

User Manual



UTKAL UNIVERSITY EXAMINATION MANAGEMENT SYSTEM



UTKAL UNIVERSITY, VANI VIHAR

Website : www.utkal-university.org , www.ddceutkal.org

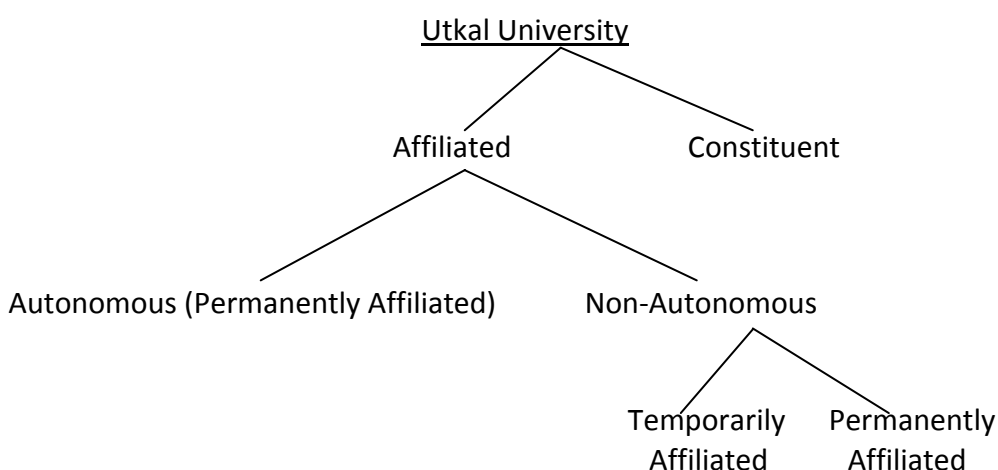
INTRODUCTION:

The software named - “**Utkal University Examination Management System**”(UUeMS), keeps track of the exam details and ensures transparency in maintaining Examination related procedures like online Registration of different colleges, Entry of Student’s basic information, issuance of return of Matriculate, online Examination form fill-up, issuance of payment advice slip, Admit-card and generation of alphabetical list of candidates.

SYNOPSIS:

With the help of the software named - “**Utkal University Examination Management System**”, all the affiliated colleges will be provided with a unique user-id and password on proper furnishing of the college profile information. This user-id and password will enable the concerned colleges to submit the students Examination form to the University on due date as required by the University.

The software has been designed in such a way that wrong data entry can be avoided to the optimum level. Each enrolled candidate is provided with a unique **16**-digit Roll No. which is generated combining the codes taking the year of admission(2), faculty code(2), course code(2), subject code(2), college code(4) and serial no(4) of the student. After successful submission of the student’s basic information, the colleges will enter the data of the students in the Exam form. Based on the subjects and paper chosen by the student, Examination fee and other charges are determined . In case, any modification desired by the student, then the student’s corresponding data will be modified by the authorized college personnel. Then, a return of matriculate report is generated showing detailed information of the student which will be forwarded to the University. At this point, the concerned college will remit the fees in the University. Then the College shall collect the payment details from the Bank and furnish the payment details over online. Based on this, payment advice slip is generated which mentions the payment details made by the colleges. An alphabetical list of all the candidates is generated mentioning the Exam centre and other Exam related details. Finally, Admit-card is issued to the candidate whose details have been submitted by their respective colleges. Utkal University comprises of Affiliated colleges and Constituent colleges.



ONLINE COLLEGE REGISTRATION:–

- All the colleges are required to fill up their college profile comprising of the contact details of the College Principal, Exam-in-charge, Head Clerk / Office Suptd., DEO Trainee etc.
- They are also required to provide Affiliation and UGC Recognition details.
- The Temporarily affiliated colleges need to specify their year/period of affiliation and other affiliation details such as honours/pass strength for different streams whereas those colleges which have permanent affiliation need to enter only the affiliation year.
- A sample form is given below for your reference :

College Registration Form

College Code	<i>To be allotted by Utkal University. New code to be used only for 2011 Regular Admission batch. For 2007, 2008, 2009 & 2010 batches old code would be valid.</i>		
College Name	<i>Please write Degree in bracket, if the name doesn't specify the same.</i>		
College Address	<i>Please write the full postal address with the pin code.</i>		
Phone No With STD Code			
Fax No With STD Code			
College Password	<i>To be given by the College.</i>		
College Official Email ID	<i>If there is no Official Email-Id of the College, then it is required that they must create an email-id. It is advised to use that id, otherwise it would become defunct.</i>		
Website Address	<i>If the college is having any website, then please mention the website.</i>		
Whether the College is Recognized by the UGC	under 12B : YES/NO (if yes give notification number of UGC : _____ 2F : YES/NO (if yes give notification number of UGC : _____ <i>Scan the notification and mail to uuems@ddceutkal.org</i>		
NAAC Accreditation	YES/NO IF Yes : Score/Grade _____ Valid Upto _____ <i>Scan the Score card and mail to uuems@ddceutkal.org</i>		
College Financial Status	<input type="radio"/> Government <input type="radio"/> Non-Government <ul style="list-style-type: none"> • Under Grant in AID • Block Grant • Non Aided • Self Financing College • Whether Supported by Public Sector/Company 		
Contact Details	Name	Mobile No.	Email Id
Principal			
Prof. in charge Exam			
Head Clerk / Office Suptd.			
DEO Trainee			
College Affiliation Status	<input type="checkbox"/> Affiliated Autonomous <input type="checkbox"/> Non Autonomous <input type="checkbox"/> Constituent <i>If Affiliated College then Tick Below</i>		

Home Page

Open the Internet Explorer **Version 7**. Type www.ddceutkal.org or www.ddceutkal.ac.in in the address bar of the browser and click enter key on the keyboard. Then the below screen of the DDCE, Utkal University Website Home page as screenshot will be displayed. Then click on the **‘UUeMS’** indicated in the Picture.

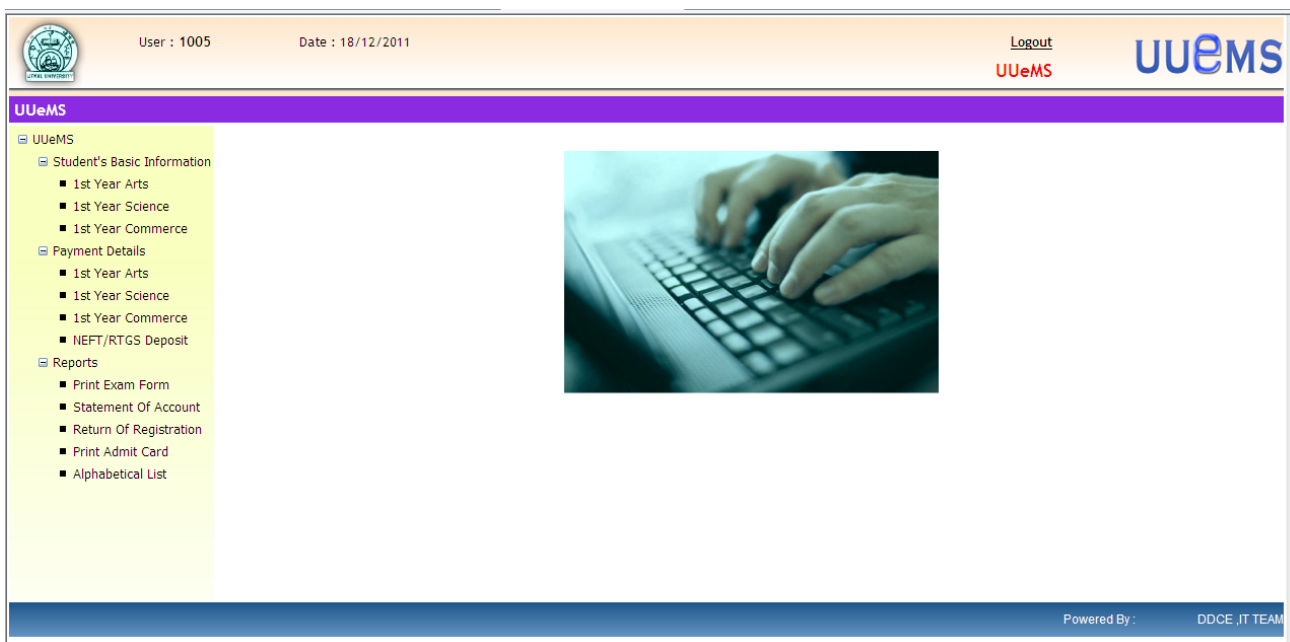
Login:-

- Allocation of unique User-id and Password –The user-id and password (as given by the college) will enable them to use the software. The password is given by the college itself during College Registration.

Screen Layout:

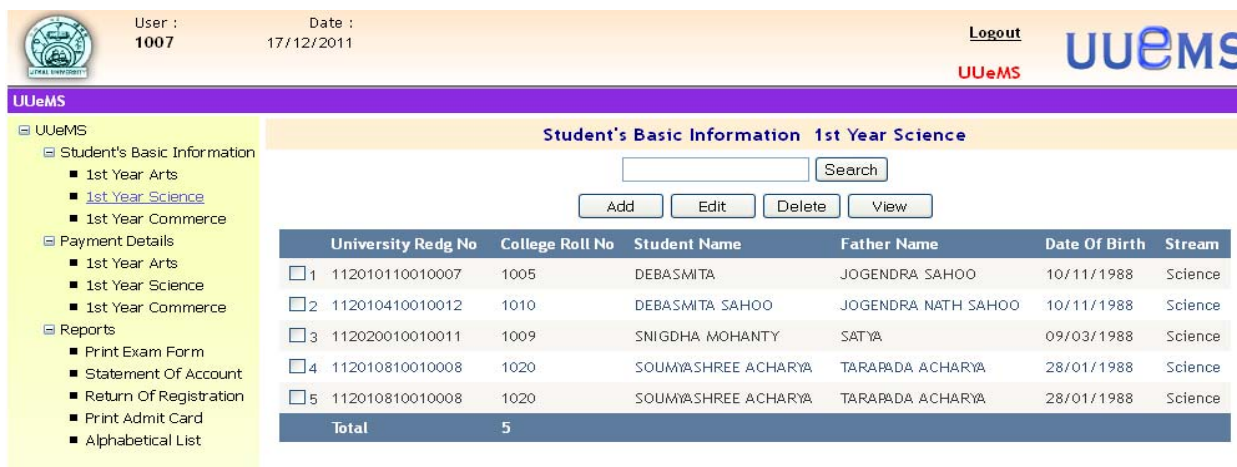
- As the application starts, the above Login screen is displayed in which the user is to enter the user-id and the password. In case the user forgets the password then it can be recovered by using the **Forgot password** link. It is expected from the college to keep the password confidential.

After proper login, following screen appears which consists of menus to navigate.

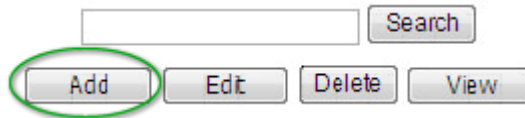


Add New Student's Basic Information:-

- After login, the concerned college will be able to enter their student's basic information. Upon correct login, the college name comes up automatically in the Student Information form.
- This basic information comprises of the student's personal details and educational details.
- The following screen is displayed on clicking the link – **1st Year Science, 1st Year Arts or 1st Year Commerce** of the Student's Basic Information.



For adding a new record of the basic student details, it is required to click on the **Add button** on the top of the screen. On clicking the Add button, following screen appears.



UUeMS

- Student's Basic Information
 - 1st Year Arts
 - 1st Year Science
 - 1st Year Commerce
- Payment Details
 - 1st Year Arts
 - 1st Year Science
 - 1st Year Commerce
 - NEFT/RTGS Deposit
- Reports
 - Print Exam Form
 - Statement Of Account
 - Return Of Registration
 - Print Admit Card
 - Alphabetical List

Add Student's Basic Information 1st Year Science(GENERAL & HONOURS)

Name Of The College TALCHER COLLEGE, TALCHER

Personal Details

1. College Roll No*	77	3. Stream*	Science
2. Date Of Admission*	17 May 2011	5. General/Hons Paper*	CHEMISTRY
4. Gen./Hons*	Science Honours	II Compulsory*	English
I Compulsory M.I.I.* :	ALTER ENGLISH	IV General Subject* :	BOTANY
III Honours Subject* :	CHEMISTRY	V Minor Elective* :	MATH & STATISTICS
6. Student's Name* ##	MANAS DAS	## As In 10th Certificate	
7. Father's Name* ##	SANA DAS	8. Mother's Name* ##	NISA DAS
9. Date Of Birth*	25 Apr 1965	11. Gender*	MALE
10. Annual Income Of Guardian*	Above 5 to 10 lakhs	13. Category*	PH
12. Religion*	HINDU	15. Nationality*	INDIAN
14. Mother Tongue*	URDHU		
16. Physically Challenged	<input type="radio"/> Yes <input checked="" type="radio"/> No		
17. College From Which The Candidate Passed The +2 Exam*	UTTITA MAHAVIDYALAYA		
18. Year Of Passing The +2 Examination*	2011		

19. Name Of University Or Board From Passing The +2 Exam*	CHSE
20. +2 Stream/Equivalents*	SCIENCE
21. Migration	<input type="radio"/> Yes <input checked="" type="radio"/> No

Permanent Address

A. C/O*	SANA DAS	C. Post Office*	POLAR
B. Village/Street*	LOPAR	E. Via*	SULA
D. Police Station*	PARUL	G. District*	KHURDA
F. Pin No*	774411	I. E-Mail	
H. Moblie No			

Same As Permanent Address

Current Address

A. C/O*		C. Post Office*	POLAR
B. Village/Street*	LOPAR	E. Via*	SULA
D. Police Station*	PARUL	G. District*	KHURDA
F. Pin No	774411		

Remark


Fields Marked With * Are Mandatory

Submit Cancel Reset



Submit : Button is used to Save the Data

Edit Student's Basic Information

If there is requirement of any modification of data, the same can be done by clicking the  symbol of the corresponding record and then click the **Edit button**. On clicking the edit button all the filled data of the candidate gets displayed and whatever data needed to be manipulated can be entered here. Then the **Update button** is clicked to incorporate all the changes.

UUeMS

- UUeMS
 - Student's Basic Information
 - 1st Year Arts
 - 1st Year Science
 - 1st Year Commerce
 - Payment Details
 - 1st Year Arts
 - 1st Year Science
 - 1st Year Commerce
 - NEFT/RTGS Deposit
 - Reports
 - Print Exam Form
 - Statement Of Account
 - Return Of Registration
 - Print Admit Card
 - Alphabetical List

Edit Student's Basic Information 1st Year Science(GENERAL & HONOURS)

Name Of The College

Personal Details

1. College Roll No* <input type="text" value="77"/>	3. Stream* <input type="text" value="Science"/>	
2. Date Of Admission* <input type="text" value="17"/> <input type="text" value="May"/> <input type="text" value="2011"/>	5. General/Hons Paper* <input type="text" value="CHEMISTRY"/>	
4. Gen./Hons* <input type="text" value="Science Honours"/>	II Compulsory* <input type="text" value="English"/>	
I Compulsory M.I.I.* : <input type="text" value="ALTER ENGLISH"/>	IV General Subject* : <input type="text" value="BOTANY"/>	
III Honours Subject* : <input type="text" value="CHEMISTRY"/>	V Minor Elective* : <input type="text" value="MATH & STATISTICS"/>	
6. Student's Name* ## <input type="text" value="MANAS DAS"/>	## As In 10th Certificate	
7. Father's Name* ## <input type="text" value="SANA DAS"/>	8. Mother's Name* ## <input type="text" value="NISA DAS"/>	
9. Date Of Birth** <input type="text" value="25"/> <input type="text" value="Apr"/> <input type="text" value="1965"/>	11. Gender* <input type="text" value="MALE"/>	
10. Annual Income Of Guardian* <input type="text" value="Above 5 to 10 lakhs"/>	13. Category* <input type="text" value="PH"/>	
12. Religion* <input type="text" value="HINDU"/>	15. Nationality* <input type="text" value="INDIAN"/>	
14. Mother Tongue* <input type="text" value="URDHU"/>	16. Physically Challenged <input type="radio"/> Yes <input checked="" type="radio"/> No	
17. College From Which The Candidate Passed The +2 Exam* <input type="text" value="UTTITA MAHAVIDYALAYA"/>		
18. Year Of Passing The +2 Examination* <input type="text" value="2011"/>		
19. Name Of University Or Board From Passing The +2 Exam* <input type="text" value="CHSE"/>		

19. Name Of University Or Board From Passing The +2 Exam*

20. +2 Stream/Equivalents*

21. Migration Yes No

Permanent Address

A. C/O* <input type="text" value="SANA DAS"/>	C. Post Office* <input type="text" value="POLAR"/>	
B. Village/Street* <input type="text" value="LOPAR"/>	E. Via* <input type="text" value="SULA"/>	
D. Police Station* <input type="text" value="PARUL"/>	G. District* <input type="text" value="KHURDA"/>	
F. Pin No* <input type="text" value="774411"/>	I. E_Mail <input type="text"/>	
H. Moblie No <input type="text"/>		

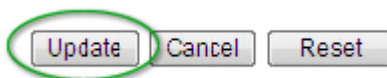
Same As Permanent Address

Current Address

A. C/O* <input type="text"/>	C. Post Office* <input type="text" value="POLAR"/>	
B. Village/Street* <input type="text" value="LOPAR"/>	E. Via* <input type="text" value="SULA"/>	
D. Police Station* <input type="text" value="PARUL"/>	G. District* <input type="text" value="KHURDA"/>	
F. Pin No <input type="text" value="774411"/>		

Remark

Fields Marked With * Are Mandatory



Update: Button is used to save the edited data

Online Examination form fill-up:-

- This form comprises of the College Serial No, Candidate name, course, subject details along with the University Registration No.
- Here Examination Fee details are entered by the colleges (as applicable for Autonomous colleges and for Non-Autonomous colleges).
- Autonomous colleges will enter only Utkal University Registration fee, CDC fee and Sports Council fee whereas Non-Autonomous colleges will have to pay all the charges.

Examination Fees Details	
1. Examination Fees	260 (General Course 250/-, Honours Course 260/-)
2. Centre Charges	50
3. Fee For Marks	50
4. Fee For Supervision	20
5. Fee For Enrolment	50
6. College Development Fee	5
7. Sports Council Fee	20
8. Late Fee	0
9. Other Fees	20
8. University Registration Fee	70

Details to be added :-

- **Examination Fees** -For pass course, Examination Fees is Rs.250/- and for Honors it is Rs.260/-.

(Students belonging to flood-stricken areas are exempted from payment of Examination Fee .)

- **Centre Charges** – Rs. 50/- is fixed towards Centre charge.
- **Fees for Marks** – Rs. 50/- is fixed towards fees for marks.
- **Fee for Supervision** – Rs.20/- is fixed towards Supervision.
- **Fee for Enrollment** – Rs.50/- is fixed towards Enrollment.
- **College Development Fee** – Rs.5/- is fixed towards College Development Fee.
- **Sports Council Fee** – Rs.20/- is fixed towards Sports Council Fee
- **Late Fee** – It is to be given if fee is submitted after due date(Late Fee as applicable). Otherwise this field should be entered with a ' 0'.
- **Other Fee** – Any other sorts of fee as applicable, otherwise this field should be entered with a ' 0'.
- **University Registration Fee** –Rs.70/- is fixed towards University Registration Fee. For each fresh registration, Rs.70/- is charged.

Generation Of Statement Of Accounts :-

- By clicking on the link for **Statement of Accounts**, following report appears :



**UTKAL UNIVERSITY
STATEMENT OF ACCOUNTS**

For the Examination to be held
on20.....

Name of the College

Ex. II / III (A) :

1. Name of the Examination

2. No of Students	Pass	Honours	Total
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ARTS

SCIENCE

COMMERCE.....

3. Fees for ExaminationRs.

4. Centre Charges.....Rs.

5. Fee for Marks.....Rs.

6. Fee for Supervision.....Rs.

7. Fee for Enrollment.....Rs.

8. Fee for Late Submission of Application.....Rs.

9. Fee for Additional Centre Charges.....Rs.

10. Total amount paid for the purpose.....Rs.

11. Fee for Original Certificate.....Rs.

TOTAL Rs.

12. Cheque / Draft No. and Date.....

13. No. of candidates paid Full Examination Fee.....

14. No. of candidates paid Examination Fee.....

a) One Paper Rs. 50/- x=

b) Two Papers Rs. 100/- x=

c) Three Papers Rs. 150/- x=

TOTAL Rs. _____

Head of the Institution should credit the examination fees infavour of the Comptroller of Finance, Utkal University payable at the State Bank of India, Utkal University Campus Branch, Vani Vihar on a consolidated Bank Draft (Bank Draft drawn other than the State Bank of India is not acceptable in any case).

PRINCIPAL

(Date & Seal)

NEFT/RTGS Payment Details:-

To make the payment, it is required to click on the **Add button**. On clicking this, following screen appears. All the details are to be entered in this form and the **Submit button** is to be clicked.

Student Examination Management System

Examination Fund Deposit Form

Instructions For Filling Up The Online Payment Form.
**** Marks Fields Are Mandatory**
 Before Going To Fill Up The Online Payment Form Make Sure That You Have The NEFT/RTGS Reference No.
 After Submission Of Online Form You Will Get A Printable Version Of Online Payment Slip.

College Name : ANUGUL MAHAVIDYALAYA,ANUGUL

Amount Deposited* : 5000000

Purpose* : Exam Fee

Bank Name* : State Bank of India

Branch : SBI

NEFT/RTGS Transfer Number* : sbi1756890

NEFT Transfer Date* : 16 Dec 2011

Depositor Name* : Debiprasad Mishra

Mobile No : 9967843456

Remarks (If Any) :

[Terms & Conditions](#)
 The Above Is Subject To Confirmation By STATE BANK OF INDIA, Utkal University And Realization Of The Fund.

Powered By DDCE, IT TEAM

- After compliance of the Exam form fill-up procedure, the required amount of Examination fees so collected from the students should be remitted to the University through Bank in RTGS/NEFT mode.
- **RTGS** - Is a process of transferring money from one account to another through an advice (not involving cash or cheque).
- **NEFT** - Is a process of depositing cash for any account through another branch (Limited to one Bank) .
- Thereafter, the College shall collect the payment details from the Bank and furnish the payment details. Based on this, payment advice slip is generated which ensures that the required amount of fees are deposited in the University Account.
- Those colleges which have already paid CDC / Sports Council / Registration fee (one or more) would be required to fill up details of deposit such as D.D No., bank details and Receipt Nos. of Accounts section under Comptroller of Finance.
- From 2012-13 session, all these fees are to be paid along with examination fees.

Generation Of Online Payment Slip :-

- After the compliance of the deposit made by the college, by clicking on the link for **Print** the following report appears :

Ref No	000045
Fees Type	Registration fee
Enrollment Number	10/102/500
College Name	R.D Women's Autonomous College
E-Mail	soumya.juju@gmail.com
Mobile No	9812345677

Course	BSc.
Year/Semester	1st Year
Amount	100000
Bank Name	SBI
Branch Name	Rasulgarh
NEFT Transfer Number	1020980987567
NEFT Date	14 Nov 2011
Print Date	16 Dec 2011

Teacher's Registration Form

The colleges are also required to give the details of their staff mentioning their name, college code, qualification, designation, teaching experience, pay-details and their contact details. Those teachers who are not registered under Utkal University also required to give their details. They will be registered during First Year Central Valuation.

- A sample form is given below for your reference :

Name of The Teacher					
College Name/Code					
Gender		[] Male [] Female			
Designation & Date of Joining	Designation		Date of Joining in each grades		
	Jr. Lecturer				
	Lecturer / Asst. Prof.				
	Sr. Lecturer				
	Selection Grade Lecturer				
	Reader / Associate Prof.				
	Professor				
Department/Subject					
Mode of Selection	University	Through PSC	SSB	Governing Body	
Qualification	Qualification		Percentage (in PG Only)		Year
	PG				
	MPhil				
	Ph.D				
	D.Lit/DSc/LLD				
Date of Birth		___/___/___			
Are you Registered as a teacher of Utkal University?		If Yes then Number : _____			
Pay Details as on 31/12/2011 Grade Pay (if any)		Basic Pay _____		Academic Grade Pay _____	
Level of Teaching Experience in Years	PG	Hons	Pass	Elective	

Contact Details

Name & Designation	Postal Address	Permanent Address	Mobile No.	Email Id

Additional Information if any: _____

❖ *Those who are not registered as Utkal University Teachers are required to register themselves.*

REPORTS

Print Exam Form:-

- Exam form is automatically generated after the entry of student's basic information and Payment Details of a student.
- This report is generated by clicking on the link **Print Exam Form**.
- After taking the print-out of the examination form, the college is required to take signature from the concerned students and retain the same in the College itself.

Preparation of Return of Matriculate:-

- Return of Registration is generated after the entry of student's basic information and is sent to the University.
- This report is generated by clicking on the link **Return of Registration**.
- This report comprises of the student's college Roll No., name and stream along with University Registration No. which is automatically generated. This report shows the students enrolled in various streams.
- This University Registration No. is a combination of the codes taking the year of admission, district code, faculty code, course code, subject code, college code and serial no. of the student.
- Online University Registration No. would be issued. The Colleges are to download the same and submit it to the University under the seal and counter signature of the Principal.
- The downloaded Return Of Matriculate would carry the digital signature of Controller of Exam.

Generation Of Statement Of Accounts :-

- After the payment of required amount of fee, statement of accounts report is generated which Clearly mentions the consolidated amount of fee of the students enrolled in various streams.
- This report is generated under 4 purposes such as University Registration Fee, Examination fee, Sports Council fee & College Development fee in a consolidated manner.
- As per this report the concerned college is to make the payment through RTGS/NEFT mode.

Generation Of Online Payment Slip :-

- After the payment through RTGS/NEFT, online payment slip is generated. This comprises of all the deposit details. The University tallies the statement of accounts report with the payment slip and if both the reports matches, it gives authorization to the concerned college for generation of Admit card & Alphabetical list.

Generation of Alphabetical List:-

- Alphabetical list of the students is generated which is used for generation of Admit card.

ALPHABETICAL LIST OF STUDENTS FOR ADMISSION TO THE +3 1st UNIVERSITY - EXAM.-2012(2011 ADM. BATCH) +3 SCIENCE (HONS)

Sl.No	College RollNo	Regn No	Name of the Student	Category	Gender	Compulsory	Compulsory	Pass A	Hons/Pass B Paper	Minor Elective	Center
1	1005	112010110010007	DEBASMITA	General	FEMALE	ALTER ENGLISH	ENGLISH	BOTANY	BIO TECHNOLOGY	MATH & STATISTICS	ANUGUL MAHAVIDYALAYA,ANUGUL
2	1020	112010810010008	SOU MYASHREE ACHARYA	General	FEMALE	ALTER ENGLISH	ENGLISH	BOTANY	ZOOLOGY	MATH & STATISTICS	ANUGUL MAHAVIDYALAYA,ANUGUL

Issuance of Admit Card:-

By clicking the link on **Print Admit Card**, Admit-Card is generated against each Roll No and comprises of the subject schedule for Exam as well as the centre of the Examination.

Generation Of Subject Statement :- A consolidated list of students appearing Exam in various subjects is spelt-out. Based on this, question papers are printed.

Generation Of UCP List :- A record should be maintained for the students who have received their Admit cards.

Question Cover Page :- In this, the name of the Course, Course code, Subject, Paper & Center name is clearly spelt-out for proper distribution of question papers.

Support

In case of any problem or doubts in data entry please email us from 10:00 AM to 05:00 PM on all working days.

Email : uuems@ddceutkal.org

Website : www.ddceutkal.org or www.ddceutkal.ac.in

Note

- ✓ Online Registration would commence from **15th-Jan-2012** for BA/B.Com/B.Sc 1st Year for 2011 admission batch
- ✓ Helpdesk will be opened by **10th -Jan-2012**
- ✓ The operation of the system would be open to only for colleges and not for students. Students are required to contact their college only.