



ANGRAU, Guntur

# REFERENCE GUIDE

## ACADEMIC MANAGEMENT SYSTEM

# FACULTY REFERENCE GUIDE

**N HEP**



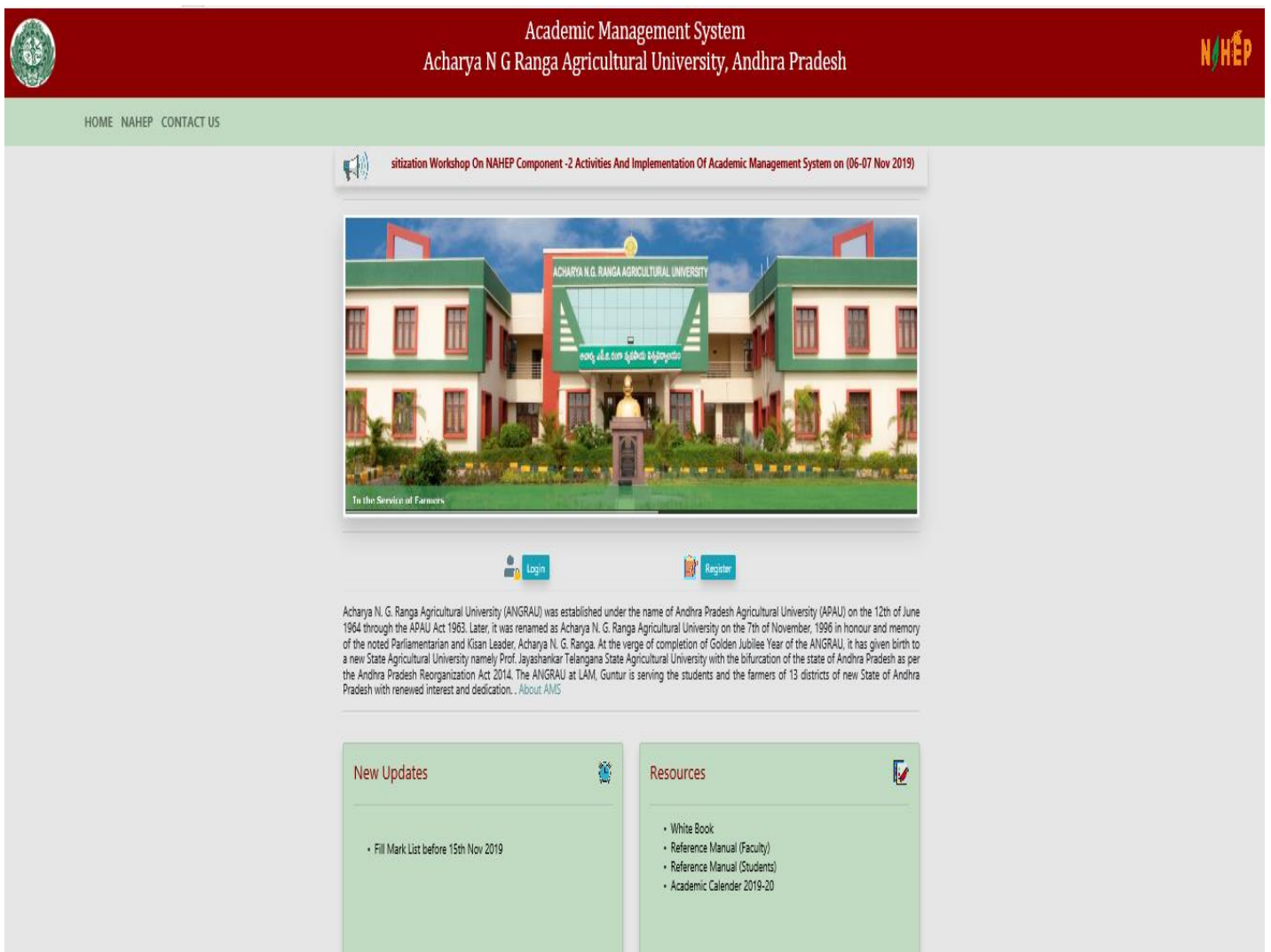
ICAR - IASRI, New Delhi

# Reference Manual

## Academic Management System

### ANGRAU, Andhra Pradesh


## User Type: Faculty



Academic Management System  
Acharya N G Ranga Agricultural University, Andhra Pradesh

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ization Workshop On NAHEP Component -2 Activities And Implementation Of Academic Management System on (06-07 Nov 2019)



To the Service of Farmers

Login Register

Acharya N. G. Ranga Agricultural University (ANGRAU) was established under the name of Andhra Pradesh Agricultural University (APAU) on the 12th of June 1964 through the APAU Act 1963. Later, it was renamed as Acharya N. G. Ranga Agricultural University on the 7th of November, 1996 in honour and memory of the noted Parliamentarian and Kisan Leader, Acharya N. G. Ranga. At the verge of completion of Golden Jubilee Year of the ANGRAU, it has given birth to a new State Agricultural University namely Prof. Jayashankar Telangana State Agricultural University with the bifurcation of the state of Andhra Pradesh as per the Andhra Pradesh Reorganization Act 2014. The ANGRAU at LAM, Guntur is serving the students and the farmers of 13 districts of new State of Andhra Pradesh with renewed interest and dedication. . [About AMS](#)

**New Updates**

- Fill Mark List before 15th Nov 2019

**Resources**

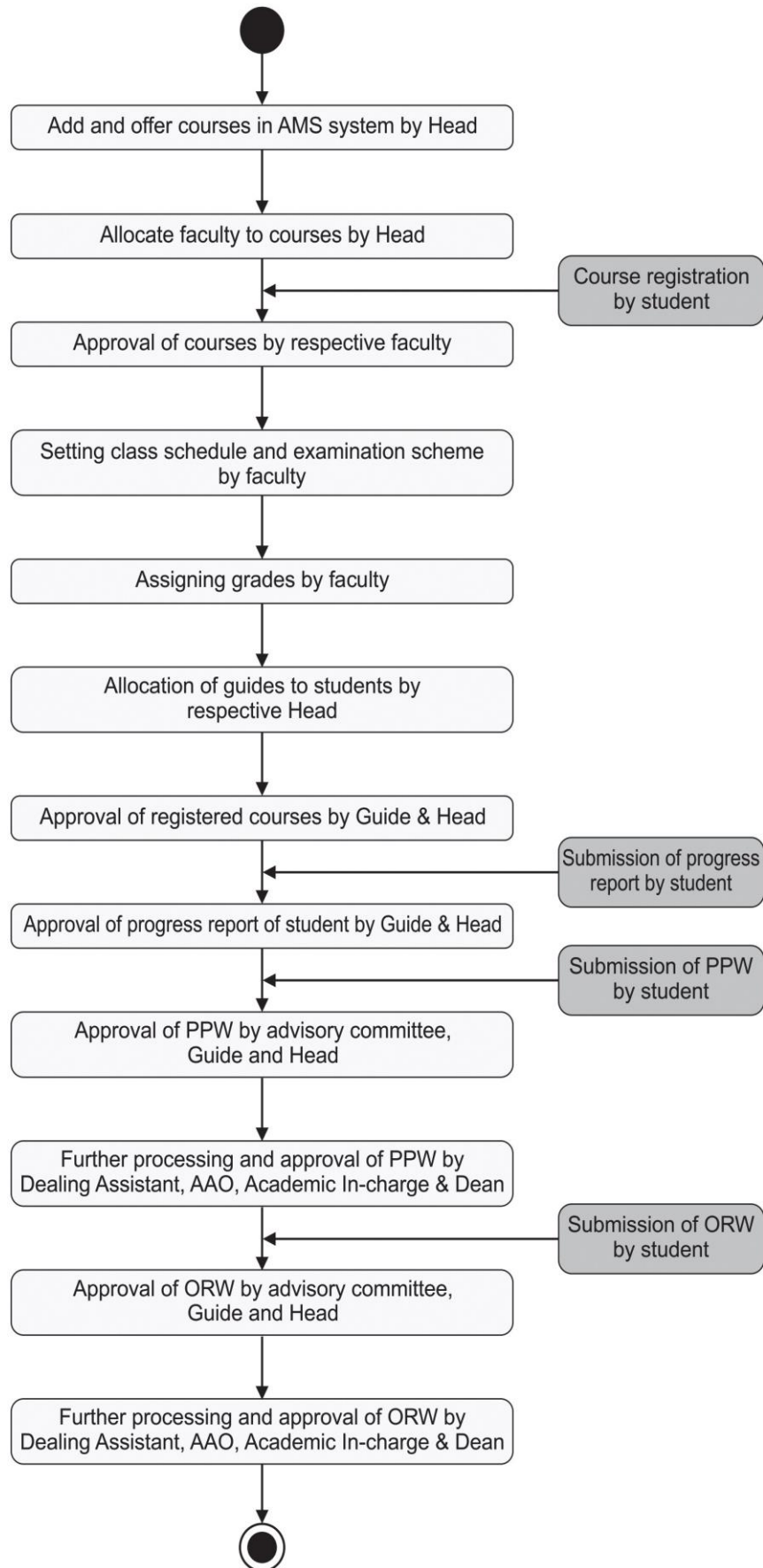
- White Book
- Reference Manual (Faculty)
- Reference Manual (Students)
- Academic Calender 2019-20

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# Activity Diagram for Using Academic Management

## System



## **ACADEMIC MANAGEMENT SYSTEM: ANGRAU**

### **Andhra Pradesh**

Acharya N. G. Ranga Agricultural University (ANGRAU) was established under the name of Andhra Pradesh Agricultural University (APAU) on the 12th of June 1964 through the APAU Act 1963. Later, it was renamed as Acharya N. G. Ranga Agricultural University on the 7th of November, 1996 in honour and memory of the noted Parliamentarian and Kisan Leader, Acharya N. G. Ranga. At the verge of completion of Golden Jubilee Year of the ANGRAU, it has given birth to a new State Agricultural University namely Prof. Jayashankar Telangana State Agricultural University with the bifurcation of the state of Andhra Pradesh as per the Andhra Pradesh Reorganization Act 2014. The ANGRAU at LAM, Guntur is serving the students and the farmers of 13 districts of new State of Andhra Pradesh with renewed interest and dedication.

## **1. User Login Account Creation**

### **1.1 Accessing the Login Page**

1. Open latest Internet Explorer version.
2. Type the URL allocated to your university in the address-bar and press Enter Key.
2. You will see the Log-in Page of academic Management System.
3. Click on Tools button and then click compatibility view settings.
4. In ‘Add this website’ textbox, enter the URL **icar.gov.in** in the list and then click on Add Button

### **1.2. Login for Existing Users**

1. Click on **Login** button located on Homepage.
2. Enter your Username and Password in the Popup window (Fig. 1.1)

Fig. 1.1: Login page of Academic Management System

### **1.3. Creation of Login Account for New Users**

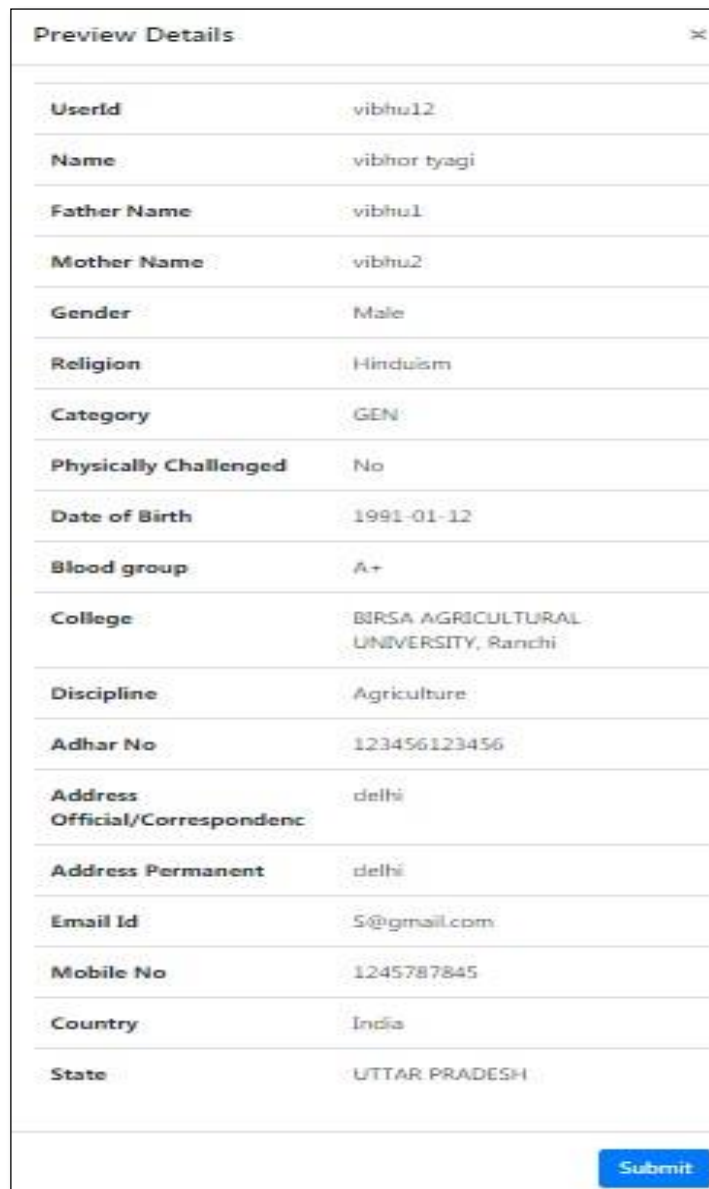
1. Click on **Register** button on Homepage.
2. User Registration page will be displayed on the screen (Fig.1.2).
3. All fields in registration forms are self-explanatory and the fields marked with \* are mandatory to complete the registration form.

**Fig.1.2: User Registration Page**

#### **1.4. Guidelines for Filling Up Registration Form:**

1. In the field **\*Create User Name/ID** user has to create a login account which will be used to access the system later on. 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.
2. Enter your first name in the textbox next to **\*First Name** label.
3. 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.

4. **\*Password** must be at least 7 characters long.
5. Use calendar to enter **\*D.O.B.**
6. After filling all the required details, click on **Create My Account** button to create the login account. A user verification screen will be displayed for verifying the entered information



The image shows a 'Preview Details' form with a close button (X) in the top right corner. The form contains the following fields and values:

UserId	vibhu12
Name	vibhor tyagi
Father Name	vibhu1
Mother Name	vibhu2
Gender	Male
Religion	Hinduism
Category	GEN
Physically Challenged	No
Date of Birth	1991-01-12
Blood group	A+
College	BIRSA AGRICULTURAL UNIVERSITY, Ranchi
Discipline	Agriculture
Adhar No	123456123456
Address Official/Correspondenc	delhi
Address Permanent	delhi
Email Id	5@gmail.com
Mobile No	1245787845
Country	India
State	UTTAR PRADESH

At the bottom right of the form, there is a blue 'Submit' button.

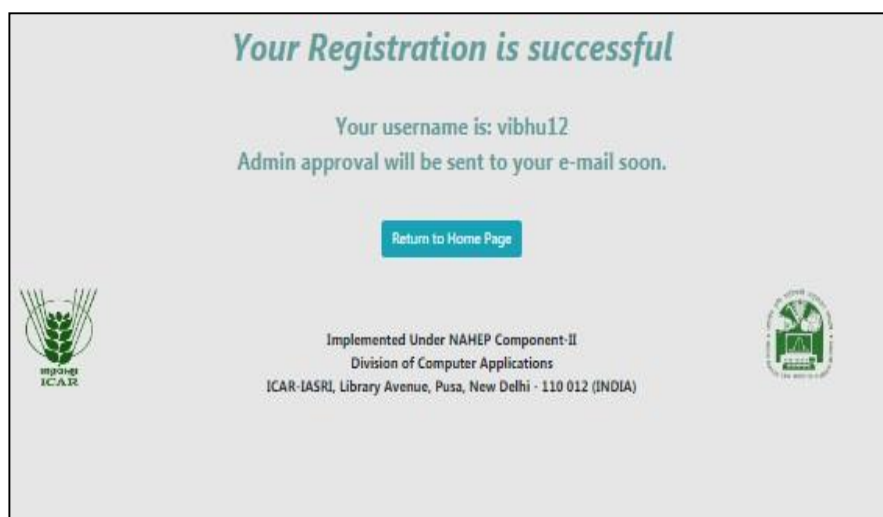
**Fig. 1.3: User verification screen**

7. Click on **Edit** button in Fig. 1.4 to edit the entered information (if required).



**Fig. 1.4: Edit Profile**

8. Click on **Home** button if you want to abort the process.
9. Click on **Verified** button if the information is correct and want to proceed with creation of user account in the system.
10. The faculty registration is completed.



**Fig.1.5: Registration Successfully Completed**

## 2. Personal Profile

### 2.1 Edit Basic Profile

Faculty can update his/her basic profile containing personal information by clicking on **Personal Edit Profile**.

1. Fill the profile items as per the form shown in Fig. 2.1.
2. Click on '**Submit**' button to update the changed fields.

The screenshot shows a web form titled "UPDATE DETAILS" with a teal header. The form is organized into several sections with labels in blue text. Each section contains input fields, dropdown menus, or checkboxes. The fields are as follows:

- User Type:** Text input with value "ft".
- Username:** Text input with value "VTVM01".
- Title:** Dropdown menu with value "Dr.". Below it are **First Name** (text input: "ABHESHEK"), **Middle Name** (text input: "Middle Name"), and **Last Name** (text input: "KUMAR").
- Father Name:** Text input with value "Sri.DEVI DAYAL MANDAL".
- Mother Name:** Text input with value "Mother Name".
- Gender:** Dropdown menu with value "Gender".
- Category:** Dropdown menu with value "Scheduled Tribes".
- Physically Challenged?:** Dropdown menu with value "Physically Challenged".
- Date of Birth:** Text input with value "15-06-1977".
- Blood Group:** Dropdown menu with value "B Negative".
- Degree:** Dropdown menu with value "Ph.D.". Below it is **Discipline:** dropdown menu with value "Veterinary Medicine".
- Select College:** Dropdown menu with value "RANCHI VETERINARY COLLEGE, Ranchi".
- Aadhar Number:** Text input with value "Aadhar No".
- Email ID:** Text input with value "Abhishekrvc@gmail.com".
- Mobile Number:** Text input with value "9431412344".
- Bank A/C No:** Text input with value "Bank A/C No".
- Bank Name & Branch:** Text input with value "Bank Name & Branch".
- IFSC Code:** Text input with value "IFSC Code".
- Address Official/Correspondence:** Text input with value "Department Of Vet.Medicine,RVC,KANKE-834006".
- Address Permanent:** Text input with value "Birsra Nagar,Infront Of ILM,Kanke,Arsandey,Ranchi-834006".
- Country:** Dropdown menu with value "India".
- Domicile State:** Dropdown menu with value "Domicile State".

An "Update" button is located at the bottom right corner of the form.

**Fig. 2.1: Edit Profile**

### 2.2 Qualifications

Faculty can add/delete his/her qualification by clicking on **Personal → Qualifications**.

1. Fill all the details and click on Submit button (Fig. 2.2).

2. A row of qualification will be generated in Qualification Table.
3. Click on **'Remove'** to delete any qualification.

<b>Show Qualification Grid</b>	
<b>Degree</b>	— Please Make a Selection ▼
<b>Specialisation</b>	<input type="text"/>
<b>Roll No.</b>	<input type="text"/>
<b>Marks Category</b>	— Please Make a Selection ▼
<b>Marks Obtained</b>	<input type="text"/>
<b>Total Marks</b>	<input type="text"/>
<b>Year of Passing</b>	<input type="text"/>
<b>Subject</b>	<input type="text"/>
<b>University Category</b>	— Please Make a Selection ▼
<b>University Name</b>	— Please Make a Selection ▼
<b>University Name (If Selected Others)</b>	<input type="text"/>
<b>Attach Transcript</b>	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Submit"/>	

**Fig. 2.2: Show Qualification**

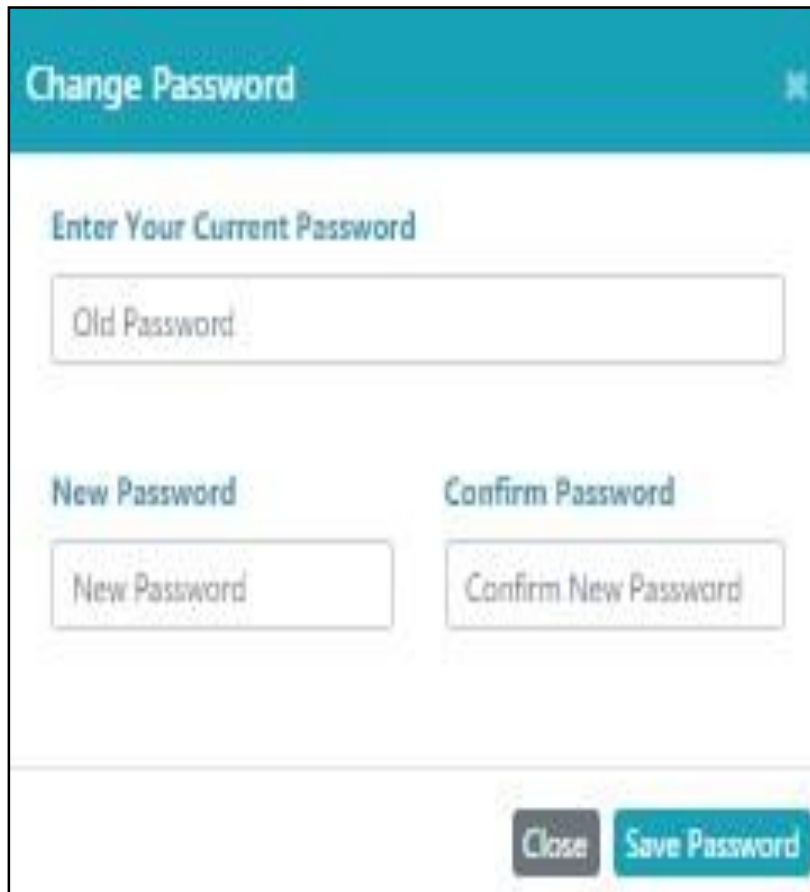
### **2.3 Change User ID and Password**

Faculty can change his/her User ID & Password of his/her login account by clicking on

**Personal → Change User ID and Password**

1. Enter new user ID in **'New User ID'** text box (Fig. 2.3).

2. Enter new password and confirm password in ‘**New Password**’ and ‘**Confirm Password**’ text-boxes respectively.
3. Click on ‘**Submit**’ button.
4. The user Id and password will be changed in the system.



**Fig. 2.3: Change Password**

### **3. Course**

#### **3.1 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. To approve/ disapprove a student from the selected course, click on

**Courses → Faculty Approval of Students.**

1. Click on the course number to approve students registered for the course (fig.3.1)

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 Gradiual)	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. 3.1: Faculty view of the Course(s) Registered by the Students**

2. The next page will display list of students registered in a particular course (Fig.3.2)

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 3.2: Faculty approval of student registration for a course**

3. Click on **Approve / Disapprove** under Faculty Action column to accept/ reject the student's request. (Fig 3.3)

S.No	Name	Roll No	Discipline of Student	Faculty Approval	Faculty Actions
1	KALPANA BASKI	AGD031810006	AG	Approved	<input type="button" value="Approved"/> <input type="button" value="Disapprove"/>
2	KAMINI BASKI	AGD031810010	AG	Pending	<input type="button" value="Approve"/> <input type="button" value="Disapprove"/>

**Fig 3.3 Approve/Disapprove**

#### **14. Class Schedule**

This module is used for creating 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. To access this module, click on

**Courses → Class Schedule**

1. Select Course No. from the table given in (Fig. 4.1)

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: Course Schedule**

2. Select Course No. then add new topic. (Fig 4.2)
  - a) Select Theory/Practice
  - b) Enter Topic Name
  - c) Select Start Date of the Course
  - d) Select Completion Date of the Course
  - e) Enter No. of Lecture
  - f) Select Faculty and then click on submit button.

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.4.2: Add New Topic**

3. Remove topics from the list by clicking on remove button. (Fig 4.3).



Course Instructor :- Dr. RAVIKANTRADHAKANT UPASANI

Add New Topic

Theory / Practical	<input type="text" value="Theory"/>
Topic	<input type="text"/>
Start Date	<input type="text" value="dd-mm-yyyy"/>
Completion Date	<input type="text" value="dd-mm-yyyy"/>
No. of Lecture	<input type="text"/>
Faculty	<input type="text" value="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 4.3 Add New Topic**

## **5. Assign Grades**

### **5.1 Assigning Examination Scheme**

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 Courses → **Assign Grades**.

1. Select **Academic year** and **Semester** from the list and click on **Submit** button (Fig. 5.1)
2. Next page will display list of courses offered in the current semester. Select a particular course and click on **Enter Examination Scheme** button (Fig. 5.2)
3. Click on **Assign** button for assigning examination scheme of a particular course (Fig. 5.3). After that enter the examination scheme of the course as per rules of NDRI Deemed University.
4. To edit the examination scheme, first delete the current scheme by

clicking on **Delete** button (Fig. 5.3) and then click on **Assign** button for assigning new scheme.

**Assign Grades**

Academic Year: Select Academic Year ▼

Semester: Select Semester ▼

[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 entries 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 entries
- \* 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 entries  
 (iv) Press Submit to proceed further otherwise press Cancel

3. Enter directly into website

**Fig. 5.1: Showing academic year and semester dropdown**

**Assign Grades**

Course Name: NCC-I/NSS-1 ( BS 1106-2017-S01-C004-I-2018-19 ) ▼

Step - 1	<a href="#">Enter Examination Scheme</a>
Step - 2	<a href="#">Enter Examination Date</a>
Step - 3	<a href="#">Enter Class Details</a>
Step - 4	<a href="#">Enter Grades/Seminar</a>
Step - 5	<a href="#">Examination Result</a>

**Fig. 5.2: Selecting 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								<a href="#">Edit</a> <a href="#">Delete</a>

[Proceed to Examination Date](#)   [Go Back to Previous Page](#)

**Fig. 5.3: Setting examination scheme for a course**

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. 5.4: Assigning examination date of a particular course**

## 5.2 Entering Class Details

This module is to 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 >> Assign Grades**.

1. Select **Academic year** and **Semester** from the list and click on **Submit** button (Fig.5.5).
2. 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 in Fig.5.7.
3. 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 in (Fig. 5.10)

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"/>
<input type="button" value="Submit"/>	
<input type="button" value="Proceed to Grades/Seminar"/> <input type="button" value="Go Back to Previous Page"/>	

**Fig. 5.10: Entering class details of a particular course**

## Assigning Grades

Faculty can assign grades of a particular course by clicking **Courses >> Assign Grades**.

Select **Academic year** and **Semester** from the list and click on **Submit** button (Fig. 5.5).

1. Next page will display the list of courses for the current semester. Select a particular course and click on **Enter Grades** button (Fig. 5.6).
2. Grades can be entered directly through the form or through CSV file (Fig. 5.11). To assign grades through CSV file click on **Upload CSV file** hyperlink located on the top right hand corner in Fig. 3.13. This will lead to open a new window shown in Fig. 3.14. Follow the steps given below to upload the class schedule through CSV file: -
  - a. Download the template for assigning grades.
  - b. Enter the grades into downloaded template file. While filling the entries in the template, kindly take care of the following points: -
    - i. The date should be in MM/DD/YYYY format.
    - ii. No field should be empty in the file.
    - iii. Don't change the header of the downloaded template.
  - c. Press **Upload CSV** button to upload the file.
  - d. Enter the remarks for a particular student in the column "**Select Remarks**" for a particular student in Fig. 3.14.
  - e. Similarly select examination type. For example:  
Select "**Regular**" for assigning grades in regular examination.
  - f. After selecting examination type and remarks for each student click on **Submit & Proceed** button for completing the process of assigning grades.
3. To edit the entries of grades for a particular student, first remove it by clicking **Remove**
4. Button (Fig. 3.12) and then assign new grades to the same student.

**Course Report**

Course Name : NCC-1/NSS-1  
Course Number : BS 1106-2017  
Academic Year : 2018-19 Semester : I

Sr. No	RollNo	Theory Attendance	Practical Attendance	Quizzes	Mid Term	Final Practical	Assignment	Attendance	Practical record	Final Theory	Total Grade Point	Credit Point	Remarks
1	FO011810001												

---

**Enter grades for pending students:**

RollNo:  Please Make a Selection ▼

\*Theory Classes Attended:  \*Practical Classes Attended:

\*Quizzes:  \*Mid Term Exam:

\*Final Practical Exam:  \*Assignment:

\*Attendance Marks:  \*Practical Record:

\*Final Theory Exam:  \*Total Grade:

Remarks (if any):  Please Make a Selection ▼

Note:

1. The fields marked with \* are mandatory.
2. Assignment, Mid Term Exam, Final Theory Exam and Final Practical Exam can take marks upto 100.
3. Grade can take marks upto 10.

## Role of Professor and Head

### 6 Professor & Head Rights and Responsibilities:

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 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.

#### 6.1 Adding New Courses

1. Professor & Head needs to add new courses in each semester by clicking on BOS ->Add Course.
2. A new screen will be displayed as shown in (Fig. 6.1) To add a New Course, Enter Course Number Course Name and Induction Year in the textboxes.
3. Click on 'Add Course' button (Fig. 6.1)

4. A new row will be generated. For updating newly added or existing courses click on ‘**Modify button**’ (Fig. 6.1). A new page will be displayed where syllabus, credit hours and other particulars of the course can be added/updated in (Fig. 6.2)
5. Click on ‘**Modify**’ button, after filling all the required details in (Fig. 6.2)
6. For deleting the course click on ‘**Remove**’ button (Fig.6.1). One can delete only that course which is not offered to students or registered by any student.

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. 6.1: Adding New Courses in Semester**

## **6.2 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-----Offer Courses**.

1. Select **Academic Year** and **Semester** e.g. 2017-18 and I Semester as shown in (Fig. 6.3)
2. To add new courses in the semester, click on **Add Courses Offered in Semester** button (Fig. 6.3)
3. The new page will be displayed (Fig. 6.4).
4. Select courses from **Courses** list box and move them to **Selected Courses** list box using **move right** Button (Fig. 6.4).
5. You can remove course(s) (if required) from **Selected Courses** List box by selecting the course(s) and clicking on **move left** button (Fig. 6.4).
6. Click on ‘**Save Changes**’ button (Fig. 6.4).

### 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	>>  <<	AE 211-2017
<input type="button" value="Save Changes"/> <input type="button" value="Back"/>		

**Fig. 6.2 Offer Courses**

Add Offered Courses Discipline : AE

Academic Year:

Semester:

Institute:

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	I	2019-20
2	BEAS- 111-2017	ENGINEERING MATHEMATICS-I	2L	1P	BAU	I	2019-20
3	BEAS- 112-2017	ENGINEERING PHYSICS	2L	1P	BAU	I	2019-20
4	BEAS- 113-2017	ENGINEERING CHEMISTRY	2L	1P	BAU	I	2019-20
5	BEAS- 114-2017	PRINCIPLES OF SOIL SCIENCE	2L	1P	BAU	I	2019-20
6	BEAS- 115-2017	SURVEYING AND LEVELLING	1L	2P	BAU	I	2019-20

**Fig. 6.3: List of courses offered in a semester**

### 6.3 Allocating Faculty to Courses

Professor & Head have to allocate faculty to each course by clicking on **BoS Allocate Faculty**.

1. The next screen will display all offered courses in the current Academic Year & Semester (Fig. 6.5).
2. Click on **Allocate** for allocating a faculty to a course.
3. The allocate faculty form will appear (Fig. 6.6).
4. 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** (Fig. 6.6).
5. After clicking **Choose from Other Discipline** in (Fig. 10.6) a new screen will be displayed where you can select the discipline. Click on Submit Button after selecting

discipline in (Fig.10.7). 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 (Fig. 10.8).

6. After selecting all the faculty, click on **Allocate** button (Fig. 10.6).
7. Click on **'Reset'** button to deselect all selected values (Fig. 10.6).

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							<a href="#">Allocate</a> <a href="#">Delete</a>
BEAS- 111-2017	Engineering Mathematics-I	I	BIRENDRA ORAON	MID IRFAN AHMAD ANSARI	MINTU JOB					<a href="#">Allocate</a> <a href="#">Delete</a>
BEAS- 112-2017	Engineering Physics	I	BIRENDRA ORAON	PRAMOD RAI						<a href="#">Allocate</a> <a href="#">Delete</a>
BEAS- 113-2017	Engineering Chemistry	I	BIRENDRA ORAON	MINTU JOB						<a href="#">Allocate</a> <a href="#">Delete</a>

**Fig. 6.5: List of Courses Along with Allocated Faculty**

**Fig. 6.6: Allocating faculty to a course**

**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. 6.7: Select other Discipline(s)**

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	BINAY KUMAR							<input type="button" value="Allocate"/> <input type="button" value="Delete"/>
BEAS- 111-2017	Engineering Mathematics-I	I	BIRENDRA ORAON	MD IRFAN AHMAD ANSARI	MINTU JOB					<input type="button" value="Allocate"/> <input type="button" value="Delete"/>
BEAS- 112-2017	Engineering Physics	I	BIRENDRA ORAON	PRAMOD RAI						<input type="button" value="Allocate"/> <input type="button" value="Delete"/>
BEAS- 113-2017	Engineering Chemistry	I	BIRENDRA ORAON	MINTU JOB						<input type="button" value="Allocate"/> <input type="button" value="Delete"/>

**Fig. 6.8: Select faculty for the course**

#### 6.4 Allocating guide to students

Each student is to be allocated a guide in the division. To allocate a guide to a student click on **BoS Allocate Guide**

1. Enter Enrollment year and degree in field shown in (Fig. 6.9).
2. After Selecting Enrollment year and degree click on **Submit** button (Fig. 6.9).
3. The next screen will display list of students enrolled in selected year and degree programme. Click on **Allocate** for allocating the guide to a student (Fig. 6.10).
4. After selecting the guide from **Chairman Advisory Committee** dropdown list, click on **Allocate** button (Fig. 6.11).
5. Click on **Reset** button to deselect the selected value (Fig. 6.11).

**Allocate Guide**

---

Please select Enrollment year and Degree

**Enrollment Year**

**Degree**

**Fig. 6.9: Selecting the Enrollment Year and Degree**

The screenshot shows a web interface for allocating a guide. At the top, there is a header 'Allocate Guide'. Below it, a prompt says 'Please select Enrollment year and Degree'. There are two dropdown menus: 'Enrollment Year' with '2018' selected and 'Degree' with 'Ph.D.' selected. A blue 'Submit' button is below the dropdowns. Below the form is a table titled 'Allotted Guide Report'.

Roll No	Student Name	Guide Name	Action
TEST3	Dr. ASEEMA KUMARI		<a href="#">Allocate</a> <a href="#">Delete</a>

**Fig. 6.10: Allocate Guide**

The screenshot shows a web interface for selecting an option for the Chairman Advisory Committee. The prompt is 'Please select Option(s)'. There is a dropdown menu with 'Mr. BIRENDRA ORAON' selected. To the right of the dropdown are two links: 'Choose from Other Discipline' and 'Choose from Other College'. Below the dropdown and links are two buttons: 'Allocate' (blue) and 'Reset' (black).

**Fig. 6.11 Chairman Advisory Committee**

## **7. Professor & Head approve students registered courses**

Professor & Head needs to approve registered courses of students by clicking on **Courses Professor Approval of Students**.

1. Select academic year and semester in Fig 7.1 and then click on **Submit** button.
2. The next page will show the list of students of the concerned discipline (Fig.7.2) along with the status.
3. Click on a student name to see all his registered courses (Fig.7.3).
4. 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. 7.1: Select academic year & semester**

### Select Academic Year and Trimester

Acadmin Year

Semester

S.No	Roll No	Student Name
1	005	Dr. ETESHAMUL HAQUE

**Fig. 7.2: 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	Dr. MD IRFAN	Dr. MD IRFAN	RAKESH KUMAR

**Fig. 7.3: Approval of courses by Professor & Head**