



# **UNIFIED UNIVERSITY AND COLLEGE MANAGEMENT SYSTEM**

**College Admin-User Manual**

**Version-1.0**

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**Prepared by:**

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**No. 2A, Hayes Road**

**Bengaluru - 560025**

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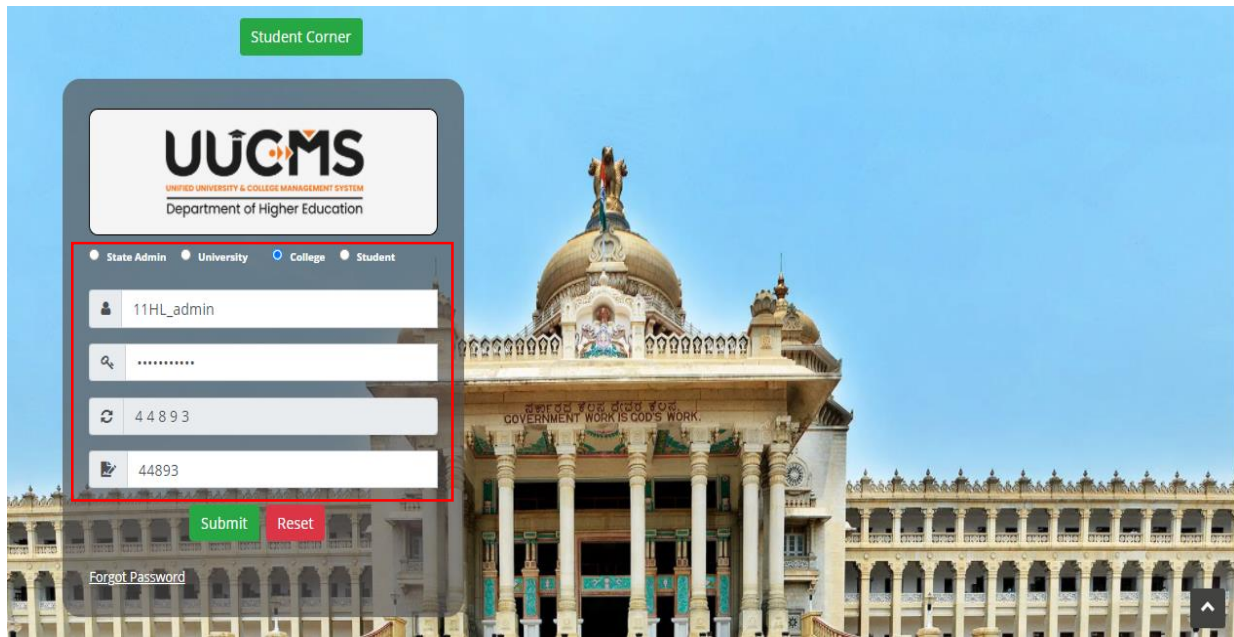
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## 1. College Admin Login

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

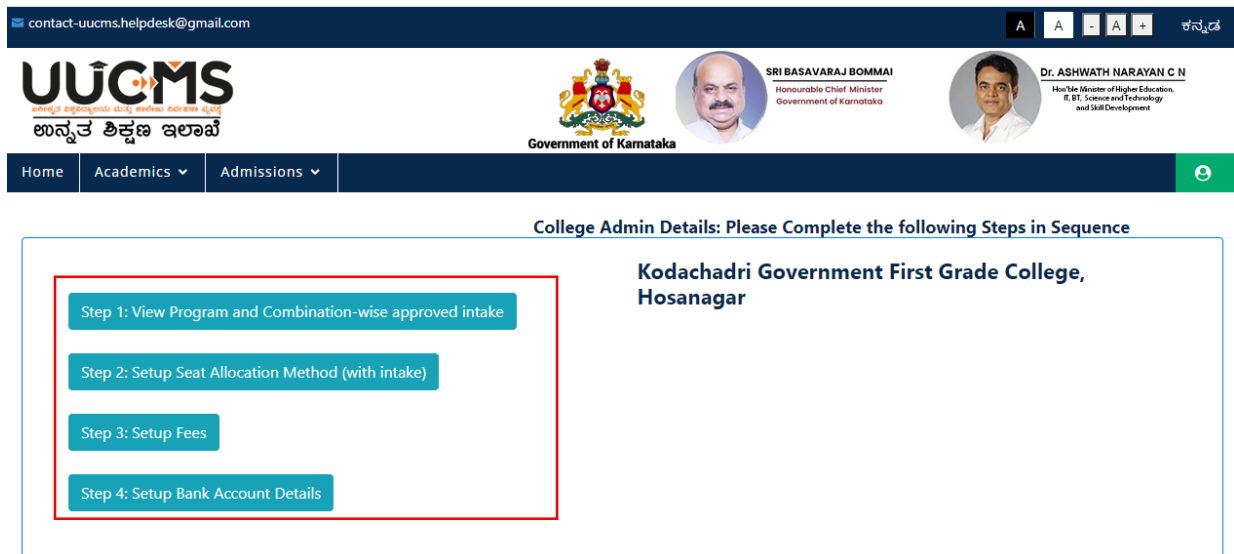


4. User should select the College radio button, enter the Login Credentials Which are received from the E-mail and Captcha code to Login the Portal.
5. If Credentials are not received please approach University Admin.



6. College admin Login Home page will be displayed.

7. Steps highlighted with blue color are mandatory and should be executed in the sequence provided to proceed further.



## **2. View Program and Combination-wise approved intake:**

1. College admin can view the list of programs, discipline and respective intakes which are approved by the University.
2. Modifications are not allowed in the **Approved intake**.
3. For any modification, approach respective University admin.






Home Academics Admissions

Home / Approved Program Intake

### Approved Program Intake

Show  entries Search:

Sl. No.	Program Level	Program Name	Discipline	Approved Intake
1	UG	EducationDicipline	Educationa	100
2	UG	EducationDicipline	Educationb	200
3	UG	EducationDicipline	Educationc	300

### 3. Setup Seat Allocation Method (With intake):

1. College admin should allocate seats according to the programs and disciplines.
2. College admin should select only Manual allocation type.
3. If the discipline is fully Aided or fully Un-Aided, college admin is not allowed to modify the Seat Intake.
4. If the discipline is partially Aided or Un-Aided, college admin can distribute the seat intake accordingly.
5. After the allocation of seats college admin should click on Save button.
- 6.






Home Academics Admissions

Home / Seat Allocation Method

### Seat Allocation Method

College Code: A18GPA0058 College Name: Pallagatti Adavappa Arts and Commerce First Grade College, Tiptur. College Type: Aided College

Program Name	Discipline	Intake for Discipline Core	Intake for Open Elective	Allocation Type	Aid Type	Aided Seat Intake	Un-Aided Seat Intake
Bachelor of Arts	ECONOMICS	350	250	Manual Allocation	Aided Only	<input type="text" value="350"/>	<input type="text"/>
Bachelor of Arts	GEOGRAPHY	70	50	Manual Allocation	Aided and Un-Aided	<input type="text" value="100"/>	<input type="text" value="100"/>
Bachelor of Arts	KANNADA	140	100	Manual Allocation	Aided and Un-Aided	<input type="text" value="140"/>	<input type="text" value="150"/>

## 4. Bank Details:

1. College admin has to provide the necessary details along with the scanned cancelled cheque leaf for online transaction on the basis of purpose of bank account. The cancelled cheque leaf copy will be used by payment gateway partner to validate the College account.
2. College admin should choose whether the account is Aided or not.
3. All Accounts added in the Form below are shown in the list below for viewing purposes. Make sure that all details entered are correct before submitting the form.

Home / Bank Details

### Bank Details

College Code : A18GPA0058      College Name : Pallagatti Adavappa Arts and Commerce First Grade College, Tiptur.

College Type : Aided College      Purpose of Bank Account : Admissions

Aided Account : Yes

Bank Name : BANK OF INDIA      Branch Name : BANASHANKARI      IFSC Code : BKID0008483      MICR Code : 560013037

Account No : .....      Confirm Account No : 123456789      Account Holder Name : User      Cancelled Cheque Leaf : Choose File country.PNG

**\*Note : Accepts PDF, JPG, PNG, JPEG format only**

Submit Cancel

Show 10 entries

Purpose	Bank Name	Branch Name	Account No	Holder Name	Aided Account	IFSC Code	MICR Code
Admissions	ALLAHABAD BANK	ALLAHABAD KALYANI DEVI	123456789	test	Yes	ALLA0210351	211010009

## 5. Fee Details:

### 5.1 Fee Head Mapping:

1. College admin is allowed to select the fee and click on **Add** button.
2. Added Fee heads will be displayed in the below section and in the **Setup Admission Fee Details** as well.
3. Provision to delete the fee head before mapping.

contact: uucms.helpdesk@gmail.com

**UUCMS**      Government of Karnataka      DR. BASAVARAJU BUNNENI      DR. ABHINAV NARAYAN C N

Home Academics Admissions

### Fee Head Mapping

Select Fee Head: College Support fee Add

Sl. No.	Fee Head Name	Action
1	Registration (Out of State Students) Fee	Delete
2	Admission Fee	Delete

Add

## **5.2 Setup Admission Fee Details:**

### **5.2.1 Aided/Un-Aided College:**

1. College admin should setup fee details for specific programs and discipline in detail.
2. College admin should select Program level, Program name, Discipline Aid type and Discipline & click on Add.
3. College admin should fill the further details accordingly and click on save.
4. If college refund the fee, admin has ability to set percentage or amount wise.

**Setup Admission Fee Details**

Program Level \*  Program Name \*  Program / Discipline Aid Type \*  Discipline \*  Add

Sl.No	Program Level	Program Name	Program Type	Discipline	Action
1	UG	Bachelor of Commerce	Aided and Un-Aided	General	<span style="color: red; font-weight: bold;">✖</span>

Applicable to category \*  Fee Type \*  Fee Head Name \*

Gender \*

Family Income Lower Limit (INR Per Annum)\*  Family Income Upper Limit (INR Per Annum)\*  Fee Amount (in INR)\*  Seat Type \*  ↶

Refund against Cancellation allowed? \*  
 Yes  No

Save Cancel

Refund against Cancellation allowed? \*  
 Yes  No

Refund Type \*  Refund Percentage \*  Refund Amount (in INR)\*

Save Cancel

### **5.2.2 Government College:**

1. College admin should setup fee details for specific programs and combinations in detail.
2. College admin should select Program level, Program name, Program type & Combination/Discipline and click on Add.
3. College admin should fill the further details accordingly and click on save.
4. There is no option to select Seat type.
5. If College refund the fee, admin has ability to set percentage or amount wise.

### Setup Admission Fee Details

Program Level \* 
 Program Name \* 
 Combination or Discipline \*

Sl.No	Program Level	Program Name	Combination or Specialization	Action
1	UG	Bachelor of Arts	E-H-K ( ECONOMICS, HISTORY, KANNADA )	<input type="button" value="Delete"/>

Applicable to category \* 
 Fee Type \* 
 Fee Head Name \*

Collected From \* 
 Gender \*

Family Income Lower Limit \* 
 Family Income Upper Limit \* 
 Fee Amount \*

Refund against Cancellation allowed? \*  
 Yes  No

Refund against Cancellation allowed? \*  
 Yes  No

Refund Type \* 
 Refund Percentage \* 
 Refund Amount (in INR) \*

### 5.3 University Fee Details:

1. Admin can view the fee setups configured by University admin by choosing programs and discipline.



### University Fees Details

Program Level \*  Program Name \*  Discipline \*  Fee Head  View Fees

Show  entries Search:

Sl. No.	Program Level	Program Name	Discipline	Fee Head Name	Fee Type	Gender	Applicable to Category	Family Income-Lower limit	Family Income-Upper limit	Amount	Refund Allowed	Refund Type	Refund Percentage	Refund Amount
1	UG	UniversalDiscipline	Universala	Tuition fee	Foreign National Fees	Male	Category I	10000	90000	1000	true	Percentage	50	1000
2	UG	UniversalDiscipline	Universala	Tuition fee	Foreign National Fees	Transgender	Category I	10000	90000	2000	true	Percentage	50	1000
3	UG	UniversalDiscipline	Universala	Tuition fee	Foreign National Fees	Female	Category II (A)	10000	90000	2000	true	Percentage	50	1000
4	UG	UniversalDiscipline	Universala	Tuition fee	Foreign National Fees	Male	Category II (A)	10000	90000	2000	true	Percentage	50	1000

## 6. Student Admission Details:

### 6.1 Personal details:

1. Personal details are auto-populated from PU system based on registration number. If not please enter the complete details manually.
2. After entering proper details click on **Save & Continue**.

## Student Admission Details

Program Level:

- Personal Details
- Category / Special Category
- Quota Details
- Previous Education Details
- Discipline and Fee Paid Details

#### Personal Details

Enter Karnataka PU Board Registration Number:  Completion Year ( Ex. mar2021):  Fetch

Candidate Name (Full Name as in Aadhaar)\*:  Aadhaar Number:

Gender\*:  Date of Birth\*:

Note: Please enter any one of the values (Father's / Mother's / Guardian's Name)

Father's Name:  Father's / Mother's / Guardian's Mobile Number\*:

Mother's Name:  Email Address\*:

Guardian's Name:

Alternate Email Address:  Alternate Mobile Number:

Same as Primary Email Address  Same as Primary Mobile Number

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#### Permanent Address

Address\*:  State\*:

District\*:  Taluk\*:

Gram Panchayat / Ward:  Village / Area:

Pincode:

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#### Current Address

Same as Permanent Address

Save & Continue

## 6.2. Category/Special Category:

1. College admin should enter the all necessary details in “Category /Special Category” module.
2. College admin should select the religion, category and caste from drop-down option.
3. System allows college admin to upload the documents with 1MB of size and PDF files.
4. College admin should combine all the previous documents in 1 PDF and then upload it.

The screenshot shows the UUCMS (University of Udupi) Student Admission Details form. The top navigation bar includes the UUCMS logo, the Government of Karnataka emblem, and the names of the Hon'ble Chief Minister (Sri Basavaraj Bommai) and Hon'ble Minister of Higher Education, IT, ST, Science and Technology and Skill Development (Dr. Ashwath Narayan C N). The form is titled "Student Admission Details" and has a "Program Level" dropdown set to "UG". Below this are tabs for "Personal Details", "Category / Special Category", "Quota Details", "Previous Education Details", and "Discipline and Fee Paid Details". The "Category" section includes fields for Religion (Hindu), Category (Category II (A)), Caste (Ghadi), and Family Income Per Annum (55434). It also has radio buttons for "Are you Claiming Reservation/Benefits under above selected category?". The "Special Category" section includes multiple radio button questions: "Do you belong to Kalyana Karnataka?", "Are you a Rural Candidate?", "Kannada Medium", "Are you a Kashmiri Migrant?", "Are you claiming under Defence Personnel Quota?", "Are you claiming under Political Sufferer Quota?", "Children of Sexually Exploited / HIV Infected /Devadasi", "Are you Child of Freedom Fighter?", "Are you a Person with Disability?", and "Are you a Gadinadu/Horanadu Kannadiga?". A "Back" button is on the left and a "Save & Continue" button is on the right.

## 6.3 Quota Details:

1. Select necessary Quota whichever is applicable to him/her.
2. Enter Document number and Upload the Documents.(Refer **Note**)

## Student Admission Details

Program Level:

- Personal Details
- Category / Special Category
- Quota Details**
- Previous Education Details
- Discipline and Fee Paid Details

**Quota Details**

**Note: Please merge multiple documents to 1 PDF before uploading (for any other special category)**  
**Upload File types allowed: PDF**  
**Maximum size limit for each uploaded file is 1 MB.**

**Are you claiming seat under any of the below listed Quota?**

Sportsperson / Athlete at the University / State / National Level?:  Yes  No

Sportsperson / Athlete at the University / State / National Level?:  Yes  No

NCC (Please Provide B/ C and any Other certificate):  Yes  No

NSS:  Yes  No

LCA (Literary & Cultural Activities):  Yes  No

Child of farmers who committed suicide:  Yes  No

Destitute Women:  Yes  No

Displaced Citizen (Nirashrutharu):  Yes  No

[Back](#) [Save & Continue](#)

## 6.4 Previous Education Details:

1. College admin should enter 10<sup>th</sup> Board name, Registration number and Total marks upon which Percentage is calculated automatically. System allows college admin to upload the Document from his/her Digilocker account.
2. If College admin selects PU board as Karnataka and enters Registration number and year of passing rest of the details will be auto fetched.
3. For other State board students they have to enter the details manually and System allows them to upload the Document from his/her Digilocker account.

## Student Admission Details

Program Level:

Personal Details Category / Special Category Quota Details **Previous Education Details** Discipline and Fee Paid Details

### Previous Education Details

#### 10th Standard Education Details

Board Name:

Registration Number:

Total Maximum Marks:

Total Maximum Marks:

Total Marks Obtained:

Overall Percentage:

Upload Your Marks Card:

#### 12th or Equivalent Education Details

Pre-University:

Registration Number:  Year of Completion:

Institution Name:  College Code:

Example: mar2020

#### Enter Subject-wise Marks

Sl.No.	Subject Name	Subject Type	Marks Obtained	Maximum Marks	Action
1	KANNADA	Language	78	100	Delete
2	ENGLISH	Language	55	100	Delete
3	PHYSICS	Core	95	100	Delete
4	CHEMISTRY	Core	86	100	Delete
5	MATHEMATICS	Core	90	100	Delete
6	BIOLOGY	Core	89	100	Delete

Total Marks Obtained:  Total Maximum Marks:  Overall Percentage:

## 6.5 Discipline and Fee Paid Details:

1. College admin should select the Program name, Discipline Core 1, Discipline Core 2, Open Elective subject and Languages from the Drop-down which are chosen by student.
2. College admin should enter the particular details and receipt on Fee collected from student and should click on Submit button.

- After submission student will be provisionally admitted to the college and System will generate the unique Registration number and same will be shared with student over SMS and email.

**Discipline Details**

Program Name:

Discipline Core 1:  Discipline Core 2:  Open Elective:

Language 1:  Language 2:

---

**Fee Paid Details**

Total Fee Amount:

Challan / Receipt No:

Actual Amount Paid:


Payment Date:


Upload:  No file chosen


## 7. List of admissions:

- System will display the list of students who got provisionally admitted to the college.

**UUCMS**  
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Government of Karnataka

  
SRI BASAVARA J BOMMAI  
Honourable Chief Minister  
Government of Karnataka

  
Dr. ASHWATH NARAYAN C N  
Hon'ble Minister of Higher Education,  
I.T., Science and Technology  
and Skill Development

Home | Academics | **Admissions** | 🔍

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**Student Admission Details**

Program Level:  Program Name:  Discipline Name:

Show  entries Search:

Sl. No.	Registration Number	Student Name	Discipline Core 1	Discipline Core 2	Open Elective	Language 1	Language 2	Created Date
No data available in table								

Showing 0 to 0 of 0 entries Previous Next