



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 profile's only after admin approval.

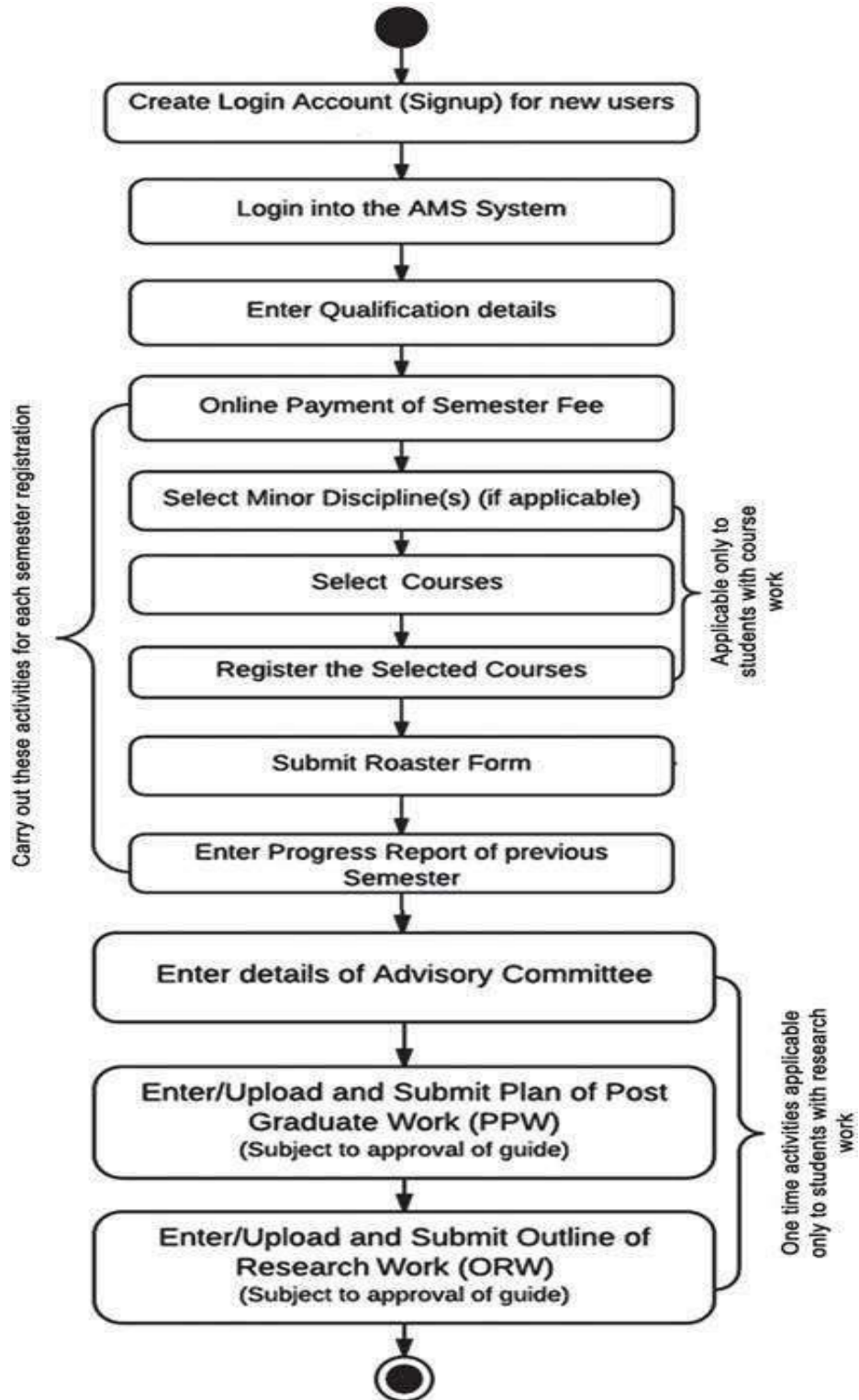


Fig. 1.1 Activity Diagram for using Academic Management System (AMS)

2. Student Account

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

2.1 Registered as a Student

Student will have to registered 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 Kerala Agricultural University, Kerala. The page features a header with the university's logo and name, and a navigation menu with 'HOME', 'NAHEP', and 'CONTACT US'. The main content area is a registration form with the following fields:

- User Type:** A dropdown menu with 'Select UserType'.
- User ID/Username:** A text input field containing 'deepikac259'.
- Password:** A text input field containing 'Password'.
- Confirm Password:** A text input field containing 'Confirm Password'.
- Title:** A dropdown menu with 'Title'.
- First Name:** A text input field containing 'First Name'.
- Middle Name:** A text input field containing 'Middle Name'.
- Last Name:** A text input field containing 'Last Name'.
- Father Name:** A text input field containing 'Father Name'.
- Mother Name:** A text input field containing 'Mother Name'.
- Religion:** A dropdown menu with 'Religion'.
- Gender:** A dropdown menu with 'Gender'.
- Category:** A dropdown menu with 'Select Category'.
- Physically Challenged?:** A dropdown menu with 'Physically Challenged'.
- Date of Birth:** A date input field with 'DD-MM-YYYY' and a calendar icon.
- Blood Group:** A dropdown menu with 'Blood Group'.
- Degree:** A dropdown menu with 'Degree'.
- Discipline:** A dropdown menu with 'Discipline'.
- Select College:** A dropdown menu with 'Select College'.
- Aadhaar Number:** A text input field containing 'Aadhar No'.
- Email ID:** A text input field containing 'deepikac259@gmail.com'.
- Mobile No:** A text input field containing 'Mobile No'.
- Bank A/C No:** A text input field containing 'Bank A/C No'.
- Bank Name & Branch:** A text input field containing 'Bank Name & Branch'.
- IFSC Code:** A text input field containing 'IFSC Code'.
- Address Official/Correspondence:** A text input field containing 'Address Official/Correspondence'.
- Permanent Address (Same as correspondence address):** A text input field containing 'Address Permanent'.
- Country:** A dropdown menu with 'Country'.
- Domicile State:** A dropdown menu with 'Domicile State'.

A green 'Next' button is located at the bottom of the form. The footer contains the AMS Version 2.0 logo, the text 'AMS Version 2.0 Implemented Under NAHEP Component-II Division of Computer Applications ICAR- IASRI, Library Avenue, Pusa, New Delhi - 110 012 (INDIA)', and another 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 are 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.

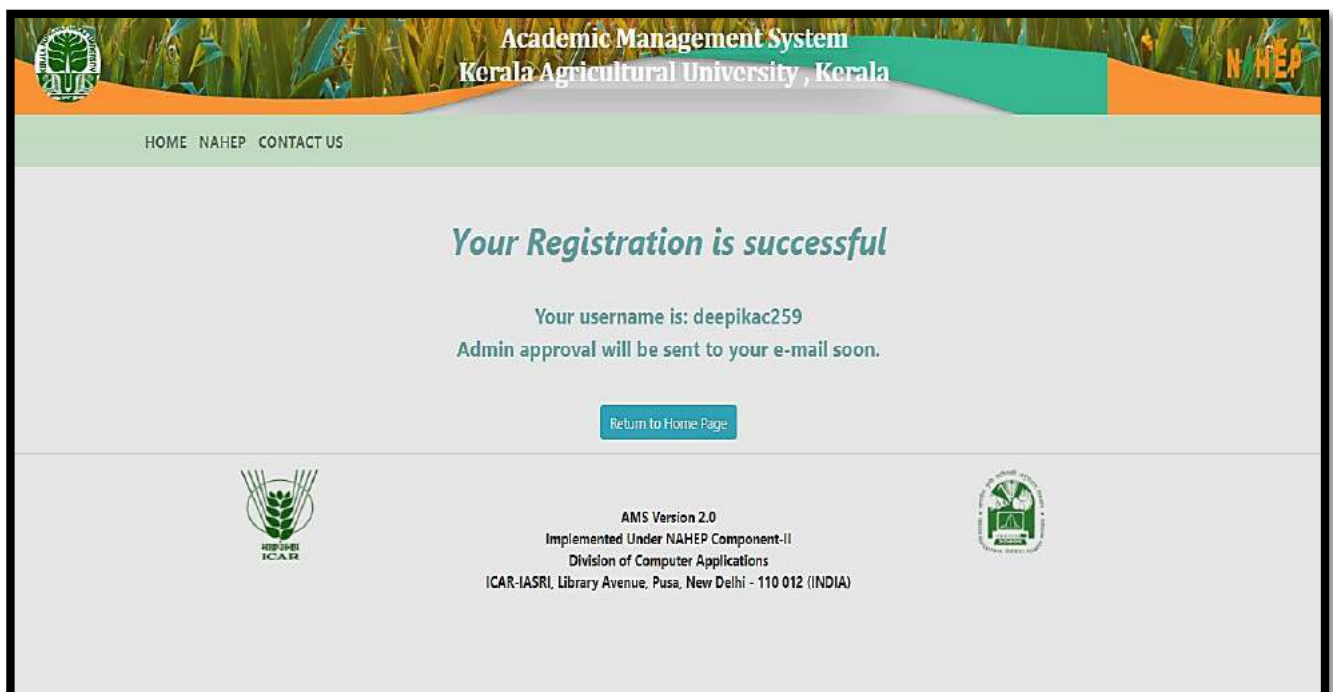


Fig. 2.2 Registration Successfully

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.

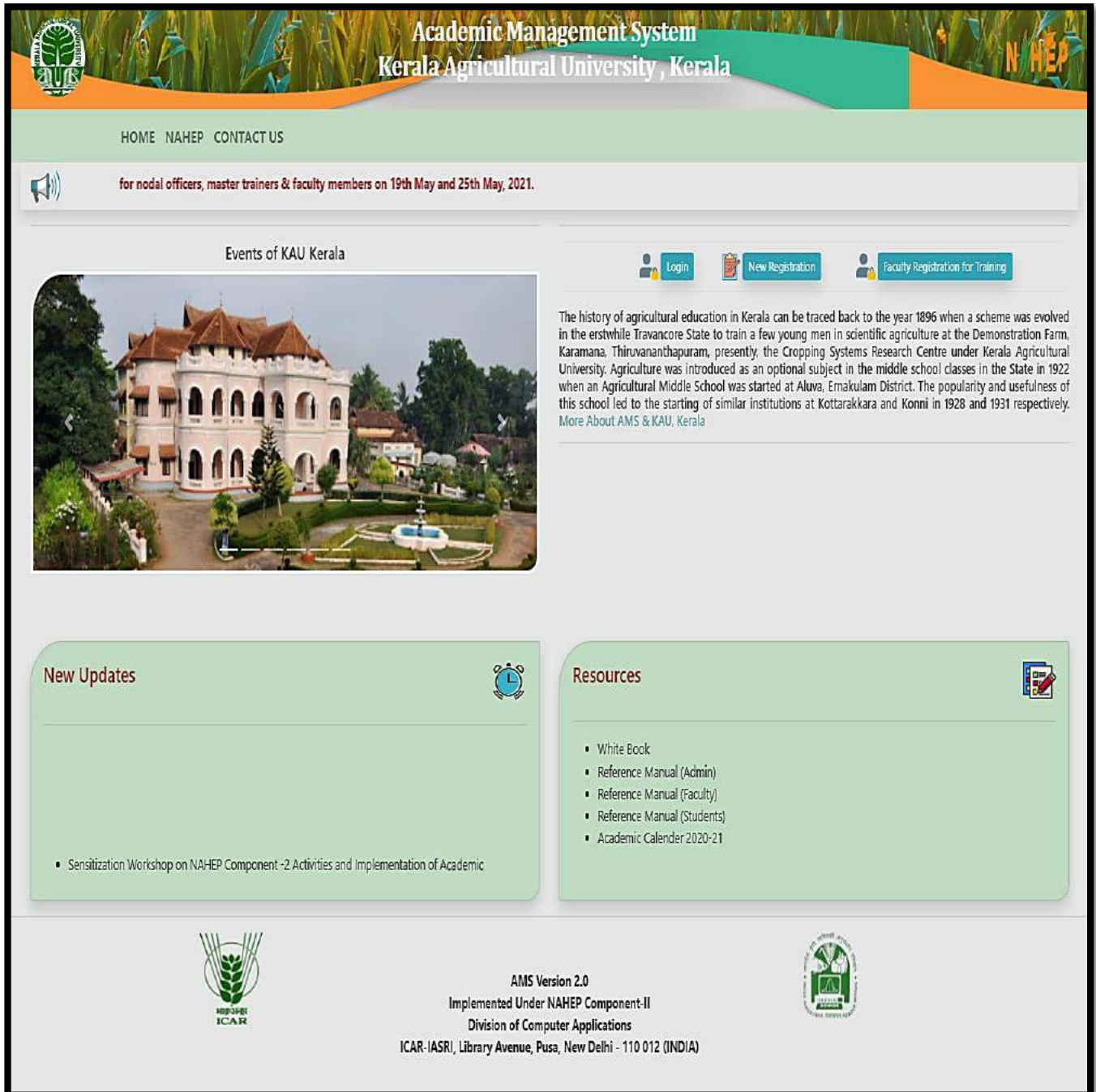
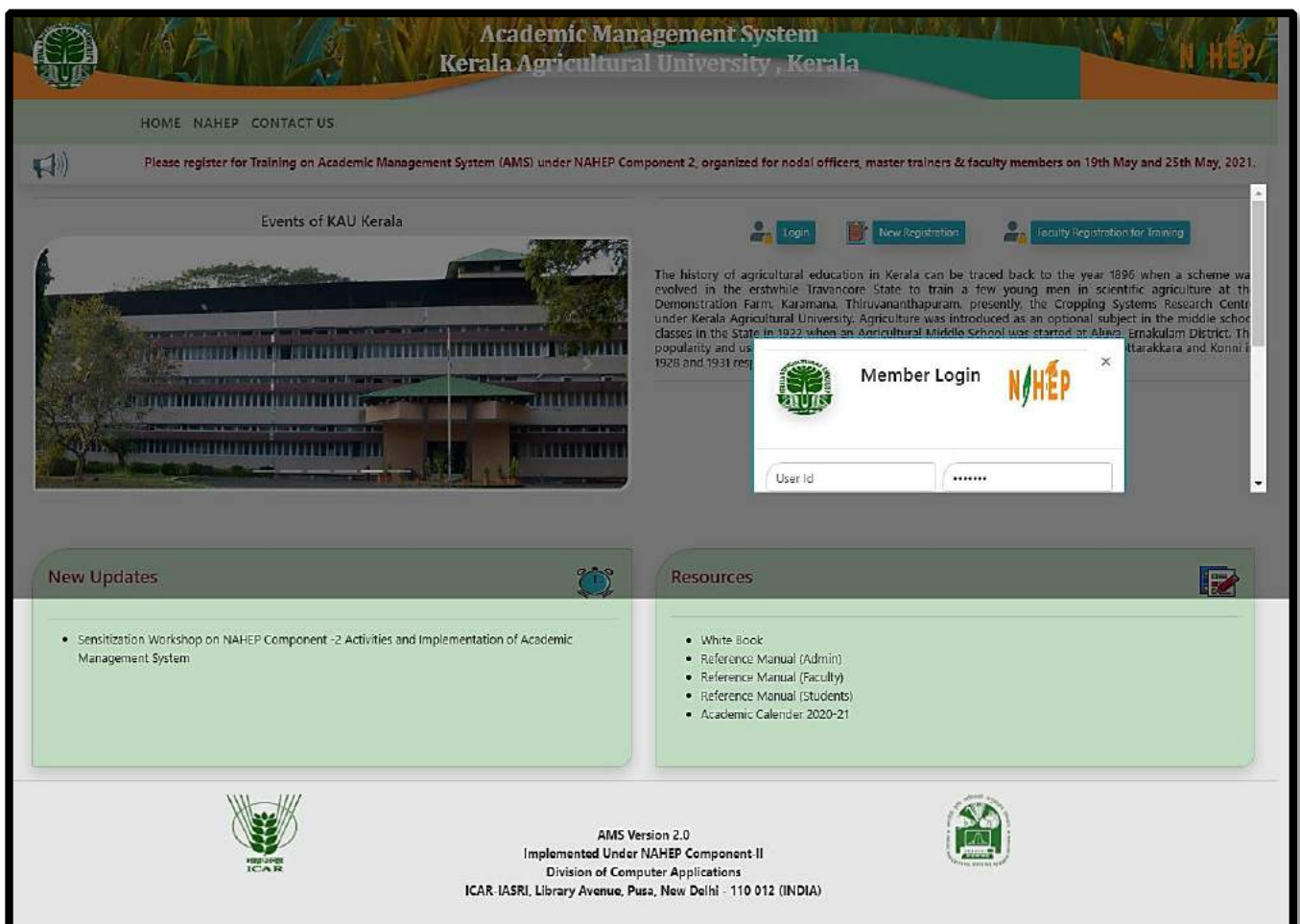


Fig. 3 Home Page of the Academic Management System

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 open the URL into the Web browser.
- Enter the University URL.
- On home page click on login button then enter userid and password then click on **login button**.



The screenshot displays the Academic Management System (AMS) interface for Kerala Agricultural University, Kerala. The header includes the university logo and navigation links (HOME, NAHEP, CONTACT US). A main banner area contains a notification about training on the AMS and a 'Login' button. Below this, there is a section for 'Events of KAU Kerala' with a photograph of the university building. To the right, a 'Member Login' modal window is open, showing a 'User Id' field and a password field. The page also features 'New Updates' and 'Resources' sections. The footer contains the AMS Version 2.0 information, implemented under NAHEP Component-II, and the ICAR-IASRI contact details.

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 completing all the information, click on **submit button** to save all the correct information related to the student.

The screenshot shows the 'Academic Management System' interface for Kerala Agricultural University, Kerala. The user is logged in as 'MS. DEEPIKA (Student)'. The main content area displays a 'Show Qualification Grid' form with the following fields:

Degree	---Please Make a Selection---
Specialization	
Roll No.	
Marks Category	---Please Make a Selection---
Marks Obtained	
Total Marks	
Year of Passing	2006
Subject	
University Category	---Please Make a Selection---
University Name	---Please Make a Selection---
University Name (If Selected Others)	
Attach Transcript	<input type="button" value="Choose File"/> No file chosen
	<input type="button" value="Submit"/>

Fig. 4.1 Student Profile Editing/Updating

4.2 Student Update/Edit Basic Profile

Students 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 provided 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.

Academic Management System
Kerala Agricultural University, Kerala

Logged in as:
MS. DEEPIKA (Student)
Logout

Menu

Quick Access

Personal

Financial

Course

Grades

Course Time Table

Related Links

Logout

UPDATE DETAILS

User Type: Username:

Title: First Name: Middle Name: Last Name:

Father Name: Mother Name:

Gender: Category: Physically Challenged?:

Date of Birth: Blood Group:

Update Profile Change Password Verify Email Id

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.

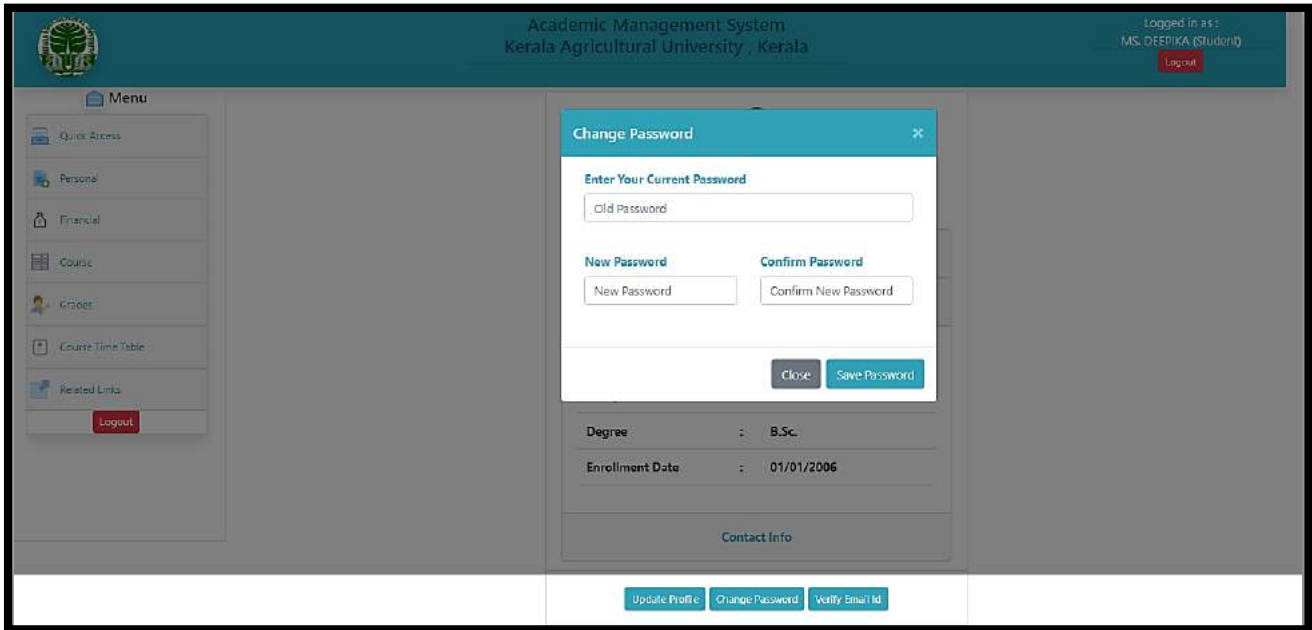


Fig. 4.2(b) Student Update/Edit Basic Profile

- 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.

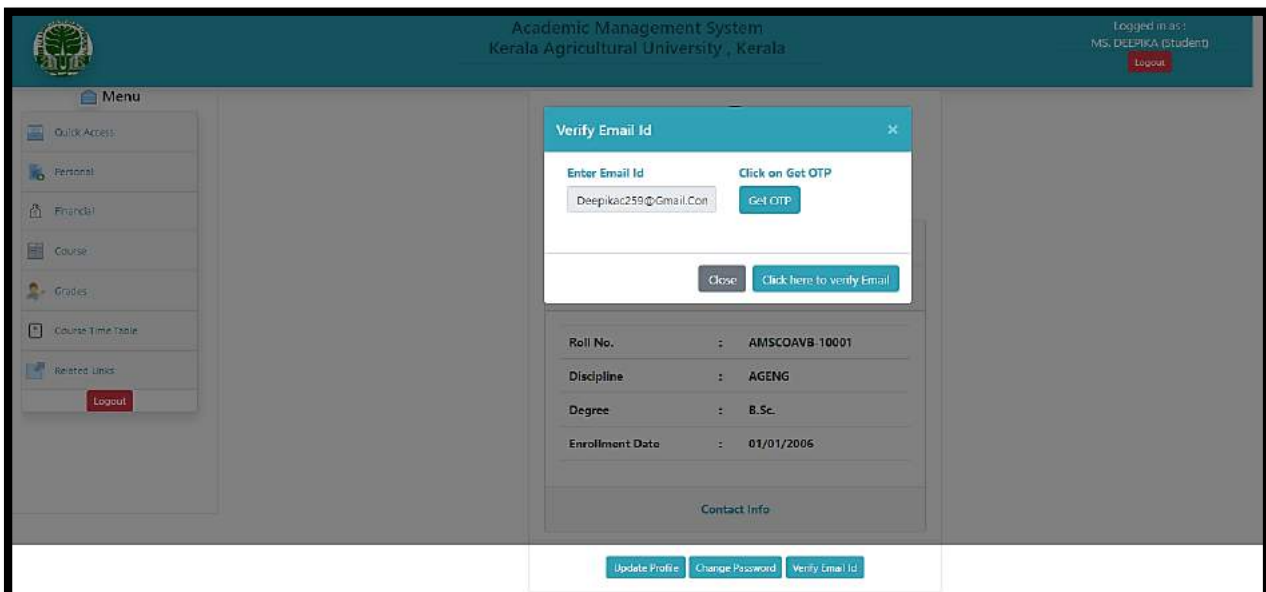
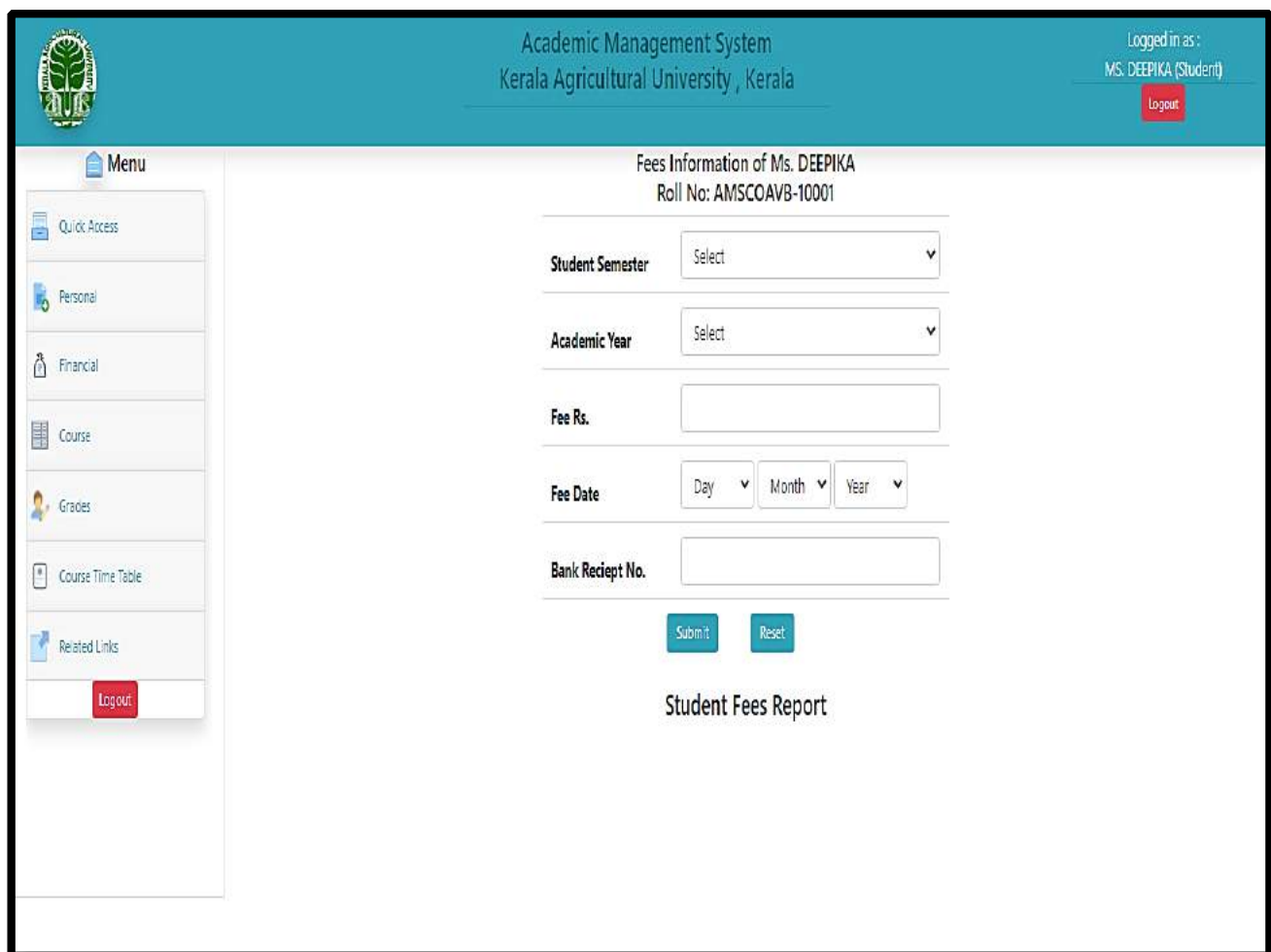


Fig. 4.2(c) Student Verify Email id

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.**

Menu tab.



The screenshot displays the 'Academic Management System' interface for Kerala Agricultural University, Kerala. The user is logged in as 'MS. DEEPIKA (Student)'. The main content area is titled 'Fees Information of Ms. DEEPIKA' with Roll No: AMSCOAVB-10001. The form includes the following fields:

- Student Semester:** A dropdown menu with 'Select' as the current value.
- Academic Year:** A dropdown menu with 'Select' as the current value.
- Fee Rs.:** A text input field.
- Fee Date:** Three dropdown menus for 'Day', 'Month', and 'Year'.
- Bank Receipt No.:** A text input field.

Below the form are two buttons: 'Submit' and 'Reset'. At the bottom of the form area, the text 'Student Fees Report' is displayed. On the left side, there is a 'Menu' sidebar with options: Quick Access, Personal, Financial, Course, Grades, Course Time Table, and Related Links. A 'Logout' button is located at the bottom of the sidebar.

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

- 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.

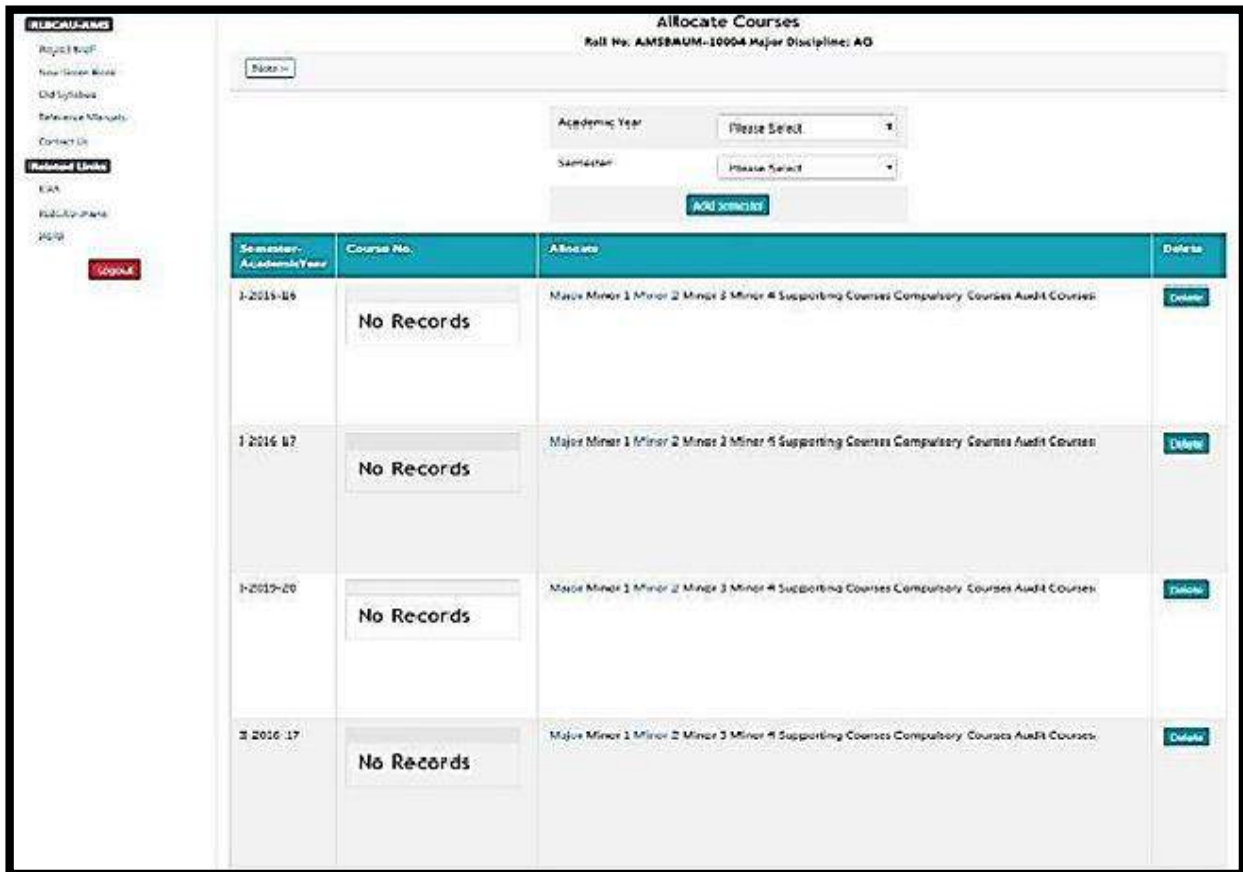


Fig. 6.2 Selecting Course

- 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.
- The selected major faculty 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 Admissioma	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)	

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

Advisory Committee

Roll No : AMSBAUM-10004

MEMBER

DEANKUMAR
GUIDEKUMAR
MANISHCHAUHAN
SHYAMXQ

>

<

SELECTED MEMBER

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.

Home Personal Financial Course Grades PPW Reports OWR More

Logged in as : MR. VIBHOR (Student)

Print

Student POW

Student Name: vibhor tyagi
Roll No.: AW556104-14064
Date of enrolment: 24/04/2019
Degree: M.Tech.
Discipline: Agriculture
Core Discipline: NI
Optional: NI
Supporting Discipline 1: NI
Supporting Discipline 2: Basic Sciences
Supporting Discipline 3: NI
Supporting Discipline 4: Label
Supporting Discipline 5: Label
Compulsory: No
Other Field: No

Degree	Total Marks	Marks Obtained	University	Year of Passing	RollNo.
M.Tech.[se]	100	73	Anand Agricultural University, Anand	2017	122

Tentative Title of Thesis: Agriculture

Advisory Committee: No Records

Course Works: No Records

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)