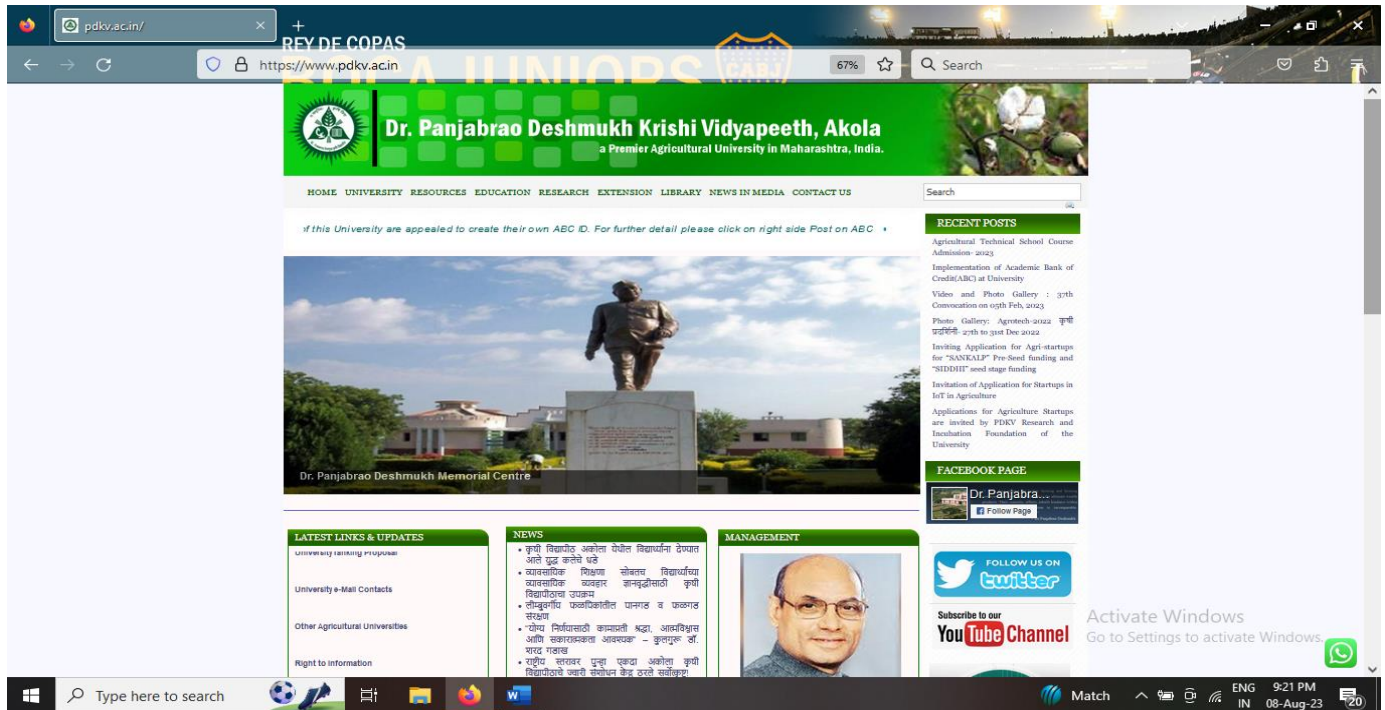# Cap Center Documentation
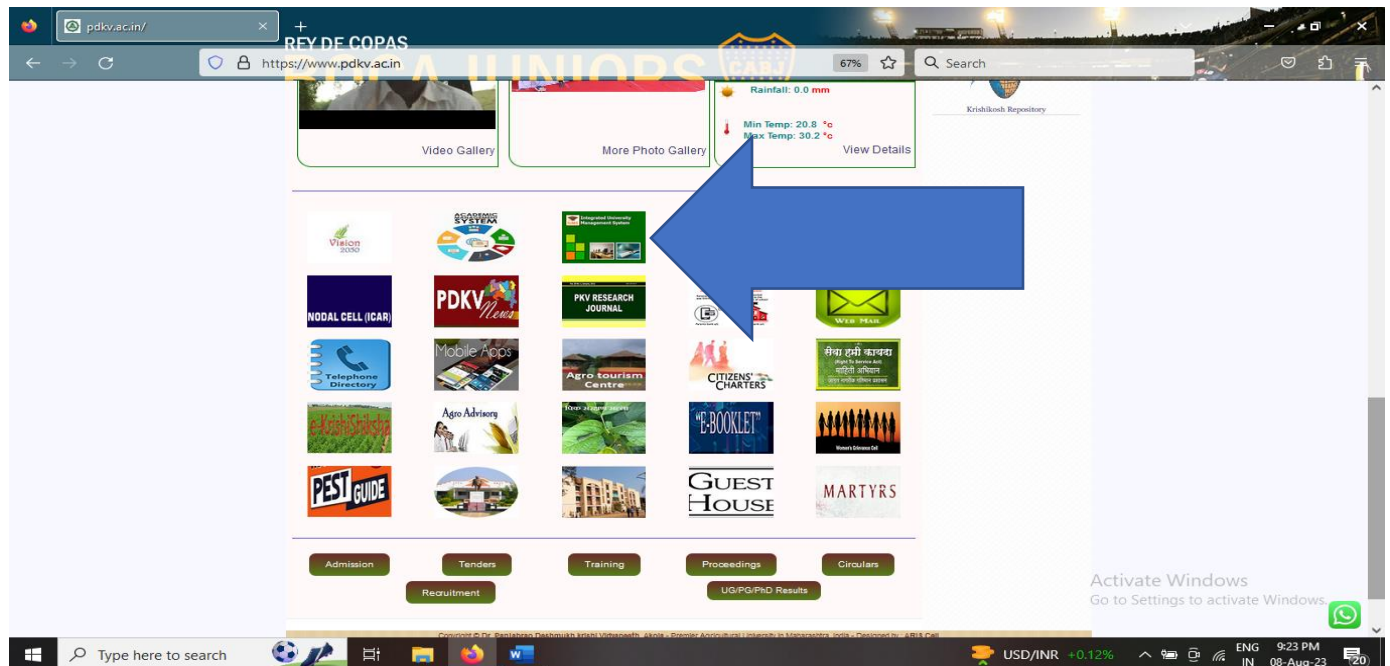
Step 1: Visit University Web Site.

i.e. www.pdkv.ac.in

Scroll Down

Click On IUMS (Integrated University Management System) Icon:
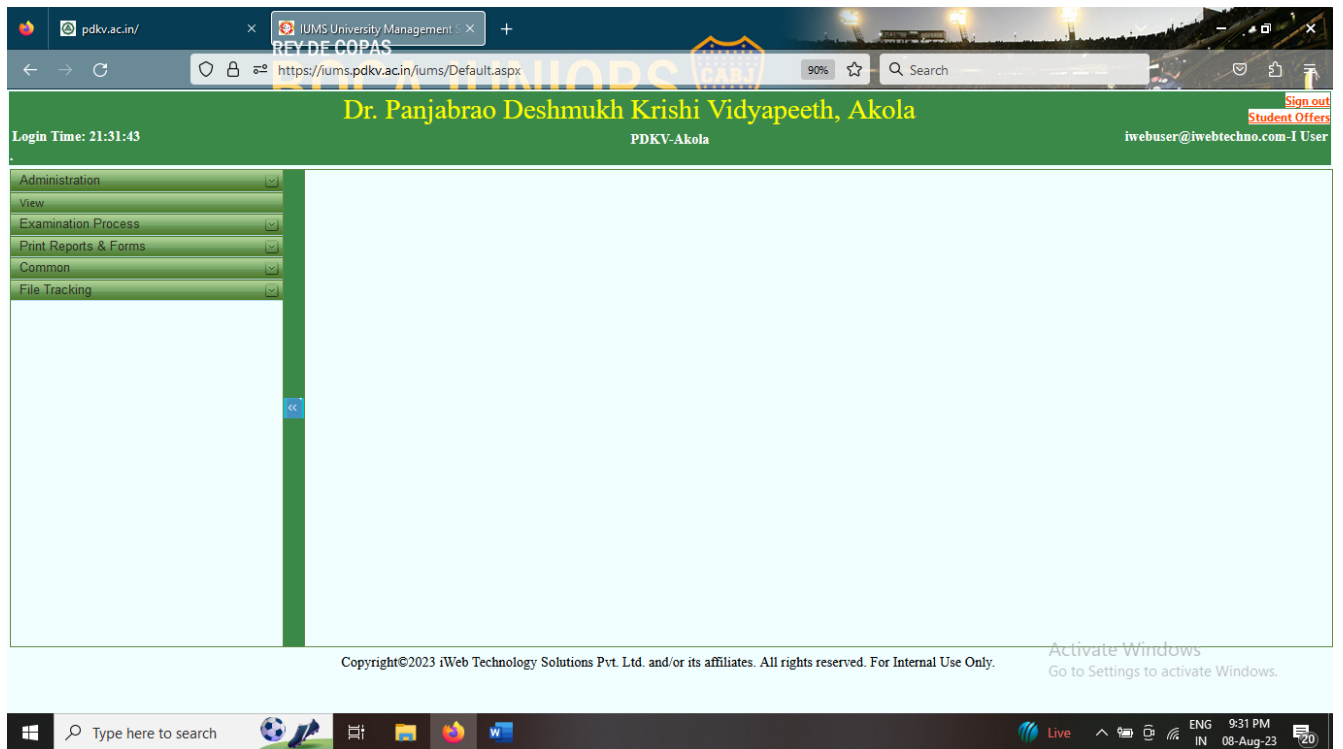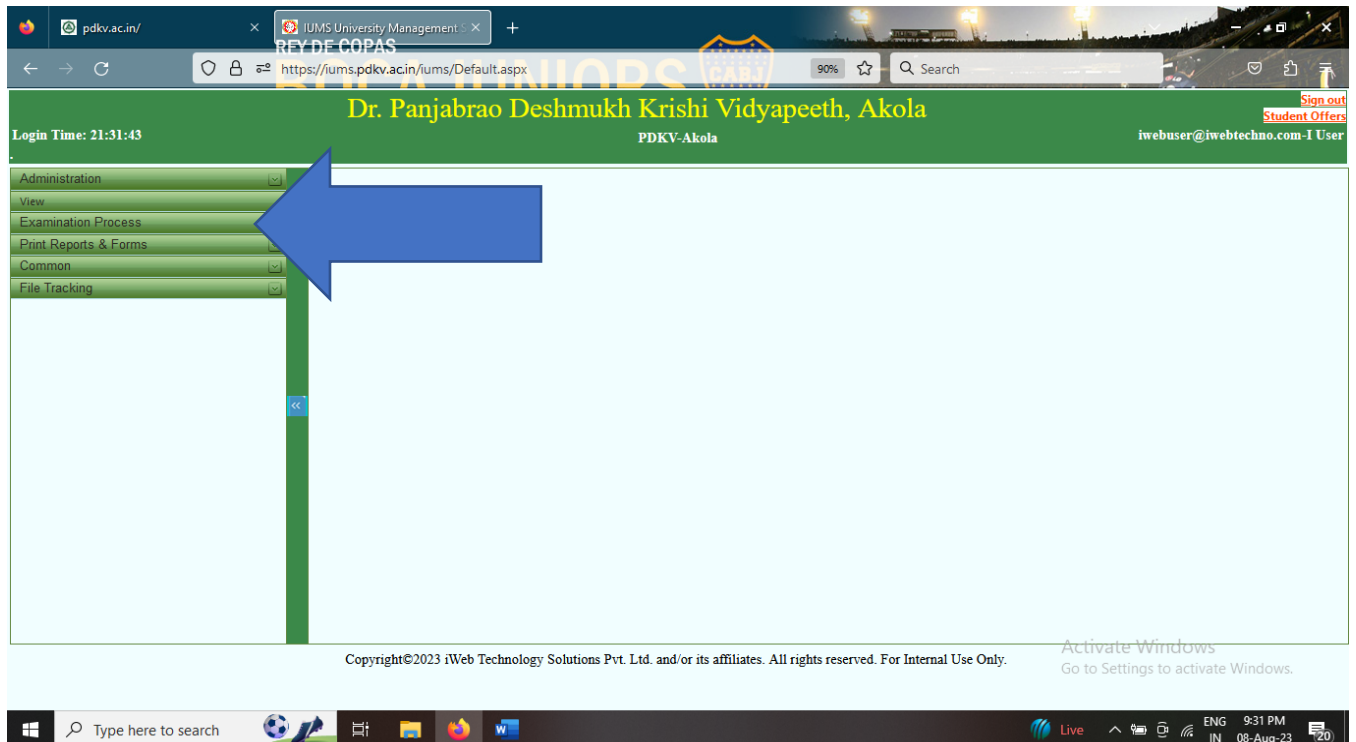As Shown Below

Now Login Screen Will Open.

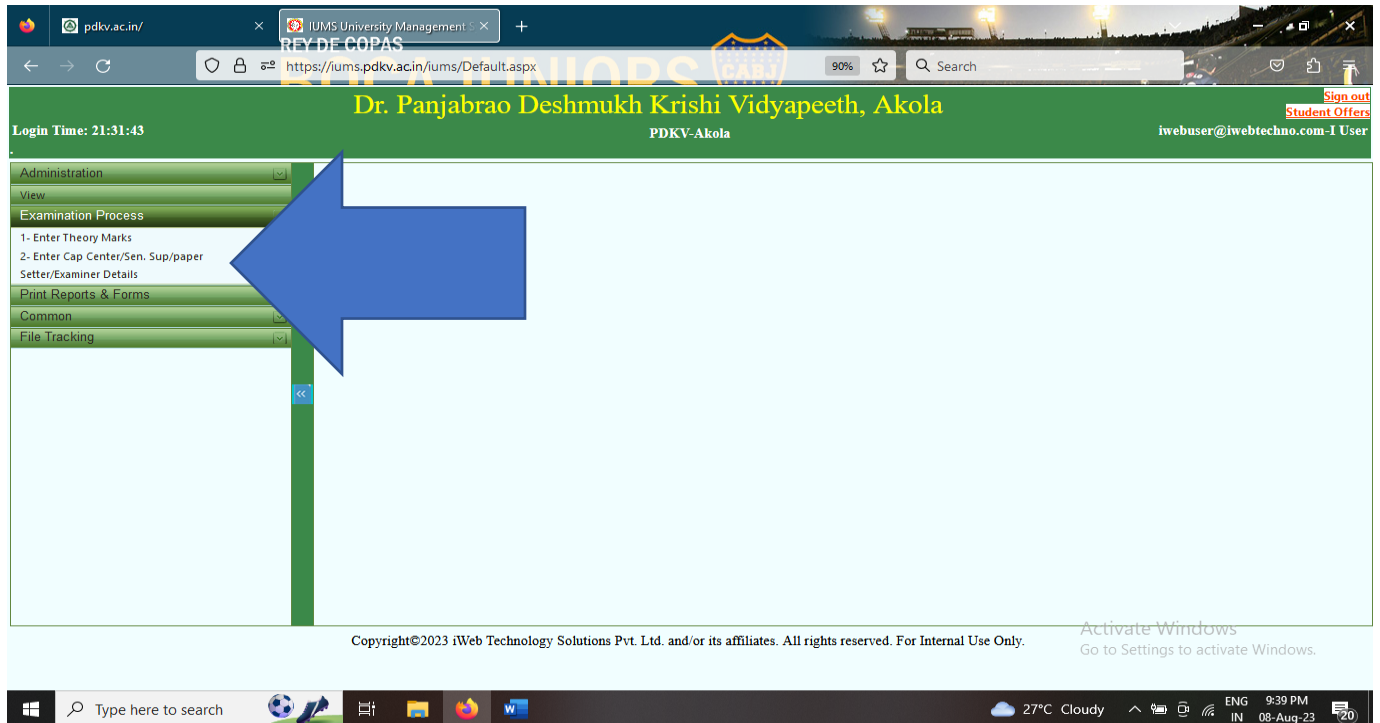➢ Step 2 :Enter Your Login Id and Password Here.

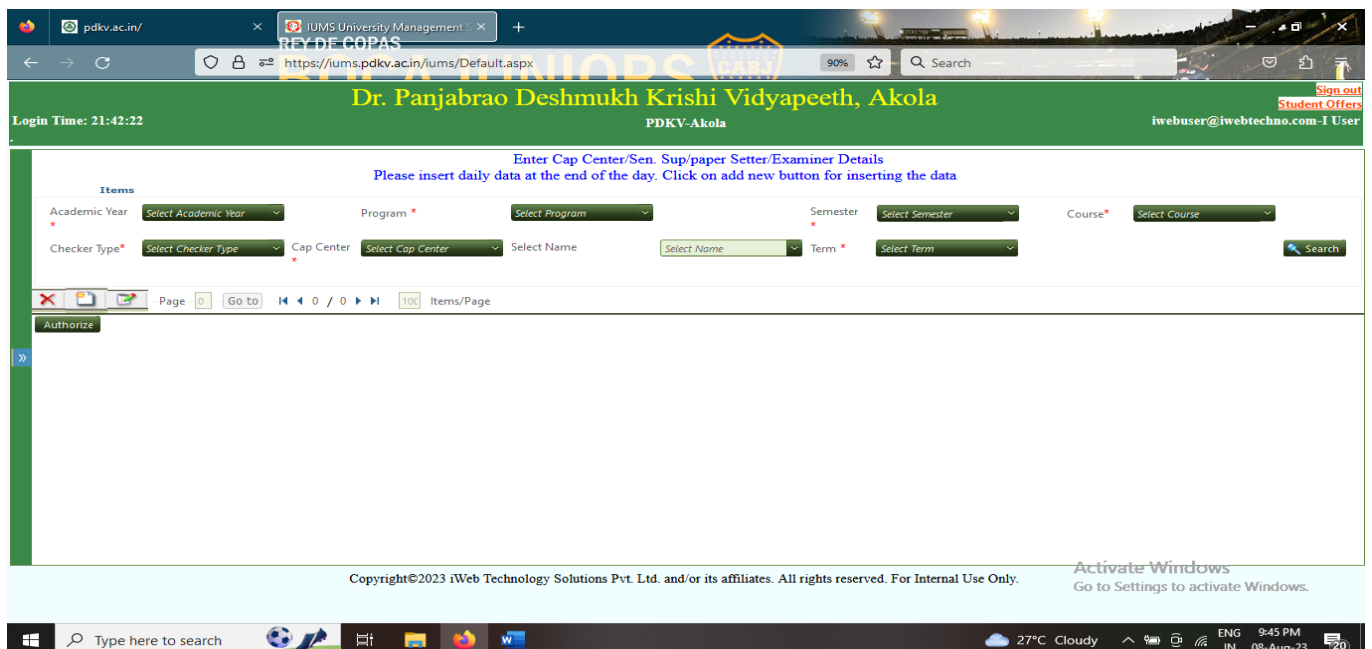Now You Will Enter In Your IUMS Account. The Screen Will Look Like
This.

➢ Step 3: Click On Examination Process.

➢ Step 4: Then Click On Enter Cap Center/Sen. Sup/Paper
Setter/Examiner Details:

Now The Screen For Enter Cap Center/Sen. Sup/Paper Setter/Examiner
Details Will Open.

Step 5: Click On Add New Button.

Then New Screen To Add Paper Details Will Open.

Fill The Details.

Steps To Follow While Filling The Details:

o Step 1: Select The Checker Type.

　　　　　i.e. External Examiner, Senior Supervisor.

o Step 2:
   Fill Your Personal Details.
1. First Name
2. Middle Name
3. Last Name
4. Department/college(Select Your Department/college from Drop Down)
5. Designation (Select Your Designation from Drop Down)
o Step 3:
   Fill Your Working Details:
1. Academic Year
2. Term
3. Duty Performed From Date
4. Duty Performed To Date
5. No. of Holidays
6. Name Of College Where Duty Performed. (Select College Name From Drop Down)
7. Select Certificate Of External Examiner / Senior Supervisor
   Steps To Upload The Certificate:
   Step 1: Click On Upload Button.

Step 2: Browse The To The Certificate Location.

Step 3: Select The Certificate To Upload.
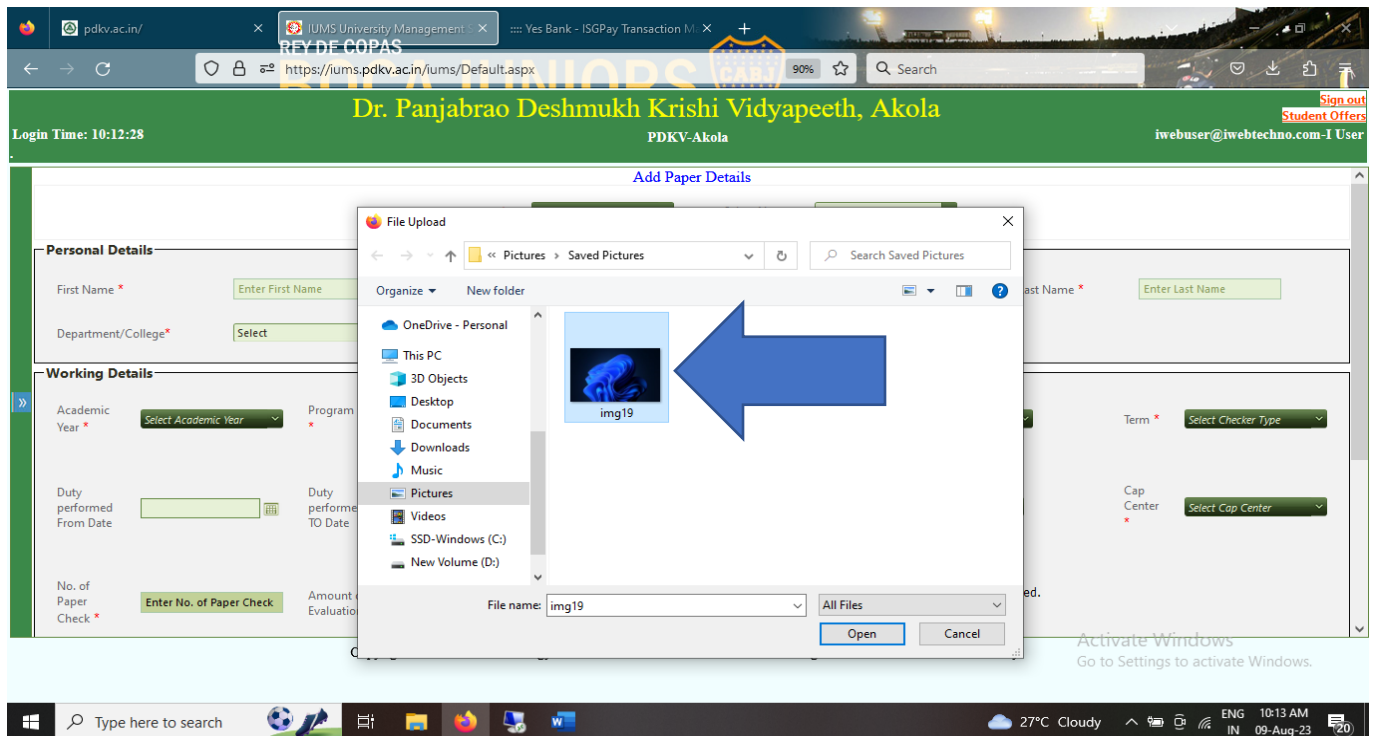
Step 4: Click On Open Button.

Step 5: Click On Upload Button.

Step 6: Now Your Certificate Is Uploaded Successful.

o Step 4: Fill Bank Details.

Fill Bank Details Here:

1. Select The Bank Name From Bank Name(Drop Down)
2. Enter Your Branch Name.
3. Enter Your Account Number.
4. Enter Mobile Number (Mobile Number Must Be Linked With Bank)
5. Enter IFSC Code.

Now Click On The CHECK BOX Before Saving The Data.

Now Click On Save Button.

Then Data Saved Successfully Will Message Will Appear.