



CMS User Manual

University of Gujrat

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University of Gujrat

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Table of Contents

1. Logging In.....	1
2. Changing Password.....	1
3. Profile.....	2
3.1 Route Information.....	2
3.2 Personal Information.....	3
3.3 Academic Records.....	3
3.4 Finish.....	4
4. Time Table.....	4
5. Student Clearance.....	5
5.1 Step 1 (Contact Info).....	5
5.2 Step 2 (Documents).....	6
5.3 Step 3 (Final Submission).....	7
6. Frequently Asked Questions.....	8

1. Logging In

- Type cms.uog.edu.pk in your browser to access Campus Management system of University of Gujrat.
- Enter your User ID (roll no) and password to login.

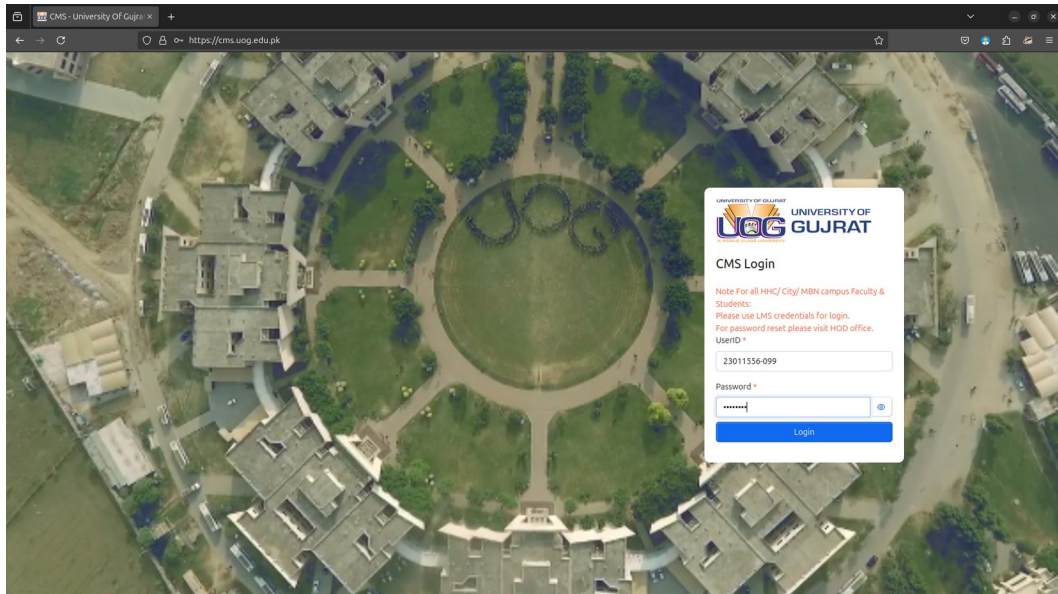


Figure 1: CMS Login Screen

2. Changing Password

- After logging in, click the user icon in the top right corner and select **Change Password**. On the User Change Password Screen, enter new password and click Update.

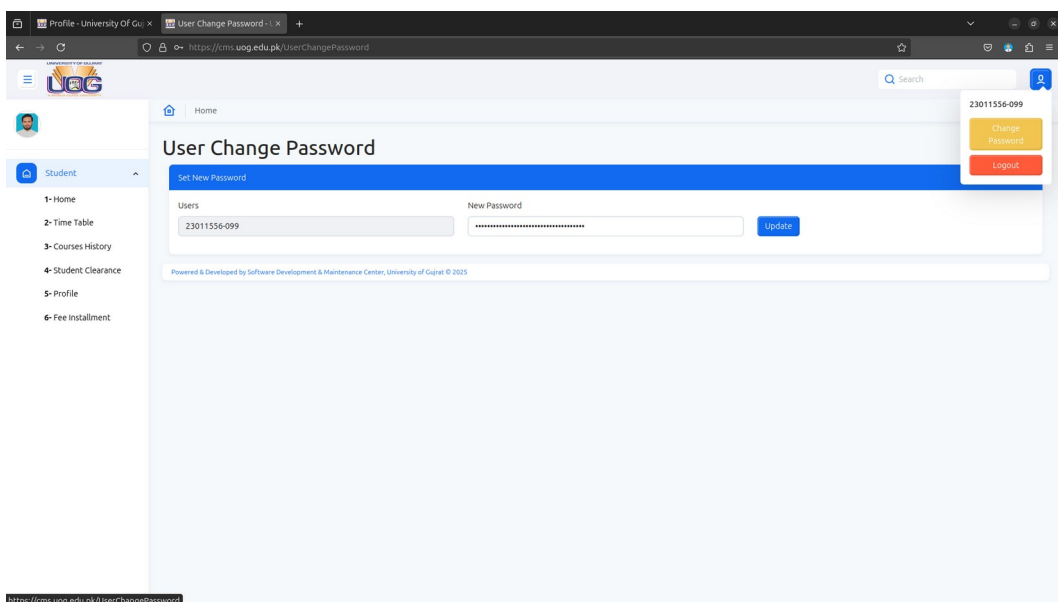


Figure 2: User Change Password Screen

3. Profile

3.1 Route Information

- After Logging in Enter your Information in Profile (if not already added).

Profile - University Of Gujranwala

Home

Profile

TRANSPORT PROFILE ACADEMICS FINISH

Generate PDF

Transport Information

Name: MUHAMMAD MOEEZ Father Name: TARIQ SALEEM CNIC: 111111111111111111 Date of Birth: 0000-00-00

Station: Route:

Stations List: --Select Station--

Routes List: --Select Route--

UOG Bus Stop Pindi Hasna

UOG Bus Stop Pindi Sultan Pur

UOG Bus Stop Pindi Bypass (Gujranwala)

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Figure 3: Adding Station (Bus Stop) Info

- To complete the profile, first enter your **Station** and **Route** information.
- After Selecting the Station (Bus Stop), Routes list will display all the Bus Routes. Select yours.

Profile - University Of Gujranwala

Home

Profile

TRANSPORT PROFILE ACADEMICS FINISH

Next

Transport Information

Name: MUHAMMAD MOEEZ Father Name: TARIQ SALEEM CNIC: 111111111111111111 Date of Birth: 0000-00-00

Station: Route:

Stations List: UOG Bus Stop Pindi Bypass (Gujranwala)

Routes List: --Select Route--

Starting Time 6:20 AM With Route Name Gujranwala Lari adda F (گوجرانوالہ لاری ایڈا F) [GAG-1206]

Starting Time 6:20 AM With Route Name Gujranwala Lari adda F (گوجرانوالہ لاری ایڈا F) [L2B-1281]

Starting Time 6:20 AM With Route Name Gujranwala Lari adda M (گوجرانوالہ لاری ایڈا M) [MIS-05]

Starting Time 6:15 AM With Route Name Gujranwala People Colony F (گوجرانوالہ پپل کالونی F) [BSA-323]

Starting Time 6:15 AM With Route Name Gujranwala People Colony M (گوجرانوالہ پپل کالونی M) [BSA-066]

Starting Time 6:20 AM With Route Name Gujranwala Sheikhupura Morh F (گوجرانوالہ شیخوپورہ مورھ F) [BSA-088]

Starting Time 6:30 AM With Route Name Gujranwala Sheikhupura Morh M (گوجرانوالہ شیخوپورہ مورھ M) [BSA-099]

Starting Time 5:30 AM With Route Name Gujranwala Staff (گوجرانوالہ اسٹاف) [GJK-9989]

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Figure 4: Adding Route

- Click **Next** to Add Personal Information.

3.2 Personal Information

- Fill the personal information in the relevant fields.

The screenshot shows the 'Personal Information' form in the 'Profile' section of the University of Gujrat portal. The form is titled 'Personal Information' and includes fields for Name, Father Name, CNIC, Date of Birth, Gender, Religion, Personal Email, Mobile No., Nationality, Other Nationality, Province, Blood Group, Current Address, Permanent Address, Permanent City, Emergency Person Name, Emergency Person Address, and Mobile No. The form is divided into two sections: 'Personal Information' and 'Emergency Contact Information'. The 'Personal Information' section contains the first 12 fields, and the 'Emergency Contact Information' section contains the last three fields. The form is currently filled with the following data: Name: MUHAMMAD MOEEZ, Father Name: TARIQ SALEEM, CNIC: 1111111111111, Date of Birth: 0000-00-00, Gender: Male, Religion: --Select One--, Personal Email: omerhan.ugc@gmail.com, Mobile No.: 923001234567, Nationality: --Select One--, Other Nationality: --Select One--, Province: --Select One--, Blood Group: --Select Blood Group--, Current Address: --Select One--, Permanent Address: --Select One--, Permanent City: --Select One--, Emergency Person Name: --Select One--, Emergency Person Address: --Select One--, Mobile No.: 923001234567. The form has a 'Generate PDF' button in the top right corner and 'Previous' and 'Next' buttons at the bottom.

Figure 5: Personal Information Screen

- Make sure to enter Mobile No. in the format 923001234567.
- Provide Nationality according to the Identification Documents. Add Other Nationality if applicable.
- Enter your Current and Permanent Address as per your CNIC.
- Provide Guardian information and click Next to proceed.

3.3 Academic Records

- Add your Academic Information (i.e. Matriculation, Intermediate, etc.).

The screenshot shows the 'Academic Information' form in the 'Profile' section of the University of Gujrat portal. The form is titled 'Academic Information' and includes fields for Examination, Registration Number, Total Marks, Obtained Marks, Average, University/Board/School, Year, Academic Roll Number, and Major Subjects. The form is divided into two sections: 'Add New Academic Record' and 'Academic Information'. The 'Add New Academic Record' section contains the first four fields, and the 'Academic Information' section contains the last five fields. The form is currently filled with the following data: Examination: --Select Examination--, Registration Number: --Select One--, Total Marks: --Select One--, Obtained Marks: --Select One--, Average: --Select One--, University/Board/School: A.I.O.U Islamabad (051), Year: 2025, Academic Roll Number: --Select One--, Major Subjects: Science. The form has an 'Add Academic Record' button in the top right corner and 'Previous' and 'Next' buttons at the bottom.

Figure 6: Academic Information Screen

- Select the Examination Type (i.e. Matric, O-Levels etc.).

- Provide Registration Number, Total Marks, Obtained Marks, Percentage, Academic Roll number as per the **Result Card**.
- Click on Add Academic Record to save the information.

3.4 Finish

- In the final step, check the declaration box to confirm that the added information is Correct.

Figure 7: Profile Submission Screen

- Click Submit. A PDF with your submitted information will be generated. Submit the printed form to concerned department for verification.

4. Time Table

- In the sidebar, Click the time table option to view your schedule.

Course Code	Course Description	Course Section	Instructor	Lecture Day	Lecture Time	Building	Room
IT-303	Visual Programming	B	Nauman Mazhar	MON	11:45-13:15	Arfa Karim (B Block)	B113C
IT-372	Database Administration & Management	B	Sania Azhar	MON	13:30-15:00	Arfa Karim (B Block)	B113B
IT-224	Operating Systems	B	Safi Ullah	MON	15:00-16:30	Arfa Karim (B Block)	B112B
IT-381	System and Network Administration	B	Iram Shahzadi	TUE	08:45-10:15	Arfa Karim (B Block)	B105
IT-224	Operating Systems	B	Safi Ullah	TUE	11:45-13:15	Arfa Karim (B Block)	B112B
STAT-205	Probability and Statistics	B	Mahjabeen	WED	10:15-11:45	Arfa Karim (B Block)	B105
IT-372	Database Administration & Management	B	Sania Azhar	WED	11:45-13:15	Arfa Karim (B Block)	B106
MATH-314	Linear Algebra	C	Tayyba Shehzadi	WED	13:30-15:00	Arfa Karim (B Block)	B113B
IT-381	System and Network Administration	B	Iram Shahzadi	THU	08:45-10:15	Arfa Karim (B Block)	B112C
STAT-205	Probability and Statistics	B	Mahjabeen	THU	10:15-11:45	Arfa Karim (B Block)	B105
IT-303	Visual Programming	B	Nauman Mazhar	THU	13:30-15:00	Arfa Karim (B Block)	B113B
MATH-314	Linear Algebra	C	Tayyba Shehzadi	FRI	10:15-11:45	Arfa Karim (B Block)	B113C

Figure 8: Student Time Table Screen

5. Student Clearance

- If your degree has been completed, contact your **HOD/Chairperson's office** to change your degree status from **Under Process** to **completed**.

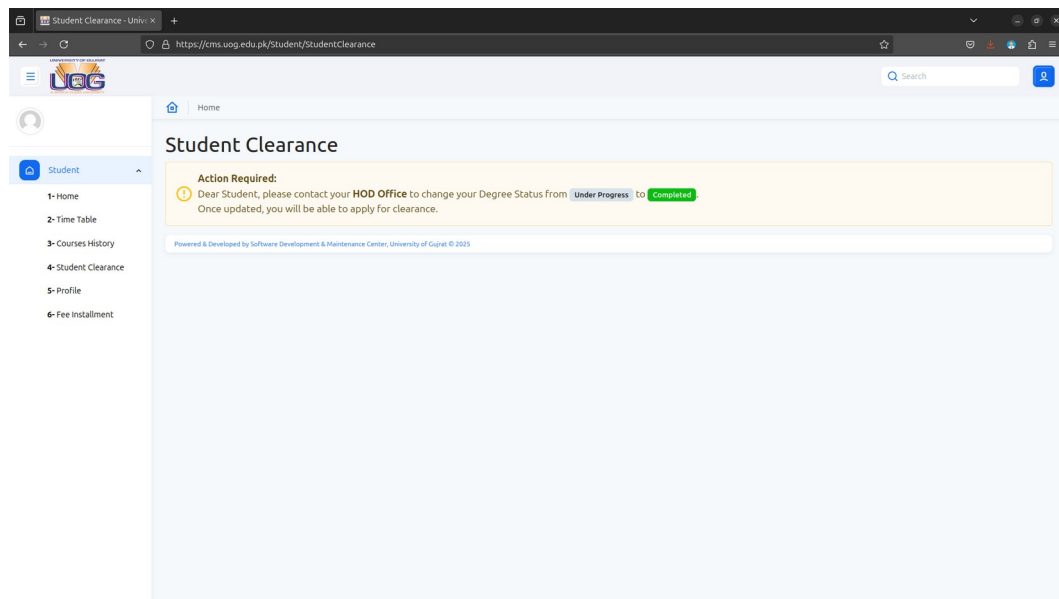


Figure 9: Student Clearance Screen for Degree Status Under Process

- After changing the degree status you will be able to apply for the clearance.

5.1 Step 1 (Contact Info)

- In the first step, add your Bank Account info (**Bank of Punjab Only**) if any. Then submit to proceed.

A screenshot of the 'Student Clearance' page, specifically the 'Clearance Form' section. The page has a sidebar menu on the left with options: Home, Time Table, Courses History, Student Clearance (selected), Profile, and Fee Installment. The main content area has a header 'Student Clearance' and a blue box with 'Clearance Status' and 'Clearance Form'. Below this is a progress bar with '1 First Step', '2 Second Step', and '3 Third Step'. The 'First Step' is active and shows a 'Step One' section with a message: 'The students who already applied for clearance please check your mobile no and account no format and after correction press submit button.' Below this are input fields for 'Student Roll No:' (23011556-099), 'Email id' (mailkmoeez152@gmail.com), 'Mobile No:' (923009300000), 'Bank Branch: (Only BOP)' (Not Available), and 'Account No: (Enter your complete Account no) (Only Number)' (Not Available). A 'Submit' button is at the bottom right. The footer note is: 'Powered & Developed by Software Development & Maintenance Center, University of Gujrat © 2025'.

Figure 10: Student Clearance Screen for Degree Status Completed

5.2 Step 2 (Documents)

- Once Step 1 is complete, You will be able to **upload your documents** required for the clearance in second step.

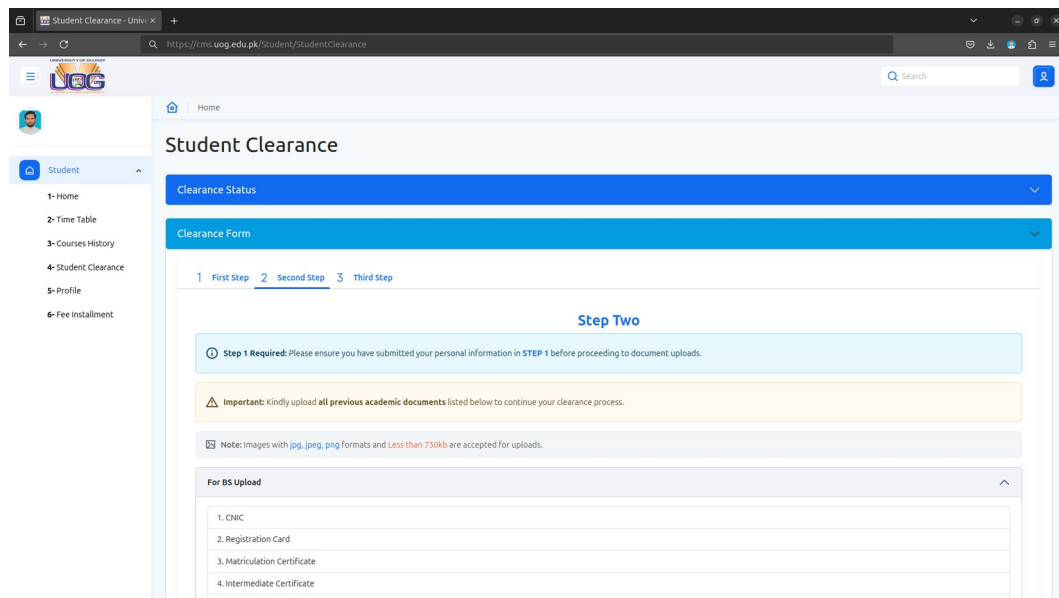


Figure 11: Step 2 Screen

- Read the notes carefully. Scan the listed documents **relevant to your degree**.
- Compress each file **less than 750KB**. Only **JPG, JPEG and PNG** image formats are accepted.
- Scroll Down and upload the documents relevant to your degree in corresponding fields. Ensure that the documents are **clearly scanned** and **easily readable**.

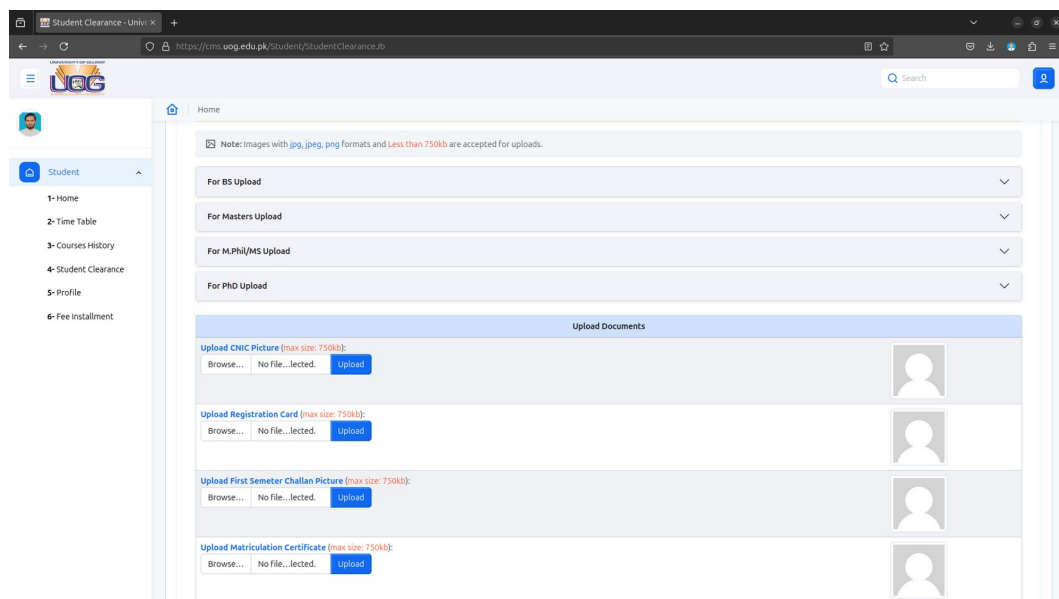


Figure 12: Upload Documents

5.3 Step 3 (Final Submission)

- After uploading all the listed documents, Move to Final Step. **Without uploading** the required documents, “**Submit application**” Button will **not be visible**.

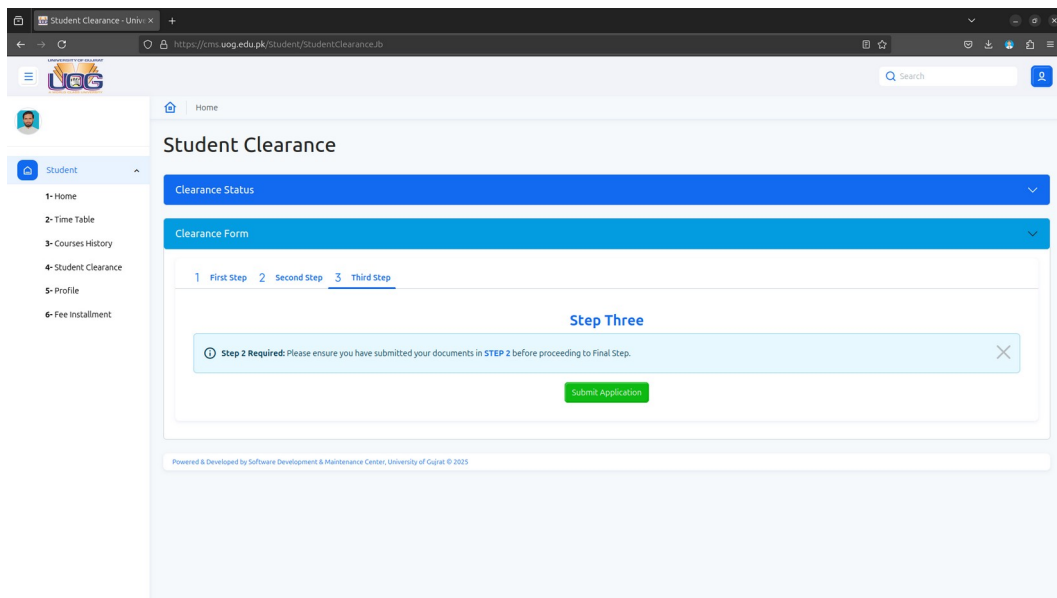


Figure 13: Clearance Application submission

- After you submit the clearance application, the relevant departments will receive your application. They will **verify your documents** and either mark the status as "Cleared" or raise objections.
- If **objections** are noted, **address them accordingly** in order to continue the process.
- To check the clearance status, close the clearance form tab and then click on “**Clearance Status**.”

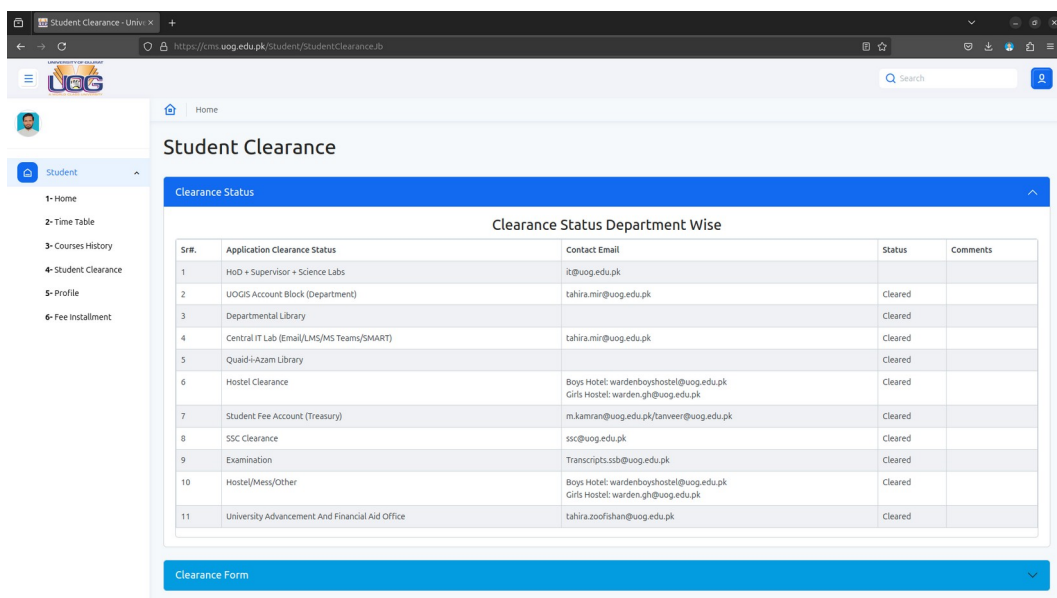


Figure 14: Checking Clearance Status

- Once all concerned department mark “Cleared”. You will be displayed the **transcript receiving date**. After the mentioned date, visit Examination Department to collect your Transcript.

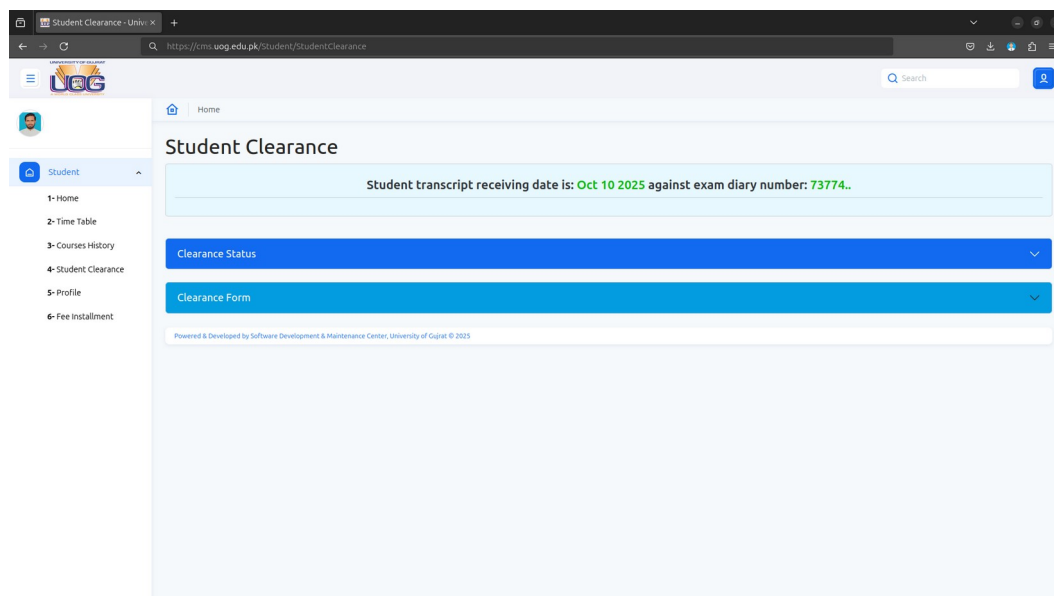


Figure 15: Student Transcript Receiving date

6. Frequently Asked Questions

1. How do I recover my forgotten password?

Contact your departmental administrative staff to reset your password.

2. How can I correct errors in my name, CNIC, or date of birth?

Visit your HOD office for corrections.

3. What if the added record is not displayed in the generated PDF?

After adding the information, click the **Generate PDF** button. If the data is still missing, clear your browser cache and try again.

4. What should a hostel boarder enter in the Station info?

Set **Station** to **NA**. The Routes list will then show the option for **Hostel Boarder**. Select it and click **Next** to save and proceed.