



# ACADEMIC MANAGEMENT SYSTEM

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

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## Student Reference Manual

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## 1. Introduction

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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.

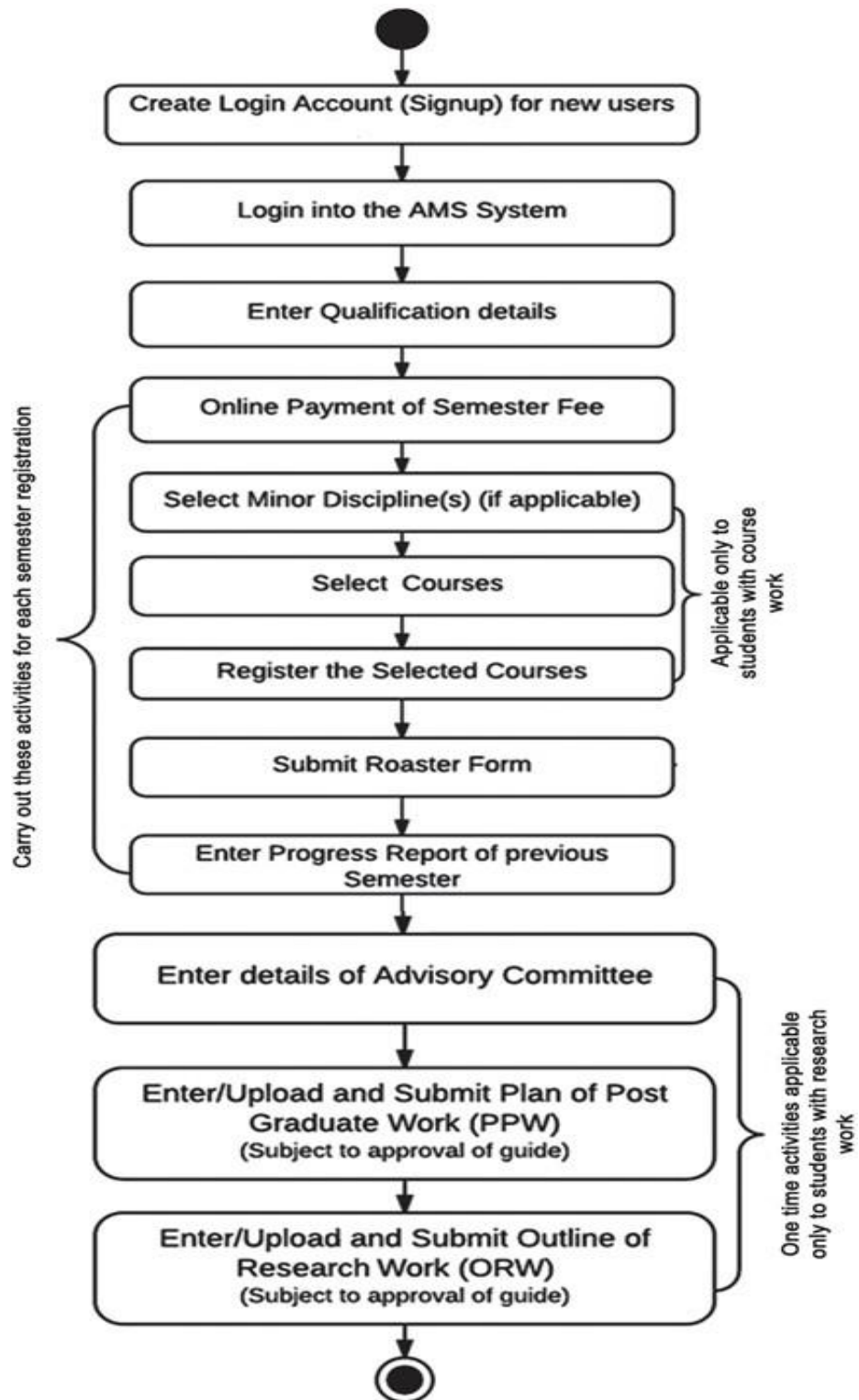


Fig. 1.1 Activity Diagram for using Academic Management System (AMS)

## 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' page of the Academic Management System (AMS) for the University of Agricultural Sciences, Dharwad. The page features a green header with the university's logo and name, and a navigation menu with 'HOME', 'NAHEP', and 'CONTACT US'. The registration form includes the following fields:

- User Type:** A dropdown menu with 'Select UserType'.
- User ID/Username:** A text input field containing 'abc@gmail.com'.
- Password and Confirm Password:** Two text input fields.
- Title, First Name, Middle Name, Last Name:** Four text input fields.
- Father Name, Mother Name, Religion:** Three text input fields.
- Gender, Category, Physically Challenged?:** Three dropdown menus.
- Date of Birth, Blood Group:** Two text input fields.
- Designation, Degree, Discipline:** Three dropdown menus.
- College/Working Place:** A dropdown menu with 'Select College'.
- Aadhaar Number, PAN CARD Number:** Two text input fields.
- Email ID, Mobile No:** Two text input fields.
- Bank A/C No, Bank Name & Branch, IFSC Code:** Three text input fields.
- Address Official/Correspondence, Permanent Address (Same as correspondence address):** Two text input fields.
- Country, Domicile State:** Two dropdown menus.

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

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.

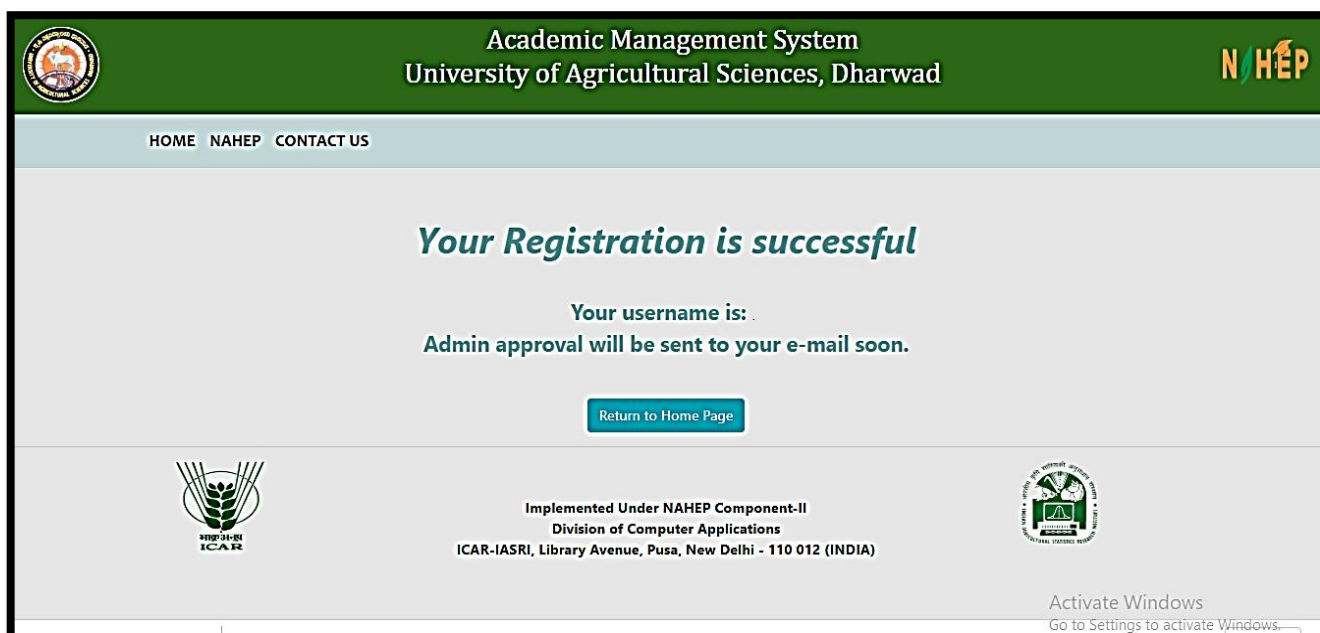


Fig. 2.2 Registration Successfully

### 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.

**Academic Management System**  
**University of Agricultural Sciences, Dharwad**

HOME NAHEP CONTACT US

**Sensitization Workshop On NAHEP Component -2 Activities And Implementation Of Academic Management System**

The University of Agricultural Sciences, Dharwad was established on October 1, 1986. The University has 5 Colleges, 27 Research Stations, 6 Agriculture Extension Education Centers, 6 Krishi Vigyan Kendras and ATIC. The University has its jurisdiction over 7 districts namely Bagalkot, Belgaum, Bijapur, Dharwad, Gadag, Haveri, and Uttar Kannada in northern Karnataka. Greater diversity exists in soil types, climate, topography cropping and farming situations. The jurisdiction includes dry-farming to heavy rainfall and irrigated area. Important crops of the region include sorghum, cotton, rice, pulses, chilli, sugarcane, groundnut, sunflower, wheat, safflower etc. The region is also known for many horticultural crops. . [About AMS](#)

**New Updates**

**Resources**

- White Book
- Reference Manual (Admin)
- Reference Manual (Faculty)
- Reference Manual (Students)
- Academic Calender 2019-20

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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**.

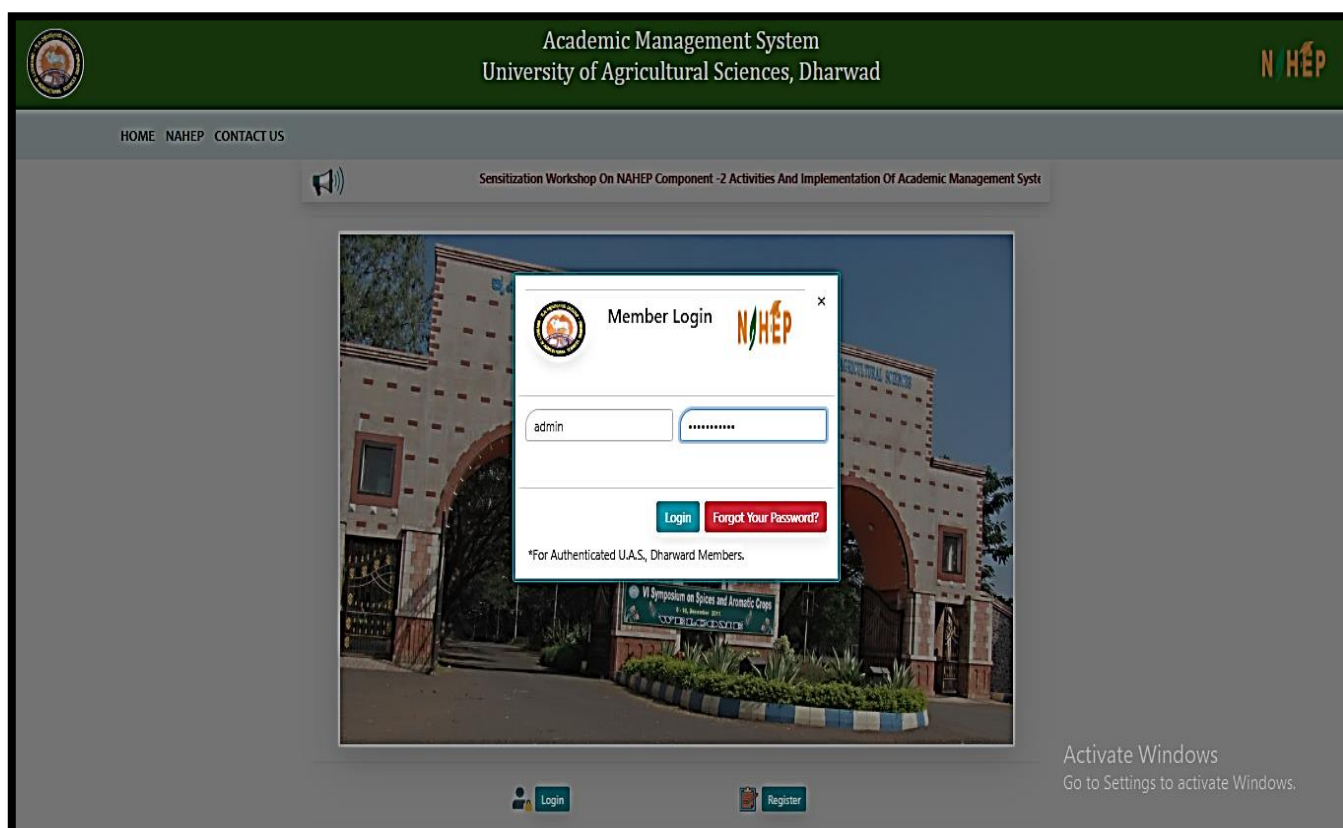


Fig. 4 Login as Student

## 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 UAS Dharwad website interface for editing a student's qualification. The top navigation bar includes 'Home', 'Personal', 'Courses', 'POW', 'Reports', 'POR', 'Progress Report', 'Guide', and 'Change Role'. The left sidebar contains 'UASD-AMS' with links for 'Project Brief', 'New Green Book', 'Old Syllabus', 'Reference Manuals', and 'Contact Us', along with 'Related Links' for 'ICAR', 'UAS-Dharwad', and 'IASRI', and a 'Logout' button. The main content area features a 'Show Qualification Grid' button and a form with the following fields:

Degree	Ph.D.
Specialisation	Agriculture
Roll No.	2145124
Marks Category	Percentage
Marks Obtained	85
Total Marks	100
Year of Passing	2005
Subject	Agriculture
University Category	Deemed University
University Name	ICAR-Indian Agricultural Resr
University Name (If Selected Others)	
Attach Transcript	Choose File No file chosen

A 'Submit' button is located at the bottom of the form. A watermark 'Activate Windows Go to Settings to activate Windows.' is visible in the bottom right corner of the page.

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.

**UAS Dharwad** Home Personal Course

**UASD-AMS**

Project Brief  
New Green Book  
Old Syllabus  
Reference Manuals  
Contact Us

**Related Links**

ICAR  
UAS-Dharwad  
IASRI

Logout

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**UAS Dharwad** Home Personal Course

**UASD-AMS**

Project Brief  
New Green Book  
Old Syllabus  
Reference Manuals  
Contact Us

**Related Links**

ICAR  
UAS-Dharwad  
IASRI

Logout

**UPDATE DETAILS** X

**User Type** ft

**Username** Basavarajh@Uasd.In

**Title** Dr. **First Name** BASAVARAJA **Middle Name** Hanumappa **Last Name** Last Name

**Father Name** HANUMAPPA **Mother Name** DEVEERAMMA

**Gender** Male **Category** OBC - Other Backward **Physically Challenged?** No

**Date of Birth** 05-07-1958 **Blood Group** B+

**Discipline** Agricultural Economics **College** College of Agriculture, Dharwad

**Aadhar Number** Aadhar No **Pan Card Number** Pan Card No

**Aadhar Number** Aadhar No **Pan Card Number** Pan Card No

**Email ID** Basavarajh@Uasd.In **Mobile Number** 9741177121

**Date of Joining Service** DD/MM/YYYY **Date of Joining University** DD/MM/YYYY **Joining Cader** Joining Cader

**Present Cader** Present Cader **Date of Enterning Present Cader** DD/MM/YYYY

**Address Official/Correspondence** Department Of Agricultural Economics, College Of Agriculture, Dharwad 580 005 **Address Permanent** No. 225 NAVANEETH, VII Cross, Rani Channamma Nagar, Dharwad 580 001

**Country** India **Domicile State** KARNATAKA

**Update**

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.

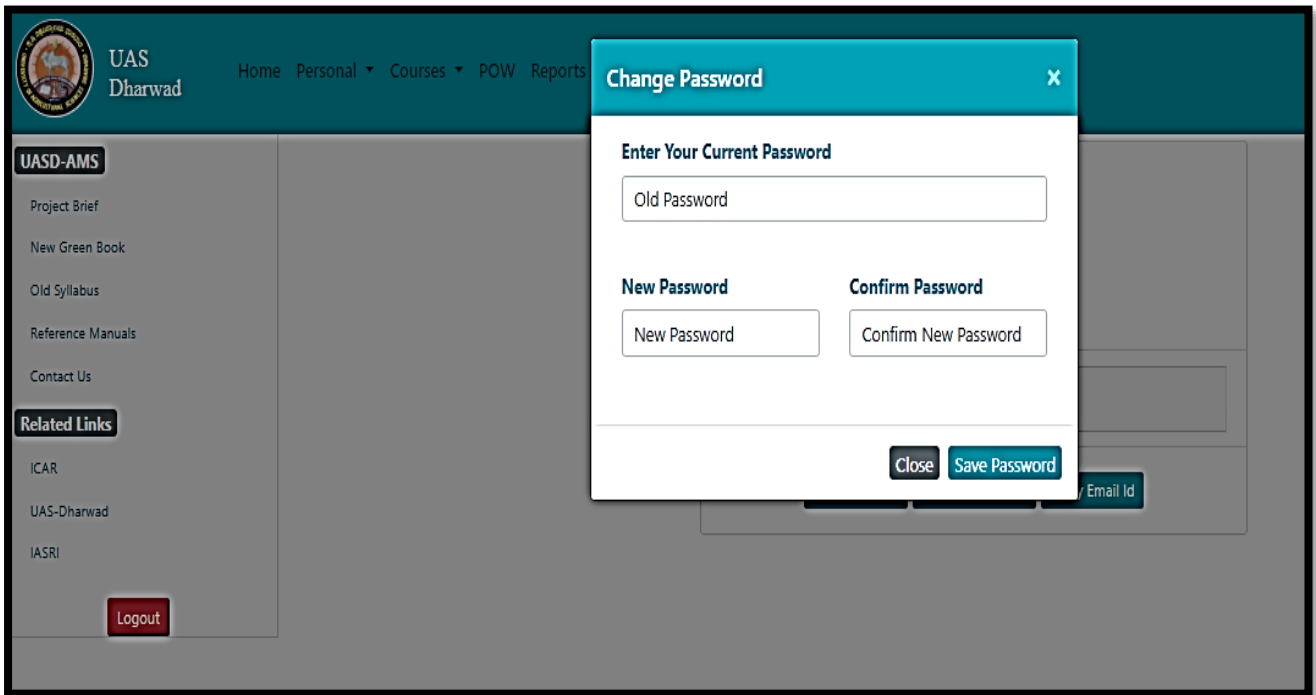


Fig. 4.2(b) Student Update/Edit Basic Profile

- 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.

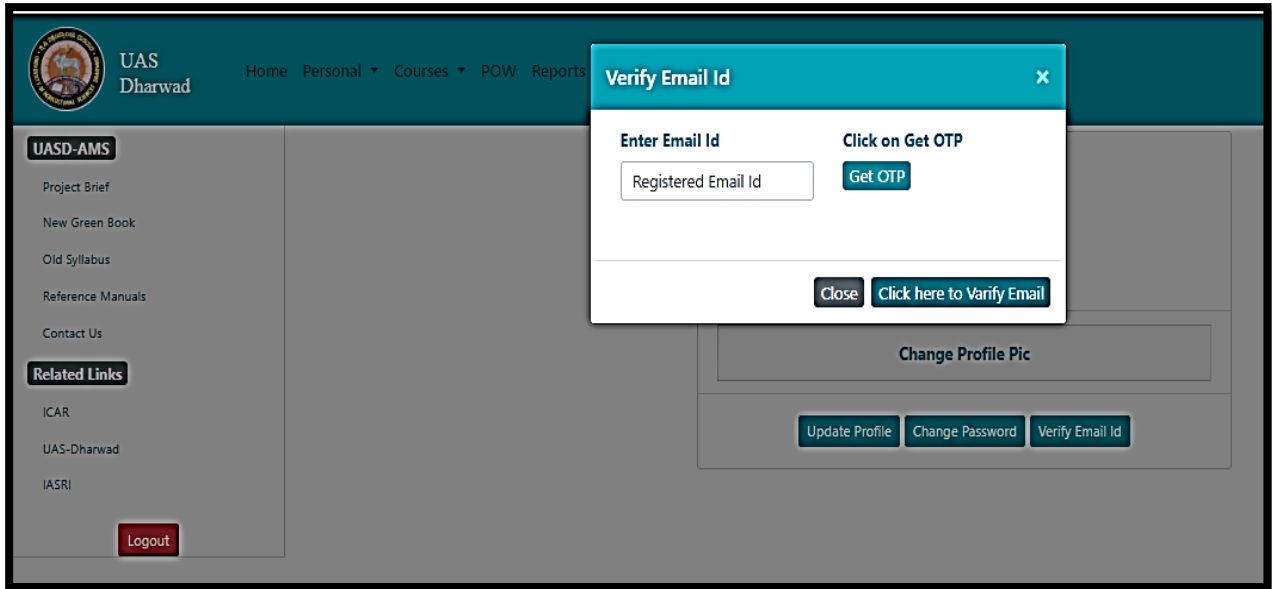


Fig. 4.2(c) Student Verify Email id

## 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.**

**UAS Dharwad** Home Personal Financial Course Course Time Table

**UASD-AMS**

- Project Brief
- New Green Book
- Old Syllabus
- Reference Manuals
- Contact Us

**Related Links**

- ICAR
- UAS-Dharwad
- IASRI

[Logout](#)

**Fees Information of Mr. VIBOR TYAGI**  
Roll No: AMSUASM-10001

Student Semester: I

Academic Year: 2019-20

Fee Rs.: 30000

Fee Date: 9 June 2019

Bank Receipt No.: 24545478

[Submit](#) [Reset](#)

**Student Fees Report**

Sr. No	Semester-Academic Year	Fees Amount	Fees Date	Receipt No.
1	I - 2019-20	30930.0000	9/16/2019	121

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:

Category	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.

Roll No: AMSBAUM-10004 Major Discipline: AG

Academic Year: Please Select

Semester: Please Select

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.



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## 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 Admission	AMSBAUM-10004 (2019)
3.	Degree Programme and Subject	M.Tech. (AG)
4.	College	BIRSA AGRICULTURAL UNIVERSITY

#### Advisory Committee

Name & Designation	Approved Member
Chairman	
<b>AG</b> (Co-Chairman) Choose Co-Chairman Member Choose From Other Discipline Choose From Other College	
<b>AG</b> (Core)Choose Core Member Choose From Other Discipline Choose From Other College	
(Supporting/Minor 1)	
<b>BS</b> (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	<input type="button" value=" &gt;"/>  <input type="button" value=" &lt;"/>	
<input type="button" value="Save Changes"/>		
<input type="button" value="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.** 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

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
<b>Total Credits:</b>	<b>0+0*</b>

[Submit POW](#)

Fig. 6.4 Plan of Post Graduate Work (PPW)