Birla Institute of Technology & Science, Pilani
Pilani | Dubai | Goa | Hyderabad

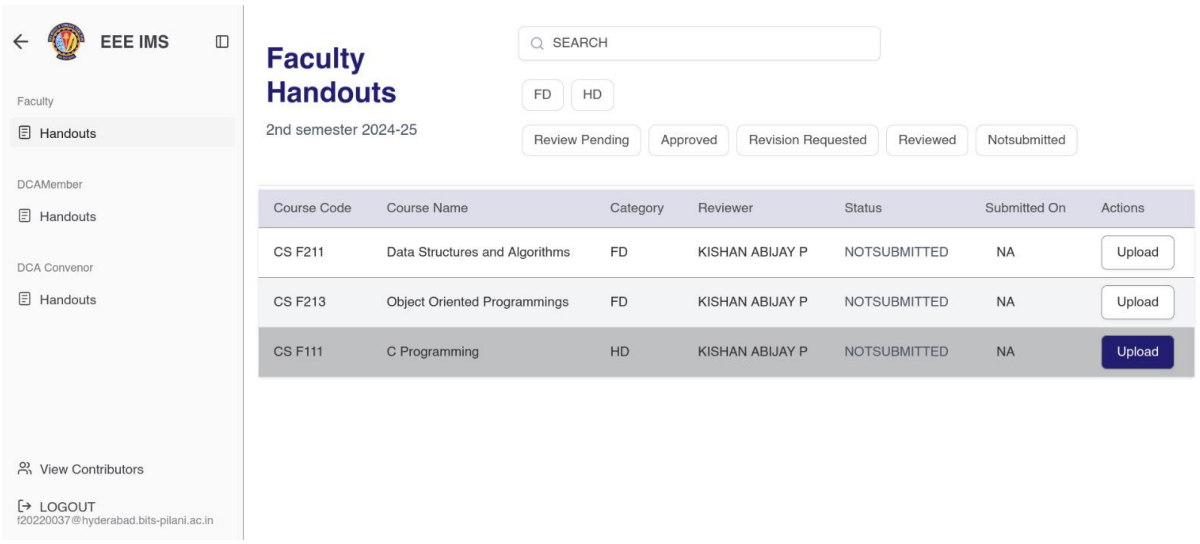
IMS EEE USER MANUAL
HANDOUTS

Accessing the Handouts Module

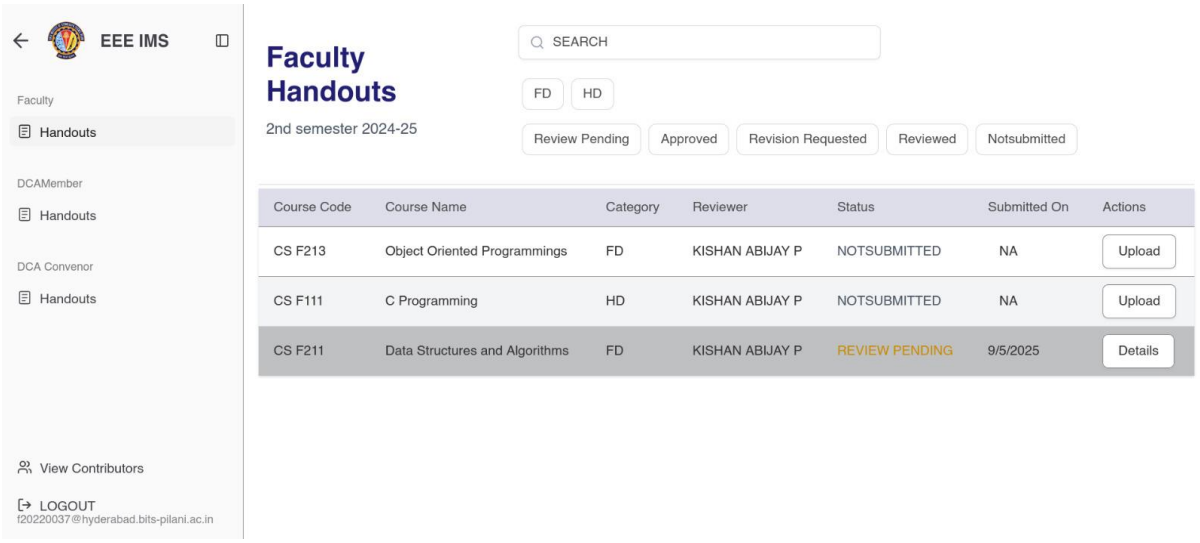
- Select “Handouts” from the sidebar to open the main module page.
- The dashboard displays all courses and handout statuses for the current semester.

Faculty

- Upload Handouts:
  - Locate your course under the Handouts section.
  - Click Upload next to the respective course.
  - Select and submit your handout file; status updates after successful upload.

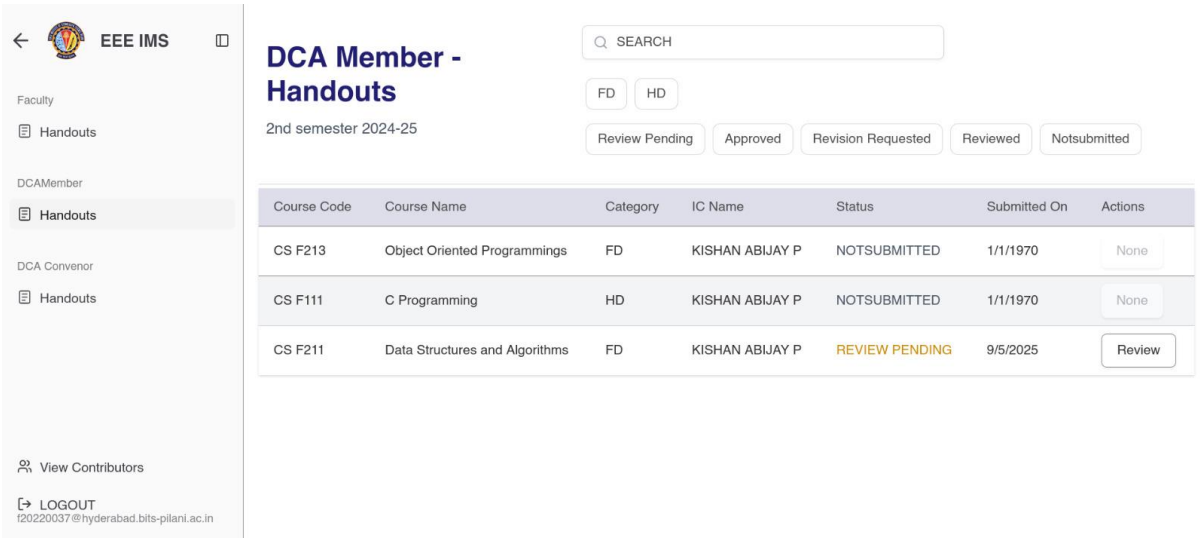


- Track Submission:
    - Statuses (e.g., NOTSUBMITTED, Submitted) are shown for each course on the dashboard.

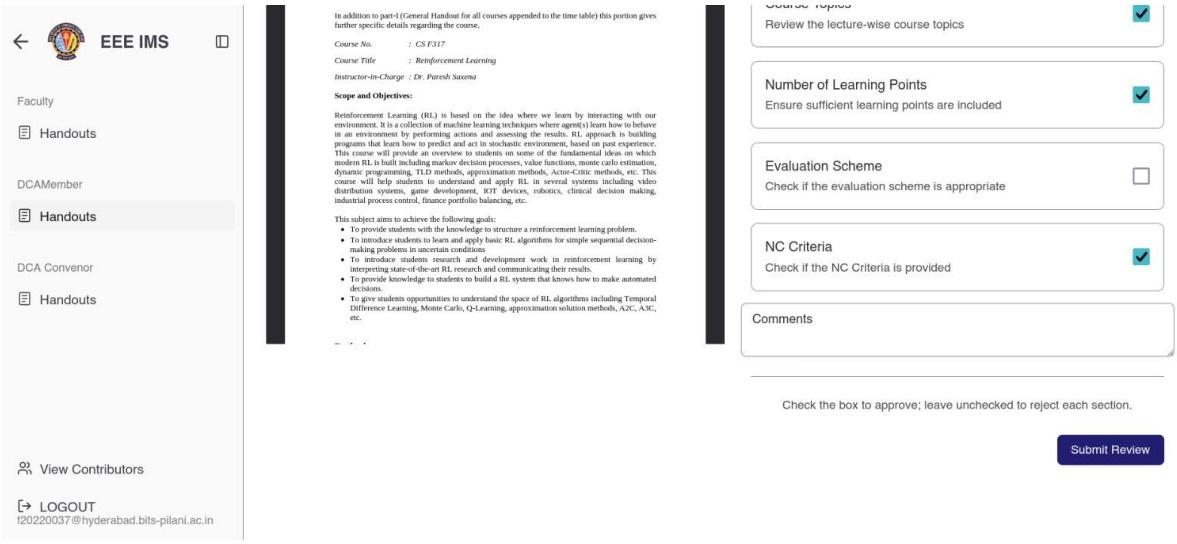


DCA Member

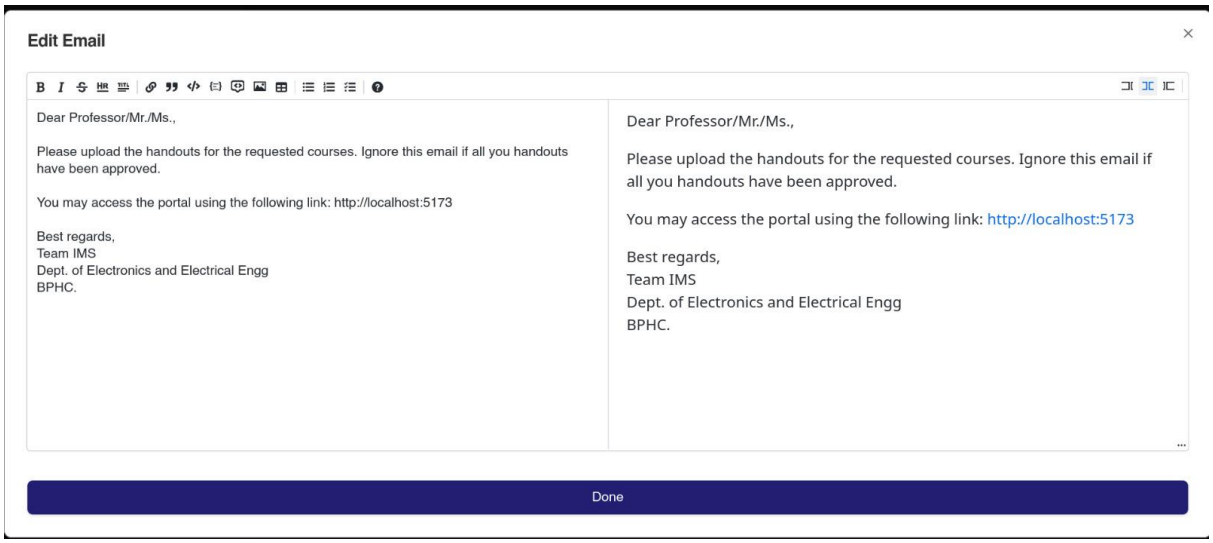
- Review Handouts:
    - Under “Review Pending,” click Review for the assigned course.
    - Assess sections: Scope, Objectives, Textbook, Learning Points, Evaluation Scheme, NC Criteria.



- Use checkboxes to approve/reject sections and add comments as needed.
- Submit your evaluation; status changes to "Reviewed".

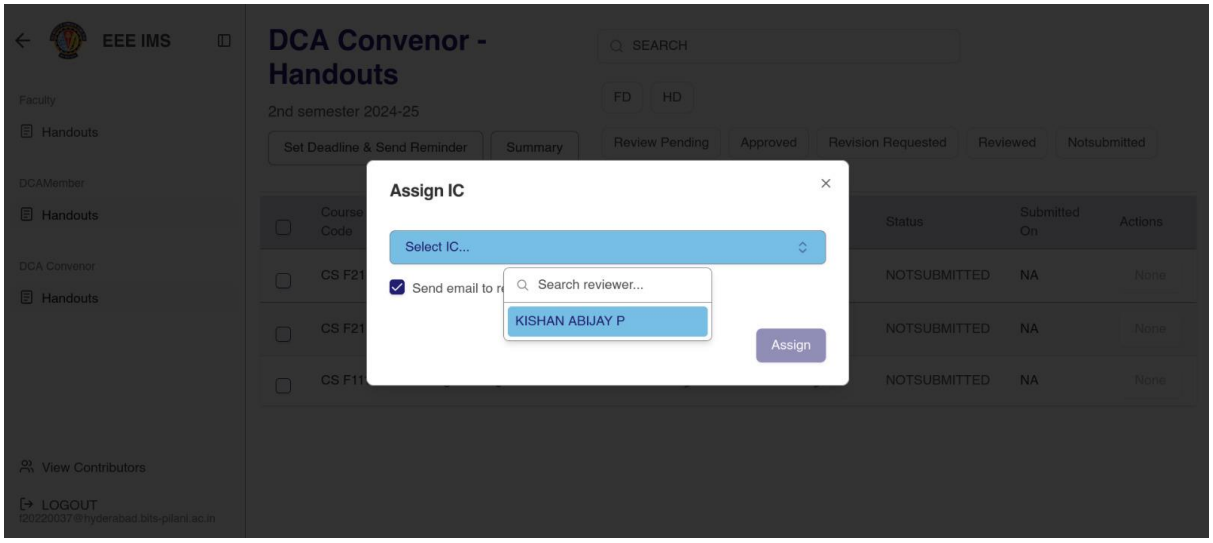


- Respond to Reminders:
  - Automated emails may remind for pending uploads; ignore if already uploaded and approved

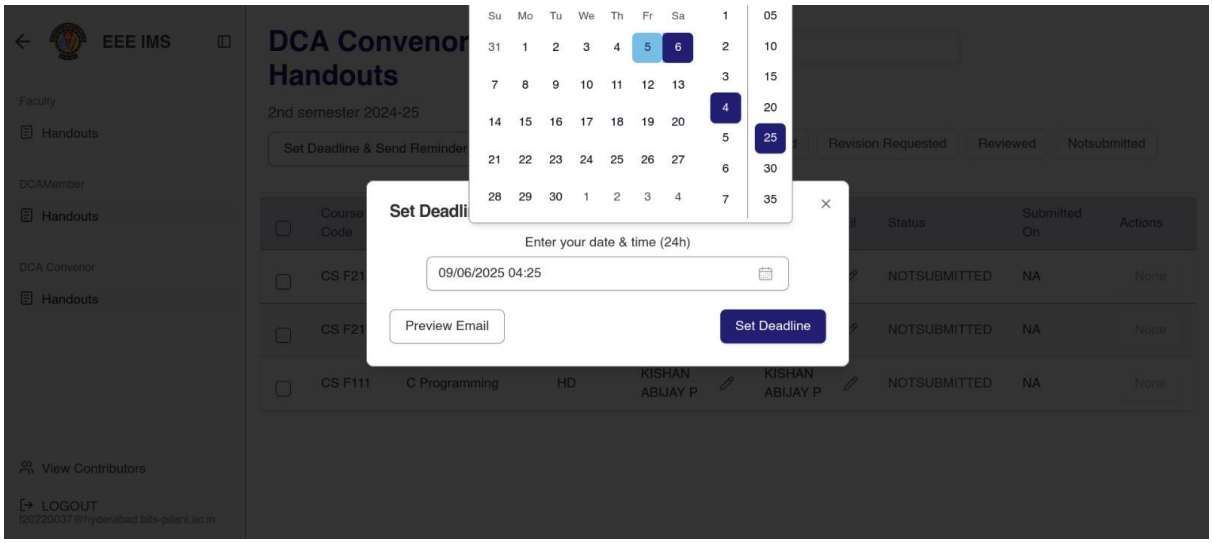


DCA Convenor

- Assign Reviewers (IC):
    - Click “Assign IC” for any course entry.
    - Select the reviewer from the dropdown list and confirm with Assign.



- Set Deadlines & Reminders:
    - Click “Set Deadline & Send Reminder.”
    - Enter the desired date and time; notifications will be sent to relevant faculty/DCA members.



- Monitor Handout Status:
    - Review progress for all courses and take action on submissions, revisions, and approvals as needed.