



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.

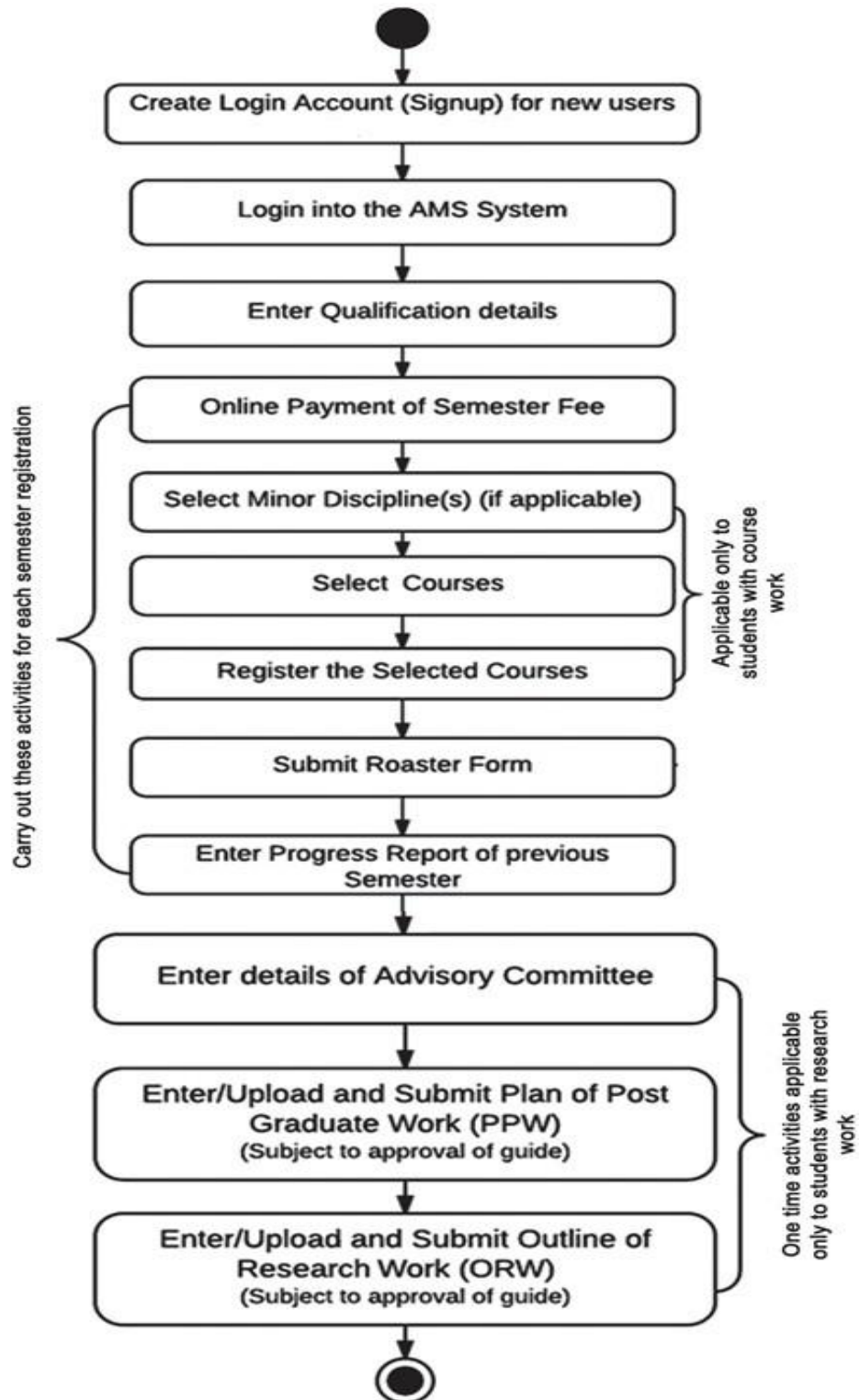


Fig. 1.1 Activity Diagram for using Academic Management System (AMS)

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 displays the 'USER REGISTRATION' form within the AMS interface. The form is organized into several sections:

- User Type:** A dropdown menu set to 'Student'.
- Identification:** Fields for 'User ID/Username' (filled with 'trikiprakash71') and 'Password' (masked with asterisks).
- Name Fields:** Fields for 'Title', 'First Name', 'Middle Name', and 'Last Name'.
- Personal Details:** Fields for 'Father Name', 'Mother Name', 'Religion' (dropdown), 'Gender' (dropdown), 'Category' (dropdown, set to 'EWS - Economically Weaker Section'), and 'Physically Challenged?' (checkbox).
- Academic Information:** Fields for 'Date of Birth' (calendar icon), 'Blood Group' (dropdown), 'Degree' (dropdown, set to 'M.Sc'), and 'Discipline' (dropdown, set to 'FLA - Floriculture & Landscape architecture').
- College and Contact:** A 'Select College' dropdown, 'Author Number' (text field), 'Email ID' (text field, filled with 'trikiprakash71@gmail.com'), and 'Mobile No' (text field, filled with '1234567890').
- Banking and Address:** Fields for 'Bank A/C No', 'Bank Name & Branch', 'IFSC Code', 'Address Official/Correspondence', and 'Permanent Address (Same as correspondence address)'. There is a checkbox for the permanent address.
- Country and State:** Dropdowns for 'Country' (set to 'India') and 'District/State' (set to 'Bihar').

At the bottom of the form, there are 'Previous' and 'Edit' buttons. The footer of the page includes the university logo, the text 'AMS Version 2.0 Implemented Under NAHEP Component II', and contact information for the Division of Computer Applications at ICAR-IASRI, Library Avenue, Pusa, New Delhi - 110 012 (INDIA).

Fig. 2.1Registration 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.

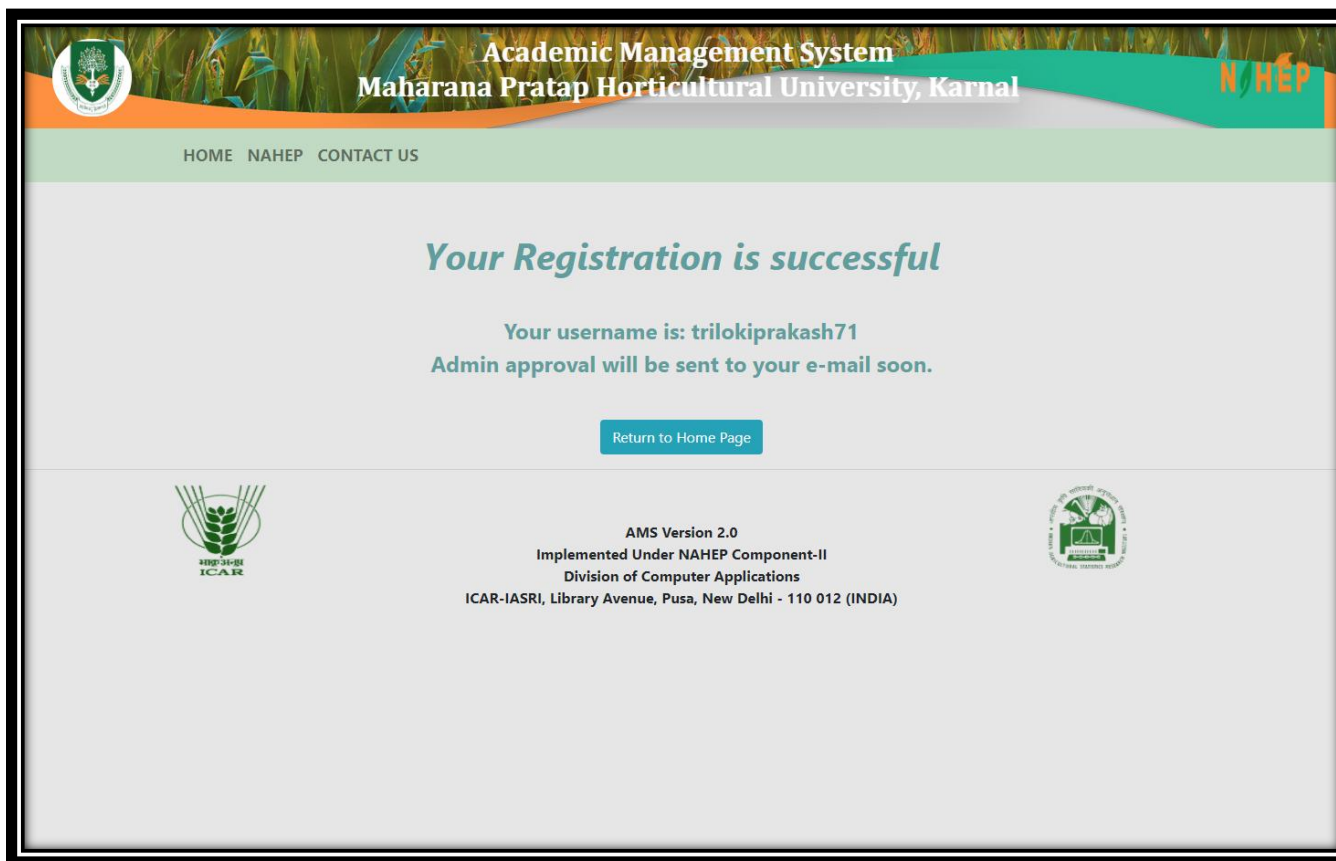


Fig. 2.2 Registration Successfully

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.

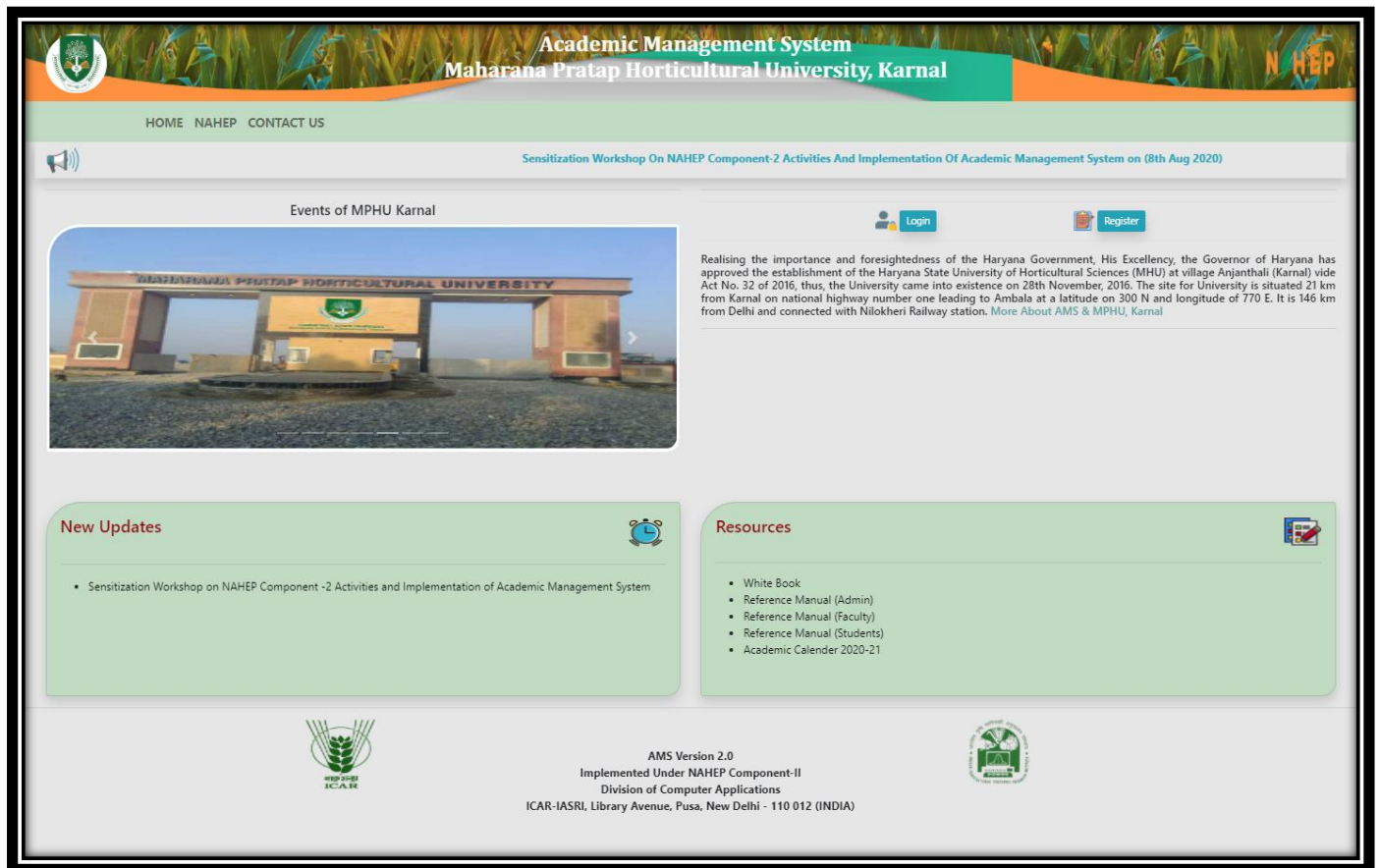


Fig. 3 Home Page of the Academic Management System

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**.

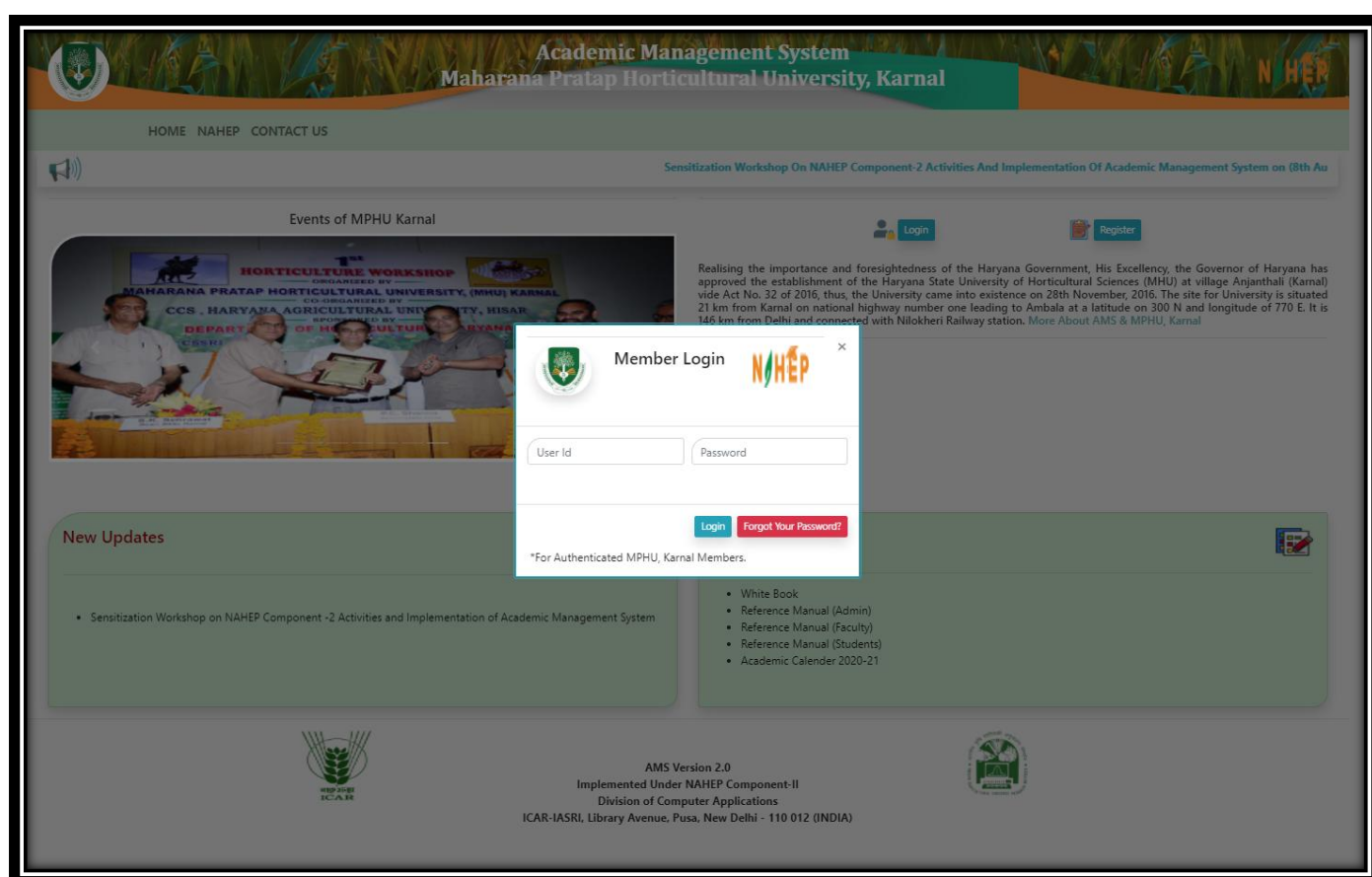


Fig. 4 Login as Student

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

The screenshot shows the 'Academic Management System' interface for Maharana Pratap Horticultural University, Karnal. The user is logged in as 'MR. TEST (Student)'. The interface includes a 'Menu' on the left with options like 'Quick Access', 'Personal', 'Financial', 'Course', 'Grades', 'Course Time Table', 'PPW', 'ORW', and 'Related Links'. A 'Logout' button is also present. The main content area features a 'Show Qualification Grid' button and a form for entering qualification details. The form fields are as follows:

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

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 divided into several sections with the following fields:

- User Type:** Text input field containing 'st'.
- Username:** Text input field containing 'Trilokiprakash71'.
- Title:** Dropdown menu with 'Mr.' selected.
- First Name:** Text input field containing 'Test'.
- Middle Name:** Text input field containing 'Middle Name'.
- Last Name:** Text input field containing 'Last Name'.
- Father Name:** Text input field containing 'Test'.
- Mother Name:** Text input field containing 'Test'.
- Gender:** Dropdown menu with 'Male' selected.
- Category:** Dropdown menu with 'EWS - Economically W' selected.
- Physically Challenged?:** Dropdown menu with 'No' selected.
- Date of Birth:** Date picker showing '01-Jan-2006'.
- Blood Group:** Dropdown menu with 'O+' selected.
- Degree:** Dropdown menu with 'M.Sc' selected.
- Discipline:** Dropdown menu with 'Floriculture & Landscape Architecture' selected.
- Select College:** Dropdown menu with 'Maharana Pratap Horticultural University' selected.
- Aadhar Number:** Text input field containing 'Aadhar No'.
- Email ID:** Text input field containing 'Trilokiprakash71@gmail.com'.
- Mobile Number:** Text input field containing '1234567890'.
- Bank A/C No:** Text input field containing 'Bank A/C No'.
- Bank Name & Branch:** Text input field containing 'Bank Name & Branch'.
- IFSC Code:** Text input field containing 'IFSC Code'.
- Address Official/Correspondence:** Text area containing 'Test'.
- Address Permanent:** Text area containing 'Test'.
- Country:** Dropdown menu with 'Country' selected.
- Domicile State:** Dropdown menu with 'BIHAR' selected.

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.

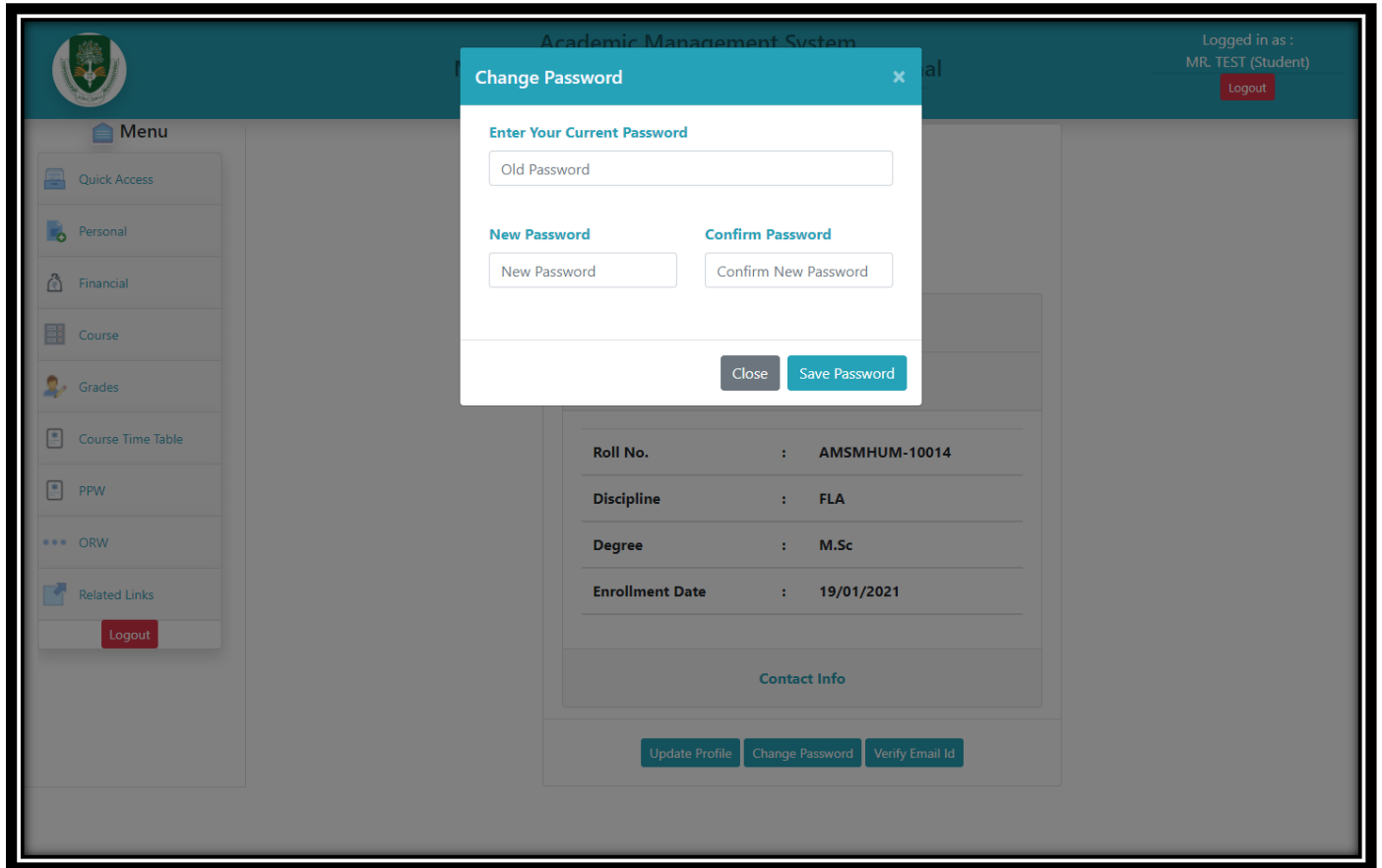


Fig. 4.2(b) Student Update/Edit Basic Profile

- 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.

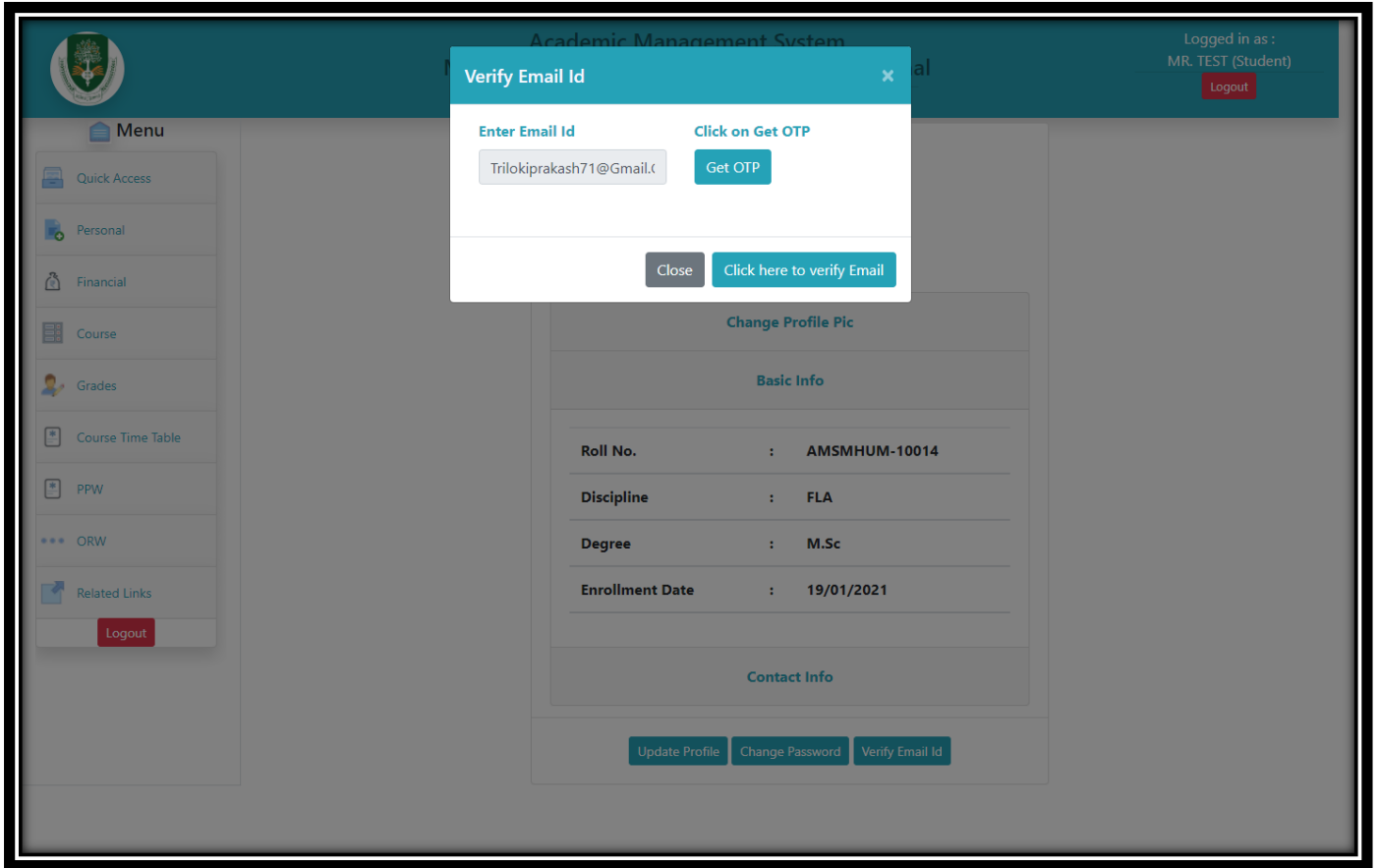
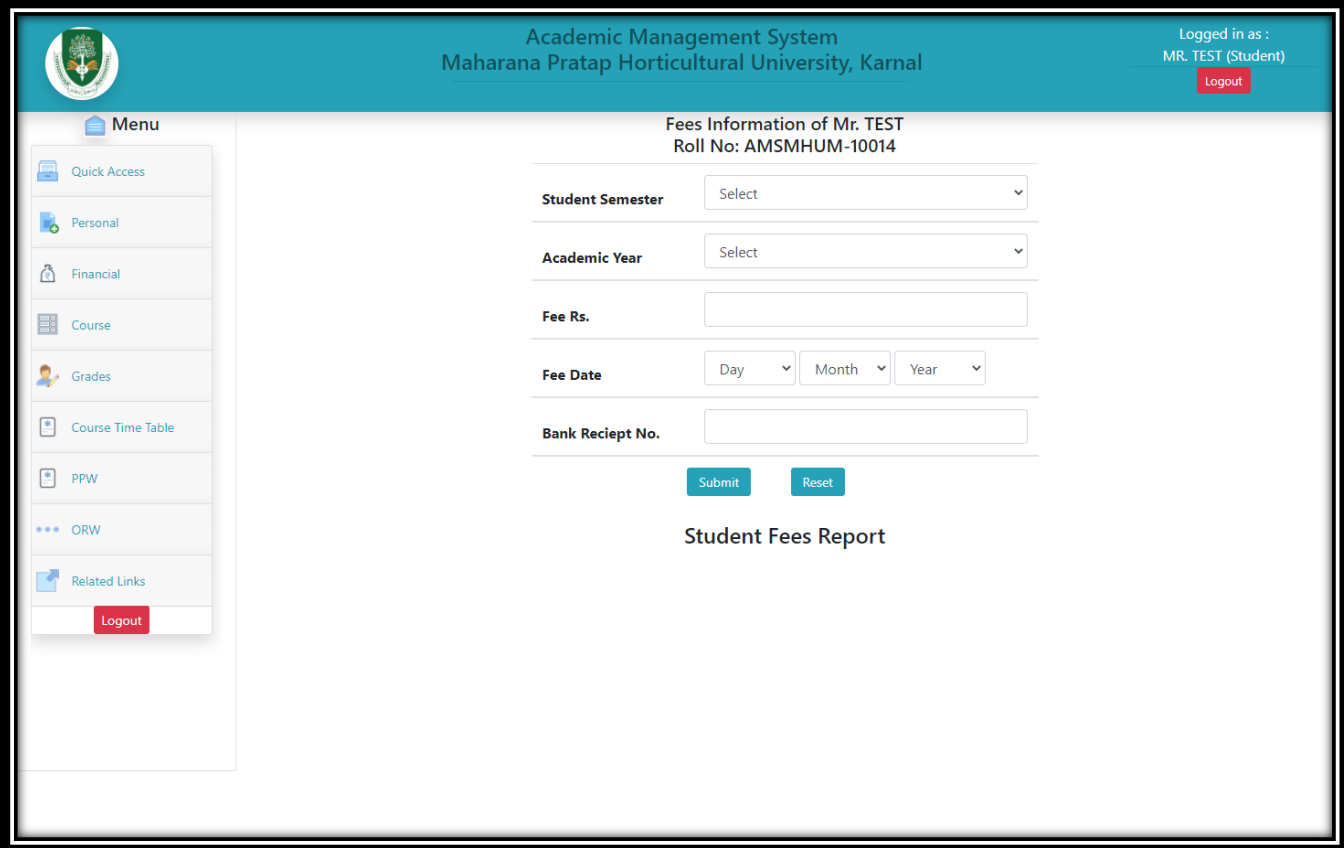


Fig. 4.2(c) Student Verify Email id

5. Fee Payment Module to the Student

The students can pay semester fee and other type of fees such as chasre-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 Maharana Pratap Horticultural University, Karnal. The user is logged in as MR. TEST (Student). The main content area is titled "Fees Information of Mr. TEST" with Roll No: AMSMHUM-10014. 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 "Submit" and "Reset" buttons. A "Student Fees Report" link is also visible. On the left, a "Menu" sidebar contains options: Quick Access, Personal, Financial, Course, Grades, Course Time Table, PPW, ORW, and Related Links, along with a "Logout" button at the bottom.

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.

Academic Management System
Maharana Pratap Horticultural University, Karnal

Logged in as :
MR. TEST (Student)
Logout

Menu

- Quick Access
- Personal
- Financial
- Course
- Grades
- Course Time Table
- PPW
- ORW
- Related Links

Logout

Select Various Type of Courses and Disciplines

Major Discipline	Please Make a Selection
1st Minor Discipline	Please Make a Selection
2nd Minor Discipline	Please Make a Selection
3rd Minor Discipline	Please Make a Selection
4th Minor Discipline	Please Make a Selection
Supporting Courses	Yes
Audit Courses	Yes
Compulsory Courses	Please Make a Selection

Submit

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.

The screenshot shows the 'Allocate Courses' page in the Academic Management System of Maharana Pratap Horticultural University, Karnal. The user is logged in as MR. TEST (Student). The page displays a form for selecting an academic year (2016-17) and semester (I), with an 'Add Semester' button. Below the form is a table with columns for Semester-AcademicYear, Course No., Allocate, and Delete. The table currently shows 'No Records' for the semester I-2016-17.

Semester-AcademicYear	Course No.	Allocate	Delete
I-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 suppose edtoenter details of his/her advisory committee members by click in gon **PPW** and then click on **Advisory Committee**.

- Next screen contains a links '**Choose Major Member**' '**ChooseMinor1Member**' '**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**.
- Afacultymembernamein'**AdvisoryCommitteeMembers**'listboxmaybemovedbackto
- '**Faculty Members**' list box by **left move << button**.
- Click on '**Save Changes**' button.
- Theslectedmajorfacultymemberwillappearinarowbelow'**ChooseMajorMember**'
- In similar manner ,members from remaining discipline may be selected.

Academic Management System
Maharana Pratap Horticultural University, Karnal

Logged in as :
MR. TEST (Student)
[Logout](#)

Menu

- Quick Access
- Personal
- Financial
- Course
- Grades
- Course Time Table
- PPW
- ORW
- Related Links

[Print](#)

Proposal for Constitution/Re-constitution of Advisory Committee

1.	Name of Student	Test
2.	ID No.& year of Admission	123 (2021)
3.	Degree Programme and Subject	M.Sc (FLA)
4.	College	Maharana Pratap Horticultural University ,Anjanthali,Karnal. (College of Horticulture for PG Students), Hisar

Advisory Committee

Name & Designation	Approved Member
Chairman	
FLA(Co-Chairman) Choose Co-Chairman Member Choose From Other Discipline Choose From Other College	
FLA(Core) Choose Core Member Choose From Other Discipline Choose From Other College	
(Supporting/Minor 1)	
(Supporting/Minor 2)	
(Supporting/Minor 3)	

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

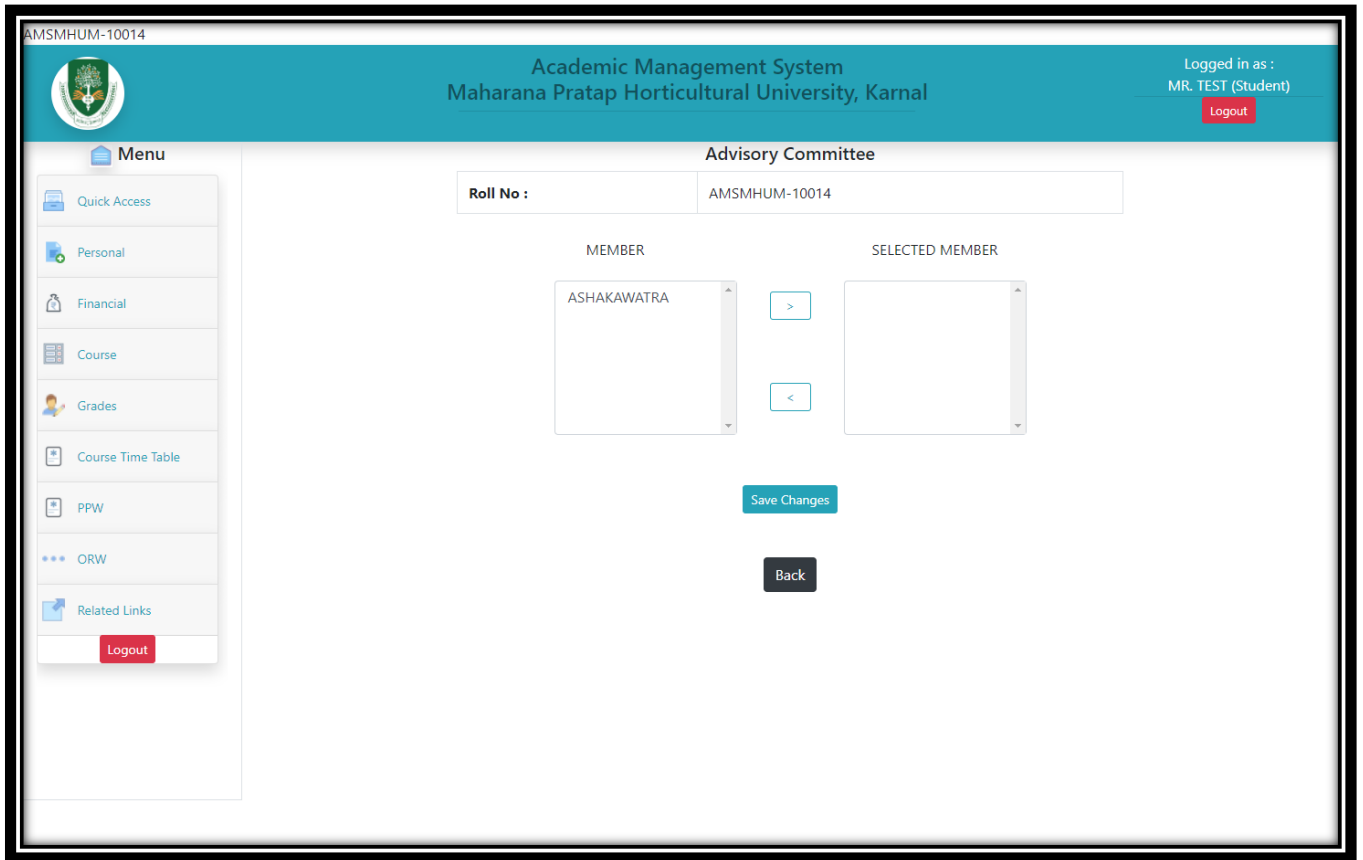


Fig. 6.3(b) Advisory Committee Members

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.

Academic Management System
Maharana Pratap Horticultural University, Karnal

Logged in as :
MR. TEST (Student)
Logout

Menu

- Quick Access
- Personal
- Financial
- Course
- Grades
- Course Time Table
- PPW
- ORW
- Related Links

Print

Student PPW

Student has not filled his/her Qualification. Please fill your qualification first.
[Fill Qualification](#)
Thesis Title is not uploaded. Please upload Thesis Title first.
[Upload Tentative title of the thesis](#)

Student Name	test
Roll No.	123
Date of enrollment	19/01/2021
Degree	M.Sc
Discipline	Floriculture & Landscape Architecture
Major Discipline	Nil
Optional	Nil
Minor 1 Discipline	Nil
Minor 2 Discipline	Nil
Minor 3 Discipline	Nil
Minor 4 Discipline	Label
Supporting Discipline	Label
Compulsory	No
Other Field	No

Qualifications : No Records

Tentative title of Thesis : No Records

Advisory Committee: No Records

Course Work: No Records

Major Discipline: No Courses

Optional: No Courses

Minor 1 Discipline: No Courses

Fig. 6.4 Plan of Post Graduate Work (PPW)

