



IMS EEE USER MANUAL COURSE ALLOCATION

- If you're a non-admin for this module, and want to view help for responding to a form: [Click Here](#) and the link should go to the respective page
- Non-Admins cannot view anything except the current semester's allocation form if it's active.
- Non-Admins with “allocation: summary: view” permission can view the summary if the summary is toggled to be visible to everyone. It is visible only to allocation module admins by default.

Admin View

←

EEE IMS

☰

Admin Control

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Courses

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Semesters

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Templates

View Contributors

LOGOUT

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No semesters added yet.

Help

Step1: Create Semester

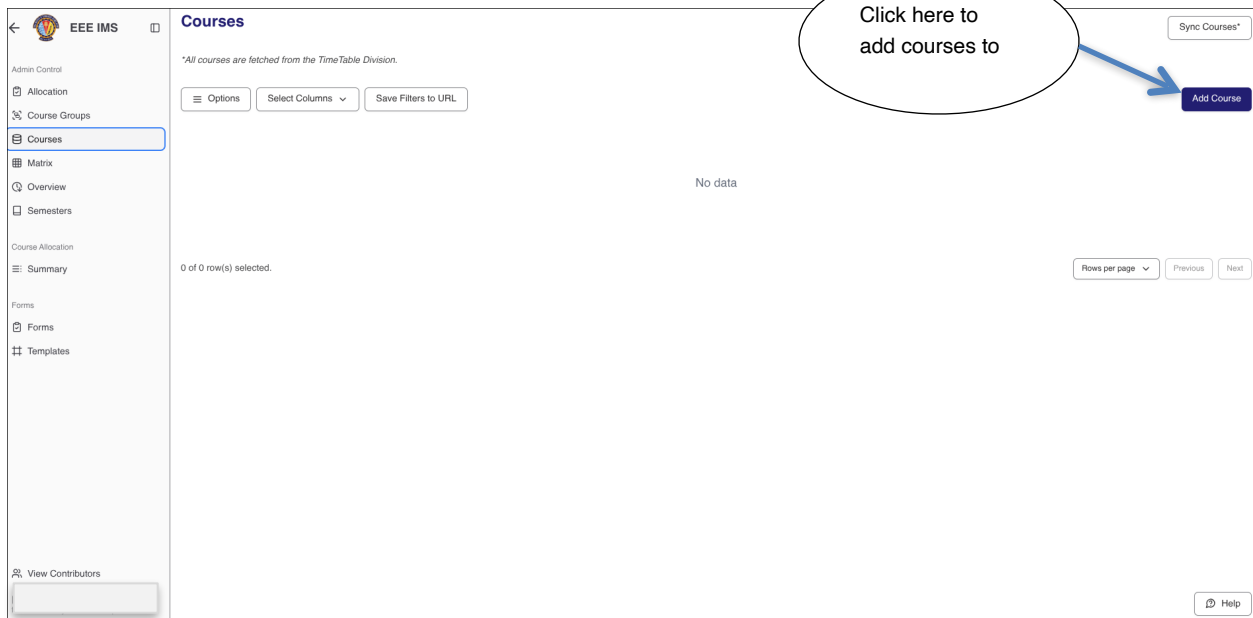
Click here to make new

- Hod and DCA Convener are fetched from TimeTable Division's API.
- Make sure to set the PSRN correctly.

Semesters							
* HoD and DCA Convener are automatically fetched from the TimeTable Division							
Options		Select Columns		Save Filters to URL		New Semester	
Academic Year	Semester	HoD*	DCA Convener*	Allocation Status	Start Date	End Date	
<input type="checkbox"/> Search	<input type="text"/> Filter	<input type="text"/> Filter	<input type="text"/> Filter	<input type="text"/> Filter	<input type="text"/> dd/mm/yyyy	<input type="text"/> dd/mm/yyyy	<input type="text"/> dd/mm/yyyy
<input type="checkbox"/> 2025-2026	EVEN	Prof. <input type="text"/>	Prof. <input type="text"/>	Not Started	31/10/2025	31/10/2025	
0 of 1 row(s) selected.							
		Rows per page		Previous		Next	

(DO NOT CREATE THE TEMPLATE/FORM WITHOUT SELECTING COURSES AND GROUPING THEM)

STEP2: Sync courses from the Timetable Division and mark all courses which should be in the allocation process.



EEE IMS

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- Course Groups
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Course Allocation

- Summary

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View Contributors

Courses

*All courses are fetched from the TimeTable Division.

Options Select Columns Save Filters to URL

No data

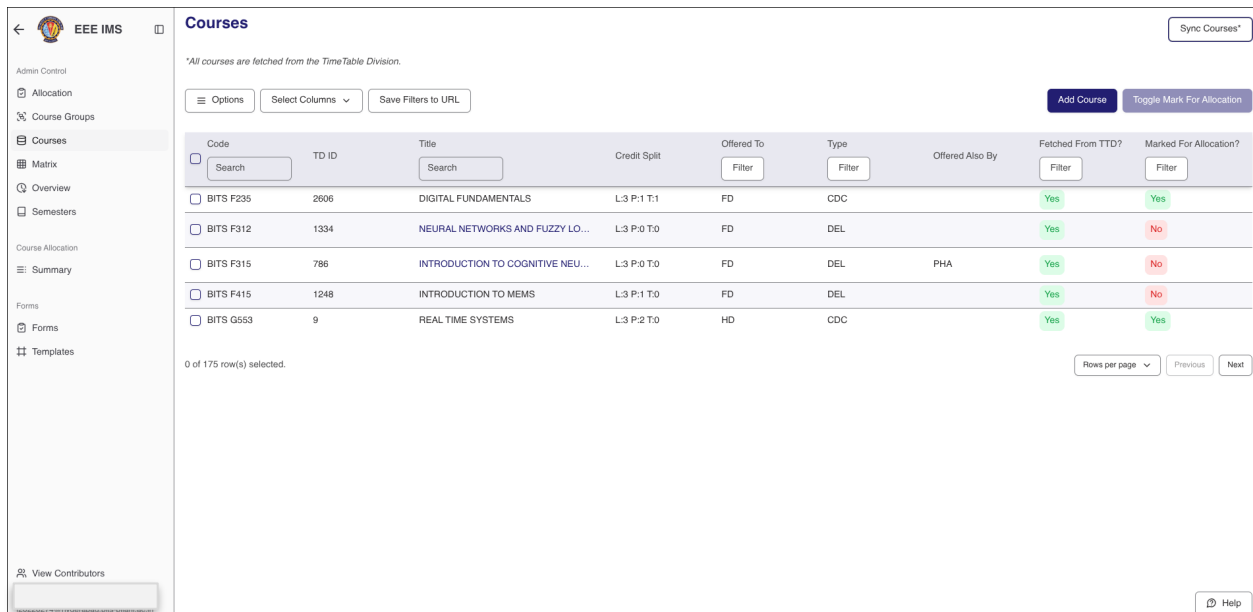
0 of 0 row(s) selected.

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Sync Courses*

Add Course

Help



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Courses

*All courses are fetched from the TimeTable Division.

Options Select Columns Save Filters to URL

Add Course Toggle Mark For Allocation

Code	TD ID	Title	Credit Split	Offered To	Type	Offered Also By	Fetches From TTD?	Marked For Allocation?
<input type="checkbox"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>		<input type="button" value="Filter"/>	<input type="button" value="Filter"/>		<input type="button" value="Filter"/>	<input type="button" value="Filter"/>
<input type="checkbox"/>	BITS F235	2606	DIGITAL FUNDAMENTALS	L:3 P:1 T:1	FD	CDC	Yes	Yes
<input type="checkbox"/>	BITS F312	1334	NEURAL NETWORKS AND FUZZY LO...	L:3 P:0 T:0	FD	DEL	Yes	No
<input type="checkbox"/>	BITS F315	786	INTRODUCTION TO COGNITIVE NEU...	L:3 P:0 T:0	FD	DEL PHA	Yes	No
<input type="checkbox"/>	BITS F415	1248	INTRODUCTION TO MEMS	L:3 P:1 T:0	FD	DEL	Yes	No
<input type="checkbox"/>	BITS G553	9	REAL TIME SYSTEMS	L:3 P:2 T:0	HD	CDC	Yes	Yes

0 of 175 row(s) selected.

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Sync Courses*

Help

Courses Groups

Course Groups

Options

Select Columns

Save Filters to URL

No data

0 of 0 row(s) selected.

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Click here to add a course

Add Group

Adding Courses to a Group

1. Select View/Edit Courses

← EEE IMS

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OptionsSelect ColumnsSave Filters to URL

<input type="checkbox"/>	Group Name	Description	No. of Courses	Actions
<input type="checkbox"/>	Course Group a	group a	0	View/Edit Courses

0 of 1 row(s) selected.

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Click here to edit/view/select courses

Click here to add more new

Add Group

Help

2. Select the required courses and then click on Update Group Courses.

You can filter according to these

Select the course by clicking on them

Update Group Courses

After selecting all courses, Finally click here to update the group course

Course Groups

Options Select Columns Save Filters to URL

Group Name	Description	No. of Courses	Actions
Course Group a	group a	3	View/Edit Courses

0 of 1 row(s) selected.

Rows per page Previous Next

View Contributors

Help

Create Template/Form

1. Click on create New Template on the top right.

EEE IMS

Form Templates

Options Select Columns Save Filters to URL

No data

Click here to create new

Create New Template

0 of 0 row(s) selected.

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Help

2. Fill the details (name, description etc)

EEE IMS

Create Form Template

Define the template details, then add and configure your fields.

Template Name Description

e.g., Course Preference Form e.g., Form to collect course preferences from students

Add Field

Save Template

Fill in all the details and then click on save template to save it

Help

There are two types of fields:

1. teaching_allocation
2. preference

Preference

- Fill your Lecture, Tutorial, Practical Course Preferences using the dropdown available.
- Check the box on the right if you have been the preferred course IC for the last 2 times consecutively.

The screenshot shows a web form titled "Please rank your course preferences." with a dropdown menu set to "PREFERENCE". A callout bubble points to the dropdown with the text: "Click here to select Fields:- 1.preference or 2. teaching allocation".

Below the header, there are three preference rows, each labeled "Preference 1 (Lecture)*", "Preference 2 (Lecture)*", and "Preference 3 (Lecture)*". Each row has a dropdown menu labeled "Select a course..." and a checkbox on the right. A callout bubble points to the first dropdown with the text: "Fill in the preferences carefully".

Below the preference rows, there is a green message box: "This field will be visible to all members who have access to this form".

Below the message box, there is a text label: "Check the box if you have been the course's In-Charge more than 2 times consecutively.".

Below the text label, there is a section titled "Configuration".

Under "Configuration", there are three columns: "Viewable by Role", "Number of Preferences", and "Number of Required Preferences".

Under "Viewable by Role", there is a dropdown menu labeled "Select a role that can view this field" and a dropdown menu labeled "Select a role".

Under "Number of Preferences", there is a text input field containing the number "3".

Under "Number of Required Preferences", there is a text input field containing the number "3".

Below the "Configuration" section, there is a "Group Setting" section with a dropdown menu labeled "Select a group for this preference field" and a dropdown menu labeled "Select a group". A callout bubble points to the "Select a group" dropdown with the text: "select the details carefully".


Below the "Group Setting" section, there is a section titled "This is preference for" with three radio buttons: "Lecture" (selected), "Tutorial", and "Practical".

Below the radio buttons, there is a red warning box with a triangle icon and the text: "This setting is important. Mismatching this with the question label may lead to unexpected behavior during allocation."

Teaching Allocation

- Fill the teaching allocation percentage.

What is your teaching allocation?

TEACHING ALLOCATION ▾ 

e.g., 50 %

Configuration

Viewable by Role

Select a role that can view this field

Select a role ▾

- Different settings will change the field's visibility and functionality
- As shown in the below screenshot, Now the field can be viewed by people who have an “allocation-temp-phd” role.

Please rank your course preferences.

PREFERENCE

Preference 1 (Tutorial)*

Select a course...

☐

Preference 2 (Tutorial)

Select a course...

☐

This field will not be visible to members without the "allocation-temp-phd" role

Check the box if you have been the course's In-Charge more than 2 times consecutively.
This field is populated with courses from group: Course Group a

Configuration

Viewable by Role

Number of Preferences

Number of Required Preferences

Select a role that can view this field

allocation-temp-phd

2

1

Group Setting

This is preference for

Select a group for this preference field

Course Group a

☐ Lecture
☒ Tutorial
☐ Practical

⚠ This setting is important. Mismatching this with the question label may lead to unexpected behavior during allocation.

- The label can be edited by clicking on it.

Form Templates

Options

Select Columns

Save Filters to URL

Create New Template

Name	Description	Created By:	Actions
Allocation Form Template	Form Template for Allocation		<div>View</div> <div>Delete</div>

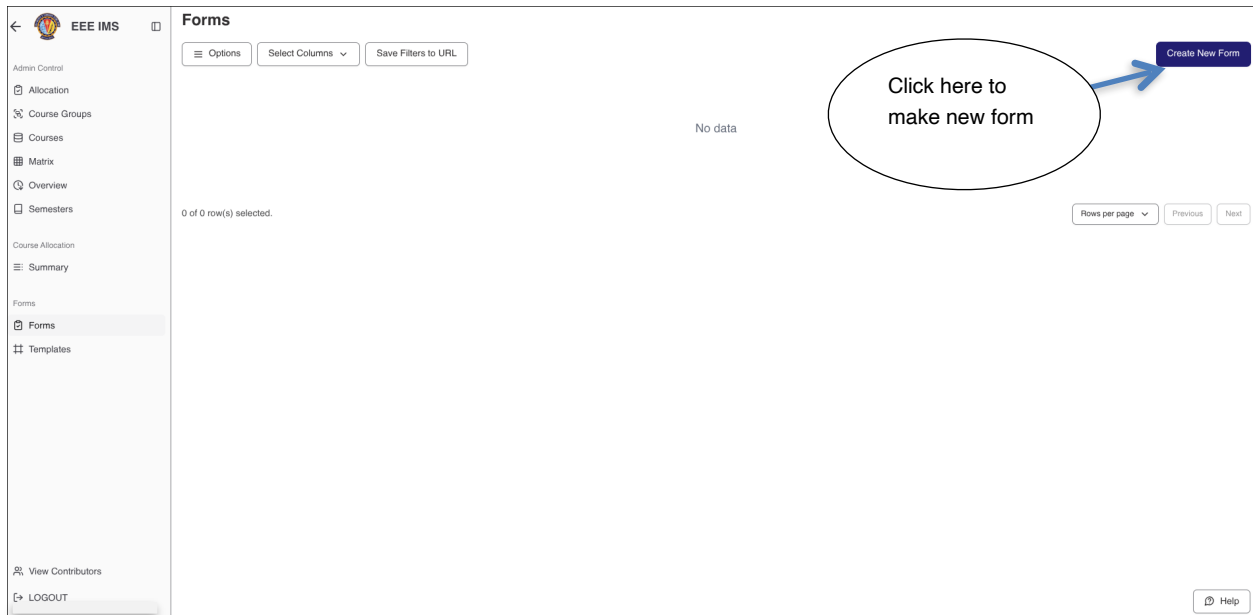
0 of 1 row(s) selected.

Rows per page

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Form Creation



1. Create New Form

- Fill the Title, Description and select the Template type from the given dropdown

Create New Form

Form Title

Dummy Form

Description

Dummy Form

Template

Allocation Form Template

Create

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Select Columns

Save Filters to URL

Create New Form

Title	Description	Created By:	Template Used	Actions
<input type="checkbox"/>	Dummy Form		Allocation Form Template	<div>View</div> <div>View Responses</div> <div>Delete</div>

0 of 1 row(s) selected.

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2. Linking the form

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No Form Linked

Link Form

Choose a form to link

Select a form to link by clicking on the bar

Current Semester Details

* HoD and DCA Convener are automatically fetched from the TimeTable Division. This data reflects the semester information as of 23/10/2025

Semester: EVEN

Academic Year: 2025-2026

Allocation Started On: Not Set

Allocation Form Deadline: Not Set

HoD: Prof.

DCA Convener: Prof.

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Form Not Published Yet

Click here to unlink the form

Click here to publish allocation

Current Semester Details

* HoD and DCA Convener are automatically fetched from the TimeTable Division. This data reflects the semester information as of 23/10/2025

Using Form: Dummy Form

Academic Year: 2025-2026

Allocation Started On: Not Set

Semester: EVEN

HoD: Prof.

DCA Convener:

Step4: Publish the form using the button on the top right.

to the TimeTable Division. This data reflects the semester information as of 23/10/2025

Publish Allocation Form

Set a deadline for the allocation form submission and select the role to which the form should be published.

An email will be sent to all the users with the role selected.

Allocation Form Deadline

dd/mm/yyyy, --:--

Publish To Role

Select role

Preview Email

Publish & Notify

- Publish sends an email to all the users who have the selected role. The email body can be set. First select the allocation deadline (this enables the preview email button).

Edit Email

Dear Professor/Mr./Ms.,

Please fill your course options for the EVEN SEMESTER AY 2025-2026. Ignore this email if you have already filled your preferences.

You may access the portal using the following link: [\[EEE IMS Allocation Form EVEN SEMESTER AY 2025-2026\]\(https://eeestaging.ims.bits-hyderabad.ac.in/allocation/submit\)](https://eeestaging.ims.bits-hyderabad.ac.in/allocation/submit)

PLEASE FILL THE FORM BEFORE 26/10/2025, 7:02:00 pm IST

EEE Office
Dept. of Electronics and Electrical Engg
Birla Institute of Technology and Science Pilani
Hyderabad Campus

Dear Professor/Mr./Ms.,

Please fill your course options for the EVEN SEMESTER AY 2025-2026. Ignore this email if you have already filled your preferences.

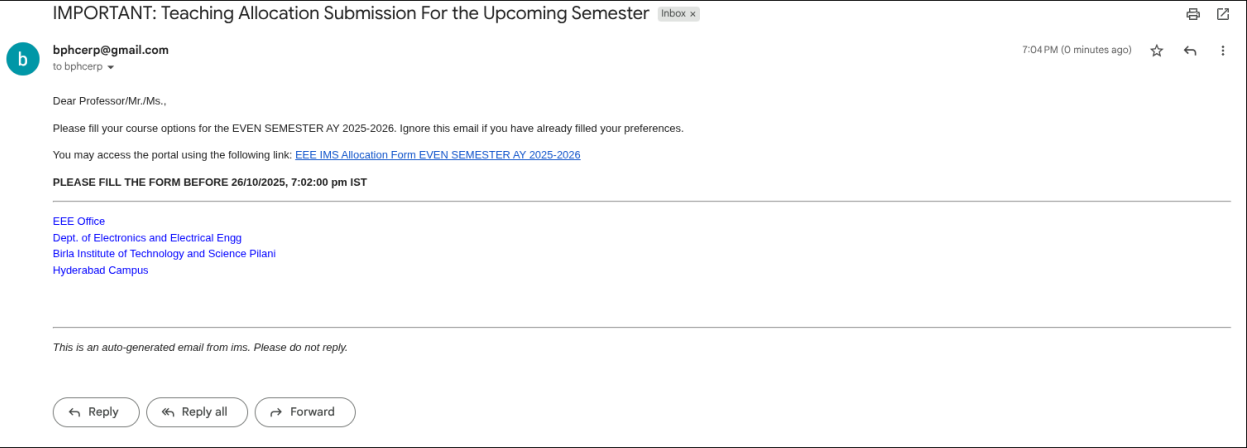
You may access the portal using the following link: [EEE IMS Allocation Form EVEN SEMESTER AY 2025-2026](#)

PLEASE FILL THE FORM BEFORE 26/10/2025, 7:02:00 pm IST

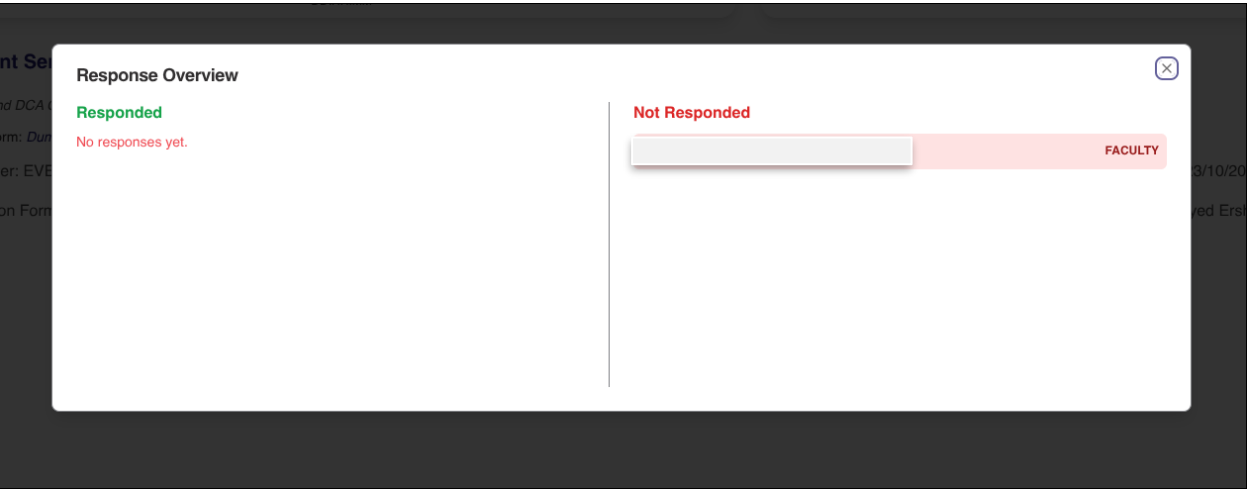
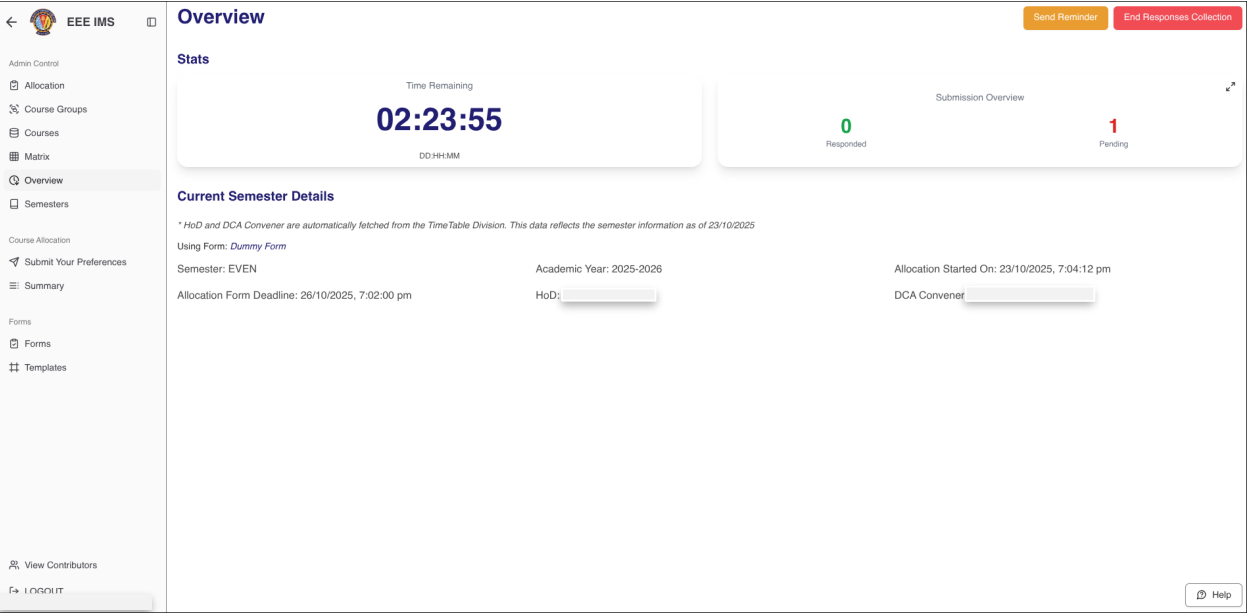
EEE Office
Dept. of Electronics and Electrical Engg
Birla Institute of Technology and Science Pilani
Hyderabad Campus

Done

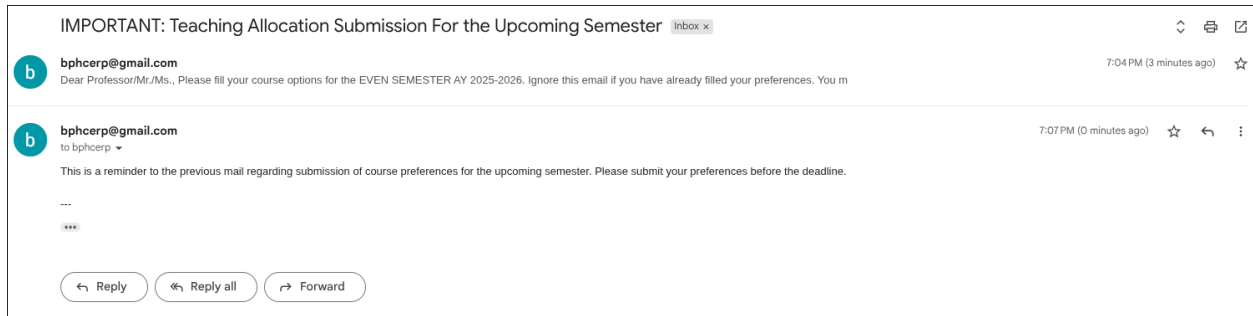
- The department details are dynamically fetched from the server configuration.



*The mail will be sent from the department office email.



- One can send a reminder to another email replying to the original mail.



Form response

- This is the form which will be used for submission.

Dummy Form

Description: Dummy Form

Form Deadline: 26/10/2025, 19:02:00

You're viewing this form as admin. This bypasses any deadline set for this

Please rank your course preferences.

PREFERENCE

Preference 1 (Tutorial)*

Select a course...

Preference 2 (Tutorial)

Select a course...

This field will not be visible to members without the "allocation-temp-phd" role

Check the box if you have been the course's In-Charge more than 2 times consecutively.

This field is populated with courses from group: Course Group a

Please rank your course preferences.

PREFERENCE

Preference 1 (Lecture)*

Select a course...

Preference 2 (Lecture)*

Select a course...

Preference 3 (Lecture)*

Select a course...

This field will not be visible to members without the "allocation-temp-faculty" role

Check the box if you have been the course's In-Charge more than 2 times consecutively.

This field is populated with courses from group: Course Group a

Please rank your course preferences.

PREFERENCE

Preference 1 (Lecture)*

Select a course...

Preference 2 (Lecture)*

Select a course...

Preference 3 (Lecture)*

Select a course...

This field will be visible to all members who have access to this form

Check the box if you have been the course's In-Charge more than 2 times consecutively.

- Please fill your course preferences for Lectures, Tutorials and Practicals.

Form Response

(Viewing as “allocation-temp-phd” so only two field will be shown (one exclusive to the role and one is open to everyone)

Dummy Form

Description: Dummy Form

Form Deadline: 26/10/2025, 19:02:00

Please rank your course preferences.

Preference 1 (Tutorial) *

CS G553 RECONFIGURABLE COMPUTING

☐

Preference 2 (Tutorial)

BITS F235 DIGITAL FUNDAMENTALS

☐

Check the box if you have been the course's In-Charge more than 2 times consecutively.
This field is populated with courses from group: Course Group a

Please rank your course preferences.

Preference 1 (Lecture) *

Select a course...

☐

Preference 2 (Lecture) *

Select a course...

☐

Preference 3 (Lecture) *

Select a course...

☐

Check the box if you have been the course's In-Charge more than 2 times consecutively.

- The first field will have only three options to select for each dropdown since it has courses only from the select group (refer to the course group section)
- The second field will have all the courses marked for allocation.

Step 5: Allocation

Clicking on end allocation ends the form. The form deadline going to 0 will **not** automatically close the form.

The screenshot shows the 'Course Load Allocation' interface. On the left, there is a sidebar with navigation links: Admin Control, Allocation, Course Groups, Courses, Matrix, Overview, Semesters, Course Allocation, Summary, Forms, Templates, View Contributors, and LOGOUT. The main area is titled 'Course Load Allocation' with the subtitle 'Allocate sections and instructors to courses'. It shows a list of courses on the left, each with a color-coded status bar (CDC, FD, HD) and a 'Begin Allocation' button. The courses listed are: DIGITAL FUNDAMENTALS (BITS F235, L: 3, P: 1, Total: 4), REAL TIME SYSTEMS (BITS G553, L: 3, P: 2, Total: 5), COMPUTER ARCHITECTURE (CS F342, L: 3, P: 1, Total: 4), SOFTWARE FOR EMBEDDED SYS (CS G523, L: 3, P: 2, Total: 5), and RECONFIGURABLE COMPUTING (CS G553, L: 3, P: 2, Total: 5). The right side of the interface is a large empty area with a 'Begin Allocation' button and a message: 'Click on "Begin Allocation" to start the allocation for CS G553'. The top right corner shows 'View: Faculty', 'PhD', 'View Current Allocation', and 'Current Semester 2025 Semester 2'.

- Green: All sections have one instructor at least + IC is selected.
- Yellow: IC is missing or sections don't have instructors.
- Red: Allocation has not been started.

The screenshot shows the 'Course Load Allocation' interface with a detailed view of the 'RECONFIGURABLE COMPUTING' course (CS G553). The left sidebar is the same as in the previous screenshot. The main area shows the course details on the left, including its status bar (CDC, HD) and a 'Begin Allocation' button. The right side of the interface is divided into two columns: 'LECTURE' and 'PRACTICAL'. Both columns show '0/0' sections created yet and a 'Create First Section' button. The top right corner shows 'View: Faculty', 'PhD', 'View Current Allocation', and 'Current Semester 2025 Semester 2'.

Click on add to add a section, select the ic from the dropdown and click set ic to set the ic.

Course Load Allocation

Allocate sections and instructors to courses

View: Faculty PhD View Current Allocation

Current Semester 2025 Semester 2

Courses (116)

Search courses...

▼ A

COMPUTER ARCHITECTURE

CS F342

👤 L: 3 👤 P: 1 Total: 4

Also offered by: CS

SOFTWARE FOR EMBEDDED SYS

CS G523

👤 L: 3 👤 P: 2 Total: 5

RECONFIGURABLE COMPUTING

CS G553

👤 L: 3 👤 P: 2 Total: 5

Also offered by: CS

CS G553 RECONFIGURABLE COMPUTING

⚠️

Select Instructor in Charge

Set IC

LECTURE 0/1

+ Add

<

L1 0 Instructors

👤

🗑️

No instructors assigned

PRACTICAL 0/1

+ Add

<

P1 0 Instructors

👤

🗑️

No instructors assigned

A small rectangular button containing two icons: a person icon with a plus sign (add) and a trash can icon (delete).

Use the above button to add and delete instructors.

Assign Instructor

RECONFIGURABLE COMPUTING - CS G553 L1

Assign Instructor

Search instructors...

Instructor's name masked

Preference Given: Not Given Type: Faculty

Instructor's name masked

Preference Given: Not Given Type: Faculty

Instructor's name masked

Preference Given: Not Given Type: Faculty

Instructor's name masked

Preference Given: Not Given Type: Faculty

Instructor's name masked

Preference Given: Not Given Type: Faculty

Current Allocations

Sections currently allocated to this instructor

P1 - RECONFIGURABLE COMPUTING - CS G553

IC: Not Set

Instructor's name masked

PRACTICAL Credit Load: 2

L1 - COMMUNICATION NETWORKS - ECE F343

Instructor's name masked

LECTURE Credit Load: 3

T1 - COMMUNICATION NETWORKS - ECE F343

Instructor's name masked

TUTORIAL Credit Load: 0.5

Total Allocated Load: 5.5

Instructor Response

CS G523 - SOFTWARE FOR EMBEDDED SYS

Preference: 1

View Other Responses

BITS F235 - DIGITAL FUNDAMENTALS

Preference: 2

View Other Responses

ECE F343 - COMMUNICATION NETWORKS

Preference: 3

View Other Responses

[View Other Responses](#)

- Clicking on [View Other Responses](#) shows you the responses of other instructors who have given the same course for the same section type in their preferences.
- Clicking on **assign** will assign the instructor to that section.

Summary and Matrix

<div>EEE IMS</div> <div>Admin Control</div> <div>Allocation</div> <div>Course Groups</div> <div>Courses</div> <div>Matrix</div> <div>Overview</div> <div>Semesters</div> <div>Course Allocation</div> <div>Summary</div> <div>Forms</div> <div>Forms</div> <div>Templates</div>	Allocation Summary	
	Semester: EVEN	Academic Year: 2025-2026
	<input type="checkbox"/> Show Teaching Load	
	BITS G553 - REAL TIME SYSTEMS	L1
		L2
		P1
		P2
	CS F342 - COMPUTER ARCHITECTURE	L1
		T1
		P1
	CS G523 - SOFTWARE FOR EMBEDDED SYS	L1
		P1
	CS G553 - RECONFIGURABLE COMPUTING	L1
		P1
	ECE F343 - COMMUNICATION NETWORKS	L1
		T1

Allow access to all is only visible to users with “**allocation:write**” permission. It toggles the visibility of the summary page, whether it should be visible only to the admins or everyone.

Matrix View

Semester: EVEN				Allocation Matrix View				Academic Year: 2025-2026			
Course-Section	Pending	Allocated	Total	Instructor's name	Instructor's name	Instructor's name	Instructor's name				
Total	—	—	—	6	3.5	2	5.5				
BITS G553 - REAL TIME SYSTEMS - L	0	2	2	3	3	NA	NA				
BITS G553 - REAL TIME SYSTEMS - P	2	0	2	NA	NA	NA	NA				
CS F342 - COMPUTER ARCHITECTURE - L	1	0	1	NA	NA	NA	NA				
CS F342 - COMPUTER ARCHITECTURE - T	1	0	1	NA	NA	NA	NA				
CS F342 - COMPUTER ARCHITECTURE - P	1	0	1	NA	NA	NA	NA				
CS G523 - SOFTWARE FOR EMBEDDED SYS - L	0	1	1	3	NA	NA	NA				
CS G523 - SOFTWARE FOR EMBEDDED SYS - P	0	1	1	NA	NA	2	NA				
CS G553 - RECONFIGURABLE COMPUTING - L	1	0	1	NA	NA	NA	NA				
CS G553 - RECONFIGURABLE COMPUTING - P	0	1	1	NA	NA	NA	2				
ECE F343 - COMMUNICATION NETWORKS - L	0	1	1	NA	NA	NA	3				
ECE F343 - COMMUNICATION NETWORKS - T	0	1	1	NA	0.5	NA	0.5				