USER MANUAL



of

College Affiliation System

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 College Affiliation System, developed for Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun. This web-based application will provide data-driven, target-based monitoring for College Affiliation for the major three categories of AICTE, BCI, and PCI. This web-based application provides at-a-glance visual feedback showing how the management system is performing in relation to the academic activities.

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 monitor college affiliation and competitive scheduling and marking of all students and courses throughout the academic session 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. Important Instructions

- Colleges/institutions registering for affiliation for the first time on the university's UMS Portal must first click on "New College Affiliation" to register. After this, the affiliation user ID and password will be sent to the registered mobile number and email ID. Then, they need to log in through the Affiliated/New College Login and complete their entire registration form. If there is any issue related to affiliation criteria or registration while filling the registration form, it can be checked by going to the "Instructions" section.
- Colleges/institutions that are already affiliated with the university and registered on the UMS Portal must log in to the "Affiliated/New College Login" using the provided affiliation user ID and password. After logging in, they can apply for New Course, Branch, Increase Intake, and Renewal/Affiliation, and must complete their entire registration form. If there is any issue related to affiliation criteria or registration while filling the registration form, it can be checked by going to the "Instructions" section.
- Colleges/institutions that are already affiliated with the university but have not registered for affiliation on the UMS Portal must first register by clicking on "Affiliated College." After this, the affiliation user ID and password will be sent to the registered mobile number and email ID. Then, they need to log in to the Affiliated/New College Login, after which they can apply for New Course, Branch, and Increase Intake & Renewal/Affiliation and complete their entire registration form. If there is any issue related to affiliation criteria or registration while filling the form, it can be checked by going to the "Instructions" section.

3. Accessing the Login Page

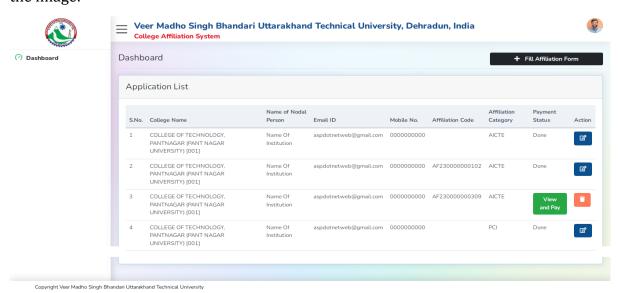
To access the web portal login page, go to your system browser and open the link <u>"https://online.uktech.ac.in/ums/college/account/login"</u>. The Login page of College Affiliation System will be displayed as shown below in the image:



 Enter User ID, Password and Captcha in the respective fields and then click on Sign In button below to proceed. User will be navigated to the Dashboard screen.

4. Dashboard

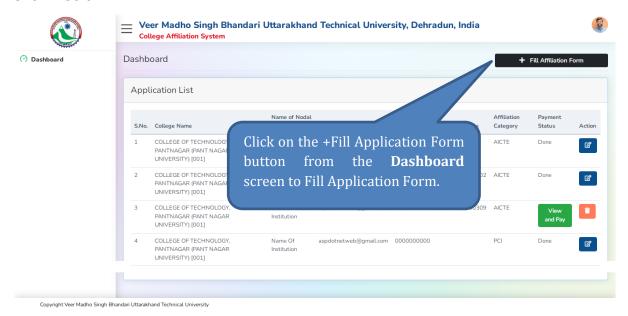
After successful login to the College Affiliation System portal, user will be redirected to the **Dashboard page**. The Dashboard screen will be displayed as shown below in the image:



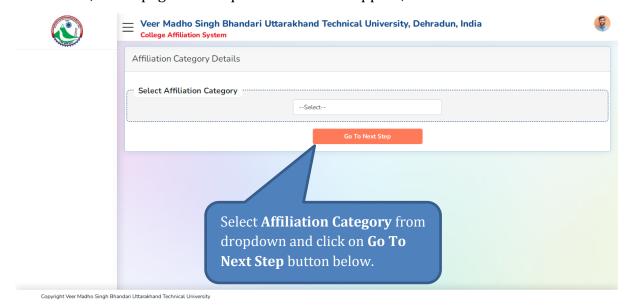
• Click on respective action icon to perform the required task.

Fill Application Form

To fill application form, click on **+Fill Application Form** button from the top right page of Dashboard, a new page with required details will appear on screen as shown below:



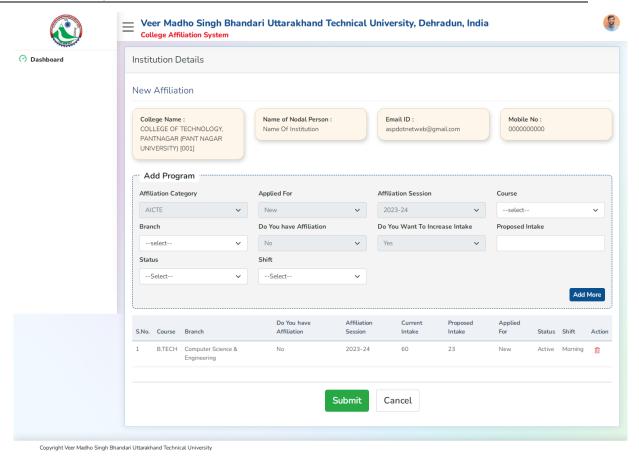
Once clicked on **+Fill Application Form** button from the top right corner of the Dashboard, a new page with required details will appear, as shown below:



 Select Affiliation Category from dropdown and click on Go To Next Step button below to proceed with the selected category.

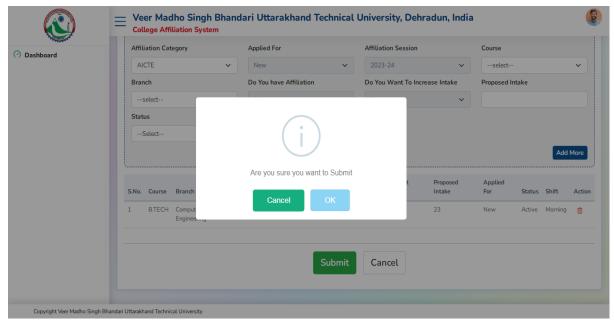
6. AICTE

To proceed with **AICTE** application, select **AICTE** from Affiliation Category and click on **Go To Next Step** button below, AICTE application page will appear on screen as shown below:

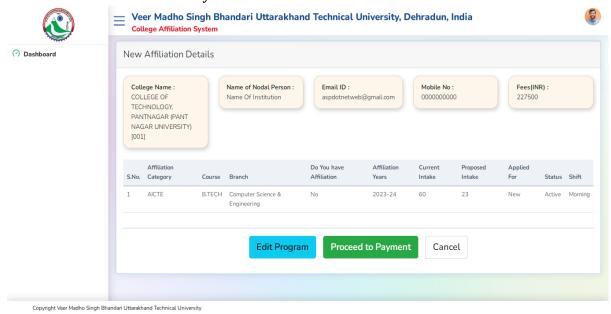


Enter the following details in the Add Program section:

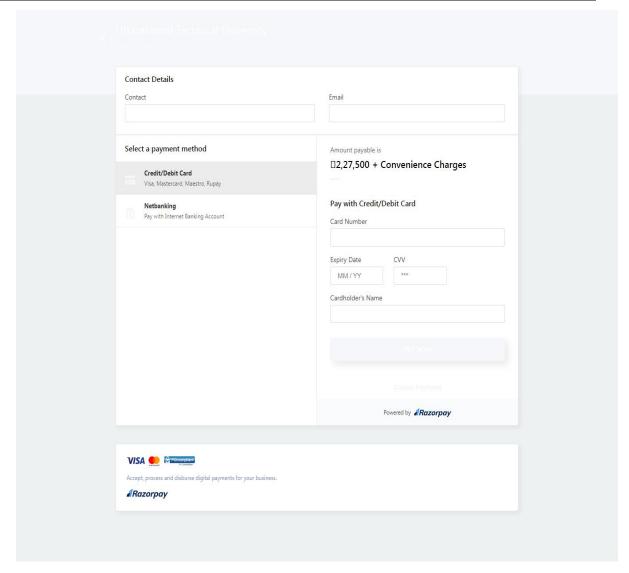
- Affiliation Category
- Applied for
- Affiliation Session
- Course
- Branch
- Do you have Affiliation?
- Do you want to increase intake?
- Proposed intake
- Status
- Shift
- By clicking on **Add More** button below **Add Program** section entered details will be added and reflect in a grid view structure.
- Once all details are filled, click on **Submit** button below to submit and proceed with the entered details.
- After clicking on submit button, a new pop-up window with 'Are you sure you
 want to submit' message with two different buttons(Cancel/Ok) will appear
 on screen as shown below:



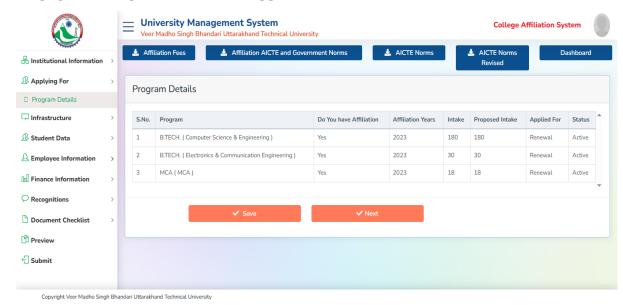
- Click on **Ok** button just next to **Cancel** button if you wish to continue with the ongoing application process.
- Click on **Cancel** button if you do not want to continue with current details.



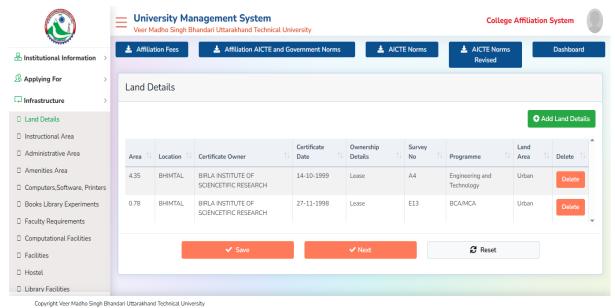
- Click **Edit Program** button to edit the entered details if required.
- Click **Proceed to Payment** with the required amount to pay.



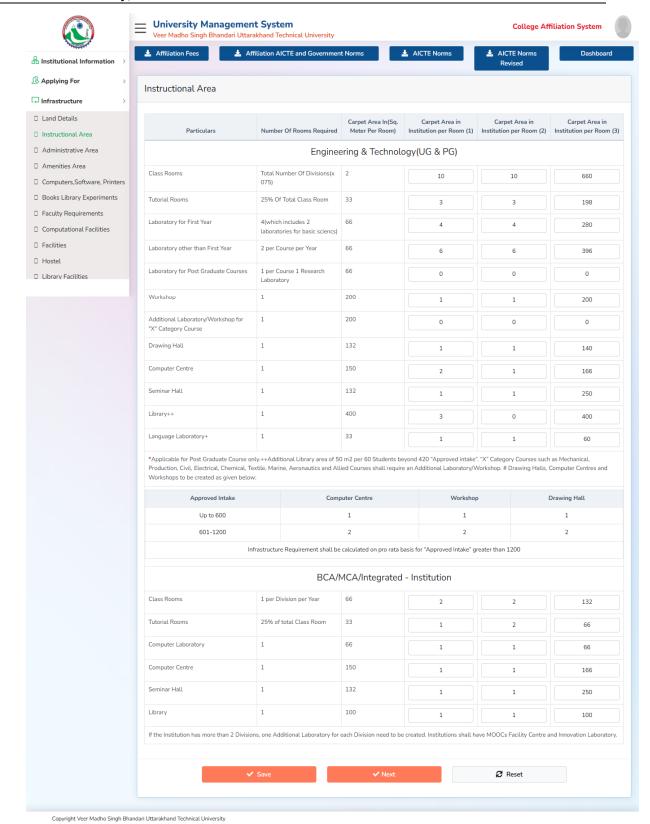
- Enter **Contact**, **Email** and **Card details** in the given boxes respectively and proceed with the payment.
- Once the payment is done, user will be redirected to the Dashboard page; new page with required details will appear, as shown below:



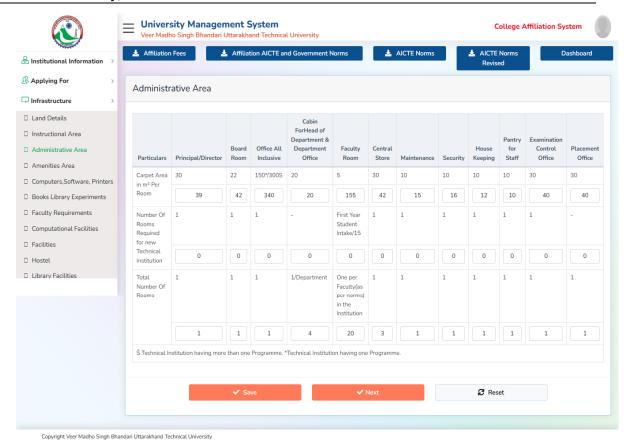
- Enter the required details and click on the Save button below; click on Next button once the entered details are saved.
- Once clicked on Next button; Land Details section with required details will appear, as shown below:



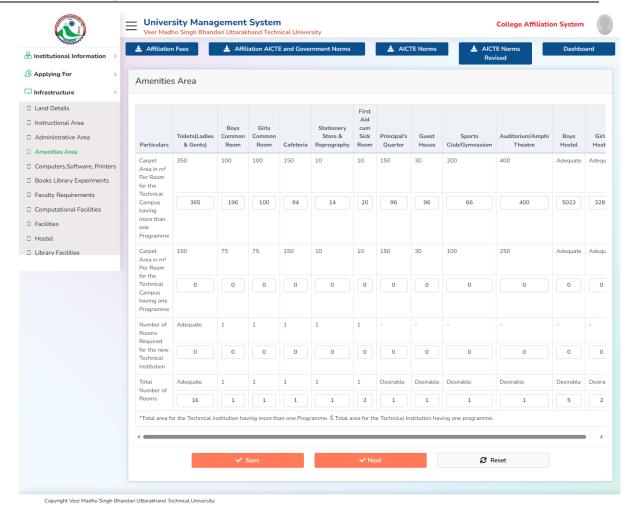
- Enter the required details and click on the Save button below; click on Next button once the entered details are saved.
- Once clicked on Next button; Instructional Area section with required details will appear, as shown below:



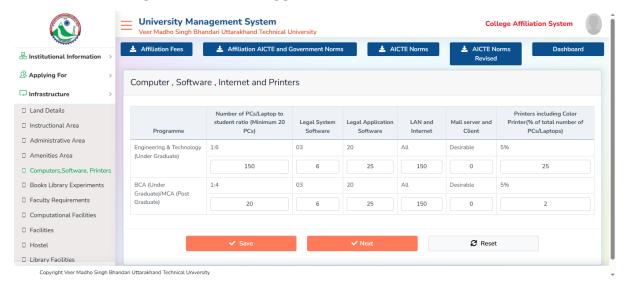
- Enter the required details and click on the Save button below; click on Next button once the entered details are saved.
- Once clicked on Next button; Administrative Area details section with required details will appear, as shown below:



- Enter the required details and click on the **Save** button below; click on Next button once the entered details are saved.
- Once clicked on **Next** button; Amenities Area section with required details will appear, as shown below:

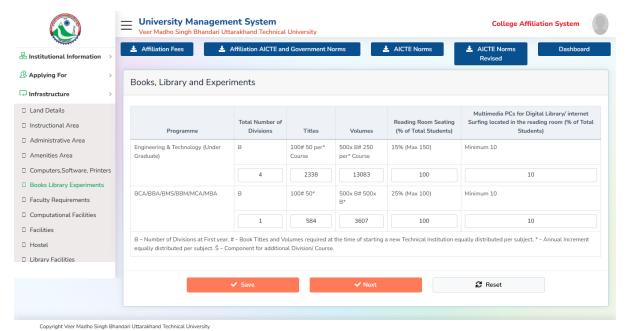


- Enter the required details and click on the **Save** button below; click on **Next** button once the entered details are saved.
- Once clicked on Next button; Computer, Software, Internet and Printers Details section with required details will appear, as shown below:

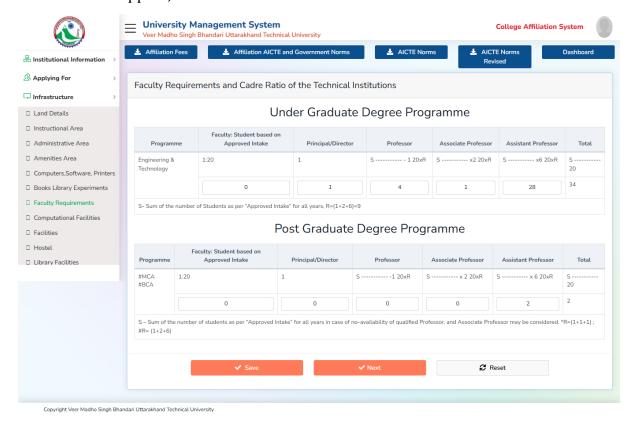


• Enter the required details and click on the Save button below; click on Next button once the entered details are saved.

• Once clicked on Next button; Books, Library and Experiments Details section with required details will appear, as shown below:

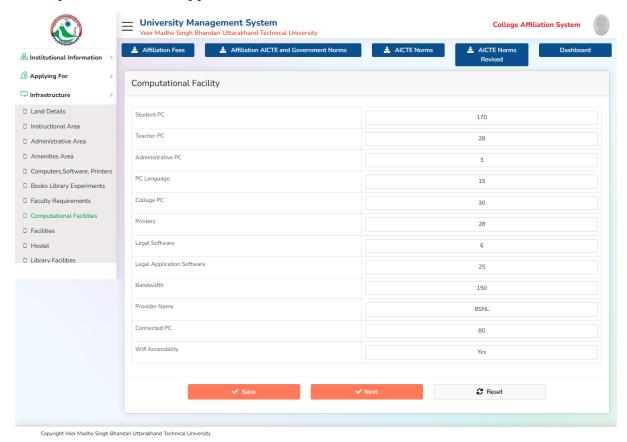


- Enter the required details and click on the Save button below; click on Next button once the entered details are saved.
- Once clicked on Next button; Faculty Requirements Details section with required details will appear, as shown below:

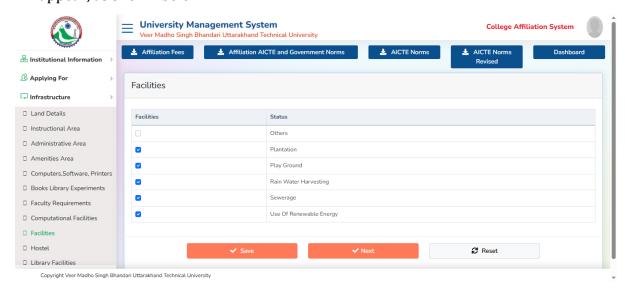


• Enter the required details and click on the **Save** button below; click on Next button once the entered details are saved.

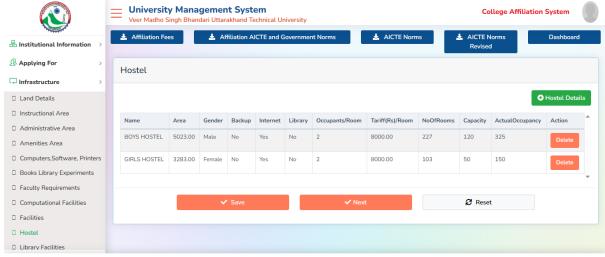
• Once clicked on **Next** button; Computational Facility Details section with required details will appear, as shown below:



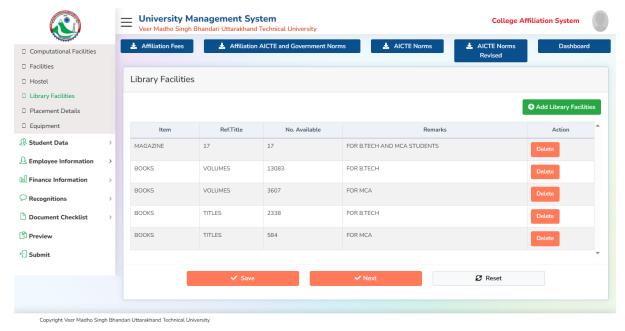
- Enter the required details and click on the **Save** button below; click on Next button once the entered details are saved.
- Once clicked on **Next** button; Facilities Details section with required details will appear, as shown below:



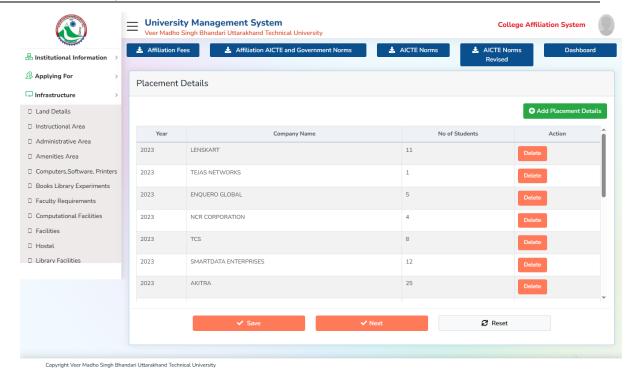
- Enter the required details and click on the **Save** button below; click on Next button once the entered details are saved.
- Once clicked on **Next** button; Hostel Details section with required details will appear, as shown below:



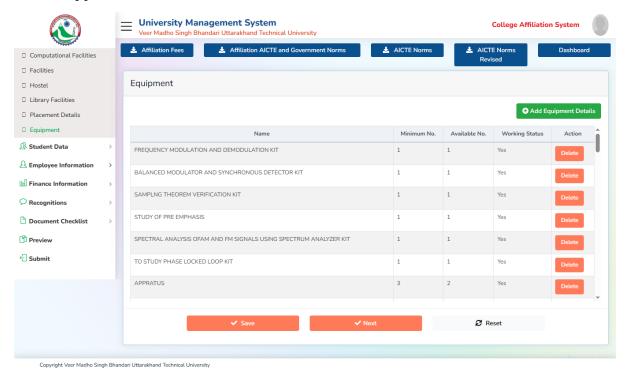
- Copyright Veer Madho Singh Bhandari Uttarakhand Technical University
- Enter the required details and click on the Save button below; click on Next button once the entered details are saved.
- Once clicked on Next button; Library Facilities Details section with required details will appear, as shown below:



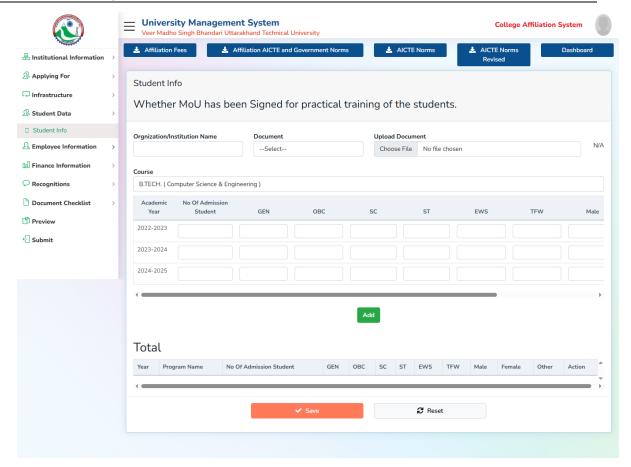
- Enter the required details and click on the Save button below; click on Next button once the entered details are saved.
- Once clicked on Next button; Placement Details section with required details will appear, as shown below:



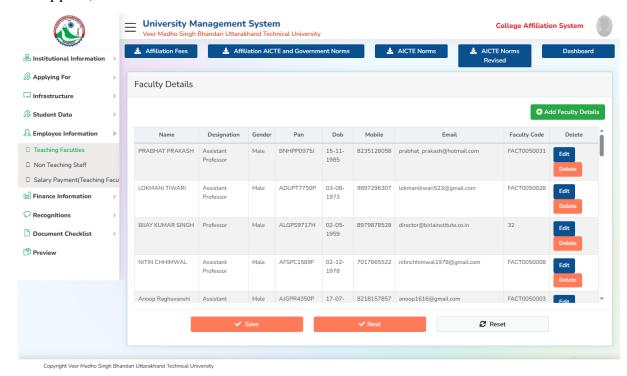
- Enter the required details and click on the Save button below; click on Next button once the entered details are saved.
- Once clicked on Next button; Equipment Details section with required details will appear, as shown below:



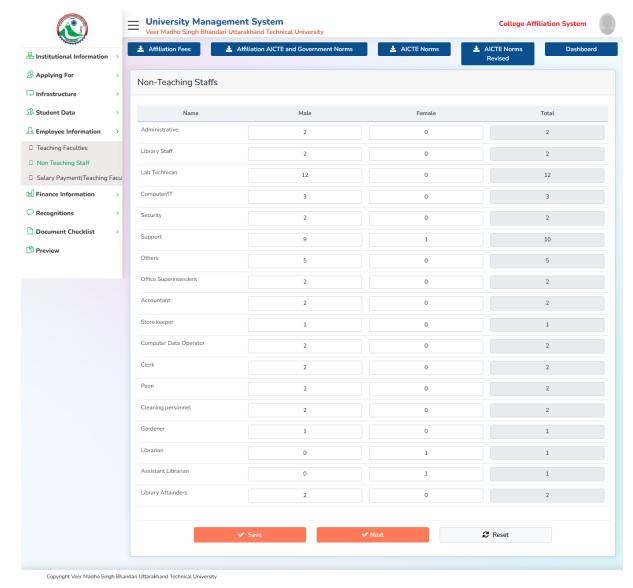
- Enter the required details and click on the Save button below; click on Next button once the entered details are saved.
- Once clicked on Next button; Student Info Details section with required details will appear, as shown below:



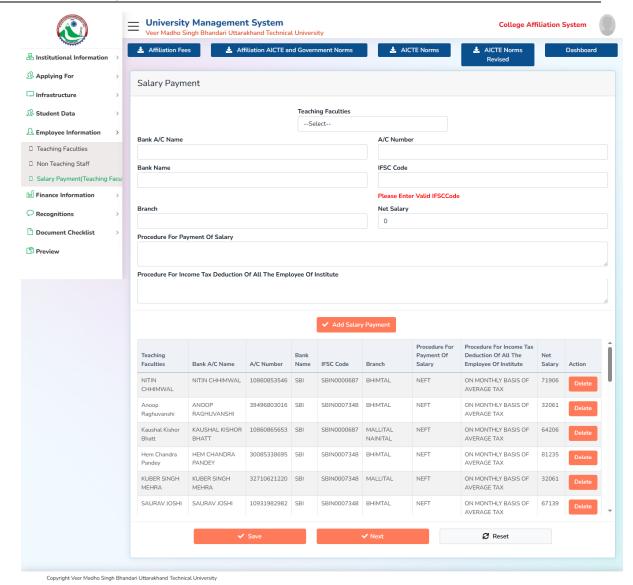
- Enter the required details and click on the Save button below; click on Next button once the entered details are saved.
- Once clicked on Next button; Faculty Details section with required details will appear, as shown below:



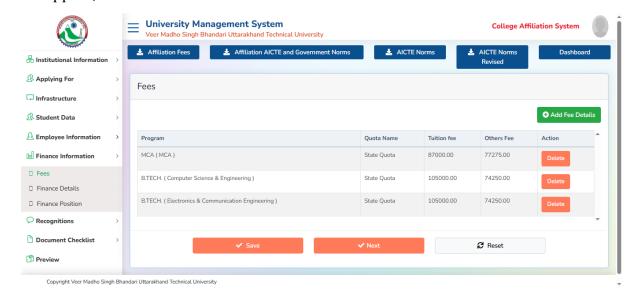
- Enter the required details and click on the Save button below; click on Next button once the entered details are saved.
- Once clicked on Next button; Non-Teaching Staff Details section with required details will appear, as shown below:



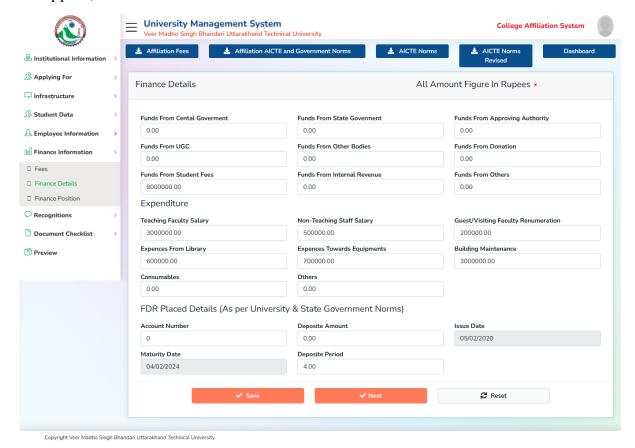
- Enter the required details and click on the Save button below; click on Next button once the entered details are saved.
- Once clicked on Next button; Salary Payment section with required details will appear, as shown below:



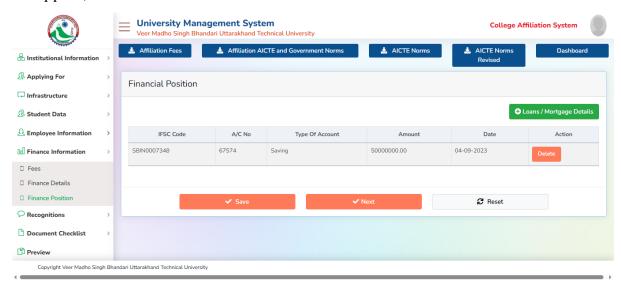
- Enter the required details and click on the Save button below; click on Next button once the entered details are saved.
- Once clicked on Next button; Fees Details section with required details will appear, as shown below:



- Enter the required details and click on the Save button below; click on Next button once the entered details are saved.
- Once clicked on Next button; Finance Details section with required details will appear, as shown below:

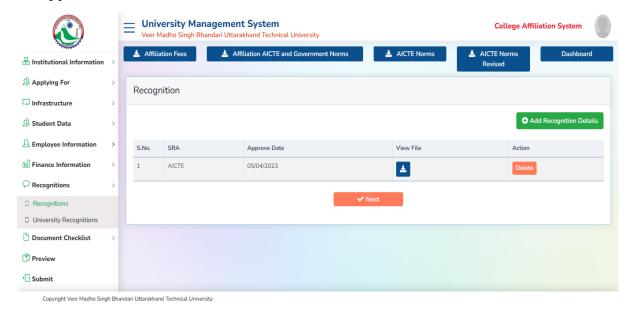


- Enter the required details and click on the Save button below; click on Next button once the entered details are saved.
- Once clicked on Next button; Financial Position section with required details will appear, as shown below:

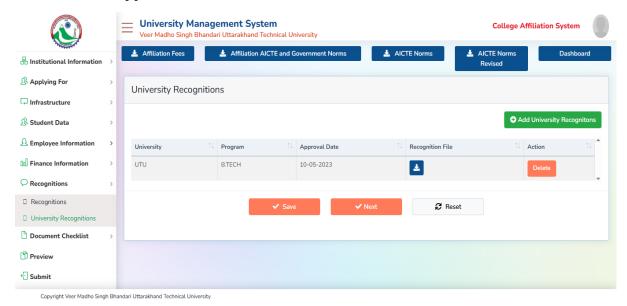


• Enter the required details and click on the **Save** button below; click on **Next** button once the entered details are saved.

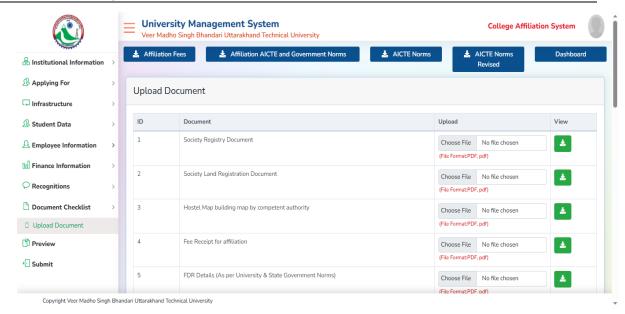
 Once clicked on Next button; Recognition section with required details will appear, as shown below:



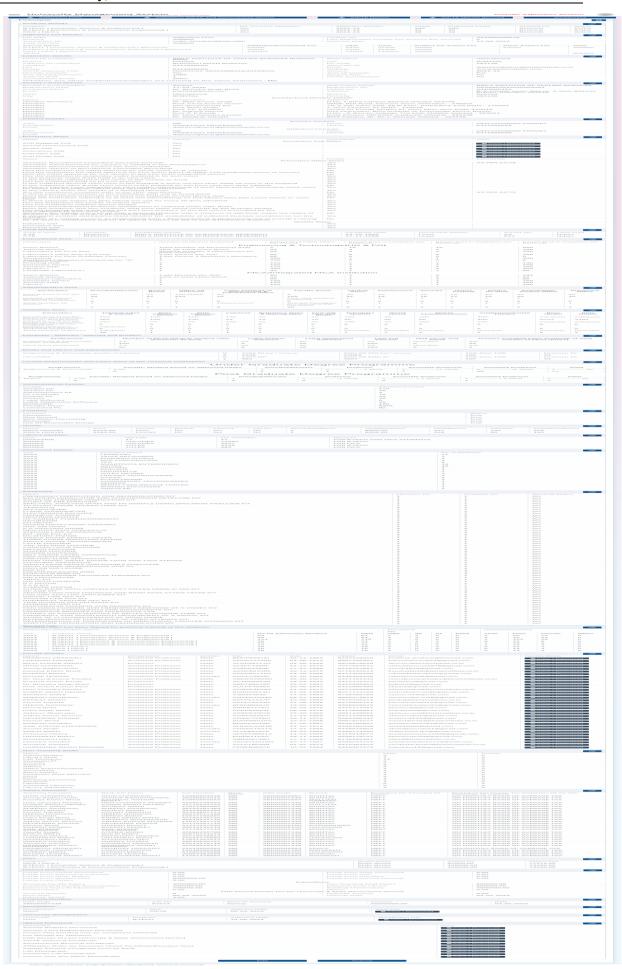
- Enter the required details and click on the **Save** button below; click on Next button once the entered details are saved.
- Once clicked on **Next** button; University Recognition section with required details will appear, as shown below:



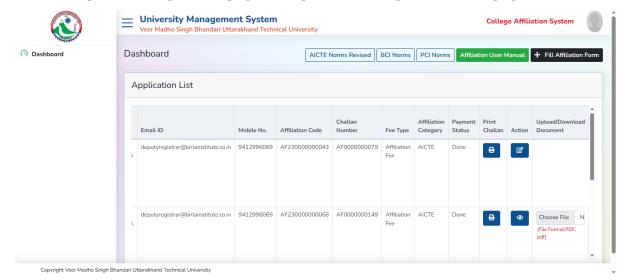
- Enter the required details and click on the **Save** button below; click on **Next** button once the entered details are saved.
- Once clicked on **Next** button; Upload Documents section with required details will appear, as shown below:



Once the documents are uploaded, it'll redirect to preview page.



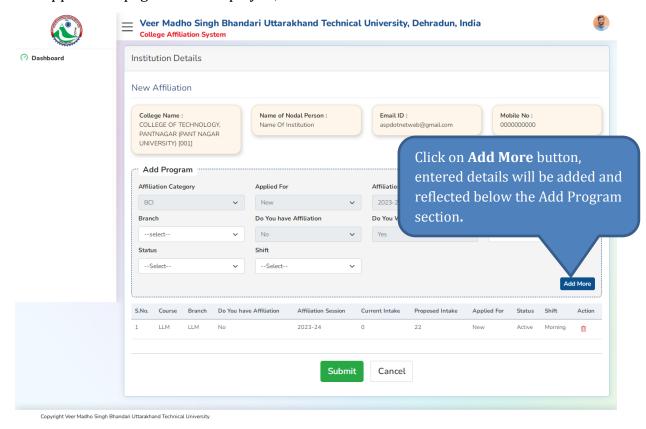
• Take a print of the preview page and upload it through Dashboard page.



 Click on Choose File upload button from Upload/Download Document column on Dashboard to upload the document.

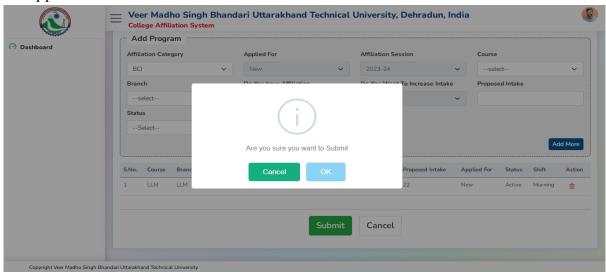
7. BCI

User can get access of **BCI** application page by selecting the **BCI** option from Affiliation Category dropdown from Affiliation Category page. Affiliation Category page will open, once clicked on **Fill Application** Form button from the **Dashboard**; **BCI** application page will be displayed, as shown below:

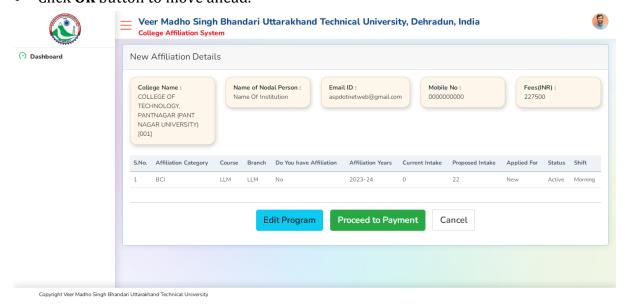


Click on **Submit** button to submit the entered details.

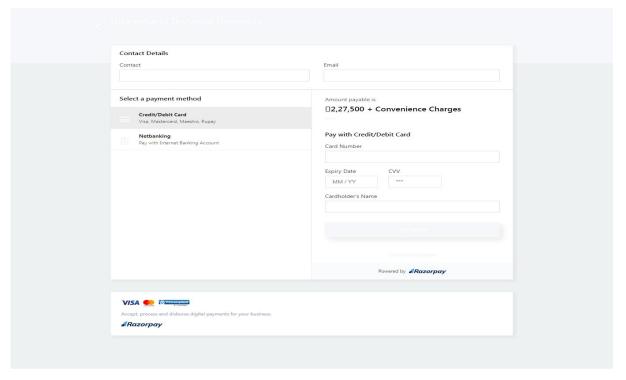
- Click on Cancel button below next to Submit button to cancel the details if needed.
- Once clicked on **Submit** button to proceed further, a new pop-up page will appear on screen as shown below:



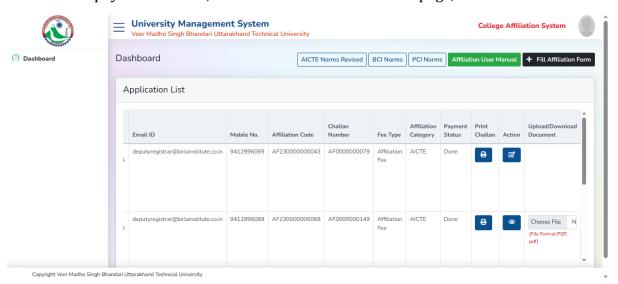
- Click on **Cancel** button to cancel the details, if needed.
- Click **Ok** button to move ahead.



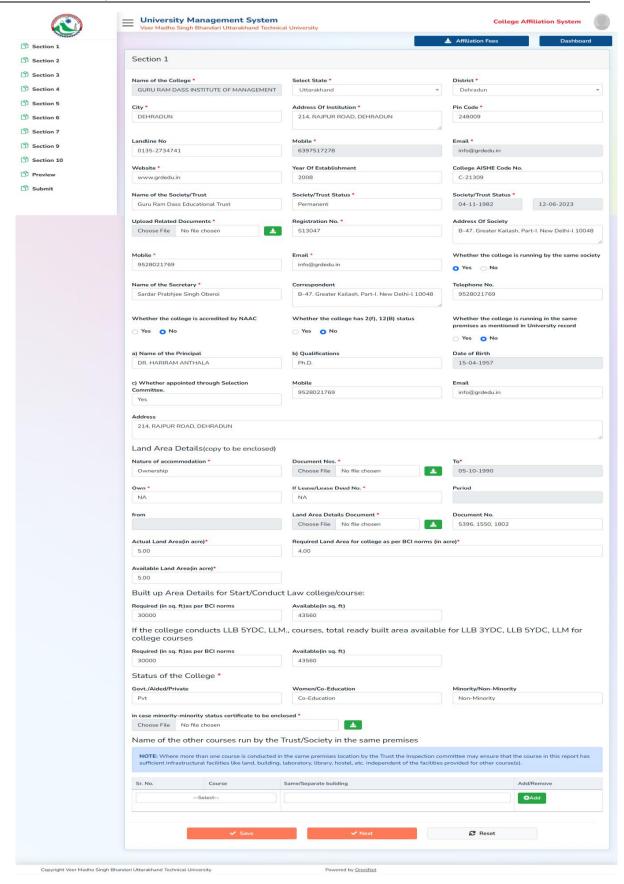
- Click on **Proceed to Payment** button below to proceed with the payment process further.
- Click on **Edit Program** button to edit the entered details, if needed.
- Click on Cancel button to cancel process, if needed.
- Once clicked on **Proceed to Payment** button below, a new pay page with payment details will appear on screen as shown below:



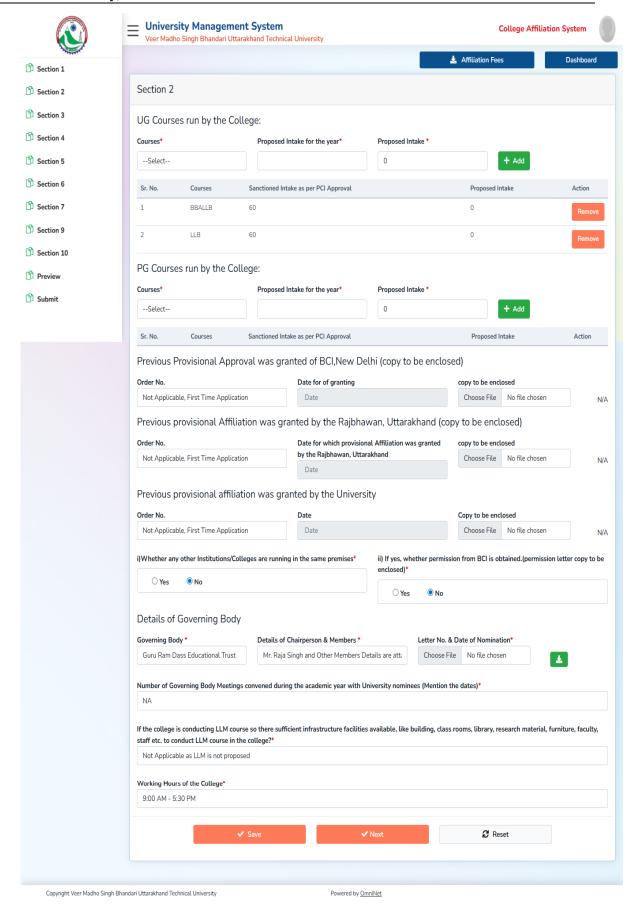
- Enter **Contact**, **Email** and Card details in the given boxes respectively and proceed with the payment.
- Once the payment is done, it'll redirect to the Dashboard page, as shown below:



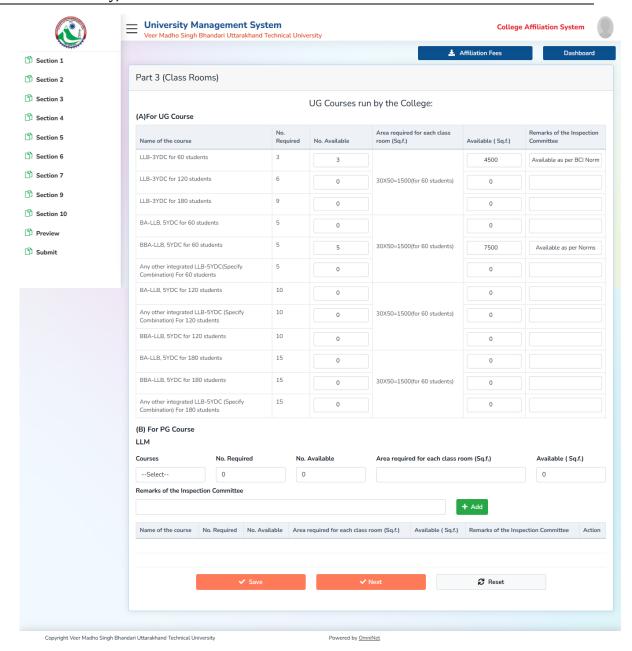
- Click on **Edit** icon/link from grid to proceed ahead.
- Once clicked on Edit icon/link, a new screen with section details will appear, as shown below:



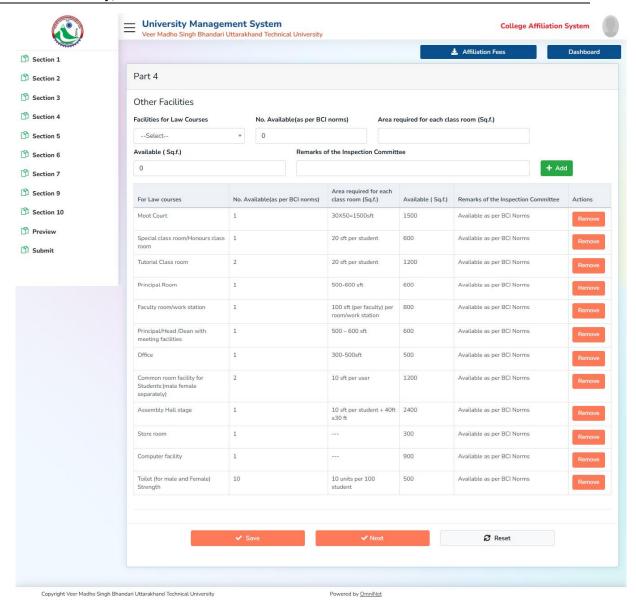
• Enter the required details in Section 1 page fields and click on **Next** button below.



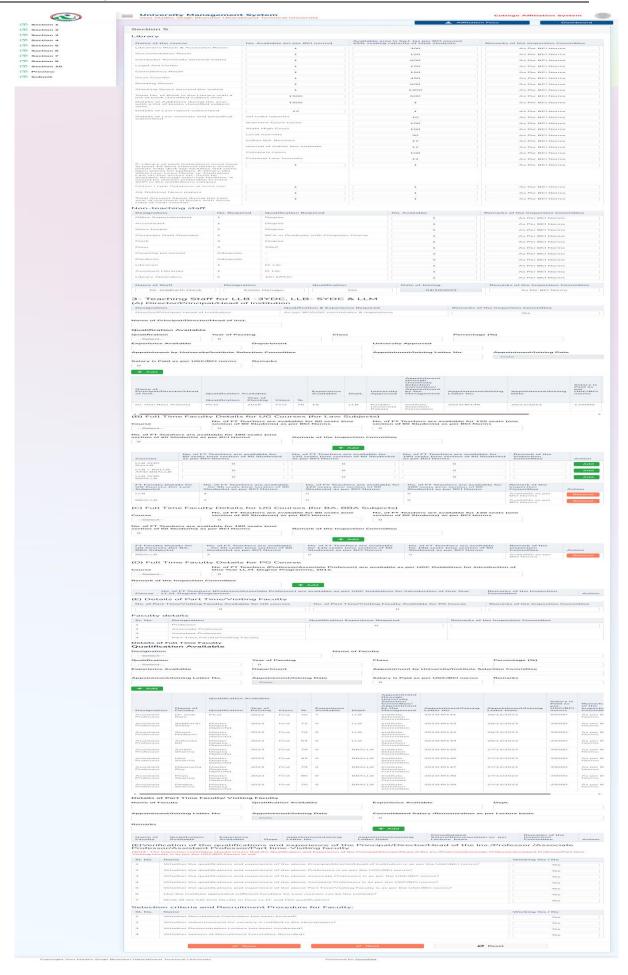
• Enter the required details in Section 2 page fields and click on **Next** button below.



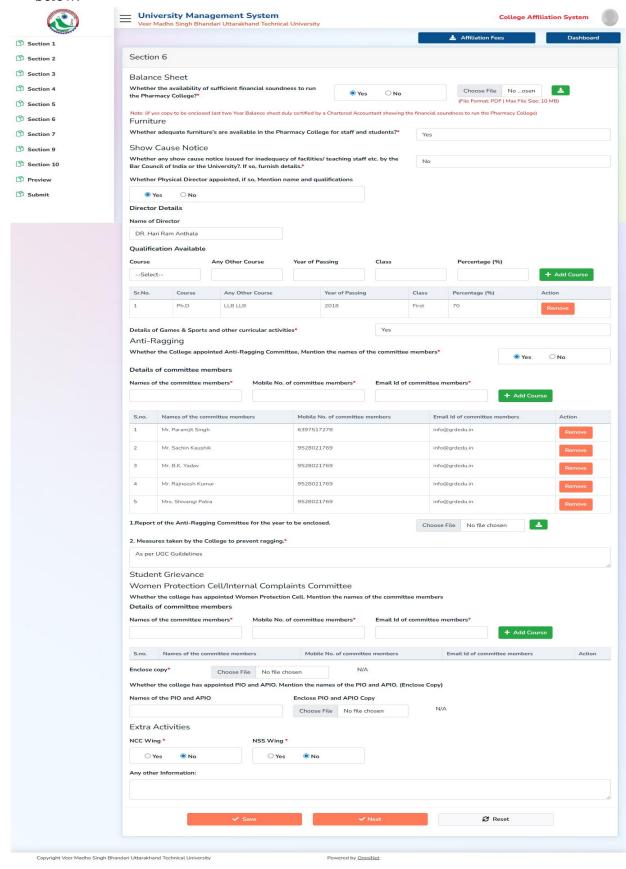
 Enter the required details in Section 3 page fields and click on Next button below.



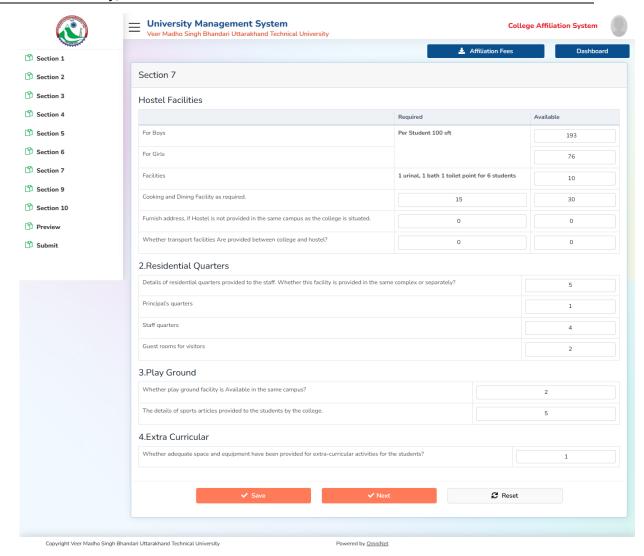
• Enter the required details in Section 4 page fields and click on **Next** button below.



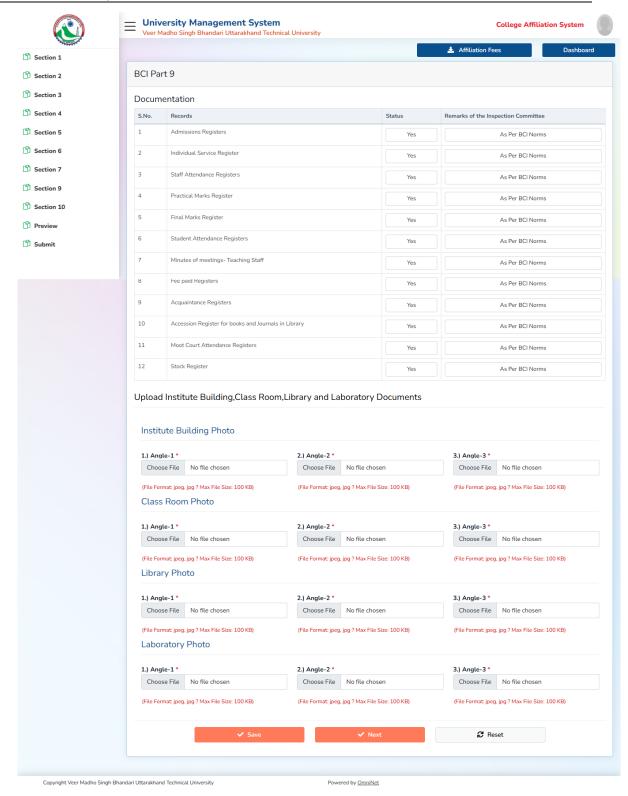
• Enter the required details in Section 5 page fields and click on **Next** button below.



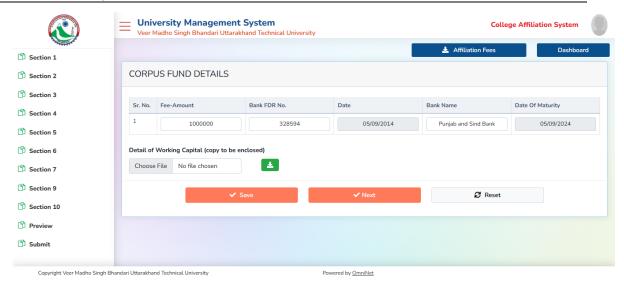
• Enter the required details in Section 6 page fields and click on **Next** button below.



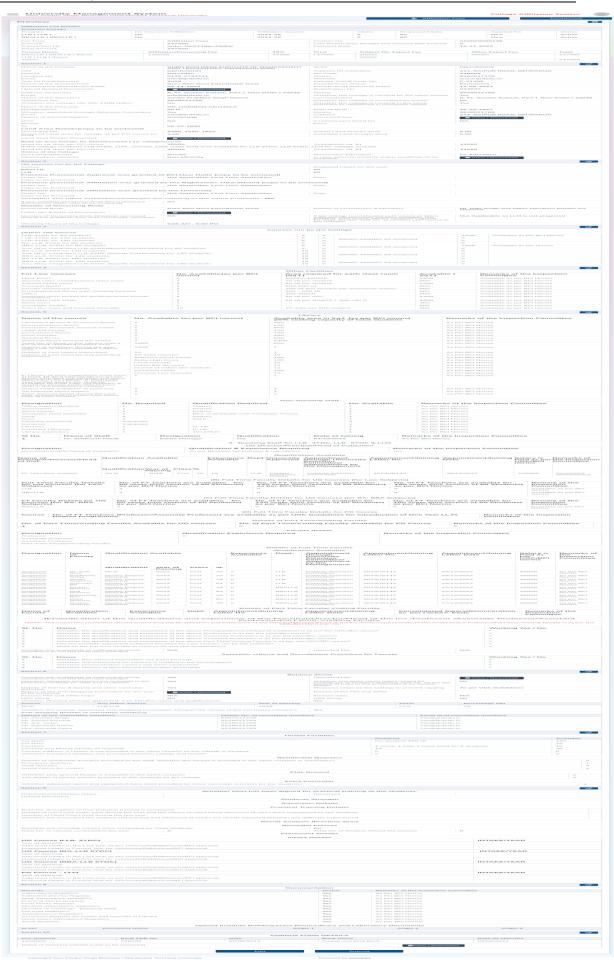
• Enter the required details in Section 7 page fields and click on **Next** button below.



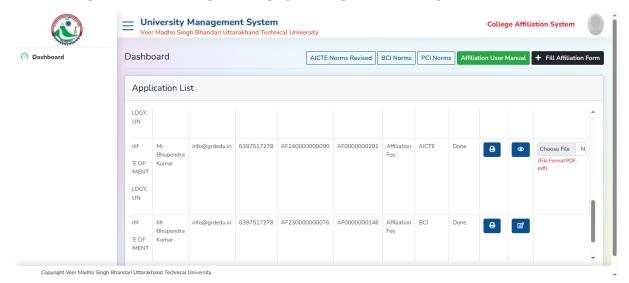
• Enter the required details in Section 8 page fields and click on **Next** button below.



- Enter the required Corpus Fund Details in given fields and click on Save and Next button below.
- Once the details are saved and clicked on **Next** button below, preview page with entered details will appear, a shown below:



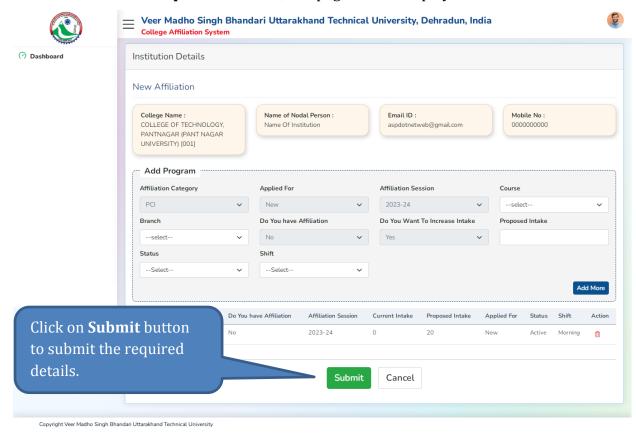
Take a print of the same preview page and upload it through the Dashboard.



• Click on **Choose File** upload button from Upload/Download Document column to upload the document.

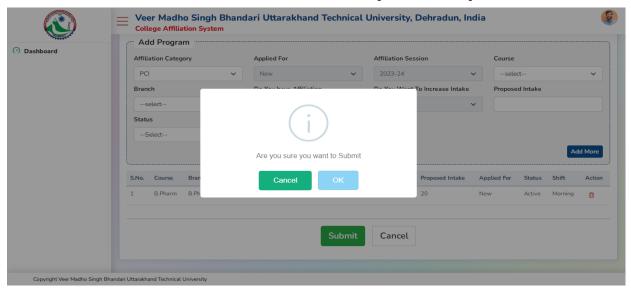
8. PCI

To view the details of **PCI**, select **PCI** from Affiliation Category dropdown and then click on '**Go to Next Step**' button below, **PCI** page will be displayed as shown below:

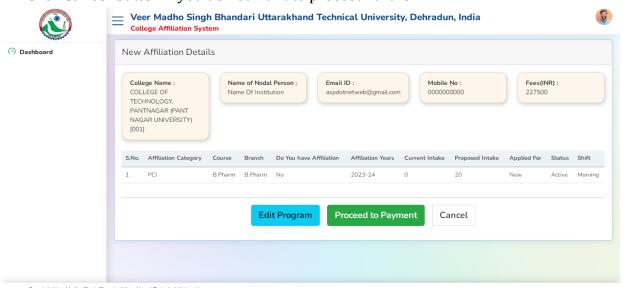


• Enter the required details in the given fields respectively before clicking on the Submit button below.

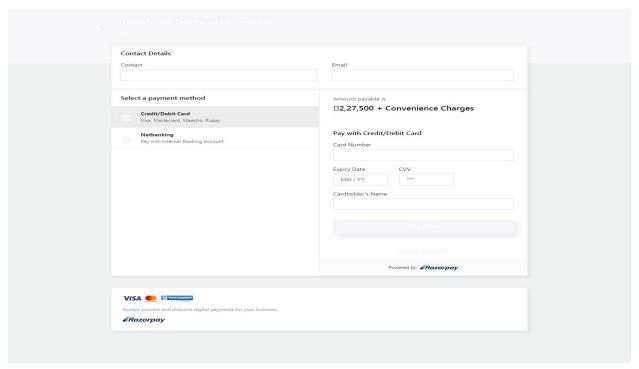
- Click on **Submit** button to submit the entered details, if needed.
- Click on **Cancel** button below to cancel the further process, if required.



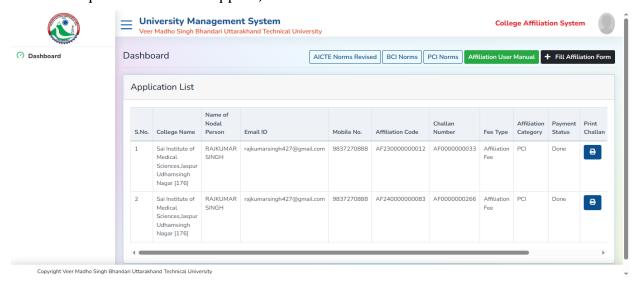
- Click **Ok** button if you wish to continue with the on-going application process.
- Click **Cancel** button if you do not want to proceed further.



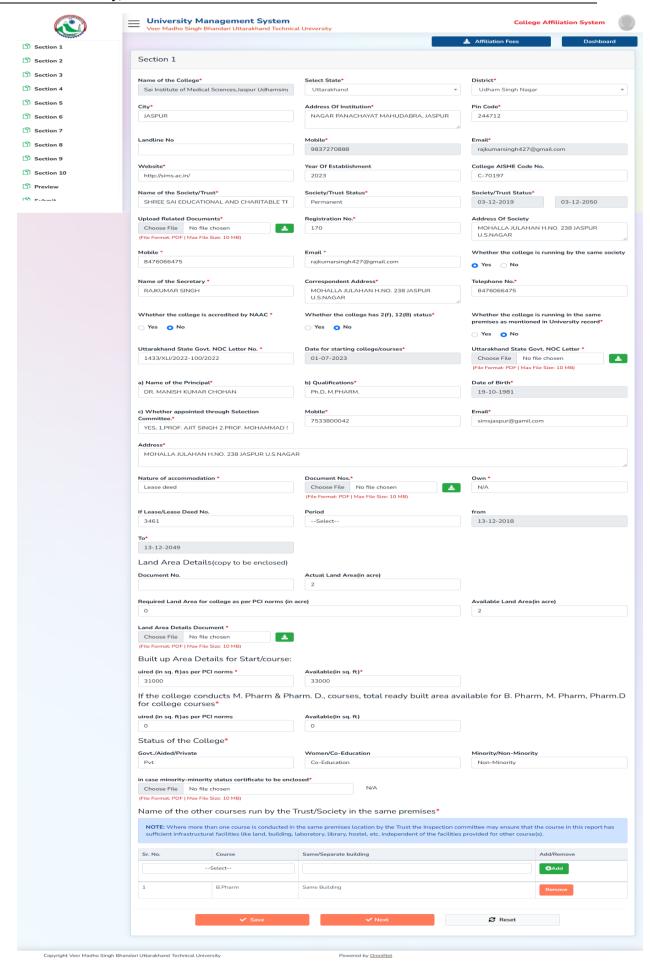
- Click on **Edit Program** button to edit the entered details, if needed.
- Click on **Proceed to Payment** button below to proceed with the payment process further.
- Click on **Cancel** button to cancel process, if needed.
- Once clicked on **Proceed to Payment** button below, a new pay page with payment details will appear on screen as shown below:



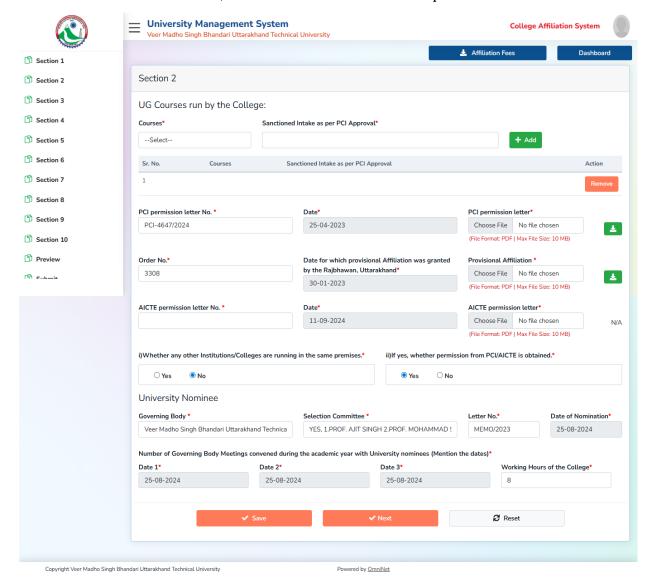
- Enter **Contact**, **Email**, and **Card** details in the given boxes respectively and proceed with the payment.
- Once the payment is done, user will be redirected to the Dashboard page; page with required details will appear, as shown below:



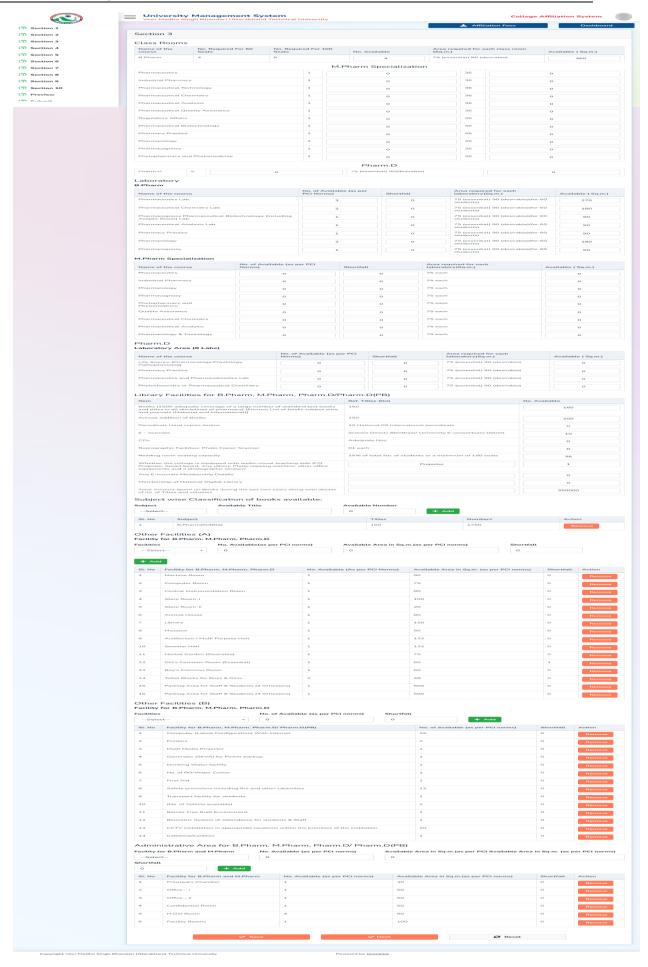
• Click on **Edit** action icon/link to proceed ahead.



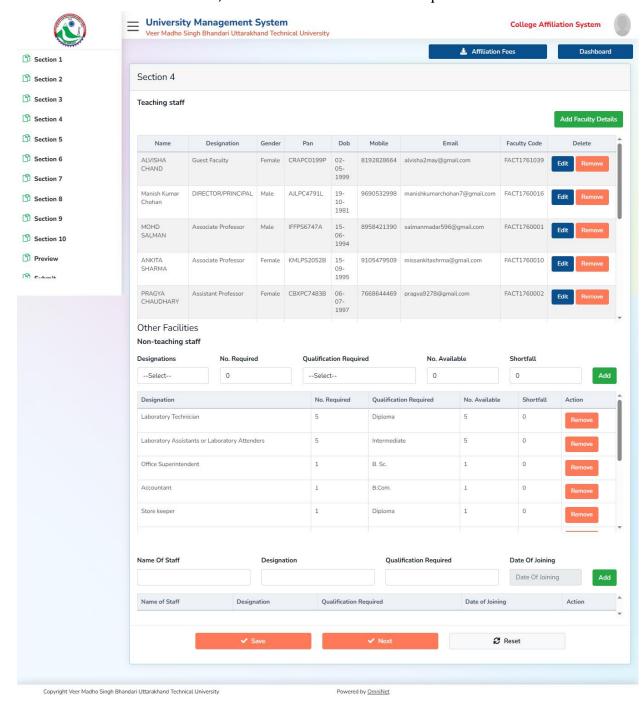
- Enter the required details in given fields and click on the Save button to save details.
- Once the details are saved, click on **Next** button below to proceed ahead.



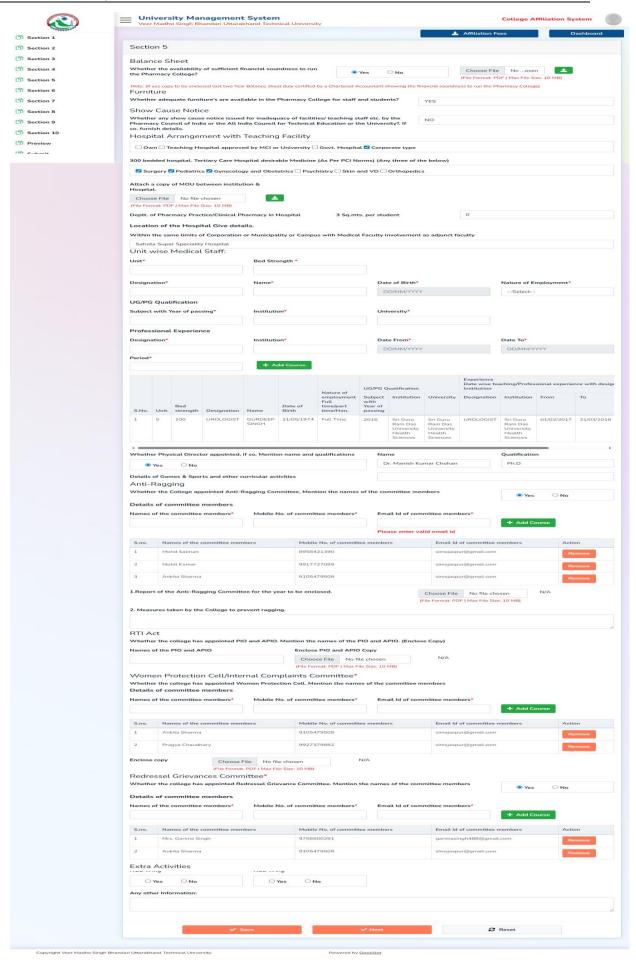
- Enter the required details in given fields and click on the **Save** button to save the entered details.
- Once the details are saved, click on **Next** button below to proceed ahead.



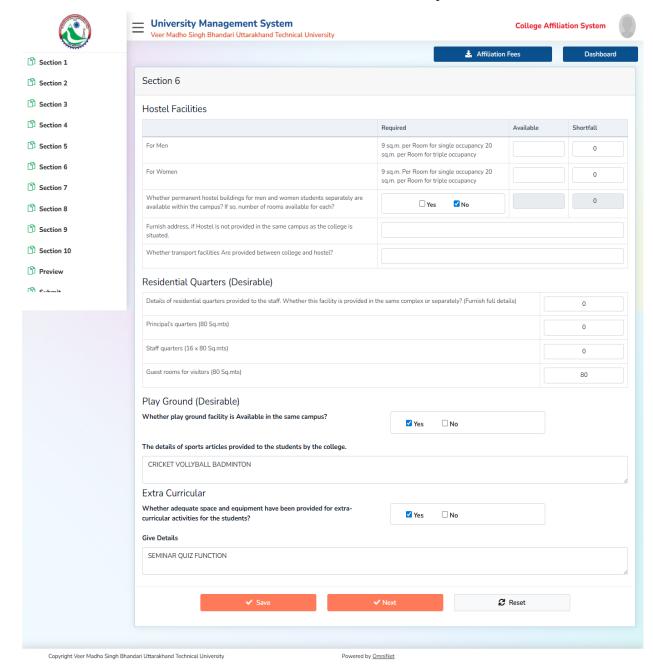
- Enter the required details in given fields and click on the **Save** button to save the entered details.
- Once the details are saved, click on Next button below to proceed ahead.



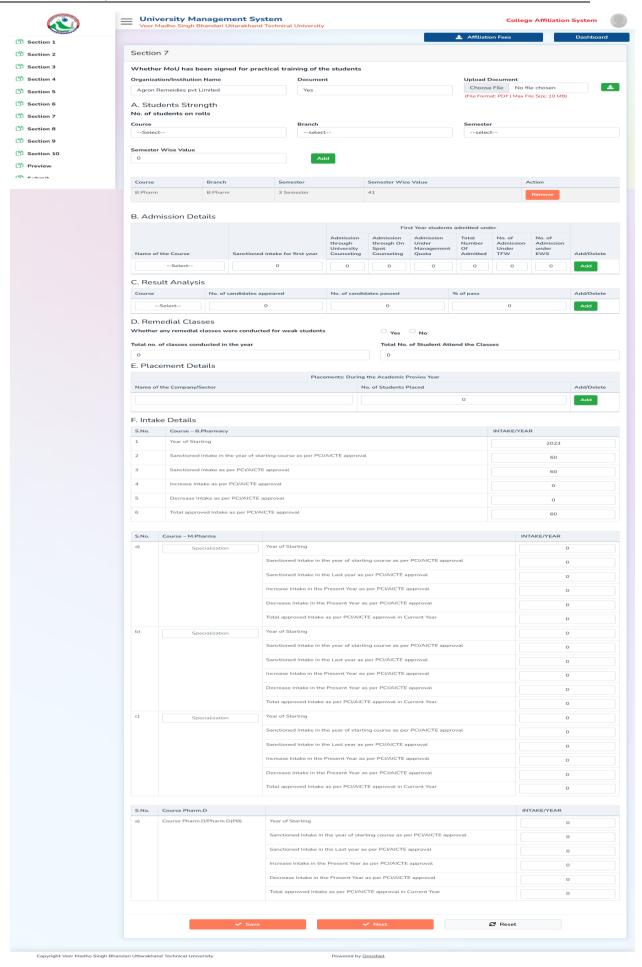
- Enter the required details in given fields and click on the **Save** button to save the entered details.
- Once the details are saved, click on **Next** button below to proceed ahead.



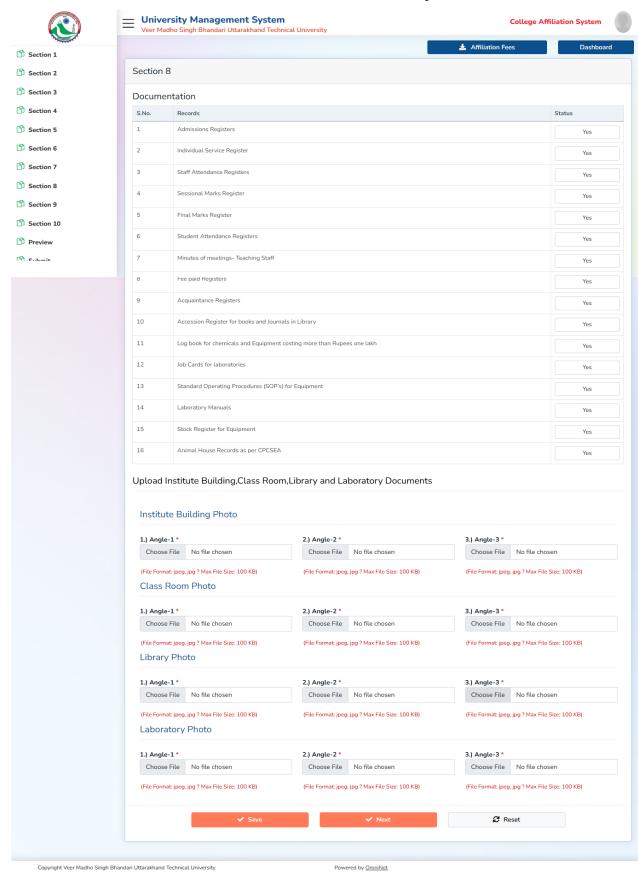
- Enter the required details in given fields and click on the **Save** button to save the entered details.
- Once the details are saved, click on Next button below to proceed ahead.



• Once the required details are filled, click on **Save** and **Next** button respectively to save details and proceed towards the next step or section.

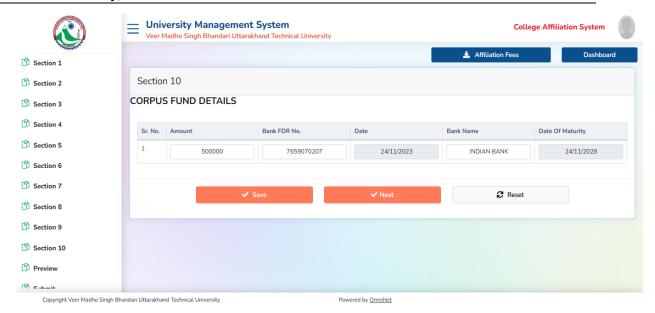


- Enter the required details in given fields and click on the **Save** button to save the entered details.
- Once the details are saved, click on **Next** button below to proceed ahead.

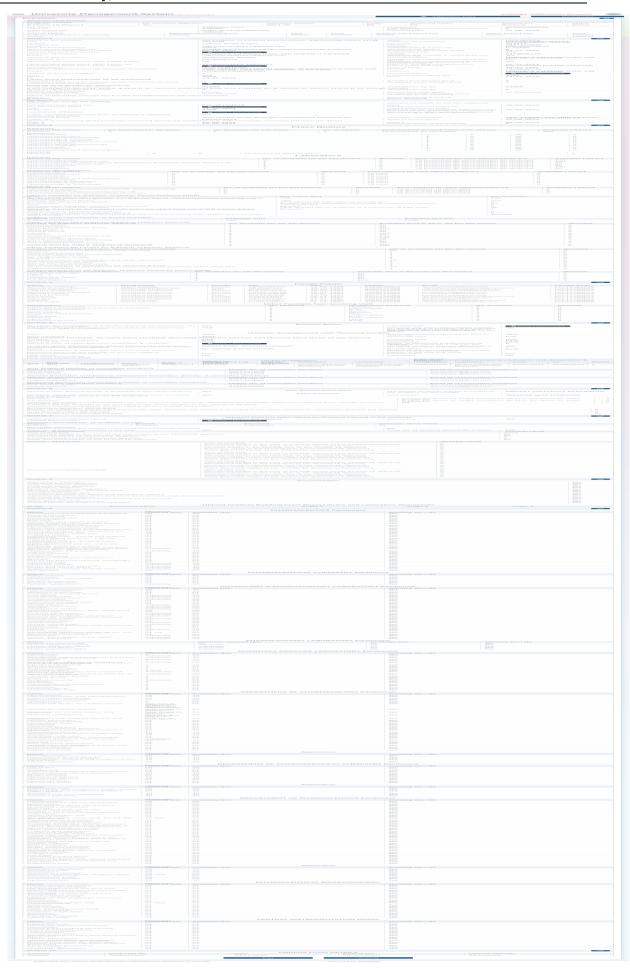


- Enter the required details in given fields and click on the **Save** button to save the entered details.
- Once the details are saved, click on **Next** button below to proceed ahead.

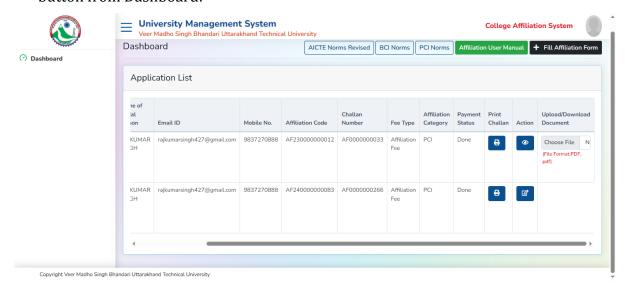




- Enter the required details in given fields and click on the **Save** button to save the entered details.
- Once the details are saved, click on **Next** button below to proceed ahead.



• Take a print of the preview page and upload it by clicking on **Choose File** upload button from Dashboard.



 Click on Choose File button from Upload/Download Document column on Dashboard page to upload.