

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:

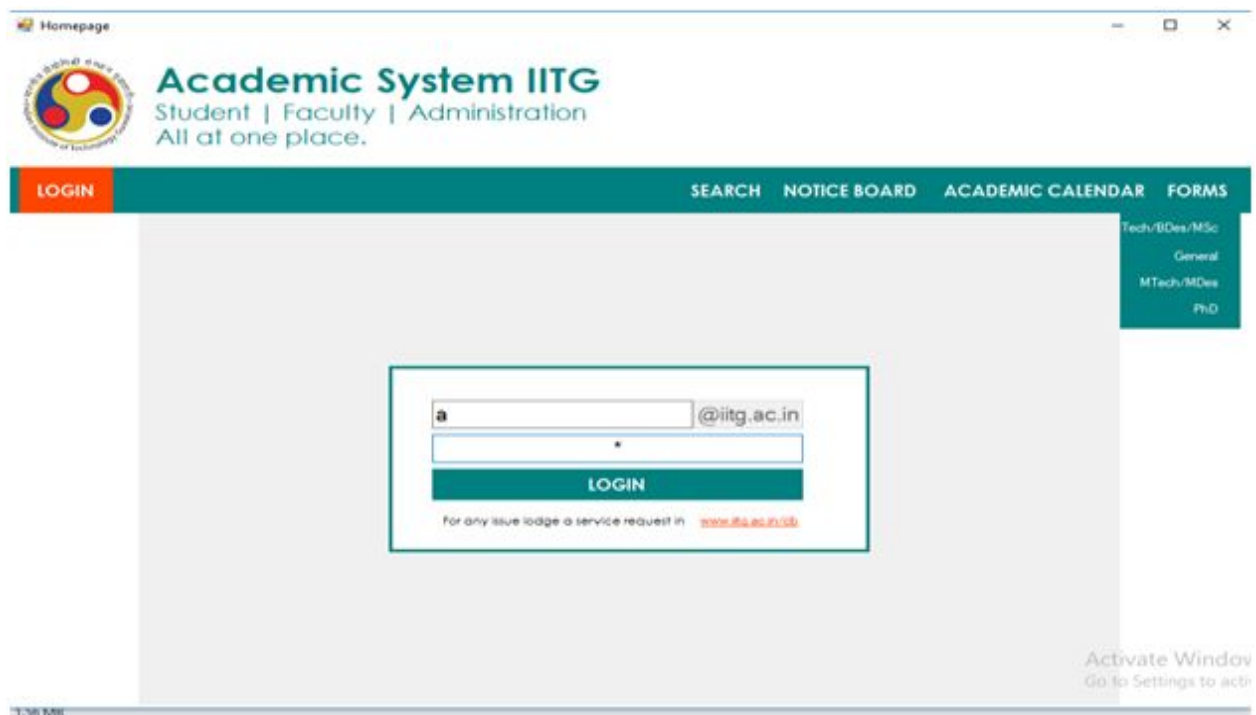
- i) Admissions and Registration
- ii) Course Management (also include time table generation)
- iii) Examination Management (e.g. sitting planning, grade generation, etc.).

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.

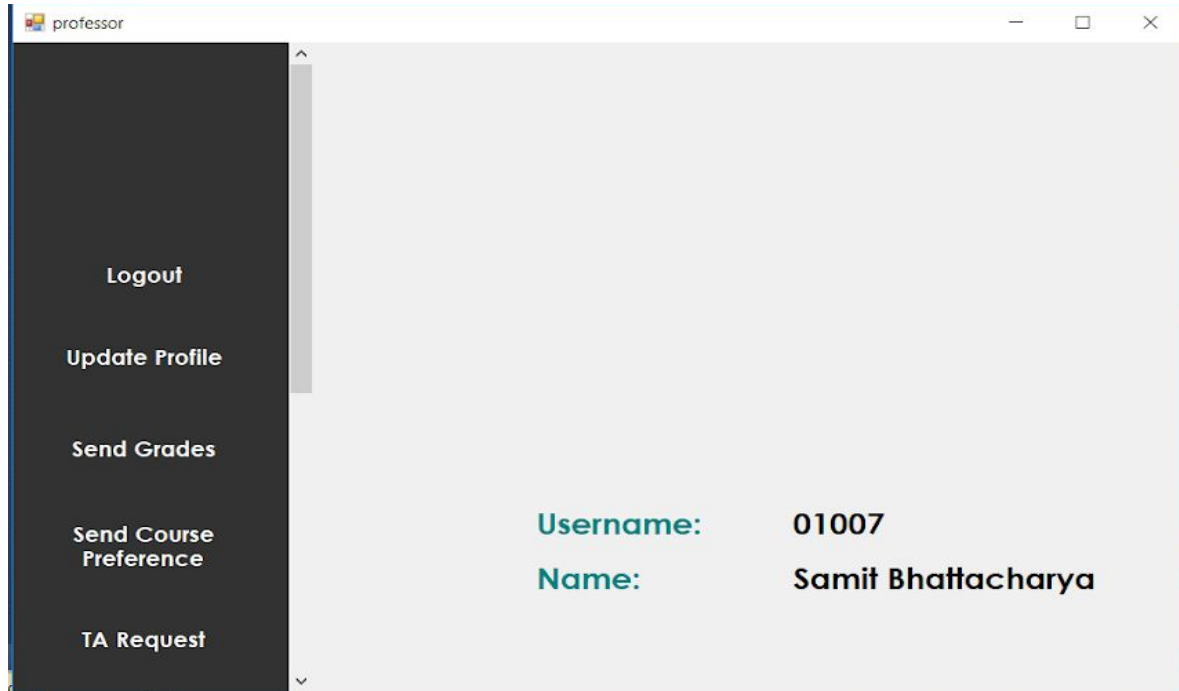


The screenshot shows the 'Academic System IITG' login interface. At the top, there is a header with the IITG logo and the text 'Academic System IITG Student | Faculty | Administration All at one place.' Below this is a navigation bar with links: LOGIN, SEARCH, NOTICE BOARD, ACADEMIC CALENDAR, and FORMS. The 'FORMS' dropdown menu is open, showing options: Tech/BDes/MSc, General, MTech/MDes, and PhD. The main content area features a login form with two input fields: the first contains 'a' and the second contains '@iitg.ac.in'. Below these fields is a 'LOGIN' button. At the bottom of the form, it says 'For any issue lodge a service request in www.iitg.ac.in/itb'. The window title is 'Homepage' and the system clock shows '11:36 AM'.

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.

The screenshot shows a web application window titled "professor". On the left is a dark sidebar with navigation links: "Logout", "Update Profile", "Send Grades", "Send Course Preference", and "TA Request". The main content area is titled "Update Profile" and contains the following form fields:

- Password:
- Secondary Email:
- Phone Number:
- Room Number:
- Emergency Contact Number:
- Permanent Address:
- Pincode:
- Passport Status:
- Passport Number:
- Passport Country:
- Passport Expiry Date:
- Photo:

- **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.

professor

Select Course: -Select- v

List Of Students:

--

Username:

First Name:

Last Name:

Roll Number:

Select Grade: -Select- v

- **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.

The screenshot shows a web application window titled 'professor'. On the left is a dark sidebar with navigation links: Logout, Update Profile, Send Grades, Send Course Preference, TA Request, Time Table, and Courses. The main content area is titled 'Select from the following list:' and contains a table with headers: Username, RollNumber, FirstName, and LastName. Below the table are three input fields labeled 'Username:', 'Name:', and 'Roll Number:'. A green button labeled 'Request TA' is positioned below the input fields.

- View his time table

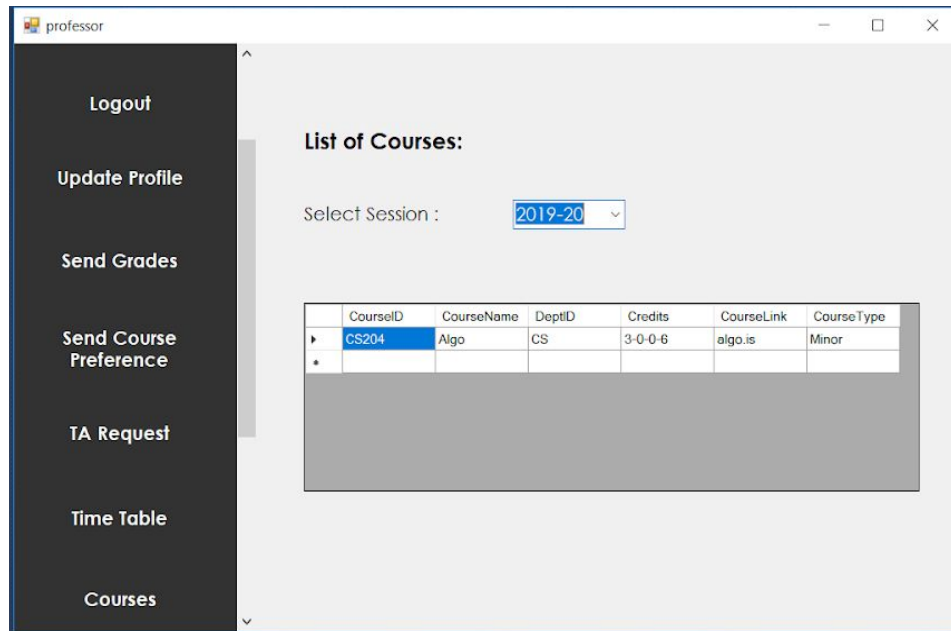
- On clicking the 'Time table' button, a time table is displayed and all the courses corresponding to each slot are displayed.

The screenshot shows the 'Time Table' view in the 'professor' application. The sidebar is the same as in the previous screenshot. The main content area displays the 'General Class Time Table' with the subtitle 'Slot-wise Time Table Reference'. The table is organized by day (Monday to Friday) and time slots (8-8:55 to 5-5:55). The header row lists the days and time slots. The table content shows the courses assigned to each slot, with some slots having multiple courses (e.g., Monday 8-8:55 has A, B, C, ML1, D, F, G, D1, C1, B1, A1, K).

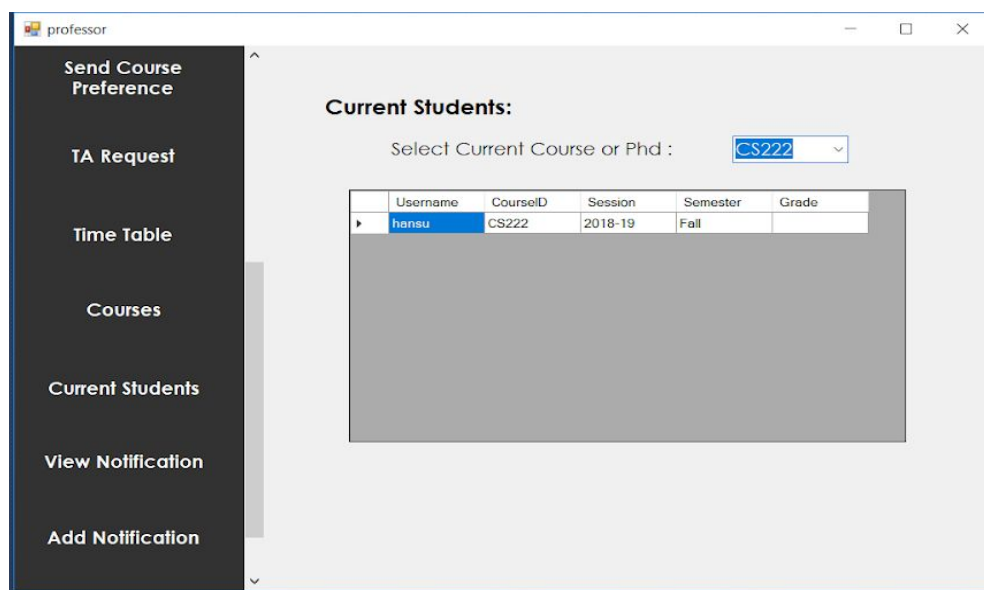
Day	8-8:55	9-9:55	10-10:55	11-11:55	12-12:55	1-1:55	2-2:55	3-3:55	4-4:55	5-5:55
Monday	A	B	C	ML1	D	F	G	D1	C1	B1
Tuesday	E	A	B	C	H	J	C1	B1	A1	K
Wednesday	D	E	A	B	F	G	B1	A1	E1	D1
Thursday	C	D	ML4	A	H	J	A1	E1	D1	C1
Friday	B	C	D	ML5	E	F	G	E1	D1	C1

- 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.

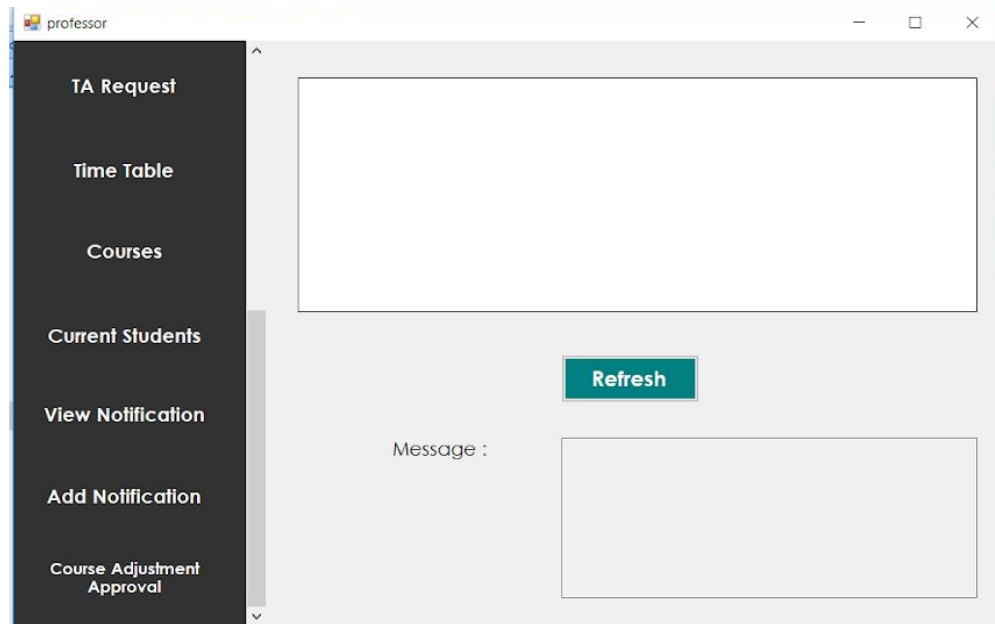


- View all the current students registered to any course
 - When he clicks the 'Current Students' button, a form will be displayed where a list of students enrolled in the active courses are displayed.
 - A course whose students he wants to see is selected from the drop-down menu
 - The students enrolled 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 the 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

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

professor

Send Course Preference

TA Request

Time Table

Courses

Current Students

View Notification

Add Notification

Course Adjustment

Request: Change Passport Expiry Date

Enter Your New Passport Expiry Date in dd/mm/yyyy:

SUBMIT

- 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 NOTIFICATIONS SEARCH

LOGOUT



Browse

First Name :	<input type="text" value="Aayush"/>	Hostel	<input type="text" value="Dhing"/>
Middle Name :	<input type="text"/>	RoomNO:	<input type="text" value="315"/>
Last Name :	<input type="text" value="Makharia"/>	Address:	<input type="text"/>
Roll Number :	<input type="text" value="170101034"/>	Pincode:	<input type="text" value="395007"/>
Secondary Emc	<input type="text"/>	Admission session	<input type="text" value="2017-18"/>
Mobile Number :	<input type="text" value="i21378240"/>	Father's name	<input type="text" value="Papa"/>
Department	<input type="text" value="CSE"/>	Mother's name	<input type="text" value="Mummy"/>

Activate Window:
Go to Settings to activate



Academic System IITG

Students Portal

PROFILE MY COURSES TIME TABLE NOTIFICATIONS SEARCH

LOGOUT

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

EDIT

BACK

Activate Windows
Go to Settings to activate

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 homepage. 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.

The screenshot shows the 'StudentForm' window of the 'Academic System IITG StudentS Portal'. The 'PROFILE' tab is selected in the top navigation bar. The form contains the following fields:

Field	Value
Last Name	Makharia
Roll Number	170101034
Secondary Email	
Mobile Number	921378240
Department	CSE
Programme	Btech
Nationality	India
Birth category	Gen
Gender	Male
DOB	19-08-1999
Address	
Pincode	395007
Admission session	2017-18
Father's name	Papa
Mother's name	Mummy
Bloodgroup	B-
Height	69
Weight	40
Aadhar no	0000000000
Passport no	1111111111

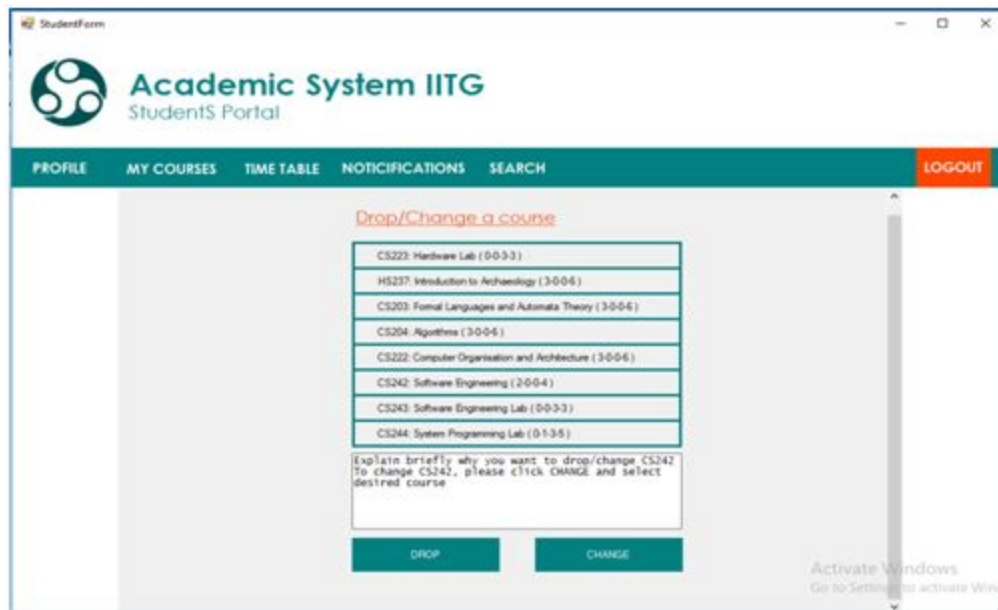
At the bottom of the form are two buttons: 'UPDATE' (green) and 'CANCEL' (orange). A watermark 'Activate Window Go to Settings to activate' is visible in the bottom right corner.

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.

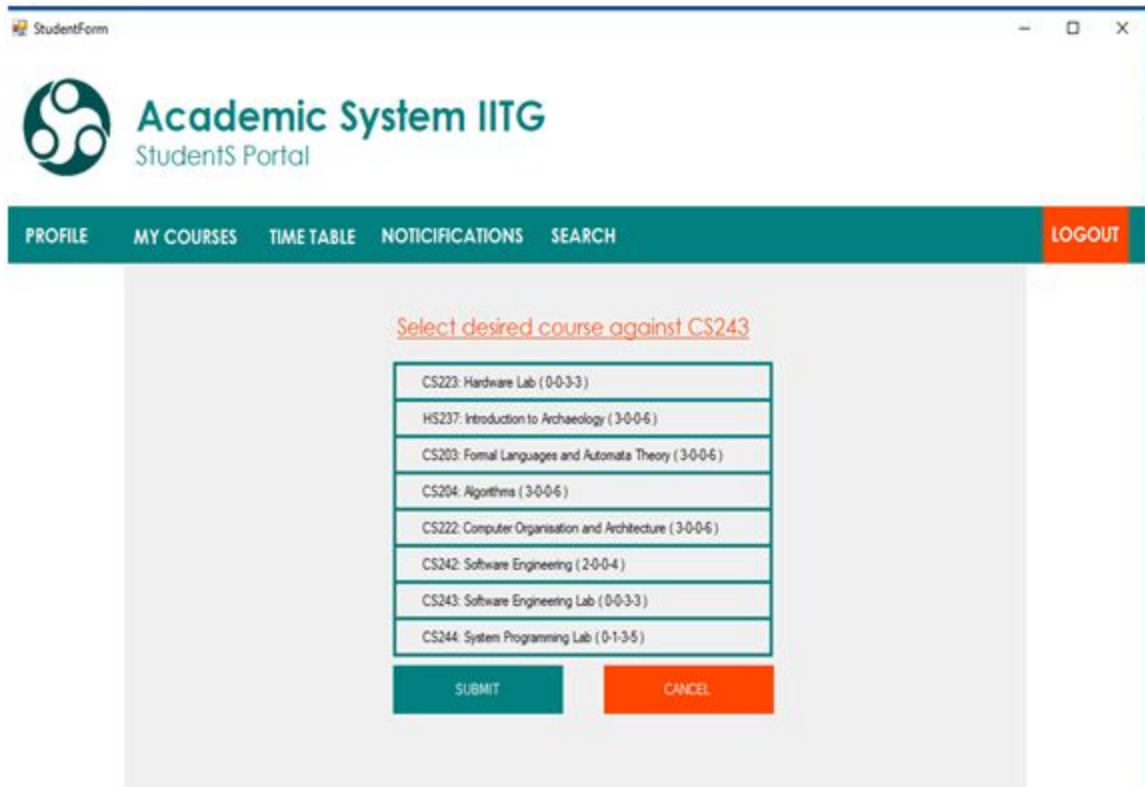


DROP Course

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.



The screenshot shows a web browser window titled "StudentForm". The page header includes the "Academic System IITG StudentS Portal" logo and a navigation bar with links: PROFILE, MY COURSES, TIME TABLE, NOTIFICATIONS, SEARCH, and a LOGOUT button. The main content area displays a form titled "Select desired course against CS243". The form contains a table with eight rows, each representing a course option. Below the table are two buttons: "SUBMIT" and "CANCEL".

Select desired course against CS243
CS223: Hardware Lab (0-0-3-3)
HS237: Introduction to Archaeology (3-0-0-6)
CS203: Formal Languages and Automata Theory (3-0-0-6)
CS204: Algorithms (3-0-0-6)
CS222: Computer Organisation and Architecture (3-0-0-6)
CS242: Software Engineering (2-0-0-4)
CS243: Software Engineering Lab (0-0-3-3)
CS244: System Programming Lab (0-1-3-5)

SUBMIT CANCEL

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

Academic System IITG
Students Portal

PROFILE MY COURSES TIME TABLE NOTIFICATIONS SEARCH LOGOUT

Weekly Time Table

Day	8-8:55	9-9:55	10-10:55	11-11:55	12-12:55	1-1:55	2-2:55	3-3:55	4-4:55	5-5:55
Monday	A	B	C ML1	D	F	G	D1	C1 AL1	B1	A1 K
Tuesday	E	A	B	C	H	J	C1	B1	A1	E1 L (5-6:25)
Wednesday	D	E	A ML3	B	F	G	B1	A1 AL3	E1	D1 K
Thursday	C	D	E ML4	A	H	J	A1	E1 AL4	D1	C1 L (5-6:25)
Friday	B	C	D ML5	E	F	G	E1	D1 AL5	C1	B1 K

	CourseID	SlotAssign	RoomAssign	ProfAssign	ProfAssign
▶	CS242	E	4002	01005	01005
	CS203	D	4002	01002	01002
	CS204	C	4002	01001	01001
	CS223	AL3		01006	01006
	CS243	AL4		01005	01005
	CS244	AL5		01007	01007
•					

Activate Windows
Go to Settings to activate Windows.

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

Academic System IITG
Students Portal

PROFILE MY COURSES TIME TABLE NOTIFICATIONS SEARCH LOGOUT

: You! Yes you, meet me in my office on Monday, 4PM

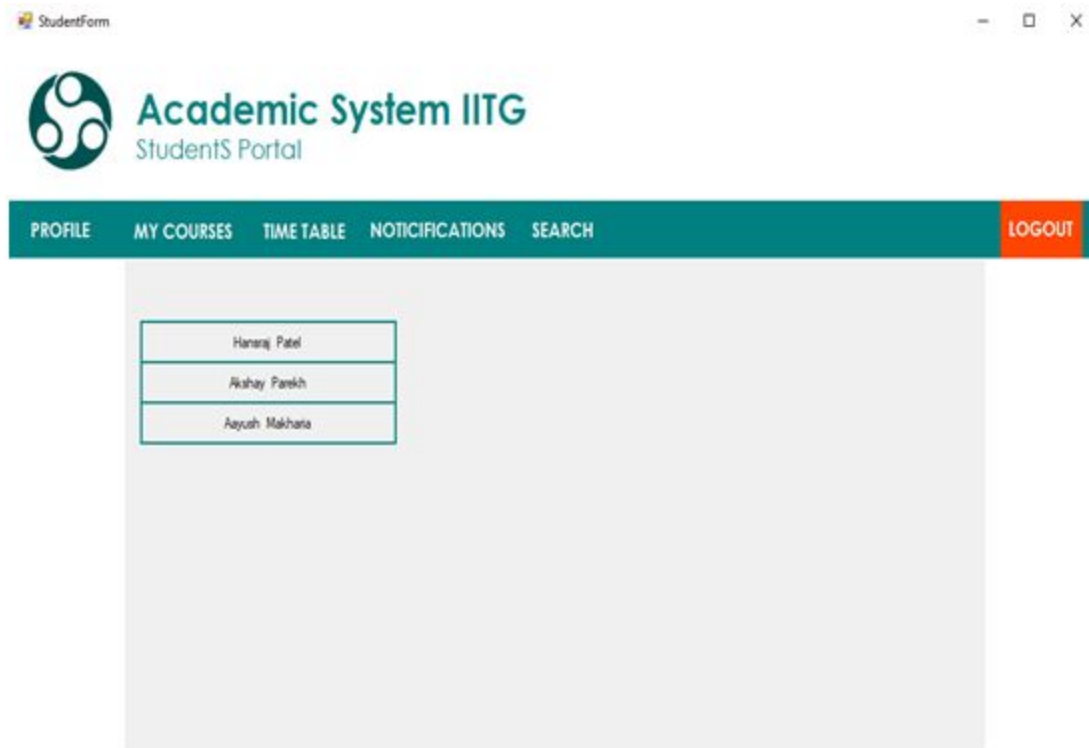
: Dear All, there will be no class today as I am not well. Make good use of your time. All

Ram Singh Sharma : Dear All, Those who haven't paid fee for next semester registration.

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 –



Form No	Subject	Format	
UG/01	Branch Change (For B.Tech 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.