

**WELCOME TO
CMS Training session
for
Chairpersons/HoDs**

by

**Directorate of IT
University of Malakand
Dated: 27/10/2023**

Objective

Objective of this training session is to facilitate you about how to Check result status. Approve or revise results and apply promotion rules, and then submit result to Dean.

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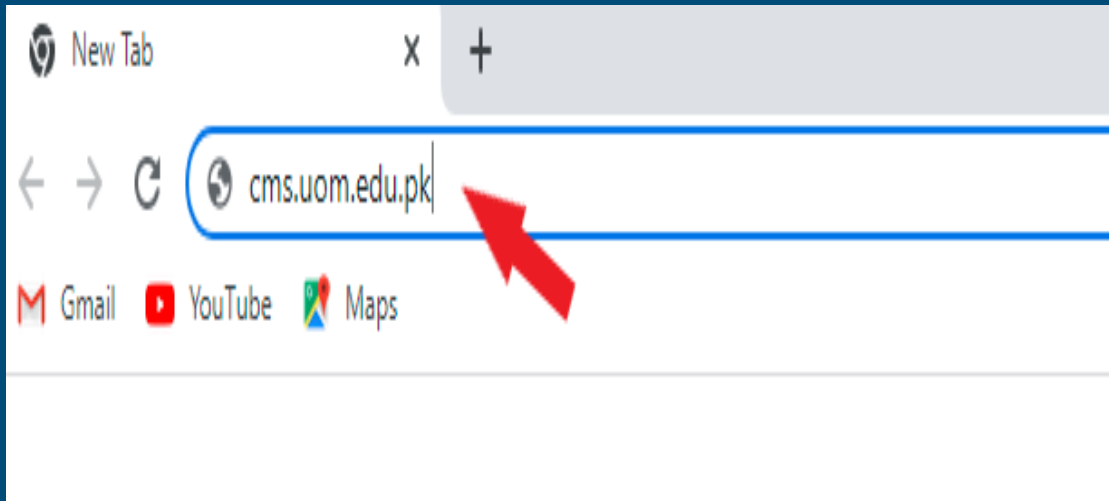
- Access to CMS?
- Login to your account as HoD
- How to check result status?
- How to approve and revised result.?
- How to apply promotion rules?
- Submit Result to (Dean)

How to access CMS?

There are two options to access the CMS through URL or through university website.

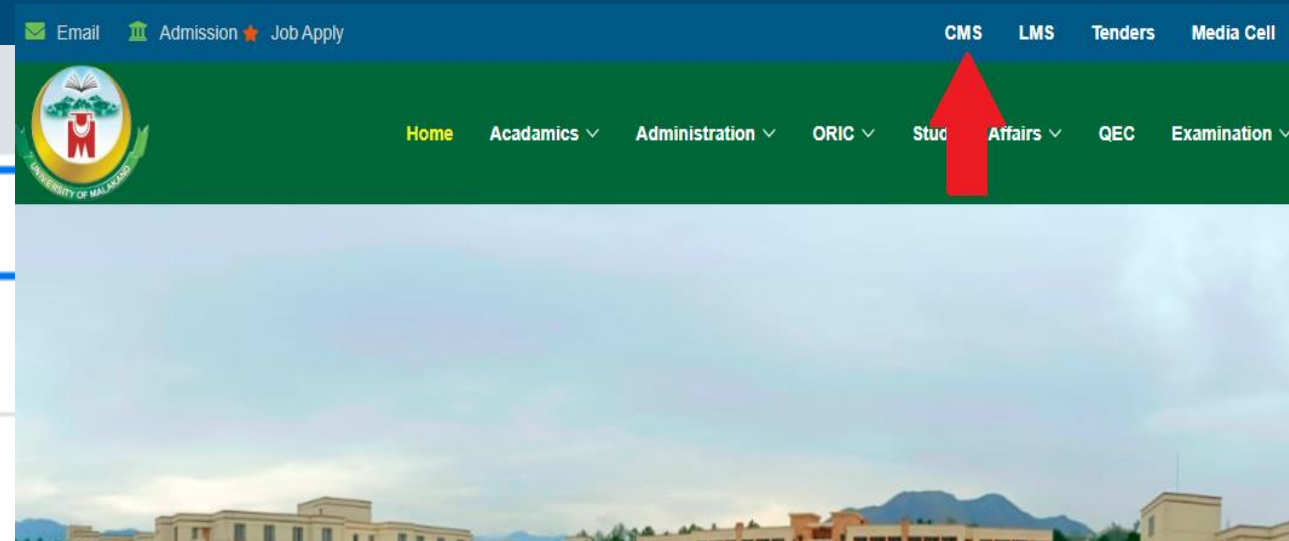
Through URL

- Open a web browser (Google Chrome, Firefox, Microsoft Edge) whatever you use. When a browser is open type the following URL:
- **cms.uom.edu.pk**



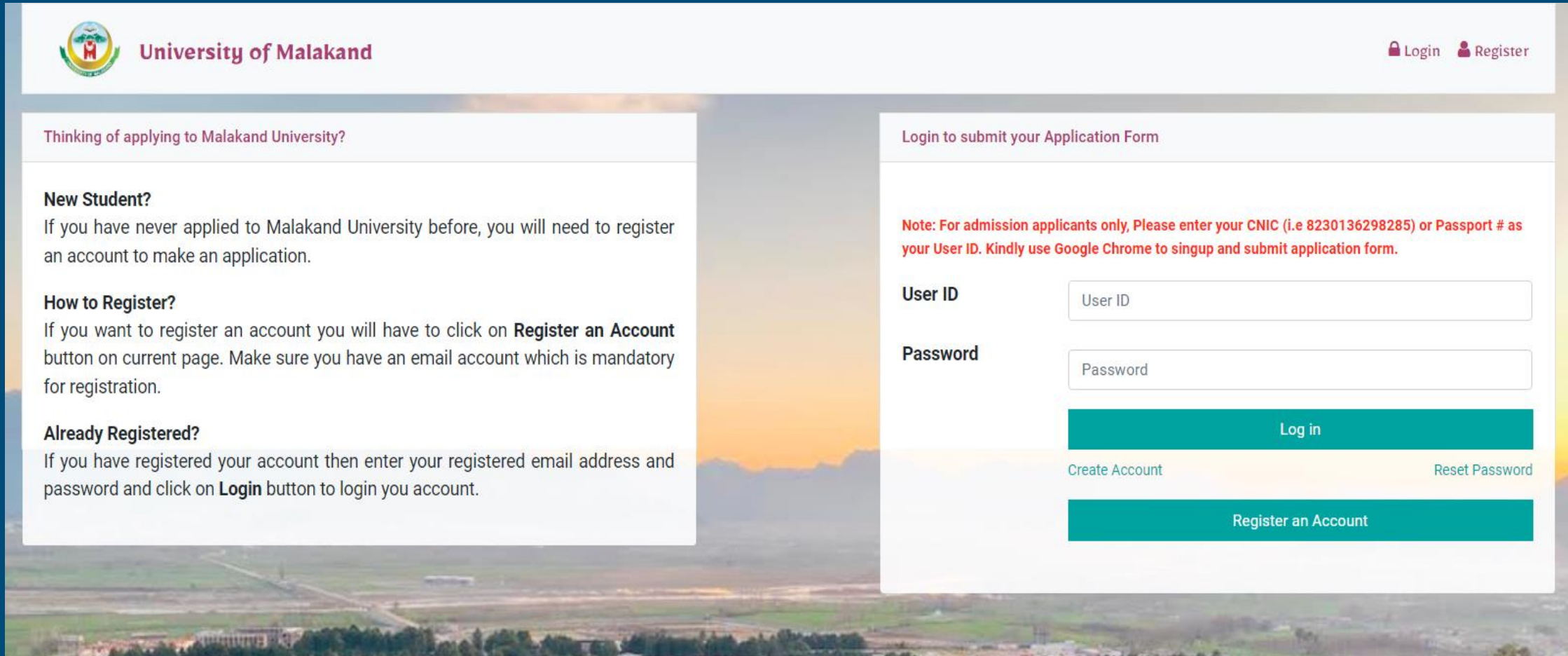
Through University website


- Open university website, click on CMS in the top menu, it will navigate you to the login page.



How to log in?

- After typing the URL or Click on CMS in website you will see the following page which contains the login form enter your user id and password and click on the login button.

The image shows the CMS login page of the University of Malakand. The header features the university's logo and name on the left, and 'Login' and 'Register' links on the right. The main content area is split into two columns. The left column provides instructions for new students and registered users. The right column contains the login form with fields for User ID and Password, a 'Log in' button, and links for 'Create Account' and 'Reset Password'. A 'Register an Account' button is also present at the bottom of the right column. A background image of a mountain landscape is visible behind the text boxes.

 **University of Malakand**

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

Thinking of applying to Malakand University?

New Student?
If you have never applied to Malakand University before, you will need to register an account to make an application.

How to Register?
If you want to register an account you will have to click on **Register an Account** button on current page. Make sure you have an email account which is mandatory for registration.

Already Registered?
If you have registered your account then enter your registered email address and password and click on **Login** button to login you account.

Login to submit your Application Form

Note: For admission applicants only, Please enter your CNIC (i.e 8230136298285) or Passport # as your User ID. Kindly use Google Chrome to singup and submit application form.

User ID

Password

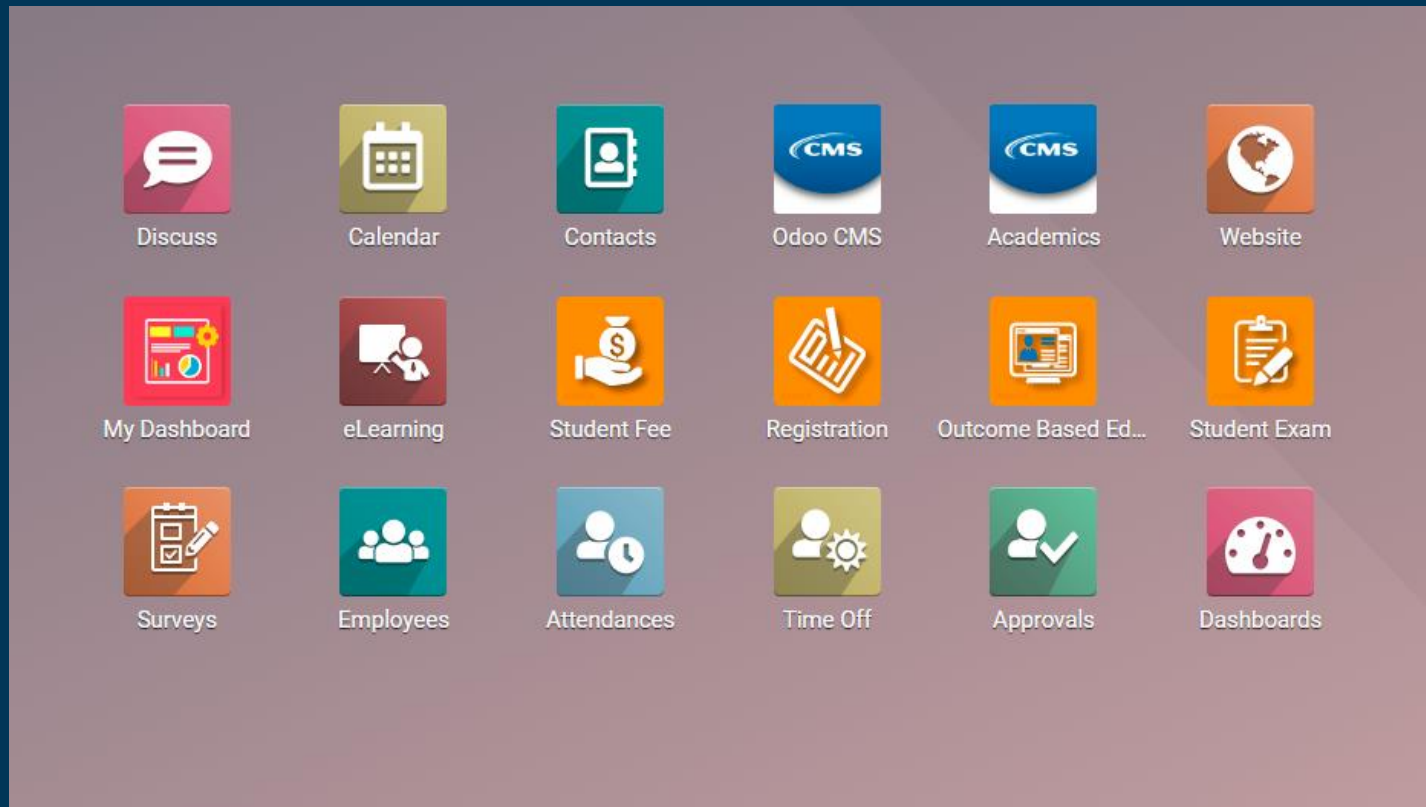
[Log in](#)

[Create Account](#) [Reset Password](#)

[Register an Account](#)

Dashboard

After successful login into the system, we will see the following interface which is called dashboard. Dashboard contains different modules. Like CMS Core, Registration, Academics Module.



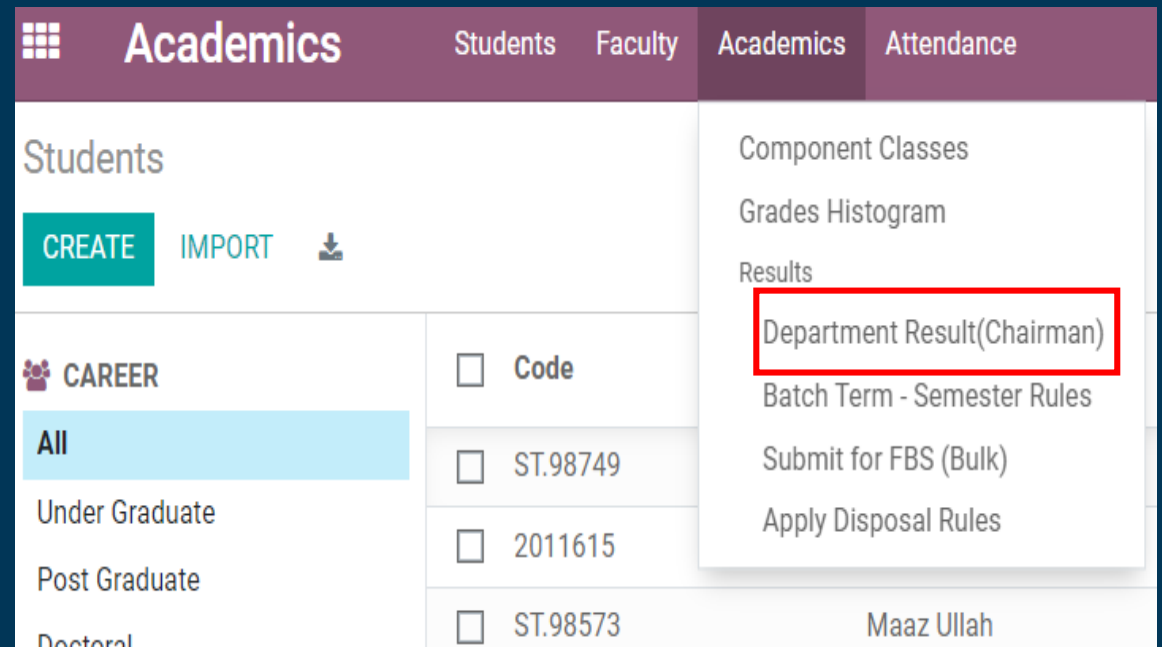
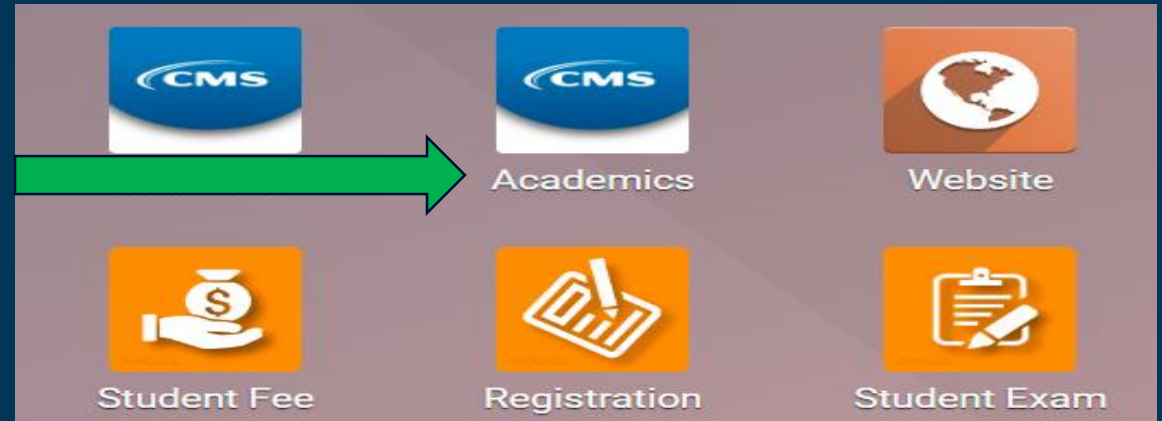
How to check result status

Navigation: Academics module → Academics menu → Department Result (Chairman) → Term

To check result submitted by faculty or not.

Go to **academics module**

After that click on Academics menu, the drop down will appear Click on **Department Result (Chairman)**.



Department Result (Chairman) menu contains the results term wise click on term for which you want to check result status.

Academics				
Students Faculty Academics Attendance				
Department Result		★ Department Result ✕ Search...		
CREATE IMPORT		Filters Group By ★ Favori		
<input type="checkbox"/>	Name	Department	Career	Term
▼ Department of Urdu - MCI (6)				
▼ Fall 2021 (1)				
<input type="checkbox"/>	DBS0043	Department of Urdu - MCI	Under Graduate	Fall 2021
▶ Spring 2023 (1)				
▶ Spring 2021 (1)				
▶ Spring 2022 (1)				
▶ Fall 2022 (2)				

Click on the Term will navigate to the form view which contain tab like submitted and waiting.

▼ Fall 2021 (1)

☐ DBS0043 Department of Urdu - MCI

► Spring 2023 (1)

The result submitted by faculty show in submitted tab. And the result which not submitted present in waiting .

Name DBS0115 Department

Date Career

Term

Submitted Result Waiting... Minutes

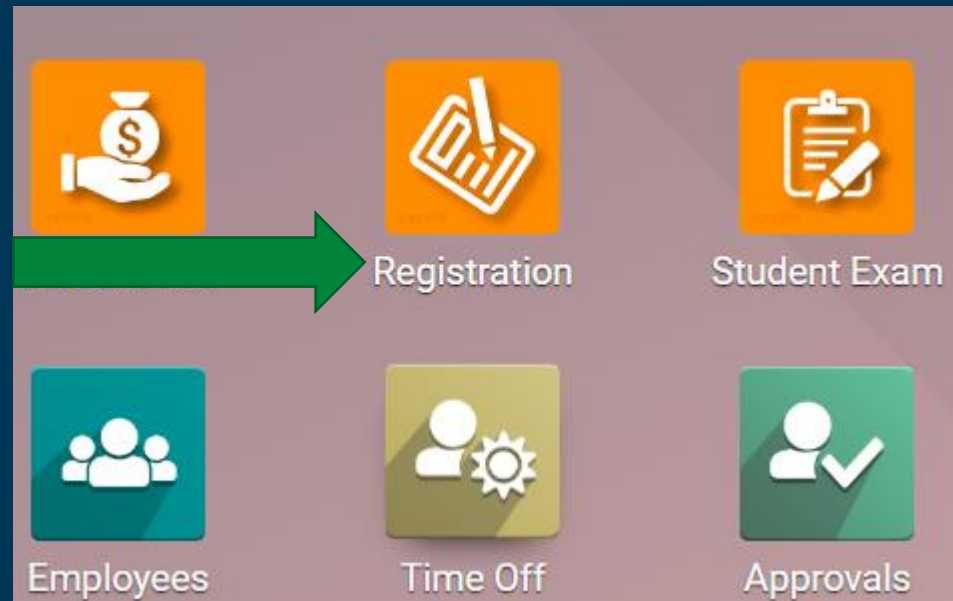
Class Name	Code
Mathematics 1: ریاضی	MATH 101-F-22-BSU2022-M
اُردو داستان وناول : فنی و فکری مباحث	URDU 313-F-22-BSU2020A
اُردو داستان وناول : فنی و فکری مباحث	URDU 313-F-22-BSURDU(5th)2022-M
انگریزی : English 1	ENG 111-F-22-BSU2022-M
English III: انگریزی	ENG 103-F-22-BSU2021-A
شعری اصناف: تعارف و تفہیم-۲	URDU 311-F-22-BSU2020A
لسانیات	URDU 316-F-22-BSU2020A

Scrutinize Result

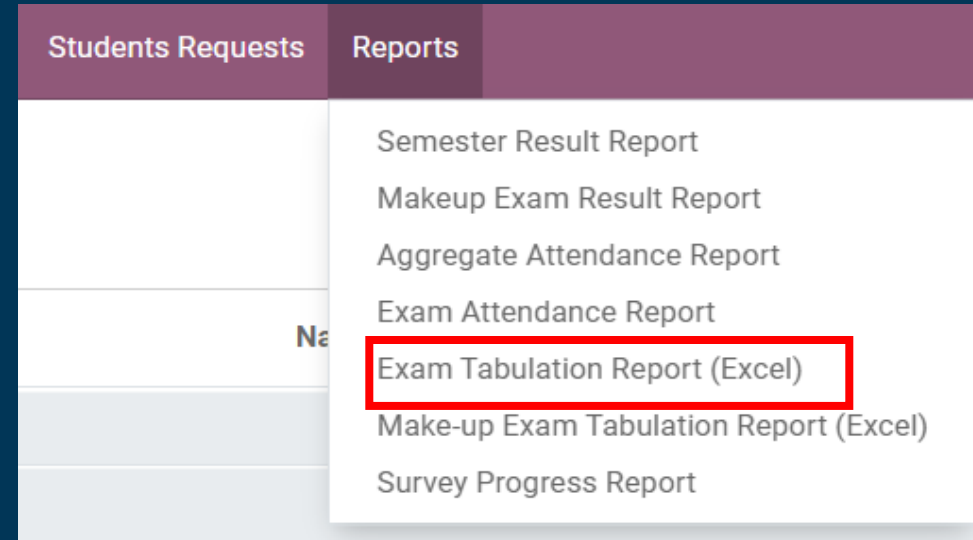
When results of all courses in a particular semester are submitted the next step is to generate the Exam Tabulation Report(Excel), which contains subjects wise details (mid, internal and Final marks) and obtained marks.

To generate Exam tabulation Report:

Go to registration module



Click on Reports menu then Click on Exam Tabulation Report (Excel).



Then Select the “Batch”, ” Term ” and “section”

Then Click on generate Report Button, system generate the tabulation report.

A screenshot of the 'Exam Tabulation Report' form. The form has a title 'Exam Tabulation Report' at the top. Below the title is a section labeled 'This Report For Exam..'. Under this section are three input fields: 'Batch', 'Term', and 'Section'. Each field has a text input area and a vertical line on the right side. At the bottom of the form, there are two buttons: a green button labeled 'GENERATE REPORT' and a white button labeled 'Cancel'.

Approve and revise result

Navigation: Academics module → Academics menu → Department Result (Chairman) → Term

- When result of a course is submitted by faculty then Concerned HoD after scrutiny can Approve or Revise .
- To approve or revise result, click on a course shown in “submitted result” tab.

Name	DBS0115	Departm
Date		Career
		Term
Submitted Result	Waiting...	Minutes
Class Name	Code	
Mathematics 1: ریاضی	MATH 101-F-22-BSU2022-M	
اُردو داستان وناول : فنی و فکری مباحث	URDU 313-F-22-BSU2020A	
اُردو داستان وناول : فنی و فکری مباحث	URDU 313-F-22-BSURDU(5th)	
انگریزی : English 1	ENG 111-F-22-BSU2022-M	
انگریزی III: English III	ENG 103-F-22-BSU2021-A	

The Approve button is used to approve result and change its status to Disposal.

In case of any error/mistake in the result, the HoD may send it back to the concerned faculty by just clicking on “Revise” button

Open: Submitted Result

APPROVE

REVISE

DRAFT

CURRENT

LOCKED

Class Name

Mathematics 1: ریاضی

Faculty

Grade Assigning

Portal

Grading

Allowed From

Grade

Code

MATH 101-F-22-BSU2022-M

Grade

Not weightage Apply

☐

Grade

Faculty

Faculty of Arts & Humanities

Students

Histogram

Primary Classes

Student	Program	Academic Se
ST.96841 - Sapna Iqbal-KHURSHED IQBAL	BS Urdu - M...	2022
ST.96890 - Ibrar Ahmad -Zahid	BS Urdu - M...	2022
ST.98543 - Syed Ziaullah-Syed ubaid ullah shah	BS Urdu - M...	2022

How to apply Batch Term – semester Rules

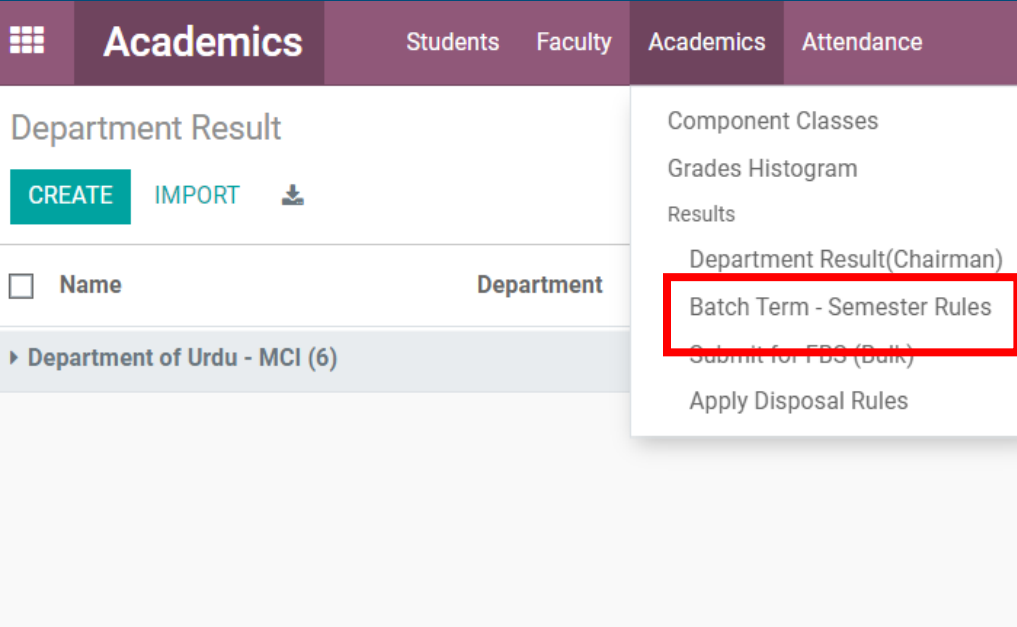
After approving all subjects the next step for HOD is to apply semester/promotion rules.

Note: Before applying the semester rule, it is important that all courses of that semester have been approved and their status will be in Disposal otherwise apply rules button will not be visible.

To apply semester rules, in same academic module click on academic menu then click on batch term menu in the dropdown.

Academic Module -> Academics menu -> Batch Term-Semester Rules

Batch Term-semester Rules menu contain term-wise record, so open the term, it will contain all batches, open the particular batch on which you want to apply semester rules.



<input type="checkbox"/> Name	Career
▼ Fall 2023 (4)	
▼ BS Urdu2022 (1)	
<input type="checkbox"/> BSU2022-Fall23	Under Graduate
▶ BS Urdu 2021 (1)	
▶ BS Urdu 2020 (1)	
▶ BS Urdu (5th Semester)2022 (1)	

Click on “APPLY DISPOSAL RULES” button, semester/promotion rules are applied i.e students are promoted/demoted/repeat/dropped.

Academics

StudentsFacultyAcademicsAttendanceConfiguration

pashto

Batch Term - Semester Rules / BSP2022-SP23

APPLY DISPOSAL RULES

DRAFTDISPOSAL

Name

BSP2022-SP23

Code

BSP2022-SP23

Batch

BS Pashto2022

Department

Department of Pashto & Oriental Lang

Career

Under Graduate

Academic Session

2022

Current Term

Spring 2023

Semester

Semester I

Program

BS Pashto - MCI

Grade Classes

Registrations

Process Waiting

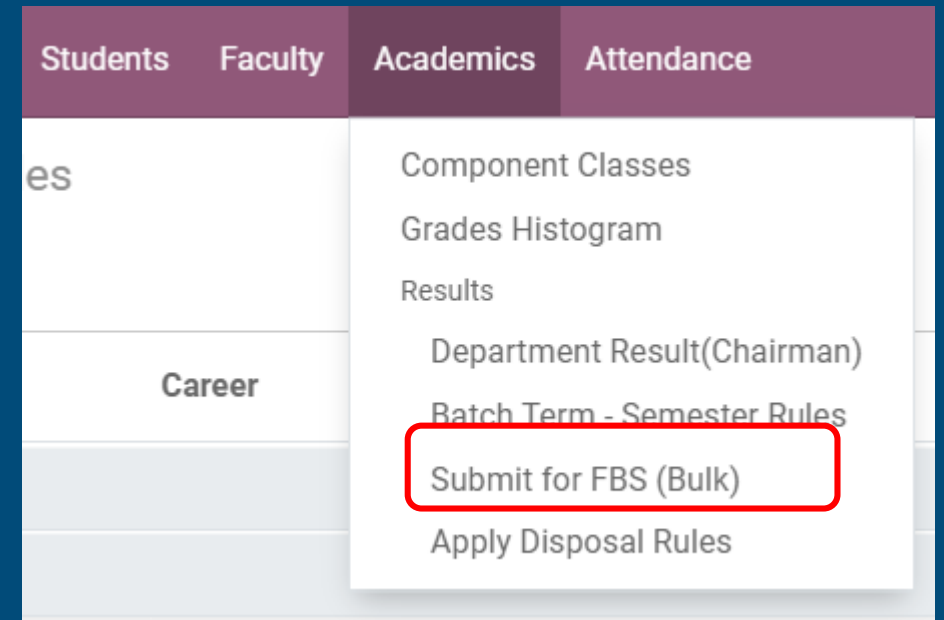
Class Name	Code	Student
Introduction to Mass Communication : اېلا غ عا مه	JMC 111-SP23-BSP2022-A	
English-II	ENG 112-SP23-BSP2022-A	
Islamic Studies	Soc-302-SP23-BSP2022-A	

Submit Result to Dean

When all steps are completed and the rules are applied correctly
The last step is to submit the result to Dean

Navigation: Academic module → Academic menu → Submit for FBS (Bulk) → select batch → click **SUBMIT GRADES FOR FBS** Button.

For submitting result the dean in same the academic menu contain Submit for FBS (Bulk).



The submit for FBS (Bulk) option opens a form which contains batches/intakes field, select the batch and then click on **SUBMIT GRADES FOR FBS button** your result will be submitted to Dean.

The screenshot shows a web application interface for an academic system. At the top, there is a navigation bar with a hamburger menu icon and the text 'Academic'. Below this, a sidebar on the left contains a 'Batch Term - Semester' section with a download icon and a table with columns 'Name' and 'Batch Term - Semester'. The table lists 'Fall 2023 (4)' and 'BS Urdu2022 (1)'. The main content area is titled 'Submit for FBS (Bulk)'. It features a 'Batches/Intakes' dropdown menu with a list of options: 'BS Urdu2022', 'BS Urdu 2021', 'BS Urdu 2020', 'BS Urdu (5th Semester)2022', and 'BS Urdu'. A green button labeled 'SUBMIT GRADES FOR FBS' is visible below the dropdown.

Name	Batch Term - Semester
	Fall 2023 (4)
	BS Urdu2022 (1)
	BSU2022-Fall23
	BS Urdu 2021 (1)
	BS Urdu 2020 (1)

Submit for FBS (Bulk)

Batches/Intakes

- BS Urdu2022
- BS Urdu 2021
- BS Urdu 2020
- BS Urdu (5th Semester)2022
- BS Urdu

SUBMIT GRADES FOR FBS

Thank You