

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.

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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 lastname .(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 lastname.
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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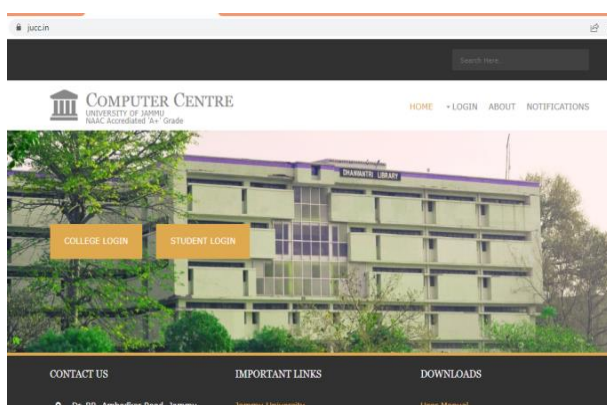
14. **REMARKS:**
15. **PHOTOGRAPHFILENAME:** Enter name of the saved photograph, please note that it should contain only the file name without any path or extension. (e.g. If the photograph of the student is saved as Pic001, then Pic001 should be entered in this column.)
16. **PHOTOGRAPHFILEEXTENSION:** 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. **IFDIFFENABLED:** 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.

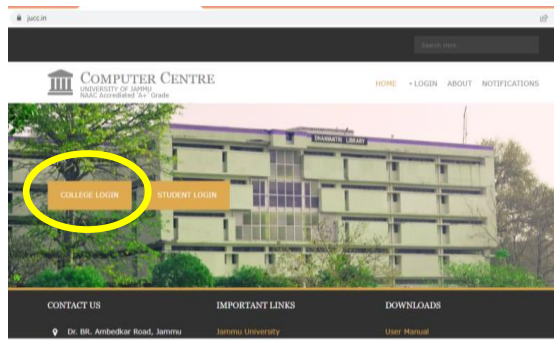
Procedure to upload the excel file

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



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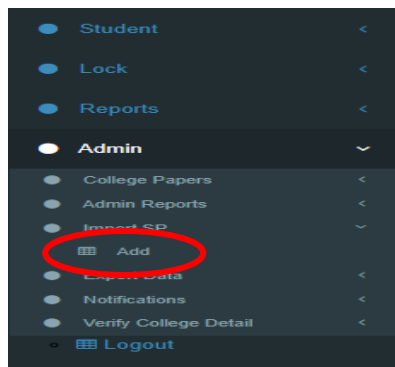
- Click on the college login.



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

A screenshot of the login form on the Computer Centre website. The form is titled 'Sign In or' and contains two input fields: 'Enter Your UserName' and 'Password'. Below these fields is a 'LOGIN' button. A link for 'FORGOT PASSWORD' is located below the login button. The header of the page shows the 'Computer Centre University of Jammu' logo and name.

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



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

A screenshot of the 'Import Student Profile' form. The form has a header with the title 'Import Student Profile -->'. Below the header, there are several fields: 'Select College' (a dropdown menu with 'TEMP' selected), 'Select Session' (a dropdown menu with '--Select Session' selected), 'Sorting Criteria' (radio buttons for 'By ID', 'By RegNo', and 'By Name'), and 'Sorting Order' (radio buttons for 'Ascending Order' and 'Descending order'). There are also 'Search' and 'Select' buttons at the bottom of the form.

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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 open, showing '2023-24' as the selected option. 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 at the bottom.

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

This screenshot is identical to the previous one, but the 'Search' button is circled in red to indicate it should be clicked.

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

The screenshot shows the 'Import Student Profile' form with the 'Data' section expanded. The 'New Data' radio button is selected. The 'Upload Excel File' section is visible, with the 'Choose File' button circled in red. The 'Upload Data' button is also visible.

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

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

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

The screenshot shows the 'Import Student Profile' form. In the 'Images' section, there are radio buttons for 'New Images' (selected) and 'Already Saved Images'. There is an 'Upload Images' section with a 'Choose Files' button circled in red and 'No file chosen' text. To the right, there is an 'Upload Images' button. Below this, a message says 'Data Found Correct. Images can be Uploaded'.

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

The screenshot shows the 'Import Student Profile' form. In the 'Images' section, there are radio buttons for 'New Images' (selected) and 'Already Saved Images'. There is an 'Upload Images' section with a 'Choose Files' button and 'No file chosen' text. To the right, the 'Upload Images' button is circled in red. Below this, a message says 'Data Found Correct. Images can be Uploaded'.

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

Search Select

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

Search Select

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