NAHEP

ACADEMIC MANAGEMENT SYSTEM

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

Admin Reference Manual

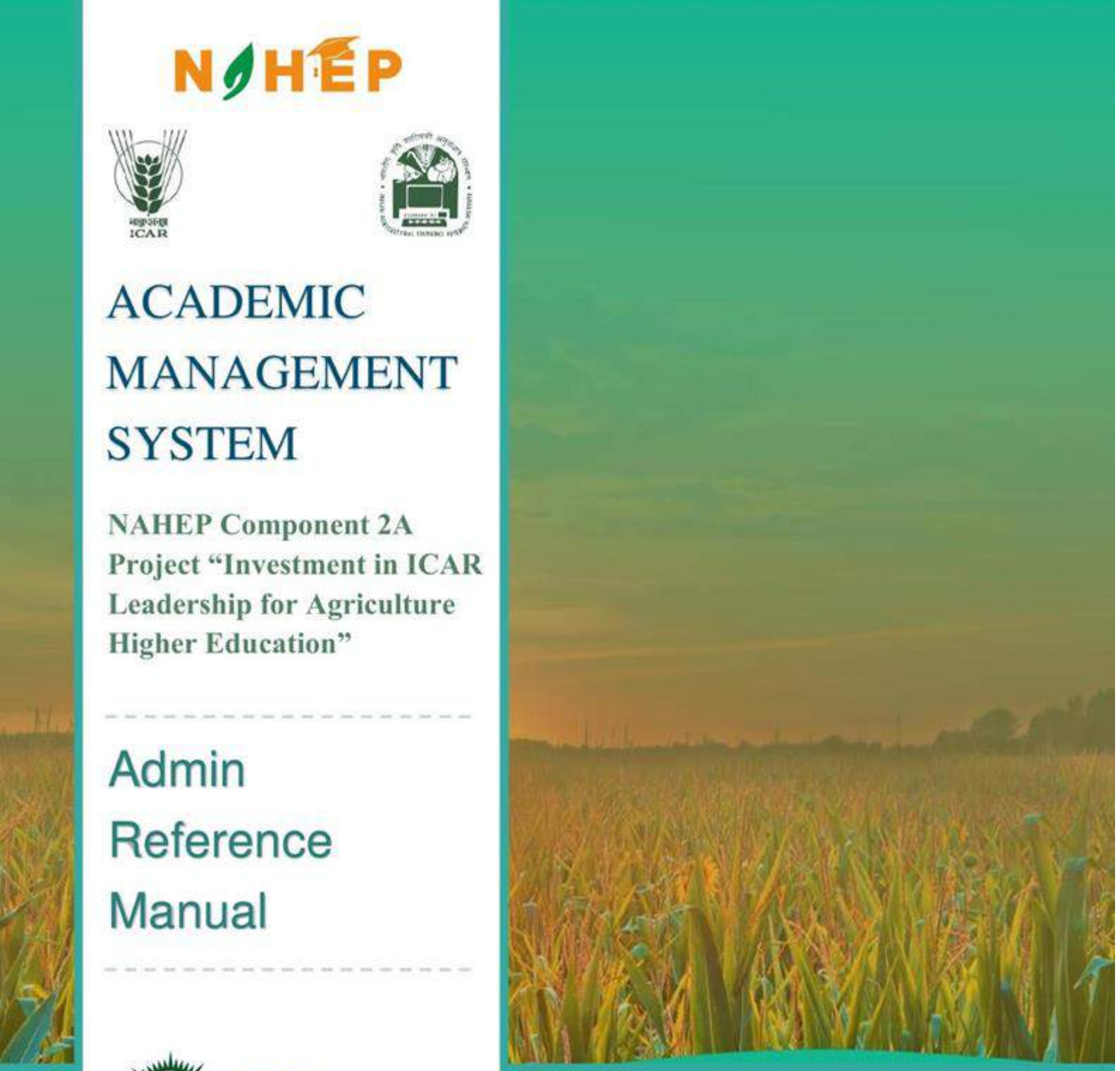

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Table of Contents

1. Introduction 1

1.1 Academic Management System 1
1.2 Modules of Academic Management System 2

2. Login Administrator Profile 3

2.1 Access Home Page of AMS 4
2.2 Login As Administrator 5
2.3 Administrator Profile Editing/Updating 5

3. Administrator Role and Responsibilities 6

3.1 Add New Discipline 7
3.2 Registered Student Approval 8
3.3 Registered Faculty Approval 9
3.4 Add New Guide From Faculty 10
3.5 Add New Professor From Faculty 11
3.6 Add New Head From Faculty 12
3.7 Add New College/Institute 13
3.8 Add New Professor Head From Faculty/Guide 14
3.9 Add New Dean From Faculty 15
3.10 Start/Stop Semester By Administrator 16
3.11 Assign New Roles to Faculty's 17
3.12 Upcoming News and Event's Notification 18

4. Student Fees Management 19

5. Academic Reporting Part.....20

5.1 Discipline Wise Report 21
5.2 Discipline Wise Course Report 22
5.3 Registered Student Report 23
5.4 Faculty Allocation Report 24
5.5 Faculty Details Report 25

6. Student Updating Reporting Part.....26

7. More Feature 27

7.1 Change Role 28
7.2 Student Search, User Search, Course Search 29

List of Figures

Figure 1 - Modules of Academic Management System 3
Figure 2 - Home Screen of the Academic Management System 4
Figure 3 - Login Page for Administrator 5
Figure 4 - Basic Administrator profile 6
Figure 5 - New Dropdown Menu 6
Figure 6 - Add New Discipline 7
Figure 7 - Approved New Student 8
Figure 8 - Approved New Faculty 9
Figure 9 - Add New Guide from Faculty.....10
Figure 10 - Add New Professor from Faculty.....11
Figure 11 - Add New Head from Faculty 12
Figure 12 - Add New College/Institute 13
Figure 13 - Add New Professor from Faculty.....14
Figure 14 - Add New Dean from faculty 15
Figure 15 - Start/Stop Semester 16
Figure 16 - Assign Roles to the Faculty 17
Figure 17 - Latest/Upcoming News and Event's Notification 18
Figure 18 - Student Fee Management 19
Figure 19 - Academic Reporting Part 20
Figure 20 - Discipline Wise Report 21
Figure 21 - Discipline Wise Course Report 22
Figure 22 - Registered Student Report 23
Figure 23 - Faculty Allocation Report 24
Figure 24 - Faculty Details Report 25
Figure 25 - Student Updating Reporting Part 26
Figure 26 - More Features 27

Figure 27 - Change Role.....28
Figure 28 - Student Search 29

1. Introduction

NAHEP has been formulated by ICAR with a total cost of US$ 165 million (Rupees 1100 crores at the exchange rate of Rs. 66.75 = 1US$) for five years starting from 2017-18. The project is proposed on 50:50 cost sharing basis between the World Bank and the Government of India, implemented at the Education Division, ICAR, New Delhi. Overall, the project aims to develop resources and mechanism for supporting infrastructure, faculty and student advancement, and providing means for better governance and management of agricultural universities, so that a holistic model can be developed to raise the standard of current agricultural education system that provides more jobs and is entrepreneurship oriented and on par with the global agriculture education standards.

The mandate of ICAR/DARE includes promotion and coordination of education in agriculture, agro-forestry, animal husbandry, fisheries, home science and allied sciences in the country. ICAR is now embarking upon an ambitious step in further strengthening the National Agricultural Education system in the country through National Agricultural Higher Education Project (NAHEP) with financial assistance of the World Bank by investing on infrastructure, competency and commitment of faculty, and attracting talented students to agriculture.

The project would benefit all the Agricultural Universities (AUs), i.e. 63 State Agricultural Universities modelled on the US Land Grant University pattern, 5 Deemed to be Universities (DUs), three Central Agricultural University (CAUs) and four Central Universities (CUs) with Agriculture Faculty.

1.1 Academic Management System

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. 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.
AMS facilitates in automation of various academic processes of the university and enhances the efficiency of the overall system by saving time and efforts involved in manual processes. It continues to be customized as per the respective needs of the various universities.

The Project supports the Country Partnership Strategy and addresses the three engagement areas of integration, transformation and inclusion. These engagement areas foresee increased agricultural productivity and support quality improvements of higher education to create a more skilled workforce that continuously improves the productivity of key sectors, including agriculture. The proposed Project is also a multi-Global Practice collaboration (Agriculture and Education) and is expected to support activities and results directly related to cross-cutting strategic areas of climate change, jobs and gender.

1.2 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
- Student Management
- Faculty Management
- Administration Management
- E-Learning Management

 Hostel Management

- Administrator Role
- Head Role
- Student Role
- Faculty Role
- Guide Role
- Professor Role
- Dean

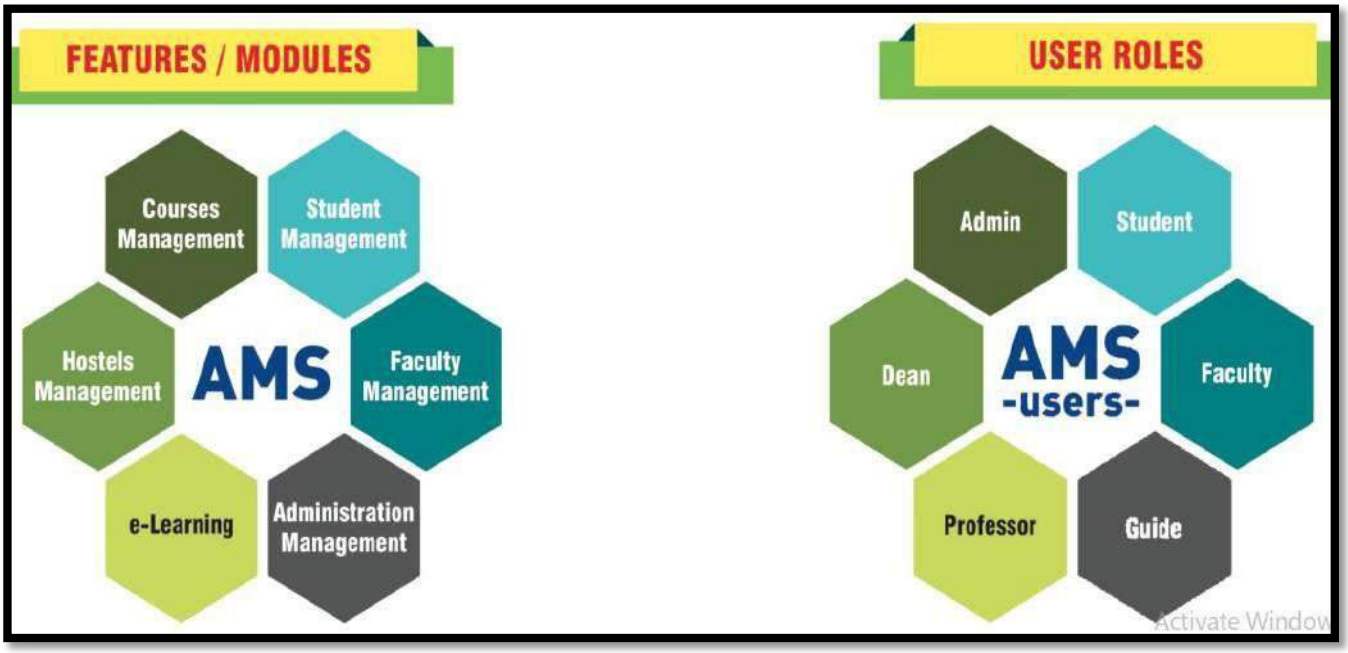

Fig. 1.2 Modules of Academic Management System

2. Login as Administrator

Every administrator would be provided with login credentials, using which they can login in and update their password and profile.

2.1 Access Home Page of AMS

- Enter the AMS URL assigned to your university into the web browser.
- Home Page of AMS of your university will be displayed on the screen.

Fig. 2.1 Home Page of the Academic Management System

2.2 Login as Administrator

AMS Home page contain a Login button, For Administrator only login username and password will be provided by the development team.

- Click on Login Button which is right side of the AMS home page.
- Admin Can enter his/her credentials which is provided by the AMS development team.

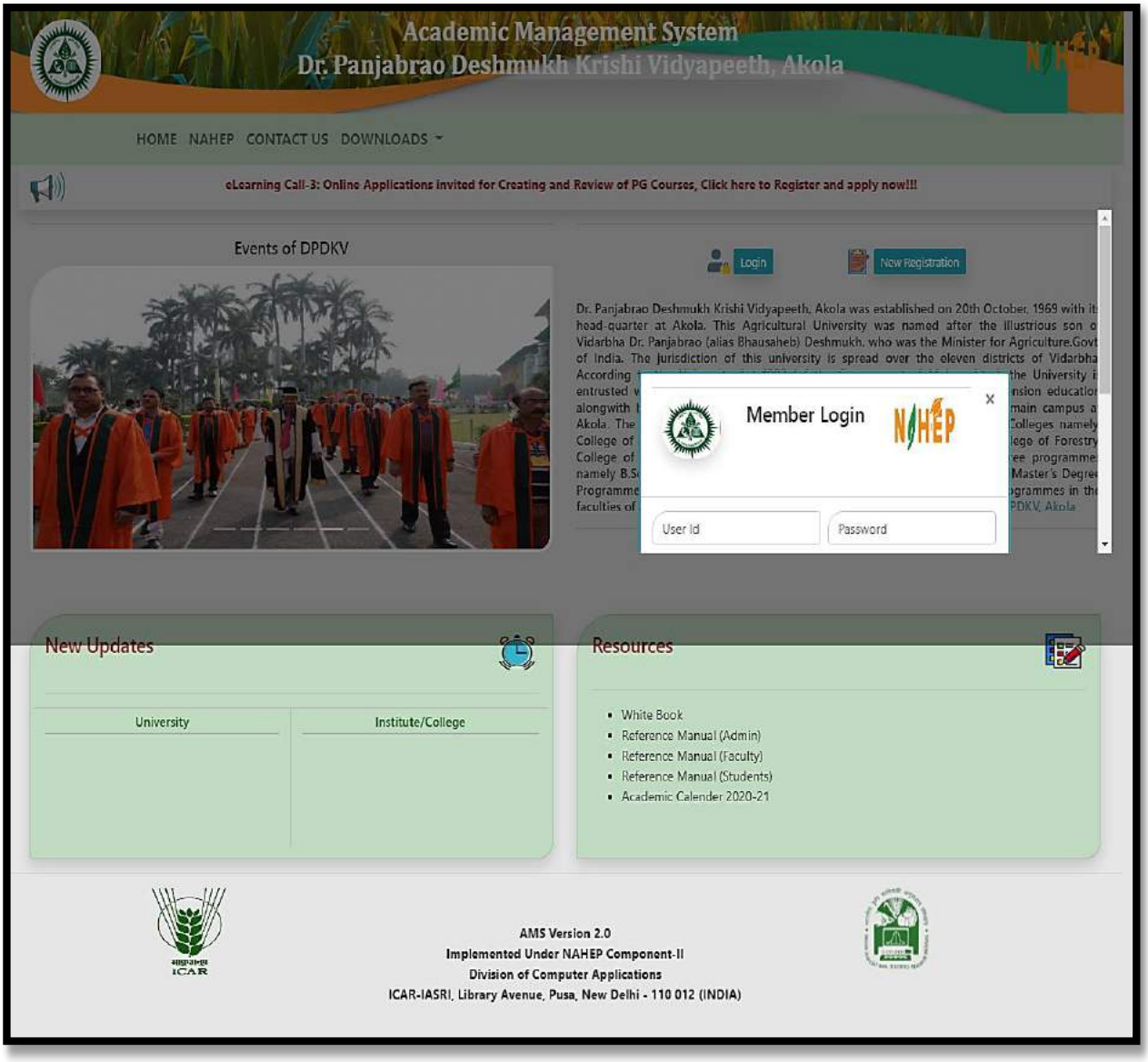

Fig. 2.2 Login Page for Administrator

2.3 Administrator Profile Editing/Updating

Administrator can change his/her Profile information by single click.

- To change profile image, click on **change profile pic.**
- Select profile pic from local computer and click on save button.
- Further profile information or contact details cannot be edited by administrator itself for that administrator have to contact with AMS development team.

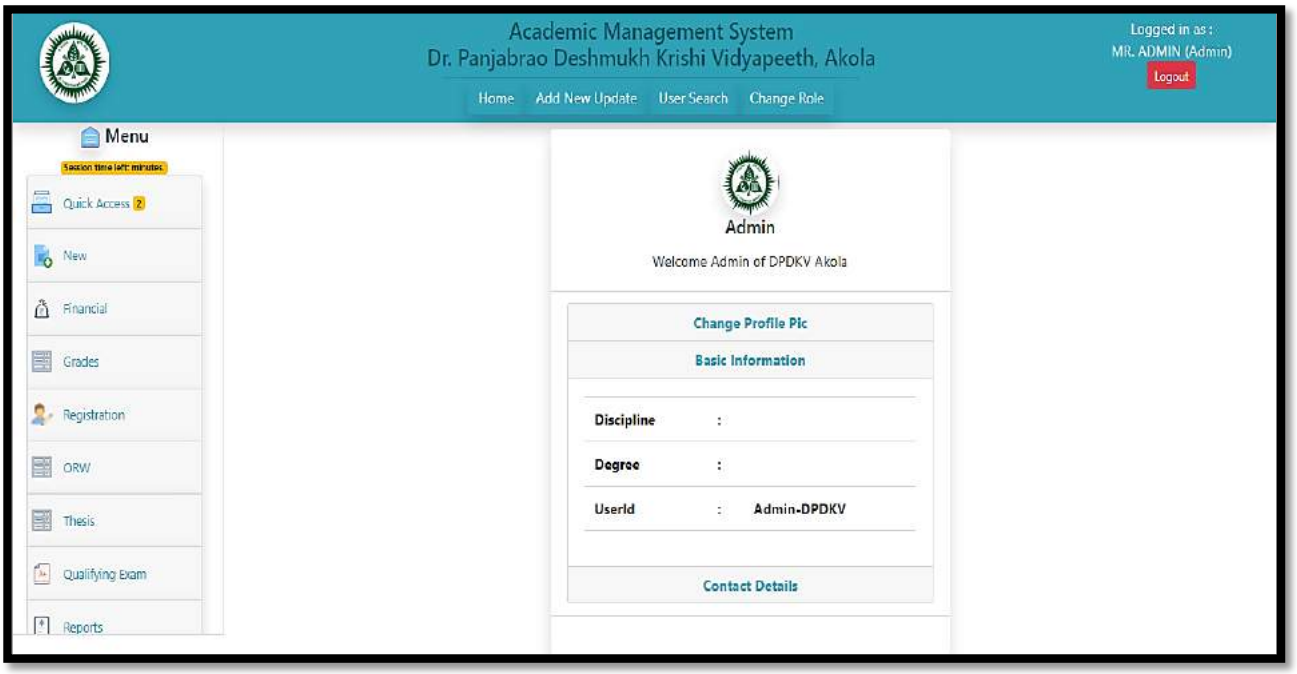

Fig. 2.3 Basic Administrator Profile

3. Administrator Role and Responsibilities

In AMS system administrator can perform number of responsibilities, some of them are listed under the **NEW** dropdown menu in the navigation bar.

Fig. 3 New Dropdown Menu

3.1 Add New Discipline

In this menu option administrator can add new discipline and remove the existing ones if disciplines are not further selected/assign by any student or faculty.

- To add new discipline, click on **NEW Tab Menu** and then click on **add discipline.**
- To add new discipline, enter discipline ID and discipline name in corresponding text box.
- Click on **Submit button** once enter the correct discipline ID, discipline name.
- click on **Remove button** remove existing discipline, but discipline removed only if it is not selected by any student or faculty.

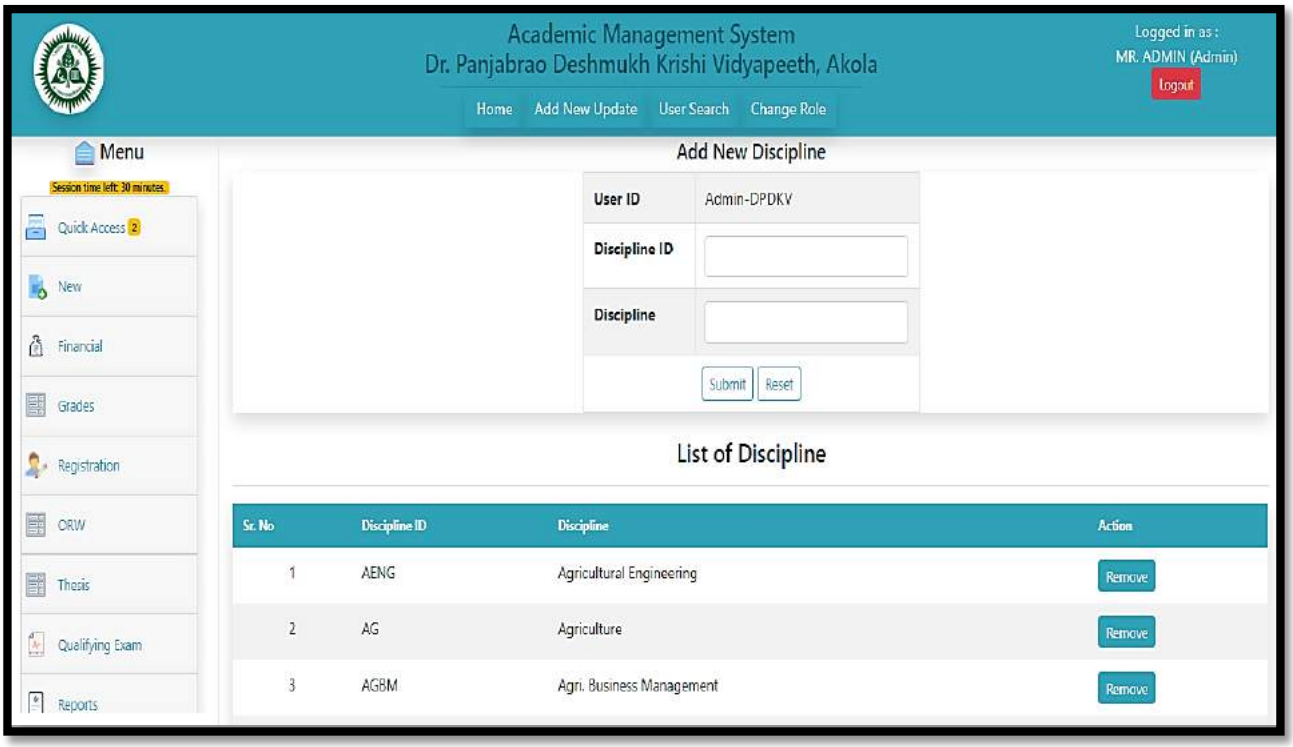

Fig. 3.1 Add New Discipline

3.2 Registered Student Approval

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

- To Approve **New Student**, click on **NEW Tab Menu** and then click on **student discipline wise**.
- Select Discipline from dropdown.

- Select **User ID** of the student, on selecting userid some of the entries will be auto fields.
- Admin provide the roll no./id no to the student.
- In grid only student pending request will show.

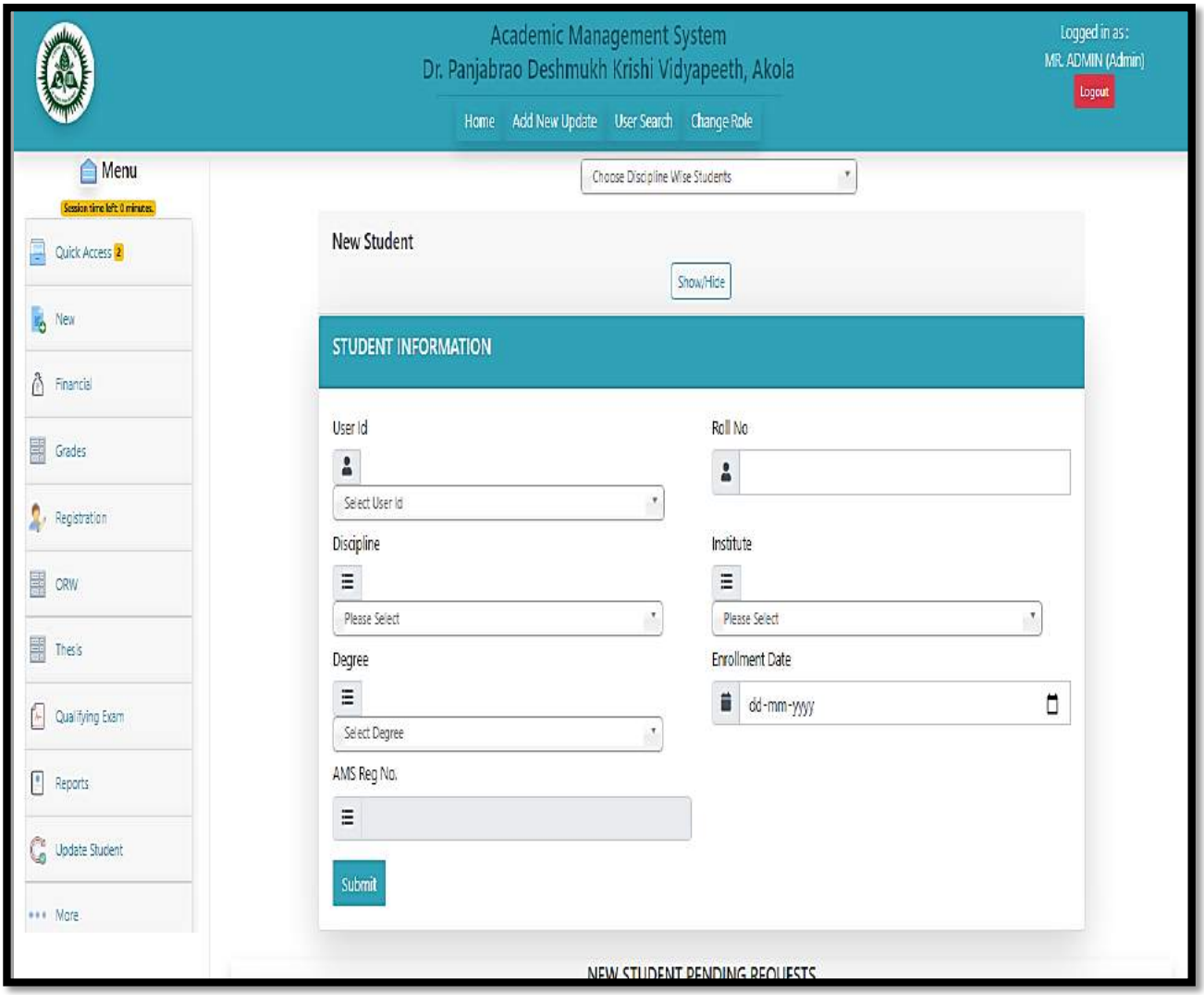

Fig. 3.2 Approved New Student

3.3 Registered Faculty Approval

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

- To Approve **New faculty**, click on **NEW Tab Menu** and then click on **faculty, guide, teacher**.
- Select the faculty id from the dropdown list, on selecting the faculty id some of the entries will be auto fields
- Select the designation from the dropdown list.

- Add **specialization** and **research area** in corresponding text field and click on **Submit**
- All the new members approved are displayed in the gridview shown on the page on every page refresh.
- Admin can also remove any faculty member by using the **remove button** given in the gridview.

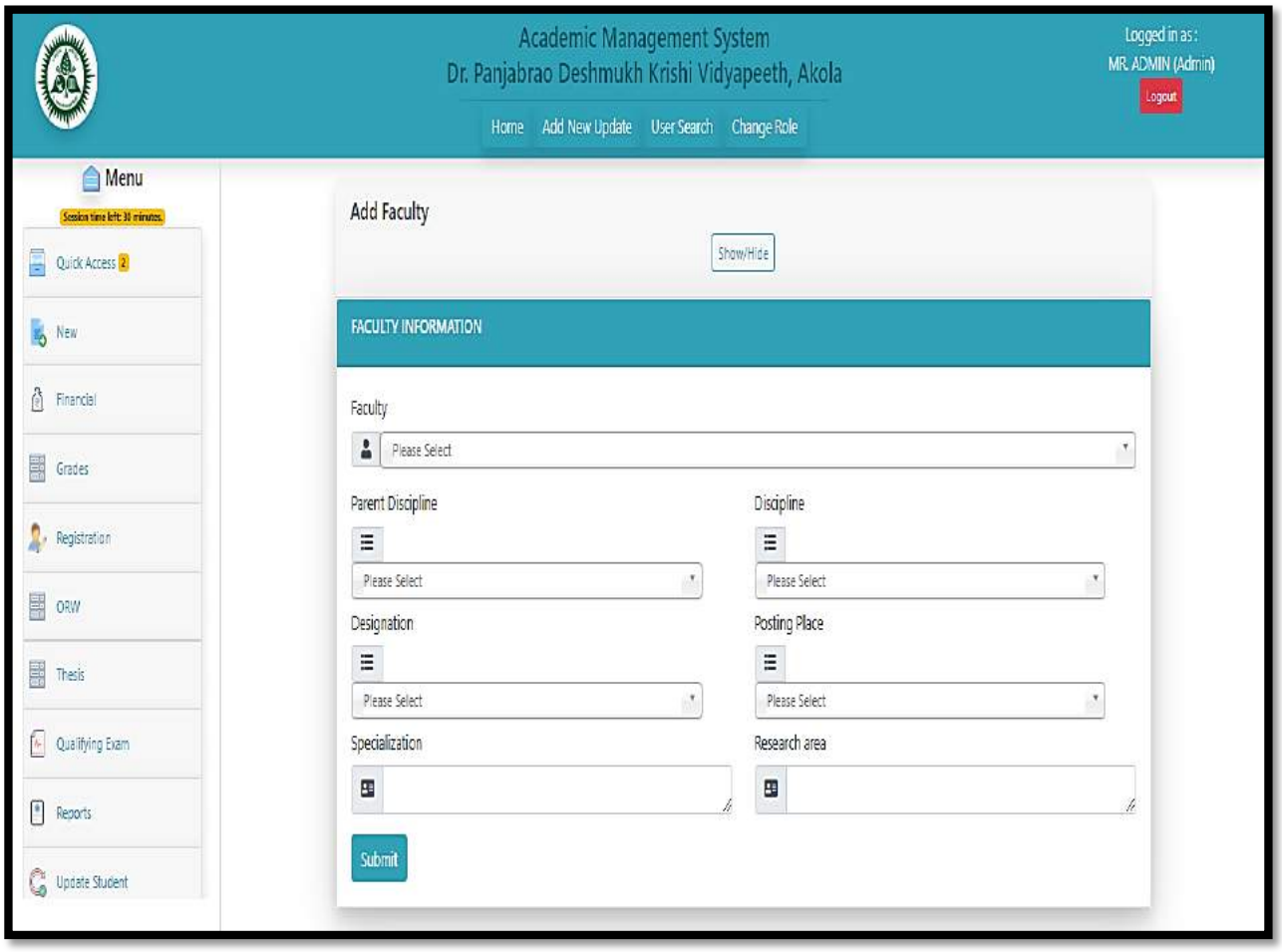

Fig. 3.3 Approved New Faculty

3.4Add New Guide from Faculty

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

- Add New Guide from Faculty, click on **NEW Tab Menu** and then click on faculty to guide.
- Select the discipline form the dropdown menu and click on **submit** button.
- The list of faculty will be displayed in the gridview admin have the rights to add or remove from the assigned role by clicking on remove button.

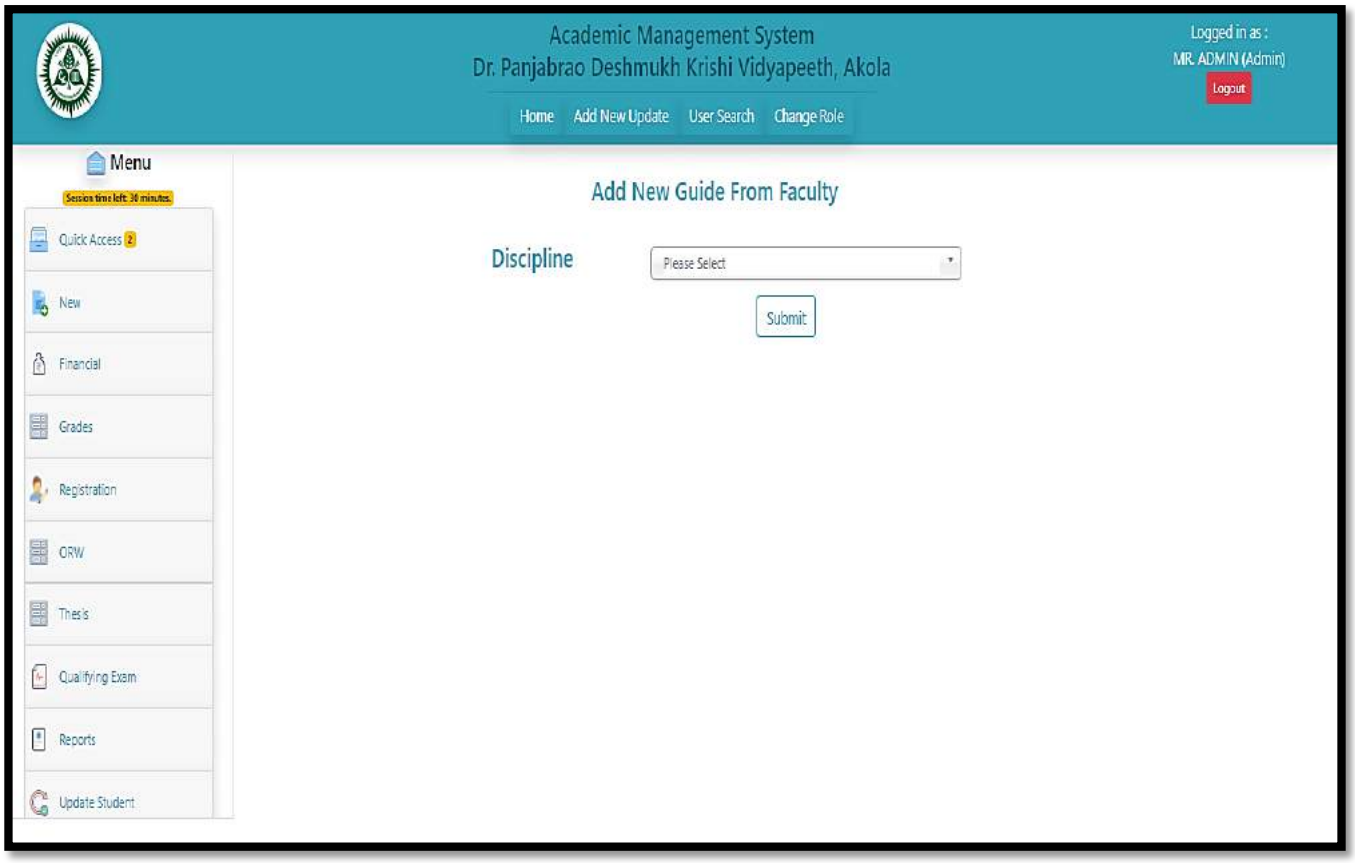

Fig. 3.4 Add New Guide from Faculty

3.5 Add New Professor from Faculty

Admin can add new professor form faculty member.

- Add New Professor from Faculty, click on **NEW Tab Menu** and then click on guide to professor.
- Select the discipline form the dropdown menu and click on **submit** button.
- The list of guide will be displayed in the gridview admin have the rights to add or remove from the assigned role by clicking on remove button.

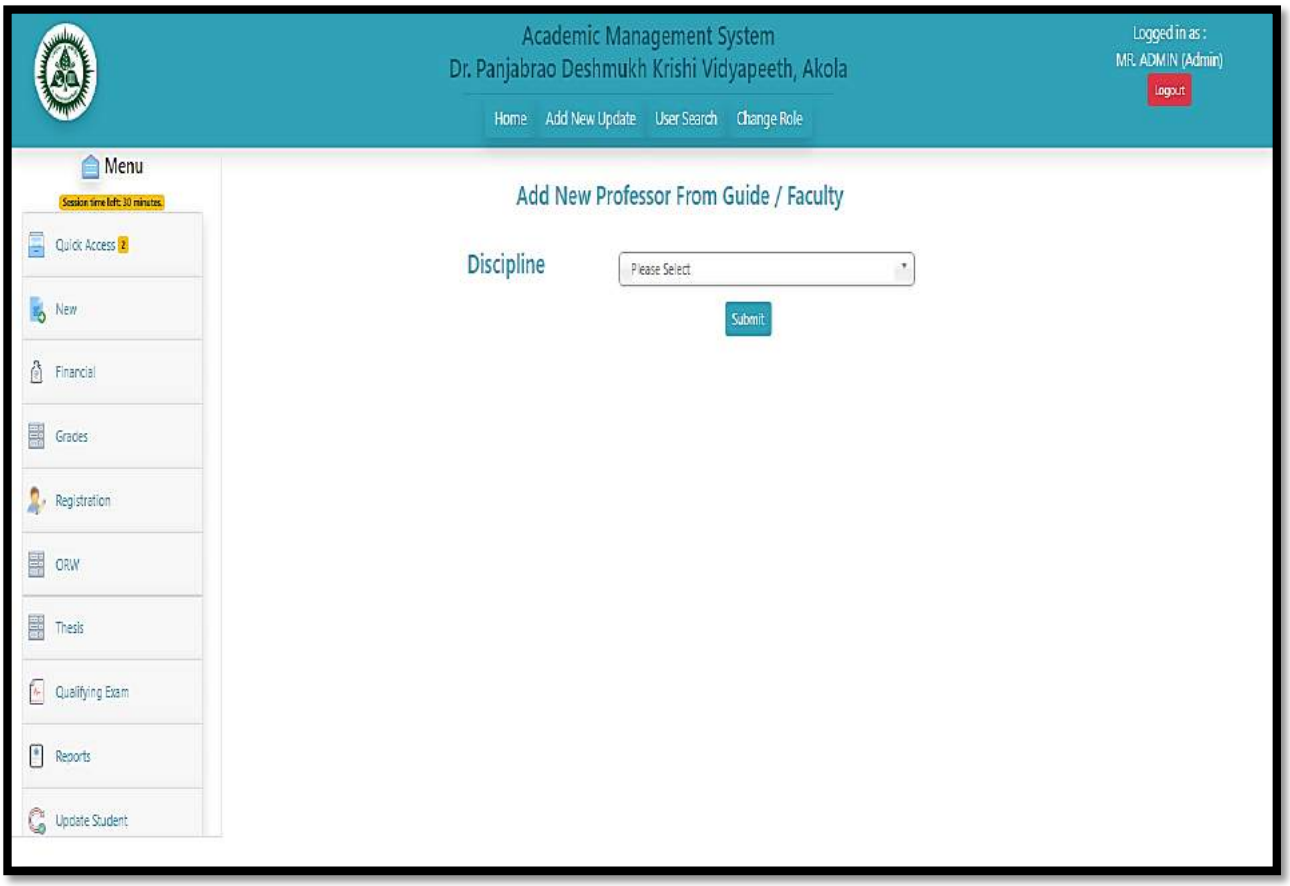

Fig. 3.5 Add New Professor from Faculty

3.6Add New Head from Faculty

Admin can add new Head form faculty member.

- Add New Head from Faculty, click on **NEW Tab Menu** and then click on Add Head.
- Select the discipline form the dropdown menu and click on **submit** button.
- The list of guide will be displayed in the gridview admin have the rights to add or remove from the assigned role by clicking on remove button.

Fig. 3.6 Add New Head from Faculty

3.7Add New Colleges/Institutes

Administrator can add the colleges/institutes affiliated by the particular university.

- Add New colleges/institutes, click on **NEW Tab Menu** and then click on **Add College/Institute.**
- Click on **Add College Name/Institute** name from the drop down menu.
- Write the College name, Acronym, Place and address in the text area corresponding to their label fields and click on **submit button**.
- Gridview on this page shows the list of the colleges added till now.
- The details of the colleges entered in the Gridview can be updated using **UPDATE** button.

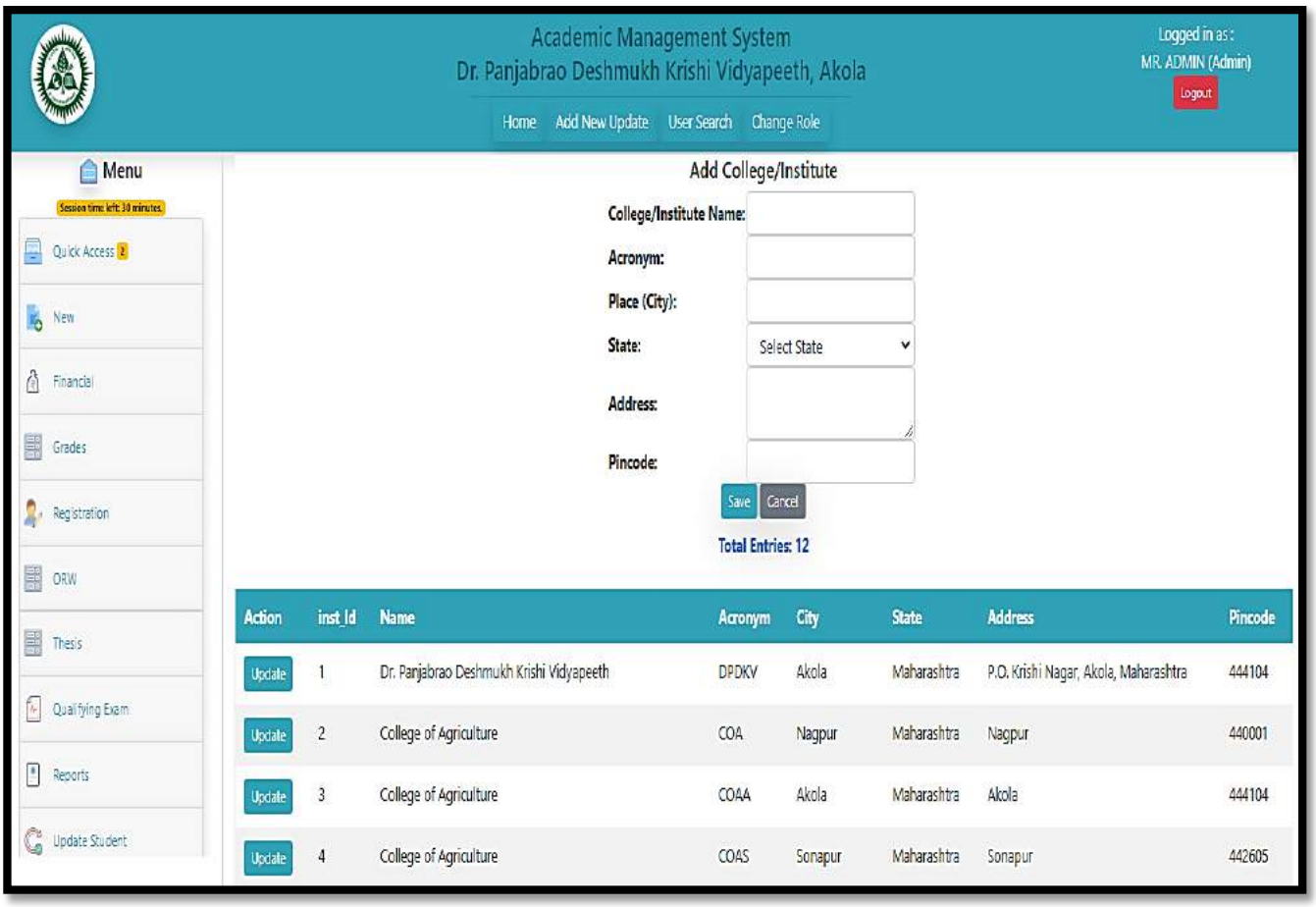

Fig. 3.7 Add New College/Institute

3.8 Add New Professor Head from Faculty/Guide

Admin can add new Professor head form faculty member.

- Add New Professor Head from Faculty/Guide, click on **NEW Tab Menu** and then click on Add New Professor &Head.
- Select the discipline form the dropdown menu and click on **submit** button.
- The list of faculty/guide will be displayed in the gridview admin have the rights to add or remove from the assigned role by clicking on Allocate Professor/Remove Professor.

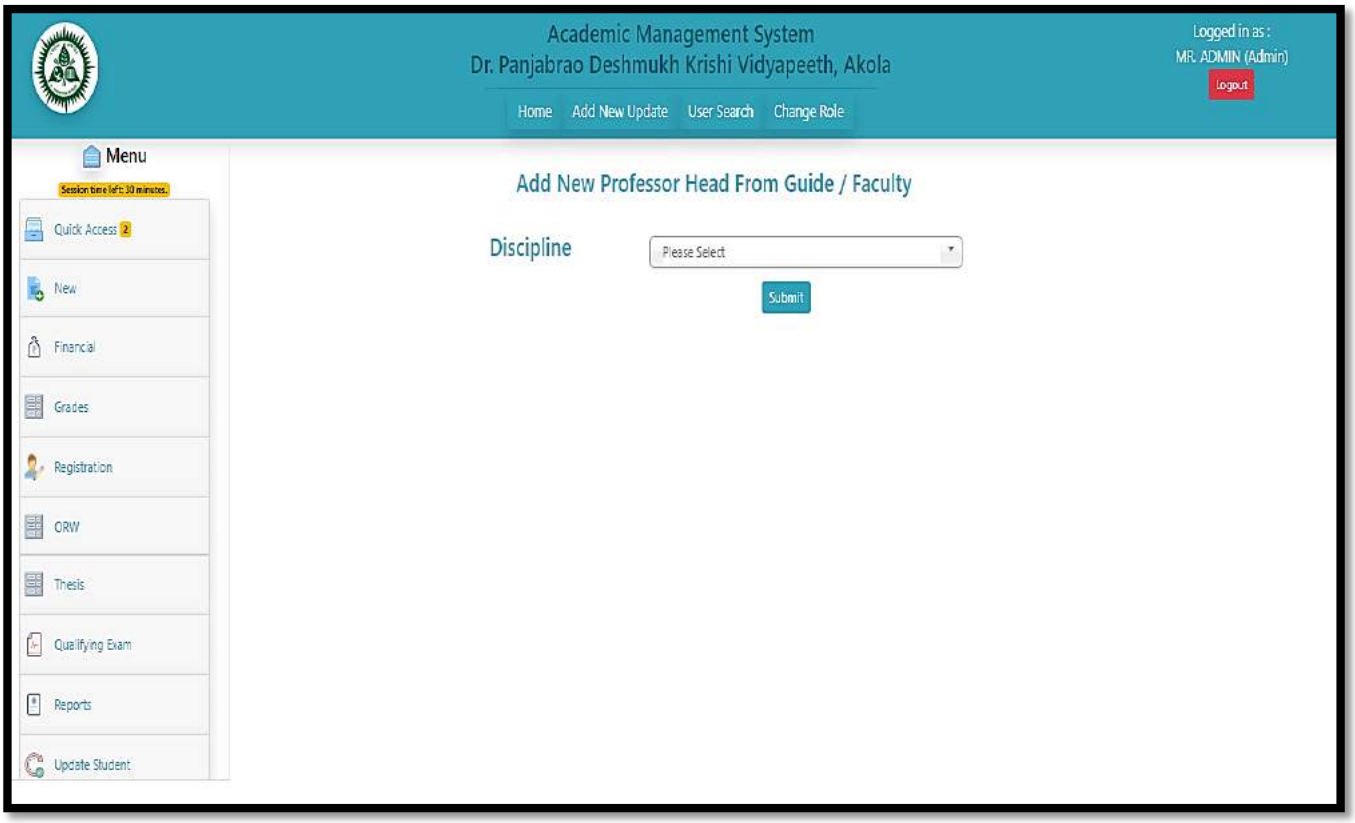

Fig. 3.8 Add New Professor from Faculty

3.9 Add New Dean from Faculty

Admin can add new dean head form faculty member.

- Add New dean from Faculty, click on **NEW Tab Menu** and then click on Add New dean.
- Select the discipline form the dropdown menu and click on **submit** button.
- Select the faculty form dropdown list and then click on **allocate dean.**
- The list of new dean will be displayed in the gridview admin have the rights to remove from the assigned role by clicking on **remove from dean**.

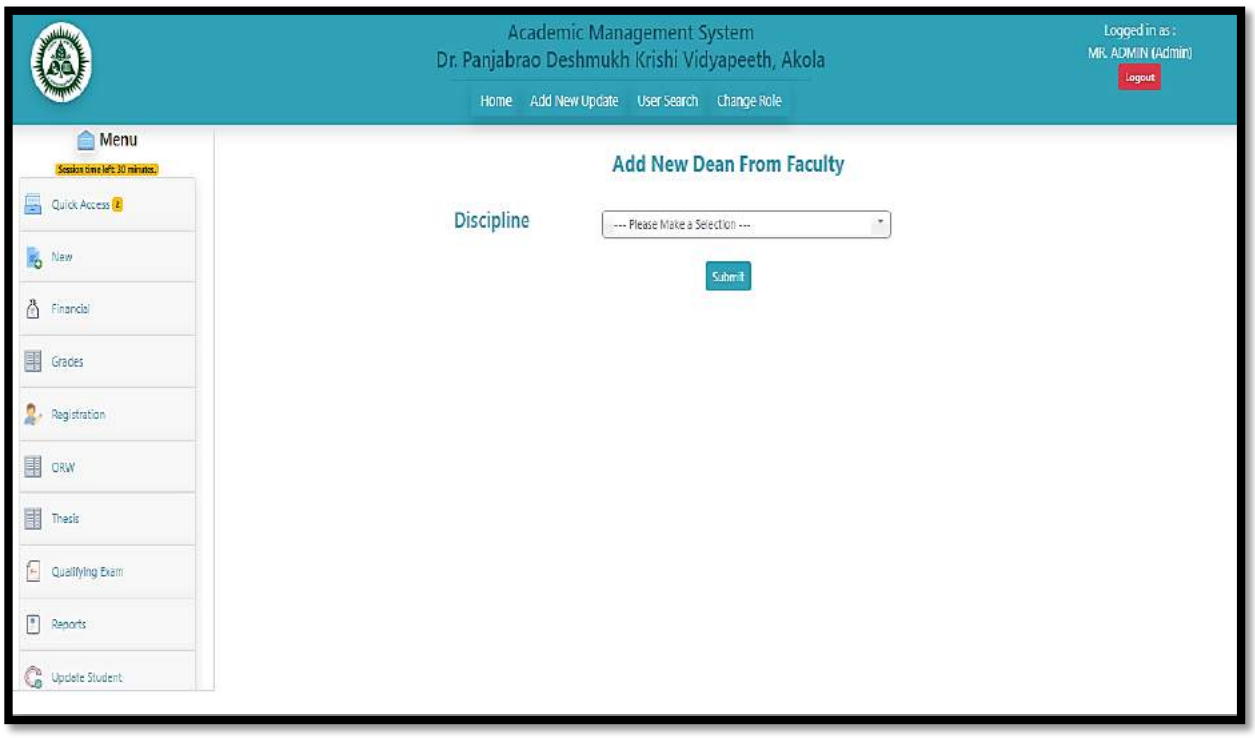

Fig. 3.9 Add New Dean from Faculty

3.10 Start/Stop Semester by Administrator

Add semester option is providing to the admin to start/stop semester in a particular session. In which courses are bind with particular semesters.

- To start/stop semester, click on **NEW Tab Menu** and then click on **semester**.
- Select academic year from the dropdown list.
- Select semester from the dropdown list.
- After that click on registration start to registration in that particular academic year.
- Click on registration stop to stop registration for that particular academic year.

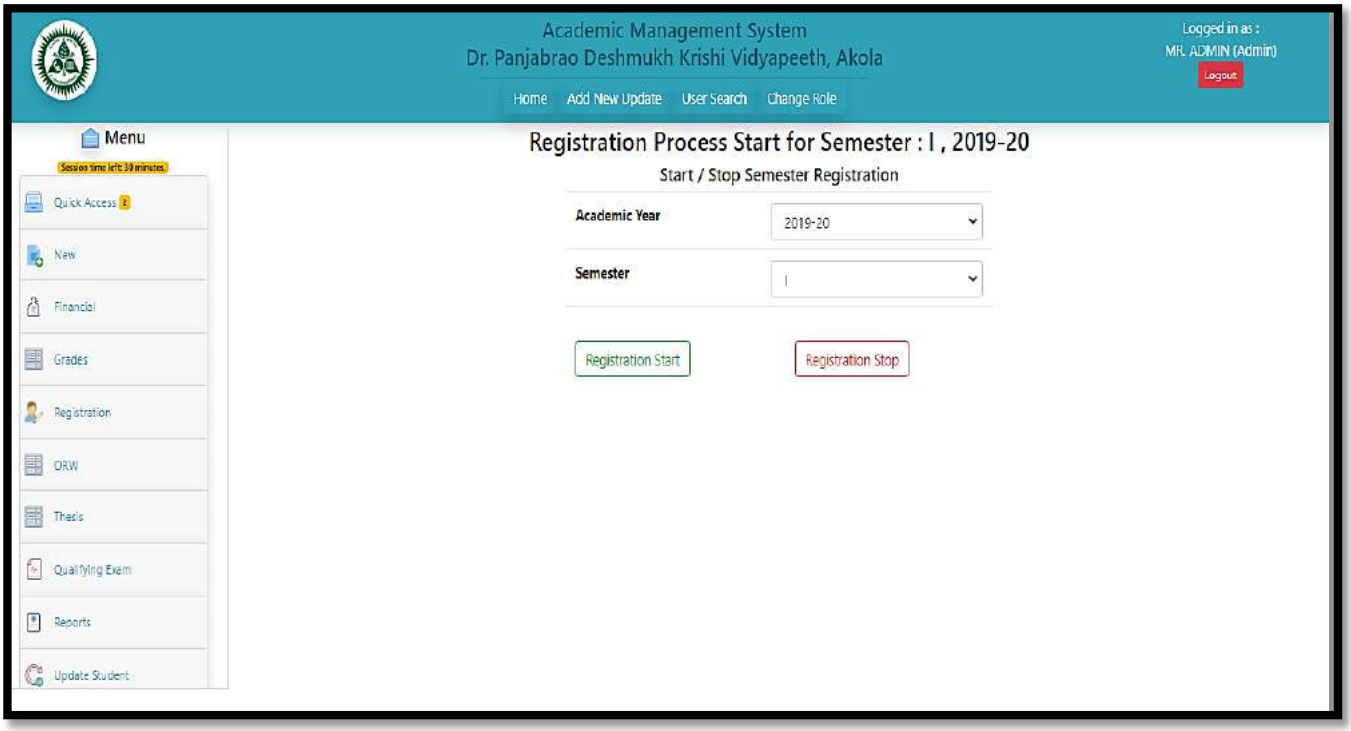

Fig. 3.10 Start/Stop Semester

3.11 Assign New Roles to Faculties

Admin can assign different roles to the faculty members.

- Assign New roles to the Faculty's, click on **NEW Tab Menu** and then click on assign roles to faculty.
- Here admin can assign the role of some other faculty of different discipline to some other faculty of different discipline.
- Select Parent discipline (actual Discipline of the faculty), Course Faculty, User Type, sub- disciple from their corresponding drop down lists After selecting roles click on Assign roles.

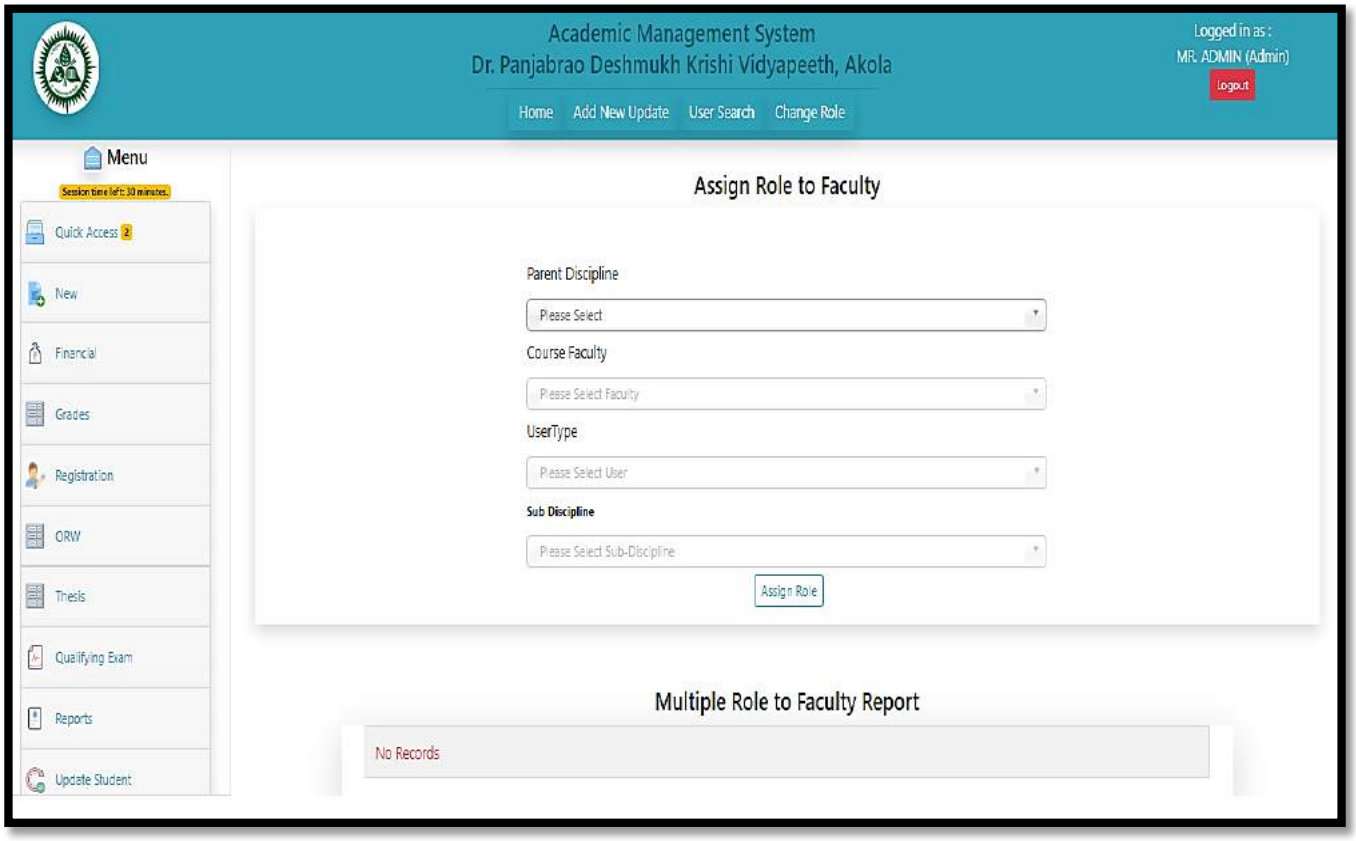

Fig. 3.11 Assign New Roles to Facultys،

3.12 Latest/Upcoming News and Event's Notification

Admin can add Upcoming News and Event's Notification on the home page of the website using this option.

- To show latest/upcoming news and /events notification, click on **NEW Tab Menu** and then click on **what's news**.
- Add Title, Description, Date and link in their corresponding text area against their labels fields.
- If there is any file related to any update we can upload that also by using file upload.
- After entering all details click on save button.
- The updates will be reflected on the home page of the website.

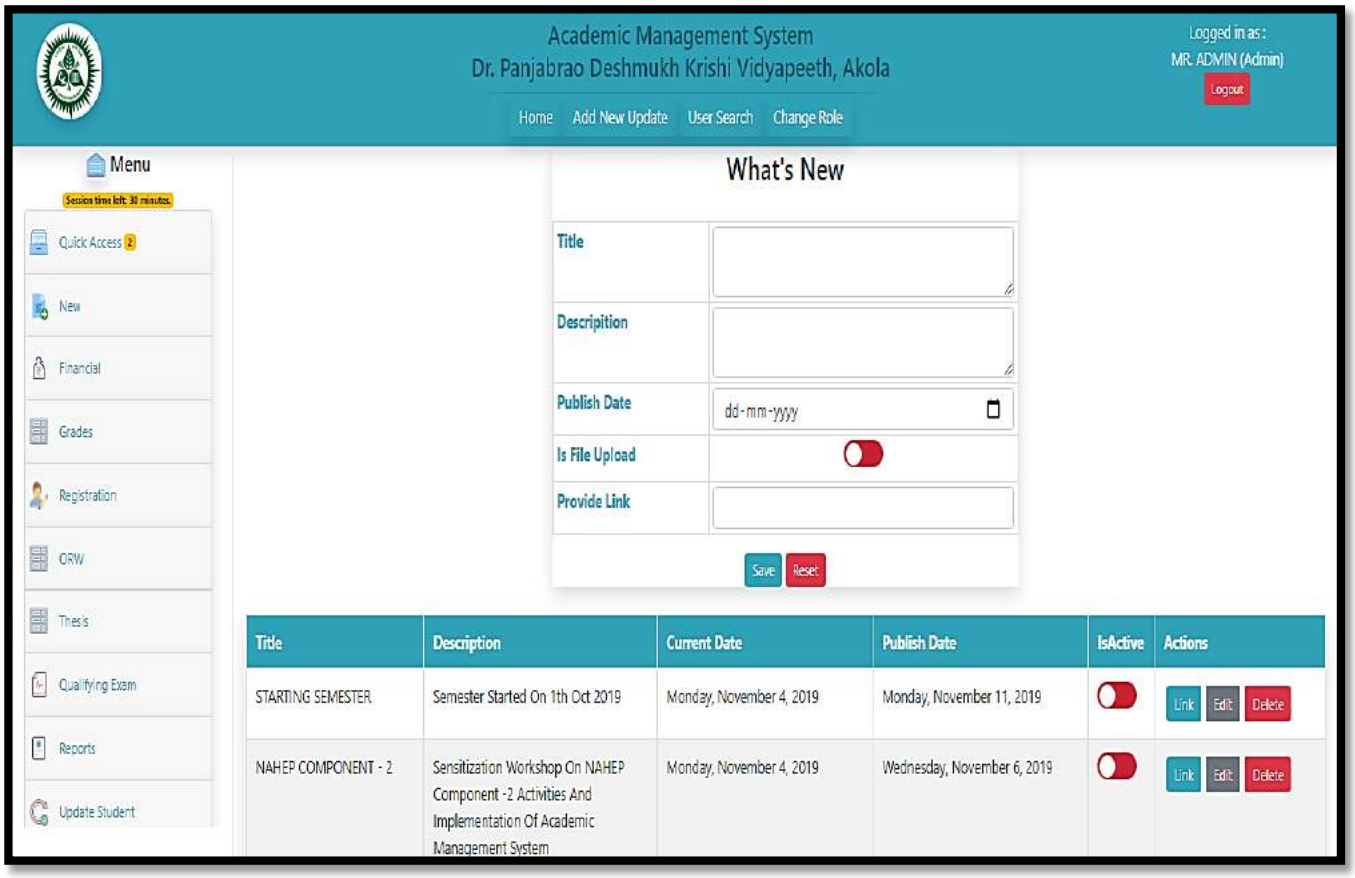

Fig. 3.12 Latest/Upcoming News and Event's Notification

4. Student Fee Management

Student fee management deal with the discipline wise fees, fellowships and contingency as per the university norms.

- click on **Financial Tab Menu** and then click on **Discipline Wise Fees**.
- Select the Academic year, Discipline and student Semester and click on submit button.

- All details will display in gridview.

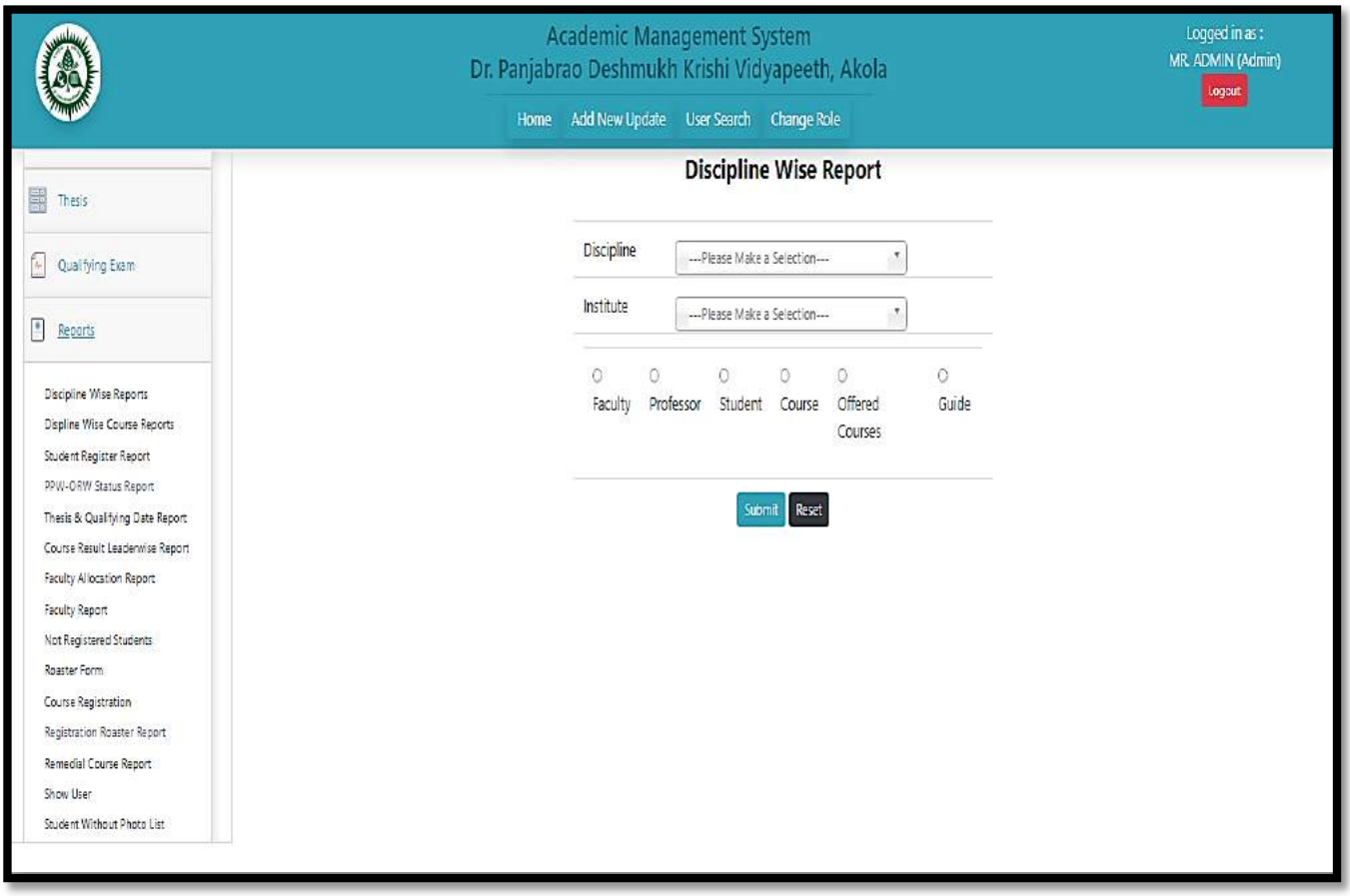

Fig. 4 Student Fee Management

5. Academic Reporting Part

Here admin can extract the information related to his/her university in different formats, various type of reports from the student /faculty side can be generated from this reporting part.

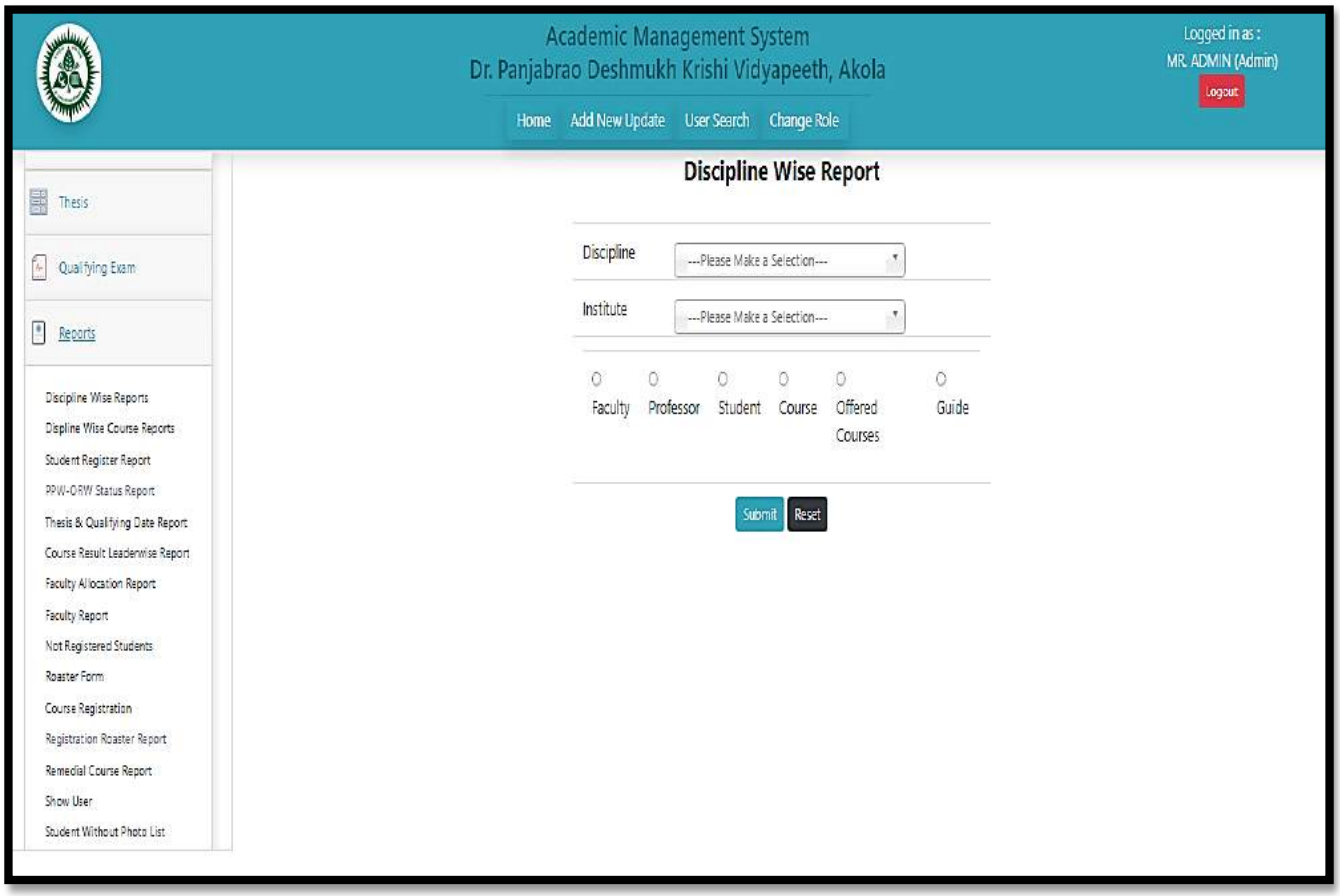

Fig. 5 Academic Reporting Part

5.1 Discipline Wise Report

Admin can see all details related to the particular discipline.

- click on **Reports** menu and then click on Discipline Wise Fees.
- Select discipline from dropdown list.
- Select college/institute from the dropdown list then check faculty, professor, student, course offered course, guide following fields according to the requirements.

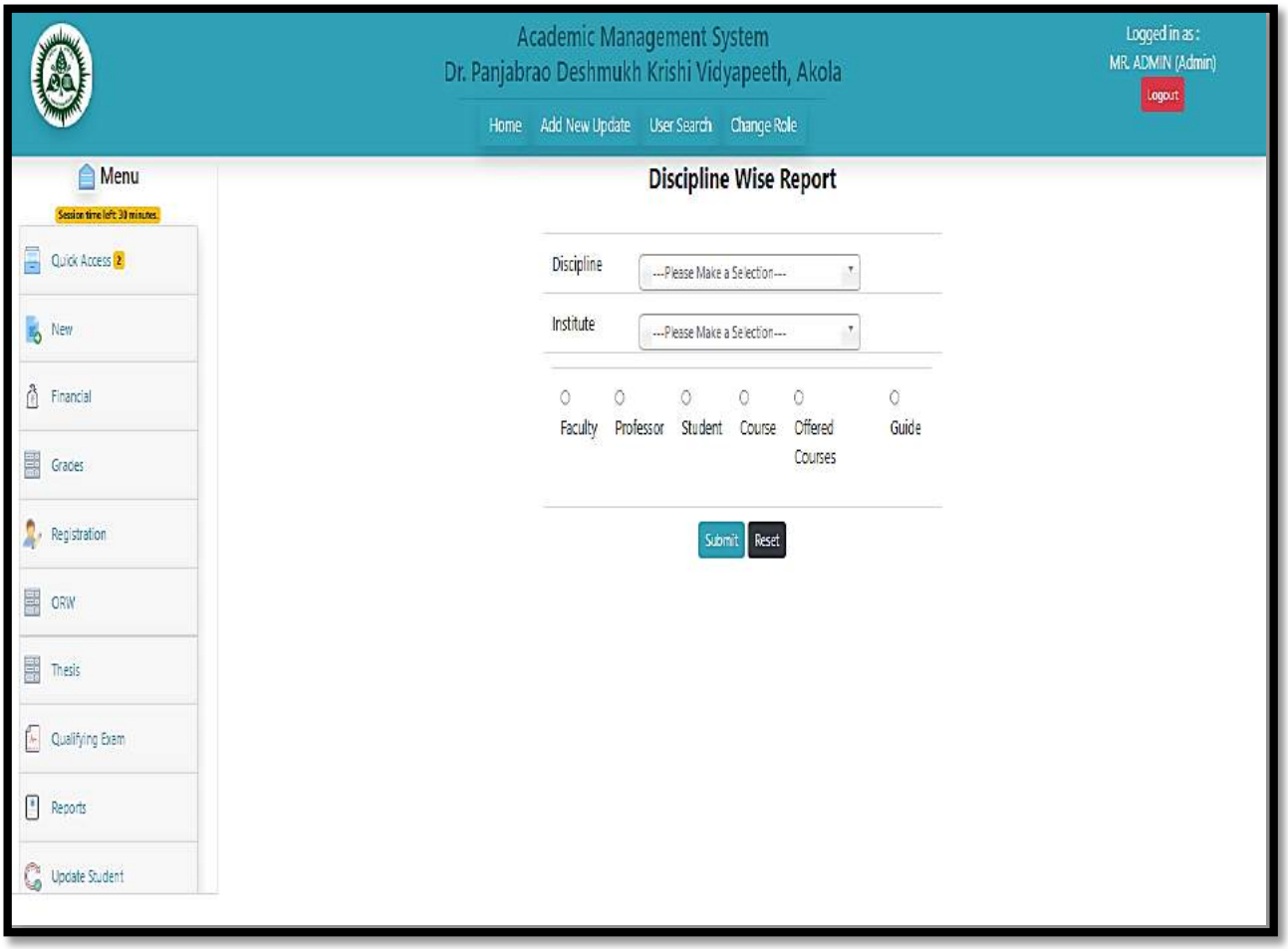

Fig. 5.1 Discipline Wise Report

5.2 Discipline Wise Course Report

Admin can see all details related to the particular courses.

- Click on **Reports** menu and then click on Discipline Wise Course Report.
- Select academic year from dropdown list.
- Select semester, institute, discipline and then click on **submit button.**

- Accordingly, the result will display into the gridview after that click on **print button** to take print.

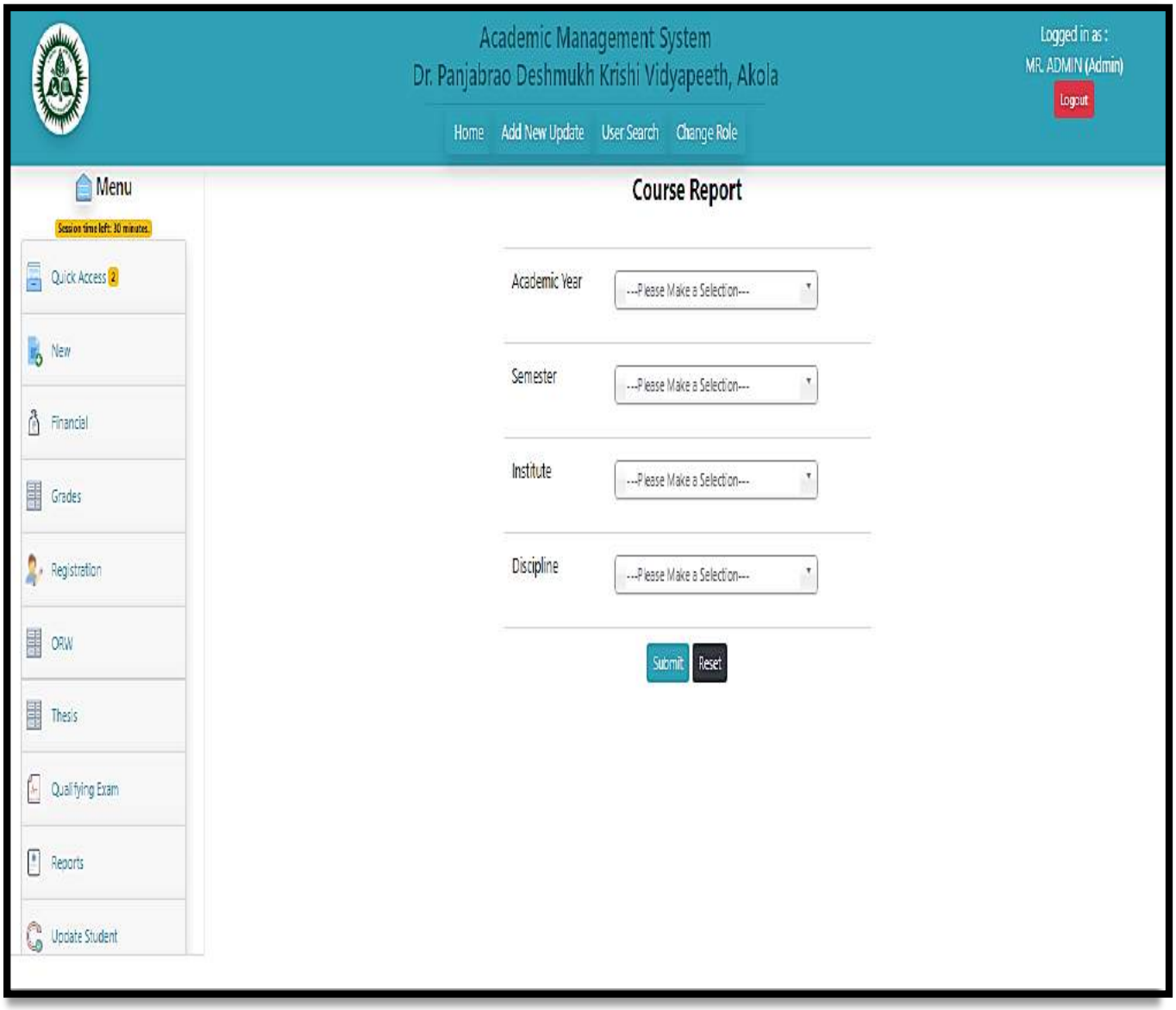

Fig. 5.2 Discipline Wise Course Report

5.3 Registered Student Report

Admin can see all details related to the registered student report.

- Click on **Reports** menu and then click on registered student Report.
- Select enrollment year from dropdown list.
- Select degree, institute, gender, category and then click on **submit button.**
- Accordingly, the result will display into the gridview after that click on **print button** to take print.

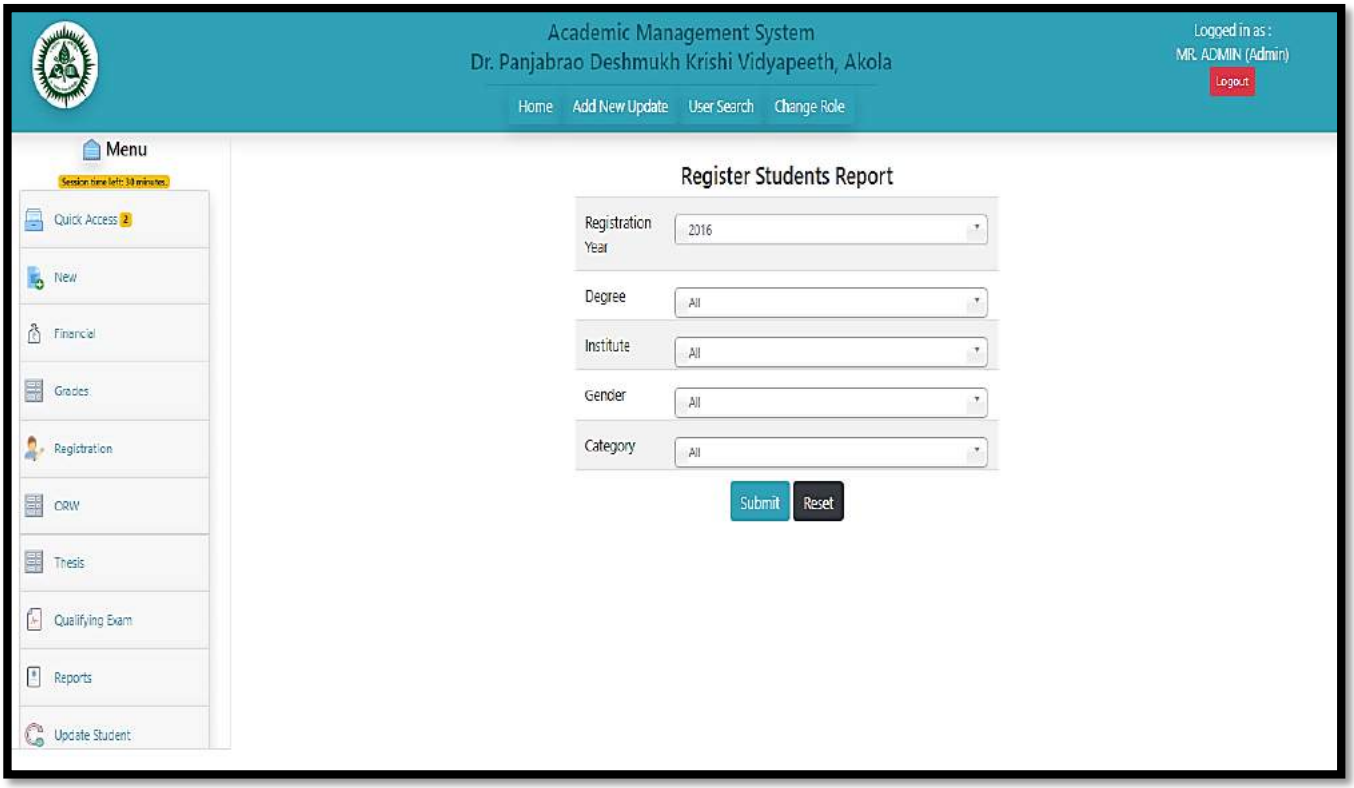

Fig. 5.3 Registered Student Report

5.4 Faculty Allocation Report

Admin can see all details related to the allocated faculty for the particular course.

- Click on **Reports** menu and then click on faculty allocation Report.
- Select academic year, discipline, institute and then click on **submit button**.
- Accordingly, the result will display into the gridview after that click on **print button** to take print.

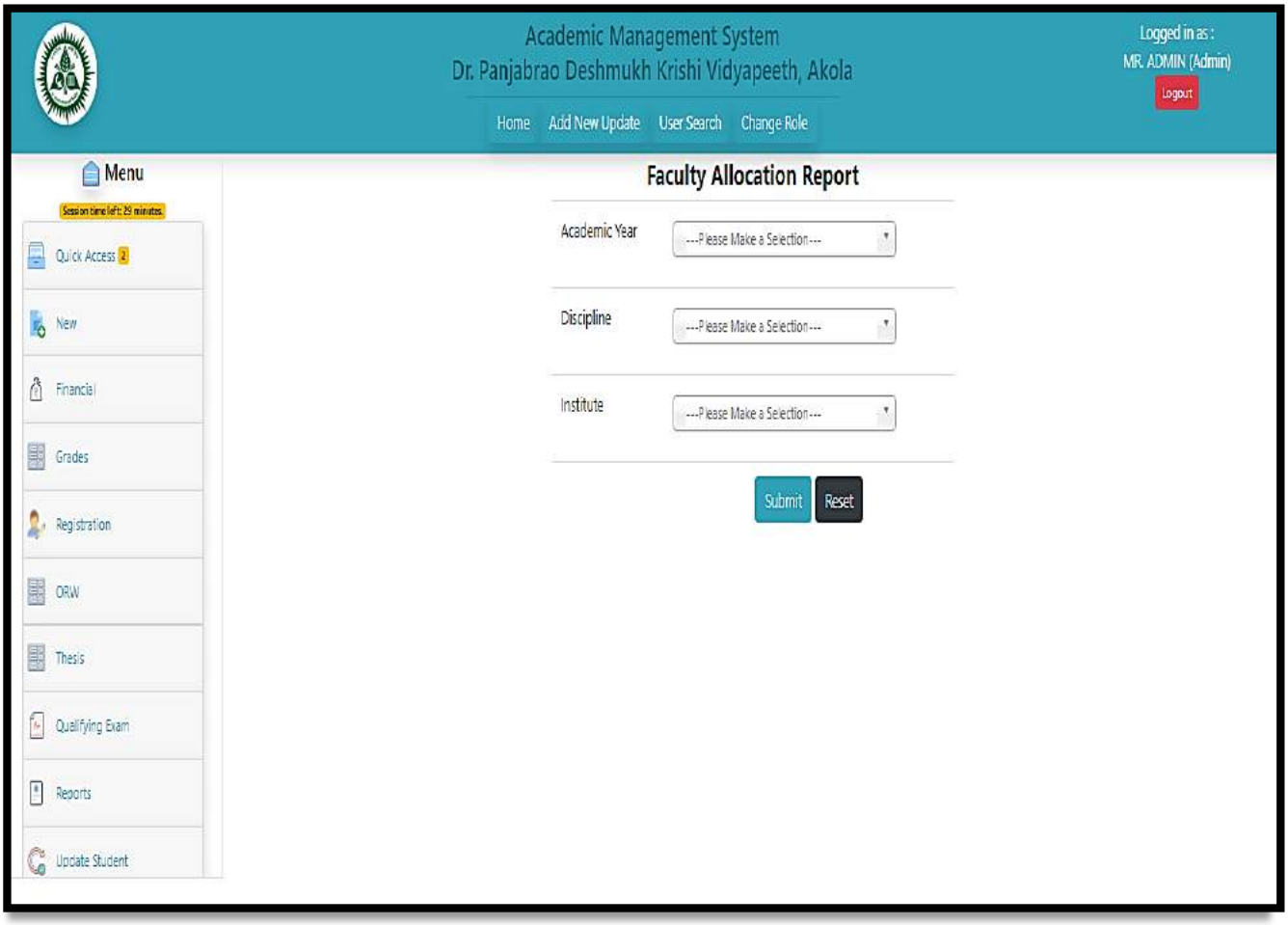

Fig. 5.4 Faculty Allocation Report

5.5 Faculty Details Report

Admin can see all details related to the allocated faculty for the particular course.

- Click on **Reports** menu and then click on faculty Report.
- Select required field and then click on submit button.
- Accordingly, the result will display into the gridview after that click on **print button** to take print.

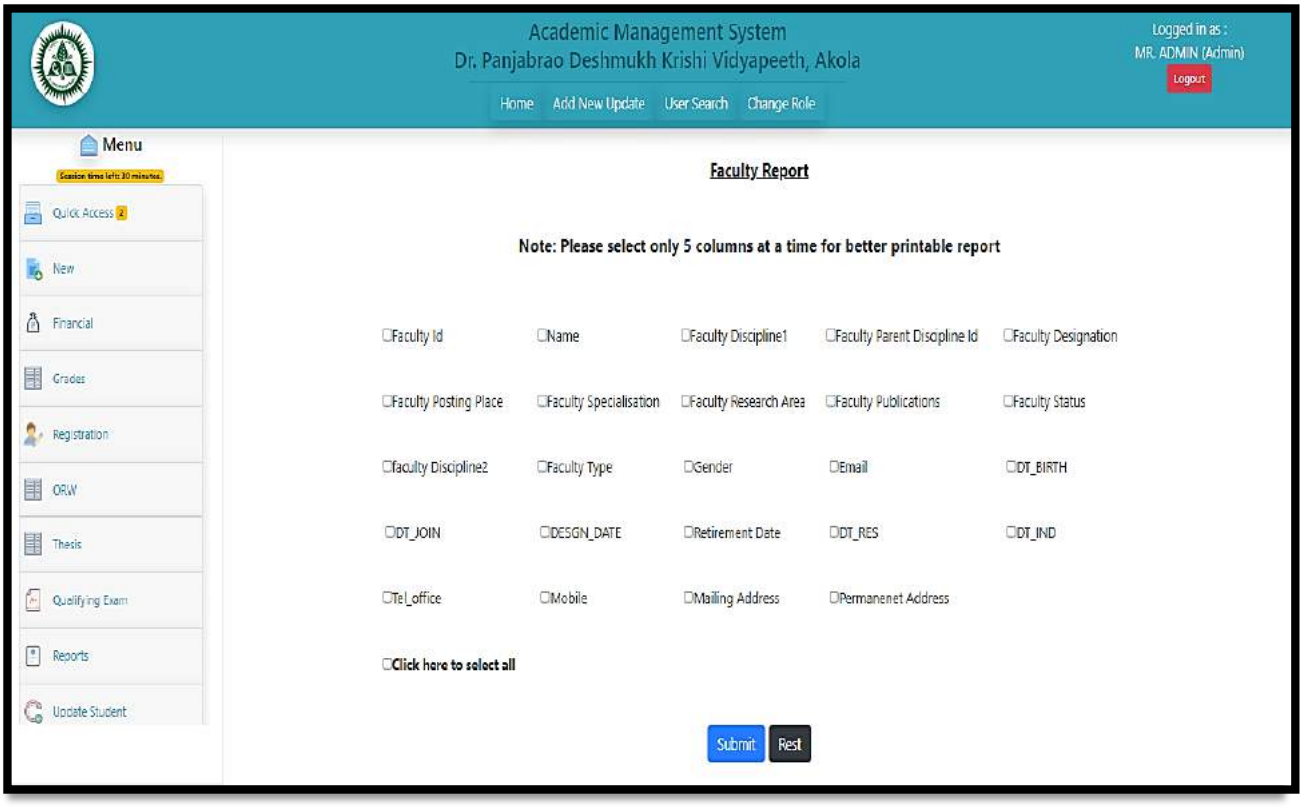

Fig. 5.5 Faculty Details Report

NOTE: **Some more reporting part is also providing to the administrator in admin can see other reports as well according to the requirements.**

6. Student Updating Reporting Part

Admin can see all details related to the student and also update their information accordingly.

- Click on **student update** menu and then click on Reports.
- Select menu item according to the information required.

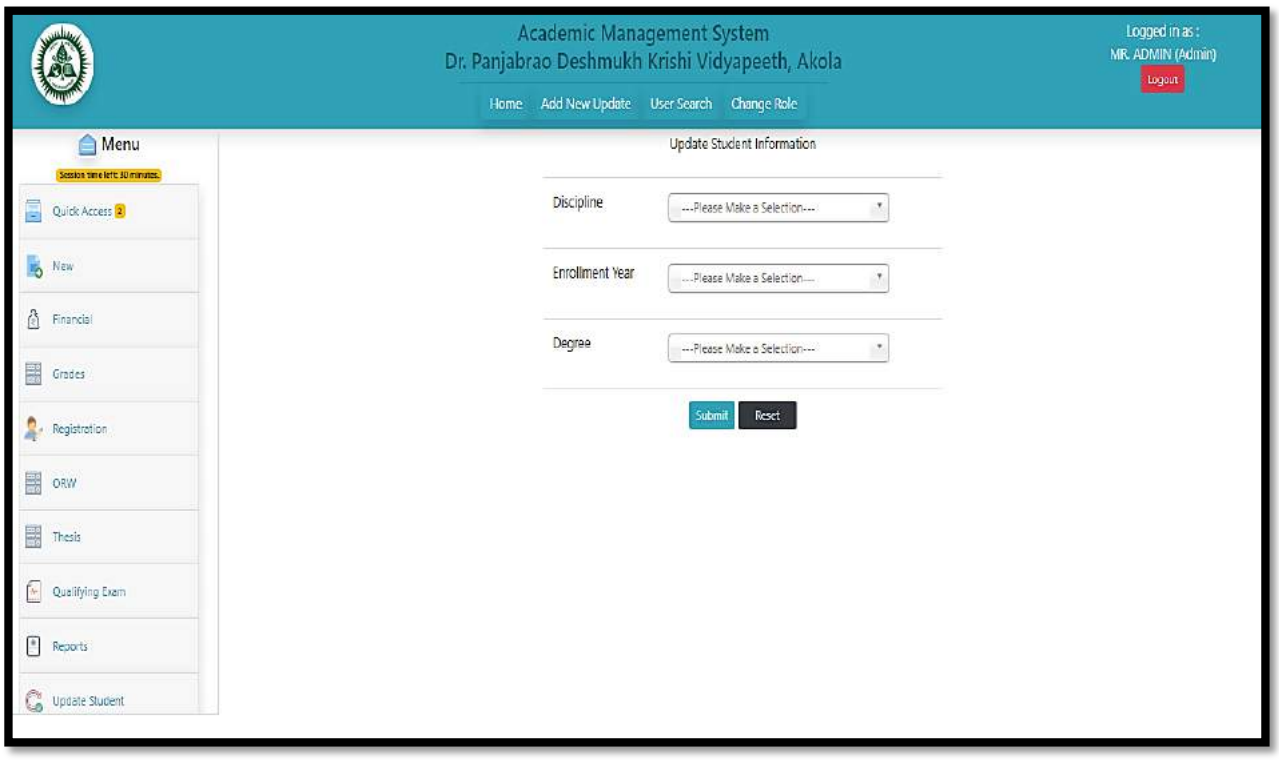

Fig. 6 Student Updating Reporting Part

NOTE: The list of student update reporting menu showing some of the reporting part, admin can easily click on particular menu and get the relative information form that menu.

7. More Features

Some extra features also providing to the admin.

- Click on **more** menu and then click on menu items.
- Select menu item according to the information required.

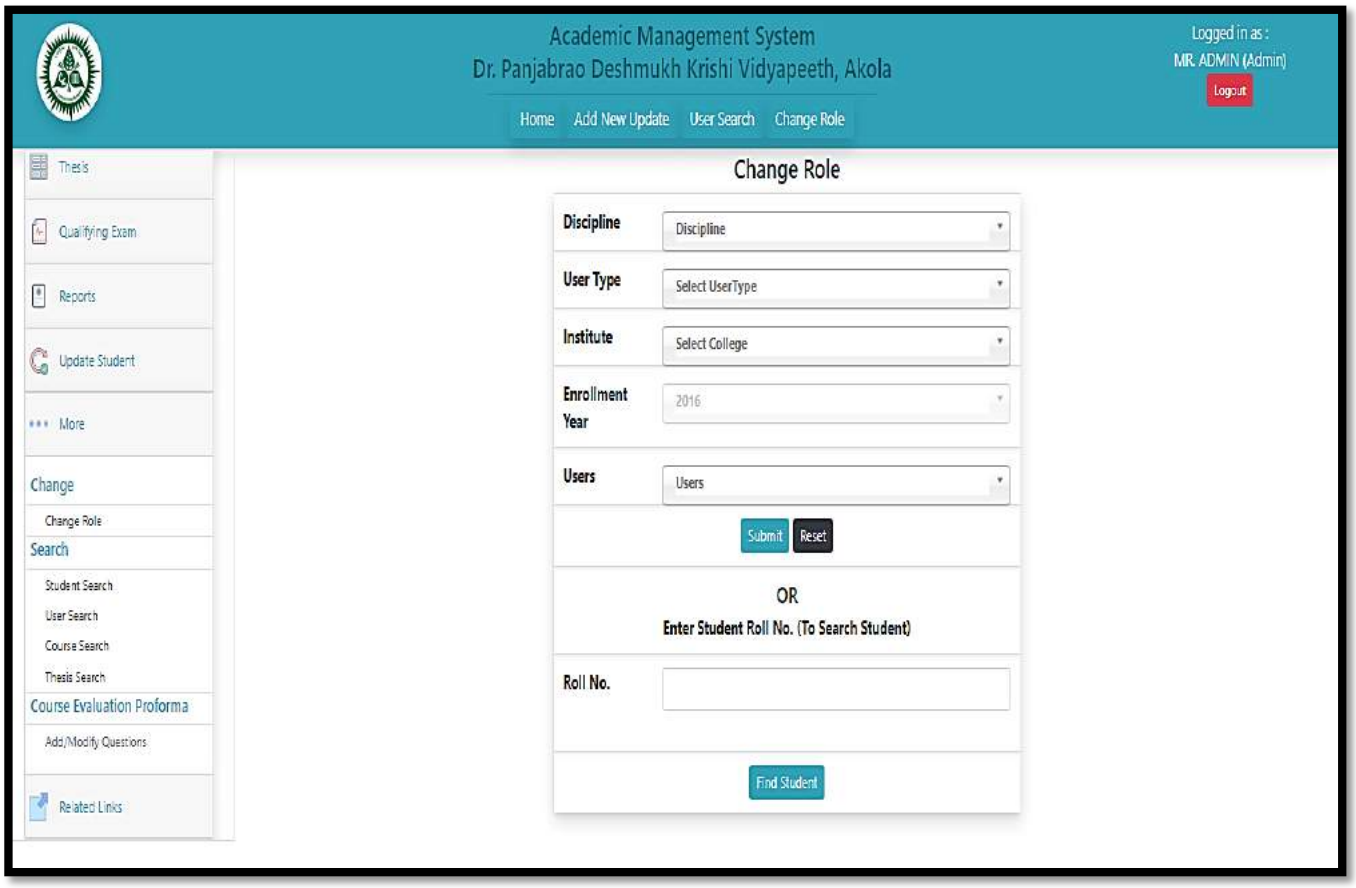

Fig. 7 More Features

7.1 Change Role

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

- Click on More menu option, then click on change role.
- Select discipline, usertype, college and users from dropdown then click on submit button.
- Now admin can access the selected usertype profile and do the needful change.

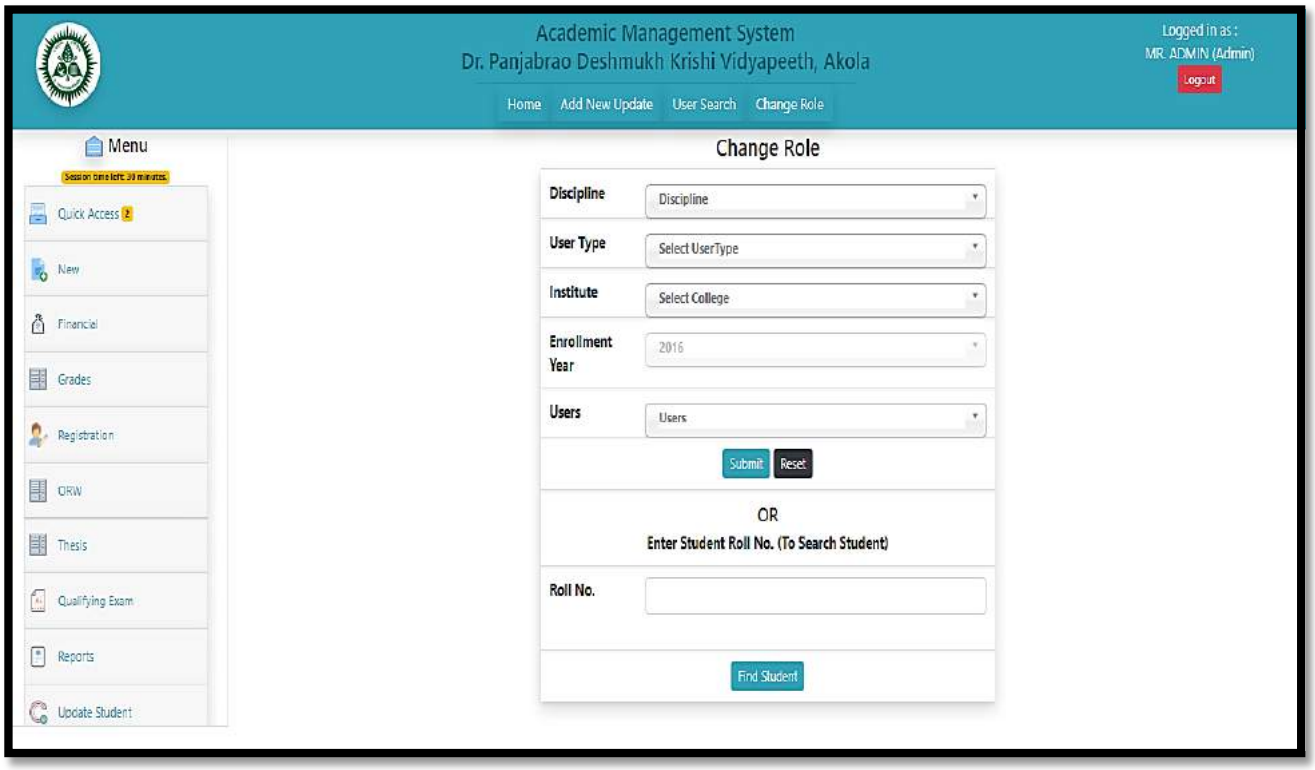

Fig. 7.1 Change Role

7.2 Student Search, User Search, Course Search

Admin has right to access to find AMS users profile.

- Click on More menu option, then click on user search.
- Admin can search by first name, middle name, last name.
- Now click on Find User button.
- All the related information will show in gridview.

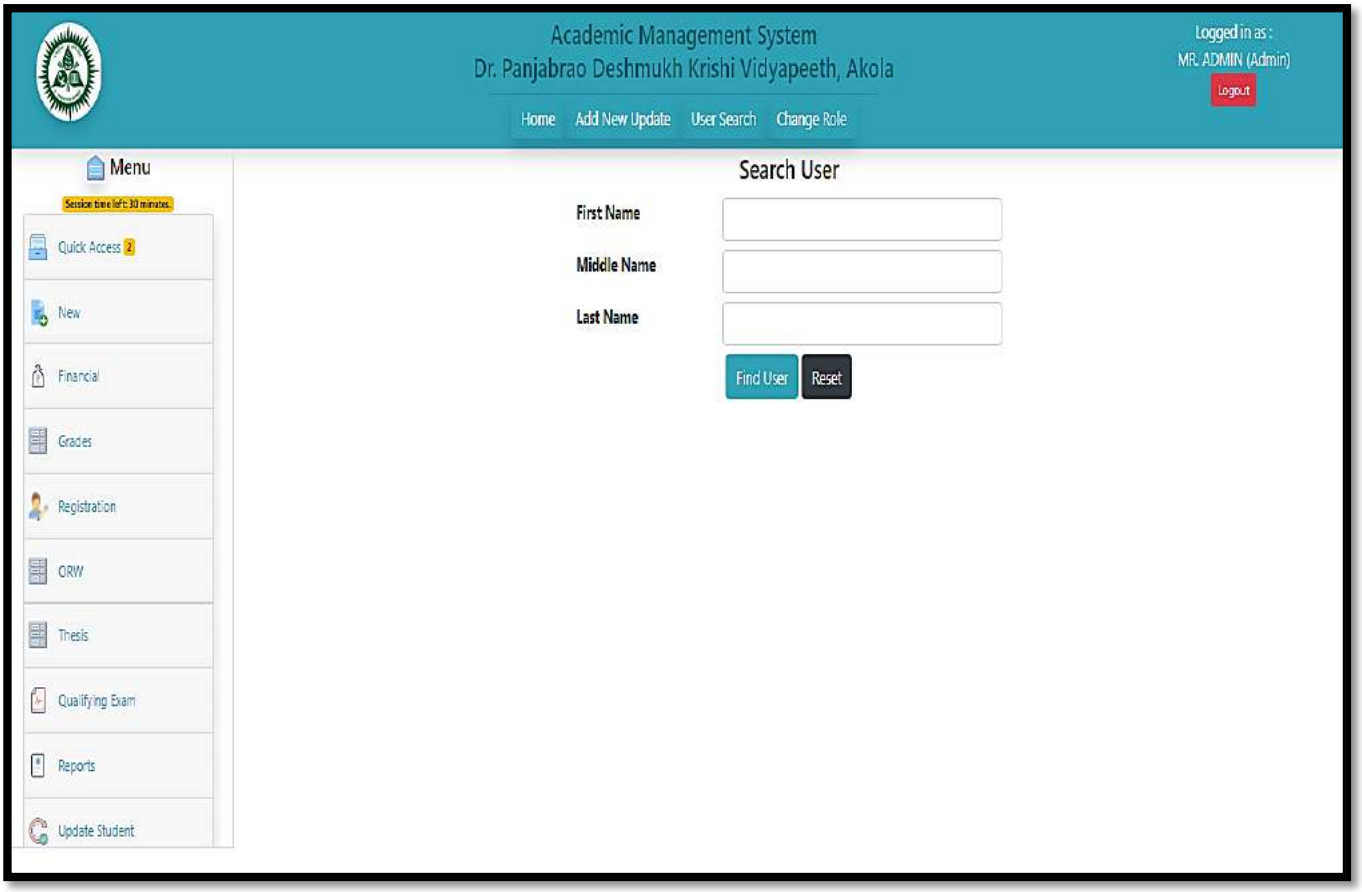

Fig. 7.2 Student Search