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
   o 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**.
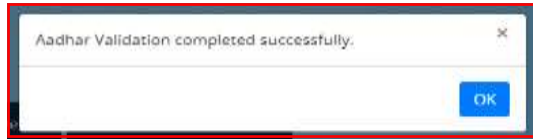
10. Enter all the required details. Fields with (*****) are mandatory.
11. If the Current Address is same as the Permanent Address, then tick the box given. If Current Address is different from Permanent Address, then enter the required fields.
12. **Create Password**: By following the rules given in 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.
20. Candidate ID generated and Password set in this tab will be used as your login credentials until you get your Student Registration Number.
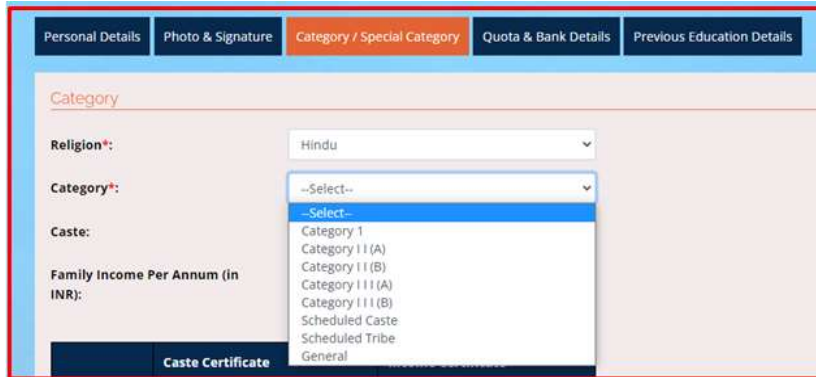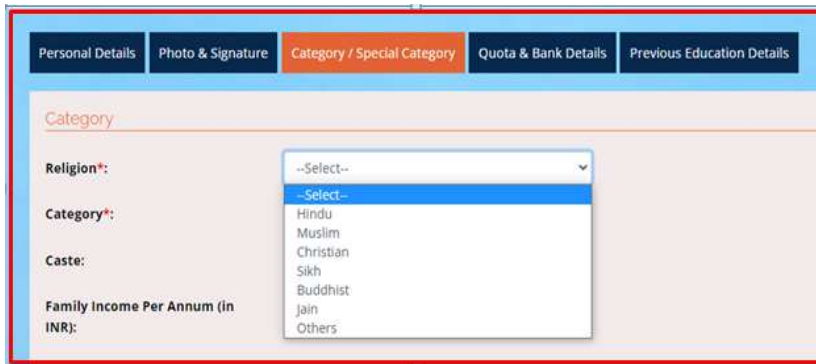
Photo and Signature

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

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 inPDF 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**.
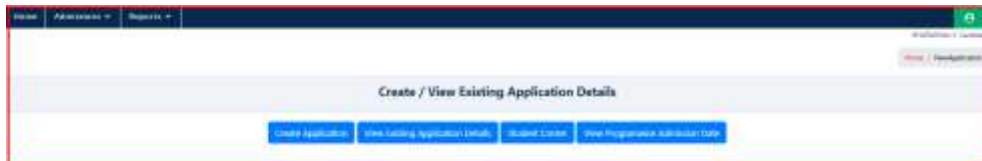
48. By clicking on **Create Application**, you will be able to apply your desired program, discipline to the colleges under selected University.
49. **View Existing Application Details** will direct you to the application that you have already submitted.
50. **Student Corner** will help you in knowing 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.
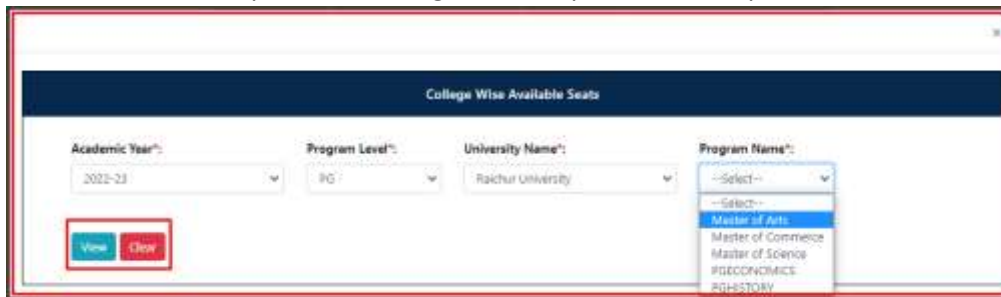
Sl. No	College Name	Program Name	Discipline	Available Seats	Quota Type	Seat Aid Type
1	BRB College, Raichur	Master of Arts	ECONOMICS	400	Government Quota	
2	BRB College, Raichur	Master of Arts	ECONOMICS	100	Management Quota	
3	BRB College, Raichur	Master of Arts	JOURNALISM AND MASS COMMUNICATION	44	Government Quota	
4	BRB College, Raichur	Master of Arts	JOURNALISM AND MASS COMMUNICATION	55	Management Quota	
5	BRB College, Raichur	Master of Arts	LIBRARY AND INFORMATION SCIENCE	400	Government Quota	
6	BRB College, Raichur	Master of Arts	LIBRARY AND INFORMATION SCIENCE	100	Management Quota	
7	BRB College, Raichur	Master of Arts	SOCIAL WORK	400	Government Quota	

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.
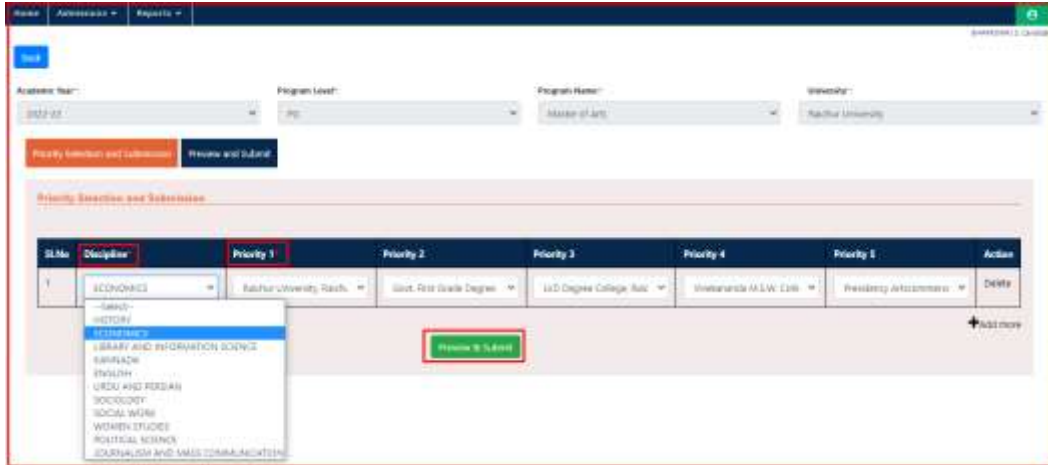
57. You can select one Discipline at once. To apply for different disciplines you have to add rows and make the priority selection.
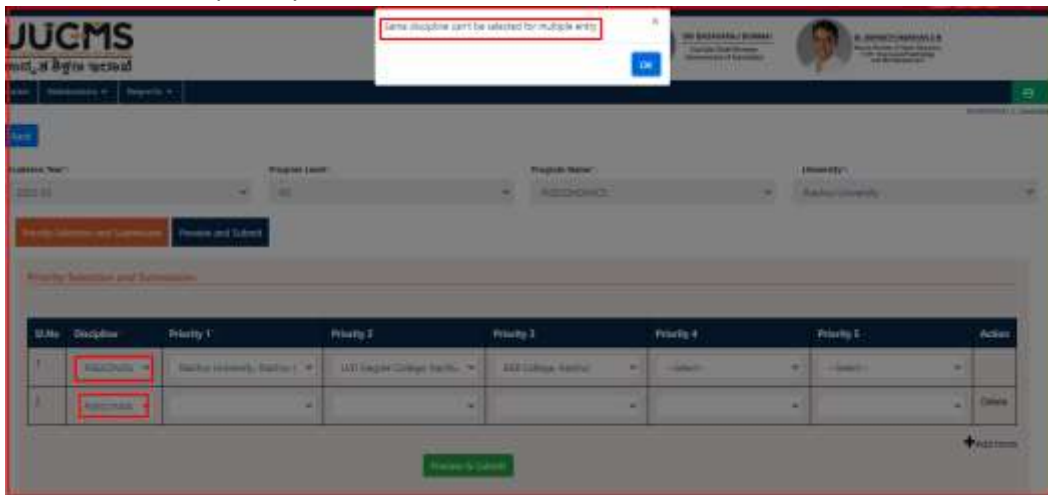
58. While making the priority list, college names should not be repeated for a particular discipline.
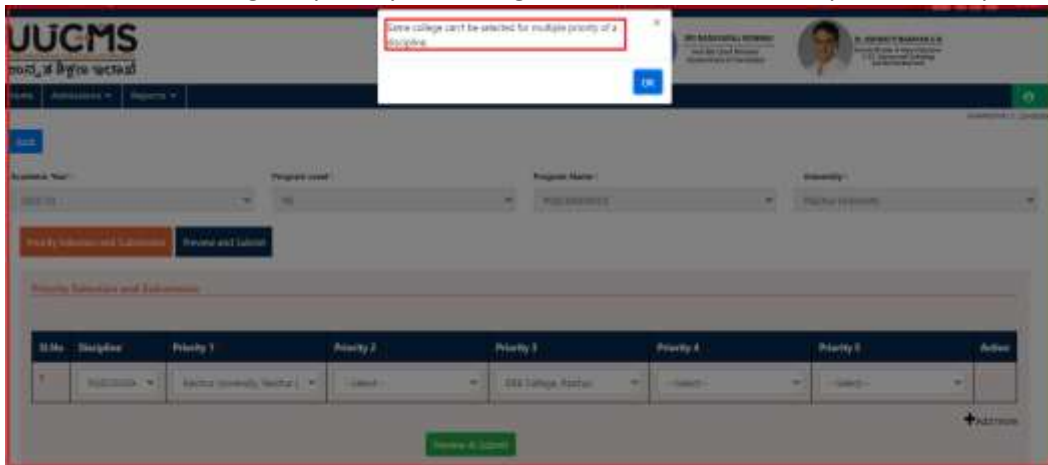
59. Once you finish selection and prioritization, you can click on **Preview & Submit**.
60. By clicking on **Preview & Submit** button you will be able to see your application along with the priority selection. Check once again thoroughly. If you need to edit something you can do it before submitting your application.

Back

Academic Year*	Program Level*	Program Name*	University*
2022-23	PG	POSTGRADUATES	Rashtra University

Priority Selection and Submission **Preview and Submit**

Preview Application

Registration Number

Academic Year : **2022-23**

Student Personal Details

Program Level : **PG**	Father's Name : **SRINIVASA C**	Email Address : **test@test.co.in**
Student Name : **BHARADWAJ S**	Mother's Name : **VARALAKSHMAMMA**	Alternate Email Address : **test@test.co.in**
Gender : **Male**	Guardians Name :	Primary Mobile No : **123456789**
Date of Birth : **31-07-2004**	Aadhaar No : **XXXXXXXX2889**	Alternate Mobile No : **123456789**
		Parent/Guardian Mobile No : **9448888879**

Permanent Address

Address:
**M KOTTOUR VILLAGE
OORAKUNTEMITTUR POST
MULBAGAL TALUK KOLAR
DIST**
State : **Karnataka**
District : **Kolar**
Taluk : **Mulbagal**
PinCode : **563127**

Current Address

Address:
**M KOTTOUR VILLAGE
OORAKUNTEMITTUR POST
MULBAGAL TALUK KOLAR
DIST**
State : **Karnataka**
District : **Kolar**
Taluk : **Mulbagal**
PinCode : **563127**

Special Category

Religion : **Hindu**	Category: **Scheduled Caste**	Caste :**Bhovi**
Family Income Per Annum (in INR) : **659388**	Are you Claiming Reservation/Benefit under above selected category? **Yes**	Do you belong to Kalyana Karnataka? : **No**
Are you a Kashmiri Migrant? : **No**	Caste Certificate : RD Number : **RD00398T2048282**	Are you a Rural Candidate? : **No**
Are you claiming under Defence Personnel Quota? : **No**	Income Certificate : RD Number : **RD00398T2048283**	Are you a Gadinadu Horanadu Kannadiga? : **No**
Are you Child of Freedom Fighter? : **No**		Children of Sexually Exploited / HIV Infected /Devadasi : **No**
	Kannada Medium? : **No**	
	Are you claiming under Political Sufferer Quota? : **No**	
	Are you a Person with Disability? : **No**	

Quota and Other Documents

Sportsperson / Athlete at the University / State / National Level? : **No**	NCC (Please Provide S/ C and any Other certificate) : **No**	Scouts and Guides : **No**
NSS : **No**		
LCA (Literary & Cultural Activities) : **No**	Child of farmers who committed suicide : **No**	Destitute Women : **No**
Displaced Citizen (Nirashritharu) : **No**	University Teaching Employee : **No**	
University Non-Teaching Employee : **No**		

Previous Education Details

10th Standard Education Details

Board Name : **Karnataka Secondary Education Examination Board**	Registration Number : **2020242046**	Marks Card : **2200947089_10thMarkCard.pdf**

12th or Equivalent Education Details
Karnataka Pu

Registration Number : **957073**	Institute Name : **RK VISION PU COLLEGE NEAR ARCHID FACTORY CHINTAMANI, CHIKKABALLAPURA DT 563125**	Year of Completion : **MAR2022**
College Code : **MC0249**	Maximum Marks : **600**	Obtained Marks : **476**
Overall Percentage : **79.33**	Marks Card : **2200947089_12thMarkCard.pdf**	

Sl. No	Subject Name	Subject Type	Marks Obtained	Maximum Marks
1	KANNADA	CORE	98	100
2	ENGLISH	CORE	78	100
3	PHYSICS	CORE	54	100
4	CHEMISTRY	CORE	75	100
5	MATHEMATICS	CORE	71	100
6	BIOLOGY	CORE	90	100

UG Education Details

Under Graduate : **Outside UUCMS**
Registration No : **18/VC01034**
Country of Study : **India**
State: **Karnataka**

UG Equivalent Course Type: **Bachelor of Arts**
Grading System : **CGPA**
Year of Admission : **2019-20**

University Name :
Bangalore University, Jnanabharathi Campus, Mysore Road, Bangalore
Institution Name :
R N S First Grade College , Dr Vishweswarihan Road, Rr Nagar Post, Channasandra, Bangalore-560 098.
Year of Completion : **2021-22**

Subject 1 : **HISTORY**
Language 1 : **English**
Overall CGPA : **8.59**

Subject 2 : **PSYCHOLOGY**
Language 2 : **Hindi**

Subject 3 : **SOCIOLOGY**
UG Marks Card : **19JVC01034_UGMarksCard.pdf**

| SEMESTER/YEAR	HISTORY			PSYCHOLOGY			SOCIOLOGY			English			Hindi			SGPA
	Credits	Grade Points	Max Grade Points	Credits	Grade Points	Max Grade Points	Credits	Grade Points	Max Grade Points	Credits	Grade Points	Max Grade Points	Credits	Grade Points	Max Grade Points	
1	3	9.80	10	3	10.00	10	3	10.00	10	3	9.80	10	3	9.50	10	9.60
2	3	9.00	10	3	9.50	10	3	10.00	10	3	9.00	10	3	9.45	10	9.40
3	3	9.00	10	3	9.00	10	3	9.00	10	3	9.40	10	3	9.75	10	9.40

Priority Selection Details

| Sl. No	University Name	Program Name	Discipline Name	Priority I	Priority II	Priority III	Priority IV	Priority V
1	Raichur University	PGECONOMICS	PGECONOMICS	Raichur University, Raichur (MainCampus)	LrD Degree College, Raichur	LrD Degree College, Raichur		

☑ I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature / application shall be liable to cancellation without notice.

Submit

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.

Country of Study : **India**

Application Submitted Successfully ✕

OK
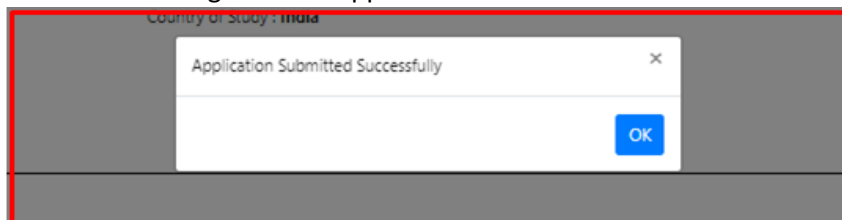
63. You can view your application and check the status in Admissions → Create/View Application → View Existing Application.
64. By clicking on **View,** you will be able to check the **Status** of the Application.
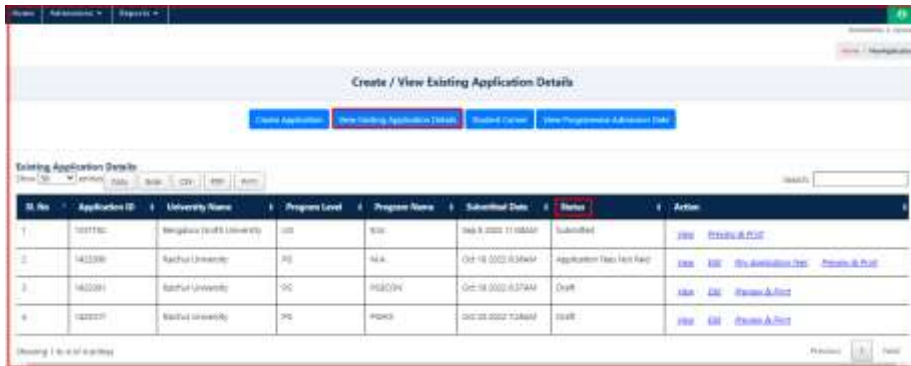
65. If the status of the application shows as **Draft**, click on **Edit**. Your application will get open, check the details. If everything is correct, tick the check box given at the end of the application and **Submit** your application. If you wish you change your priority selection, you can edit the same and **Submit**.
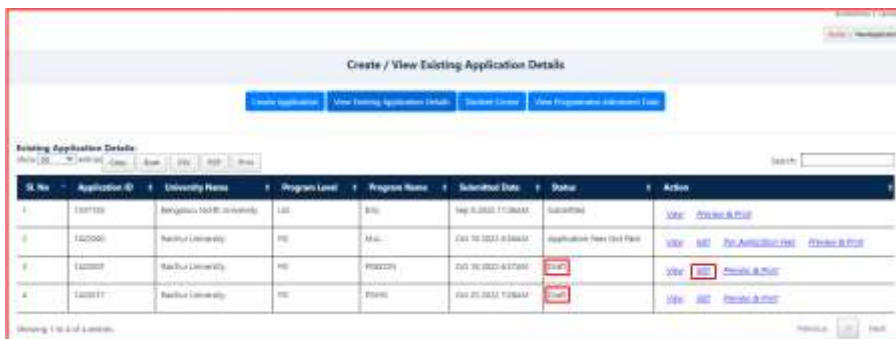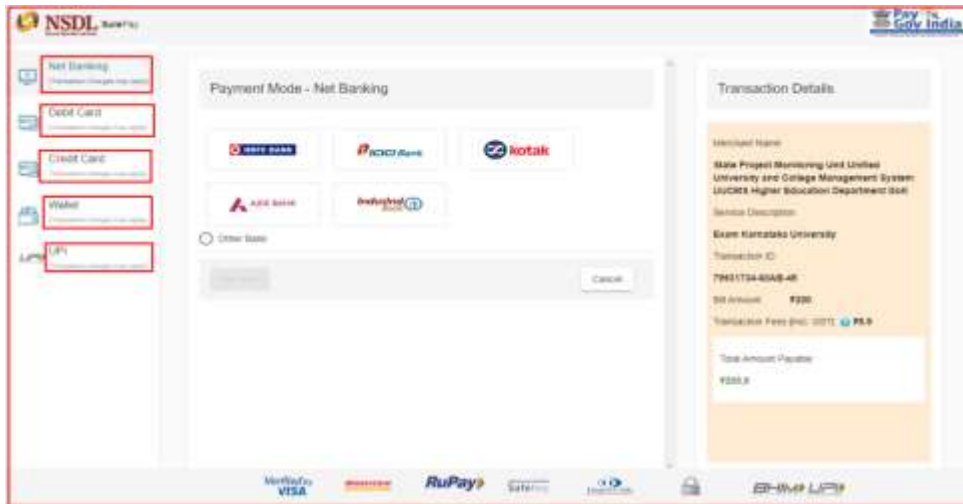

66. By clicking on **Pay Application Fees**, you have to pay the application fees online.
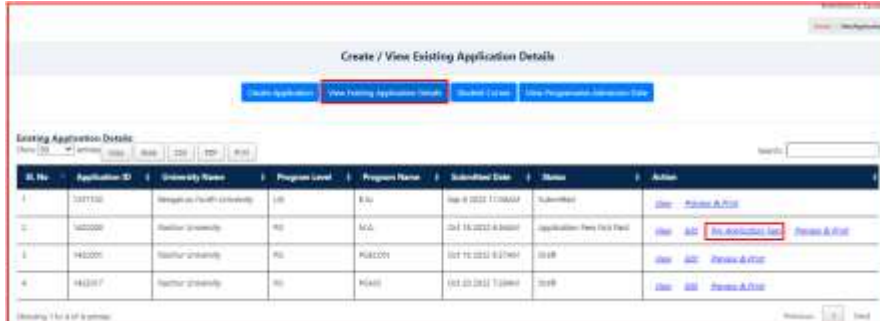
67. Once you click on Pay Application Fees, you will be redirected to Payment page.
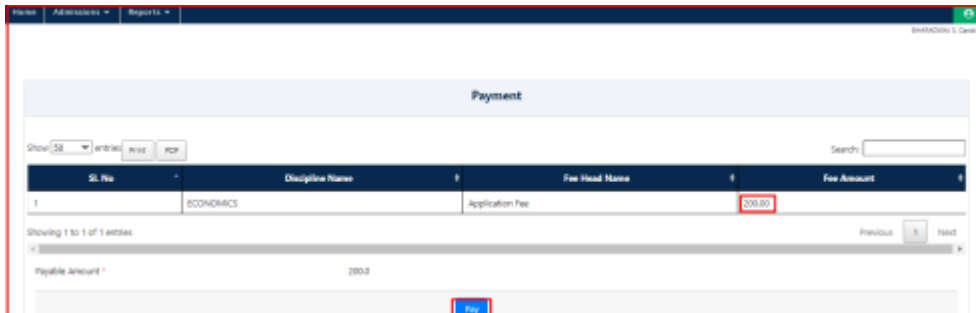
68. Click on Pay button, which redirects you to NSDL Payment Gateway. Select the mode of payment

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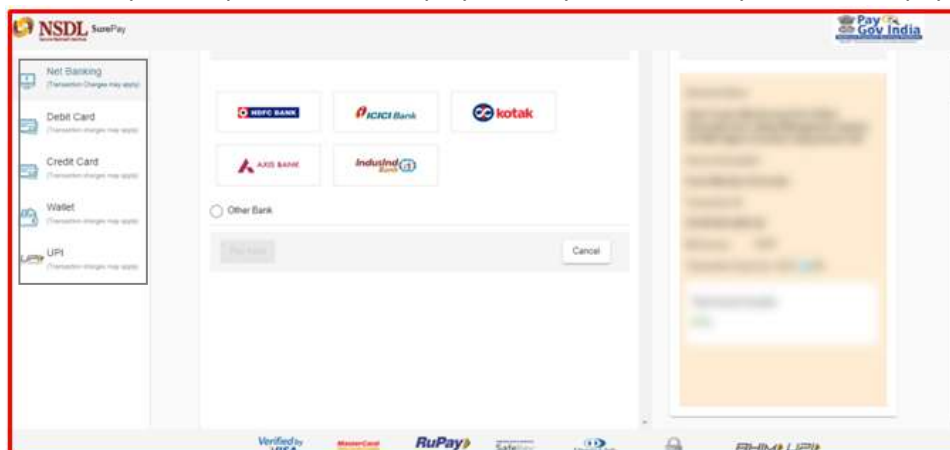
74. If you select **Net Banking** as your mode of payment, select a bank and click on **Pay Now** button.
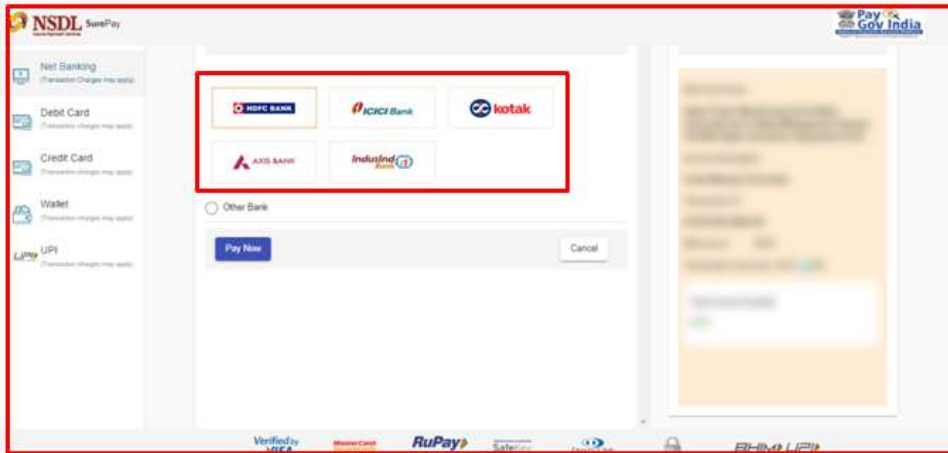
75. If you select **Debit Card** as your mode of payment, fill the required details and click on **Pay Now** button.

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.

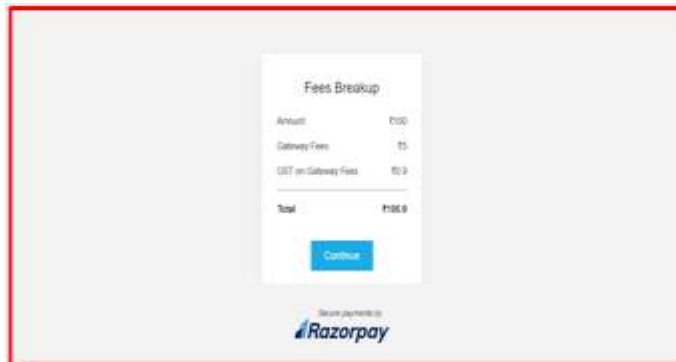78. If you select **UPI** as your mode of payment, type your Virtual Payment Address and click on **Pay Now** button.

Payment Mode - UPI

Virtual Payment Address- (VPA)
xxxx@phonepe

Eg: abc@kotak

Pay Now   Cancel

Fees Breakup
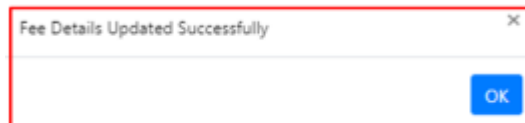
Amount	₹100
Gateway Fees	₹5
GST on Gateway Fees	₹0.9
Total	₹105.9

Continue

Secure payments by
Razorpay

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.

Fee Details Updated Successfully   ×

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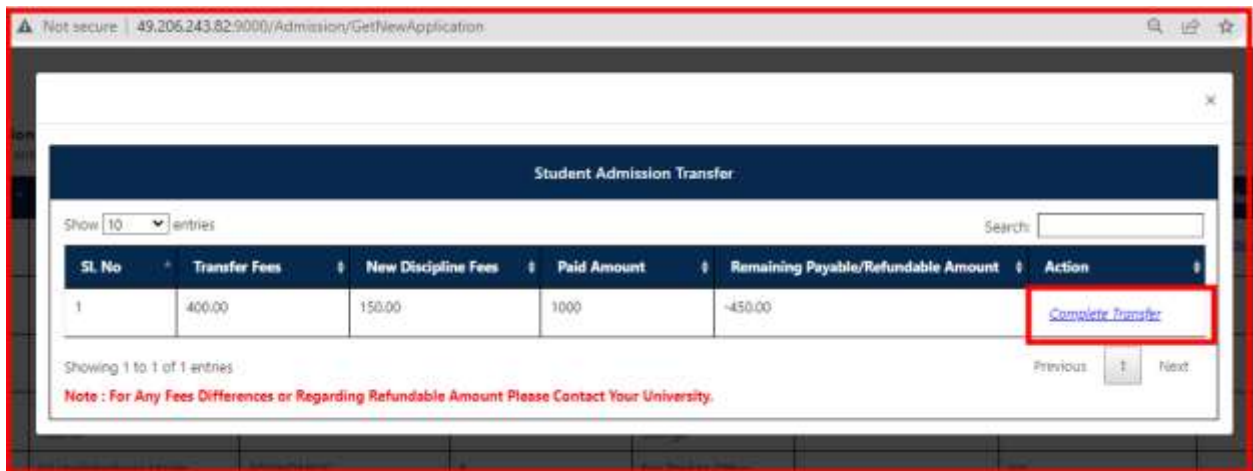
81. Once the payment is done, status of your application changes to **Principal Approved** for the Discipline you paid the fees.

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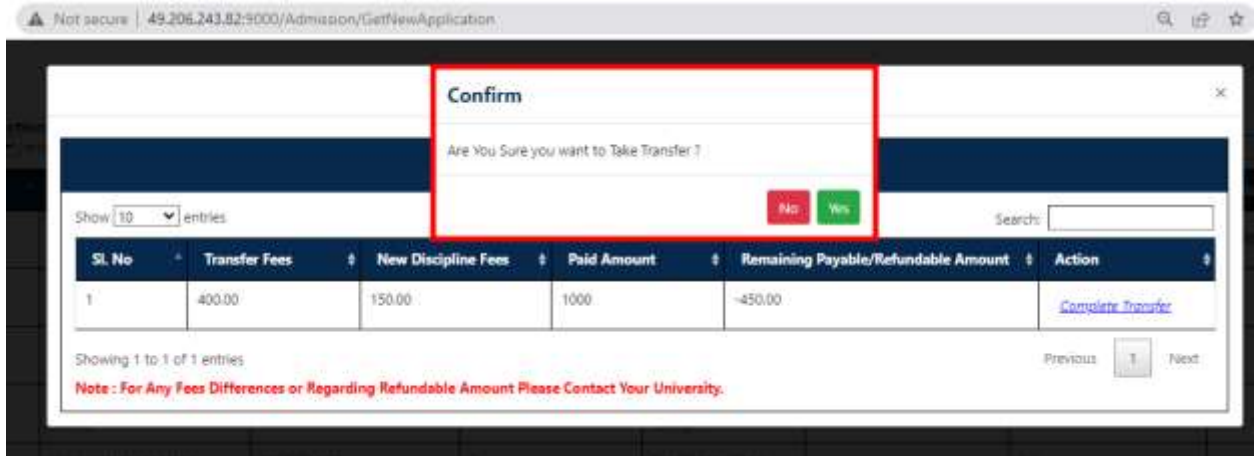
Clicking on **Yes,** Tranfer from one dicipline to another will Complete successfully.