

User Manual for using Open Minor/ Open Elective Choice Selection Interface

STEP-1

As soon as student confirms that “**I have read all the instructions carefully**” he/she will be redirected to the interface for choosing the option for either “**Open Minor or Open Elective**” and click on Submit button. Student can choose only 1 option as per image given below:

Download: [User Manual](#) [Allocation Criteria](#)

Step A- Please choose your desired option.

Select Option:

STEP-2 (a)

If student chooses the option of “**Open Elective**” in the 1st Step. Then a message will be displayed to the student as shown below. Polling for Open Elective will be scheduled shortly.

Step A- Please choose your desired option.

Select Option:

The polling for Open Elective Courses will be scheduled soon. The information regarding the same will be provided to you through the UMS announcement.

STEP-2 (b)

If student chooses the option of “**Open Minor**” in the 1st Step, the preference form will be displayed to the student as per image given below:

Step A- Please choose your desired option.

Select Option:

Open Minor

Submit

Reset

You are required to submit your preferences for Open Minor Area in Step B given below.

Step B- Select preference in order of your preferred choice of Open Minor Area.

---Select Your Preference 01---

---Select Your Preference 02---

---Select Your Preference 03---

---Select Your Preference 04---

---Select Your Preference 05---

Submit

Reset

Details of Open Minor Area available for polling

Open Minor Areas	Seats Offered	Criteria
GAMING	10	CGPA
INTELLECTUAL PROPERTY AND CYBER LAWS	10	CGPA
BANKING AND FINANCIAL SERVICES	10	CGPA
INTERNATIONAL BUSINESS	10	CGPA
MANAGEMENT FUNDAMENTALS	10	CGPA
OPERATIONS	10	CGPA

The basket of Open Minor Areas displays the data in 3 columns:

- 1. Open Minor Areas:** This column displays the names of all the Open Minors offered to the student.
- 2. Seats Offered:** In this column, number of seats offered for each of the Open Minor Area has been provided.
- 3. Criteria:** This column displays the criteria on the basis of which area will be allocated.

STEP-3

Each student is required to provide 3, 4 or 5 Preferences (according to their program scheme) as their choice. 4th and 5th dropdown list will be disabled for those students, who are supposed to give only 3 preferences as their choice. For filling the preferences, dropdown lists have been provided in the interface, as per image given below.

Step B- Select preference in order of your preferred choice of Open Minor Area.

The screenshot shows a web-based application interface for selecting preferences. At the top, there is a header: "Step B- Select preference in order of your preferred choice of Open Minor Area.". Below this, there are two dropdown menus. The first dropdown menu is titled "----Select Your Preference 01----" and contains the following options: "GAMING", "INTELLECTUAL PROPERTY AND CYBER LAWS", "BANKING AND FINANCIAL SERVICES", "INTERNATIONAL BUSINESS", "MANAGEMENT FUNDAMENTALS", and "OPERATIONS". The option "GAMING" is highlighted with a blue background. The second dropdown menu is titled "----Select Your Preference 05----" and is currently empty. At the bottom of the form are two buttons: "Submit" and "Reset".

Students can click these dropdown lists for giving their preferences. For example, as in dropdown list 1, **Select Your Preference 01**, Open Minors applicable to the students will be visible. Student can select any of the Open Minor, as per the details provided.

Note: If a student has selected particular Open Minor as Preference 1, then he/she shall not be able to select it as Preference 2, 3, 4 or 5. Selected Preference from any of the dropdown lists will be disabled in other four dropdown lists, as shown in image below:

Step B- Select preference in order of your preferred choice of Open Minor Area.

The screenshot shows a web-based application interface for selecting preferences. At the top, there is a header: "Step B- Select preference in order of your preferred choice of Open Minor Area.". Below this, there are three dropdown menus. The first dropdown menu is titled "BANKING AND FINANCIAL SERVICES" and is currently selected. The second dropdown menu is titled "INTELLECTUAL PROPERTY AND CYBER LAWS" and is currently selected. The third dropdown menu is titled "MANAGEMENT FUNDAMENTALS" and is currently selected. Below these three, there is another dropdown menu titled "----Select Your Preference 04----" which is currently empty. Underneath this empty dropdown menu, there is a list of options: "GAMING", "INTELLECTUAL PROPERTY AND CYBER LAWS", "BANKING AND FINANCIAL SERVICES", "INTERNATIONAL BUSINESS", "MANAGEMENT FUNDAMENTALS", and "OPERATIONS". The option "OPERATIONS" is highlighted with a blue background. This indicates that once an option is selected in one dropdown, it becomes unavailable in subsequent dropdowns.

STEP-4

Once student has selected all the preferences applicable, as shown in fig below, then the student is required to click on the submit button. Once Submit button is clicked, preferences will be saved and cannot be changed afterwards.

Your Selected Preferences

Preference 01. **BANKING AND FINANCIAL SERVICES**
Preference 02. **INTELLECTUAL PROPERTY AND CYBER LAWS**
Preference 03. **MANAGEMENT FUNDAMENTALS**
Preference 04. **GAMING**
Preference 05. **OPERATIONS**