# 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. Evaluator, Moderator, Revalution.

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Time: 21:55:	51				PDKV-Akola Add Paper J			Iwebu	1ser@iwebtechno.com-
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Working Det	ails								
Academic Year *	Select Academic Year 🛛 🗸	Program *	Select Program 🛛 🗠	Semester *	Select Semeter ~	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 <sup>*</sup>	Total Amount	Select File To Upload <sup>≭</sup>	Browse No file selected.		

- 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. Cap Center
- 6. No. of Paper Check
- 7. Select Certificate Of Evaluator / Moderator / Revalution.

Steps To Upload The Certificate:

Step 1: Click On Upload Button.

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# Step 2: Browse The To The Certificate Location.

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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.

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### • 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.

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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.