Academic Management System

NAHEP, ICAR-IASRI, New Delhi

Reference Manual

Academic Management System

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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).

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. <u>Guidelines for filling up registration form</u>:

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 ✕

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).

8

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.

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.

Fig. 2.2: Show Qualification

2.3 <u>Change User ID and Password</u>

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 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).

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)

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)

Fig 3.3: Approve/Disapprove

4. <u>Class Schedule</u>

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

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.

Fig.4.2: Add New Topic

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

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.

Fig. 5.1: Showing academic year and semester dropdown
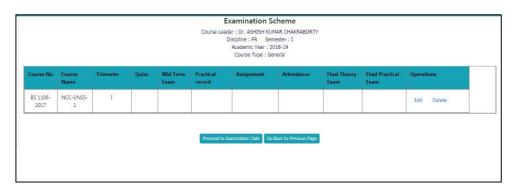

Fig. 5.2: Selecting course name

Fig. 5.3: Setting examination scheme for a course
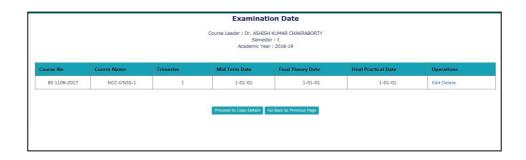
5.2 Entering Class Details

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)
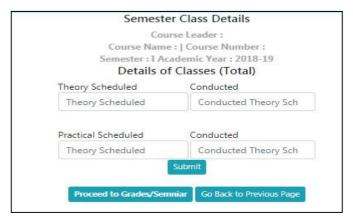

Fig. 5.10: Entering class details of a particular course

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.

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
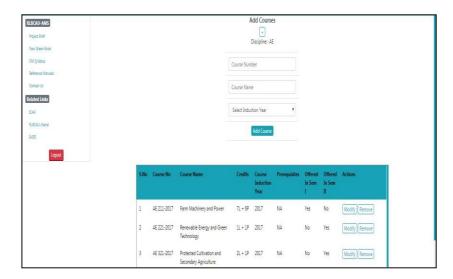or registered by any student.

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)
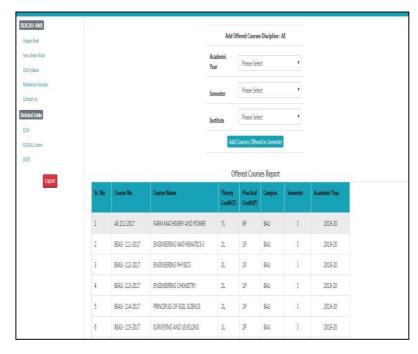6. Click on **'Save Changes'** button (Fig. 6.4).

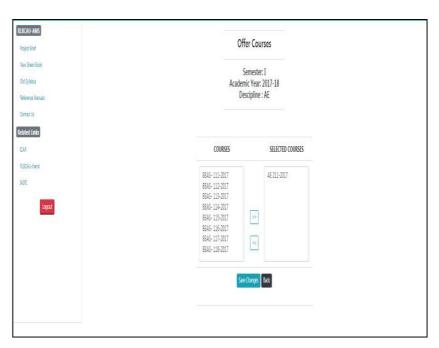**Fig. 6.3: List of courses offered in a semester**

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).

Fig. 6.5: List of courses along with allocated faculty

Fig. 6.6: Allocating faculty to a course

Fig. 6.7: Select other discipline(s)

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

Fig. 6.10: Guide allocation to student(s)

Fig. 6.11: Selecting chairman of advisory committee

7. <u>Professor & Head approve students registered courses</u>

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.

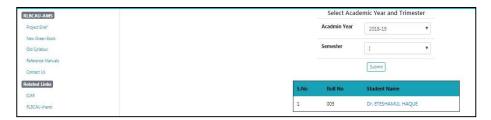**Fig. 7.1: Select academic year & semester**

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 MECHANICS	Dr. MD IRFAN AHMAD ANSARI	Dr. MD IRFAN AHMAD ANSARI	RAKESH KUMAR

Fig. 7.3: Approval of courses by professor & head