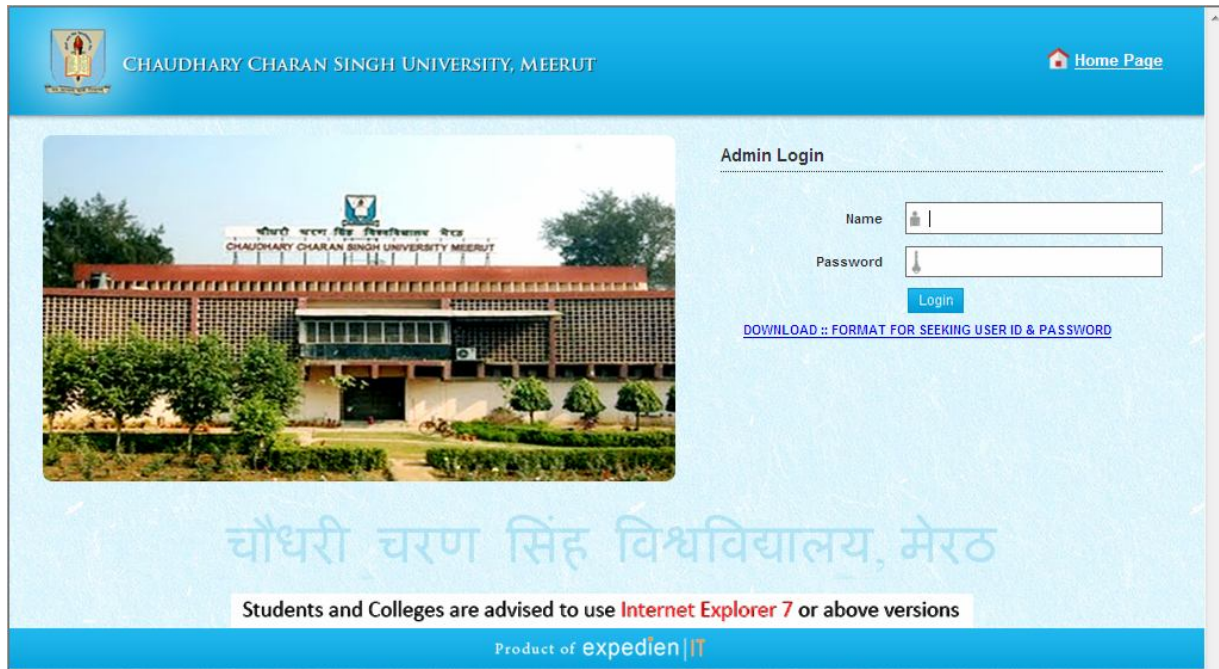


## Creation and Distribution of College Login User ID's and Passwords:

- I. This Process is the creation and distribution of user ID's and passwords for college admin login portal.
- II. The user ID's and passwords will be sent via SMS to the mobile number given by the colleges in the format for seeking User ID and password.
- III. Now, user types the URL: [www.ccsuonline.in](http://www.ccsuonline.in) on the browser, then user will navigate to the Home Page of the website and then click on "University/College Login" link. Login Page will be displayed to the college user.



CHAUDHARY CHARAN SINGH UNIVERSITY, MEERUT

Home Page

Admin Login

Name

Password

Login

[DOWNLOAD :: FORMAT FOR SEEKING USER ID & PASSWORD](#)

चौधरी चरण सिंह विश्वविद्यालय, मेरठ

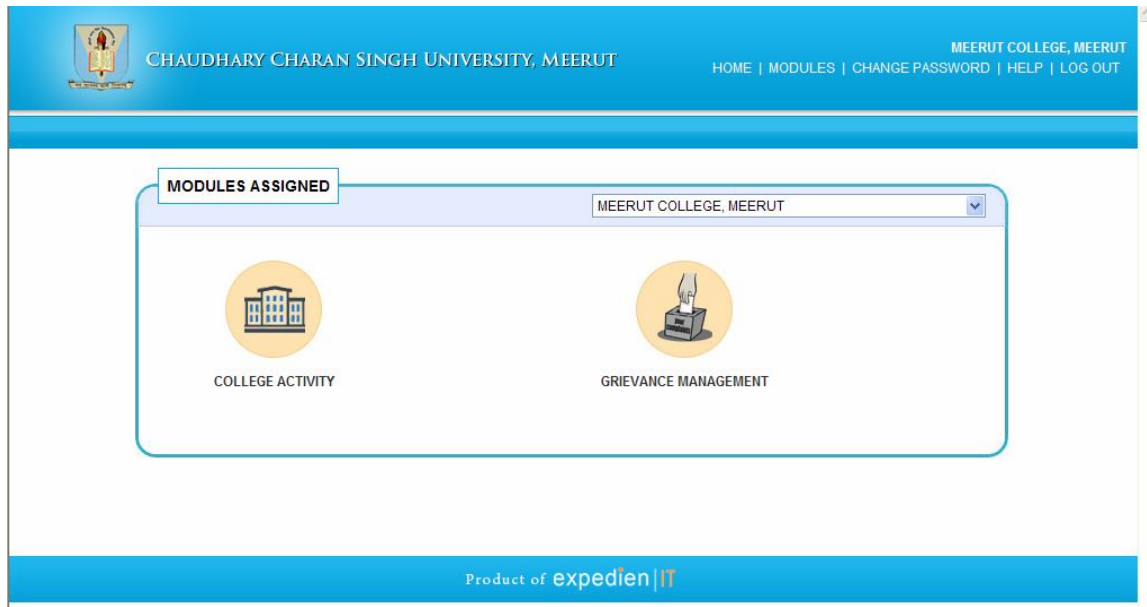
Students and Colleges are advised to use Internet Explorer 7 or above versions

Product of expedien|IT

User enters the valid 'User Name' and Password and click on 'Login' button.

### **Modules Assigned :**

After logged in 'Modules Assigned' page will be displayed to the user:



## College Education Type

- Select "**College Education type**" from College activity tab
- Select the name of the college from the list and then check the education type: whether it is Co-educational, Girls only or boys only.
- If there is any change to be made, select the correct option and press **UPDATE** button to update the details

CHAUDHARY CHARAN SINGH UNIVERSITY, MEERUT

HOME | MODULES | CHANGE PASSWORD | HELP | LOG OUT

Main Account

College Activity | Admission Activity | Reports

College Education Type

College Name : A.K.P. COLLEGE KHURJA (BULANDSHAHAR) (043)

Education Type : ☐ Co-Educational ☒ Girls Only ☐ Boys Only

UPDATE RESET

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### Creation of Degree and Subject Combinations:

- The second step in the process is the creation of Degree and Subject combinations available in the college. This has to be done by the colleges themselves once User ID and password is obtained.
- After logging in using the user ID and password provided select Degree Subject combination from the "College Activity" tab.

CHAUDHARY CHARAN SINGH UNIVERSITY, MEERUT

HOME | MODULES | CHANGE PASSWORD | HELP | LOG OUT

College Activity | Admission Activity | Reports

Degree Subject Combinations - B.A & B.Sc.

College : MEERUT COLLEGE, MEERUT (055)

Degree : B.A.

Combination Group : Arts Group

A. Subject Combinations available in your College

- ☐ Defence Studies, English, Economics
- ☐ Defence Studies, English, Geography
- ☐ Defence Studies, English, Hindi
- ☐ Defence Studies, English, History
- ☐ Defence Studies, English, Political Science
- ☐ Defence Studies, English, Sanskrit

B. Selected Subject Combinations to be Deleted

DELETE COMBINATIONS

RESET

C. Choose Subjects in case any other combination exists in your College.

- ☐ English
- ☐ Hindi
- ☐ Sanskrit
- ☐ Defence Studies
- ☐ Drawing & Painting
- ☐ Sociology

VIEW COMBINATION

ADD TO LIST

RESET

Internet | Protected Mode: On

95%

- By selecting the college name, the degree and the combination group, all the combinations available in your college are populated in the list under “**A. Subject combinations available in your college**”
- If there are any subject combinations to be deleted then tick the respective subject combinations on the left and use the right arrows to move them to the box on the right. Now pressing the “**Delete Combinations**” will delete the subject combination.

- If there are any subject combinations which are to be added then this can be done using Box C.


Choose subjects in case any other combinations exist which are not in list under Box A.

- **“View Combinations”** helps in viewing all the added combinations and Clicking on **“ADD TO LIST”** adds the subject combinations to the list of subjects under Box A.

## College Degree Subject & Seat Report

After the degree combinations are checked, the College Degree Subject & Seat Report can be generated.

This can be done by clicking on “College degree subject and seat report ”under the Reports tab.


**CHAUDHARY CHARAN SINGH UNIVERSITY, MEERUT**

[HOME](#) | [MODULES](#) | [CHANGE PASSWORD](#) | [HELP](#) | [LOG OUT](#)

[College Activity](#) | [Admission Activity](#) | [Reports](#)

**College Degree Subject & Seat Report**

College Name : A.S. COLLEGE, LAKHAOTI (BULANDSHAHAR) (045)  
Degree : B.A.  
Report Type : PDF Format

PRINT RESET

Product of expedien|IT

CHAUDHARY CHARAN SINGH UNIVERSITY, MEERUT		
College Wise Seat Matrix Report		
Code	College Name	Tot Seats
045	A.S. COLLEGE, LAKHAOTI (BULANDSHAHAR)	
Degree :	B.A.	
Subject :	Arts Group	202
	English, Geography, Economics	
	English, Geography, Hindi	
	English, Geography, Political Science	
	English, Geography, Sociology	
	English, Hindi, Economics	
	English, Hindi, History	
	English, Hindi, Political Science	
	English, Hindi, Sociology	
	English, History, Economics	
	English, History, Political Science	
	English, History, Sociology	
	English, Political Science, Economics	
	English, Sociology, Economics	
	English, Sociology, Political Science	
	Geography, Hindi, Economics	
	Geography, Hindi, Political Science	
	Geography, Hindi, Sociology	
	Geography, History, Economics	
	Geography, Political Science, Economics	
	Geography, Sociology, Economics	
	Geography, Sociology, Political Science	
	Hindi, History, Political Science	

In case of any discrepancy in the report with regards to your details, please contact the affiliation department of CCSU, Meerut.


### Submit Your Complaint from Grievance Module:

- I. The first step in the process of 'Grievance Management' Module is to submit the query by the college. This has to be done by the colleges themselves once User ID and password is obtained. This phase also goes live from the 14<sup>th</sup> June 2014.
- II. After logging in using the user ID and password provided submit 'Complaint' from the "Grievance" tab
- III. Enter the value in 'Subject' text box regarding the Complaint submitted by College.
- IV. Enter the details description in 'Complaint' text editor text box about the complaint.

The screenshot shows the 'Submit Your Complaint' form within the CHAUDHARY CHARAN SINGH UNIVERSITY, MEERUT portal. The form has a blue header with the university logo and navigation links (HOME, MODULES, CHANGE PASSWORD, HELP, LOG OUT). Below the header, the 'Grievance' tab is selected. The form contains a 'Subject' text box and a 'Complaint' text editor. The 'ATTACH FILES' button is highlighted with a red circle.

- V. If user wants to attach any file for the reference then click on 'Attach File' link and attached the file.
- VI. After filling all the details User should click on 'Submit' button and then that submitted Complaint will display in 'List of Complaints' grid given below.

After submitting your request, University/Agency will take action on reported query and you can follow up the query status via click on 'Details' link.

List of Complaints					
S. No.	Subject	Complaint Date	Last Reply Date	Complaint Status	DETAILS
1	One combination for B.A Degree doesn't display	15/06/2014 12:55:33	15/06/2014 13:09:09	Open	
1					

You can also generate a query against the reference of a query which has been reported by you previously.



## Candidate Admission in College

- I. Colleges have to confirm admission in various categories strictly on the basis of merit list of the candidates.
- II. Candidates have to take admission in the college within the time period between the next cut off list generation
- III. Colleges need to check the below mentioned items and match with the Online data before allowing the candidate to take admission in their college.
  - A copy of Registration Form that has been submitted at the time of Online Registration.
  - 6 colored passport size photograph.
  - All valid documents for example, 10<sup>th</sup> Mark sheet, 12<sup>th</sup> Mark sheet, Graduation Mark Sheet etc
  - Any additional document/Certificate of Weightage Details.
  - Any additional document for horizontal and vertical reservation criteria
- IV. Colleges need to check that the candidate whose name appears in the merit list should be the same who is coming to the college to take admission.
- V. Colleges have to ensure that they select the candidate reservation category at the time of admission confirmation of the candidate under which he/she has been given admission.
- VI. College should not confirm admission more than the vacant seats available in each category.
- VII. Additional admission more than sanctioned seat intake are not permissible.