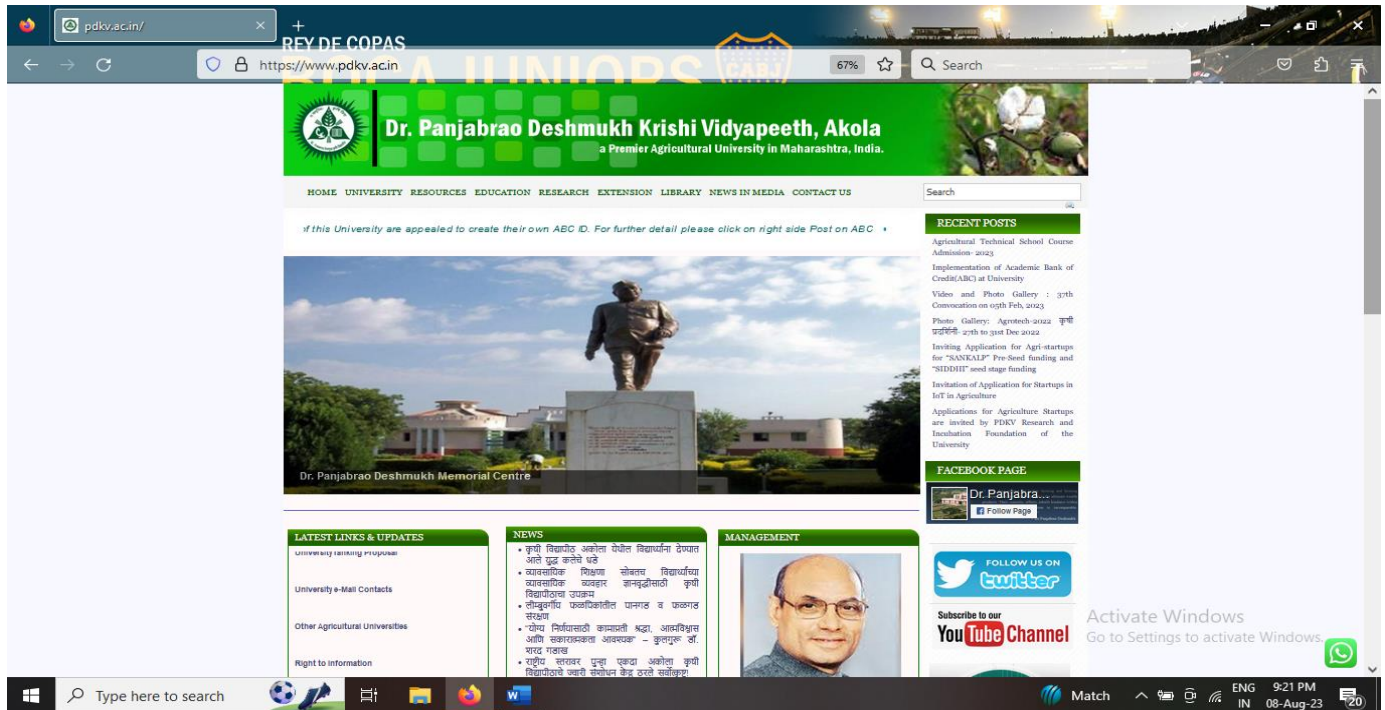


# Cap Center Documentation

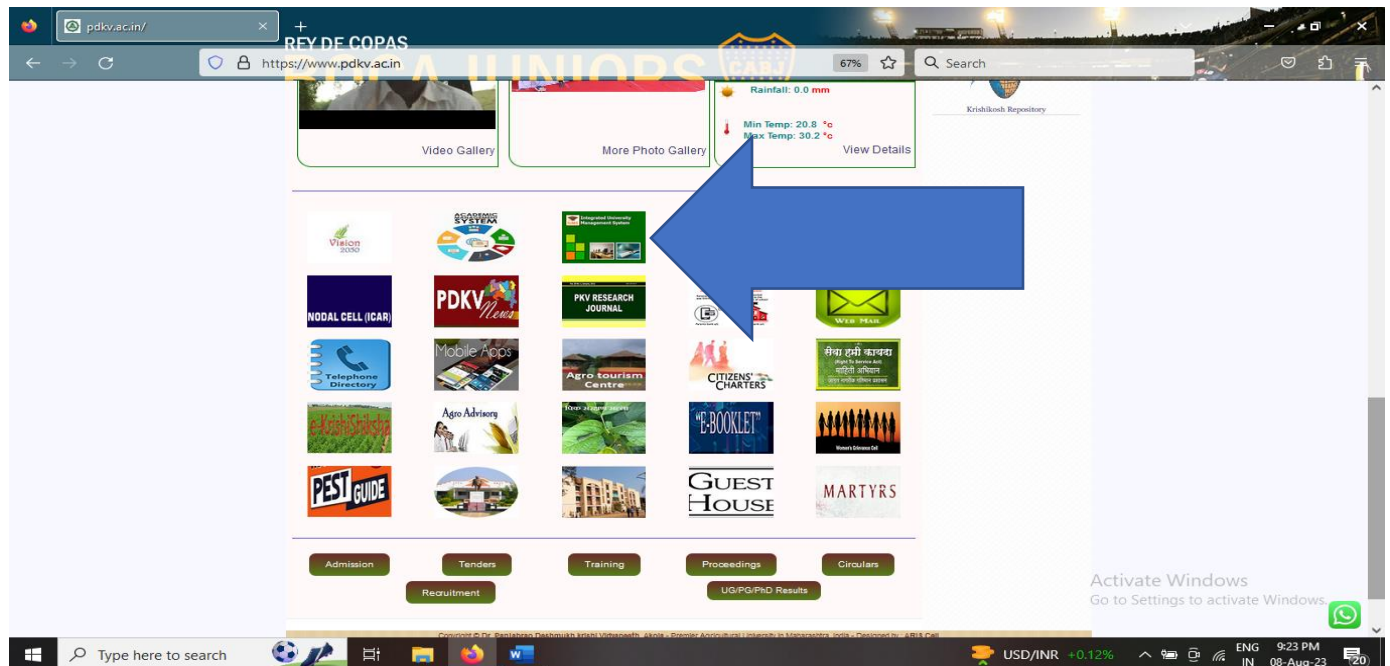
Step 1: Visit University Web Site.

i.e. [www.pdkv.ac.in](http://www.pdkv.ac.in)



Scroll Down

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

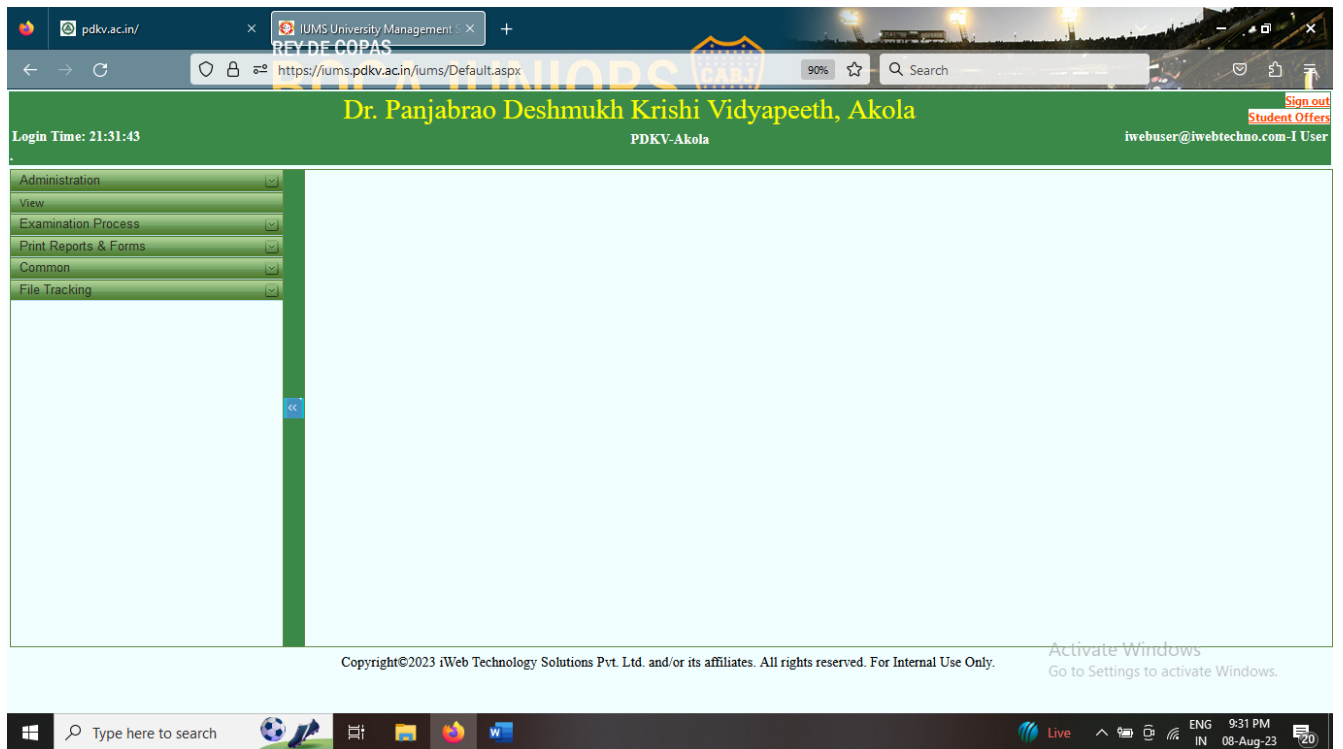


Now Login Screen Will Open.

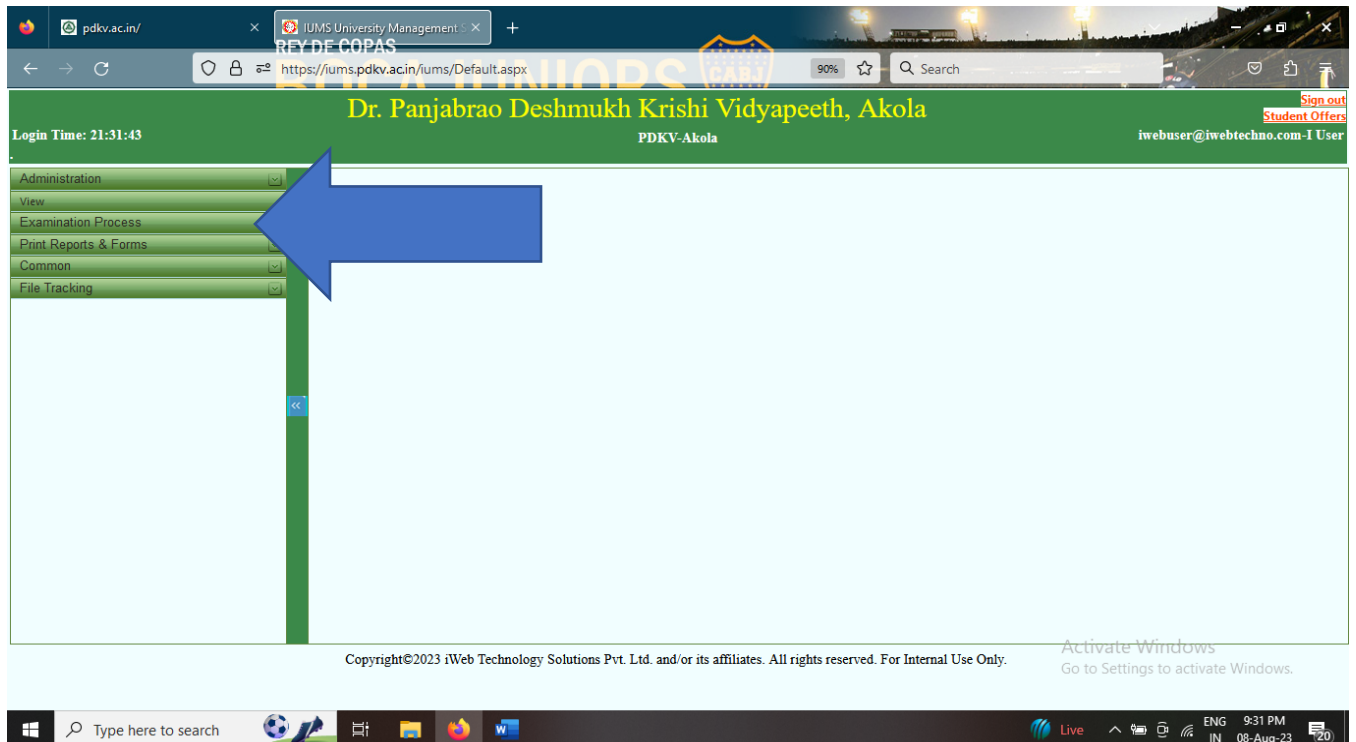


➤ Step 2 :Enter Your Login Id and Password Here.

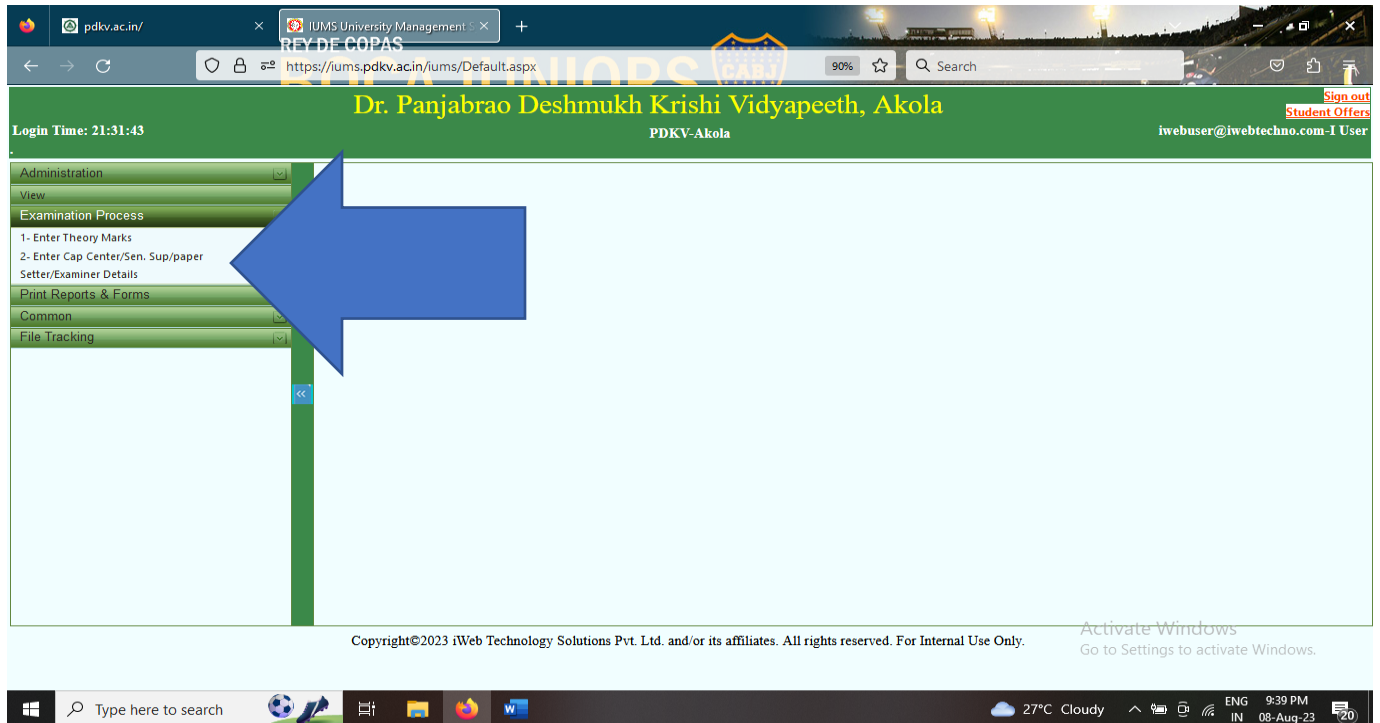
Now You Will Enter In Your IUMS Account. The Screen Will Look Like This.



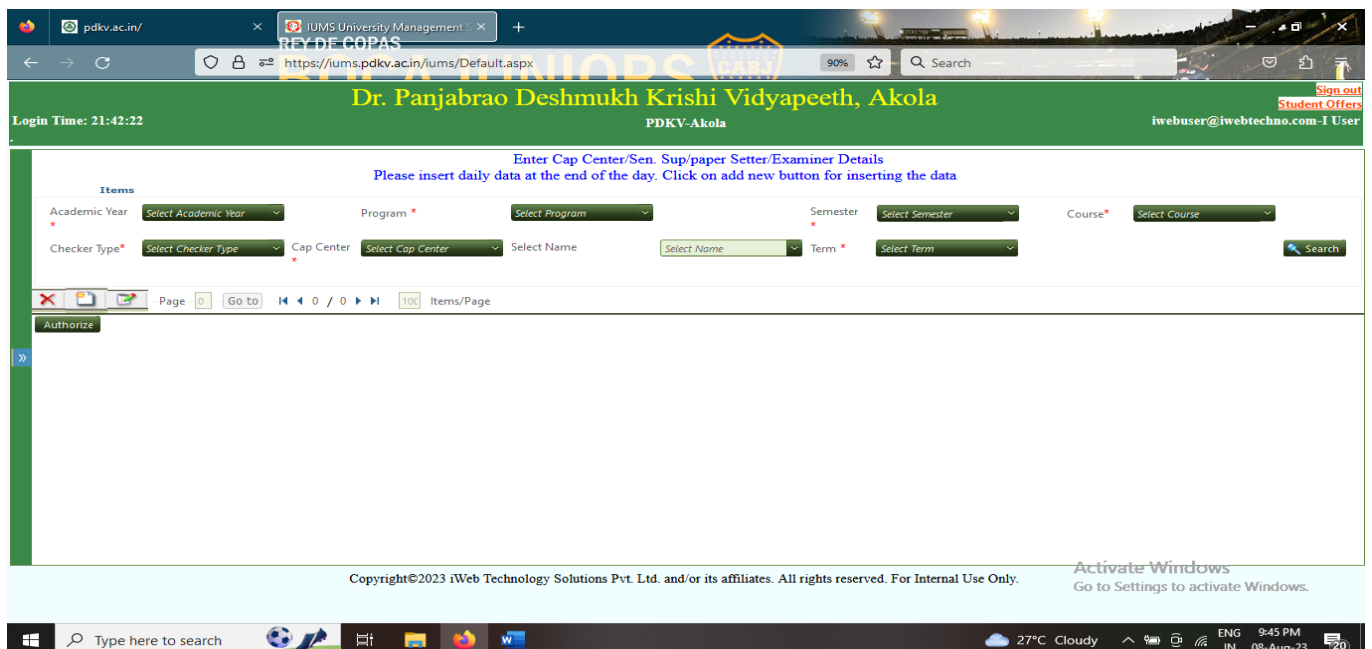
➤ Step 3: Click On Examination Process.



- 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.

The screenshot shows the IUMS University Management System interface. The header includes the university name "Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola" and the user "iwebuser@iwebtechno.com-I User". The main content area displays a table titled "Items" with columns for Academic Year, Program, Semester, Course, Checker Type, Cap Center, Select Name, and Term. A blue arrow points to the "Add New" button located below the table. The footer contains copyright information and a Windows activation notice.

Items

Enter Cap Center/Sen. Sup/paper Setter/Examiner Details  
Please insert daily data at the end of the day. Click on add new button for inserting the data

Academic Year \*  Program \*  Semester \*  Course \*

Checker Type \*  Cap Center \*  Select Name  Term \*

Page 0 Go to 0 / 0 100 Items/Page

Auth

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Activate Windows  
Go to Settings to activate Windows.

## Then New Screen To Add Paper Details Will Open.

The screenshot shows the "Add Paper Details" form. It is divided into two main sections: "Personal Details" and "Working Details". The "Personal Details" section includes fields for First Name, Middle Name, Last Name, Department/College, and Designation. The "Working Details" section includes fields for Academic Year, Program, Semester, Course, Term, Duty performed From Date, Duty performed TO Date, No OF Holidays, Name Of College Where Duty Was Performed, Cap Center, No. of Paper Check, Amount of Evaluation, Total Amount, and Select File To Upload. A blue arrow points to the "Add New" button located below the "Working Details" section. The footer contains copyright information and a Windows activation notice.

Add Paper Details

Checker Type \*  Select Name

**Personal Details**

First Name \*  Middle Name \*  Last Name \*

Department/College \*  Designation \*

**Working Details**

Academic Year \*  Program \*  Semester \*  Course \*  Term \*

Duty performed From Date  Duty performed TO Date  No OF Holidays \*  Name Of College Where Duty Was Performed \*  Cap Center \*

No. of Paper Check \*  Amount of Evaluation  Total Amount \*  Select File To Upload  No file selected.

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Activate Windows  
Go to Settings to activate Windows.

Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola

Login Time: 21:42:22 PDKV-Akola iwebuser@iwebtechno.com-1 User

Year \* Select Academic Year \* Select Program \* Select Semester \* Course \* Select Course \* Term \* Select Checker Type \*

Duty performed From Date \* Duty performed TO Date \* No OF Holidays \* Enter No Holidays \* Name Of College Where Duty Was Performed \* Select College \* Cap Center \* Select Cap Center \*

No. of Paper Check \* Enter No. of Paper Check \* Amount of Evaluation \* 10 \* Total Amount \* Total Amount \* Select File To Upload \* Browse... No file selected. Upload

**Bank Details**

Bank Name \* Select Bank Name \* Branch Name \* ENTER BANK NAME & BR \* Bank Account No. \* Enter Bank Account No. \* Mobile Number \* Enter Mobile Number \* Mobile Number Should Be link with Bank Account No. \* IFSC Code \* ENTER IFSC CODE \*

☐ All The Above Information Submitted By Me Is Correct As Per My Knowledge.Any Discrepancy Arrieses. I Will Be Responsible For That. Certified That, I Have Personally Carried Out The Above Said Work For Which Remuneration Is Claimed In This Bill And Completed As Per The Standard Prescribed In This Respect.

Save Cancel Refresh

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Fill The Details.

Steps To Follow While Filling The Details:

- Step 1: Select The Checker Type.  
i.e. External Examiner, Senior Supervisor.

Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola

Login Time: 21:55:51 PDKV-Akola iwebuser@iwebtechno.com-1 User

**Add Paper**

Checker Type \* Select Checker Type \*

**Personal Details**

First Name \* Enter First Name \* Middle Name \* Enter Middle Name \* Last Name \* Enter Last Name \*

Department/College \* Select \* Designation \* Select \*

**Working Details**

Academic Year \* Select Academic Year \* Program \* Select Program \* Semester \* Select Semester \* Course \* Select Course \* Term \* Select Checker Type \*

Duty performed From Date \* Duty performed TO Date \* No OF Holidays \* Enter No Holidays \* Name Of College Where Duty Was Performed \* Select College \* Cap Center \* Select Cap Center \*

No. of Paper Check \* Enter No. of Paper Check \* Amount of Evaluation \* 10 \* Total Amount \* Total Amount \* Select File To Upload \* Browse... No file selected. Upload

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○ 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 )

○ 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.

Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola

Login Time: 10:08:23 PDKV-Akola iwebuser@iwebtechno.com-1 User

Year \* Select Academic Year \* Select Program \* Select Semester \* Course \* Select Course \* Term \* Select Checker Type \*

Duty performed From Date \* Duty performed TO Date \* No OF Holidays \* Enter No Holidays \* Name Of College Where Duty Was Performed \* Select College \* Cap Center \* Select Cap Center \*

No. of Paper Check \* Enter No. of Paper Check \* Amount of Evaluation \* 10 \* Total Amount \* Total Amount \* Select File To Upload \* Browse... Upload \*

**Bank Details**

Bank Name \* Select Bank Name \* Branch Name \* ENTER BANK NAME & BR \* Bank Account No. \* Enter Bank Account No. \* Mobile Number \* Enter Mobile Number \* Mobile Number Should Be link with Bank Account No. \* IFSC Code \* ENTER IFSC CODE \*

☐ All The Above Information Submitted By Me Is Correct As Per My Knowledge.Any Discrepancy Arrieses. I Will Be Responsible For That. Certified That, I Have Personally Carried Out The Above Said Work For Which Remuneration Is Claimed In This Bill And Completed As Per The Standard Prescribed In This Respect.

Save Cancel Refresh

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## Step 2: Browse The To The Certificate Location.

Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola

Login Time: 10:12:28 PDKV-Akola iwebuser@iwebtechno.com-1 User

**Add Paper Details**

**Personal Details**

First Name \* Enter First Name \* Department/College \* Select \* Last Name \* Enter Last Name \*

**Working Details**

Academic Year \* Select Academic Year \* Program \* Select \* Term \* Select Checker Type \*

Duty performed From Date \* Duty performed TO Date \* Cap Center \* Select Cap Center \*

No. of Paper Check \* Enter No. of Paper Check \* Amount of Evaluation \* \* File name: \* All Files \* Open Cancel \*

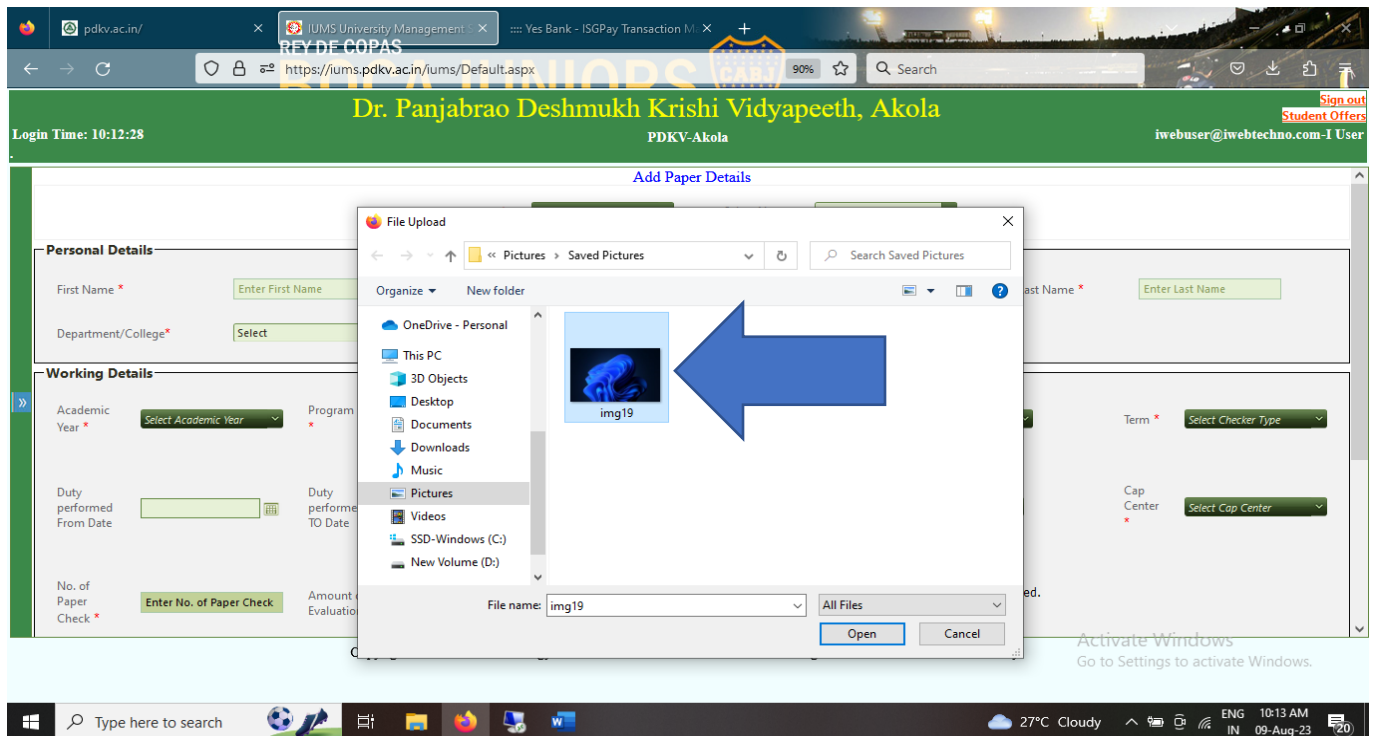
File Upload

Organize New folder

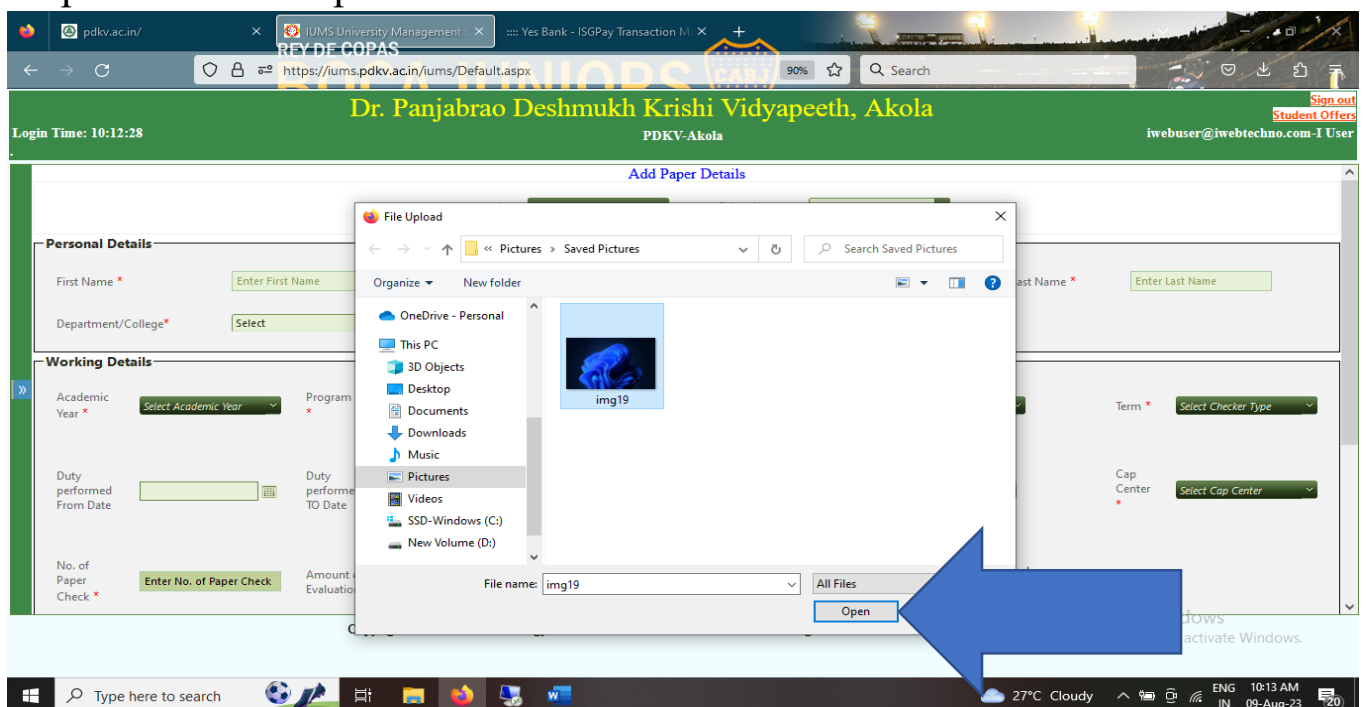
OneDrive - Personal This PC 3D Objects Desktop Downloads Music Pictures Videos SSD - Windows (C:) New Volume (D:)

img19

## Step 3: Select The Certificate To Upload.



Step 4: Click On Open Button.



Step 5: Click On Upload Button.

Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola

Login Time: 10:12:28 PDKV-Akola iwebuser@iwebtechno.com-I User

First Name \*  Middle Name \*  Last Name \*

Department/Colege \*  Designation \*

**Working Details**

Academic Year \*  Program \*  Semester \*  Course \*  Term \*

Duty performed From Date  Duty performed TO Date  No OF Holidays \*  Name Of College Where Duty Was Performed \*  Cap Center \*

No. of Paper Check \*  Amount of Evaluation  10 Total Amount \*  Select File To Upload \*

**Bank Details**

Bank Name \*  Branch Name \*  Bank Account No. \*  Mobile Number \*

IFSC Code \*

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Step 6: Now Your Certificate Is Uploaded Successful.

○ Step 4: Fill Bank Details.

Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola

Login Time: 10:12:28 PDKV-Akola iwebuser@iwebtechno.com-I User

Year \*  Program \*  Semester \*  Course \*  Term \*

Duty performed From Date  Duty performed TO Date  No OF Holidays \*  Name Of College Where Duty Was Performed \*  Cap Center \*

No. of Paper Check \*  Amount of Evaluation  10 Total Amount \*  Select File To Upload \*

**Bank Details**

Bank Name \*  Branch Name \*  Bank Account No. \*  Mobile Number \*

IFSC Code \*

☐ All The Above Information Submitted By Me is Correct As Per My Knowledge.Any Discrepancy Arrieses. I Will Be Responsible For That.  
Certified That, I Have Personally Carried Out The Above Said Work For Which Remuneration Is Claimed In This Bill And Completed As Per The Standard Prescribed In This Respect.

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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.

The screenshot displays the IUMS University Management System interface for PDKV-Akola. The user is logged in as 'iwebuser@iwebtechno.com-I User'. The interface includes a header with the user's name and a sidebar with navigation options. The main content area contains a form for entering bank details. The form includes fields for 'Year', 'Program', 'Course', 'Term', 'Duty performed From Date', 'Duty performed TO Date', 'No OF Holidays', 'Name Of College Where Duty Was Performed', 'Cap Center', 'No. of Paper Check', 'Amount of Evaluation', 'Total Amount', 'Select File To Upload', and 'Bank Details'. The 'Bank Details' section has fields for 'Bank Name', 'Branch Name', 'Bank Account No.', 'Mobile Number', and 'IFSC Code'. A blue arrow points to a checkbox labeled 'All The Above Information Submitted By Me Is Correct As Per My Knowledge.Any Discrepancy Arrieses. I Will Be Responsible For That. Certified That, I Have Personally Carried Out The Above Said Work For Which Remuneration Is Claimed In This Bill And Completed As Per The Standard Prescribed In This Respect.' Below the checkbox are 'Save', 'Cancel', and 'Refresh' buttons. The footer contains copyright information and a Windows activation notice.

Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola

Login Time: 10:12:28

Year \* Select Academic Year

Duty performed From Date

Duty performed TO Date

No OF Holidays

Name Of College Where Duty Was Performed

Cap Center

No. of Paper Check

Amount of Evaluation

Total Amount

Select File To Upload

Bank Details

Bank Name \* Select Bank Name

Branch Name \* ENTER BANK NAME & BR

Bank Account No. \* Enter Bank Account No.

Mobile Number \* Enter Mobile Number

IFSC Code \* ENTER IFSC CODE

☐ All The Above Information Submitted By Me Is Correct As Per My Knowledge.Any Discrepancy Arrieses. I Will Be Responsible For That. Certified That, I Have Personally Carried Out The Above Said Work For Which Remuneration Is Claimed In This Bill And Completed As Per The Standard Prescribed In This Respect.

Save Cancel Refresh

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Activate Windows  
Go to Settings to activate Windows.

Now Click On Save Button.

Then Data Saved Successfully Will Message Will Appear.