IITG ACADEMIC SECTION MANAGEMENT SYSTEM

USER

DOCUMENTATION

Introduction

IITG Academic Section Management System is software designed to automate and digitalise the academic section of IITG. It manages various academic section activities of the institute. The system caters to the requirements of different users professors, students, administrators and officials for performing their assigned tasks. It allows the students, faculty members and administrators to publish and retrieve the information from their respective disciplines.
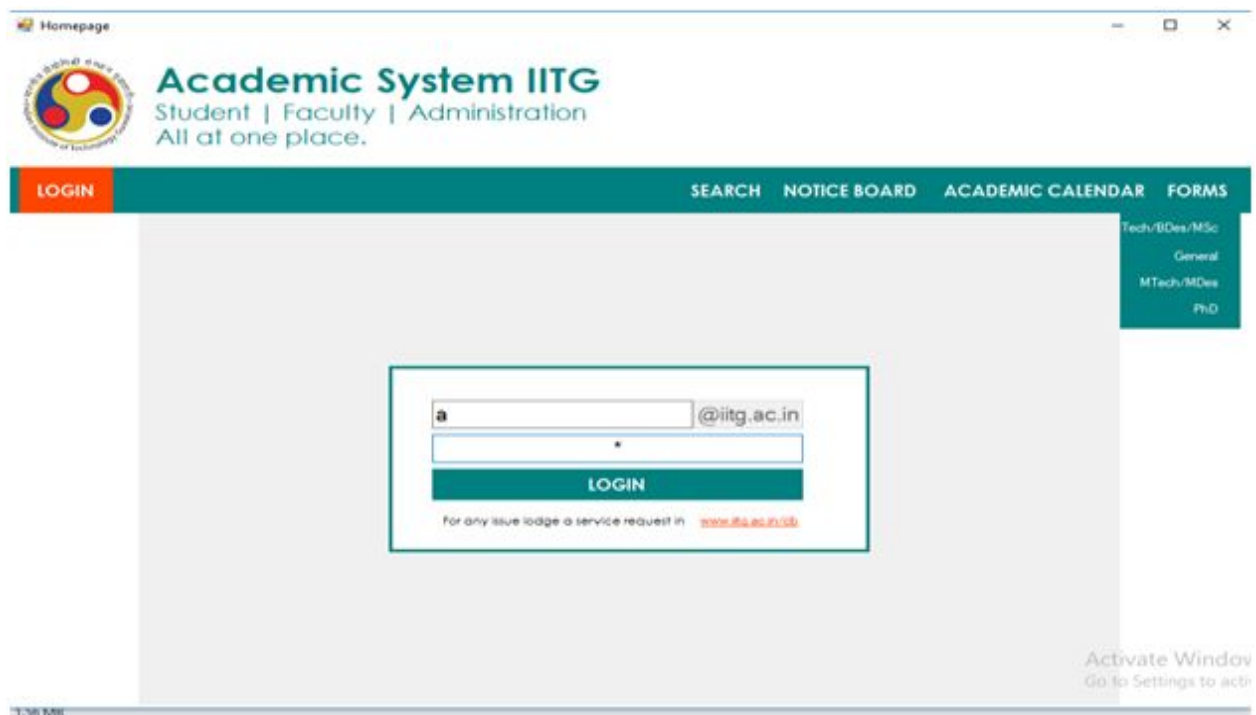
The main modules that the system should include are:

 i)Admissions and Registration

 ii) Course Management (also include time table generation)

iii) Examination Management (e.g. sitting planning, grade generation, etc.).

User login

After you open the software, the first screen you see will be the login screen.
To log in, enter your username and password in the relevant text boxes. Then
click your user type. Finally, click on the Login button.
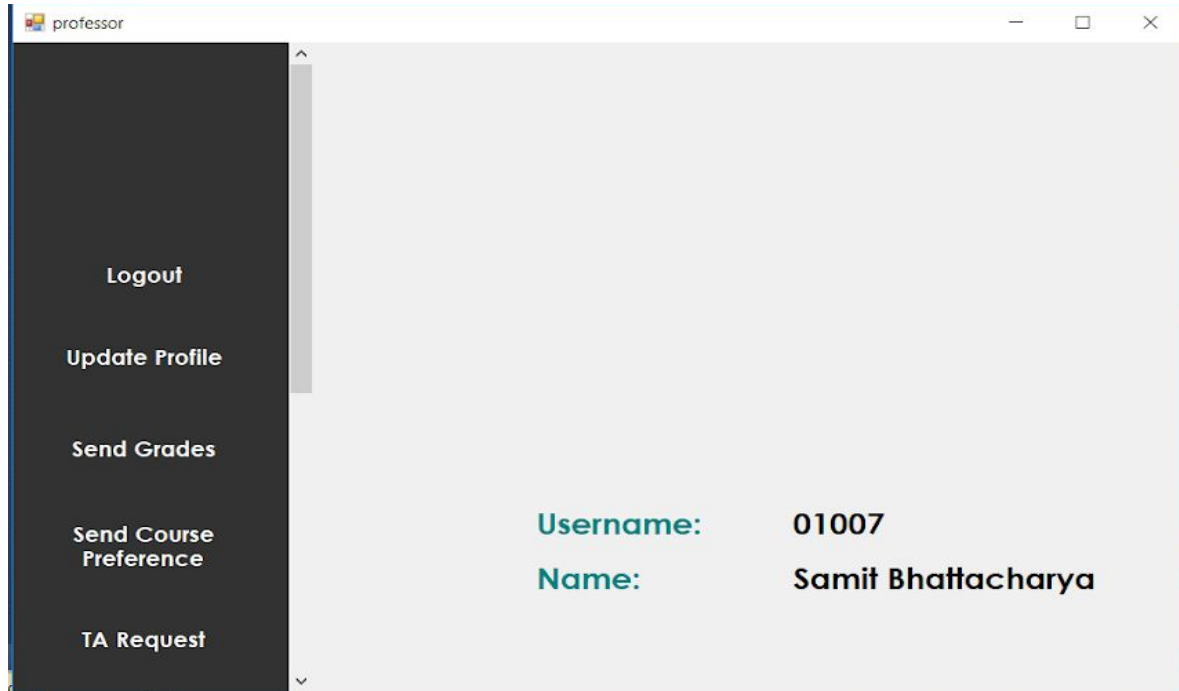In case you have forgotten your password, please contact the admin.

There are various buttons on homepage like search, notice board , academic
calendar, forms, login button and login form as shown in image below.

Professor Portal

After logging in as a professor you will be redirected to the Professor Portal. The page will display his photograph, name and username.

Now the professor can perform various tasks as follows:

● Update his profile

- ○ When professor clicks on 'Update Profile button', a form displaying editable details will be displayed.
- ○ Update all the details accordingly.
- ○ Click on Update Information.
- ○ Individual details can be updated also anytime.

● Send grades of students

- ○ When he clicks the 'Send Grades' button, a form is displayed where he can choose a course for which he wants to send grades from the dropdown of all the courses he is taking.
- ○ After choosing the course a list of all the enrolled students is displayed in the table.
- ○ A student whose grade he wants to send can be selected by double-clicking on his name in the table.
- ○ The details of that student are displayed below the table.
- ○ The grade can be selected from the dropdown list.
- ○ The grade can be submitted by clicking the submit button.

● Send course preference

- ○ When he clicks the 'Send Course Preference' button, a form with three dropdown menus is displayed.
- ○ In each dropdown, all the courses offered by his department are displayed.
- ○ He can choose the three courses according to his preference and submit.

● Request teaching assistants

- ○ When he clicks the 'TA Request' button, a form will be displayed where the list of students(PhD/MTech) under him will be displayed.
- ○ A student whom he wants as his TA can be selected by double-clicking on his name in the table.
- ○ A request can be sent to admin by clicking on the 'Request' button.

● View his time table
 ○ On clicking the 'Time table' button, a time table is displayed and all the courses corresponding to each slot are displayed.

● View the courses he is teaching/has taught
  ○ When he clicks the 'All Courses' button, a form will be displayed where he can view all the courses he is teaching or has taught previously.
  ○ He can choose the session from the dropdown for which he wants to see his courses.
  ○ All the courses from that session will be displayed in the table.
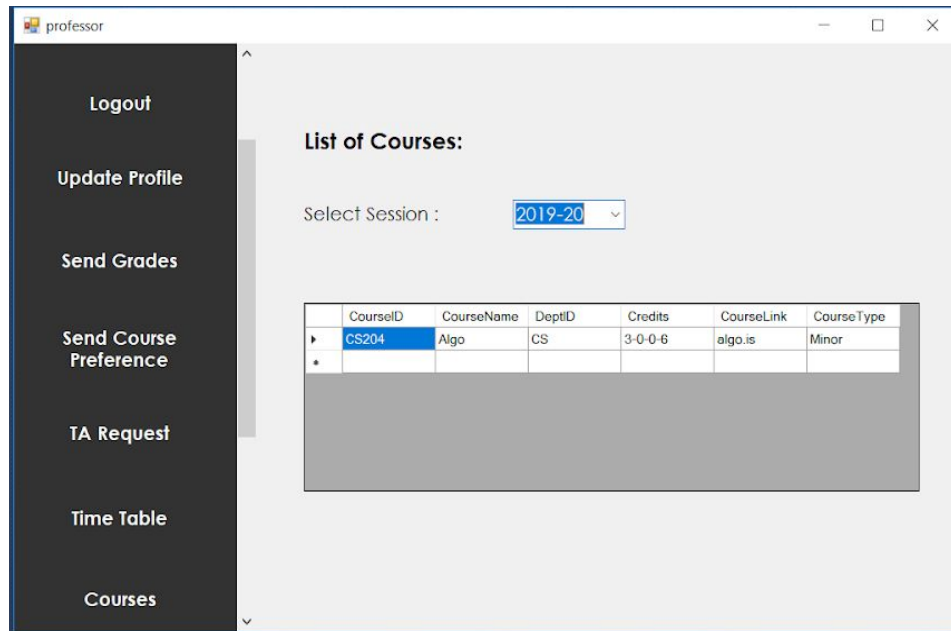
- ● View all the current students registered to any course
  - ○ When he clicks the 'Current Students' button, a form will be displayed where a list of students enrolled in the active courses are displayed.
  - ○ A course whose students he wants to see is selected from the drop-down menu
 - ○ The students enrolled in the course for the current session are displayed in the table
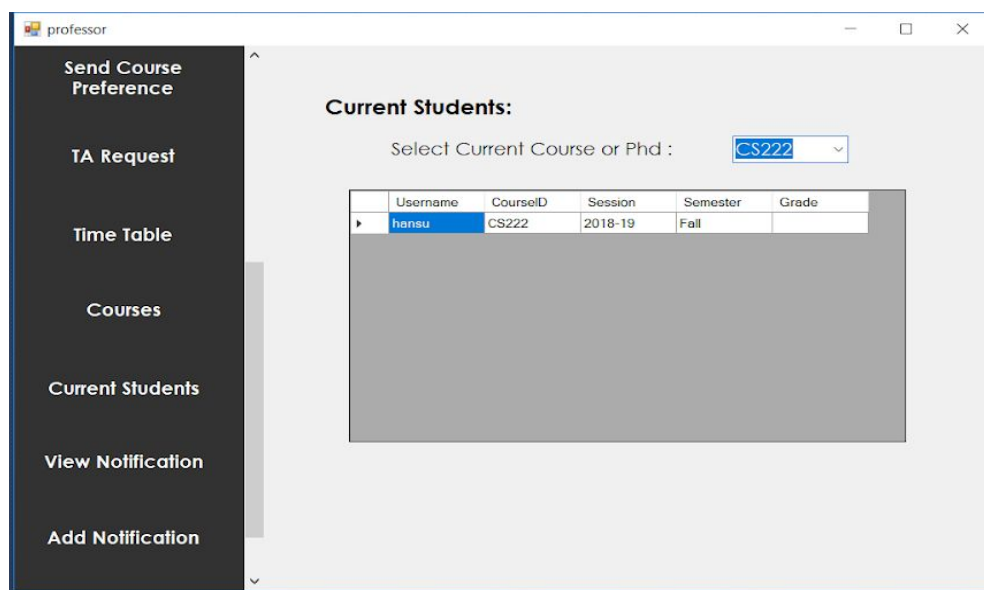
- ● View the notifications

- When he clicks the 'Current Students' button, a form will be displayed with a table containing all the notifications.
- Refresh button can be used to update the notification table.
- On double-clicking the notification in the table, its message is displayed below.
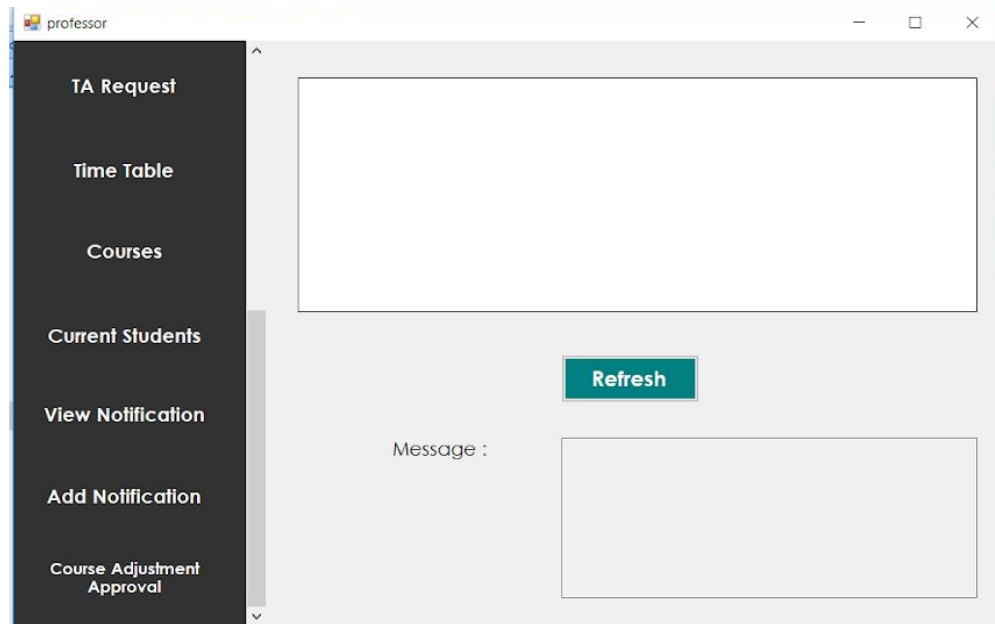
● Add notification for students/admin.

- When the professor clicks 'Add Notification' button, a form is displayed where he needs to choose between the two types of notifications.
- When the message option is chosen, a form is loaded where he can choose the departments, session, courses, programme to which he wants to send the message.
- The message can be provided in the message textbox.
- He can also choose other receivers if any, to whom he wants to send thew notification.
- When the request option is chosen, a form with a dropdown menu of requests is displayed.
- He can choose the request from it that he wants to make to the admin and fill the details appropriately.

professor

TA Request

Time Table

Courses

Current Students

View Notification

Add Notification

Course Adjustment Approval

Select Type:

○ Message   ○ Request

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professor

Update Profile

Send Grades

Send Course Preference

TA Request

Time Table

Courses

Current Students

Department:
☐ CSE
☐ EEE
☐ ECE
☐ MA

Joining Session:

Programme:

Other receivers(if any):

*seperated by semi-colons

Message:

POST

- Approve the requests for course adjustments
  - When he clicks the 'Course Adjustment Approval' button, a form will be displayed where all the course adjustment requests are displayed in a table.
  - On double-clicking the request in the table, the request is displayed in the text box below.
  - The request can be approved by the approve button or declined using the decline button.

USER PORTAL

You have to fill your username and password to login into your account. There are three types of users student, staff and professor. On Clicking 'Login' Button if you are a student then the page as shown below will appear on the same windows form showing information of student like name , roll number, department, email, nationality, gender and hostel.   This form also contains buttons like my courses, , time table , notifications, search and logout.

There is additional information button also, on clicking 'Additional Information Button' a panel will appear on the same windows form as shown below

Academic System IITG
StudentS Portal

PROFILE **MY COURSES** **TIME TABLE** **NOTICIFICATIONS** **SEARCH** **LOGOUT**

Browse

First Name :	Aayush	Hostel	Dihing
Middle Name :		RoomNO:	315
Last Name :	Makharia	Address:	
Roll Number :	170101034	Pincode:	395007
Secondary Emo		Admission session	2017-18
Mobile Number :	i21378240	Father's name	Papa
Department	CSE	Mother's name	Mummy

Activate Windows
Go to Settings to activa

Academic System IITG
StudentS Portal

PROFILE **MY COURSES** **TIME TABLE** **NOTICIFICATIONS** **SEARCH** **LOGOUT**

Last Name :	Makharia	Address:	
Roll Number :	170101034	Pincode:	395007
Secondary Emo		Admission session	2017-18
Mobile Number :	i21378240	Father's name	Papa
Department	CSE	Mother's name	Mummy
Programme	Btech	Bloodgroup	B-
Nationality	India	Height	69
Birth category	Gen	weight	69
Gender	Male	Aadhar no	0000000000
DOB	19-08-1999	Passport no	1111111111

EDIT   **BACK**

Activate Windows
Go to Settings to activa

This panel contains all the additional information of student like first name, middle name and last name, Address, roll number, pincode, admission , mobile number , father's name, mother's name, birth category, height, weight, blood group , date of birth, aadhar number, passport number, nationality , programme etc. You can edit some of the information excluding you name, roll number, admission session, date of birth, birth category, programme, department on simply clicking on 'edit' button present in the bottom of page as shown above in image. There is also back button on clicking that you will be directed to hompage. On clicking 'EDIT' button you can edit some information i.e you can update your information for this just edit your details and click on 'Update' button your information will be updated and if you want to cancel it then there is cancel button for you as shown below.

My Courses

If you are a student and want to view your courses of semester then click on ' My Courses' Button present at top of the page as shown in image above, on clicking that a panel will appear as shown below.

You can view your previous semester courses on clicking on back icon as shown in image above. You can drop or change your course for this click on " I want to drop/change a course' button. On clicking that a panel will appear on the same page as shown below.
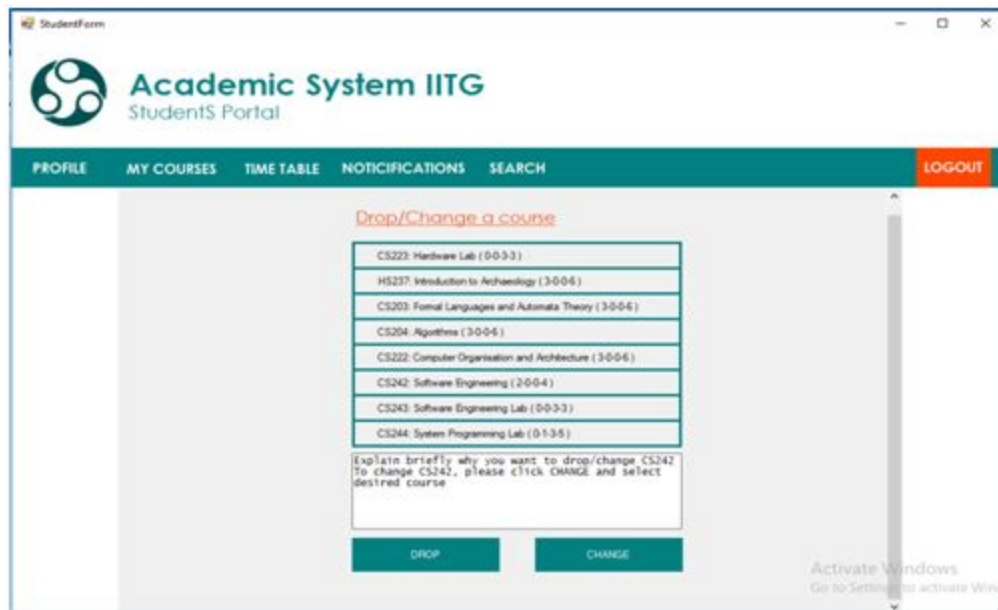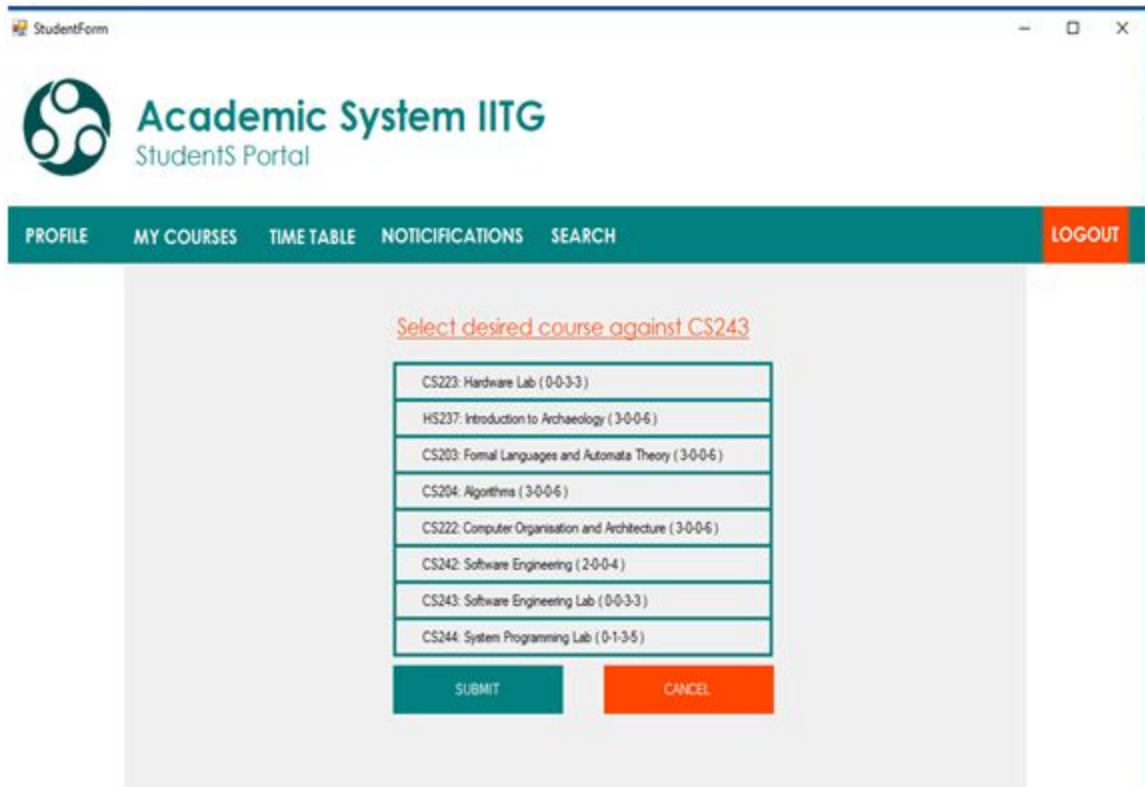

DROP Course

For dropping a course select the course which you want to drop and then fill the reason why you want to drop that course in textbox and then click on " Drop" button. Your request will be sent to admin.

Change Course

For changing a course follow the similar procedure as above and then click on "Change" button, on clicking that you will be given option to select the desired course against the course which you want to change, hence for changing your course just select the desired course and click on "Submit" button. Your request will be sent to academic affairs office. The type of page that will appear as shown below.

TIME TABLE

You can view your timetable by clicking on "TIMETABLE" button present at the top of page on clicking that time table will appear as shown below

NOTIFICATIONS

Student can view his notifications by clicking on " Notifications" button, on clicking that a panel will appear on same page containing all the notifications as shown below

SEARCH

If you want to search then click on search Button, then you can select student, faculty or staff any one of them select anyone of them then select the department and type the name in search bar you want to search , you can keep

this blank also and then click on search icon , a desired list will appear for example a list of cse student is shown in image below
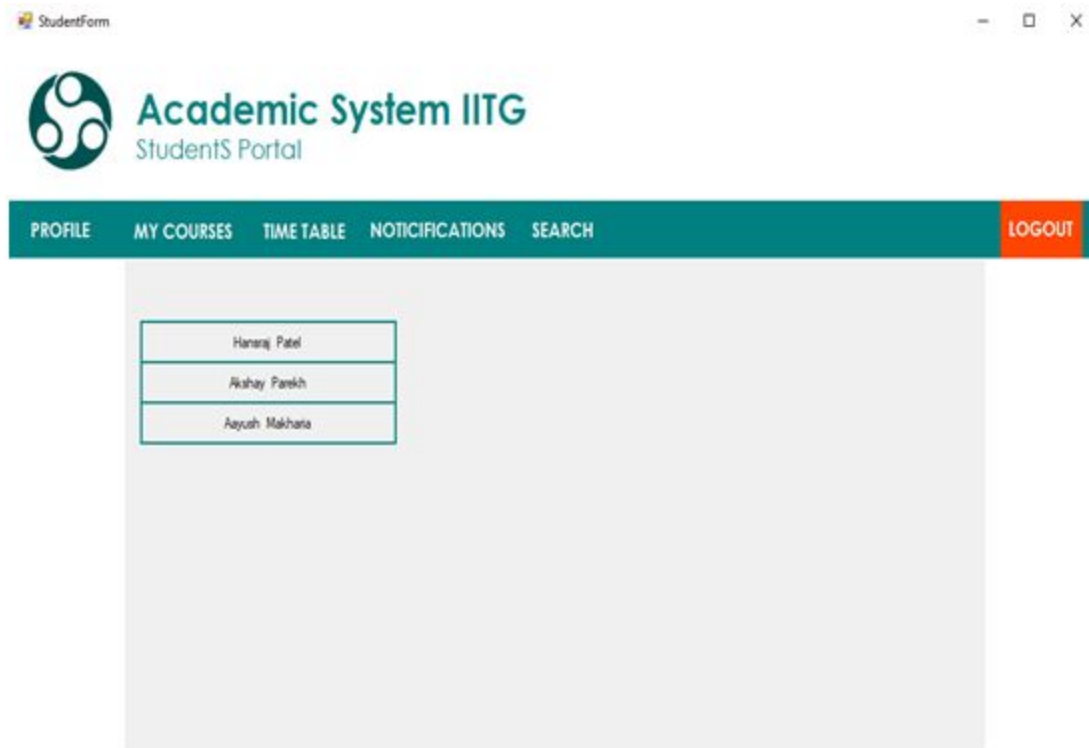
LOGOUT

You can logout from your account by clicking on logout Button present on the top of the page right side. On clicking that you will be directed on Homepage.

SEARCH

If you want to search then click on search Button, then you can select student, faculty or staff any one of them select anyone of them then select the department and type the name in search bar you want to search , you can keep this blank also and then click on search icon.

FORMS

You can download forms of BTech/BDesh/MSc, General, MTech/MDesh, PhD. For downloading forms just click on the type of forms which you want to download, on clicking that a list of forms will appear which you can easily download .For example a image in shown below –

BTech/BDes Forms

Form No	Subject	Format	
UG/01	Branch Change (For BTech students only)	DOC	PDF
UG/02	Summer Internship Form	DOC	PDF
UG/03	Summer Internship Completion Certificate	DOC	PDF
UG/04	Application for Minor Discipline	DOC	PDF
UG/05	Minor Discipline Dropping Form	DOC	PDF
UG/06	Minor Course Registration Form	DOC	PDF
UG/07	Medical Leave Form	DOC	PDF
UG/08	Station Leave Form	DOC	PDF
SA/01	SA Course Adjustment Form (This is only for SA courses. Do not use for other courses)	DOC	PDF
SA/02	SA Course Registration Form(This is only for Backlog Students of SA courses)	DOC	PDF

NOTICE BOARD

If you want to view notice board then click on notice board button present on Homepage, on clicking that a notice board will appear

ACADEMIC CALENDAR

For viewing academic calendar, click on " ACADEMIC CALENDAR" button present on the right side of Homepage, on clicking that academic calendar will appear.