





ACADEMIC MANAGEMENT SYSTEM

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

Admin Reference Manual



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1. Introduction

NAHEP has been formulated by ICAR with a total cost of US\$ 165 million (Rupees 1100 crores at the exchange rate of Rs. 66.75 = 1US\$) for five years starting from 2017-18. The project is proposed on 50:50 cost sharing basis between the World Bank and the Government of India, implemented at the Education Division, ICAR, New Delhi. Overall, the project aims to develop resources and mechanism for supporting infrastructure, faculty and student advancement, and providing means for better governance and management of agricultural universities, so that a holistic model can be developed to raise the standard of current agricultural education system that provides more jobs and is entrepreneurship oriented and on par with the global agriculture education standards.

The mandate of ICAR/DARE includes promotion and coordination of education in agriculture, agro-forestry, animal husbandry, fisheries, home science and allied sciences in the country. ICAR is now embarking upon an ambitious step in further strengthening the National Agricultural Education system in the country through National Agricultural Higher Education Project (NAHEP) with financial assistance of the World Bank by investing on infrastructure, competency and commitment of faculty, and attracting talented students to agriculture.

The project would benefit all the Agricultural Universities (AUs), i.e. 63 State Agricultural Universities modelled on the US Land Grant University pattern, 5 Deemed to be Universities (DUs), three Central Agricultural University (CAUs) and four Central Universities (CUs) with Agriculture Faculty.

1.1 Academic Management System

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

The Project supports the Country Partnership Strategy and addresses the three engagement areas of integration, transformation and inclusion. These engagement areas foresee increased agricultural productivity and support quality improvements of higher education to create a more skilled workforce that continuously improves the productivity of key sectors, including agriculture. The proposed Project is also a multi-Global Practice collaboration (Agriculture and Education) and is expected to support activities and results directly related to cross-cutting strategic areas of climate change, jobs and gender.

1.2 Modules of Academic Management System

Academic Management System automates various academic processes of the university and will enhance the efficiency of the system by saving time and efforts involved in manual processes. The data generated by the system is used for generating the reports at the national agriculture portal by aggregating the data from various state agriculture universities. The system has following sub modules:

- Courses Management
- Student Management
- Faculty Management
- Administration Management
- E-Learning Management

Hostel Management

- Administrator Role
- Head Role
- Student Role
- Faculty Role
- Guide Role
- Professor Role
- Dean

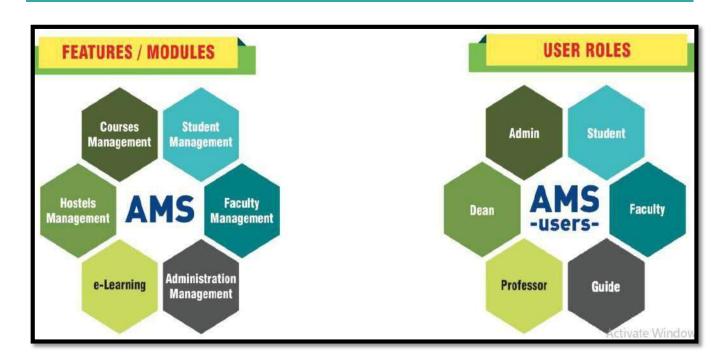


Fig. 1.2 Modules of Academic Management System

2. Login as Administrator

Every administrator would be provided with login credentials, using which they can login in and update their password and profile.

2.1 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.

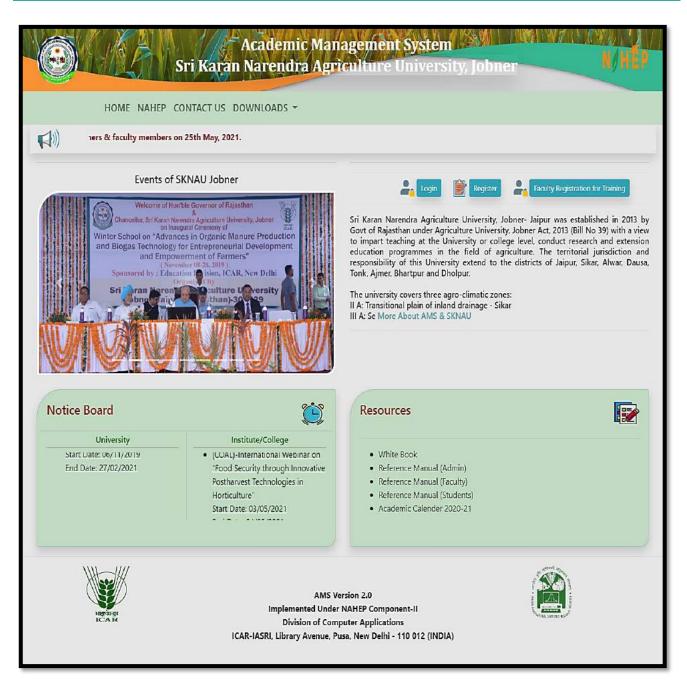


Fig. 2.1 Home Page of the Academic Management System

2.2 Login as Administrator

AMS Home page contain a Login button, For Administrator only login username and password will be provided by the development team.

- Click on Login Button which is right side of the AMS home page.
- Admin Can enter his/her credentials which is provided by the AMS development team.

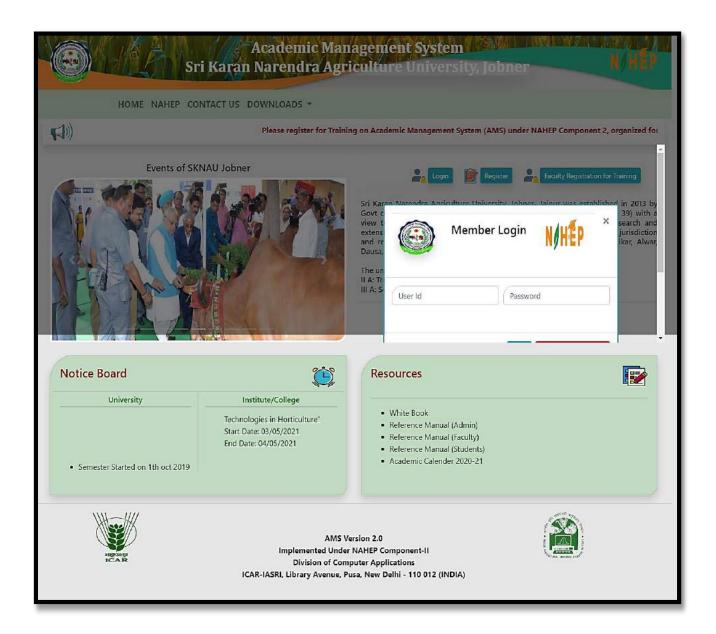


Fig. 2.2 Login Page for Administrator

2.3 Administrator Profile Editing/Updating

Administrator can change his/her Profile information by single click.

- To change profile image, click on change profile pic.
- Select profile pic from local computer and click on save button.
- Further profile information or contact details cannot be edited by administrator itself for that administrator have to contact with AMS development team.

	Academic Management System Sri Karan Narendra Agriculture University, Jobner Home Add New Update User Search Change Role	Logged in as : MR. ADMIN (Admin) Logout
Menu Seaco the left infunce Quick Access 2 Personal	Admin Welcome Admin Of SKNAU Jobner	
New	Change Profile Pic Basic Information	
Grades	Discipline :	
Registration	Degree : Userld : Admin-SKNAU	
Thesis Gualifying Leam	Contact Details	

Fig. 2.3 Basic Administrator Profile

3. Administrator Role and Responsibilities

In AMS system administrator can perform number of responsibilities, some of them are listed under the **NEW** dropdown menu in the navigation bar.

		Sri Karar Hom	Logged in as : MR. ADMIN (Admin) Logent		
A Personal			Ad	d New Discipline	
			User ID	Admin-SKNAU	
New New			Discipline ID		
Add Discipline Student Discipline Wise Faculty, Guide or Teacher			Discipline		
Teacher To Faculty Faculty To Guide Guide To Professor				Submit Reset	
Add Head Add College/Institute			Lis	st of Discipline	
Add Professor & Head Add Dean	Sr. No	Discipline ID	Discipline		Action
Add Sub-Admins	1	AGE	Agricultural Economic	s	Remove
Add Master Trainer Transfer Faculty Transfer Student	2	AGENG	Agricultural Engineeri	ng	Remove
Approve Transfer Faculty	3	AGR	Agronomy		Remove

Fig. 3 New Dropdown Menu

3.1 Add New Discipline

In this menu option administrator can add new discipline and remove the existing ones if disciplines are not further selected/assign by any student or faculty.

- To add new discipline, click on **NEW Tab Menu** and then click on **add discipline**.
- To add new discipline, enter discipline ID and discipline name in corresponding text box.
- Click on **Submit button** once enter the correct discipline ID, discipline name.
- click on Remove button remove existing discipline, but discipline removed only if it is not selected by any student or faculty.

		Sri Kara	Logged in as : MR. ADMIN (Admin) Logout	
📄 Menu			Add New Discipline	
Session time left: 30 minutes.			User ID Admin-SKNAU	
Quick Access 2			Discipline ID	
Personal				
New New			Discipline	
A Financial			Submit Reset	
Grades			List of Discipline	
2. Registration	Sr. No	Discipline ID	Discipline	Action
CRW	1	AGE	Agricultural Economics	Remove
Thesis	2	AGENG	Agricultural Engineering	Remove
Qualifying Exam	3	AGR	Agronomy	Remove

Fig. 3.1 Add New Discipline

3.2 Registered Student Approval

Admin will approve the students' registered for any course, any student can log in to the system only after the admin approval.

- To Approve New Student, click on NEW Tab Menu and then click on student discipline wise.
- Select Discipline from dropdown.

- Select **User ID** of the student, on selecting userid some of the entries will be auto fields.
- Admin provide the roll no./id no to the student.
- In grid only student pending request will show.

	Sri Karar	Logged in as : MR. ADMIN (Admin)		
	Hom	e Add New Update User Search Cha	ange Role	Logout
Menu		Choose Discipline Wise Stude	ents 💌	
Cuick Access 2	New Student	Show/Hic	de	
A Personal	STUDENT INFORMATION	in the second		
New				
👌 Financial	User Id		Enrolment No	
Grades	Select User Id Discipline	*	nstitute	
Registration			=	
CRW	Please Select Degree	Ě	Please Select Inrollment Date	•
Thesis	Select Degree		dd-mm-yyyy	
Qualifying Exam	AMS Reg No.			
Reports	=			

Fig. 3.2 Approved New Student

3.3 Registered Faculty Approval

All the faculty members will fill the registration form and then admin will approve the registered faculty. Faculties can access their account only after admin approval.

- To Approve New faculty, click on NEW Tab Menu and then click on faculty, guide, teacher.
- Select the faculty id from the dropdown list, on selecting the faculty id some of the entries will be auto fields
- Select the designation from the dropdown list.

- Add specialization and research area in corresponding text field and click on Submit
- All the new members approved are displayed in the gridview shown on the page on every page refresh.
- Admin can also remove any faculty member by using the remove button given in the gridview.

	Academic Management System Sri Karan Narendra Agriculture University, Jobner	Logged in as : MR. ADMIN (Admin) Logout	
	Home Add New Update User Search Change Role	- Lugura	
Menu Session time left: 30 minutes.	Add Faculty		
Quick Access 2	Show/Hide		
Personal	FACULTY INFORMATION		
New	Faculty		
🖞 Financial	Please Select		
Grades	Parent Discipline Discipline		
A Registration	Please Select Please Select	*	
ORW	Designation Posting Place		
Thesis	Please Select Please Select	101	
	Specialization Research area		
Qualifying Exam			

Fig. 3.3 Approved New Faculty

3.4Add New Guide from Faculty

Admin have the rights to change/update the role of a faculty from the lower to higher designation or vice versa.

- Add New Guide from Faculty, click on NEW Tab Menu and then click on faculty to guide.
- Select the discipline form the dropdown menu and click on **submit** button.
- The list of faculty will be displayed in the gridview admin have the rights to add or remove from the assigned role by clicking on remove button.

	Acade Sri Karan Narer Home Add	Logged in as : MR. ADMIN (Admin) Logout	
Menu Session time left: 30 minutes Quick Access 2 Personal Personal New Financial Grades Registration ORW ORW Thesis	Ad Discipline	Id New Guide From Faculty Please Select * Submit	
Qualifying Exam			

Fig. 3.4 Add New Guide from Faculty

3.5 Add New Professor from Faculty

Admin can add new professor form faculty member.

- Add New Professor from Faculty, click on **NEW Tab Menu** and then click on guide to professor.
- Select the discipline form the dropdown menu and click on **submit** button.
- The list of guide will be displayed in the gridview admin have the rights to add or remove from the assigned role by clicking on remove button.



Fig. 3.5 Add New Professor from Faculty

3.6Add New Head from Faculty

Admin can add new Head form faculty member.

- Add New Head from Faculty, click on **NEW Tab Menu** and then click on Add Head.
- Select the discipline form the dropdown menu and click on **submit** button.
- The list of guide will be displayed in the gridview admin have the rights to add or remove from the assigned role by clicking on remove button.

Acade SriKaran Nare Home Add	Logged in as : MR. ADMIN (Admin) Logout	
Add N Discipline	lew Head From Guide / Faculty Please Select	

Fig. 3.6 Add New Head from Faculty

3.7Add New Colleges/Institutes

Administrator can add the colleges/institutes affiliated by the particular university.

- Add New colleges/institutes, click on NEW Tab Menu and then click on Add
 College/Institute.
- Click on Add College Name/Institute name from the drop down menu.
- Write the College name, Acronym, Place and address in the text area corresponding to their label fields and click on **submit button**.
- Gridview on this page shows the list of the colleges added till now.
- The details of the colleges entered in the Gridview can be updated using **UPDATE** button.

			Logged ir MR. ADMIN Logou	(Admin)				
📄 Menu	1			Add Coll	ege/Institute			
Session time left: 30 minutes.			College/Ir	stitute Name:				
Quick Access 2			Acronym:					
Personal			Place (City	/):				
			State:		Select State	۷		
New New			Address:					
🖞 Financial			Hullo.			<u>li</u>		
			Pincode:	_				
Grades				Save	Cancel			
				Total	Entries: 22			
Aregistration						-		
ORW	Action	inst_ld	Name	Acronym	City	State	Address	Pincode
	Update	1	Sri Karan Narendra Agriculture University	SKNAU	Jobner	RAJASTHAN	Sri Karan Narendra Agriculture	303329
Thesis							University, Jobner-303329, Jaipur(Raj.)	
Qualifying Exam	Update	2	SKN College of Agriculture, Jobner	SKNCOA	Jobner- Jaipur	Rajasthan	Sri Karan Narendra Agriculture University,Jobner-303329, Jaipur(Raj.)	303329

Fig. 3.7 Add New College/Institute

3.8 Add New Professor Head from Faculty/Guide

Admin can add new Professor head form faculty member.

- Add New Professor Head from Faculty/Guide, click on **NEW Tab Menu** and then click on Add New Professor &Head.
- Select the discipline form the dropdown menu and click on **submit** button.
- The list of faculty/guide will be displayed in the gridview admin have the rights to add or remove from the assigned role by clicking on Allocate Professor/Remove Professor.

	Academic Management System Sri Karan Narendra Agriculture University, Jobner Home Add New Update User Search Change Role	Logged in as : MR. ADMIN (Admin) Logout
Session time left: 30 minutes.	Add New Professor Head From Guide / Faculty	
Quick Access 2	Discipline Please Select *	
Personal	Submit	
Rev New		
👌 Financial		
Grades		
2. Registration		
ORW CRW		
Thesis		
Qualifying Exam		

Fig. 3.8 Add New Professor from Faculty

3.9 Add New Dean from Faculty

Admin can add new dean head form faculty member.

- Add New dean from Faculty, click on **NEW Tab Menu** and then click on Add New dean.
- Select the discipline form the dropdown menu and click on **submit** button.
- Select the faculty form dropdown list and then click on **allocate dean.**
- The list of new dean will be displayed in the gridview admin have the rights to remove from the assigned role by clicking on **remove from dean**.

	Acade Sri Karan Narer	Logged in as : MR. ADMIN (Admin) Logent	
	Home Add		
Session time left: 10 minutes.		Add New Dean From Faculty	
Quick Access 2	Discipline	Please Make a Selection *	
Personal		Submit	
New		_	
👌 Financial			
Grades			
2. Registration			
I ORW			
Thesis			
Qualifying Exam			

Fig. 3.9 Add New Dean from Faculty

3.10 Start/Stop Semester by Administrator

Add semester option is providing to the admin to start/stop semester in a particular session. In which courses are bind with particular semesters.

- To start/stop semester, click on NEW Tab Menu and then click on semester.
- Select academic year from the dropdown list.
- Select semester from the dropdown list.
- After that click on registration start to registration in that particular academic year.
- Click on registration stop to stop registration for that particular academic year.

	Academic Management System Sri Karan Narendra Agriculture University, Jobner	Logged in as : MR. ADMIN (Admin) Logout
	Home Add New Update User Search Change Role	ngan
Gession time left: 30 minutes,	Registration Process Start for Semester : I, 2020-21 Start / Stop Semester Registration	
Quick Access 2	Academic Year 2020-21 🗸	
A Personal	Semester 1	
New		
A Financial	Registration Start Registration Stop	
Grades		
2. Registration		
ORW		
Thesis		
Qualifying Exam		

Fig. 3.10 Start/Stop Semester

3.11 Assign New Roles to Faculties

Admin can assign different roles to the faculty members.

- Assign New roles to the Faculty's, click on NEW Tab Menu and then click on assign roles to faculty.
- Here admin can assign the role of some other faculty of different discipline to some other faculty of different discipline.

	Academic Management System Sri Karan Narendra Agriculture University, Jobner Home Add New Update User Search Change Role	Log ged in as : MR. ADMIN (Admin) Logout
Session time left: 30 minutes;	Assign Role to Faculty	
Quick Access 2		
A Personal	Parent Discipline	
New New	Please Select The Select The Select S	
	Please Select Faculty	
Financial	UserType	
Grades	Please Select User	
Segistration	Sub Discipline Please Select Sub-Discipline	
CRW	Assign Role	
Thesis		
Qualifying Exam	Multiple Role to Faculty Report	

Fig. 3.11 Assign New Roles to Facultys,

3.12 Latest/Upcoming News and Event's Notification

Admin can add Upcoming News and Event's Notification on the home page of the website using this option.

- To show latest/upcoming news and /events notification, click on **NEW Tab Menu** and then click on **what's news**.
- Add Title, Description, Date and link in their corresponding text area against their labels fields.
- If there is any file related to any update we can upload that also by using file upload.
- After entering all details click on save button.
- The updates will be reflected on the home page of the website.

		Academic Management System Sri Karan Narendra Agriculture University, Jobner					Logged in as : MR. ADMIN (Admin) Logout	
			Home Add New Up	odate User Search Ch	ange Role			Logon
Menu				What's	New			
Session time left: 30 minutes.			Title					
A Personal			Descripition			<i>h</i>		
New New								
A Financial			Publish Date	dd-mm-yyyy				
Grades			End Date	dd-mm-yyyy				
			Is File Upload					
Aregistration			Provide Link					
ORW ORW				Save	eset			
Thesis	Title	Description		Current Date	Publish Date	End Date	IsActive	Actions
Qualifying Exam	STARTING	Semester Starter	d On 1th Oct 2019	Monday, November	Monday, November	2/27/2021		Link Edit Delete

Fig. 3.12 Latest/Upcoming News and Event's Notification

4. Student Fee Management

Student fee management deal with the discipline wise fees, fellowships and contingency as per the university norms.

- click on Financial Tab Menu and then click on Discipline Wise Fees.
- Select the Academic year, Discipline and student Semester and click on submit button.

 \Box All details will display in gridview.

	Sri Karan Narenc	Academic Management System Sri Karan Narendra Agriculture University, Jobner		
Menu Session time left: 30 minutes. Quick Access 2 Quick Access 2 Personal Personal New Iniancial Grades Registration ORW Thesis		ra Agriculture University, Jobner w Update User Search Change Role Print Discipline Wise Fees Details Please Select • Please Select • Please Select •	MR. ADMIN (Admin)	
📴 Qualifying Exam				

Fig. 4 Student Fee Management

5. Academic Reporting Part

Here admin can extract the information related to his/her university in different formats, various type of reports from the student /faculty side can be generated from this reporting part.

	Academic Management System Sri Karan Narendra Agriculture University, Jobner	Logged in as : MR. ADMIN (Admin) Logout
Y	Home Add New Update User Search Change Role	Logour
Thesis	Discipline Wise Report	
Qualifying Exam	Discipline Please Make a Selection	
Reports	InstitutePlease Make a Selection	
Discipline Wise Reports Displine Wise Course Reports Faculty Update Information	O O O O O Faculty Professor Student Course Offered Guide Courses	
Student Register Report PPW-ORW Status Report Thesis & Qualifying Date	Submit. Reset	
Report Course Result Leaderwise		
Report Faculty Allocation Report		
Faculty Report		
Not Registered Students		
Roaster Form Course Registration		

Fig. 5 Academic Reporting Part

5.1 Discipline Wise Report

Admin can see all details related to the particular discipline.

- click on **Reports** menu and then click on Discipline Wise Fees.
- Select discipline from dropdown list.
- Select college/institute from the dropdown list then check faculty, professor, student, course offered course, guide following fields according to the requirements.

	Academic Management System Sri Karan Narendra Agriculture University, Jobner	Logged in as : MR. ADMIN (Admin)
	Home Add New Update User Search Change Role	Logout
Session time left: 30 minutes.	Discipline Wise Report	
Quick Access 2	DisciplinePlease Make a Selection	
👌 Personal	InstitutePlease Make a Selection *	
New New	O O O O O Faculty Professor Student Course Offered Guide	
🖞 Financial	Courses	
Grades	Submit Reset	
2. Registration		
ORW		
Thesis		
Qualifying Exam		

Fig. 5.1 Discipline Wise Report

5.2 Discipline Wise Course Report

Admin can see all details related to the particular courses.

- Click on **Reports** menu and then click on Discipline Wise Course Report.
- Select academic year from dropdown list.
- Select semester, institute, discipline and then click on submit button.

• Accordingly, the result will display into the gridview after that click on **print button** to take print.

	Academic Management System Sri Karan Narendra Agriculture University, Jobner	Logged in as : MR. ADMIN (Admin) Logout
	Home Add New Update User Search Change Role	
Menu Session time left: 30 minutes.	Course Report	
Quick Access 2	Academic YearPlease Make a Selection	
Personal	SemesterPlease Make a Selection *	
New		
🖄 Financial	InstitutePlease Make a Selection T	
Grades	DisciplinePlease Make a Selection	
2. Registration	Submit Reset	
ORW ORW		
Thesis		
Qualifying Exam		

Fig. 5.2 Discipline Wise Course Report

5.3 Registered Student Report

Admin can see all details related to the registered student report.

- Click on **Reports** menu and then click on registered student Report.
- Select enrollment year from dropdown list.
- Select degree, institute, gender, category and then click on submit button.
- Accordingly, the result will display into the gridview after that click on print button to take print.

	Academic Management System Sri Karan Narendra Agriculture University, Jobner			Logged in as : MR. ADMIN (Admin)
	Home Add New Upda	ste User Search Change Role		Logout
Session time left: 30 minutes		Register Students Repo	ort	
Quick Access 2	Registration Year	2016	•	
Personal	Degree	All		
New	Institute	All	•	
A Financial	Gender	All		
Grades	Category	All	•	
2 Registration		Submit Reset		
orw .				
Thesis				
Qualifying Exam				
Panoste				

Fig. 5.3 Registered Student Report

5.4 Faculty Allocation Report

Admin can see all details related to the allocated faculty for the particular course.

- Click on **Reports** menu and then click on faculty allocation Report.
- Select academic year, discipline, institute and then click on submit button.
- Accordingly, the result will display into the gridview after that click on print button to take print.

	Academic Management System Sri Karan Narendra Agriculture University, Jobner	Logged in as : MR. ADMIN (Admin)
	Home Add New Update User Search Change Role	Logout
Menu	Faculty Allocation Report	
Session time left: 30 minutes Quick Access 2	Academic YearPlease Make a Selection *	
Personal	Discipline Please Make a Selection	
New	InstitutePlease Make a Selection	
👌 Financial	Submit	
Grades	Submit Reset	
ORW		
Thesis		
Qualifying Exam		

Fig. 5.4 Faculty Allocation Report

5.5 Faculty Details Report

Admin can see all details related to the allocated faculty for the particular course.

- Click on **Reports** menu and then click on faculty Report.
- Select required field and then click on submit button.
- Accordingly, the result will display into the gridview after that click on **print button** to take print.

	Sri Kar	Academic Management System Sri Karan Narendra Agriculture University, Jobner				
	н	ome Add New Update	User Search Change Ro	sle	Logout	
Session time left: 30 minutes.			Faculty Report			
Quick Access 2						
Personal	1	Note: Please select on	ly 5 columns at a time	for better printable repo	rt	
Rew New	OFaculty Id	OName	OFaculty Discipline1	DFaculty Parent Discipline Id	Eraculty Designation	
A Financial	OFaculty Posting Place	OFaculty Specialisation	OFaculty Research Area	DFaculty Publications	EFaculty Status	
Grades						
2. Registration	Ofaculty Discipline2	OFaculty Type	DGender	CEmail	□dt_birth	
ORW ORW	CDT_JOIN	CDESGN_DATE	Retirement Date	□DT_RES	□DT_IND	
Thesis	□Tel_office	OMobile	CMailing Address	□Permanenet Address		
Qualifying Exam	Click here to select all					
			Submit Rest			

Fig. 5.5 Faculty Details Report

NOTE: Some more reporting part is also providing to the administrator in admin can see other reports as well according to the requirements.

6. Student Updating Reporting Part

Admin can see all details related to the student and also update their information accordingly.

- Click on student update menu and then click on Reports.
- Select menu item according to the information required.

	Academic Management System Sri Karan Narendra Agriculture University, Jobner	Logged in as : MR. ADMIN (Admin) Logout
	Home Add New Update User Search Change Role	
📄 Menu	Update Student Information	
Session time left: 30 minutes; Quick Access (2	DisciplinePlease Make a Selection *	
Personal	Enrollment YearPlease Make a Selection	
New	DegreePlease Make a Selection	
financial	Please Make a Selection	
Grades	Submit Reset	
2. Registration		
ORW		
Thesis		
Qualifying Exam		

Fig. 6 Student Updating Reporting Part

NOTE: The list of student update reporting menu showing some of the reporting part, admin can easily click on particular menu and get the relative information form that menu.

7. More Features

Some extra features also providing to the admin.

- Click on **more** menu and then click on menu items.
- Select menu item according to the information required.

	Academic Management System Sri Karan Narendra Agriculture University, Jobner			Logged in as : MR. ADMIN (Admin) Logout	
	Home Add New	Update User Search Change Role		logia	
Qualifying Exam	Change Role				
🖗 Reports	Discipline	Discipline	*		
C Update Student	User Type	Select UserType	•		
••• More	Institute	Select College	•		
Change	Enrollment Year	2016	*		
Change Role Search	Users	Users	•		
Student Search User Search		Submit Reset			
Course Search Thesis Search		OR			
Course Evaluation Proforma		Enter Student Roll No. (To Search Stude	ent)		
Add/Modify Questions	Roll No.				
Related Links					
		Find Student			

Fig. 7 More Features

7.1 Change Role

Admin has right to access all the other users profile and do needful changes in case he/she can't do their own work due to some circumstances. This facility is provided under change role tab, here admin can change its role to any required user type.

- Click on More menu option, then click on change role.
- Select discipline, usertype, college and users from dropdown then click on submit button.
- Now admin can access the selected usertype profile and do the needful change.

	Academic Management System Sri Karan Narendra Agriculture University, Jobner			Logged in as : MR. ADMIN (Admin)
	Home Add New I	Logout		
📄 Menu				
Session time left: 30 minutes.	Discipline	Discipline	•	
	User Type	Select UserType		
Personal	Institute	Select College	•	
New New	Enrollment Year	2016	×	
ලී Financial	Users	Users		
Grades		Submit Reset		
Segistration	OR			
I ORW	Enter Student Roll No. (To Search Student)			
Thesis	Roll No.			
Qualifying Exam	Find Student			

Fig. 7.1 Change Role

7.2 Student Search, User Search, Course Search

Admin has right to access to find AMS users profile.

- Click on More menu option, then click on user search.
- Admin can search by first name, middle name, last name.
- Now click on Find User button.
- All the related information will show in gridview.

	Academic Management System Sri Karan Narendra Agriculture University, Jobner Home Add New Update User Search Change Role	Logged in as : MR. ADMIN (Admin) Logout
Menu Sessian time let: 30 minutes Image: Outle Access 2 Image: Ou	First Name Middle Name Last Name Find User Reset	

