

UUeMS

Guidelines for the Colleges interested to enter the Student Basic Information of BA/B.Com/B.Sc. 2013 admission batch data in excel sheet

1. The provided excel file is made available after login into www.uuems.in
2. After login two excel files are available :-
 - “**sample.xls**” file is for user reference only.
 - “**Blank_Format.xls**” is for entering student data. Save the Excel File as your College New Code (e.g - **9090.xls**).
 - The Provided Excel file contains 7 sheets
 - ✓ ArtsHonours
 - ✓ ArtsPass
 - ✓ CommerceHonours
 - ✓ CommercePass
 - ✓ ScienceHonours
 - ✓ SciencePass
 - ✓ Master_List

NB: Don't delete any of the above mentioned sheets.

3. Data can be fed into the software either by online (login into www.uuems.in) or by entering the data in the provided excel sheet.
4. Once single student record is entered by online, system will not accept the Excel Sheet Data. In that case, user needs to feed all the student records online.
5. No need to feed students data in excel sheet once students data is fed by online.
6. Fill up the Excel sheet as per given format, don't change or manipulate the provided excel sheet. Merge cell and structural changes are not allowed. If modified, system will not accept the sent excel file.
7. Copy – Paste is not allowed where Dropdown list cell is available.
8. It is mandatory to fill all the fields provided the excel sheet.
9. Please check for the proper combination of subject, while entering data in excel sheet.
10. Please ensure that correct data has been entered in appropriate column of the excel sheet.
11. Don't use excel format of your own.
12. Please email the excel file to uuems@ddceutkal.org after completion of data entry.
13. Before sending student data in excel file, please email us the scanned copies of relevant documents in support of the affiliation strength in each of the subjects and newly introduced stream (*if any*).
14. After receipt of excel file, 5 working days is required from our end to upload the provided data in the UUeMS Online system. In case of any discrepancy in the data our team will get back to you over email and the same will take some more working days.
15. Last date of receipt of Excel file is Date: **01-Feb-2014**.
16. Once provided data is uploaded into the UUeMS Online System the colleges can be able to edit or add new student's data for a specific period (will be notified later).

Your co-operation will be highly appreciated for smooth functioning of UUeMS.