



NAHEP



AGRICULTURAL EXPERTS INFORMATION SYSTEM FOR ICAR (AEIS)

<https://aeis.icar.gov.in/>

User Manual

DESIGNED AND DEVELOPED BY

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1. INTRODUCTION

AGRICULTURAL EXPERTS INFORMATION SYSTEM is the premier database of profiles of scientists / researchers and other faculty members working at leading academic institutions and other R & D organisation involved in teaching and research in Agriculture sector across India. It provides important information about expert's background, contact address, experience, scholarly publications, skills and accomplishments, researcher identity, etc. The database is developed and maintained by ICAR. The database would be instrumental in selection of panels of experts for various committees, taskforce, established by the Agriculture Ministries / State departments establishments for monitoring and evaluation purposes.

The portal is developed with an objective to create a network of subject matter experts in the agricultural sector and build a repository of the work done by these subject matter experts across various disciplines of agriculture.

The home page of AEIS portal can be accessed at- <https://aeis.icar.gov.in>.

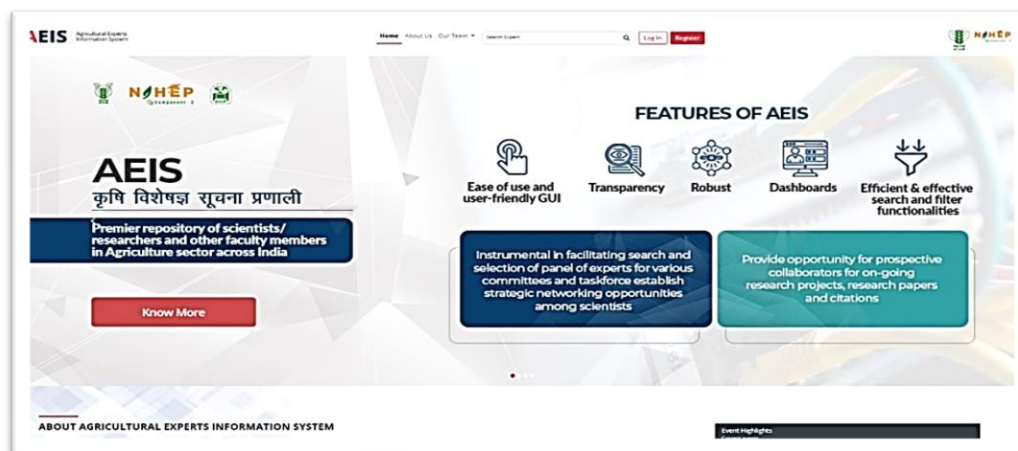


Fig. 1

2. Modules of AEIS

There are 3 Modules in AEIS-

- Admin
- Administrator
- Expert

3. New Registration

Any new user (faculty/ scientists/ researchers/ subject matter expert/ professors / others) may register on AEIS as shown below.

3.1 Click on Register

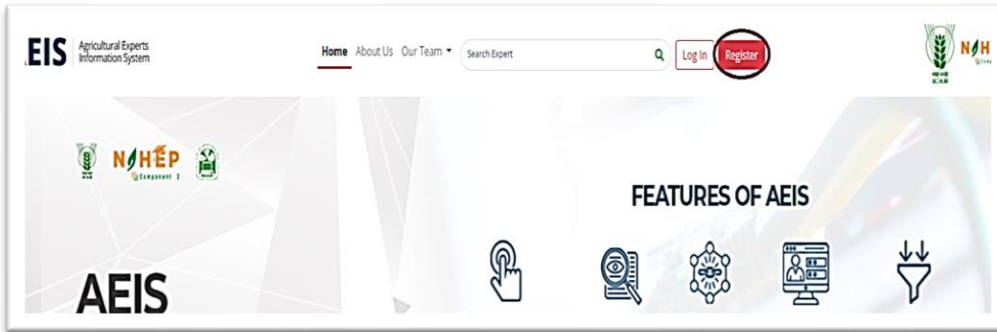


Fig. 2

3.2 Upload Image



Fig. 3

3.3 Fill Organization information

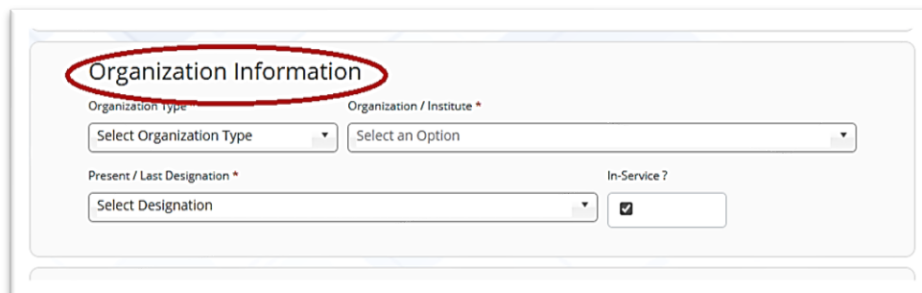
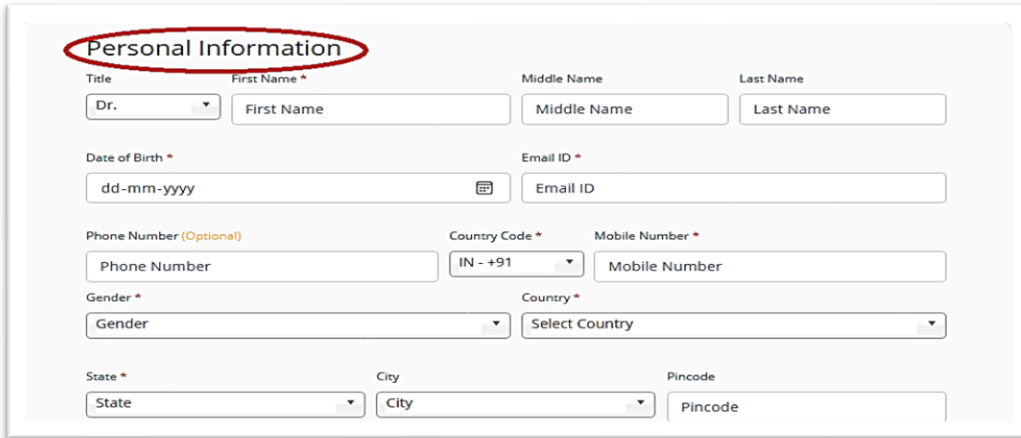


Fig. 4

3.4 Fill Personal Information

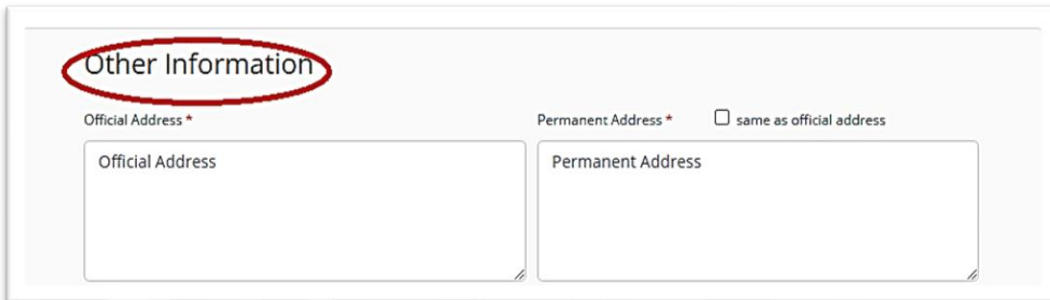


The form titled "Personal Information" contains the following fields:

- Title: Dr. (dropdown)
- First Name: (text input)
- Middle Name: (text input)
- Last Name: (text input)
- Date of Birth: dd-mm-yyyy (text input)
- Email ID: (text input)
- Phone Number (Optional): (text input)
- Country Code: IN +91 (dropdown)
- Mobile Number: (text input)
- Gender: (dropdown)
- Country: Select Country (dropdown)
- State: (dropdown)
- City: (dropdown)
- Pincode: (text input)

Fig. 5

3.5 Fill Other Information

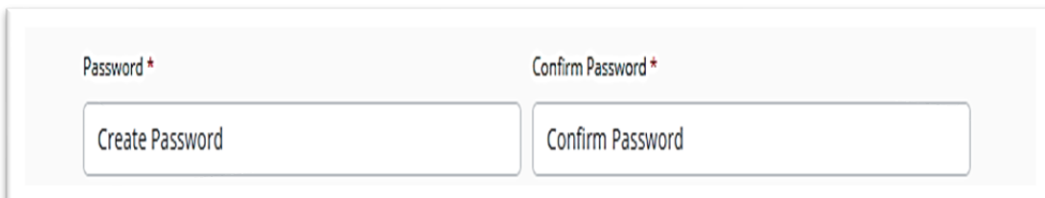


The form titled "Other Information" contains the following fields:

- Official Address: (text input)
- Permanent Address: (text input)
- Permanent Address checkbox: same as official address

Fig. 6

3.6 Create Password



The form contains the following fields:

- Password: Create Password (text input)
- Confirm Password: Confirm Password (text input)

Fig. 7

3.7 Enter Captcha



Enter Answer 9 - 10 = ? 

Fig. 8

3.8 Click on Register

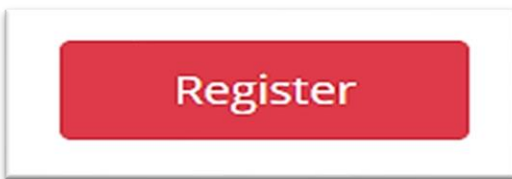
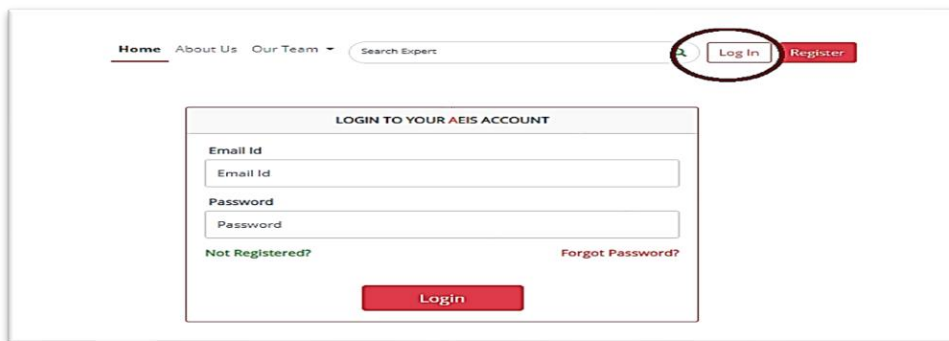


Fig. 9

4. User Login

After Admin has approved the new user registration the user will get the login credentials on his/her email. The user can login with the User Id and password.



Home About Us Our Team Search Expert [Log In](#) [Register](#)

LOGIN TO YOUR AEIS ACCOUNT

Email Id

Password

[Not Registered?](#) [Forgot Password?](#)

[Login](#)

Fig. 10

4.1 Profile Page

Once the user successfully logs in the system, the user can see the profile page with below details.

- Name: User's name with designation will be displayed
- Expert ID: AEIS system will provide an expert ID to the user
- URL: A URL for profile page will be made available which can be used and accessed independently.
- Edit: User may edit any information for his / her profile as and when required.
- Profile completeness: The status bar shows profile completeness status. It reaches 100% when user has keyed-in all the details.

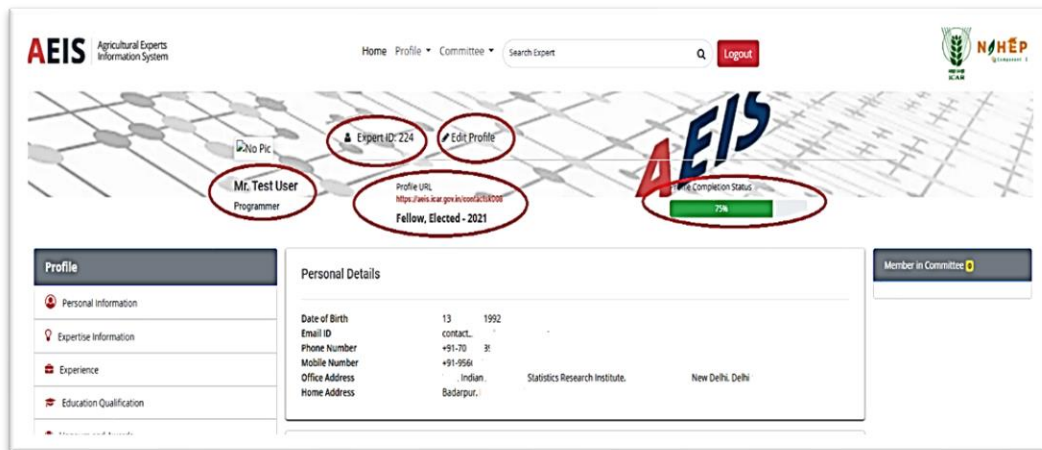


Fig. 11

5. Expert Features

The Experts have the following features and can Add/Edit the following information in their profiles.

- For editing the Expert can go to Edit Profile option given at the top as shown in Fig. 11.
- The Expert can go to profile tab and can find all the options as shown in Fig. 12.
- Also there is a red colour Edit icon given at the right bottom corner of the profile page which can be clicked to enable the edit option for all information as shown in Fig. 13.

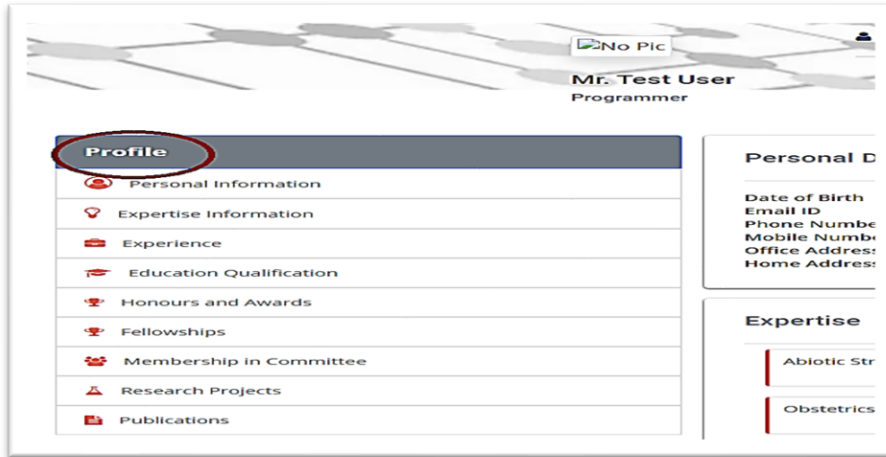


Fig. 12



Fig. 13

5.1 Personal Information

The Expert can fill all the personal details as shown in Fig. 14.

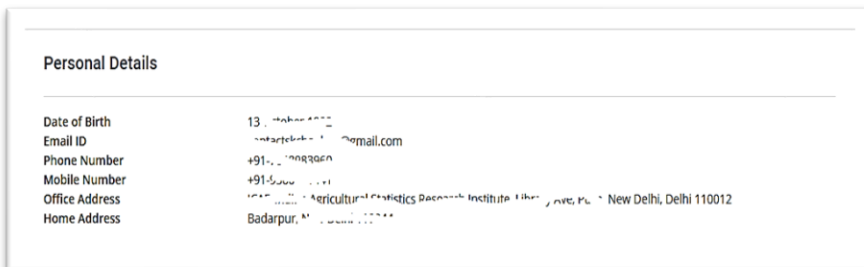


Fig. 14

5.2 Expertise Information

The Expert can fill all the Expertise as shown in Fig. 15.

Expertise

Abiotic Stresses	Computer Science and Engineering	Computer Science and Information Systems
Obstetrics And Gynecology	Agricultural Economics	Bioinformatics

Fig. 15

5.3 Experience

The Expert can fill all the Experience as shown in Fig. 16.

Experience



	Assistant Director General Annammalai University 1965 - 1970
	Assistant Director Agricultural College, Bapatla 1951 - 1958

Fig. 16

5.4 Education Qualification

The Expert can fill all the Education details as shown in Fig. 17.

Education



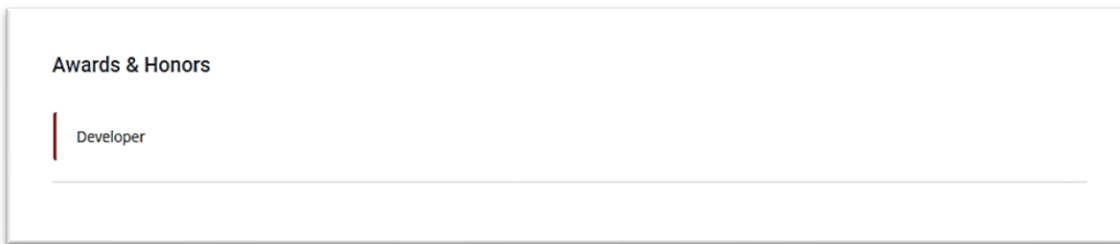
	Aacharya Narendra Deva University of Agriculture and Technology Bachelor of Computer Application (BCA) 2016 - 2019
	Indian Space Research Organization (ISRO) Bachelor of Technology (B.Tech.) 1956 - 2014

Fig. 17

5.5 Awards and Honours

The Expert can fill all the Award details as shown in Fig. 18.

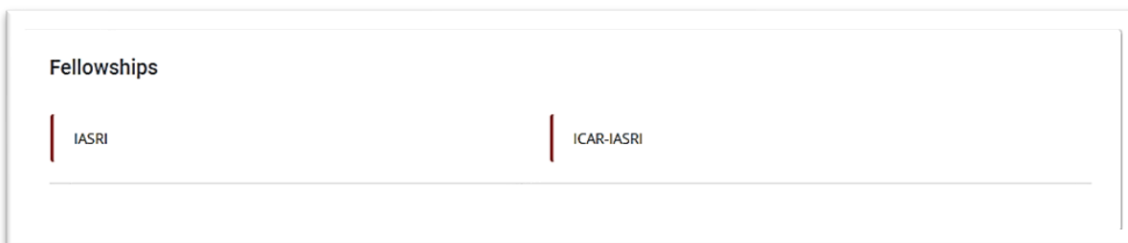


The screenshot shows a form titled "Awards & Honours". Below the title, there is a vertical red line followed by the text "Developer". A horizontal line is positioned below the text.

Fig. 18

5.6 Fellowship

The Expert can fill all the Fellowship details as shown in Fig. 19.



The screenshot shows a form titled "Fellowships". Below the title, there are two entries, each consisting of a vertical red line followed by text: "IASRI" and "ICAR-IASRI". A horizontal line is positioned below the entries.

Fig. 19

5.7 Member in Committee

Member in Committee tab lists all those committee where user is a member along with hyperlink to the committee.

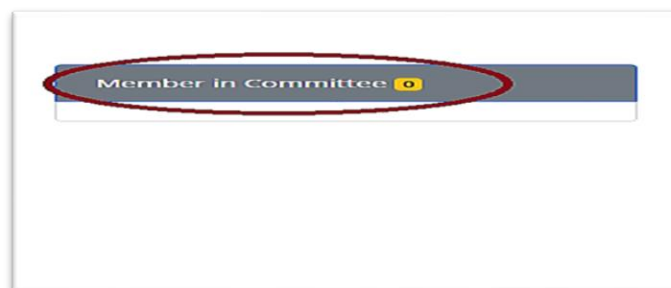


Fig. 20

5.8 Notification

Notification tab lists all the notification which the user has received.

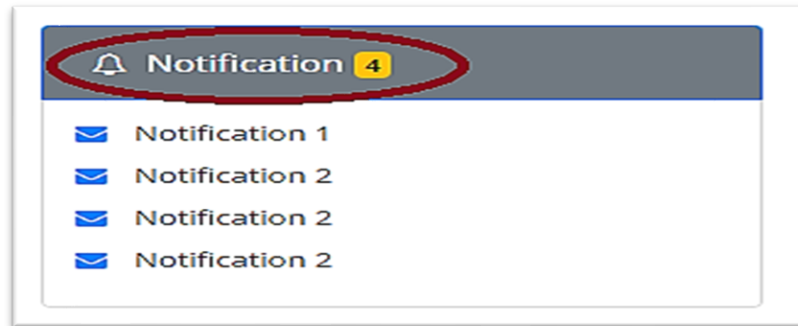


Fig. 21

Fig. 21

6. Administrator Features

The Administrators are Experts with some special features in addition to all the features available to Experts. There is a Committee option available to Administrators in addition to all features.

6.1 Create Committee

- Click on Create Committee option in Committee dropdown.



Fig. 22

- After clicking on Create Committee, the user has to fill all Committee details as shown in Fig 23.

Create Committee

Committee Type *
Select Committee Type

Committee Name *
Committee Name

Committee Description *
Enter Committee Description

ToR *
Choose File | No file chosen

Create Reset

Fig. 23

6.2 View Committee

- Click on View Committee option in Committee dropdown.



Fig. 24

- After clicking on View Committee, the user can see the list of Committee as shown.

List of Committee

Show All entries Search:

Sr No.	Committee Type	Committee Name	Description & ToR	Date Time	History	Members	Actions
1	CONF	NAHEP-Comp 2	this is for testing Download ToR	Sat, 04 Sep 2021, 14:54:47	View History	View Edit	Generate Office Order Committee Submitted
2	CONF	BRICS	BRICS Summit 2021 Download ToR	Sat, 04 Sep 2021, 15:21:59	View History	View Edit	Forward Delete
3	N-CONF	Testing	Testing purpose Download ToR	Sat, 04 Sep 2021, 16:23:30	View History	View Edit	Generate Office Order Committee Submitted
4	N-CONF	Test Committee PRT	This is for HAU Download ToR	Sun, 05 Sep 2021, 16:38:55	View History	View Edit	Forward Delete

Showing 1 to 4 of 4 entries Previous 1 Next

Fig. 25

6.3 Add Proceedings

- Click on Add Proceedings option in Committee dropdown.



Fig. 26

- After clicking on Add Proceedings the user will get option to create Proceedings and view list of Proceedings as shown.

The screenshot shows the 'Add Proceedings of Committee' form. It features a dropdown menu for 'Select Committee'. Below this, there are two input fields: 'Proceedings Title *' with a placeholder 'Enter Proceedings Title' and 'Proceedings File (Max Size 5 MB and File Type should be pdf, docx, doc)' with a 'Choose File' button and 'No file chosen' text. A green 'Create Proceedings' button is located at the bottom of the form.

Fig. 27

The screenshot shows the 'List of Committee Proceedings' table. At the top, there is a search bar and a 'Show 5 entries' dropdown. The table has the following columns: 'Sr No.', 'Committee Type', 'Committee Name', 'Description', 'Proceedings Title', 'Proceedings', 'Date Time', and 'Actions'. The table is currently empty, displaying 'No data available in table'. At the bottom, there is a 'Showing 0 to 0 of 0 entries' message and 'Previous' and 'Next' navigation buttons.

Fig. 28

6.4 Dashboard

- The Dashboard allows the user to see the list of Committee members and see their status as shown.

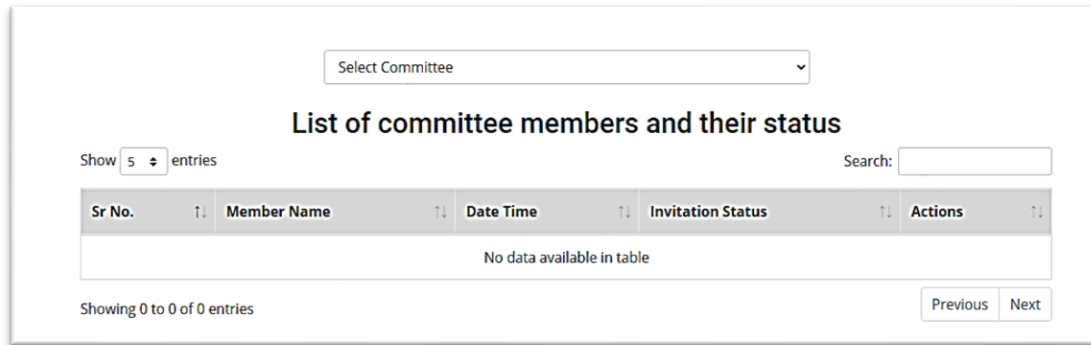


Fig. 29

6.5 Committee Approval

- The list of Committees forwarded for approval can be seen.

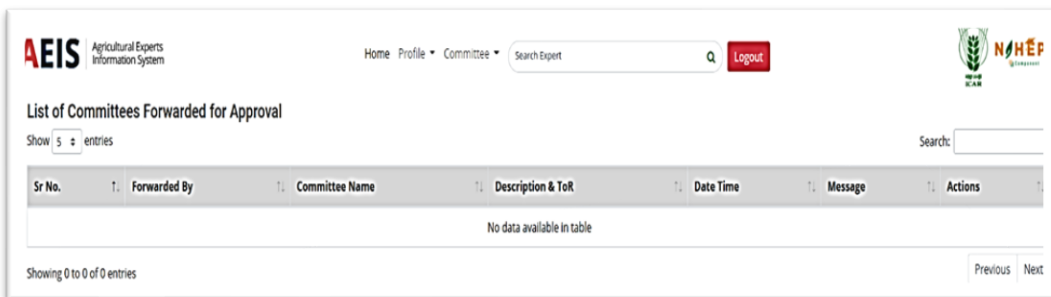


Fig. 30

6.6 Change Role

- The Administrator may assign / change profile of any expert to “higher expert”. Administrator may select the expert from drop down list, May view his / her profile and tick the check box if expert is “higher expert”.

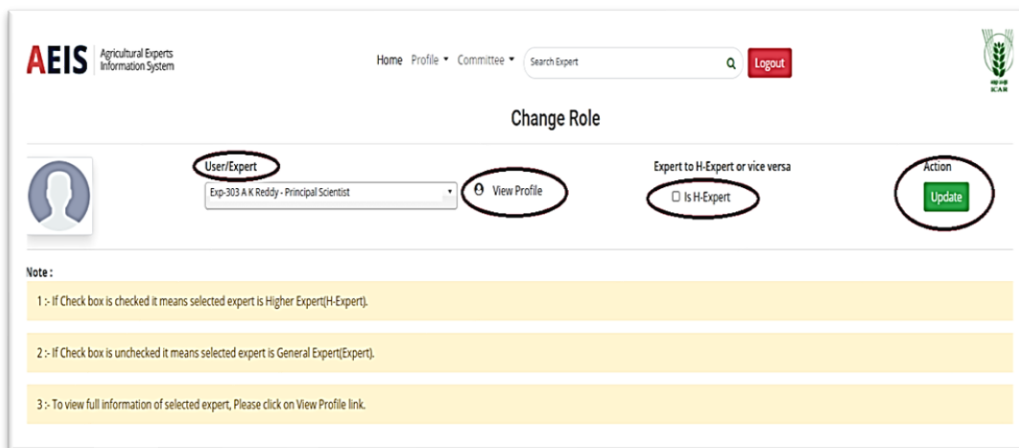


Fig. 31

7. Search and Filter Feature

The search and filter help user may select the list of experts from AEIS database. User may customize the search and filter criteria as per the requirements.

7.1 Search

User may search the expert by First name, middle name and last name, as shown below.

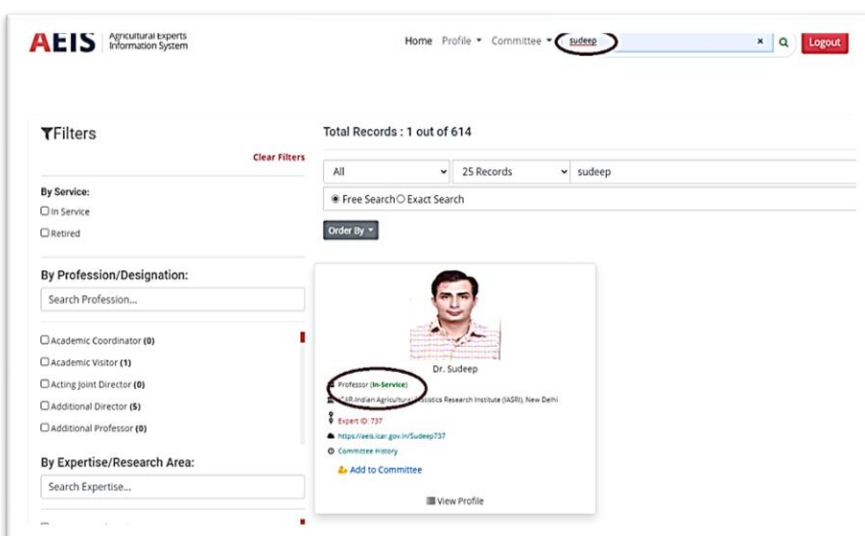
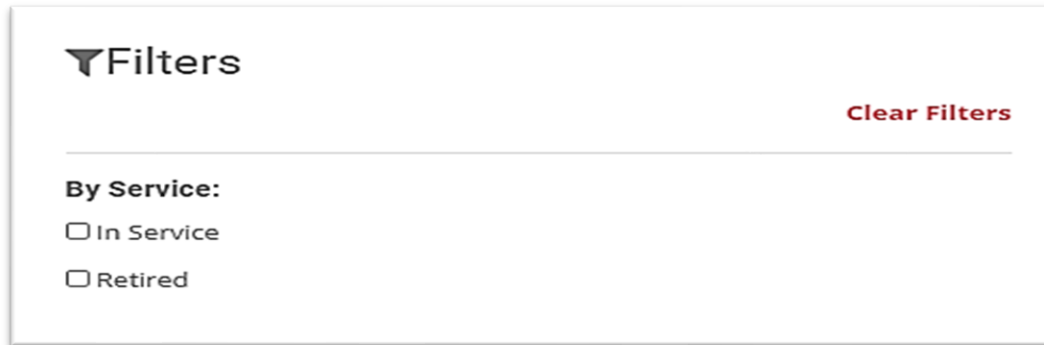


Fig. 32

7.2 Filter options

- **In service or retired filter:** This filter option provides list of expert who are in service or superannuated.



Filters

Clear Filters

By Service:

In Service

Retired

Fig. 33

- **In profession / designation filter:** This filter option allows user to select experts using designation / profession.



By Profession/Designation:

Search Profession...

Academic Coordinator (0)

Academic Visitor (1)

Acting Joint Director (0)

Additional Director (5)

Additional Professor (0)

Fig. 34

- **In expertise / Research area filter:** This filter option allows user to select experts using expertise / Research.

By Expertise/Research Area:

Search Expertise...

3D Printing of Foods (1)

Abiotic and Biotic Stress Management in Multidisciplinary Farming Systems using multi-omics (1)

Abiotic stress and Crop biotechnology (1)

Abiotic stress management (1)

Abiotic Stress Responses in Plants (2)

Fig. 35

+

- **In state filter:** This filter option allows user to select experts belonging to the state.

By State:

Search States...

Andaman and Nicobar Islands (1)

Andhra Pradesh (6)

Arunachal Pradesh (0)

Assam (2)

Bihar (6)

Fig. 36

- **In Organization Filter:** This filter option allows user to select experts belonging to the organization.

By Organisation:

Search Organisation...

A.P. Agricultural University (1)

Able Ag Solutions (1)

Academy of Gandhian Studies, Tirupati (1)

Academy of Scientific and Innovative Research (3)

Acharya N.G. Ranga Agricultural University (1)

Fig. 37