

The University and College Management System (UCMS)

The UCMS unifies and integrates the functioning and the governance of all colleges and public universities in the state bringing all of them under one umbrella.

by:



December 13, 2024



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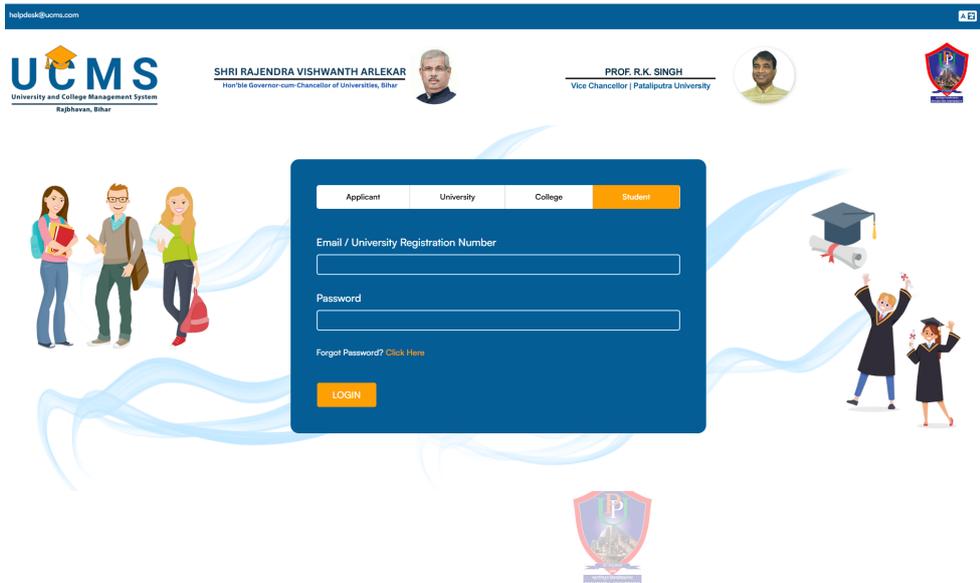
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1 Exam Fee Payment process

1.1 Step 1: Launch the Application

- Open the web application portal using the URL="https://pu.bihar-ums.com/" in your browser.
- The Login Page will be displayed.



1.2 Step 2: Select Login Type

1. On the login screen, there are four types of login tabs:
 - a. Application
 - b. University
 - c. College
 - d. Student
2. Click on the Student tab.

1.3 Step 3: Log in as a Student

1. Enter your Username and Password in the respective fields.
2. Click on the Login button.

Applicant
University
College
Student

Email / University Registration Number

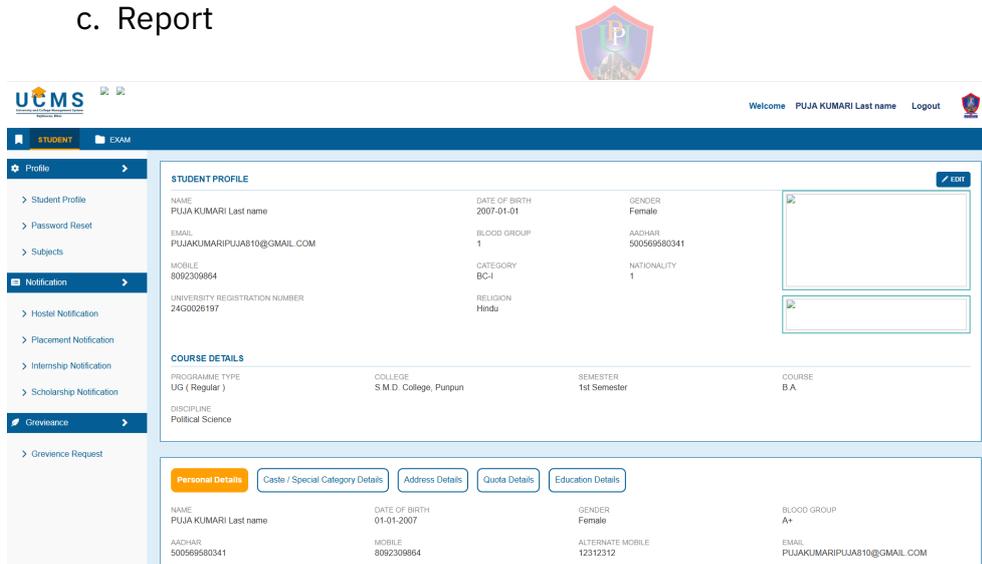
Password

Forgot Password? [Click Here](#)

LOGIN

1.4 Step 4: Access Student Dashboard

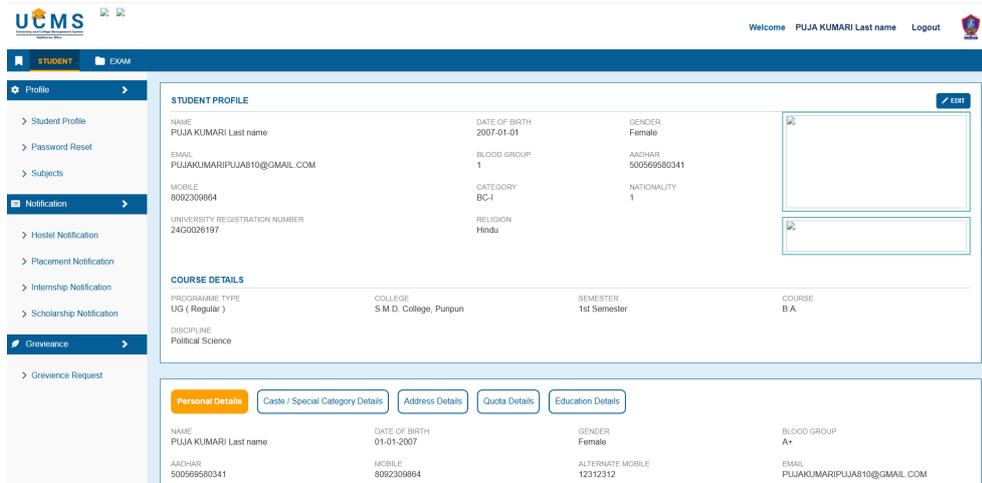
1. After logging in, the Student Dashboard will be displayed.
2. At the top, there will be three menu tabs:
 - a. Student
 - b. Exam
 - c. Report



The screenshot shows the UCMS Student Dashboard. At the top, there is a navigation bar with 'STUDENT' and 'EXAM' tabs. The 'STUDENT' tab is active. On the left, there is a sidebar menu with options like 'Profile', 'Notification', and 'Grievance'. The main content area displays the 'STUDENT PROFILE' with fields for Name, Date of Birth, Gender, Email, Blood Group, Aadhar, Mobile, Category, Nationality, University Registration Number, Religion, Programme Type, College, Semester, Course, and Discipline. Below the profile, there are tabs for 'Personal Details', 'Caste / Special Category Details', 'Address Details', 'Quota Details', and 'Education Details'. The 'Personal Details' tab is selected, showing fields for Name, Date of Birth, Gender, Blood Group, Aadhar, Mobile, Alternate Mobile, and Email.

1.5 Step 5: Navigate to the Exam Section

1. Click on the Exam tab.
2. You will be redirected to a new screen.



UCMS | Welcome PUJA KUMARI Last name | Logout

STUDENT | EXAM

Profile

- Student Profile
- Password Reset
- Subjects
- Notification
 - Hesfel Notification
 - Placement Notification
 - Internship Notification
 - Scholarship Notification
- Greivance
 - Greivance Request

STUDENT PROFILE [EDIT]

NAME PUJA KUMARI Last name	DATE OF BIRTH 2007-01-01	GENDER Female	
EMAIL PUJAKUMARIPUJA810@GMAIL.COM	BLOOD GROUP 1	AADHAR 500569580341	
MOBILE 8092309864	CATEGORY BC-1	NATIONALITY 1	
UNIVERSITY REGISTRATION NUMBER 24G0026197	RELIGION Hindu		

COURSE DETAILS

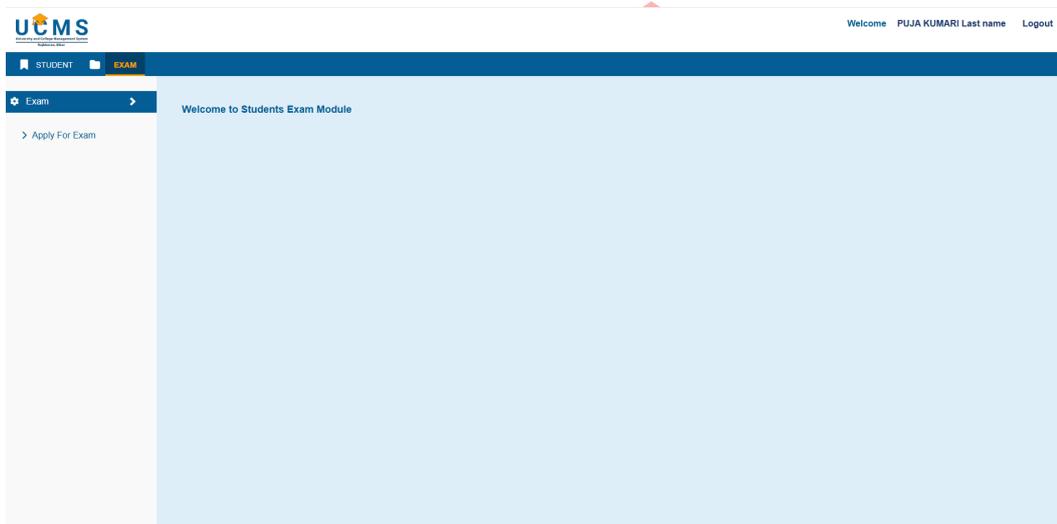
PROGRAMME TYPE UG (Regular)	COLLEGE S.M.D. College, Purnpun	SEMESTER 1st Semester	COURSE B.A
DISCIPLINE Political Science			

Personal Details | Caste / Special Category Details | Address Details | Quota Details | Education Details

NAME PUJA KUMARI Last name	DATE OF BIRTH 01-01-2007	GENDER Female	BLOOD GROUP A+
AADHAR 500569580341	MOBILE 8092309864	ALTERNATE MOBILE 12312312	EMAIL PUJAKUMARIPUJA810@GMAIL.COM

1.6 Step 6: Select "Apply for Exam"

- On the left-hand side of the screen, there will be a sidebar with three options:
 - Apply for Exam
- Click on the Apply for Exam option.



UCMS | Welcome PUJA KUMARI Last name | Logout

STUDENT | EXAM

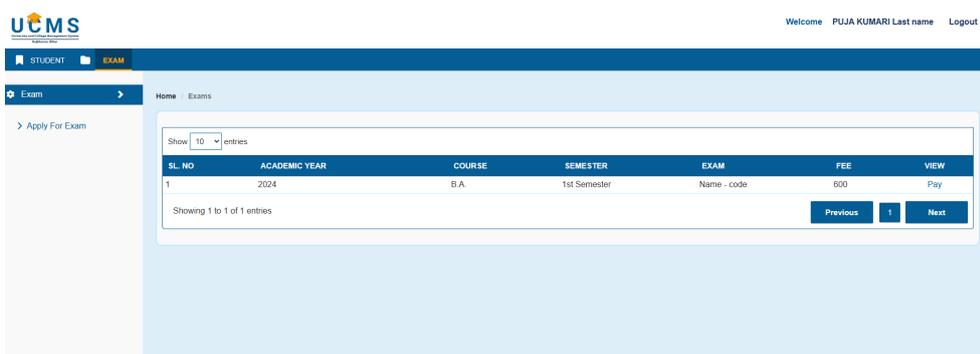
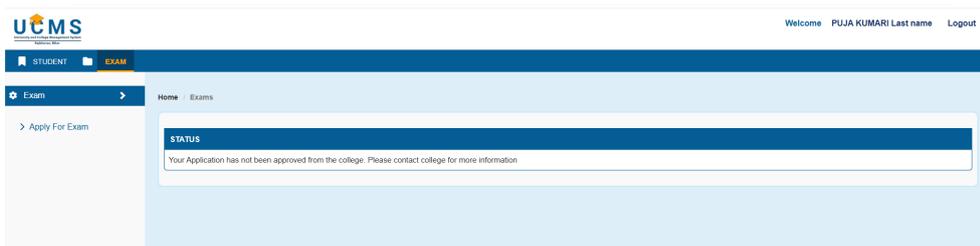
Exam

- Apply For Exam

Welcome to Students Exam Module

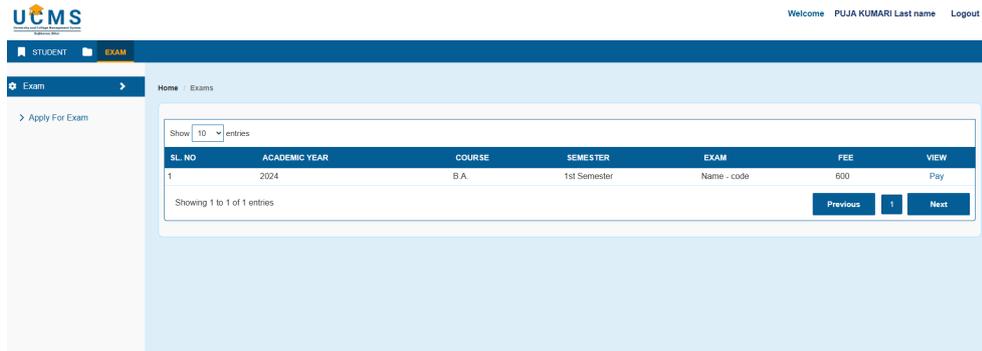
1.7 Step 7: View Available Exam Details

1. A table will appear showing the available exam details, such as:
 - a. Sl. No: Serial number of the record.
 - b. Academic Year: The year in which the exam is scheduled.
 - c. Programme: Name of the academic program (e.g., Bachelor in Social Work).
 - d. Course: Specific course title.
 - e. Semester: The semester of the course.
 - f. Exam: Description of the exam.
 - g. Application Start Date: Date from which applications are accepted.
 - h. Application End Date: Deadline for applying for the exam.
 - i. Fee: The examination fee to be paid.
2. If application is not approved Shows the message like **"Your Application not been approved"**



1.8 Step 8: Exam Fees Payment

1. Click on the Pay button in the table.



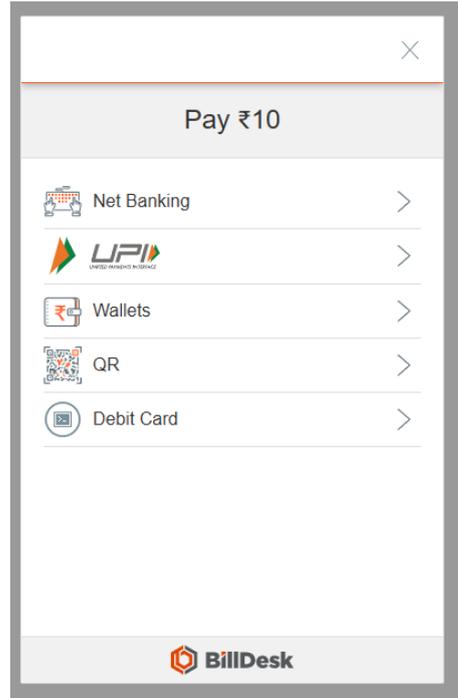
1.9 Step 9: Payment Process Initiated

1. Payment Gateway Redirection:
 - a. Once you click the button, the system redirects you to the Payment Gateway.
2. Payment Options Available:
 - a. The following payment options will be displayed:
 - i. Credit Card
 - ii. Debit Card
 - iii. Net Banking
 - iv. UPI
 - v. QR Code



1.10 Step 10: Complete the Payment

- Choose Your Preferred Payment Method and pay the examination fee.



1.11 Step 11: Payment Confirmation

- Once the payment is successful, you will receive a Payment Confirmation Message on the screen.



1.12 Step 12: Redirect to Dashboard

- After the payment confirmation, the system will redirect you back to the Student Dashboard.

This concludes the payment process for the exam fee. Ensure to save the transaction details and keep a record of the payment confirmation.

