





## ACADEMIC MANAGEMENT SYSTEM

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

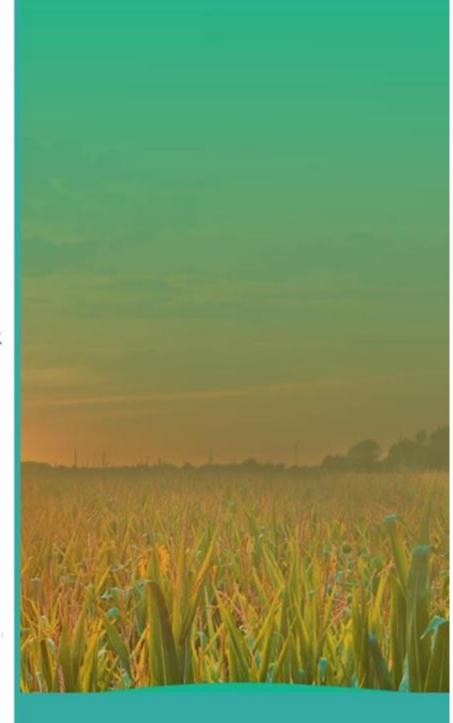
# Faculty Reference Manual



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



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#### Activity Workflow Diagram of Academic Management System

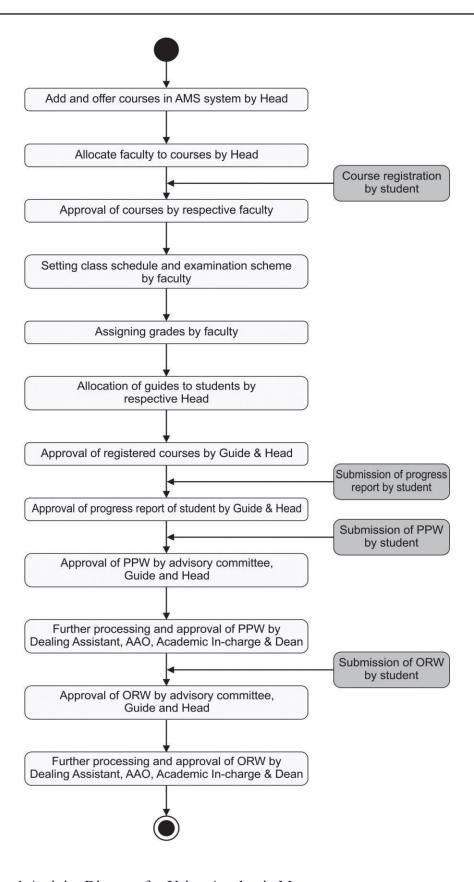


Fig. 1 Activity Diagram for Using Academic Management

#### 2. Faculty's' Account

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

#### **2.1** Registered as a Faculty

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

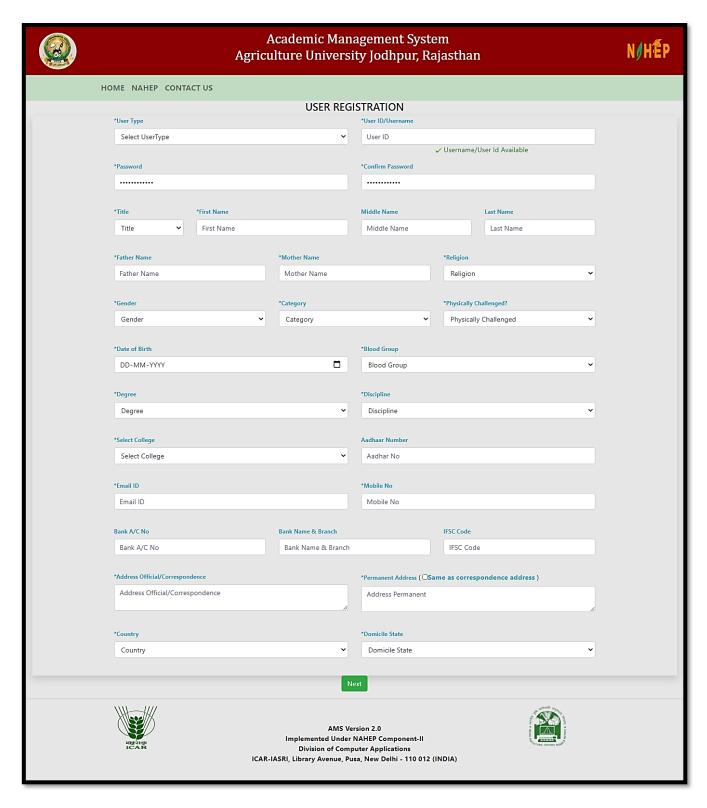


Fig. 2.1 Registration Page

#### 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 Registration Guideline

#### 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.

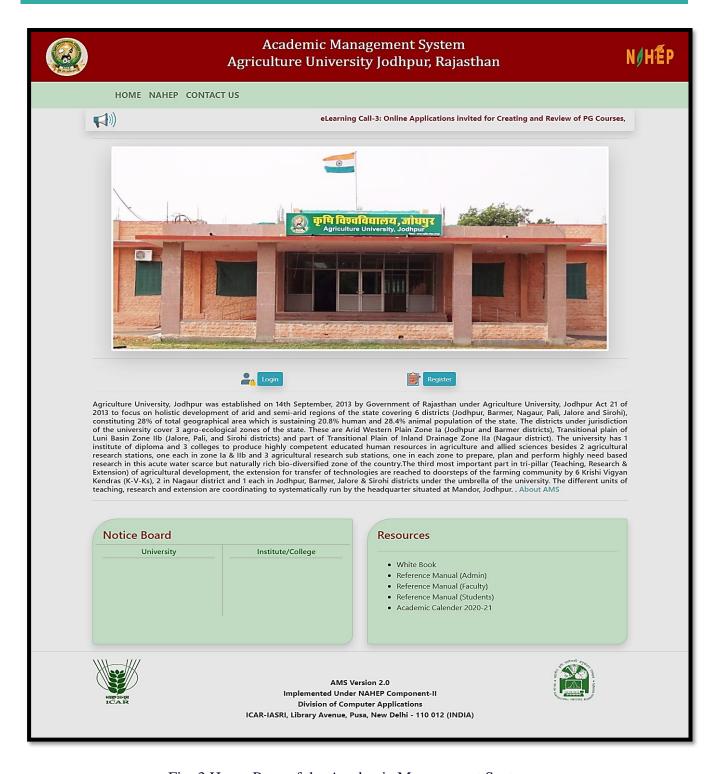


Fig. 3 Home Page of the Academic Management System

#### 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.

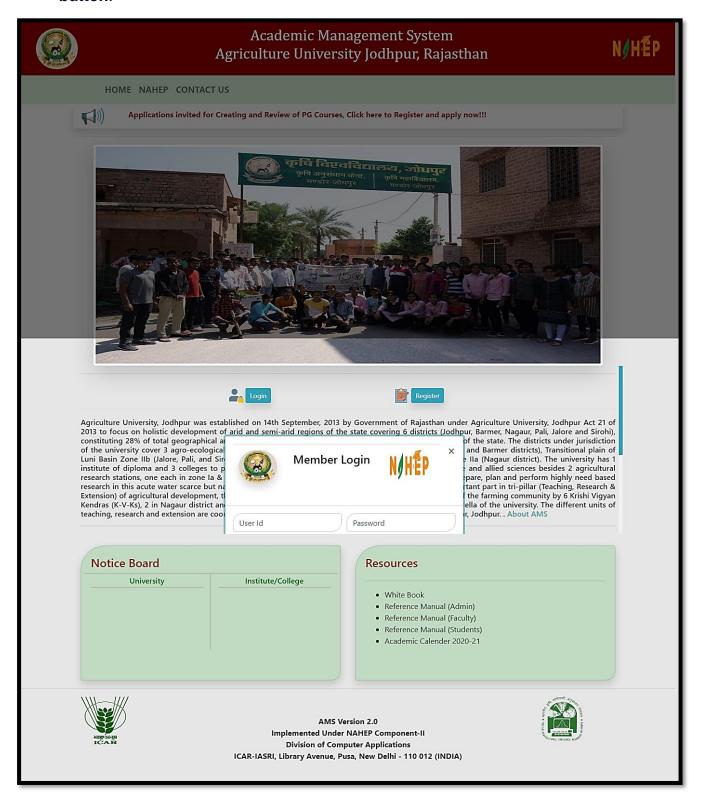


Fig. 3.1 Login as Faculty

#### 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.

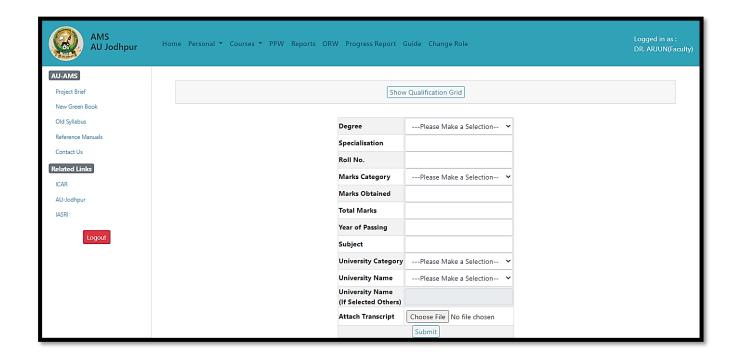


Fig. 3.2 Faculty Qualification Editing/Updating

#### 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.

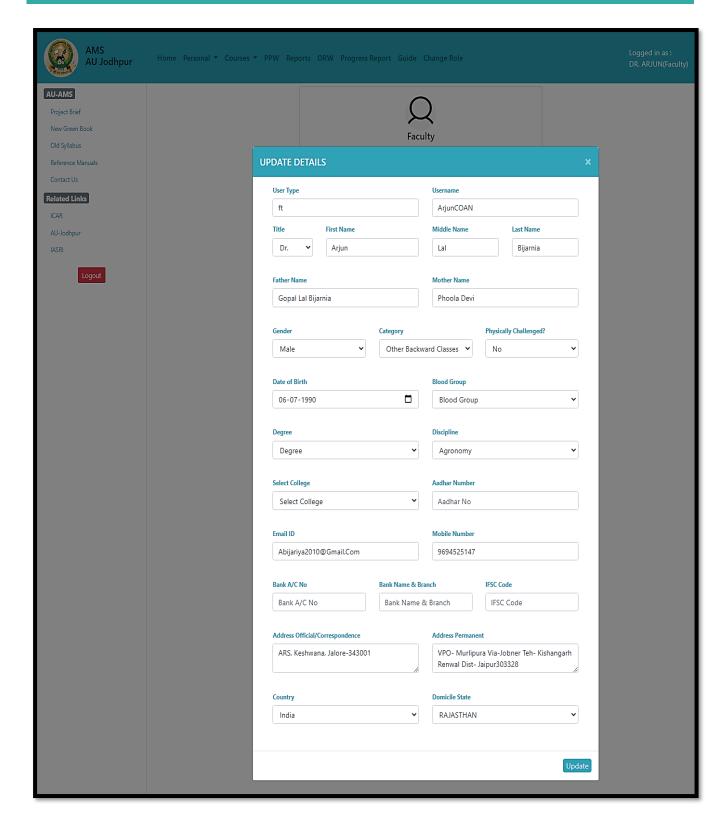


Fig.3.3(a) Faculty Update/ Edit Basic Profile

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

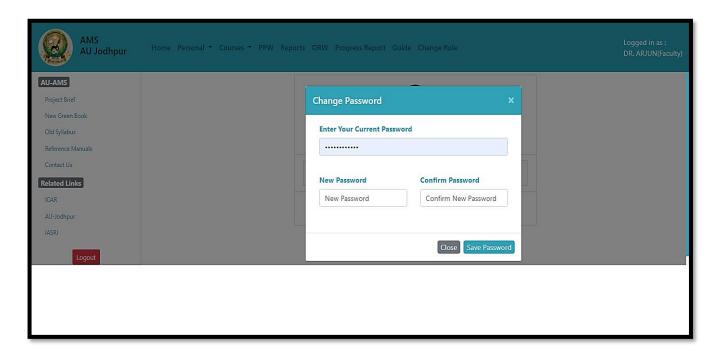


Fig. 3.3(b) Faculty Update Password

- 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.

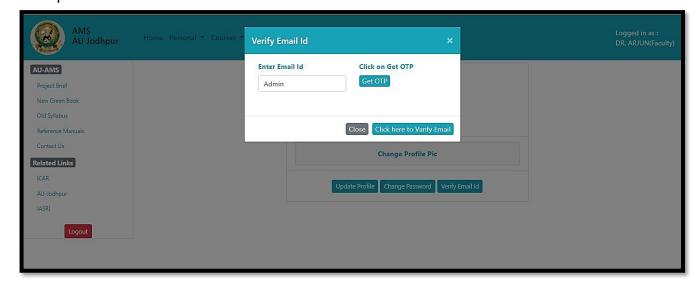


Fig. 3.4(c) Faculty Verify Email id

#### 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	Ī	2018-19	Dr. RAVIKANT RADHAKANT UPASANI
2	AEC112-2017	Human Values and Ethics(Non Gradial)	1L+0P	I	2018-19	Dr. RAVIKANT RADHAKANT UPASANI
3	agron111-2017	Fundamentals of Agronomy	3L+1P	I	2018-19	Dr. RAVIKANT RADHAKANT

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

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

AEC 111-2017( 2L+0P ) Rural Sociology and Educational Psychology Particulars of Students Submitted for Registration in the Course Signature of Course Instructor Dr. RAVIKANT RADHAKANT UPASANI					
S.No	Name	Roll No	Discipline of Student	Faculty Approval	Faculty Actions
1	KALPANA BASKI	AGD031810006	AG	Pending	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.

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	
10.0		1,017	WORKSTON WOOD	

Fig. 4.1(a) Class Scheduled by Faculty

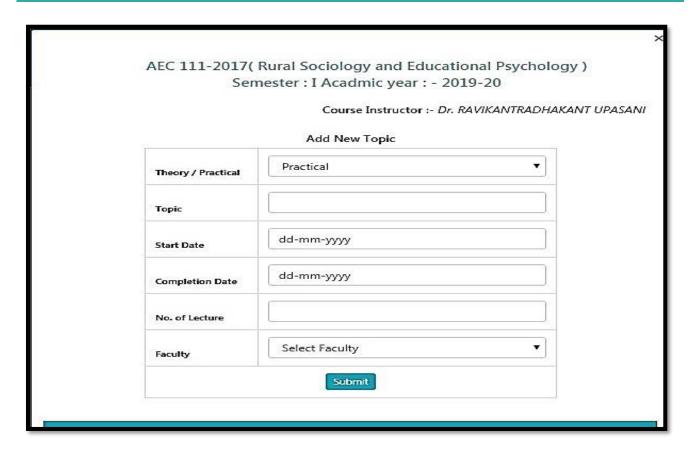


Fig. 4.1(b) Class Scheduled by Faculty

Remove topics from the list by clicking on remove button.

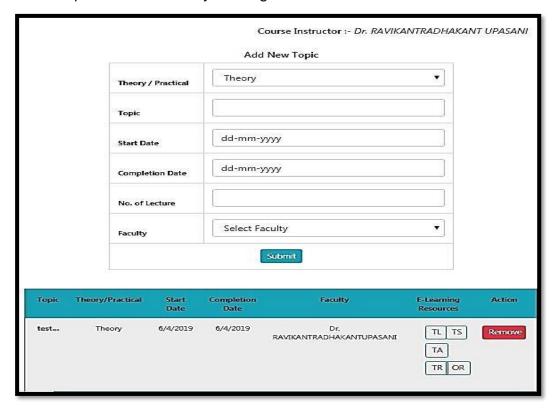


Fig. 4.1(c) Class Scheduled by Faculty

#### 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.

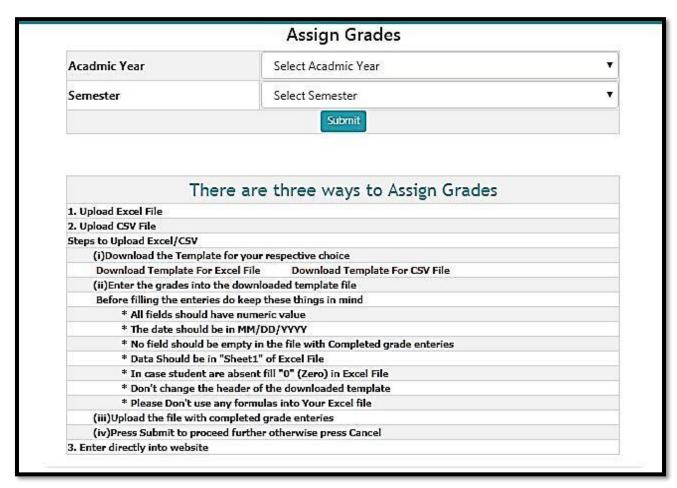


Fig. 4.2(a) Assigned Grades by Faculty

Select course name form dropdown menu.



Fig. 4.2(b) Course Name

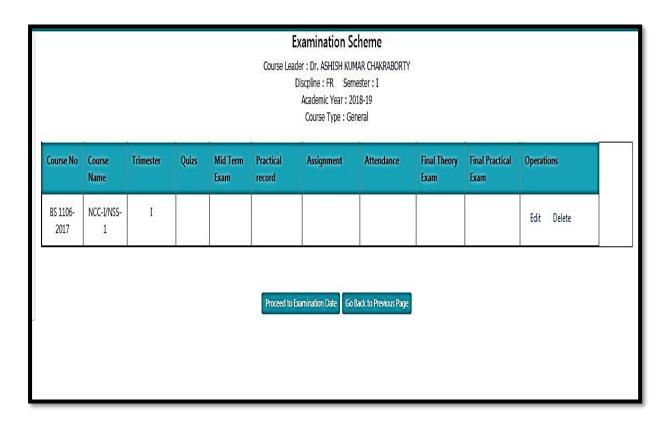


Fig. 4.2(c) Examination Scheme

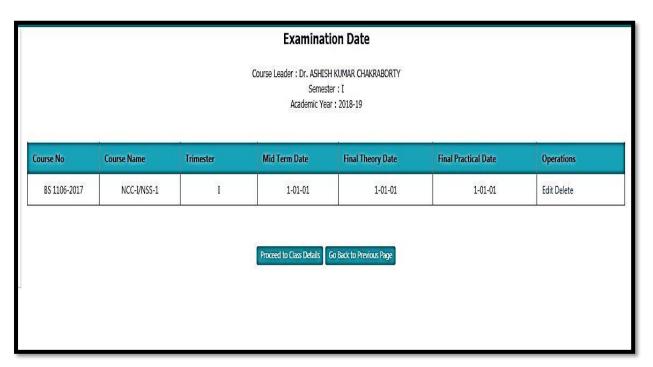


Fig. 4.2(d) Examination Scheme

- •
- 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

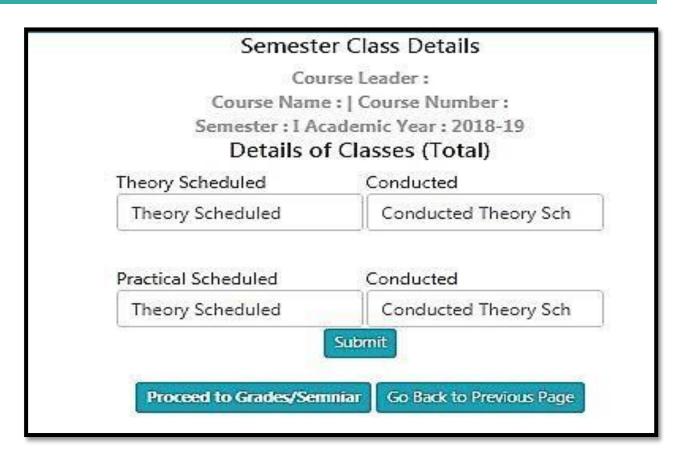


Fig. 4.2(e) Examination Scheme

#### 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 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

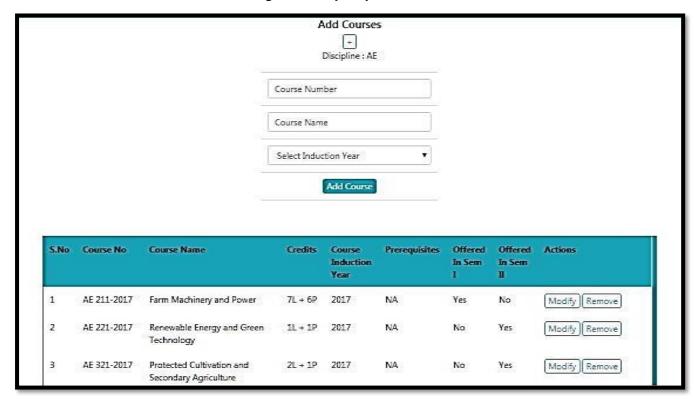


Fig. 5.1 Add New Course

#### 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

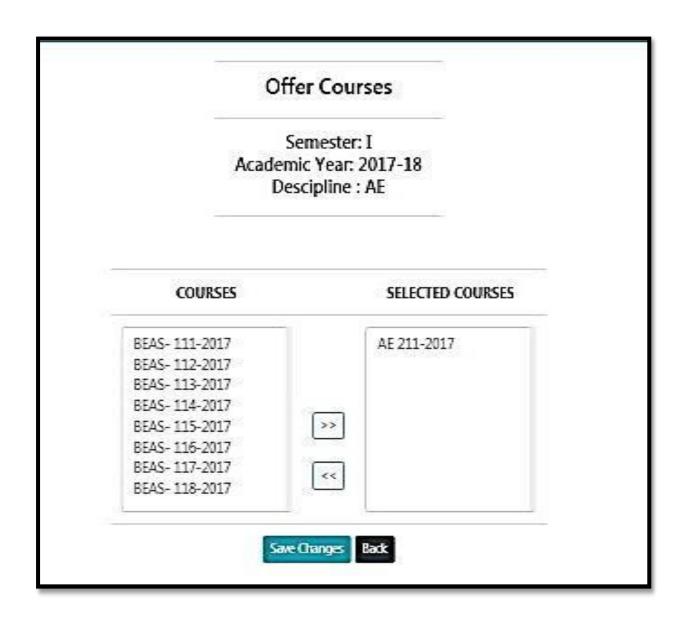


Fig. 5.2(a) Offering Course

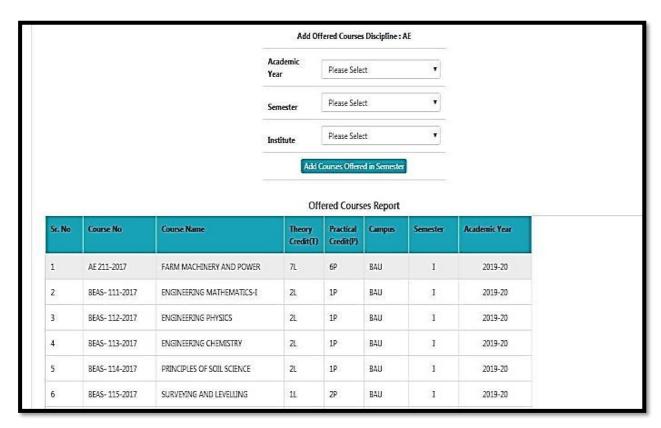


Fig. 5.2(b) Add Offered Course

#### **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.

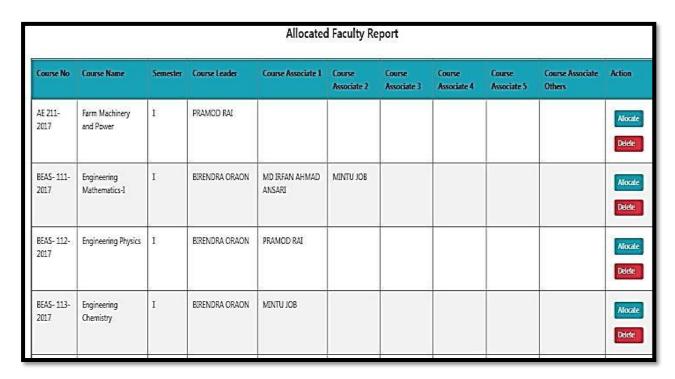


Fig. 6(a) Allocated Faculty Report

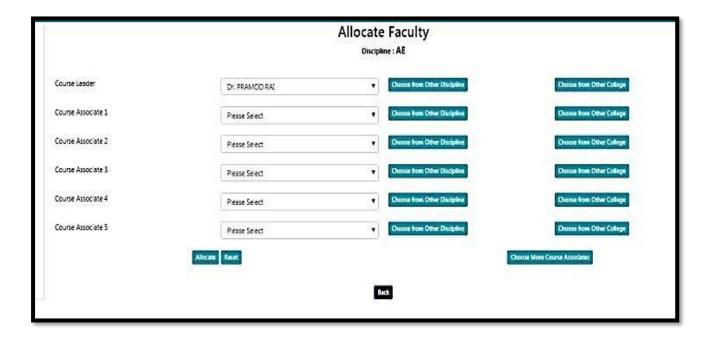


Fig. 6(b) Allocated Faculty Report

#### 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.

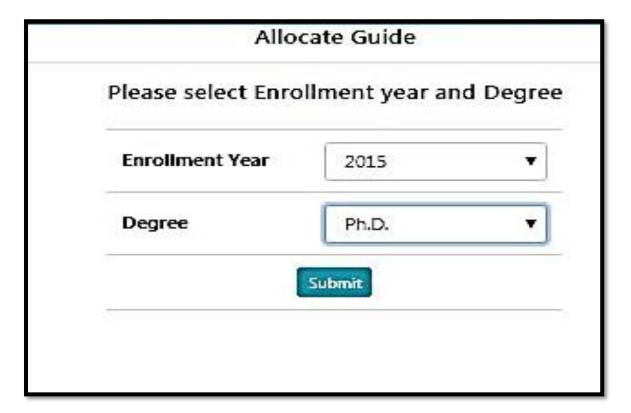


Fig. 6.1 Allocated Guide to the Student

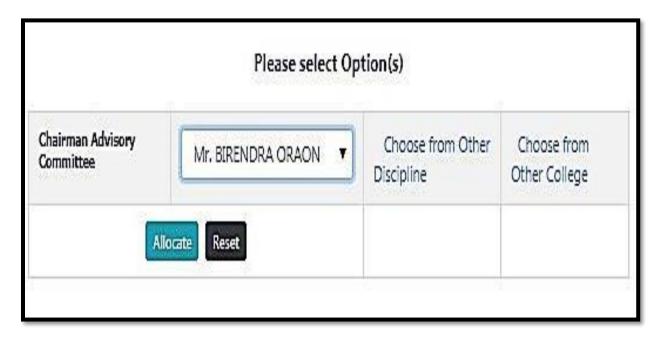


Fig. 6.1(a) Allocated Guide to the Student

# **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.

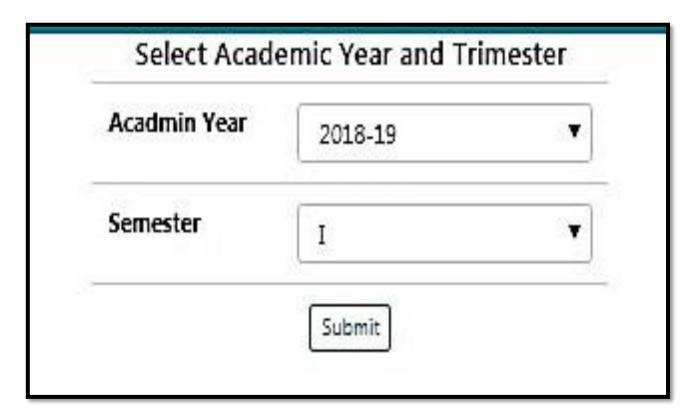


Fig. 7(a) Students Registered Courses Approve by Professor & Head

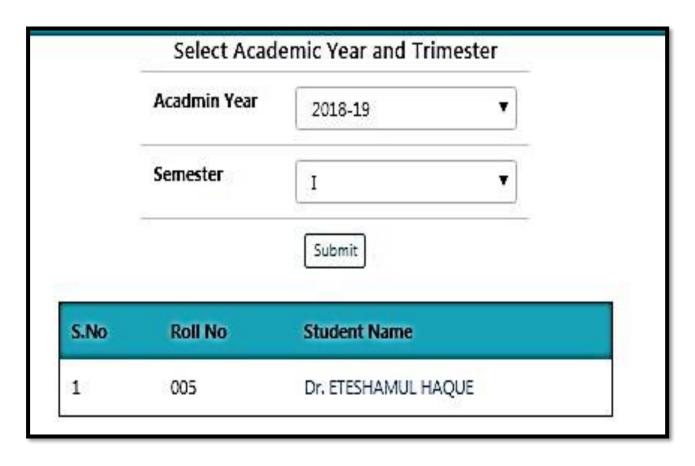


Fig. 7(b) List of Students in the Selected Academic Year & Semester

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
0	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
0	BEAS- 114-2017	PRINCIPLES OF SOIL SCIENCE	Prof. Rakesh Kumar Approved	Dr. MD IRFAN AHMAD ANSARI Approved	RAKESH KUMAR KUMAR Approved
0	BEAS- 115-2017	SURVEYING AND LEVELLING	Mr. BIRENDRA ORAON Approved	Dr. MD IRFAN AHMAD ANSARI Approved	RAKESH KUMAR KUMAR Approved
0	BEAS-	ENGINEERING	Dr. MD IRFAN	Dr. MD IRFAN	RAKESH

Fig. 7(c) Professor Approval of Students