

UNIFIED UNIVERSITY AND COLLEGE MANAGEMENT SYSTEM (UUCMS)

User Manual for Academics Module

Version-2.0

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Prepared by:

Centre for Smart Governance (CSG)

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1. University Admin Login

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



- User should select the University radio button, enter the Login Credentials and Captcha code to Login the Portal.
- University admin Login Home page will be displayed.
- Steps highlighted are mandatory and should be executed in the sequence provided to proceed further.



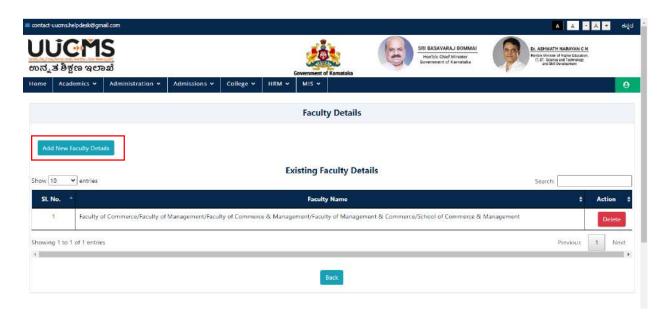
2. Administration

2.1 Map Faculty

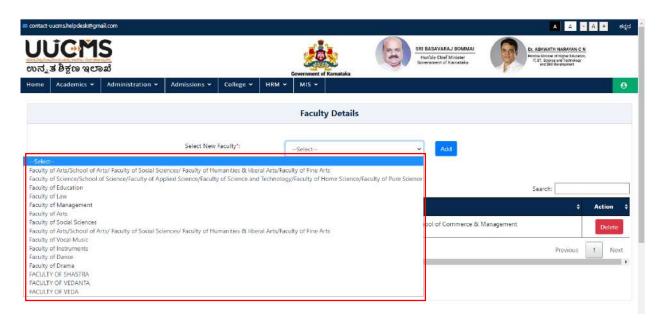
• In University Login go to Administration, Click on Faculty.



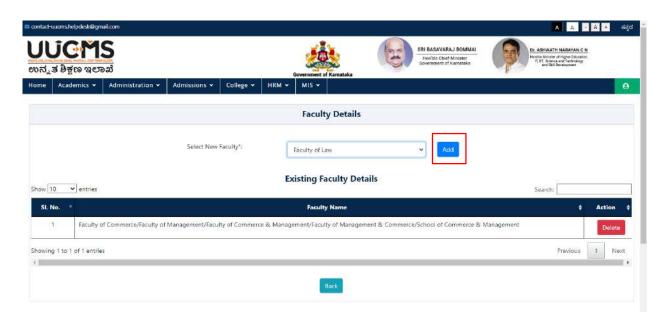
Click on Add New Faculty details.



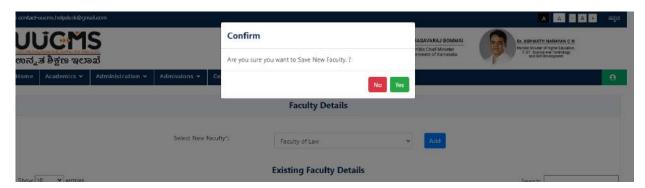
• Select new faculty form the dropdown menu.



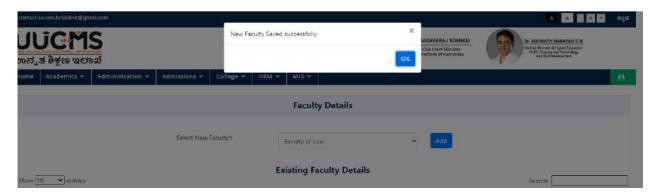
• Click on Add.



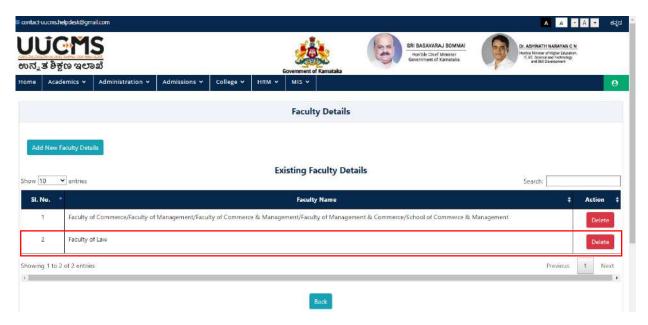
• Confirm Popup Message will displayed click on YES.



• Popup displayed click on **OK**.



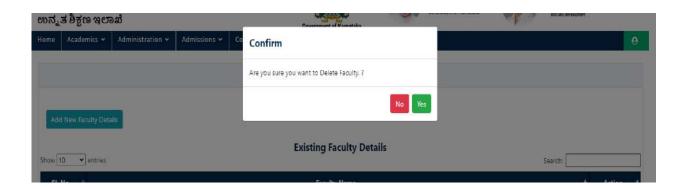
• Added Faculty details will be displayed in the grid.



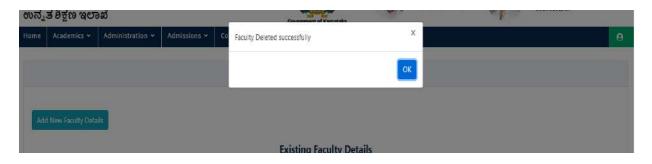
• Need to delete any of the record Click on Delete in Action Colum.



Confirm Popup Message will displayed click on YES.



• Popup displayed click on **OK**.

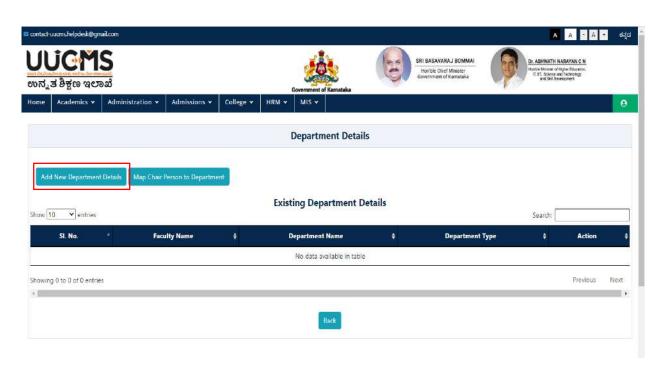


2.2 Department

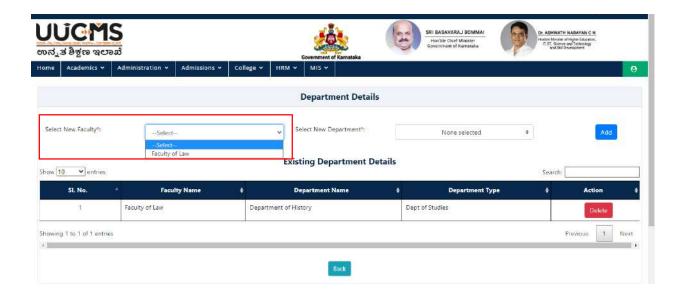
• In Administration, Click on Department.



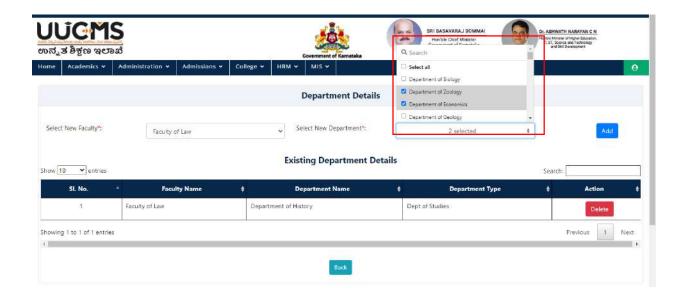
Click on Add New Department Details.



• Select New Faculty form the dropdown menu.



• Select New department from the dropdown menu.



• Click on Add.



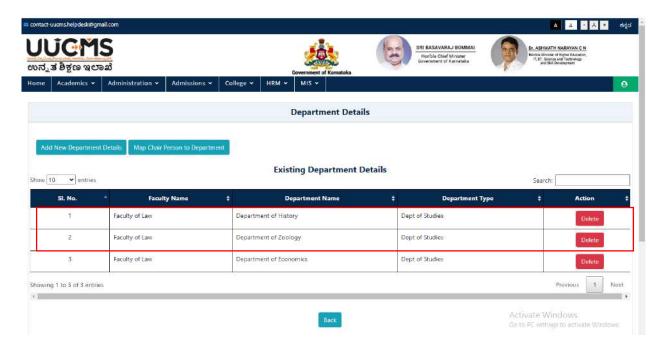
• Confirm Popup Message will displayed click on YES.



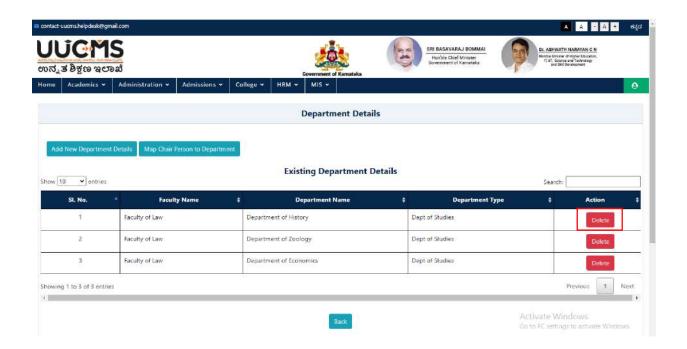
Popup displayed click on OK.



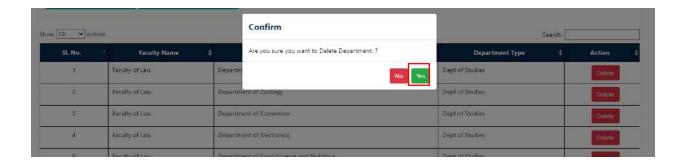
• Added department details will be displayed in the grid.



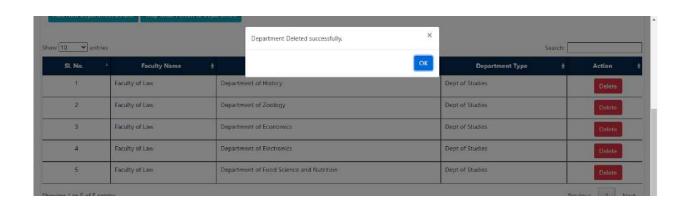
• To delete any of the record, click on Delete in Action Colum.



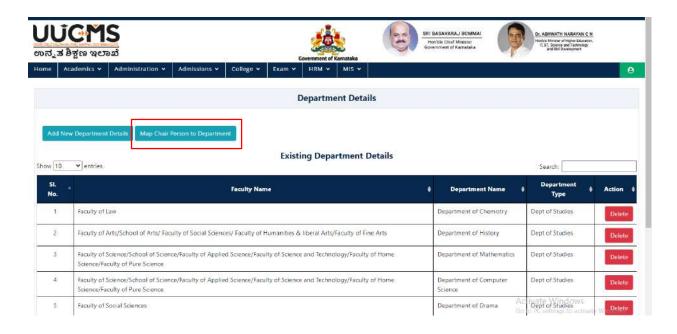
• Confirm Popup Message will displayed click on YES.



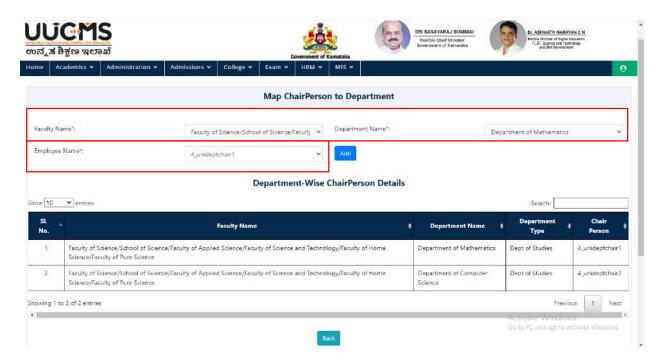
Popup displayed click on OK.



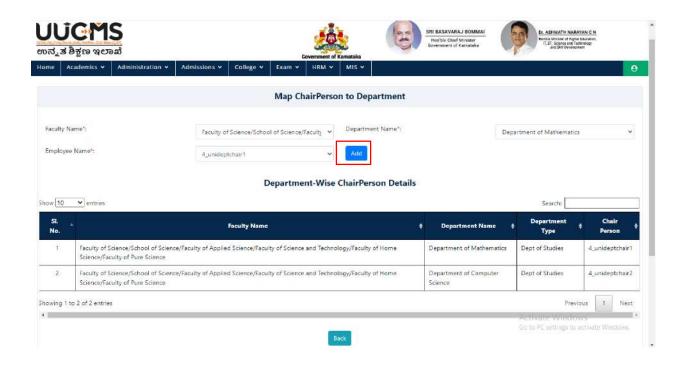
• Click on Map Chair Person to Department.



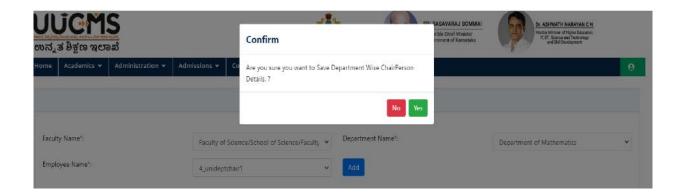
- Select Faculty Name, Department Name and Employee Name.
- Employee Name should be Register in HRM.



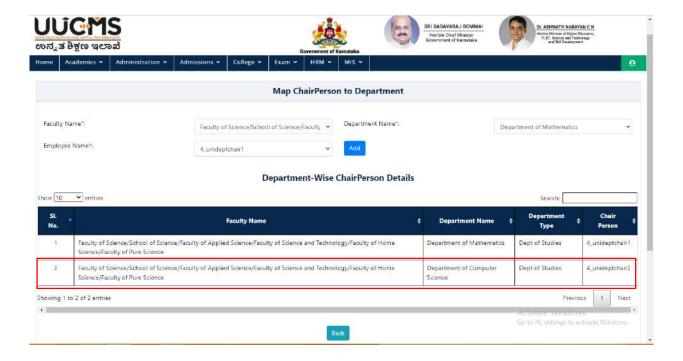
• Click on Add.



• Confirm Popup Message will display, click on YES.

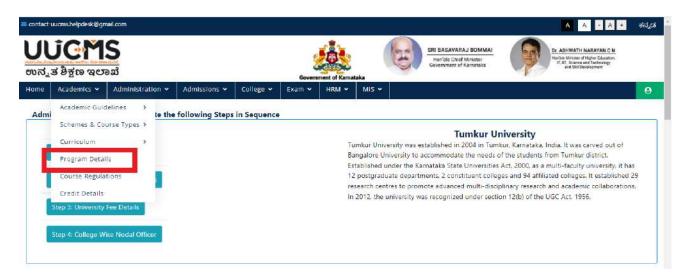


• Department-Wise Chairperson Details will be displayed in the grid.



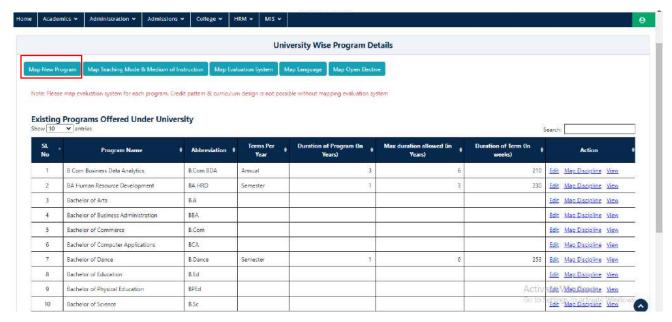
3. Program details

Move the Cursor on Academics, Click on Program Details.

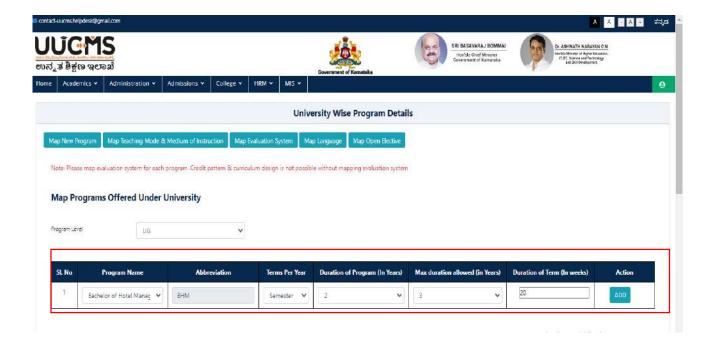


3.1 Map New Program:

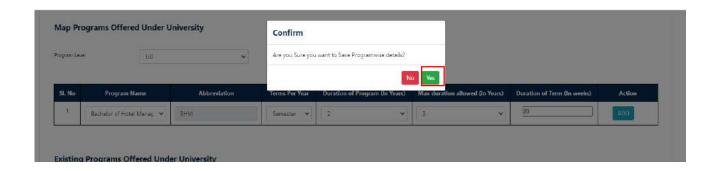
• If Admin wish to Map New Programs, click on Map NEW program button



- Select Program Level as UG.
- Select Program Name, Terms per year, Duration of Program, Max Duration Allowed, Duration of Term.
- Click on Add.



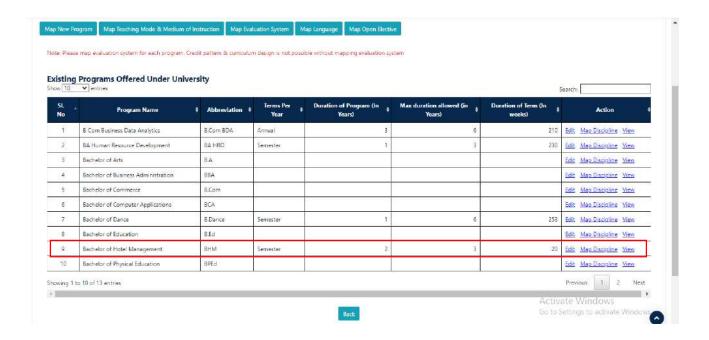
Confirm Popup message will display, Click on YES



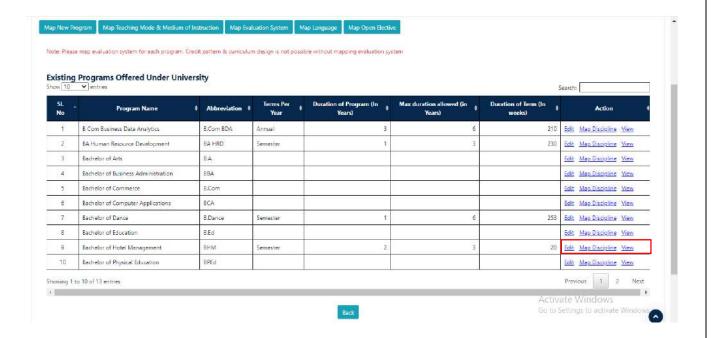
Pop Up Message will display click on OK



- Newly Added Programs will be displayed in Existing programs offered under university grid.
- There is NO provision to DELTE the programs and discipline after adding.

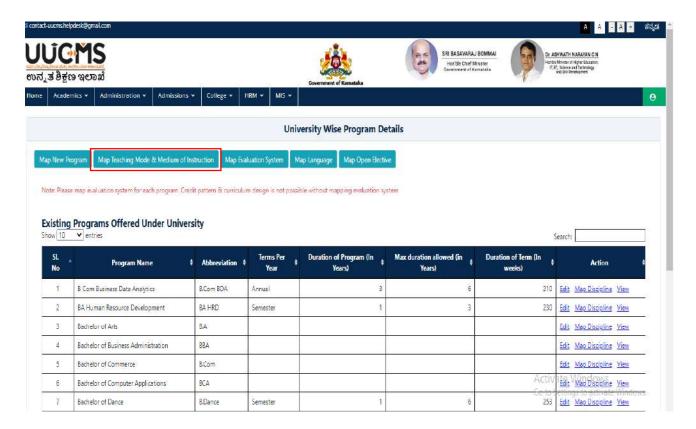


- The recently mapped programs are displayed in existing programs offered under university grid
- Modifications can be done by clicking on "Edit" button
- "View" button enables the user to list out all disciplines for that particular program.
- "Add" button enables the user to map (to their university) the disciplines setup by the state admin for that program.

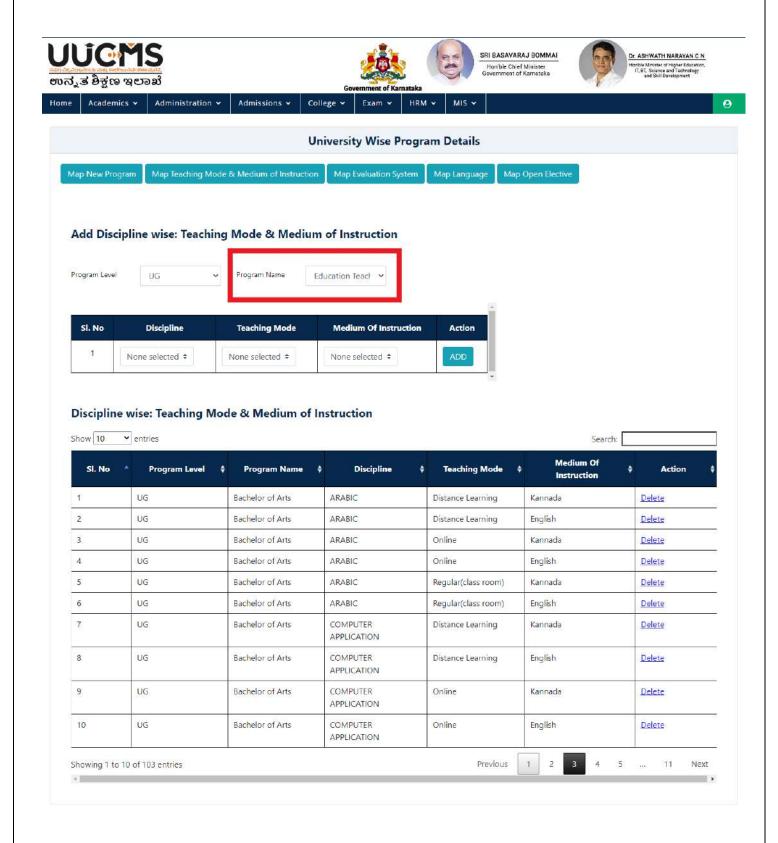


3.2 Map Teaching Mode & Medium of Instruction

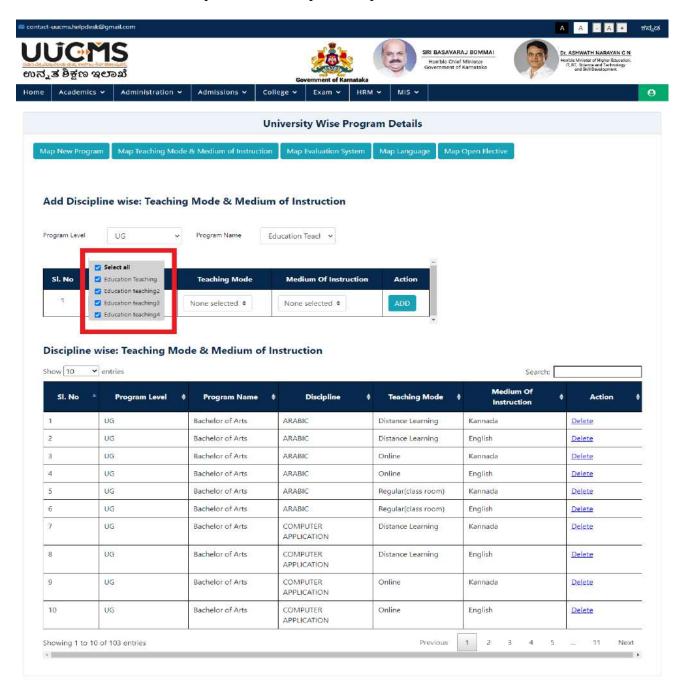
• Click on Map Teaching Mode & Medium of Instruction.



- User Select the Program Level as UG from Dropdown List
- User Select the Program Name from Dropdown List



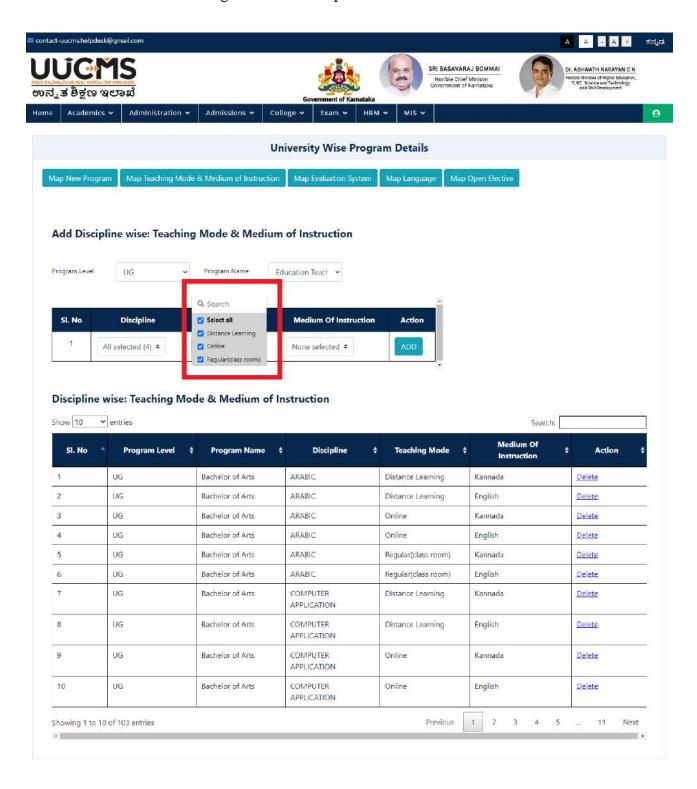
• User Select the Discipline from Discipline Drop Down List



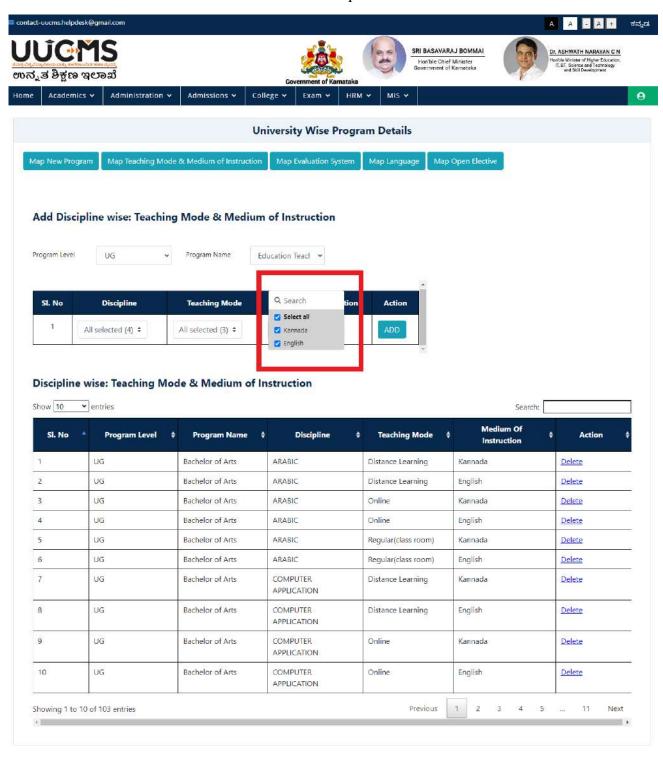


Designed & Developed by Centre for Smart Governance (V_ADM_1.8)

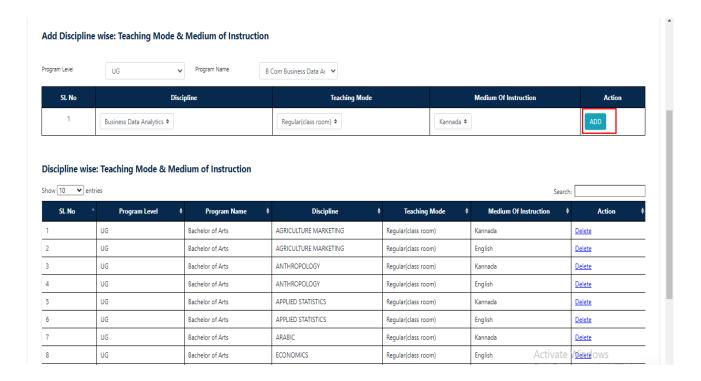
• User Select the Teaching Mode from Drop down List.



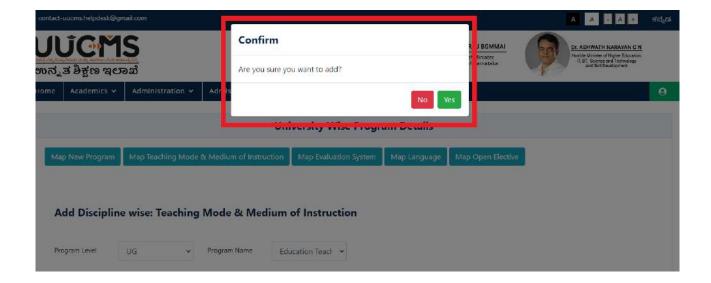
• User Select the Medium of Instructions from Drop Down List



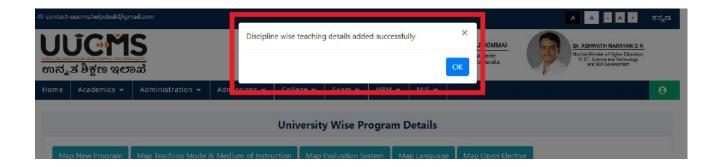
• Click on ADD.



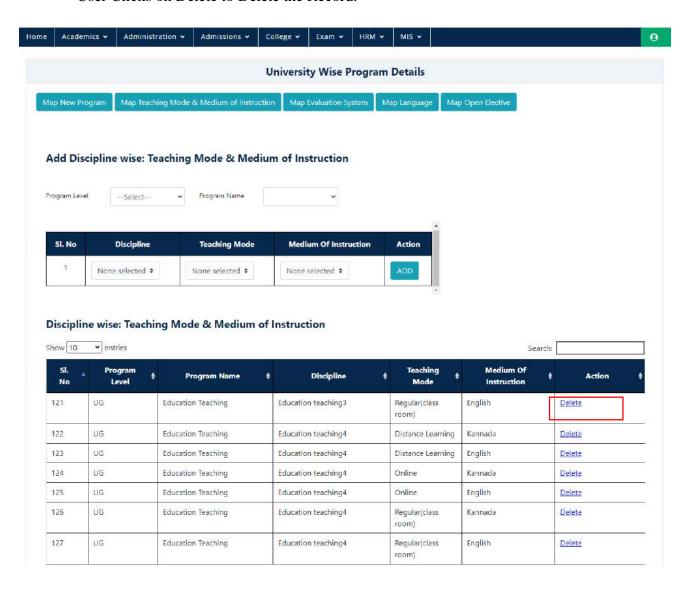
Confirm Popup message will be displayed Click on YES.



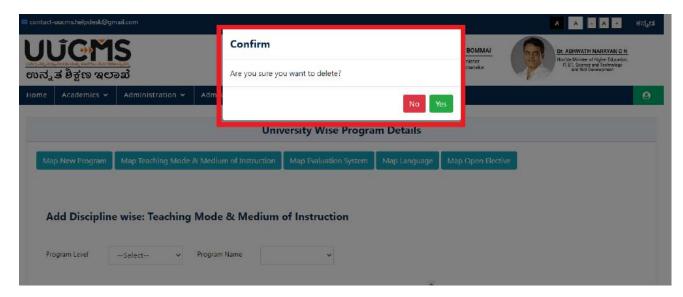
- Popup Message will be displayed.
- Click on OK on Success Message.



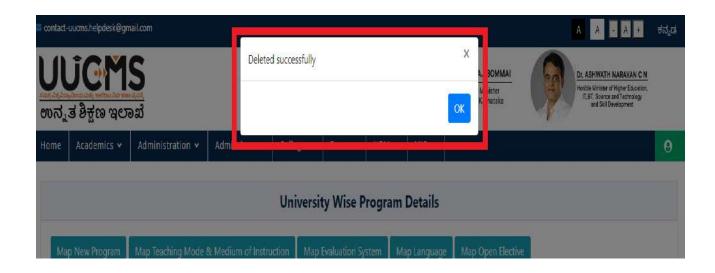
User Clicks on Delete to Delete the Record.



• User Clicks on Yes On Delete POPUP Message

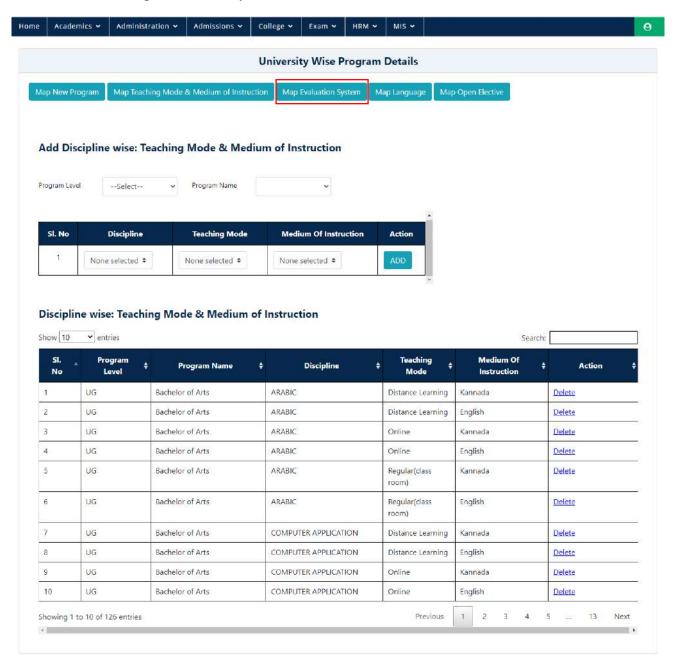


• User Clicks on Ok On Delete Success POPUP Message

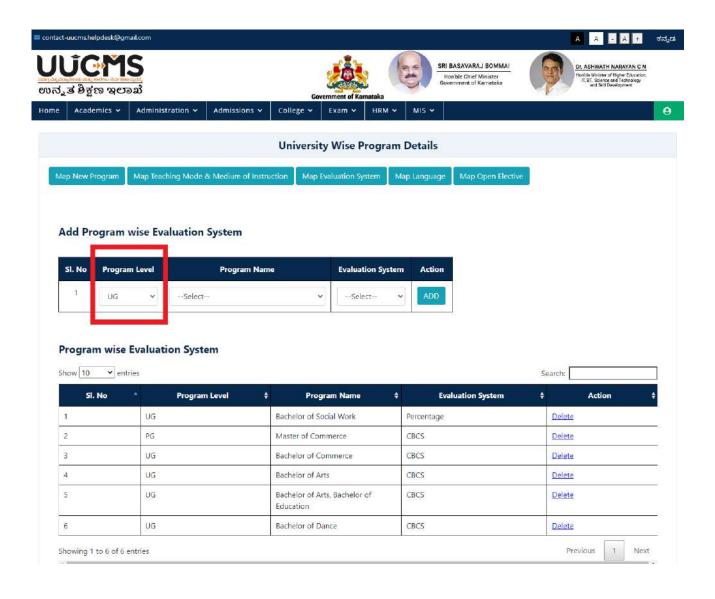


3.3 Map Evaluation System

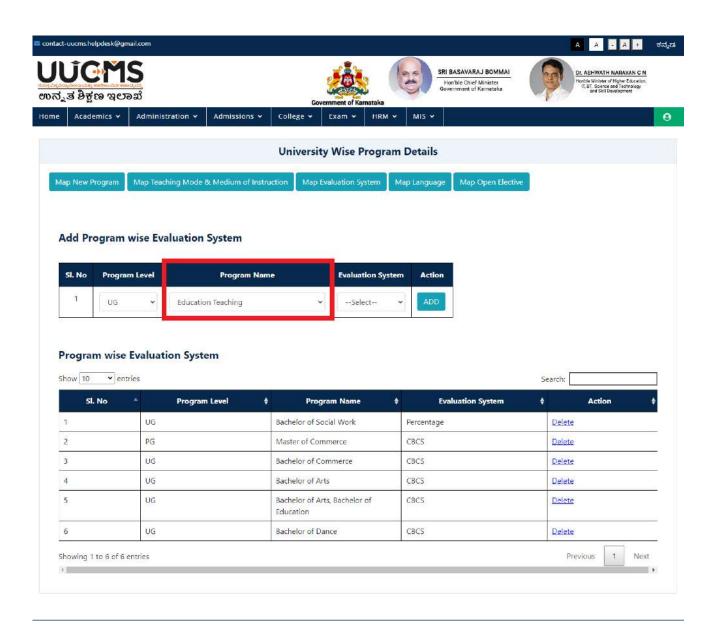
Click on Map Evaluation System



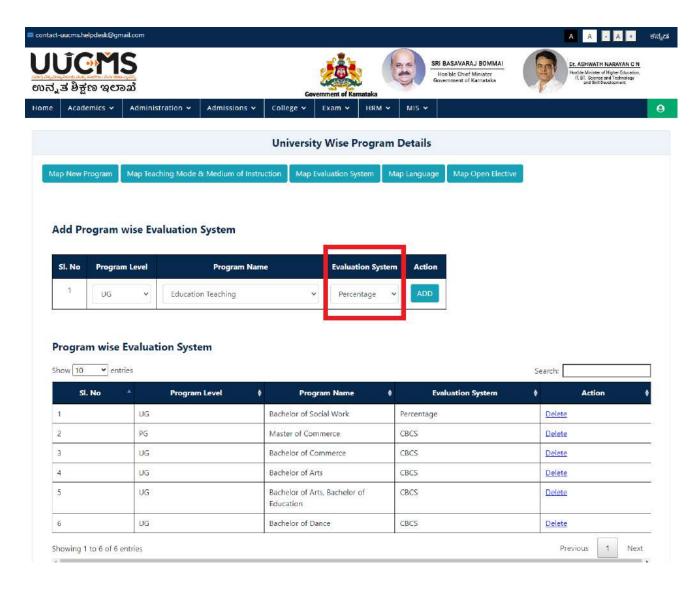
• User Select the Program Level as UG from Dropdown List



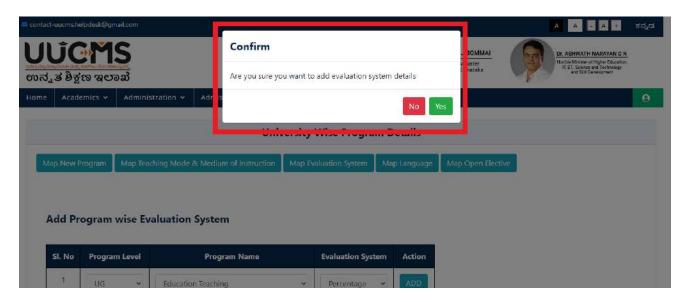
• User Select the Program Name from Dropdown List



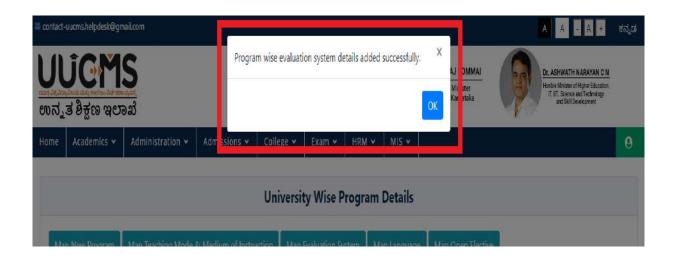
- User Select the Evaluation System from Dropdown List
- User Click on Add Button



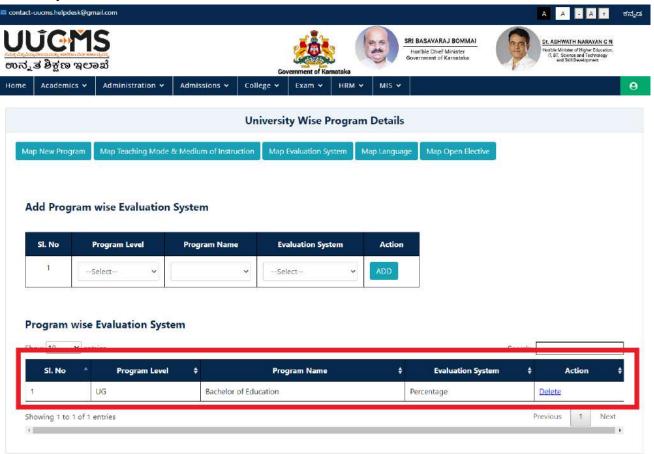
• User Click on Yes On POPUP Message



• User Click on **OK** On POPUP Message



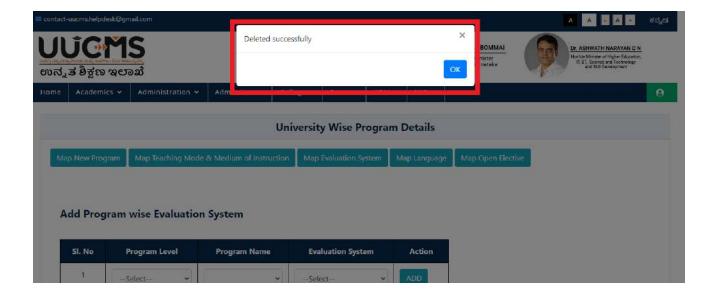
• User clicks on delete in action field in table grid to delete Program wise Evaluation System.



• User clicks Yes to delete Program Wise Evaluation System.



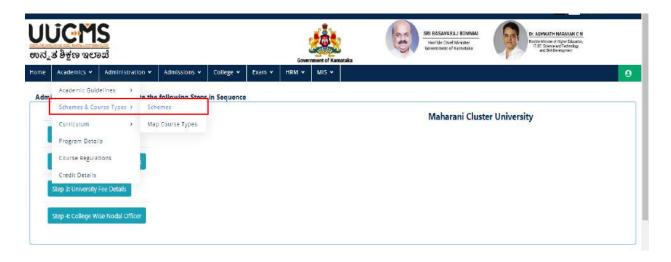
• User Clicks On Ok on Popup Message to delete the Program Wise Evaluation System



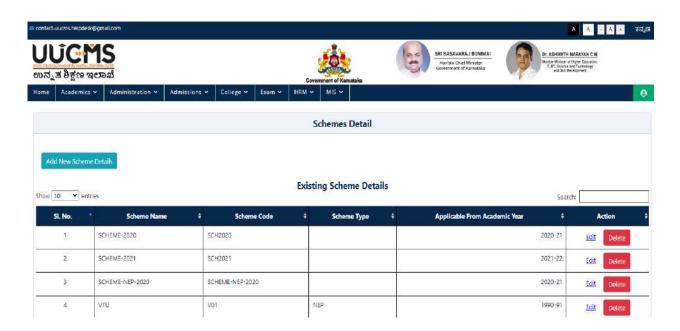
4. Schemes and Course Type

4.1 Schemes

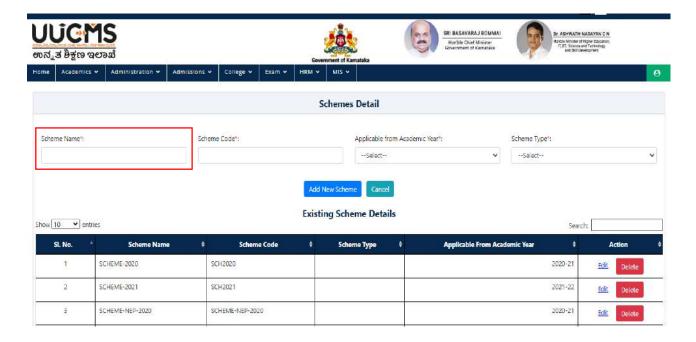
• In Academics, go to Schemes & Course Types and Select Schemes.



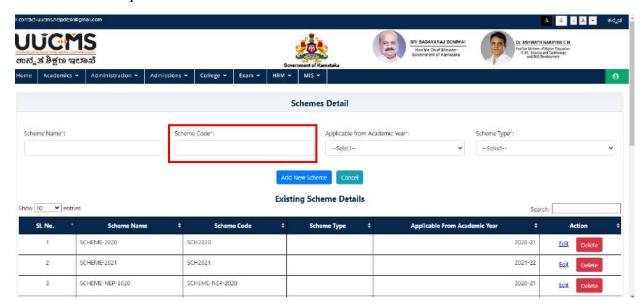
• Select Add New Schemes



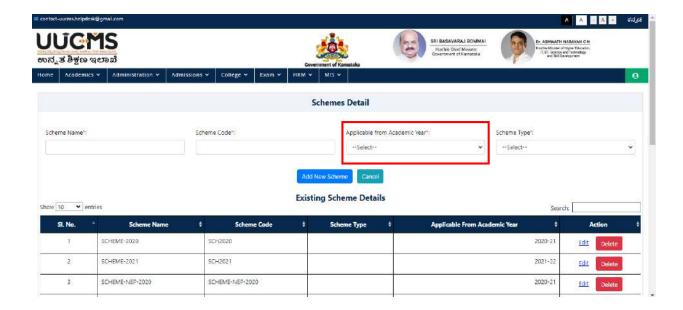
• Enter Unique Scheme Name



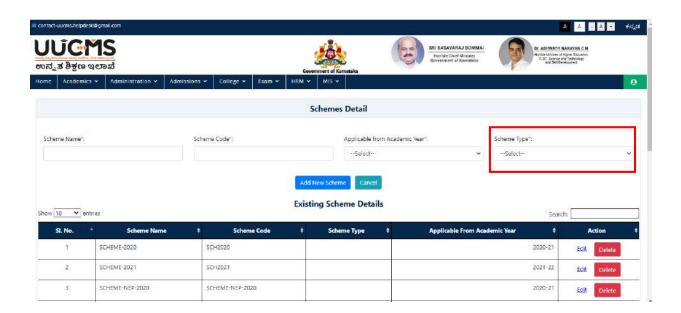
• Enter Unique Scheme Code.



• Select Academic Year from the dropdown.



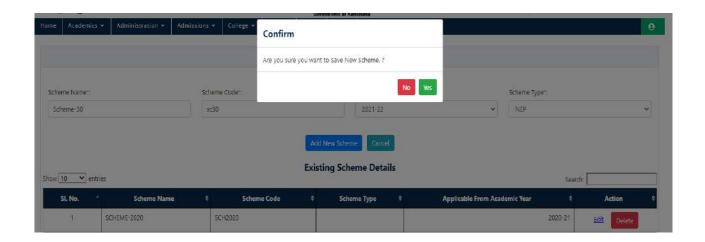
• Select Scheme Type from the dropdown.



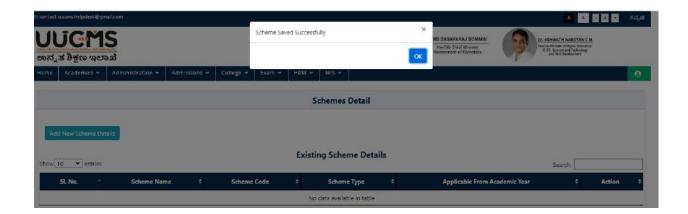
Select Add New Scheme button to save.



- A Popup Message Will appear for Conformation before saving the **New Scheme**.
- Click on YES.



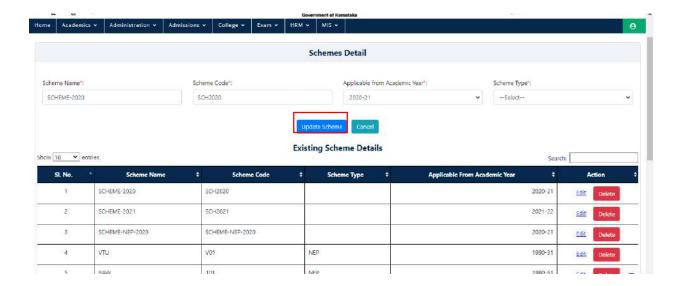
• A Popup Message Will appear for saving the **New Scheme**.



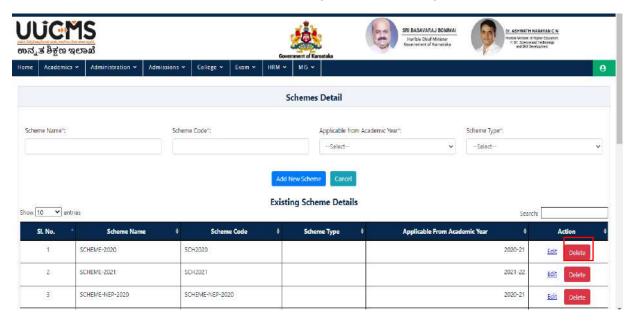
- Edit/ Update The Existing Schemes.
- Click on **Edit Button** on Scheme Details Page.



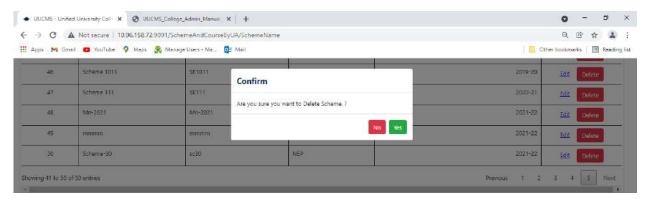
• Enter all the Required Data and Click on Update Button to save the data.



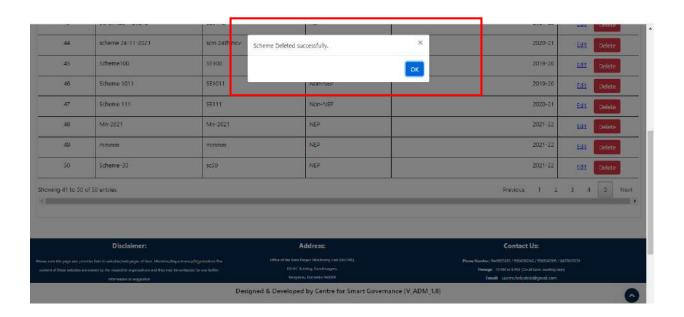
- Delete The Existing Schemes.
- Click on Delete Button on Scheme Details Page to delete Existing data.



• Popup Message will appear for Conformation before deleting data, Click on OK.



• A Popup Message Will appear for Successful Deletion.

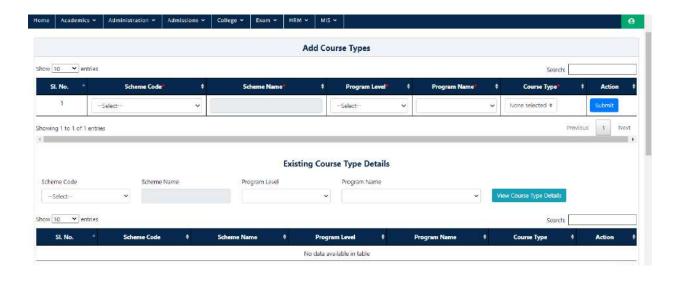


4.2 Map Program and Course Type

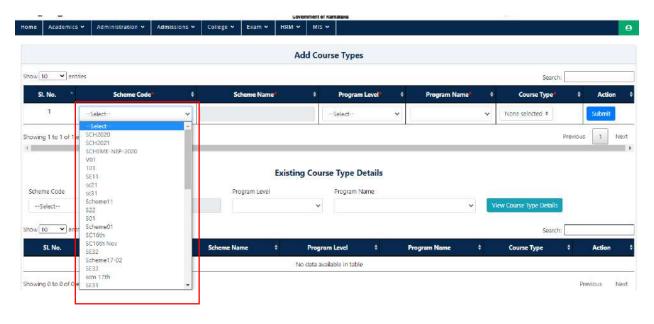
• Select Map Program and Course Type.



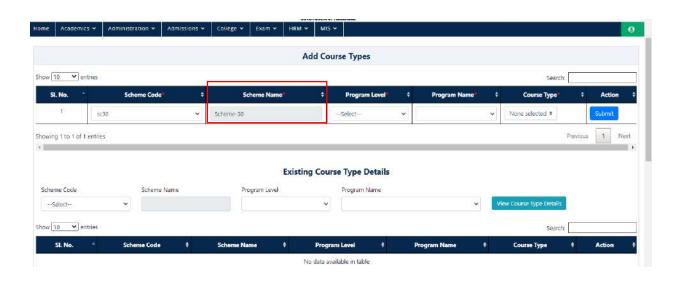
To ADD New Course Type



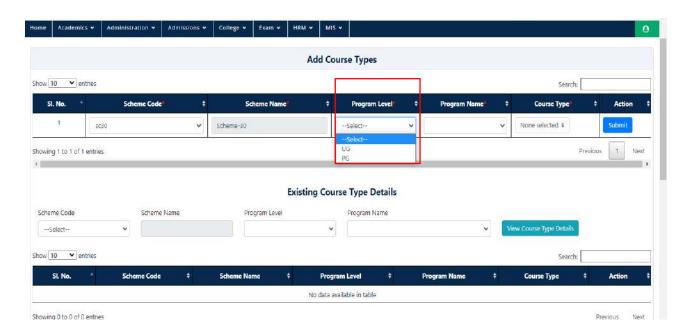
• Select the Scheme.



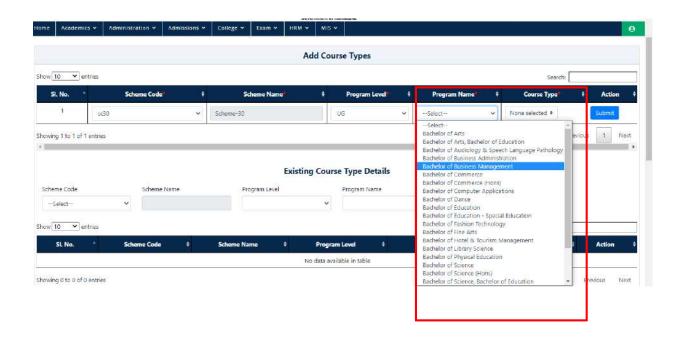
• Scheme Name Is Dependent on Scheme Code Which auto fills.



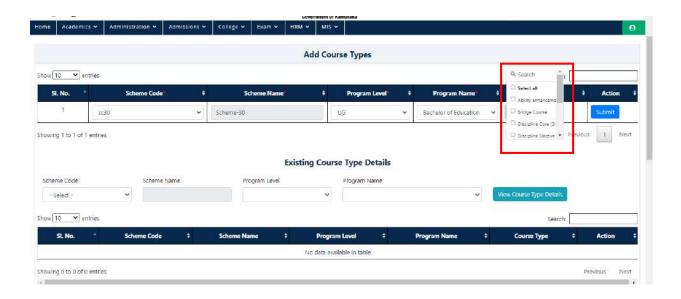
• Select Program Level.



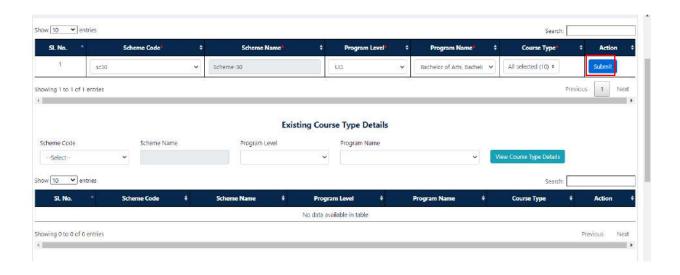
• Select Program Name Which is dependent on Program Level.



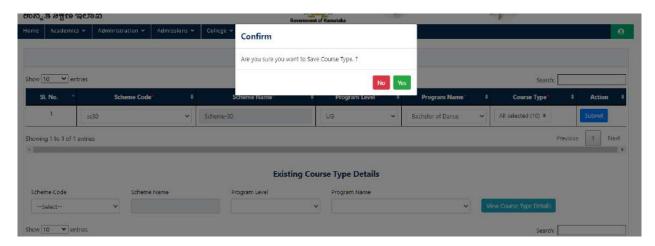
• Select Course Type Which is dependent on Program Name.



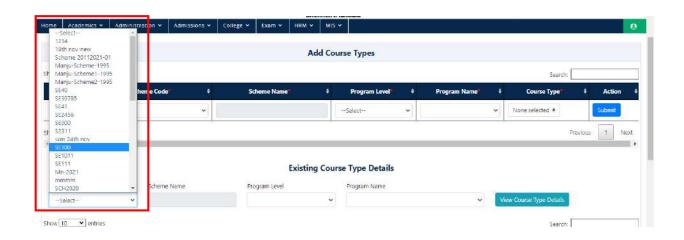
• Select **Submit** Button to Save.



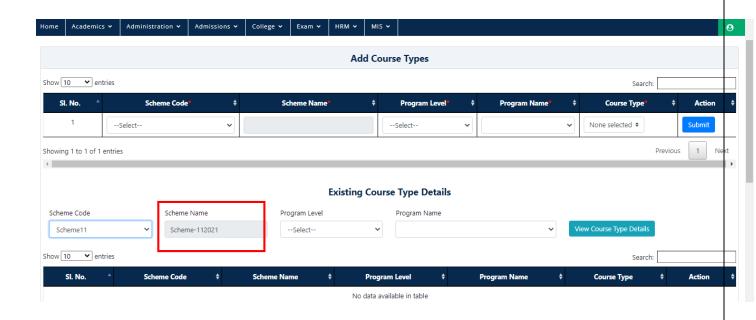
• A Popup Message Will appear for Conformation to Save.



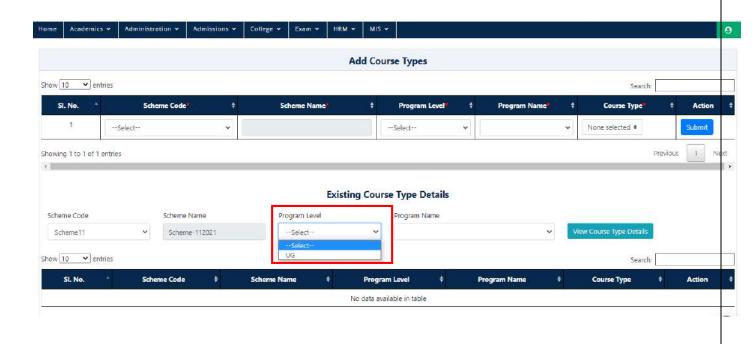
- To View the Existing Course Type.
- Select Scheme Code



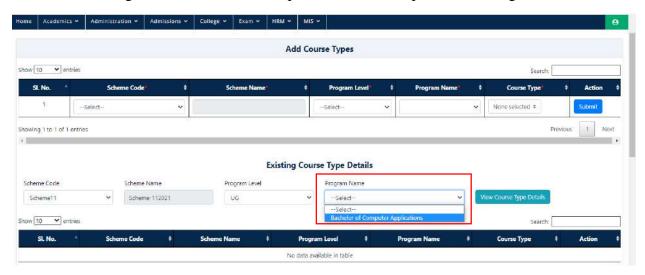
• Scheme Code Will Auto fill which is Dependent on Scheme Name.



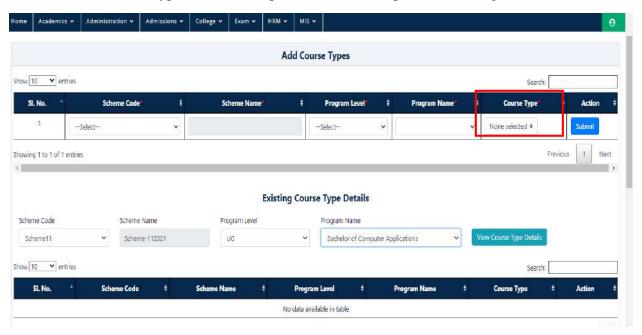
• Select Program Level.



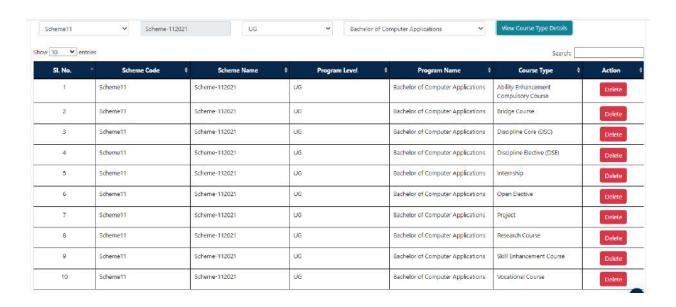
• Select Program Name from the Dropdown which is Dependent on Program Level.



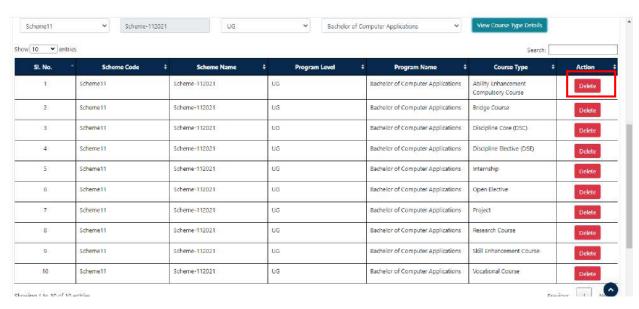
• Select Course Type from the Dropdown which is Dependent on Program Name.



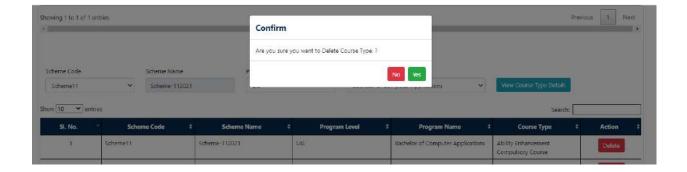
• All the Course Types will be displayed.



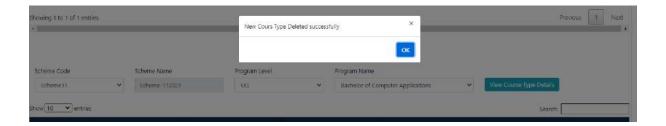
• Select Delete Button to delete any Course Type.



- A Popup Message Will appear for Conformation before delete.
- Click on YES.



• A Popup Message Will appear for Successful Deletion.



• Any Course Types Which Are left-out can be added individually or Selecting multiple.



- Popup Message Will appear for Conformation Before Saving.
- Click on YES.



5. Course Regulations

Addition/Update of Course regulations by department chairperson

• Login of University Admin, you will be displayed the following Home screen



• Select the **Academics** Menu at the top left.



• Select the 'Course Regulations' option from the dropdown.



• Click on 'Add New Course/Paper Details'.

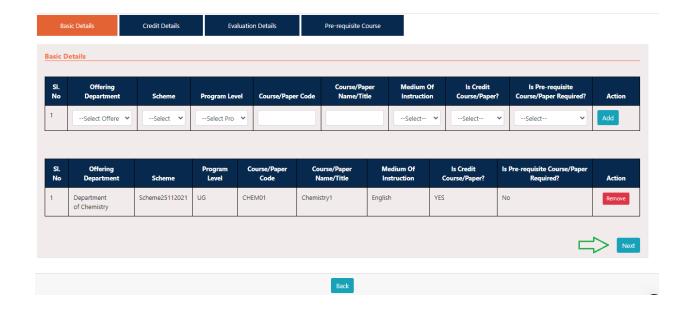


• Fill all the mandatory fields & Click 'Add'

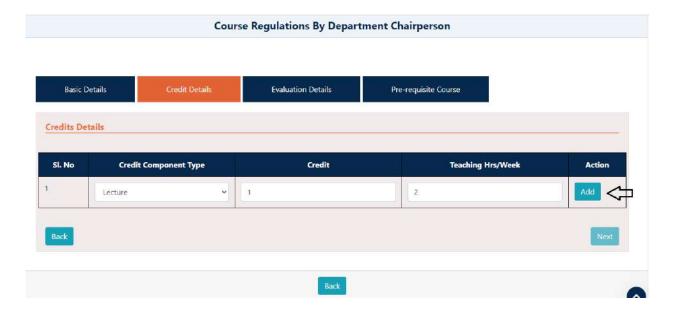


• Verify the entered details if wrong click 'Remove' else Click 'Next' button to proceed further.

Note: Repeat the same procedure for adding more course/paper details.

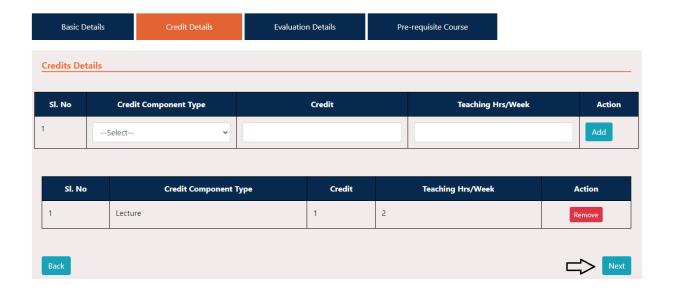


• Enter the Credit details & Click 'Add'

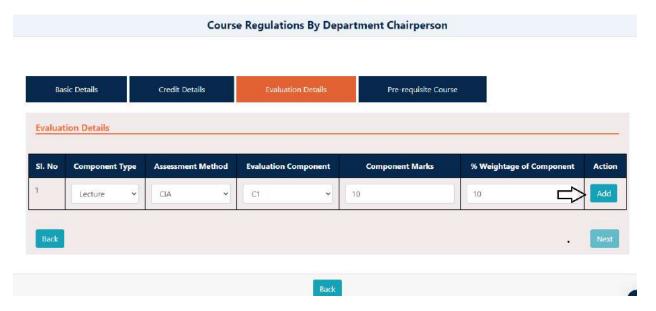


• Verify the details added if wrong click 'Remove' else Click 'Next' button to proceed further or click 'Back' button to go back

Note: Repeat the same procedure for adding more course/paper details

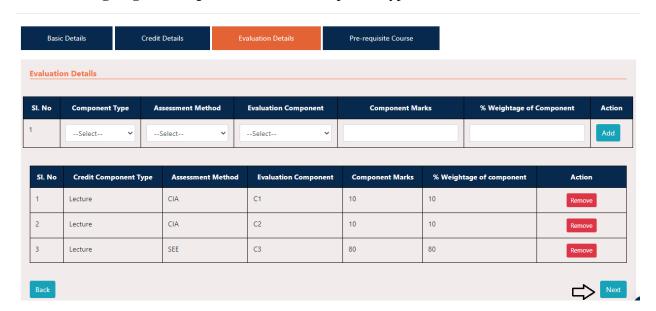


• Enter the Evaluation Details and Click 'Add'.



• Repeat the same steps, if you are adding evaluation details for multiple components and click 'Next'

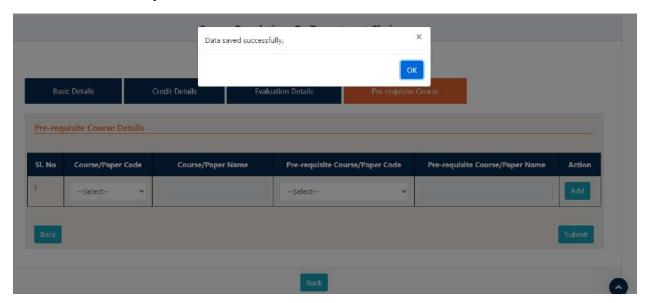
Note: '%weightage of component' for each component type should be 100.



• Click directly 'Submit' button in the Pre-requisite tab

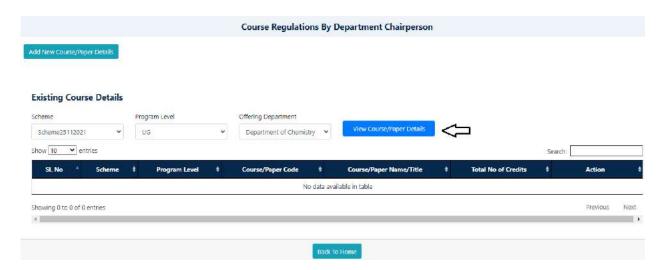


• Once you click Submit option a pop-up will be displayed with success message as 'Data Saved Successfully'

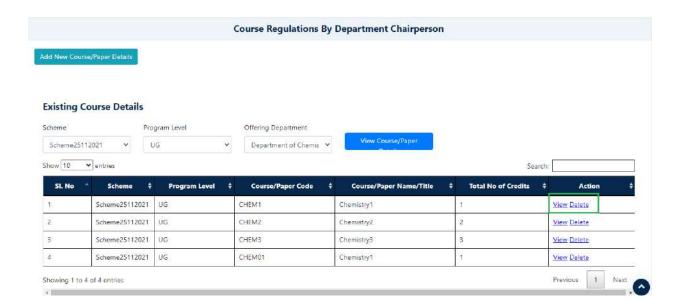


So, this will complete the procedure for Adding Course/Paper details

- For viewing the course/paper details added
- Select the Scheme that you used for adding course/paper details
- Select the Program Level & Offering Department

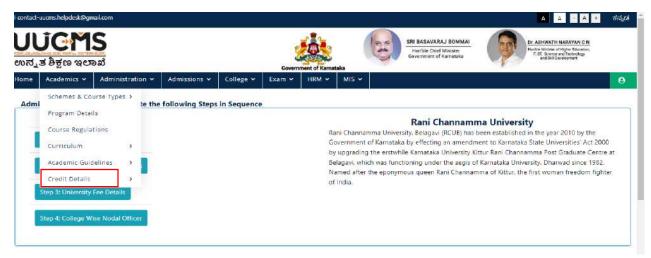


- Then click 'View course/paper details' option.
- Once you click 'View course/paper details' you'll be displayed the fallowing screen
- Where you can view each course details by clicking 'View' option and click 'Delete' option to delete the course



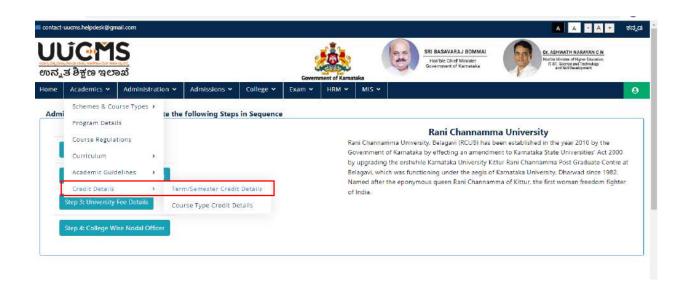
6. Credit Details

Select Credit details drop down in Academics.

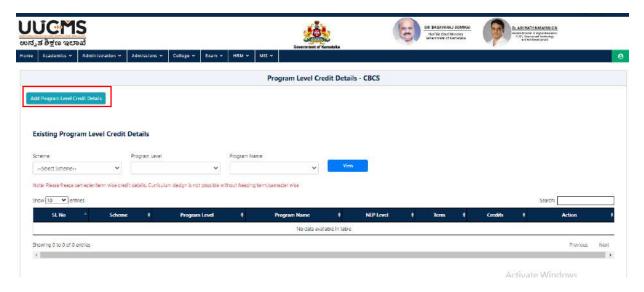


• Credit details page is displayed- Click on Term/Semester details.

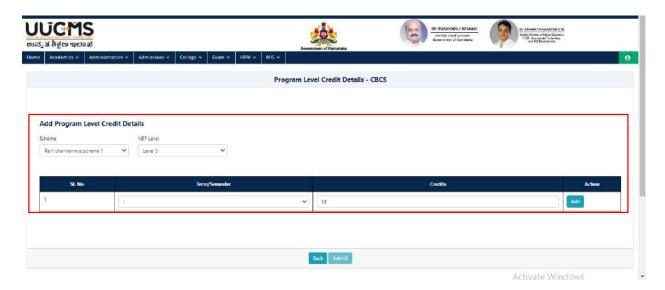
6.1 Term/Semester Details



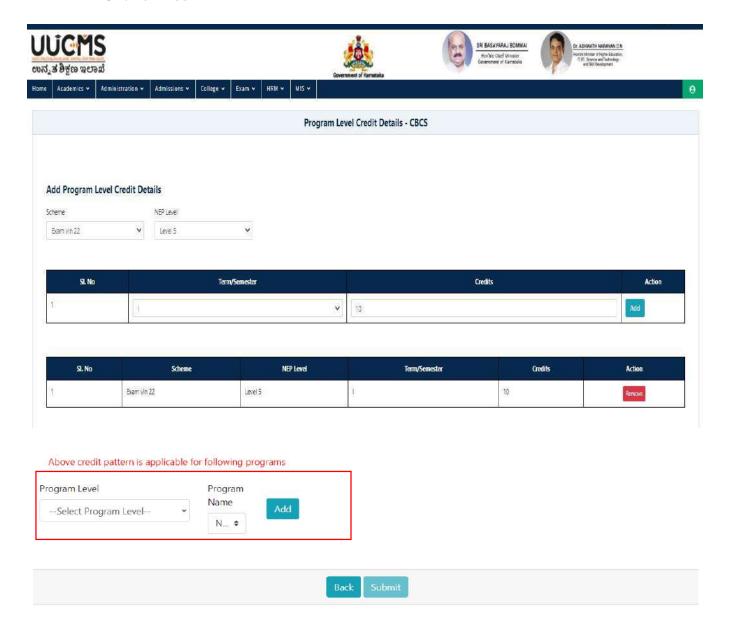
• Click on Add Program Level Credit Details.



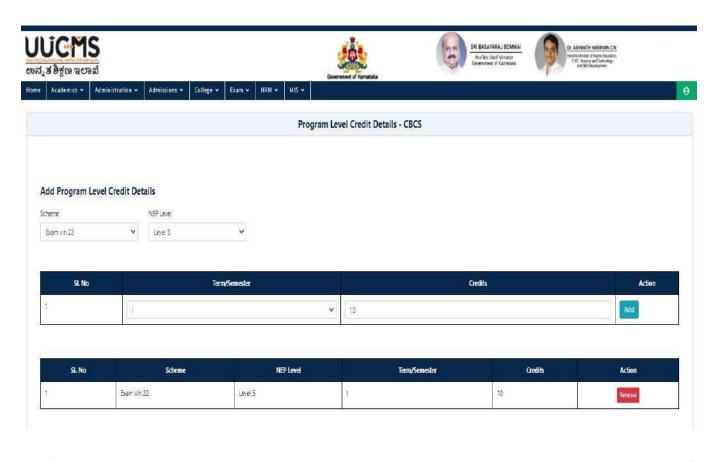
• Select Scheme, NEP Level, Term and Credits



- Click on Add button in Action Colum.
- Select Program Level and Program Name.
- Click on Add

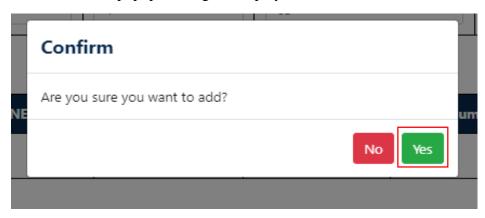


• Click on Submit.





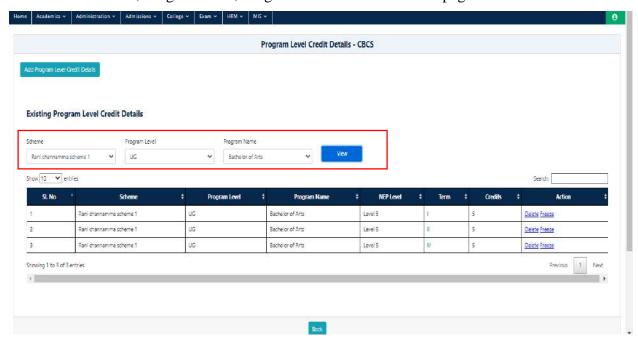
• Confirm popup Message is display, Click on YES.



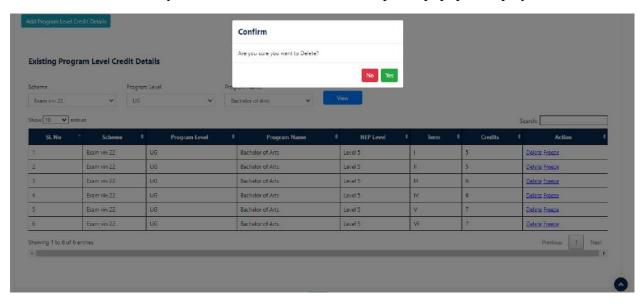
• Popup displayed click on OK.



- To View Existing Program Level Credit Details.
- Select scheme, Program level, Program name in credit details page and click on View.

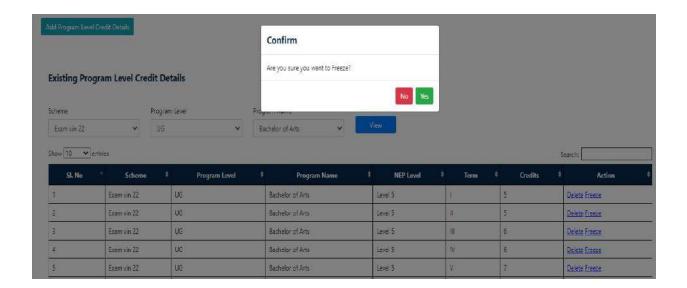


• Need to delete any of the records Click on Delete option, popup is displayed.



- After Click on Freeze option, Respective Scheme will freeze.
- Click on YES.

Note: Please freeze semester/term wise credit details. Curriculum design is not possible without freezing term/semester wise.

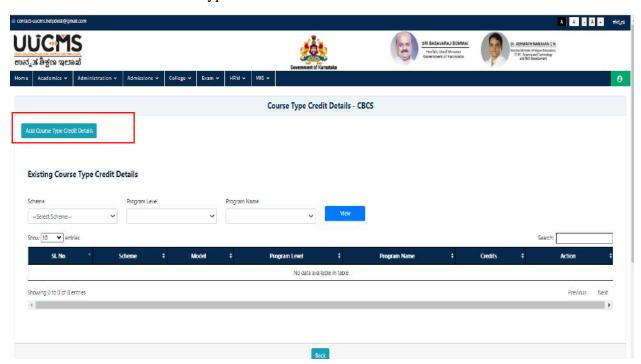


6.2 Course Type Credit Details

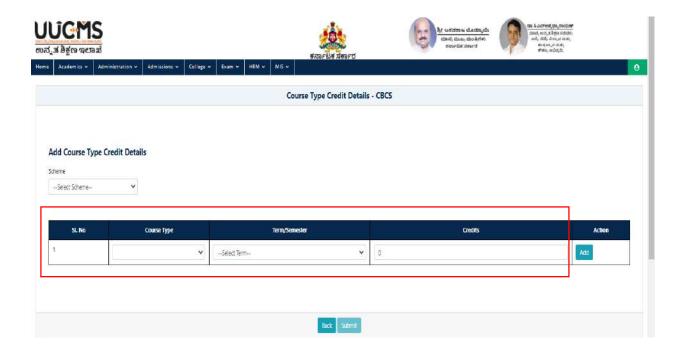
• In Academics, go to Credit Details Select Course Type Credit Details.



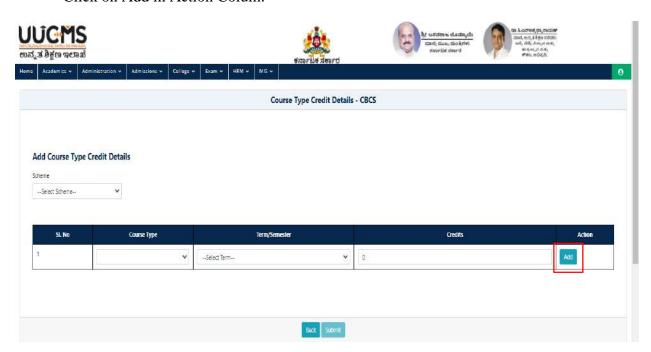
• Click on Add Course Type Credit Details.



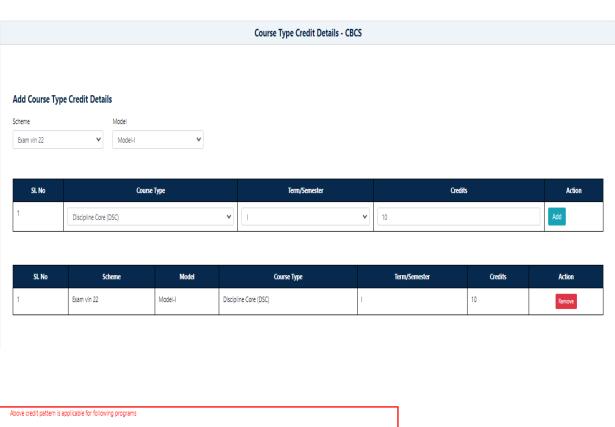
• Select Scheme, Course type, term and Credits.

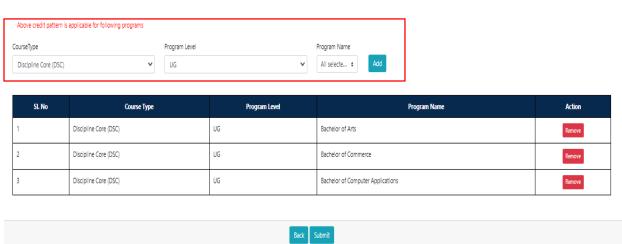


• Click on Add in Action Colum.

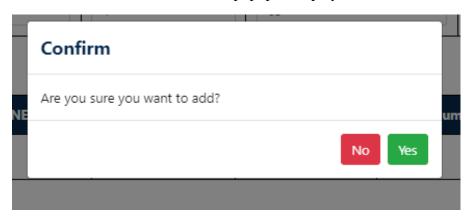


- Select Course type, program level and program name and click on Add.
- Click on Submit.





• After click on Submit confirm popup is displayed, Click on YES.



• To find Existing course type credit details Select Scheme, Program Level, Program name and click on view.

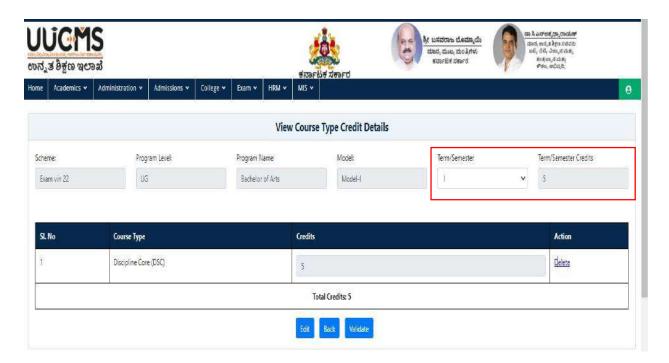


• Click on View in Action Column.

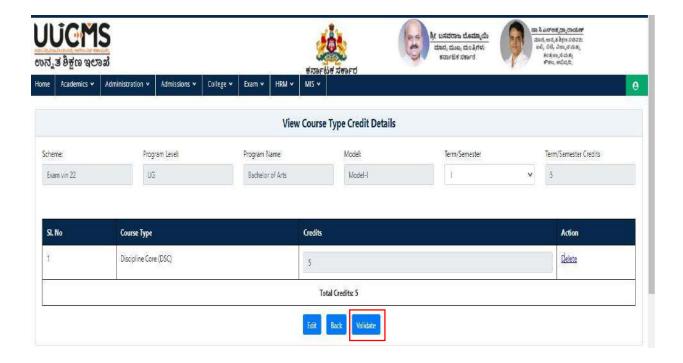


• View Program Level Credit Details page is displayed. Enter Term/Semester and Term/Semester credits.

Note: Term/Semester Credits and Total Credits should be same.



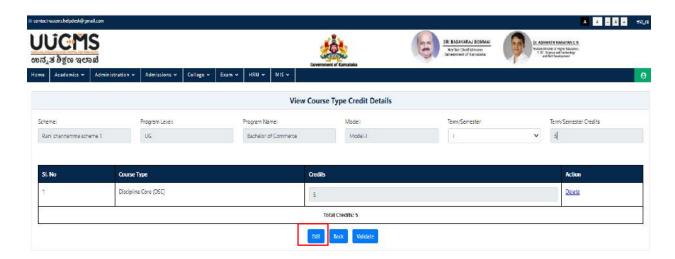
• Click on Validate Confirm Popup is displayed.



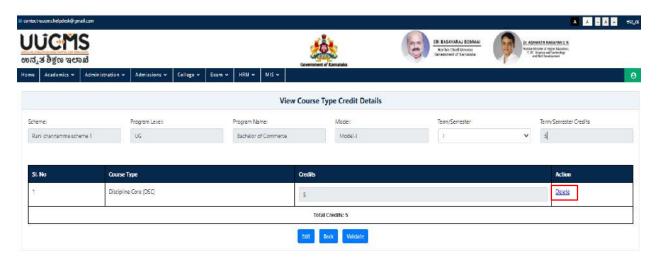
• Confirm Message will be displayed, Click on YES.



• If we want to Edit the View course type Credit details, click on Edit Option.



• Click on Delete in action column to delete the credit details and get Confirm Popup will be displayed.



• Confirm Message will be displayed, Click on YES.



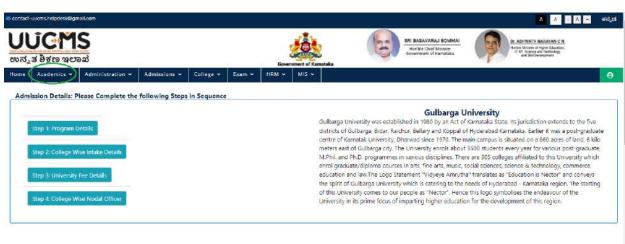
7. Curriculum

Addition/Update of Curriculum Details by department chairperson

• Login of University Admin, you will be displayed the following Home screen



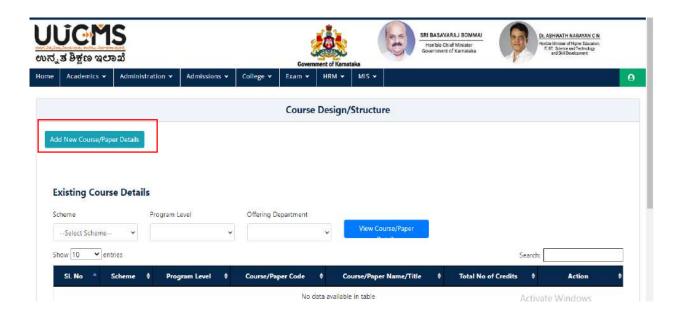
• Select the **Academics** Menu at the top left



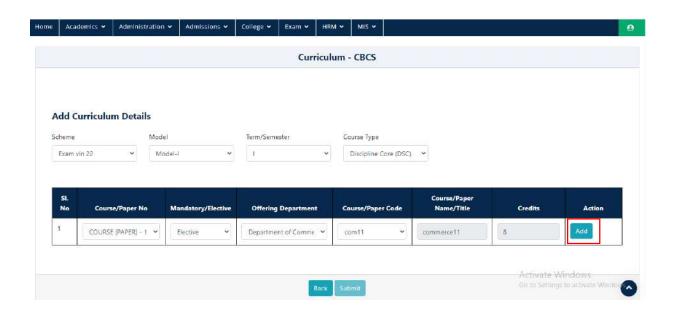
• Select the 'Curriculum' option from the dropdown then click on 'CBCS' option



Then click on 'Add New Course/Paper Details'



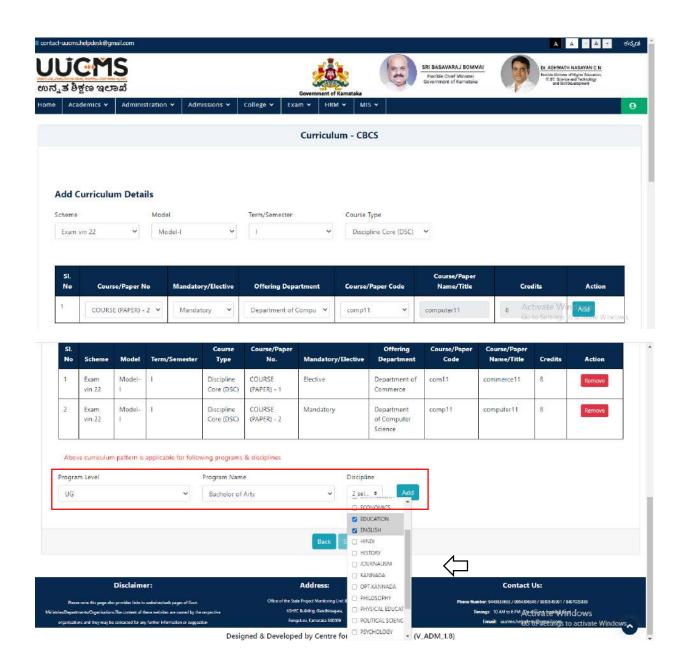
• Enter all the details and Click 'Add'



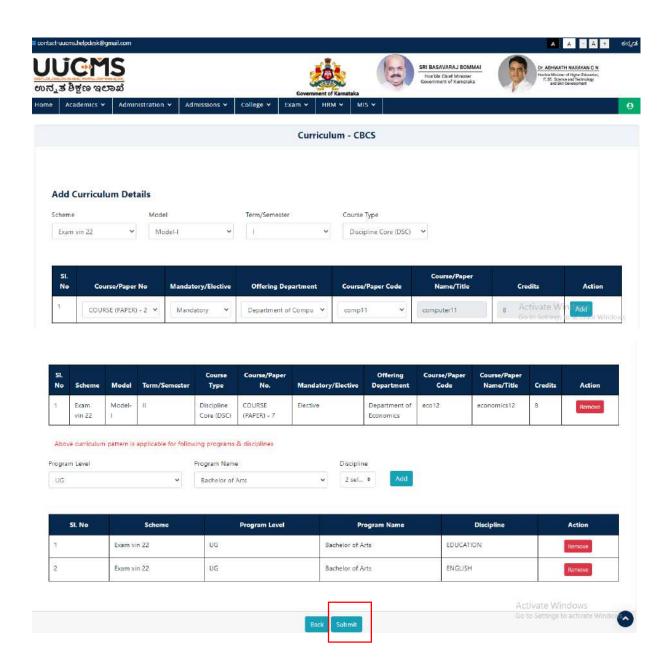
• Repeat the same steps for adding more courses/papers



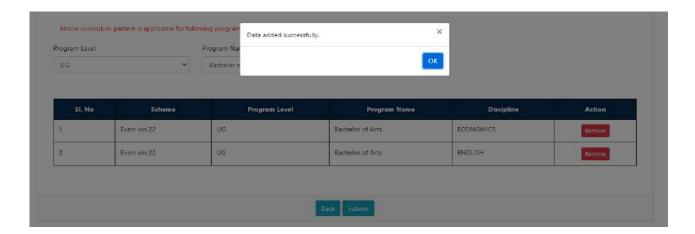
• Then select the Program Level, Program Name and Discipline and click 'Add'



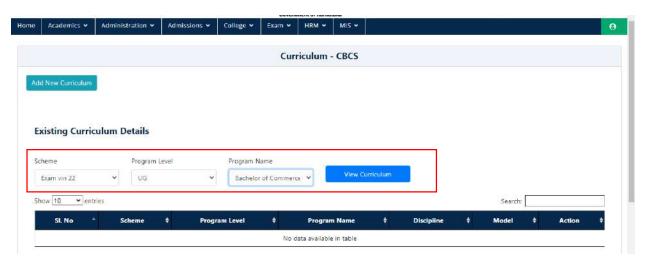
• Then click on 'Submit' a pop-up message will appear.



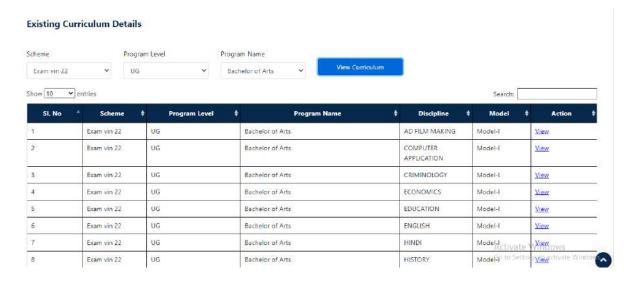
 When we click on Submit then Popup message shows as 'Data added successfully' and click 'OK'



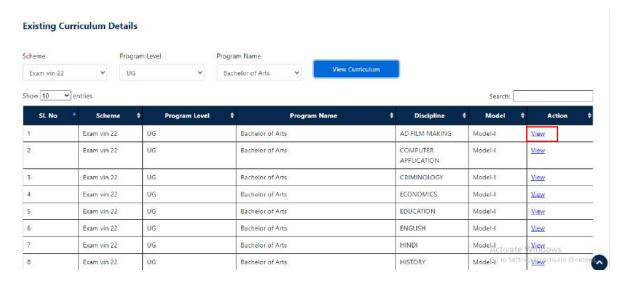
- To view the Curriculum details added
- Select Scheme, Program level & Program Name
- Then Click 'View Curriculum'



• Once you click 'View Curriculum' it will display the curriculum details added.



• Where you can view the Curriculum details for each Discipline by clicking 'view' option in the action column.



• When we Click on view Curriculum details will be displayed.

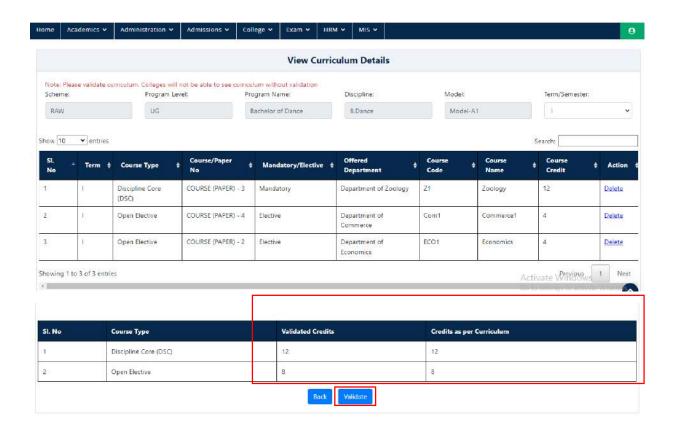


• Select Term/Semester.

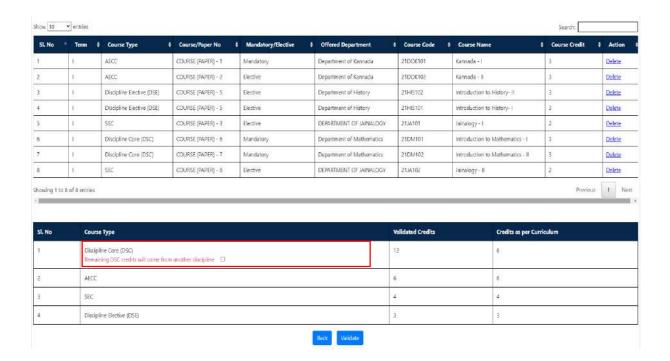


- When we select term/Semester curriculum details will be displayed.
- Validated credits and Credits as per curriculum should be equal then click on validate option.

Note-Please validate curriculum, Colleges will not be able to see Curriculum without validation



• For BSC and BA we need to assigne half credits only (here we assigned 6 credits) not more than that because this two course has 2 disciplines, For another Half credits click on Remaining DSC Credits will come from another discipline checkbox.



Note- For BSC and BA we need to assigne half credits only (here we assigned 6 credits) not more than that because this two course has 2 disciplines, Remaining DSC Credits will come from another discipline

• Confirm Popup Message will be displayed, then click on Yes.

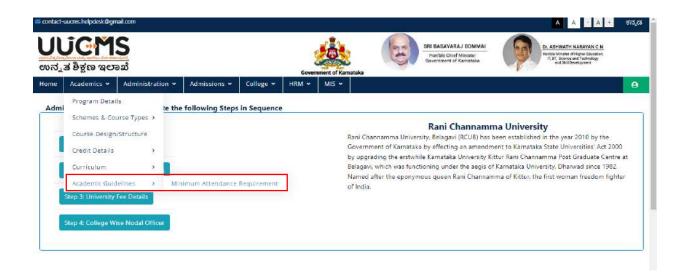


• Curriculum Validated successfully message will be displayed.



8. Academic Guidelines

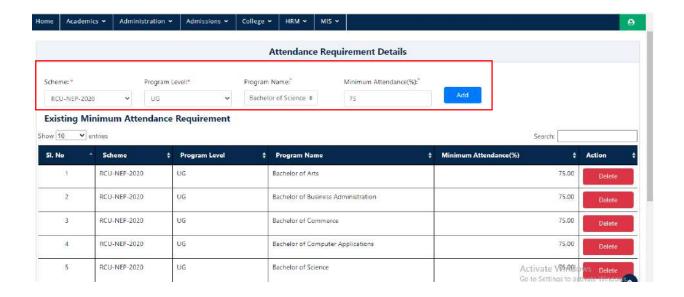
• In Academics go to Academic Guidelines and select Minimum Attendence Requirment.



• Click on Add Minmum Attendance Requirement Details



- Select Scheme ,Program Level,Program Name and Minimum Attandance.
- Click on Add.



• Popup Message will be displayed, Click on Ok.



• Added Minimum Attendance Requirement will display in the grid.



9. Curriculum Selection by College Admin

Below mentioned steps should be completed before proceeding to college curriculum section

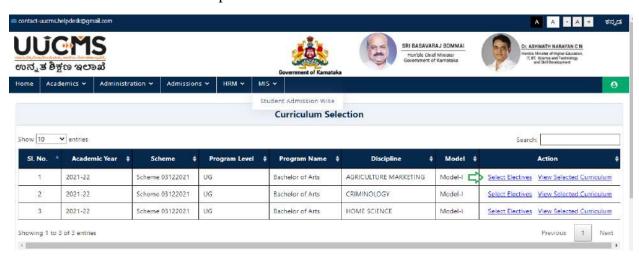
- Curriculum at university level should be completed
- College intake for the selected program should be completed from University
- At-least one student should be registered for that course

Once you finish the pre-requisite steps then continue with below steps

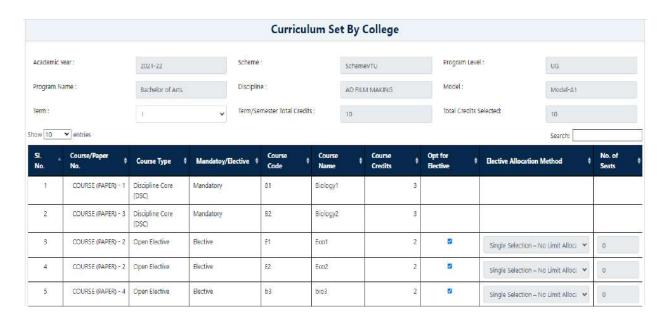
• Click on 'Curriculum' option from Academics menu.



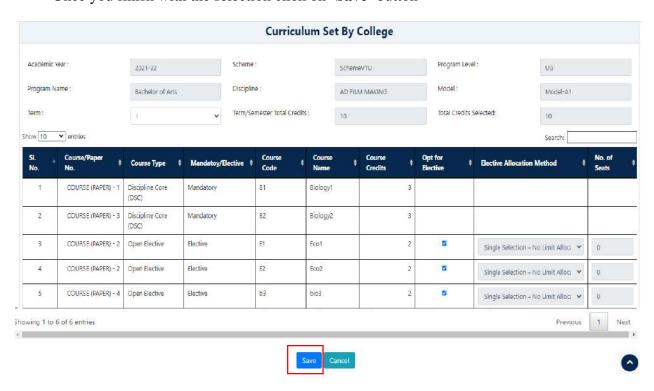
• Click on 'Select Electives' option



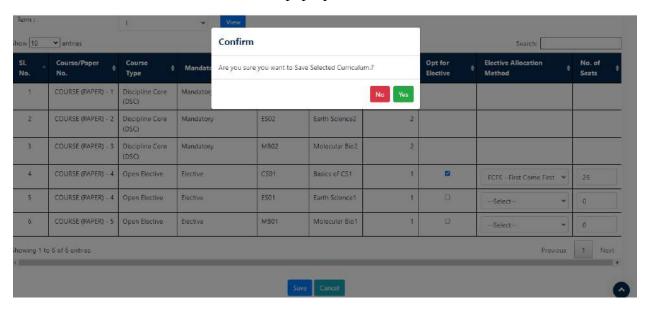
• Then Select the 'Term'.



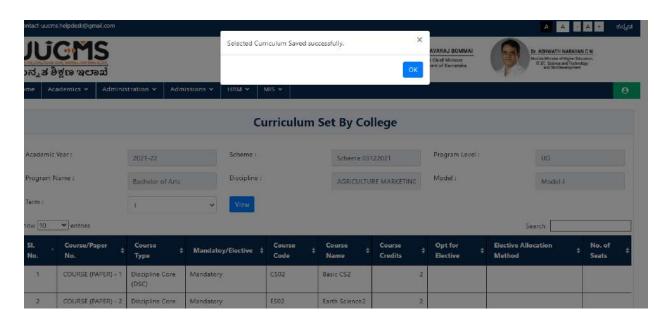
- Once you select the Term, you will be displayed with list of courses (Both Mandatory & Electives)
- So, now you can select electives of your choice by selecting checkbox then select the allocation method and no of seats
- Once you finish with the selection click on 'Save' button



• Click on 'Yes' in the confirmation pop-up.



Now click on 'Ok'.



This completes the electives selection by College

10. Course registration for normal term by student

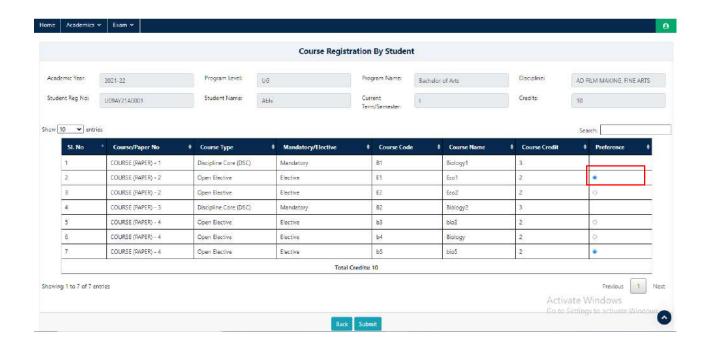
• Login as 'Student'



• Click on 'Course Registration' from Academics menu.

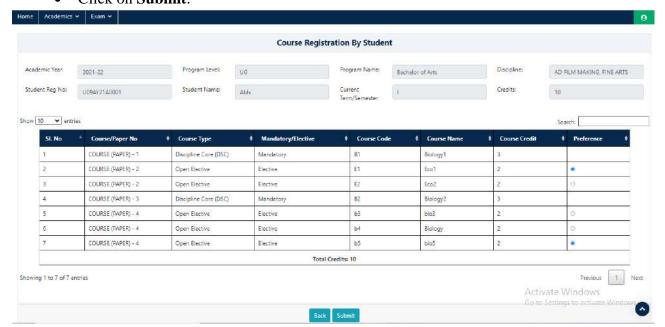


• Provide the Preference of your choice (in case of multiple electives), Select the Radio Button.

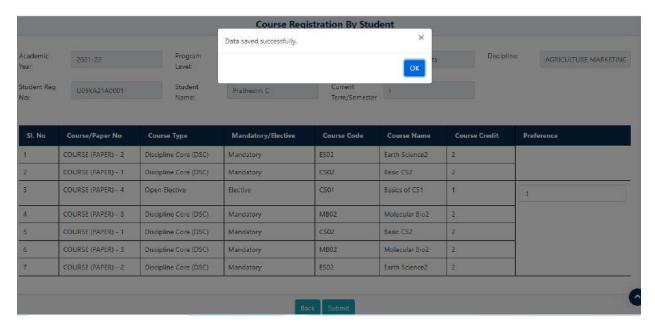


Note- Total selected papers credits count should be equal to semester credits count.

• Click on Submit.

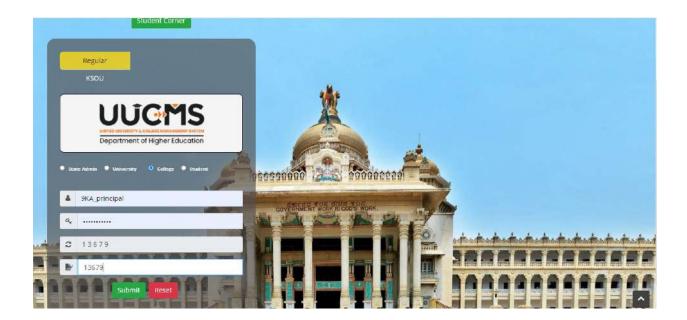


• Click on 'OK'



11. Approval of course registration by Principal

- Once Student provides his preference Principal has to approve it
- Now, Login as college 'Principal'



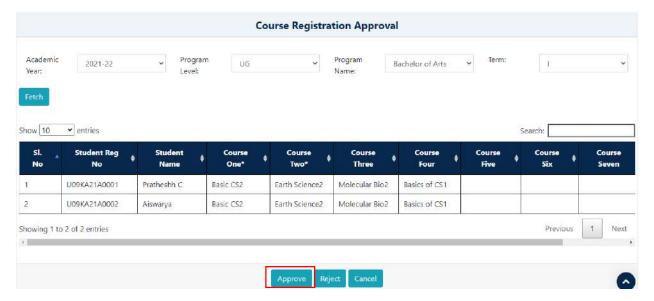
• Click on 'Course Selection Approval' from Academics menu.



• Select all the fields and click on 'Fetch'



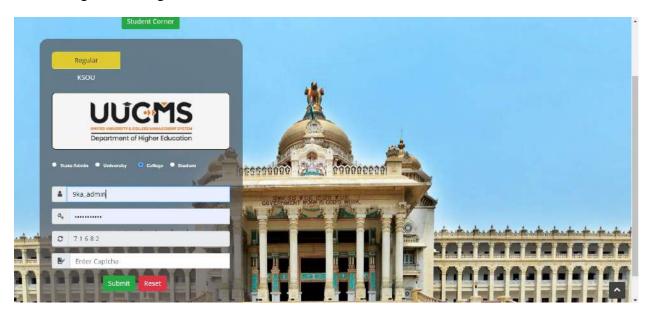
• Verify the details & Click 'Approve' if correct or if not click 'Reject'



12. Map HOD to Department

NOTE: Employee should be self-registered through the invitation sent by college then only you will be able to proceed with below mentioned steps.

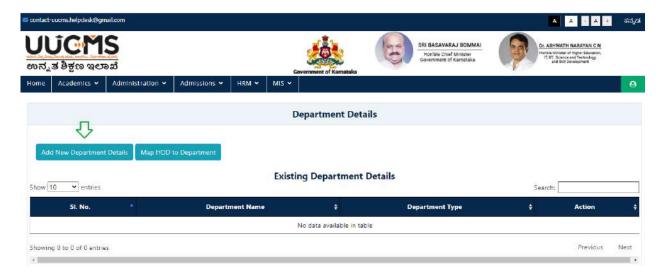
• Login as College Admin



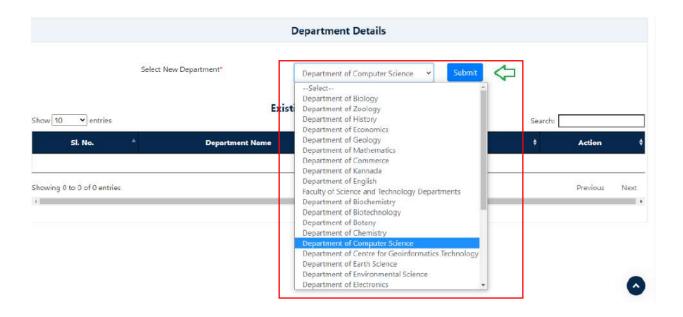
• In Administration, Click on 'Departments'.



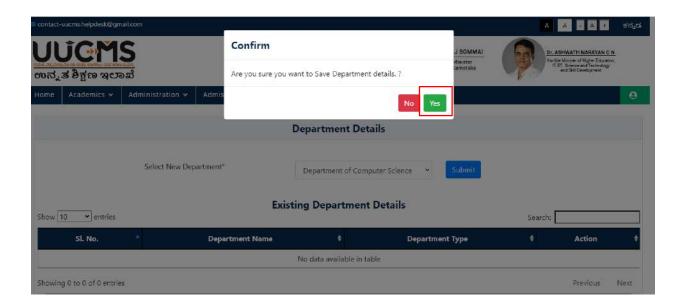
• Click on 'Add New Department Details'



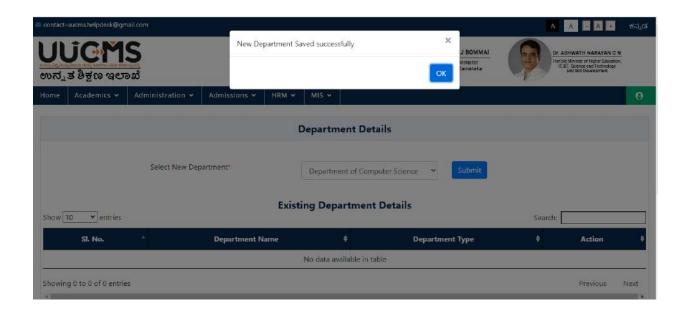
• Select the **Department** form dropdown menu and click on 'Submit'



• Conform Popup Message will be displayed, Click on 'Yes'.



• Click on 'Ok'



• Now, Click on 'Map HOD to Department'



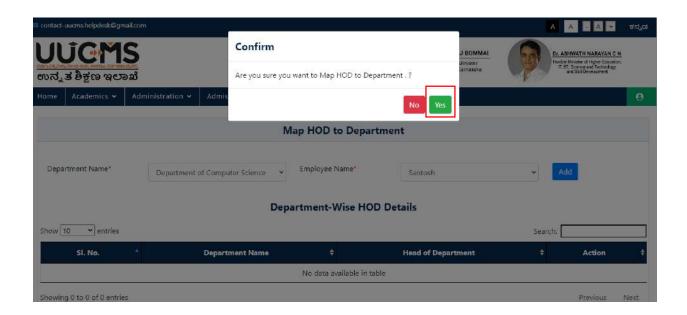
• Click on 'Map Department HOD'



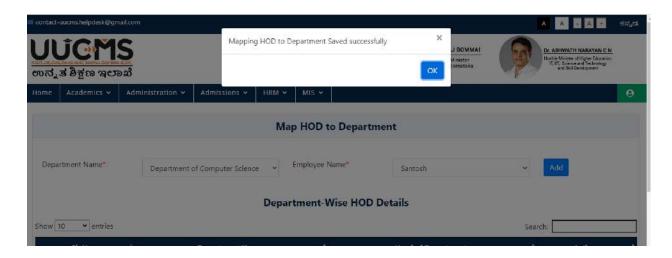
• Select the 'Department Name' and 'Employee Name' then click on 'Add'.



• Click on 'Yes' in confirmation popup.



• Click on 'Ok'



13. HOD Login

• Now, that employee has to login to Whom HOD role is mapped.

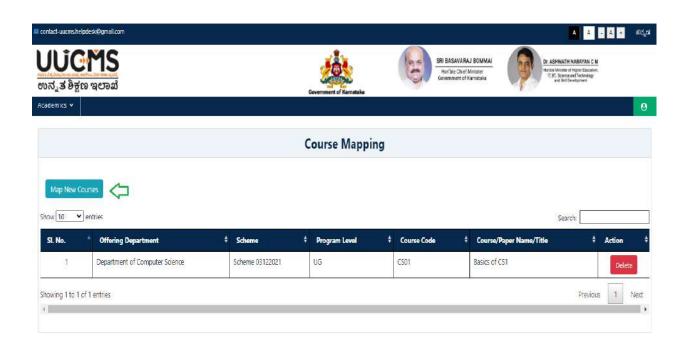


13.1 Course Mapping

• Now click on 'Course Mapping' from 'Academics' menu.



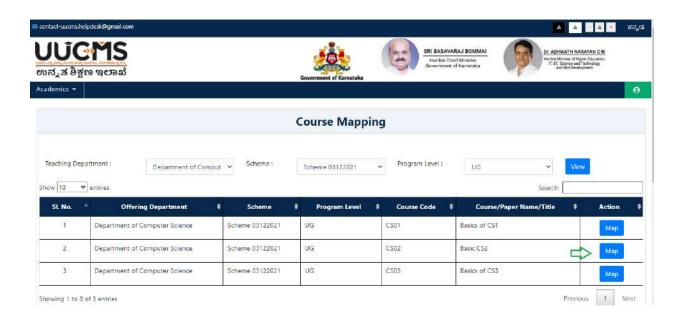
• Click on 'Map New Courses'



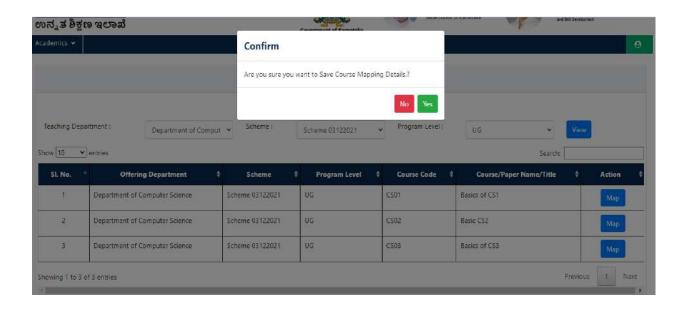
• Select the Department, Scheme, Program Level and click on 'View'.



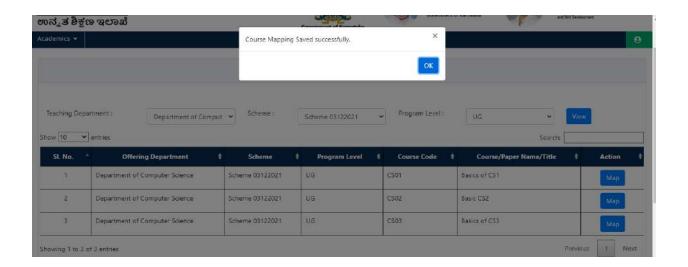
• Click on 'Map' option in column of courses you want to map.



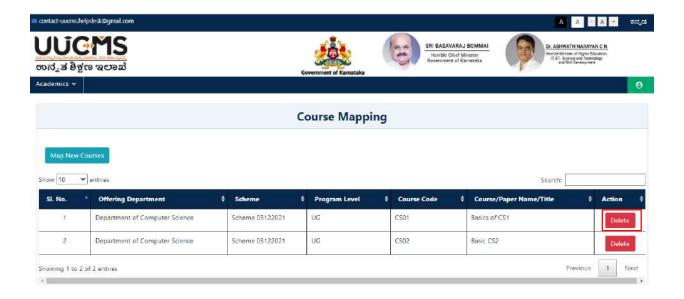
• Confirm Popup will be displayed, Click on 'Yes'.



• Click on 'Ok'



- Once you click Ok, it will show the list of courses mapped
- You can delete the mapped courses by clicking on 'Delete' option in action column.



13.2 Course Plan

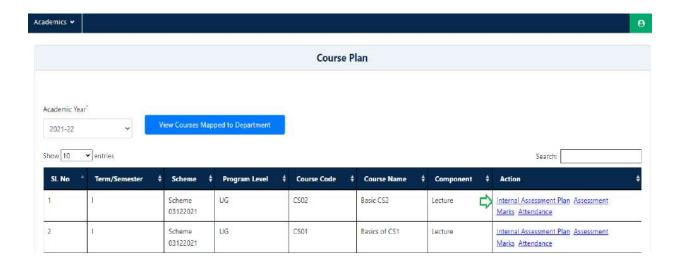
• Click on 'Course Plan' submenu from 'Academics' menu.



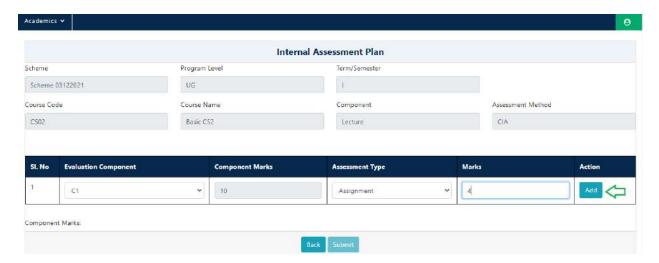
• Select the Academic year & click on 'View Courses Mapped to Department'



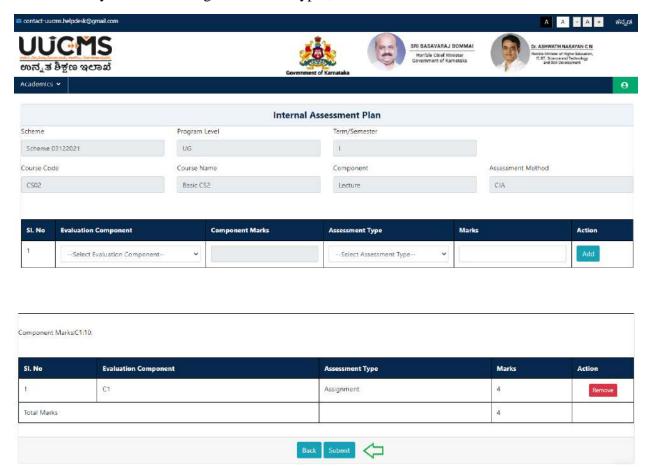
• Click on 'Internal Assessment Plan' option in action column.



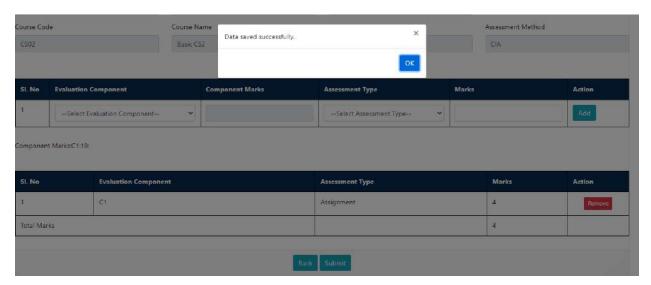
- Select the Evaluation Component, Assessment Type & enter the 'Marks' and click on 'Add'
- Repeat the same steps for adding multiple Assessment Types (In Case).



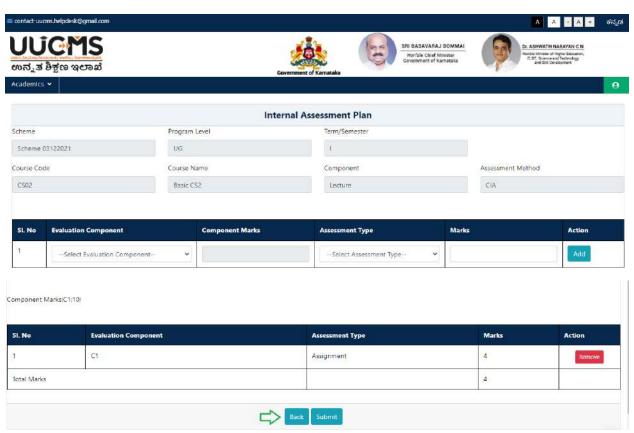
• Once you finish adding Assessment types, click on 'Submit'



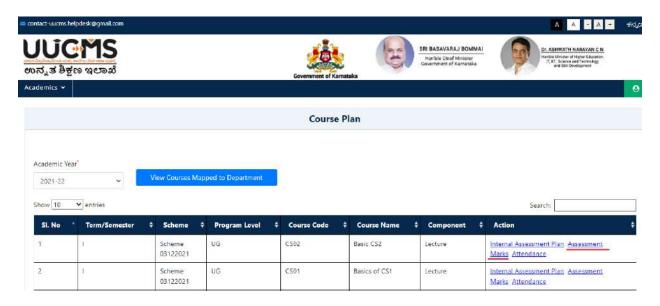
• Click on 'Ok'



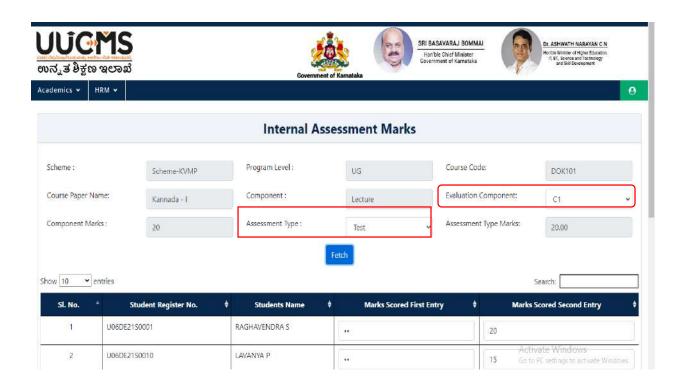
• Then click on 'Back' button.



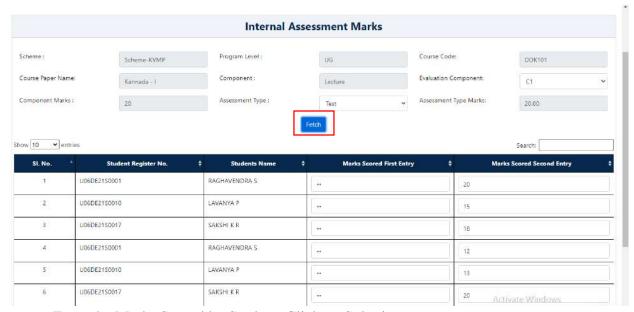
• Click on 'Assessment Marks' option in action column.



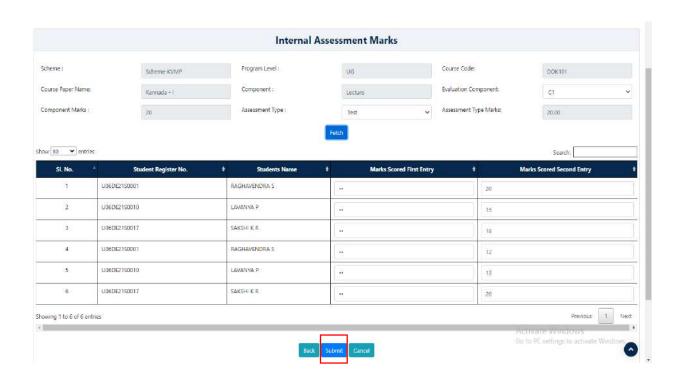
Select Evaluation Component and Assessment Type.



• Click on Fetch, then Student details will be displayed in the grid.



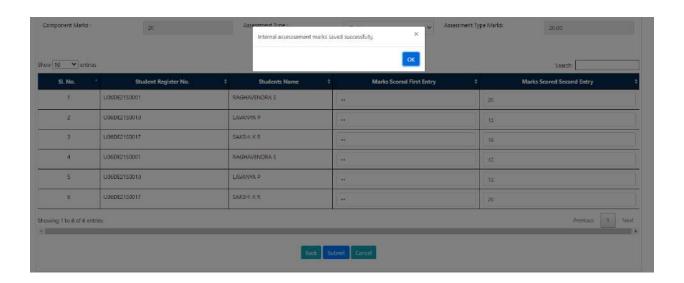
• Enter the Marks Scored by Student, Click on Submit.



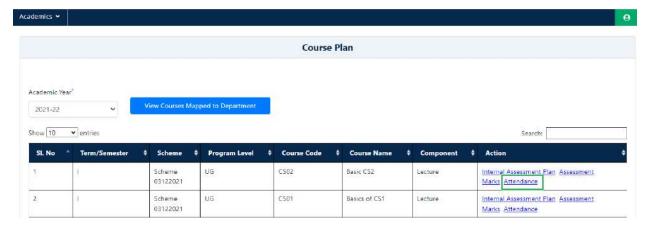
• Confirm Popup Message will displayed, click on YES.



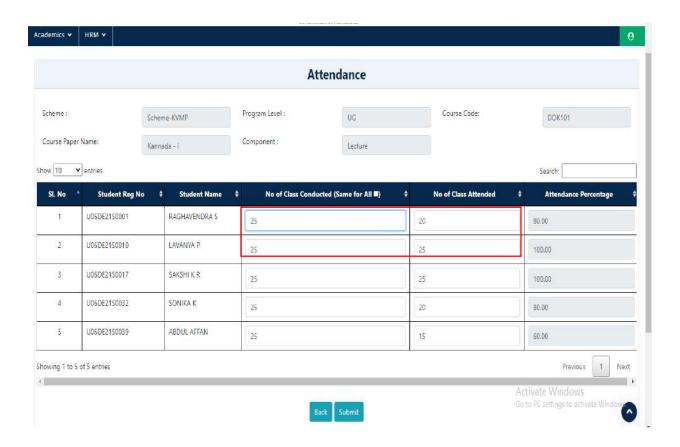
• Popup Message will be displayed, Click on **OK**.



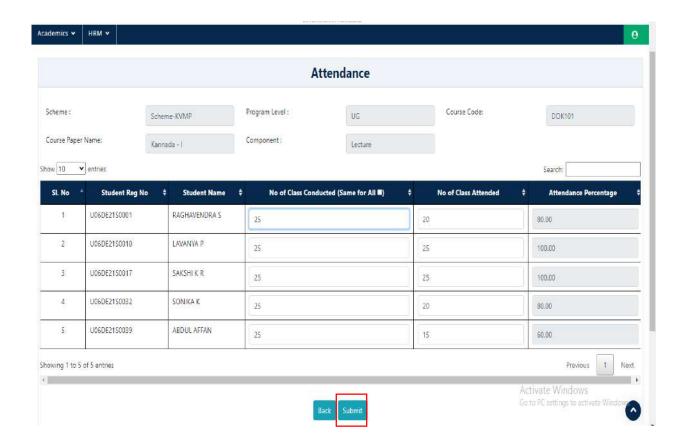
• Click on 'Attendance' option in action column.



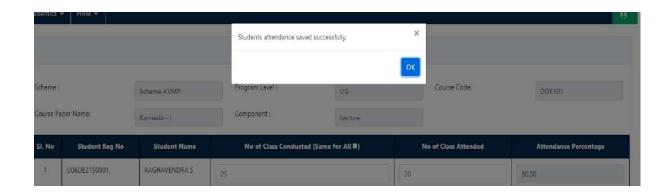
- Student Details will be displayed in the grid, HOD has to enter the Number of Classes Conducted and Number of Classes Attended.
- Attendance Percentage will be Auto calculated.



• Click on Submit.



• Popup Message will displayed click on OK.

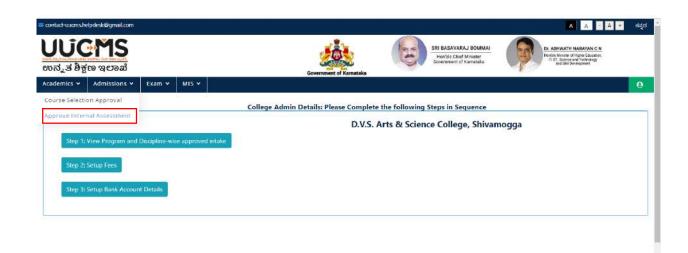


14. Approval of IA Marks by Principal.

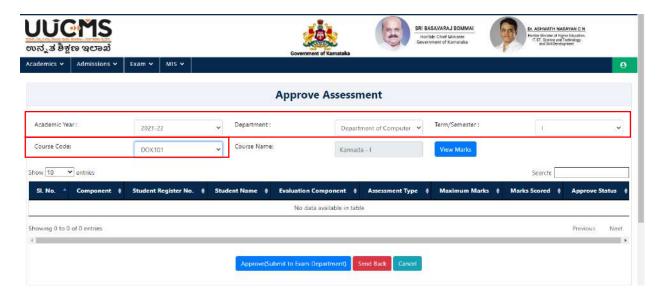
- After entering IA Marks by HOD, Principal has to approve the IA Marks of Student.
- Principal has to Login using his Login Credential.



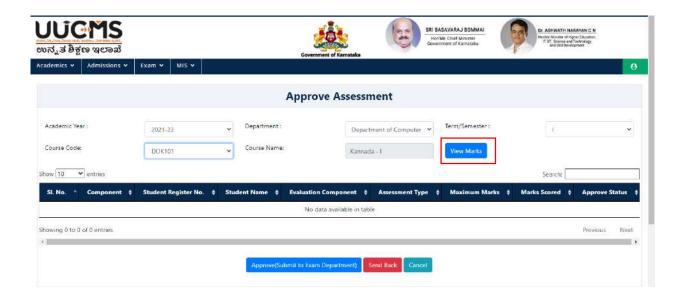
• In Academics Select **Approve Internal Assessment**.



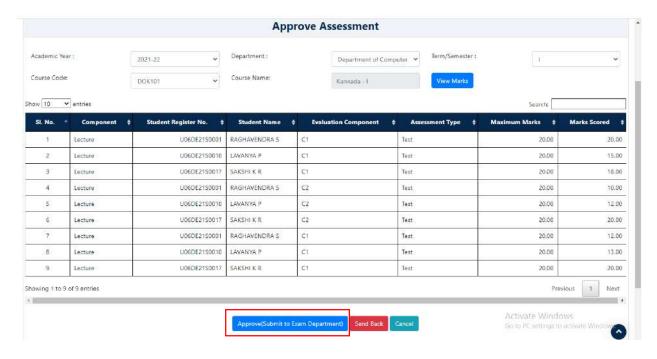
- Select Academic Year, Department and Term.
- Select Course Code, Course Name Will be Auto fetched



Click on View Marks.



• Student Record will be displayed in the grid. Click on Approve (Submit to Exam Department).



• Confrim Popup Message will be displayed, Click on YES.



15. Approval of Attendance by Principal

- After entering Attendance by HOD, Principal has to approve the Attendance of Student.
- Principal has to Login using his Login Credential.



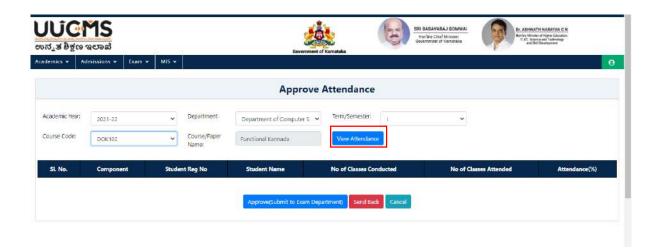
• In Academics, Select Approve Attendance.



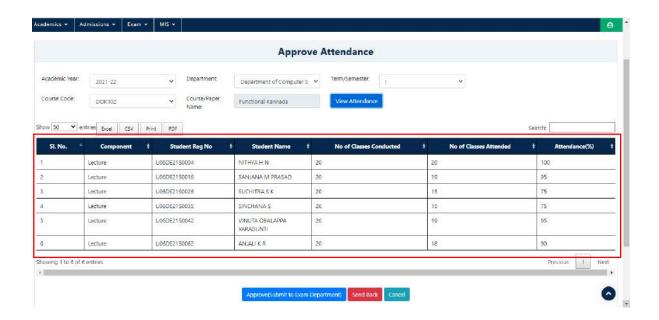
- Select Academic Year, Department, Term.
- Select Course Code, Course Paper Name will be Autofetched.



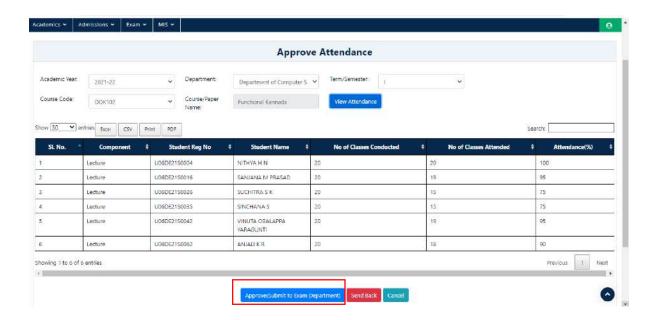
Click on View Attendance.



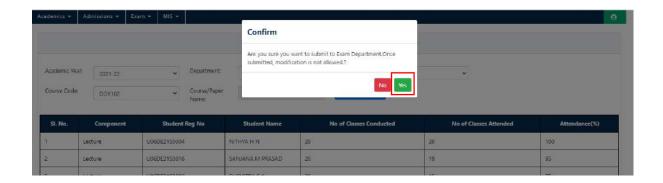
• Student Attendence details will be displayed in the grid.



• Click on Approve (Submit to Exam Department).



• Confirm Popup Message will be displayed Click on YES



• Submitted Successfully Popup will be displayed. Click on OK.

