





# ACADEMIC MANAGEMENT SYSTEM

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

# Faculty Reference Manual



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# **1.** Activity Workflow Diagram of Academic Management System

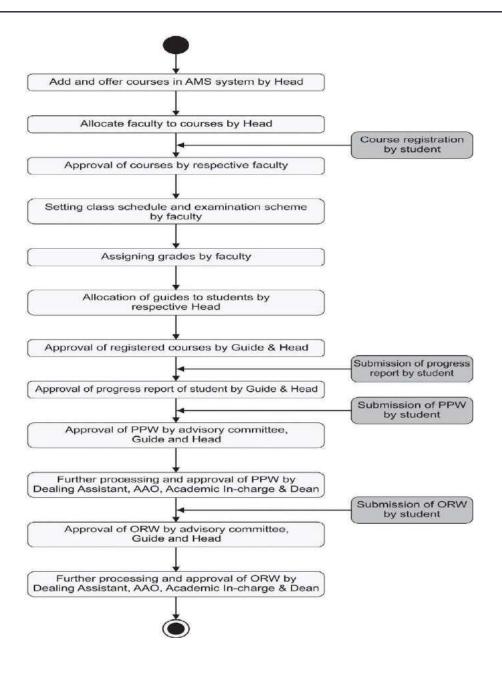


Fig. 1 Activity Diagram for Using Academic Management

## 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.

OME NAHEP CONTACT US				
	USER REG	ISTRATION		
*User Type	•]	*User ID/Usermame		
Select UserType		Deepikac259		
*Password		*Confirm Password		
Password		Confirm Password		
*Title *First Name		Middle Name	Lost Nome	
Title * First Name		Middle Name	Last Name	
*Father Name	Mother Name		*Religion	
Father Name	Mother Name		Religion	•
			h - 0 <b>k</b>	
*Gender	*Category		"Physically Challonged?	
Gender	* Select Category		Physically Challenged	•
*Date of Birth		*Blood Group		
DD-MM-YYYY		Blood Group		
*Degree		*Discipline		
Degree	•]	Discipline		*
*Select College		Aadhaar Number		
Select College	• ]	Aadhar No		
*Email ID		*Mobile No		
deepikac259@gmail.com		Mobile No		
Bank A/C No	Bank Name & Branch		IFSC Code	
Bank A/C No	Bank Name & Branch		IFAC LODE	
*Address Official/Correspondence		*Permanent Address ( 🗆 5	iame as correspondence address )	
Address Official/Correspondence		Address Permanent		
	Å			
*Country		*Domicile State		
Country		Domicile State		
		12		
	N	ext		
NN 1111				22
X		rsion 2.0	18	01

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.

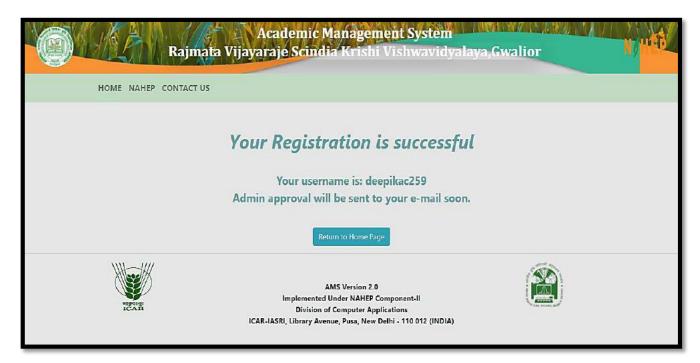


Fig. 2.2 Registration Guidelines

#### 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.



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**.

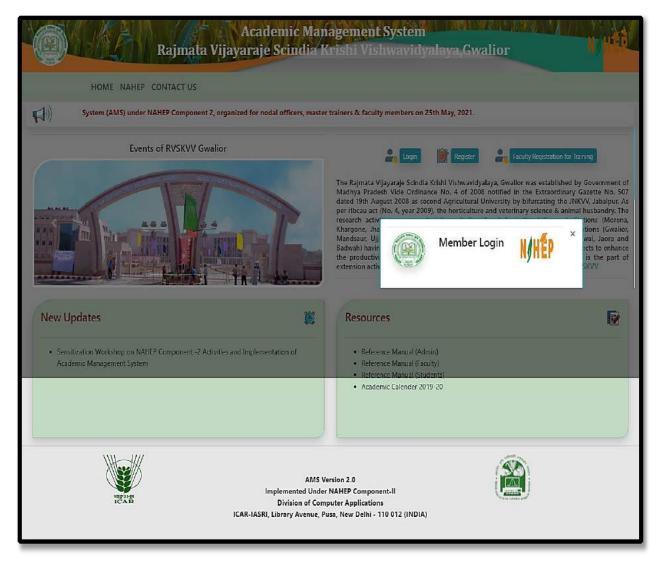


Fig. 3.1 Login as Faculty

#### 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.

RVSKVV Gwalior	Home Personal - Courses - PPW Reports ORW Progress Re	port Guide Switch Role	ŝ	Logged in as : DR. AMITA(Faculty)
RYSKVV-AMS Project Brief New Green Book		Show	Qualification Grid	
Old Syllabus		Degree	Please Make a Selection 💙	
Contact Us		Specialisation		
Related Links		Roll No.		
ICAR		Marks Category	Please Make a Selection 👻	
RVSKVV-GWALIOR		Marks Obtained		
IASRI		Total Marks		
Logout		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.

RVSKVV Home Personal - Courses - PPW Peperts	ORW Progress Report Guide	Switch Role			Logged in as : DR. AMITA(Faculty)
RVSKVV-AMS Project Brief New Green Scot		Ç	2		
Old Sylabue Reference Manuals	UPDATE DETAILS	Facu	nty	×	
Contact Us Related Links	User Type		Username		
Esk RORV-ORLOT	ft Title First Name		Ascirsbarwa Middle Name	Last Name	
IA2XI	Dr. 🖌 Amita		Middle Nan	ne Sharma	
Locaut	Father Name		Mother Name Chanda Sha	ma	
			Clienda Sila		
	Gender	Category GEN - Gene	ral 🗸	Physically Challenged?	
	Date of Birth		Blood Group		
	12-01-1975	٦	A+	~	
	Degree		Discipline		
	Select Degree	۷	Environmen	ntal Science 🗸	
	Select College		Asdhar Number		
	College of Agriculture,Gw	alior, Gwalior 🛛 👻	Aadhar No		
	Email ID		Mobile Number	<u> </u>	
	Asdrsbarwani@Gmail.Com	<u>.</u>	9131461034		
	Bank A/C No Bank A/C No	Bank Name & Dr Bank Name &	0	IFSC Code	
	Address Official/Correspondence		Address Perman	per tito de la companya de la	
	Deptt Of Evs College Of Ag Gwalior	500 L 107 T		'S College Of Agriculture	
	Country		Domicile State		
	India	~	MADHYA P	RADESH 🗸	
				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.

RVSKVV Home Personal - Courses - DPW Report	s GRW Progross Report Guide Switch Role		Logged in as : DR: AMITA[Facult/]
RVSKUV-AMS Projection	Change Password	×	
New Creen Stock	Enter Your Current Pass	word	
Reference Manuals	Old Password		
Coverant Da .	New Password	Confirm Password	
Related Links	New Password	Confirm New Password	
RVSKVV GWALIOR			
172A			
Logout		Close Save 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.

yec bret	Verify Email Id ×	
w Graan Book Afgetatus	Enter Email Id Click on Get OTP	
terence Manuar	Registered Email kd	
abet Gr		
100 LUUS 17	Close Click here to Varity Email	
SKVY-OWALKOR		
(R)		
lageut		

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.

	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

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

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 11: ural Sociology ar of Students Subr	nitted for Regis	Psychology stration in th Signature o	e Course of Course Instructor DHAKANT UPASAN
S.No	Name	Roll No	Discipline of Student	Faculty Approval	Faculty Actions
1	KALPANA BASKI	AGD031810006	AG	Pending	Approve Disapprove
2	KAMINI BASKI	AGD031810010	AG	Pending	Approve Disapprove
3	PRADEEP MURMU	AGD031810011	AG	Pending	Approve 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.

	Faculty : Dr. RAVIK	rse Schedule ANTRADHAKANT	UPASANI
Sr. No	Course No	Semester	AcademicYear
1	AEC 111-2017	Ĩ	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	Ţ	2018-19
7	GPB 100(B)-2017	I	2018-19
20			

Fig. 4.1(a) Class Scheduled by Faculty

Sen	nester : I Acadmic year : - 2019-2 Course Instructor :- Dr. RAVIk	
	Add New Topic	
Theory / Practical	Practical	•]
Торіс		
Start Date	dd-mm-уууу	
Completion Date	dd-mm-уууу	]
No. of Lecture		
Faculty	Select Faculty	•]
	Submit	

Fig. 4.1(b) Class Scheduled by Faculty

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

	Theory /	Practical	Theory	New Topic	•]	
	Торіс					
	Start Da	te	dd-mm-)	ענע		
	Complet	tion Date	dd-mm-y	עעע		
	No. of L	ecture			Ţ	
	Faculty		Select Fa	culty	*]	
				Submit		
Торіс	Theory/Practical	Start Date	Completion Date	Faculty	E-Learning Resources	Action
test	Theory	6/4/2019	6/4/2019	Dr. RAVIKANTRADHAKANTUPASANI	TL TS	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	
Acadmic Year	Select Acadmic Year	,
Semester	Select Semester	,
	Submit	
Th	ere are three ways to Assign Grades	
1. Upload Excel File		
2. Upload CSV File		
Steps to Upload Excel/CSV		
(i)Download the Templa	ate for your respective choice	
Download Template Fo	r Excel File Download Template For CSV File	
(ii)Enter the grades into	o the downloaded template file	
Before filling the enter	ies 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 th	e header of the downloaded template	
* Please Don't us	e any formulas into Your Excel file	
(iii)Upload the file with	completed grade enteries	
(iv)Press Submit to pro	ceed further otherwise press Cancel	

Fig. 4.2(a) Assigned Grades by Faculty

• Select course name form dropdown menu.

Course Name	NCC-I/NSS-1 ( BS 1106-2017-501-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 Discpline : FR Semester : I Academic Year : 2018-19 Course Type : General										
Course No	Course Name	Trimester	Quizs	Mid Term Exam	Practical record	Assignment	Attendance	Final Theory Exam	Final Practical Exam	Operations
BS 1106- 2017	NCC-I/NSS- 1	Ī			-			T		Edit Delete
					Proceed to	Bomination Date Go	Back to Previous Page	1		

Fig. 4.2(c) Examination Scheme

Examination Date Course Leader : Dr. ASHISH KUMAR CHAKRABORTY Semester : I Academic Year : 2018-19						
ourse No	Course Name	Trimester	Mid Term Date	Final Theory Date	Final Practical Date	Operations
BS 1105-2017	NCC-I/NSS-1	Ĩ	1-01-01	1-01-01	1-01-01	Edit Delete

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

Semeste	er Class Details
Cou	irse Leader :
Course Nam	e :   Course Number :
Semester : I Ad	cademic Year: 2018-19
Details o	f Classes (Total)
Theory Scheduled	Conducted
Theory Scheduled	Conducted Theory Sch
Practical Scheduled	Conducted
	1
Theory Scheduled	Conducted Theory Sch
Proceed to Grades/Ser	Submit

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				
			Course Num					
			Course Nam	e				
			Select Indus	tion Year	•			
			2	Add Course	ŭ			
_								1
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

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: lemic Year: Descipline :	2017-18	
COURSES		SELECTED COUP	
BEAS- 111-2017 BEAS- 112-2017 BEAS- 113-2017 BEAS- 114-2017 BEAS- 115-2017 BEAS- 115-2017 BEAS- 116-2017 BEAS- 117-2017	>>	AE 211-2017	

Fig. 5.2(a) Offering Course

			Add Of	ered Course	s Discipline : /	NE .	
			Academic Year	Plana Calada			
			Semester	Please Sele	đ	•	
			Institute	Please Sele	đ	7	
			Add	ourses Offen	ed in Semester		
	×		Off	ered Cours	es Report	6	
Sr. No	Course No	Course Name	Off Theory Credit(T)	Practical Credit(P)	es Report Campus	Semester	Academic Year
Sr. No 1	Course No AE 211-2017	Course Name FARM MACHINERY AND POWER	Theory	Practical		Semester 1	Academic Year 2019-20
			Theory Credit(T)	Practical Credit(P)	Campus		
1	AE 211-2017	FARM MACHINERY AND POWER	Theory Credit(T) 7L	Practical Credit(P) 6P	<b>Campus</b> BAU	1	2019-20
1. 2. 3.	AE 211-2017 BEAS-111-2017	FARM MACHINERY AND POWER ENGINEERING MATHEMATICS-I	Theory Credit(T) 7L 2L	Practical Credit(P) 6P 1P	Campus BAU BAU	1	2019-20 2019-20
1	AE 211-2017 BEAS-111-2017 BEAS-112-2017	FARM MACHINERY AND POWER ENGINEERING MATHEMATICS-I ENGINEERING PHYSICS	Theory Credit(1) 7L 2L 2L	Practical Credit(P) 6P 1P 1P	Campus BAU BAU BAU	1	2019-20 2019-20 2019-20 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 Repo								
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 RAL							Alocate Delete
BEAS-111- 2017	Engineering Mathematics-I	I	BIRENDRA ORAON	MD IRFAN AHMAD ANSARI	MINTU JOB					Alocate
BEAS- 112- 2017	Engineering Physics	I	BIRENDRA ORAON	PRAMOD RAI						Alocato
BEAS- 113- 2017	Engineering Chemistry	I	BURENDRA ORAON	MENTU JOB						Alocate

Fig. 6(a) Allocated Faculty Report

		Allocate Faculty Discipline : AE	
Course Leader	Dr. PRAMOD RAE	Choose itom Dither Discipline	Choose from Other College
Course Associate 1	Pesse Select	Choose from Other Discipline	Choose from Other College
Course Associate 2	Pease Select	Choose from Other Discipline	Choose from Other College
Course Associate 3	Please Select	Choose itom Other Discipline	Choose from Other College
Course Associate 4	Please Select	Choose isons Other Discipline	Choose from Other College
Course Associate 5	Pease Select	Choose from Other Discipline	Choose from Other College
	Allócara Reset		Choose More Course Associates
		last	

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.

Please select Enro	llment year ar	nd Degi
Enrollment Year	2015	•
Degree	Ph.D.	,
	Submit	

Fig. 6.1 Allocated Guide to the Student

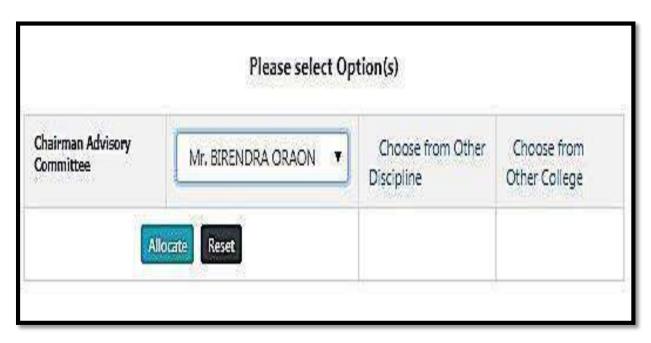


Fig. 6.1(a) Allocated Guide to the Student

# 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.

Acadmin Year	2018-19	<b>.</b>
Semester	I	×.

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

	Select Academic Year and Trimester				
	Acadmin Year	2018-19			
	Semester	<b>I</b>			
		Submit			
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		
	8EAS- 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		
8	BEAS-	ENGINEERING	Dr. MD IRFAN	Dr. MD IRFAN	RAKESH		

Fig. 7(c) Professor Approval of Students