





# **Higher Education Department**

**University Setup for Online Student Application - 2022** 

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## 1. University Admin Login

- 1. Open the portal using URL- <a href="https://uucms.karnataka.gov.in">https://uucms.karnataka.gov.in</a>
- 2. Click on Login-Registration.



3. User should select the University radio button, enter the Login Credentials and Captcha code to Login the Portal.



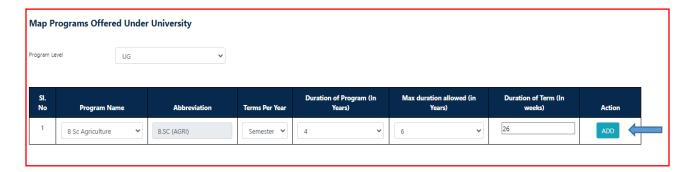
- 4. University Admin Home page will be displayed.
- 5. Steps highlighted are mandatory and should be executed in the sequence provided to proceed further.



### 2. Program Details

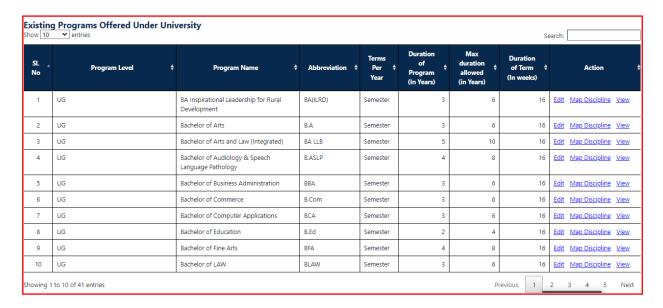
#### 2.1 Map New Program

- 1. University admin should click on Academics > Program details.
- 2. The recently mapped programs are displayed in existing programs offered under university grid
  - a. Modifications can be done by clicking on "Edit" button
  - b. "View" button enables the user to list out all disciplines for that particular program.
  - c. "Add" button enables the user to map (to their university) the disciplines setup by the state admin for that program.



- 3. There is **NO** provision to **DELETE** the existing programs.
- 4. If Admin wish to Map New Programs, click on Map NEW Program button.
- 5. Admin should select the values from the dropdowns shown and click on **ADD** button.

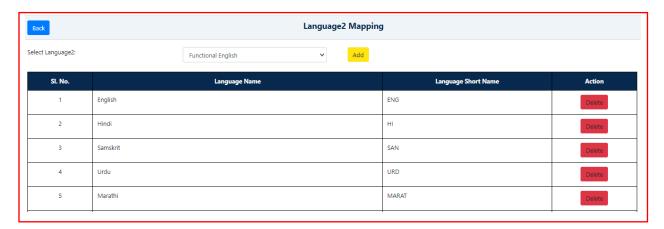
6. Newly Added Programs will be displayed in Existing Programs Offered Under University grid.



7. There is NO provision to DELETE the programs and discipline after adding.

#### 2.2 Language Mapping

- 1. If Admin wish to Map New Second Languages, click on Map NEW Language Button.
- 2. Admin should select the languages from the dropdowns which are configured by state admin and click on **ADD** button.



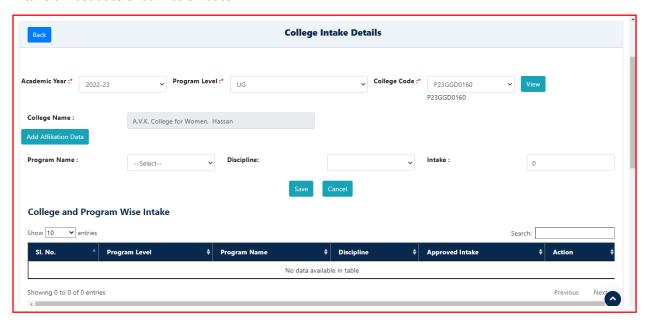
- 3. Added Languages can be deleted by clicking delete option.
- 4. If required languages is not listed in drop down, please approach state admin.

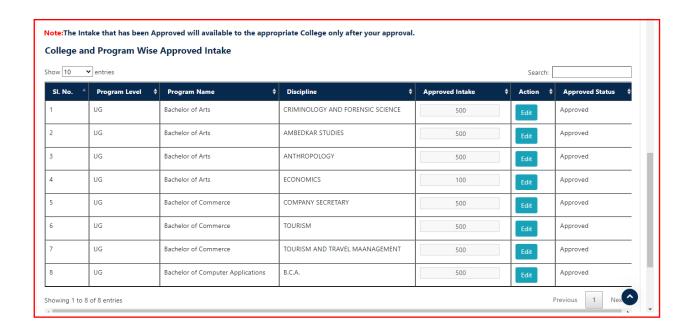
## 3. College Wise Intake Details

- 1. Admin should select Individual college code and respective name will be auto populated.
- a) In first grid, respective intake counts program and combination wise will be displayed as per the 2019-20 affiliation data.
- b) In Second grid, respective college intake program and discipline wise are displayed. If any corrections are required admin can edit and then approve. Data can be edited within the overall admission date set.

Note: Unless this step is completed, the approved intake will not flow to the College section of the UUCMS portal

c) In third grid, approved intake details are displayed and system allowed user to modify the approved intake till last date of admission date.





- 2. Admin have ability to add Missing Programs, Discipline and Intake Count for the selected college.
  - Admin should click on add affiliation data, admin should select the values from the drop down and enter the intake counts and click on save button.
  - Newly added data will be displayed in approved intake grid.
- 3. There is **NO** provision to **DELETE** the programs and disciplines.

## 4. University Fee Details

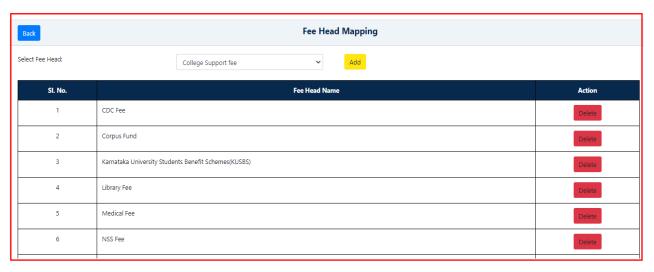
#### 4.1 Fee Matrix Setup

a. University admin clicks on Admissions > Fee details to set-up the Fees.



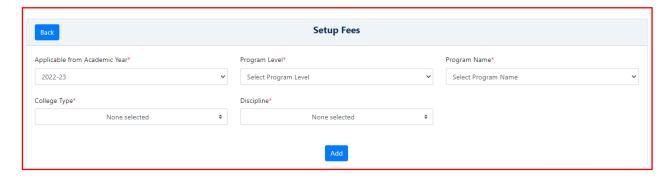
#### 4.2 Fee Head Setup

- 1. University admin has the ability to select and add whichever fee head applies to them. Note: The Fees entered here are applicable to all affiliated colleges within the University.
- 2. Admin has the ability to delete the Added Fee head's before mapping the fee details.



#### 4.3 Setup Fees

1. University Admin clicks on **Enter New Fee**.

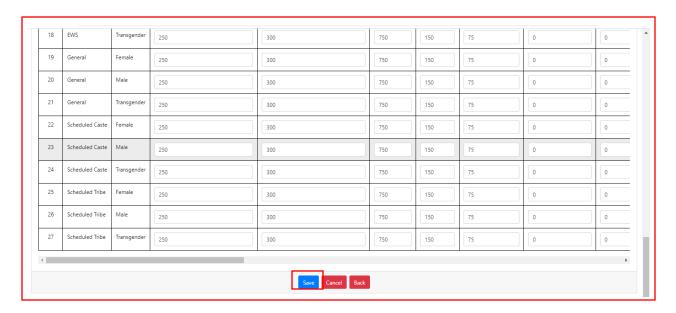


2. University admin selects Applicable from Academic Year, Program Level, Program Name and Discipline clicks on **Add**. This enables the University Admin to add multiple programs, discipline and enter fee heads that apply to all these programs, discipline.

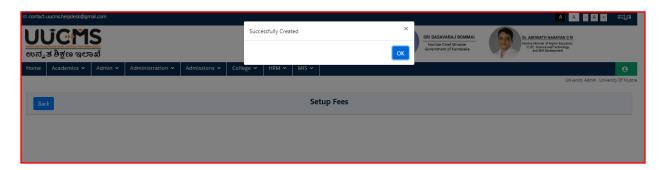
SI. No	Program Level	Program Name	College Type	Action
1	UG	Bachelor of Arts	Aided College	
2	UG	Bachelor of Arts	Government College	•
3	UG	Bachelor of Arts	Main Campus College	
4	UG	Bachelor of Arts	PG Centre	•
5	UG	Bachelor of Arts	Private College	•
6	UG	Bachelor of Arts	Regional Center (KSOU)	•
7	UG	Bachelor of Arts	Study center (KSOU)	•
8	UG	Bachelor of Arts	University Institutes	Û

3. University admin enters the Fee details and clicks on **Save** button.

SI. No	Applicable to category	Gender	Additional Registration Fee(Foreigner)  ✓ *	Additional Registration Fee(Other State)  ✓ *	Admission Fee	College Exam  ✓ *	Cultural Activities Fee	Eligibility Fee(Foreigner)	Eligibility Fo
1	Category I	Female	250	300	750	150	75	0	0
2	Category I	Male	250	300	750	150	75	0	0
3	Category I	Transgender	250	300	750	150	75	0	0
4	Category I I (A)	Female	250	300	750	150	75	0	0
5	Category I I (A)	Male	250	300	750	150	75	0	0
6	Category I I (A)	Transgender	250	300	750	150	75	0	0
7	Category I I (B)	Female	250	300	750	150	75	0	0
8	Category I I (B)	Male	250	300	750	150	75	0	0
9	Category I I (B)	Transgender	250	300	750	150	75	0	0
10	Category III (A)	Female	250	300	750	150	75	0	0
11	Category III (A)	Male	250	300	750	150	75	0	0
12	Category III (A)	Transgender	250	300	750	150	75	0	0 ^



4. There is **NO** provision to **DELETE** the Fee details after saving.



#### 4.4 NDSL Form

1. University Admin clicks on **Admin** and selects **Create NDSL Application** 



2. Admin has to fill the required information and take the print out of the same and get the seal and signature done from the Bank.

Karnatak University					
To,  NSDL Database Management Ltd  4th Floor, Trade World, A wing,  Kamala Mills Compound  Lower Parel, Mumbai 400013  Remittance of Funds collected By NDML through Partners / Institutions for Karnatak University					
Dear Sir/ Madam,  This is with reference to the payment and collections management services offered by NDML to Karnatak University.  In this regard, we confirm that the monies dues to us be remitted to our account (through NEFT/RTGS/Account Transfer) as per the details mentioned below:					
Entity Name	Enter Entity Name				
Payment Mode	NEPT/RTGS/Account Transfer				
Beneficiary Name	Enter Beneficiary Name				
Beneficiary Bank Name	Select Bank				
Complete address of bank where A/c is held	Enter Address				
Bank A/c Number	Enter Bank A/c Number				
RTGS IFSC Code	Enter RTGS IFSC Code				
NEFT IFSC Code	Enter NEFT IFSC Code				
Service Name	Select Purpose				
Organization/Department Name	Enter Organization/Department Name				
State	Select State				
Thanks and Regards:  Name:  Enter Name  Designation:  Enter Designation					
Bank Details					
This is to confirm that the above-mentioned Account details are correct. We certify that the signature agrees with the one on our records.					
Date:	Bank Seal :				

Place:

3. Then Admin has to upload the scanned documents, i.e., Challan Copy, Cancelled Challan Copy and NDSL Form duly signed by the Bank Authority along with the seal.

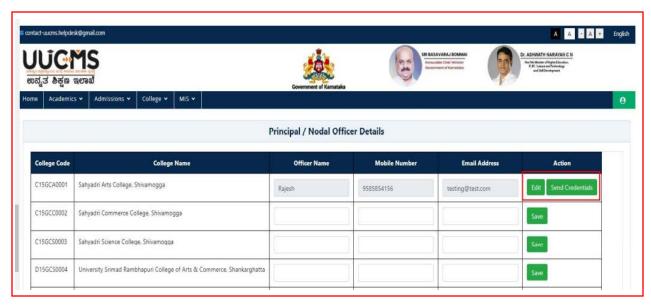


## 5. College Wise Nodal Officer

1. University Admin clicks on College > Principal / Nodal officer Details.



- 2. Admin should enter the Nodal Officer details college-wise and click on Save.
- 3. In future if there are any changes in Nodal Officer details, the admin can be modified by using edit option.
- 4. College admin's User name and Password will be shared over email integration to the provided email ID by clicking on Send Credentials.
- 5. University Admin can also resend the credentials.





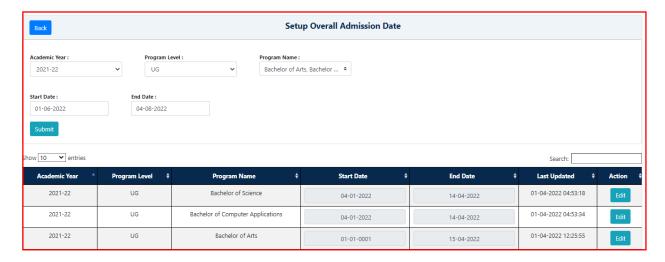
## 6. Setup Overall Admission Date

1. University admin selects Admission > Setup Overall Admission Date.

These are the dates within which the Colleges need to setup all their admission events.



2. University Admin should enter Overall Start and End Date.

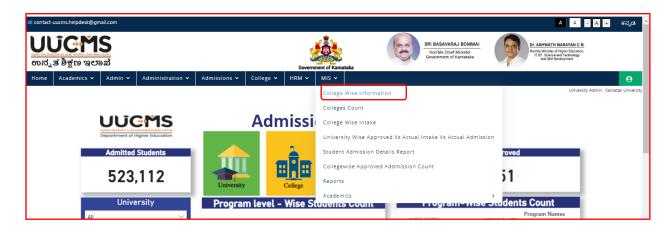


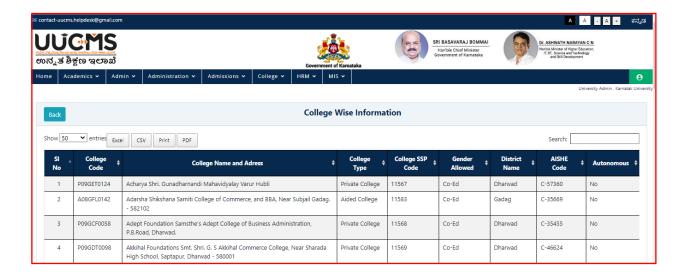


## 7. MIS Reports

#### 7.1 College Wise Information

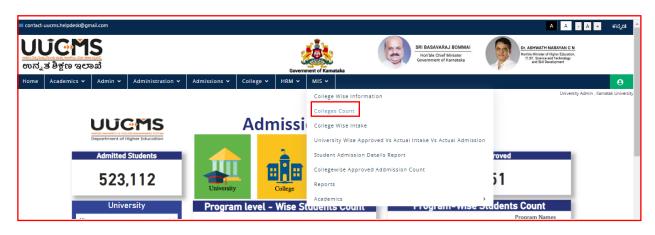
College wise information will be displayed and can be export and download in Excel/CSV/PDF format Or Print out can be taken

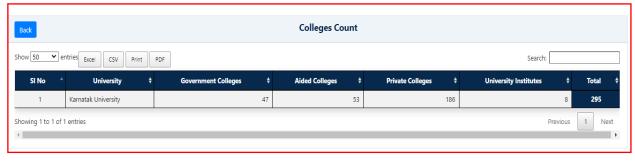




#### 7.2 Colleges Count

College Count information will be displayed and can be export and download in Excel/CSV/PDF format Or Print out can be taken.

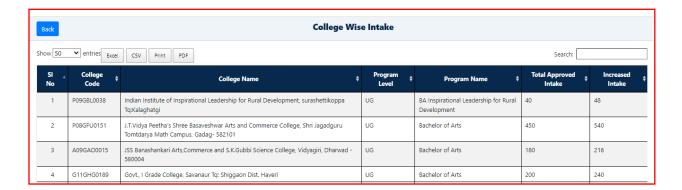




#### 7.3 Colleges Wise Intake (As Per Affiliation Data)

College Wise Intake information will be displayed and can be export and download in Excel/CSV/PDF format or Print out can be taken.

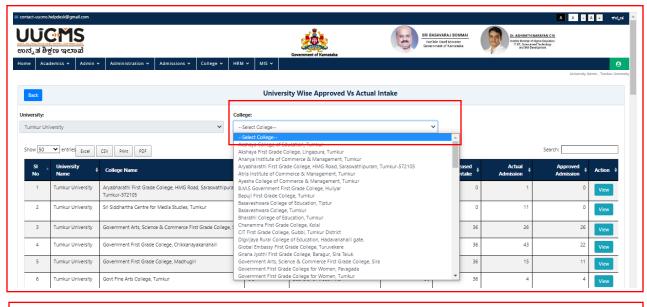




#### 7.4 University Wise Approved Vs Actual Intake Vs Actual Admission

University wise approved and College wise actual intake and admission details will be displayed and can be export / download in Excel/CSV/PDF format or Print out can be taken.



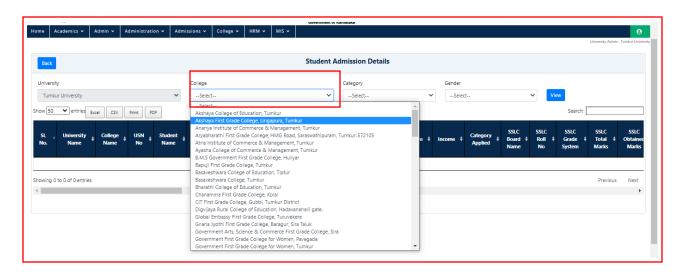


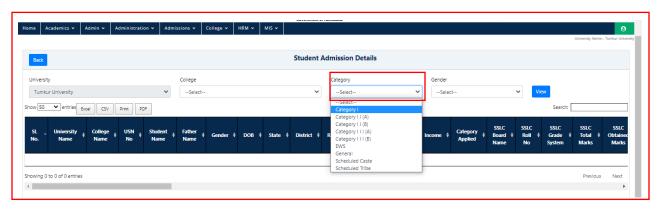


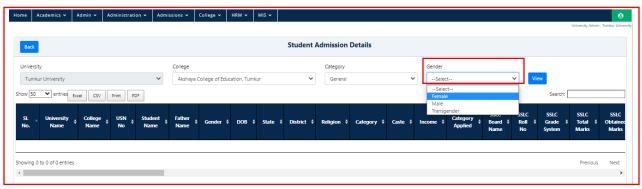
#### 7.5 Student Admission Details Report

Admin can take the report of Student Admission details according to Category and Gender wise for a particular college and same can be exported / downloaded in Excel/CSV/PDF format or Print out can be taken.











### 7.6 College wise Approved Admission Counts

Admin can fetch the data related to College Wise Approved Admission Count and can export / download data in Excel/CSV/PDF format or Print out can be taken.



