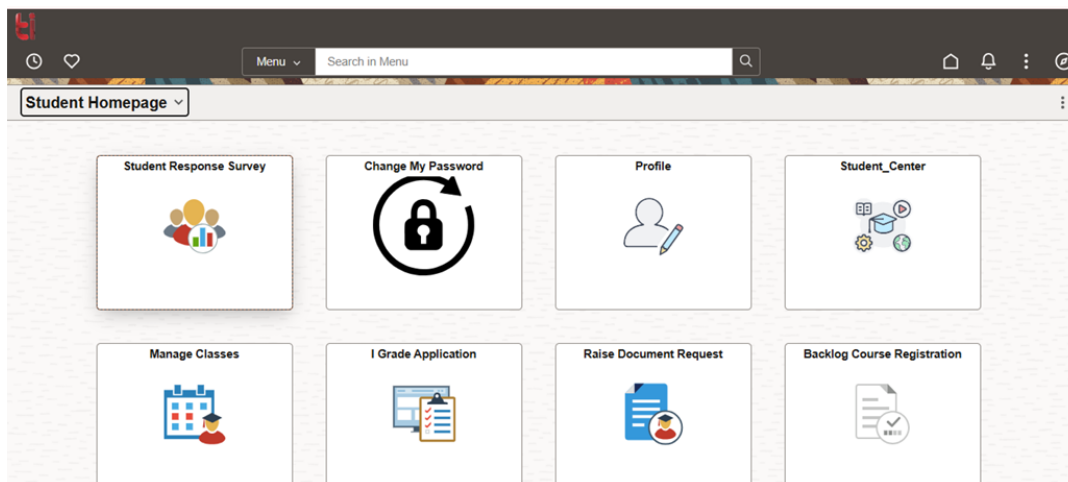
How to log in

- Open <https://campus.thapar.edu> for Campus ERP and <https://webkiosk.thapar.edu> for Webkiosk in your browser.
- Log in with the Campus ERP/ WebKiosk credentials shared by the institute — these are separate from your email and LMS passwords.



Login Screen

- After successfully logging in, Student will be redirected on this page “**Student Homepage**”



Student Homepage

- For password issues, raise an eTicket under “WebKiosk Password Reset” or “Campus ERP Password Reset” (see Section 4 of this document).

6.1 Student Centre on Campus ERP

Student Centre is a self-service page that provides students a single entry point from which to begin navigation to student-related transactions. It also presents to students, in one location, the information that is important to them, such as their class schedule, enrollment dates, and account information. From the Student Centre, students access any student-related transaction that is available from Campus Self Service.

Students can use the Self Service for the following:

- **Academics:** Provides links to academic records self-service transactions. Also displays the student’s class meeting schedule, which displays the classes, in any career, in which the student is registered for the current term, as of today’s date. Allows to browse the Catalog Information and Course details.
- **Finances:** Provides links to PeopleSoft Student Financials self-service transactions and displays account summary information.
- **Personal Information:** Provides links to PeopleSoft Campus Community self-service transactions and displays contact information.

6.2 View and Update Personal Information

Purpose

This component gives the ability to view / update the Student Personal information as required.

Navigation: Main Menu > Self Service > Campus Personal Information > Address

Student can add a new address by clicking on “Add a new address” and can also edit an existing address. Student will enter the fields mentioned in the screen shot and save this information using the OK button.

The screenshot shows a web interface for managing personal information. At the top, there are tabs for 'Personal Information', 'Security', 'Credentials', and 'Participation'. Below these, there is a navigation bar with links: 'Addresses', 'Names', 'Phone Numbers', 'Email Addresses', 'Internet Addresses', 'Emergency Contacts', 'Demographic Information', and 'Ethnicity'. The 'Addresses' link is selected. The main heading is 'Addresses'. Below this, it says 'View, add, change or delete an address.' There is a table with two columns: 'Address Type' and 'Address'. The table contains one row with 'Home' as the address type and 'near railway station, House Number, Area Details, Mumbai 220011 Maharashtra' as the address. To the right of the address text is a small edit icon (a pencil). Below the table is a yellow button labeled 'Add a new address'.

Address Type	Address
Home	near railway station, House Number, Area Details, Mumbai 220011 Maharashtra

Add a new address

Address page

6.3 View Class Schedules and Class Information

Purpose

Student should be able to view the Class Schedules. The Student can also have a weekly schedule view.

Navigation: Main Menu > Self Service > Student Center

Gurmeet's Student Center

Academics

Deadlines URL Gradebook

Search for Classes

Share My information

Search Plan Enroll My Academics

Other Academic Information

This Week's Schedule

Class	Schedule
UCS 301-A LEC (1065)	TBA Room TBA
UCS 301-B PRC (1066)	TBA
UCS 303-A LEC (1061)	TBA Room TBA
UCS 303-B PRC (1062)	TBA
UCS 310-A LEC (1043)	TBA Room TBA
UCS 310-B PRC (1044)	TBA
UCS 405-A LEC (1063)	TBA Room TBA
UCS 405-B TUT (1064)	TBA
UCS 411-A LEC (1039)	TBA Room TBA
UCS 411-B PRC (1040)	TBA
UCS 414-A LEC (1045)	TBA Room TBA

Holds
No Holds.

To Do List
No To Do's.

Milestones
No Milestones

Enrollment Dates
Open Enrollment Dates

Advisor
Program Advisor
None Assigned

Student Center — This Week's Schedule

6.4 Browse Course Catalog and Course Details

Purpose

Students use the self-service Class Search feature to search the schedule of classes for a specific institution and term, and the Browse Course Catalog feature to view courses offered at the institution.

Navigation: Main Menu > Self Service > Academic Records > My Course History

Gurmeet

Go To

Search Plan Enroll My Academics

My Course History

Select Display Option

☒ Hide courses from My Planner

☐ Show courses from My Planner

Sort results by

Then by

Sort

☒ Taken
 ☐ Transferred
 ☐ In Progress

Course	Description	Term	Grade	Units	Status
BA6 302	MACHINE LEARNING & DATA MINING	DECEMBER 2023	B	3.00	✓
TC2 401	INTRODUCTION TO AI	2023-24 EVEN Semester	C-	2.00	✓
UCB 8	APPLIED CHEMISTRY	DECEMBER 2021	A	4.50	✓
UCS 2	INTRODUCTION TO CYBER SECURITY	DECEMBER 2023	C	2.00	✓
UCS 301	DATA STRUCTURES	2223ODDSEM	A	4.00	✓
UCS 303	OPERATING SYSTEMS	2223ODDSEM	E	4.00	✓
UCS 310	DATABASE MANAGEMENT SYSTEM	JUNE 2023	B	4.00	✓
UCS 405	DISCRETE MATHEMATICAL STRUCTUR	2223ODDSEM	C-	3.50	✓
UCS 409	PROBABILITY AND STATISTICS	DECEMBER 2023	B	4.50	✓

6.5 View Academic Progression and Generate Audit Report

Purpose

Students will use the self-service to Track their Academic Progression. The self-service functionality provides students with an interactive advisement report that they can use to evaluate their academic progress, access course and class detail, add courses to their planner.

Navigation: Main Menu > Self Service > Student Center > Other Academic Information > Academic Requirements

Student can download the advisement report using “View Report as PDF.”

Student Center | General Info | Admissions | Transfer Credit | Academics | Finances | Financial Aid

Subh's Student Center

Academics

My Class Schedule
Shopping Cart
My Planner

Other Academic Information

Academic Requirements

Finances

My Account
Account Inquiry
Financial Aid
View Financial Aid

Search for Classes

Holds
No Holds.

To Do List
No To Do's.

Milestones
No Milestones

Enrollment Dates
Open Enrollment Dates

Advisor

Student Center

Student Center | General Info | Admissions | Transfer Credit | Academics | Finances | Financial Aid

Subh's Student Center

Academics

My Class Schedule
Shopping Cart
My Planner

Other Academic Information

Academic Requirements

Search for Classes

Holds
No Holds.

To Do List
No To Do's

Student Center — Academics (Other Academic Information: Academic Requirements)

Thapar Institute of Eng & Tech | Undergraduate

This report last generated on 17/05/2024 07:17

[Collapse All](#) [Expand All](#) [View Report as PDF](#)

☒ Taken
 ☐ In Progress
 ☐ Planned

BE COE Requirement

Not Satisfied: BE COE Requirement

- Units: 179.00 required, 0.00 taken, 179.00 needed
- Courses: 30 required, 0 taken, 30 needed
- GPA: 6.000 required, 0.000 actual

BE COE Year1

Not Satisfied: BE COE Year1

- Units: 36.00 required, 0.00 taken, 36.00 needed
- Courses: 12 required, 0 taken, 12 needed
- GPA: 6.000 required, 0.000 actual

Advisement Report

6.6 View Grades / Results

Purpose

Students can view Marks or grades of enrolled courses.

Navigation: Main Menu > Self Service > Enrollment > View My Assignments

- Select the Term for which grades are to be viewed for the courses into which students are enrolled.
- Click on the required course title to view the assignment categories & grades achieved in the respective assignments.

Search | Plan | **Enroll** | My Academics

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

View Assignments and Grades

Select a term then select Continue.

Term	Term	Career	Institution
☐ DECEMBER 2021	DECEMBER 2021	Undergraduate	Thapar Institute of Eng & Tech
☐ JUNE 2022	JUNE 2022	Undergraduate	Thapar Institute of Eng & Tech
☐ 2223ODDSEM	2223ODDSEM	Undergraduate	Thapar Institute of Eng & Tech
☐ JUNE 2023	JUNE 2023	Undergraduate	Thapar Institute of Eng & Tech
☐ DECEMBER 2023	DECEMBER 2023	Undergraduate	Thapar Institute of Eng & Tech
☐ 2023-24 EVEN Semester	2023-24 EVEN Semester	Undergraduate	Thapar Institute of Eng & Tech
☐ DECEMBER 2024	DECEMBER 2024	Undergraduate	Thapar Institute of Eng & Tech
☐ 2024-25 EVEN Semester	2024-25 EVEN Semester	Undergraduate	Thapar Institute of Eng & Tech

[Continue](#)

Term Information — select a term, then Continue

Search | Plan | **Enroll** | My Academics

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

View Assignments and Grades

JUNE 2022 | Undergraduate | Thapar Institute of Eng & Tech [Change Term](#)

Course Title	Course ID	Class Nbr	Subject Catalog Nbr	Class Section
ELECTRONIC ENGINEERING	001283	1020	UEC 1	A
PROFESSIONAL COMMUNICATION	001304	1026	UHU 3	B
MATHEMATICS - II	001312	1028	UMA 4	A
APPLIED PHYSICS	001313	1015	UPH 4	A
ENGINEERING DRAWING	001366	1023	UTA 15	A
OBJECT ORIENTED PROGRAMMING	001376	1018	UTA 18	A

View Assignments & Grades

JUNE 2022 | Undergraduate | Thapar Institute of Eng & Tech

UHU 3 - B (1026)
PROFESSIONAL COMMUNICATION (Lecture)

Change Class

Days and Times	Room	Instructor	Dates
TBA	TBA	faculty 7	30/06/2022 - 01/07/2024

Grades

Current Mid-Term Grade 0.00% ~

Current Overall Grade 56.00% ~ C-

Class Assignments

Begin Date	Due Date	Assignment	Category	Grade	Out of	Other Information
30/06/2022	01/07/2024	MST	MST	15.00	25	
30/06/2022	01/07/2024	EST	End Sem	41.00	75	

Assignment Categories

Category	Weight %	Mid-Term Total	Out of	Mid-Term Grade	Category Total	Out of	Category Grade
End Semester Test	75				41.00	75.00	54.67
Mid Semester Test	25				15.00	25.00	60.00

Grade Scale

Instructor Comments

Class Assignments & Assignment Grades

6.7 Student Financial Self Services

6.7.1 Print Proforma Invoice

Purpose

Student is able to print the proforma invoice from Self Service as per his/her requirement in the education loan process.

Navigation: Main Menu > Student Self Service > Proforma Invoice Report

Proforma Invoice Report

Academic Institution	TIET	☒ Semester 1
Campus	PATL	☒ Semester 2
Academic Program	10	☒ Semester 3
Academic Plan	COE	☒ Semester 4
Admit Term	2001	☒ Semester 5
Student ID	00000003129	☒ Semester 6
*Bank Name	HDFC	☒ Semester 7
		☒ Semester 8

Generate Report

Print Proforma Invoice Report (Sample)

- **Default Values:** Academic Institution, Campus, program, plan, admit term and student ID values are fetched as default.
- **TIET Bank Name:** Student selects the TIET Bank Account as HDFC, PNB, ICICI etc. to be printed.

- **Generate Report:** Student can click on the Generate Report button and view the report.

6.7.2 Fee Payment through Self Service Page (Online Payment)

Purpose

Student will be able to pay his academic and other fees from the Student Self Service page through a payment gateway after fee charges. There are three payment gateways offered by TIET to students.

Navigation: Main Menu > Student Self Service > Campus Finance > Account Inquiry

The screenshot displays the 'Account Inquiry' page with a navigation bar at the top containing 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. Below the navigation bar are tabs for 'Summary', 'Activity', 'Charges Due', and 'Payments'. The 'Summary' tab is active, showing an 'Account Summary' section. This section states 'You owe 226,489.00.' and breaks it down into 'Due Now' (219,689.00) and 'Future Due' (6,800.00). A note indicates a past due balance of 219,689.00. Below this is a table titled 'What I Owe' with columns for Term, Outstanding Charges & Deposits, Pending Payments, and Total Due. The table shows data for DECEMBER 2023 and a total of 226,489.00. At the bottom, it notes the currency is Indian Rupee and provides a link to 'Remittance Addresses'.

Term	Outstanding Charges & Deposits	Pending Payments	Total Due
DECEMBER 2023	226,489.00		226,489.00
Total	226,489.00		226,489.00

Currency used is Indian Rupee

[Remittance Addresses](#)

[Financial Aid](#)

[Go to top](#)

Account Inquiry Page (Sample)

- **Account Inquiry Summary:** Student is able to view summary fee balances information.
- **Details of Charges:** Student is able to view all term outstanding charges.
- **Bank Name:** Student selects the HDFC, ICICI gateway as per your requirement.
- **Academic and Other Fee:** Student selects the check box as Academic or Other Fee (fine etc.) and the total amount will be auto-calculated for Academic and Other Fee.
- **Checkout:** Student edits the amount as per his/her requirement and clicks on the Checkout button.

Summary | Activity | **Charges Due** | Payments

Charges Due

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

Summary of Charges by Due Date		Personalize Find View All (2)	First	1-2 of 2	Last
Due Date	Due Amount				Running Total
05/20/2024	219,689.00				219,689.00
Future	8,800.00				228,489.00

Currency used is Indian Rupee

Details by Due Date

Currency used is Indian Rupee

View By: All Terms go

Bank Name: HDFC Bank ☒ Academic Fee ☐ Others Fee

Details by Charge		Personalize Find View All (2)	First	1-7 of 7	Last
Charge	Due Date	Term			Amount
DF-DEVELOPMENT FEES-50 MBA	Charge Details	DECEMBER 2023			8,339.00
EXM-EXAMINATION FEES-50 MBA	Charge Details	DECEMBER 2023			1,850.00
SAWC-STUDENT ACTIVITIES , WELF	Charge Details	DECEMBER 2023			7,850.00
MFIC-MEDICAL FEE AND INSURANCE	Charge Details	DECEMBER 2023			1,200.00
MBATF-TUITION FEE (MBA-LMTSOM)	Charge Details	DECEMBER 2023			200,450.00
Total due for this view					219,689.00
Total due					219,689.00

Currency used is Indian Rupee

Checkout 219689.000

Charges Due tab (Sample)

- **Payment Gateway Options:** Student can pay with Credit Card, Debit Card, Netbanking and other payment options.
- **Make Payment:** Student clicks on the Make Payment button.

Thapar Institute of engineering and Technology

Transaction times out in 14:41 mins

English

Payment Information

Credit Card

Debit Cards

Net Banking

All Other Banks

Avenues Test for New TC

Note: We will redirect you to the bank you have chosen above. Once the bank verifies your net banking credentials, we will proceed with your payment.

I agree with the [Privacy Policy](#) by proceeding with this payment.

INR 10.00 (Total Amount Payable)

Make Payment

[Cancel](#)

ORDER DETAILS

Order #: **ORD_128_1716454963462**

Order Amount 10.00

Total Amount INR 10.00

Payment Gateway Window

- **Payment Success or Failed:** Student is able to view the message Success or Failed.

Thapar Institute of Engineering and Technology

Payment successful !

Amount: 10.00

Payment-Id: 313011456634

Order Id: ORD_128_1716454963462

[Go To Self Service](#)

Payment Gateway Response — Message

6.7.3 Fee Payment through Self Service Page (Offline Payment)

Purpose

Record Offline Payment by Student from Self Service and Admin will process for Receipt after Reconciliation of Receipt.

Navigation: Navigate to: Main Menu > Student Self Service > Record Offline Payment

Banking Transaction

Name: Mis [Redacted] Roll Number: 235 [Redacted] Employee Photograph: [Redacted]

Career: Postgraduate Branch: Master of Business Administrat

Current Term: 2301 Program: BE

Year: 1 Mobile: 776 [Redacted]

Gender: Female Mail ID: man [Redacted] mail.com

Find | View All First 2 of 5 Last

*Fee Type: AF01 ACADEMIC FEE

*Transaction Category: CASH/NEFT/RTGS/VAN/UPI *Transaction Sub Category: NEFT

Transaction Date & Time: 05/23/24 12:03:14PM *TIET Bank Name: HDFC

Transaction Amount: 5000 *Bank Account Number: 502000

*Bank Transaction Date: 05/23/2024 Transaction Reference Number: 56637

Save Submit Add attachment View attachment

Return to Search Add Update/Display

Fee Type: Student Select Fee Type as Academic and Other

Transaction Category: Select Category as CASH/NEFT/RTGS/VAN/UPI or DD/Cheque

Transaction Sub Category: Select Transaction Sub Category as per requirement

TIET Bank: Select TIET Bank as HDFC, ICICI etc as per requirement

Bank Account: Select bank Account

Amount: Enter Offline Amount

Bank Transaction date: Enter bank transaction date

Transaction Number: Enter Transaction reference number

Attachment: Attached transaction snap

DD/Cheque Fields: In case of DD and Cheque method Student Able to enter Name of Account Holder and Issuing Bank

Save and Submit:- Student Click Save and Submit button after submitting all the details.

6.8 Student Print Receipt through Self Service Portal

Purpose

Student will be able to view and print fee receipts from the self service portal.

Navigation: Main Menu > Student Self Service > Campus Finance > Account Inquiry (Payments tab)

[Account Inquiry](#) | [Electronic Payments/Purchases](#) | [Account Services](#)

[Summary](#) | [Activity](#) | [Charges Due](#) | [Payments](#)

From To

Posted Payments		Personalize	Find	View All	First	1-5 of 5	Last
Date Paid	Payment Type	Paid Amount	View Receipt				
05/22/2024	HDFC-5947-Academic Fee Payment	4,911.00	View Receipt				
05/22/2024	ICICI-0011-Other Fee Payment	20,000.00	View Receipt				
05/21/2024	HDFC-5947-Academic Fee Payment	48,000.00	View Receipt				
05/21/2024	HDFC-5947-Other Fee Payment	200.00	View Receipt				
Total Posted Payments for this view		73,111.00	View Receipt				

Currency used is Indian Rupee

Pending Payments

You have no pending payments.

Payments page — posted payments (Sample)

- **View Receipts:** Click on the View Receipt link and view or print the receipt.

6.9 Upload Bank Self Details for Refund

Purpose

Student uploads self or his/her parent bank account details for financial transaction purposes such as refunds.

Navigation: Main Menu > Student Self Service > Upload Self Bank Details

Add a New Value

*Academic Institution: TIET

*Roll number: 1020

Upload Self Bank Details — Add a New Value

Upload Self Bank Details

Academic Institution Thapar Institute of Eng & Tech

Transaction Date 05/19/2024

Campus Patiala Campus

Roll Number 102013008

Student Name Mr VIK

Find | View All First 1 of 1 Last

*IFSC Code

SBIN0001637

*Account Holder Name

Vidul Kumar

Bank Name

State Bank of India

Branch Name

PATIALA

*Enter Account Nbr

75664

*Confirm Account Nbr

75664

Add attachment

View attachment

Attached File

fee_structure_2022.pdf

☒ Primary Account

Save

Add

Update/Display

Upload Self Bank Details (Sample)

- **IFSC Code:** Student enters the IFSC code and the system auto-validates the Bank and Branch Name.
- **Account Holder Name:** Student enters the Bank Account Holder Name.
- **Enter / Confirm Account Number:** Student enters and confirms the bank account number.
- **Attachment:** Student can attach his/her passbook or cancelled cheque snap for bank details reference.
- **Primary Account:** Student can define multiple bank account numbers, but only one account can be the default for transaction purposes.