



Candidate – User Manual (2022) PG Admission

Version: 1.0

Prepared by

Higher Education Department (PMU) &
Centre for Smart Governance (CSG)

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1. Student Registration

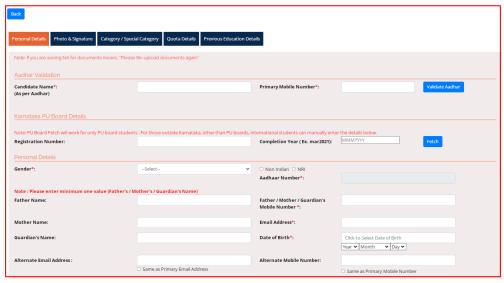
- 1. Open the portal using URL https://uucms.karnataka.gov.in
- 2. Recommended to use Desktop Google Chrome browser.



- 3. If you are a registered candidate, click on Login.
- 4. UUCMS Login page will be displayed.
- 5. Select the radio button **Student** and enter Candidate ID, Password and Captcha and then Login.



- 6. In case you are not a registered candidate, click on "New Candidate Registration?" New Candidate Registration page will be displayed. Here you need to complete the below mentioned fields. You will be allowed to continue to the next tab only if the current tab is completely filled and saved. By clicking on **Save & Continue** you will be navigating to the next tab.
- Personal Details
 - o Indian Resident
 - Non-Indian Resident
- Photo & Signature
- Category / Special Category
- Quota Details
- Previous Education Details
- Previous Education Details UG



7. If you have completed PUC from **Karnataka PU Board**, then enter the **Registration Number** and **Completion Year** in the provided fields, details will be fetched automatically. **Please check all** the data fetched once before saving and continuing to the next tab.

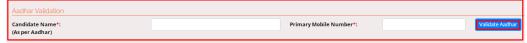


8. Other Board students, Students who have done equivalent to PU Course, Students from outside Karnataka and International Students can skip this option and enter the details **Manually**.

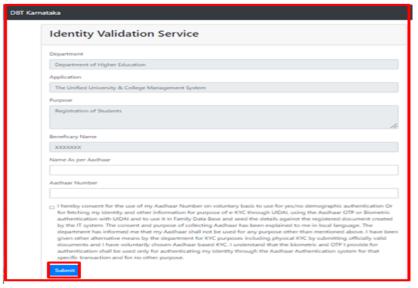
Personal Details

(i) Indian Resident

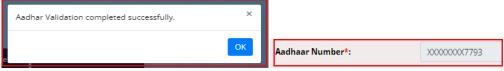
- 9. Validate Aadhar Number
 - (a) Enter your name as per Aadhar Card, Mobile Number and click on Validate Aadhar.



(b) Clicking on **Validate Aadhar** will lead you to **DBT Karnataka Page**. Enter your Name as per Aadhar, Aadhar Number. Tick the declaration check box and click on **Submit**.



(c) After Submit, Wait for a while. Your masked Aadhar Number will be displayed in the provided field on the registration page. And a pop-up message box appears showing **Aadhar Validation Completed Successfully**.



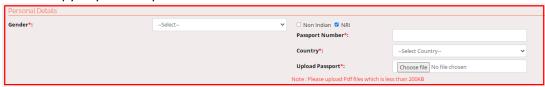
- 10. Enter all the required details. Fields with (*) are mandatory.
- 11. If the Current Address is same as the Permanent Address, then tick the box given. If Current Address is different from Permanent Address, then enter the required fields.
- 12. **Create Password**: By following the rules given in the box, you have to create your password in this section. The same will be used as Login password.
- 13. Click on Generate OTP, to get an OTP to your primary mobile number. Enter OTP and Verify it.



- 14. Upon the successful verification of your OTP entered, you will be asked to enter the Captcha and click on **Save & Continue** to the next tab.
- 15. You will receive your 10-digit candidate ID through E-mail and SMS.

(ii) Non-Indian Resident

16. If you are a Non-Indian Resident, enter your Passport No., Country Name and upload a scanned copy of your Passport in PDF format within size of 200KB.



- 17. After filling all the required fields, create your password according to the rules given in the box. Click on Generate OTP, which will be sent to your mail ID.
- 18. Enter OTP and click on **Verify**. After the successful verification of OTP, you will be asked to enter captcha and click on **Save & Continue** to the next tab.
- 19. You will receive your 10-digit candidate ID through E-mail.
- Candidate ID generated and Password set in this tab will be used as your login credentials until you get your Student Registration Number.

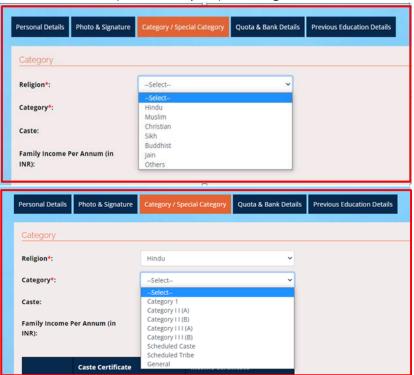
Photo and Signature

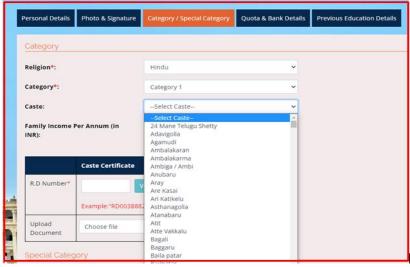
21. Upload your photograph and scanned signature copy in JPG, PNG or JPEG format with a size limit of below 200 KB, enter the Captcha and click on **Save & Continue.**



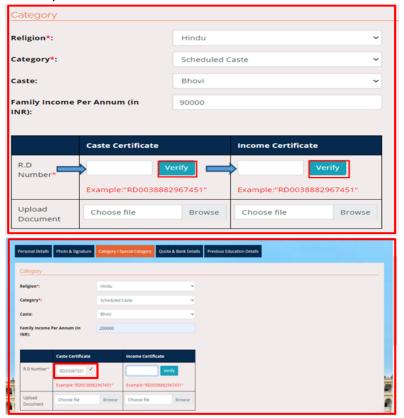
Category / Special Category

22. Select your Religion, Category and Caste details from the drop down list. Mention Family Income Per Annum (in Indian Rupees). Entering Caste Details and Family Income is not mandatory.

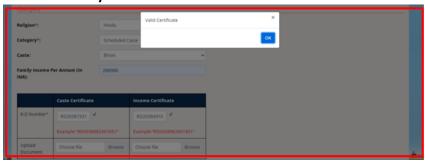




23. If you come under any Reservation on caste basis, you have to enter the Caste Certificate Number (RD Number issued by Nadakacheri / AJSK) and click on **Verify** button for verification which is a mandatory. Uploading document for the same is not compulsory. If the verification of your certificate completes successfully, you will see a tick mark in the place of Verify and the Upload button will disappear. In case, the verification fails, you can upload a scanned copy of your certificate in PDF format within 200KB size.



24. If you possess Income Certificate, enter the document number in the provided column and click on **Verify**.



- 25. Please note, once the verification is done successfully, candidate can see a pop up box saying Valid Certificate and a tick mark () will appear in the place of Verify.
- 26. Please select a caste (optional) from the drop down menu and enter your Family Income (for non-General categories only).
- 27. Enter the document number and upload document for any Special Category that is applicable to you.
 If Kalyana Karnataka is applicable, please enter the document number and click on Verify
- button to verify the same with AJSK. Tick mark (✓) will appear as the successful verification.

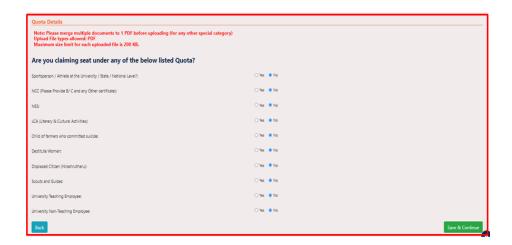
 28. Please note, Verify option will be available only for Caste Certificate, Income Certificate and Kalyana Karnataka Certificates which will be issued by Naadakacheri / Atal Jana Snehi Kendra (AJSK). Once it is verified successfully, you need not to upload the document. If the
- 29. Click **Yes** for any special category that is applicable, enter the document number and upload document. Click "No" for the one which is not applicable and click on **Save & Continue** to the next tab.

verification fails, then you have to upload a PDF document for the same within 200KB.



Quota Details

30. Click on **Yes** for any of the quotas mentioned (if applicable to you), enter the document number and upload the document in PDF format within a size limit of 200 KB. Click on **Save & Continue** to navigate to the next tab.

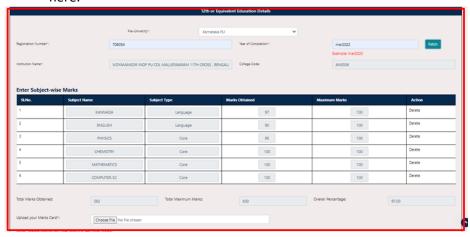


Previous Education Details

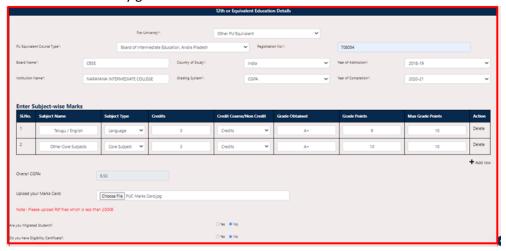
31. In this tab, you have to provide your 10th or SSLC details. Select the Board Name of your 10th/SSLC Education from the drop down list, enter the Registration Number and upload a copy of Marks Card in PDF format with a size limit of 200 KB.



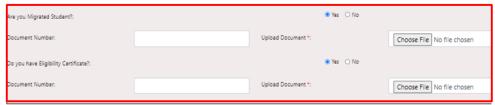
32. PUC details can be fetched by entering your PU Registration Number and Year of Completion in the provided fields. If you belong to any other Board other than Karnataka State PU Board or if you have done any other course equivalent to PU/12th Standard, you have to provide details here.



33. If you have finished your 12th or Equivalent Course from any other State Boards or if you are a foreign student, select the relevant **PU Equivalent Course Type** from the drop down list. And enter the details accordingly. If you enter the credit points which you have secured, system will automatically generate the Overall CGPA.



34. Click on Yes if you are a Migrated Student and if you posses Eligibility Certificate, enter the document number and upload the documents in PDF format within 200 KB for the same. If your answer is No, then click on No button and continue. (if so, you need not to upload documents)



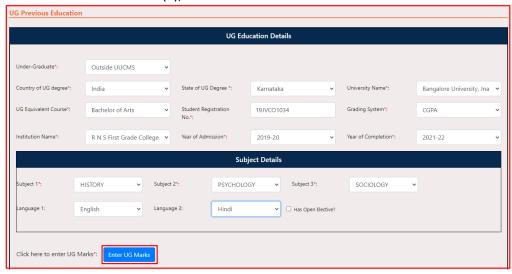
35. If you have already finished your UG Program and applying for courses such as B.Ed, B.Ped, B.Lib.Sc, etc., or any other PG Courses, tick the first declaration box and click on **Save & Continue** to the next tab.



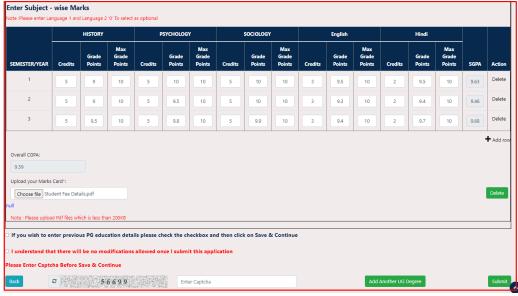
36. Click on **Add Another UG Degree**, to enter the details of UG program which you've already completed.



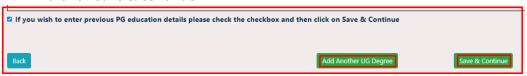
37. Enter all the fields (*), click on Enter UG Marks.



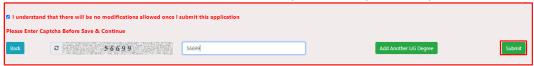
38. Add rows to enter the marks and the Overall CGPA will be calculated automatically. You can also delete the rows if you wish. Upload a marks card within 200 KB size in PDF format.



39. If you need to enter one more UG / PG program details, Click on the first declaration box and click on **Save & Continue.**



40. If you are seeking admission for UG/PG program on the basis of one UG Degree, you can click on the second declaration box. Enter the Captcha in the provided space and click on Submit.



41. You will see a pop-up message box saying Data Updated Successfully.



2. Create Application

- 42. By Clicking on OK, the page will lead to Welcome Page of UUCMS or you can also reach the page by logging in to the portal using URL: https://uucms.karnataka.gov.in.
- 43. You have to login to UUCMS portal by using Candidate ID and Password created at the time of registration.



44. Once you log in, UUCMS Home Page will be displayed with Registration Progress Bar. Please note, 80% is enough for UG and 90% of the progress bar is enough for PG admission.



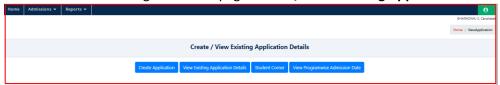
45. You can edit the details entered at the time of registration by clicking on **Registration Details** and save the data.



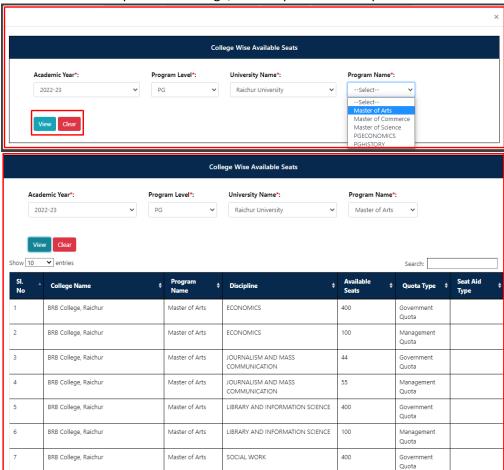
46. To apply for the desired program, you have to click on the **Admissions**→**Create / View Application** or directly click on **Create/View Application**. You can also view the status of your application if you have already applied.



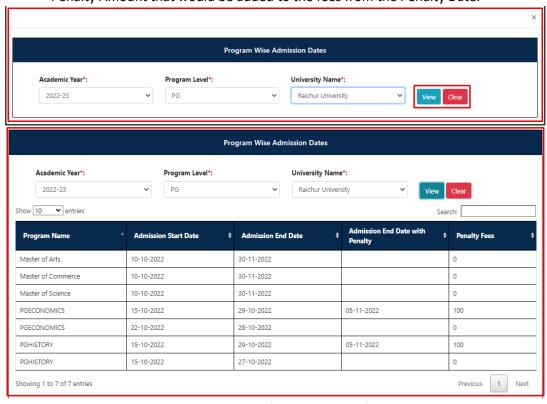
47. You will be navigated to the page **Create / View Existing Application Details**.



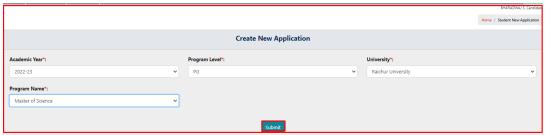
- 48. By clicking on **Create Application**, you will be able to apply your desired program, discipline to the colleges under selected University.
- 49. **View Existing Application Details** will direct you to the application that you have already submitted.
- 50. **Student Corner** will help you in knowing data about **College Wise Available Seats**. Select your choice from the drop down lists of each fields and click on **View** to know about the total number seats in that particular College, for that particular Discipline.



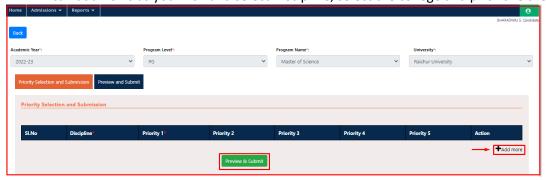
51. View Program Wise Admission Date will help you in knowing the details regarding Overall Admission Dates set by the Universities for a particular Program along with Penalty Date and Penalty Amount that would be added to the fees from the Penalty Date.



- 52. Click on **Create Application** to apply for the colleges for your desired Program and Discipline.
- 53. Select Academic Year, Program Level, University and Program Name from the drop down list and **Submit.**

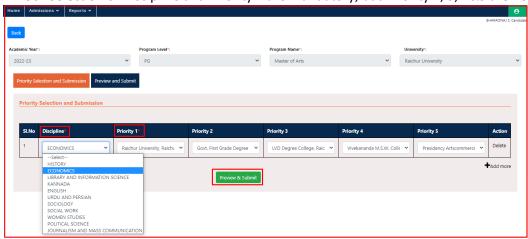


54. After selecting all the fields, you can now apply for the colleges according to your priority. You can add Rows as you wish and select Discipline, select the college and prioritize them.

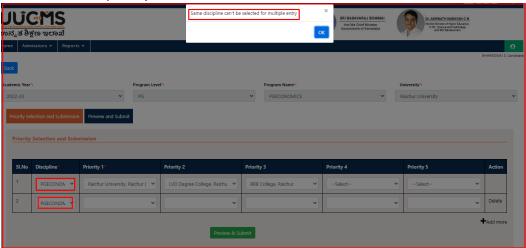


55. If you are unable to view drop down in Discipline and Priority Selection of College, you have to contact the particular college that you are prioritized to join

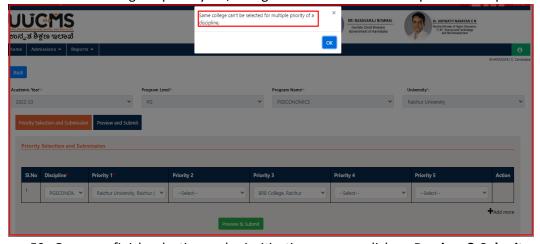
56. Selection of Discipline and Priority 1 are mandatory, but Priority 2, 3, 4&5 are not.



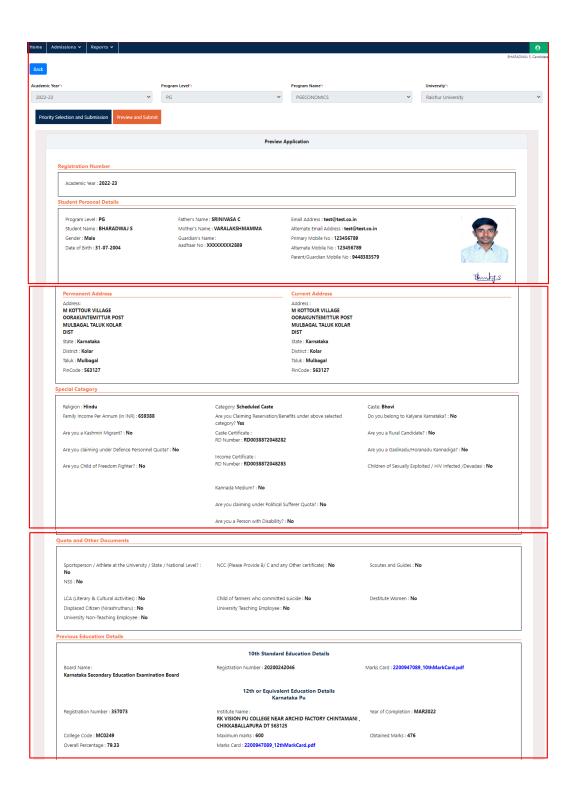
57. You can select one Discipline at once. To apply for different disciplines you have to add rows and make the priority selection.

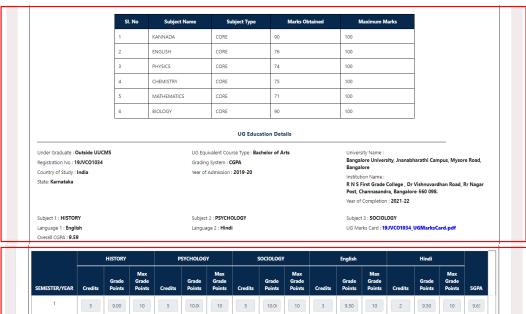


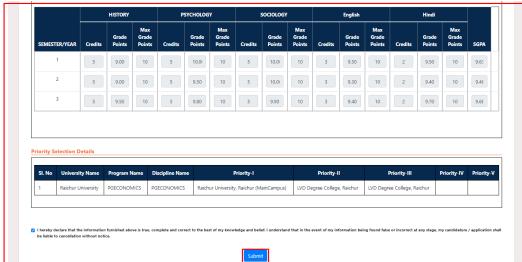
58. While making the priority list, college names should not be repeated for a particular discipline.



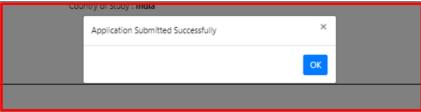
- 59. Once you finish selection and prioritization, you can click on Preview & Submit.
- 60. By clicking on **Preview & Submit** button you will be able to see your application along with the priority selection. Check once again thoroughly. If you need to edit something you can do it before submitting your application.



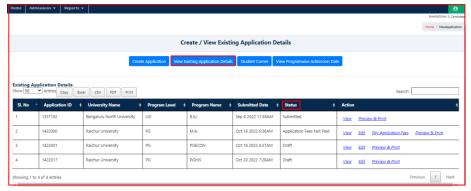




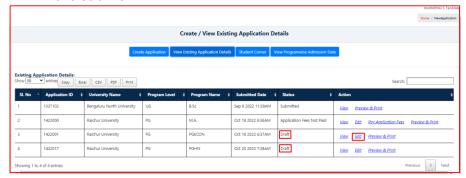
- 61. Tick the check box given at the end of the application for declaration and then click on Submit.
- 62. After the successful submission of your application, you will see a pop-up message box saying **Application Submitted Successfully** and the same will be informed to you through E-mail and SMS along with the Application ID.



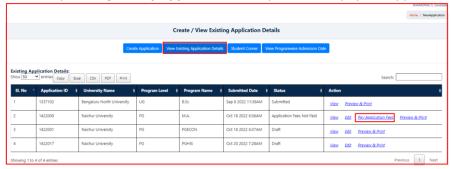
- 63. You can view your application and check the status in Admissions → Create/View Application → View Existing Application.
- 64. By clicking on **View**, you will be able to check the **Status** of the Application.



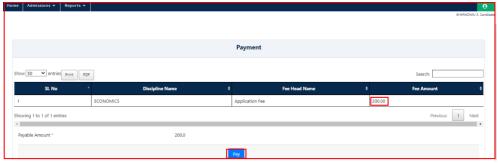
65. If the status of the application shows as **Draft**, click on **Edit**. Your application will get open, check the details. If everything is correct, tick the check box given at the end of the application and **Submit** your application. If you wish you change your priority selection, you can edit the same and **Submit**.



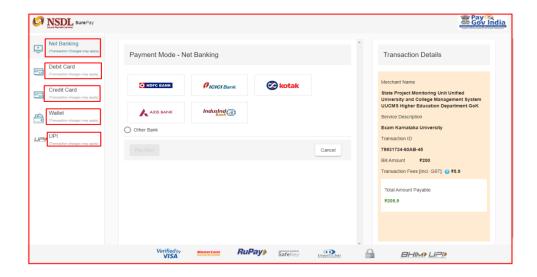
66. By clicking on Pay Application Fees, you have to pay the application fees online.



67. Once you click on Pay Application Fees, you will be redirected to Payment page.



68. Click on Pay button, which redirects you to NSDL Payment Gateway. Select the mode of payment



- 69. Status of the application remains Submitted until the College Admin or University Department Chair Person verifies the document for admission. College Admin or University Department Chair Person will send an invite through E-mail for the verification of your documents. Then the status will be changed to Document Verification Date Invite Sent. **Screenshot**
- 70. Status of your application changes to **Documents Rejected**, when the College Admin or University Department Chair Person rejects your documents at the time of verification and the same will be informed to you through email and SMS to the registered mobile number. **Screenshot**

3. Pay Fees

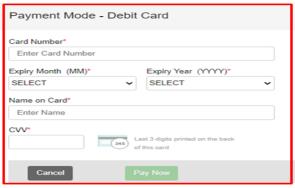
- 71. If the Document Verification is successful, you will be able to see **Online / Offline** under **Pay Fees** and a date mentioned below **Fee Payment Last Date**. **Screenshot**
- 72. If you click on **Online**, total fee amount payable for the selected discipline will be displayed on the screen. Click on **Pay** to navigate to different payment options available. **Screenshot**
- 73. Payment options will be displayed and you can select your mode of payment.



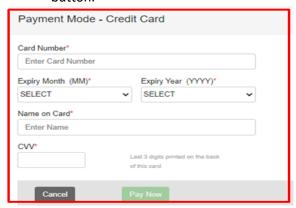
74. If you select **Net Banking** as your mode of payment, select a bank and click on **Pay Now** button.



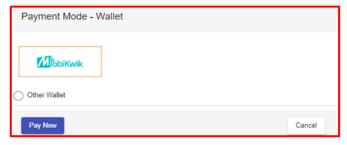
75. If you select **Debit Card** as your mode of payment, fill the required details and click on **Pay Now** button.



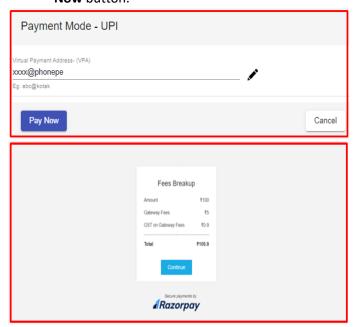
76. If you select **Credit Card** as your mode of payment, fill the required details and click on **Pay Now** button.



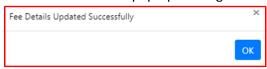
77. If you select **Wallet** as your mode of payment, select the name of the wallet and click on **Pay Now** button.



78. If you select **UPI** as your mode of payment, type your Virtual Payment Address and click on **Pay Now** button.



- 79. If you are paying your fees offline at the bank counter, click on Offline, fill the details, upload a copy of fee Challan / Receipt and click on Submit. **Screenshot**
- 80. You can see a pop-up message after the submission.

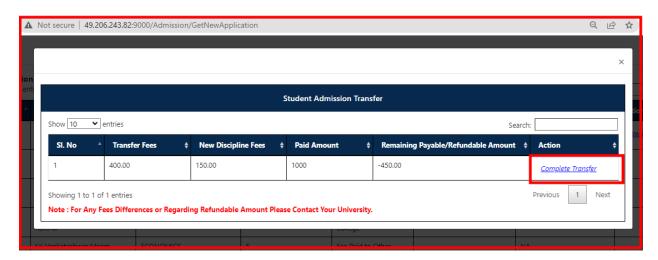


81. Once the payment is done, status of your application changes to **Principal Approved** for the Discipline you paid the fees.

Transfer Admission.

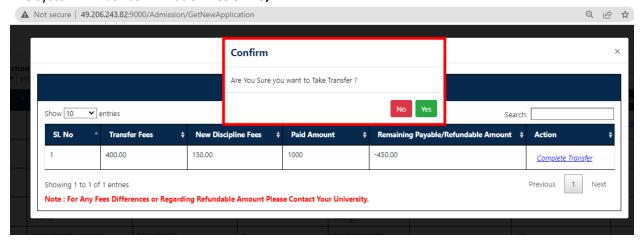


NOTE: After successful payment student can take transfer for another discipline with in the University for same program on Clicking on **Transfer Admission**.



On Clicking **Transfer Admission**, the **Student Admission Transfer** popup window will open, to complete the transfer process, click on the **Complete Transfer**.

The system will ask confirmation Yes or No,



Clicking on Yes, Tranfer from one dicipline to another will Complete successfully.

