

USER MANUAL



Of

Registration & Enrolment

Developed for

VEER MADHO SINGH BHANDARI

UTTARAKHAND TECHNICAL UNIVERSITY,

DEHRADUN, INDIA



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1. Introduction

1.1. Overview of the Web Application

This is the User Manual document for the registration and enrolment, developed for Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun. This web-based application will provide data-driven mechanism to execute the students' registration and enrolment process. This web-based application provides at-a-glance visual feedback showing how the processes and the system are performing in relation to the transactions and refunds.

1.2. Scope of the User Manual

This user manual will provide step-by-step guidance on how to use the web-based application to process the candidate's refund by logging in to the web portal.

1.3. Intended Audience of the Web Application

Management and the major key stakeholders of the Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun will be the intended audience of this application.

1.4. Application Convention

The application has the following conventions:

- Fields which have * sign indicate mandatory fields.
- All the menu links will be displayed in the side menu.

2. Accessing the web portal

To visit the student enrolment page, the user will have to open the university web portal by entering the web portal URL <https://uktech.ac.in/en> in the web browser. After entering the mentioned URL in the web browser, the university web portal home page will be displayed, as shown below:

Click on UMS menu option from home page of university portal to access the Student Login page.

News & Announcements

- DATE : 27/04/2024
Japan – MEXT Scholarship for 2025
File Size: 551 KB | Language: English
- DATE : 20/04/2024
Regarding Mandatory AICTE Approval for 2024-25
File Size: 135 KB | Language: English
- DATE : 20/04/2024
The Inventors Challenge - 2024
File Size: 441 KB | Language: English
- DATE : 17/04/2024
Extension of last date of Recruitment For the Post Of

About Uttarakhand Technical University

Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun was established on 27th January 2005 by Govt. of Uttarakhand through the Uttarakhand Technical University Act 2005. The Veer Madho Singh Bhandari Uttarakhand Technical University campus is situated at NH-72 Suddhowala, Dehradun.

Circulars

- DATE : 01/05/2024
Tentative Even Semester Examination Schedule of Pharmacy Course 2023-24
Language: English
- DATE : 30/04/2024
Seeking Feedback on LLM(2year) Syllabus at sharafat.ali123(AT)gmail.com by 05/05/2024
File Size: 988 KB | Language: English
- DATE : 29/04/2024
Seeking Feedback on BCA Syllabus at Director 119(AT)uktech.net.in bv

- Once the university web portal home page is appeared on screen, click on the **UMS** option from the upper menu bar. Once clicked on the **UMS** from the university portal's upper menu bar, **University Management System (UMS)** page will be displayed, as shown below:

विर माधु सिंघ भण्डारी उत्तराखण्ड प्राध्यागका विश्वावद्यालय
Veer Madho Singh Bhandari
Uttarakhand Technical University

University Management System

Counselling Portal 23-24

Affiliation Portal (UTU)

Student Attendance Report

Examination Form

Student Login

Institute Login

University Login

Faculty Login

Financial Work Login

Ph.D Entrance Exam Application

University Department Login

Click Student Login option from UMS section to proceed.

Technical Helpline : (Timing 10 AM - 6 PM)

Mobile : (+91) 9151988051

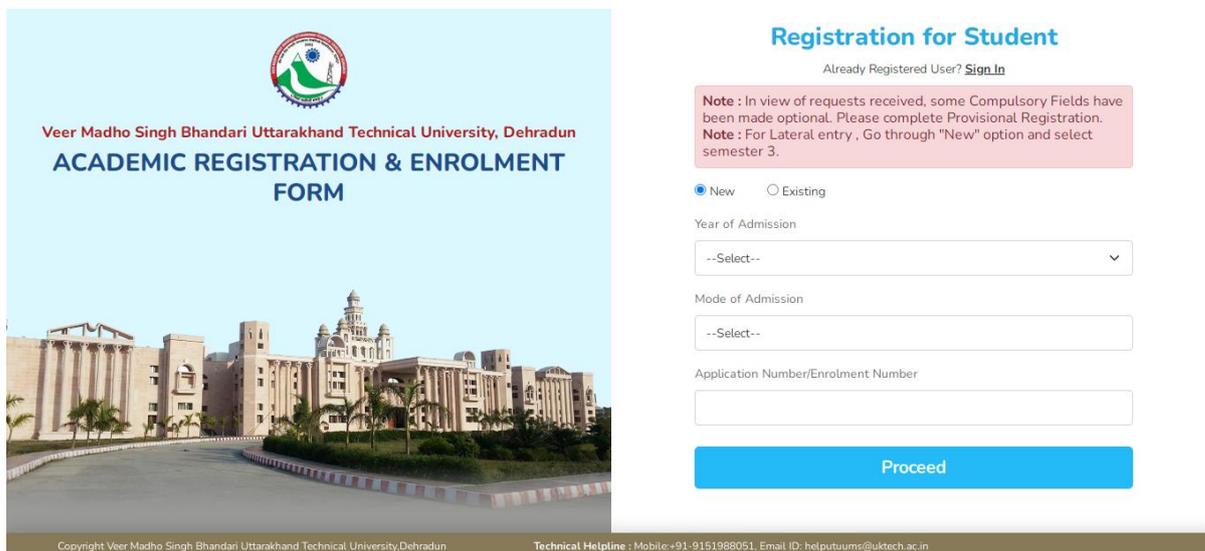
Email ID: help@uums@uktech.ac.in

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- After opening of the **University Management System** or **UMS** page, locate and click on the **Student Login** option from the UMS page menu. Finally, the user will be redirected to the Student Login page.

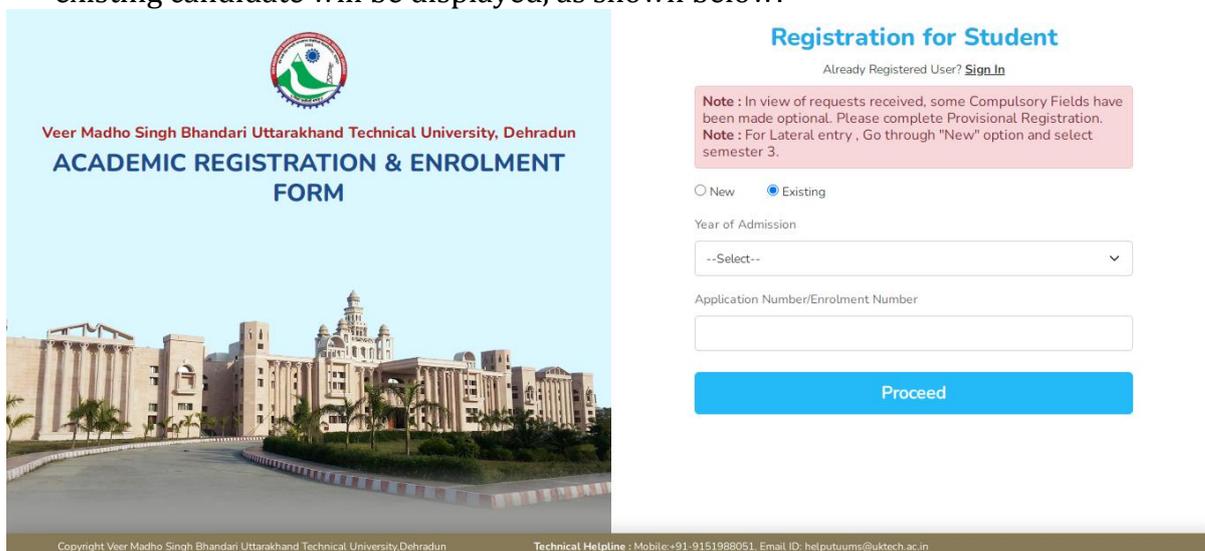
3. Academic Registration and Enrolment

To proceed with Ph.D. registration and enrolment, the user will have to fill the registration & Enrolment Form. The student registration and enrolment form will be easily accessible through the UMS of UKTU web portal. The **Academic Registration & Enrolment** page will be displayed, as shown below:



The screenshot shows the 'Registration for Student' page. On the left is a banner for Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun, with the text 'ACADEMIC REGISTRATION & ENROLMENT FORM'. On the right is the registration form. It includes a 'Sign In' link for already registered users, a note about compulsory fields, and radio buttons for 'New' (selected) and 'Existing'. Below are dropdown menus for 'Year of Admission' and 'Mode of Admission', and a text input for 'Application Number/Enrolment Number'. A blue 'Proceed' button is at the bottom.

- Before proceeding with the registration process, the user will have to select the suitable option between **New** and **Existing**.
- In case of **new** registration, select **Year of Admission** from the dropdown option.
- Select **Mode of Admission** from the dropdown option.
- Enter **Application Number/Enrolment Number** in the given field.
- Once the required details are entered in the fields respectively, click **Proceed** button below to move ahead with the further steps.
- For **existing**, the user will have to select the existing option, the page for existing candidate will be displayed, as shown below:



This screenshot is identical to the previous one, but the 'Existing' radio button is selected. The 'Year of Admission' dropdown menu is also visible, showing '--Select--'.

- Select **Year of Admission** from the dropdown option and enter the **Application Number/Enrolment Number** in the given fields, respectively.
- Once the required details are entered, click the **Proceed** button below, the registration page with required personal detail fields will be displayed, as shown below:

Registration for Student
Already Registered User? [Sign In](#)

Year of Admission
2022-23

Application Number
945012345

Institute
DEPARTMENT OF PH.D., VMSBU

Course
Ph.D.

Branch
Computer Science & Engineering /

Present year of study *
1 Year

Name of the Candidate
RamBabu

Father's Name
RamBabu

Mother's Name
Mother

Mobile Number
9450418741

Email ID
helputuums@uktech.ac.in

Captcha
DHCMC

Enter Captcha

Register

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Technical Helpline : Mobile: +91-9151988051, Email ID: helputuums@uktech.ac.in

- The user will have to fill the required details in the given fields respectively and then enter **Captcha** in the **Enter Captcha** field.
- Once the required details are filled in the given fields respectively, click Register button below to register.
- In case, if the user is already registered, click **Sign In** link which is located above the registration fields. The user will be navigated to the registration dashboard page.

4. Personal Information

Once redirected to the **Academic Registration and Enrolment Form** page, the user will have to enter the required details in the given sections, respectively. The form page will be displayed, as shown below:

University Management System
Veer Madho Singh Bhandari Uttarakhand Technical University

ACADEMIC REGISTRATION AND ENROLMENT FORM

Personal Information | Education Qualification | Subjects | Upload Documents | Preview & Final Submit | Fee Submission

A. Applicant Details

1.) Applicant Name *
RamBabu

2.) Mobile Number *
7457089737

3.) Email ID *
helputuums@uktech.ac.in

4.) Father's Name *
RamBabu

5.) Mother's Name *
Mother

5.) Institute *
DEPARTMENT OF PH.D., VMSBUTU CAMPUS, DEHRADUN

5.) Course *
Ph.D.

5.) Branch *
Computer Science & Engineering / Computer Science

5.) Present year of study *
1 Year

Personal Details

1.) Year of Admission*
2021-22

2.) Date of Birth *
09/05/1985

3.) Nationality *
Indian

Address

25.) Permanent Address *
DEHARADUN

26.) State *
Uttarakhand

27.) District *
Dehradun

28.) Pin code *
262525

Update and Next

- The user will have to fill the basic details in the **Personal Information** section.
- Once the details are entered, click **Save and Next** button below to move to the next step.

5. Educational Information

Once the details in personal information section are entered and saved, the user will be redirected to the next section to proceed. The **Educational Information** section with the required details page will be displayed, as shown below:

University Management System
Veer Madho Singh Bhandari Uttarakhand Technical University

Dashboard

ACADEMIC REGISTRATION AND ENROLMENT FORM

Personal Information | Education Qualification | Subjects | Upload Documents | Preview & Final Submit | Fee Submission

Qualification

Note : Please convert your CGPA into percentage of marks (%).

High School (10th)

1.) Board / Institute *
UK

2.) Subject/ Specialization *
HINDI, ENG, MATH, SC, SOCI
NOTE: Please fill Subject/Specialization separated by comma (,)

3.) Year *
2001

4.) Roll No. *
213213213

5.) Enrolment No.

6.) Obtain Mark *
520.00

7.) Max Mark *
600.00

8.) Percentage *
86.67

9.) Grade *
First Division

Post Graduation

1.) University *
UTU

2.) Course *
M.Tech

3.) Subject/ Specialization *
CSE
NOTE: Please fill Subject/Specialization separated by comma (,)

4.) Year *
2011

5.) Roll No. *
2313213

Is Result Awaited ?

6.) Enrolment No.
231321

7.) Obtain Mark *
600.00

8.) Max Mark *
750.00

9.) Percentage *
80.00

10.) Grade *
First Division

Note : Please convert your CGPA into percentage of marks (%).

Previous | Update and Next

- The user will have to enter the required educational details in the **Educational Qualification** section page.
- Once the details are entered, click **Update and Next** button to move to the next step or section.
- Click **Previous** button below to go back to the previous section.

6. Subject Details

The user will be required to enter the **Subject Details** to proceed ahead. Once the Educational Qualification section details are filled and saved, the user will be redirected to the **Subject Details** page. The page will be displayed, as shown below:

The screenshot shows the 'Subject' section of the registration form. It includes fields for Name, Course, Branch, Date of Birth, and Session. A table lists selected subjects with their credit points. At the bottom, there are 'Previous' and 'Update and Next' buttons.

Subject Name	Credit Point
<input checked="" type="checkbox"/> Research Methodology and IPR(AHT302) [C][T]	4
<input checked="" type="checkbox"/> State of the art Seminar related to the field of research or any course conducted by the research center related to work(Paper21) [C][T]	4
<input checked="" type="checkbox"/> Research Methodology (PHD001) [C][T]	4

14.) No of Credits:- Sum total based on selected subjects *
24

- The user will have to fill the required details in the **Subject Details** page.
- After entering the required details, the user will have to click the **Save and Next** button to move to the next section.
- Click **Previous** button below to go back to the previous section.

7. Upload Documents

Once the details are filled and saved in the subject details section, the user or the student will be redirected towards the **Upload Documents** section page. The **Upload Documents** page will be displayed, as shown below:

The screenshot shows the 'Upload Documents' section of the registration form. It contains multiple file upload fields for various documents, each with a 'Choose File' button and a 'No file chosen' status. File format and size requirements are listed below each field.

Document Name	File Format	Max File Size
1.) Thumb Impression *	jpeg, jpg	100 KB
2.) Photograph *	jpeg, jpg	100 KB
3.) Signature *	jpeg, jpg	100 KB
4.) High School Certificate *	jpeg, jpg, pdf	2MB
5.) Minimum Qualification Mark Sheet / Undertaking certificate *	jpeg, jpg, pdf	2MB
9.) Aadhar Card Copy *	jpeg, jpg, pdf	2MB
11.) Migration/TC Form *	jpeg, jpg, pdf	2MB
12.) Character Certificate *	jpeg, jpg, pdf	2MB
14.) Other Certificate	jpeg, jpg, pdf	2MB

Declaration By Candidate

1. I have read the rules in the relevant Ordinances applicable to me and undertake to abide by them and will not claim any benefit out of some error or mistake on the part of the University, which is not allowed under the ordinances.
 2. I hereby declare that the entries in the form are true to the best of my knowledge and belief, in case any entry in this form is found to be false. I will have no objection if the University disqualifies me from appearing in examination/cancels my registration or debar me from appearing in the Examination in future.
 3. I, hereby declare that I shall not indulge in any act of indiscipline in Institution and University
 4. I hereby declare that I shall not be involving myself in any act that affects the dignity of any one.
- NOTE:**-Those candidates who have been punished earlier for any reason are required to enclose the punishment order

I Agree *

Previous

Update and Next

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- The user will have to upload the required details/files in the given fields, respectively.
- After successfully uploading of the required documents, click **Save and Next** button below to move to the next step.
- Click **Previous** button below to go back to the previous section.

8. Preview and Final Submit

After the completion of the upload documents sections of the Ph.D. registration form, the user will be redirected to the **Preview and Final Submit** page. The **Preview and Final Submit** page will be displayed, as shown below:

Personal Information	Education Qualification	Subjects	Upload Documents	Preview & Final Submit	Fee Submission
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Personal Information [Edit](#)

Applicant Name :	RamBabu	Mobile Number :	7457089737
Email ID :	helputuums@uktech.ac.in	Father's Name :	RamBabu
Mother's Name :	Mother	Year of Admission :	2021
Date of Birth :	09/05/1985	Nationality :	Indian
Category :	GEN (General)	Sub Category :	None
Domicile of Uttarakhand State:	Yes	Admission under TFW :	No
Kashmiri Migrant :	No	Gender :	M
Religion :	Hindu	In case of Minority :	No
In case of Minority :	No	Mobile No. of Student :	7457089737

Declaration By Candidate

1. I have read the rules in the relevant Ordinances applicable to me and undertake to abide by them and will not claim any benefit out of some error or mistake on the part of the University, which is not allowed under the ordinances.
2. I hereby declare that the entries in the form are true to the best of my knowledge and belief, in case any entry in this form is found to be false. I will have no objection if the University disqualifies me from appearing in examination/cancels my registration or debar me from appearing in the Examination in future.
3. I, hereby declare that I shall not indulge in any act of indiscipline in Institution and University
4. I hereby declare that I shall not be involving myself in any act that affects the dignity of any one.

NOTE:-Those candidates who have been punished earlier for any reason are required to enclose the punishment order

I Agree *

Previous

Final Submit

- Once redirected to the **Preview and Final Submit** page, the page will appear with the saved information and details.
- Mark checkbox in declaration section if the preview details are correct.

- Once declared or tick mark the declaration section checkbox, click **Final Submit** button below to submit the details.
- Click **Previous** button below to go back to the previous section.

9. Fee Submission and Download PDF

Once the form is submitted successfully, the user will be redirected to the **Fee Submission** page. The **Fee Submission** page will be displayed, as shown below:

University Management System
Veer Madho Singh Bhandari Uttarakhand Technical University

Dashboard

ACADEMIC REGISTRATION AND ENROLMENT FORM

Personal Information Education Qualification Subjects Upload Documents Preview & Final Submit Fee Submission

Application No : AP24000000424

Fee Details

Registration Fees	0
Enrolment Fees	0
Counselling Fees	0
Total	0

Note: Your Registration & Enrolment is subject to verification & payment of aforesaid fee by the Institute to the University.

Go To Dashboard Download PDF

- To download the details in PDF format, the user will have to click **Download PDF** button below.
- To go back to the Dashboard page, the user will have to click **Go to Dashboard** button below.

10. For Technical Support

While using this software application if any technical error occurs, you can contact us on our Technical Helpline Number +91-9151988051/7897999210/9045133390 or can raise your query by emailing us at helputuums@uktech.ac.in.