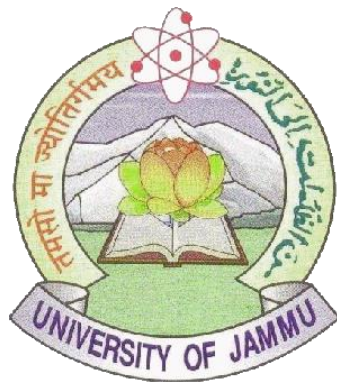
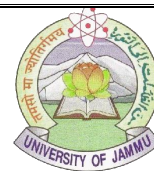


USER MANUAL



COMPUTER CENTRE UNIVERSITY OF JAMMU

COMPUTER CENTRE



PREFACE

This manual has been determined to be the official document of the University of Jammu and provides a common guide for employees or the administration of the various Colleges.

This is intended for users for the information of:

- | | |
|--------------------------------|--|
| a. Creating a student profile, | b. Mapping the paper, |
| c. Student enrolment, | d. Generate form 20 A, |
| e. Change of paper and | f. Tabulating Internal Assessment marks. |

The goal of this document is to give a broad overview of the main functions performed by the colleges and some basic instructions on performing the task.

Every effort has been made to ensure that this document is an accurate representation of the functionality of various tasks.

The following documentation conventions have been used in this manual:

- Blue texts indicates Hyperlinks
- Important information or main points will be bold (e.g. the **Student Profile**→ **Add**).
- Some screen captures have been cropped and/or edited for emphasis or descriptive purposes.

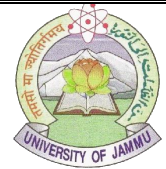
**Computer Centre
University of Jammu**

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Section A: Important points to be noted

Important Points

1. It is recommended to open the portal in the Mozilla Firefox web browser.
2. Popup must be enabled to generate the Reports.
3. Link for college portal is <https://jucc.in/> and click on COLLEGE LOGIN.
4. In case of Cancellation or Migration, the Registration number or Student ID shall remain the same.
5. Map the papers which are offered by your college in the portal. Only those papers will be appeared at the time of enrollment which has been mapped by the college.

Section B: Procedure for Enrolment

Procedure

1. Enter the login-id and the allotted password.
2. Go to **Student Profile→ Add** and enter the particulars of the students.
3. Go to the **Student Enrolment→ Add** select the relevant options and add the paper of the student for the enrolment of subjects. (In case, the college has introduced the new paper or papers are not reflecting while the enrollment of student, you have to map the paper first).
4. Before the Locking of examination form, the particular of the student and subject allotted must be verified. Once it is verified, RR must be locked from **Lock→ Examination Form Lockit**.
5. Once the RR/Examination form list is locked, take the printout of RR from Reports→ Registration→ Registration Return, it may be noted that a unique Locking ID is printed at the bottom of every page of RR.
6. Generate form 20(a) from **Lock→ Generate 20A→ Enter the Locking ID**.
7. RR/ Examination form list and Form 20(a) generated from the portal shall be stamped & signed by the Principal of the college and submitted the same to the Registration Section/Examination section (for odd semester to Registration section and for even semester to Examination section).
8. Receipt must be obtained from the relevant section after submission of RR/ Examination form list, only after the receipt is generated , examination form an be generated.
9. RR shall be generated in case of odd semester (i.e. Sem I, III & V) whereas Examination list shall be generated in case of even semester (II,IV,VI). The process of enrollment for all the semester shall remain the same.

Section C: Student Profile:

This is the first step carried out by the college to allot a Registration number and a unique Student ID for the student taking admission in the 1st semester by entering the correct particular, such as name, parentage, address, mobile number, DOB, photograph, signature, etc which is used in Enrolment, RR, Examination form & Admit card.

In case a student has taken the re-admission after canceling it from the previous session or college affiliated to the University of Jammu, the Registration number or Student ID shall remain the same.

After cancelling the admission of the student. It is not required to make the another profile of the student as it will remain the same. College has to enroll the student only.

To add Student Profile

1. Go to **Student**→ **Student Profile**→ **Add**
2. **Select College** and **Select Session**, then click on **Add**, the new screen will appear
3. Enter the details of the student in the form such as such name, fathers name, mothers name, date of birth, correspondence address, email, state, nationality, gender, caste, identification mark, gender, caste, religion, telephone (M), etc are to be entered.
4. Upload Photograph and Signature of the candidate.
5. Enter the details in previous qualification and click on **Add Previous Qualification** and then click on **Add Student**. Once the student profile is added, a unique Registration number and Student id will be allotted.

To search the profile of the student:

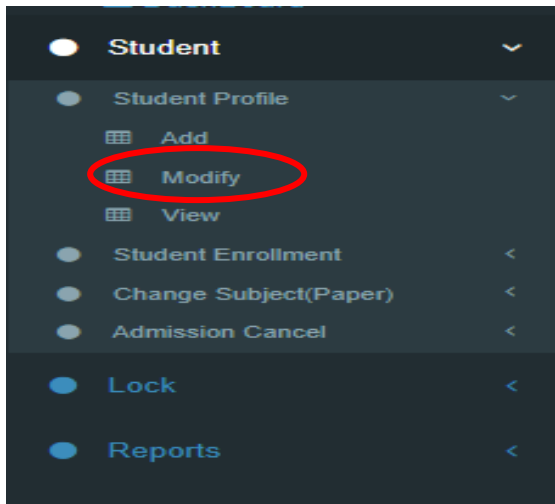
1. Go to **Student**→ **Student Profile**→ **View**
2. **Select the college**
3. Searching of candidate can be done by entering student id, Registration number, Candidate's name or Father's Name and then click **search student** button

To Modify/ Delete Student Profile

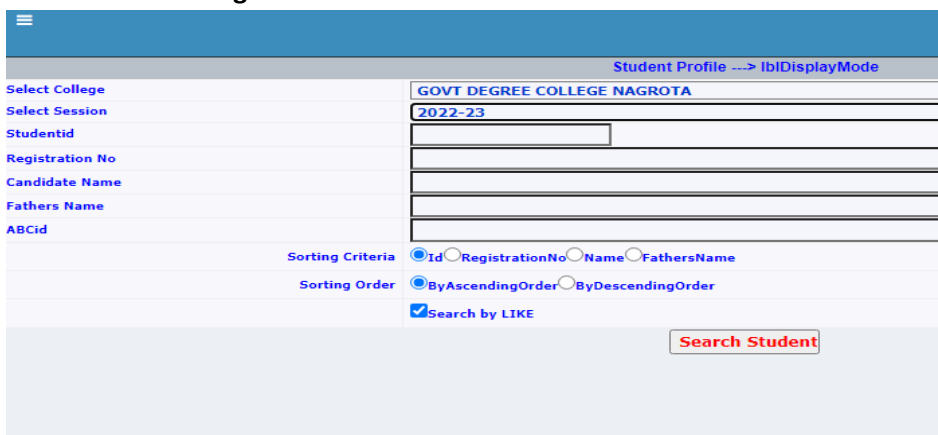
In this section one can either modify or delete the Student Profile.

To Delete the Student Profile

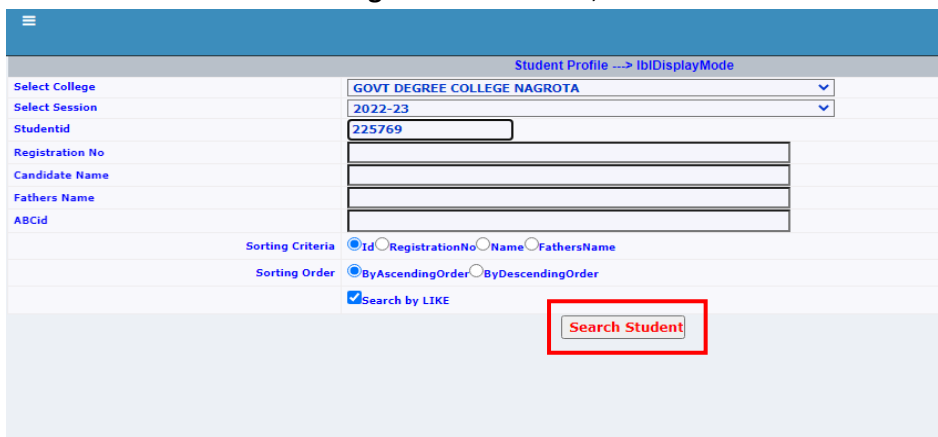
1. Go to **Student**→ **Student Profile** →**Modify**



2. Select **college** and **session**.

A screenshot of a web form titled 'Student Profile ---> IbiDisplayMode'. It has several input fields: 'Select College' (GOVT DEGREE COLLEGE NAGROTA), 'Select Session' (2022-23), 'Studentid', 'Registration No', 'Candidate Name', 'Fathers Name', and 'ABCIId'. Below these are 'Sorting Criteria' (radio buttons for Id, RegistrationNo, Name, FathersName) and 'Sorting Order' (radio buttons for ByAscendingOrder, ByDescendingOrder). There is a 'Search by LIKE' checkbox and a 'Search Student' button.

3. Enter **Student ID** or **Registration Number**, then Click on **Search Student**.


A screenshot of the same web form as above. The 'Studentid' field now contains the value '225769'. The 'Search Student' button is highlighted with a red rectangle.

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4. Click on **Delete** 

Select Session: 2022-23
Studentid: 225769
Registration No:
Candidate Name:
Fathers Name:
ABCIId:
Sorting Criteria: ☒ Id ☐ RegistrationNo ☐ Name ☐ FathersName
Sorting Order: ☒ ByAscendingOrder ☐ ByDescendingOrder
☒ Search by LIKE

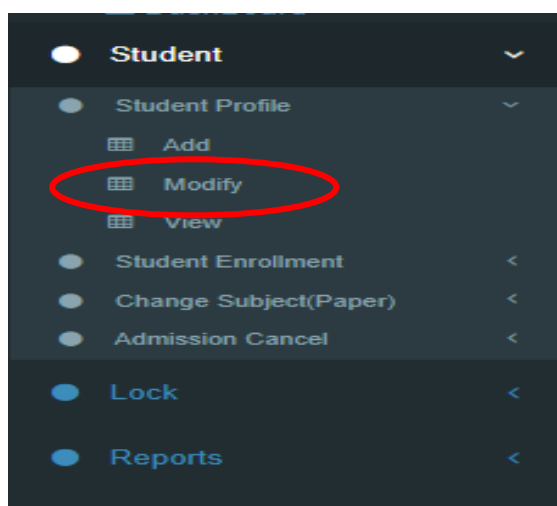
Id	Student Name	Father Name	Mother Name	Student Reg No	Date of Birth	View	Modify	Delete
225769	MUDDISER SADIQ	MOHD SADIQ	FATIMA BEGUM	1001GDCNG22	08/06/2004			

5. The message will appear “Are you sure you want to delete the Record?”, click on **OK**, the profile will be deleted.

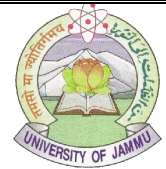
Note: Student will not be deleted in case the student is enrolled in any one of the course/semester.

To modify student profile:

1. Go to **Student** → **Student Profile** → **Modify**



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2. Select college and session.

Student Profile ---> IbiDisplayMode

Select College: GOVT DEGREE COLLEGE NAGROTA

Select Session: 2022-23

Studentid:

Registration No:

Candidate Name:

Fathers Name:

ABCIId:

Sorting Criteria: ☒ Id ☐ RegistrationNo ☐ Name ☐ FathersName

Sorting Order: ☒ ByAscendingOrder ☐ ByDescendingOrder

☒ Search by LIKE

Search Student

3. Enter Student ID or Registration Number, then Click on Search Student.

Student Profile ---> IbiDisplayMode

Select College: GOVT DEGREE COLLEGE NAGROTA

Select Session: 2022-23

Studentid: 225769

Registration No:

Candidate Name:

Fathers Name:

ABCIId:

Sorting Criteria: ☒ Id ☐ RegistrationNo ☐ Name ☐ FathersName

Sorting Order: ☒ ByAscendingOrder ☐ ByDescendingOrder

☒ Search by LIKE

Search Student

4. Click on Modify

Student Profile ---> IbiDisplayMode

Select Session: 2022-23

Studentid: 225769

Registration No:

Candidate Name:

Fathers Name:

ABCIId:

Sorting Criteria: ☒ Id ☐ RegistrationNo ☐ Name ☐ FathersName

Sorting Order: ☒ ByAscendingOrder ☐ ByDescendingOrder

☒ Search by LIKE

Search Student

Id	Student Name	Father Name	Mother Name	Student Reg No	Date of Birth	View	Modify	Delete
225769	MUDDISER SADIQ	MOHD SADIQ	FATIMA BEGUM	1001GDCNG22	08/06/2004			

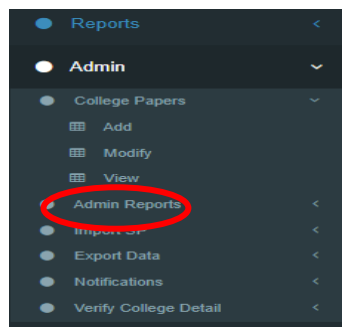
Modification in the student profile can be made from this option except in the Name of Student and Parentage.

Section D: Mapping of Paper

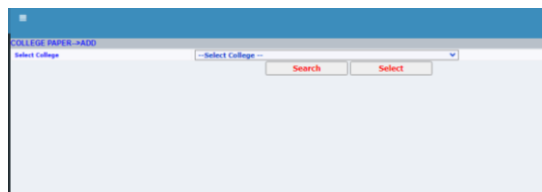
Mapping of Paper:

A. Add paper

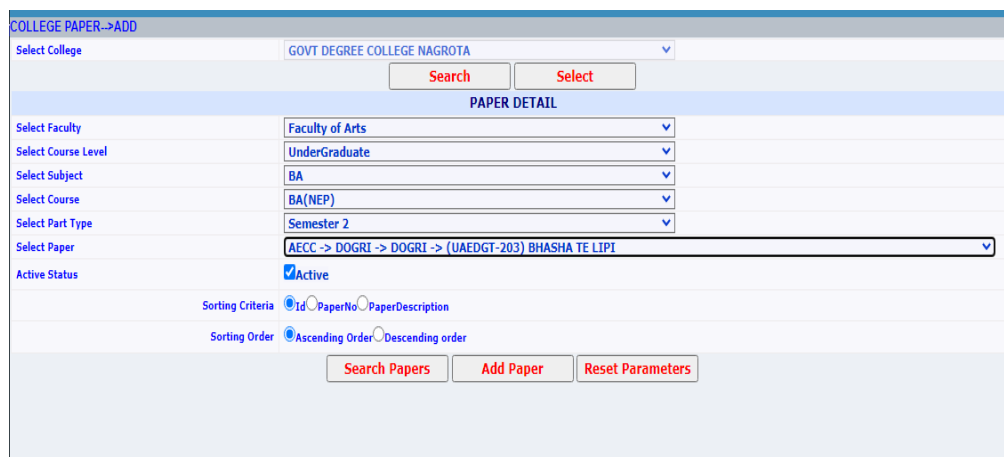
1. Go to **jucc.in** → **College Login**
2. This window will open after clicking on the **COLLEGE LOGIN**.
3. Enter **College User name and Password**, then click **Login button**.
4. Go to **Admin** → **College Papers** → **Add**.



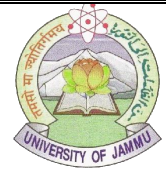
5. When you click on **Add**, below mentioned page will open



6. Select **College** and Click on **search**.
7. Select **Faculty and Course Level**.
Select **Subject**
Select **Course**.
Select **Part type** and Semester no.
Select **Paper**

A screenshot of the 'COLLEGE PAPER - ADD' page. The 'PAPER DETAIL' section is visible, showing dropdown menus for 'Select Faculty' (Faculty of Arts), 'Select Course Level' (UnderGraduate), 'Select Subject' (BA), 'Select Course' (BA(NEP)), 'Select Part Type' (Semester 2), and 'Select Paper' (AECC -> DOGRI -> DOGRI -> (UAEDGT-203) BHASHA TE LIPI). There are also buttons for 'Search Papers', 'Add Paper', and 'Reset Parameters'.

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8. Click on **Add Paper** and paper will be added successfully.

COLLEGE PAPER→ADD

Select College: GOVT DEGREE COLLEGE NAGROTA

Search Select

PAPER DETAIL

Select Faculty: Faculty of Arts

Select Course Level: UnderGraduate

Select Subject: BA

Select Course: BA(NEP)

Select Part Type: Semester 2

Select Paper: AECC -> DOGRI -> DOGRI -> (UAEDGT-203) BHASHA TE LIPI

Select Status: ☒ Active

Sorting Criteria: ☒ Id ☐ PaperNo ☐ PaperDescription

Sorting Order: ☒ Ascending Order ☐ Descending order

Search Papers Add Paper Reset Parameters

Paper Added Successfully

Search Papers Add Paper Reset Parameters

Paper Alias	Paper Descriptionname	Modify	Delete
LTC-101	HINDI CORE -101		

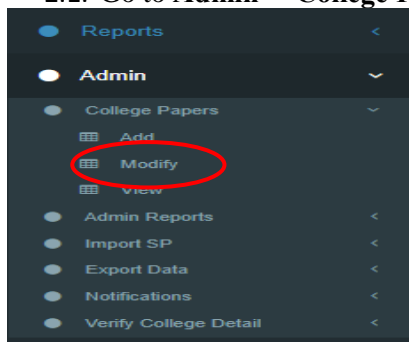
NOTE: To add more papers in same Faculty & Semester, follow the steps from point 14-16.

B. Deactivate paper:

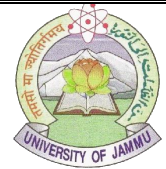
Once the paper is added in the portal, it will be displayed during enrollment and Userid's will also be created for the Tabulation of marks.

To stop displaying it during the enrollment or to remove the userid's for the tabulation of marks, papers has to be deactivated by following below mentioned steps:

2.1. Go to **Admin→ College Papers → Modify**



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2.2. Select **College** and click on search.

COLLEGE PAPER->MODIFY

Select College: GOVT DEGREE COLLEGE NAGROTA

Search Select

2.3. Select appropriate option in **Select Faculty**, **Select Course Level**, **Select Subject**, **Select Course**, **Select Part type** and click on **Search Papers**.

COLLEGE PAPER->MODIFY

Select College: GOVT DEGREE COLLEGE NAGROTA

Search Select

PAPER DETAIL

Select Faculty: Faculty of Arts

Select Course Level: UnderGraduate

Select Subject: BA

Select Course: BA(NEP)

Select Part Type: Semester 2

Select Paper: --Select Paper--

Active Status: ☒ Active

Sorting Criteria: ☒ Id ☐ PaperNo ☐ PaperDescription

Sorting Order: ☒ Ascending Order ☐ Descending order

Search Papers Reset Parameters

2.4. Click on **Modify** button in front of the paper to modify or delete.

ID	CSID	PapID	PaperNo	Paper Alias	Paper DescriptionName	Modify	Delete
25503	3047	1441	UMIPYT202	UMIPYT202	ELECTROMAGNETISM		
25510	2888	1447	UMJPST-201	UMJPST-201	INDIAN GOVERNMENT AND POLITICS		
25499	2908	1448	UMIPST-202	UMIPST-202	UNDERSTANDING INDIAN GOVERNMENT		
25441	2923	1449	UMDPST-203	UMDPST-203	POLITICS AND ENVIRONMENT IN INDIA		
25511	2893	1496	UMJSOCT201	UMJSOCT201	SOCIAL INSTITUTIONS		
25501	2913	1497	UMISOCT202	UMISOCT202	BASIC INSTITUTIONS IN SOCIETY		
25522	2859	1683	UAEENT-204	UAEENT-204	ENGLISH-II		
25523	2857	1684	UAEENT-205	UAEENT-205	COMMUNICATION ENGLISH-II		
25489	3379	1697	USEEST201	USEEST201	LIQUID WASTE MANAGEMENT		
25516	2932	1702	UVAHWT-204	UVAHWT-204	HEALTH AND WELLNESS		
25515	2930	1703	UVADTT-203	UVADTT-203	DIGITAL TECHNOLOGY		
25506	2878	1704	UMJEDT-201	UMJEDT-201	EDUCATION PSYCHOLOGY AND STATISTICS		
25493	2899	1705	UMIEDT-202	UMIEDT-202	PSYCHOLOGICAL BASES EDUCATION		
25436	2916	1706	UMDEDT-203	UMDEDT-203	MODERN TRENDS IN EDUCATION		
25521	2858	1718	UAEDGT-203	UAEDGT-203	BHASHA TE LIPI		
25435	2866	1719	UMDDGT-204	UMDDGT-204	DOGRI LOK GEET		

2.5. Uncheck the **Active Status**.

COLLEGE PAPER->MODIFY

Select College: GOVT DEGREE COLLEGE NAGROTA

Search Select

PAPER DETAIL

Select Faculty: Faculty of Arts

Select Course Level: UnderGraduate

Select Subject: BA

Select Course: BA(NEP)

Select Part Type: Semester 2

Select Paper: PHYSICS -> PHYSICS -> (UMIPYT202) ELECTROMAGNETISM

Active Status: ☐ Active

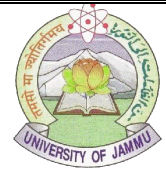
Sorting Criteria: ☒ Id ☐ PaperNo ☐ PaperDescription

Sorting Order: ☒ Ascending Order ☐ Descending order

Search Papers Modify Paper Reset Parameters

ID	CSID	PapID	PaperNo	Paper Alias	Paper DescriptionName	Modify	Delete
25503	3047	1441	UMIPYT202	UMIPYT202	ELECTROMAGNETISM		
25510	2888	1447	UMJPST-201	UMJPST-201	INDIAN GOVERNMENT AND POLITICS		

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2.6. Click on **Modify paper**, the paper shall not be displayed during enrolment nor the user id shall be created for the marks entry of Internal Assessment.

COLLEGE PAPER->MODIFY

Select College: GOVT DEGREE COLLEGE NAGROTA

Search Select

PAPER DETAIL

Select Faculty: Faculty of Arts

Select Course Level: UnderGraduate

Select Subject: BA

Select Course: BA(NEP)

Select Part Type: Semester 2

Select Paper: MINOR -> PHYSICS -> PHYSICS -> (UMIPYT202) ELECTROMAGNETISM

Active Status: ☐ Active

Sorting Criteria: ☒ Id ☐ PaperNo ☐ PaperDescription

Sorting Order: ☒ Ascending Order ☐ Descending order

Search Papers Modify Paper Reset Parameters

ID	CSID	PapID	PaperNo	Paper Alias	Paper DescriptionName	Modify	Delete
25503	3047	1441	UMIPYT202	UMIPYT202	ELECTROMAGNETISM		
25510	2888	1447	UMJPST-201	UMJPST-201	INDIAN GOVERNMENT AND POLITICS		

Record Modified Paper Updated

Search Papers Modify Paper Reset Parameters

1

C. Reactivate the deactivated papers:

To reactivate the deactivated papers so that it shall be displayed during enrollment or to create the userid for the tabulation of marks, follow the below mentioned steps:

- 3.1. Go to Admin → College Papers → Modify
- 3.2. Select College and click on search
- 3.3. Select appropriate option in Select Faculty, Select Course Level, Select Subject, Select Course and Select Part type
- 3.4. Uncheck the Active Button and click on search papers.

COLLEGE PAPER->MODIFY

Select College: GOVT DEGREE COLLEGE NAGROTA

Search Select

PAPER DETAIL

Select Faculty: Faculty of Arts

Select Course Level: UnderGraduate

Select Subject: BA

Select Course: BA

Select Part Type: Semester 2

Select Paper: ☐ Active

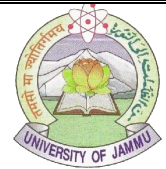
Active Status: ☒ Active

Sorting Criteria: ☒ Id ☐ PaperNo ☐ PaperDescription

Sorting Order: ☒ Ascending Order ☐ Descending order

Search Papers Reset Parameters

COMPUTER CENTRE



3.5. Click on **Modify** Button

Active Status ☐ Active

Sorting Criteria ☒ Id ☐ PaperNo ☐ PaperDescription

Sorting Order ☒ Ascending Order ☐ Descending order

[Search Papers](#) [Modify Paper](#) [Reset Parameters](#)

ID	CSID	PapID	PaperNo	Paper Alias	Paper DescriptionName	Modify	Delete
9623	401	429	UBATC-101	UBATC-101	BUSINESS MANAGEMENT		

3.6. Check the **Active** button and click on **Modify paper**

Active Status ☒ Active

Sorting Criteria ☒ Id ☐ PaperNo ☐ PaperDescription

Sorting Order ☒ Ascending Order ☐ Descending order

[Search Paper](#) [Modify Paper](#) [Reset Parameters](#)

ID	CSID	PapID	PaperNo	Paper Alias	Paper DescriptionName	Modify	Delete
9623	401	429	UBATC-101	UBATC-101	BUSINESS MANAGEMENT		

3.7. Now, you can logout your college ID.

Profile

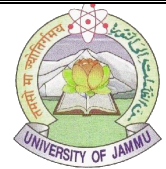
Update Password

Logout

Section E: Student Enrollment

- In this process the enrollment of student in the particular faculty and the papers opted by the student in the portal takes place.
- Registration number or Student Id is required for the enrollment of student which was created after the creation of student profile.
- This section shall be used for adding/modifying/deleting/searching enrollment of a student
- Modification/Deletion can only be done, before the Locking of examination form.

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Add enrollment

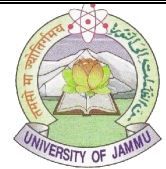
1. Go to **Student**→ **Student Enrollment**→ **Add**
2. **New screen will appear**
3. **Select Faculty, Select Course Level and Select Subject** – select the appropriate values.
4. **Select Schedule**- Choose the appropriate schedule which is communicated by the computer centre to the college registered email id.
Note: In case, wrong schedule is selected, student shall not be permitted to appear in the exam.
5. **Select Course**
6. **Select Part/Sem**
7. Click on **Search Schedule**
8. Select College.
9. **Select Student Type- Regular.**
10. Select Medium.
11. **Select Admission Category**- choose the option from the dropdown.
12. **Date of Admission**- enter the date of admission in dd/mm/yyyy e.g 01/01/2021.
13. **Class RollNo-**

<div>Search Schedule</div> <div>Select Schedule</div>	
STUDENT DETAIL	
Select College	TEMP
Select Student Type	Regular
Select Medium	English
Select Admission Category	Open
Date of Admission	(dd/mm/yyyy) 01/01/2021 Stream <input type="text"/> Section <input type="text"/> Class RollNo 1
	List No : 1 <div>Increment List No</div> <input type="checkbox"/> Test

14. **Increment List No-** By default it is List no:1, if in case the examination form list no:1 is locked by the college and want to enroll more student in the same faculty, then the list no must be incremented from 1 to 2 by clicking on **Increment List no**.

<div>Search Schedule</div> <div>Select Schedule</div>	
STUDENT DETAIL	
Select College	TEMP
Select Student Type	Regular
Select Medium	English
Select Admission Category	Open
Date of Admission	(dd/mm/yyyy) 01/01/2021 Stream <input type="text"/> Section <input type="text"/> Class RollNo 1
	List No : 1 <div>Increment List No</div> <input type="checkbox"/> Test

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15. Enter Student ID/Registration number and click on **Search**, the student details will be displayed.

ENROLLMENT -->ADD	
SCHEDULE DETAIL	
Select Faculty	Faculty of Arts
Select Course Level	UnderGraduate
Select Subject	BA
Select Schedule	23-24_S5_CM_ALL
Select Course	BA(CBCS)
Select Part/Sem	Semester 5
<input type="button" value="Search Schedule"/> <input type="button" value="Select Schedule"/>	
STUDENT DETAIL	
Select College	GOVT DEGREE COLLEGE NAGROTA
Select Student Type	Regular
Select Medium	English
Select Admission Category	Open
Date of Admission	(dd/mm/yyyy) 01/01/2021 Stream <input type="text"/> Section <input type="text"/> Class RollNo <input type="text"/>
List No : 1	<input type="button" value="Increment List No"/> <input checked="" type="checkbox"/> Test
ROLL NO DETAIL	
<input checked="" type="radio"/> StudentId <input type="radio"/> Reg No	<input type="text" value="225729"/> <input type="button" value="Search"/>
RollNo	511610001
Name/Father's name	REETI SAMYAL(225729) / HARBANS LAL
Roll No/RegNo	511610001 / 25126DCKX22
Sorting Criteria	<input checked="" type="radio"/> Id <input type="radio"/> RegNo <input type="radio"/> Name <input type="radio"/> RollNo <input type="radio"/> ClassRollNo
Sorting Order	<input checked="" type="radio"/> ByAscendingOrder <input type="radio"/> ByDescendingOrder
<input type="button" value="Search Forms"/> <input type="button" value="Add Subjects"/>	

16. Click on **Add subjects**.
17. A new window will appear containing papers for the course & semester selected above. Few Papers might already be selected & checkbox disabled, indicates that the paper is compulsory. Select optional papers depending upon the Course and semester selected. Please note that the papers/groups selected should match with the examination scheme for the course and semester. Any mismatch in terms of paper selection will get appropriate message at the top of the Popup screen.
18. Once papers are selected as per examination scheme, then click submit button for saving the student enrolment for said course and semester. This completes student enrollment steps.

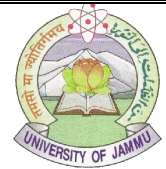
To view the enrollment of the student

Modify Student Enrollment.

Modification of student enrollment can be done before the locking of examination form, the selected papers can be changed or the deletion of student enrollment can be done through this option.

1. Go to **Student**→ **Student Enrollment**→ **Modify**
2. Follow the steps from point 2-12 of Add Enrollment.
3. Enter **Student ID or Registration number** and click on **search**.

COMPUTER CENTRE



4. Click on **Search** form.

Select Student Type
 Select Medium
 Select Admission Category
 Date of Admission (dd/mm/yyyy) Stream Section Class RollNo
 List No : 1 ☒ Test

ROLL NO DETAIL

☒ StudentId ☐ Reg No RollNo Name/Father's name REETI SAMYAL(225729) / HARBANS LAL
 Roll No/RegNo 311610001 / 2512GDCCKA22

Sorting Criteria ☒ Id ☐ RegNo ☐ Name ☐ RollNo ☐ ClassRollNo
 Sorting Order ☒ ByAscendingOrder ☐ ByDescendingOrder

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services.computerCentre@gmail.com

5. Click on **select**.

Sorting Order ☒ ByAscendingOrder ☐ ByDescendingOrder

ID	ENMid	Student Name	Fathers Name	StudentRegNo	RollNo	Select	CRollNo	CSection	CStream
164212	567634	SYED WASEEM	SYED PERVIZ HUSSAIN	1012GDCNG20	111610001		0	0	0

1

6. Then Click on **Modify paper**, a message will display "On Submit All the Previous Values will be deleted?", then click on **OK** button, a new window will open, select the paper you want to change and click on **Modify**. The paper will be changed.

To delete the Enrollment

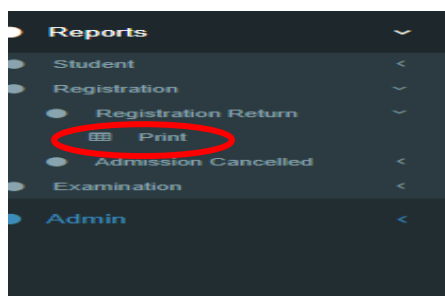
Follow the steps from point 1-5 of **Modify Student enrollment** and click on **Delete record**.

- Name of the student will not be displayed in the RR after the deletion of Enrollment.
- Deletion of enrollment shall only be permitted before the Locking of enrollment.
- In case the student needs to be deleted, a request for deletion of student can be sent to Examination Section.

To verify the enrollment:

After the students are enrolled in the portal, printout of the RR should be taken and check it with the admission forms of the student to verify that the particulars and subjects opted by the student are correctly entered by following below mentioned steps:

1. Go to **Reports**→ **Registration**→ **Registration Return**→ **Print**.



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2. Choose the appropriate option in **select faculty, select course level, select subject, select schedule, select course, select part/Sem** and click on **Search Schedule** button.

EPORTS --> Registration Return

Subhart Wica

SCHEDULE DETAIL	
Select Faculty	Faculty of Arts
Select Course Level	UnderGraduate
Select Subject	BA
Select Schedule	23-24_S3_CM_ALL
Select Course	BA(CBCS)
Select Part/Sem	Semester 3

Search Schedule **Select Schedule**

3. Select **College**.
4. Select **List no**, choose the list number which you want to print and click on **Print**.

Subhart Wica

SCHEDULE DETAIL	
Select Faculty	Faculty of Arts
Select Course Level	UnderGraduate
Select Subject	BA
Select Schedule	22-23_S2_NP
Select Course	BA(NEP)
Select Part/Sem	Semester 2

Search Schedule **Select Schedule**

Select College: GOVT DEGREE COLLEGE NAGROTA

Select List No: 1

Selection Criteria: ☒ None ☐ RegNo Range ☐ RollNo Range ☐ Date Range ☐ Today Entry ☐ Last 7 Days Entry

Starting RollNo:

Ending RollNo:

Sorting Criteria: ☐ By RollNo ☐ By RegNo ☒ By Date ☐ By Name ☐ By ClassRollNo

Sorting Order: ☒ Ascending Order ☐ Descending order

REPORT PARAMETERS	
<input checked="" type="checkbox"/> Add Page Break after Groups	
0 Rows in Page	20 pt Row Height
<input checked="" type="checkbox"/> Add Group Summary	<input checked="" type="checkbox"/> Add Total Summary

Print

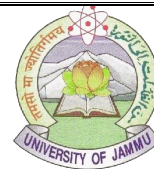
5. Once the RR is verified, you need to lock the examination form.

Section F: Locking of Examination form

Examination form shall be locked before the printing of RR having Reference ID and generation of Form 20(a).

1. Go to Lock→ Examination Form Lockit→ Lock.
2. Choose the appropriate option in **select faculty, select course level, select subject, select schedule, select course, select part/Sem** and click on **Search Schedule** button.

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3. Select College.
4. Select List no, choose the list number which you want to lock and click on **Process Locking**.

CK EXAMINATION FORM -> LOCK

Schedule wise

SCHEDULE DETAIL	
Select Faculty	Faculty of Arts
Select Course Level	UnderGraduate
Select Subject	BA
Select Schedule	23-24_S3_NP
Select Course	BA(NEP)
Select Part/Sem	Semester 3

Search Schedule Select Schedule

STUDENT DETAIL

Select College GOVT DEGREE COLLEGE NAGROTA

Select List No 1

Date of Locking 01/08/2023 (dd/mm/yyyy)

☐ Add Fee ☐ Display Locked Records

Search Forms Process Locking

Once the examination form is locked, RR and Form 20(a) can be generated.

Section G: Printing of RR

After the locking of enrollment in the portal, RR must be submitted in Registration section of the University of Jammu for further necessary action.

To download the RR, follow the below mentioned steps:

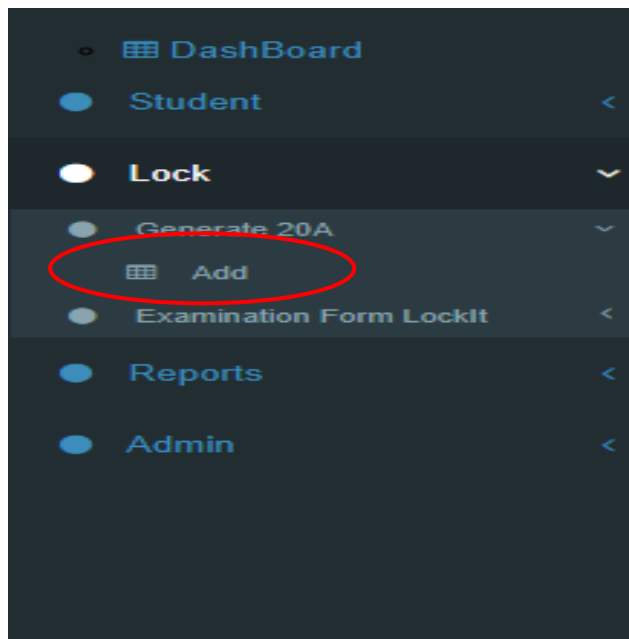
1. Go to Reports→ Registration→ Registration Return→ Print.
2. Choose the appropriate option in select faculty, select course level, select subject, select schedule, select course, select part/Sem and click on **Search Schedule** button.
3. Select College
4. Select List no, choose the list number which you want to print and click on **Print RR**, make sure that Reference ID is printed at the bottom of every page.
5. Take the printout of the RR in the Landscape orientation.

Section H:Generate form 20(a)

Form 20(a) is a letter generated from the portal containing information like semester, schedule and the number of students in the particular list which is required by the Registration Section/Examination section to issue the NOC which shall be submitted to the Registration Section alongwith the RR.

Steps for generating form 20(a)

1. Go to **Lock**→ **Generate 20A** →**Add**.



2. The new window will open.
3. Enter Locking ID, enter reference ID which you can find at the bottom of every page of RR and click on **Search Details**.
4. Click on **Add Locking No** and tap Generate 20A.
5. Take the printout of this report and it should be signed/stamped by the Principal of the college.

Examination form can be generated from the portal after the submission of RR in Registration Section, steps are mentioned below:

Reports→ Examination→ Examination form→ Print, choose the option and click on Print Examination form.

Section I: Change of paper

https://college.jucc.in/documents/Step_for_change_of_paper.pdf

Section J: Tabulation of Internal Assessment marks:

Tabulation of internal assessment marks is the process of the entering the Internal Assessment or practical marks in the portal to generate the consolidated list of internal assessment marks of the student from the portal instead of making it manually.

The steps for Internal assessment marks are as below;

1. Generation of Userid and password.

2. Tabulation of Marks-Add
3. Viewing of Marks.
4. Modification of Marks.
5. Locking of marks.
6. Printing.

Generation of User id and password

Tabulation of Internal assessment marks shall be entered by using the Userid and password of each subject which can be generated from the college portal by following these steps:

1. **Admin→ Admin Reports→ ME Users→ Print.**
2. **Select session→** Select Schedule Master→ Select College and click on Print.

These User ids and Passwords may be provided to the Teacher concerned so that the Internal Assessment/ Internal Practical/External Practical of all students enrolled in the Paper can be entered.

Schedule master shall be communicated to the colleges.

Tabulation of Marks-Add

1. Enter User ID and Password (Userid and Password of the portal has been issued separately to the Principal of the college for each paper so that for the Tabulation of marks can be done), then click Go button
2. **Examination→ Tabulation of marks→ Add.**
3. After clicking on add, the next window will open and choose the appropriate option in **Select Faculty, Select Course Level, Select Subject, Select Schedule, Select Course, Select part/sem** and click on **Search Schedule**.
4. Select the **Paper, Select Paper Type, select college** and click on **Search Records**.
5. User can enter any of the following:
 - i. Marks
 - ii. SC (for Shortage)
 - iii. AB (Absent)
 - iv. NE (Not Enrolled)
6. Click on Add Marks.

Viewing of Marks

Once the Internal Assessment marks of the students are entered, you can use the view option to verify the marks entered already by following the below mentioned steps:

Go to Examination →Click on Tabulation of marks→ click on View→ then follow the steps from Step 3- Step 4 as mentioned in the Tabulation of Marks-Add.

Verify the marks first and if there are any correction then go to the Modify option and do the needful and follow the steps as mentioned in Modification of Marks.

If there are no corrections then lock the Internal Assessment marks and follow the steps mentioned in the Locking of Marks option as mentioned in next section.

Modification of Marks

Modification of Marks To Modify the papers: Go to Examination→ Click on Tabulation of Marks→ Click on Modify→ then follow the steps from Step 3- step no. 4 as mentioned in the Tabulation of Marks-Add, then enter the marks and Click on Modify Marks.

Locking of Marks

After the marks verification is completed, one needs to Lock the Awards. To lock the awards follow the below mentioned steps: Go to Examination→ Click on Tabulation of Marks→ Click on Lock→ then follow the steps from Step 3- step no. 4 as mentioned in the Tabulation of Marks-Add, then enter the marks and Click on Lock Marks Note: Marks/awards of the student will not be modified once locked.

Printing of Marks

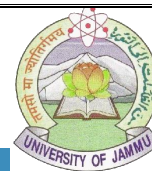
Once the Internal Assessment marks of the students are entered, you can take the print out to verify the internal assessment marks of the student which you have entered. The below mentioned steps can be used for printing:

1. Go to Reports→ Tabulation of marks→ Print
2. After clicking on add, the next window will open and choose the appropriate option in **Select Faculty, Select Course Level, Select Subject, Select Schedule, Select Course, Select part/sem** and click on **Search Schedule**.
3. Once Internal Assessment marks of the students are locked, Printout of the said awards should be submitted it to the University of Jammu, the copy of the marks should be kept for the reference in the office of College for record

Printing of Consolidated report

1. Login with the college Userid and password.
2. Admin→ Admin Reports→ Consolidate Marks→ Print.
3. After clicking on print, the next window will open and choose the appropriate option in **Select Faculty, Select Course Level, Select Subject, Select Schedule, Select Course, Select part/sem** and click on **Search Schedule**.

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REPORTS → Marks List Consolidated

Subject Wise

SCHEDULE DETAIL	
Select Faculty	Faculty of Arts
Select Course Level	UnderGraduate
Select Subject	BA
Select Schedule	23-24_S5_CM_ALL
Select Course	BA(CBCS)
Select Part/Sem	Semester 5

Print the Report in Draft mode for Checking purpose ☒

4. Select College and list number.
5. Click on print.

Note:

Consolidated report can only be printed when all papers of that course are locked.

Section K: FAQ's

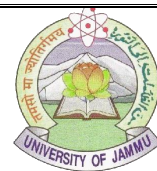
Refer below mentioned link for the FAQ:

https://college.jucc.in/documents/fAQ_IA.pdf

Note:

1. For Tabulation of Marks refer Section A.
2. For Change of Paper refer Section B.
3. For Enrolment refer Section C.
4. For Profile Error refer Section D.

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