NAHEP

ACADEMIC MANAGEMENT SYSTEM

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

Faculty Reference Manual

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Fig. 1 Activity Diagram for Using Academic Management

2. Facultys' 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.

Fig. 2.1 Registration Page

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.

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 user id 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.

Fig. 3.2Faculty 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.

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.

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.

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 f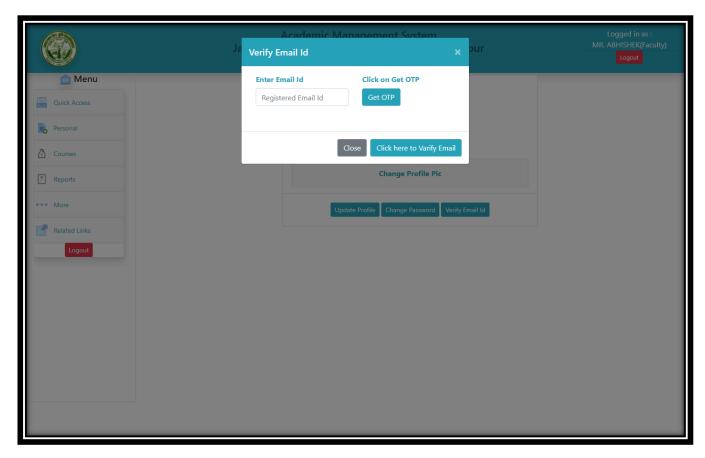aculty can manage the class room activities of a particular course such as details of topics to be taught in the class, uploading the resources for lecture material, assignments etc.

- 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

Fig. 4.1(a) Class Scheduled by Faculty

Fig. 4.1(b) Class Scheduled by Faculty

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

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.
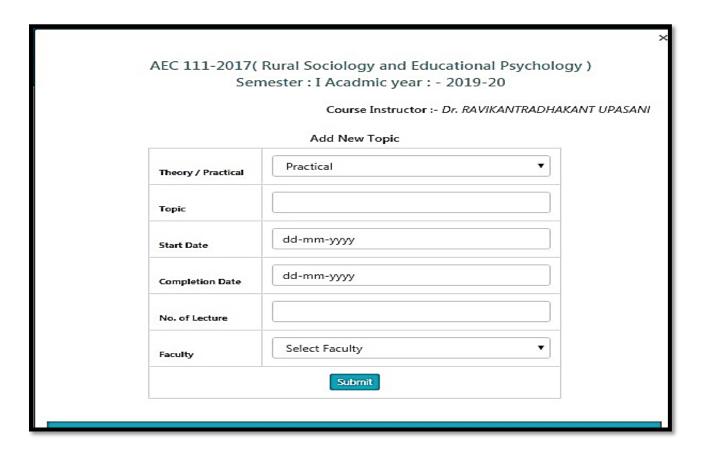
- Click on course menu then click on Assign Grades.
- Select **Academic year** and **Semester** from the list and click on **Submit** button.

- 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.

Fig. 4.2(a) Assigned Grades by Faculty

- Select course name form dropdown menu.

Fig. 4.2(b) Course Name

Fig. 4.2(c) Examination Scheme

Fig. 4.2(d) Examination Scheme

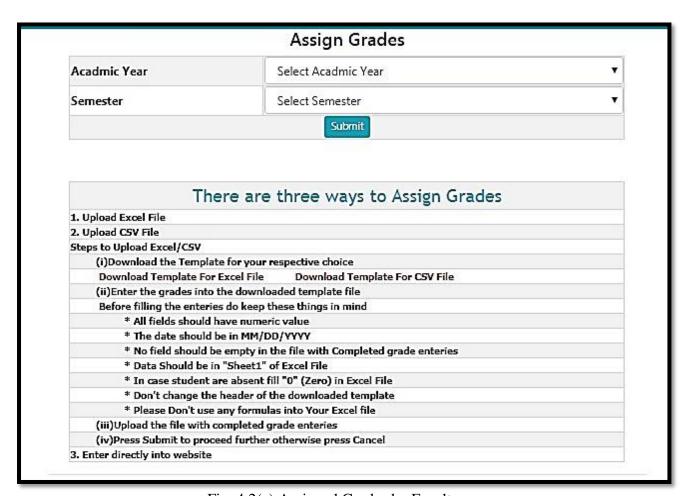- To enter class details, provide information above number of theory/practical lectures to be given and actual number of lectures delivered. Class details of a particular course can be entered by clicking **Courses and then Assign Grades.**

- 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

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 textboxes.

- 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
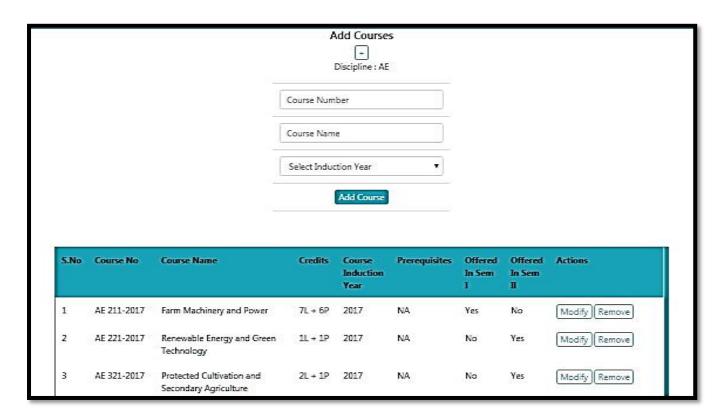

Add Courses

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
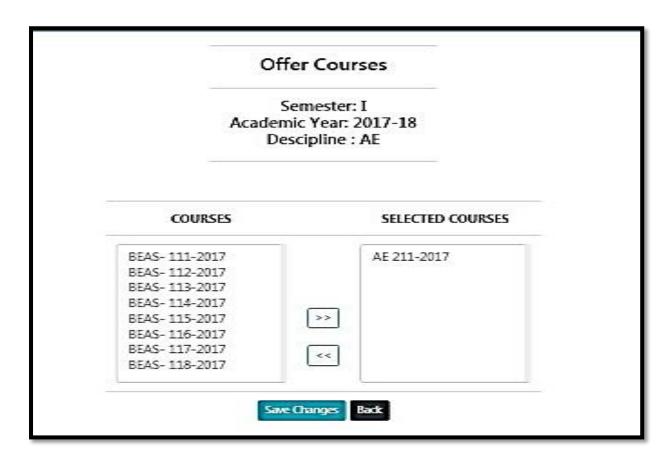

Fig. 5.2(a) Offering Course
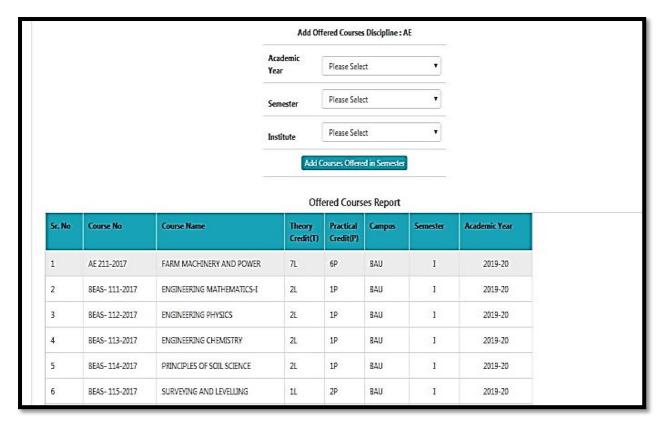
Fig. 5.2(b) Add Offered Course

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.

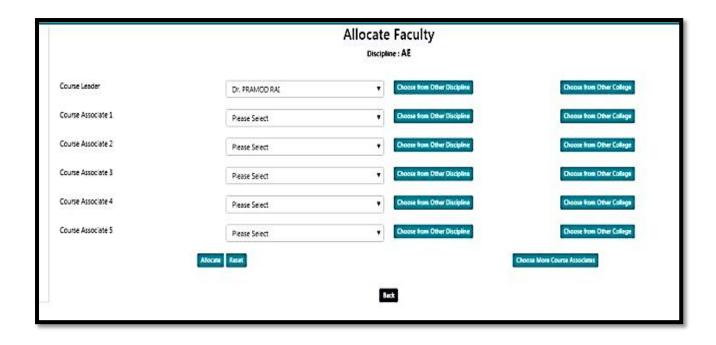|											
Allocated Faculty Report											
Course No	Course Name	Semester	Course Leader	Course Associate 1	Course Associate 2	Course Associate 3	Course Associate 4	Course Associate 5	Course Associate Others	Action	
AE 211-2017	Farm Machinery and Power	I	PRAMOD RAI							Allocate Delete	
BEAS-111-2017	Engineering Mathematics-I	I	BIRENDRA ORAON	MD IRFAN AHMAD ANSARI	MINTU JOB					Allocate Delete	
BEAS-112-2017	Engineering Physics	I	BIRENDRA ORAON	PRAMOD RAI						Allocate Delete	
BEAS-113-2017	Engineering Chemistry	I	BIRENDRA ORAON	MINTU JOB						Allocate Delete	

Fig. 6(a) Allocated Faculty Report

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.

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.

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

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

Fig. 7(c) Professor Approval of Students