# **Academic User Manual**

# **OVERVIEW**

Academic role is very important to start a new term/session in an institution. Academic admin performs number of tasks to start a new term. Admin can create masters, programs, program specialization, academic batch, academic batch term, syllabus and can do other things also, like course registration (students can also do course registration), class scheduling to start <u>admission</u>.

# How to create masters?

# ✓ <u>Academic Master</u>

• Academic Year:-

The purpose of creating academic year is to specify the term year. Therefore to start a new term academic year has to be created by the admin. By performing following simple steps user can create academic year (as shown in figure-1):-

- 1. Click on "Add" button.
- 2. Enter the required details as shown in screenshot below.
- 3. Click on "Save" button.

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	Faculty Course Allocation							
	Course Registration							
If this checkbox i dmission year als		then academic ye	ear will be consid	dered	Figure-1			

• Program Definition:-

Ø

Program definition is the course name which an institute wants to run in the new session. Courses like BCA, BA etc can be created through program definition. To create "Program Definition" user have to follow the steps (as shown in figure-2)

- 1. Click on "Add" button.
- 2. Enter required details.
- 3. Click on "Save" button

Academic Architecture / Academic Masters / Program Definition   Academic Architecture / Academic Masters / Program Definition   Image: Contract of the states of the	n 🕮 🔥 🤱	۹ 🕼 🔍		Shri Purna Chandr	Welcome a Sahu [ERP Admin-NISE] v 29, 2016 6:10 PM	R] NO	campus labs		
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If user checks this checkbox then admin will be	Student Database		Select University V		Online Additional Form	Needed?			
Figure-2	If user checks								

Program Specialization:-

It is defined as the specialization/branches of course. For e.g. B.A have different branches like mathematics, history etc. Admin can create branches/specialization of courses through program specialization. By following simple steps program specialization can be created (as shown in figure-3):-

- 1. Click on "Add" button.
- 2. Enter required details.
- **3.** Click on "Save" button.

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# Figure-3

# • Term Type:-

It is used to define type of terms. For e.g. different courses have different term types like semester, trimester, annual etc. So according to the courses, admin can create type of terms through ERP system (as shown in figure-4) by following easy steps listed below:-

- 1. Click on "Add" button.
- 2. Enter required details.
- 3. Click on "Save" button.

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Slotting	*Duration	Select Semester									
Based Scheduler	*Duration Type	Annual Winter Term									
		Summer Term									
		Trimester Random Term									
Recruitment											

If term name is to be selected as "semester" then its duration type has to be in months and according to it duration can be entered as 6 (as shown in figure-5). Duration type can be yearly, weekly and according to that duration is to be entered.

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Employee Database								
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Scheduler	*Duration Type	Select V						
		hour(s) day(s)						
Recruitment		week(s) month(s)						
		year(s)	7.					
Student Database		month(s)	1					

Figure-5

#### • Terms:-

Terms are basically the mapping of term type and program definition. Admin can create terms by mapping of term type to the respective program definition (as shown in figure-6)

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	Academic Calendar	Academic Year	Program Definition	Program Specialization	Term Type	Terms	Academic Batch	Academic Batch Terms
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			<u> </u>	Figure-6				
heckbox is c	hecked when afte	er this sequenc	e of semester					
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# ✓ <u>Course Master</u>

# • Course Area:-

Course area is defined as the area of the subjects, as different subjects have different area. For e.g. related to biology courses can be added, so biology is an area of course (as shown in figure-7)

- 1. Click on "ADD" button
- 2. Enter the code of area
- **3.** Enter the name of area
- 4. Click on "Save" button.

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Employee Database Slotting	Save	*Code BIO *Name Biology	
Based Scheduler			

#### Figure-7

#### • Course Type:-

Course type is defined as the type of subject. Like "physics" can be elective or core type of course. This can be defined by the academic admin (as shown in figure-8).

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	1 Core						📝 🖻 😿
Recruitment	2 Elective						📝 🖻 😿
<u>_</u>							
Student Database Management							

#### Figure-8

To create course type following are the steps to follow (as shown in figure-9)

- 1. Click on "Add" button.
- **2.** Enter the required details.
- **3.** Click on "Save" button.

If the checkbox is checked the course will become mandatory and its effect will be shown on course registration. At the time of course registration mandatory course will be registered in bulk to all students of the batch (figure-9).

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	Course Areas	Course Type	Course Category	Courses				
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• Course\_Category:-

It is used to define the category of the subject. Admin can define the category of subjects that whether the course is audit course or credit course (as shown in figure-10).

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ecruitment	2	CREDIT	C	Credit				📝 🖻
Student Database anagement								
					Figure-10			

• Class Type:-

Admin can create type of class. For e.g. Practical, theory is the types of class. It helps to define the type of subjects (as shown in figure-11).

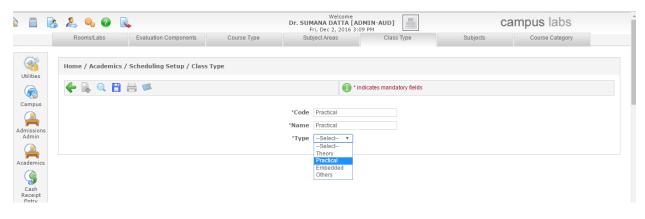


Figure-11

# • Courses/Subjects:-

Admin can create subjects for the programs easily through ERP. The subjects are mapped with course area in this section. Admin can add some more conditions like (shown in figure-12)

- 1. **Pre-requisite:-** This means subject needs to be registered and completed before the current subject.
- 2. **Co-requisite:-** This means subjects need to be registered along with the current subject.
- 3. Anti-requisite:- This means subjects cannot register along with current subject.

• 🗟 🔍 💾 🚍 🜌	* indicates mandatory fields
* Course Nan *Course A	e : Micro-Biology * Course Code : B101 rea Biology * Pre-Requisites
	Selected Pre-Requisites : 1         All Pre-Requisites : 360           B204         B302           B304         B304           B306         B306           B341         B343
	Co-Requisites
	Anti-Requisites
	Selected Anti-Requisites : 1 All Anti-Requisites : 360 B243 B101 B102 B102 B102 B102 B102 B102 B102



User can also define the credits of the course and type of course whether it is practical, theory (as shown in figure-13).

🗖 Anti-R	equisites	<ul> <li>▲</li> <li>▶</li> <li>▶</li> <li>▶</li> <li>▶</li> <li>▶</li> <li>₽</li> <li>₽</li></ul>			
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Applicable	ClassTypes In This Course				
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	Practical	Practical			
	PRJ	Project			
	Theory	Theory			
		Course outline			
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Figure-13

# ✓ <u>Course\_Structure</u>

Pre-requisite:-	
a) <u>Course</u> 1.	Master Course_Area
2.	Course Type
5. 4.	Course Category Class Type
-	

# • Course Structure:-

Syllabus is very necessary for any course. So admin can create syllabus for the courses through course structure. In course structure, there is mapping of program specialization and term (shown in figure-14).

- 1. Click on "Add" button.
- 2. Select the required details.
- 3. Click on "Save" button.

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	Course Structure / Syll	Course Structure / Syll Course C	Outline Offered Courses	Faculty-Course Alloc	ati		
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Recruitment				· · · L	0		
Student Database Ianagement				o Planks System			
AIS Reports						If checkbo active for that	x is checked, the syllabus will become semester.
				Figure-14			

Syllabus in yellow color is active syllabus as shown in figure-15.

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	Course Structure / Syll Course Structure / Syll Course Outline	Offered Courses Faculty-Cour	se Allocati			
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For adding subjects to the syllabus follow the below steps

- 1. Click on "Add Courses to syllabus" action (as shown in figure-15).
- 2. Click on "Add" button
- 3. Select subjects to add.
- 4. Click on "Add" button (as shown in figure-16)

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Course Structure / Syll	Course Structure / Syll Course Outline Offered	Courses	Faculty-Course Allocati						
Home / Academic Ar	chitecture / Academic Course Struc. / Course Structure / Sp	yllabus							
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	Add Syllabus Cou	rse Group for I	integrated MSc Semester	r 2 (2010-14)					
	'Course Area -Se	lect ¥				Go	e.		
Course Code	Course Name	Select	Class Type	Maximum Mark	Credit	Duration in hours	Course Type		
B101	BIOLOGY I: SCIENCE OF LIFE		Theory	100	3	0	Core *		
B102	BIOLOGY II: CELLULAR AND GENETIC BASIS OF LIFE		Theory	100	3	50	Core 🔻		
B1205	ADVANCED BIOINFORMATICS BIOLOGY		Theory	100	4	0	Core V		
B12R	RESEARCH PROJECT		Theory	100	4	0	Core 🔻		
B141	BIOLOGY LABORATORY-I		Practical	100	2	0	Core 🔻		
B142	BIOLOGY LABORATORY-II		Practical	100	2	0	Core 🔻		
B201	MICROBIOLOGY		Theory	100	4	0	Core 🔻		
B202	BIOCHEMISTRY		Theory	100	4	0	Core V		
B203	BIOPHYSICS AND BIOSTATISTICS		Theory	100	4	0	Core 🔻		
0205									
B204	CELL BIOLOGY		Theory	100	4	0	Core 🔻		

# Figure-16

# Course\_Outline:-

In course outline basically admin can define the evaluation component (set by <u>examination</u> user) of course as shown below in screen. For e.g. admin can define maximum marks, weightage etc. Also whether the exam is required for the subject or not (shown in figure-17)

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Employee Database	"Academic Year : 2018-2017 V	*Term: Even Sem v	Course : B102-BIOLOGY II: CELLU	JLAR AND GENETIC BASIS OF LIFE-Theory
Slotting Based Scheduler	* Faculty : Remanujam *	Section 2016- 2017/Even Sem/B102		
	Conduct Plan			
Recruitment	"Start Date 05/01/2	D 17 🕮	* End Date 24/07	7/2017
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Student Database Management			Chars: 1023	
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MIS Reports			Chars: 1023	
Academics	Evaluation Pattern			
Admission Database		Total Eq Marks : 100 , To	otal Weightage: 100	
Admissions Management	2. 🗆 i	Ind Semester Examination 1		Exam Required

Figure-17

# How Academic user can access other features of ERP?

#### • Academic Batch:-

Admin can create academic batch for the respective courses. There is mapping of academic year and program specialization with academic batch. In academic batch, number of seats, program code, start and end date has to be specify by the admin (shown in figure-18).

- > Overall Max. Credit, it is used to define the maximum credits can earn by the student in the respective batch.
- > Overall Min. Credit, it is used to define the minimum credits can earn by the student in the respective batch.
- Semester wise credit validation, it is used to define that credit validation is to be applied semester wise or not.
- Semester wise no. of courses validation, it is used to validate the number of courses per semester a student can register.
- Course type wise credit validation in semester, it is used to validate the credits according to the type of courses in per semester. For e.g. student have to earn the 8 credits from elective course type.
- Course type wise no. of courses validation in semester, it is used to validate the number of courses according to course type per semester. For e.g. student can register only two elective courses in one semester.
- Class Scheduling Details, it is used to define the details of class scheduling. Like scheduling time, duration of one session, break time, session break etc.

For creating academic batch following steps has to be performed:-

- 1. Click on "Add" button
- 2. Enter the required details shown in figure.
- 3. Click on "Save" button.

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C						'End Date	30/01/2017				
MIS Rep	orts				Auto Admis	ssion Number					
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Academ			'Overall	Max. Credit 100					Schedule	From Time(HH.MM)	08.30
			'Overal	Min. Credit 60					Schedu	le To Time(HH.MM)	18.30
Admiss Databa	ion		semester wise cred	it vallidation 🕑					Duration Of Or	ne Session(HH.MM)	01.0
		s	emester wise no of course	es validation 🔲					Long B	reak From(HH.MM)	12.30
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Figure-18

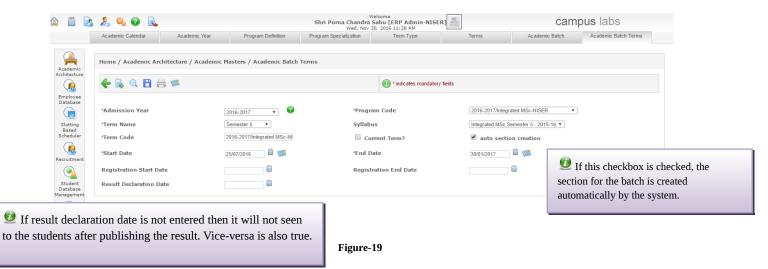
#### • Academic Batch Term:-

The mapping of academic batch and term results in academic batch term. For e.g. Admin maps 2016-17 academic years with program code and term name. It results in term code.

- ✓ **Current Term-** If this checkbox checked, academic batch will be considered in current term.
- ✓ **Registration Start & End date-** Between these dates registration for the batch can be done.

. Following are the easy steps to create academic batch term perform by admin (shown in figure-19):-

- 1. Click on "Add" button.
- 2. Enter the details.
- 3. Click on "Save" button.



### Offered Courses:-

In offered courses, those subjects which need to offer in the current term admin can select those subjects and save them. When courses are offered then only they will show in the course registration screen (shown in figure-20).

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	Save (	Course as Offered Course		
			Course Area : -Select- *	Go
			Course List	
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1		BIOLOGY II: CELLULAR AND GENETIC BASIS OF LIFE		B102
2		ADVANCED BIOINFORMATICS BIOLOGY		B1205
3		BIOLOGY LABORATORY-II		B142
4		CELL BIOLOGY		B204
5		GENETICS		B205
6		LABORATORY-(CELL BIOLOGY)		B243
7		LABORATORY-(GENETICS)		B244
8		MOLECULAR BIOLOGY		B304
9		IMMUNOLOGY		B305
10		STRUCTURAL BIOLOGY		B306
11		LABORATORY-(MOLECULAR BIOLOGY)		B343

Figure-20

# • Faculty Course Allocation:-

It is one of the most important and essential tasks as every course have to be allocated to faculty. Admin can allocate the courses to the faculties through ERP very easily (as shown in figure-21).

- **1.** Select the academic year.
- 2. Select the term.
- **3.** Choose the faculty.
- 4. Select the courses wants to allocate to the faculty.
- 5. Click on "Save" button.

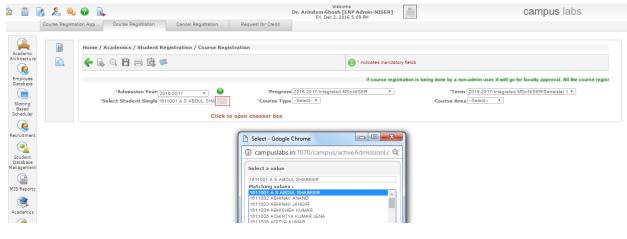
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	B102-BIOLOGY II: CELLUL	AR AND GENETIC BASIS OF LIFE-Theory-Core		
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	B204-CELL BIOLOGY-Theor	ry-Repeated		
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#### • Course Registration:-

It is used to register the students in the courses offered for the program. Admin can register the students in the courses. Course registration can also be done by students by themselves from student portal.

Course registration can be done in the following ways:-

- ✓ Individual Registration- Admin registers the students individually in the courses of the current semester (shown in figure-22).
  - Select student from chooser box.
  - Select course type.
  - Click on show courses icon.
  - Select the course for registration
  - Click on "Save" button (as shown in figure-23).





	🧠 🕜 🔍			Dr. Arindam Ghosh [E Fri, Dec 2, 201	RP Admin-NISER] 6 5:20 PM	NO	campus labs	
Course Reg	gistration App	Course Registration Cancel Registration	on Request for Credit					
Ademic	Home / Acc	ademics / Student Registration / Cours	e Registration					
	Click to select cou	rses 💾 📇 🖄 🇭			indicates mandator	y fields		
oyee		If course registration is being done to	oy a non-admin user, it will go fo	r faculty approval. All the o	ourse registrations done	by admin user will be	e auto-approved.	
		*Admission Year 2016-2017 *	Progra	am 2018-2017/Integrated M	Sc-NISER V		*Term 2018-2017/Integrated MSc-NISER/Semester 1 *	
ing ed	'Sel	ect Student Single 1611001 A S ABDUL SHA	Course Ty	pe Core 🔻		Course	e Area -Select- Y	
duler								
	Select	Course Name	Faculty	Course Type	Course Category	Approval Status	scheduled faculty	Action
ment	Select	Course Name B101-BIOLOGY I: SCIENCE OF LIFE- Theory-3	Faculty Dr. Ramanujam Srinivasan,Dr. Renjith Mathew	Course Type Core	Course Category	Approval Status Approved	scheduled faculty Dr. Ramanujam Srnivasan 2016-2017/Odd ServB101	
ent ase		B101-BIOLOGY I: SCIENCE OF LIFE-	Dr. Ramanujam Srinivasan,Dr. Renjith					Action
duler imment base ement eports		B101-BIOLOGY I: SCIENCE OF LIFE- Theory-3 B102-BIOLOGY II: CELLULAR AND	Dr. Ramanujam Srinivasan,Dr. Renjith Mathew	Core	Credit 🔻		Dr. Ramanujam Srinivasan 2016-2017/Odd Sem/B101 🔻	66
ent pase sment		B101-BIOLOGY I: SCIENCE OF LIFE- Theory-3 B102-BIOLOGY II: CELLULAR AND GENETIC BASIS OF LIFE-Theory-3 B141-BIOLOGY LABORATORY-1-	Dr. Ramanujam Srinivasan,Dr. Renjith Mathew Not Allocated Dr. Praful S. Singru,Dr. Ramanujam Srinivasan,Dr. Renjith Mathew,Dr. Tirumala	Core	Credit 🔻	Approved	Dr. Ramanujam Srinivasan 2018-2017/Odd Sem/B101 • ] Schedule Not Ready.	

- ✓ **Bulk Registration** Admin can do course registration in bulk also (shown in figure-24).
  - Click on show all students of this batch.
  - Click on show courses.
  - ✤ Select students.
  - Select course for which admin wants to register the students.
  - Click on save button

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nployee tabase	Show all s	tudent of t	his batch				If course registr	ation is being done by	a non-admin user, it will go for faculty approval. All the cou	urse reg
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ieduler		Select	Course Name		Faculty	Course Type	Course Category	Approval Status	scheduled faculty	Actio
ruitment			B101-BIOLOGY I: SCIENCE O Theory-3		Dr. Ramanujam Srinivasan,Dr. Renjith Mathew	Core	Credit 🔻		Dr. Ramanujam Srinivasan 2018-2017/Odd Sem/B101 ▼	B B
udent .		۲	B102-BIOLOGY II: CELLULAR GENETIC BASIS OF LIFE-Theo		Not Allocated	Core	Credit 🔻		Schedule Not Ready.	ē.
tabase agement			B141-BIOLOGY LABORATORY- 2		Dr. Praful S. Singru,Dr. Ramanujam Srinivasan,Dr. Renjith Mathew,Dr. Tirumala Kumar Chowdarv	Core	Credit T		Dr. Tirumala Kumar Chowdary 2016-2017/Odd Sem/B141 🔻	
Reports			C101-CHEMISTRY I-Theory-3		Dr. Subhadip Ghosh	Core	Credit *		Dr. Subhadip Ghosh 2016-2017/Odd Sem/C101 *	
۶			C141-CHEMISTRY LAB I-Prac		Dr. Himansu Sekhar Biswal,Dr. Sharanappa Nembenna	Core	Credit 🔻		Dr. Sharanappa Nembenna 2016-2017/Odd Sem/C141 🔻	<b>E</b> . E
idemics			H109-TECHNICAL COMMUNIC Theory-2	ATION-I-	Dr. Joe Varghese Yeldho	Core	Credit 🔻		Dr. Joe Varghese Yeldho 2018-2017/Odd Sem/H109 🔻	6.6
mission			H133-INTRODUCTION TO SOO Theory-2	CIOLOGY-	Dr. Pranaya Kumar Swain	Core	Credit 🔻		Dr. Pranaya Kumar Swain 2016-2017/Odd Sem/H133 🔻	B 8
tabase			M101-MATHEMATICS I-Theor	y-3	Dr. Brundaban Sahu	Core	Credit 🔻		Dr. Brundaban Sahu 2016-2017/Odd Sem/M101 🔻	8.6
			M141-COMPUTATIONAL LABO Practical-2	RATORY I-	Ashwin Subodh Pande	Core	Credit 🔻		Ashwin Subodh Pande 2018-2017/Odd Sem/M141 V	B 8
agement			P101-MECHANICS & THERMO Theory-3	DYNAMICS-	Dr. Subhankar Bedanta	Core	Credit 🔻		Dr. Subhankar Bedanta 2018-2017/Odd Sem/P101 🔻	8
udent redit			P141-PHYSICS LABORATORY 2	I-Practical-	Dr. Colin Benjamin	Core	Credit 🔻		Dr. Colin Benjamin 2018-2017/Odd Sem/P141 V	6.6
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 Registration for <u>mandatory\_courses</u>- If the course type selected is mandatory then click on register for mandatory courses icon. All the students of the batch will get registered in the mandatory courses (shown in figure-25).

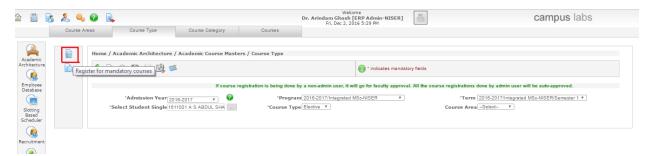


Figure-25