(User Manual)

Draft Copy

Establishment of New Private University/Off Campus UP

Website URL: privateuniversity.upsdc.gov.in

Department Of Higher Education

Government Of UP

National Informatics Centre,

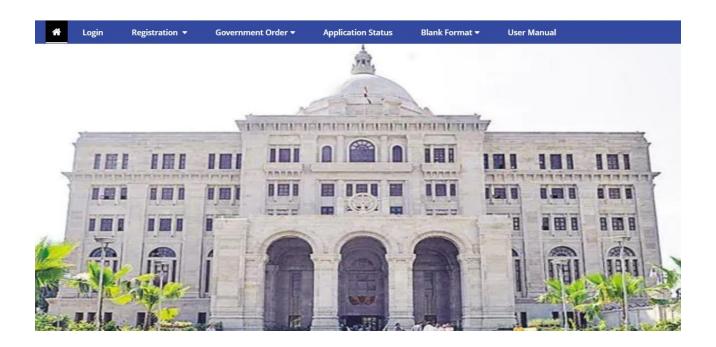
Uttar Pradesh State Centre

Ministry of Electronics & IT, GOI

3rd Floor, Yojana Bhawan, Lucknow

Establishment of New Private University/Off Campus service portal is being established by Higher Education Department of Government of Uttar Pradesh for the purpose of enrollment and establishment of all private universities/ off campuses.

Private universities / off campus can register themselves using this website and their registration gets processed on several levels by certain authorities.



NOTE: - Screenshots used in this document contains testing data and it has no any resemblance with the actual data.

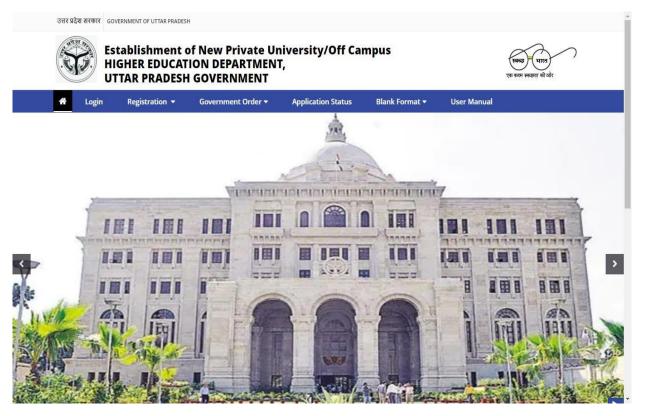
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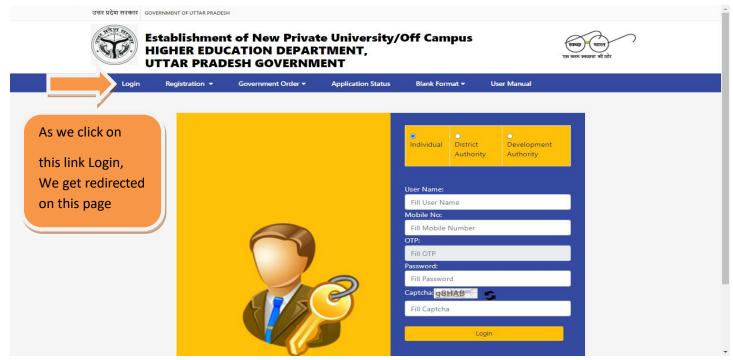
1 Home Page



This is the home page of our website.

1.1 Menu Description

1.1.1 Login



There are three type of Login...

Individual Login

- Applicant (User)
- Admin
- Higher Education Department (For all users)
- Registrar(Member Secretary)

District Authority Login

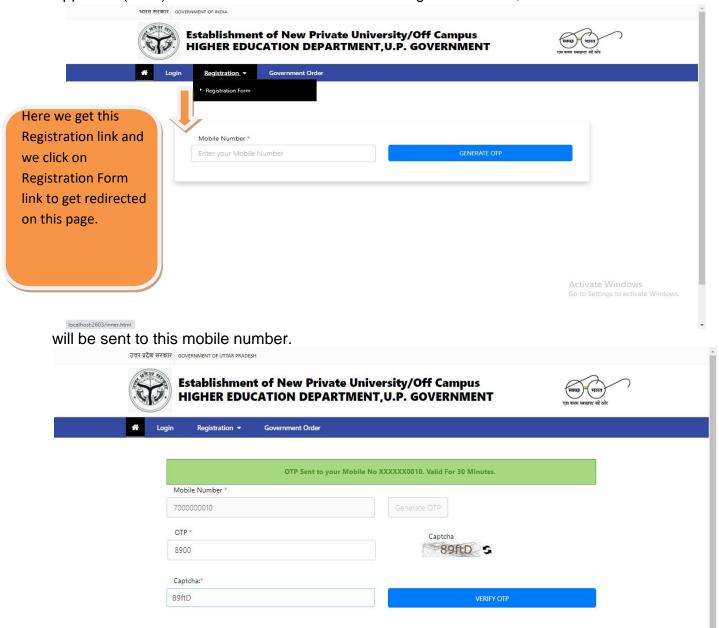
• DM Login.

Development Authority

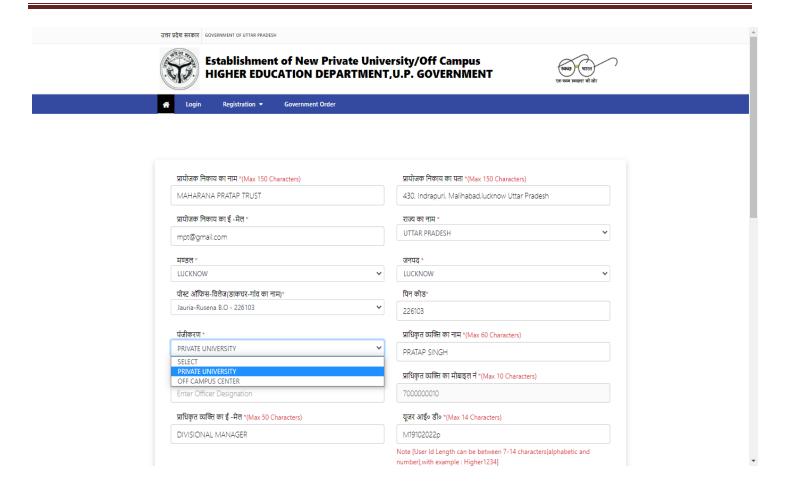
• Development Authority Login.

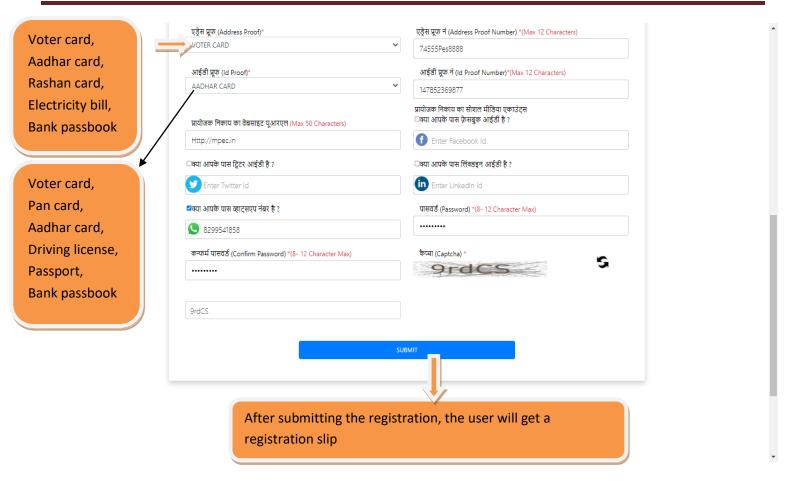
1.1.2 User Registration

Applicant (User) will enter valid mobile number and generate OTP, Then OTP



 After entering correct OTP and Captcha we click on verify OTP and will get redirected on next form.



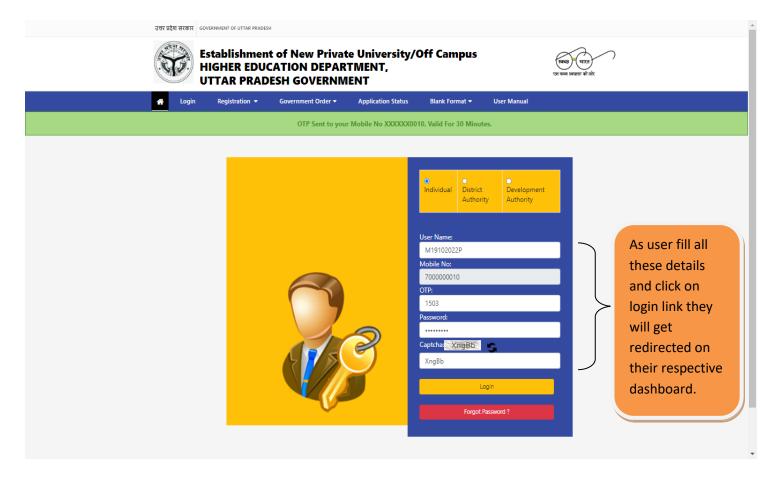


Note: Remember User ID and Password, which will be used for further completion of registration form.

· Acknowledgement Receipt



 Once user gets their username and password they can enter those credentials on this page to get redirected on their login for completion of their registration form.



Dashboard

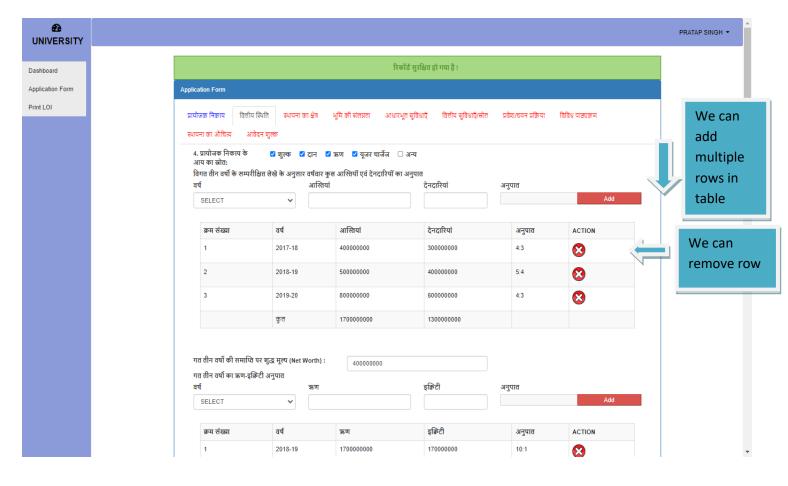


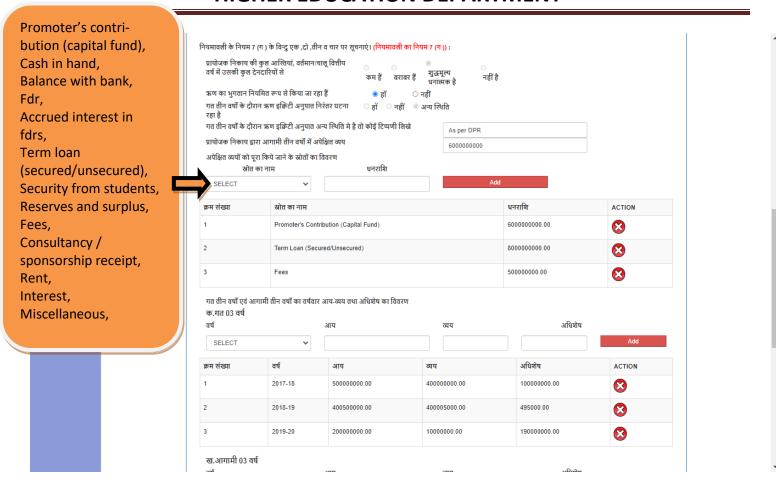
Complete the registration form by filling data for each of these tabs.

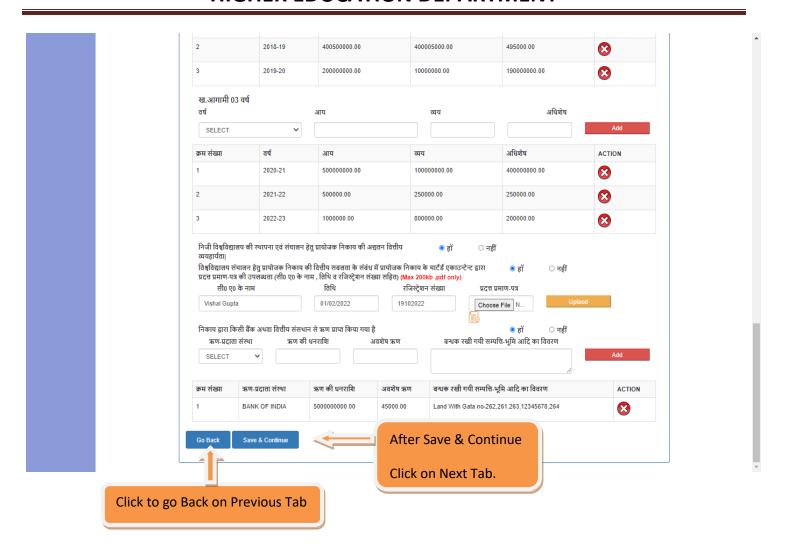
A) प्रायोजक निकाय



в) वित्तीय स्थिति





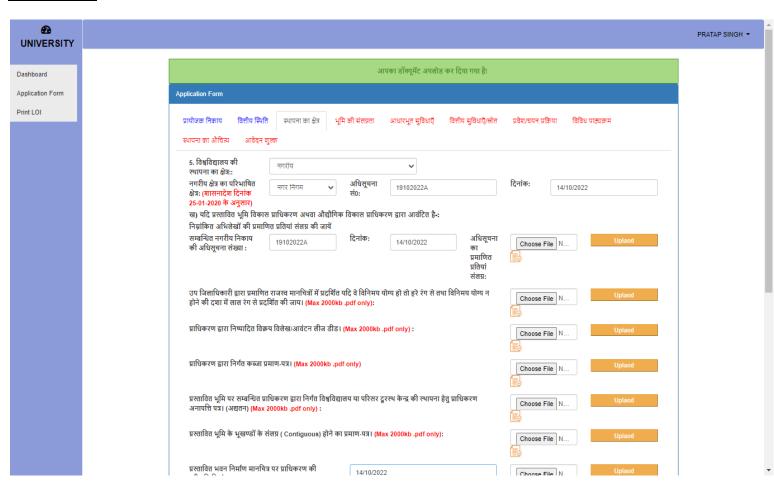


c) स्थापना का क्षेत्र



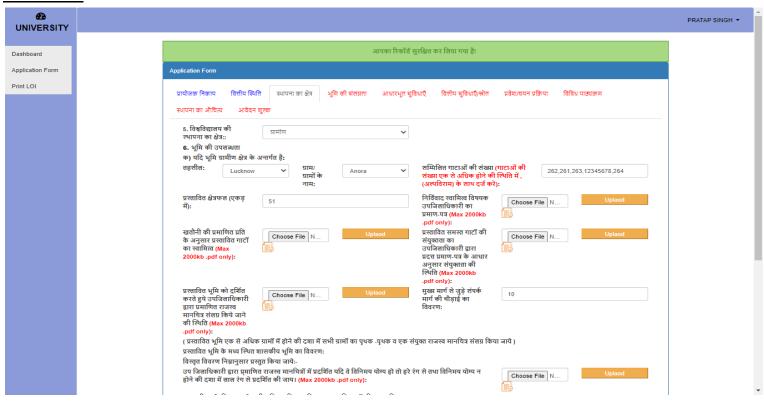
Select Area of Establishment of University-Urban/Rural

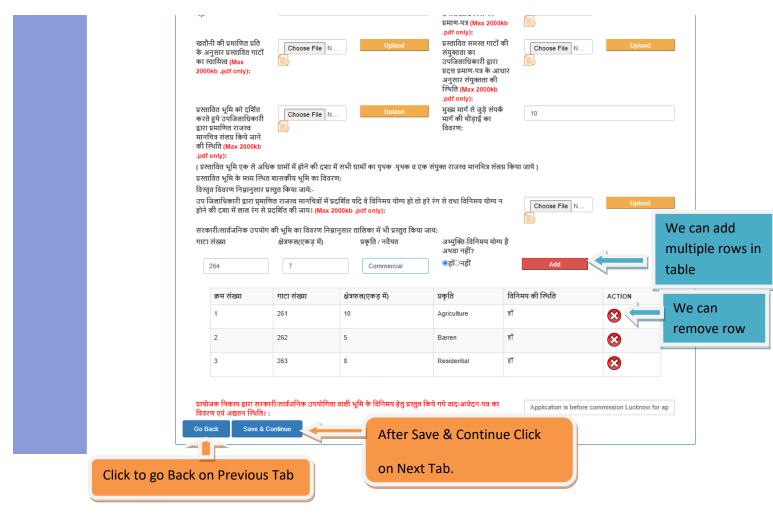
For Urban:-



प्राधिकरण द्वारा निष्पादित विक्रय विलेख/आवंटन लीज डीड। (Max 2000kb .pdf only) :	Choose File N	Uplaod
प्राधिकरण द्वारा निर्गत कब्जा प्रमाण-पत्र। (Max 2000kb .pdf only)	Choose File N	Uplaod
प्रस्तावित भूमि पर सम्बन्धित प्राधिकरण द्वारा निर्गत विश्वविद्यालय या परिसर दूरस्थ केन्द्र की स्थापना हेतु प्राधिकरण अनापत्ति पत्र। (अद्यतन) (Max 2000kb .pdf only) :	Choose File N	Uplaod
प्रस्तावित भूमि के भूखण्डों के संलग्न (Contiguous) होने का प्रमाण-पत्र। (Max 2000kb .pdf only):	Choose File N	Uplaod
प्रस्तावित भवन निर्माण मानचित्र पर प्राधिकरण की स्वीकृति दिनांक (Max 2000kb .pdf only):	Choose File sf	Uplaod
प्रस्तावित रथल पर पूर्व में ही भवन निर्मित होने की दशा में उस भवन में विश्वविद्यालय या परिसर दूरस्थ केन्द्र के संचालन हेतु प्राधिकरण की अनापत्ति का दिनांक (Max	Choose File sf	Uplaod
2000kb .pdf only): ग) प्रस्तावित भूमि नगरीय क्षेत्र में स्थित होने परन्तु किसी प्राधिकरण द्वारा आवंटित न होने की दशा में-: (निम्नांकित अभिलेखों की प्रमाणित प्रतियां संलग्न की जायें-)		
यदि प्रस्तावित भूमि नगरीय क्षेत्र की परिभाषा से आच्छादित हो तो सम्बन्धित नगरीय निकाय/विकास प्राधिकरण आदि की अधिसूचना की उस निकाय के सक्षम प्राधिकारी द्वारा प्रमाणित प्रतितिषि जिसमें प्रस्तावित भूमि के उस निकाय क्षेत्र में सम्मिलित होने की स्पष्ट जानकारी दी गयी हो। (Max 2000kb ,pdf only):	Choose File sf	Uplaod
गृहकर रजिस्ट्रार के आधार पर नगर निकाय द्वारा निर्गत प्रमाण-पत्र (Max 2000kb ,pdf only) :	Choose File sf	Uplaod
प्रायोजक निकाय द्वारा धारित भूमि के सभी गाटों/ सम्पूर्ण क्षेत्रफल की परस्पर संयुक्तता का प्रमाण-पत्र जो उप जिलाधिकारी से अनिम्न स्तर के अधिकारी द्वारा जारी किया गया हो। (Max 2000kb .pdf only)	Choose File sf	Uplaod
उप जिलाधिकारी/नगरीय निकाय के सक्षम प्राधिकारी द्वारा प्रमाणित राजस्व मानवित्र जिसमें प्रायोजक निकाय द्वारा प्रस्तावित भूमि को स्पष्ट रूप से पीले रंग से दर्शाया गया हो। (Max 2000kb .pdf only)	Choose File sf	Uplaod
प्रस्तावित भूमि पर निजी विश्वविद्यालय या परिसर दूरस्थ केन्द्र की स्थापना एवं संचालन हेतु विकास प्राधिकरण/नगर निकाय/ विनियमित क्षेत्र आदि का अनापत्ति पत्र। (Max 2000kb .pdf only)	Choose File sf	Uplaod
Go Back Save & Continue C	Click	
Click to go Back on Previous Tab on Next Tab.		

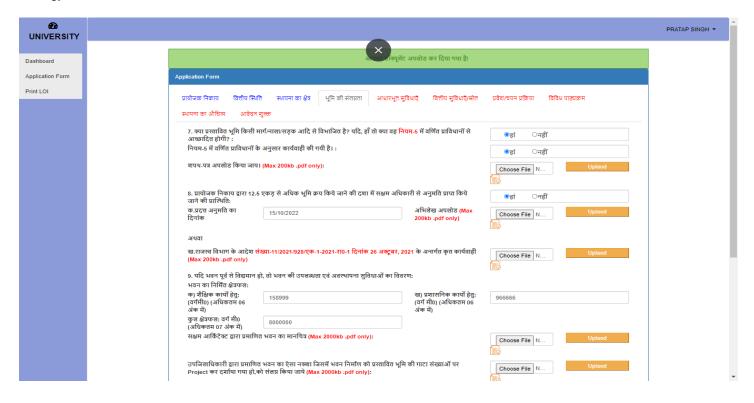
For Rural:-

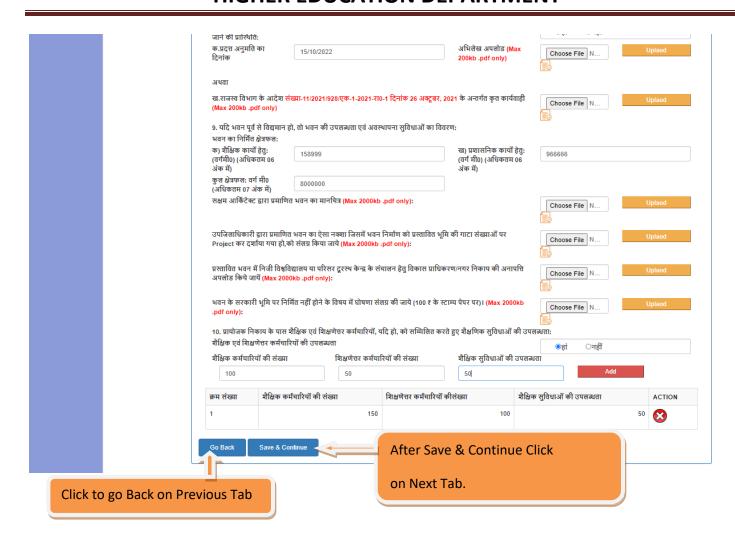




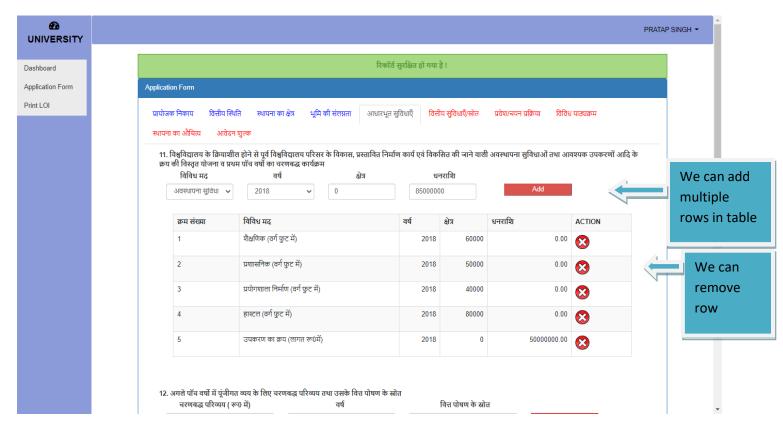
In case the number of gata is more than one, enter with (comma).

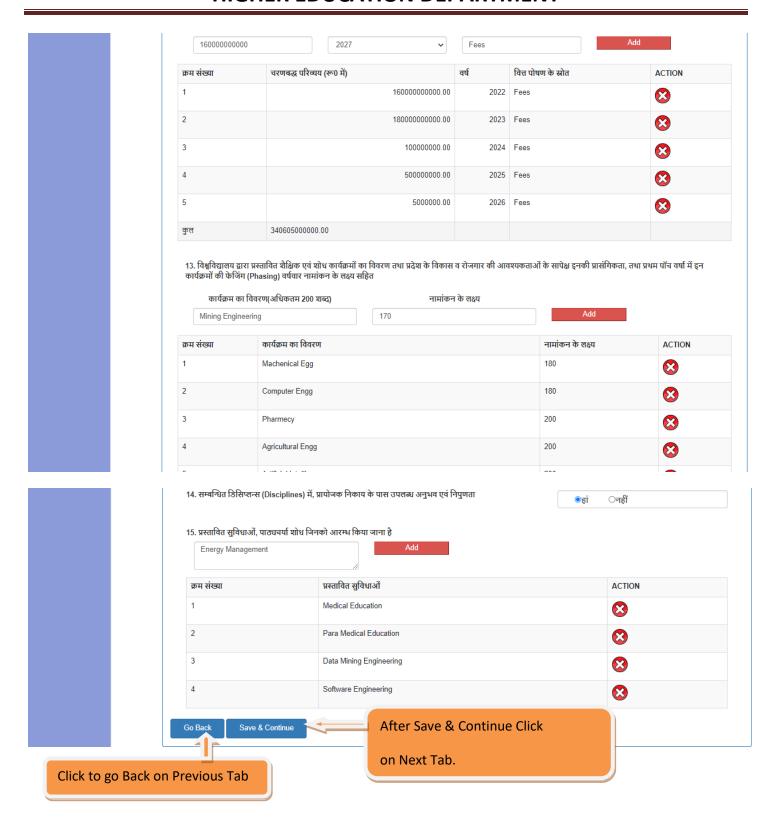
D) भूमि की संलग्नता



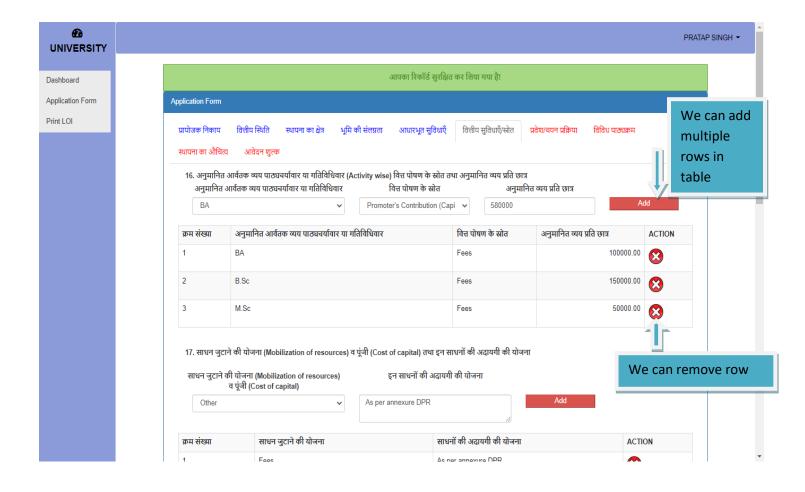


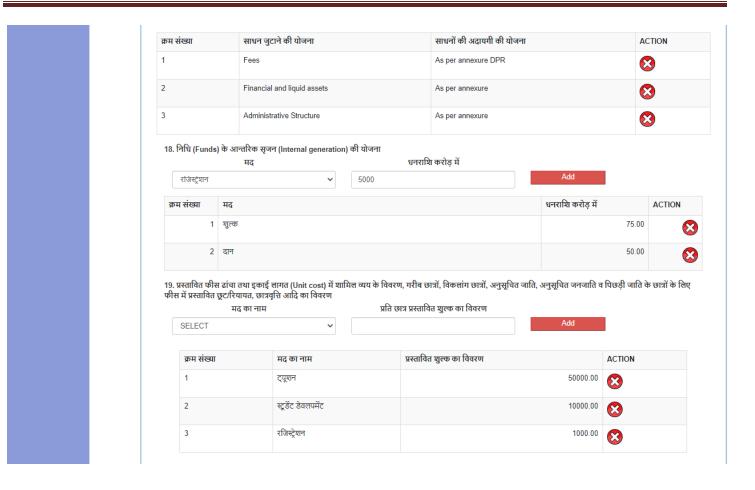
E) आधारभूत सुविधाएँ





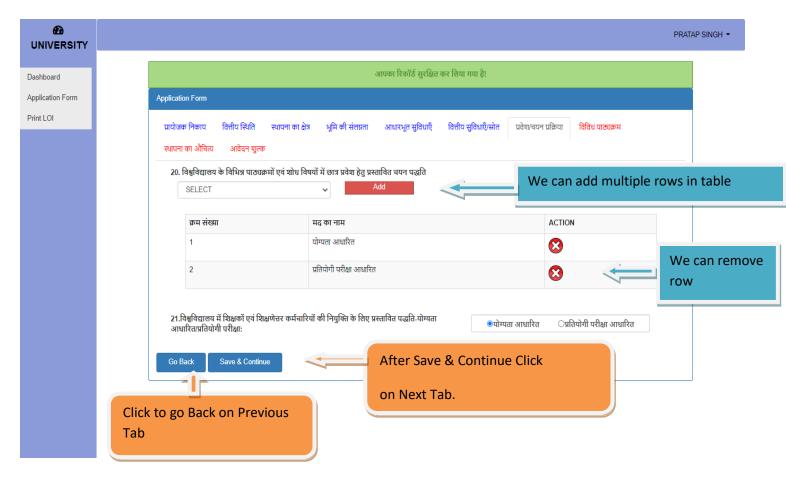
F) वित्तीय सुविधाएँ/स्रोत



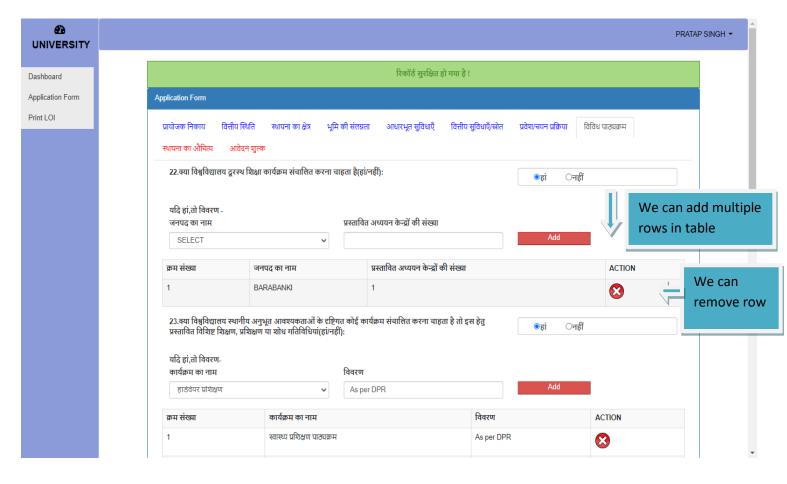


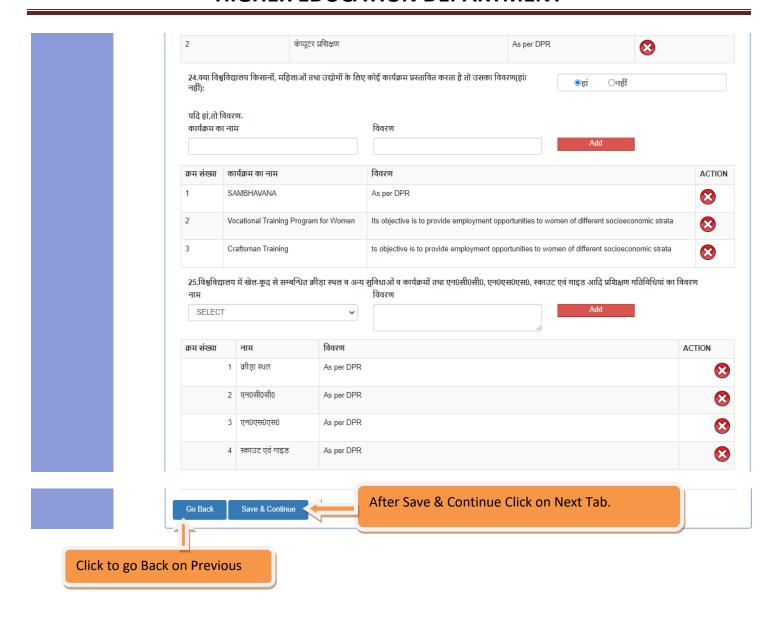


G) प्रवेश/चयन प्रक्रिया

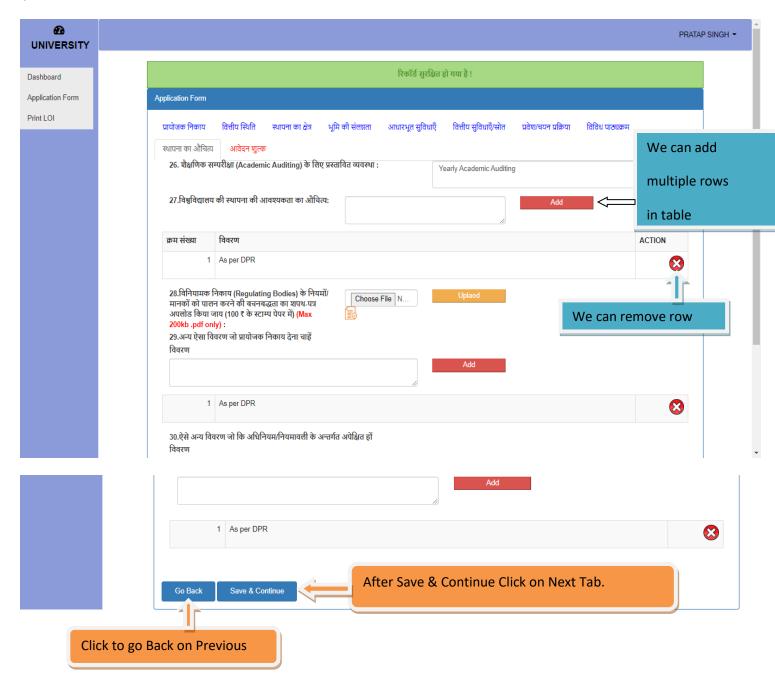


н) विविध पाठ्यक्रम

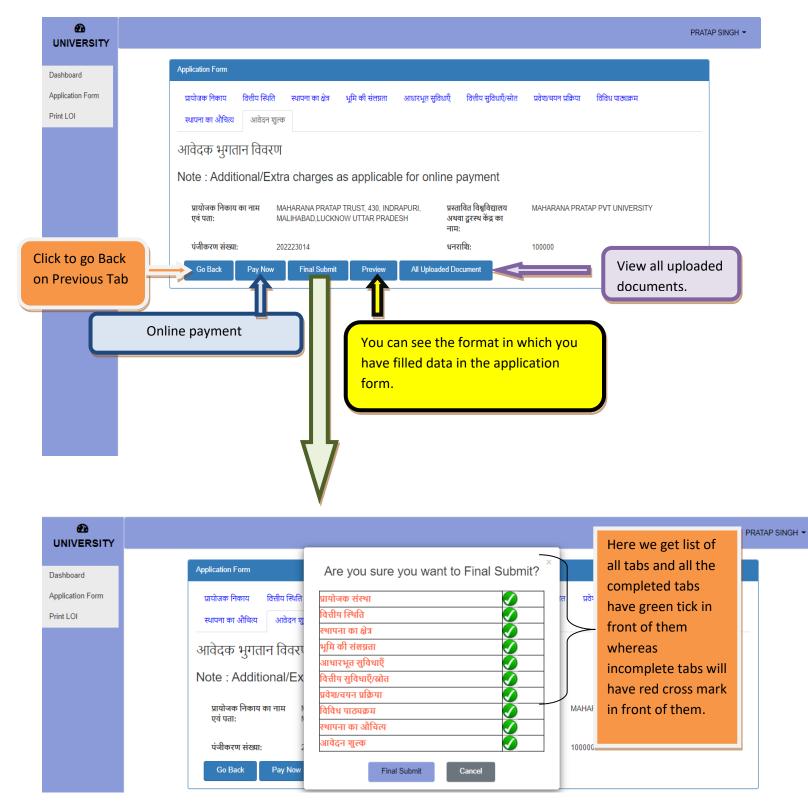




<u>।) स्थापना का औचित्य</u>



<u>।) आवेदन शुल्क</u>



Note: After final submission, user can only view data and cannot update data.

 After final submission this data goes on several different authorities in Higher Education Department for scrutiny.

After successful completion of payment transaction user will get this confirmation slip as shown below.

निजी विश्वविद्यालयों हेतु Payment Details , उच्च शिक्षा विभाग, उत्तर प्रदेश शासन ,लखनऊ

TRANSACTION AS SUCCESSFUL

PRINT



Name: Jan Kalyan Singh

Transaction ID: 129751609220451040

Amount: 1.0

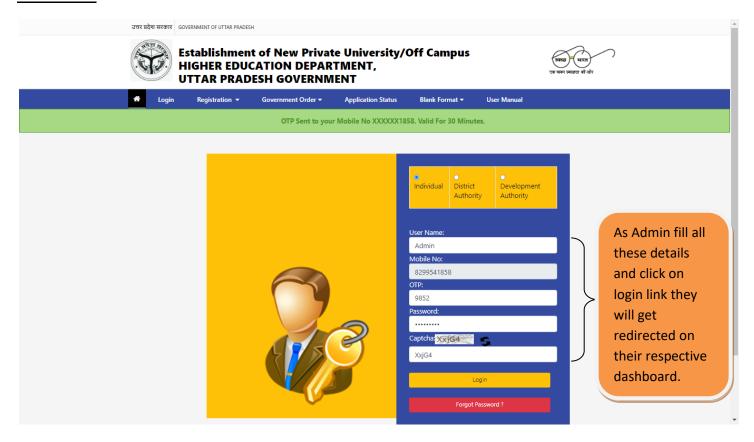
Payment Mode: Credit Card

Transaction Date: 2022-09-16 16:50:51.0

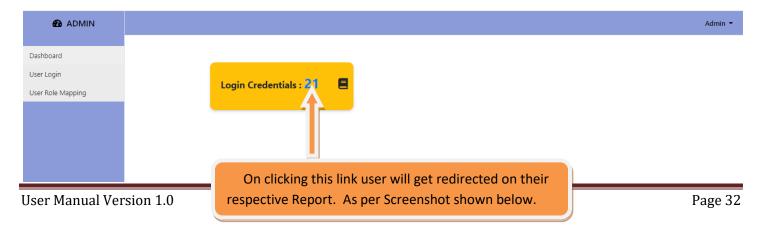
Again login

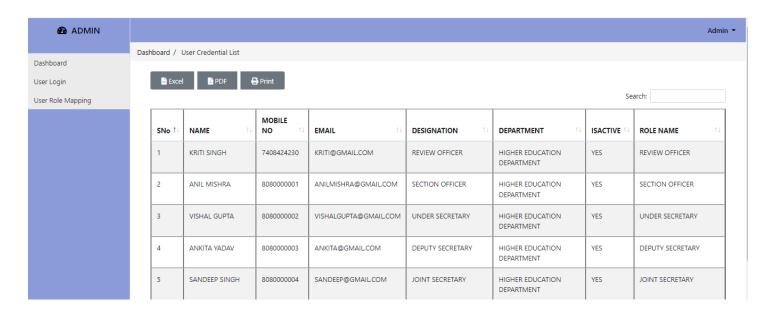
Login credentials for all officers of higher education department will get created in admin level.

2.1 Admin

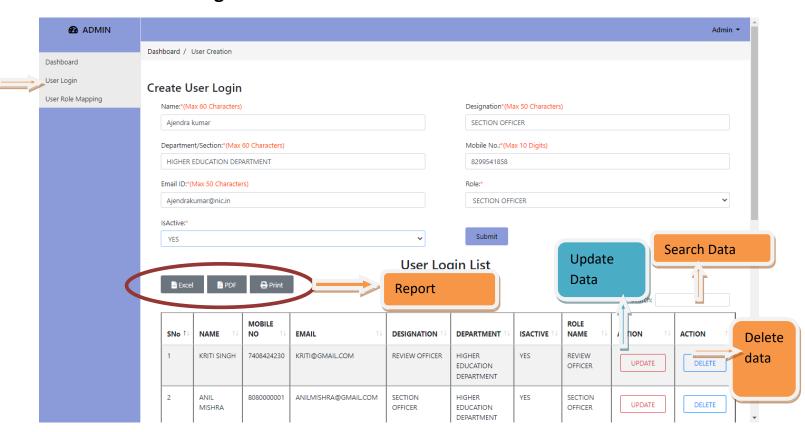


2.1.1 Dashboard Admin



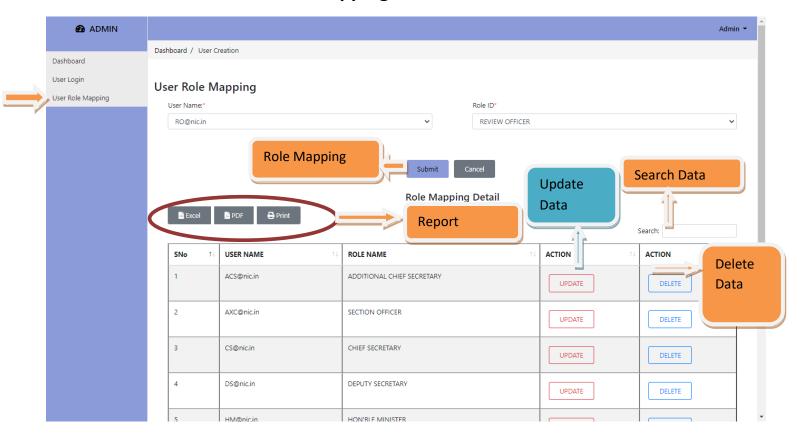


2.1.2 Create User Login



- Email id should be in (@nic.in, @gov.in) format only.
- Here admin can create login credentials, update or delete data.
- Admin can download reports in 3 formats.
- 1. Excel
- 2. PDF
- 3. Print
- Also user can search data by typing search keywords in Search textbox.

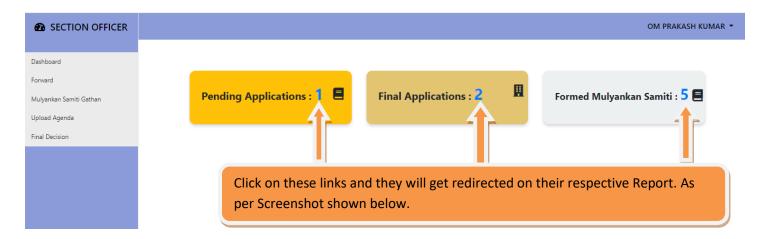
2.1.3 Admin Decide User Role Mapping



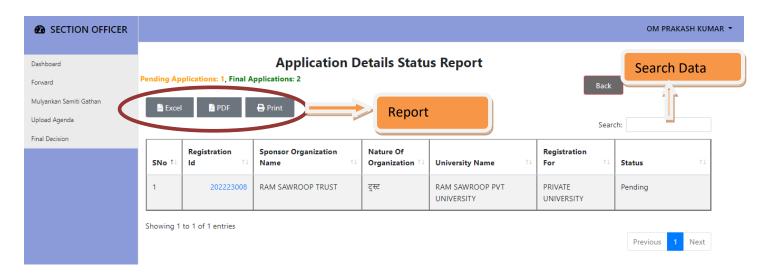
- Here admin can allot, update or delete Roles.
- Admin can download reports in 3 formats.
- 1. Excel
- 2. PDF
- 3. Print

3.1 Section officer

3.1.1 Dashboard

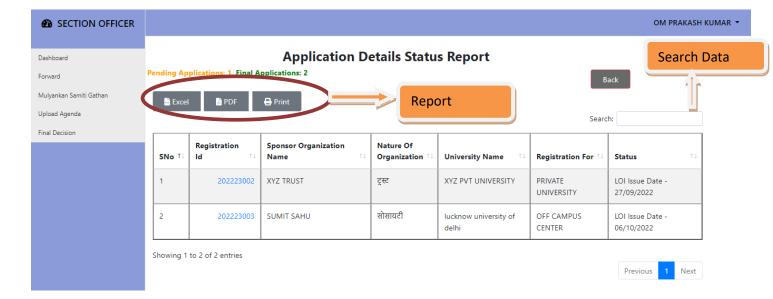


Following is the screenshot for Pending Application Dashboard Report.



- Section Officer can download reports in 3 formats.
- 1. Excel
- 2. PDF
- 3. Print
- Also user can search data typing search keywords in Search textbox.

Following screenshot shows Final Applications Dashboard Report.



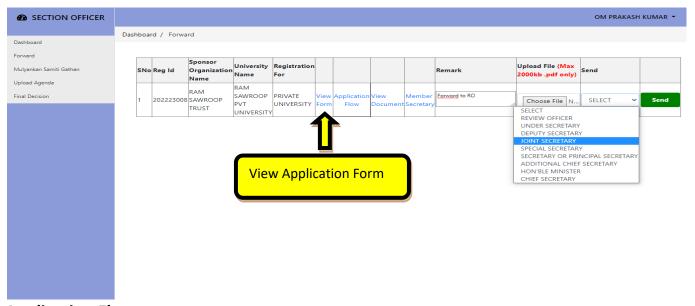
- Section Officer can download reports in 3 formats.
- 1. Excel
- 2. PDF
- 3. Print
- Also user can search data by typing search keywords in Search textbox.

Following screenshot shows Formed Mulyankan Samiti Dashboard Report.

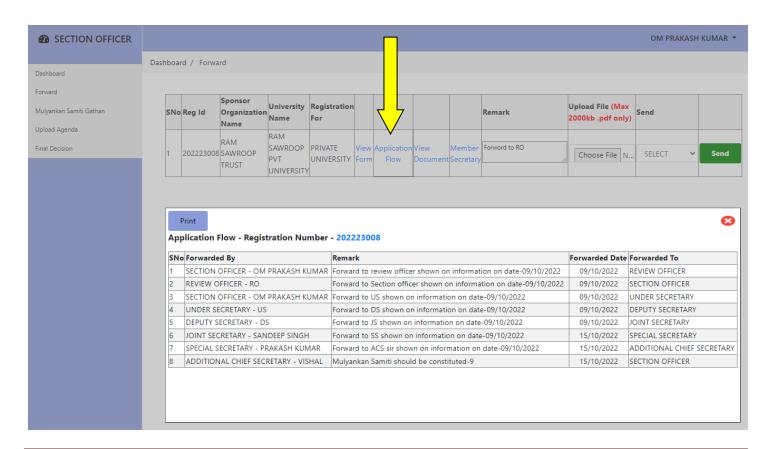


- User can download reports in 3 formats.
- 1. Excel
- 2. PDF
- 3. Print

3.1.2 Forward (Application Form forwarded to Higher Authorities for Scrutiny)



Application Flow: Screenshot given below shows on clicking Application flow link user will get all details (forwarded, date, remarks) if any records have been forwarded on their logins.



• Application Form forwarded to Higher Authorities for Scrutiny.

Sponsor Organization

3.1.3 Mulyankan Samiti Gathan

Registration

Designation Name*

VICE CHANCELLOR

SECTION OFFICER

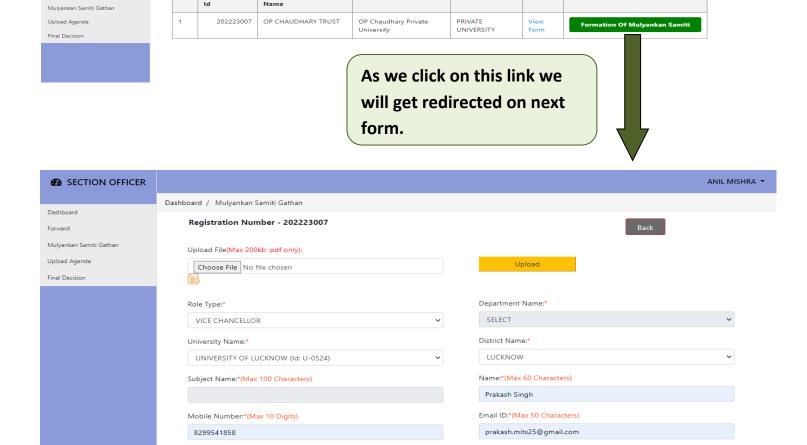
Dashboard

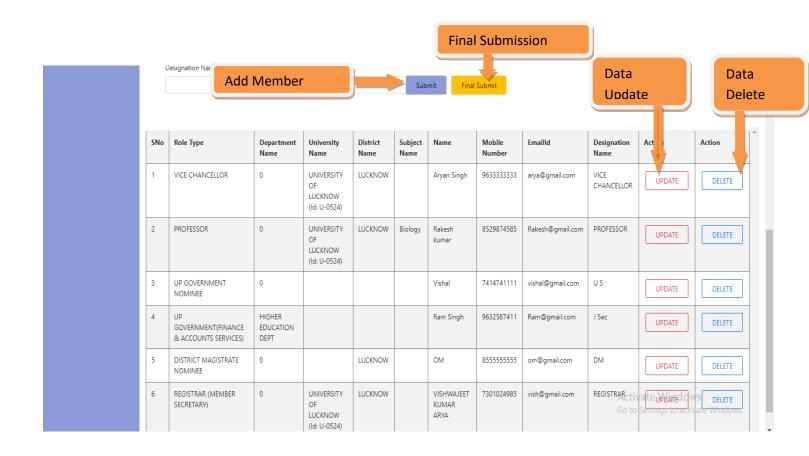
 In this option, the inspection committee will be formed with one member Secretary (Registrar) and Five members. As shown in following screenshot.

University Name

Registration For

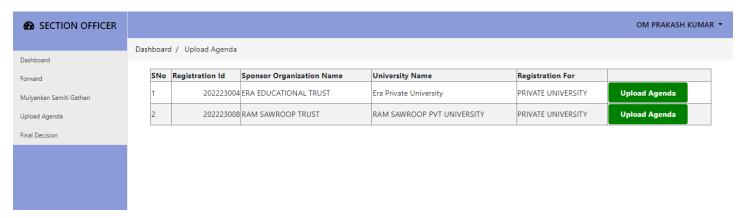
ANIL MISHRA



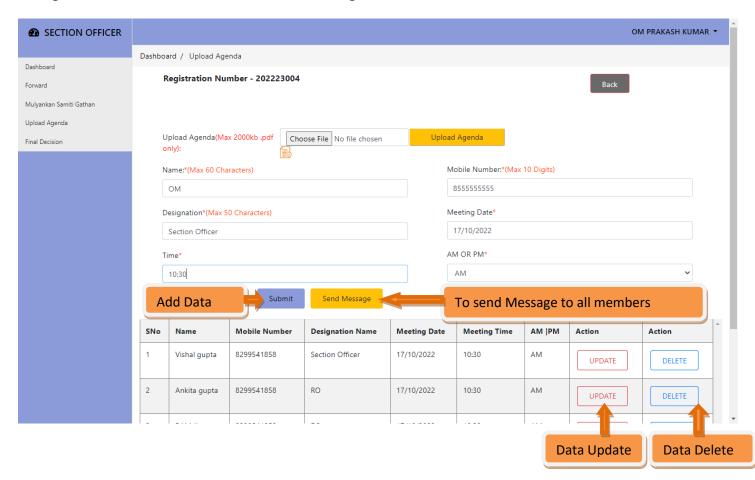


- On the page shown in above screenshot, once details for all five members and Registrar(Member Secretary) gets entered by Section Officer then Final Submit button will get visible to section officer so that he can finally lock this data.
- Final submit is required.
- The committee will be deemed to have been constituted only after the final submission.

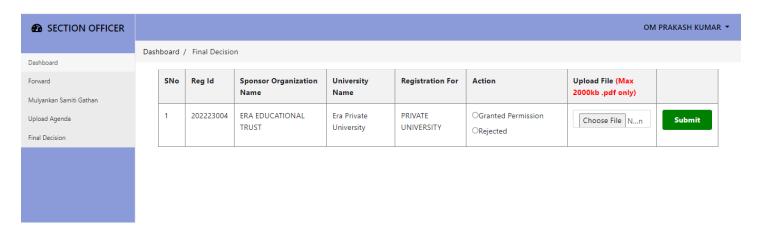
3.1.4 Upload Agenda



 Screenshot given below shows that Upload Agenda link will be used to upload agenda and then rest of the form will get filled.



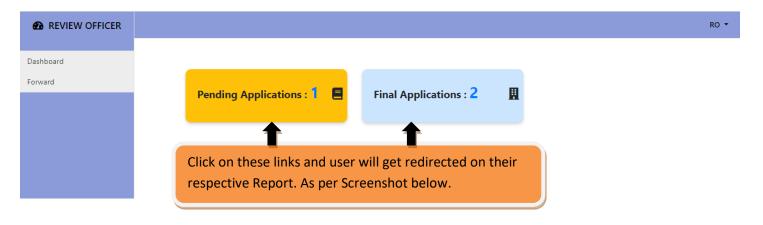
3.1.5 Final Decision



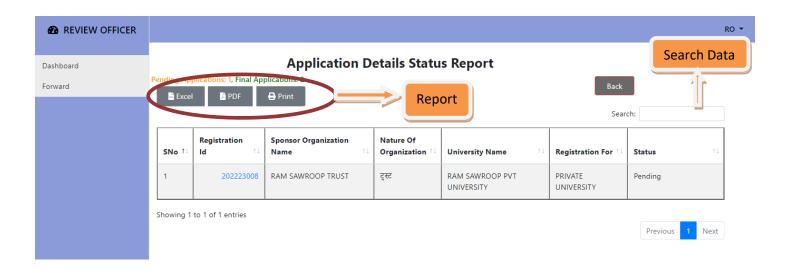
 After Higher Authorities meeting final decision will be to issue LOI (Letter of intent).

4.1 Review Officer

4.1.1 Dashboard

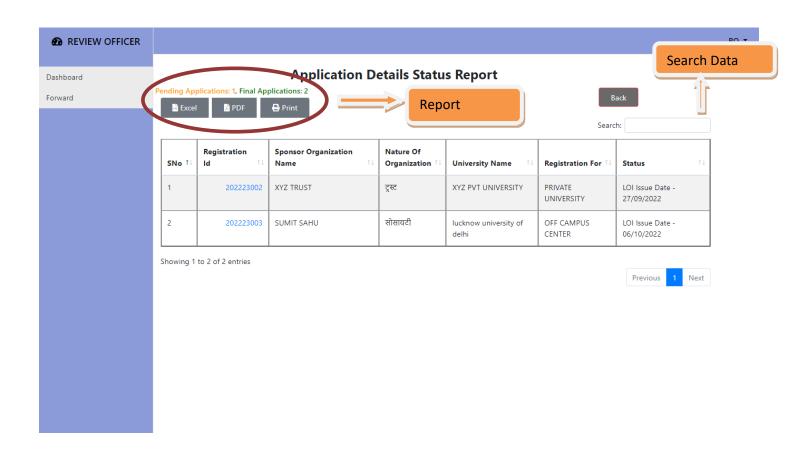


 Screenshot given below shows Pending Application Dashboard Report.

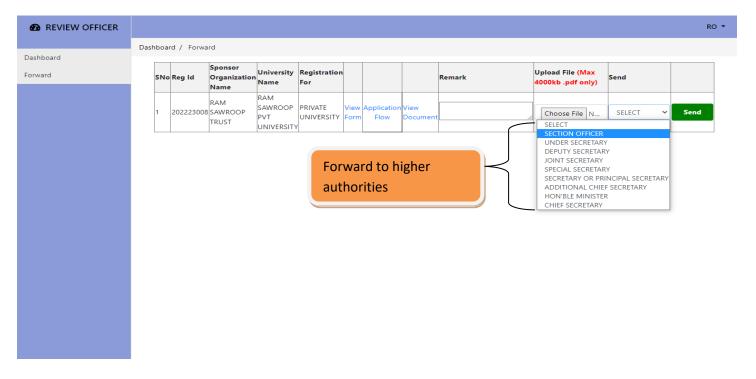


- User can download reports in 3 formats.
- 1. Excel
- 2. PDF
- 3. Print
- Also user can search data by typing search keywords in Search textbox.

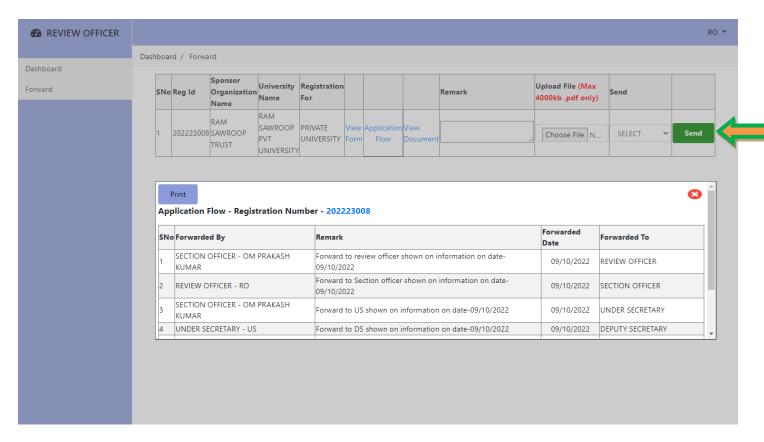
• Screenshot given below shows Final Applications Dashboard Report.



4.1.2 Forward (Application Form forwarded to Higher Authorities for Scrutiny)



• Application Flow: Screenshot given below shows Application flow showing information about all the details (forwarded, date, remarks).



• Application Form forwarded to Higher Authorities for Scrutiny.

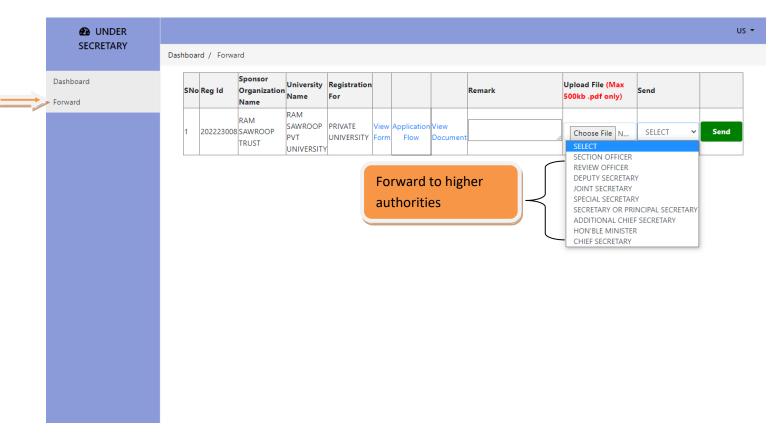
5.1 Under Secretary

5.1.1 Dashboard

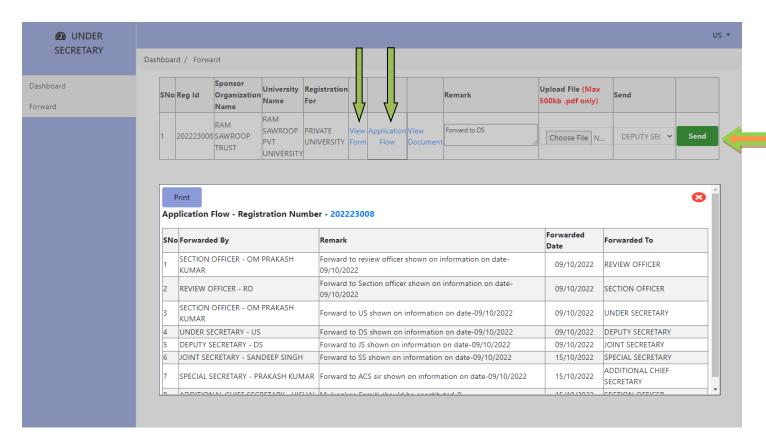
Dashboard screen displays count of Total Pending /Final Applications as shown in screenshot given below.



5.1.2 Forward (Application Form forwarded to Higher Authorities for Scrutiny)



- View Form: Application Form view for Scrutiny.
- Application Flow: Screenshot given below shows Application flow showing information about all the details (forwarded, date, remarks).



Application Form forwarded to Higher Authorities for Scrutiny.

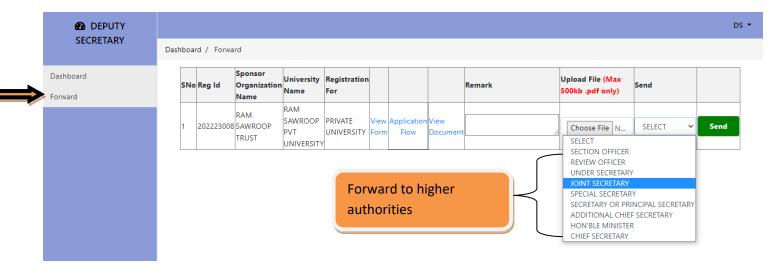
6.1 Deputy Secretary

6.1.1 Dashboard

Dashboard screen displays count of Total Pending / Final Applications as shown in screenshot given below.

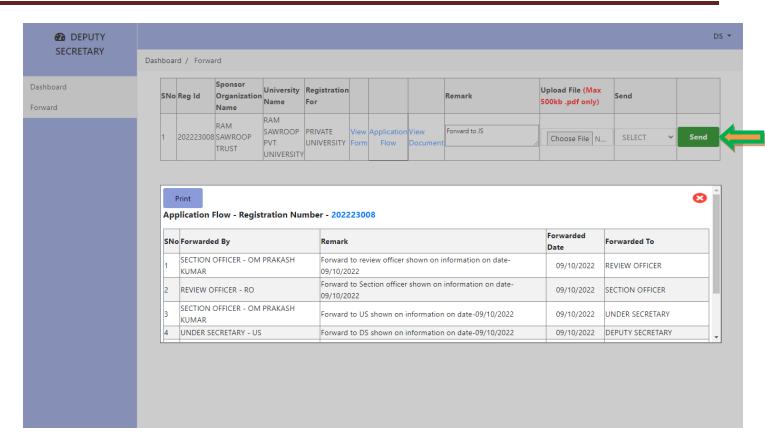


6.1.2 Forward (Application Form forwarded to Higher Authorities for Scrutiny)



- View Form: Application Form view for Scrutiny.
- Application Flow: Screenshot given below shows Application flow showing information about all the details (forwarded, date, remarks).

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Application Form forwarded to Higher Authorities for Scrutiny.

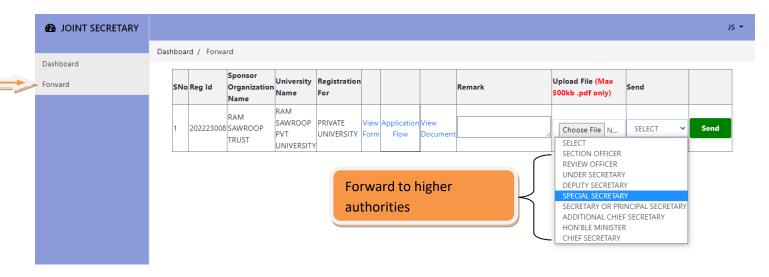
7.1 Joint Secretary

7.1.1 Dashboard

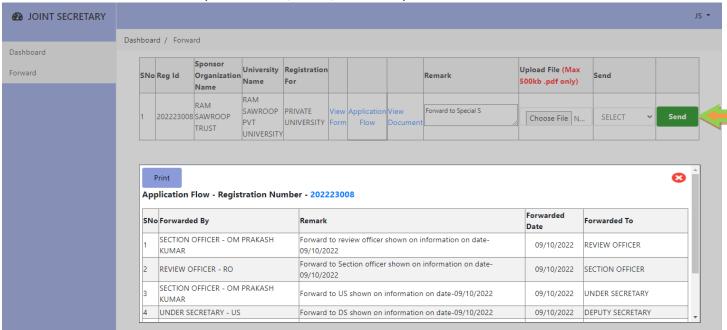
Dashboard screen displays count of Total Pending / Final Applications as shown in screenshot given below.



7.1.2 Forward (Application Form forwarded to Higher Authorities for Scrutiny)



- View Form: Application Form view for Scrutiny.
- Application Flow: Screenshot given below shows Application flow showing information about all the details (forwarded, date, remarks).

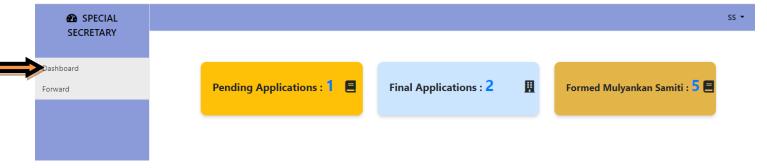


• Application Form forwarded to Higher Authorities for Scrutiny.

8.1 Special Secretary

8.1.1 Dashboard

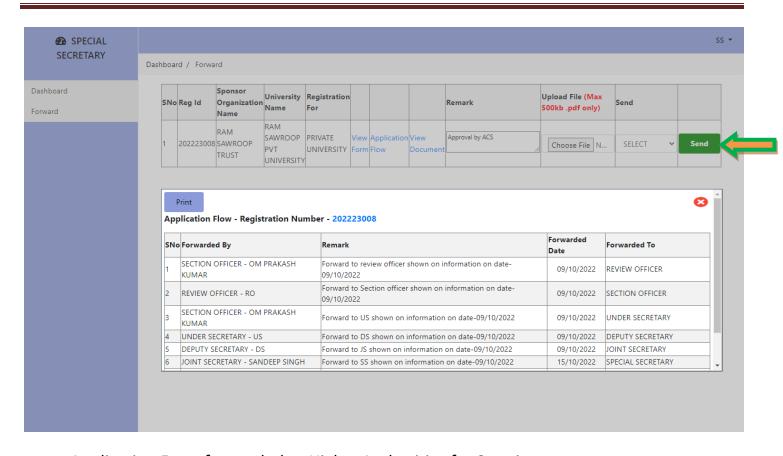
Dashboard screen displays count of Total Pending / Final/Formed Mulyankan Samiti Applications As shown on screenshot.



8.1.2 **Forward** (Application Form forwarded to Higher Authorities for Scrutiny)



- View Form: Application Form view for Scrutiny.
- Application Flow: Screenshot given below shows Application flow showing information about all the details (forwarded, date, remarks).

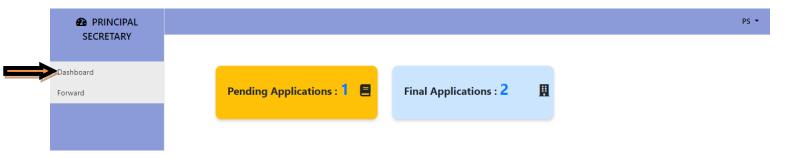


Application Form forwarded to Higher Authorities for Scrutiny.

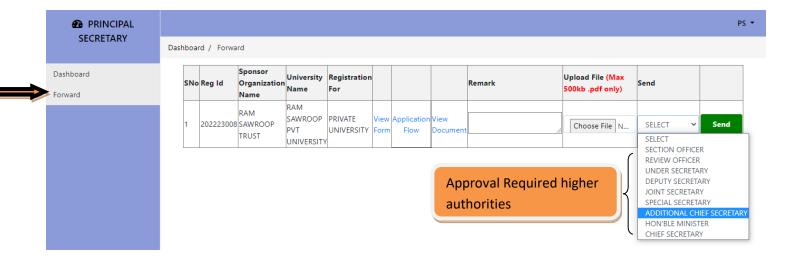
9.1 Secretary/Principal Secretary

9.1.1 Dashboard

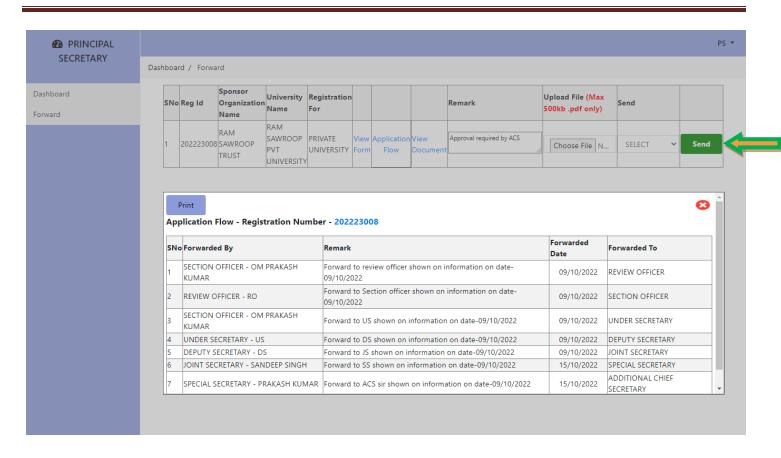
Dashboard screen displays count of Total Pending / Final Applications As shown in screenshot given below.



9.1.2 Forward (Application Form forwarded to Higher Authorities for Scrutiny)



- View Form: Application Form view for Scrutiny.
- Application Flow: Screenshot given below shows Application flow showing information about all the details (forwarded, date, remarks).

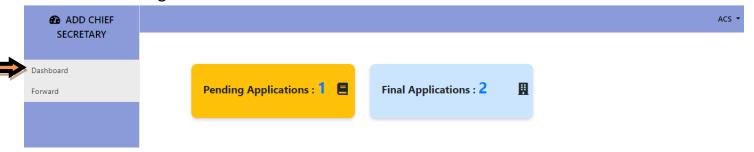


Application Form forwarded to Higher Authorities for Scrutiny.

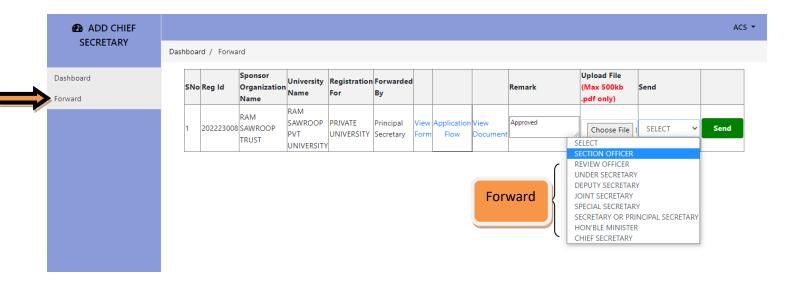
10.1 Additional Chief Secretary

10.1.1 Dashboard

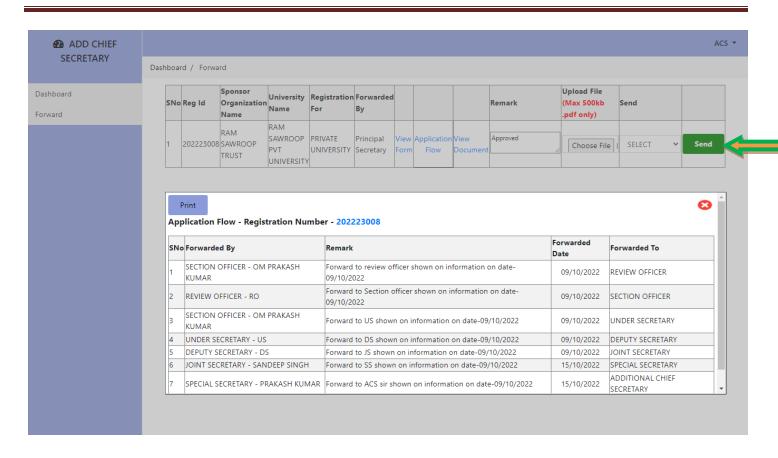
Dashboard screen displays count of Total Pending / Final Applications as shown in screenshot given below.



10.1.2 **Forward**



- View Form: Application Form view for Scrutiny.
- Application Flow: Screenshot given below shows Application flow showing information about all the details (forwarded, date, remarks).
- View Document: Document uploaded by Higher Education department at different levels authorities.

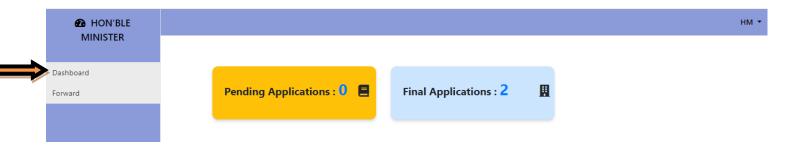


Application Form forwarded to Higher Authorities for Scrutiny.

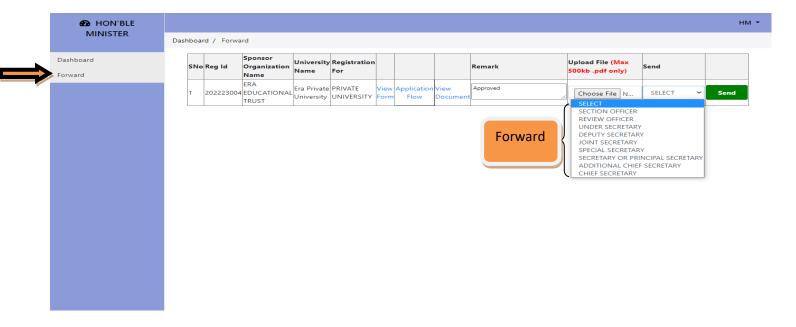
11.1 Hon'ble Minister

11.1.1 Dashboard

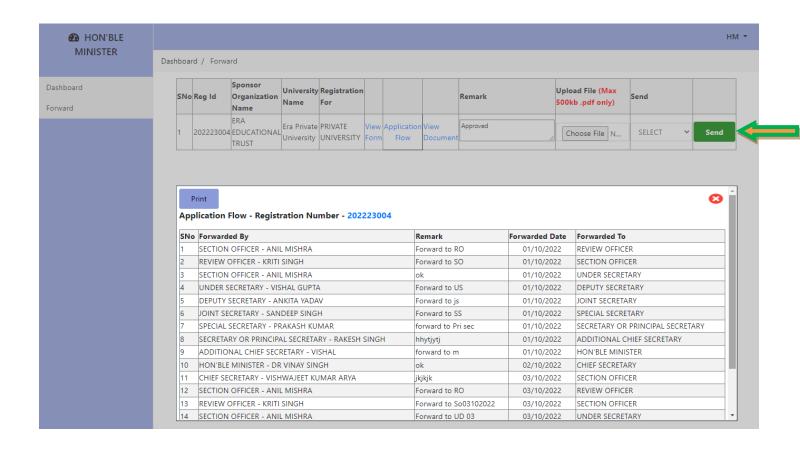
Dashboard screen displays count of Total Pending / Final Applications as shown in screenshot given below.



11.1.2 Forward



- View Form: Application Form view for Scrutiny.
- Application Flow: Screenshot given below shows Application flow showing information about all the details (forwarded, date, remarks).
- View Document: Document uploaded by Higher Education department at different levels authorities.



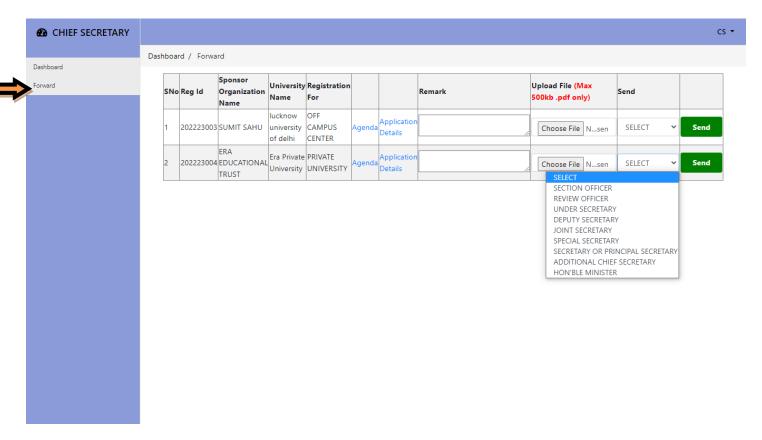
12.1 Chief Secretary

12.1.1 Dashboard

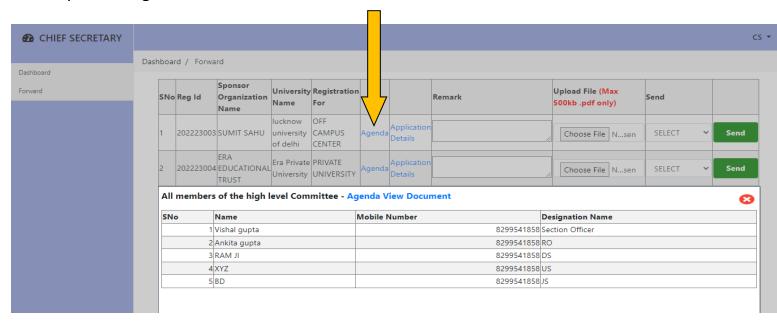
Dashboard screen has count of Total Pending / Final Applications As shown on screenshot.

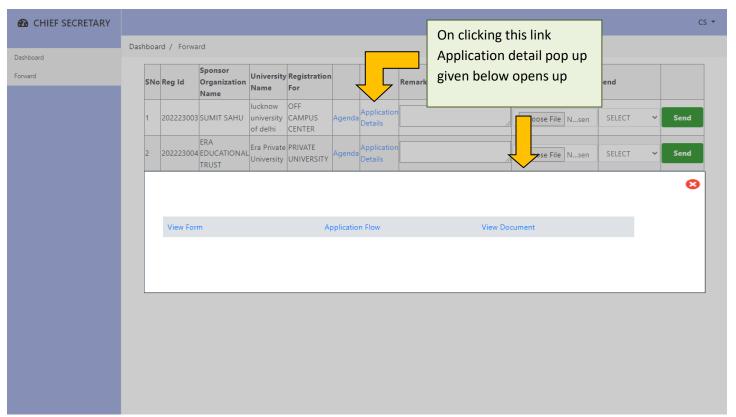


12.1.2 Forward



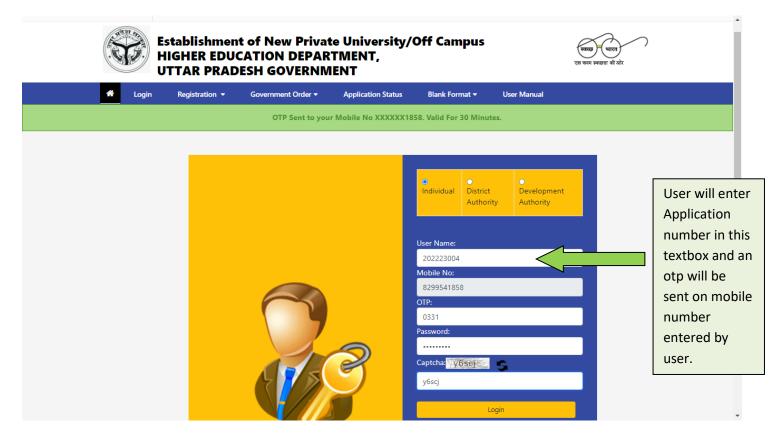
 As shown in screenshot given below, on clicking Agenda link user will get to see the uploaded agenda.





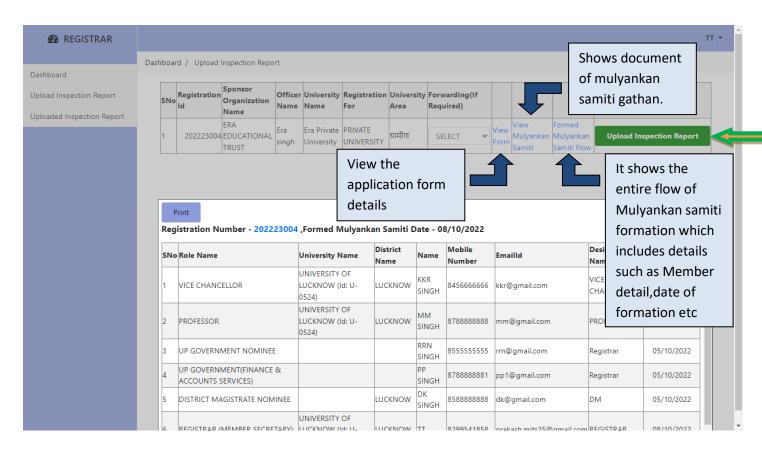
13.1 Registrar (Member Secretary)

Registrar Login

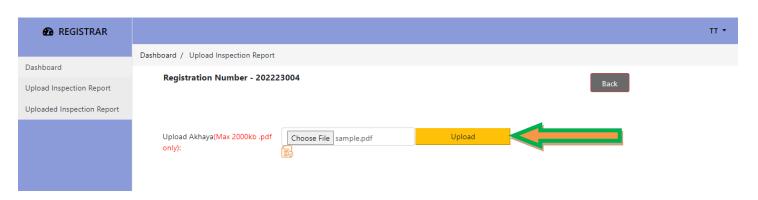


13.1.2 Upload Inspection Report

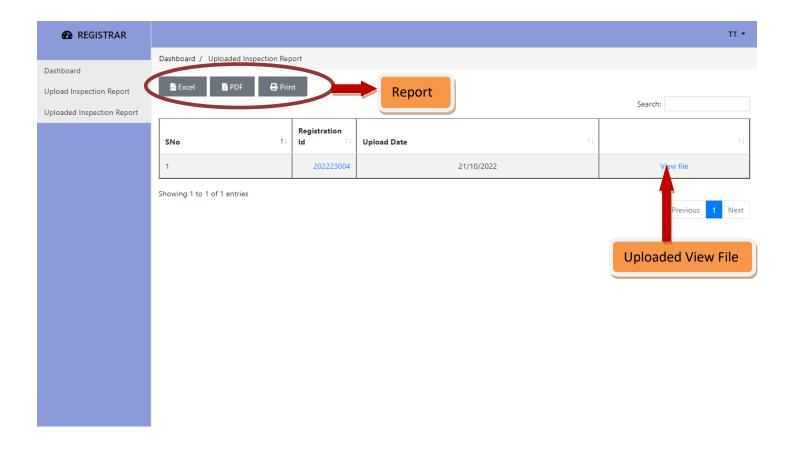




• As shown in screenshot given below Member Secretary will click on Upload button to upload document of Mulyankan samiti formation.



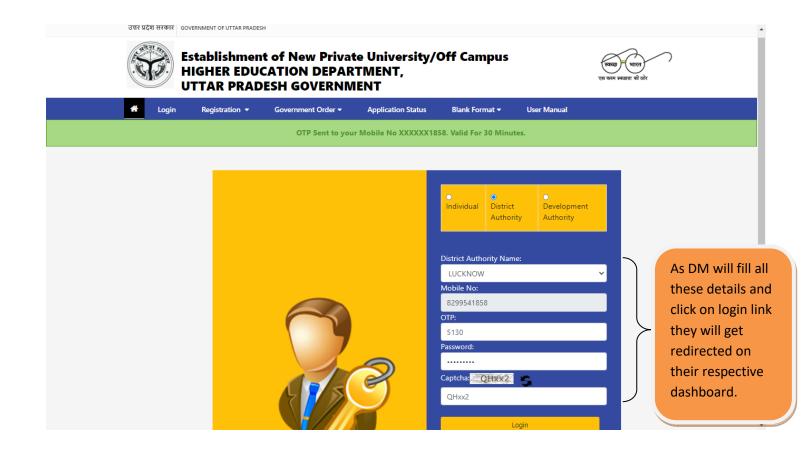
13.1.3 **Uploaded Inspection Report**



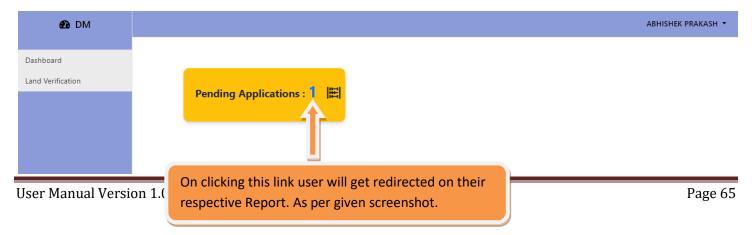
14.1 DM

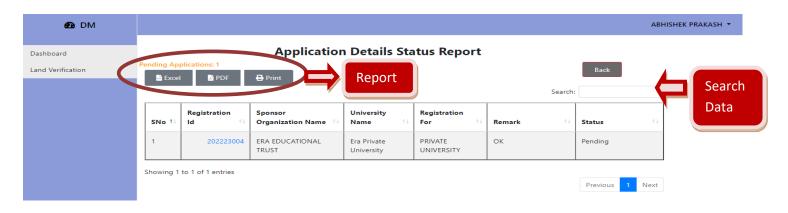
Note: If the application form is of rural area then verification will be done by DM.

DM Login:-

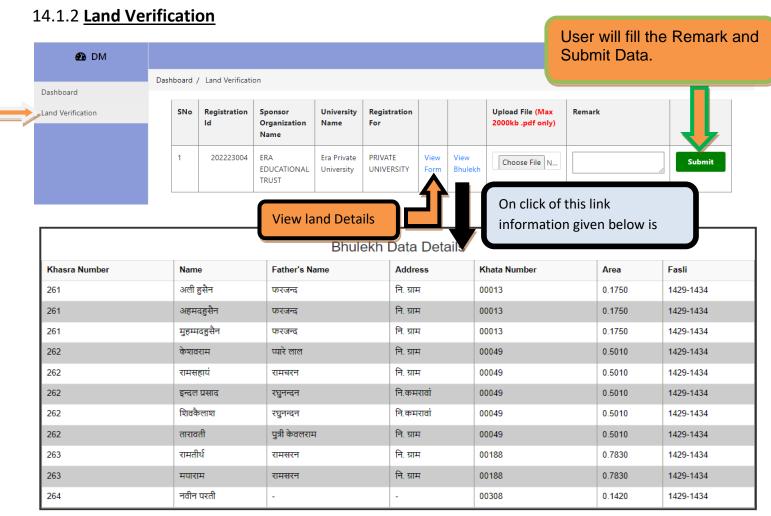


14.1.1 Dashboard





Also user can search data by typing search keywords in Search textbox.



khasra Number/Numbers is/are 12345678 Not found In Bhulekh

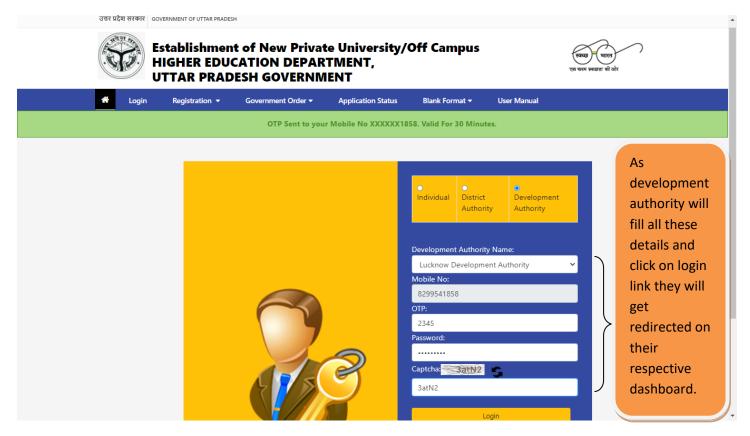
Note: As per data provided by bhulekh

Activa

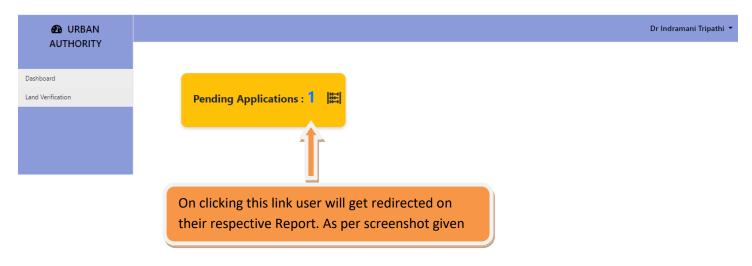
15.1 Urban Authority

Note: If the application form is urban area then verification will be done by Urban Authority.

Urban Authority Login:-



15.1.1 Dashboard





Also user can search data by typing search keyword in Search textbox.

15.1.2 Land Verification:-

