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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|---|---------------------------------|-----------------------|--------------------------------|--|---|--|---------------|-------------|
| | | Academic Calendar | Academic Year | Terms | Academic Batch | Academic Batch Terms | | |
| Add | Students Services | Home / Academic Setup | a - | | | * indicates mandator | ay Ealda | |
| | Academic Setup | *Academic Year | Sa | ve | *Description | | iy iletus | |
| | Sections | *Start Date | | 🕮 (dd/mm/yyyy) | | | Chars: 120 | |
| | | *End Date | | 🕮 (dd/mm/yyyy) | | | | |
| | Course Outline | | Check here i (Will be liste | f it is to be consid ed in academic yea | ered as academic year as wel r drop downs) | Ι. | | |
| | 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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| Addemic Construction Construction <tr< th=""><th>Acade</th><th>emic Calendar Academ</th><th>ic Year Program Definition</th><th>Program Specialization</th><th>Term Type</th><th>Terms</th><th>Academic Batch</th><th>Academic Batch Terms</th></tr<> | Acade | emic Calendar Academ | ic Year Program Definition | Program Specialization | Term Type | Terms | Academic Batch | Academic Batch Terms | |
| Program Definition Code Program Definition Name Prog | Academic | | Academic Masters / Program Defini | tion | * indicates mandatory | fields | | | |
| Sidering Based Schedular 'Program Definition Type -Select- * Schedular 'UniversitySelect University- * Student 'UniversitySelect University- * Student 'Ave Branches | Employee Database | | | | - | | | | |
| "University Select University" Online Additional Form Needed? Have Branches | Based Desc | ription | | | *Program Definition Type | eSelect | | | |
| 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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| | Academic Calendar | Academic Year | Program Definition | Program Specialization | Term Type | Terms | Academic Batch | Academic Batch Terms | |
| Academic Architecture | Home / Academic Are | | asters / Program Specializ | ation | 1 * indicates mandato | n: falda | | | |
| Employee Database | | | *Specialization Co | le | | ly lieus | | | |
| Slotting Based Scheduler | | Sp | *Specialization Nan ecialization Name(In Hind | i) | | | | | |
| Recruitment | | | - | onSelect Program Definit | | Chars: 127 | | | |
| Student Database | | | Descriptio | , n | | | | | |
| Management MIS Reports | | | | | | | | | |

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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| | Academic Calendar A | cademic Year | Program Definition | Program Specialization | Term Type | Terms | Academic Batch | Academic Batch Terms | | | |
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| | Home / Academic Architecte | ire / Academic Mas | sters / Term Type | | | | | | | | |
| Architecture | | | | | | | | | | | |
| | 🔶 🗟 🔾 💾 🚔 🧭 | | | | | | | | | | |
| Employee Database | | | | | | | | | | | |
| | *Term Name | Select V | | | | | | | | | |
| 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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| | Academic Calendar A | cademic Year | Program Definition | Thu, D Program Specialization | ec 1, 2016 1:28 PM Term Type | Terms | Academic Batch | Academic Batch Terms |
| Academic Architecture | Home / Academic Architectu | re / Academic Ma | sters / Term Type | | | | | |
| | 🔶 🗟 🔍 🗎 🚔 🌌 | | | | (i) * indicates mandatory | fields | | |
| Employee Database | | | | | | | | |
| | *Term Name | Semester V | | | | | | |
| Slotting Based | *Duration | 6 | | | | | | |
| 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 |
| Academic | Home / Academic Archit | ecture / Academic Ma | isters / Terms | | | | | |
| Architecture | 🗲 🛼 🔍 🖪 🖶 | 2 | | | (1) * indicates mandatory | fields | | |
| Employee Database | | | | | | | | |
| | *Term Type | | Semester | Ŧ | | | | |
| Slotting Based | *Program Definition | | Integrated MS | ic v | | | | |
| Scheduler | *Sequence No. | | 1 | | | | | |
| | *Term Name | | Semester | | | | | |
| Recruitment | Description | | | | Chars: 127 | | | |
| Student Database Management | | | Need Prome | otion to next Semester | | | | |
| MIS Reports | | | | | | | | |
| | | | <u> </u> | Figure-6 | | | | |
| heckbox is c | hecked when afte | er this sequenc | e of semester | | | | | |
| notion to nex | | | | | | | | |

✓ <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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|----------------------------------|---|---|-------------|
| | Course Areas Course Type Course Category | Courses | |
| Academic Architecture | Home / Academic Architecture / Academic Course Masters / Course A | Ireas | |
| | 🗲 🖳 🔍 🛅 🚔 🌌 | indicates mandatory fields | |
| 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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|-----------------------------------|---------------------|-------------------------|----------------------------|--|---|------|-------------|
| | Course Areas | Course Type | Course Category | Courses | | | |
| Academic Architecture | Home / Academic Arc | hitecture / Academic Co | ourse Masters / Course Typ | De la construcción de la | | | |
| | 🗲 🖳 🔍 🗎 성 | 3 1 | | | | | |
| Employee Database | Name | | Go | | | | |
| Slotting Based Scheduler | | | | | | | Total: 2 |
| Scheduler | Si No. | Name | 2 🔻 | | Descriptio | on 🔺 | Actions |
| | 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 | | | | |
| Academic Architecture | Home / Academic Arch | | ourse Masters / Course | Туре | | • indicates mandatory fie | lds | |
| Employee Database | | | | | *Name | | | |
| | | | | | Is Mandatory | | | |
| Slotting Based Scheduler | | | | | * Туре | Select | | hars: |
| | | | | | Description | | 12 | |
| Recruitment | | | | | | | | |
| <u>_</u> | | 🛛 💆 This r | nandatory ch | eck has effec | t on | | | |
| Student Database Management | | <u>course reg</u> | | | | | | |
| | | | | | | | | |
| MIS Reports | | | | | | | | |
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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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|----------------------------------|-------------------|-------------------------|------------------------|------------|--|--------------|--------|----------|
| | Course Areas | Course Type | Course Category | Courses | | | | |
| Academic Architecture | Home / Academic / | Architecture / Academic | Course Masters / Cours | e Category | | | | |
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| Employee Database | Nan | ne : | | Go | | | | |
| Slotting Based | | | | | | | | Total: 2 |
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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).

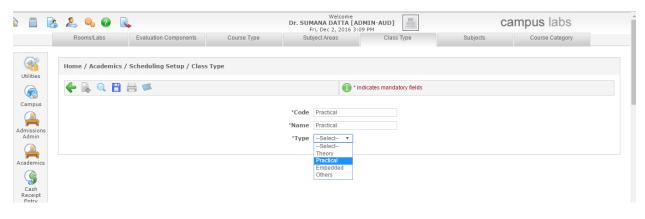


Figure-11

• 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 | ▲ ▶ ▶ ▶ ▶ ▶ ₽ ₽ | | | |
|------------|---------------------------|---|------------------|---------------|---|
| | Selected Anti-Requisi | tes : 0 All Anti-F B204 B205 B204 B205 B243 B244 C B305 C B343 B344 | tequisites : 351 | | |
| Applicable | ClassTypes In This Course | | | | |
| Select | Code | Name | Credits | | |
| | Practical | Practical | | | |
| | PRJ | Project | | | |
| | Theory | Theory | | | |
| | | Course outline | | | |
| | 1 | Chars: 1023 | | Chars 1023 | : |

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 | | |
| Academic Architecture | | hitecture / Academic Course Struc. | / Course Structure / Syllabus | | * indicates mandatory fi | -14- | |
| Employee Database Slotting Based Scheduler | ← 🗟 Q 💾 8 | 3 04 | * Progr | 'Term Master In | tegrated MSc - Integrated tegrated MSc Semester 2 | MSc ¥ | |
| 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 | | | |
| cademic chitecture | Home / Academic Architecture / Academic Course Struc. / Cour | se Structure / Syllabus | | | | |
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| mployee atabase | | | · · | | | |
| | *Program Specialization Integrated MSc - Integrated MSc | | m Master Integrated MSc Semester 2 v abus in Yellow rows are active. Rest are | | | |
| Based heduler | | <u></u> | | inderen - | Total : 2 | |
| | SI No. Name 🕶 | Description 🔺 | Term Master 🔺 | Program Specialization 🔺 | Actions | |
| uitment | 1 191214-Integrated MSc Semester 2/Integrated MSc - Integrated MSc | | Semester 2 | Masters in Science | 🎫 📝 🖻 🗶 | |
| <u>_</u> | 2 Course Group for Integrated MSc Semester 2 (2010-14) | | Semester 2 | Masters in Science | n 🖻 🖉 🖻 🕅 | |
| dent | | | | | | |
| ement | | | | | | |
| B | | | | | Add Cours | ses t |
| Reports | | | | | syllabus | |
| 2 | | | | | 5 | |
| emics | | | | | | |

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 | | | | | | | |
| 🗲 🖳 🔍 🗎 🛛 | | | | | | | | | |
| | 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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|-----------------------------------|---|---|---------------------------------|---------------------------------------|
| | Course Structure / Syll Course Structure / Syll Cou | rse Outline Offered Courses Faculty-Course Allocati | | |
| Academic | Home / Academic Architecture / Academic Course Str | uc. / Course Outline | | |
| Architecture | 🗲 🗟 🔍 🖪 🖶 🎆 🥙 | • | ' indicates mandatory fields | |
| 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 |
| <u>_</u> | Objective | | | |
| Student Database Management | | | Chars: 1023 | |
| | Methodology | | | |
| 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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|----------------------------|------|-------------------|----------------------------|--------------------------|------------------------|----------------|--|-----------------------|----------------|--------------------|------------|
| | | Academic Calendar | Academic Year | Program Definition | Program Specialization | Term Type | Terms | | Academic Batch | Academic Batch Ter | ms |
| Acaden | nic | Home / Academic | Architecture / Academic I | Masters / Academic Batch | 1 | | | | | | |
| | 5 | 🗲 🔍 🔍 🗄 | | | | | indicates mandatory fi | ields | | | |
| Employ Databa | ise | | | | *Ad | mission Year | 2016-2017 | - | | | |
| | | | | | *Program S | Specialization | Ph.D/BIO | | | | |
| Slottin Based | £ | | | | *P | Program Code | 2016-2017/Ph.D/BIO | | | | |
| Schedu | | | | | | Institution | NISER Y | | | | |
| Recruitn | nent | | | | | 'Description | 2018-2017/Ph.D/BIO | | Chars: 109 | | |
| Q | | | | | 'Nur | mber of Seats | 100 | | | | |
| Stude Databa Manager | se | | | | | 'Start Date | 01/07/2016 | | | | |
| C | | | | | | 'End Date | 30/01/2017 | | | | |
| MIS Rep | orts | | | | Auto Admis | ssion Number | | | | | |
| 1 | | Validation Det | ails | | | | Class Scheduling De | etails | | | |
| 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 |
| Admissi | | courset | ype wise credit validation | in semester 🔲 | | | | | Long | J Break To(HH.MM) | 13.30 |
| Manager | nent | course type wis | e no of courses validation | in semester 🔲 | | | | | Sess | sion Break(HH.MM) | 0.0 |
| Stude | | | | | | | | | | | |

Figure-18

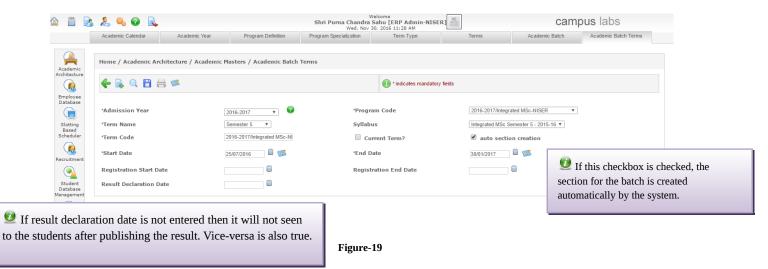
• Academic Batch Term:-

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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|-----------------|------------|---|---|-------------|
| Course Structur | e / Syll | Course Structure / Syll Course Outline Offered Course | rses Faculty-Course Allocati | |
| 1 | | | | |
| Home / Aca | demic Arch | itecture / Academic Course Struc. / Offered Courses | | |
| | | | | |
| | a 🖪 🗄 | 1 | | |
| | | | | |
| | Save (| Course as Offered Course | | |
| | | | Course Area : -Select- * | Go |
| | | | Course List | |
| | | | | |
| SI No | Select | | Course Name | Course Code |
| 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.

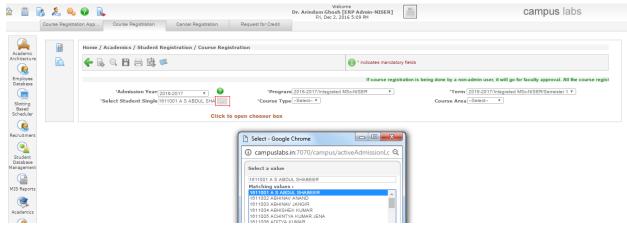
| 🔥 🚴 🧠 🕜 | | Welcome Dr. Arindam Ghosh [ERP Admin-It Wed. Nov 30, 2016 5:16 PM | NISER] | campus labs |
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| Course Structure / Syll | Course Structure / Syll Course C | Outline Offered Courses Faculty-Course Allocati | | |
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| | | | | |
| | ave | 8 2017 * | | |
| | Academic Year : 2010 | | 'Term : Even Sem 🔻 🕜 | |
| | * Faculty : 0028 | 3 Dr. Abdur Rahaman | | Go |
| | | Courses of only active Syllabus are liste | ed | |
| Selec | | Compo | | |
| | B102-BIOLOGY II: CELLUL | AR AND GENETIC BASIS OF LIFE-Theory-Repeated | | |
| nt 🗌 | B102-BIOLOGY II: CELLUL | AR AND GENETIC BASIS OF LIFE-Theory-Elective | | |
| | B102-BIOLOGY II: CELLUL | AR AND GENETIC BASIS OF LIFE-Theory-Core | | |
| | B204-CELL BIOLOGY-Theor | ry-Elective | | |
| nt O | B204-CELL BIOLOGY-Theor | ry-Core | | |
| | B204-CELL BIOLOGY-Theor | ry-Repeated | | |
| | B205-GENETICS-Theory-Co | ore | | |
| | | | | |
| ts | B205-GENETICS-Theory-El | lective | | |
| | B205-GENETICS-Theory-El B205-GENETICS-Theory-R | | | |

• 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).





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|--|---------------------|---|--|---|------------------------------|-----------------------------|--|--------|
| 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 |
| tting ased | Click to sl courses | *Ad | mission Year 2016-2017 *Course Type Core Y | - 0 | 'Program 201 Course Area -Se | 6-2017/Integrated MSc-N elect- | ISER ¥ | 'Term | 2016-2017/integrated MSo-NISER/Semester 1 Y | |
| 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 🔻 | E . 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).

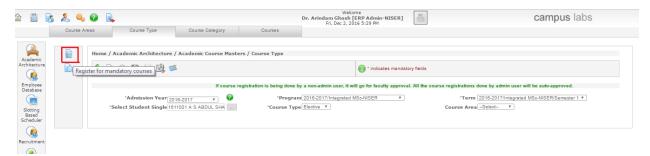


Figure-25