



**Higher Education Department**  
**College Setup for Online Student Application - 2022**

**Prepared by :**  
**State Project Monitoring Unit**  
**&**  
**Centre for Smart Governance (CSG)**

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## 1. College Admin Login

1. Open the portal using URL - <https://uucms.karnataka.gov.in>
2. Click on Login-Registration



3. User should select the **College** radio button, enter the Login Credentials (which are received from the University through E- mail) and Captcha code to Login the Portal.

The image shows the login page of the UUCMS portal. At the top, there are two tabs: "Regular" (selected) and "KSOU". Below the tabs is the UUCMS logo and the text "UNIFIED UNIVERSITY & COLLEGE MANAGEMENT SYSTEM" and "Department of Higher Education". There are four radio buttons for user roles: "State Admin", "University", "College/PG Center" (selected), and "Student". Below the radio buttons are links for "Admission FAQ", "College Manual", and "Academics Manual". The login form consists of four input fields: "Enter User Name", "Enter Password", a captcha field showing "4 6 1 6 7", and "Enter Captcha". At the bottom of the form are two buttons: "Login" (green) and "Reset" (red). A "Forgot Password" link is located at the bottom left of the page.

4. If Credentials are not received please approach University Admin.

5. College Admin Login Home page will be displayed.

6. Steps highlighted are mandatory and should be executed in the sequence provided to proceed further.

contact-uicms.helpdesk@gmail.com

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Government of Karnataka

SRI BASAVARAJ BOMMAI  
Hon'ble Chief Minister  
Government of Karnataka

DR. ASHWATH NARAYAN C.N  
Hon'ble Minister of Higher Education,  
IT, BT, Science and Technology  
and Skill Development

Home Academics Admin Administration Admissions Exam HRM MIS

College Admin, Akshaya First Grade College, Lingapura, Tumkur

College Admin Details: Please Complete the following Steps in Sequence

Akshaya First Grade College, Lingapura, Tumkur

Step 1: View Program and Discipline-wise approved intake

Step 2: Setup Seat Allocation Method (with intake)

Step 3: Setup Fees

Step 4: Setup Bank Account Details

## 2. View Program and Discipline-wise Approved Intake

1. College admin can view the list of programs, discipline and respective intakes which are approved by the University.

2. Modifications are not allowed in the Approved intake.

3. For any modification, approach respective University admin.

Home / Approved Program Intake

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Approved Program Intake

Map Language Map Open Elective

Academic Year : 2022-23 Program Level : UG

Show 10 entries Search:

Sl. No.	Program Level	Program Name	Discipline	Approved Intake
1	UG	Bachelor of Arts	COMPUTER APPLICATION	100
2	UG	Bachelor of Arts	ECONOMICS	100
3	UG	Bachelor of Arts	HISTORY	100
4	UG	Bachelor of Business Management	B.B.M.	100

Showing 1 to 4 of 4 entries Previous 1 Next

## 3. Setup Seat Allocation Method (with intake)

1. College Admin should allocate seats according to the programs and disciplines.

2. College Admin should select any of three among

(i) Direct Admission

(ii) Manual Allocation

(iii) Merit cum Reservation

3. If the discipline is fully Aided or fully Un-Aided, College Admin is not allowed to modify the Seat Intake.

4. If the discipline is partially Aided or Un-Aided, College Admin can distribute the seat intake accordingly.

5. After the allocation of seats College Admin should click on **Submit** button.

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Seat Allocation Method

Academic Year : 2022-23 Program Level : UG

College Code: P18GAK0053 College Name: Akshaya First Grade College, Lingapura, Tumkur College Type: Private College

Program Name	Discipline	Approved Intake	Allocation Type	Un-Aided Seat Intake
Bachelor of Arts	COMPUTER APPLICATION	100	Direct Admission	100
Bachelor of Arts	ECONOMICS	100	Merit-cum-reservation	100
Bachelor of Arts	HISTORY	100	Direct Admission	100
Bachelor of Business Management	B.B.M.	100	Direct Admission	100

Submit

#### 4. Bank Details

1. College admin has to provide the necessary details along with the scanned cancelled cheque leaf for online transaction on the basis of purpose of bank account. The cancelled cheque leaf copy will be used by payment gateway partner to validate the College account.
2. College admin should choose whether the account is Aided or not.
3. Accounts added in the Form below are shown in the list below for viewing purposes. Make sure that all details entered are correct before submitting the form.

contact-uujgms.helpdesk@gmail.com

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Government of Karnataka

SRI BASAVARAJ BOMMAI  
Hon'ble Chief Minister  
Government of Karnataka

Dr. ADIYATH NARAYAN D N  
Hon'ble Minister of Higher Education,  
IT, E-Content and Technology  
and Skill Development

Home Academics Admin Administration Admissions Exam HRM MIS

College Admin, Akshaya First Grade College, Lingapura, Tumkur

Please Complete the following Steps in Sequence

Akshaya First Grade College, Lingapura, Tumkur

- Step 1: View Program and Discipline-wise approved intake
- Step 2: Setup Seat Allocation Method (with intake)
- Step 3: Setup Fees
- Step 4: Setup Bank Account Details

Download Manuals

Manuals

**Bank Details**

College Code : P18GAK0053      College Name : Akshaya First Grade College, Lingapura, Tumkur

College Type : Private College      Purpose of Bank Account : Admissions

Bank Name : --Select Bank--      Branch Name : --Select Branch--      IFSC Code :      MICR Code :

Account No :      Confirm Account No :      Account Holder Name :      Cancelled Cheque Leaf :  No file chosen

\*Note : Accepts PDF, JPG, PNG, JPEG format only

Show 10 entries      Search:

Purpose	Bank Name	Branch Name	Account No	Holder Name	Aided Account	IFSC Code	MICR Code
Admissions	HDFC BANK	TUMKUR	10151000123	Principal Akshaya First Grade College, Lingapura, Tumkur	No	HDFC0002090	572240002

Showing 1 to 1 of 1 entries      Previous 1 Next

## 5. NDSL Form

### 1. College Admin clicks on Admin and selects Create NDSL Application

contact-uucms.helpdesk@gmail.com

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Government of Karnataka

SRI BASAVARAJ BOMMAI  
Hon'ble Chief Minister  
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Hon'ble Minister of Higher Education,  
I.T.S., Science and Technology  
and Skill Development

Home Academics Admin Administration Admissions Exam HRM MIS

Students Reset Password

**Create NDSL Application**

College Admin Details: Please Complete the following Steps in Sequence

**Akshaya First Grade College, Lingapura, Tumkur**

- Step 1: View Program and Discipline-wise approved intake.
- Step 2: Setup Seat Allocation Method (with intake)
- Step 3: Setup Fees
- Step 4: Setup Bank Account Details

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[Manuals](#)

### 2. Admin has to fill the required information and take the print out of the same and get the seal and signature done from the Bank.

**Akshaya First Grade College, Lingapura, Tumkur**

To,  
NDSL Database Management Ltd  
4th Floor, Trade World, A wing,  
Kamala Mills Compound  
Lower Parel, Mumbai 400013

Remittance of Funds collected By NDML through Partners / Institutions for Akshaya First Grade College, Lingapura, Tumkur

Dear Sir/ Madam,

This is with reference to the payment and collections management services offered by NDML to Akshaya First Grade College, Lingapura, Tumkur.

In this regard, we confirm that the monies dues to us be remitted to our account (through NEFT/RTGS/Account Transfer) as per the details mentioned below:

Entity Name	Enter Entity Name
Payment Mode	NEFT/RTGS/Account Transfer
Beneficiary Name	Enter Beneficiary Name
Beneficiary Bank Name	--Select Bank--
Complete address of bank where A/c is held	Enter Address
Bank A/c Number	Enter Bank A/c Number
RTGS IFSC Code	Enter RTGS IFSC Code
NEFT IFSC Code	Enter NEFT IFSC Code
Service Name	--Select Purpose--

NEFT /FSC Code	Enter NEFT /FSC Code
Service Name	--Select Purpose--
Organization/Department Name	Enter Organization/Department Name
State	--Select State--

**Thanks and Regards :**  
Name:  
  
Designation:

**Bank Details**

This is to confirm that the above-mentioned Account details are correct. We certify that the signature agrees with the one on our records.

Date: \_\_\_\_\_ Bank Seal : \_\_\_\_\_  
Place: \_\_\_\_\_

[Print](#)

3. Then Admin has to upload the documents and click on **Submit**.

**Upload Documents**

Upload Challan Document:  No file chosen

Upload Cancellation Challan Document:  No file chosen

**Note: Please Upload Signed NDSL Form Document**

Upload NDSL Document:  No file chosen

[Submit](#)

## 6. Fee Details

### 6.1 Fee Head Mapping

1. College Admin is allowed to select the fee and click on **Add** button.
2. Added Fee heads will be displayed in the below section and in the Setup Admission Fee Details as well.
3. Provision is given to delete the fee head before mapping.

[Back](#) Fee Details

[Fee Head Mapping](#)
[Enter New Fee](#)
[View University Fee Details](#)

Academic Year: 
Program Level: 
Program Name: 
Fee Head: 
[View Fees](#)

Show  entries [Excel](#) [CSV](#) [Print](#) [PDF](#) Search:

Sl. No.	Academic Year	Program Level	Program Name	Discipline	Fee Head Name	Fee Type	Gender	Applicable to Category	Family Income-Lower limit	Family Income-Upper limit	Amount	Refund Allowed	Refund Type	Refund Percentage	Refund Amount	Seat Type	Action
No data available in table																	

College Admin, Akshaya First Grade College, Lingapura, Tumkur

[Back](#) **Fee Head Mapping**

Select Fee Head: Student Aid Fund Fee Add

Sl. No.	Fee Head Name	Action
1	College Support fee	<span style="border: 1px solid red; padding: 2px;">Delete</span>
2	Cultural Fee	<span style="border: 1px solid red; padding: 2px;">Delete</span>
3	Identity Card Fee	<span style="border: 1px solid red; padding: 2px;">Delete</span>
4	Sports Development Fee	<span style="border: 1px solid red; padding: 2px;">Delete</span>

## 6.2 Setup Admission Fee Details

### 6.2.1 Aided/Un-Aided College

1. College Admin should setup fee details for specific programs and discipline in detail.
2. College Admin should select Program level, Program name and Discipline & click on **Add**.
3. College Admin should fill the further details accordingly and click on **Save**.
4. If college refunds the fee, admin has ability to set percentage or amount wise.

[Back](#) **Setup Admission Fee Details**

Academic Year \* Program Level \* Program Name \*

2021-22 Select Program Level  Add

Sl.No	Program Level	Program Name	Action
1	UG	Bachelor of Arts	<span style="border: 1px solid red; padding: 2px;">✖</span>

Applicable to category \* Fee Type \* Fee Head Name \*

All selected (9) Admission Fees Identity Card Fee

Gender \*

All selected (3)

Family Income Lower Limit (INR Per Annum) \* Family Income Upper Limit (INR Per Annum) \* Fee Amount (in INR) \*

0 100000 100

Refund against Cancellation allowed? \*

Yes  No

Save Cancel

Refund against Cancellation allowed? \*

Yes   No

Refund Type \* Refund Percentage \* Refund Amount (in INR) \*

Percentage 40 40

Save Cancel

1. College Admin should setup fee details for specific programs and combinations in detail.
2. College Admin should select Program level, Program Name & Discipline and click on **Add**.
3. College Admin should fill the further details accordingly and click on **Save**.
4. If College refunds the fee, admin has ability to set percentage or amount wise.



**Setup Admission Fee Details**

Academic Year \* 2021-22 Program Level \* PG Program Name \* Master of Science Discipline \* None selected

**Add**

SLNo	Program Level	Program Name	Discipline	Action
1	PG	Master of Commerce	M COM	

Applicable to category \* General Fee Type \* Admission Fees Fee Head Name \* Admission Fee

Gender \* All selected (3)

Family Income Lower Limit (INR Per Annum) \* 0 Family Income Upper Limit (INR Per Annum) \* 10000 Fee Amount (in INR) \* 100

Refund against Cancellation allowed? \* Yes  No

**Save** **Cancel**

Refund against Cancellation allowed? \* Yes  No

Refund Type \* Percentage Refund Percentage \* 40 Refund Amount (in INR) \* 40

**Save** **Cancel**

### 6.3 University Fee Details

College Admin can view the fee setups configured by University Admin by choosing program level and program name.

**University Fees Details**

Academic Year \* 2022-23 Program Level \* UG Program Name \* Bachelor of Arts Fee Head Select Fee Head **View Fees**

Show 50 entries [Excel](#) [CSV](#) [Print](#) [PDF](#) Search:

SL No.	Program Level	Program Name	Discipline	Fee Head Name	Fee Type	Gender	Applicable to Category	Family Income-Lower limit	Family Income-Upper limit	Amount	Refund Allowed	Refund Type	Refund Percentage	Refund Amount
1	UG	Bachelor of Arts		Admission Fee	Admission Fees	Female	Category I	0	10000	100	No			0
2	UG	Bachelor of Arts		Admission Fee	Admission Fees	Female	Category II (A)	0	10000	100	No			0
3	UG	Bachelor of Arts		Admission Fee	Admission Fees	Female	Category II (B)	0	10000	100	No			0
4	UG	Bachelor of Arts		Admission Fee	Admission Fees	Female	Category III (A)	0	10000	100	No			0
5	UG	Bachelor of Arts		Admission Fee	Admission Fees	Female	Category III (B)	0	10000	100	No			0

## 7. Student Admission Details

### 7.1 Personal Details

1. Personal details are auto-populated from PU system based on registration number. If not please enter the complete details manually.
2. After entering proper details click on **Save & Continue**.

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## Student Admission Details

Academic Year: 2022-23 Program Level: UG Program Name: Bachelor of Arts

Personal Details Category / Special Category Quota Details Previous Education Details Discipline and Fee Paid Details

### Personal Details

Enter Karnataka PU Board Registration Number: 218306 Completion Year ( Ex. mar2021): Mar2022 [Fetch](#)

Candidate Name (Full Name as in Aadhaar): Vani P M  Non Indian Resident  
Aadhaar Number: 123456789101

Gender: Female Date of Birth: 04-01-2003

**Note : Please enter any one of the values (Father's / Mother's / Guardian's Name)**

Fathers Name: Mahadeva P K Fathers / Mothers / Guardians Mobile Number: 2564897653

Mothers Name: Thulasi Joshi Email Address: pmvns@gmail.com

Guardian's Name: K S Shekar Primary Mobile Number: 2564897653

Alternate Email Address: pkums@gmail.com Alternate Mobile Number: 2564897653  
 Same as Primary Email Address  Same as Primary Mobile Number

### Permanent Address

### Permanent Address

**Note:**  
For Non Karnataka Student Please enter only Address and State.  
For Non Indian Student Please enter only Address

Address: #3, 2nd Cross, 4th Main, 5th Block Rajajinagar State: Karnataka

District: Bengaluru urban Taluk: Bengaluru north

Gram Panchayat / Ward: --Select-- Village / Area: --Select--

Pincode: 560010

### Current Address

Same as Permanent Address

**Note:**  
For Non Karnataka Student Please enter only Address and State.  
For Non Indian Student Please enter only Address

Save & Continue

## 7.2 Category/Special Category

1. College Admin should enter all the necessary details in **Category /Special Category** module.
2. College Admin should select the religion, category and caste from drop-down option.
3. System allows College Admin to upload the documents with 1MB of size and PDF files.
4. College Admin should combine all the previous documents in 1 PDF and then upload it.

Personal Details | **Category / Special Category** | Quota Details | Previous Education Details | Discipline and Fee Paid Details

**Category**

Religion\*: Hindu

Category\*: General

Caste: Brahmin

Family Income Per Annum (In INR): 200000

**Special Category**

Do you belong to Kalyana Karnataka?  Yes  No

Are you a Rural Candidate?  Yes  No

Kannada Medium:  Yes  No

Are you a Kashmiri Migrant?  Yes  No

Are you claiming under Defence Personnel Quota?  Yes  No

Are you claiming under Political Sufferer Quota?  Yes  No

Children of Sexually Exploited / HIV Infected /Devadasi:  Yes  No

Are you Child of Freedom Fighter?:  Yes  No

Are you a Person with Disability?:  Yes  No

Are you a Gadinadu/Horanadu Kannadiga?:  Yes  No

[Back](#) [Save & Continue](#)

### 7.3 Quota Details

1. Select necessary Quota whichever is applicable to him/her.
2. Enter document number and upload the documents. (Refer Note)

Academic Year: 2022-23 | Program Level: UG | Program Name: Bachelor of Arts

Personal Details | **Category / Special Category** | **Quota Details** | Previous Education Details | Discipline and Fee Paid Details

**Quota Details**

Note: Please merge multiple documents to 1 PDF before uploading (for any other special category)  
 Upload File types allowed: PDF  
 Maximum size limit for each uploaded file is 1 MB.

**Are you claiming seat under any of the below listed Quota?**

Sportsperson / Athlete at the University / State / National Level:  Yes  No

NCC (Please Provide B/ C and any Other certificate):  Yes  No

NSS:  Yes  No

LCA (Literary & Cultural Activities):  Yes  No

Child of farmers who committed suicide:  Yes  No

Destitute Women:  Yes  No

Displaced Citizen (Nirashrutharu):  Yes  No

Scouts and Guides:  Yes  No

University Teaching Employee:  Yes  No

University Non-Teaching Employee:  Yes  No

[Back](#) [Save & Continue](#)

### 7.4 Previous Education Details

1. College Admin should enter 10th Board name, Registration number and Total marks upon which percentage is calculated automatically. System allows College Admin to upload the document from his/her Digi locker account.
2. If College Admin selects PU Board as Karnataka and enters registration number and year of Passing, rest of the details will be auto fetched.
3. For other State Board students, they have to enter the details manually and System allows them to upload the Document from his/her Digi locker account.

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### Student Admission Details

Academic Year: 2022-23 | Program Level: UG | Program Name: Bachelor of Arts

Personal Details | Category / Special Category | Quota Details | **Previous Education Details** | Discipline and Fee Paid Details

**Previous Education Details**

**10th Standard Education Details**

Board Name: Karnataka Secondary Education Examination Board

Registration Number: 10131215

Grading System: CGPA

CGPA: 10

Upload Your Marks Card:  10th MC.pdf

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### Student Admission Details

Academic Year: 2022-23 | Program Level: UG | Program Name: Bachelor of Arts

Personal Details | Category / Special Category | Quota Details | **Previous Education Details** | Discipline and Fee Paid Details

**Previous Education Details**

**10th Standard Education Details**

Board Name: Karnataka Secondary Education Examination Board

Registration Number: 10131215

Grading System: Absolute Percentage

Total Maximum Marks: 625

Total Marks Obtained: 480

Overall Percentage: 76.80

Upload Your Marks Card:  10th MC.pdf

**12th or Equivalent Education Details**

Pre-University: Karnataka PU

Registration Number: 218306 | Year of Completion: Mar2022  
Example: mar2020

Institution Name: GGPUC Rajajinagar | College Code: 12345

**Enter Subject-wise Marks**

SLNo.	Subject Name	Subject Type	Marks Obtained	Maximum Marks	Action
1	Kannada	Language	85	100	Delete
2	English	Language	89	100	Delete
3	Hishtory	Core	83	100	Delete
4	Economics	Core	87	100	Delete
5	Sociology	Core	82	100	Delete
6	Psychology	Core	88	100	Delete

+ Add row

Total Marks Obtained: 514      Total Maximum Marks: 600      Overall Percentage: 85.67

Upload your Marks Card:

## 7.5 Discipline and Fee Paid Details

- College Admin should select the Program name, Discipline Core 1, Discipline Core 2, Open Elective subject and Languages from the Drop-down which are chosen by student.
- College Admin should enter the particular details and receipt on Fee collected from student and should click on Submit button.
- After submission student will be provisionally admitted to the college and System will generate the unique Registration number and same will be shared with student over SMS and email.

Academic Year: 2022-23    Program Level: UG    Program Name: Bachelor of Arts

Personal Details    Category / Special Category    Quota Details    Previous Education Details    **Discipline and Fee Paid Details**

**Discipline Details**

Discipline Core 1: PSYCHOLOGY    Discipline Core 2: DANCE    Open Elective: संभाषण कला    Language 1: English    Language 2: Hindi

Please Note: The students are supposed to take Open Electives outside their faculty.

**Fee Paid Details**

Total Fee Amount: 1200

Challan / Receipt No: 123456

Actual Amount Paid: 1200

Payment Date: 02-06-2022

Upload Challan / Receipt:

Personal Details    Category / Special Category    Quota Details    Previous Education Details    **Discipline and Fee Paid Details**

Discipline Core 1: PSYCHOLOGY    Discipline Core 2: DANCE    Open Elective: संभाषण कला    Language 1: English    Language 2: Hindi

Please Note: The students are supposed to take Open Electives outside their faculty.

Admission Success. Registration number is U01AT22A0001