



# ACADEMIC MANAGEMENT SYSTEM

NAHEP Component 2A  
Project “Investment in ICAR  
Leadership for Agriculture  
Higher Education”

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## Faculty Reference Manual

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Wayanad**

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# Table of Contents

|  |           |
|--|-----------|
| <b>1. Activity workflow diagram of Academic Management System .....</b>  | <b>1</b>  |
| <b>2. Faculty Account .....</b>  | <b>2</b>  |
| 2.1 Register As A Faculty .....  | 2         |
| 2.2 Login As Faculty .....   | 3         |
| 2.3 Guidelines for Filling Up Registration Form .....                    | 3         |
| <b>3. Access Home Page of AMS .....</b>                                  | <b>4</b>  |
| 3.1 Login as Faculty .....   | 5         |
| 3.2 Faculty Qualification Editing/Updating .....                         | 6         |
| 3.3 Faculty Update/Edit Basic Profile .....                              | 6         |
| <b>4. Faculty approval of students for a course .....</b>                | <b>9</b>  |
| 4.1 Class Schedule by Faculty .....                                      | 10        |
| 4.2 Assigned Grades by Faculty .....                                     | 12        |
| <b>5. Role of Professor and Head .....</b>                               | <b>15</b> |
| 5.1 Adding New Courses by Faculty .....                                  | 16        |
| 5.2 Offering Course in a Semester .....                                  | 17        |
| <b>6. Allocating Faculty to Course.....</b>                              | <b>18</b> |
| 6.1 Allocating Guide to student.....                                     | 20        |
| <b>7. Student Registered Course Approved by Professor and Head .....</b> | <b>21</b> |

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## List of Figures

|   |    |
|---|----|
| Figure 1 - Activity Diagram for using Academic Management system..... | 1  |
| Figure 2 – Registration Page.....                                     | 2  |
| Figure 3 –Registration Guidelines.....                                | 3  |
| Figure 4 –Home Page of Academic Management System .....               | 4  |
| Figure 5 –Login as Faculty.....                                       | 5  |
| Figure 6 –Faculty Qualification Editing/Update.....                   | 6  |
| Figure 7 –Faculty Update /Edit Basic Profile.....                     | 7  |
| Figure 8 –Faculty Update Password.....                                | 8  |
| Figure 9 - Faculty Verify Email Id.....                               | 8  |
| Figure 10 –Faculty Approval of Course Registration by Student.....    | 9  |
| Figure 11 –Faculty Approval/Disapproval.....                          | 9  |
| Figure 12 –Class schedule by Faculty.....                             | 10 |
| Figure 13 –Assigned Grades by faculty.....                            | 12 |
| Figure 14 –Course Names.....  | 13 |
| Figure 15 –Examination Schemes.....                                   | 13 |
| Figure 16 –Add New Course.....  | 16 |
| Figure 17 –Offering Courses.....                                      | 17 |
| Figure 18 –Add offered Course.....                                    | 18 |
| Figure 19 –Allocate Faculty Report.....                               | 19 |
| Figure 20 –Allocate Guide to the Student.....                         | 20 |
| Figure 21 –Student Registered Courses approved by professor.....      | 22 |
| Figure 22 –List of student selected academic year & semester.....     | 22 |
| Figure 23 –Professor Approval of student.....                         | 23 |



# 1. Activity Workflow Diagram of Academic Management System

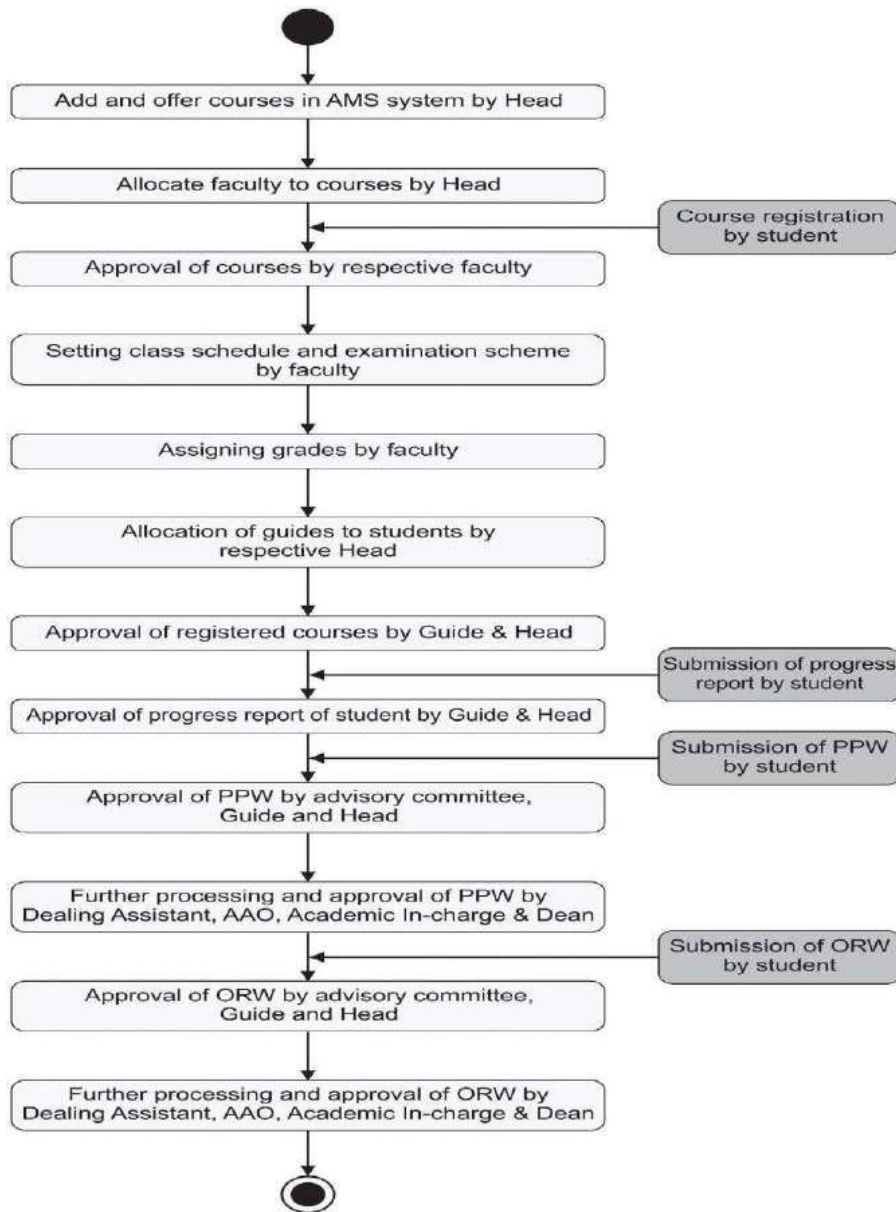


Fig. 1 Activity Diagram for Using Academic Management

## 2. Faculty's Account

In AMS faculty members can registered himself/herself through the registration page, after that they can access their profile's only after admin approval.

### 2.1 Registered as a Faculty

Faculty will have to registered as a faculty member from the registration page. Then only admin approved as a faculty, faculty can login into their profile.

The screenshot shows the 'USER REGISTRATION' page of the Academic Management System (AMS) for Kerala Veterinary and Animal Sciences University, Wayanad. The page features a navigation bar with 'HOME', 'NAHEP', and 'CONTACT US'. The registration form includes the following fields:

- User Type:** Select UserType (dropdown)
- User ID/Username:** deepikac259
- Password:** Password
- Confirm Password:** Confirm Password
- Title:** Title (dropdown)
- First Name:** First Name
- Middle Name:** Middle Name
- Last Name:** Last Name
- Father Name:** Father Name
- Mother Name:** Mother Name
- Religion:** Religion (dropdown)
- Gender:** Gender (dropdown)
- Category:** Select Category (dropdown)
- Physically Challenged?:** Physically Challenged (dropdown)
- Date of Birth:** DD-MM-YYYY (calendar icon)
- Blood Group:** Blood Group (dropdown)
- Degree:** Degree (dropdown)
- Discipline:** Discipline (dropdown)
- Select College:** Select College (dropdown)
- Aadhaar Number:** Aadhar No
- Email ID:** deepikac259@gmail.com
- Mobile No:** Mobile No
- Bank A/C No:** Bank A/C No
- Bank Name & Branch:** Bank Name & Branch
- IFSC Code:** IFSC Code
- Address Official/Correspondence:** Address Official/Correspondence
- Permanent Address (Same as correspondence address):** Address Permanent
- Country:** Country (dropdown)
- Domicile State:** Domicile State (dropdown)

A green 'Next' button is located at the bottom of the form. The footer contains the AMS logo, version information (AMS Version 2.0), and contact details for the Division of Computer Applications at ICAR-IASRI, Pusa, New Delhi - 110 012 (INDIA).

Fig. 2.1 Registration Page

## 2.2 Guidelines for Filling Up Registration Form

- In the field **\*Create User Name/ID** user has to create a login account which will be used to access the system. The user may select the User Name/ID of his/her choice. Faculty are advised to remember/ retain the created User Name/ID for future reference.
- Enter your first name in the textbox next to **\*First Name** label.
- Enter your father's name in the textbox next to **\*Father's Name** label. Please don't prefix the father name with Sh., Mr. or Dr.
- **\*Password** must be at least 7 characters long and must include special characters.
- Use calendar to enter **\*D.O.B.**
- After filling all the required details, click on **next** button to preview all the related information. Then click on preview button after verified all the information if it is correct click on **submit button**.
- After the request has been sent to the admin, then admin approved that request as a faculty, head, professor or guide.



Fig. 2.2 Registration Guidelines



### 3. Access Home Page of AMS

- Enter the AMS URL assigned to your university into the web browser.
- Home Page of AMS of your university will be displayed on the screen.

The screenshot displays the homepage of the Academic Management System (AMS) for Kerala Veterinary and Animal Sciences University (KVASU), Wayanad. The header features the university's name and logo. Below the header, there are navigation links for HOME, NAHEP, and CONTACT US. A banner area contains a speaker icon and a message: "ing and Review of PG Courses, Click here to Register and apply now!!". The main content area is divided into several sections:

- Events of KVASU Wayanad:** A section with a photograph of a large, multi-story building.
- User Actions:** Three buttons for "Login", "New Registration", and "Faculty Registration for Training".
- University Description:** A paragraph stating: "Kerala Veterinary and Animal Sciences University (KVASU) was established by the Government of Kerala in December 2010 vide Act 3 of 2011 called The Kerala Veterinary and Animal Sciences University Act 2010 to further education, research and extension services in the field of Veterinary and Animal Sciences. The territorial jurisdiction of the University extends to the whole of the State of Kerala. The Headquarters of the University is located in the scenic hilly terrain of Pookode, Wayanad, in the State of Kerala, with a land area of approximately 100 acres. Accessibility: By road: From Kozhikode 60 km, along NH 212. Nearest bus stop is Veterinary University bus stop at Pookode. Nearest Railway Station: Kozhikode (60km), Nearest Airport: Calicut International Airport. [More About AMS & KVASU, Wayanad](#)
- New Updates:** A section with a clock icon and a list of updates:
  - Semester Started on 1st January 2021
  - NAHEP COMPONENT
  - Sensitization Workshop on NAHEP Component -2 Activities and Implementation of
- Resources:** A section with a book icon and a list of resources:
  - White Book
  - Reference Manual (Admin)
  - Reference Manual (Faculty)
  - Reference Manual (Students)
  - Academic Calender 2020-21

The footer contains the logos of ICAR and KVASU, along with the text: "AMS Version 2.0 Implemented Under NAHEP Component-II Division of Computer Applications ICAR-IASRI, Library Avenue, Pusa, New Delhi - 110 012 (INDIA)".

Fig. 3 Home Page of the Academic Management System





## 3.1 Login as Faculty

After administrator approval faculty will received an email in which user id and password is mention. By using them faculty can easily access their profile.

- Faculty open the URL into the Web browser.
- Enter the University URL.
- On home page click on login button then enter userid and password then click on **login button**.

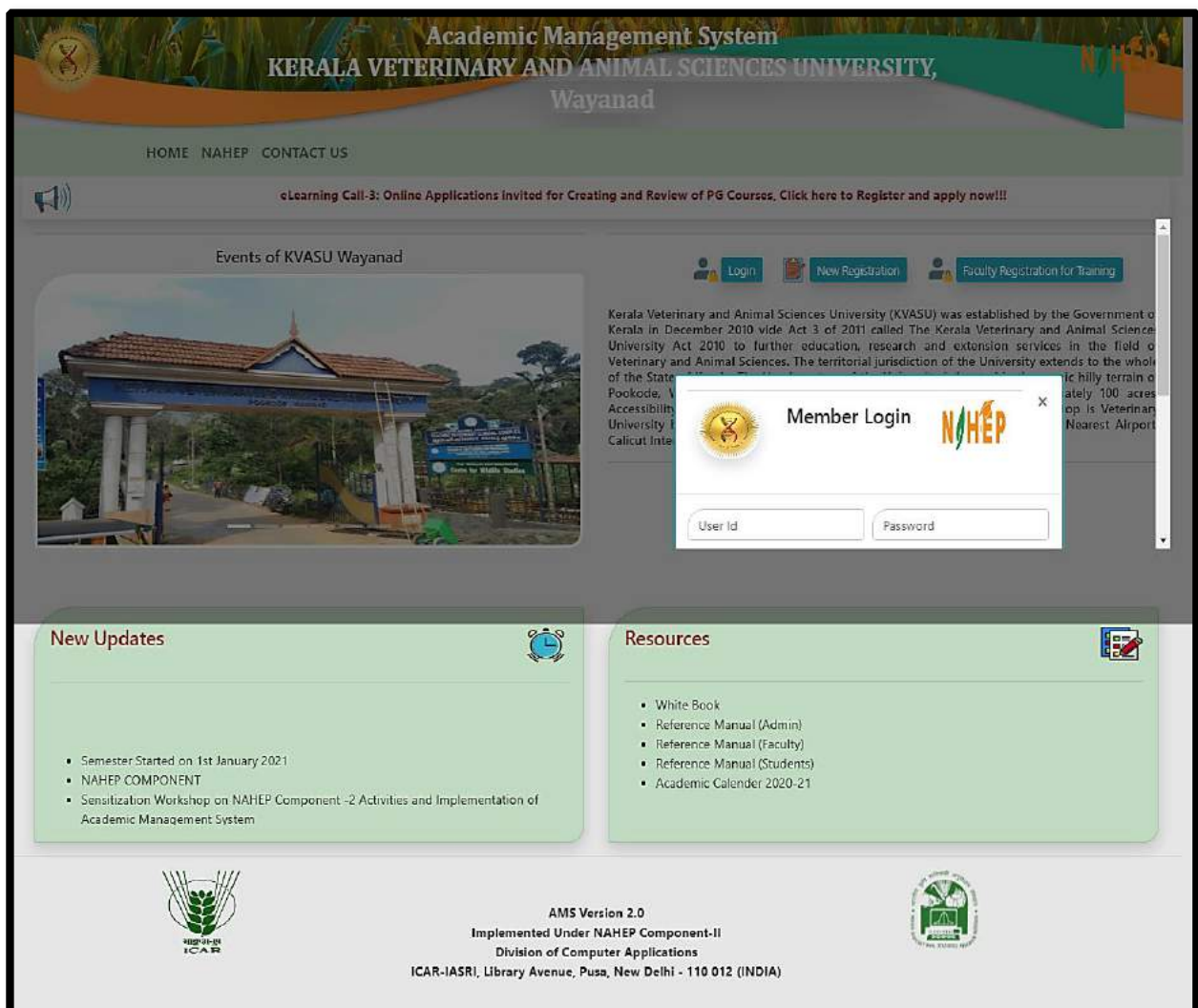


Fig. 3.1 Login as Faculty

## 3.2 Faculty Qualification Editing/Updating

Faculty have the rights to change his/her Profile information.

- To enter qualification information, click on **Personal menu**.
- Click on qualification menu and then fill all the information related to the fields.
- After complete all the information click on **submit button** to save all the correct information related to faculty.

The screenshot shows the 'Academic Management System' interface for 'KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY, Wayanad'. The user is logged in as 'DR. A K(Faculty)'. The 'Menu' on the left includes 'Quick Access', 'Personal', 'Courses', 'Reports', 'More', and 'Related Links'. The main content area features a 'Show Qualification Grid' button and a form with the following fields:

|                                      |                               |
|--------------------------------------|-------------------------------|
| Degree                               | ---Please Make a Selection--- |
| Specialisation                       |                               |
| Roll No.                             |                               |
| Marks Category                       | ---Please Make a Selection--- |
| Marks Obtained                       |                               |
| Total Marks                          |                               |
| Year of Passing                      |                               |
| Subject                              |                               |
| University Category                  | ---Please Make a Selection--- |
| University Name                      | ---Please Make a Selection--- |
| University Name (If Selected Others) |                               |
| Attach Transcript                    | Choose File No file chosen    |
|                                      | Submit                        |

Fig. 3.2 Faculty Qualification Editing/Updating

## 3.3 Faculty Update/Edit Basic Profile

Faculty can update their profile by this menu option

- Click on **personal menu** in the navigation bar.
- Click on **edit basic profile**.
- In this edit basic profile. There are three options are providing to the faculty member.
- **Update Profile, Change Password, Verified Email id**.
- **Update Profile** is provided to update faculty profile information.
- **Change Password** is provided to change password.
- **Verified Email id** is provided to verified email id of the faculty member.

Academic Management System  
KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY, Wayanad

Logged in as: Dr. A K(Faculty)  
Logout

Menu

- Quick Access
- Personal
- Courses
- Reports
- More
- Related Links
- Logout

Faculty

**UPDATE DETAILS**

User Type: ft Username: Akbeena

Title: Dr. First Name: A K Middle Name: Middle Name Last Name: Beena

Father Name: P.Prabhakaran Mother Name: Omiana A K

Gender: Female Category: GEN - General Physically Challenged?: No

Date of Birth: 14-02-1970 Blood Group: A+

Degree: Select Degree Discipline: Dairy Microbiology

Select College: College of Dairy Science and Technology Aadhar Number: Aadhar No

Email ID: Akbeena@Kvasu.Ac.In Mobile Number: 9446293686

Bank A/C No: Bank A/C No Bank Name & Branch: Bank Name & Branch IFSC Code: IFSC Code

Address Official/Correspondence: Professor, Department Of Dairy Microbiology, College Of Dairy Science Address Permanent: 'Lakshmi', Mannuthy PO 680651

Country: India Domicile State: KERALA

[Update](#)

Fig. 3.3(a) Faculty Update/Edit Basic Profile

- To change password, click on change password.
- Enter current password then only enter new and confirm password.

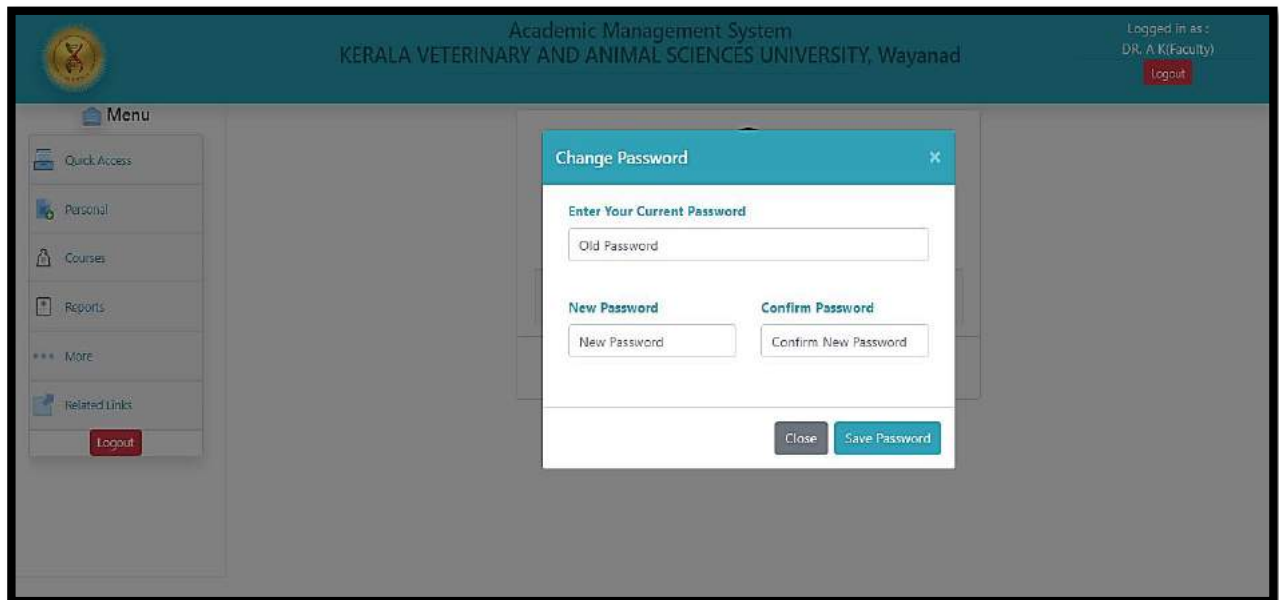


Fig. 3.3(b) Faculty Update Password

- To verified email id, enter registered email id and then click on get OTP.
- After that OTP will send to your email id, then user enter that OPT to change their password.

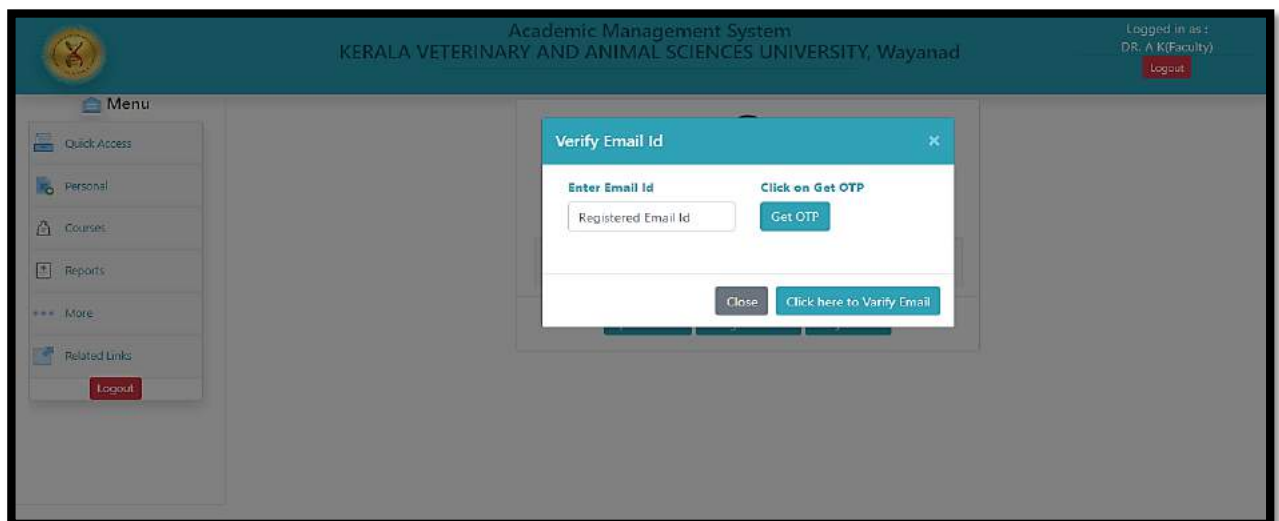


Fig. 3.4(c) Faculty Verify Email id

## 4. Faculty Approval of Students for a Course

Once a student selects and register a course to study in the semester, the faculty may approve/disapprove the student to take that particular course.

□ Click on Course Menu and then select Faculty Approval of Students.

| Faculty Approval of Students             |               |  |                |          |               |                                |
|--|---------------|--|----------------|----------|---------------|--------------------------------|
| Faculty : Dr. RAVIKANT RADHAKANT UPASANI |               |  |                |          |               |                                |
| S.No                                     | Course No     | Course Name                                | Course Credits | Semester | Academic Year | Course Instructors             |
| 1  | AEC 111-2017  | Rural Sociology and Educational Psychology | 2L+0P          | I        | 2018-19       | Dr. RAVIKANT RADHAKANT UPASANI |
| 2  | AEC112-2017   | Human Values and Ethics(Non Gradial)       | 1L+0P          | I        | 2018-19       | Dr. RAVIKANT RADHAKANT UPASANI |
| 3  | agron111-2017 | Fundamentals of Agronomy                   | 3L+1P          | I        | 2018-19       | Dr. RAVIKANT RADHAKANT         |

Fig. 4(a) Faculty Approval of the Course Registered by the Students

□ The next page will display list of students registered in a particular course.

| AEC 111-2017( 2L+0P )  |               |              |                       |                  |   |
|--|---------------|--------------|-----------------------|------------------|---|
| Rural Sociology and Educational Psychology                       |               |              |                       |                  |   |
| Particulars of Students Submitted for Registration in the Course |               |              |                       |                  |   |
| Signature of Course Instructor                                   |               |              |                       |                  |   |
| Dr. RAVIKANT RADHAKANT UPASANI                                   |               |              |                       |                  |   |
| S.No   | Name          | Roll No      | Discipline of Student | Faculty Approval | Faculty Actions   |
| 1  | KALPANA BASKI | AGD031810006 | AG                    | Pending          | <input type="button" value="Approve"/><br><input type="button" value="Disapprove"/> |
| 2  | KAMINI BASKI  | AGD031810010 | AG                    | Pending          | <input type="button" value="Approve"/><br><input type="button" value="Disapprove"/> |
| 3  | PRADEEP MURMU | AGD031810011 | AG                    | Pending          | <input type="button" value="Approve"/><br><input type="button" value="Disapprove"/> |

Fig. 4(b) Faculty approval /Disapproval



## 4.1 Class Schedule by Faculty

This module is used for creating class schedule for the students. In which E-learning activities related to a particular course. The faculty can manage the class room activities of a particular course such as details of topics to be taught in the class, uploading the resources for lecture material, assignments etc.

- Click on Course menu and then select class schedule.
- Select Course No. then add new topic.
- Select Theory/Practice
- Enter Topic Name
- Select Start Date of the Course
- Select Completion Date of the Course
- Enter No. of Lecture
- Select Faculty and then click on submit button.

| Course Schedule                         |                 |          |              |
|---|-----------------|----------|--------------|
| Faculty : Dr. RAVIKANTRADHAKANT UPASANI |                 |          |              |
| Sr. No                                  | Course No       | Semester | AcademicYear |
| 1                                       | AEC 111-2017    | I        | 2018-19      |
| 2                                       | AEC112-2017     | I        | 2018-19      |
| 3                                       | agron111-2017   | I        | 2018-19      |
| 4                                       | Agron112-2017   | I        | 2018-19      |
| 5                                       | Agron113-2017   | I        | 2018-19      |
| 6                                       | ENG111-2017     | I        | 2018-19      |
| 7                                       | GPB 100(B)-2017 | I        | 2018-19      |

Fig. 4.1(a) Class Scheduled by Faculty

AEC 111-2017( Rural Sociology and Educational Psychology )  
Semester : I Acadmic year : - 2019-20

Course Instructor :- *Dr. RAVIKANTRADHAKANT UPASANI*

Add New Topic

|                           |                      |
|---------------------------|----------------------|
| <b>Theory / Practical</b> | Practical ▼          |
| <b>Topic</b>              | <input type="text"/> |
| <b>Start Date</b>         | dd-mm-yyyy           |
| <b>Completion Date</b>    | dd-mm-yyyy           |
| <b>No. of Lecture</b>     | <input type="text"/> |
| <b>Faculty</b>            | Select Faculty ▼     |

Fig. 4.1(b) Class Scheduled by Faculty

- Remove topics from the list by clicking on remove button.

Course Instructor :- *Dr. RAVIKANTRADHAKANT UPASANI*

Add New Topic

|                           |                      |
|---------------------------|----------------------|
| <b>Theory / Practical</b> | Theory ▼             |
| <b>Topic</b>              | <input type="text"/> |
| <b>Start Date</b>         | dd-mm-yyyy           |
| <b>Completion Date</b>    | dd-mm-yyyy           |
| <b>No. of Lecture</b>     | <input type="text"/> |
| <b>Faculty</b>            | Select Faculty ▼     |

| Topic   | Theory/Practical | Start Date | Completion Date | Faculty                      | E-Learning Resources  | Action                                |
|---------|------------------|------------|-----------------|------------------------------|---|---------------------------------------|
| test... | Theory           | 6/4/2019   | 6/4/2019        | Dr. RAVIKANTRADHAKANTUPASANI | <input type="button" value="TL"/> <input type="button" value="TS"/><br><input type="button" value="TA"/><br><input type="button" value="TR"/> <input type="button" value="OR"/> | <input type="button" value="Remove"/> |

Fig. 4.1(c) Class Scheduled by Faculty

## 4.2 Assigned Grades by Faculty

Before entering the marks of students for a particular course, the faculty first has to of that particular course. To assign examination scheme.

- Click on course menu then click on Assign Grades.
- Select **Academic year** and **Semester** from the list and click on **Submit** button.
- Next page will display list of courses offered in the current semester. Select a particular course and click on **Enter Examination Scheme** button.
- Click on **Assign** button for assigning examination scheme of a particular course. After that enter the examination scheme of the course as per rules of NDRI Deemed University.
- To edit the examination scheme, first delete the current scheme by clicking on Delete button and then click on Assign button for assigning new scheme.

**Assign Grades**

|                      |                        |
|----------------------|------------------------|
| <b>Academic Year</b> | Select Academic Year ▼ |
| <b>Semester</b>      | Select Semester ▼      |
| <b>Submit</b>        |                        |

**There are three ways to Assign Grades**

1. Upload Excel File
2. Upload CSV File
3. Enter directly into website

**Steps to Upload Excel/CSV**

- (i) Download the Template for your respective choice  
Download Template For Excel File      Download Template For CSV File
- (ii) Enter the grades into the downloaded template file  
Before filling the enteries do keep these things in mind
  - \* All fields should have numeric value
  - \* The date should be in MM/DD/YYYY
  - \* No field should be empty in the file with Completed grade enteries
  - \* Data Should be in "Sheet1" of Excel File
  - \* In case student are absent fill "0" (Zero) in Excel File
  - \* Don't change the header of the downloaded template
  - \* Please Don't use any formulas into Your Excel file
- (iii) Upload the file with completed grade enteries
- (iv) Press Submit to proceed further otherwise press Cancel

Fig. 4.2(a) Assigned Grades by Faculty

- Select course name form dropdown menu.

### Assign Grades

|             |  |                          |
|-------------|--|--------------------------|
| Course Name | NCC-I/NSS-1 ( BS 1106-2017-S01-C004-I-2018-19) ▼ |                          |
| Step - 1    |  | Enter Examination Scheme |
| Step - 2    |  | Enter Examination Date   |
| Step - 3    |  | Enter Class Details      |
| Step - 4    |  | Enter Grades/Seminar     |
| Step - 5    |  | Examination Result       |

Fig. 4.2(b) Course Name

### Examination Scheme

Course Leader : Dr. ASHISH KUMAR CHAKRABORTY  
 Discipline : FR Semester : I  
 Academic Year : 2018-19  
 Course Type : General

| Course No    | Course Name | Trimester | Quizzes | Mid Term Exam | Practical record | Assignment | Attendance | Final Theory Exam | Final Practical Exam | Operations  |
|--------------|-------------|-----------|---------|---------------|------------------|------------|------------|-------------------|----------------------|-------------|
| BS 1106-2017 | NCC-I/NSS-1 | I         |         |               |                  |            |            |                   |                      | Edit Delete |

[Proceed to Examination Date](#)
[Go Back to Previous Page](#)

Fig. 4.2(c) Examination Scheme

### Examination Date

Course Leader : Dr. ASHISH KUMAR CHAKRAORTY  
Semester : I  
Academic Year : 2018-19

| Course No    | Course Name | Trimester | Mid Term Date | Final Theory Date | Final Practical Date | Operations  |
|--------------|-------------|-----------|---------------|-------------------|----------------------|-------------|
| BS 1106-2017 | NCC-I/NSS-1 | I         | 1-01-01       | 1-01-01           | 1-01-01              | Edit Delete |

[Proceed to Class Details](#)
[Go Back to Previous Page](#)

Fig. 4.2(d) Examination Scheme

- To enter class details, provide information above number of theory/practical lectures to be given and actual number of lectures delivered. Class details of a particular course can be entered by clicking **Courses and then Assign Grades**.
- Select **Academic year** and **Semester** from the list and click on **Submit** button
- Next page will display the list of courses for the current semester. Select a particular course and click on **Enter Examination Date** button. (Fig. 5.6) You can also enter class details of a particular course by clicking on **Proceed to Class Details** hyperlink
- Next page will ask for entering number of lectures of **theory/practical scheduled** and **actually given/delivered** for a particular course in the semester. After filling all the number of lectures of individual course instructor and in total, click on **Submit** button

### Semester Class Details

Course Leader :

Course Name : | Course Number :

Semester : I Academic Year : 2018-19

#### Details of Classes (Total)

|                     |                      |
|---------------------|----------------------|
| Theory Scheduled    | Conducted            |
| Theory Scheduled    | Conducted Theory Sch |
| Practical Scheduled | Conducted            |
| Theory Scheduled    | Conducted Theory Sch |

[Submit](#)

[Proceed to Grades/Seminar](#)    [Go Back to Previous Page](#)

Fig. 4.2(e) Examination Scheme

## 5. Role of Professor and Head

Professor & Head of each discipline is the chairman of Board of Studies having rights to add courses offer courses, allocate faculty to these courses, and allocate guide to each student.

All these tasks are carried out by clicking on BoS (Board of Studies) Menu. If a professor and head is chairman of more than one BoS (discipline), then he/she has to first select the discipline for which he/she is acting as chairman of BoS.

To select the discipline, click on Role menu available on right hand side of main menu. Then click on Change button (to change the discipline) in the new window displayed on the screen.



## 5.1 Adding New Courses by Faculty

Professor & Head needs to add new courses in each semester by clicking on BOS Menu option.

- Click on BOS menu option and then click on add course.
- To add a New Course, Enter Course Number Course Name and Induction Year in the text boxes.
- Click on '**Add Course**' button.
- A new row will be generated. For updating newly added or existing courses click on 'Modify button'. A new page will be displayed where syllabus, credit hours and other particulars of the course can be added/updated in
- Click on 'Modify' button, after filling all the required details in
- For deleting the course click on 'Remove' button. One can delete only that course which is not offered to students or registered by any student

**Add Courses**

[-]  
Discipline : AE

Course Number

Course Name

Select Induction Year

**Add Course**

| S.No | Course No   | Course Name                                     | Credits | Course Induction Year | Prerequisites | Offered In Sem I | Offered In Sem II | Actions       |
|------|-------------|---|---------|-----------------------|---------------|------------------|-------------------|---------------|
| 1    | AE 211-2017 | Farm Machinery and Power                        | 7L + 6P | 2017                  | NA            | Yes              | No                | Modify Remove |
| 2    | AE 221-2017 | Renewable Energy and Green Technology           | 1L + 1P | 2017                  | NA            | No               | Yes               | Modify Remove |
| 3    | AE 321-2017 | Protected Cultivation and Secondary Agriculture | 2L + 1P | 2017                  | NA            | No               | Yes               | Modify Remove |

Fig. 5.1 Add New Course

## 5.2 Offering Course in a Semester

The newly added courses in each semester are to be offered to students for Registration.

- To offer the course. Click on **BOS menu** and then click on **Offer Courses**.
- Select **Academic Year** and **Semester** e.g. 2017-18 and I Semester.
- To add new courses in the semester, click on **Add Courses Offered in Semester** button.
- The new page will be displayed.
- Select courses from **Courses** list box and move them to Selected **Courses** list box using **move right** Button.
- You can remove course(s) (if required) from **Selected Courses** List box by selecting the course(s) and clicking on **move left** button.
- Click on '**Save Changes**' button

**Offer Courses**

Semester: I  
Academic Year: 2017-18  
Discipline : AE

| COURSES  |              | SELECTED COURSES |
|--|--------------|------------------|
| BEAS- 111-2017<br>BEAS- 112-2017<br>BEAS- 113-2017<br>BEAS- 114-2017<br>BEAS- 115-2017<br>BEAS- 116-2017<br>BEAS- 117-2017<br>BEAS- 118-2017 | >><br><br><< | AE 211-2017      |

**Save Changes** **Back**

Fig. 5.2(a) Offering Course

Add Offered Courses Discipline : AE

Academic Year

Semester

Institute

**Add Courses Offered in Semester**

Offered Courses Report

| Sr. No | Course No     | Course Name                | Theory Credit(T) | Practical Credit(P) | Campus | Semester | Academic Year |
|--------|---------------|----------------------------|------------------|---------------------|--------|----------|---------------|
| 1      | AE 211-2017   | FARM MACHINERY AND POWER   | 7L               | 6P                  | BAU    | 1        | 2019-20       |
| 2      | BEAS-111-2017 | ENGINEERING MATHEMATICS-I  | 2L               | 1P                  | BAU    | 1        | 2019-20       |
| 3      | BEAS-112-2017 | ENGINEERING PHYSICS        | 2L               | 1P                  | BAU    | 1        | 2019-20       |
| 4      | BEAS-113-2017 | ENGINEERING CHEMISTRY      | 2L               | 1P                  | BAU    | 1        | 2019-20       |
| 5      | BEAS-114-2017 | PRINCIPLES OF SOIL SCIENCE | 2L               | 1P                  | BAU    | 1        | 2019-20       |
| 6      | BEAS-115-2017 | SURVEYING AND LEVELLING    | 1L               | 2P                  | BAU    | 1        | 2019-20       |

Fig. 5.2(b) Add Offered Course

## 6. Allocating Faculty to Courses

Professor & Head have to allocate faculty to each course by clicking on **BoS** and then click on **Allocate Faculty**.

- The next screen will display all offered courses in the current Academic Year & Semester.
- Click on **Allocate** for allocating a faculty to a course.
- The allocate faculty form will appear.
- Select the faculty members as **Course Leader**, **Course Associate 1** and **Course Associate 2** for the particular course. The faculty may be from any discipline. If you want to select it from the same discipline, select it from dropdown otherwise click on **Choose from Other Discipline**.
- After clicking **Choose from Other Discipline** in a new screen will be displayed where you can select the discipline. Click on Submit Button after selecting discipline in A new
- screen will be displayed where you can allocate the faculty from selected discipline, by clicking on **Allocate** button. Click on **Reset** button to deselect the selected value

- After selecting all the faculty, click on **Allocate** button.
- Click on '**Reset**' button to deselect all selected values.

| Allocated Faculty Report |                           |          |               |                       |                    |                    |                    |                    |                         |  |
|--------------------------|---------------------------|----------|---------------|-----------------------|--------------------|--------------------|--------------------|--------------------|-------------------------|--|
| Course No                | Course Name               | Semester | Course Leader | Course Associate 1    | Course Associate 2 | Course Associate 3 | Course Associate 4 | Course Associate 5 | Course Associate Others | Action   |
| AE 211-2017              | Farm Machinery and Power  | I        | PRAMOD RAI    |                       |                    |                    |                    |                    |                         | <input type="button" value="Allocate"/><br><input type="button" value="Delete"/> |
| BEAS-111-2017            | Engineering Mathematics-I | I        | BRENDRA ORAON | MD IRFAN AHMAD ANSARI | MINTU JOB          |                    |                    |                    |                         | <input type="button" value="Allocate"/><br><input type="button" value="Delete"/> |
| BEAS-112-2017            | Engineering Physics       | I        | BRENDRA ORAON | PRAMOD RAI            |                    |                    |                    |                    |                         | <input type="button" value="Allocate"/><br><input type="button" value="Delete"/> |
| BEAS-113-2017            | Engineering Chemistry     | I        | BRENDRA ORAON | MINTU JOB             |                    |                    |                    |                    |                         | <input type="button" value="Allocate"/><br><input type="button" value="Delete"/> |

Fig. 6(a) Allocated Faculty Report

### Allocate Faculty

Discipline : AE

|                    |   |   |  |
|--------------------|---|---|--|
| Course Leader      | <input type="text" value="Dr. PRAMOD RAI"/> | <input type="button" value="Choose from Other Discipline"/> | <input type="button" value="Choose from Other College"/> |
| Course Associate 1 | <input type="text" value="Please Select"/>  | <input type="button" value="Choose from Other Discipline"/> | <input type="button" value="Choose from Other College"/> |
| Course Associate 2 | <input type="text" value="Please Select"/>  | <input type="button" value="Choose from Other Discipline"/> | <input type="button" value="Choose from Other College"/> |
| Course Associate 3 | <input type="text" value="Please Select"/>  | <input type="button" value="Choose from Other Discipline"/> | <input type="button" value="Choose from Other College"/> |
| Course Associate 4 | <input type="text" value="Please Select"/>  | <input type="button" value="Choose from Other Discipline"/> | <input type="button" value="Choose from Other College"/> |
| Course Associate 5 | <input type="text" value="Please Select"/>  | <input type="button" value="Choose from Other Discipline"/> | <input type="button" value="Choose from Other College"/> |

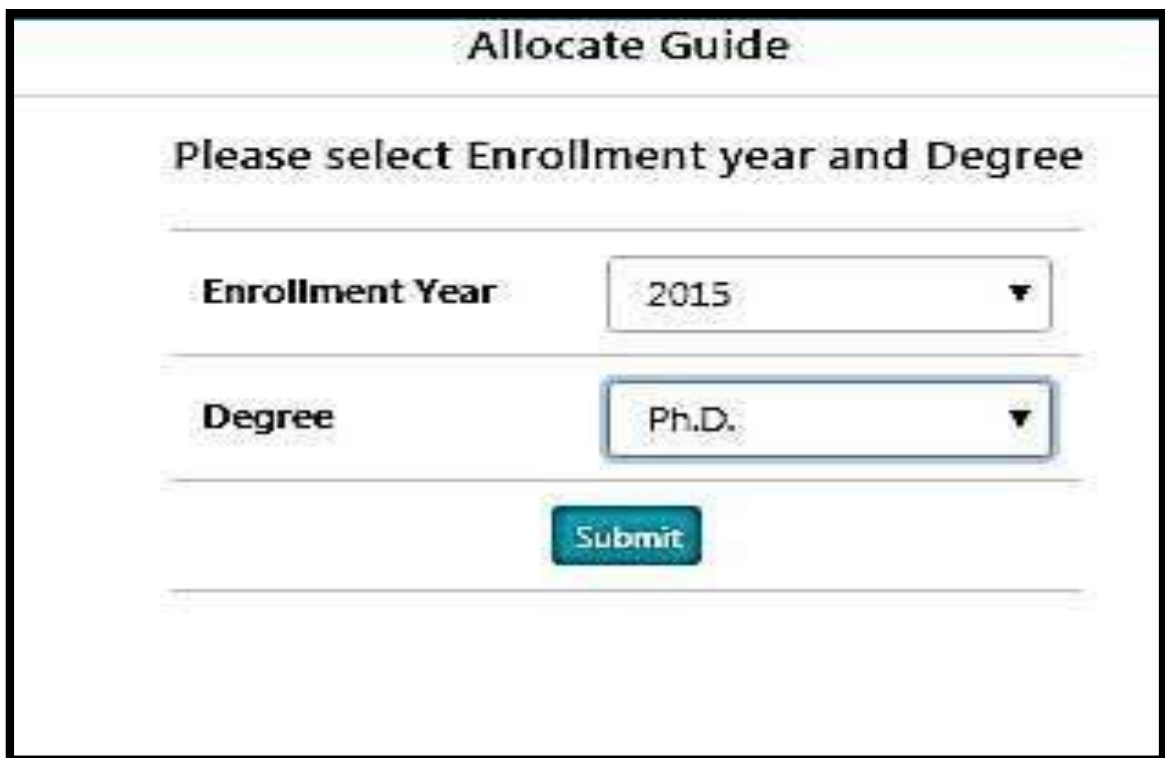
Fig. 6(b) Allocated Faculty Report

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## 6.1 Allocating Guide to Students

Each student is to be allocated a guide. To allocate a guide to a student click on **BoS Allocate Guide**.

- Enter Enrollment year and degree in field.
- After Selecting enrollment year and degree click on **Submit** button.
- The next screen will display list of students enrolled in selected year and degree.
- Click on **Allocate** for allocating the guide to a student After selecting the guide from **Chairman Advisory Committee** dropdown list, click on **Allocate** button.
- Click on **Reset** button to deselect the selected value.



The screenshot shows a web form titled "Allocate Guide". Below the title is a prompt: "Please select Enrollment year and Degree". There are two dropdown menus: "Enrollment Year" with "2015" selected and "Degree" with "Ph.D." selected. A blue "Submit" button is located below the dropdowns.

Fig. 6.1 Allocated Guide to the Student

Please select Option(s)

|  |                      |                                 |                              |
|--|----------------------|---------------------------------|------------------------------|
| Chairman Advisory<br>Committee   | Mr. BIRENDRA ORAON ▼ | Choose from Other<br>Discipline | Choose from<br>Other College |
| <input type="button" value="Allocate"/> <input type="button" value="Reset"/> |                      |                                 |                              |

Fig. 6.1(a) Allocated Guide to the Student

## 7. Students Registered Courses Approve by Professor & Head

Professor & Head needs to approve registered courses of students by clicking on **Courses Professor Approval of Students**.

- Select academic year and semester and then click on **Submit** button.
- The next page will show the list of students of the concerned discipline along with the status.
- Click on a student name to see all his registered courses.
- Click on **Approve** button to register the student. The **Approve** button appears only if all courses are approved by faculty as well as by guide.



### Select Academic Year and Trimester

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**Acadmin Year**

---

**Semester**

---

Fig. 7(a) Students Registered Courses Approve by Professor & Head

### Select Academic Year and Trimester

---

**Acadmin Year**

---

**Semester**

---

| S.No | Roll No | Student Name        |
|------|---------|---------------------|
| 1    | 005     | Dr. ETESHAMUL HAQUE |

Fig. 7(b) List of Students in the Selected Academic Year & Semester

**Professor Approval of Students**  
**Academic Year : 2019-20 Semester : I**  
**Student Name: Mr. JANIS BECK Roll No : AMSBAUB-10004**

| Course No     | Course Name                | Faculty Name                   | Guide Name                            | Professor Approval                |
|---------------|----------------------------|--------------------------------|---------------------------------------|-----------------------------------|
| BEAS-111-2017 | ENGINEERING MATHEMATICS-I  | Mr. BIRENDRA ORAON<br>Approved | Prof. Rakesh Kumar<br>Approved        | RAKESH KUMAR<br>KUMAR<br>Approved |
| BEAS-112-2017 | ENGINEERING PHYSICS        | Mr. BIRENDRA ORAON<br>Approved | Dr. MD IRFAN AHMAD ANSARI<br>Approved | RAKESH KUMAR<br>KUMAR<br>Approved |
| BEAS-113-2017 | ENGINEERING CHEMISTRY      | Mr. BIRENDRA ORAON<br>Approved | Dr. MD IRFAN AHMAD ANSARI<br>Approved | RAKESH KUMAR<br>KUMAR<br>Approved |
| BEAS-114-2017 | PRINCIPLES OF SOIL SCIENCE | Prof. Rakesh Kumar<br>Approved | Dr. MD IRFAN AHMAD ANSARI<br>Approved | RAKESH KUMAR<br>KUMAR<br>Approved |
| BEAS-115-2017 | SURVEYING AND LEVELLING    | Mr. BIRENDRA ORAON<br>Approved | Dr. MD IRFAN AHMAD ANSARI<br>Approved | RAKESH KUMAR<br>KUMAR<br>Approved |
| BEAS-         | ENGINEERING                | Dr. MD IRFAN                   | Dr. MD IRFAN                          | RAKESH                            |

Fig. 7(c) Professor Approval of Students