

Procedure to enter the details of the applicants

WHAT'S NEW

1. Procedure to upload the excel file which contains the student's data has been added, along with the screenshots.

Note:-

1. **Size of the images (Photo, Signature) is not more than 50 KB (Each).**
2. **Excel sheet should not contain more than 50 records in a single upload.**

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Top row of excel contains following header.

Note: 1. *All fields should be in Capital letters.*

2. *Only one worksheet should be available in the excel file.*

1. The name of the Worksheet should be named as **Sheet1**.
2. **SNO**: It should be the unique number assigned by the concerned college. It should be in numeric value.
3. **STUDENTNAME**: Enter the name of the student with a single space between first, middle and last name .(Please note that title should not be entered before the name of the student e.g Mr., Mrs., Prof., Dr., Sh or Smt etc).
4. **FATHERSNAME**: Enter the father's name of the student with a single space between first and last name.
5. **MOTHERSNAME**: Enter the mother's name of the student with a single space between the first and last name.
6. **DATEOFBIRTH**: Enter student's date of birth in dd/mm/yyyy format (e.g. if the student's DOB is 30th December, 1996, enter 30/12/1996).
7. **CASTE**: Enter the caste of the student listed below:
 - General
 - Schedule Caste
 - Schedule Tribe
 - OBC
 - RBA
8. **RELIGION**: Enter the religion of the student listed below:
 - Hinduism
 - Muslim
 - Sikhism
 - Christianity
 - Jainism
 - Buddhism
9. **SEX**: Enter student's gender.
 - Male
 - Female
 - Transgender
10. **TELEPHONER** :Enter student's residence contact number.
11. **TELEPHONEM** : Enter valid mobile number of the student.
12. **EMAIL** : Enter valid email address of the student.
13. **PERMANENTADDRESS**: Enter permanent address of the student.

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14. **REMARKS:**
15. **PHOTOGRAPHFILENAME:** Enter name of the saved photograph, please note that it should contain only the file name without any path or extension. (e.g. If the photograph of the student is saved as Pic001, then Pic001 should be entered in this column.)
16. **PHOTOGRAPHFILEEXTENSION:** Extension of the photograph should be in JPEG,JPG, BMP or PNG.(Please note that the **extension** should be entered with dot).
17. **SIGNATUREFILENAME :** Enter the name of the scan image of the signature. Please note that it should contain only the file name without any path & extension (e.g. if the image is saved SIG001.jpg, then it should be entered as SIG001.)
18. **SIGNATUREFILEEXTENSION:** Extension of the photograph should be in JPEG, JPG,BMP or PNG(Please note that the extension should be entered with dot).
19. **URSTATUS:** It should be either U or R, enter U if the student belongs to **Urban** and R for **Rural** status.
20. **IEDIFFENABLED:** It should be either TRUE or FALSE.(if the student is Differently enabled enter TRUE and if it is not a differently enabled then enter FALSE)
21. **STATE:** Enter Jammu & Kashmir.
22. **DISTRICT:** Enter the district of the student as below:
 - Jammu
 - Doda
 - Kishtwar
 - Reasi
 - Rajouri
 - Udhampur
 - Ramban
 - Kathua
 - Samba
 - Poonch
 - Leh
 - Kargil
 - Kupwara
 - Srinagar
 - Pulwama
 - Others
23. **UNIVERSITY:** Board or university last attendant.
 - CBSE
 - JKBOSE
 - ICSC
 - National Open School
 - Others

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24. **PREVIOUSCOURSE**: Enter the name of the previous course attended as below:
- 12th (Non Medical)
 - 12th (Medical)
 - 12th (Humanities)
 - 12th (Commerce)
25. **PREVIOUSROLLNO.**: Enter the Roll No of the previous course.
26. **PREVIOUSYEAROFPASSING**: It should be the year of previous course passing e.g 2014.
27. **MARKSOBTAINED**: Enter Total Marks obtained in the previous course.
28. **MARKSMAX**: It should be the maximum marks in the previous course.
29. **DIVISION**: Enter division which the student has secured in the previous course:
- 1st
 - 2nd
 - 3rd
 - Distn
30. **RESULT**: Enter either **Pass** or **Re**
31. **IDENTIFICATIONMARK**: Enter identification mark of the student or leave this field blank if this information is not provided by the candidate.

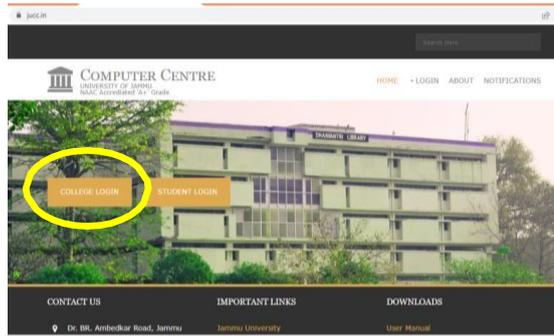
Procedure to upload the excel file

1. Go to JUCC Website by the using given link <https://jucc.in/>



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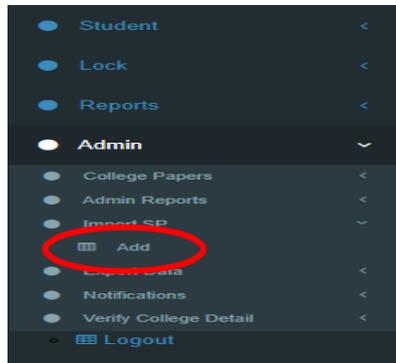
2. Click on the college login.



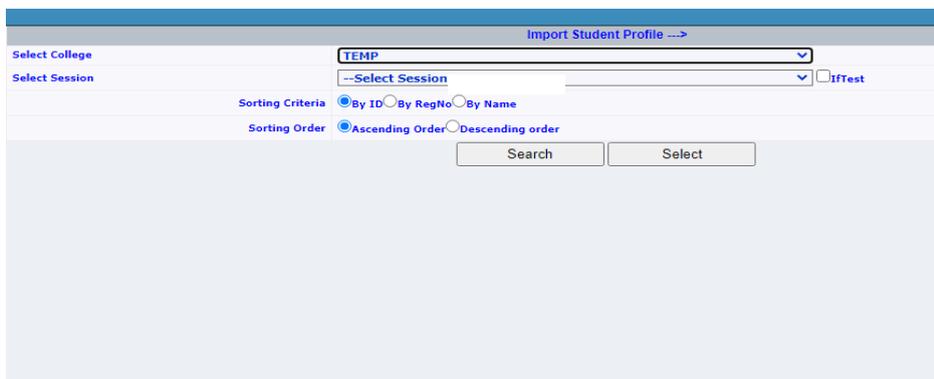
3. Login your college ID by entering **username and password**.

A screenshot of the login interface for the Computer Centre. It includes the logo and name of the Computer Centre, University of Jammu. Below this, there is a 'Sign In Or' section with two input fields: 'Enter Your UserName' and 'Password'. A 'LOGIN' button is positioned below the fields, and a 'FORGOT PASSWORD' link is located at the bottom.

4. Go to **Admin > Import Sp > Select Add**.

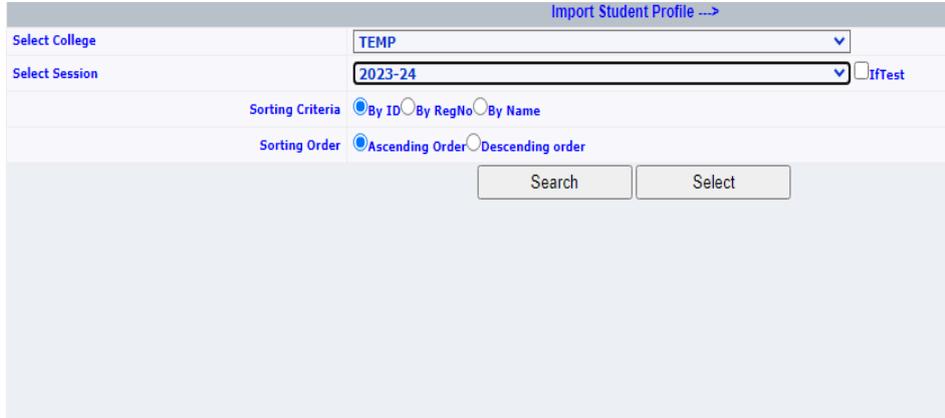


5. Select your college by clicking on **select college**.

A screenshot of the 'Import Student Profile' form. The form has a title bar 'Import Student Profile -->'. It contains several fields: 'Select College' with a dropdown menu showing 'TEMP', 'Select Session' with a dropdown menu showing '--Select Session' and a checkbox for 'IfTest', 'Sorting Criteria' with radio buttons for 'By ID', 'By RegNo', and 'By Name', and 'Sorting Order' with radio buttons for 'Ascending Order' and 'Descending order'. At the bottom, there are 'Search' and 'Select' buttons.

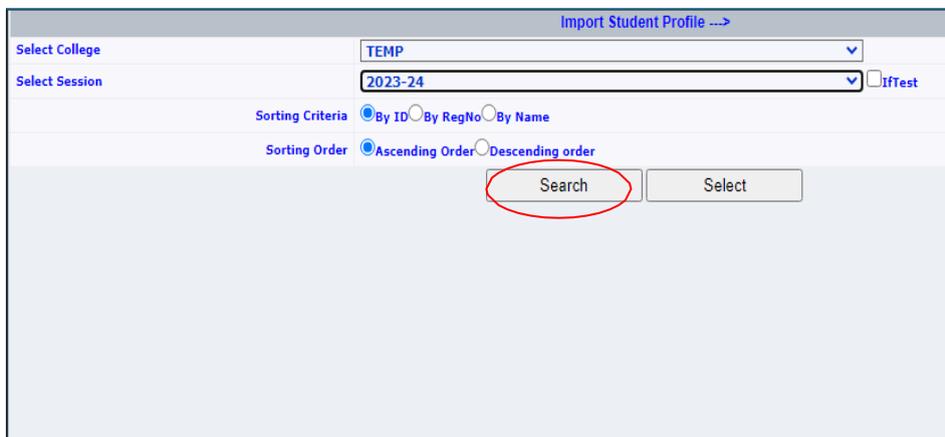
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6. **Select session** by clicking on select session.



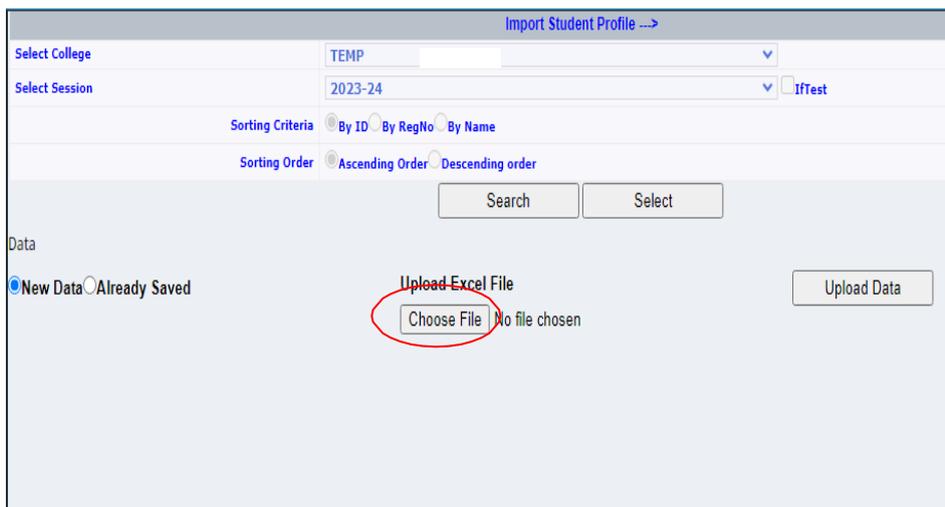
The screenshot shows the 'Import Student Profile' form. The 'Select College' dropdown is set to 'TEMP'. The 'Select Session' dropdown is set to '2023-24' and is highlighted with a red box. Below the dropdowns, there are radio buttons for 'Sorting Criteria' (By ID, By RegNo, By Name) and 'Sorting Order' (Ascending Order, Descending order). At the bottom, there are 'Search' and 'Select' buttons.

7. Click on the **search button**.



The screenshot shows the 'Import Student Profile' form. The 'Select College' dropdown is set to 'TEMP'. The 'Select Session' dropdown is set to '2023-24'. Below the dropdowns, there are radio buttons for 'Sorting Criteria' (By ID, By RegNo, By Name) and 'Sorting Order' (Ascending Order, Descending order). The 'Search' button is circled in red. At the bottom, there are 'Search' and 'Select' buttons.

8. Click on **choose file** and upload the excel file which contains the student's data.



The screenshot shows the 'Import Student Profile' form. The 'Select College' dropdown is set to 'TEMP'. The 'Select Session' dropdown is set to '2023-24'. Below the dropdowns, there are radio buttons for 'Sorting Criteria' (By ID, By RegNo, By Name) and 'Sorting Order' (Ascending Order, Descending order). The 'Search' and 'Select' buttons are visible. Below these, there is a 'Data' section with radio buttons for 'New Data' (selected) and 'Already Saved'. The 'Upload Excel File' section has a 'Choose File' button circled in red, with the text 'No file chosen' next to it. An 'Upload Data' button is also visible.

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9. Click on the **upload data** button.

The screenshot shows the 'Import Student Profile' interface. At the top, there are dropdown menus for 'Select College' (TEMP) and 'Select Session' (2023-24), along with a checkbox for 'IfTest'. Below these are radio buttons for 'Sorting Criteria' (By ID, By RegNo, By Name) and 'Sorting Order' (Ascending Order, Descending order). There are 'Search' and 'Select' buttons. In the 'Data' section, there are radio buttons for 'New Data' (selected) and 'Already Saved'. Below this is the 'Upload Excel File' section with a 'Choose File' button and the text 'No file chosen'. To the right, the 'Upload Data' button is circled in red.

10. Click on **choose file** for uploading **images and signature**.

This screenshot is similar to the previous one but shows the 'Images' section. The 'New Images' radio button is selected. The 'Upload Images' section has a 'Choose Files' button circled in red, with the text 'No file chosen' next to it. Below this, a message reads 'Data Found Correct. Images can be Uploaded'. The 'Upload Images' button is also visible to the right.

11. Click on the **upload images** button.

This screenshot is similar to the previous one but shows the 'Upload Images' button circled in red. The 'Choose Files' button is no longer circled. The 'Data Found Correct. Images can be Uploaded' message is still present.

12. Click on **Import SP**.

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Import Student Profile -->

Select College: TEMP

Select Session: 2023-24 IfTest

Sorting Criteria: By ID By RegNo By Name

Sorting Order: Ascending Order Descending order

Data

New Data Already Saved

Upload Excel File

Choose File | No file chosen

Upload Data

Images

New Images Already Saved Images

Upload Images

Choose Files | No file chosen

Upload Images

Images Uploaded

Search Student | **Import SP**

13. Data imported message will be displayed on the screen.

Import Student Profile -->

Select College: TEMP

Select Session: 2023-24 IfTest

Sorting Criteria: By ID By RegNo By Name

Sorting Order: Ascending Order Descending order

Data

New Data Already Saved

Upload Excel File

Choose File | No file chosen

Upload Data

Images

New Images Already Saved Images

Upload Images

Choose Files | No file chosen

Upload Images

Data Imported

Search Student | Import SP