USER MANUAL FOR PUC ONLINE PORTAL

User Manual

National Informatics Centre, Karnataka State Centre,

1. College Registration

The URL http://pue.kar.nic.in is the home page of DEPARTMENT OF PRE UNIVERSITY EDUCATION, KARNATAKA.

Home Page



On home page click on the link 'PUC Online Portal' you will be directed to

PUC Online Portal.



New Registration:

Click on the "**Registration now**" for on-line registration of College User Application. (For Principal)

A user registration form is displayed on the screen, **Principal's** have to fill-up the registration form

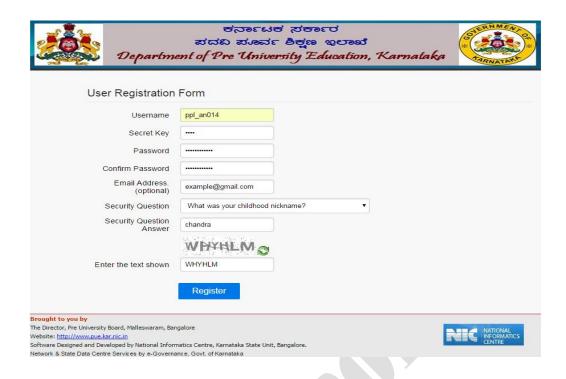
(User to use **Tab Key** for moving next option OR next box)

As shown in the screen shot below:



The user will be directed to the registration page and the user will fill the following fields for further validation.

- ➤ Username: Mandatory It Contains like this (Ex: ppl_an014)(Enter ppl then press Shift key and _ minus key Symbol College code (Shift key and _ minus key).
- > Secret Key: Mandatory The user has to enter Secret key which is dpue.
- ▶ Password: Mandatory, The password should be of 8 14 characters, and it should contain letters of the English alphabet, any one special character such as @, #, \$, %, &, *, +, -, /, and any Number from 0-9 All should be lowercase (small letters like password@22).
 Eg: bangalore@1234, Karnataka#987.
- ➤ Confirms Password Mandatory, The user has to enter the same password as entered above.
- **Email Address** -- **Not mandatory**, should be a valid E-mail ID which is in use.
- ➤ Security Question Mandatory, The user needs to select any one of the question available in the drop down box.
- ➤ **Secret Answer** Mandatory.
- ➤ Captcha -- This is mandatory and the user has to type in the alpha numeric code which appears on the screen



➤ Click on 'REGISTER'. If registration is complete, user will be navigated to the "Registration successful" screen.



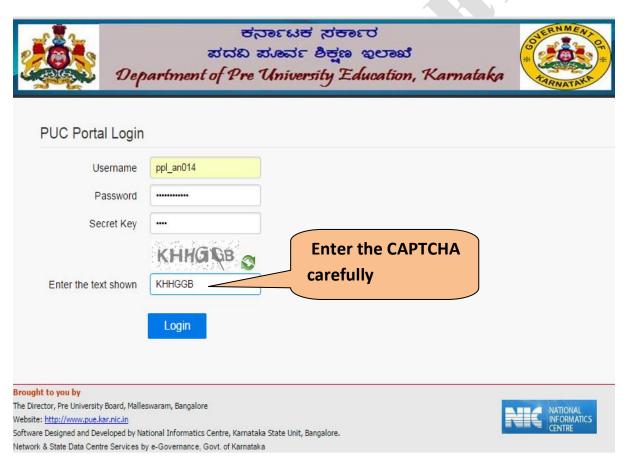
2. Login Detail

Principal has to log-in using the **Username and Password** created.

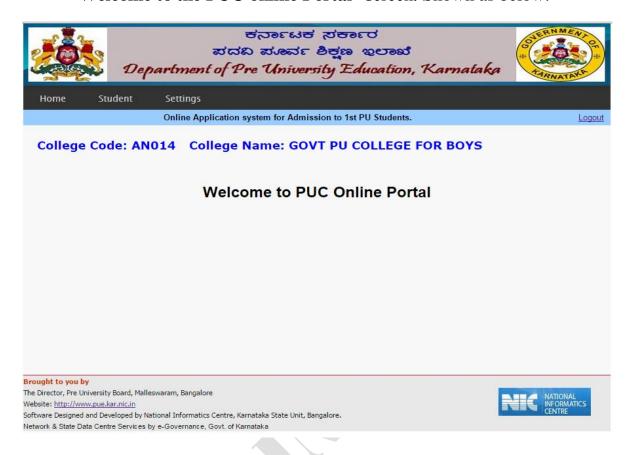
After successful registration, Principal has to make on-line entry of the admission details.

For log-in,

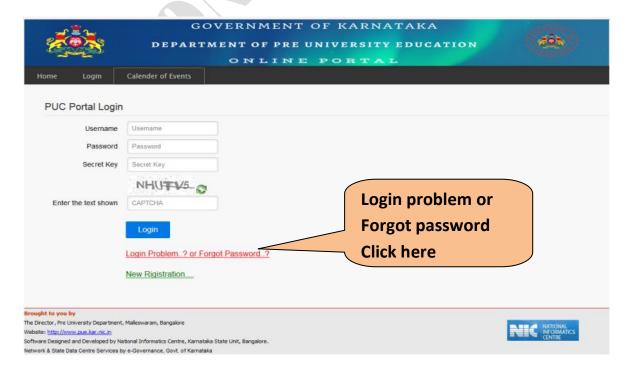
- Click on "PUC Online Portal and Login" displayed just below the generated **Username and Password**.
- Click on "Registered Principal Login" from the **Puc Online Portal Login**.
- The Screen after the above operation looks like as shown below appear :-

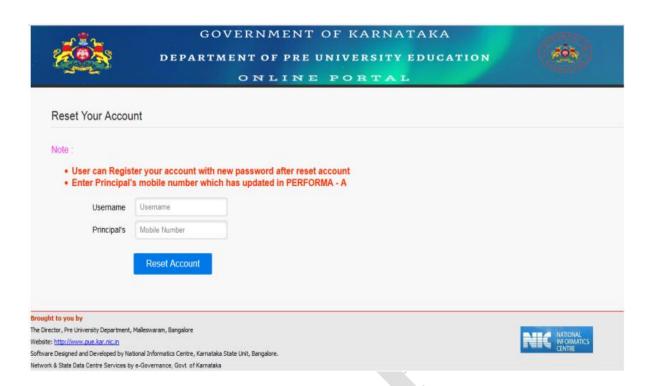


➤ Click on 'LOGIN'. If it is successful, user will be navigated to the "Welcome to the PUC online Portal" screen. Shown as below.



➤ In case the user has any problem in login or has forgotten the password Click on the link "Login problem..?or Forgot password as shown in the Screen below.





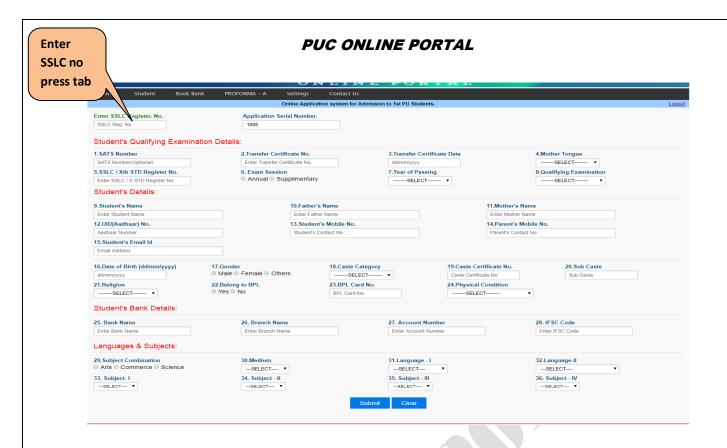
3. Student New Enrolment:

In menu Click "Student" then

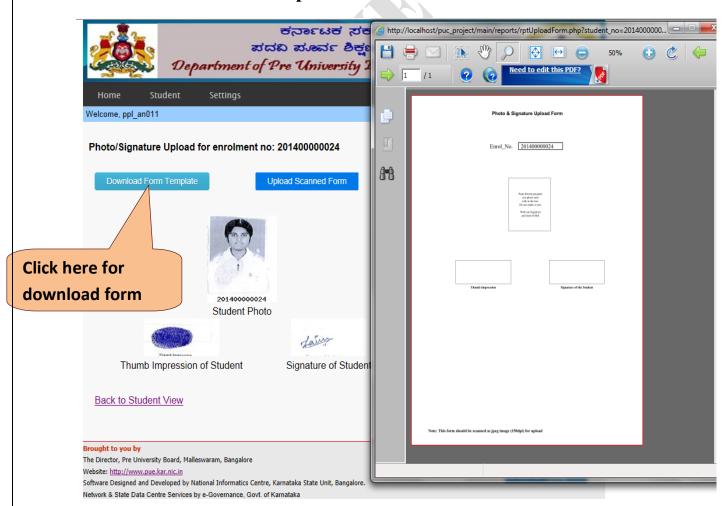
Click - "New Enrolment"

New Student information application form will open.

- ➤ Students who have passed their SSLC examination from KSEEB In the year 2015-16 & 2016-17 their details such as Name, Father name, Mother name, DOB, Caste, Religion, Gender, Physical condition & Aadhaar Will be automatically fetched, remaining details have to be entered in the Form manually.
- > Students from other boards (CBSE,ICSE....etc)their details have to be entered in the Form manually.
- ➤ After completing the entries in the new enrolment form click on Submit button.
- Any wrong entries are made click on clear button before submitting and re enter the student details.

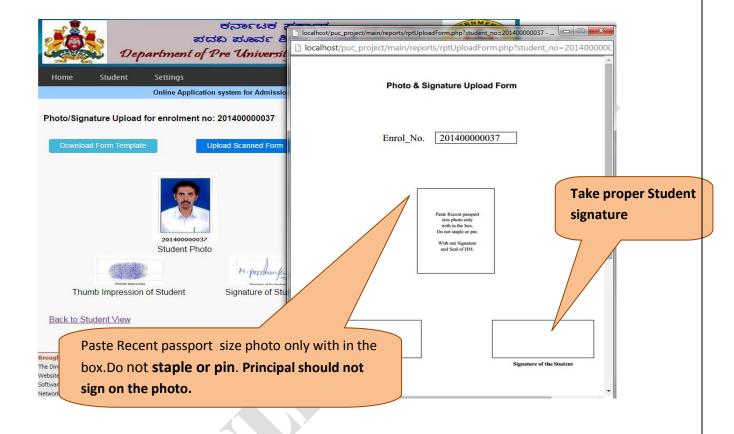


Click - "Download Template Form"

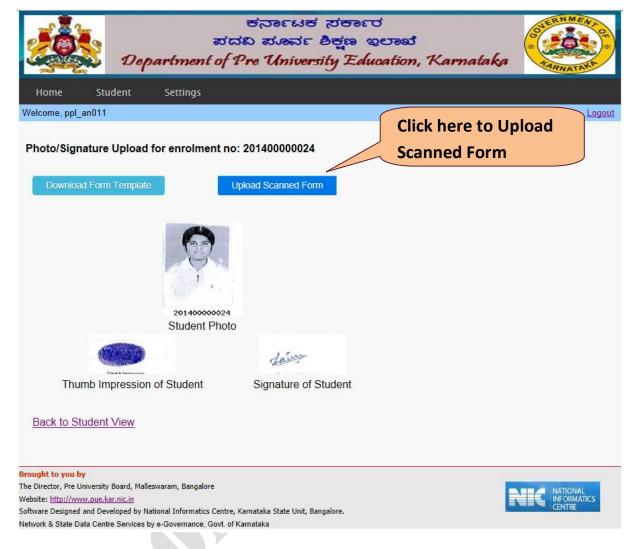


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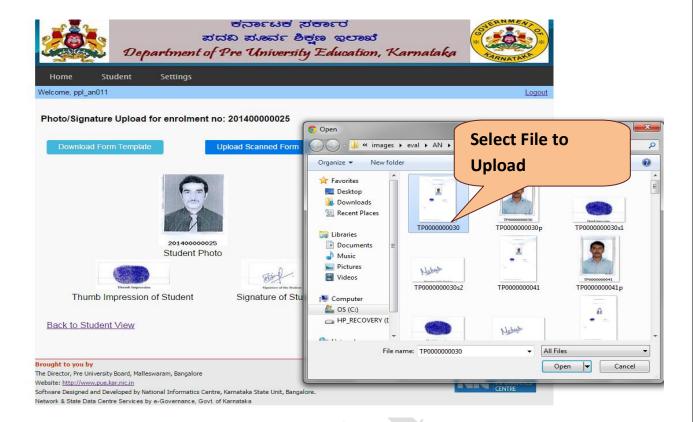
➤ Take print out of the displayed Template (in PDF format), affix passport size photograph, left hand thumb impression and signature and scan the same.



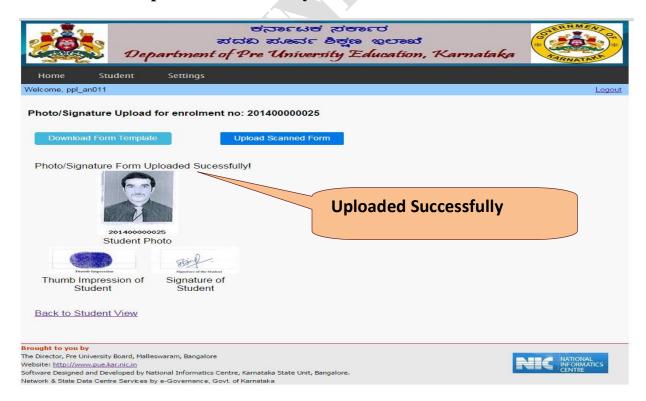
4. **To upload Photograph** thumb impression and signature scanned format Click on "Upload Photo" option, displayed on of the screen,



- ➤ This form should be scanned as **jpg image** (150dpi) for uploading of Photo thumb impression and signature to the PUC Portal, scan format save it in **JPG format**. The file size has to **be less than 50Kb**)
- Click on "scanned form" and browse to select the scanned photo file to be uploaded from the desired location then **click "upload"** button.
- Note: This form should be scanned as jpg image (150dpi) for upload

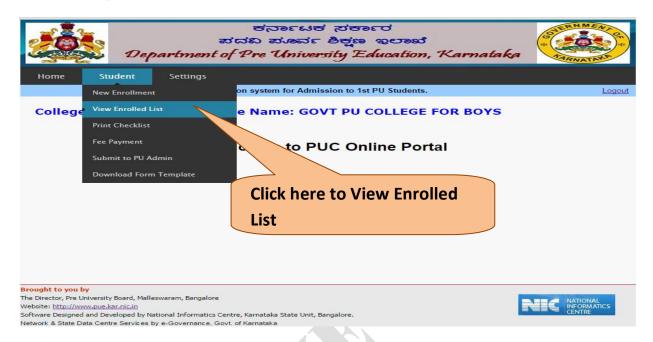


➤ On successful uploading, portal will display message "Your photograph has been uploaded successfully" as below.



5. View the Students Enrolled list

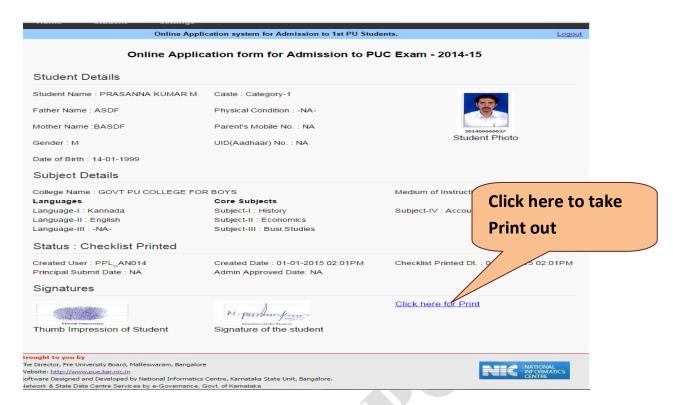
This page can be used to view the student details which are in the record.



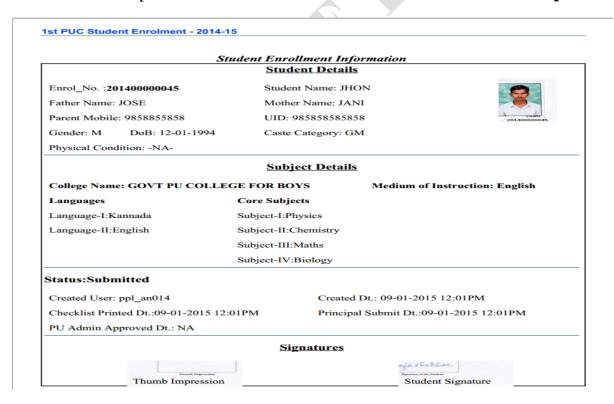
- ➤ It shows enrolled student lists. You can view the status of checklist generated, Submit to PU Admin.
- ➤ Select from Letter A to Z to view student Enrolled list in sorted Order.



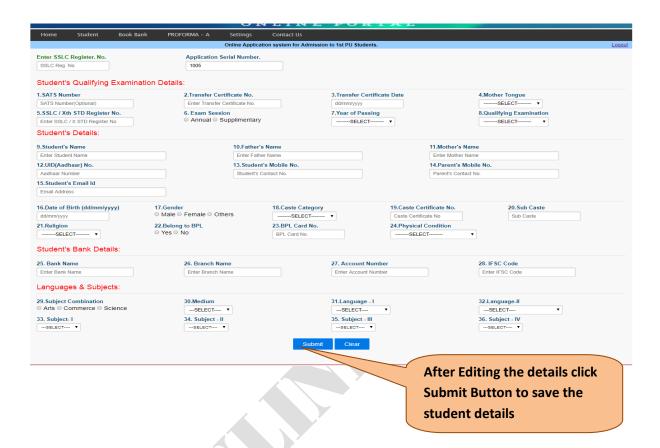
> To View enrolled student's data, click on **view button**.



To take a print out of the Enrolled Student's data "click here for print".



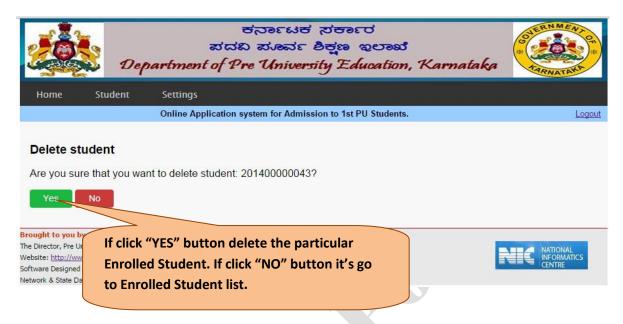
Any corrections are to be made in the final data which you have entered, then you have to click **Edit button** make necessary correction and then click submit button given in the next screen.



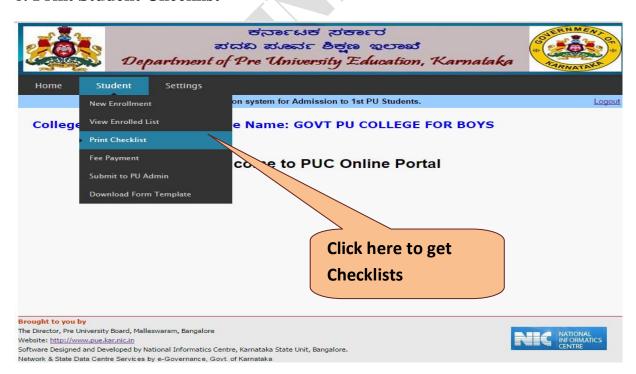
➤ If by mistake another scanned JPG file is uploaded, To upload new file click on upload button once again select the required file from file directory and upload.

Note: This form should be scanned as jpg image (150dpi) for upload

➤ If you need to delete the entries made wrongly, then click on the Delete button and then click on yes button if you are sure to delete the data entered. All the data entered about that particular student will be deleted.



6. Print Student Checklist

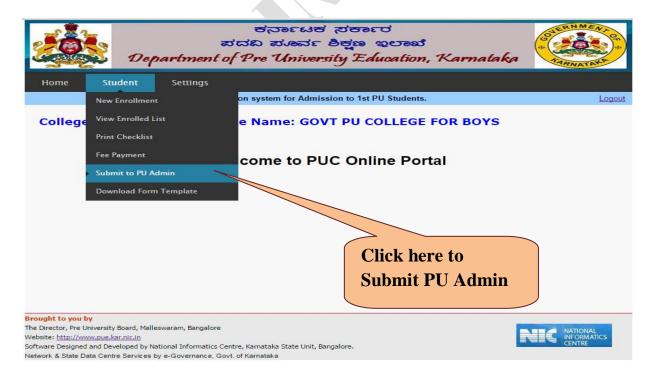


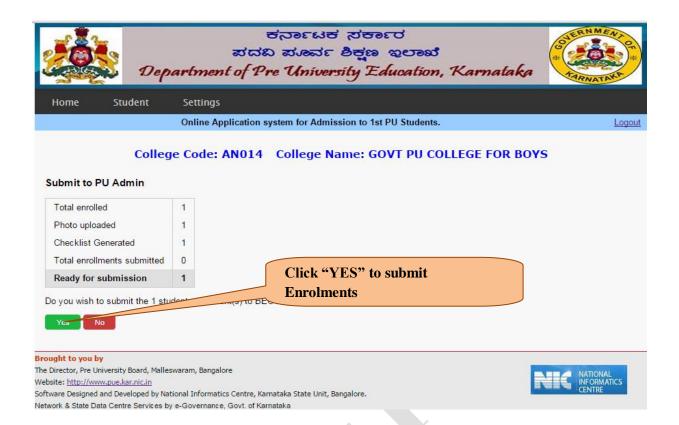
1st PUC Student Enrollment - 2014-15

Student Enrollment Checklist

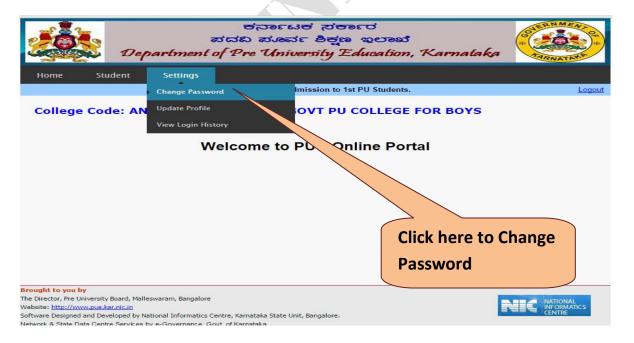
	Code: AN012	College Name: MES		
	o. of Students: 6		No. of Pages: I	
Sl.No.	Admission No. & Photo			Exam Details
2	20141425152142	Errol_No: 20140000 Student Name: SDFJ Father Name: KLFD Mother Name: KLFD DoB: 11/06/1998 Gender: Male Mobile: NA Enrol_No: 20140000 Student Name: SDFJ Father Name: KLFD Mother Name: BJFJ Father Name: SLFD Mother Name: DKFJ	Caste: GM phy. Condtn.:-NA- UID:NA	Medium: English PART-1 01 - Kannada 02 - English PART-2 33 - Physics 34 - Chemistry 35 - Maths 36 - Biology Medium: English PART-1 01 - Kannada 02 - English
		DoB: 11/06/1998 Gender: Male Mobile: NA	Caste: SC phy. Condtn.:-NA- UID:NA	33 - Physics 34 - Chemistry 35 - Maths 36 - Biology
3	20141425152142	Enrol_No: 20140000 Student Name: SDFJ Father Name: KLFD Mother Name: DKFJ DoB: 11/06/1998 Gender: Male Mobile: NA	K J	Medium: English PART-1 01 - Kannada 02 - English PART-2 33 - Physics 34 - Chemistry 35 - Maths 36 - Biology
4	20141425152142	Enrol_No: 20140000 Student Name: VIJA Father Name: ALAN Mother Name: ALAN DoB: 11/06/1998 Gender: Male Mobile: NA	Y N Caste: GM phy. Condtn.:-NA- UID:NA	Medium: English PART-1 01 - Kannada 02 - English PART-2 33 - Physics 34 - Chemistry 35 - Maths 36 - Biology
5	2014252545	Enrol_No: 201400000021 Student Name: NNNANARRR Father Name: FATHER RRR Mother Name: MOTHER DoB: 12/12/1997 Caste: Category-1 Gender: Female phy. Condtn.:-NA- Mobile: 9858585854 UID:214547547885		Medium: English PART-1 01 - Kannada 02 - English PART-2 33 - Physics 34 - Chemistry 35 - Maths

7. Submit PU Admin Details:



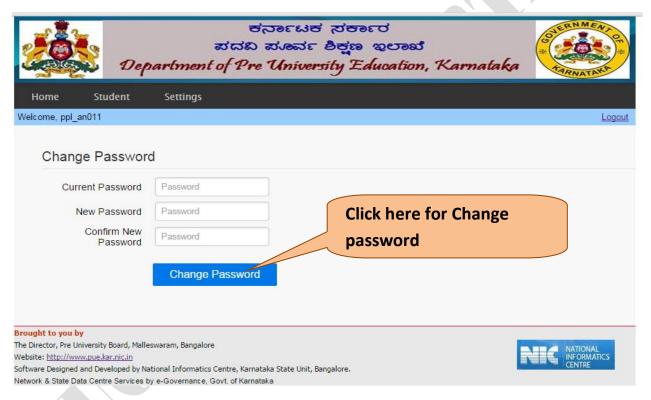


8. Change Password:



- If you want to **change password** first open this page and select change password as shown below.
- Enter the current password and then create new password and confirm password.
- Click **change password** button.
- Please follow these detail steps shown below.

Enter old password, new password, confirm password and click submit.



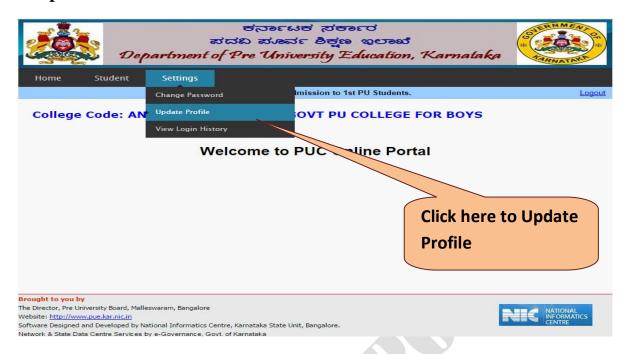
Current password -- Mandatory, Enter old password.

New password -- Mandatory Enter new password.

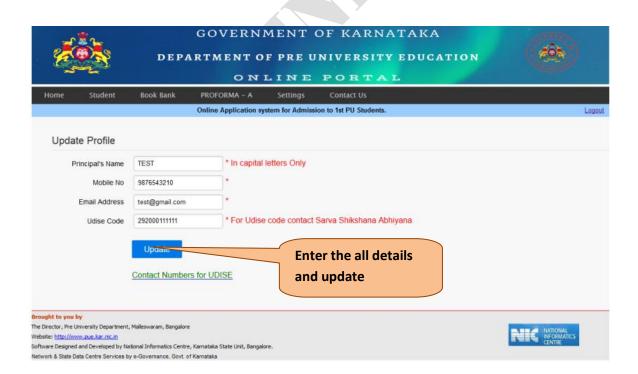
Confirm password -- Mandatory Enter confirm new password.

Click submit

9. Update Profile:



- > Follow these instructions shown on the picture to update profile
- > You have to enter the correct details to update profile



10.Book Bank:

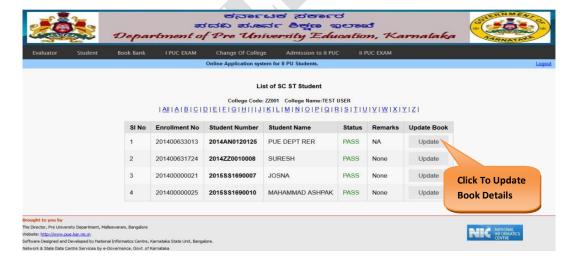
Step 1:

Menu bar select Book Bank ->then click on Eligible Student List



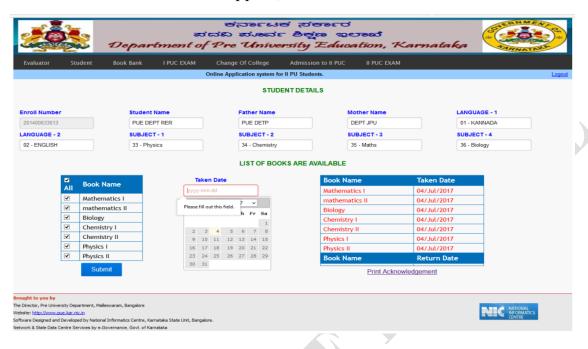
Step 2:

Eligible Student's List will be displayed Click Update button to Update Book Details



Step 3:

Select Book list, Date of issue and Submit (According to Student Subject-combination Book's list will appear)







Step 4: Select Book list, Date of Return Submit





Step 5:

Date:

Acknowledgement for Student Click Print Acknowledgement



Student Book Bank Information

Student Details Enrol_No.:20170000004 Student Name: TEST NAME Father Name: SSSLNAME Mother Name: SSLC TEST NAME Parent Mobile: 9876543210 UID: 123456789112 Gender: M DoB: 18-07-1996 Caste Category: ST Physical Condition: Othres Subject Details College Name: TEST USER Medium of Inst.: English Languages Core Subjects Language-I:English Subject-I:Physics Language-II:Kannada Subject-II:Chemistry Subject-III:Maths Subject-IV:Biology Book Name Taken Date Return Date 2017-08-03 2017-08-03 Mathematics mathematics II Biology 2017-08-03 Chemistry I Chemistry II 2017-08-03 2017-08-03 2017-08-03 Physics I Physics II 2017-08-03 Principal Signature Declaration: I here by Declare that I will return the Books barrowed under Book Bank scheme in good condition at end of the academic Year

Student Signature