

USER MANUAL



Of

Provisional Degree/Certificate

Developed for

**VEER MADHO SINGH BHANDARI
UTTARAKHAND TECHNICAL UNIVERSITY**



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1. Introduction

1.1. Overview of the Web Application

This document is the user manual for provisional degree certificate, developed for Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun. This web-based application will provide easy-to-fill application form for provisional degree/certificate. This web-based application provides at-a-glance visual feedback showing how the student management system is performing in relation to the provisional degree/certificate.

1.2. Scope of the User Manual

This user manual will provide step by step guidance on how to use the web-based portal to fill the application details for provisional degree/certificate of Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun.

1.3. Intended Audience of the Web Application

Management and 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 Application Form Page

To access the web portal page to fill the application form for provisional degree/certificate, the user will have to open the application form page by logging in the respective section of the website UMS or through the application page URL "<https://online.uktech.ac.in/ums/student/Public/ProvisionalDocumentDetail>". The **Application Form** page will be displayed, as shown below in the image:

The screenshot shows the 'Application Form for Provisional Degree Certificate/Migration Certificate/Transcript/Original Degree/Duplicate Degree' page. At the top, there is a logo for Uttarakhand Technical University and the text 'Student Management System' and 'Veer Madho Singh Bhandari Uttarakhand Technical University'. Below this is a navigation bar with 'TRANSACTIONS' and two buttons: 'Receipt Reprint (Application Status)' and 'Reconcile Payment'. The main form area contains a note: 'Note:- After submitting your Online Application for Issuance of the Certificate, the bank takes two working days to verify the online Fee Payment. The certificate will be issued once the payment has been successfully verified. Kindly wait for two working days verification period before expecting the certificate to be processed.' The form fields are organized into a grid:

Type Of Application* --Select--	Year of Admission* --Select--	Roll No.* <input type="text"/>
University Enrollment Number* <input type="text"/>	Student Name* <input type="text"/> <small>As written in Examination form</small>	Date Of Birth* dd-mm-yyyy <input type="text"/>
Father's Name* <input type="text"/>	Mother's Name* <input type="text"/>	Mobile Number* <input type="text"/>
Email Address* <input type="text"/>	Name of Institution* Other <input type="text"/>	Other Institute Name* <input type="text"/>
Course* --Select--	Branch Name* --Select--	Semester* --select--
Year in which passed* --select--	Result Status* --Select--	Personal Document* --Select--
Upload Address Document* Choose file No file chosen	Photo Id Number* <input type="text"/>	Received Certificate --Select--
Division --Select--	Address* <input type="text"/>	
Pin Code* <input type="text"/>	State* --select--	District* <input type="text"/>
Do you have any Back Paper Is Clear? * --Select--	Name of Upload Document* --Select--	
Upload Document* Choose file No file chosen		Add Document

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3. Application Form

Once redirected to the application form page, user will have to enter the required details to complete and submit the application for the provisional degree/certificate. The **Application Form** page will be displayed, as shown below:

The screenshot shows the 'Application Form for Provisional Degree Certificate/Migration Certificate/Transcript/Original Degree/Duplicate Degree' page. At the top, there is a logo for Veer Madho Singh Bhandari Uttarakhand Technical University and a navigation bar with 'TRANSACTIONS' and buttons for 'Receipt/Reprint Application Status' and 'Reconcile Payment'. A note states: 'After submitting your Online Application for issuance of the Certificate, the bank takes two working days to verify the online Fee Payment. The certificate will be issued once the payment has been successfully verified. Kindly wait for two working days verification period before expecting the certificate to be processed.' The form fields are organized into a grid:

- Type Of Application***: Dropdown menu.
- Year of Admission***: Dropdown menu.
- Roll No.***: Text input field.
- University Enrollment Number***: Text input field.
- Student Name***: Text input field with a note 'As written in Examination form'.
- Date Of Birth***: Text input field with format 'dd-mm-yyyy'.
- Father's Name***: Text input field.
- Mother's Name***: Text input field.
- Mobile Number***: Text input field.
- Email Address***: Text input field.
- Name of Institution***: Text input field with an 'Other' option.
- Other Institute Name***: Text input field.
- Course***: Dropdown menu.
- Branch Name***: Dropdown menu.
- Semester***: Dropdown menu.
- Year in which passed***: Dropdown menu.
- Result Status***: Dropdown menu.
- Personal Document***: Dropdown menu.
- Upload Address Document***: File upload area with 'Choose file' and 'No file chosen' buttons.
- Photo Id Number***: Text input field.
- Received Certificate**: Dropdown menu.
- Division**: Dropdown menu.
- Address***: Text area.
- Pin Code***: Text input field.
- State***: Dropdown menu.
- District***: Text input field.
- Do you have any Back Paper to Clear?***: Dropdown menu.
- Name of Upload Document***: Dropdown menu.
- Upload Document***: File upload area with 'Choose file', 'No file chosen', and 'Add Document' buttons.

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The following details will be entered by the applicant in the given application form:

Type of Application: Click the Type of Application field, select the required option from the dropdown list.

Year of Admission: Click Year of Admission field, select the required option from the dropdown list.

Roll No.: Enter the Roll No. in the given field respectively.

University Enrollment No.: Enter the University Enrollment No. in the given field respectively.

Student Name: Enter Student Name in the given field.

Date of Birth: Click Date of Birth field, select the date from the calendar dropdown.

Father's Name: Enter Father Name in the given field.

Mother's Name: Enter Mother Name in the given field.

Mobile No.: Enter the Mobile No. in the given field.

Email Address: Enter Email Address in the given field.

Name of Institution: Click Name of Institution field, select the required option from the dropdown list.

Other Institute Name: Enter the name of the institute in case of other institute, apart from the institutes mentioned in the dropdown list.

Course: Click Course field, select the respective course from the dropdown list.

Branch Name: Click Branch Name field, select the respective branch from the dropdown list.

Semester: Click Semester field, select the respective semester from the dropdown list.

Year in which passed: Select the year of passing from the dropdown by clicking the Year in which passed field.

Result Status: Click Result Status field, select the required option from the dropdown list.

Personal Document: Click Personal Document field, select the Personal Document (Aadhar Card/PAN Card/Passport/Citizen Card) from the dropdown list.

Upload Address Document: Upload Address Document by click on the Choose File button.

Photo ID Number: Enter Photo ID number in the given field respectively.

Received Certificate: Click Received Certificate, select the required option from the dropdown list.

Division: Select Division(First Division/Second Division) from the dropdown list.

Address: Enter the address details in the given address field.

Pin Code: Enter area pin code.

State: Select State from the dropdown list.

District: Select District from the dropdown list.

Do you have any back paper to clear: Mark/Select Yes in case of any back paper, else select No.

Name of upload document: Click Name of upload document field, select the respective document name from the dropdown list.

Upload Document: Click Choose File button to upload the required document.

Add Document Button: Once the document is uploaded, click Add Document button green in colour.

4. Receipt/Reprint Application Status

In case, if user want to reprint or receipt of the application status, click **Receipt/Reprint Application Status** button green in colour from the top left corner of the application form page. The page with required details will be displayed as shown below:

Student Management System
Veer Madho Singh Bhandari Uttarakhand Technical University

TRANSACTIONS

Download Receipt to Your Challan Number

Back

Challan No./Application Number*

Submit

This Challan Number is not Exists Please Check Your Challan Number.

Print

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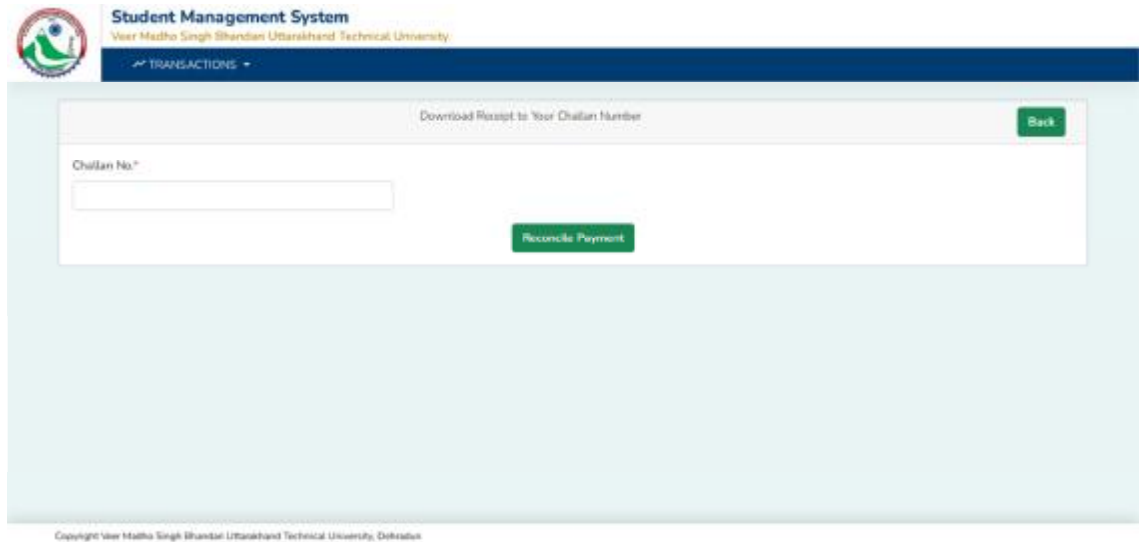
- To get the receipt/reprint of the application status, user will have to enter the **Challan No/Application Number** in the given field and then click **Submit** button below.
- Once the details will be appeared on screen, click **Print** button green in colour from the bottom right corner of the page.

5. Reconcile Payment

To reconcile the payment, user will have to click the **Reconcile Payment** button green in colour from the top of the page. The **Reconcile Payment** button can be seen in the screenshot attached below:

The screenshot displays the 'Student Management System' interface for Veer Madho Singh Bhandari Uttarakhand Technical University. The top navigation bar includes a logo, the system name, and a 'TRANSACTIONS' menu. Below this, there are two buttons: 'Receipt/Reprint /Application Status' and 'Reconcile Payment'. The main content area is titled 'Application Form for Provisional Degree Certificate/Migration Certificate/Transcript/Original Degree/Duplicate Degree'. A note states: 'Note:- After submitting your Online Application for Issuance of the Certificate, the bank takes two working days to verify the online fee Payment. The certificate will be issued once the payment has been successfully verified. Kindly wait for two working days verification period before expecting the certificate to be processed.' The form contains various fields for student information, including 'Type Of Application', 'Year of Admission', 'Roll No.', 'University Enrollment Number', 'Student Name', 'Date Of Birth', 'Father's Name', 'Mother's Name', 'Mobile Number', 'Email Address', 'Name of Institution', 'Other Institute Name', 'Course', 'Branch Name', 'Semester', 'Year in which passed', 'Result Status', 'Personal Document', 'Upload Address Document', 'Photo Id Number', 'Received Certificate', 'Division', 'Address', 'Pin Code', 'State', 'District', 'Do you have any Back Paper to Clear?', 'Name of Upload Document', and 'Upload Document'. A green 'Add Document' button is located at the bottom right of the form. The footer of the page reads 'Copyright Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun'.

- Once clicked the **Reconcile Payment** button from the top of the page, a new page with **Challan No.** field will be displayed, as shown below:



The screenshot shows the 'Student Management System' interface for Veer Madho Singh Bhandari Uttarakhand Technical University. The page title is 'TRANSACTIONS'. The main content area has a header 'Download Receipt to Your Challan Number' with a 'Back' button. Below this is a form with a label 'Challan No.*' and an empty text input field. A 'Reconcile Payment' button is located below the input field. At the bottom of the page, there is a small copyright notice: 'Copyright Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun'.

- Enter the **Challan No.** in the given field, and then click **Reconcile Payment** button below to reconcile the payment.
- Once the payment is done, **Challan No.** will be generated. User can note it down for further process.