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

Login

1. How should I login to UUCMS?
   Select "University" 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.

Principal / Nodal Officer Details

10. The Principal / Nodal Officer has not received his credentials? What should I do?
    You can click on the "Send Credentials" button in case you have not sent an email yet. If you have already sent an email and still the official has not received the credentials, click on the "Resend Credentials" button to send the email once more. Make sure to verify that the details are correct, and if not click on the "Edit" button to update the same and click on "Save" before sending the credentials.

College Intake

11. I am able to see an intake already present in the "Existing Program Wise Intake Details" section
    This data has been provided to you based on the admission count of students for that particular discipline in the previous academic year. In case you wish to change the same, you can edit the details and then click on "Approve" button.

12. UUCMS asks me to upload a document in order to edit and save the already approved intake. Why is that?

Any changes to the already approved intake require additional documentation regarding the increased in the affiliated intake provided to the College from the LIC that visits the college for assessment.

13. I am unable to see any college when I select the PG / PG Diploma Program Level. Why is that?
    Please go to the page Admissions -> Setup College Degree Type and setup the degree type for all colleges under your University. All colleges that have been setup as "PG only" or "Both UG and PG" will be available in the dropdown when setting up the intake for colleges which run PG / PG Diploma programs.

14. I am unable to see Programs / Disciplines while adding Affiliation Data. Why is that?
    All Programs and Disciplines that have been mapped by the University under Academics -> Program Details will only be visible while adding Affiliation Data for the Colleges.

Setup Overall Admission Date

15. I am unable to see Programs / Disciplines while setting up the Overall Admission Date. 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 Overall Admission Date.

Department-wise Intake

16. I am unable to see the Department Name while adding affiliation data for Departments. Why is that?
    Only those Departments that have been added by the University Admin will be visible. You can map Departments to your University by navigating to Administration -> Department.
    In case you are unable to see the name of the Department itself while mapping Departments, please contact the PMU / helpdesk team to have the Department Name added to the master list.

17. I am unable to see Programs / Disciplines while adding Affiliation data for various Departments. Why is that?
    Only those disciplines that have been mapped to the Department will be visible. You can map discipline and Department by navigating to Admissions -> Department to Discipline Mapping.

18. I am unable to see Programs / Disciplines while adding Affiliation data for various Departments. Why is that?

Only those disciplines that have been mapped to the Department will be visible. You can map departments to your University by navigating to Administration -> Department.
In case you are unable to see the name of the Department itself while mapping Departments, please contact the PMU / helpdesk team to have the Department Name added to the master list.

Fee Details

19. 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

20. 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

21. 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.

22. 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

23. 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.

24. 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.

25. I have multiple accounts linked to my University. 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, Admissions-PG, Examinations-UG, Examinations-PG and payments related to all candidates / students would get credited to that one account designated for that purpose.

26. 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.

27. 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., University Name for University Admin login

28. 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).

Academics -> Program Details

29. I am not able to see the Language in the dropdown while mapping the Language to colleges?
    In case you are unable to see the name of the Language you wish to map, please contact the PMU / helpdesk team to have the Language added to the master list.