



ACADEMIC MANAGEMENT SYSTEM

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

Faculty Reference Manual



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Agricultural
University, Jorhat

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1. Activity Workflow Diagram of Academic Management System

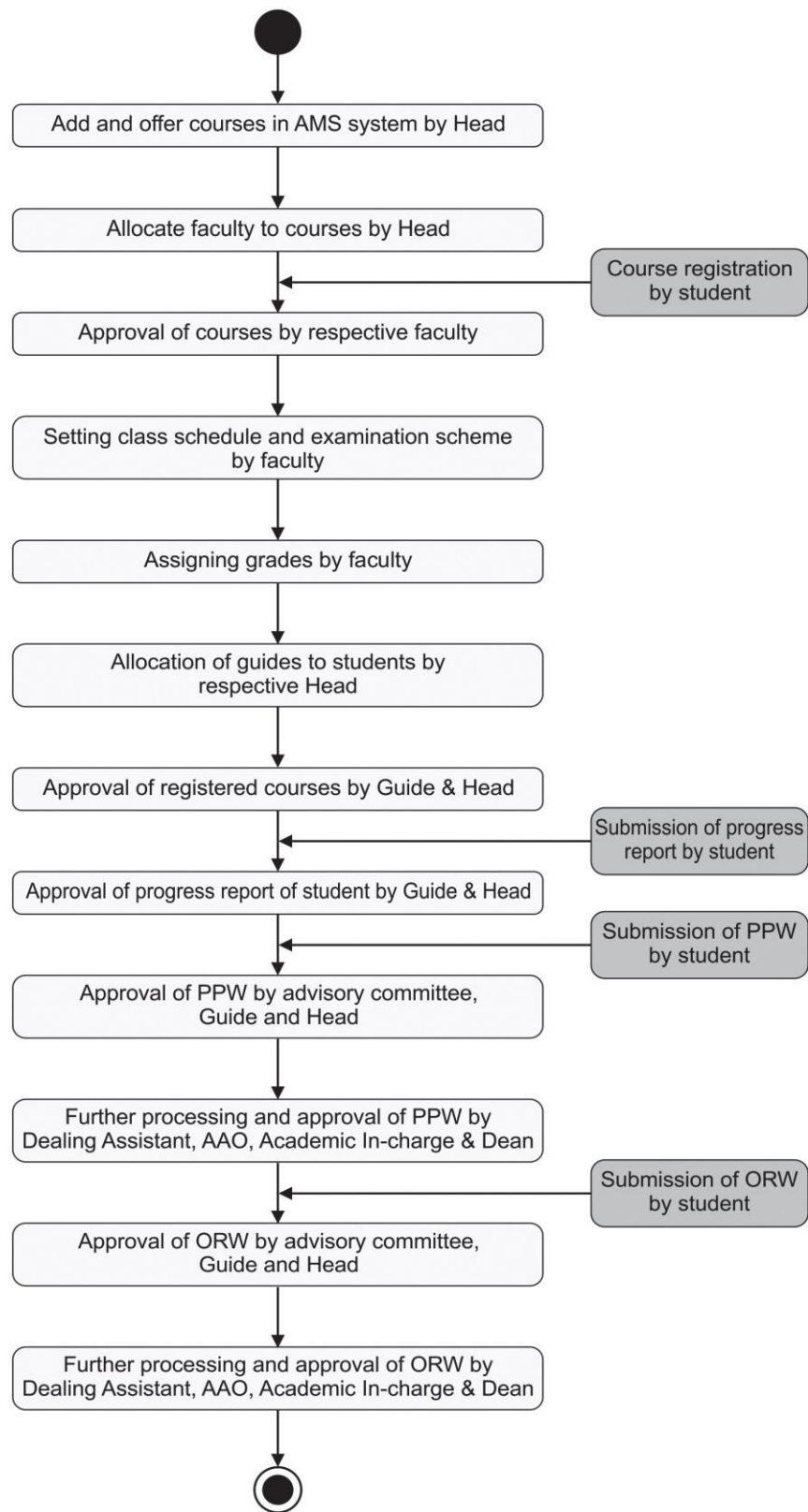


Fig. 1 Activity Diagram for Using Academic Management

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.

Academic Management System
University of Agricultural Sciences, Dharwad

HOME NAHEP CONTACT US

USER REGISTRATION

*User Type: Select UserType
*User ID/Username: abc@gmail.com
*Password: Password
*Confirm Password: Confirm Password
*Title: Title
*First Name: First Name
*Middle Name: Middle Name
*Last Name: Last Name
*Father Name: Father Name
*Mother Name: Mother Name
*Religion: Religion
*Gender: Gender
*Category: Select Category
*Physically Challenged?: Physically Challenged
*Date of Birth: DD-MM-YYYY
*Blood Group: Blood Group
*Designation: Please Select
*Degree: Degree
*Discipline: Discipline
*College *Working Place: Select College
*Aadhaar Number: Aadhar No
*PAN CARD Number: Pan Card No
*Email ID: Email ID
*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
*Domicile State: Domicile State

Next

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2.3 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.

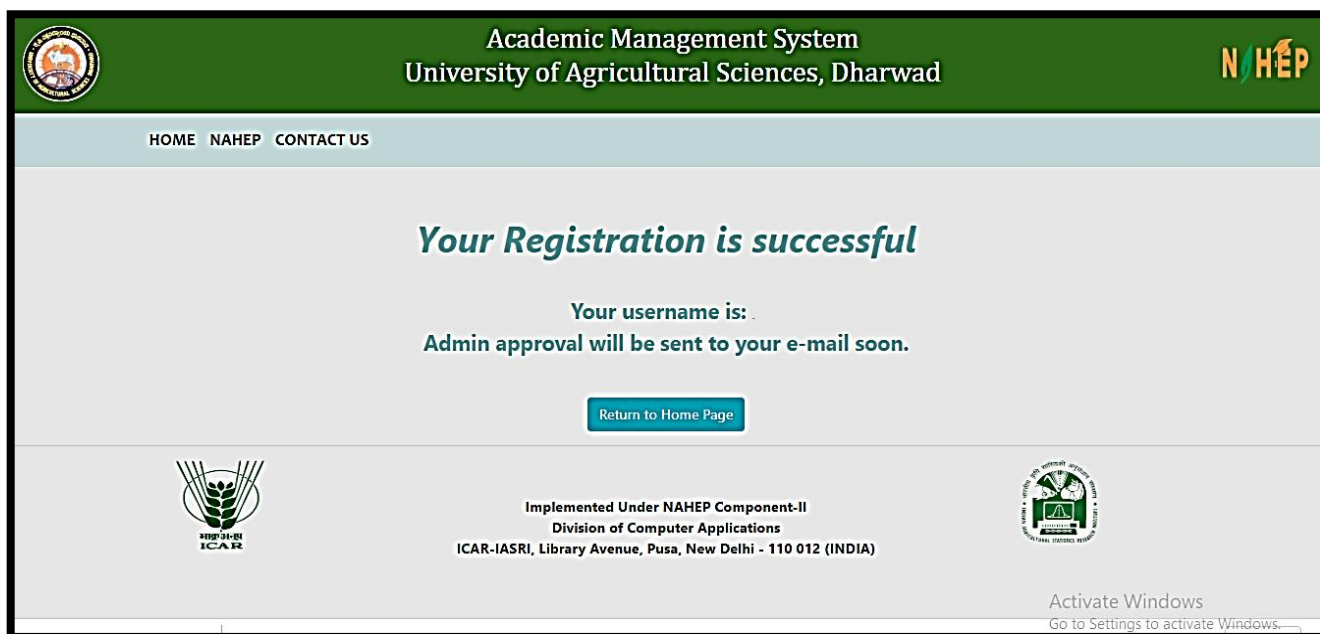


Fig. 2.3 Registration Guidelines

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.

Academic Management System
University of Agricultural Sciences, Dharwad

NAHEP

HOME NAHEP CONTACT US

Sensitization Workshop On NAHEP Component -2 Activities And Implementation Of Academic Management System




[Login](#)
[Register](#)


The University of Agricultural Sciences, Dharwad was established on October 1, 1986. The University has 5 Colleges, 27 Research Stations, 6 Agriculture Extension Education Centers, 6 Krishi Vigyan Kendras and ATIC. The University has its jurisdiction over 7 districts namely Bagalkot, Belgaum, Bijapur, Dharwad, Gadag, Haveri, and Uttar Kannada in northern Karnataka. Greater diversity exists in soil types, climate, topography cropping and farming situations. The jurisdiction includes dry-farming to heavy rainfall and irrigated area. Important crops of the region include sorghum, cotton, rice, pulses, chilli, sugarcane, groundnut, sunflower, wheat, safflower etc. The region is also known for many horticultural crops. . [About AMS](#)

New Updates

Resources

- White Book
- Reference Manual (Admin)
- Reference Manual (Faculty)
- Reference Manual (Students)
- Academic Calender 2019-20


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 Activate
Go to Settings

anwad-Student.pdf

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**.

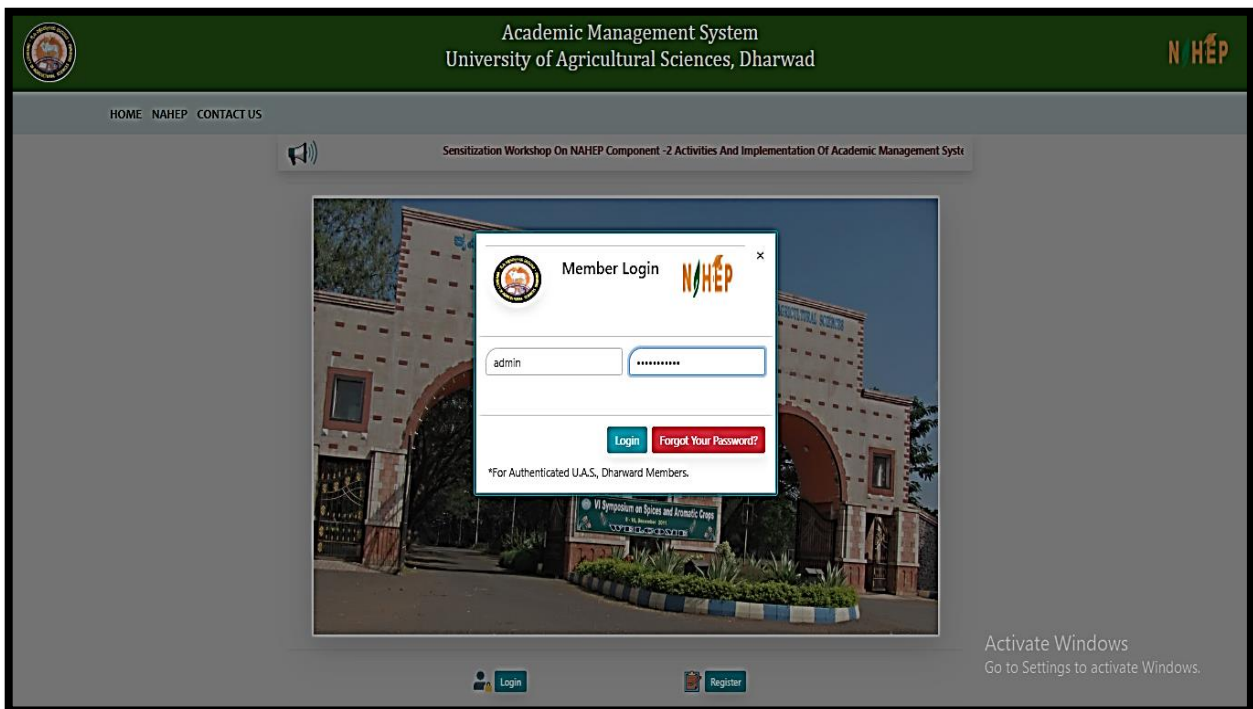


Fig. 3.1 Login as Faculty

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.

UAS Dharwad

Home Personal Courses POW Reports POR Progress Report Guide Change Role

UASD-AMS

Project Brief
New Green Book
Old Syllabus
Reference Manuals
Contact Us

Related Links

ICAR
UAS-Dharwad
IASRI

Logout

Show Qualification Grid

| | |
|--------------------------------------|-------------------------------|
| Degree | Ph.D. |
| Specialisation | Agriculture |
| Roll No. | 2145124 |
| Marks Category | Percentage |
| Marks Obtained | 85 |
| Total Marks | 100 |
| Year of Passing | 2005 |
| Subject | Agriculture |
| University Category | Deemed University |
| University Name | ICAR-Indian Agricultural Resi |
| University Name (If Selected Others) | |
| Attach Transcript | Choose File No file chosen |

Submit


Activate Windows
Go to Settings to activate Windows.

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.



UAS Dharwad

Home Personal Course

UASD-AMS

- Project Brief
- New Green Book
- Old Syllabus
- Reference Manuals
- Contact Us

Related Links

- ICAR
- UAS-Dharwad
- IASRI

Logout

UPDATE DETAILS
✕

| | | | |
|---|---|--|--|
| User Type | | Username | |
| <input type="text" value="ft"/> | | <input type="text" value="Basavarajh@Uasd.In"/> | |
| Title | First Name | Middle Name | Last Name |
| <input style="width: 50px;" type="text" value="Dr."/> | <input type="text" value="BASAVARAJA"/> | <input type="text" value="Hanumappa"/> | <input type="text" value="Last Name"/> |
| Father Name | | Mother Name | |
| <input type="text" value="HANUMAPPA"/> | | <input type="text" value="DEVEERAMMA"/> | |
| Gender | Category | Physically Challenged? | |
| <input style="width: 50px;" type="text" value="Male"/> | <input type="text" value="OBC - Other Backward"/> | <input type="text" value="No"/> | |
| Date of Birth | | Blood Group | |
| <input type="text" value="05-07-1958"/> | | <input style="width: 50px;" type="text" value="B+"/> | |
| Discipline | | College | |
| <input style="width: 100px;" type="text" value="Agricultural Economics"/> | | <input type="text" value="College of Agriculture, Dharwad"/> | |
| Aadhar Number | | Pan Card Number | |
| <input type="text" value="Aadhar No"/> | | <input type="text" value="Pan Card No"/> | |
| Aadhar Number | | Pan Card Number | |
| <input type="text" value="Aadhar No"/> | | <input type="text" value="Pan Card No"/> | |
| Email ID | | Mobile Number | |
| <input type="text" value="Basavarajh@Uasd.In"/> | | <input type="text" value="9741177121"/> | |

| | | |
|--|---|--|
| Date of Joining Service | Date of Joining University | Joining Cader |
| <input type="text" value="DD/MM/YYYY"/> | <input type="text" value="DD/MM/YYYY"/> | <input type="text" value="Joining Cader"/> |
| Present Cader | Date of Entering Present Cader | |
| <input type="text" value="Present Cader"/> | <input type="text" value="DD/MM/YYYY"/> | |

| | |
|--|--|
| Address Official/Correspondence | Address Permanent |
| <input type="text" value="Department Of Agricultural Economics, College Of Agriculture, Dharwad 580 005"/> | <input type="text" value="No. 225 NAVANEETH, VII Cross, Rani Channamma Nagar, Dharwad 580 001"/> |
| Country | Domicile State |
| <input type="text" value="India"/> | <input type="text" value="KARNATAKA"/> |

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.

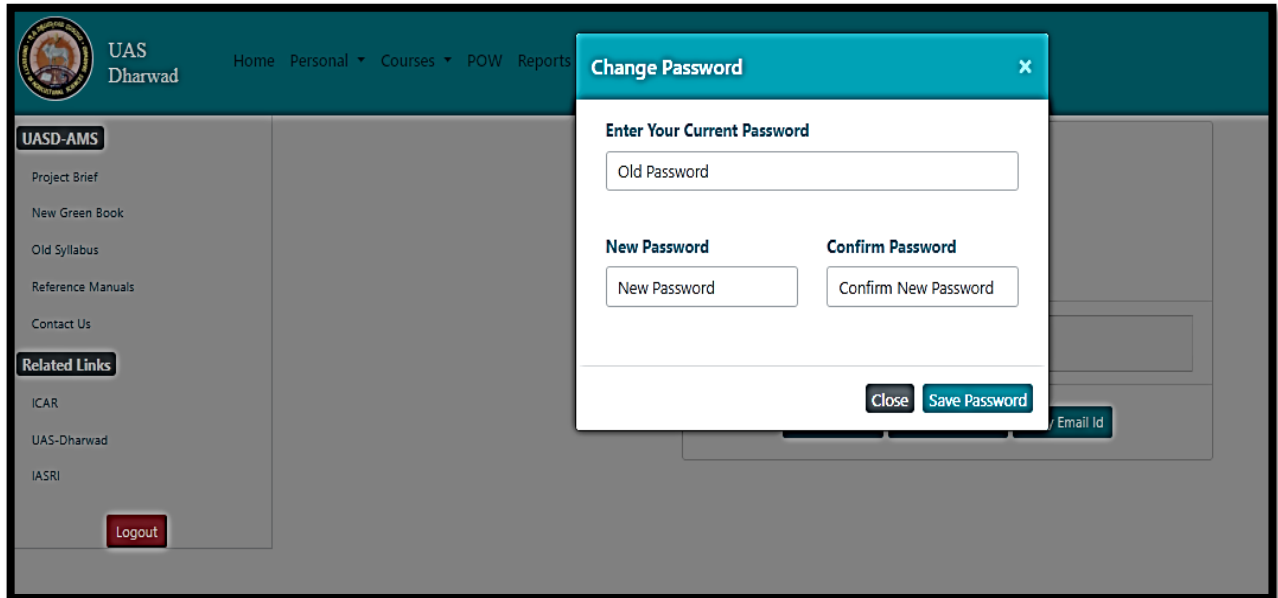


Fig. 3.3(b) Faculty Update Password

- 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.

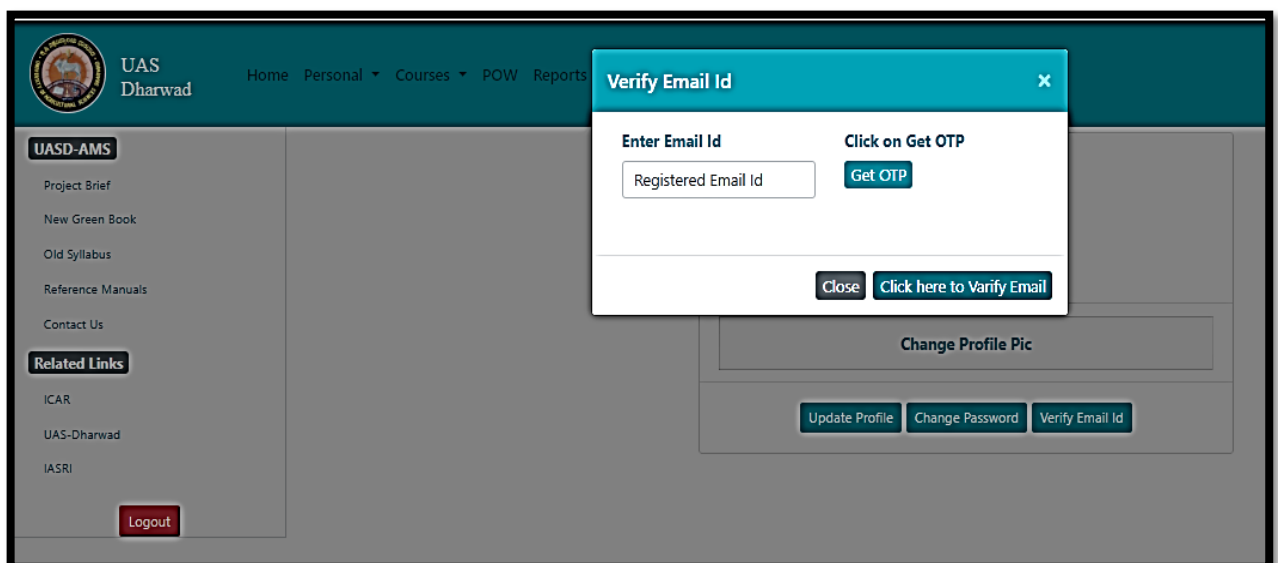


Fig. 3.4(c) Faculty Verify Email id

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 Gradiat) | 1L+0P | I | 2018-19 | Dr. RAVIKANT RADHAKANT UPASANI |
| 3 | agron111-2017 | Fundamentals of Agronomy | 3L+1P | I | 2018-19 | Dr. RAVIKANT RADHAKANT UPASANI |

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"/> <input type="button" value="Disapprove"/> |
| 2 | KAMINI BASKI | AGD031810010 | AG | Pending | <input type="button" value="Approve"/> <input type="button" value="Disapprove"/> |
| 3 | PRADEEP MURMU | AGD031810011 | AG | Pending | <input type="button" value="Approve"/> <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

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

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

| | |
|---------------------------------------|------------------------|
| Academic Year | Select Academic Year ▼ |
| Semester | Select Semester ▼ |
| <input type="button" value="Submit"/> | |

There are three ways to Assign Grades

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

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 CHAKRABORTY
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 |
| <input type="text" value="Theory Scheduled"/> | <input type="text" value="Conducted Theory Sch"/> |
| Practical Scheduled | Conducted |
| <input type="text" value="Theory Scheduled"/> | <input type="text" value="Conducted Theory Sch"/> |

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

| 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 | <input type="button" value="Modify"/> <input type="button" value="Remove"/> |
| 2 | AE 221-2017 | Renewable Energy and Green Technology | 1L + 1P | 2017 | NA | No | Yes | <input type="button" value="Modify"/> <input type="button" value="Remove"/> |
| 3 | AE 321-2017 | Protected Cultivation and Secondary Agriculture | 2L + 1P | 2017 | NA | No | Yes | <input type="button" value="Modify"/> <input type="button" value="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 BEAS- 112-2017 BEAS- 113-2017 BEAS- 114-2017 BEAS- 115-2017 BEAS- 116-2017 BEAS- 117-2017 BEAS- 118-2017 | <input type="button" value=" >>"/> <input type="button" value=" <<"/> | AE 211-2017 |

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"/> <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"/> <input type="button" value="Delete"/> |
| BEAS-112-2017 | Engineering Physics | I | BRENDRA ORAON | PRAMOD RAI | | | | | | <input type="button" value="Allocate"/> <input type="button" value="Delete"/> |
| BEAS-113-2017 | Engineering Chemistry | I | BRENDRA ORAON | MINTU JOB | | | | | | <input type="button" value="Allocate"/> <input type="button" value="Delete"/> |

Fig. 6(a) Allocated Faculty Report

Allocate Faculty

Discipline : AE

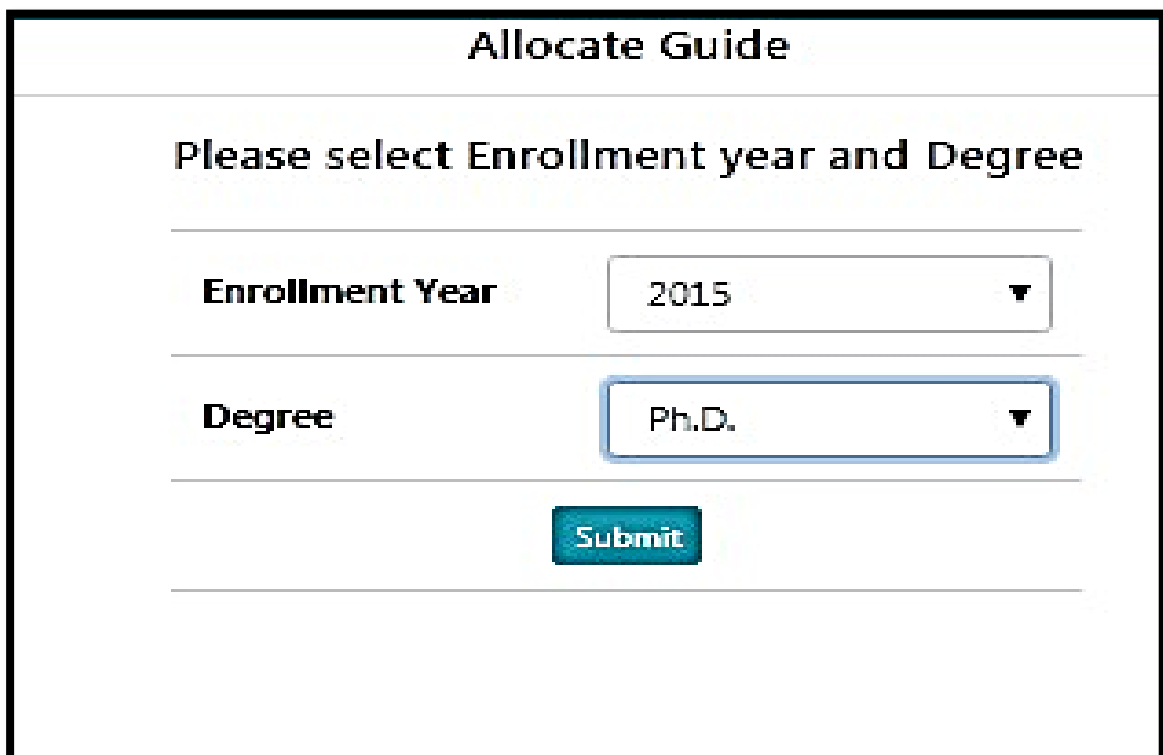
| | | | |
|--------------------|---|---|--|
| Course Leader | <input type="text" value="Dr. PRAMOD RAI"/> | <input type="button" value="Choose from Other Discipline"/> | <input type="button" value="Choose from Other College"/> |
| Course Associate 1 | <input type="text" value="Please Select"/> | <input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

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.



Allocate Guide

Please select Enrollment year and Degree

| | |
|------------------------|------------------------------------|
| Enrollment Year | <input type="text" value="2015"/> |
| Degree | <input type="text" value="Ph.D."/> |

Fig. 6.1 Allocated Guide to the Student

Please select Option(s)

| | | | |
|--|----------------------|---------------------------------|------------------------------|
| Chairman Advisory Committee | Mr. BIRENDRA ORAON ▼ | Choose from Other Discipline | Choose from 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

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 Approved | Prof. Rakesh Kumar Approved | RAKESH KUMAR KUMAR Approved |
| BEAS-112-2017 | ENGINEERING PHYSICS | Mr. BIRENDRA ORAON Approved | Dr. MD IRFAN AHMAD ANSARI Approved | RAKESH KUMAR KUMAR Approved |
| BEAS-113-2017 | ENGINEERING CHEMISTRY | Mr. BIRENDRA ORAON Approved | Dr. MD IRFAN AHMAD ANSARI Approved | RAKESH KUMAR KUMAR Approved |
| BEAS-114-2017 | PRINCIPLES OF SOIL SCIENCE | Prof. Rakesh Kumar Approved | Dr. MD IRFAN AHMAD ANSARI Approved | RAKESH KUMAR KUMAR Approved |
| BEAS-115-2017 | SURVEYING AND LEVELLING | Mr. BIRENDRA ORAON Approved | Dr. MD IRFAN AHMAD ANSARI Approved | RAKESH KUMAR KUMAR Approved |
| BEAS-116-2017 | ENGINEERING MECHANICS | Dr. MD IRFAN AHMAD ANSARI Approved | Dr. MD IRFAN AHMAD ANSARI Approved | RAKESH KUMAR KUMAR Approved |

Fig. 7(c) Professor Approval of Students