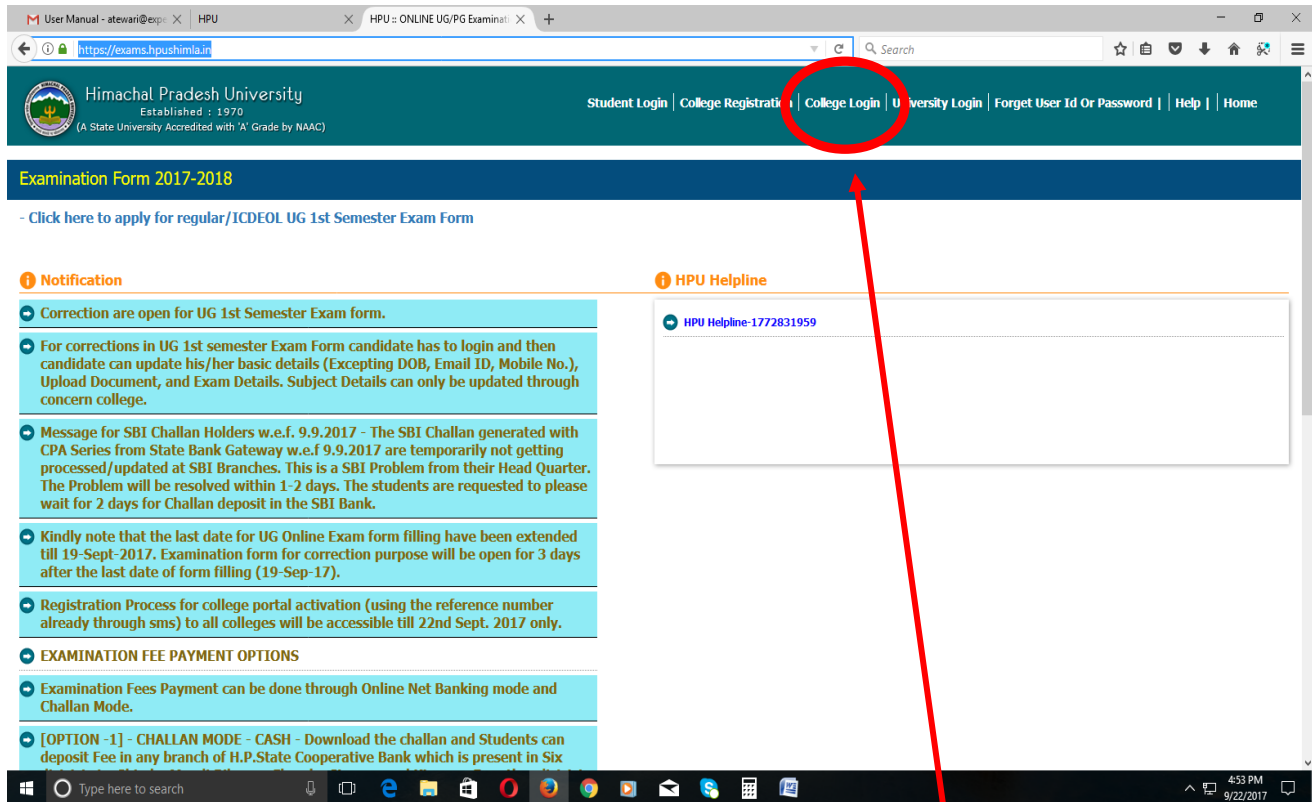


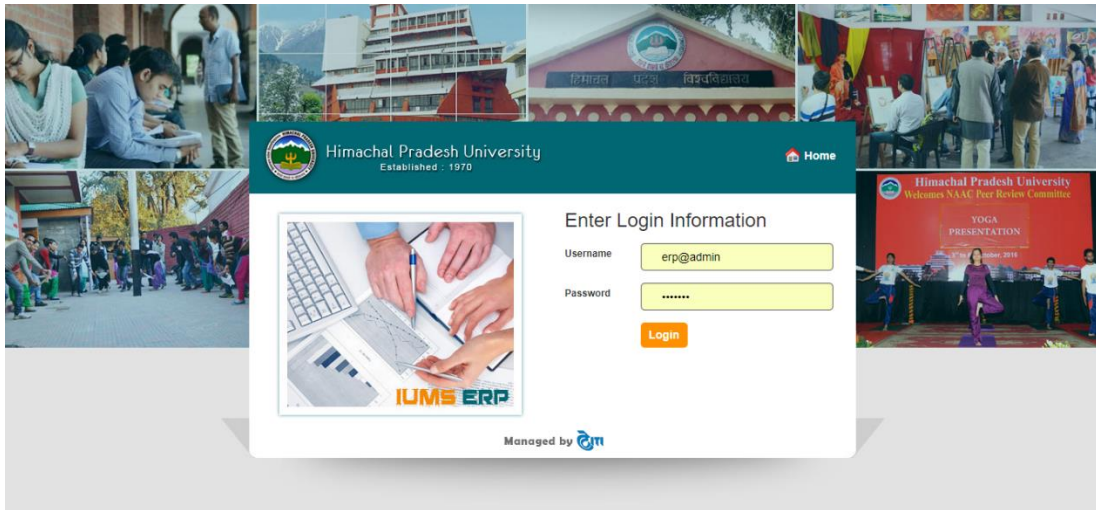
INSTRUCTIONS FOR EDIT STUDENT REGISTRATION DETAIL, STUDENT VERIFICATION AND COLLEGE REGISTRATION DETAIL.

- 1- Visit the link <https://exams.hpushimla.in/>



- 2- Click on the **College Login** link present at top of the home page. (see the red marked circle on the home page)

3- After clicking on the **College Login**, following screen will appear.

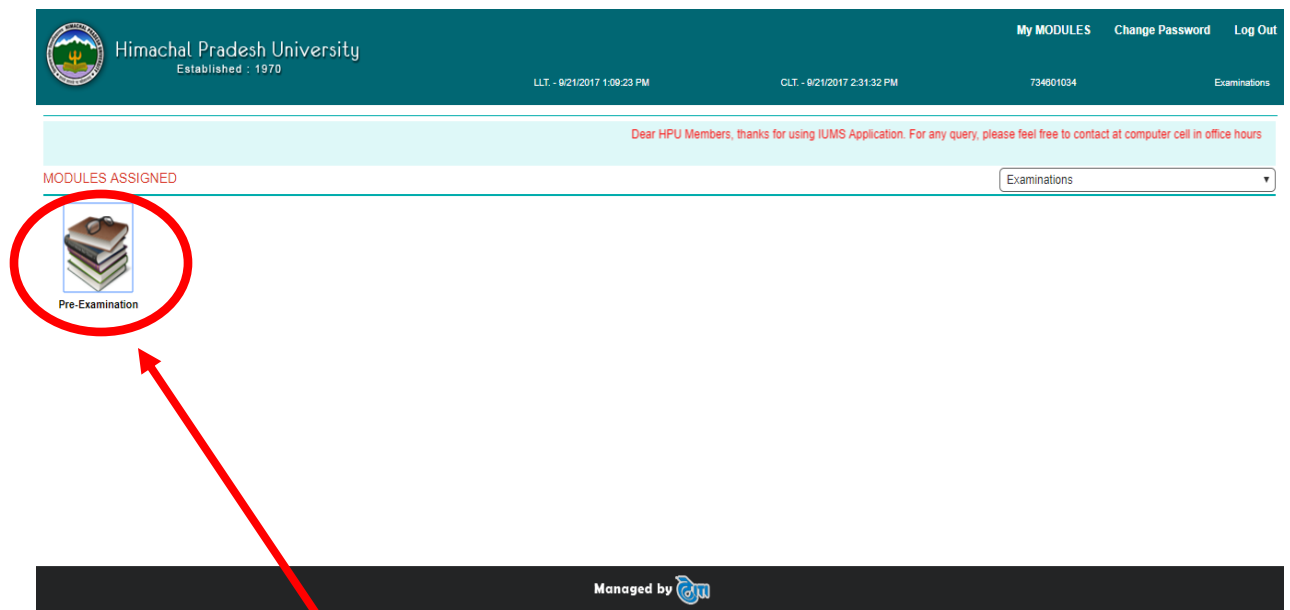


4- College need to login with the user id and password provided after college registration.

5- **Two Logins are provided to the college one for College Clerk and other for college Principal.**

a) COLLEGE CLERK LOGIN

After login following screen will appear.



CLICK on the PRE-EXAMINATION link and you will get the following screen

College Level Activity

Edit Student Registration Detail

Student Verification Level 1

College Registration Detail

On the above page take mouse pointer on the College Level Activity then you will get following links

- 1- Edit Student Registration Detail
- 2- Student verification Level 1 – Clerk Level
- 3- Edit College Registration Detail

a) Edit Student Registration Detail

- 1- Click on the student registration detail, you will get following screen.

Himachal Pradesh University
Established : 1970

Pre-Examination My MODULES Change Password Log Out

LLT - 9/22/2017 8:49:01 PM CLT - 9/23/2017 10:59:33 AM 734001034 Examinations

College Level Activity

Dear HPU Members, thanks for using IUIMS Application. For any q

Student Registrations

Student Name : Reg No. :

Stream : -- Select Degree/Stream --

SEARCH RESET

S.No.	Reg No.	Reg No.	Student Name	Father Name	Mobile No.	email	Edit
1	131073546	131073546	DHANANJAY THAKUR	DEVINDER THAKUR	7018329125	dhananjaydev315@gmail.com	Edit
2	301050744	301050744	AMIT SHARMA	BESARI LAL	8351975043	amit91529@gmail.com	Edit
3	403247326	403247326	KRISHMA KUMARI	RAJ KUMAR	8146094483	karishma3kumari@gmail.com	Edit
4	802684110	802684110	AKHILESH ARYA	SATPAL	7833017563	akhileshhakur456@gmail.com	Edit
5	563069165	563069165	SUNNY YADAV	BALAK YADAV	8351939380	sunnyyadavsnr@gmail.com	Edit
6	265820906	265820906	LAKPA DIKI SHERPA	DA DORJEE SHERPA	7076955247	lakpadiki01@gmail.com	Edit
7	653827192	653827192	OM HANG SUBBA	TULA RAJ SUBBA	7872896506	omhang6@gmail.com	Edit

With the help of above page you can search the students by their name, stream and registration number. After searching the students you can **edit** the information. Click on edit, you will get following screen.



*U Members, thanks for using IUMS Application. For any query, please feel free to contact at computer cell in office hours . !!

Basic Details Upload Documents Exam Details Subject Details Application Summary Payment

Step [1/5] : Basic Details [FOR REGISTRATION AND EXAMINATION]

Fields marked * are mandatory.

For Blue marked fields below, please press space after entering the data. This is mandatory to convert the data in hindi. In case of any issue, kindly disable the blocker in your browser.

Name(IN CAPITAL LETTTRS) as per Matric certificate नाम (मैट्रिक सर्टिफिकेट के अनुसार)(In English)	:	<input type="text" value="DHANANJAY THAKUR"/>	*
Name as per Matric certificate नाम (मैट्रिक सर्टिफिकेट के अनुसार)(In Hindi)	:	<input type="text" value="DHANANJAY THAKUR"/>	*
Father's Name (As per Matric certificate) पिता का नाम (मैट्रिक सर्टिफिकेट के अनुसार)(In English)	:	<input type="text" value="DEVINDER THAKUR"/>	*
Father's Name (As per Matric certificate) पिता का नाम (मैट्रिक सर्टिफिकेट के अनुसार)(In Hindi)	:	<input type="text" value="DEVINDER THAKUR"/>	*
Mother's Name माँ का नाम(In English)	:	<input type="text" value="JAIVANTI THAKUR"/>	*
Mother's Name माँ का नाम(In Hindi)	:	<input type="text" value="JAIVANTI THAKUR"/>	*

See the red marked circle above you can edit information present in the following tabs.

- 1- Basic Details
- 2- Upload Documents
- 3- Exam Details
- 4- Subject Details
- 5- Application Summary
- 6- Payment

POINTS TO BE NOTED WHILE EDITING STUDENT DETAILS-

- Remember if you change stream, degree type, language or any subject than college have to check respective subjects from subject details part 2. As the subject detail is divided into three parts
- Exam fee may be impacted on changing stream, degree type, language or any subject. if Exam fee get impacted then there may be will be 2 cases-
 - If new fee(current fee) is more than last fee taken than extra amount needs to paid by student to college and college has to provide receipt to student from payment tab

- If new fee (current fee) is less than last fee taken than college need to pay to student, receipt is available on payment tab.

Payment tab will help you to see the fee difference if any and collect the extra fee from student accordingly.

Dear HPU Members, thanks for using IUMS Application. For any query, please feel!

Basic Details
Upload Documents
Exam Details
Subject Details
Application Summary
Payment

Pay

Last Fee Taken : 500.00

Current Fee : 500

Pay To College : 0.00

Previous Fee	New Fee	Paid Fee	Paid To	Paid Date	View Receipt
400.00	500.00	100.00	College	9/21/2017 6:05:40 PM	View Receipt
800.00	400.00	400.00	Student	9/21/2017 12:17:49 PM	View Receipt
900.00	800.00	100.00	Student	9/20/2017 4:22:28 PM	View Receipt
400.00	900.00	500.00	College	9/20/2017 4:06:38 PM	View Receipt
500.00	400.00	100.00	Student	9/20/2017 3:57:26 PM	View Receipt
800.00	500.00	300.00	Student	9/20/2017 1:19:21 PM	View Receipt

<<BACK & EDIT

Clicking on view receipt link you will get receipt in following format.

ORIGINAL RECEIPT

Payment Date : 21-09-2017 Receipt No. : REC/00/8

Received by : Abhilashi College of Education Ner Chowk

a Sum of Rs. : 100.00

CASHIER

DUPLICATE RECEIPT

Payment Date : 21-09-2017 Receipt No. : REC/00/8

Received by : Abhilashi College of Education Ner Chowk

a Sum of Rs. : 100.00

CASHIER

PRINT

b) Student verification level 1

Click on the student verification level 1 under college level activity. You will get the following page.

Dear HPU Members, thanks for using IUMS Application

Student Verification Level 1 Master

Session : -- Select Year -- Semester : -- Select Semester --
Stream : -- Select Degree/Stream -- User ID :

SEARCH RESET

S.No.	User ID	Student Name	Father Name	Mobile No	College Approval Status	Principal Approval Status	Attendance(%)	Approve All	VIEW
1	131073546	DHANANJAY THAKUR	DEVINDER THAKUR	7018329125	Pending	Pending	<input type="text"/>	<input type="checkbox"/>	VIEW
2	301050744	AMIT SHARMA	BESARI LAL	8351975043	Pending	Pending	<input type="text"/>	<input type="checkbox"/>	VIEW
3	403247326	KRISHMA KUMARI	RAJ KUMAR	8146094483	Pending	Pending	<input type="text"/>	<input type="checkbox"/>	VIEW
4	802684110	AKHILESH ARYA	SATPAL	7833017563	Pending	Pending	<input type="text"/>	<input type="checkbox"/>	VIEW
5	563069165	SUNNY YADAV	BALAK YADAV	8351939380	Pending	Pending	<input type="text"/>	<input type="checkbox"/>	VIEW

APPROVE

With the help of above page you can search student data by stream, semester and user id.

You can view any student record after clicking on view link. After clicking on view you will get all the details of a particular student. – kindly allow pop up in your browser in case of any issue.

After viewing the data you can approve the student but candidate need to full fill **attendance percentage criteria which is 75% or above 75%**. After that you can approve the students.

Kindly Note that - ONCE STUDENT GET APPROVED U CAN NOT UNDO IT.

c) Edit College Registrations Details.

After clicking on the college registration details you will get following page.

Himachal Pradesh University
Established : 1970

LLT - 0/22/2017 8:49:01 PM CLT - 0/23/2017 10:59:33 AM 734601034 Examinations

College Level Activity

Dear HPU Members, thanks for using IUMS Application. For any query, please feel free to contact at computer cell in office hours. !!

College Registration Details

S.No.	College Code	Institute	Year Of Estd.	College Type	Contact No	College Email	EDIT
1	ALSHE-Code-C-11274	Abhilashi College of Education Ner Chowk	2007	Private	1905243328	aimsnerchowk2015@gmail.com	EDIT

After clicking on edit you will be able to edit college registrations details.