TANUVAS, Chennai

REFERENCE GUIDE
ACADEMIC
MANAGEMENT
SYSTEM

ADMIN
REFERENCE
GUIDE

N HEP

ICAR

ICAR - IASRI, New Delhi

Reference Manual

Academic Management System

TANUVAS, Chennai

User Type: Admin

Contents

1. Introduction

Academic Management System (AMS) has been customized by the NAHEP Component 2 Project Team at ICAR-Indian Agricultural Statistics Research Institute (IASRI) for the implementation at various Agricultural Universities.

1.1. What is AMS

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

1.2. Why Academic Management System

A **management system** is a set of policies, processes and procedures used by an organization to ensure that it can fulfill the tasks required to achieve its objectives. These objectives cover many aspects of the organization's operations (including financial success, safe operation, product quality, client relationships, legislative and regulatory conformance and worker management).

1.3. Modules of Academic Management System

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

- **Courses Management:** Manages the courses offered by all the state agricultural universities, central agricultural universities' and ICAR institutions imparting higher education in agricultural and allied sciences.
- **Student Management:** Provides an interface for students to register themselves and allows the management to manage the enrollment and results.
- **Faculty Management**: Manages the work flow of faculty members in an organized and unambiguous way.

- **Administration Management:** It manages all the administrative work on the click of mouse. It reduces the system complexity and redundant work.
- **E-Learning:** E-Learning is a learning system based on formalized teaching with the help of electronic resources. It is provided through electronic devices such as computers, tablets and even cellular phones that are connected to the internet
- **Online fee collection:** Online fee collection platform is integrated with multiple payment gateways, banks and digital wallets. It enables university to accept various types of fee and fines online. It saves time

2. Admin Account Editing and Log in

Every admin would be provided with login credentials, using which they can login in and change their password or profile picture

2.1. Accessing login Page

1. Open latest Internet browser in the system.

2. Enter the URL assigned for AMS to your university in the address-bar and press Enter Key.

3. Home page of Academic Management System, of the University will be displayed on the screen.

2.2. Signing in for Admin

On the home page of the university there exist a Login button, which results in a pop up log in window, using which already registered users can access the system by entering their credentials.

1. Click on **Log In** button located on right-hand side below the image on the Homepage (Fig 2.1).

2. Enter your User ID and Password in the Popup window (Fig. 2.2).

Fig. 2.1: Login Window

2.3. Editing Admin's Profile

Admin can **change his/her Profile Picture** by clicking on blue links for Change Profile Pic, Shown in Fig: 2.1

1. Click on Change Profile pic.
2. Click on the Picture icon to browse the picture.
3. After Selecting the picture click on the Save button
4. Further Basic information and contact details of admin can't be edited by admin
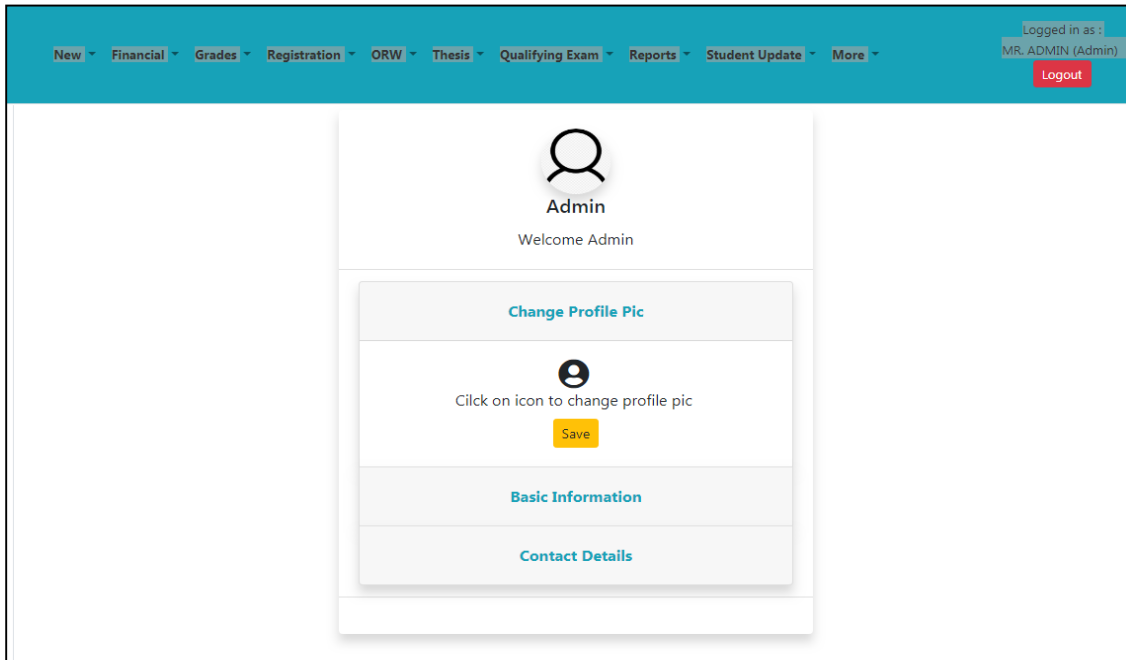   .

Fig. 2.1: Changing Admin's Profile Picture

3. Guidelines for Admin

In AMS system admin can perform number of tasks, some of them are listed under the **NEW** drop down menu in the navigation bar.

3.1. Add Discipline

Using this page admin can add new discipline and remove the existing ones if they are not further selected by any student or faculty

1. Click on the new drop down menu in the navigation bar
2. Select the Add Discipline menu item.
3. Add the Discipline ID and Discipline name in the text area corresponding to Label fields Discipline Id and Discipline. Fig :3.1
4. Click on the Submit button once you enter the correct data,
5. In case you entered wrong data you can select the reset button.
6. On page refresh, all the new Disciplines added are reflected in the grid shown, below the user form.
7. We can also remove the Discipline from the grid using Remove button, only if the discipline to be deleted is not selected by any student of faculty.

Fig. 3.1: Add Discipline

3.2. Student Approval

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

1   Click on the **new** drop down menu in navigation bar.
2   Select the **Student discipline wise** from the drop down menu.
3   Select the Discipline of the students you want to approve from the drop down list named **Choose Discipline Wise.** Fig:3.2
4   Select the user ID of the student you want to approve from the drop down list of user Id, on selecting the User Id of the student some of the entries will be auto filled.
5   Enter the roll Number and enrolment date of the student and Click on submit button
6   Grid view shown on the page shows the Pending requests, we can use the delete button to delete the wrong entries.

Fig.3.2: Approval of Students

3.3. Faculty Approval

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

1. Click on the **new** drop down menu in the navigation bar
2. Select the **Faculty guide or teacher** from the drop down menu.
3. Select the faculty id from the drop down list below the label Faculty, on selecting the faculty id most of the fields will be auto filled. Fig : 3.2
4. Select the designation from the drop down list against the field label Designation.
5. Add Specialization and research area in corresponding text area and click on Submit
6. All the new members approved are displayed in the grid shown on the page on every page refresh.
7. Admin can also remove any member by using the delete button given in the grid.

Fig. 3.3: Approve Faculty

3.4. Teacher to faculty/ Faculty to Guide /Guide to Professor

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

1. Select the new drop down menu from the navigation bar
2. Select the required option out of Teacher to faculty/Faculty to Guide/Guide to professor from the drop down menu
3. Select the discipline from the drop down list against the label field Discipline and click on submit. Fig:3.4
4. The list of teacher , faculty , guide or professors list will be displayed in the grid on the click of submit , the ADD To/REMOVE FROM button in the grid can be used to switch / Assign the roles between the chosen roles

Fig. 3.4: Add New Faculty from Teacher

3.5. Add Head/Professor Head/Dean

Admin can add and remove or assign the role of head of particular discipline from the professors of that particular discipline using this option.

1. Select the new drop down menu from the navigation bar.
2. Select Add Head from the drop down menu.
3. Select the Discipline from the drop down menu and click on Submit button. Fig:3.5
4. On Click on submit two grids will be shown one with the head (if exists) with the remove from head button the remove the head, and other with the list of professors from which we can add new head with the help of button add to head

Fig: 3.5 Add Head from Professor

3.6. Add College Name/Institute name

Admin can add the colleges/institutes affiliated by the particular university using this page

1. Select new drop down menu from the navigation bar.
2. Click on Add College Name/Institute name from the drop down menu.
3. Write the College name, Acronym, Place and address in the text area corresponding to their label fields and click on submit button.
4. Table on this page shows the list of the colleges added till now.
5. The details of the colleges entered in the table can be updated using UPDATE button.

Fig.3.6: Add College/Institute

3.7. Add Semester

To maintain the better management of the system, particular courses are bind with particular semesters in which they are offered and a student can only apply for the course when the semester in which it is offered is started by the admin.

1. Select Semester from new drop down menu in navigation bar.
2. Select the Academic year and semester from the drop down lists corresponding to their field labels. Fig:3.7
3. Click on start registration and stop registration button to start or stop registration

Fig.3.7: Start Semester

3.8. Assign Role To Faculty

Admin can assign different roles to faculty for particular amount of time

1. Select Assign role from the new drop down menu from the navigation bar.
2. Here admin can assign the role of some other faculty of different discipline to some other faculty of different discipline.Fig:3.8
3. Select Parent discipline(actual Discipline of the faculty), Course Faculty, User Type, sub-disciple(Assigned role for some fixed time) from their corresponding drop down lists
4. After selecting roles click on Assign roles.

Fig: 3.8: Assign Role to Faculty

3.9. Add new update

Admin can add new updates on the home page of the website using this option

1. Select what's new from the new drop down menu list item.
2. Add Title, Description, Date and link in their corresponding text area against their labels fields.
3. If there is any file related to any update we can upload that also by using file upload.
4. After entering correct details click on save
5. The updates will be reflected on the home page as well as the grind shown on this page.

Fig.3.9: Add New Update

4. Financial

Financials deal with the discipline wise fees, fellowships and contingency as AU Dharwad don't have any online payment gateway so discipline wise fee only display the amount of fee to be paid by a student

1. Select discipline wise Fee from the financials drop down menu
2. Add the Academic year, Discipline and student Semester in the text area corresponding to their label fields. Fig:4.1
3. Click on Find user to check the details of the fees paid till now and fess yet to be paid.

Fig .3.4: Discipline wise fee details

5. Reports

Here admin can extract the stored data in different formats, various type of reports on the student /faculty data can be generated from here, some of them are listed in Fig: 5.1
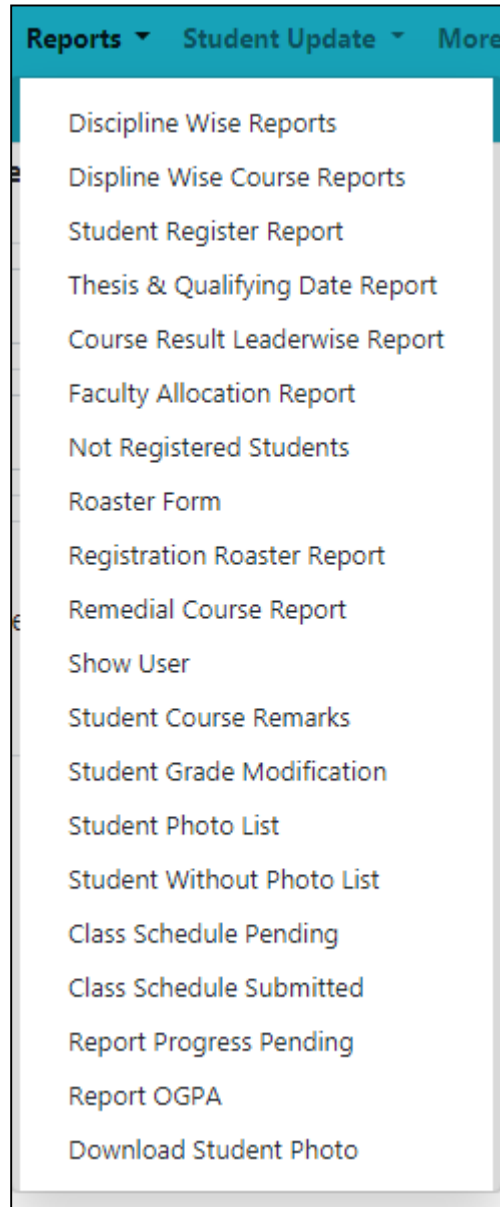

Fig .5.1: Reports that can be generated

These reports can be generated by providing the basic required information in the self-explanatory forms.

6. **Students updates(all these things are data based and can be customized university wise)**

    Here admin can do following things :

    1. Add Thesis Qualifying date

    2. Modify Advisory Committee

    3. Drop course in case where students or teachers are not sufficient or student have not attended appropriate lecture.

7. More Features

Admin is provided with some extra features for the smooth function of the system and better administration of academic management system.

7.1.Change Role

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

1. Select change role from the drop down menu of navigation bar
2. Enter discipline , user type ,Institutes , enrollment year and users in the form and click on submit button Fig 7.1
3. We can also simply enter the roll number of the Student and submit that
4. A Pop up window will open as a logged in account of the required user

Fig. 7.1: Change Role Window