## NØHEP





## ACADEMIC MANAGEMENT SYSTEM

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

# Admin Reference Manual



Agriculture University, Jodhpur Rajasthan

Division of Computer Applications ICAR - IASRI Library Avenue, Pusa New Delhi – 110012

support.auams@icar.gov.in 011-25842274, 011-25842275



#### **Table of Contents**

1. Intro	duction	. 1
1.1	Academic Management System	1
1.2	Modules of Academic Management System	
2. Logir	n Administrator Profile	. 3
2.1	Access Home Page of AMS	. 4
2.2	Login As Administrator	
2.3	Administrator Profile Editing/Updating	. 5
3. Admi	nistrator Role and Responsibilities	. 6
3.1	Add New Discipline	. 7
3.2	Registered Student Approval	
3.3	Registered Faculty Approval	. 9
3.4	Add New Guide From Faculty	
3.5	Add New Professor From Faculty	
3.6	Add New Head From Faculty	
3.7	Add New College/Institute	
3.8	Add New Professor Head From Faculty/Guide	
3.9	Add New Dean From Faculty	
3.10	Start/Stop Semester By Administrator	
3.11 3.12	Assign New Roles to Faculty's Upcoming News and Event's Notification	
4. Stude	ent Fees Management	19
5. Acad	emic Reporting Part	20
5.1	Discipline Wise Report	21
5.2	Discipline Wise Course Report	22
5.3	Registered Student Report	
5.4	Faculty Allocation Report	
5.5	Faculty Details Report	25
6. Stude	ent Updating Reporting Part	26
7. More	Feature	27
7.1	Change Role	28
7.2	Student Search, User Search, Course Search	

## List of Figures

Figure 1 - Modules of Academic Management System	3
Figure 2 - Home Screen of the Academic Management System	1
Figure 3 - Login Page for Administrator 5	5
Figure 4 - Basic Administrator profile 6	;
Figure 5 - New Dropdown Menu 6	3
Figure 6 - Add New Discipline	7
Figure 7 - Approved New Student 8	3
Figure 8 - Approved New Faculty9	)
Figure 9 - Add New Guide from Faculty 10	)
Figure 10 - Add New Professor from Faculty 11	
Figure 11 - Add New Head from Faculty 12	2
Figure 12 - Add New College/Institute	3
Figure 13 - Add New Professor from Faculty 14	ŀ
Figure 14 - Add New Dean from faculty 15	5
Figure 15 - Start/Stop Semester	3
Figure 16 - Assign Roles to the Faculty 17	7
Figure 17 - Latest/Upcoming News and Event's Notification	3
Figure 18 - Student Fee Management 19	9
Figure 19 - Academic Reporting Part 20	)
Figure 20 - Discipline Wise Report	1
Figure 21 - Discipline Wise Course Report	2
Figure 22 - Registered Student Report 23	3
Figure 23 - Faculty Allocation Report 24	1
Figure 24 - Faculty Details Report	>
Figure 25 - Student Updating Reporting Part	5
Figure 26 - More Features	,
Figure 27 - Change Role	5

gure 28 - Student Search
--------------------------

#### 1. Introduction

NAHEP has been formulated by ICAR with a total cost of US\$ 165 million (Rupees 1100 crores at the exchange rate of Rs. 66.75 = 1US\$) for five years starting from 2017-18. The project is proposed on 50:50 cost sharing basis between the World Bank and the Government of India, implemented at the Education Division, ICAR, New Delhi. Overall, the project aims to develop resources and mechanism for supporting infrastructure, faculty and student advancement, and providing means for better governance and management of agricultural universities, so that a holistic model can be developed to raise the standard of current agricultural education system that provides more jobs and is entrepreneurship oriented and on par with the global agriculture education standards.

The mandate of ICAR/DARE includes promotion and coordination of education in agriculture, agro-forestry, animal husbandry, fisheries, home science and allied sciences in the country. ICAR is now embarking upon an ambitious step in further strengthening the National Agricultural Education system in the country through National Agricultural Higher Education Project (NAHEP) with financial assistance of the World Bank by investing on infrastructure, competency and commitment of faculty, and attracting talented students to agriculture.

The project would benefit all the Agricultural Universities (AUs), i.e. 63 State Agricultural Universities modelled on the US Land Grant University pattern, 5 Deemed to be Universities (DUs), three Central Agricultural University (CAUs) and four Central Universities (CUs) with Agriculture Faculty.

#### 1.1 Academic Management System

Academic Management System(AMS) has been customized by the NAHEP Component - 2 Project Team at ICAR-Indian Agricultural Statistics Research Institute (IASRI) for the implementation at various Agricultural Universities. It is a web enabled system for management of all the various academic activities of the university. The system caters to the needs of different users: Dean, Registrar, Professor, Head, Guide, Faculty, Teacher, Student, Administrators and Officials for performing their assigned tasks. A System has been designed in a modular approach with in-built work flows. System ensures that the individuals responsible for the next task are notified and receive the data they need to execute at their stage of process. At present five modules have been envisaged viz., Student Management, Faculty Management, Course Management, Administration Management and E-Learning.

AMS facilitates in automation of various academic processes of the university and enhances the efficiency of the overall system by saving time and efforts involved in manual processes. It continues to be customized as per the respective needs of the various universities.

The Project supports the Country Partnership Strategy and addresses the three engagement areas of integration, transformation and inclusion. These engagement areas foresee increased agricultural productivity and support quality improvements of higher education to create a more skilled workforce that continuously improves the productivity of key sectors, including agriculture. The proposed Project is also a multi-Global Practice collaboration (Agriculture and Education) and is expected to support activities and results directly related to cross-cutting strategic areas of climate change, jobs and gender.

#### 1.2 Modules of Academic Management System

Academic Management System automates various academic processes of the university and will enhance the efficiency of the system by saving time and efforts involved in manual processes. The data generated by the system is used for generating the reports at the national agriculture portal by aggregating the data from various state agriculture universities. The system has following sub modules:

- Courses Management
- Student Management
- Faculty Management
- Administration Management
- E-Learning Management
- Hostel Management

- Administrator Role
- Head Role
- Student Role
- Faculty Role
- Guide Role
- Professor Role
- Dean

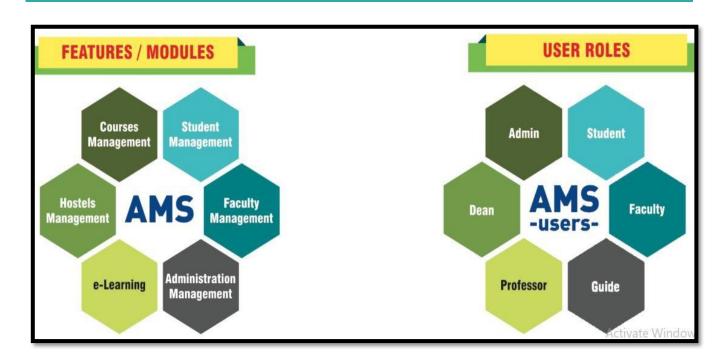


Fig. 1.2 Modules of Academic Management System

## 2. Login as Administrator

Every administrator would be provided with login credentials, using which they can login in and update their password and profile.

#### 2.1 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.

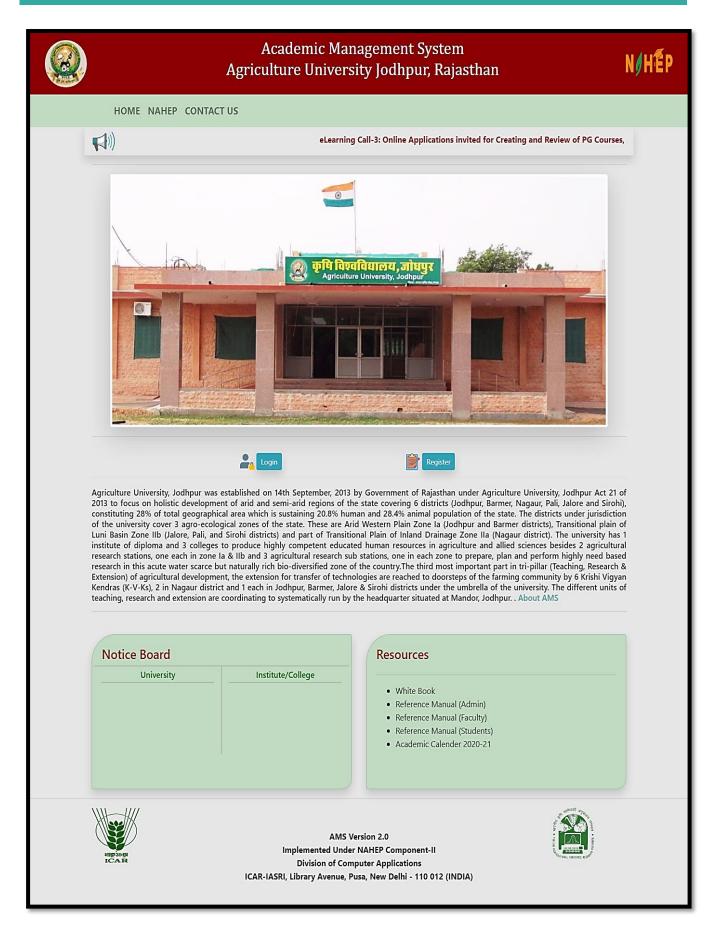


Fig. 2.1 Home Page of the Academic Management System

## 2.2 Login as Administrator

AMS Home page contain a Login button, For Administrator only login username and password will be provided by the development team.

- Click on Login Button which is right side of the AMS home page.
- Admin Can enter his/her credentials which is provided by the AMS development team.

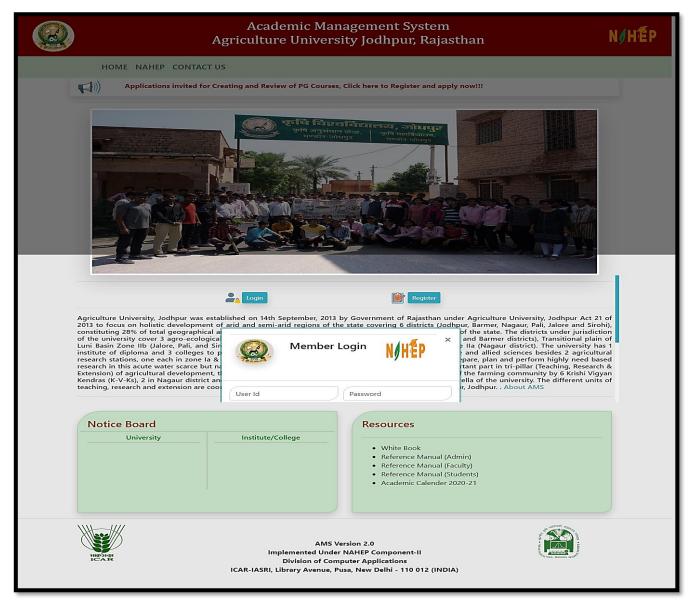


Fig. 2.2 Login Page for Administrator

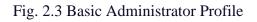
## 2.3 Administrator Profile Editing/Updating

Administrator can change his/her Profile information by single click.

- To change profile image, click on change profile pic.
- Select profile pic from local computer and click on save button.

• Further profile information or contact details cannot be edited by administrator itself for that administrator have to contact with AMS development team.

AU, Jodhpur	New 🍯 Financial 🎽 Grades 🎽 Registration 🎽 ORW	* Thesis * Qualifying Exam * Reports *	Student Update 🍷 More 🍷	Logged in as : MR. ADMIN (Admin) Logout
AU, Jodhpur Project Brief New Green Book Old Syllabus		Admin Welcome Admin		
Reference Manuals Contact Us		Change Profile Pic		
Related Links		Basic Information		
AU, Jodhpur IASRI	Dis	cipline : AG		
	De	jree : Degree		
	Use	rld : Admin-2019-09-29-	A	
		Contact Details		



## 3. Administrator Role and Responsibilities

In AMS system administrator can perform number of responsibilities, some of them are listed under the **NEW** dropdown menu in the navigation bar.

<u> </u>	Add Discipline		Logout
	Student Discipline Wise		
J, Jodhpur	Faculty, Guide or Teacher	A Hire at a	
	Approve Transferred Students	er binne	
Project Brief	Approve Transferred Faculty		
New Green Book	Teacher To Faculty	Admin	
0Id Syllabus	Faculty To Guide	Welcome Admin	
	Guide To Professor		
eference Manuals	Add Head		
ontact Us	Add Master Trainer	Change Profile Pic	
	Add College/Institute		
lated Links	Add Professor & Head	Basic Information	
CAR	Add Dean		
U, Jodhpur	Semester		
	Assign Role To Faculty	Discipline : AG	
ASRI	Qualifications		
	Faculty - Activate/Deactivate	Degree : Degree	
	Result Report		
	Add News Update	Userld : Admin-2019-09-29-A	
	Add Non-Teaching Staff		
		Contact Details	

Fig. 3 New Dropdown Menu

### 3.1 Add New Discipline

In this menu option administrator can add new discipline and remove the existing ones if disciplines are not further selected/assign by any student or faculty.

- To add new discipline, click on NEW Tab Menu and then click on add discipline.
- To add new discipline, enter discipline ID and discipline name in corresponding text box.
- Click on **Submit button** once enter the correct discipline ID, discipline name.
- click on **Remove button** remove existing discipline, but discipline removed only if it is not selected by any student or faculty.

AU, Jodhpu	IT New - Fina	ncial * Grades * Registr	ation * ORW * Thesis *	Qualifying Exam 🎽 Reports 🎽 Student Up	Logged in as : ndate * More * MR. ADMIN (Admin) Logout
-			Ac	dd New Discipline	
AU, Jodhpur			User ID	Admin-2019-09-29-A	
Project Brief New Green Book			Discipline ID		
Old Syllabus Reference Manuals			Discipline		
Contact Us				Submit Reset	
Related Links			Lie	st of Discipline	
AU, Jodhpur IASRI	Sr. No	Discipline ID	Discipline		Action
	1	AE	Agricultural Eng	ineering	Remove
	2	AG	Agriculture		Activate Remove ws
	3	AGECON	Agricultural Eco	nomics	Go to Settings to activate Windows. Remove

Fig. 3.1 Add New Discipline

#### 3.2 Registered Student Approval

Admin will approve the students' registered for any course, any student can log in to the system only after the admin approval.

- To Approve New Student, click on NEW Tab Menu and then click on student discipline wise.
- Select Discipline from dropdown.
- Select **User ID** of the student, on selecting userid some of the entries will be auto fields.
- Admin provide the roll no./id no to the student.
- In grid only student pending request will show.

AU, Jodhpur	New • Financial • Grades • Registration • Of			Logout
Jodhpur		Choose Discipline	Wise +	
oject Brief av Green Book d Syllabus	New Student	Sho	w/Hide	
ference Manuals intact Us	STUDENT INFORMATION			
ated Links	User Id		Roll No	
IR	Select User Id	ě	1	
, Jodhpur	Discipline		Institute	
RI	Please Select	\$	E Please Select	•
	Degree		Enrollment Date	
	Select Degree	÷	dd-mm-yyyy	
	AMS Reg No.			
	=			Activate Windows

Fig. 3.2 Approved New Student

#### 3.3 Registered Faculty Approval

All the faculty members will fill the registration form and then admin will approve the registered faculty. Faculties can access their account only after admin approval.

- To Approve New faculty, click on NEW Tab Menu and then click on faculty, guide, teacher.
- Select the faculty id from the dropdown list, on selecting the faculty id some of the entries will be auto fields
- Select the designation from the dropdown list.
- Add specialization and research area in corresponding text field and click on Submit
- All the new members approved are displayed in the gridview shown on the page on every page refresh.
- Admin can also remove any faculty member by using the **remove button** given in the gridview.

Jodhpur	Add Faculty		
ject Brief		Show/Hide	
w Green Book I Syllabus	FACULTY INFORMATION		
erence Manuals ntact Us	Faculty		
ted Links	Select Faculty Id		\$
R	Parent Discipline	Discipline	
Jodhpur	E Please Select	◆ 🔚 Please Select	\$
RI	Designation	Posting Place	
	E Please Select	◆ 🔚 Please Select	\$
	Specialization	Research area	
		•	
	C. Luck		
	Submit		

Fig. 3.3 Approved New Faculty

### 3.4Add New Guide from Faculty

Admin have the rights to change/update the role of a faculty from the lower to higher designation or vice versa.

- Add New Guide from Faculty, click on **NEW Tab Menu** and then click on faculty to guide.
- Select the discipline form the dropdown menu and click on **submit** button.
- The list of faculty will be displayed in the gridview admin have the rights to add or remove from the assigned role by clicking on remove button.

AU, Jodhpur	New • Financial • Grades • Registration	▪ ORW ▪ Thesis ▪	Qualifying Exam	▼ Reports ▼ Stu	dent Update 👻 More 👻		Logged in as : . ADMIN (Admin) Logout			
AU, Jodhpur	Add New Guide From Faculty									
Project Brief New Green Book	Discip	bline	Agricultural Er	ngineering	v					
Old Syllabus		Submit								
Reference Manuals Contact Us	Existing Guide For Discipline : Agricultural Engineering ( AE )									
Related Links	Guide Id									
AU, Jodhpur	Piyush19920126-J-ft	PIYUSH PRADHAN	PIYUSH PRADHAN		SH PRADHAN Guide C		College Of Agriculture	Remove From Guide		
IASRI	PRAVIN19870725-R-ft	70725-R-ft PRAVIN RANGRA		NGRAO PATIL Head		Remove From Guide				

Fig. 3.4 Add New Guide from Faculty

#### 3.5 Add New Professor from Faculty

Admin can add new professor form faculty member.

- Add New Professor from Faculty, click on NEW Tab Menu and then click on guide to professor.
- Select the discipline form the dropdown menu and click on **submit** button.
- The list of guide will be displayed in the gridview admin have the rights to add or remove from the assigned role by clicking on remove button.

AU, Jodhpur	New • Financial • Grades •	Registration • ORW • Thesis •	• Qualifying Exam • <b>Reports •</b>	Student Update 👻 More 👻	Logged in as : MR. ADMIN (Admin) Logout
AU, Jodhpur Project Brief New Green Book Old Syllabus Reference Manuals Contact Us		Discipline	Agricultural Engineering Submit	<b>v</b>	
Related Links ICAR AU, Jodhpur IASRI	No Record				
		Existing Fa	aculty/Guide For Discipline : Ag	ricultural Engineering ( AE )	
	Faculty/Guide Id	Faculty/Guide Name	Faculty/Guide Type	Faculty/Guide Posting Place	Allocate Professor
	Piyush19920126-J-ft	PIYUSH PRADHAN	Guide	College Of Agriculture	Allocate Professor

Fig. 3.5 Add New Professor from Faculty

#### 3.6Add New Head from Faculty

Admin can add new Head form faculty member.

- Add New Head from Faculty, click on **NEW Tab Menu** and then click on Add Head.
- Select the discipline form the dropdown menu and click on **submit** button.
- The list of guide will be displayed in the gridview admin have the rights to add or remove from the assigned role by clicking on remove button.

AU, Jodhpur	New • Financial • Grades • Rec	jistration • ORW • Thesis	◄ Qualifying Exam	• Reports • Stude	ent Update 👻 More 👻		Logged in as : MR. ADMIN (Admin) Logout			
AU, Jodhpur Project Brief New Green Book Old Syllabus Reference Manuals		Add New Discipline	Head From Agricultural En							
Contact Us Related Links ICAR AU, Jodhpur	Head Id PRAVIN19870725-R-f	<b>ting Head For Disc</b> RAO PATIL	Head For Discipline : Agricultural Engineering (AE )         Head Type       Head Posting Place       Remove         PATIL       Head       Agriculture University       Remove							
IASRI										
	Piyush19920126-J-ft	PIYUSH PRADHAN	Guide		College Of Agriculture	Add To	Head			

Fig. 3.6 Add New Head from Faculty

#### 3.7Add New Colleges/Institutes

Administrator can add the colleges/institutes affiliated by the particular university.

- Add New colleges/institutes, click on NEW Tab Menu and then click on Add
   College/Institute.
- Click on Add College Name/Institute name from the drop down menu.
- Write the College name, Acronym, Place and address in the text area corresponding to their label fields and click on **submit button**.
- Gridview on this page shows the list of the colleges added till now.
- The details of the colleges entered in the Gridview can be updated using **UPDATE** button.

AU, Jodhpur	New 🔻 Fina	ancial 🔻 G	rades 🔻 Registi	ration 👻 ORV	/ ▼ Thesis ▼	Qualifying E	xam <b>* Report</b> s	s 🔻 Student	: Update 👻 M	ore 🔻		MR. A	gged in as : DMIN (Admin) Logout
	-	Add College/Institute											
AU, Jodhpur		College/Institute Name:											
Project Brief		Acronym:											
New Green Book					Pla	ce (City):				-			
Old Syllabus					Ad	dress:							
Reference Manuals							Save C	Cancel					
Contact Us							Total Entr						
Related Links							Total Entr	ies: o					
ICAR													
AU, Jodhpur	Action	inst_ld	Institute	acronym	Address	place	College_ld	place1	State	Pincode	url	eduunivid	entrydat
IASRI	Update	1	Agriculture University	AU	Jodhpur	Jodhpur	C001	Jodhpur	Rajasthan	342304	http://auj.auams.in/	255-000	
	Update	2	College Of Agriculture	COAJ		Jodhpur	C002					255-000	
	Update	3	College Of Agriculture	COAS		Sumerpur	C003					255-000	
	Update	4	College Of Agriculture	COAN		Nagaur	C004					255-000	
	Update	5	food science and technoloy	FT	mandore	Jodhpur	C005	Jodhpur					4/7/2021 12:12:38 PM

Fig. 3.7 Add New College/Institute

### 3.8 Add New Professor Head from Faculty/Guide

Admin can add new Professor head form faculty member.

- Add New Professor Head from Faculty/Guide, click on NEW Tab Menu and then click on Add New Professor &Head.
- Select the discipline form the dropdown menu and click on **submit** button.
- The list of faculty/guide will be displayed in the gridview admin have the rights to add or remove from the assigned role by clicking on Allocate Professor/Remove Professor.

AU, Jodhpur	New • Financial • Grades •	Registration • ORW • Thesis	▼ Qualifying Exam ▼ Reports	▼ Student Update ▼ More ▼	Logged in as : MR. ADMIN (Admin) Logout		
AU, Jodhpur Project Brief New Green Book Old Syllabus Reference Manuals Contact Us Related Links		Discipline Existing F	essor Head From Gu Agricultural Engineering Submit	<b>v</b>			
ICAR AU, Jodhpur IASRI	No Records Existing Faculty/Guide For Discipline : Agricultural Engineering ( AE )						
	Faculty/Guide Id	Faculty/Guide Name	Faculty/Guide Type	Faculty/Guide Posting Place	Allocate Professor Head		
	Piyush19920126-J-ft	PIYUSH PRADHAN	Guide	College Of Agriculture	Allocate Professor Head		

Fig. 3.8 Add New Professor Faculty

## 3.9 Add New Dean from Faculty

Admin can add new dean head form faculty member.

- Add New dean from Faculty, click on **NEW Tab Menu** and then click on Add New dean.
- Select the discipline form the dropdown menu and click on **submit** button.
- Select the faculty form dropdown list and then click on allocate dean.
- The list of new dean will be displayed in the gridview admin have the rights to remove from the assigned role by clicking on **remove from dean**.

AU, Jodhpur	New • Financial • Grades • Registration • ORW • Th	esis • Qualifying Exam • <b>Reports •</b> Student Update • More •	Logged in as : MR. ADMIN (Admin) Logout
AU, Jodhpur Project Brief New Green Book Old Syllabus Reference Manuals Contact Us Related Links ICAR AU, Jodhpur	Discipline Faculty Name	Add New Dean From Faculty Agricultural Engineering	
IASRI	E No Records	xisting Dean For Discipline : Agricultural Engineering ( AE )	

Fig. 3.9 Add New Dean from Faculty

## 3.10 Start/Stop Semester by Administrator

Add semester option is providing to the admin to start/stop semester in a particular session. In which courses are bind with particular semesters.

- To start/stop semester, click on **NEW Tab Menu** and then click on **semester**.
- Select academic year from the dropdown list.
- Select semester from the dropdown list.
- After that click on registration start to registration in that particular academic year.
- Click on registration stop to stop registration for that particular academic year.

AU, Jodhpur New - Financial - Grad	les • Registration • ORW • Thesis • Qualifying Exan	n <b>* Reports *</b> Student Update <b>*</b>	More 🕶	Logged in as : MR. ADMIN (Admin) Logout
	Start / Sto	p Semester Registration		
AU, Jodhpur Project Brief	Academic Year	2018-19	~	
New Green Book	Semester			
Old Syllabus			•	
Reference Manuals	Desidentian Chart	Desistantian Char	J	
Contact Us	Registration Start	Registration Stop	J	
Related Links				
AU, Jodhpur				
IASRI				

Fig. 3.10 Start/Stop Semester

### 3.11 Assign New Roles to Faculty's'

Admin can assign different roles to the faculty members.

- Assign New roles to the Faculty's, click on **NEW Tab Menu** and then click on assign roles to faculty.
- Here admin can assign the role of some other faculty of different discipline to some other faculty of different discipline.

AU, Jodhpur	New + Financial + Grades + Registration + ORW + Thesis + Qualifying Exam + <b>Reports</b> + Student Update + More +	Logged in as : MR. ADMIN (Admin) Logout
AU, Jodhpur	Assign Role to Faculty	
Project Brief New Green Book Old Syllabus Reference Manuals Contact Us Related Links ICAR AU, Jodhpur IASRI	Parent Discipline Please Select Course Faculty Please Select Faculty UserType Please Select User Sub Discipline Please Select Sub-Discipline  Assign Role	
	Multiple Role to Faculty Report No Records	

Fig. 3.11 Assign New Roles to Faculty

## 3.12 Latest/Upcoming News and Event's Notification

Admin can add Upcoming News and Event's Notification on the home page of the website using this option.

- To show latest/upcoming news and /events notification, click on **NEW Tab Menu** and then click on **what's news**.
- Add Title, Description, Date and link in their corresponding text area against their labels fields.
- If there is any file related to any update we can upload that also by using file upload.
- After entering all details click on save button.
- The updates will be reflected on the home page of the website.

AU, Jodhpur	New 👻 Financial 👻	Grades 👻 Registration 🔻	ORW 👻 Thesis 👻	Qualifying Ex	am <b>- Repor</b> t	ts ▼ Student Update ▼ N	lore 🕶		Logged in as : MR. ADMIN (Admin) Logout
AU, Jodhpur					What's	New			
Project Brief			Title						
New Green Book Old Syllabus			Descripition						
Reference Manuals			Description				li		
Contact Us			Publish Date		dd-mm-yyyy	,			
Related Links			End Date		dd-mm-yyyy	,			
AU, Jodhpur			Is File Upload						
IASRI			Provide Link						
					Save	Reset			
	Title	Description		Current D	ate	Publish Date	End Date	IsActive	Actions
	HAPPY NEW YEAR 2021	Happy New Year 202	1	Monday, E 21, 2020	December	Monday, December 21, 2020	1/2/2021 12:00:00 AM		File Edit Delete

Fig. 3.12 Latest/Upcoming News and Event's Notification

## 4. Student Fee Management

Student fee management deal with the discipline wise fees, fellowships and contingency as per the university norms.

- click on Financial Tab Menu and then click on Discipline Wise Fees.
- Select the Academic year, Discipline and student Semester and click on submit button.

AU, Jodhpur	New • Financial • Grades • Registration • ORW • Thesis • Qualifying Exam • <b>Reports</b> • Student Update • More •	Logged in as : MR. ADMIN (Admin) Logout
	Discipline Wise Fees Details	
AU, Jodhpur	Academic Year	
Project Brief	Discipline	
New Green Book		
Old Syllabus	Student Semester	
Reference Manuals	Find User Reset	
Contact Us		
Related Links		
ICAR		
AU, Jodhpur		
IASRI		

Fig. 4 Student Fee Management

## 5. Academic Reporting Part

Here admin can extract the information related to his/her university in different formats, various type of reports from the student /faculty side can be generated from this reporting part.

U, Jodhpur		Disciplin	Discipline Wise Reports Displine Wise Course Reports Student Register Report		Logout
Project Brief New Green Book	Discipline	Please Select	Thesis & Qualifying Date Report Course Result Leaderwise Report		
Old Syllabus	Institute	Please Select	Faculty Allocation Report Faculty Report Not Registered Students		
Reference Manuals Contact Us	O O Faculty Prof	O essor Studen	Roaster Form Course Registration	D Guide	
elated Links ICAR			Registration Roaster Report Remedial Course Report Show User		
AU, Jodhpur IASRI			Student Photo List Student Without Photo List		
			Class Schedule Pending Class Schedule Submitted		
			Report Progress Pending Report OGPA		
			Download Student Photo		

Fig. 5 Academic Reporting Part

### 5.1 Discipline Wise Report

Admin can see all details related to the particular discipline.

- click on **Reports** menu and then click on Discipline Wise Fees.
- Select discipline from dropdown list.
- Select college/institute from the dropdown list then check faculty, professor, student, course offered course, guide following fields according to the requirements.

AU, Jodhpur New + Financial + Grades + Reg	istration • ORW • Thesis • Qualifying Exam • <b>Reports •</b> Student Update • More •	Logged in as : MR. ADMIN (Admin) Logout
AU, Jodhpur	Discipline Wise Report	
Project Brief	Discipline Please Select 🗸	
New Green Book Old Syllabus	Institute Please Select 🗸	
Reference Manuals Contact Us	0 0 0 0 0	
Related Links	Faculty Professor Student Course Offered Guide Courses	
ICAR AU, Jodhpur	Submit	
IASRI		

Fig. 5.1 Discipline Wise Report

### 5.2 Discipline Wise Course Report

Admin can see all details related to the particular courses.

- Click on **Reports** menu and then click on Discipline Wise Course Report.
- Select academic year from dropdown list.
- Select semester, institute, discipline and then click on **submit button.**

AU, Jodhpur New * Financial * Grades *	Registration + ORW + Thesis + Qua	lifying Exam 👻 Reports 👻 Student Update 👻 More 💌	Logged in as : MR. ADMIN (Admin) Logout
AU, Jodhpur		Course Report	
Project Brief New Green Book	Academic year	Please Select	Print
Old Syllabus	Semester	Please Select	
Reference Manuals Contact Us	Institute	Please Select	
Related Links	Discipline	Please Select	
AU, Jodhpur IASRI		Submit	
		Agriculture University, Jodhpur	

Fig. 5.2 Discipline Wise Course Report

• Accordingly, the result will display into the gridview after that click on **print button** to take print.

## 5.3 Registered Student Report

Admin can see all details related to the registered student report.

- Click on **Reports** menu and then click on registered student Report.
- Select enrollment year from dropdown list.
- Select degree, institute, gender, category and then click on **submit button.**
- Accordingly, the result will display into the gridview after that click on **print button** to take print.

	Reg	jistered Students Re	po <mark>rt</mark>	
AU, Jodhpur Project Brief	Registration Year	Select	~	
New Green Book	Degree	All	v	
Old Syllabus Reference Manuals	Institute	All	×	
Contact Us Related Links	Gender	All	~	
ICAR	Category	All	· ·	
AU, Jodhpur IASRI		Submit Reset		

Fig. 5.3 Registered Student Report

### 5.4 Faculty Allocation Report

Admin can see all details related to the allocated faculty for the particular course.

- Click on **Reports** menu and then click on faculty allocation Report.
- Select academic year, discipline, institute and then click on submit button.
- Accordingly, the result will display into the gridview after that click on **print button** to take print.

AU, Jodhpur New	r Financial ▼ Grades ▼ Registration ▼ ORW ▼ Thesis ▼ Q	ualifying Exam 👻 Reports 👻 Stud	lent Update 👻 More 👻	Logged in as : MR. ADMIN (Admin) Logout
		Faculty Allocation R	leport	
AU, Jodhpur	Academic Year	Please Select	¥	
Project Brief New Green Book	Discipline			
Old Syllabus		Please Select	~	
Reference Manuals	Institute	Please Select	v	
Contact Us		Sub	mit	
Related Links				
ICAR				
AU, Jodhpur IASRI				

Fig. 5.4 Faculty Allocation Report

## 5.5 Faculty Details Report

Admin can see all details related to the allocated faculty for the particular course.

- Click on **Reports** menu and then click on faculty Report.
- Select required field and then click on submit button.
- Accordingly, the result will display into the gridview after that click on **print button** to take print.

AU, Jodhpur	New • Financial • Grades • Registration	▼ ORW ▼ Thesis ▼ Qualify	ying Exam 👻 Reports 👻 Stu	dent Update 👻 More 👻		Logged in as : MR. ADMIN (Admin) Logout
AU, Jodhpur Project Brief New Green Book		Note: Please select on	<u>Faculty Report</u> ly 5 columns at a time	e for better printable repo	rt	
Old Syllabus Reference Manuals	□Faculty Id	□Name	OFaculty Discipline1	GFaculty Parent Discipline Id	OFaculty Designation	
Contact Us Related Links	GFaculty Posting Place	GFaculty Specialisation	OFaculty Research Area	GFaculty Publications	□Faculty Status	
ICAR AU, Jodhpur	Cfaculty Discipline2	GFaculty Type	□Gender	Œmail	ODT_BIRTH	
IASRI		DESGN_DATE	□Retirement Date	ODT_RES	ODT_IND	
	□Tel_office	OMobile	OMailing Address	OPermanenet Address		
	□Click here to select all					
			Submit			

Fig. 5.5 Faculty Details Report

## **NOTE:** Some more reporting part is also providing to the administrator in admin can see other reports as well according to the requirements.

## 6. Student Updating Reporting Part

Admin can see all details related to the student and also update their information accordingly.

- Click on **student update** menu and then click on Reports.
- Select menu item according to the information required.

AU, Jodhpur	New - Financial - Grades - Registration - OR	RW 🕶 Thesis 👻 Qual	ifying Exam <b>~ Reports ~</b> Student Upd	ate 👻 More 👻	Logged in as : MR. ADMIN (Admin) Logout
			Update Student Information		
AU, Jodhpur Project Brief		Discipline	Please Select	~	Print
New Green Book Old Syllabus		Enrollment Year	Please Select	~	
Reference Manuals		Degree	Please Select	~	
Contact Us Related Links			Submit		
ICAR					
AU, Jodhpur					
IASRI					

Fig. 6 Student Updating Reporting Part

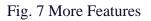
## **NOTE:** The list of student update reporting menu showing some of the reporting part, admin can easily click on particular menu and get the relative information form that menu.

## 7. More Features

Some extra features also providing to the admin.

- Click on **more** menu and then click on menu items.
- Select menu item according to the information required.

AU, Jodhpur	New • Financial • Grades • Registration •	ORW 🔻 Thesis 👻 Qual	ifying Exam <b>* Reports *</b> Student Upda	te • More •	Logged in as : MR. ADMIN (Admin) Logout		
- Bawer				Change	Logout		
			Change Role	Change Role			
AU, Jodhpur				Search			
Project Brief		Discipline	Discipline	Student Search			
				User Search			
New Green Book		User Type	Select UserType	Course Search			
Old Syllabus				Thesis Search			
Reference Manuals		Institute	Select College	Course Evaluation Proforma			
Contact Us				Add/Modify Questions			
Related Links		Enrollment Year	2016	v			
ICAR AU, Jodhpur		Users	Users	~			
IASRI			Submit				
			OP				
		OR Charles I and Charles					
		Enter Student Roll No. (To Search Student)					
		Roll No.					
			Find Student				



## 7.1 Change Role

Admin has right to access all the other users profile and do needful changes in case he/she can't do their own work due to some circumstances. This facility is provided under change role tab, here admin can change its role to any required user type.

- Click on More menu option, then click on change role.
- Select discipline, usertype, college and users from dropdown then click on submit button.
- Now admin can access the selected usertype profile and do the needful change.

AU, Jodhpur New	v + Financial + Grades + Registration + ORW + Thesis + Qualifying Exam + <b>Reports</b> + Student Update + More +	Logged in as : MR. ADMIN (Admin) Logout					
	Change Role						
AU, Jodhpur Project Brief	Discipline V						
New Green Book	User Type Select UserType						
Old Syllabus Reference Manuals	Institute Select College 🗸						
Contact Us Related Links	Enrollment Year						
ICAR	Users Vsers V						
AU, Jodhpur IASRI	Submit						
	OR Enter Student Roll No. (To Search Student)						
	Roll No.						
	Find Student						



## 7.2 Student Search, User Search, Course Search

Admin has right to access to find AMS users profile.

- Click on More menu option, then click on user search.
- Admin can search by first name, middle name, last name.
- Now click on Find User button.
- All the related information will show in gridview.

AU, Jodhpur	New + Financial + Grades + Registration + ORW + Thesis + Qualifying Exam + Reports + Student Update + More + MR. ADI	jed in as : MIN (Admin) ogout			
	Search User				
AU, Jodhpur	First Name				
Project Brief	Middle Name				
New Green Book					
Old Syllabus	Last Name				
Reference Manuals	Find User Reset				
Contact Us					
Related Links					
ICAR					
AU, Jodhpur					
IASRI					

Fig. 7.2 Student Search