



ACADEMIC MANAGEMENT SYSTEM

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

Student Reference Manual



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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. 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, Student, Teacher, Student, Administrators and Officials for performing their assigned tasks. This system has been designed in a modular approach with in-built work flows. AMS 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, Student 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.

1.1 Activity Diagram for using Academic Management System (AMS)

In AMS student members can registered himself/herself through the registration page, after that they can access their profiles only after admin approval.

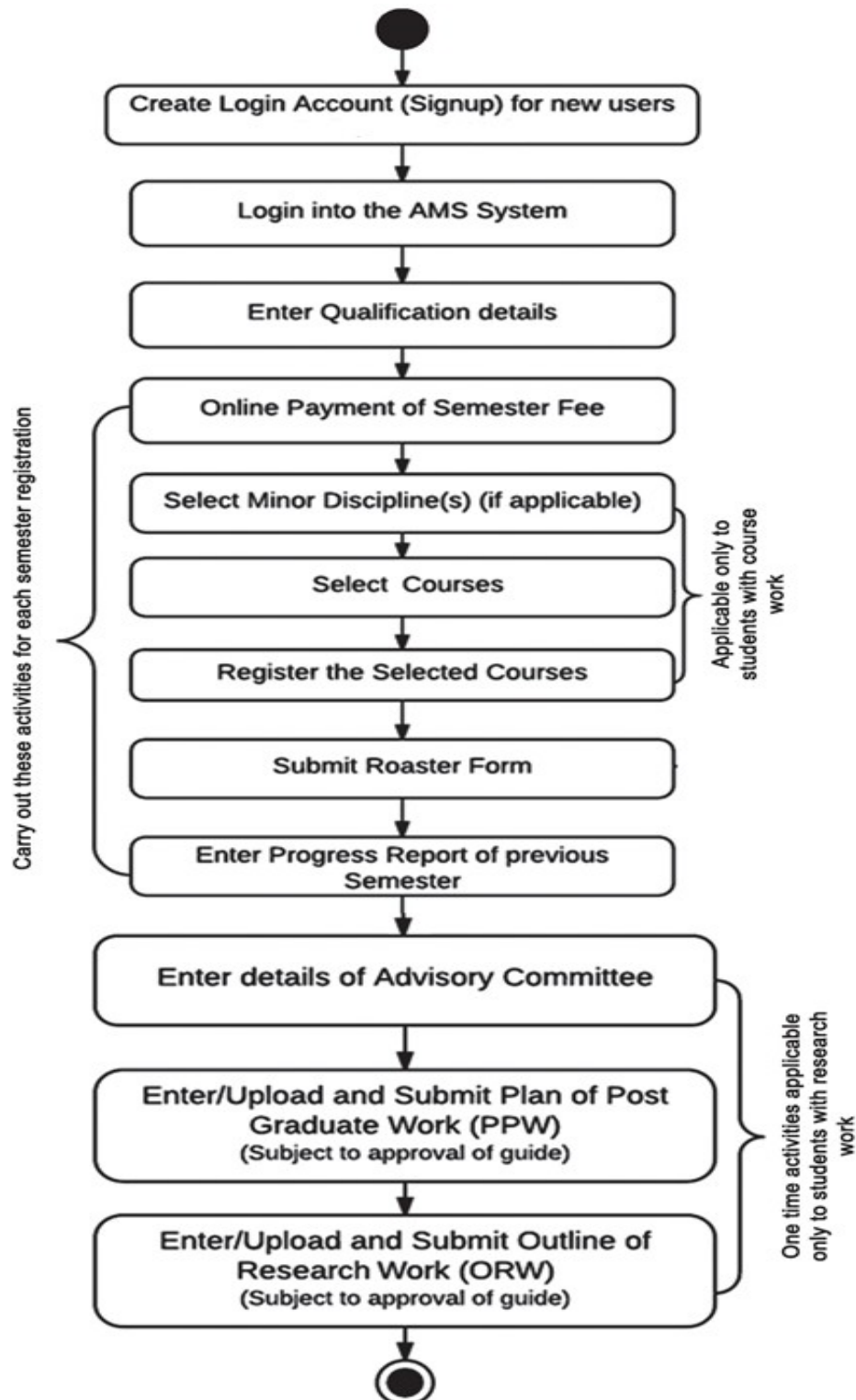


Fig. 1.1 Activity Diagram for using Academic Management System (AMS)

2. Student Account

In AMS student members can registered himself/herself through the registration page, after that they can access their profiles only after admin approval.

2.1 Register as a Student

Student will have to register as a student member from the registration page. Then only admin approved as a student, student can login into their profile.

The screenshot shows the 'USER REGISTRATION' page of the Academic Management System (AMS) for P. V. Narasimha Rao Telangana Veterinary University, Hyderabad. The page features a navigation menu with 'HOME', 'NAHEP', 'CONTACT US', and 'DOWNLOADS'. The registration form includes the following fields:

- User Type:** Select User Type (dropdown)
- User ID/Username:** abc@gmail.com
- Password:** Password
- Confirm Password:** Confirm Password
- Title:** Title (dropdown)
- First Name:** First Name
- Middle Name:** Middle Name
- Last Name:** Last Name
- Father Name:** Father Name
- Mother Name:** Mother Name
- Religion:** Religion (dropdown)
- Gender:** Gender (dropdown)
- Category:** Select Category (dropdown)
- Physically Challenged?** Physically Challenged (dropdown)
- Date of Birth:** DD-MM-YYYY
- Blood Group:** Blood Group (dropdown)
- Designation:** Please Select (dropdown)
- Degree:** Degree (dropdown)
- Discipline:** Discipline (dropdown)
- College/Working Place:** Select College (dropdown)
- Aadhaar Number:** Aadhar No
- PAN CARD Number:** Pan Card No
- Email ID:** Email ID
- Mobile No:** Mobile No
- Bank A/C No:** Bank A/C No
- Bank Name & Branch:** Bank Name & Branch
- IFSC Code:** IFSC Code
- Address Official/Correspondence:** Address Official/Correspondence
- Permanent Address (Same as correspondence address):** Address Permanent
- Country:** Country (dropdown)
- Domicile State:** Domicile State (dropdown)

A green 'Next' button is located at the bottom of the form. The footer contains the university logo, the text 'Implemented Under NAHEP Component-II Division of Computer Applications', the address 'ICAR-IASRI, Library Avenue, Pusa, New Delhi - 110 012 (INDIA)', and the 'Activate Windows' logo.

Fig. 2.1 Registration Page

2.2 Guidelines for Filling up Registration Form

- In the field ***Create User Name/ID** user has to create a login account which will be used to access the system. The user may select the User Name/ID of his/her choice. Student is advised to remember/ retain the created User Name/ID for future reference.
- Enter your first name in the textbox next to ***First Name** label.
- 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.
- ***Password** must be at least 7 characters long and must include special characters.
- Use calendar to enter ***D.O.B.**
- After filling all the required details, click on **next** button to preview all the related information. Then click on preview button after verified all the information if it is correct click on **submit button**.
- After the request has been sent to the admin, then admin approved that request as a student, head, professor or guide.

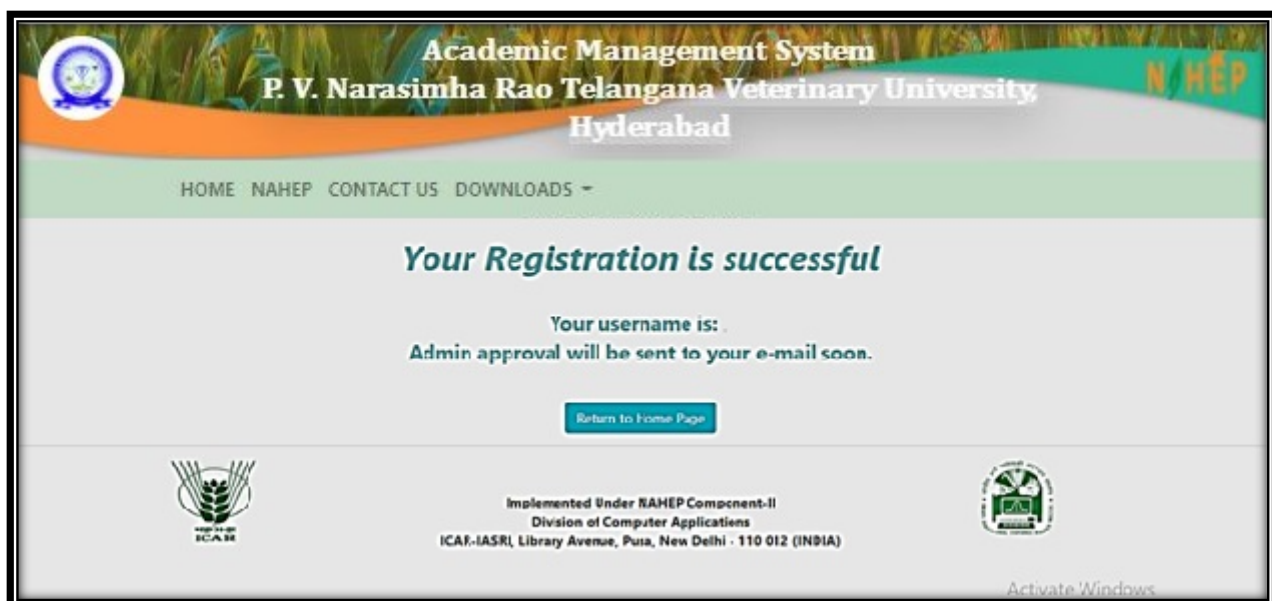


Fig. 2.2 Registration Successfully

3. 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.

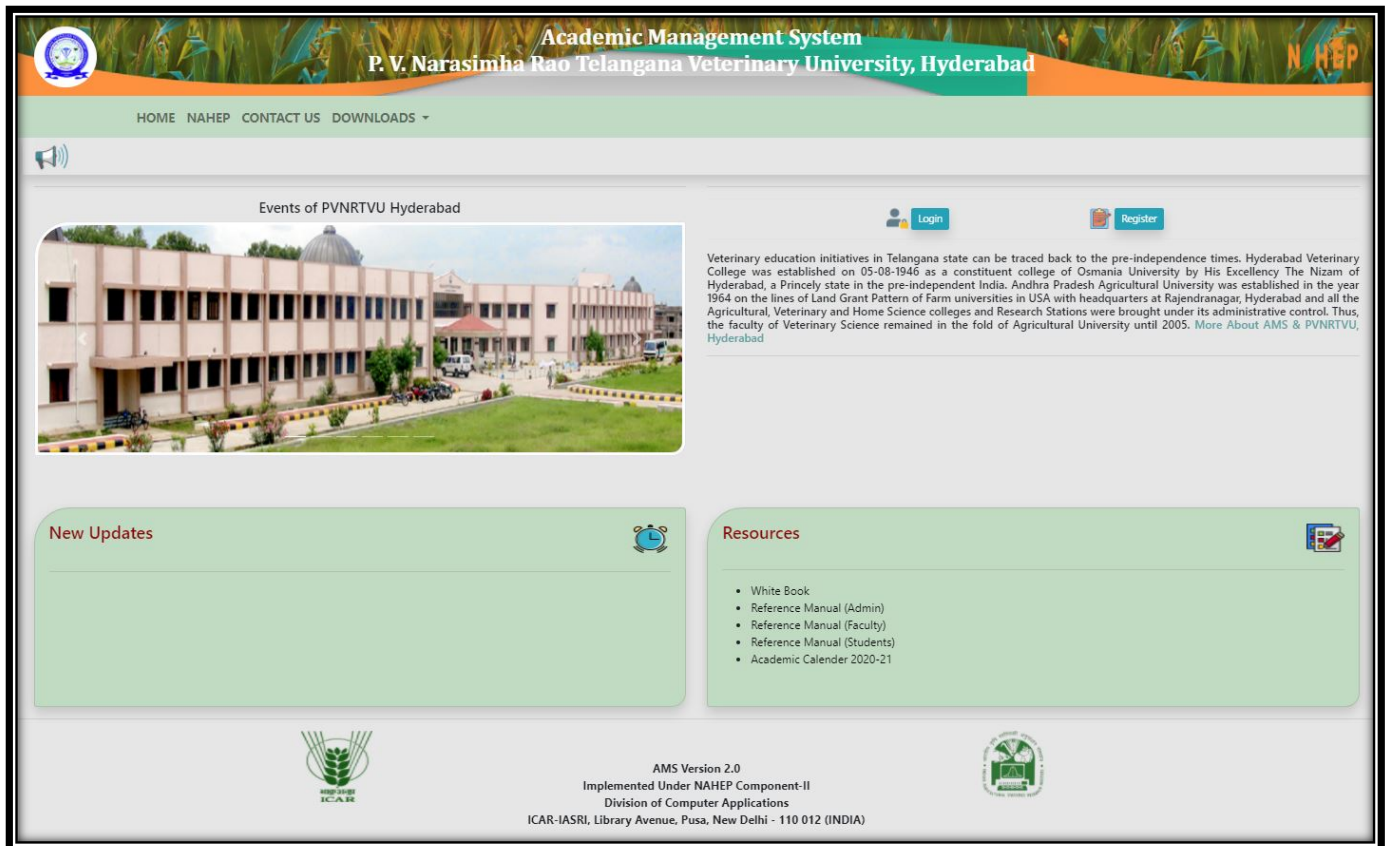


Fig. 3 Home Page of the Academic Management System

4. Login as Student

After administrator approval student will received an email in which user id and password is mention. By using them student can easily access their profile.

- Student opens the URL into the Web browser.
- Enter the University URL.

- On home page click on login button then enter user id and password then click on **login button**.

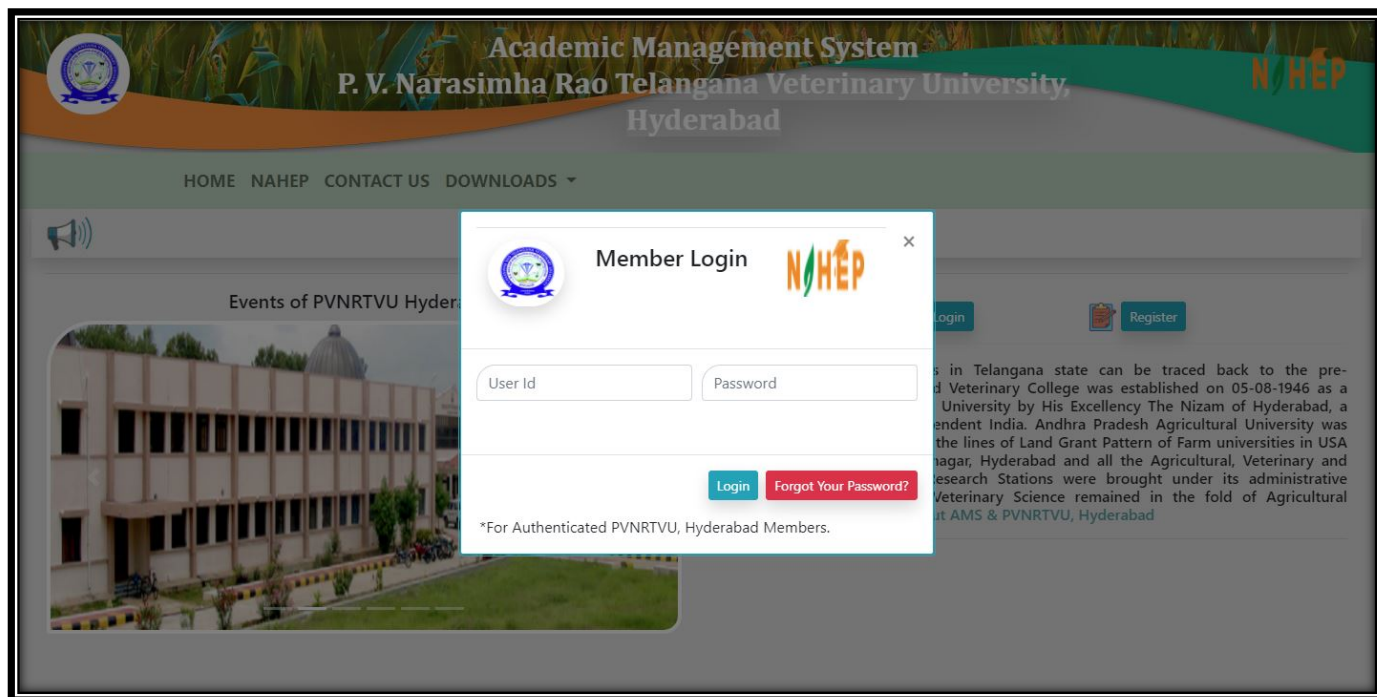


Fig. 4 Login as Student

4.1 Student Qualification Editing/Updating

Students have the rights to change his/her Profile information.

- To enter qualification information, click on **Personal menu**.
- Click on qualification menu and then fill all the information related to the fields.
- After complete the entire information click on **submit button** to save all the correct information related to student.

Fig. 4.1 Student Profile Editing/Updating

4.2 Student Update/Edit Basic Profile

Student can update their profile by this menu option

- Click on **personal menu** in the navigation bar.
- Click on **edit basic profile**.
- In this edit basic profile. There are three options are providing to the student member.
- **Update Profile, Change Password, Verified Email id.**
- **Update Profile** is provided to update student profile information.

- **Change Password** is provided to change password.
- **Verified Email id** is provided to verified email id of the student member.

The screenshot shows the 'UPDATE DETAILS' form in the Academic Management System. The form is titled 'UPDATE DETAILS' and includes a close button (X). The user is logged in as 'MR. (Student)' and has a 'Logout' button. The form contains the following fields:

- User Type:** Text input with value 'st'.
- Username:** Text input with a masked value.
- Title:** Dropdown menu with value 'Mr.'.
- First Name:** Text input with a masked value.
- Middle Name:** Text input with value 'Middle Name'.
- Last Name:** Text input with a masked value.
- Father Name:** Text input with value 'Father Name'.
- Mother Name:** Text input with value 'Mother Name'.
- Gender:** Dropdown menu with value 'Gender'.
- Category:** Dropdown menu with value 'Select Category'.
- Physically Challenged?:** Dropdown menu with value 'Physically Challenged'.
- Date of Birth:** Text input with value '04/15/1991' and a calendar icon.
- Blood Group:** Dropdown menu with value 'Blood Group'.
- Degree:** Dropdown menu with value 'B.Sc.'.
- Discipline:** Dropdown menu with value 'Agricultural Engineering'.
- Select College:** Dropdown menu with value 'College of Veterinary Science, Rajendran'.
- Aadhar Number:** Text input with value 'Aadhar No'.
- Email ID:** Text input with a masked value.
- Mobile Number:** Text input with value 'Mobile No'.
- Bank A/C No:** Text input with value 'Bank A/C No'.
- Bank Name & Branch:** Text input with value 'Bank Name & Branch'.
- IFSC Code:** Text input with value 'IFSC Code'.
- Address Official/Correspondence:** Text input with value 'Address Official/Correspondence'.
- Address Permanent:** Text input with value 'Address Permanent'.
- Country:** Dropdown menu with value 'Country'.
- Domicile State:** Dropdown menu with value 'Select State'.

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

Fig. 4.2(a) Student Update/Edit Basic Profile

- To change password, click on change password.
- Enter current password then only enter new and confirm password.

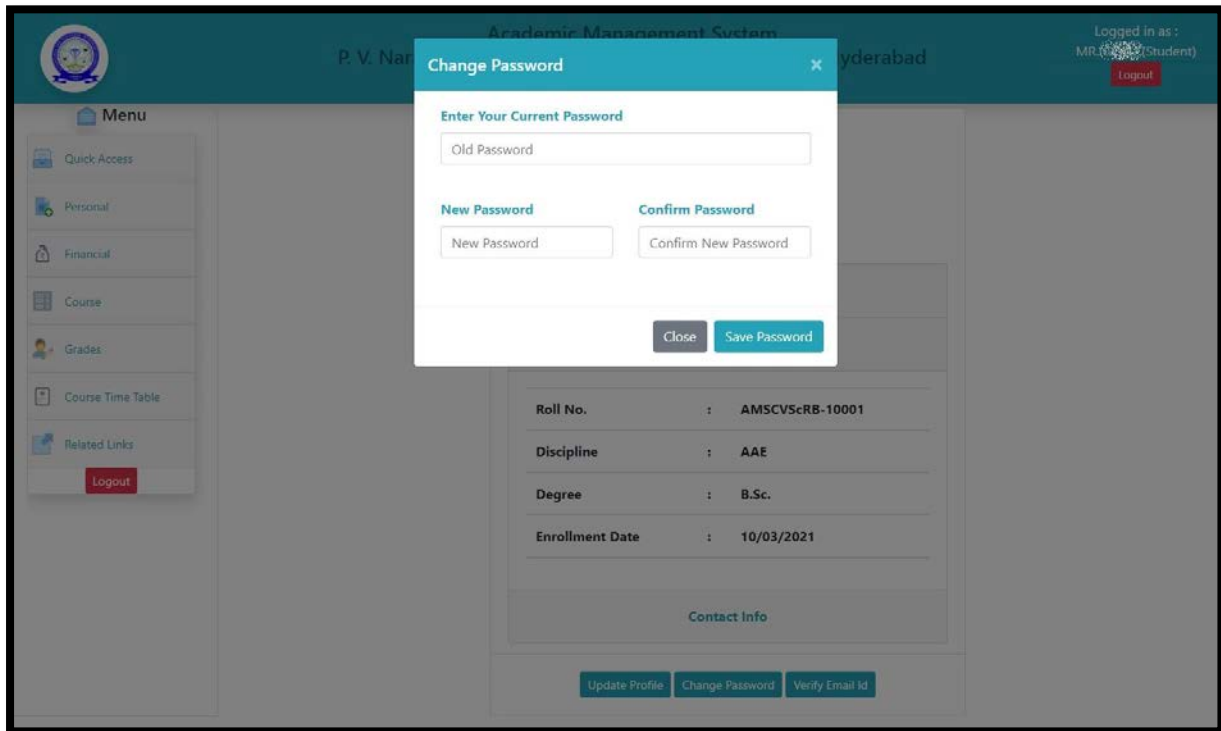


Fig. 4.2(b) Student Update/Edit Basic Profile

- To verified email id, enter registered email id and then click on get OTP.
- After that OTP will send to your email id, then user enter that OPT to change their password.

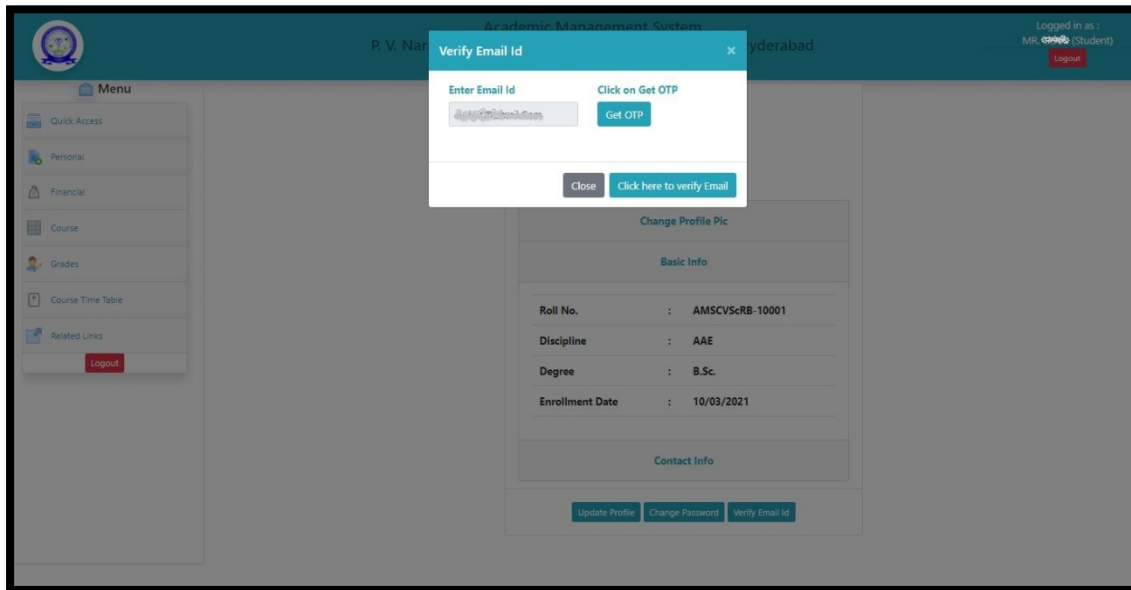


Fig. 4.2(c) Student Verify Email id

5. Fee Payment Module to the Student

The students can pay semester fee and other type of fee such as re-totaling, supplementary, due hostel charges in offline mode. The fee submission details will be submitted offline in by Clicking on **Financial menu option and then click on Fees.** From Menu tab.

Academic Management System
P. V. Narasimha Rao Telangana Veterinary University, Hyderabad

Logged in as : MR. GOUNDURU (Student)
Logout

Menu

- Quick Access
- Personal
- Financial
- Course
- Grades
- Course Time Table
- Related Links
- Logout

Fees Information of Mr. GOUNDURU
Roll No: AMSCVScRB-10001

Student Semester: I

Academic Year: 2020-21

Fee Rs.: 23435

Fee Date: 4 January 2021

Bank Receipt No.: 5436267

Submit Reset

Student Fees Report

| Sr. No | Semester-Academic Year | Fees Amount | Fees Date | Receipt No. |
|--------|------------------------|-------------|------------|-------------|
| 1 | I - 2020-21 | 10000.0000 | 4/1/2021 1 | 1343747 |

Fig. 5 Fee Payment Module

6. Plan of Post Graduate Work (PPW)

A student Plan of Post Graduate Work (PPW) contains various options for selection of minor discipline, major and minor courses, details of advisory committee, thesis problem and submission of PPW. The PPW submitted by a student needs to be approved in a sequence by his/her Advisory Committee Members, Guide, Professor & Head, Dealing Assistant, AAO, Academic In-charge and Dean of the discipline.

6.1 Choosing Minor Discipline

Student can choose his/her major/minor discipline by clicking on **PPW** and then click on **Minor Discipline**.

- As per requirement select first, second, third and fourth minor disciplines from the respective options '**First Minor Discipline**', '**Second Minor Discipline**', '**Third Minor Discipline**' and '**Fourth Minor Discipline**' dropdown menu.
- Select Supporting courses (if applicable) from **Supporting Courses**'dropdown menu as per need. Select Audit courses (if applicable) from **Audit Courses** dropdown menu as per need.
- Select Compulsory courses (if applicable) from **compulsory Courses** dropdown menu as per need.
- After selecting relevant information click on '**Submit**' button.

The screenshot shows a web form titled "Select Various Type of Courses and Disciplines". It contains several dropdown menus for selection:

| Field | Selected Value |
|----------------------|-------------------------|
| Major Discipline | Agriculture |
| 1st Minor Discipline | Please Make a Selection |
| 2nd Minor Discipline | Basic Sciences |
| 3rd Minor Discipline | Please Make a Selection |
| 4th Minor Discipline | Please Make a Selection |
| Supporting Courses | Please Make a Selection |
| Audit Courses | Please Make a Selection |
| Compulsory Courses | Please Make a Selection |

At the bottom of the form is a blue "Submit" button.

Fig. 6.1 Choosing Minor Discipline

6.2 Selecting Course

Student can choose/allocate his/her courses offered by the division/guide, by clicking on PPW and then click on Courses.

- Select academic year and semester from 'Academic Year' and 'Semester' Dropdown and click on add semester.

| Semester-AcademicYear | Course No. | Allocate | Delete |
|-----------------------|------------|---|--------|
| I-2015-16 | No Records | Major Minor 1 Minor 2 Minor 3 Minor 4 Supporting Courses Compulsory Courses Audit Courses | Delete |
| I-2016-17 | No Records | Major Minor 1 Minor 2 Minor 3 Minor 4 Supporting Courses Compulsory Courses Audit Courses | Delete |
| I-2019-20 | No Records | Major Minor 1 Minor 2 Minor 3 Minor 4 Supporting Courses Compulsory Courses Audit Courses | Delete |
| II-2016-17 | No Records | Major Minor 1 Minor 2 Minor 3 Minor 4 Supporting Courses Compulsory Courses Audit Courses | Delete |

Fig. 6.2 Selecting Course

- After adding a semester, we can add new courses offered for that semester and academic year.

6.3 Constitution of Advisory Committee

After constitution of advisory committee, the student is supposed to enter details of his/her advisory committee members by clicking on **PPW** and then click on **Advisory Committee**.

- Next screen contains a links '**Choose Major Member**' '**Choose Minor1 Member**' '**Choose Other Member**' etc. for selecting members from major, minor and other disciplines.
- To select a member from major discipline, click on '**Choose Major Member**'.
- This will show next window containing '**Faculty Members**' and '**Advisory Committee Members**' list boxes.
- Select a faculty member name from '**Faculty Members**' list box and move it to '**Advisory Committee Members**' list box by **right move>>button**.
- A faculty member name in '**Advisory Committee Members**' list box may be moved back to
- '**Faculty Members**' list box by **left move << button**.
- Click on '**Save Changes**' button.
- Theselectedmajorfaculty member will appear in a row below '**Choose Major Member**'
- In similar manner, members from remaining discipline may be selected.

Proposal for Constitution/Re-constitution of Advisory Committee

| | | |
|----|------------------------------|-------------------------------|
| 1. | Name of Student | vibhor tyagi |
| 2. | ID No.& year of Admission | AMSBAUM-10004 (2019) |
| 3. | Degree Programme and Subject | M.Tech. (AG) |
| 4. | College | BIRSA AGRICULTURAL UNIVERSITY |

Advisory Committee

| Name & Designation | Approved Member |
|---|-----------------|
| Chairman | |
| AG (Co-Chairman) Choose Co-Chairman Member Choose From Other Discipline Choose From Other College | |
| AG (Core)Choose Core Member Choose From Other Discipline Choose From Other College | |
| (Supporting/Minor 1) | |
| BS (Supporting/Minor 2)Choose Supporting 2 Member Choose From Other Discipline Choose From Other College | |
| (Supporting/Minor 3) | |
| (Supporting/Minor 4) | |
| (Supporting/Minor 5) | |
| (Optional) | |
| (Other) | |
| <input type="button" value="Submit"/> | |

Fig. 6.3(a) links for Selecting Advisory Committee Members

Advisory Committee

Roll No : AMSBAUM-10004

| MEMBER | | SELECTED MEMBER |
|---|------------|-----------------|
| DEANKUMAR GUIDEKUMAR MANISHCHAUHAN SHYAMXQ | > < | |

Save Changes

Back

Fig. 6.3(b) Advisory Committee Members

6.4 Submitting thesis abstract

Students are expected to submit his/her thesis abstract as a Plan of Post Graduate Work. To submit thesis abstract click on **PPW then click on Thesis Problem**. Kindly insure that there is no blank space in the file name to be uploaded. Click '**Submit**' button to upload the thesis abstract file and other information in the system.

Print

Student POW

| | | | | | |
|---|--------------------|-----------------------|--------------------------------------|------------------------|----------------|
| Student Name | vibhor tyagi | | | | |
| Roll No. | AMSBAUM-10004 | | | | |
| Date of enrolment | 24/04/2019 | | | | |
| Degree | M.Tech. | | | | |
| Discipline | Agriculture | | | | |
| Core Discipline | Nil | | | | |
| Optional | Nil | | | | |
| Supporting Discipline 1 | Nil | | | | |
| Supporting Discipline 2 | Basic Sciences | | | | |
| Supporting Discipline 3 | Nil | | | | |
| Supporting Discipline 4 | Label | | | | |
| Supporting Discipline 5 | Label | | | | |
| Compulsory | No | | | | |
| Other Field | No | | | | |
| Qualifications : | | | | | |
| Degree | Total Marks | Marks Obtained | University | Year of Passing | RollNo. |
| M.Tech.[cse] | 100 | 73 | Anand Agricultural University, Anand | 2017 | 123 |
| Tentative title of Thesis : Aggriculture | | | | | |
| Advisory Committee: | | | | | |
| No Records | | | | | |
| Course Work: | | | | | |
| Core Discipline: | | | | | |
| No Courses | | | | | |
| Optional: | | | | | |
| No Courses | | | | | |
| Supporting Discipline 1: | | | | | |
| No Courses | | | | | |
| Supporting Discipline 2: | | | | | |
| No Courses | | | | | |
| Supporting Discipline 3: | | | | | |
| No Courses | | | | | |
| Supporting Discipline 4: | | | | | |
| No Courses | | | | | |
| Supporting Discipline 5: | | | | | |
| No Courses | | | | | |
| Compulsory Course: | | | | | |
| No Courses | | | | | |
| Non-Credit Compulsory Course: | | | | | |
| No Courses | | | | | |
| Other Field: | | | | | |
| No Courses | | | | | |
| No of Credits of Course: | | | | | |
| Core Discipline Credits : | 0 | | | | |
| Optional Discipline Credits : | 0 | | | | |
| Supporting Discipline 1 Credits : | 0 | | | | |
| Supporting Discipline 2 Credits : | 0 | | | | |
| Supporting Discipline 3 Credits : | 0 | | | | |
| Supporting Discipline 4 Credits : | 0 | | | | |
| Supporting Discipline 5 Credits : | 0 | | | | |
| Compulsory Course Credits: | 0 | | | | |
| Non Credit Compulsory Course Credits: | 0 | | | | |
| Other Discipline Credits: | 0 | | | | |
| Total Credits: | 0+0* | | | | |

Submit POW

Fig. 6.4 Plan of Post Graduate Work (PPW)