

# COMPUTER CENTRE

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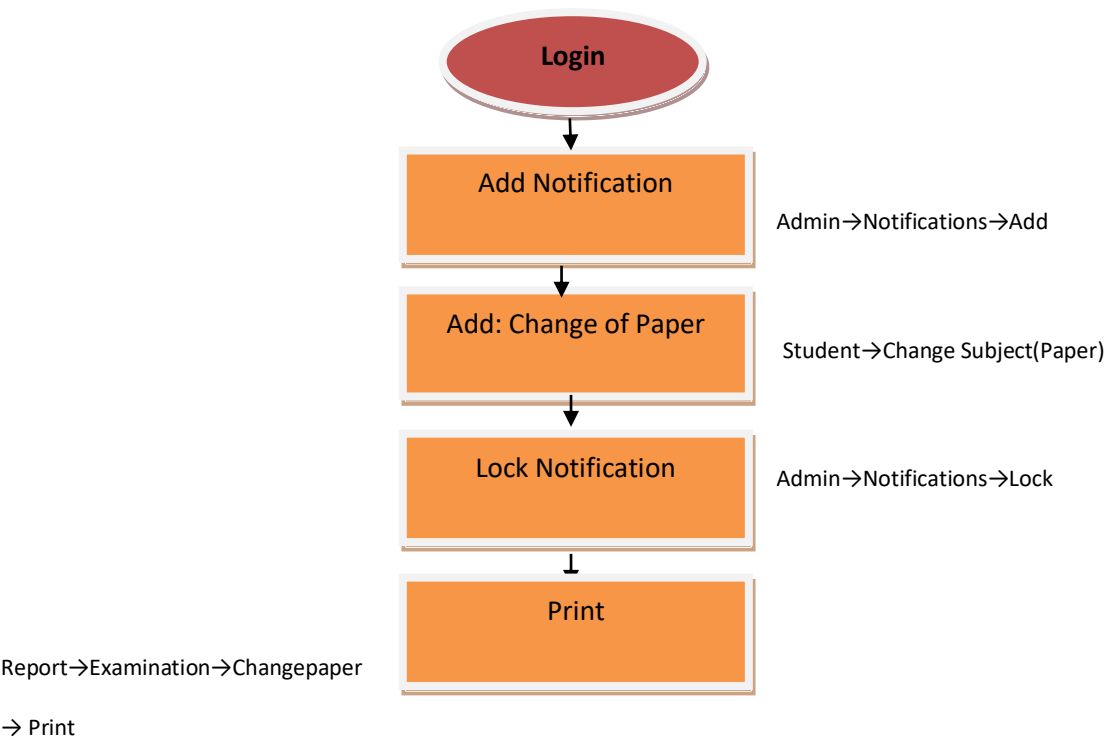
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## WHAT'S NEW

1. Change in the steps for the change of paper.

Section A

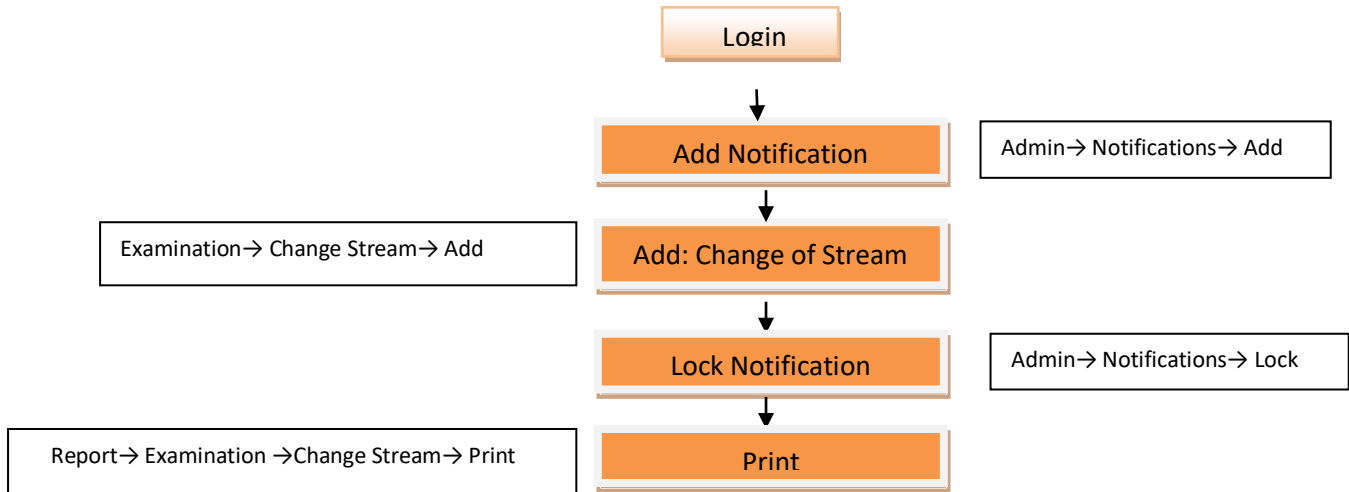
Flow Chart for Change of Paper



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## Flow Chart for Change of Stream

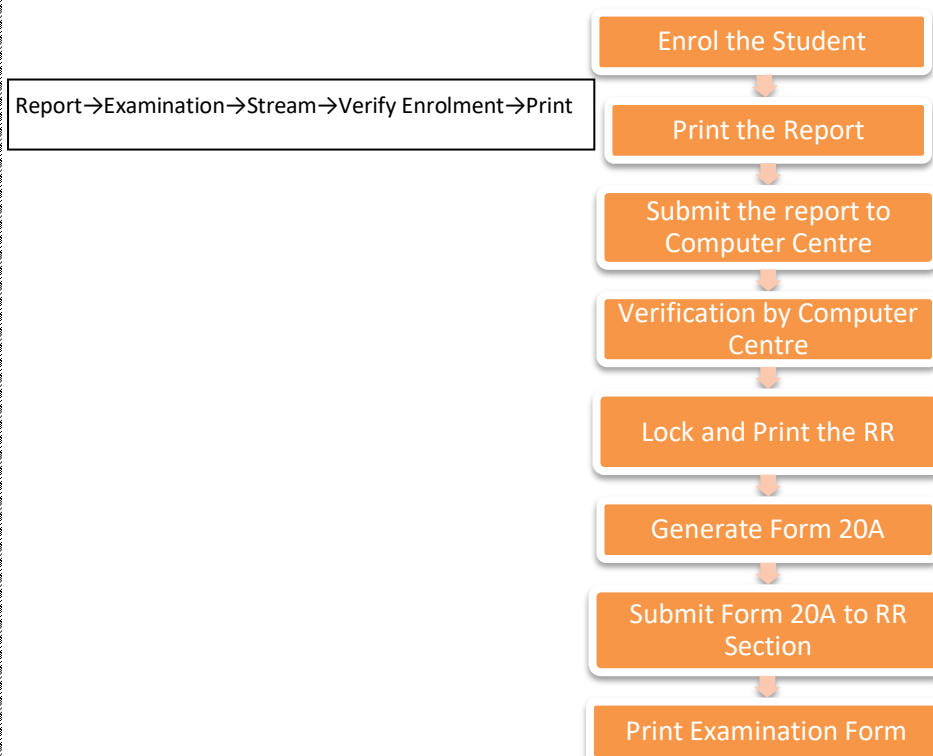
### a. Permission for change of Stream



### b. Permission for Swapping of Paper

Submit the above notification to the AR Examination for the permission for Change of Stream.

### c. Enrolment of Student

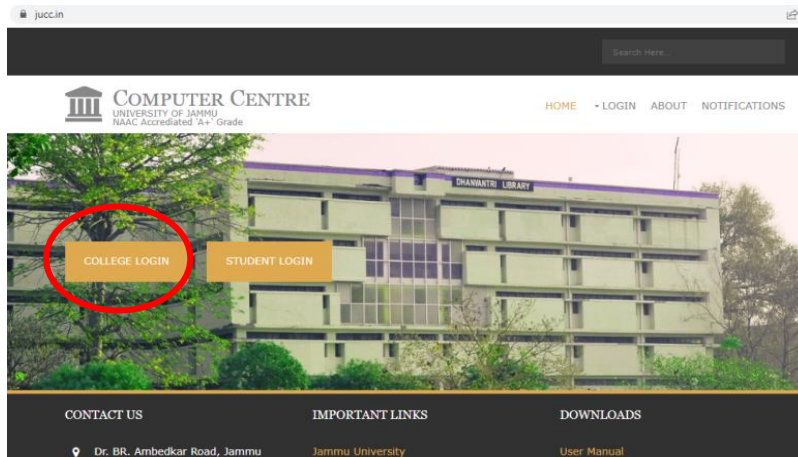


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## Section-B

### Add Notification

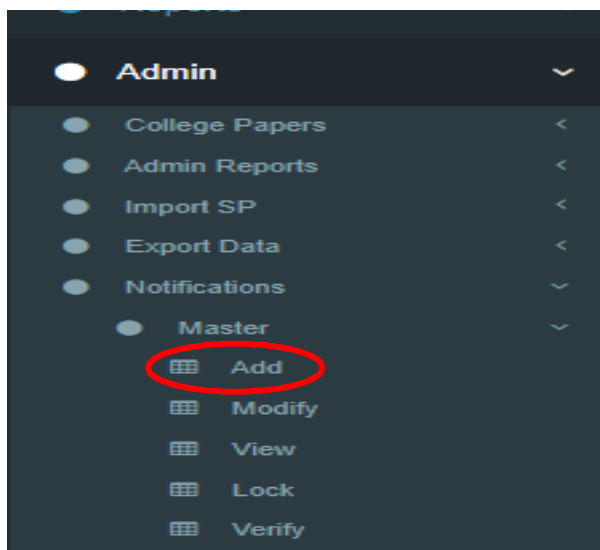
1. Go to [jucc.in](http://jucc.in)
2. Go to College Login Circled in red color mark.



3. The window will open and Enter **College User name and Password**, then click **Login** button.



4. Go to **Admin → Notification → Master → Add**



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5. **Select Year**, select the year of the notification, issued by the college for the change of paper.
  - **Enter Issuing Section** and select **college**.
  - Click on **Enter Letter No**, enter notification number and date, issued by the college in DD/MM/YYYY Y format e.g. 15/04/2021
  - Click on **Add**

The screenshot shows a web application interface for adding a notification. On the left is a dark sidebar with a user profile icon and the text 'GOVT DEGREE COLLEGE'. The main content area is titled 'NOTIFICATION COLLEGE->ADD'. It contains several form fields: 'Select Year' with a dropdown menu showing '2023'; 'Enter Issuing Section' with a dropdown menu showing 'College' and an 'Add Image' button; 'Select College' with a dropdown menu showing 'GOVT DEGREE COLLEGE NAGROTA'; and 'Enter Letter No' with two input fields containing '14477' and '13/07/2023', followed by a date format hint '(dd/mm/yyyy)'. Below these fields are two rows of radio buttons for 'Sorting Criteria' (Id, NotificationNo, NotificationDate) and 'Sorting Order' (ByAscendingOrder, ByDescendingOrder). At the bottom right, there are two buttons: 'Search Notification' and 'Add', with the 'Add' button highlighted by a red rectangular box.

**Note: To modify the Notification number or date, go Admin→Master  
→Notification→Modify**

**Once the notification is added, next step is to add the change of paper.**

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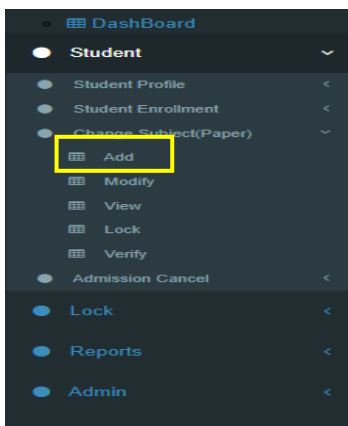
## Section-C

### Note:

- a) Swapping of Paper/ Change of Paper refer Section (i)
- b) Change of Stream refer Section (ii)

## Section (i) Swapping/Change of Paper

- a. Go to **Student** → **Change Subject(Paper)** → **Add**



- b. Click on **Select Session**, the year of notification issued by the college.
  - Click on **Select Section** and select College.
  - **Select Notification/Letter No**, select the letter number from the dropdown which you have added.

**Note: If you want to swap the major and minor papers then check the check box of swap major/minor.**

- c. Click on **Search Notification**.

CHANGE PAPER -->ADD

Select Session	2023	<input checked="" type="checkbox"/> Swap Major/Minor	<input type="checkbox"/> Test
Select Section	College		
Select College	TEMP		
Select Notification/Letter No	102 (18/09/2023)	Preview	
	Search Notification	Select Notification	

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- d. Click on **Select Subject**, choose the stream
- Select the **Course** in which the student is enrolled.

CHANGE PAPER -->ADD

Select Session	2023	<input checked="" type="checkbox"/> Swap Major/Minor <input type="checkbox"/> Test
Select Section	College	
Select College	TEMP	
Select Notification/Letter No	102 (18/09/2023)	<button>Preview</button>
<button>Search Notification</button> <button>Select Notification</button>		
CHANGE PAPER		
Select Subject	BA	
Select Course	BA(NEP)	
ROLL NO DETAIL		

- e. Enter either **Registration Number or Student ID**, then click on **Search**

CHANGE PAPER -->ADD

Select Session	2023	<input checked="" type="checkbox"/> Swap Major/Minor <input type="checkbox"/> Test
Select Section	College	
Select College	TEMP	
Select Notification/Letter No	102 (18/09/2023)	<button>Preview</button>
<button>Search Notification</button> <button>Select Notification</button>		
CHANGE PAPER		
Select Subject	BA	
Select Course	BA(NEP)	
ROLL NO DETAIL		
<input type="radio"/> Reg No <input checked="" type="radio"/> StudentId	Name ABHISHEK THAPA(173910)	
173910	<button>Search</button>	Parentage RAJNIDER SINGH THAPA
		Reg No 1007TMP20
SEMESTER		
Select Part/Sem	--Select Part/Sem --	<button>Search Papers</button>
<button>Search Records</button>		

- f. **Select Part/Sem** and click on **Search Papers**.

CHANGE PAPER -->ADD

Select Session	2023	<input checked="" type="checkbox"/> Swap Major/Minor <input type="checkbox"/> Test
Select Section	College	
Select College	TEMP	
Select Notification/Letter No	102 (18/09/2023)	<button>Preview</button>
<button>Search Notification</button> <button>Select Notification</button>		
CHANGE PAPER		
Select Subject	BA	
Select Course	BA(NEP)	
ROLL NO DETAIL		
<input type="radio"/> Reg No <input checked="" type="radio"/> StudentId	Name ABHISHEK THAPA(173910)	
173910	<button>Search</button>	Parentage RAJNIDER SINGH THAPA
		Reg No 1007TMP20
SEMESTER		
Select Part/Sem	Semester 3	<button>Search Papers</button>
<button>Search Records</button>		

# COMPUTER CENTRE

## g. For swapping of Major/Minor,

Select only the **Major/Minor** papers from the Grid.

CHANGE PAPER -->JOD

Select Session: 2023 ☐ Swap Major/Minor ☐ Test

Select Section: College

Select College: TEMP

Select Notification/Letter No: 102 (18/09/2023)

CHANGE PAPER

Select Subject: BCOM

Select Course: BCOM(NEP)

ROLL NO DETAIL

☐ Reg No ☐ StudentId

1007tmp20

Name: ABHISHEK THAPA(172810)

Parentage: RAJENDER SINGH THAPA

Reg No: 1007TMP20

SEMESTER

Select Part/Sem: Semester 3

Select	ENDTid	GPTYPE	CPGPName	CPGPDName	C Sid	Paper
<input checked="" type="checkbox"/>	4476998	Compulsory	MAJOR	ACCOUNTING AND FINANCE	3551	1905--UMBCT001-CORPORATE ACCOUNTING
<input checked="" type="checkbox"/>	4476999	Compulsory	MAJOR	ACCOUNTING AND FINANCE	3552	1906--UMBCT002-FINANCIAL MANAGEMENT
<input checked="" type="checkbox"/>	4477000	Compulsory	MINOR	BUSINESS REGULATIONS	3553	1910--UMBCT003-INSURANCE LAW
<input type="checkbox"/>	4477001	Compulsory	MULTIDISCIPLINARY	NATURAL SCIENCE	3573	1952--UMBOHT004-NUTRITION AND HEALTH
<input type="checkbox"/>	4477003	Compulsory	SKILL	ARTS	3591	1938--USEART-305-SPOKEN ARABIC
<input type="checkbox"/>	4477002	Compulsory	AECC	HINDI	3592	2112--UAEMHT004-HINDI BASHA SIKSHAN

Syllabus Detail

Select Top Group: --Select Group--

Select CPGPD:

Select Main Group:

Select CS:

☒ If Change Paper Active

**Note:** New Papers should be added in the same sequence as selected in the Grid e.g if Major is displayed first then major should be added first.

## h. For the change of paper

Select the **papers** from the grid which you want to change.

CHANGE PAPER

Select Session: 2023 ☐ Swap Major/Minor ☐ Test

Select Section: College

Select College: TEMP

Select Notification/Letter No: 2 (12/10/2023)

CHANGE PAPER

Select Subject: BA

Select Course: BA(NEP)

ROLL NO DETAIL

☐ Reg No ☐ StudentId

1001TMP22

Name: VIKRAM SINGH(201208)

Parentage: PARSHOTAM SINGH

Reg No: 1001TMP22

SEMESTER

Select Part/Sem: Semester 2

Select	ENDTid	GPTYPE	CPGPName	CPGPDName	C Sid	Paper
<input type="checkbox"/>	4457192	Compulsory	AECC	DOGRI	2858	1718--UAEDGT-203-BHASHA TE LIPI
<input type="checkbox"/>	4457189	Compulsory	MAJOR	ARABIC	2874	1711--UMJART-201-ELEMENTARY ARABIC TEXT & GRAMMAR-II
<input type="checkbox"/>	4457190	Compulsory	MINOR	URDU	2914	1808--UMIURT-202-A STUDY OF FICTION AND NON FICTION PROSE
<input type="checkbox"/>	4457194	Compulsory	VALUE ADDED	DIGITAL TECHNOLOGY	2930	1703--UVAADT-203-DIGITAL TECHNOLOGY
<input type="checkbox"/>	4457195	Compulsory	VALUE ADDED	HEALTH AND WELLNESS	2932	1702--UVAHWT-204-HEALTH AND WELLNESS
<input type="checkbox"/>	4457193	Compulsory	SKILL	NATURAL SCIENCE	2969	1465--USESTT203-DATA ANALYSIS USING R
<input type="checkbox"/>	4457191	Compulsory	MULTI DISCIPLINARY	NATURAL SCIENCE	2977	1748--UMOCHT203-HAZARDOUS WASTE AND ITS TREATMENT

Syllabus Detail

Select Top Group: --Select Group--

Select CPGPD:

Select Main Group:

Select CS:

☒ If Change Paper Active



# COMPUTER CENTRE

- i.
  - a. Select **Top Group**
  - b. Select **CPGPD**
  - c. Select **Main Group**
  - d. Select **CS**
  - e. Click on **Add** to add the papers.
- j. Repeat the same procedure for adding the other major and minor papers (from point a to e)
- k. Then Click on **Change Paper**.

- l. Once you click on **Change Paper**, the message of **paper added** will be generated on the screen.

## Note:

- Multiple candidates can be added for the Swapping of paper in one notification.
- Once all the records are added, printout can be taken from the portal to verify that the paper is correctly entered by following these steps, Go to **Reports→Examination→Change Paper→Print**.
- Notification should be reviewed by the college before locking, as it can't be changed/modified/unlocked, once it is locked.

# COMPUTER CENTRE

## Do's and Don't's

### For swapping of paper

1. New Papers should be added in the same sequence as selected in the Grid  
e.g If Major is displayed first then major should be added first.
2. Add major and minor subjects in one go, then click on change papers.

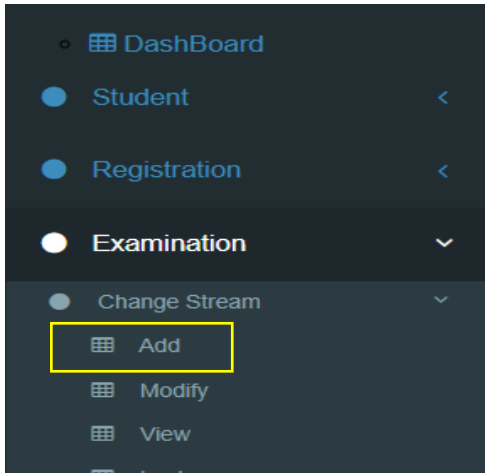
### For change of paper

3. Multidisciplinary subjects can be change only after the swapping of major and minor is verified by the university.

# COMPUTER CENTRE

## Section (ii) Change of Stream

- a. Go to **Examination** → **Change Stream** → **Add**



- b. Select **Session**, Select **Section**, Select **College** and Select **Letter No.**
- Click on **search Notification**.

A screenshot of a web form titled 'CHANGE DISCIPLINE -->ADD'. The form has a light blue background. It contains three dropdown menus: 'Select Session' with the value '2023', 'Select College' with the value 'TEMP', and 'Select Letter No' with the value '11 (06/10/2023)'. To the right of these is a 'Test' checkbox and a 'Select Section' dropdown with the value 'College'. At the bottom, there are two buttons: 'Search Notification' (highlighted with a blue rectangle) and 'Select Notification'.

- c. Enter **Student ID** or **Registration number** and click on **Search**.

A screenshot of the same web form as above, but with the 'Student Detail' section expanded. The 'Student Detail' section has a dark blue header. It contains a radio button for 'Reg No' and a radio button for 'StudentId'. The 'StudentId' radio button is selected. Next to it is a text input field containing '226148'. To the right of this input field is a 'Search' button (highlighted with a red rectangle). To the right of the 'Search' button is a table with the following data:

Name	KIRAN(226148)
Parentage	MOHAMMAD RAFI KHAN
RegNo	1002TMP23

# COMPUTER CENTRE

d. Select **New Subject, New Course** and **New Semester**

Click on **Change Stream**.

Student Detail			
<input type="radio"/> Reg No	<input type="radio"/> StudentId	<input type="text" value="226148"/>	<input type="button" value="Search"/>
		Name	KIRAN(226148)
		Parentage	MOHAMMAD RAFI KHAN
		RegNo	1002TMP23

Change Discipline			
Select Existing Subject	BSC	Select New Subject	BA
Select Existing Course	BSC(NEP)	Select New Course	BA(NEP)
Select Existing Semester	Semester 4	Select New Semester	Semester 4
Select Last Semester Enrolled	Semester 3		

☒ If Change Paper Active

e. When you click on Change Stream, **Record Added** will be displayed on the screen.

f. Lock the notification.

g. Print the report by following the given steps:

**Report → Examination → Change Stream → Print**

h. The above notification shall be sent to AR Examination, wherein they permit the student for changing stream.

i. Notification shall be forwarded to Computer Centre for verification.

j. Enrolment of student shall be done by college by selecting the Major, Minor and other papers.

Note: swapping shall be done within Major & Minor only. Incase of any mismatch, the same shall be rejected.

k. Again print the notification by following the given steps:

**Report → Examination → Stream → Verify Enrolment → Print**

l. Forward the scanned document to Computer Centre after the signature of the principal.

m. Verification within Major and Minor shall be done by officials of Computer Centre and only after verification college shall be able to lock and print the RR.

n. Print form 20A and submit it to the RR section.

o. Obtain the Receipt of the submitted Lock Id.

p. Examination form of the students can be printed for the record.

# COMPUTER CENTRE

## Note:

- In case of the failure of any of the step, College shall not be able to input marks of the Internal Assessment of any of the subject of the student(s).

## Do's and Don't's

- Change of stream is applicable in the semester in which it is allowed.
- The college has to take the permission from the Examination Section for the change of stream before the enrolment of the student.
- In case of change of stream a new list must be created for the enrolment of students.

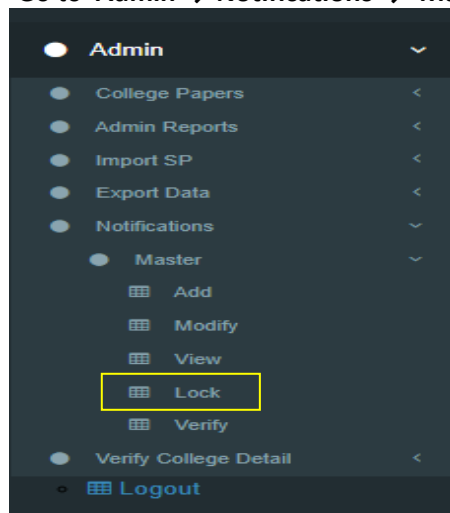
# COMPUTER CENTRE

## Section-D

### Locking of Notification

Once you have changed the paper, you need to Lock the notification by following the below mentioned steps:

- i. Go to **Admin → Notifications → Master → Lock**



- ii. **Select Session**, select the year of the notification created.

- **Enter Issuing Section**, select **College**
- **Select College**
- & Click on **Search Notification**

NOTIFICATION COLLEGE->LOCK

Select Year	--Select Session --	▼
Enter Issuing Section	--Select Section --	▼ Add Image
Select College	--Select College --	▼
Sorting Criteria	<input checked="" type="radio"/> Id <input type="radio"/> NotificationNo <input type="radio"/> NotificationDate	
Sorting Order	<input checked="" type="radio"/> ByAscendingOrder <input type="radio"/> ByDescendingOrder	
<div>Search Notification</div>		

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- iii. Click on Lock Button  displaying before letter no.

NOTIFICATION COLLEGE-->LOCK

Select Year: 2023





Enter Issuing Section: College

Select College: GOVT DEGREE COLLEGE NAGROTA

Sorting Criteria: ☒ Id ☐ NotificationNo ☐ NotificationDate







Sorting Order: ☒ ByAscendingOrder ☐ ByDescendingOrder

Search Notification

Modify	Delete	Lock	Verify	id	LetterNo	LetterDate
				9960	14477	2023-07-13




1

- iv. Click on **Lock Notification**.

			Search Notifications	Lock Notification		
Modify	Delete	Lock	NotificationCollegeid	LetterNo	LetterDate	
			4887	123	2021-04-15	
			4892	101	2021-04-15	

1

- v. Once you lock the notification, you will get the message "Notification Locked Successfully".

			Notification Locked Successfully		
			Search Notifications		
Modify	Delete	Lock	NotificationCollegeid	LetterNo	LetterDate
			4892	101	2021-04-15

1

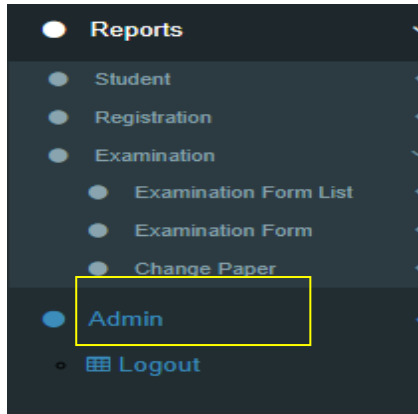
Now, you have to **print** the report. Steps are mentioned in the next section.

# COMPUTER CENTRE

## Section-E

### Printing of Letter:

1. Go to **Reports → Examination → Change Paper**



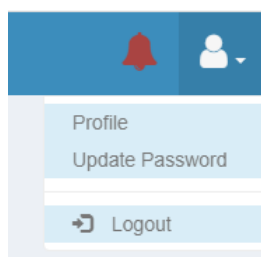
2. Click on **Select Section, select college**

- Select **Section**
- Select **College**
- Select **Notification No**, choose the notification which you had locked earlier.
- Click on **Print List**

A screenshot of a web form titled 'Print Change Paper'. The form has several sections: 'SCHEDULE DETAIL' with dropdowns for 'Select Section' (College), 'Select Session' (2023-24), 'Select College' (GOVT DEGREE COLLEGE NAGROTA), and 'Select Notification No' (14477 (13/07/2023)). Below this is the 'SORTING CRITERIA' section with radio buttons for 'Id' and 'RegistrationNo', and a 'ByAscendingOrder' button. The 'Report Parameters' section includes checkboxes for 'Add Page Break after Groups', 'Add Group Summary', and 'Add Total Summary', along with input fields for 'Rows in Page' (30) and 'pt Row Height' (20). A red box highlights the 'Print List' button at the bottom right.

You have to take the printout of the letter of Change of Paper, stamped and signed from the Principal and submit it to the Examination Section alongwith the supported document

3. Now, you can logout your college ID.





# COMPUTER CENTRE

## Section-F

### FAQ: For Change of Paper

1. I am getting the error “More CPGPDT rows have been selected. Mismatches Occurs.”
  - It means you are entering the paper in wrong group.
  
2. Paper not displayed in the Select CS dropdown.
  - It means you have deactivated the paper in college papers.
  - It means you have not mapped the paper in college papers.

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