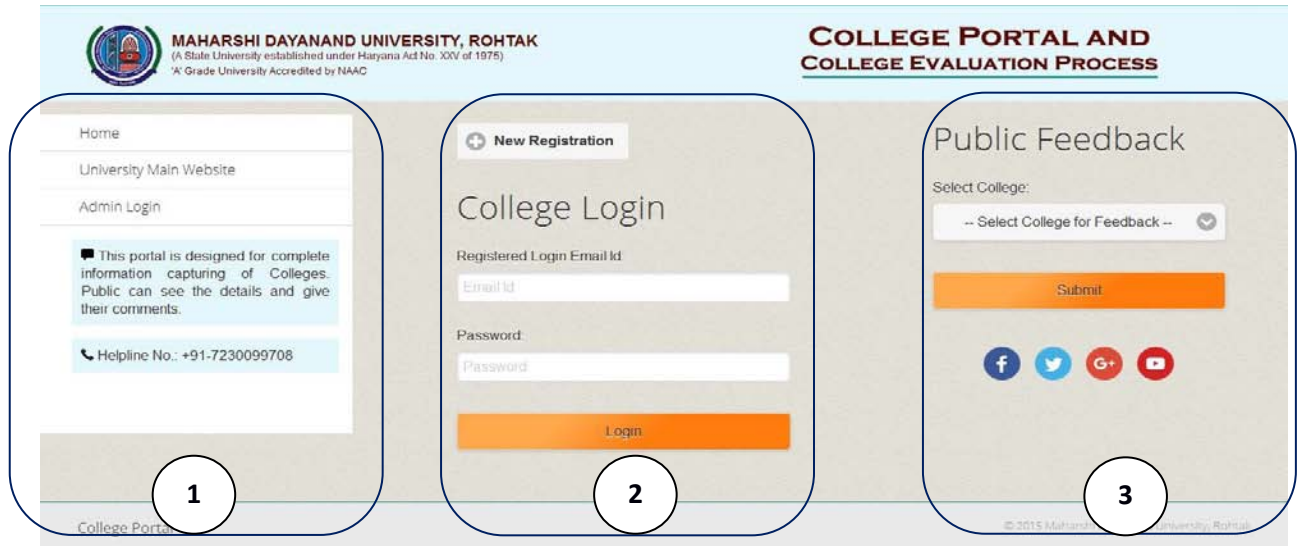# Guidelines for Colleges, for using College Portal

1. The portal is divided into three portions. The first portion on extreme left i.e. "Admin Panel" is for the use of University officials. The central portion is for "Colleges". And the right hand side third portion is for "Public". The College related activities are explained in details in the rest of this document.

2. <u>New Registration</u>: Every College has to do new registration (only once). All fields are mandatory.

3. <u>College Login</u>: College can login using their login Email ID and password.

4. Navigation Menu: All heads to be filled are provided on the left hand side. College has to fill them one by one starting from Profile.

5. Click on "Profile" to update College common details.

6. Click on "Course / Seats / Student Details".

i. Then you have to select course from drop down window of "Select Course".
ii. Then press "Add New Course." This new course will open for filling the details. Fill all details and press "Submit" button at the bottom.

iii. This course will now start displaying. You can use "Edit" button to edit the details or use "Delete" button to delete the complete course.

The fields here are not mandatory. And you can fill 0 (Zero) for any irrelevant filed or information is not available.

7. Then press next head, "Previous Inspection". The course added earlier will be displayed here. College has to press "Edit" button and fill all details relevant to the previous inspection of this particular course for a particular session. Lastly press "Submit" button at the bottom.

Course	Previous Inspection	Compliance	Affilation Year	AnyOtherInformation	Options
✚ BCA		0			Edit

8. Then press next head, "Staff Details". Here new staff can be added by pressing button "Add New Staff". This staff can be linked to any of the courses added previously. Lastly press button "Submit" to upload the details. This staff will now start displaying. You can use "Edit" button to edit the details or use "Delete" button to delete the staff's complete record.

9. Then press next head "Infrastructure Details". The course added earlier will be displayed here. College has to press "Edit" button and fill all details relevant to Infrastructure details of this particular course for a particular session. Lastly press "Submit" button at the bottom. The fields here are not mandatory. You can fill 0 (Zero) for any irrelevant filed or information is not available.

10. Then press next head "Library Details". The course added earlier will be displayed here. College has to press "Edit" button and fill all details relevant to Library details of this particular course for a particular session. Lastly press "Submit" button at the bottom. The fields here are not mandatory. You can fill 0 (Zero) for any irrelevant filed or information is not available.

11. Then press next head "Library Book Detail". Here particular session and Course have to be selected from drop down menu. Then download excel sheet by pressing "Download Format" button. Then fill the excel offline and upload it by help of "Choose File". Lastly press "Upload And View Excel Data"

	A	B	C	D	E	F	G	H	I	J	K
		Title	Author	Edition	Place of Publication	Publisher	ISBN	Price	Subject	Acc. No.	No. of Copies
TYPE		(Character)	(Character)	(Character)	(Character)	(Character)	(Character)	(Float 2 Decimal)	(Character)	(Character)	(Integer)
MAX LENGTH		255	255	255	255	255	14	6	255	255	5
Example		Hindi Grammer	A. K. Maan	4th	ROHTAK	GENIUS	ISBN1234567890	350.5	Hindi	ACCNO123	2300

12. Then press the head "Upload Documents". A list of documents will be displayed. Choose the path where they are stored on your computer and upload them.

Upload Documents

Particulars	Browse	Upload
1. Registration Certificate Proof	Choose File No file chosen	Upload
2. Blank Letter pad	Choose File No file chosen	Upload
3. Land Fard - Jama Bandi	Choose File No file chosen	Upload
4. Bank Statement Last Three Years	Choose File No file chosen	Upload
5. Balance Sheet Last Three Years	Choose File No file chosen	Upload
6. Evidence in support of library books	Choose File No file chosen	Upload

13. Then press next head "Final Submission". It will show the status of all earlier heads, whether pending of completed. After all show status "Completed" then you can press "Final Submission" button at the bottom. After this NO Editing will be allowed. Till this stage you can fill / edit the details a number of times.

Final Submission

Particulars	Status
Profile Details:	Completed
Course and Seats Details:	Completed
Previous Inspections:	Completed
Staff Details:	Pending
Infrastructure Details:	Completed
Library Details:	Completed
Upload Documents:	Pending

14. In the last head "Print Out" you can taken / download a printout of all the information you had filled.

15. Some buttons are provided at the top of the page viz. "Home" "University Message", "Reply Comments", "Change Password" and "Logout".

    a. On pressing button "University Message" you can see the message(s) sent to you by University. On clicking the message the "Reply" button appears through which you can give your reply online and submit it.

    b. On pressing the button "Reply Comments" you can you can see the message(s) sent to you by the public. If you wish to reply to any comment you can press the button "Reply" give your reply online and submit it. This will be sent to the email address of the person who had posted this comment.

    c. "Home", "Change Password" and "Logout" buttons are self explanatory.