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# **User Manual**

**For**

**College Login**

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# **1. About the Document**

## **1.1 Intended Audience**

The registered user would be intended audience for this College Login Module for Chhatrapati Shahu Ji Maharaj University, Kanpur.

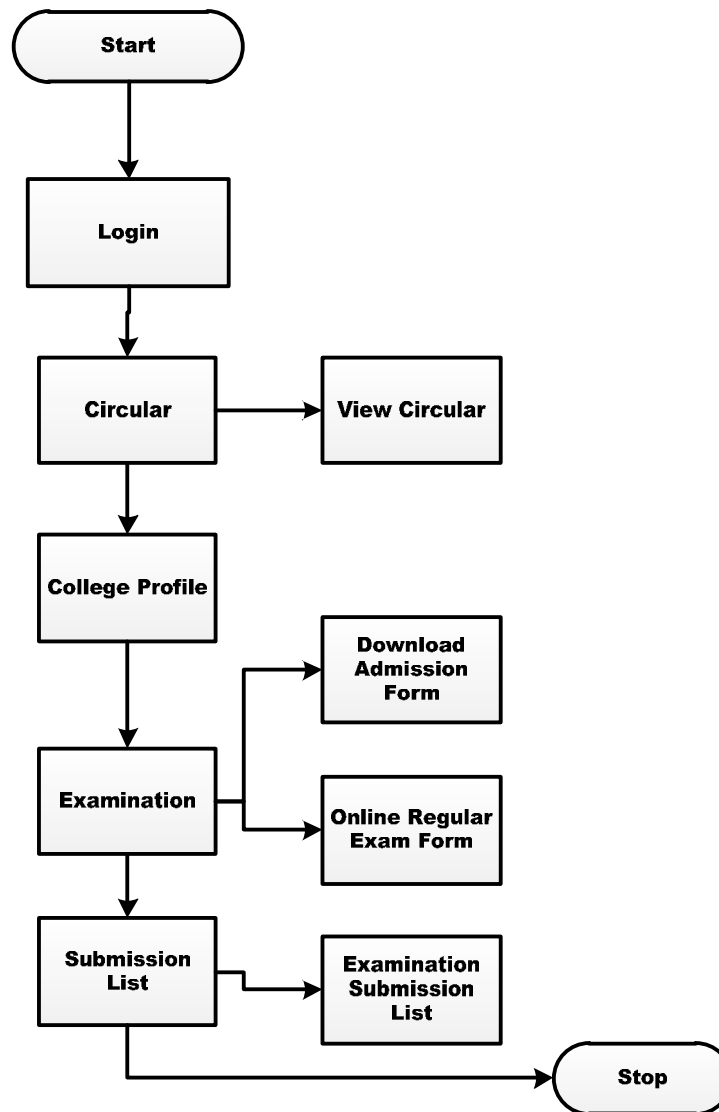
## **1.2 Document Convention**

This User Manual has following conventions:

- a. Fields which have \* sign at the end, indicates that it is mandatory.
- b. Error Messages are displayed in Pop-up box.
- c. Success Messages are mentioned in pop-up.
- d. All the menu links will be mentioned in the side menu.

## 2 Process Flow

Given below is the Process Flow Diagram of College Login module for CSJMU for better Understanding:



## 3 Getting Started

### 3.1 System Requirements

To run this application there are some basic requirements as:

- Window's Machine
- Firefox 30 or above /Chrome 32 or above
- MS Office (2007 or Above)
- Internet Connectivity (256 Kbps or above)

## 3.2 Accessing Portal

To access the portal, type the address in the address bar as: <http://kanpuruniversity.org> User will be redirected to the home page of the CSJMU Public Portal. Once user will click on 'Link (mentioned below in image)' it will be navigated to College Login home page.

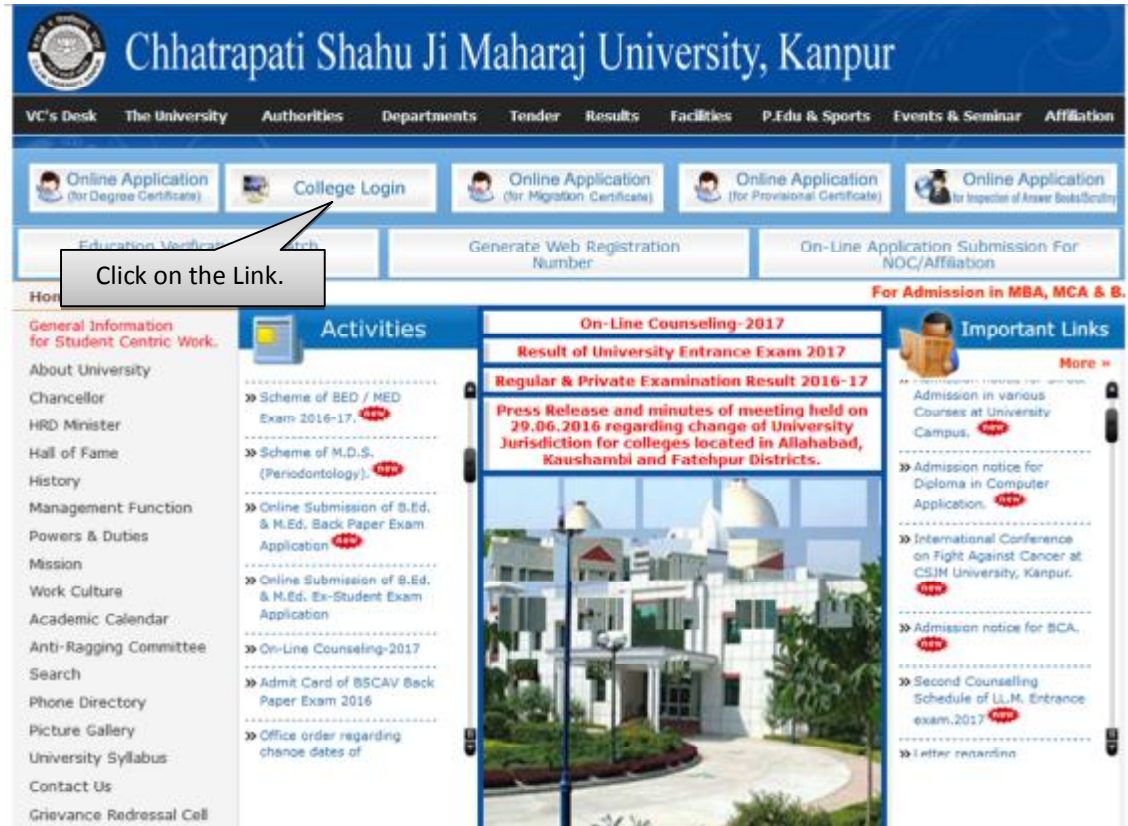


Image: CSJMUHome Page

- Click on the link as mentioned in the image then page will be navigated to College Login home page.

### 3.3 College Login Home Page

- College Login page will be displayed as below :

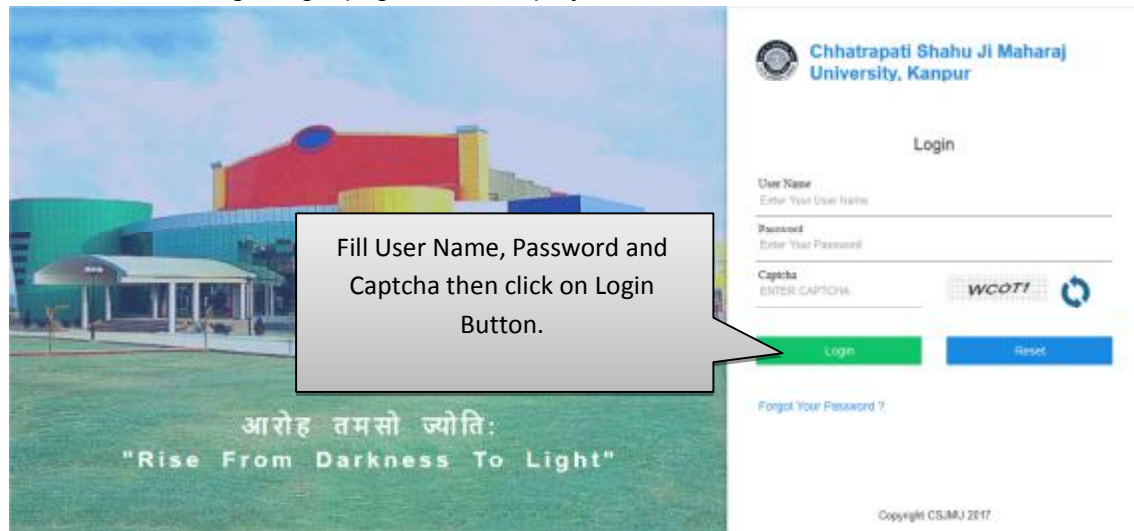


Image: College Login

- Fill User Name, Password and Captcha then click on Login Button.

### 3.4 Dashboard

- Dashboard will be displayed as below :



Image: Dashboard

- Click on the Circular Tab.

### 3.5 Circular

- Click on Circular tab and it will be displayed as below :

Click to move to Dashboard.

Click on View Circular link.

Click on **View** button to view the circular.

S.No.	Circular	Dated	View
1	Letter regarding Scheme of LLB & BALLB Exam.	20/04/2017	<a href="#">View</a>
2	Letter regarding Revised Scheme of LLB & BALLB Exam.	22/04/2017	<a href="#">View</a>
3	Letter regarding Revised Scheme of LLB & BALLB Exam.	24/04/2017	<a href="#">View</a>
4	Office order regarding Online Submission for Even Semester Exam.	27/04/2017	<a href="#">View</a>
5	Letter regarding BCA teachers for evaluation.	29/04/2017	<a href="#">View</a>
6	Letter regarding Admission in University Entrance Exam. for BALLB / LLB Course.	10/03/2017	<a href="#">View</a>
7	Letter regarding Center Transfer.	20/03/2017	<a href="#">View</a>
8	Letter regarding Asseser Book for session 2015-17.	27/04/2017	<a href="#">View</a>
9	Reminder 3 : Letter regarding All India Survey on Higher Education-U.P. is being sent for your Immediate Attention and action.	15/03/2017	<a href="#">View</a>
10	Letter regarding Revised instructions for regular / private exam. 2017.	23/02/2017	<a href="#">View</a>

**Image: Circular – Add Circular**

- Click on **View Circular** link.
- Click on **View** button to view the circular.

### 3.6 College Profile Details

- Click on Circular tab and it will be displayed as below :

CHINTRAJATI SHARMA & MAHARAJ UNIVERSITY, KANPUR  
Welcome : D.A.V. COLLEGE, NEAR GREEN PARK, CIVIL LINES, KANPUR

College Profile

College Profile Details

Principal Name Prof. J.N. Varma	Principal Contact Number 9450154914
Manager Name N. Ragendra Suresh	Manager Contact Number 8122305648
Superintendent Name N. Sanjiv Yadav - Acting	Superintendent Contact Number 8853768737
Computer Person Name N. Neeraj Shukla	Computer Person Contact Number 9451181293
College Website www.collegegatesauv.org	College Email info@collegegatesauv.org
Website Number (for SMS alerts) 895251943	

Submit Reset

Click to move to Dashboard.

Click on College Profile link.

Fill all the college details then click on **Submit** button.

Image: Circular – Add Circular

- Click on **College Profile** link.
- Fill all the college details then click on **Submit** button.

### 3.7 Examination

- Click on Examination tab and it will be displayed as below :

CHINTRAJATI SHARMA & MAHARAJ UNIVERSITY, KANPUR  
Welcome : D.A.V. COLLEGE, NEAR GREEN PARK, CIVIL LINES, KANPUR

Examination

Welcome

Download Admission Form

Online Regular Exam Form

Submissions List

Click to download Admission form.

Click on Online regular Exam Form link.

Copyright: CSJMU 2016

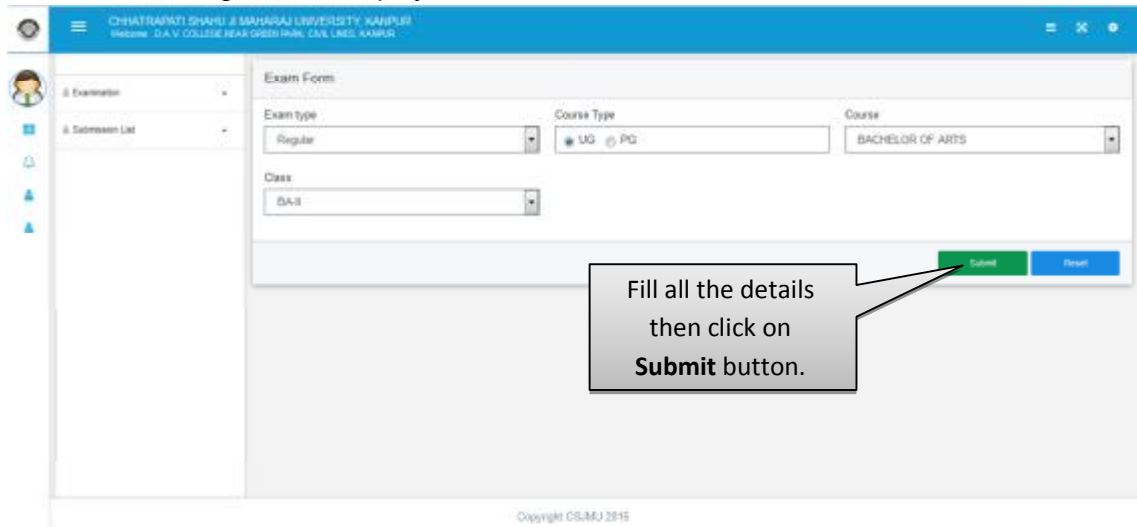
Image: Examination

- Click on **Download Admission Form** link to download admission form.
- Click on **Online Regular Exam Form** link to view the exam forms.



### 3.8 Exam Form Submission

- Page will be displayed as below :



CHHATRAPATI SHIBUJI & MAHARAJA UNIVERSITY, KANPUR  
Welcome: D.A.V. COLLEGE NEAR GREEN PARK, CIVIL LINES, KANPUR

Exam Form

Exam type: Regular | Course Type: UG PG | Course: BACHELOR OF ARTS

Class: BA-I

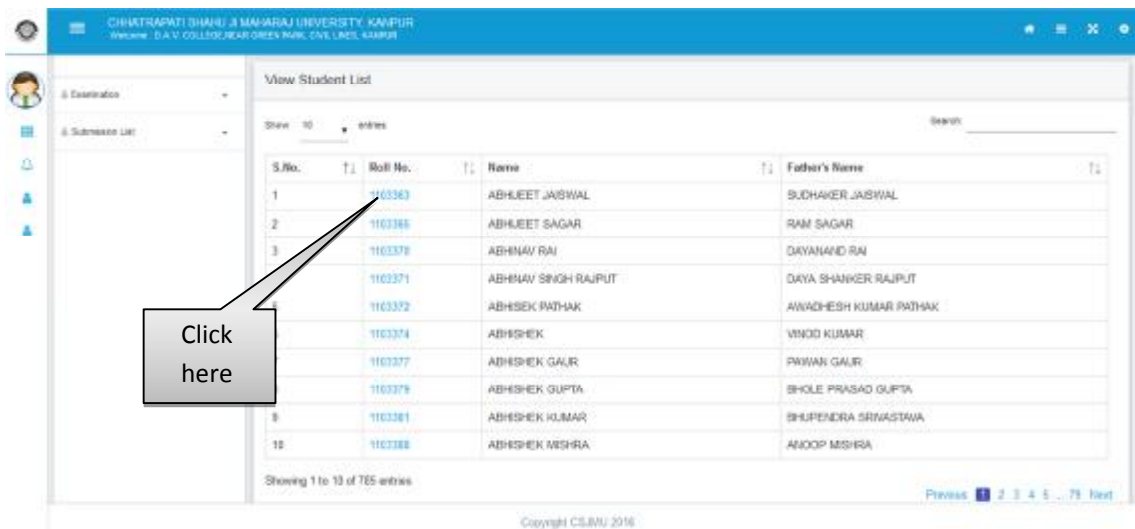
Submit | Reset

Fill all the details then click on **Submit** button.

Copyright CSJMU 2015

Image: Exam Form

- Fill all the details then click on **submit** button, student list will be displayed



CHHATRAPATI SHIBUJI & MAHARAJA UNIVERSITY, KANPUR  
Welcome: D.A.V. COLLEGE NEAR GREEN PARK, CIVIL LINES, KANPUR

View Student List

Show 10 entries | Search

S.No.	Roll No.	Name	Father's Name
1	1103363	ABHJEET JASWAL	SUDHAKER JASWAL
2	1103365	ABHJEET SAGAR	RAM SAGAR
3	1103370	ABHINAV RAI	DAYANAND RAI
	1103371	ABHINAV SINGH RAJPUT	DAYA SHANKER RAJPUT
	1103372	ABHSEK PATHAK	AWADHESH KUMAR PATHAK
	1103374	ABHSEK	VINOD KUMAR
	1103377	ABHSEK GAUR	PAWAN GAUR
	1103379	ABHSEK GUPTA	BHOLE PRASAD GUPTA
8	1103381	ABHSEK KUMAR	BHUPENDRA SRINASTAWA
10	1103388	ABHSEK MISHRA	ANOO MISHRA

Showing 1 to 10 of 785 entries

Process 1 2 3 4 5 ... 78 Next

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Image: Student List

- Click on the Roll No to view the exam form of particular student.

CHINATRAPATI SHARMA JI MAHARAJ UNIVERSITY, KANPUR  
Welcome : D.A.V. COLLEGE, NEAR GREEN PARK, CIVIL LINES, KANPUR

Student Exam Submission 2017-2018

Session: 2017-2018 Exam type: Regular Course Type: UG PG

Previous Roll No: 1103363 Enrollment No: CSJMA16000070110 Course: BA-I

**Personal Details**

Name: ABHUEET JAISWAL Father's Name: SUDHAKER JAISWAL Mother's Name: MADHUMATI JAISWAL

Annual Income: 120000 Adhaar No: Gender: MALE

Category: OBC Mobile No: 818899631 Date of Birth: 15/10/1996

Religion: HINDU Domicile: UTTAR PRADESH Date of Admission: 07/09/2017

**Address Details**

Address: 6-A/29/63 CIVIL LINES FATEHPUR District: Select Pin: 0

**Subjects/Paper Detail**

Aided  
 ENGLISH LITERATURE  POLITICAL SCIENCE  GEOGRAPHY

save

Fill all the details then click on **save** button to submit.

Image: Student Exam Submission 2017-2018

- Fill all the details then click on **save** button to submit the details.

### 3.9 Change Password

- Click on Change Password button on Dashboard as it is displayed as below :



Image: Change Password

CSJMU CHHATRAPATI SHANUJI MAHARAJ UNIVERSITY, KANPUR

Change User Password

Current Password

New Password

Confirm Password

Change Password

(NOTE: Password should contain at least one number, one character, one symbol and length 8 characters)

Copyright CSJMU 2016

**Image: Change Password**

- Fill Current Password, New Password and Confirm password then click on Change Password button.

**NOTE: Password should contain at least one Number, one Character, one symbol and length 8 characters.**