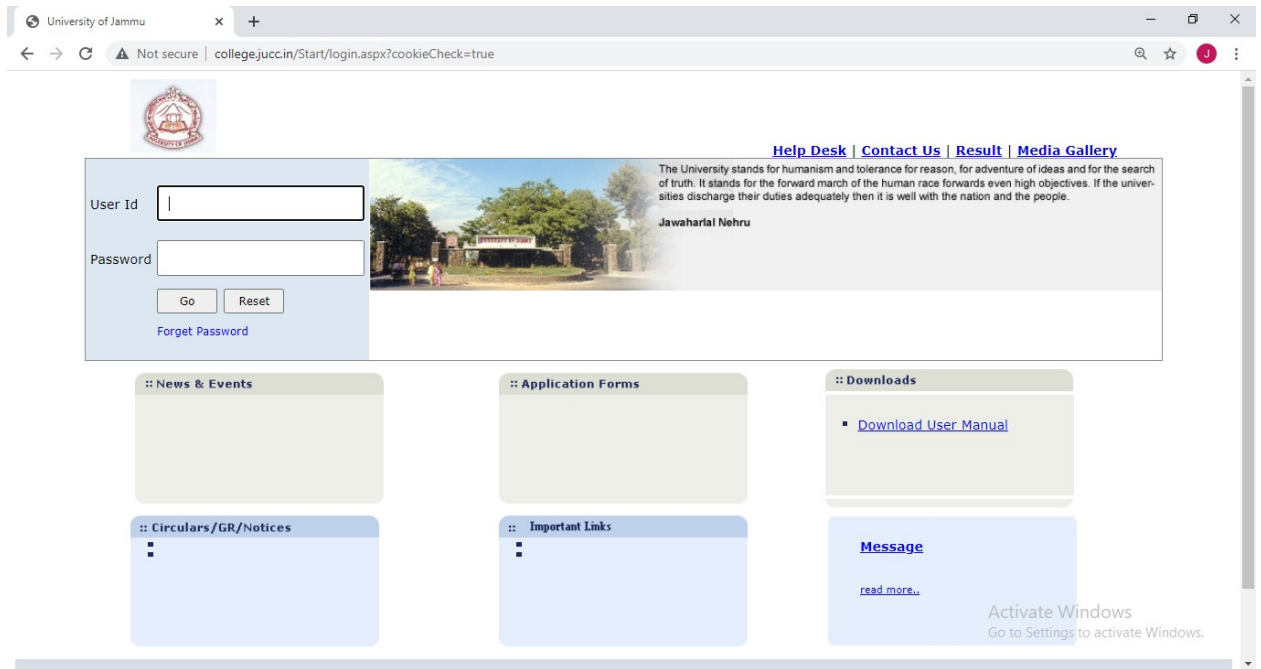


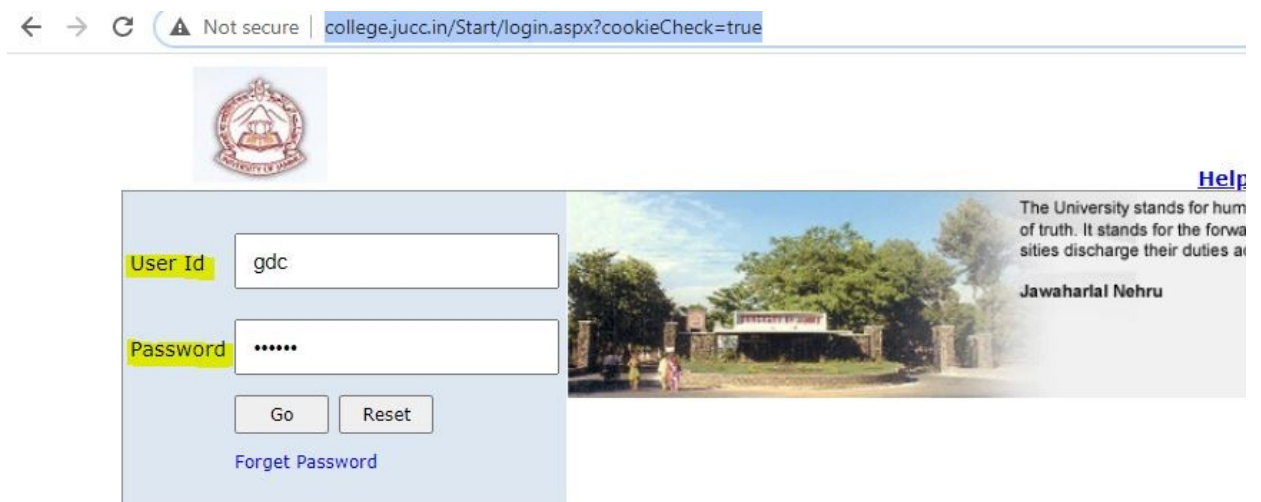
# Steps for adding Paper Code

1. Go to **jucc.in**



The screenshot shows the login page of the University of Jammu. The browser address bar displays "college.jucc.in/Start/login.aspx?cookieCheck=true". The page features a login form with fields for "User Id" and "Password", and buttons for "Go", "Reset", and "Forget Password". To the right of the login form is a banner image of the university entrance with the text "Jawaharlal Nehru". Below the banner, there are several sections: "News & Events", "Application Forms", "Downloads" (with a link to "Download User Manual"), "Circulars/GR/Notices", "Important Links", and a "Message" section with a "read more.." link. An "Activate Windows" watermark is visible in the bottom right corner.

2. Enter **User ID** and **Password**, then click **Go**



This screenshot shows the same login page as the previous one, but with the "User Id" field containing the text "gdc" and the "Password" field filled with dots. The "Go" button is highlighted, indicating it is the next step to click. The rest of the page layout, including the banner and navigation links, remains the same.

3. Go to **Admin**

PortalJU

User Profile

USER PROFILE

Enter User Login

Enter User Name

GOVT DEGREE COLLEGE

Principal Details

Name

Mobile No

Email

Office Details

Fax

Mobile No

Email

ABC@GMAIL.COM

Plesae contact Computer Centre in case of any mismatch of the abo

4. Click **College Papers**

College Papers

Add

Modify

5. Click **Add**

College Papers

Add

Modify

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

COLLEGE PAPER-->ADD

Select Section --Select Section --

Select Notification No --Select Notification No --

Select College --Select College --

Search Select

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services.computerCentre@gmail.com  
Go to Settings to activate Windows.

7. Click **Select Section**, dropdown will appear and then Select **CDC**

PortalJU

COLLEGE PAPER-->ADD

Select Section --Select Section --

Select Notification No --Select Notification No --

Select College --Select College --

Search Select

Home

Student

Lock

Reports

Admin

Logout

User In GOVT DEGREE COLLEGE

GOVT DEGREE COLLEGE

User

Image

8. Click **Select Notification No** and select **1(01/01/2014)**






The screenshot shows the 'PortalJU' interface with a sidebar menu on the left containing 'Home', 'Student', 'Lock', 'Reports', 'Admin', and 'Logout'. The main content area is titled 'COLLEGE PAPER-->ADD'. It features several dropdown menus: 'Select Section' (set to 'CDC'), 'Select Notification No' (with a dropdown menu open showing '1 (01/01/2014)' selected), and 'Select College'. There are 'Search' and 'Select' buttons at the bottom right of the form.

9. **Select College** and click **Search**

10. Click **Select Faculty** and choose the Faculty

The screenshot shows the 'PortalJU' interface with the same sidebar menu. The main content area is titled 'COLLEGE PAPER-->ADD'. The 'Select College' dropdown is now set to 'GOVT DEGREE COLLEGE RAMGARH'. The 'Select Faculty' dropdown is open, showing a list of faculties: 'Faculty of Arts', 'Faculty of Science', 'Faculty of Business Studies', and 'Faculty of Engineering'. The 'Faculty of Arts' is selected. There are 'Search' and 'Select' buttons at the bottom right of the form. Below the 'Select Faculty' dropdown, there are fields for 'Valid From', 'Valid Till', and 'Active Status' (checked). At the bottom, there are 'Search Papers', 'Add Paper', and 'Reset Parameters' buttons.

11. Click **Select Subject**

**PortalJU**      GOVT User Image

User In **GOVT DEGREE COLLEGE** COLLEGE PAPER-->ADD

Select Section CDC

Select Notification No 1 (01/01/2014)

Select College GOVT DEGREE COLLEGE RAMGARH

**Search** **Select**

**PAPER DETAIL**

Select Faculty Faculty of Arts

Select Course Level UnderGraduate

Select Subject --Select Subject --

Select Course --Select Subject --

Select Part Type BA

Select Paper

Valid From --Select Session --

Valid Till --Select Session --

Active Status ☒ Active

Sorting Criteria ☒ Id ☐ PaperNo ☐ PaperDescription

Sorting Order ☒ Ascending Order ☐ Descending order

**Select Subject**

**Search Papers** **Add Paper** **Reset Parameters**

12. Click **Select Course**

**Search** **Select**

**PAPER DETAIL**

Select Faculty Faculty of Arts

Select Course Level UnderGraduate

Select Subject BA

Select Course --Select All --

Select Part Type --Select All --

Select Paper BA

Valid From --Select Session --

Valid Till --Select Session --

Active Status ☒ Active

Sorting Criteria ☒ Id ☐ PaperNo ☐ PaperDescription

Sorting Order ☒ Ascending Order ☐ Descending order

**Select Subject**

**Search Papers** **Add Paper** **Reset Parameters**

13. Click **Select Part type** and choose Semester no.

Select Notification No	1 (01/01/2019)
Select College	GOVT DEGREE COLLEGE MAJALTA
<input type="button" value="Search"/> <input type="button" value="Select"/>	
<b>PAPER DETAIL</b>	
Select Faculty	Faculty of Arts
Select Course Level	UnderGraduate
Select Subject	BA
Select Course	BA(CBCS)
Select Part Type	--Select Part/Sem --
Select Paper	--Select Part/Sem --
Valid From	Semester 1
Valid Till	Semester 2
Active Status	Semester 3
Sorting Criteria	<input checked="" type="radio"/> Id <input type="radio"/> PaperNo <input type="radio"/> PaperDescription
Sorting Order	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending order
<b>Select Subject</b>	
<input type="button" value="Search Papers"/> <input type="button" value="Add Paper"/> <input type="button" value="Reset Parameters"/>	

14. Click **Select Paper** and choose paper.

<input type="button" value="Search"/> <input type="button" value="Select"/>	
<b>PAPER DETAIL</b>	
Select Faculty	Faculty of Arts
Select Course Level	UnderGraduate
Select Subject	BA
Select Course	BA(CBCS)
Select Part Type	Semester 1
Select Paper	--Select Paper --
Valid From	--Select Paper --
Valid Till	(UART-101) ARABIC
Active Status	(UBATC-101) BUSINESS MANAGEMENT
Sorting Criteria	(UBMTC-101) MARKETING MANAGEMENT
Sorting Order	(UCAPC-150) DOS WINDOWS AND MS-OFFICE(PRACTICAL)
	(UCATC=101) COMPUTER APPLICATION(UCATC=101)
	(UCATC-101) COMPUTER APPLICATIONS
	(UCETS-101) Communication English
	(UDGTC-101) Dogri
	(UDGTS-102) COMMUNICATION DOGRI (AECC GP)
	(UECTC-101) ECONOMICS
	(UELTC-101) English Literature
	(UELTC-101) English
	(UFEPCC-102) FUNCTIONAL ENGLISH PRACTICAL(UFEPCC-102)
	(UFETC=101) FUNCTIONAL ENGLISH(UFETC=101)
	(UFETC-101) FUNCTIONAL ENGLISH
	(UGOPC-102) GEOGRAPHY PRACTICAL(UGOPC-102)
	(UGOTC=101) GEOGRAPHY(UGOTC=101)
	(UGOTC-101) GEOGRAPHY
	(UHILTC-101) HINDI CORE -101

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15. Click **Valid From**, select **2014-15**

		<b>Search</b>	<b>Select</b>
<b>PAPER DETAIL</b>			
Select Faculty	Faculty of Arts		
Select Course Level	UnderGraduate		
Select Subject	BA		
Select Course	BA(CBCS)		
Select Part Type	Semester 1		
Select Paper	(UHILTC-101) HINDI CORE -101		
Valid From	2016-17		
Valid Till	--Select Session --		
Active Status			
	Sorting Criteria		
	Sorting Order		
		Reset Parameters	

16. Click **Valid Till** and select **2022-23**

		<b>Search</b>	<b>Select</b>
<b>PAPER DETAIL</b>			
Select Faculty	Faculty of Arts		
Select Course Level	UnderGraduate		
Select Subject	BA		
Select Course	BA(CBCS)		
Select Part Type	Semester 1		
Select Paper	(UHILTC-101) HINDI CORE -101		
Valid From	2016-17		
Valid Till	2022-23		
Active Status	--Select Session --		
	Sorting Criteria		
	Sorting Order		
		Reset Parameters	



17. Click **Add Paper**, once paper is added, you will get the message Paper Added Successfully.

PAPER DETAIL

Select Faculty	Faculty of Arts	▼
Select Course Level	UnderGraduate	▼
Select Subject	BA	▼
Select Course	BA(CBCS)	▼
Select Part Type	Semester 1	▼
Select Paper	(UHILTC-101) HINDI CORE -101	▼
Valid From	2016-17	▼
Valid Till	2022-23	▼
Active Status	<input checked="" type="checkbox"/> Active	
Sorting Criteria	<input checked="" type="radio"/> Id <input type="radio"/> PaperNo <input type="radio"/> PaperDescription	
Sorting Order	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending order	

Paper Added Successfully

1

ID	CSID	PapID	PaperNo	Paper Alias	Paper DescriptionName	Modify	Delete
187	389	356	UHILTC-101	UHILTC-101	HINDI CORE -101		

1

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Activate Windows  
 Go to Settings to activate Windows.  
[services.computerCentre@gmail.com](mailto:services.computerCentre@gmail.com)

18. To add more papers in same Faculty & Semester, follow the steps from point 14-17

Note:

1. Please note once the paper is added in the portal will not be modified or deleted.