

*Reference Manual*

FACULTY

# Academic Management System

NAHEP, ICAR-IASRI,  
New Delhi



# Reference Manual

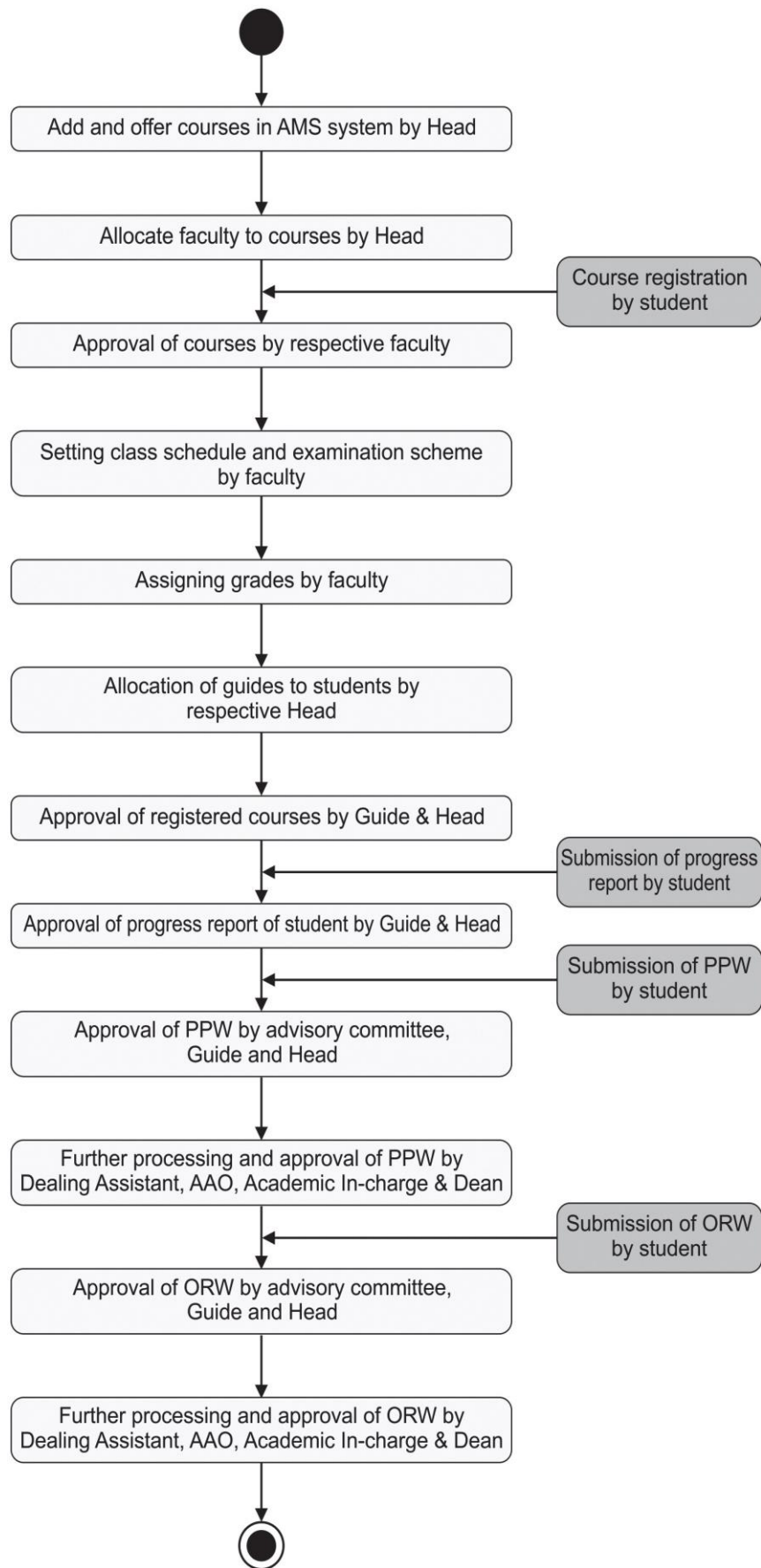
## Academic Management System



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## Activity Diagram for using Academic Management System



## **ACADEMIC MANAGEMENT SYSTEM: RLBCAU , Jhansi**

The Rani Lakshmi Bai Central Agricultural University has been established as an Institution of national importance under Department of Agricultural Research and Education (DARE) by an Act of Parliament (Act No. 10 of 2014) and notified on 5th March, 2015. This second Central Agricultural University in India established and named in the memory of great freedom fighter known as warrior queen of Jhansi Late Rani Lakshmi Bai who sacrificed her life at the altar of the freedom. The objectives of the university are to impart education in different branches of agriculture and allied sciences, undertake research in agriculture, programmes of extension education and promote linkages with national and international educational institutes. The University became functional with the joining of Dr. Arvind Kumar as first Vice-Chancellor on May 9, 2014. The University headquarter is at Jhansi located in Bundelkhand region covering six districts, namely: Chhatarpur, Damoh, Datia, Panna, Sagar and Tikamgarh of Madhya Pradesh and seven districts, namely: Banda, Chitrakoot, Hamirpur, Jalaun, Jhansi, Lalitpur and Mahoba of Uttar Pradesh. The university will establish different constituent colleges, namely: College of Agriculture, College of Horticulture & Forestry at Jhansi in Uttar Pradesh and College of Veterinary & Animal sciences ,College of Fisheries in Madhya Pradesh. The B.Sc (Hons) Agriculture classes started at IGFRI Campus Jhansi, and the process has been initiated for establishment of other constituent colleges of University. The mission of the University is to be a centre of excellence in teaching, research and extension education in the field of agriculture and allied sectors. The University aims to develop sustainable farming systems for improving productivity and profitability in agriculture and allied sectors and also train the farmers and extension functionaries for the effective dissemination of advanced agricultural technologies particularly in Bundelkhand region of Uttar Pradesh and Madhya Pradesh states of county.

## **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. Signing in for Existing Users**

1. Click on **Sign In** button located on top right-hand corner of the Homepage.
2. Enter your Username and Password in the Popup window (Fig. 1.1).

The image shows a 'Member Login' popup window. At the top left is the RLBCAU logo, and at the top right is the NHEP logo. Below the logos are two input fields: 'User Id' and 'Password'. At the bottom, there are two buttons: a blue 'Login' button and a red 'Forgot Your Password?' button. A note at the bottom states '\*For Authenticated RLBCAU, Jhansi Members.'

Fig. 1.1: Login page of Academic Management System

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

1. Click on **Sign-up** button located on top right-hand corner of the 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. Please do not use initial letters in first name.
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

Preview Details		X
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	S@gmail.com	
Mobile No	1245787845	
Country	India	
State	UTTAR PRADESH	

[Submit](#)

**Fig. 1.3: User verification screen**

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

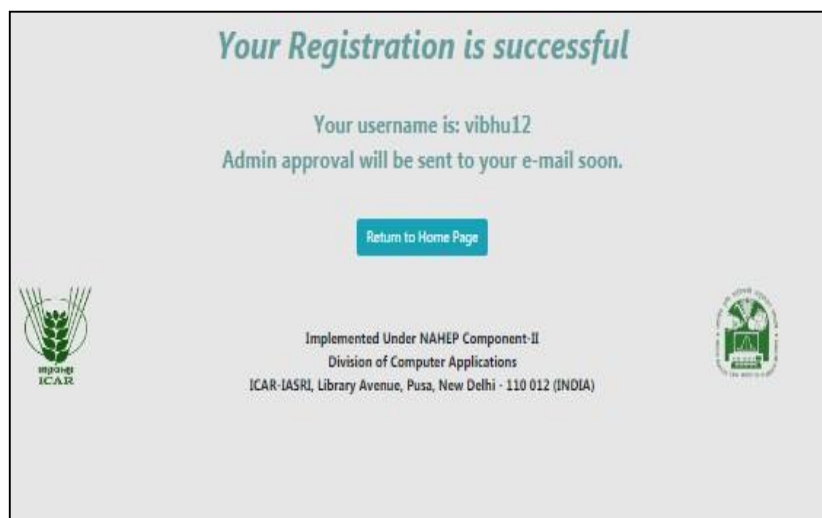


The screenshot shows a web form for editing a user profile. The form is organized into several sections:

- Header:** Two empty text boxes with three asterisks (\*\*\*) above them.
- Name Fields:**
  - \*Title: Dr. (dropdown)
  - \*First Name: Vibhor
  - Middle Name: Middle Name
  - Last Name: Tyagi
- Family Information:**
  - \*Father Name: Vibhu1
  - \*Mother Name: Vibhu2
  - \*Religion: Hinduism (dropdown)
- Personal Details:**
  - \*Gender: Male (dropdown)
  - \*Category: General (dropdown)
  - \*Physically Challenged?: No (dropdown)
- Birth and Blood Group:**
  - \*Date of Birth: 12-01-1991
  - \*Blood Group: A+ (dropdown)
- Academic and Contact Information:**
  - \*Discipline: Agriculture (dropdown)
  - \*Select College: BIRSA AGRICULTURAL UNIVERSITY, Ranchi (dropdown)
  - Aadhaar Number: 123456123456
  - \*Email ID: s12@gmail.com
  - \*Mobile No: 1245787845
- Address Fields:**
  - \*Address Official/Correspondence: Delhi
  - \*Permanent Address ( : Same as correspondence address ): Delhi
- Location:**
  - \*Country: India (dropdown)
  - \*Domicile State: UTTAR PRADESH (dropdown)
- Buttons:** Preview (blue) and Edit (grey).
- Footer:** ICAR logo on the left, and text: "Implemented Under NAHEP Component-II, Division of Computer Applications, ICAR- IASRI, Library Avenue, Pusa, New Delhi - 110 012 (INDIA)" on the right, with another ICAR logo.

**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.



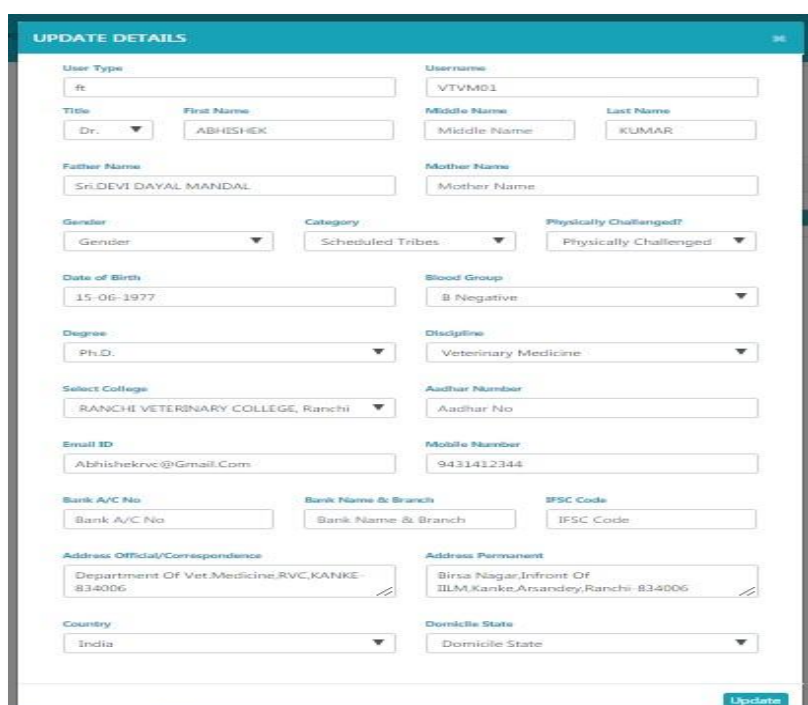
**Fig.1.5: Registration Successfully Completed**

## 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" for editing a user profile. The form is organized into several sections with various input fields and dropdown menus. The fields are as follows:

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

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.

[Show Qualification Grid](#)

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

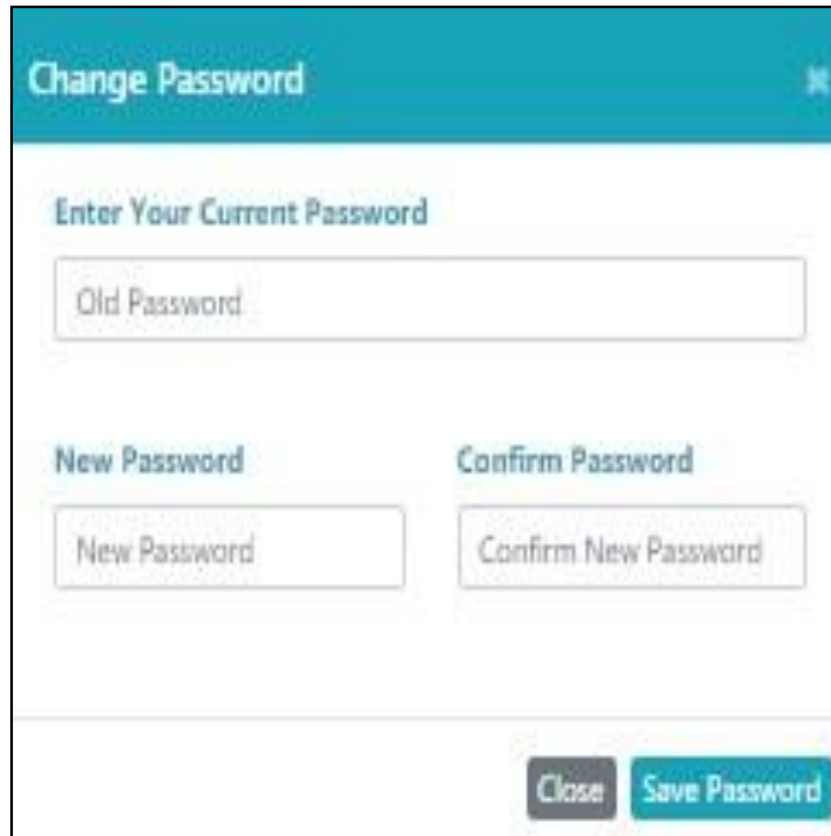
**Fig. 2.2: Show Qualification**

### **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.

A screenshot of a web form titled "Change Password". The form has a teal header with the title and a close button. Below the header, there is a section titled "Enter Your Current Password" with a text input field labeled "Old Password". Below this, there are two columns: "New Password" with a text input field labeled "New Password", and "Confirm Password" with a text input field labeled "Confirm New Password". At the bottom right, there are two buttons: a grey "Close" button and a teal "Save Password" button.

**Fig. 2.3: Change Password**

### **3. Course**

#### **3.1 Faculty approval of students for a course**

Once a student select 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	AEC111-2017	Rural Sociology and Educational Psychology	2L+0P	I	2018-19	Dr. RAVIKANT RADHAKANT UPASANI
2	AEC112-2017	Human Values and Ethics(Non Gradial)	1L+0P	I	2018-19	Dr. RAVIKANT RADHAKANT UPASANI
3	agron111-2017	Fundamentals of Agronomy	3L+1P	I	2018-19	Dr. RAVIKANT RADHAKANT UPASANI

**Fig. 3.1: Faculty view of the course(s) registered by the students**

- 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**

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

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	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**

#### **4. 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**

<b>Theory / Practical</b>	<input type="text" value="Theory"/>
<b>Topic</b>	<input type="text"/>
<b>Start Date</b>	<input type="text" value="dd-mm-yyyy"/>
<b>Completion Date</b>	<input type="text" value="dd-mm-yyyy"/>
<b>No. of Lecture</b>	<input type="text"/>
<b>Faculty</b>	<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: Remove Topics**

## **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 ▼
<a href="#">Submit</a>	

#### 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

**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								Edit Delete

[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"/>

**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-I/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	Remar
1	FO011810001													

**Enter grades for pending students:**

RollNo

*Theory Classes Attended <input type="text"/>	*Practical Classes Attended <input type="text"/>
*Quizzes <input type="text"/>	*Mid Term Exam <input type="text"/>
*Final Practical Exam <input type="text"/>	*Assignment <input type="text"/>
*Attendance Marks <input type="text"/>	*Practical Record <input type="text"/>
*Final Theory Exam <input type="text"/>	*Total Grade <input type="text"/>

Remarks(if any):

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.

**Fig. 5.11: Course Report**

# Role of Professor & Head

## **6. Professor & Head Rights and Responsibilities: Board of Studies**

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 Courses**.
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 in 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'** listbox and move them to **'SELECTED COURSES'** listbox 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).

Add Offered Courses Discipline : AE

Academic Year:

Semester:

Institute:

**Add Courses Offered in Semester**

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**

Offer Courses

Semester: I  
Academic Year: 2017-18  
Discipline : AE

COURSES	SELECTED COURSES
BEAS-111-2017	AE-211-2017
BEAS-112-2017	
BEAS-113-2017	
BEAS-114-2017	
BEAS-115-2017	
BEAS-116-2017	
BEAS-117-2017	
BEAS-118-2017	

**Save Changes** **Back**

**Fig. 6.4: Offering courses 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).

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 RIFAN 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. 6.5: List of courses along with allocated faculty**

**Allocate Faculty**  
Discipline: AE

Course Leader: Dr. PRAMOD RAI [Choose from Other Discipline]

Course Associate 1: Please Select [Choose from Other Discipline]

Course Associate 2: Please Select [Choose from Other Discipline]

Course Associate 3: Please Select [Choose from Other Discipline]

Course Associate 4: Please Select [Choose from Other Discipline]

Course Associate 5: Please Select [Choose from Other Discipline]

[Allocate] [Reset] [Add] [Choose from Other College] [Choose from Other College] [Choose from Other College] [Choose from Other College] [Choose from Other College] [Choose from Other College] [Choose from Other College] [Choose from Other College]

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

The screenshot shows a web application interface for allocating faculty. On the left is a sidebar menu with options: Report Staff, New Staff Book, Old Schedules, Archived Schedules, Contact Us, and a red Logout button. The main content area is titled "Allocate Faculty" and includes "Academic Year : 2019-20" and "Semester : I". Below this, there are two dropdown menus: "Discipline" (set to "Agricultural Entomology") and "Choose Course Leader from Discipline AET" (set to "Dr. BINAY KUMAR"). "Submit" and "Back" buttons are located at the bottom right of the form area.

**Fig. 6.7: Select other discipline(s)**



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 211-2027	Farm Machinery and Power	1	SENAY KUMAR							Allocate Delete
BEAS-111-2027	Engineering Mathematics-I	1	BERENDRA ORADIN	MD IRFAN AHMAD ANSARI	MINTU JOB					Allocate Delete
BEAS-111-2027	Engineering Physics	1	BERENDRA ORADIN	PRANJOD RAI						Allocate Delete
BEAS-111-2027	Engineering Chemistry	1	BERENDRA ORADIN	MINTU JOB						Allocate 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).

**Fig. 6.9: Selecting the enrollment year and degree**

Roll No	Student Name	Guide Name	Action
TEST3	Dr. ASEEMA KUMARI		Allocate Delete

**Fig. 6.10: Guide allocation to student(s)**

Please select Option(s)

<b>Chairman Advisory Committee</b>	Mr. BIRENDRA ORAON ▼	<a href="#">Choose from Other Discipline</a>	<a href="#">Choose from Other College</a>
<input type="button" value="Allocate"/> <input type="button" value="Reset"/>			

**Fig. 6.11: Selecting chairman of 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

<b>RLBCAU-AMS</b>	Project Brief New Green Book Old Syllabus Reference Manuals Contact Us
	Acadmin Year: 2018-19 ▼ Semester: I ▼ <input type="button" value="Submit"/>

**Fig. 7.1: Select academic year & semester**

Select Academic Year and Trimester

<b>RLBCAU-AMS</b>	Project Brief New Green Book Old Syllabus Reference Manuals Contact Us
	Acadmin Year: 2018-19 ▼ Semester: I ▼ <input type="button" value="Submit"/>
<b>Related Links</b>	
ICAR	
RLBCAU-Ihansi	

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	

**Fig. 7.3: Approval of courses by professor & head**