



**Bundelkhand University, Jhansi**

## **Administrator's Guide Online Affiliation System**

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## Login to University Management System

- Open University Management System by typing [https://ums.bujhansi.org/bujhansi\\_lms](https://ums.bujhansi.org/bujhansi_lms) in browser
- Login page will be open, as given below:

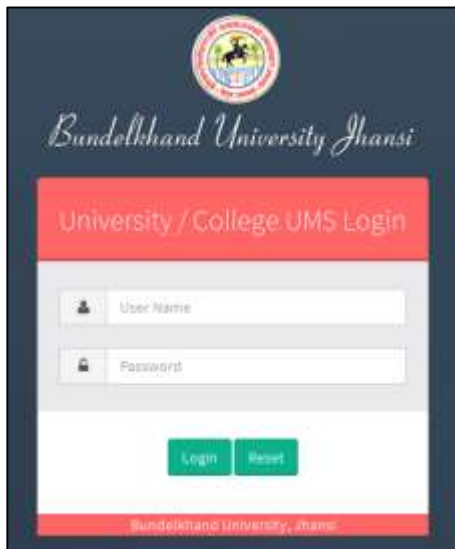


Image: University/College UMS Login Screen

- Type your User Name and Password and click Login button
- The University Management System will open, the interactive screen is given below:

## University Management System Interactive Screen Views

*“There are two views of University Management System; you may switch views by clicking icon red arrowed in below screen”*



Image: University Management System Screen View-1



Image: University Management System Screen View-2

## Open Affiliation

- From View-1
  - Move the scrollbar (A) from View-1 Screen, to navigate all icons of University Management System.
  - Click on Affiliation icon to open Affiliation Module
- From View-2
  - Click on Affiliation box to open Affiliation Module
- The Affiliation Module screen is given below:



Image: Affiliation Module Screen

*“Normally the menu will be shown vertically left side of screen, you may show/hide menu bar by clicking icon red arrowed in above screen”*

## Affiliation Menu

As shown in above screen, the menu bar will appear in left hand side vertically. Following menu items will appear in menu bar:

Menu Items	Description
<b>Registration Report</b>	To view details of Registration Form filled by user
<b>Request for NOC by New College</b>	To view details of NOC form filled by user
<b>Final Verification of NOC</b>	To view status and details of college applied for NOC/Affiliation verification of NOC by NOC verification committee and Inspection status of inspection team
<b>Request of Affiliation by New Colleges</b>	To view list and details of college applied for Affiliation
<b>Add Other Employee for Affiliation Inspection</b>	To add employee other than University for Affiliation Inspection
<b>Select Expert Panel for Affiliation</b>	To select/Assign Expert Panel for College applied for Affiliation
<b>Select Members of NOC Verification Committee</b>	To Select/Assign members for college applied for NOC

Every menu item linked up with distinct menu relevant pages, clicking on menu item application will open page related to that menu. You may view/hide menu bar as per better working screen, as described above.

## Request for NOC by New Colleges

Request for NOC by New Colleges is given below:

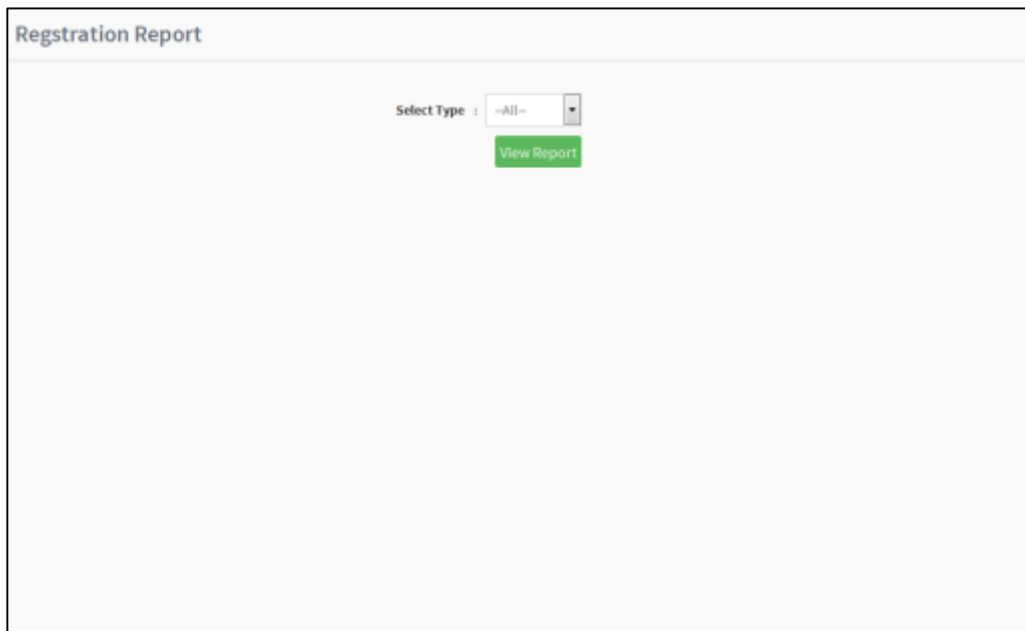


Image: Registration Report Screen

There will be a Drop-down List to filter Registration Data, as given below:

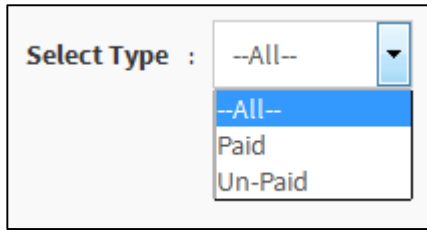


Image: Dropt-down list to filter Registration Data

- All: to view all records of registration data
- Paid: to view records of registration data paid the registration fees
- Un-Paid: to view records of registration data not paid the registration fees

Select an option from drop-down list and click on View Report button, to display the list of records as selected from drop-down list. A sample screen, of --All-- type registration records, is given below:

Registration Report								
Select Type : --All--								
<a href="#">View Report</a>								
Sr. No.	Name of Trust/ Society/Company	Name of Institute	Contact Name	Designation	Mobile No	Email	District	State
1	SRI MAHAVEER FOUNDATION	SRI MAHAVEER INSTITUTE OF LEARNING AND EDUCATION	Ms. AMET AGRAWAL	SECRETARY	Mobile No. Not Verified	Email Not Verified	JALAIN	Uttar Pradesh
2	SRI MAHAVEER FOUNDATION	SRI MAHAVEER INSTITUTE OF LEARNING AND EDUCATION	Ms. AMET AGRAWAL	SECRETARY	Mobile No. Not Verified	Email Not Verified	JALAIN	Uttar Pradesh
1	SRI VIDYA SAGAR ACADEMY SHIKSHAN SANSTHAN LALITPUR	SRI DEEP CHANDRA CHOUDHARY MAHAWIDYALA	Ms. KAMLESH JAIN	MANAGER	Mobile No. Not Verified	Email Not Verified	LALITPUR	Uttar Pradesh
4	SRI VIDYA SAGAR ACADEMY SHIKSHAN SANSTHAN LALITPUR	SRI DEEP CHANDRA CHOUDHARY MAHAWIDYALA	Ms. KAMLESH JAIN	MANAGER	9415182744	sdcmakipur@gmail.com	LALITPUR	Uttar Pradesh
6	SRI VIDYA SAGAR ACADEMY SHIKSHAN SANSTHAN LALITPUR	SRI DEEP CHANDRA CHOUDHARY MAHAWIDYALA	Ms. KAMLESH JAIN	MANAGER	Mobile No. Not Verified	Email Not Verified	LALITPUR	Uttar Pradesh
6	SRI VIDYA SAGAR ACADEMY SHIKSHAN SANSTHAN LALITPUR	SRI DEEP CHANDRA CHOUDHARY MAHAWIDYALA	Ms. KAMLESH JAIN	MANAGER	Mobile No. Not Verified	Email Not Verified	LALITPUR	Uttar Pradesh

Image: Selected All Records of Registration Report Screen

## Request of NOC by new Colleges

This menu used to view list of NOC applied from colleges

## Final Verification of NOC and Affiliation

This menu used to view the details of NOC and Affiliation of college/institute applied for NOC and Affiliation and view status of verification of NOC and Inspection status. The screen of this menu is given below:

Final Verification of NOC and Affiliation												
Sr. No.	Name of Trust/ Society/Company	Name of Institute	Contact Name	Designation	Mobile No	Email	District	State	View NOC Details	Verify NOC Details	View Affiliation Details	Verify Affiliation Details
1	TEST	TEST	Mr. TEST TEST	TEST	8852888888	vishal@email@gmail.com	LUDHIANA	Uttar Pradesh	<a href="#">View</a>	<a href="#">Verified</a>	<a href="#">View</a>	Expert panel affiliation verification pending.

Image: Final Verification of NOC and Affiliation Screen

To view NOC details of college, click on View button of whom NOC details you want to view from View NOC Details column. The page will be redirected to NOC details page, as given below:

Welcome : [1332] TEST [Home](#) [Registration Details](#) [College Profile](#) [Organisation Details](#) [Logout](#) [Print](#)

### COLLEGE PROFILE

Name of Degree College/Institute : TEST

Is the Degree College/Institute established? :  Yes  No

Name of Nearest Railway Station from Degree College/Institute : LUCKNOW JUNCTION

Distance of Degree College/Institute from the Railway Station (In Km) : 106

Distance of Degree College/Institute from the City (In Km) : 35

Type of Degree College : ADED

Category of Degree College/Institute : Co-Education Degree College

Is Degree College/Institute Registered as Minority? :  Yes  No

Is any Degree College located within 15 km of the place where the College is being established? If YES, then mention the details below. :  Yes  No

S.No.	Full Name of College/Institute	Affiliated from (Name of University)	Distance from the existing/proposed college (In Km)	Distance from the Railway Station (In Km)	Distance from the Bus Stand (In Km)	Name of Course(s) running in Institute/Colleges
1	BUNDELKHAND COLLEGE OF ARTS	CSJMU	4	2	3	BSC

Is any Intermediate College located within 15 km area of existing/proposed institute/College? If YES, then mention the details below. :  Yes  No

S.No.	Full Name of Intermediate College	Affiliated from (Board)	Distance from the existing/proposed college (In Km)	Distance from the Railway Station (In Km)	Distance from the Bus Stand (In Km)	Name of Course(s) running in Institute/Colleges
1	TEST INTER.	TEST	1	2	3	PCM

Keeping in view, the existing college, the need for Higher Education remain unfulfilled in the particular field of education? :  Yes  No

If a new Degree College is opened In the proposed site, will a minimum of 100 students be available in the first year in the proposed new College, without any adverse impact on the approved student intake in the courses being run in the existing Degree Colleges? :  Yes  No

Will 50 students at the undergraduate level and 40 students at the postgraduate level be available without any adverse impact in other Degree Colleges of the area after approval of affiliation of the new course in the existing college? :  Yes  No

Name of Course(s) for which NDC is sought

UG Courses running by BU (Click Ctrl to select multiple course)	Selected Course
<input type="checkbox"/> BA <input type="checkbox"/> BCOM <input type="checkbox"/> BHSC <input type="checkbox"/> BSC <input type="checkbox"/> BSCAG	BCOM

Is the Degree College being run since previous session(s)? :  Yes  No

Is verify? :  Yes  No

Remark :

S.No.	Employee Code	Is Verified	Remark
1	BU_T_S_0512	Yes	Ok Verified by yogesh college profile
2	BU_T_S_0513	Yes	Ok Verified by yogesh college profile 1
3	BU_T_S_0514	Yes	Ok Verified by yogesh college profile 2

Image: NOC Details of College Screen as redirected Final Verification of NOC and Affiliation Screen

Here you may navigate to Registration Details, College Profile and Organization Details from link given upper side of screen. The Employee Code verification status and comments from employee, involved in verification team, will be available to lower side of screen in a grid view.

To back to affiliation, click on Home button given in upper side of screen.

To view Affiliation details of college, click on View button of whom Affiliation details you want to view from View Affiliation Details column. The page will be redirected to Affiliation details page, as given below:



The screenshot displays a web interface for entering college affiliation details. On the left, a vertical sidebar lists 24 steps from 'Profile' to 'Affiliation Fees'. The main area is titled 'Welcome : [1332] TEST' and 'INSTITUTE PROFILE'. It contains a form with the following fields and values:

- Name of Institute: TEST
- Organization Name: TEST
- Contact Person: MR. TEST TEST
- Contact Person Designation: TEST
- Address: (empty)
- Town/Village: (empty)
- District: Select (dropdown menu)
- Pin Code: (empty)
- STD Code: (empty)
- Landline Phone No.: (empty)
- Mobile No. of Contact Person: 98009990
- Fax: (empty)
- Email: YESHU4EMAIL@GMAIL.COM
- Alternate Email: (empty)
- Website: WWW.JY2PDRTEST.COM
- Distance from Railway Station (Km): 100
- Distance from City (Km): 30
- Type of Degree College:  Aided  SFS
- Category of Degree College/Institute:  Co-Education Degree College  Women Degree College
- Is Degree College/Institute Registered as Minority?:  Yes  No
- PRN No.: 97223401
- Bank Name: SB
- Primary / Bank Account No.: 12012457645476451
- IFSC Code: SBIN064671
- Remarks: (empty text area)
- Is Well-off:  Yes  No

At the bottom, there is a 'Save' button and a 'No Records Found' message.

Image: Affiliation Details of College Screen as redirected Final Verification of NOC and Affiliation Screen

Here you may view all the Affiliation Details from link given right side of screen. The Employee Code verification status and comments from employee, involved in Inspection team, will be available to lower side of screen in a grid view. To back to affiliation, click on Home button given in upper side of screen.

## Request for Affiliation by New Colleges

This menu used to view list of Affiliations applied from colleges

## Add other employee for Affiliation Inspection

This menu is used to add employee other than university for inspection of Affiliation Data. Clicking on this menu a data entry form will open as given below:

## Employee Details Entry

Name :

Contact No. :

Email Id :

Designation :

Department :

Image: Add New Employee for Affiliation Inspection Screen

Name : Enter Name of Employee  
 Contact No. : Enter Contact No. of Employee  
 Email Id : Enter Email ID of Employee  
 Designation : Enter Designation of Employee  
 Department : Enter Department of Employee

Click Submit button to save employee data. The login credential (User Name and Password) will be sent to employee Email Id by the application to inspect, verify and comment to affiliation details of college applied for affiliation.

## Select Expert Panel for Affiliation

This menu is used to assign employee to expert panel for affiliation of particular trust/society. The screen is given below:

### Select Expert Panel for Affiliation

Name of Trust/Society :

Name of Employee :

Record with red color background have already verified details

Sl.No.	Select	Employee Code	Employee Name	Designation	Department	University/Other than University
1	<input type="checkbox"/>	BIL_N_R_0700	NAIF EHTISHAH	Instructor	Accounts Section	University
2	<input type="checkbox"/>	BIL_T_R_0387	Prof. Sunil K. Kedia	Professor/Dean Student Welfare	DSW Office	University
3	<input type="checkbox"/>	BIL_T_R_0388	Prof. V.M. Sehgal	Professor/Dean (Science)	INSTITUTE OF BASIC SCIENCE (DEPARTMENT OF MATHEMATICAL SCIENCE AND COMPUTER APPLICATIONS)	University
4	<input type="checkbox"/>	BIL_T_R_0389	Dr. B. C. Joshi	Assistant Professor	INSTITUTE OF EARTH SCIENCE (DEPARTMENT OF GEOLOGY), BUNDELKHAND UNIVERSITY CAMPUS	University
5	<input type="checkbox"/>	BIL_T_R_0390	Dr. P.J.Rameshwar	Assistant Professor	INSTITUTE OF EARTH SCIENCE (DEPARTMENT OF GEOLOGY), BUNDELKHAND UNIVERSITY CAMPUS	University

Image: Select Expert Panel for Affiliation Screen

### Working flow of Select Expert Panel for Affiliation:

- Select Name of Trust/Society from drop-down list
- Normally all employee list will be available on screen to select, you may search employee from Name of Employee Text Box by entering employee name or part of name and click Search Employee button
- Filtered data of employee name relevant to name entered into text box will be displayed
- Every employee detail followed by a check box in Select column, to select employee for expert panel click on this check box
- Click in Select Expert Member button will create a grid of selected employee below to list of employee

## Select Members of NOC Verification Committee

This menu is used to assign employee to members of NOC Verification Committee of particular trust/society. The screen is given below:

Sr.No.	Select	Employee Code	Employee Name	Designation	Department
1	<input type="checkbox"/>	BU_T_R_0625	DR. SARVENDRA V. SINGH	Assistant Professor	INSTITUTE OF LIFE SCIENCE (DEPARTMENT OF BIOTECHNOLOGY), BUNDELKHAND UNIVERSITY CAMPUS
2	<input type="checkbox"/>	BU_T_R_0626	KAJITA CHAUDHARY	Assistant Professor	INSTITUTE OF ENGINEERING & TECHNOLOGY
3	<input type="checkbox"/>	BU_T_R_0627	DR. HEMANT KUMAR	Assistant Professor	INSTITUTE OF LIFE SCIENCE (DEPARTMENT OF BIOTECHNOLOGY), BUNDELKHAND UNIVERSITY CAMPUS
4	<input type="checkbox"/>	BU_T_R_0628	Dr. JITENDRA VERMA	Assistant Professor	INSTITUTE OF ENGINEERING & TECHNOLOGY
5	<input type="checkbox"/>	BU_T_R_0629	Dr. SANDEEP KUMAR MISHRA	Assistant Professor	INSTITUTE OF ENGINEERING & TECHNOLOGY
6	<input type="checkbox"/>	BU_T_R_0630	BRLENDRIA KUMAR KASAP	Assistant Professor	INSTITUTE OF ENGINEERING & TECHNOLOGY
7	<input type="checkbox"/>	BU_T_R_0630	DR. PEEYUSH BHARDWAJ	Associate Professor	INSTITUTE OF PHARMACY, BUNDELKHAND UNIVERSITY CAMPUS
8	<input type="checkbox"/>	BU_T_R_0631	AKANKSHA GUPTA	Assistant Professor	INSTITUTE OF ENGINEERING & TECHNOLOGY

Image: Select Members of NOC Verification Committee Screen

### Working flow of Select Members of NOC Verification Committee:

- Select Name of Trust/Society from drop-down list
- Normally all employee list will be available on screen to select, you may search employee from Name of Employee Text Box by entering employee name or part of name and click Search Employee button
- Filtered data of employee name relevant to name entered into text box will be displayed
- Every employee detail followed by a check box in Select column, to select employee for verification committee click on this check box
- Click in Select Expert Member button will create a grid of selected employee below to list of employee

Select Expert Member Save Experts

- Click Save Expert button to finally save selected employee to Expert Panel of selected trust employee
- An automated email notification will be sent to the employees selected for inspection