**FACULTY ADVISORY SYSTEM**

**USER MANUAL**

* The system will initially redirect a user to his/her profile page in case (s)he is logged in and login page otherwise. A user can log into his/her account by entering his/her login credentials.
* ***Manual for Admins:***
* To create the account of a new user, an admin can click on “Create a New Account”, enter the details of the user asked thereafter and click on “Submit”.
* To add a course, an admin can click on “Add a Course”, enter the details of the course asked thereafter and click on “Add”.
* To view all available courses, an admin can click on “View all Available Courses”, which will display the details of all available courses. To view the list of instructors for a particular course, an admin can click on “List of Instructors”, which will display the details of the instructors for that particular course. To add a new instructor for a course, an admin can click on “Add an Instructor”.
* To update the current semester, an admin can click on “Update Current Semester”, enter the name of the new semester and click on “Update”.
* To assign/view the faculty advisor of a student, an admin can click on “Assign a Faculty Advisor”, which will display the faculty advisor assigned to each student. To assign a new faculty advisor to a student, an admin can click on “Update” and “Select” a new faculty advisor.
* To delete the account of a user, an admin can click on “Delete an Account”, which will display all the existing accounts. To delete an account, an admin can click on “Delete Account”.
* ***Manual for Faculty:***
* To view the list of students of whom (s)he is a faculty advisor of, a faculty member can click on “Student List”, which will display the details of all such students. To register a student for various courses, a faculty member can click on “Register for a Course” iff the student has no library or hostel dues.
* To view the list of students registered in a course instructed by him/her, a faculty member can click on “View Students Registered in a Course”, which will display the details of all such courses. To view the list of students registered in a particular course, a faculty member can click on “View Students Registered”, which will display the details of students registered for that particular course. To update the marks of a particular student in that course, a faculty member can click on “Update Marks”.
* To take attendance for a course instructed by him/her, a faculty member can click on “Take Attendance”, which will display the details of all such courses. Finally a faculty member can click on “Take Attendance” corresponding to the course for which (s)he wishes to take attendance. A faculty member can also view the attendance status of a course by clicking on “View Attendance Status” and view the detailed attendance status of a particular student registered for that course by clicking on “View Detailed Attendance Status”.
* ***Manual for Students:***
* To view the details of courses for which (s)he was registered in a particular semester, a student can click on “Course Details” and enter the name of the semester.
* To view his/her attendance status for courses for which (s)he is registered in the current semester, a student can click on “Attendance” and to view his/her detailed attendance status for a particular course, a student can click on “View Detailed Attendance”.
* To view his/her grade card, a student can click on “Grade Card”.
* To view the details of books checked out by him/her from the library, a student can click on “Library Section”.
* To view his/her hostel dues and room allotment, a student can click on “Hostel Section”.
* ***Manual for Library Staff:***
* To enter the details of a new book, a library staff can click on “Insert New Book Details”, enter the details of the book asked thereafter and click on “Submit”.
* To update the quantity of an existing book, a library staff can click on “Update Existing Book Details” and click on “Update Quantity” corresponding to the book whose quantity is to be updated. A library staff can also view the check-outs of a particular book by clicking on “View Check Outs”.
* To check-out or check-in a book, a library staff can click on “Check Out/ Check In” and “Select” the student to whom a book is to be checked out or from whom a book is to be checked in. To check out a book, a library staff can click on “Check Out”, to check in a book, click on “Check In”, to re-issue a book, click on “Re-Issue”.
* ***Manual for Hostel Staff:***
* To view/update the hostel dues of hostellers, a hostel staff can click on “Dues Section”, which will display the hostel dues of all hostellers. To update the hostel dues of a particular hosteller, a hostel staff can click on “Update Dues”.
* To view/update the room allotted to hostellers, a hostel staff can click on “Room Allotment”, which will display the room allotted to all hostellers. To update the room allotted to a particular hosteller, a hostel staff can click on “Update”.

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