

# **USERS MANUAL GUIDE**

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**UNDER-GRADUATE**

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This is an operational manual prepared for the application software programme developed for the under-graduate programme. This application software handles pre-conduct stage of semester programme of all the undergraduate colleges affiliated to Jammu University. This software helps in entering students particulars and enrolments and various types of reports can be generated. This handbook gives operational steps required for handling the developed software and other related required information.

## USERS OPERATIONAL HANDBOOK

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## **Software Specification:**

Operating Environment	: Windows XP Professional and above versions
Web Browsers	: Internet Explorer, Google Chrome, Mozilla Firefox
Database used	: MS SQL 2008
Web Technologies used	: HTML, ASP.net

## **Points to Note for software to work properly**

### **●Cookies must be enabled. The following are steps:**

**How to enable cookies in Chrome, Firefox, IE,**

## **To Turn cookies on**


### **Internet Explorer**

#### **Steps**

1. Open Internet Explorer by clicking the Start button , and then clicking Internet Explorer.
2. Click the Tools button
3. click Internet Options.
4. Click the Privacy tab
5. under Settings, move the slider to the bottom to allow all cookies
6. click OK.

### **Google Chrome**

#### **Steps**

1. In the top-right corner of Chrome, click the Chrome menu 
2. Go to Settings option.
3. At the bottom of the page, click Show advanced settings.
4. In the "Privacy" section, click the Content settings button.
5. In the "Cookies" section, choose your preferred setting.

### **Mozilla Firefox**

**Note: By Default cookies are enabled in mozilla firefox.**

#### **Steps**

1. Go to the Firefox drop-down menu.
2. Select Preferences.
3. Click Privacy.
4. Set "Firefox will:" to Use custom settings for history.
5. Check the box next to "Accept cookies from sites" to enable cookies.

6. Click OK.

● **Popups must be enabled. The following are steps:**

How to enable pop-ups in Chrome, Firefox, IE.

## To Turn pop-ups on


### Internet Explorer

#### Steps

1. Open Internet Explorer by clicking the Internet Explorer icon on the taskbar.
2. Click the Tools button , and then click Internet options.
3. On the Privacy tab, under Pop-up Blocker, **Deselect or Clear** the Turn on Pop-up Blocker checkbox, and then click OK.

### Google Chrome

#### Steps

1. In the top-right corner of Chrome, click the Chrome menu .
2. Select Settings.
3. Click Show advanced settings.
4. Under "Privacy," click the Content settings button.
5. Under "Pop-ups," select allow all sites to show pop-ups.

### Mozilla Firefox

#### Steps

1. Open Firefox.
2. On the Tools menu, select Options and then choose Content.
3. **Deselect or clear** the Block pop-up Windows option to turn pop-up blocker off.

### Procedure for Enrollment

1. Enter the login-id and the allotted password. Here it may be noted that login-id and password can be obtained by sending email at [rmngpta@yahoo.com](mailto:rmngpta@yahoo.com) indicating the name of the college, principal name, dealing Asst name and contact No.
2. Go to student profile section after successful login and enter the particulars of the students.
3. Next go to the enrollment section for the enrolment of subjects
4. Next once the required entries are over then take the taken print out of RR from the report section which must be then submitted to the university registration section for the further necessary action at the university end and also intimate the same to the office of computer centre by filling the form (20a) enclosed.
5. Next lock enrollment after finding all entries entered are correct.
6. For further details can be obtained if any from the Help manual enclosed for the usage of the online software. This manual contains procedural steps required to operate the online software.

**Note:** If Locked no modification shall be permissible, contact University authorities.

## Login section

### How to start

- Visit to university site [www.jucc.in](http://www.jucc.in) and home page will appear.
- Login to USER-ID and also enter password.
- Main page will appear after successful login.

## Home Section

### Change Password

Users can change their password by clicking Change Password option. A new form shall be displayed indicating the Username. Users need to input the password through which they have logged and enter new password for future login. Submit the form and the message shall be displayed if process is successfully executed.

## Student Profile section

### What is student profile section means

- All details about student particulars<sup>1</sup> such as name, parentage, roll no, DOB , photograph, signature etc are to be entered and is the first section where all related information about student that must be entered first.
- once students details are entered then only a student can be enrolled to a course and papers can be allotted to him/her.
- one can add a record or modify or search a record.

### To Add Student Record

The following screen will appear on **clicking add option**:

Add button is used when fresh entries of student particulars/previous qualification are required to be entered.

### Step-1

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<sup>1</sup> Registration number will be automatically allotted by the system. Please remember stud-id/ registration number for enrollment purposes later stage

- **select college and then the session** and to add a record proceed further by clicking **add button** appearing at the

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Jawaharal Nehru

Logged As MAM

Home Student Profile Student Enrollment Examination Lock Enrollment Reports Logout

Student Profile --> ADD

Select College	MAM COLLEGE
Select Session	2015-16
Roll No	
Registration No	
Candidate Name	
Fathers Name	

Search Student Add

bottom.

- once add button is clicked new screen will appear where student particulars such name, parentage, address, email, telephone, cast, distic, photograph<sup>2</sup>, signature<sup>3</sup> fields etc are to be entered.
- please note here that photograph and signature of the candidate must be uploaded one after another in sequence, in one go only by clicking update buttons of the both. This step is **compulsory** to save the record.

### Step-2

- **Information such as** previous roll, course, year of passing, board/univ, division marks obtained etc must be entered.by clicking **add button** to add.**previous qualifications.**

### Step-3

- click **add student button** to save the current student record.
- once record is added new screen will appear giving complete details of the current record and **Add New** button will appear at the bottom. click this button if you want to add new record and repeat steps from 1 -3 for each new record to be added.

The following screen will appear on **clicking add button**:

College Name	MAM COLLEGE		
Session	2015-16		
<b>Student Particulars</b>			
* Name			
* Fathers Name			
Mothers Name			
* Date of Birth	(dd/mm/yyyy)		
* Regn No	1000HAMDC15	Gender	--Select Gender--
Student of Jammu Univ	No	Caste	--Select Caste-- Update Photograph
Permanent Address		Religion	--Select Religion-- Choose File   N...
Correspondence Address		Telephone (R)	0
email		Telephone (H)	0
State	--Select State--	District	--Select District-- Update Signature
Nationality	--Select Nationality	<input checked="" type="radio"/> Urban <input type="radio"/> Rural <input type="checkbox"/> If Differently Abled	Choose File
Identification Mark		Remarks	
<b>Previous Qualifications</b>			
Previous Course	Previous RollNo	Year of Passing	Board/University
Result	Marks Obtained	Marks Maximum	Division
Remarks			
--Select Cou--		--Select Y--	--Select Univ--
Pass		Ist	
Add			

### To Modify/Delete Student Record

<sup>2</sup> Image Photograph & signature should **not be more than 100 KB** and file type must be **.jpeg or .png or .bmp**. Images should have **white background** to have clear visibility.

3



The following screen will appear in modify section:

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Jawahar Lal Nehru

Logged As MAM

Home Student Profile Student Enrollment Examination Lock Enrollment Reports Logout

Student Profile ---> MODIFY

Select College	--Select College--
Select Session	--Select Session--
Roll No	
Registration No	
Candidate Name	
Fathers Name	

Search Student

In this section one can either modify or delete the record. the following are steps to be performed.

### Step-1

- Click **modify** option of student profile first
- Screen will appear containing entries of college, session, roll no, registration number, name, father name..
- Select college and rest of the entries are optional.
- Searching can be done either by roll no / reg no / candidate name / father name .

### Step-2

- Click **search student button** to see the student records of that college or a particular student depending how the information provided in Rollno/Regno/Name/Father's Name.

### Step-3

- Student Record/Records will appear with **edit** and **delete** option.

#### Modify

- Modification is possible over all fields provided student is not Locked. Modification can be done excluding the fields of Name, Father's Name , Mother's Name.
- click **edit option** of the particular record whose modification is required and make necessary changes to the entries already made.

#### Delete

- **Delete option** is possible for the student records that are not enrolled.
- If student record is locked or enrollment is done for any of the semester, then also deletion is not possible. If you still want to delete this record then delete the enrollment of this student first by following step 3 of Modify/Delete of Student Enrollment. Only then deletion is possible

### To Search Student Record

#### How to search whether already record exist or not

- select college first
- Searching of candidate can be done by entering either roll no/Reg no/ Candidate name / Father Name and then click **search student button**
- If the required record is found, one can check whether entries are correct or not

- If the required record is not found then click **add** button to add the record by following steps 1-3 of add student record.

#### **When should one click main form button**

- click **main form button** only if one wants to go to the **student profile** section where entries such as college, session, roll no, registration number, name, father name are available.

## **Student Enrolment section**

### **What enrolment section consists of?**

#### **Enrollment consists of 4 sub sections**

##### **a. Schedule Detail**

Schedule Detail indicates the course and the semester in which a student is going to be enrolled and the tentative month of the start of the Examination for this course/semester

##### **b. Student Detail**

This section contains information about the college where students are enrolled, its Admission Category, Medium of Instruction etc

##### **c. RollNo Detail**

For searching and verifying the particulars of the student who is going to be enrolled for a course by Rollno/Regno/Student id

##### **d. Enrollment Detail**

This contains the information about the students enrolled by the college as per examination schedule selected

### **What do you mean by enrolment?**

- Enrolment means course for which students want to opt and appear in a particular exam for a given semester and session.
- Users who know students Registration Number/ roll number/ stud-id can operate student enrollment section for enrollment in a course and its semester
- Those Students who have Jammu university Registration Number/ roll number/ student Id and have been entered in UMS system can be enrolled by clicking **add** option of the student enrollment section and by filling required entries such as faculty, course details, course level, subject etc. and for others Adding of student in Student Profile is must.
- This section shall be used for adding/modifying/deleting/searching enrollment of a student
- Modification/Deletion can be done, before enrollment Locking of a record.
- After performing Locking of enrollment by any chance, if updation is still required, then send the required information to the concerned university authorities in written form and further modification can be done at University end only.
- The following are the steps required to perform add/modify/search in student enrollment section.

#### **Add Enrollment for a student**

- click **add** option of student enrollment first

#### **step 1**

- Screen will appear containing **schedule details** containing entries such as faculty(stream), course, subject, schedule, course, semester

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Logged As MAM

Home Student Profile ▶ Student Enrollment ▶ Examination ▶ Lock Enrollment ▶ Reports ▶ Logout

ENROLLMENT ->ADD

Schedule Detail	
Select Faculty	Faculty of Arts ▼
Select Course Level	UnderGraduate ▼
Select Subject	BA ▼
Select Schedule	November2015 Nov-Dec-15(UG-1) ▼
Select Course	BA2014(SEM) ▼
Select Part/Sem	Semester 1 ▼

Search Schedule Select Schedule

Student Detail	
Select College	MAM COLLEGE ▼
Select Student Type	Regular ▼
Select Medium	English ▼
Select Admission Category	Open ▼
Date of Admission	(dd/mm/yyyy)
<input type="checkbox"/> Supplementary List	

Roll No Detail			
RollNo	Reg No	StudentId	Name
0			Parentage
Search			
Roll No Already Allotted			Roll No
RollNo			Reg No

Search Forms Add Papers

- After filling above said entries click **search schedule** button.
- In order to change any of the information in the **schedule details** click **select schedule button** if required otherwise skip this click.

## Step 2

- Student detail section will appear containing entries such as College, Student type, Medium, Admission Category, date of admission etc as per schedule details automatically. User is required to select/input the appropriate values in the corresponding fields for enrollment.
- Enter **Previous student roll / student-id or Registration number** to verify the student particulars such as reg no, name, parentage, roll no etc, Check the information displayed with that of the student to be enrolled. System will generate a fresh Roll No that will be allotted to the student for the examination selected above.
- To proceed further by click **add Papers** button.

## step 3

- A new window will appear containing papers for the course & semester selected above.
- Some Papers will be already selected & checkbox disabled indicating that they are compulsory.
- Select optional papers depending upon the Course and semester selected. Remember that the papers/groups selected should match with the examination scheme for the course and semester selected above. Any mismatch in terms of paper selection will generate appropriate message at the top of the Popup screen.
- Once papers selected are as per examination scheme then click **submit** button for saving the student enrolment for said course and semester. This completes student enrollment steps.

## Modify/Delete Enrollment for a student

- If one wants to change any information about papers selected for enrolled student and provided if record is not locked, then updation can be done.
- only this option can be exercised for the enrolled students only.

**Step 1**

- the following are steps required for updation.

- click **modify** option of student enrollment first.
- Repeat step 1 of Add enrollment process.

**Step 2**

- click search forms to get the list of student enrolled in this examination schedule of a particular college for given course and semester.
- If you are searching for a particular record for which you know it's regno./rollno/student id you can enter the same directly in the field below roll no/reg no/ stu-id and then click search forms. Only record that satisfies the criteria shall be displayed and then modification of previously selected papers can be performed.

**Step 3**

#### **Modify**

- click **modify** button appearing for selected enrolled student.
- small dialogue box will appear having option **ok or cancel** button.
- click cancel button if you do not want modification to be performed otherwise click **ok** button.
- New window will appear having details of previously selected papers.
- Make the necessary changes that required and then click **submit** button to update papers of a particular student enrolled.
- This completes modification process and repeat these steps whenever modification for enrolled students are required.

#### **Deletion**

- click **Delete** button appearing for selected enrolled student.
- small dialogue box will appear having option **ok or cancel** button.
- click cancel button if you do not want modification to be performed otherwise click **ok** button.
- on clicking ok button **enrollment** of particular student shall be deleted and hence no exam form will be generated nor his/her name will appear in RR-list.
- This completes deletion process.

**Search before Enrollment for a student**

- **search forms** will help in locating the numbers student/forms that are enrolled so far.
- once required search information is successful then one can proceed either for modification/deletion/addition action accordingly. repeat steps 1-3 for enrollment (addition). similarly repeat modification/deletion steps for updation/deletion purpose.

**When should one click select schedule button.**

- By clicking this button one can change the values selected for faculty, course level, subject, schedule, course, semester etc.

**When can one exercise supplementary option of student detail**

- In case of re-notification of admission to the colleges by the university due to some reasons and by virtue of statutory period of submitting the data to the university within prescribed time frame notification, users have exercised locked enrollment, in such situations college can enroll the student through clicking supplementary list option of student detail for enrollment purpose.

#### **What happens if college/ schedule information is not displayed properly?**

In such cases send all details of information to the **registered university email-id**.

### **Examination section (For officials of Jammu University)**

This section is exclusively will be used by the officials of Jammu University only.

#### **What is the role of this section?**

- This section is used by for updating purpose such to add papers etc.

#### **What is the role select schedule button?**

- This option is used for changing the stream such from arts to science or any other stream.

#### **What is the role search schedule?**

- Enter entries such faculty, course, subject, schedule etc. Then information of all the records that has been entered for particular stream and subject for verification purpose can be done so that later any record that is missing or not entered can be entered by entering roll no/Stud-id/Reg no, and followed by clicking **add papers button**.

#### **What is the role add Papers button?**

- This option is used for any record whose roll/reg/stud-id is known for selecting papers if not done previously only.

### **Lock Enrolment section**

#### **What happens with locked enrolment option**

- All entries gets locked permanently and final reports can be printed. These final reports shall only be accepted by the Registration/Examination Section.

#### **What happens with un-locked enrolment option**

- Unlocked information report can be viewed for verification purpose only and not for submission to Jammu University.

#### **When to click lock enrolment option**

- Once the all the entries of student profile entered are correct and the students have been enrolled college wants to submit reports to university then one can use this option by clicking it.
- Once done information of students is locked permanently.

#### **How to correct any particulars of student if left out once locked permanently.**

- Write a letter to Controller of Examination giving all details and with request for update of information.
- Concerned administrator on receiving letter marked form controller of Exams will update the required information.

## Report section

### What Report Sections contains

- Wide variety of reports can be generated such printing of RR, examination form etc of a course and semester for a particular college.

### Registration / Examination Form

- Report section contains registration and examination forms option.
- on clicking **Registration form option** a new window will appear containing schedule details such faculty, course level, subject, schedule, course, semester etc.
- After entering above said entries a **search schedule** button will appear. click this button to get student details for particular college selected will appear.
- Then take the print out of RR as desired by clicking **print RR** button .
- This procedure can repeated for **examination form** option also.

#### Note

- **Reports Section is under development. Details shall be send through email**

## Logout section

### 1) How to exit

Click the logout option to quit the page and home page will appear again.