



UNIFIED UNIVERSITY AND COLLEGE MANAGEMENT SYSTEM

College Admin-User Manual

Version-1.1

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Prepared by:

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Table of Contents

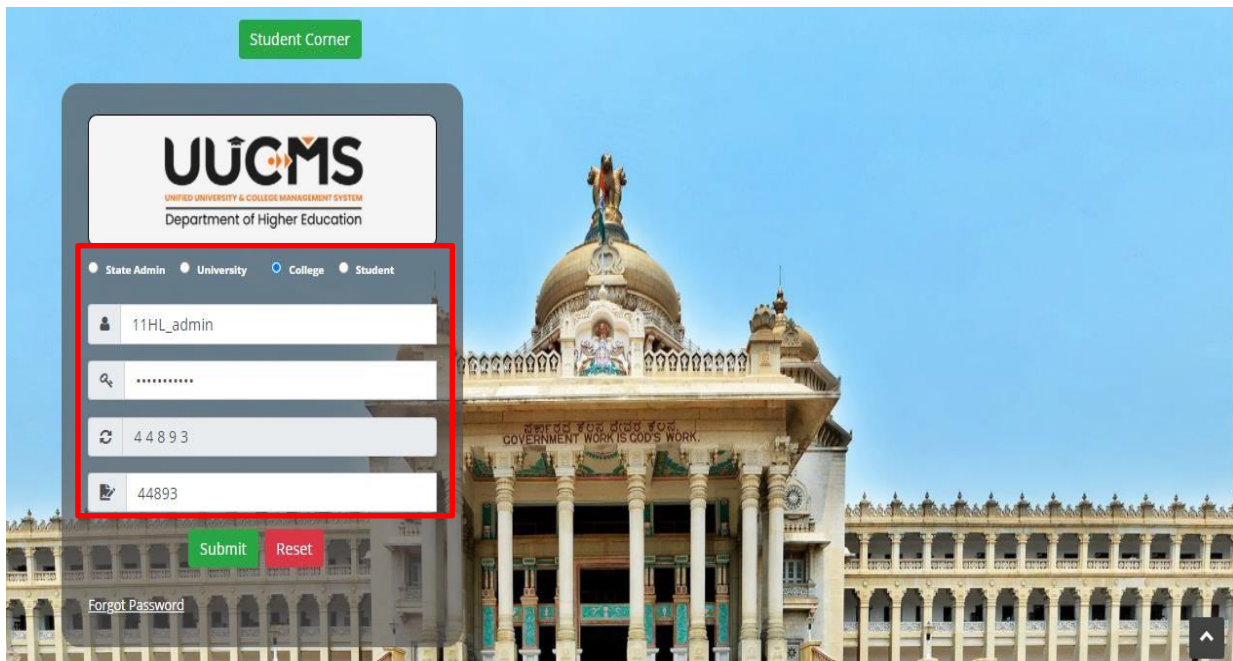
| | |
|--|-----------|
| UNIFIED UNIVERSITY AND COLLEGE MANAGEMENT SYSTEM..... | 1 |
| 1. College Admin Login | 3 |
| 2. View Program and Combination-wise approved intake: | 4 |
| 2.1 Map New Language :..... | 4 |
| 2.2 Map Second Language: | 5 |
| 3. Setup Seat Allocation Method (With intake): | 6 |
| 4. Bank Details: | 7 |
| 5. Fee Details: | 7 |
| 5.1 Fee Head Mapping:..... | 7 |
| 5.2 Setup Admission Fee Details: | 8 |
| 5.2.1 Aided/Un-Aided College: | 8 |
| 5.2.2 Government College: | 8 |
| 5.3 University Fee Details: | 9 |
| 6. Student Admission Details: | 10 |
| 6.1 Personal details: | 10 |
| 6.2. Category/Special Category:..... | 11 |
| 6.3 Quota Details: | 11 |
| 6.4 Previous Education Details: | 12 |
| 6.5 Discipline and Fee Paid Details..... | 14 |

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.



College Admin Details: Please Complete the following Steps in Sequence



2. View Program and Combination-wise approved intake:

2.1 Map New Language:

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.

Approved Program Intake

Show 10 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 |

2.2 Map Second Language:

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 University 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 University admin. Or University Nodal Officer.

Approved Program Intake

Map Language

Show 10 entries

Search:

| Sl. No. | Program Level | Program Name | Discipline | Approved Intake for Discipline Core | Approved Intake For Open Elective |
|----------------------------|---------------|--------------|------------|-------------------------------------|-----------------------------------|
| No data available in table | | | | | |

Showing 0 to 0 of 0 entries

Previous Next

Back

Language Mapping

Select Language:

SanSkriith

Add

| Sl. No. | Language Name | Language Short Name | Action |
|---------|---------------|---------------------|--------|
| 1 | Hindhi | HND | Delete |
| 2 | English | Eng | Delete |

Back

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.

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 | 350 | |
| Bachelor of Arts | GEOGRAPHY | 70 | 50 | Manual Allocation | Aided and Un-Aided | 100 | 100 |
| Bachelor of Arts | KANNADA | 140 | 100 | Manual Allocation | Aided and Un-Aided | 140 | 150 |

Save Back

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 Canceled 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.

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Government of Karnataka

Dr. ABHINAV K. SHARMA
Dr. ABHINAV K. SHARMA

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 |

Back

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 *

Select Program Level --Select-- Select-- None selected Add

| Sl.No | Program Level | Program Name | Program Type | Discipline | Action |
|-------|---------------|----------------------|--------------------|------------|---|
| 1 | UG | Bachelor of Commerce | Aided and Un-Aided | General | ✖ |

Applicable to category * Fee Type * Fee Head Name *

General Admission Fees Admission Fee

Gender *

Male

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

0 10000 500 Aided Seat ↶

Refund against Cancellation allowed? *

Yes No

Save Cancel

Refund against Cancellation allowed? *

Yes No

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

Amount 100 500

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: UG Program Name: UniversalDiscipline Discipline: Universal Fee Head: --Select-- [View Fees](#)

Show 10 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 | Universal | Tuition fee | Foreign National Fees | Male | Category I | 10000 | 90000 | 1000 | true | Percentage | 50 | 1000 |
| 2 | UG | UniversalDiscipline | Universal | Tuition fee | Foreign National Fees | Transgender | Category I | 10000 | 90000 | 2000 | true | Percentage | 50 | 1000 |
| 3 | UG | UniversalDiscipline | Universal | Tuition fee | Foreign National Fees | Female | Category II (A) | 10000 | 90000 | 2000 | true | Percentage | 50 | 1000 |
| 4 | UG | UniversalDiscipline | Universal | 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: UG

- [Personal Details](#)
[Category / Special Category](#)
[Quota Details](#)
[Previous Education Details](#)
[Discipline and Fee Paid Details](#)

Personal Details

Enter Karnataka PU Board Registration Number: 560001 Completion Year (Ex. mar2021): mar2020 [Fetch](#)

Candidate Name (Full Name as in Aadhaar): PRIYANKA H B Aadhar Number: 436469879686

Gender: Female Date of Birth: 08-09-2002

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

Father's Name: BASAVARAJU H N Father's / Mother's / Guardian's Mobile Number *: 9886628109

Mother's Name: SUMA B K Email Address: N

Guardian's Name: lavanya

Alternate Email Address: N Alternate Mobile Number: 5435465453
 Same as Primary Email Address Same as Primary Mobile Number

Permanent Address

Address: Jayanagar 7th Block Bangalore State: Karnataka

District: Bengaluru urban Taluk: Bengaluru east

Gram Panchayat / Ward: Kannamangala Village / Area: Kannamangala

Pincode: 561150

Current Address
 Same as Permanent Address

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.

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Government of Karnataka

SRI BASAVARAJ BOMMAI
Hon'ble Chief Minister
Government of Karnataka

DR. ASHWATH NARAYAN C N
Hon'ble Minister of Higher Education,
IT, BT, Science and Technology
and Skill Development

Home Academics Admissions

Student Admission Details

Program Level: UG

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

Category

Religion: Hindu

Category: Category II (A)

Caste: Ghadi

Family Income Per Annum (in INR): 55434

Are you Claiming Reservation/Benefits under above selected category?: Yes No

Special Category

Do you belong to Kalyana Karnataka?: Yes No

Are you claiming under Political Sufferer Quota?: Yes No

Are you a Rural Candidate?: Yes No

Children of Sexually Exploited / HIV Infected /Devadasi: Yes No

Kannada Medium: Yes No

Are you a Kashmiri Migrant?: Yes No

Are you Child of Freedom Fighter?: Yes No

Are you claiming under Defence Personnel Quota?: Yes No

Are you a Person with Disability?: Yes No

Are you a Gadinadu/Horanadu Kannadiga?: Yes No

Back Save & Continue

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 10th Board name, Registration number and Total marks upon which Percentage is calculated automatically. System allows college admin to upload the Document from his/her Digi locker 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 Digi locker 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

4. 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.
5. College admin should enter the particular details and receipt on Fee collected from student and should click on Submit button.
6. 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.



Student Admission Details

Program Level*: UG

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

Discipline Details

Program Name*: Bachelor of Arts

Discipline Core 1*: ECONOMICS Discipline Core 2*: EDUCATION Open Elective*: HISTORY Language 1*: KANNADA Language 2*: ENGLISH

No of seats available : 38 No of seats available : 46 No of seats available : 123

Seat Type*: Aided Seat Seat Type*: Un-Aided Seat

Fee Paid Details

Total Fee Amount*: 50000

Challan / Receipt No*: rgtrthh

Actual Amount Paid*: 50000

Payment Date*: 01-09-2021

Upload Challan / Receipt*: Choose File test.pdf

[Back](#) [Submit](#)