Department of Higher Education
Unified University and College Management System (UUCMS)
Admission Module
College Admin - FAQs

Login

1. How should I login to UUCMS?
   Select "College" radio button in the login page and enter your Username and Password.

2. I have forgotten my Username. How should I proceed with logging in?
   Click on the "Forgot Username", follow the instructions provided in the screen to retrieve your Username by entering your Mobile Number and OTP sent to the Mobile Number.

3. I have forgotten my Password. How should I proceed with logging in?
   In case you have forgotten your password, click on the "Forgot Password", follow the instructions provided in the screen to retrieve your Username by entering your Mobile Number and set a new Password for your login.

4. Are there any restrictions on the number attempted logins with incorrect credentials?
   There is no such restriction on the number of attempted logins with incorrect credentials and the system will not lock your user account. However, it is advised not to enter incorrect credentials multiple times, please contact your College / UUCMS helpdesk for assistance.

5. I have been automatically logged-out of UUCMS. Why is this happening?
   If there is any inactivity after login for a certain period of time, the system auto logs-out the user. Please do not panic / worry since all data that was saved in UUCMS will still be available once you log-in to UUCMS again.

Profile Management

6. What is Profile Management. Where can I see it?
   You will be able to manage your registered Profile by going to the top right corner as shown below

7. What activities can I perform under Profile Management?
   You will have the ability to
   - Change Password
   - Manage Profile
   - Logout

Change Password

8. How do I change my Password after logging in to UUCMS?
   You can go to your profile, click on the "Change Password" link under it and then enter your Current Password, enter New Password and Confirm New Password and click on "Submit". Your password will be changed and you will be logged-out of UUCMS. You will then have to login with your new Password.

Manage Profile

9. What is “Manage Profile”? What can I do in this screen?
   The “Manage Profile” page allows you change your Mobile Number (and verify the same by generating an OTP and entering it) or change your email address to which email communications would be sent. All new correspondence would be to the new Mobile Number and Email Address once the updates are submitted.

Academics -> Program Details

10. The number of seats / Program / Discipline seen in this page are incorrect or Programs / Disciplines are missing. What should I do?
    The intake that has been setup by the University is visible in this screen. In case you have any queries / concerns regarding the same, please contact your University in order to gain clarification or get it corrected.

Setup Seat Allocation Method

11. The number of seats / Program / Discipline seen in this page are incorrect or Programs / Disciplines are missing. What should I do?
    The intake that has been setup by the University is visible in this screen. In case you have any queries / concerns regarding the same, please contact your University in order to gain clarification or get it corrected.

12. What does Seat Intake column signify?
    Although the total Intake provided by the University is shown, the number entered in the “Seat Intake” column refers to the number of seats for which you wish to admit students, less than or equal to the University provided intake.

13. I had already setup the Allocation Type for various Program Names / Disciplines. Will I be able to make changes to it?
    You can click on the “Edit” button at the bottom of the page to make the already setup allocation details editable. However, these changes are only allowed until the Overall Admission Start Date for that Program (setup by the University).

Fee Details

14. I am unable to see Programs / Disciplines while choosing the filter values for viewing the Fees in the Admission Fee Setup page. Why is that?
    All Programs and Disciplines that have been mapped by the University under Academics -> Program Details will only be visible while choosing the filter values.

Fee Head Mapping

15. I am unable to see the name of the Fee Head I wish to map in the dropdown.
    In case you are unable to see the name of the Fee Head you wish to map, please contact the PMU / helpdesk team to have the Fee Head Name added to the master list.

Enter New Fee

16. I am unable to see Programs / Disciplines while setting up the Fees for various fee heads, genders and categories. Why is that?
    All Programs and Disciplines that have been mapped by the University under Academics -> Program Details will only be visible while setting up the fees.

17. How do I setup the same fees for multiple genders and categories?
    You can setup the same fees for all genders and categories by clicking on the checkbox on the header (Fee Head Name) and the same value will be copied to all the rows under it. If you wish to edit the values for few categories / genders, you can modify the values before saving.

Details of Online Payment Account

18. What is NSDL Form? Why is it needed?
    NSDL stands for National Securities Depository Limited. The payment gateway partner of UUCMS requires each bank account information related to Admissions, Examinations for UG, PG, etc. in a specific format. The NSDL form enables you to generate a document in the prescribed format by entering the necessary details.

    Once the payment gateway partner receives the NSDL document and a cancelled cheque, they will enable UUCMS to accept online fees on your behalf and deposit the same into the bank account as per your input in the NSDL document. **Note: You would also need to post the same NSDL document to the address mentioned in the printed NSDL document.**

19. What documents should I upload in the screen to submit my application for approval?
    The NSDL Form should be filled and a print-out of the same needs to be taken, the bank's seal, date and place needs to be mentioned by the bank official. This document (with the bank seal) needs to be uploaded along with a scanned copy of Cancelled Cheque (related to the bank account you have mentioned in the NSDL form).

    Please make sure that the Bank Name, Branch Details, Bank Account Number, NEFT / RTGS IFSC Code is visible when you strike out the cheque to cancel it.

20. I have multiple accounts linked to my college. Would I be able to enter all my accounts in the NSDL form?
    No. Only one account can be entered for each purpose, Admissions-UG and Admissions-PG and payments related to all candidates would get credited to that one account designated for that purpose.

21. I am unable to see the name of the Bank where my account exists. What should I do?
    In case you are unable to see the Bank Name, please contact you University / PMU / helpdesk team to have the Bank Name added to the master list.

22. What details should I enter in the "Entity Name" field while creating a new Application?
    Entity Name should be the name of the Organization / Institution, i.e., College Name for College Admin login.

23. What details should I enter in the "Name" field under "Thanks and Regards" while creating a new Application?
    Here you would need to enter the name of the official in whose name the University / College Bank Account is present (generally it is the name of the Finance Officer in universities and the name of the principal in case of colleges).

Admission Document Verification:

Student Invite

24. In case the candidate does not come to my college on the day when he / she was invited, what should be done?
    Once the invite is sent to the candidate, the College Admin has the ability to send out the invite to the same candidate again with a different date. There are no restrictions on the number of invites that can be sent to the candidate.

25. How do I invite multiple candidates on the same date instead of setting the date for each invitation?
    In the header of the column “Action”, select the date on which you wish to send an invite to multiple students. Then click on the checkbox in the header of the “Select All” column. This selects all records shown under it. At the bottom of the page, click on the “Send All” button to send the invite to multiple students with the same date.

Verify Document

26. I am unable to see the Caste Certificate / Income Certificate / Kalyana Karnataka Certificate to validate it. What should I do?
    If the candidate has verified the document during his registration itself (verification happens by checking with the AJSK system to see if the RD Number is valid). Therefore, there is no need to physically verify the actual document on UUCMS.

27. If institution needs to change the disciplines chosen by the candidate. What should I do? How can I ask him/her to take a different discipline instead?
    If disciplines chosen by the candidate to be changed, you can click on “Edit Discipline” just above the document list section of the Application Preview page. Upon clicking on the “Edit Discipline” button, you can see the Available Number of Seats, number of Seats on Hold, Number of Allotted Seats for each of the disciplines thereby enabling you and the candidate to make a decision as to which alternate disciplines need to be chosen.