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 admission.

How to create masters?

✓ **Academic Master**

- **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.

ⓘ If this checkbox is checked then academic year will be considered as admission year also.

Figure-1

- **Program Definition:-**

  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

If user checks this checkbox then admin will be able to create program specialization.

Figure-2

- **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.

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.
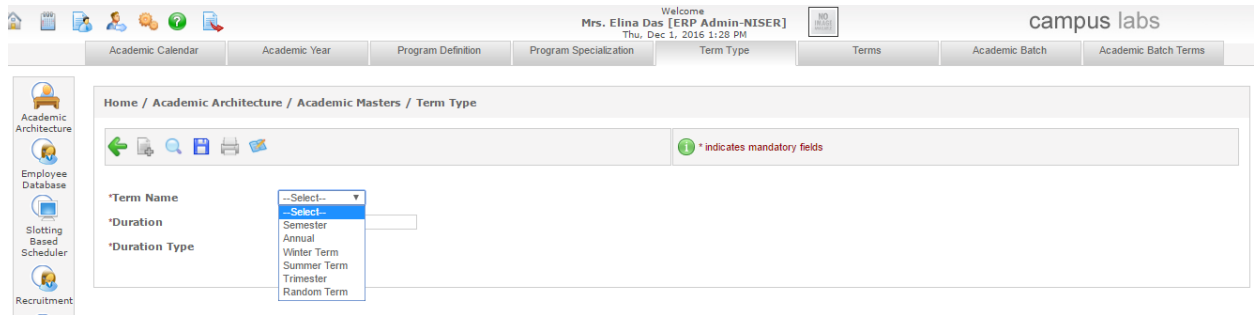 2. Enter required details.
  3. Click on "Save" button.

Figure-4

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.
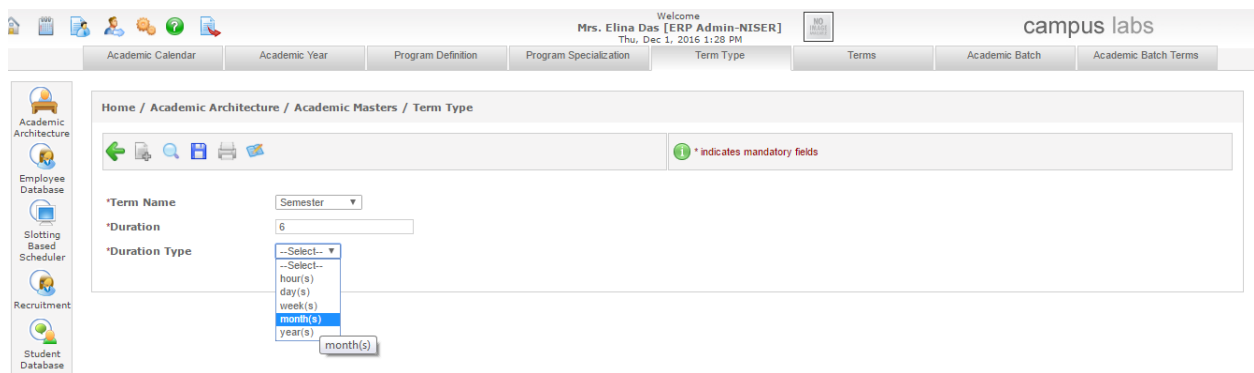

Figure-5

- **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)
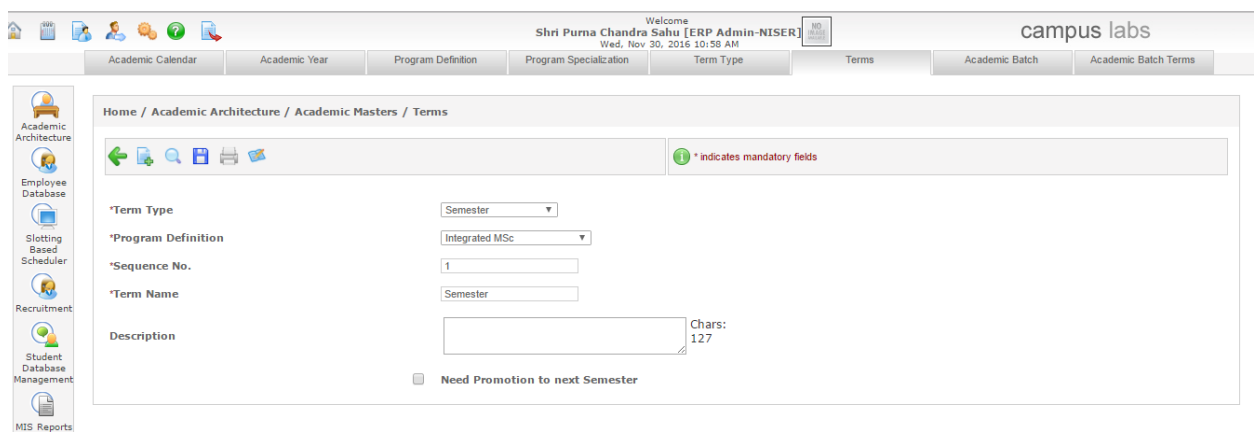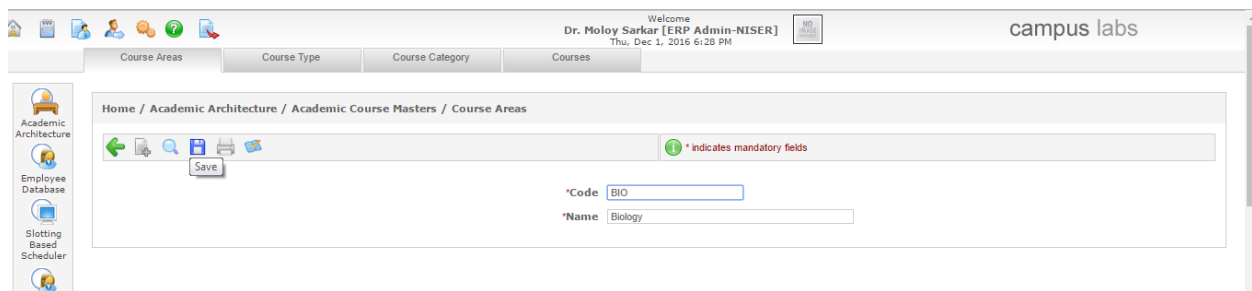

Figure-6

ℹ This checkbox is checked when after this sequence of semester need promotion to next semester.

✓ **Course_Master**

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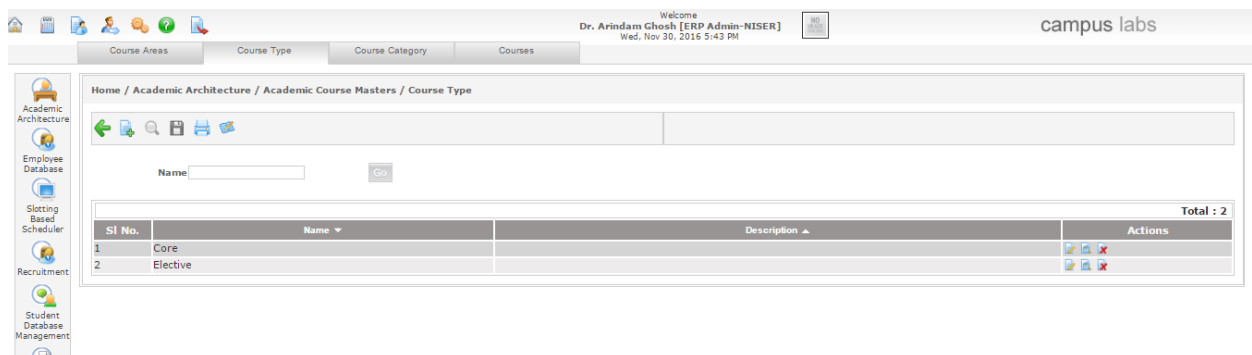 1. Click on "ADD" button
  2. Enter the code of area
  3. Enter the name of area
  4. Click on "Save" button.

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).
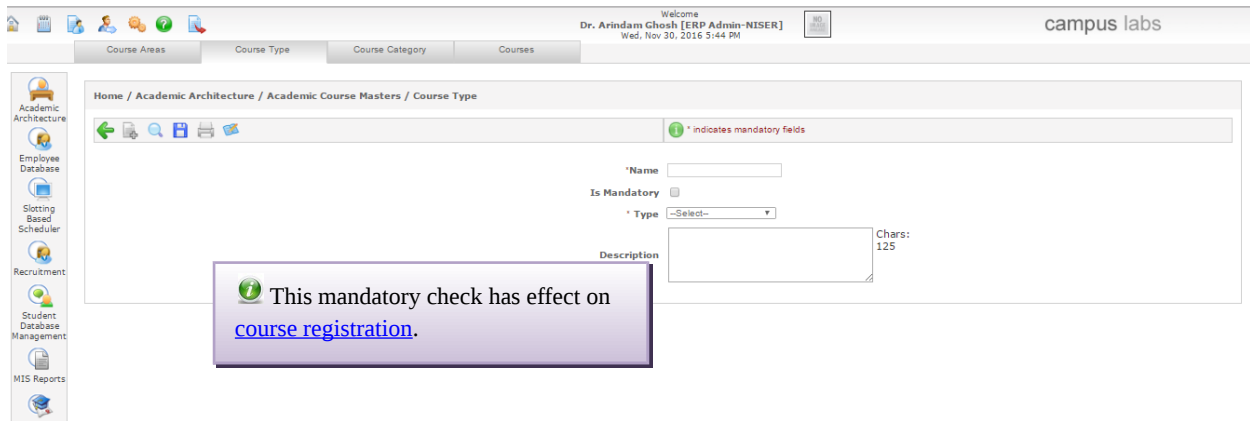

Figure-8

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).

Figure-9

- **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).
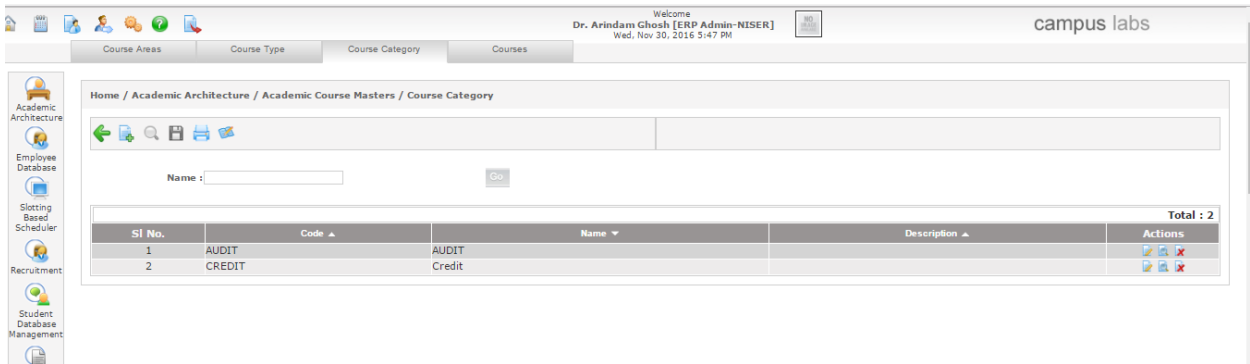

Figure-10

- **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).
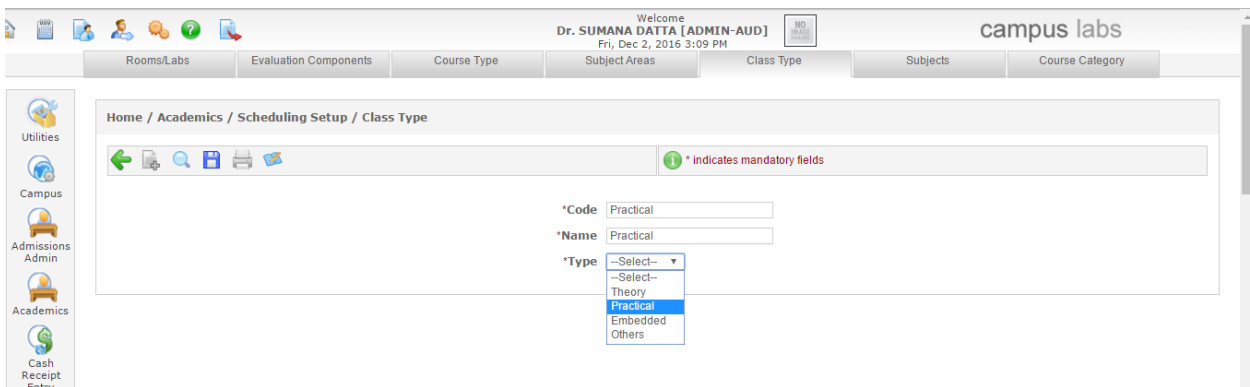

Figure-11

- **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.
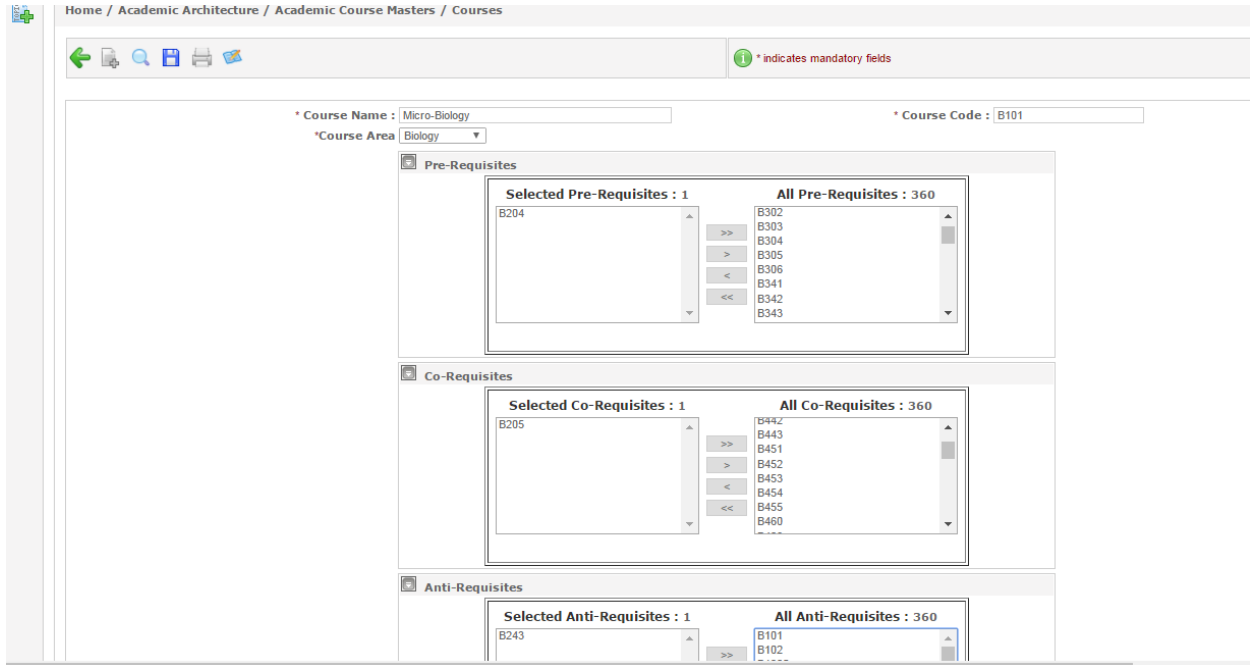

Figure-12

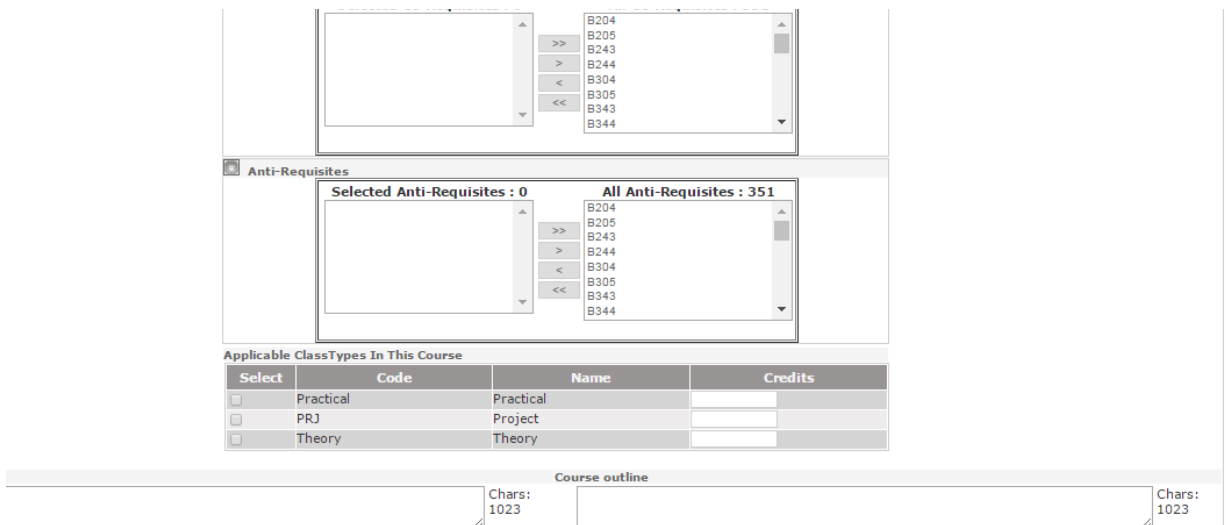User can also define the credits of the course and type of course whether it is practical, theory (as shown in figure-13).

Figure-13

✓ **Course_Structure**

• **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.

If checkbox is checked, the syllabus will become active for that semester.

Figure-14

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

Add Courses to syllabus

Figure-15

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.
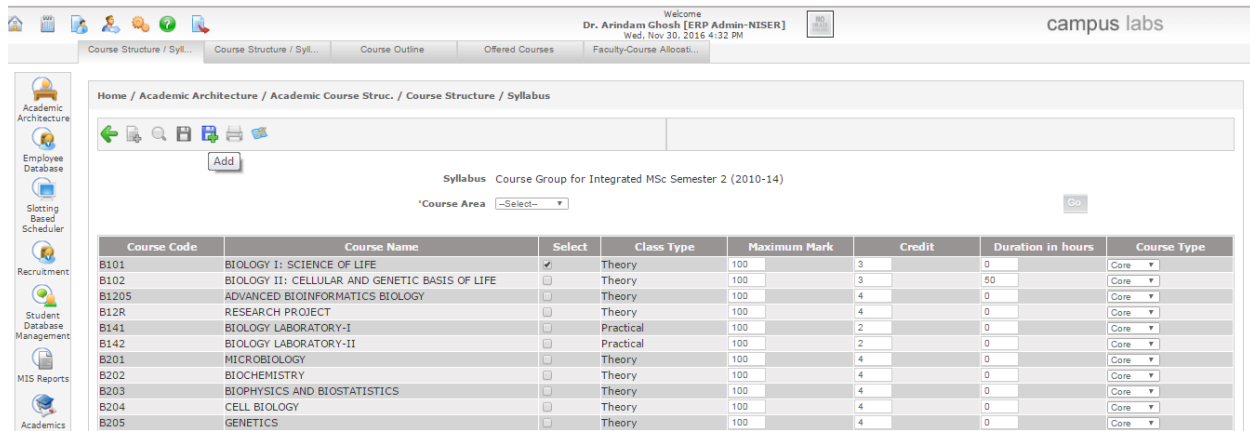4. Click on "Add" button (as shown in figure-16)

Figure-16

- **Course_Outline:-**

In course outline basically admin can define the evaluation component (set by examination 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)
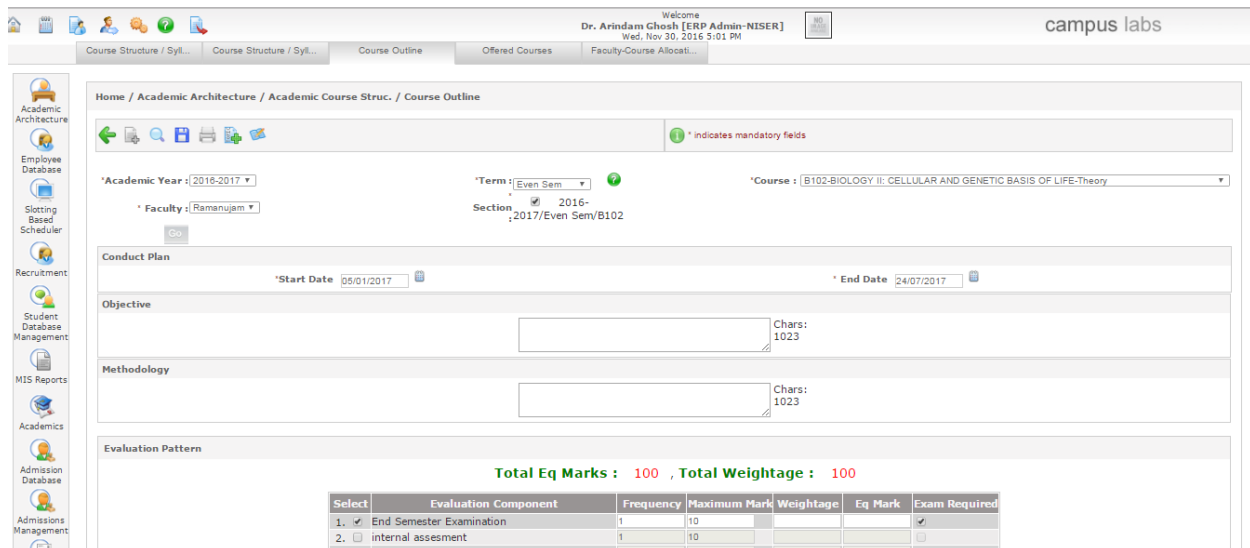

Figure-17

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.

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.

> ℹ If result declaration date is not entered then it will not seen to the students after publishing the result. Vice-versa is also true.

> ℹ If this checkbox is checked, the section for the batch is created automatically by the system.

Figure-19

- **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).

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.
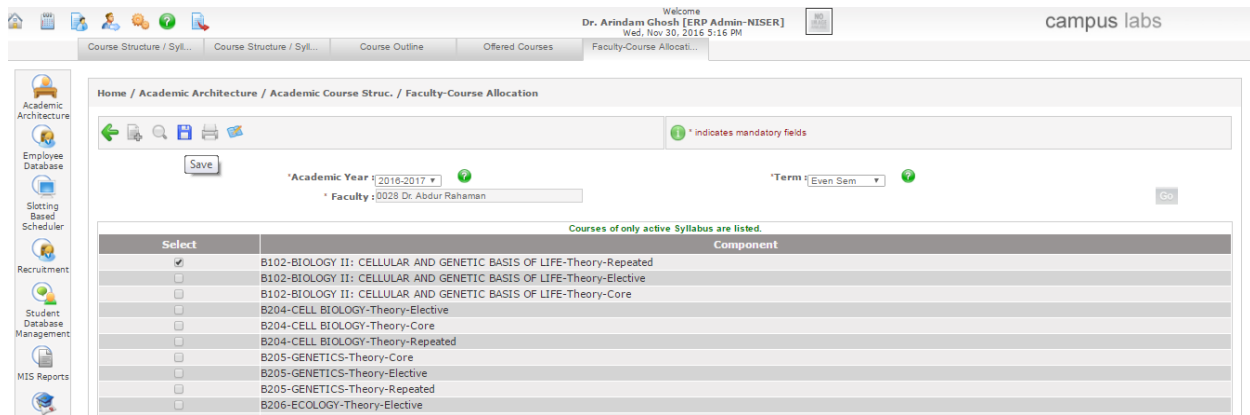5. Click on "Save" button.

Figure-21

- **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
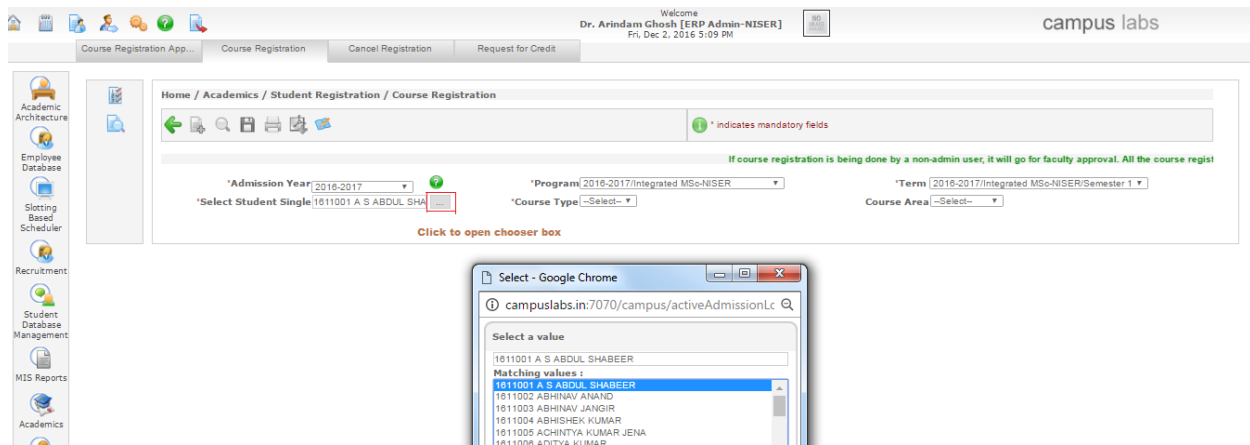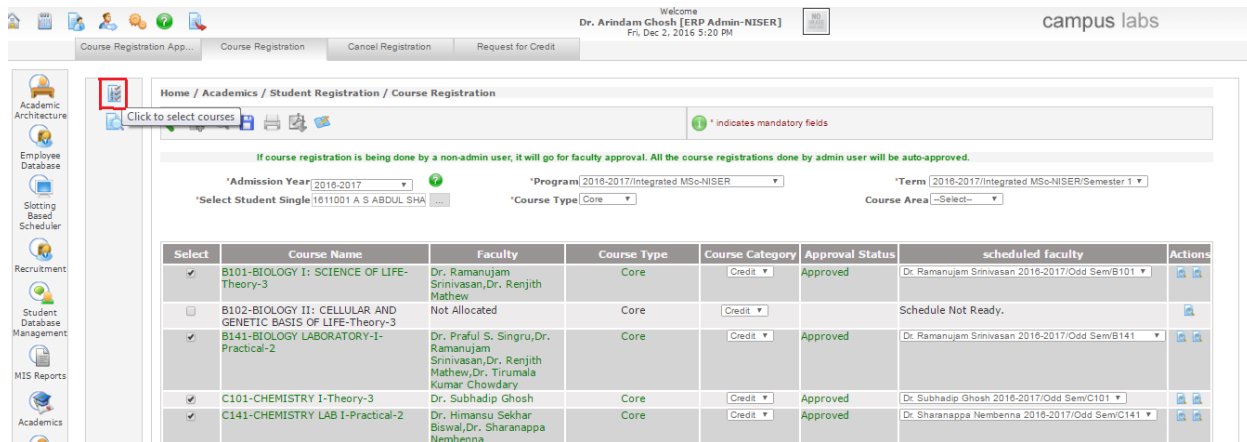   - ❖ Click on "Save" button (as shown in figure-23).

Figure-22

Figure-23

✓ **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.
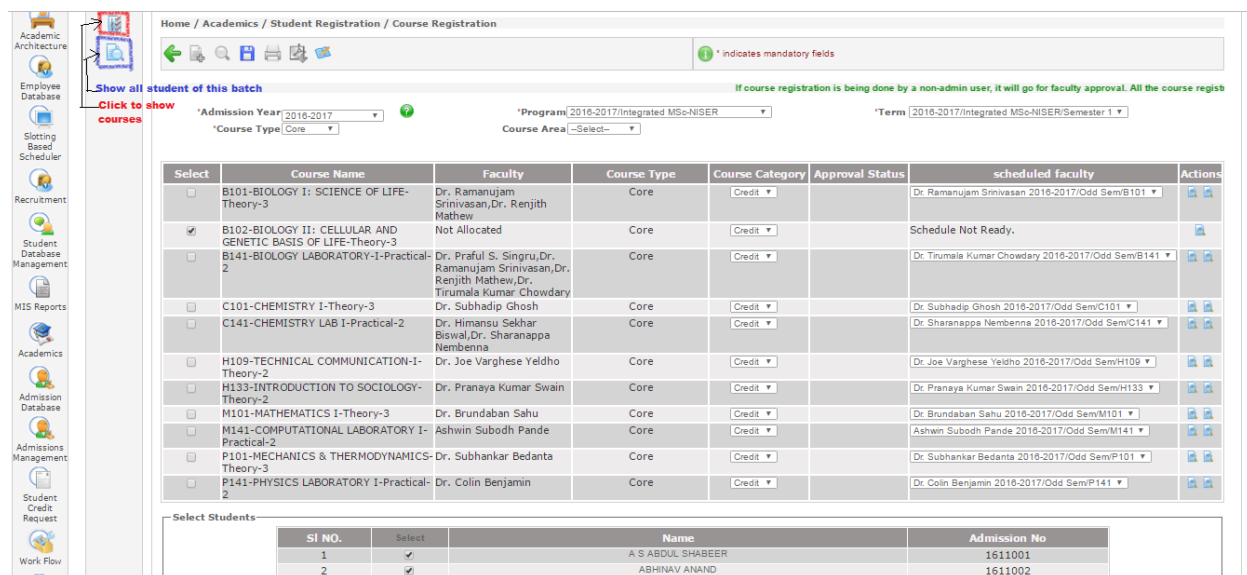 ❖ Click on save button

Figure-24

✓ **Registration for mandatory_courses**- 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