



ACADEMIC MANAGEMENT SYSTEM

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

Student Reference Manual



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1. Introduction

Academic Management System (AMS) has been customized by the NAHEP Component 2 Project Team at ICAR-Indian Agricultural Statistics Research Institute (IASRI) for the implementation at various Agricultural Universities. It is a web enabled system for management of all the various academic activities of the university. The system caters to the needs of different users: Dean, Registrar, Professor, Head, Guide, Student, Teacher, Student, Administrators and Officials for performing their assigned tasks. This system has been designed in a modular approach with in-built work flows. AMS ensures that the individuals responsible for the next task are notified and receive the data they need to execute at their stage of process. At present five modules have been envisaged viz., Student Management, Student Management, Course Management, Administration Management and E-Learning.

AMS facilitates in automation of various academic processes of the university and enhances the efficiency of the overall system by saving time and efforts involved in manual processes. It continues to be customized as per the respective needs of the various universities.

1.1 Activity Diagram for using Academic Management System (AMS)

In AMS student members can registered himself/herself through the registration page, after that they can access their profile's only after admin approval.

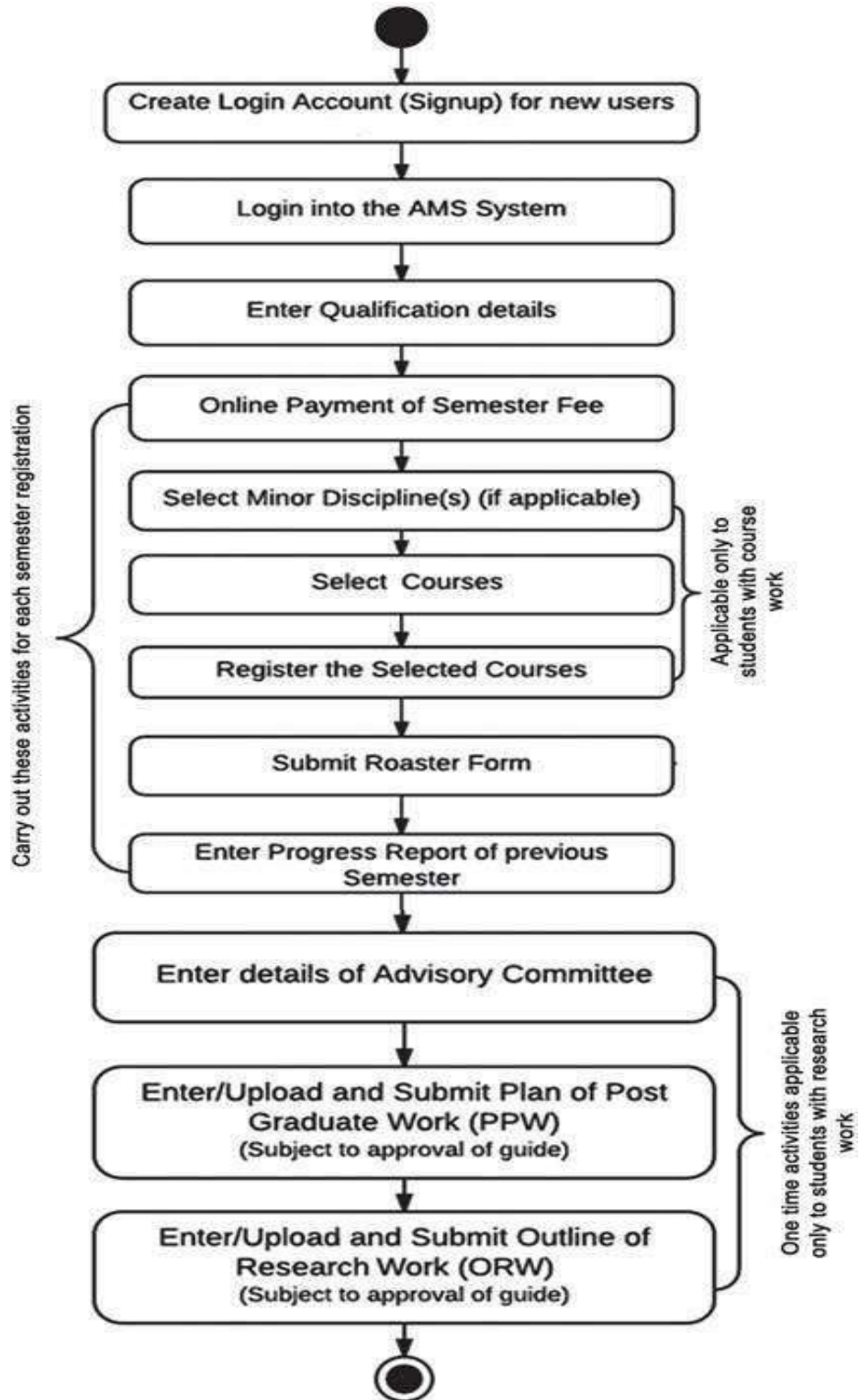


Fig. 1.1 Activity Diagram for using Academic Management System (AMS)

2. Student Account

In AMS student members can registered himself/herself through the registration page, after that they can access their profile's only after admin approval.

2.1 Registered as a Student

Student will have to registered as a student member from the registration page. Then only admin approved as a student, student can login into their profile.

The screenshot displays the 'USER REGISTRATION' page of the Academic Management System (AMS) for Rani Lakshmi Bai Central Agricultural University, Jhansi. The page features a header with the university's logo and name, and a navigation bar with links for HOME, NAHEP, and CONTACT US. The registration form includes the following fields:

- User Type:** A dropdown menu with 'Select UserType'.
- User ID/Username:** A text input field containing 'Deepikac259'.
- Password:** A text input field.
- Confirm Password:** A text input field.
- Title:** A dropdown menu.
- First Name:** A text input field.
- Middle Name:** A text input field.
- Last Name:** A text input field.
- Father Name:** A text input field.
- Mother Name:** A text input field.
- Religion:** A dropdown menu.
- Gender:** A dropdown menu.
- Category:** A dropdown menu.
- Physically Challenged?:** A dropdown menu.
- Date of Birth:** A date input field in DD-MM-YYYY format.
- Blood Group:** A dropdown menu.
- Degree:** A dropdown menu.
- Discipline:** A dropdown menu.
- Select College:** A dropdown menu.
- Aadhaar Number:** A text input field.
- Email ID:** A text input field containing 'deepikac259@gmail.com'.
- Mobile No.:** A text input field.
- Bank A/C No.:** A text input field.
- Bank Name & Branch:** A text input field.
- IFSC Code:** A text input field.
- Address Official/Correspondence:** A text input field.
- Permanent Address (Same as correspondence address):** A text input field.
- Country:** A dropdown menu.
- Domicile State:** A dropdown menu.

A green 'Next' button is located at the bottom of the form. The footer contains the AMS Version 2.0 logo, the text 'Implemented Under NAHEP Component-II', 'Division of Computer Applications', and the address 'ICAR-IASRI, Library Avenue, Pusa, New Delhi - 110 012 (INDIA)'.

Fig. 2.1 Registration Page

2.2 Guidelines for Filling Up Registration Form

- In the field ***Create User Name/ID** user has to create a login account which will be used to access the system. The user may select the User Name/ID of his/her choice. Student are advised to remember/ retain the created User Name/ID for future reference.
- Enter your first name in the textbox next to ***First Name** label.
- Enter your father's name in the textbox next to ***Father's Name** label. Please don't prefix the father name with Sh., Mr. or Dr.
- ***Password** must be at least 7 characters long and must include special characters.
- Use calendar to enter ***D.O.B.**
- After filling all the required details, click on **next** button to preview all the related information. Then click on preview button after verified all the information if it is correct click on **submit button**.
- After the request has been sent to the admin, then admin approved that request as a student, head, professor or guide.

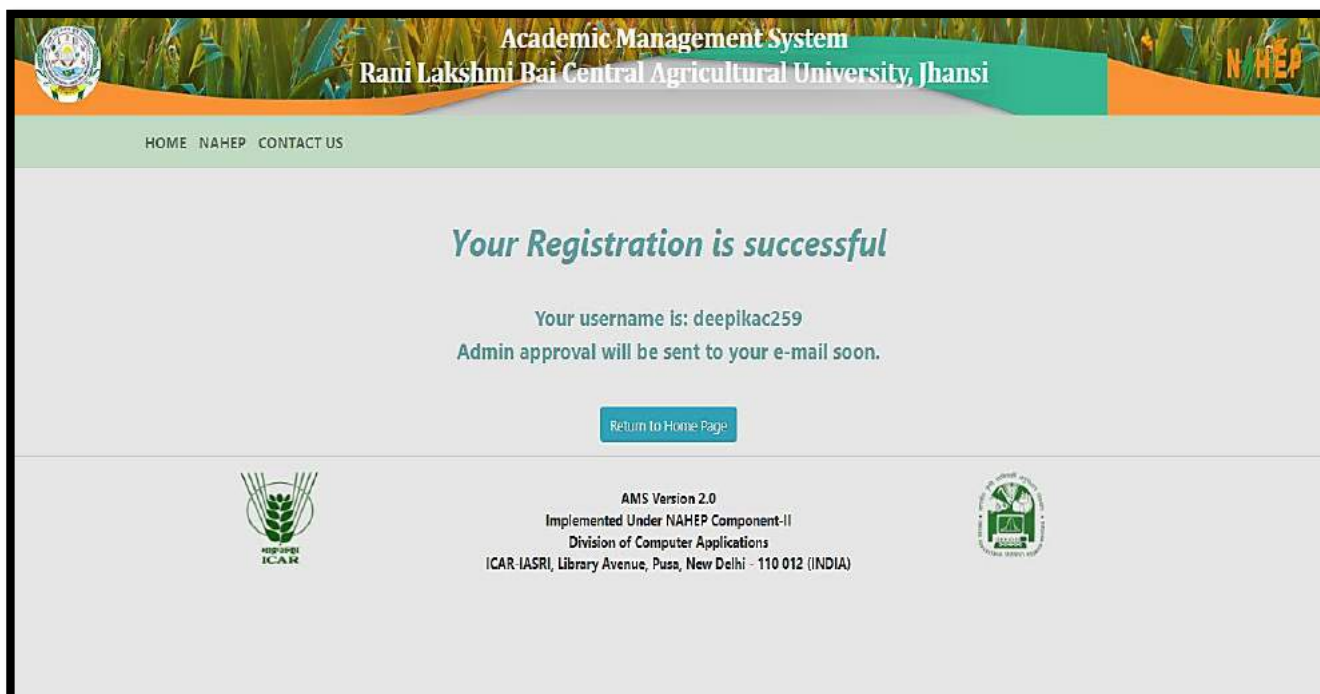


Fig. 2.2 Registration Successfully

3. Access Home Page of AMS

- Enter the AMS URL assigned to your university into the web browser.
- Home Page of AMS of your university will be displayed on the screen.

Academic Management System
Rani Lakshmi Bai Central Agricultural University, Jhansi

HOME NAHEP CONTACT US

eLearning Call-3: Online Appli

Events of RLBCAU Jhansi

[Login](#) [Register](#)

The Rani Lakshmi Bai Central Agricultural University has been established as an Institution of national importance under Department of Agricultural Research and Education (DARE) by an Act of Parliament (Act No. 10 of 2014) and notified on 5th March, 2015. This second Central Agricultural University in India established and named in the memory of great freedom fighter known as warrior queen of Jhansi Late Rani Lakshmi Bai who sacrificed her life at the altar of the freedom. The objectives of the university are to impart education in different branches of agriculture and allied sciences, undertake research in agriculture, programmes of extension education and promote linkages with national and international educational institutes. The University became functional with the joining of Dr. Arvind Kumar as first Vice-Chancellor on May 9, 2014. The University headquarter is at Jhansi located in Bundelkhand region covering six districts, namely: Chhatarpur, Damoh, Datia, Panna, Sagar and Tikamgarh of Madhya Pradesh and seven districts, namely: Banda, Chitrakoot, Hamirpur, Jalaun, Jhansi, Lalitpur and Mahoba of Uttar Pradesh. The university will establish dif [More About AMS & RLBCAU](#)

Notice Board

University	Institute/College
<ul style="list-style-type: none">• Sensitization Workshop on NAHEP Component -2 Activities and Implementation of Academic Management System	

Resources

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

AMS Version 2.0
Implemented Under NAHEP Component-II
Division of Computer Applications
ICAR-IASRI, Library Avenue, Pusa, New Delhi - 110 012 (INDIA)

Fig. 3 Home Page of the Academic Management System

4. Login as Student

After administrator approval student will received an email in which user id and password is mention. By using them student can easily access their profile.

- Student open the URL into the Web browser.
- Enter the University URL.
- On home page click on login button then enter userid and password then click on **login button**.

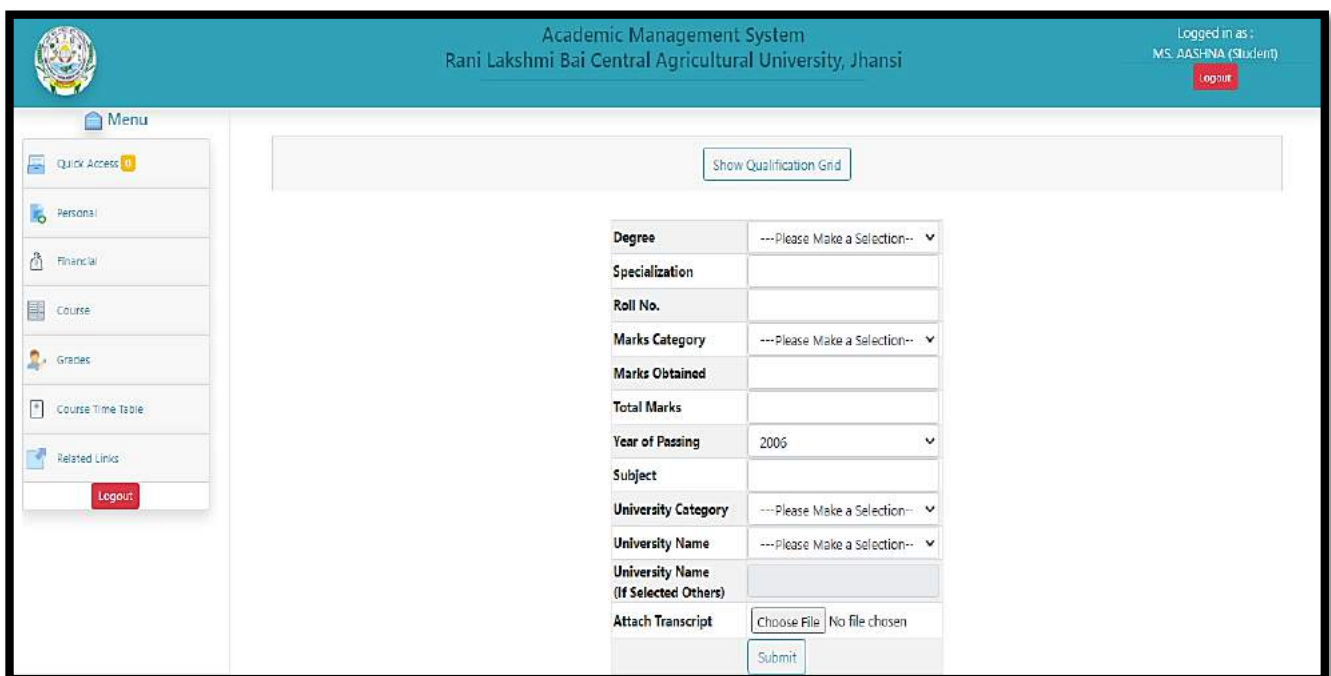
The screenshot displays the Academic Management System (AMS) interface for Rani Lakshmi Bai Central Agricultural University, Jhansi. The page includes a header with the university's name and logo, navigation links (HOME, NAHEP, CONTACT US), and a main content area. A 'Member Login' modal window is open, showing fields for 'User Id' and 'Password', and buttons for 'Login' and 'Forgot Your Password?'. Below the modal, there are sections for 'Notice Board' and 'Resources'. The footer contains the AMS Version 2.0 information and logos for ICAR and NAHEP.

Fig. 4 Login as Student

4.1 Student Qualification Editing/Updating

Student have the rights to change his/her Profile information.

- To enter qualification information, click on **Personal menu**.
- Click on qualification menu and then fill all the information related to the fields.
- After complete all the information click on **submit button** to save all the correct information related to student.



The screenshot shows the 'Academic Management System' interface for Rani Lakshmi Bai Central Agricultural University, Jhansi. The user is logged in as 'MS. AASHNA (Student)'. The main content area displays a 'Show Qualification Grid' form with the following fields:

Degree	---Please Make a Selection---
Specialization	
Roll No.	
Marks Category	---Please Make a Selection---
Marks Obtained	
Total Marks	
Year of Passing	2006
Subject	
University Category	---Please Make a Selection---
University Name	---Please Make a Selection---
University Name (If Selected Others)	
Attach Transcript	<input type="button" value="Choose File"/> No file chosen
	<input type="button" value="Submit"/>

Fig. 4.1 Student Profile Editing/Updating

4.2 Student Update/Edit Basic Profile

Student can update their profile by this menu option

- Click on **personal menu** in the navigation bar.
- Click on **edit basic profile**.
- In this edit basic profile. There are three options are providing to the student member.
- **Update Profile, Change Password, Verified Email id.**
- **Update Profile** is provided to update student profile information.

- **Change Password** is provided to change password.
- **Verified Email id** is provided to verified email id of the student member.

The screenshot displays the 'UPDATE DETAILS' form for a student profile. The form is set against a background of the Academic Management System interface, which includes a top navigation bar with the university name and a sidebar menu with options like 'Menu', 'Quick Access', 'Personal', 'Financial', 'Course', 'Grades', 'Course Time Table', and 'Related Links'. The top right corner shows the user is logged in as 'MS. AASHNA (Student)' with a 'Logout' button.

The 'UPDATE DETAILS' form contains the following fields:

- User Type:** A text input field containing 'st'.
- Username:** A text input field containing 'Aashnakri2000'.
- Title:** A dropdown menu with 'Ms.' selected.
- First Name:** A text input field containing 'Aashna'.
- Middle Name:** A text input field containing 'Middle Name'.
- Last Name:** A text input field containing 'Kumari'.
- Father Name:** A text input field containing 'Krishna Mohan'.
- Mother Name:** A text input field containing 'Pratima Devi'.
- Gender:** A dropdown menu with 'Female' selected.
- Category:** A dropdown menu with 'SC - Scheduled Castes' selected.
- Physically Challenged?:** A dropdown menu with 'No' selected.
- Date of Birth:** A date input field containing '06-04-2000'.
- Blood Group:** A dropdown menu with 'O+' selected.

At the bottom of the form, there are three buttons: 'Update Profile', 'Change Password', and 'Verify Email Id'.

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

- To change password, click on change password.
- Enter current password then only enter new and confirm password.

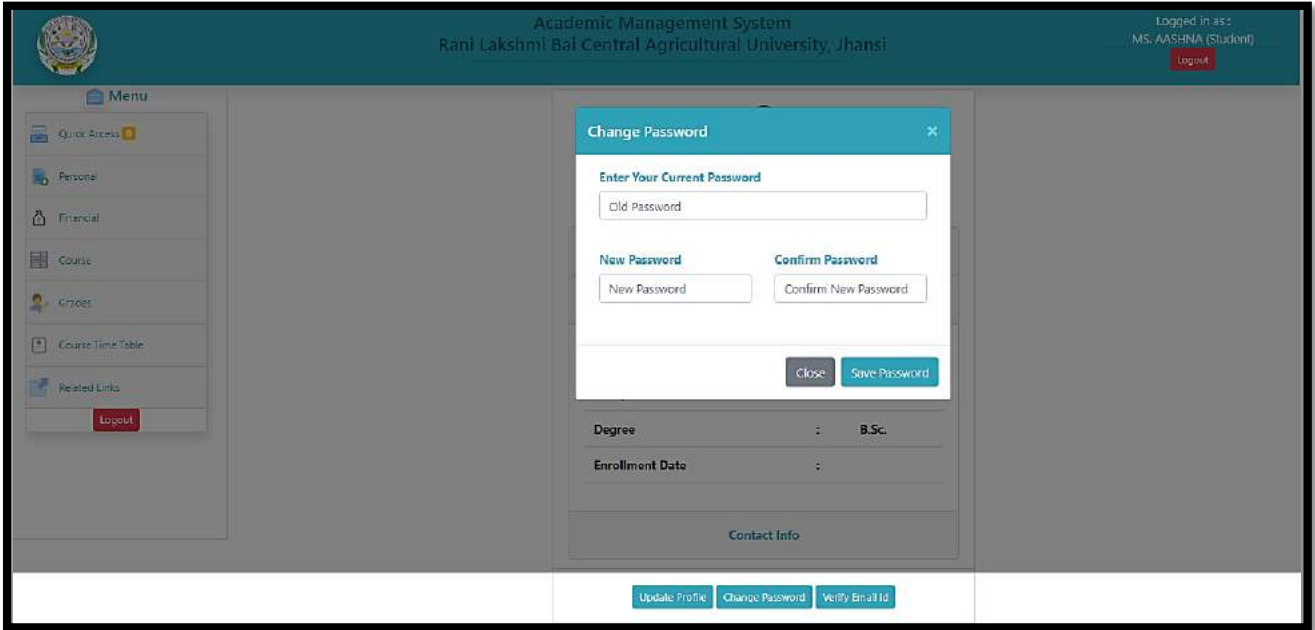


Fig. 4.2(b) Student Update/Edit Basic Profile

- To verified email id, enter registered email id and then click on get OTP.
- After that OTP will send to your email id, then user enter that OPT to change their password.

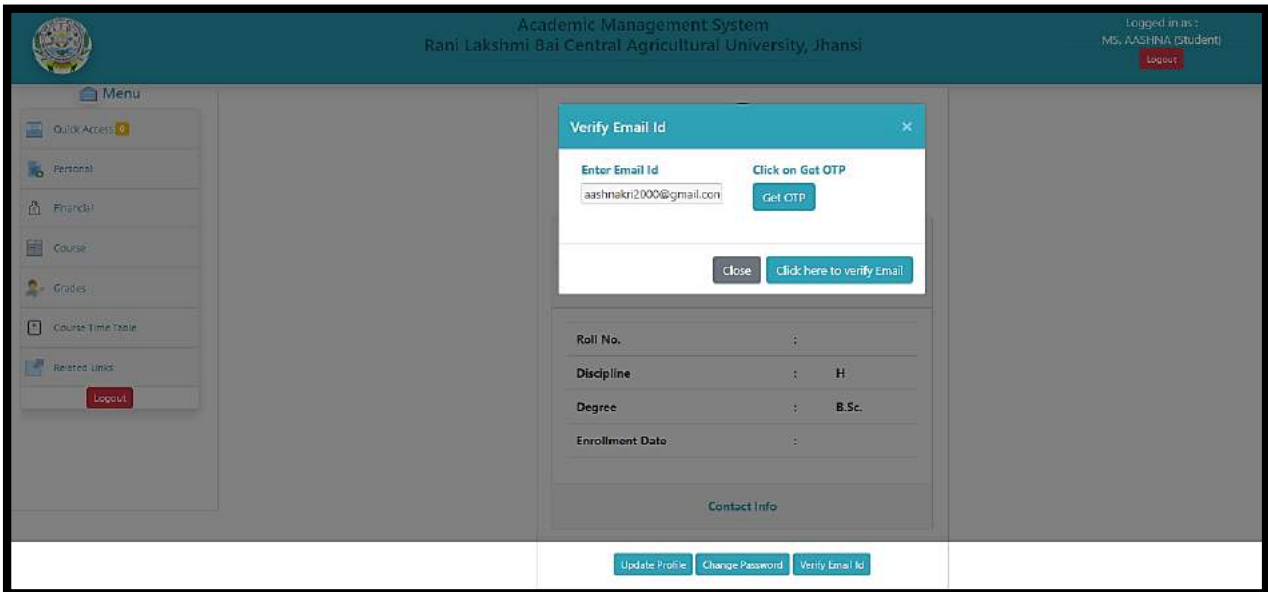
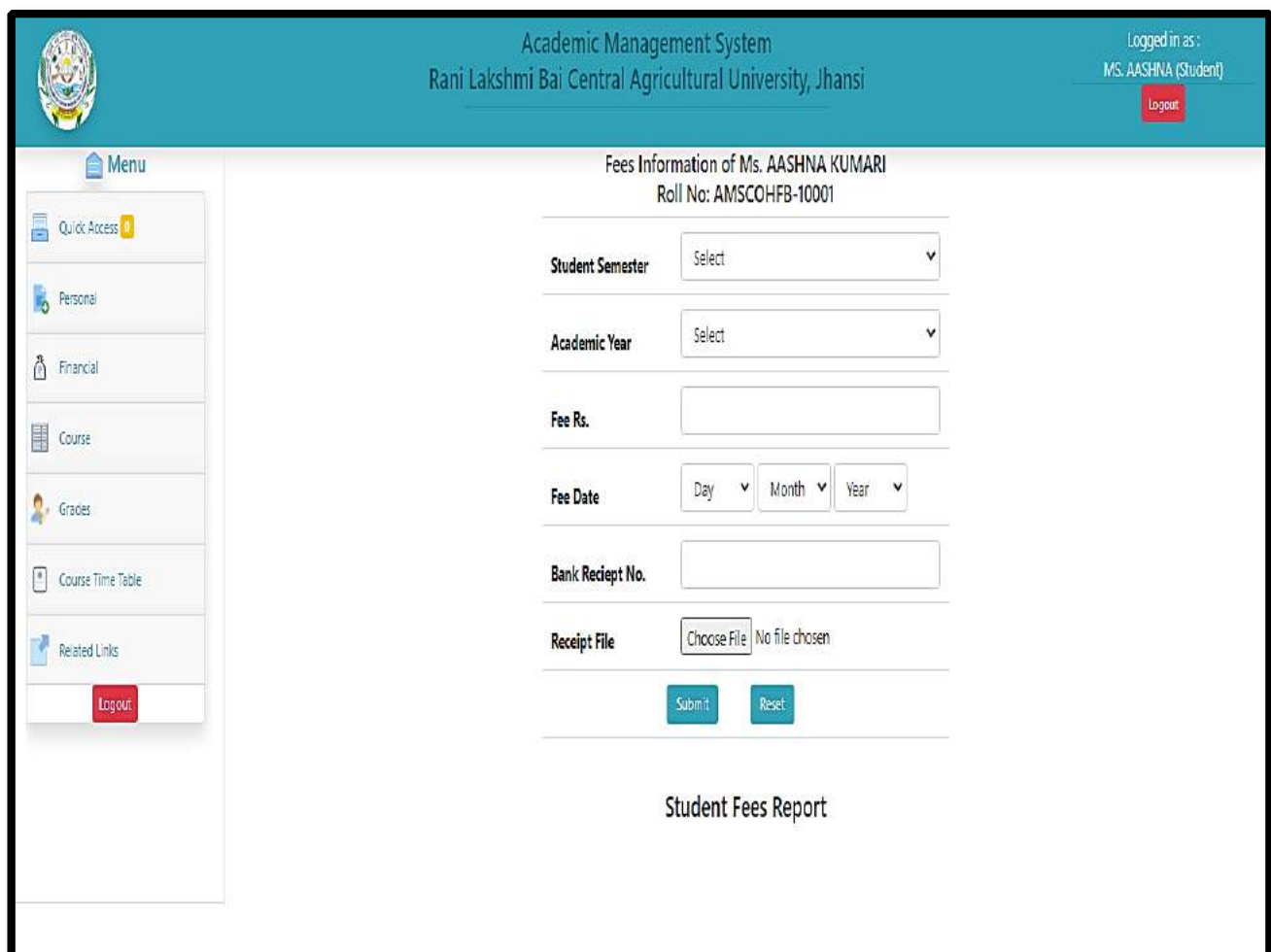


Fig. 4.2(c) Student Verify Email id

5. Fee Payment Module to the Student

The students can pay semester fee and other type of fee such as re-totaling, supplementary, due hostel charges in offline mode. The fee submission details will be submitted offline in by Clicking on **Financial menu option and then click on Fees.**

Menu tab.



The screenshot displays the 'Academic Management System' interface for Rani Lakshmi Bai Central Agricultural University, Jhansi. The user is logged in as 'MS. AASHNA (Student)'. The main content area is titled 'Fees Information of Ms. AASHNA KUMARI' with Roll No: AMSCOHFB-10001. The form includes the following fields:

- Student Semester:** A dropdown menu with 'Select' as the current value.
- Academic Year:** A dropdown menu with 'Select' as the current value.
- Fee Rs.:** A text input field.
- Fee Date:** Three dropdown menus for 'Day', 'Month', and 'Year'.
- Bank Receipt No.:** A text input field.
- Receipt File:** A 'Choose File' button and the text 'No file chosen'.

At the bottom of the form are 'Submit' and 'Reset' buttons. Below the form is the text 'Student Fees Report'. On the left side, there is a 'Menu' sidebar with options: Quick Access, Personal, Financial, Course, Grades, Course Time Table, and Related Links. A 'Logout' button is located at the bottom of the sidebar.

Fig. 5 Fee Payment Module

6. Plan of Post Graduate Work (PPW)

A student Plan of Post Graduate Work (PPW) contains various options for selection of minor discipline, major and minor courses, details of advisory committee, thesis problem and submission of PPW. The PPW submitted by a student needs to be approved in a sequence by his/her Advisory Committee Members, Guide, Professor & Head, Dealing Assistant, AAO, Academic In-charge and Dean of the discipline.

6.1 Choosing Minor Discipline

Student can choose his/her major/minor discipline by clicking on **PPW** and then click on **Minor Discipline**.

- As per requirement select first, second, third and fourth minor disciplines from the respective options '**First Minor Discipline**', '**Second Minor Discipline**', '**Third Minor Discipline**' and '**Fourth Minor Discipline**' dropdown menu.
- Select Supporting courses (if applicable) from **Supporting Courses** 'dropdown menu as per need. Select Audit courses (if applicable) from **Audit Courses** dropdown menu as per need.
- Select Compulsory courses (if applicable) from **compulsory Courses** dropdown menu as per need.
- After selecting relevant information click on '**Submit**' button.

Select Various Type of Courses and Disciplines

Major Discipline	Agriculture ▼
1st Minor Discipline	Please Make a Selection ▼
2nd Minor Discipline	Basic Sciences ▼
3rd Minor Discipline	Please Make a Selection ▼
4th Minor Discipline	Please Make a Selection ▼
Supporting Courses	Please Make a Selection ▼
Audit Courses	Please Make a Selection ▼
Compulsory Courses	Please Make a Selection ▼

Fig. 6.1 Choosing Minor Discipline

6.2 Selecting Course

Student can choose/allocate his/her courses offered by the division/guide, by clicking on PPW and then click on Courses.

- Select academic year and semester from '**Academic Year**' and '**Semester**' Dropdown. and click on add semester.

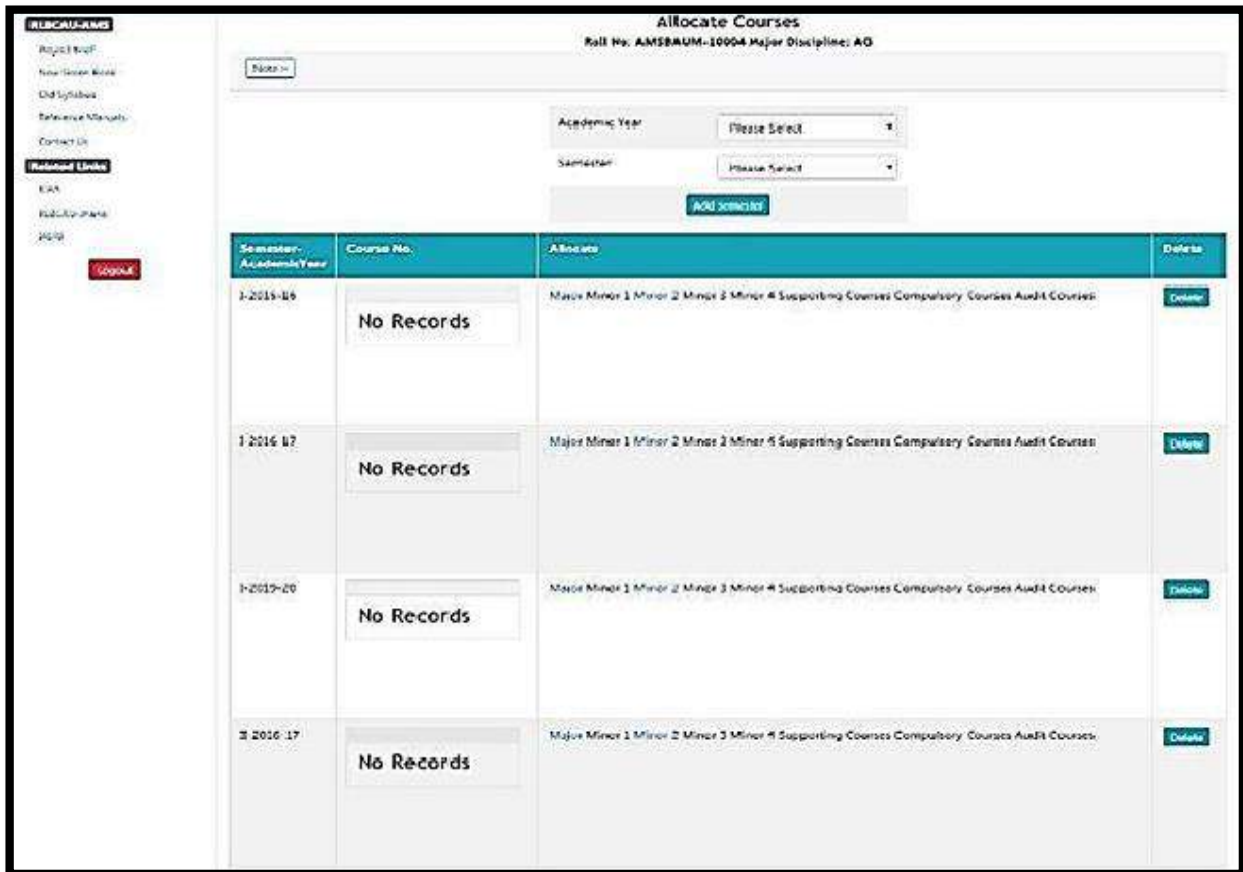


Fig. 6.2 Selecting Course

- After adding a semester, we can add new courses offered for that semester and academic year.

6.3 Constitution of Advisory Committee

After constitution of advisory committee, the student is supposed to enter details of his/her advisory committee members by clicking on **PPW** and then click on **Advisory Committee**.

- Next screen contains a links '**Choose Major Member**' '**Choose Minor1 Member**' '**Choose Other Member**' etc. for selecting members from major, minor and other disciplines.
- To select a member from major discipline, click on '**Choose Major Member**'.
- This will show next window containing '**Faculty Members**' and '**Advisory Committee Members**' list boxes.
- Select a faculty member name from '**Faculty Members**' list box and move it to '**Advisory Committee Members**' list box by **right move >> button**.

- A faculty member name in **‘Advisory Committee Members’** list box may be moved back to
- **‘Faculty Members’** list box by **left move << button**.
- Click on **‘Save Changes’** button.
- The selected major faculty member will appear in a row below **‘Choose Major Member’**
- In similar manner, members from remaining discipline may be selected.

Proposal for Constitution/Re-constitution of Advisory Committee		
1.	Name of Student	vibhor tyagi
2.	ID No.& year of Admissioma	AMSBAUM-10004 (2019)
3.	Degree Programme and Subject	M.Tech. (AG)
4.	College	BIRSA AGRICULTURAL UNIVERSITY
Advisory Committee		
Name & Designation	Approved Member	
Chairman		
AG (Co-Chairman) Choose Co-Chairman Member Choose From Other Discipline Choose From Other College		
AG (Core)Choose Core Member Choose From Other Discipline Choose From Other College		
(Supporting/Minor 1)		
BS (Supporting/Minor 2)Choose Supporting 2 Member Choose From Other Discipline Choose From Other College		
(Supporting/Minor 3)		
(Supporting/Minor 4)		
(Supporting/Minor 5)		
(Optional)		
(Other)		
<input type="button" value="Submit"/>		

Fig. 6.3(a) links for Selecting Advisory Committee Members

Advisory Committee

Roll No :AMSBAUM-10004

MEMBER

DEANKUMAR
GUIDEKUMAR
MANISHCHAUHAN
SHYAMXQ

SELECTED MEMBER

Fig. 6.3(b) Advisory Committee Members

6.4 Submitting thesis abstract

Students are expected to submit his/her thesis abstract as a Plan of Post Graduate Work. To submit thesis abstract click on **PPW then click on Thesis Problem**. Kindly insure that there is no blank space in the file name to be uploaded. Click '**Submit**' button to upload the thesis abstract file and other information in the system.

Home Personal Financial Course Grades PPW Reports OWR More

Logged in as : MR. VIBHOR (Student)

Print

Student POW

Student Name: vibhor tyagi
Roll No.: AW52104-10064
Date of enrolment: 24/04/2019
Degree: M.Tech.
Discipline: Agriculture
Core Discipline: NI
Optional: NI
Supporting Discipline 1: NI
Supporting Discipline 2: Basic Sciences
Supporting Discipline 3: NI
Supporting Discipline 4: Label
Supporting Discipline 5: Label
Compulsory: No
Other Field: No

Degree	Total Marks	Marks Obtained	University	Year of Passing	RollNo.
M.Tech.[se]	100	73	Anand Agricultural University, Anand	2017	122

Tentative Title of Thesis: Agriculture

Advisory Committee:

Course Works: No Records

Core Discipline: No Courses

Optional: No Courses

Supporting Discipline 1: No Courses

Supporting Discipline 2: No Courses

Supporting Discipline 3: No Courses

Supporting Discipline 4: No Courses

Supporting Discipline 5: No Courses

Compulsory Course: No Courses

Non Credit Compulsory Course: No Courses

Other Field: No Courses

No. of Credits of Course:

Core Discipline Credits :	0
Optional Discipline Credits :	0
Supporting Discipline 1 Credits :	0
Supporting Discipline 2 Credits :	0
Supporting Discipline 3 Credits :	0
Supporting Discipline 4 Credits :	0
Supporting Discipline 5 Credits :	0
Compulsory Course Credits:	0
Non Credit Compulsory Course Credits:	0
Other Discipline Credits:	0
Total Credits:	0-0

Submit POW

Fig. 6.4 Plan of Post Graduate Work (PPW)