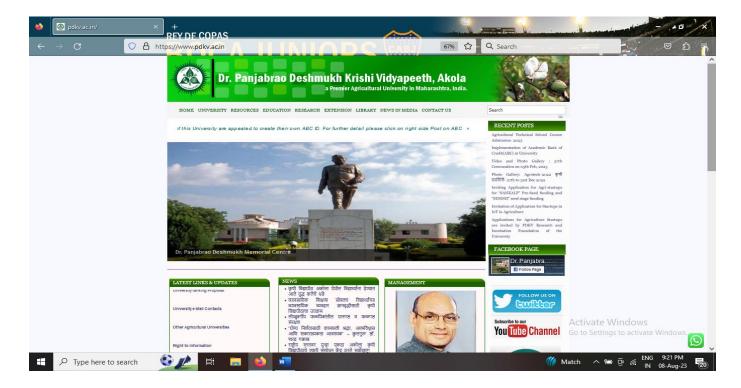
Cap Center Documentation

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.

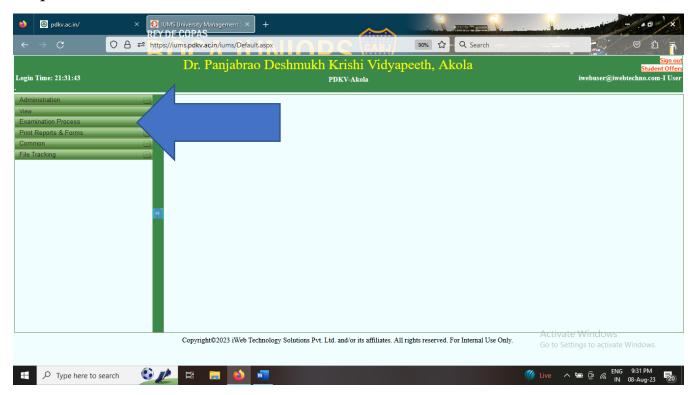
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Step 2 :Enter Your Login Id and Password Here.

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

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Step 3: Click On Examination Process.



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

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

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Step 5: Click On Add New Button.

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Then New Screen To Add Paper Details Will Open.

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Fill The Details.

Steps To Follow While Filling The Details:

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

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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. Program
- 3. Semester
- 4. Course
- 5. Select Certificate Of Paper Setter, Senior Supervisor, External Examiner. Steps To Upload The Certificate:

Step 1: Click On Upload Button.

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Step 3: Select The Certificate To Upload.

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Step 4: Click On Open Button.

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Step 5: Click On Upload Button.

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Step 6: Now Your Certificate Is Uploaded Successful.

• Step 4: Fill Bank Details.

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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.

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Now Click On The CHECK BOX Before Saving The Data.

Now Click On Save Button.

Then Data Saved Successfully Will Message Will Appear.