

UNIFIED UNIVERSITY AND COLLEGE MANAGEMENT SYSTEM (UUCMS)

University Admin - User Manual

Version-2.1

Date: 17-09-2021

Prepared by:

Centre for Smart Governance (CSG)

No. 2A, Hayes Road

Bengaluru - 560025

Table of Contents

1. University Admin Login	3
2. Program Details:	4
2.1 Map New Program:	4
2.2 Second Language Mapping:	6
3. College Wise Intake Details	
4. University Fee Details	g
4.1 Fee Matrix Setup	g
4.2 Fee Head Setup	10
4.3 Setup Fees	11
5. College Wise Nodal Officer	12
6. Setup Overall Admission Date	13
7. MIS Reports	14
7.1 College Wise Information	14
7.2 Colleges Count	15
7.3 Colleges Wise Intake (As Per Affiliation Data)	15

1. University Admin Login

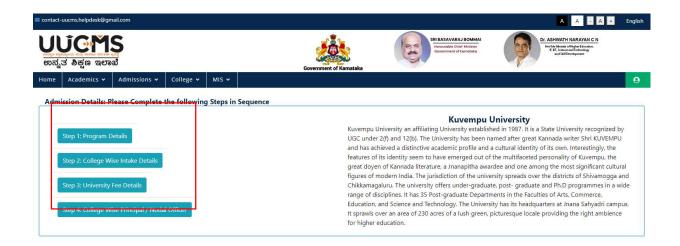
- 1. Open the portal using url- https://uucms.karnataka.gov.in
- 2. Recommended to use Desktop google chrome browser.
- 3. Click on Login-Registration



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



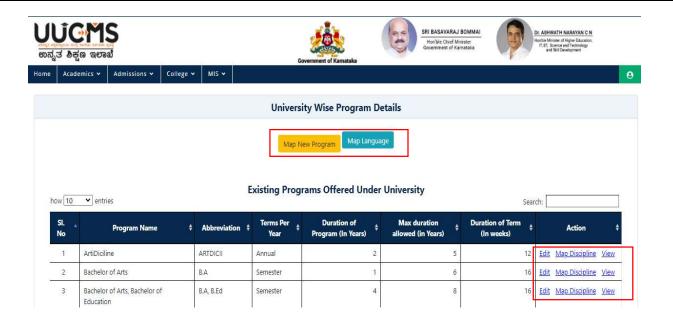
- 5. University Admin Home page will be displayed.
- 6. Steps highlighted with blue color are mandatory and should be executed in the sequence provided to proceed further.

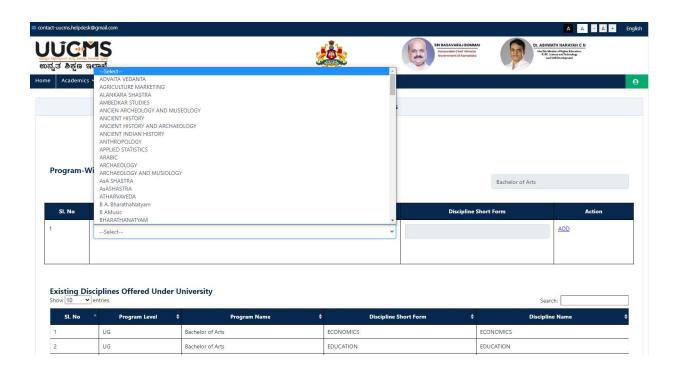


2. Program Details:

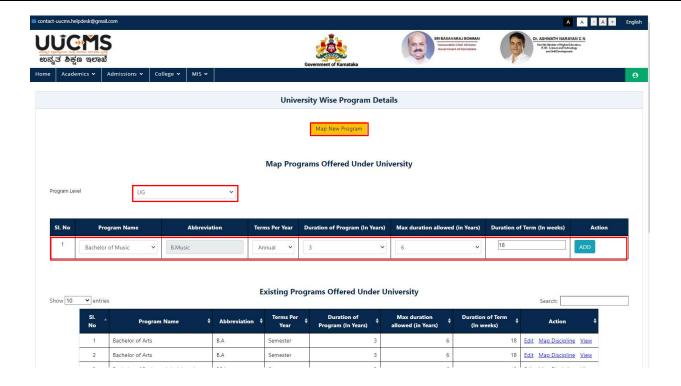
2.1 Map New Program:

- 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.





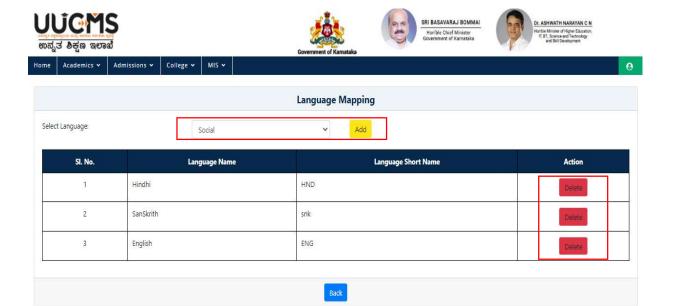
- 4. If Admin wish to Map New Programs, click on Map NEW program button.
- 5. Admin should select the values from the dropdowns shown and click an ADD button.
- 6. Newly Added Programs will be displayed in Existing programs offered under university grid.
- 7. There is NO provision to DELTE the programs and discipline after adding.



- 1. If Admin wish to Map New Programs, click on Map NEW program button.
- 2. Admin should select the values from the dropdowns shown and click an ADD button.
- 3. Newly Added Programs will be displayed in Existing programs offered under university grid.
- 4. There is NO provision to DELTE the programs and discipline after adding.

<u>2.2</u> Second Language Mapping:

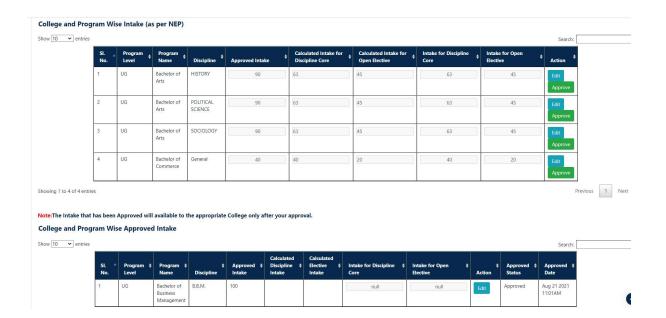
- 1. If Admin wish to Map New Second Languages, click on Map NEW Language Button.
- 2. Admin should select the languages from the dropdowns which are configured by state admin and click an ADD button.
- 3. Added Languages can be deleted by clicking delete option.
- 4. If required languages is not listed in drop down, please approach state admin.



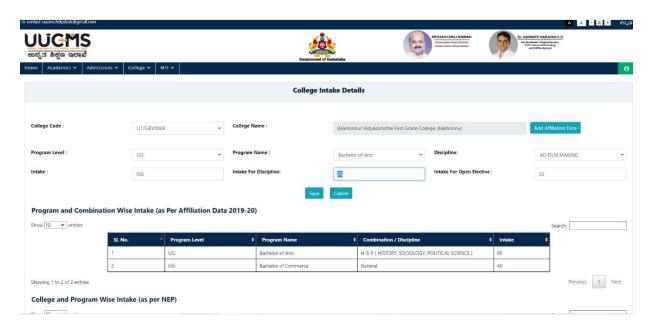
3. College Wise Intake Details

- 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. In case no changes are required, the admin can directly click on approve.
 - 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.





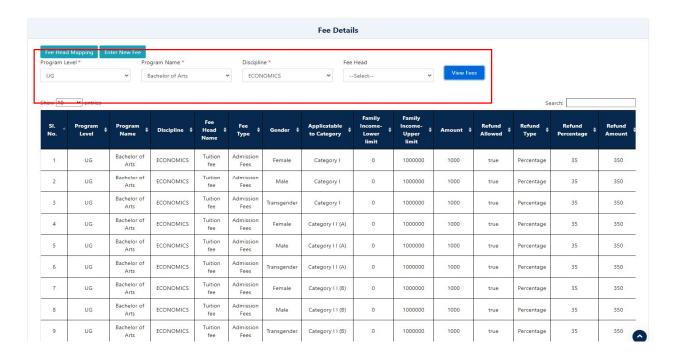
- 2. Admin have ability to add Missing Programs, discipline and Intake Count for the selected college.
 - a). Admin should click on add affiliation data, admin should select the values from the drop down and enter the intake counts and click on save button.
 - b). Newly added data will be displayed in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



4. University Fee Details

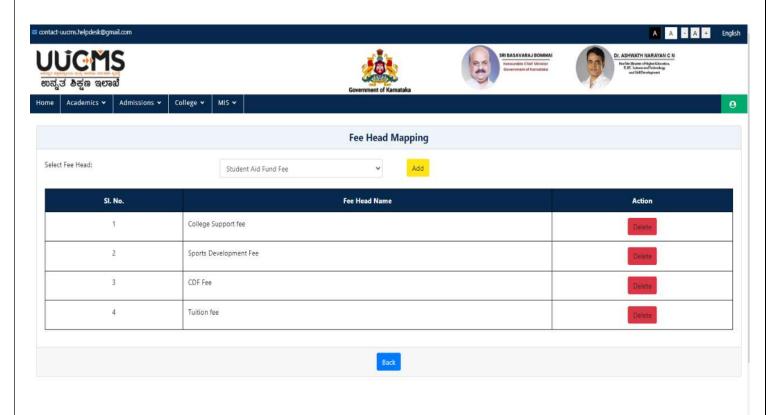
4.1 Fee Matrix Setup

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



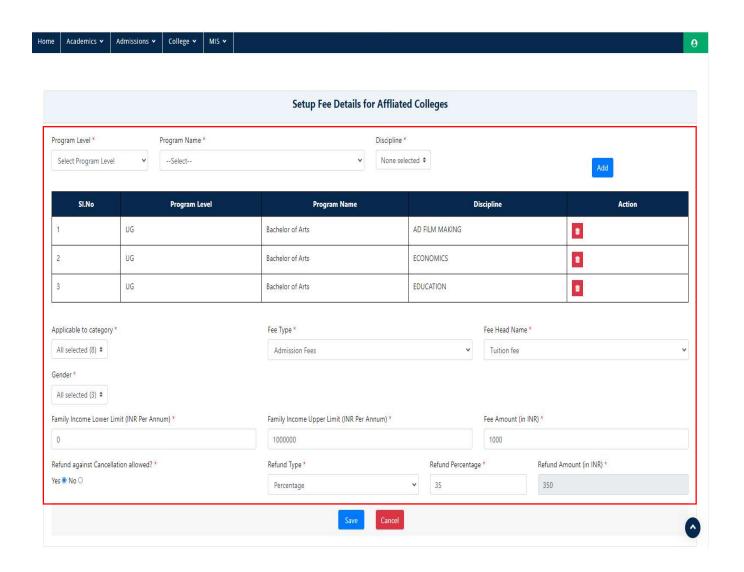
4.2 Fee Head Setup

- 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.



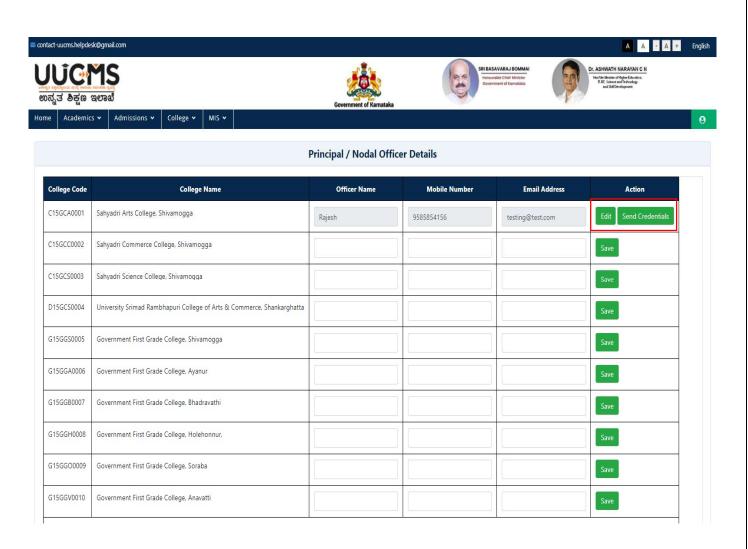
4.3 Setup Fees

- 1. University Admin clicks on "Click here to enter New Fee".
- 2. University admin selects the Program level, Program 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.
- 3. University admin enters the Fee details and clicks on **Submit** button.
- 4. There is NO provision to DELETE the Fee details after saving.



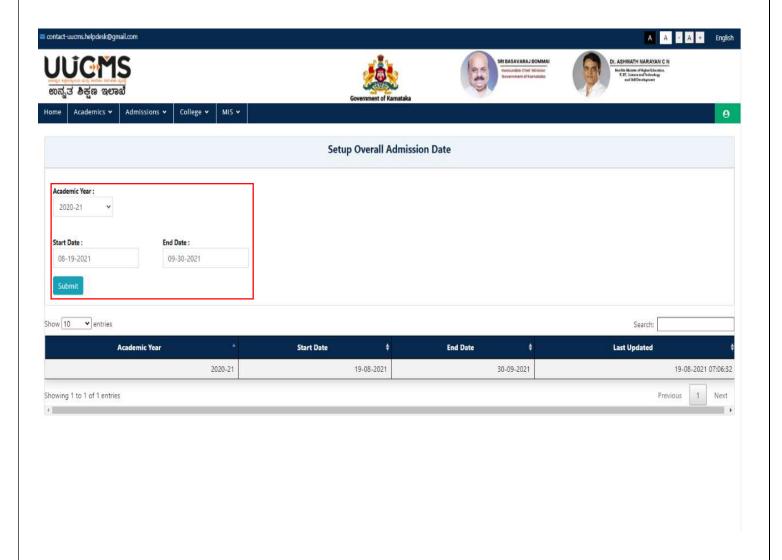
5. College Wise Nodal Officer

- 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

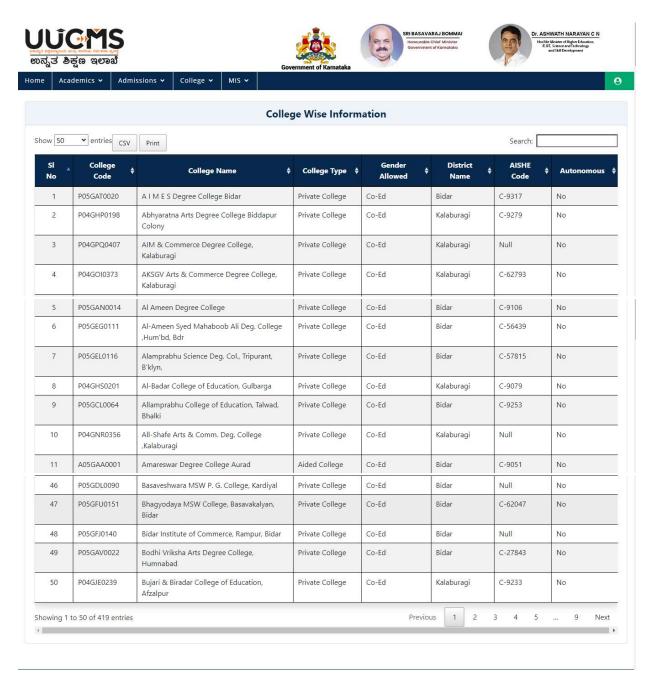
- 1. University admin selects **Admission > Setup Overall Admission Date**. These are the dates within which the Colleges need to setup all their admission events.
- 2. University admin should enter Overall Start and End Date.



7. MIS Reports

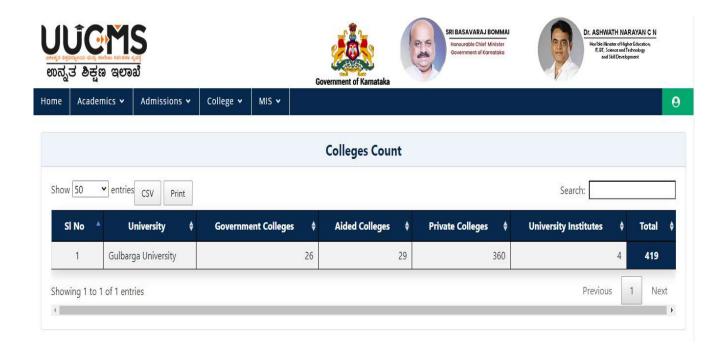
7.1 College Wise Information

College Wise information will be displayed and can be export and download in Excel/CSV.



7.2 Colleges Count

College Count information will be displayed and can be export and download in Excel/CSV.



7.3 Colleges Wise Intake (As Per Affiliation Data)

College Wise Intake information will be displayed and can be exported and downloaded in Excel/CSV.



		Biddapur Colony								
2	P05GAT0020	A I M E S Degree College Bidar	UG	Bachelor of Arts	ANCIENT HISTORY	500	350	250	Approved	Aug 19 2021 7:17PM
3	P04GPT0410	Annapurna Institute of Management, Kalaburagi	UG	Bachelor of Dance	B.Dance	50			Approved	Aug 19 2021 3:07PM
4	P05GAT0020	A I M E S Degree College Bidar	UG	Bachelor of Science	ANALYTICS	11	9	4	Approved	Aug 19 2021 12:17PM
5	A05GAA0001	Amareswar Degree College Aurad	UG	Polity	Polity Discipline	600			Approved	Aug 19 2021 3:14PM