

# UMS - University Management System

- New web application by Mahatma Gandhi University to manage all services of the University
- All Faculties are instructed to sign up with this new application

# FAQ

1. Can I use my existing teachers portal credentials in UMS?: **NO, UMS is a completely new initiative and you are requested to register as a new user in this application.**
2. UMS shows a password expired message when I try to login: **Password (UMS) reset is a required security update, as there are some major changes in the application. You can just click on the "Forgot Password" button on the login page and reset your password to access your existing profile.**
3. Can I add multiple entries in the Qualification, Service, Teaching, Camp, and Research pages?: **Yes, you can add multiple entries by clicking on the add button the respective pages.**
4. I have added all the details but the status still shows as "Draft": **For your profile to get submitted for verification you should click on the "Finish" button available on the Research page.**
5. Is my profile subjected to verification?: **Yes, your profile will be initially verified by your Principal followed by the University.**
6. Can I edit my profile, if it's verified?: **Yes, but it will be again subjected to verification.**
7. Can I use my official email ID (provided by the institution) and register with UMS?: **NO, it is always recommended that your profile is registered with your personal email ID in UMS, as registering using official email ID's may create conflicts during a transfer.**
8. Changes made is not reflecting in my profile: **Please ensure that you click on "Final Submit" button so that updates are effected on your profile.**
9. What if I forget my registered email ID?: **Please get in touch with [itcellhelp@mgu.ac.in](mailto:itcellhelp@mgu.ac.in)**

# Login Page

ums.mgu.ac.in/login



മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം  
Mahatma Gandhi University, Kerala  
महात्मा गांधी विश्वविद्यालय, केरल

Register Login

University Management System

Email

Password

Remember Me

Forgot Your Password?

Access URL :  
<https://ums.mgu.ac.in/>

## Existing User?

- Provide Email(username) and Password
- Click **Login**

## New User?

- Click **"Register Now"** button

# Register Now - New to UMS





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Mahatma Gandhi University, Kerala  
महात्मा गांधी विश्वविद्यालय, केरल


 Register


 Login

University Management System

Name 

Email 

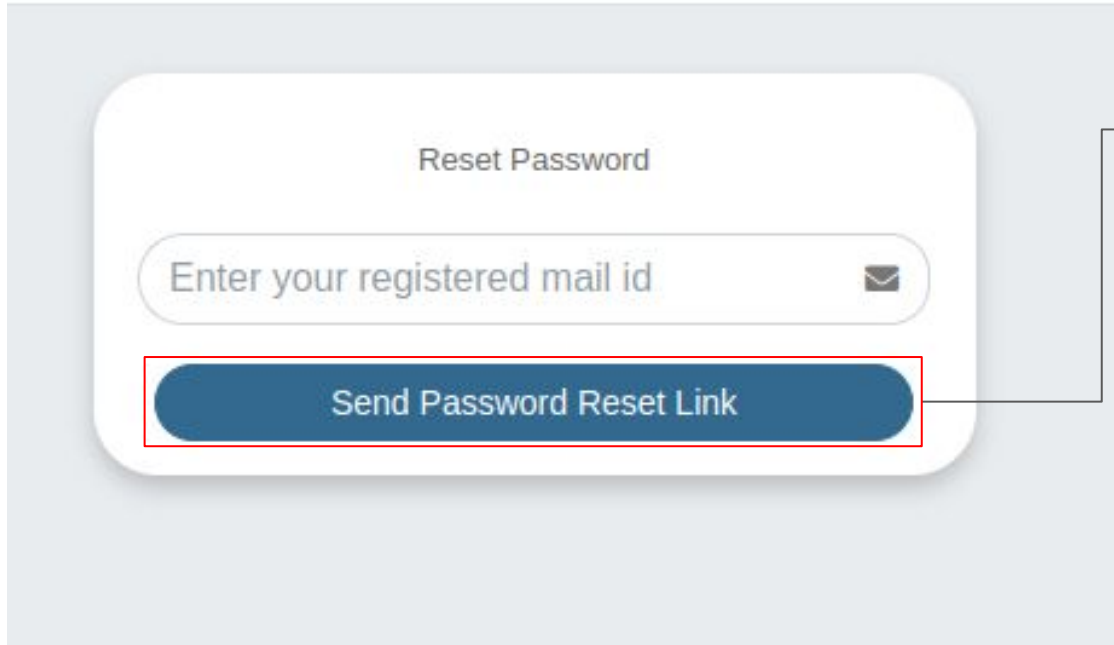
password 

Retype password 

[Already registered ?](#)

- Fill-in basic details and click register
- Email ID will be your **“username”**. It is recommended to use personal Email ID's for registration
- Click **“Already registered”** to redirect to Login page

# Forgot Password?



The image shows a 'Reset Password' form. At the top, it says 'Reset Password'. Below that is a text input field with the placeholder text 'Enter your registered mail id' and a small envelope icon on the right. Below the input field is a blue button with the text 'Send Password Reset Link'. A red rectangular box highlights the button. A line from the right side of the image points to the button.

- Enter the registered email (email ID registered with UMS application) and click on “**send password reset link**” button
- A password reset link will sent to your registered email ID

# Home Page - Update Your Profile

The screenshot displays the UMS Profile page. The header includes the UMS logo and the user's name 'VBS'. The main content area is titled 'Profile' and features a navigation menu with options: Service, Qualification, Teaching, Camp, and Research. The 'Update Profile' button is highlighted with a red box. Below the navigation menu, there are sections for 'Service Details' and 'Service Profile', both of which currently show 'No data found.' The footer contains the copyright information: ©2023 Mahatma Gandhi University, Priyadarsini Hills, Kottayam, Kerala, India - 686560.

- On successful login you will be redirected to the Home page of the UMS application
- The **“Update Profile”** button provides the option to modify your profile
- Updated profile will be subjected for e-verification by your principal/University.

# Personal Profile

Personal Profile

Name \*  Date of Birth \*  Gender  Male  Female  Transgender  NA

Nationality \*  Mobile Number \*  Email \*

Aadhaar Number \*

Religion \*  Category \*

House Name / No \*  Taluk \*  Post Office \*

State \*  District \*  Pin Code \*

Permanent Address  Same as communication address

House Name / No \*  Taluk \*  Post Office \*

State \*  District \*  Pin Code \*

- Click on **“Save & Next”** to add details in other tabs
- Click on **“Draft”** to save the changes made and to go back to Profile Page

# Qualification

Personal Profile **Qualification** Service Teaching Camp Research

### Qualification

Show 10 entries

[+ Qualification](#)

University	Degree	Specialization	Year Of Completion	Action
Kerala Technical University	Masters	Polymer Chemistry	2018	<a href="#">Edit</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

[← Previous](#) [Save Draft](#) [Save & Next →](#)

- Click on **“+ Qualification”** to add qualification details, You will be able to add more than one entry using the +Qualification option
- The data so entered will be visible in the table
- You can modify this by clicking on **“Edit”** icon in the Action column



# Service

 Personal Profile  Qualification  Service  Teaching  Camp  Research

## Services

Date of joining the University/College as a faculty? \*

02-01-2020



Date of joining as a Faculty under Mahatma Gandhi University? \*

01-06-2020



Select the appropriate dates  
dates

# Service Profile(Under Mahatma Gandhi University)

Service Profile(Under Mahatma Gandhi University)

Show 10 entries

[+ Service](#)

Institute/Department	Type	Designation	Employee Type	Date of Join	Date of Leave	Action
School of Biosciences	department	Assistant Professor	Guest	2022-01-25	2023-09-25	<a href="#">✎</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

[← Previous](#) [Save Draft](#) [Save & Next →](#)

- Click on **“+ Service”**
- A new dialog box will pop up showing as **“Service Profile”**

# Service Profile

The screenshot shows a 'Service Profile' form with the following fields and controls:

- Radio buttons for 'College' and 'University Department'.
- 'Choose Institution \*' dropdown menu with 'Select Institution' text.
- 'Choose Designation \*' dropdown menu with 'Select Designation' text.
- 'Choose Employee Type \*' dropdown menu with 'Select Employee Type' text.
- 'I Currently Work here \*' checkbox, which is highlighted with a red box.
- 'Start Date' and 'End Date' date pickers, both with 'dd/mm/yyyy' placeholder text and calendar icons.
- 'Break During the Tenure' radio buttons for 'Yes' and 'No'.
- 'Close' button at the bottom left.
- 'Save changes' button at the bottom right, highlighted with a red box.

Red lines with circular endpoints point from the 'Save changes' button to the text on the right, and from the 'I Currently Work here' checkbox to the text on the right.

Enter the details mentioned and click on **“Save Changes”** to go back to **“Service”** tab

Check **“I currently Work here”** entry for institution that you are currently working

# Services

The screenshot shows a user interface for managing services. At the top, there is a header with a menu icon and a user profile icon labeled 'Varun'. Below the header, there are two date input fields: 'Date of joining the University/College as a faculty?' with the value '02-01-2020' and 'Date of joining as a Faculty under Mahatma Gandhi University?' with the value '01-06-2020'. Below these fields is a section titled 'Service Profile(Under Mahatma Gandhi University)'. It includes a 'Show 10 entries' dropdown, a '+ Service' button, and a table with columns: Institute/Department, Type, Designation, Employee Type, Date of Join, Date of Leave, and Action. The table contains one entry for 'School of Biosciences' with an 'Action' icon highlighted by a red box. At the bottom, there are navigation buttons: '← Previous', 'Save Draft', and 'Save & Next →'.

Institute/Department	Type	Designation	Employee Type	Date of Join	Date of Leave	Action
School of Biosciences	department	Assistant Professor	Guest	2022-01-25	2023-09-25	

- Entered details can be seen in the dashboard as follows
- For making changes in details added, Click on “**Edit**” which is mentioned in “**Action**”
- Click on “**Save & Next**” for viewing “**Teaching**” page



# Teaching

Personal Profile Qualification Service **Teaching** Camp Research

## Teaching

Show 10 entries

[+ Teaching](#)

Degree	Program	Subject	Action
UG	B.Sc Chemistry Model I	Chemistry in Everyday Life	
UG	B.Sc Physics Model I	Statistics - Descriptive Statistics	

Showing 1 to 2 of 2 entries

Previous 1 Next

[← Previous](#) [Save Draft](#) [Save & Next →](#)

- Click on **“+ Teaching”**

# Camp – Camp Role

Personal Profile Qualification Service Teaching **Camp** Research

### Camp Role

Show 10 entries

[+ Camp Role](#)

Camp Office Role	Camp Location	From	To	Action
Valuation Duty	Adimali	2023-09-12	2023-09-13	<a href="#">✎</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

Click on **+ Camp Role**

# Research

Personal Profile Qualification Service Teaching Camp **Research**

**Research**

Show 10 entries

[+ Research](#)

Subject	Research Scholar Count	Action
Computer Science	12	<a href="#">✎</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

[← Previous](#) [Save Draft](#) [Save & Submit](#)

- Click on “**+Research**” to add research related data
- Click on “**Save and Submit**” button to submit your profile for verification.
- Click on Draft button to save changes as draft and update in future.

END