

COLLEGE MANAGEMENT SYSTEM

USER MANUAL

Version -1.1

Date : 19/09/2015

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1. Abstract:

This project is aimed at developing an Online Intranet College Management System (CMS) that is of importance to either an educational institution or a college. The system (CMS) is an Intranet based application that can be accessed throughout the institution or a specified department. Students/staffs logging in may also access/search any information. Grades will be updated by faculty. This system (C.M.S) is being developed for an engineering college to maintain and facilitate easy access to information. For this the users need to be registered with the system after which they can access or modify data as per the permissions given to them. CMS is an intranet based application that aims at providing information to all the levels of management with in an organization. This system can be used as a knowledge/information management system for the college. For a given student/staff (technical/Non-technical) can access the system to either upload or download some information from the database.

2. Introduction:

2.1 Purpose of the Document:

Purpose of making user's manual in requirement phase is to force the developer to think like a user. Writing a good user's manual for a computer based system requires a clear conception of what the Computer Based System is suppose to do, clear enough that the manual's author can visualize scenarios of the use of the CBS and describe both.

- a). What the user should say to the CBS.
- b). What the CBS should response to the user.

3. User Manual:

CMS has five different kinds of user-

- 1). Student
- 2). Registrar or Admin
- 3). Faculty Members
- 4). Mess Commitee Head
- 5). Transport Co-ordinator
- 6). Hostel Co-ordinator

3.1 User Manual for Student:

1). Login Page:

This is the entry point to the CMS website. Student needs to put his/ her user name and password in the respective text field and click submit.

Problem/ error encountered:

- a). **Empty text box**- This error arises when one or both of the text box is left blank by the user.
- b). **Incorrect Password**:- when the user fills incorrect id or password.

2). Home page:

After successful login home page appears. The home page has five tabs and news ticker.

- 2.1) Academics
- 2.2) Hostel
- 2.3) Mess
- 2.4) Transport
- 2.5) Profile

2.1). Academics:- On this page student can find-

2.1.1) Registration :

Here student can register for semesters courses (Elective courses) and submit his/her application form will be directly forwarded to admin. This page is available only in the specific time (during the start of semester). The student should register and re-register between this time period only.

Problem/ error encountered:

Student needs to choose all the subjects from the list otherwise validation error will occur. If a student is unsatisfied with his registered course he/she can re-register one more time.

2.1.2) Certificate request :

Clicking on this will open a window with three option as a drop down list.

- a). Fee receipt
- b). Bonafide certificate
- c). Other

Problem/ error encountered:

If a user has already requested for one kind of certificate then he/she can not re-request until the status is cleared by the admin (Registrar).

2.1.3) Academic Record:

This contain students past result in a tabular form and the course he/she has registered for the current semester.

2.1.4) Course Detail :

This contains course of semester and professor's uploaded lecture notes, slides and other course material in a tabular form. It also includes time table and course feedback form which will be submitted at the end of the semester.

Problem/ error encountered:

Feedback form will be posted only at the end of the semester. Course material is non editable.

2.2 Hostel :

Contains information like users room number, his /her room partner name, first aid detail, emergency contact details and hostel coordinator detail.

2.3 Mess :

User can view current mess menu and apply for rebate. The rebate tab has to be applied from start date to end date.

Problem/ error encountered:

Error will pop up when user tries to apply for rebate of number of days which is less than two.

2.4 Transport:

Read only page that contains bus time table.

2.5 Profile :

User can view his/her profile here. This page also contains drop down list to complain for domains such as academics, hostel, mess and transport. Choosing one domain and writing up brief complain in text box and posting it will send the query to the respective domain admin. The also contains a complain log (history of previous complaints by the student).

Problem/ error encountered:

Validation error occur when user does not type anything in the complain box.

3.2 User Manual for Admin:

1). Login Page:

This is the entry point to the CMS website. Admin needs to put his/ her user name and password in the respective text field and click submit.

Problem/ error encountered:

- a). **Empty text box-** This error arises when one or both of the text box is left blank by the user.
- b). **Incorrect Password:-** when the user fills incorrect id or password.

2). Home Page :

After successful login home page appears. The home page has five tabs and news ticker.

- 2.1) Academics
- 2.2) Hostel
- 2.3) Mess
- 2.4) Transport

2.1) Academics :

2.1.1). Admissions :

This page concerns about admission process for fresh students as well as old students. Fresh student on being allotted after JEE Mains counselling will report to the institute with proper documents. Registrar will verify their credentials and fill the online admission form that will register them to the institute. This will generate a user id and password for student CMS login system and his/her details will also be directly saved in institute database. Old users will register online by themselves and their request will be queued and displayed here for registrar to approve or cancel.

Problem/ error encountered:

a). Empty text box: This error arises when any of the text box is left blank by the user.

b).Validation error : This will occur when the text field is empty.

2.1.2). Student Record :

Student list will be populated and sorted in various manner (branch wise, batch wise, ID wise, Gender wise, state wise etc.). This will be editable as and when a student request the registrar for change in his /her detail with valid proof.

Problem/ error encountered:

Confirmation pop up window. This will appear when any change is made in student detail as a confirmation to avoid unintended changes.

2.1.2). Faculty Record :

Faculty list will be populated and sorted in various manner (area of interest, subject wise). This will be editable as and when a faculty request the registrar for change in his /her detail with valid proof.

2.1.3). Exam Management :

User will put in some constraints in the system and then the time table will be automatically generated.

Problem/ error encountered: Validation error.

2.1.4) Issue Of Certificates:

Issuing certificates like fee receipt, bonafide, other and clearing the status when certificate is issued to the student.

Problem/ error encountered:

User (Registrar) needs to be careful while clearing the status since issuing the certificate is done manually that is the certificate has to be collected by the student from the registrar's office and it is not electronically generated.

2.1.5) Declaring result :

Built in query for calculation of results for a whole batch.

Problem/ error encountered:

It will show error when some faculty did not upload their course grades.

2.1.6) Announcements :

A general purpose text box for posting latest news and announcement that will appear in the news ticker column.

Problem/ error encountered: Validation error.

2.2). Hostel:

It has room allotment window, room wise resource distribution and the hostel contract and the HEC Committee details. Room allotment is done during the admissions.

Problem/ error encountered:

Validation error occur when a student is allotted more than one room.

2.3). Mess :

Contains the mess contracts and mess staff details.

2.4). Transport :

It has time table for faculty and student bus, the contract details and transport related staff details.

3.3 User Manual For Faculty:

1). Login Page :

This is the entry point to the CMS website. Faculty needs to put his/ her user name and password in the respective text field and click submit.

Problem/ error encountered:

- a). **Empty text box**- This error arises when one or both of the text box is left blank by the user.
- b). **Incorrect Password**:- when the user fills incorrect id or password.

2). Home Page :

Contains options like announcements related to course, course material upload which will be posted for the student to see and grade upload which will be posted to registrar.

This page have some modules -

- Grade upload
- Course material upload
- Announcement

2.1). Grade upload :

Id wise grades needs to be inserted by the faculty and then submitted .

Problem/ error encountered:

Invalid input. If faculty inserts erroneous grades or misses to fill any text box.

2.2). Course material upload :

Direct link to post course related material like assignments, tutorials, books etc.

Problem/ error encountered:

If the file is too heavy to be uploaded it will show alert.If no file is chosen then again it will again cause error.

2.3). Announcement :

A general purpose text box for posting latest news and announcement that will appear in the news ticker column.

Problem/ error encountered: Validation error.

3.4 User Manual For Mess Admin :**1). Login Page :**

This is the entry point to the CMS website. Mess Co-ordinator needs to put his/ her user name and password in the respective text field and click submit.

Problem/ error encountered:

- a). **Empty text box-** This error arises when one or both of the text box is left blank by the user.
- b). **Incorrect Password:-** when the user fills incorrect id or password.

2). Home Page :

It has contain announcement column , mess menu generater and rebate issuing rebate reciepts. The rebate applications will be queued and their status will be accepeted or denied by the mess committee.

Problem/ error encountered:

Validation during generating mess menu and empty text box while making announcements.

3.5 User Manual For Transport co-ordinator :

1). Login Page :

This is the entry point to the CMS website. Transport Co-ordinator needs to put his/ her user name and password in the respective text field and click submit.

Problem/ error encountered:

- a). **Empty text box-** This error arises when one or both of the text box is left blank by the user.
- b). **Incorrect Password:-** when the user fills incorrect id or password.

2). Home Page :

This contains two sub modules transport for faculty and transport for student.

2.1). Faculty Transport :

The faculty will receive message x minutes before the cabs pick up time. This is a alert notification to the faculty stating which cab driver will pick him/her up. This will also allow the transport co-ordinator to allocate cab and schedule their arrival and departure.

Problem/ error encountered:

Validation error during car allocation and time table.

2.2). Bus Transport :

Editable time table and details of bus driver and bus coordinator of different batches.

Problem/ error encountered:

Validation error during car allocation and time table.

3.6 User Manual for Hostel Co-ordinator:**1). Login Page :**

This is the entry point to the CMS website. Hostel Co-ordinator needs to put his/ her user name and password in the respective text field and click submit.

Problem/ error encountered:

- a). **Empty text box**- This error arises when one or both of the text box is left blank by the user.
- b). **Incorrect Password**:- when the user fills incorrect id or password.

2). Home Page :

This contains tabs with options like room wise resource allocation, resident of the hostel.

2.1) Room wise allocation details :

It contains detail of fans, tube lights, pillow, bed sheets, Mattress, chairs, beds etc in a room and has their installation detail so as to check if an item

is missing or needs to be replaced if it is expired.

Problem/ error encountered:

Validation error :

The hostel co-ordinator can edit this page as an when required so he/she may get validation error while doing the same.