

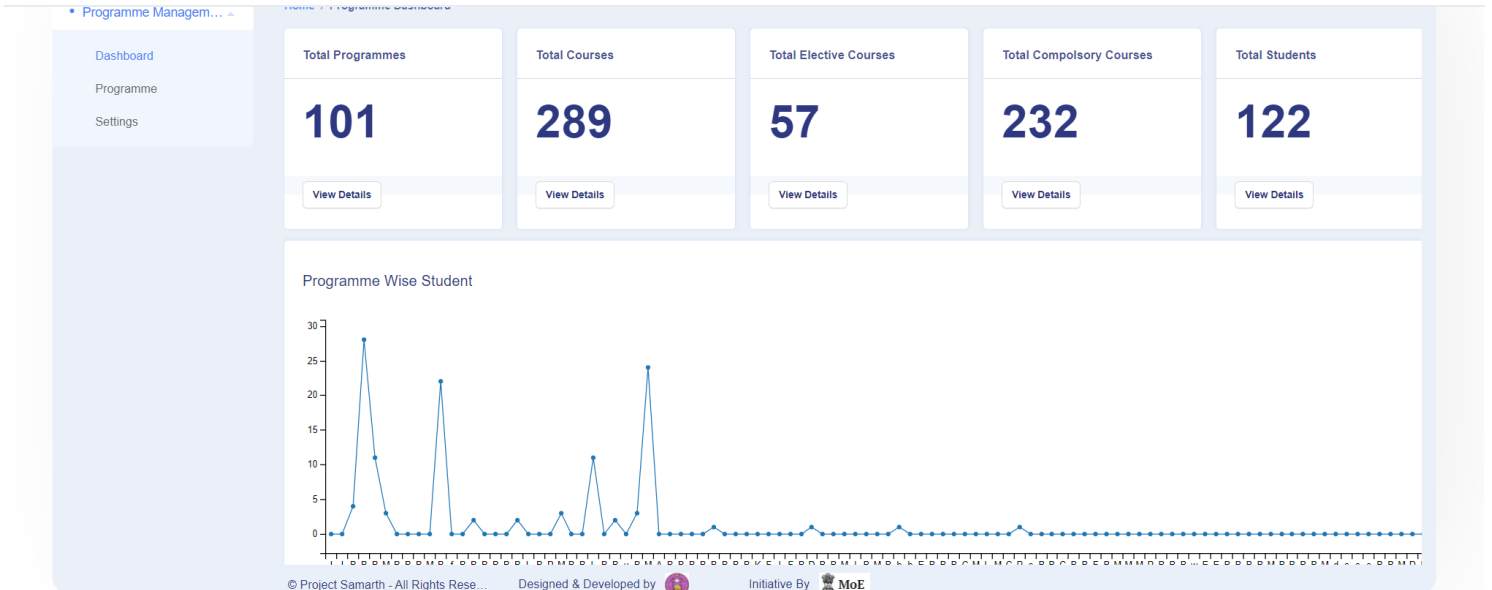
# Programme Management System

## Introduction

- Programme Management module is designed to manage the programmes offered by the University to its students in a particular academic session.
- It contains a list of all the programmes and the Organizational Units where these programmes are conducted.
- Students will be able to select the programme of their choice in which they want to seek admission from the provided list.

## Programme Management module has two subsections

- **Settings (to configure details related to programmes)**
- **Programme**



## Settings

This section contains the configuration details related to the programme management module like:

- Add New Programme
- Programme
- Courses
- Academic Distinction
- Bulk import courses
- All Course's Uploaded Documents
- Programme Re-Registration
- Advance Settings
- Admission Settings










**Only the admin** of programme management can view and access it.



• Programme Managem...

Dashboard  
Programme  
Settings

### Settings

Total 9 items.

Name	Action
Add New Programme	
Programmes	
Courses	
Import Bulk Courses	
Course Upload Document Type Options	
All Course's Uploaded Documents	
Programme Re-Registration	
Advanced Settings	
Admission Settings	

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It contains the following sections:

## Academic Distinction

To configure academic settings, admin has to go on **Settings » Advanced Settings » Academic Distinction**.

In this field, we can define the type of academic distinctions offered by the University like:

- Degree
- Diploma
- Certification
- Bachelor
- Dual Degree
- Integrated Degree
- Master
- PG Diploma

Admin can view/edit the details through the **View** and **Edit** option available in front of every entry in academic distinctions.

## Programmes Disciplines

A **discipline** is defined as a grouping of courses that share common academic or vocational preparation, which are typically defined by a degree or degrees (MFA, MA, BA, MS, etc), or specific professional preparation. The configuration of disciplines can be configured from here.

- Admin can add the discipline by clicking on the **Add Programme Discipline** button present on the top right side of the portal.

## UGC Specified Degree

This section contains all the standard programmes offered according to UGC guidelines.

- Admin can view/edit the details as per the need by clicking on the **View/Edit** button.
- Admin can add the Degree by clicking on the **Add Programme Master** button present on the top right side of the portal.

## Admission Quotas

This section contains all the standard Quotas like General, SC, ST, etc.

- Admin can edit the details as per the need by clicking on the **Edit** button present in front of each entry.
- Admin can add the Quotas by clicking on the **Add Admission Quotas** button present on the top right side of the portal.

## Enrolment Types

Here admission mode is configured like Regular, Correspondence etc.

- Admin can edit the details as per the need by clicking on the **Edit** button present in front of each entry.
- Admin can add the Enrolment Type by clicking on the **Add Enrolment Type** button present on the top right side of the portal.

## Enrolment Status

Here enrolment status is configured whether the student is ex-student, dropped out, etc.

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- Admin can add the Enrolment Status by clicking on the **Add Enrolment Status** button present on the top right side of the portal.

## Exam Schemes

Here schemes of the examination are captured like If the exams are conducted annually, Semester wise etc.

- Admin can edit the details as per the need by clicking on the **Edit** button present in front of each entry.
- Admin can add the Exam Scheme by clicking on the **Add Exam Scheme** button present on the top right side of the portal.

## Programme

After configuring all the settings, the admin can add new programmes by clicking on the **Add programmes** button. Admin needs to fill the details :

- Admin needs to fill the details in formal sheet.

Else, admin can also import bulk programmes through excel sheet in following format: [<https://docs.google.com/spreadsheets/d/1HEq59NTkhntYssAjlPtA3r4GJ8iRZcbW-eT4jftuWS0/edit?usp=sharing>]{.ul}

## UGC Specified Degrees

Admin needs to select the UGC approved Programmes from the options present in drop down list.

## Short Code

This field asks for a shortcode name for that particular programme.

## Title English

Here Title of the programme entered in the English language.

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Here Title of the programme entered in the Hindi language.

## Delivery Mode

It shows the options which were kept in **Enrolment Type** in the setting section. The admin needs to select from those options only. If the admin wants to select any other option then he/she needs to add it in the Enrolment Type sub section under the settings section.

## Language Modes

It captures all the languages the programme offered like English Hindi, Japanese, Korean, etc.

## Programme Type

This will be a predefined and unchangeable field which will be reflected once UGC specified degree is selected. It specifies the type of programme like Degree, Diploma, etc.

## Level

This will be a predefined and unchangeable field which will be reflected once UGC specified degree is selected. It specifies the level of the programme like Bachelor's, Master, Certificate, etc.

## Minimum Age

It captures applicant's minimum age to enroll for the particular programme. The applicant below the minimum age cannot opt for that particular programme.

## Total Credits

It captures the total credit offered by the programme as a whole.

## Credit Scheme

It specifies whether a credit scheme is allowed in this programme or not. It depends on the University.

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Annually, Semester-wise, etc.

## **Fee Mode**

Here we define how fees will be deposited. For example: annually, semester-wise, etc.

## **Minimum Duration**

Here the minimum duration of the programme will be captured.

## **Maximum Duration**

Here the maximum duration of the programme will be captured, that is the programme cannot extend this duration.

## **Duration in**

It specifies how duration to be calculated for a maximum and minimum duration.

## **Semester Applicable**

It specifies whether the semester system is applicable to the programme or not. It totally depends upon the university guidelines.

## **Qualification Applicable**

It specifies whether a specific qualification type is applicable for the programme or not.

## **Specialization**

It holds the name of the specialisation that programme is of.

## **Language Name**

It holds the name of a programme in any other language.

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## Lateral Entry Allowed

It specifies whether the lateral entry is allowed for that particular programme or not.

## Interim Exit Allowed

It is the option that specifies whether an applicant can exit the programme in between the program duration.

Notice: It captures any notice or announcement related to the programme apart from the description and programme details.

## Status

This option specifies whether that the programme is activated/inactivated. If the programme is no more valid then set the status to **Inactive**, else set the status **Active**.

## Description

It captures the description related to the programme.

## Eligibility

It captures the eligibility related to the programme.

## Duration

It captures the duration of the programme.

## Fee Structure

It captures the fee structure of the programme.

## Programme Details



## Programme Coordinator

It specifies the person's name who will be responsible coordinate the programmes.

## Configure programme

Other details related to the programme can be added in the settings section of each programme. For Example Qualification criteria, the courses under each programme, seat availability, fee structure can be configured programme wise as per the requirement.

## Organizational Units

It captures all the OU's where this particular programme is running. Admin can add OU's here programme wise as per the need.

## Qualification Criteria for admission

It captures the minimum qualification criteria for admission programme-wise.

- Admin can update the status of the qualification from active to inactive and vice versa as per the requirement.
- Admin can add new qualifications by clicking on the **Add** button.

## Upload Document required for Admission

Here admin can specify what all documents are needed to be uploaded at the time of admission programme-wise.

- Admin can update the status from active to inactive and vice versa as per the requirement.
- Admin can add new qualifications by clicking on the **Add** button.

## Seat And Fee Structure

- Admin can update it whenever necessary. Admin can even define the currency in which the fee has to be deposited by the applicant.
- If the seats of a particular category are not present then it can be set as inactive.

## Course List

It captures all the courses offered under the particular programme. It can be either core or elective.

- Admin can view/update the course list by clicking on the **View update** icon present in front of each course.
- Admin can add new paper(Course) details by clicking on the **Add Paper** button present on the top right side of the portal. Admin needs to fill a few details like Course code, the Course title, Credits, Marks(max/min), Status, etc.

## All Details

It contains overall details/configuration done by admin. He can view it at one place under **All details** subsection and even he can add/update from here.

## Procedure to configure settings

- 1: Login as Programme management admin to view programme management dashboard.
- 2: Click on the settings section to first configure the programme related details.
- 3: Click on the **Add academic distinction** button to add academic distinction, fill all the relevant information and click on submit.
- 4: To edit any details click on the **Edit** button and save the changes once the details are updated.
- 5: To view the details of academic distinction then click on the **View** icon.
- 6: Similarly to add/ edit/ view Programmes Disciplines, UGC Specified Degree, Admission Quotas, Enrolment Type, Enrolment Status, Exam Scheme, Programmes, follow the same step from step3 to step 5.

- Click on **View** icon to view the details of particular programme.
- Then click on **Edit** icon to edit the disciplines of particular programme.

b) For UGC specified Degree:

- Open the **UGC Specified Degree** section.
- Click on **View** icon to view the details of degree of particular student.
- Then click on **Edit** icon to perform any action on that student's degree.

c) For Admission Quotas:

- Open **Admission Quotas** section.
- Then click on top right of the section to add admission quotas.
- After selection the specific entry, click on the **Edit** icon under **Action** column for editing.

d) For Enrolment Types :

- Open the enrolment types section.
- Then click on the top right of the section to add enrolment types.
- After selecting the specific entry, click on the **Edit** icon under **Actions** column for editing.

e) For Enrolment Status :

- Open the enrolment status section.
- Then click on the top right of the section to add enrolment status.
- After selecting the specific entry, click on the **Edit** icon under **Actions** column for editing.

f) For Exam Schemes :

- Open the exam scheme section.
- Then click on the top right of the section to add exam schemes.
- After selecting the specific entry, click on the **Edit** icon under **Actions** column for editing.

## Procedure to add new Programme

1: After configuring all the settings admin can add new programmes by clicking on the **Add programmes** button.

2: Fill in all the details related to the programme and click on the **Save** button.

3: To make changes in an already existing programme click on the **Setting** button.

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present in front of the Qualification Criteria for admission.

Then click on either the **Update** button to update any entry under it or the **Add** button to add a new entry under it.

- We can also **add** and **update** the already existing entries. a. Update option is available under **Action** column. b. Adding programme qualification list requires information like **Qualification Code** and **Status**

5: Similarly we can either add or update other subsections of settings like:

- Uploading Document required for Admission
- Seat And Fee Structure
- Course List
- For Course Structure
- All remaining details like: Qualification criteria for admission, Upload document required for admission and organizational unit.

## External Resources

 [Module Training Video ↗](#)

 [Edit this page](#)

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[← Payroll Management System](#)

[Recruitment Management \(Candidate Portal\) - Non-Teaching →](#)

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**ACADEMICS**

Academics

Alumni Portal

Evaluation & Grading

Evaluation & Grading (for evaluator)

Hostel Management

[Programme Management System](#)

Student Feedback Management

Training and Placement

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**ACCOUNTS & FINANCE**

Bill Tracking System

Budget & Accounts

Endowment

Payroll Management System

Research Project & Management System

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**ADMISSIONS**

CU Admission Userguide

CUCET Administrative Portal - CUSB

CUCET User Guide for Registration 2021

DU Admission - PG

DU Admission - UG

DU Admission Backend

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**BASE MODULES**

University Profile - Organizational Unit & Organigram

User Administration

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Content regeneration system system  
Minutes Resolutions Archive Retrieval System  
University Web Portal - Technical Document

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## **EMPLOYEE SERVICES**

Career Advancement Scheme  
Employee Management - Admin  
Employee Management - Non Teaching  
Employee Management - Teaching  
Knowledge  
Leave Management System  
ToT Management

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## **GOVERNANCE**

Affiliation Management  
Estate Management System  
File Management & Tracking System  
Inventory Management System  
IT Service Desk  
Legal Case Management System  
Residence Allocation (E-housing)  
RTI Management System

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## **RECRUITMENT**

Recruitment Management (Candidate Portal) - Non-Teaching  
Recruitment Management (Candidate Portal) - Teaching

Screening Process of Non-Teaching Recruitment  
Screening Process of Teaching Recruitment  
Screening Process of Teaching Recruitment- University of Delhi  
Recruitment Management System (Teaching) - Admin Portal

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Core Communication System

Essential Services

Grievance Management

Health Management System

Security Management System

Sports Management System

Transport Management System