

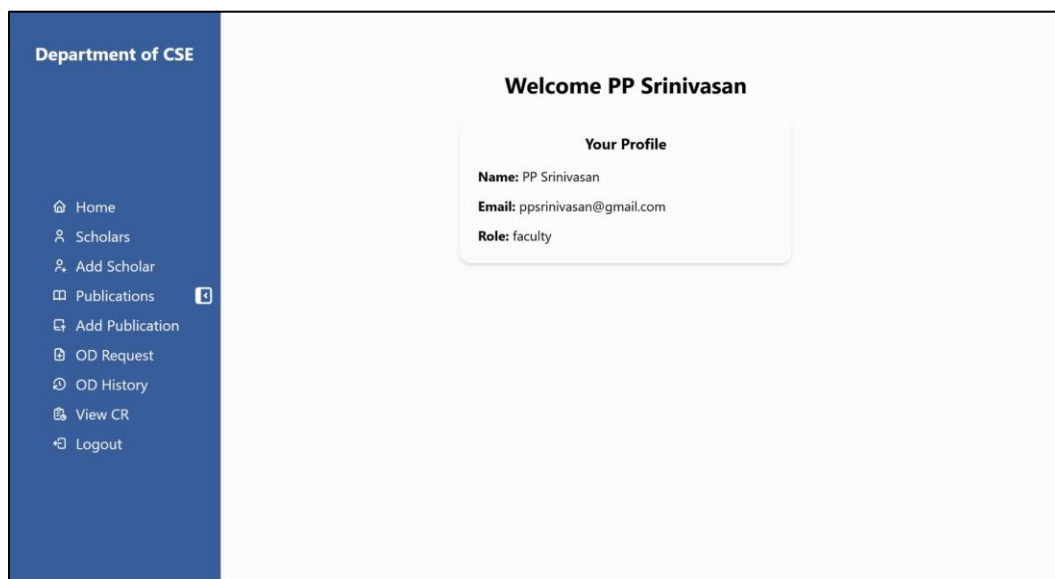
Department Portal - Faculty Login Tutorial

Objective

This tutorial is designed to guide faculty members in using the academic portal efficiently. The portal allows faculty to submit and manage OD requests, add and fetch publications, submit course reports (CRs), and view a consolidated record of their activities. Each section below corresponds with the interface and features shown in the accompanying screenshots.

1. Faculty Login

Faculty logs in using their credentials. After successful authentication, they are taken to their personal dashboard with access to multiple modules. The home dashboard displays a welcome message and a profile card showing the faculty member's name, email, and role. This confirms active login.



2. Sidebar Navigation

The sidebar on the left offers quick navigation to all functional modules available to the Admin. The sections include:

- - Home
- - Scholars

- - Add Scholar
- - Publications
- - Add Publication
- - OD Request
- - OD History
- - View CR
- - Tutorial
- - Logout

3. Scholars Page

This page shows two lists: Current Working Scholars and Completed Scholars. Each list contains searchable and sortable tables. Admins can filter the data by name, sort by different fields, and export the table as a CSV.

The screenshot displays the 'Scholars List' interface. At the top, there are filter controls: 'Filter by Name' (a dropdown), a 'Search by name...' input field, 'Sort by Name' (a dropdown), 'Ascending' (a dropdown), and a 'Clear Filters' button. Below these are two buttons: 'Export Data (CSV)' and 'Columns'. The main content area is divided into two sections. The first section, 'Current Working Scholars', features a table with 11 columns: Name, Registration Number, Email, Phone, Area of Research, Semester, Program, Date of Joining, Date of Completion, and Supervisor. The table body is empty, showing the message 'No current working scholars found.' The second section, 'Completed Scholars', also features a table with the same 11 columns. Its body is also empty, showing the message 'No completed scholars found.'

4. Add Scholar

The Add Scholar page is used to add pg scholars handled by the faculty. This is used to keep track of the pg scholars to be dynamically fetched in the CR report.

Department of CSE

- Home
- Scholars
- Add Scholar
- Publications
- Add Publication
- OD Request
- OD History
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- Logout

Add Scholar

Name

Registration Number

Email

Phone Number

Enter 10 digit mobile number

Area Of Research

e.g., Artificial Intelligence

Date Of Joining

5. Submit OD Request

Faculty can apply for OD (On Duty) using this form. They must specify the event type, title, reason, time range, and upload relevant supporting documents.

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OD Request Form

Type of Request

OD

Type of Event

Select an event type

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Number of Days

0

Start Time **End Time**

--:-- -- --:-- --

Topic / Event Name

Department of CSE

- Home
- Scholars
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End Date

mm/dd/yyyy

Number of Days

0

Start Time

--:--

End Time

--:--

Topic / Event Name

Location

Supporting Document

Choose Files No file chosen

Max size: 2MB per file

Submit Request

6. View OD History

All submitted OD and SCL requests can be viewed here. Statuses such as 'Approved' or 'Pending' are shown along with download options.

Department of CSE

- Home
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OD Requests

Filter by Name Search by name...

Type	Event Name	Status	Action	
OD	Artificial Intelligence	Approved	View	Download Letter
OD	A	Approved	View	Download Letter
OD	Artificial Intelligence	Approved	View	Download Letter
SCL	event	Approved	View	Download Letter
SCL	Artificial Intelligence	Pending	View	View Request Letter

PP Srinivasan's Request

Request Type: OD

Event Type: Conference

Start Date: 7/8/2025

End Date: 7/10/2025

Start Time: 11:53 AM

End Time: 04:53 AM

Status: Approved

Supporting Documents:

- Document 1

7. Publications Overview

Faculty can view their existing publications in this section. It lists titles, authors, dates, and other metadata.

Department of CSE

Publications List

Filter by Title

Search by title...

Title	Author	Publication Date	Journal/Publisher	DOI
Chromabur: Rendering chromatic eye aberration improves accommodation and realism	SA Cholewiak, GD Love, PP Srinivasan, R Ng, MS Banks	1/1/2017	ACM Transactions on Graphics (TOG) 36(6), 1-12, 2017	-
title 1	PP Srinivasan	6/25/2025	J1	-
p1	PP Srinivasan	7/8/2025	journal1	-

Home

Scholars

Add Scholar

Publications

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8. Add Publication

This page allows faculty to manually enter a new publication's information or fetch data automatically using their Google Scholar ID.

The screenshot shows the 'Add Publication' form within the Department of CSE system. The left sidebar contains navigation links: Home, Scholars, Add Scholar, Publications, Add Publication (highlighted), OD Request, OD History, View CR, and Logout. The main form area is titled 'Add Publication' and includes the following fields: Title, Author, PublicationDate (with a date picker icon), JournalOrPublisher, Doi (with a label 'Optional'), and Google Scholar Author ID. Below the Google Scholar Author ID field is a text input 'Enter author ID' and a green 'Fetch' button. At the bottom of the form is a blue 'Add Publication' button. The browser address bar shows 'localhost:5173/publication/add'.

9. Confidential Report Entry

The CR (Confidential Report) form lets faculty record their academic contributions for a semester, including teaching, research, and other activities.

The screenshot shows the 'CR Reports' page within the Department of CSE system. The left sidebar is identical to the previous screenshot. The main content area is titled 'CR Reports' and features a search bar 'Search by faculty name' and three dropdown menus: 'All Years', 'All Periods', and 'All Statuses'. Below these is a table with columns: Faculty Name, Department, Year, Period, Status, and Actions. The table currently displays 'No reports found.' Below the table is a 'Create New CR Report' form. This form includes a label 'Report for the Year / Half-year ending:' followed by two dropdown menus: 'Select Period' and 'Select Year'. A green 'Create New Report' button is positioned below these dropdowns. The browser address bar shows 'localhost:5173/cr-reports'.

10. CR Period Overview

Each CR entry is associated with a specific academic year and period (odd/even). Faculty can view or edit entries [here](#).

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Confidential Report (CR) Full Report

New CR Report created successfully

Name: PP Srinivasan

DOB: 6/10/1979

Designation: Professor

Department: Computer Science

Scale of Pay / Present Pay: 150000 / 100000

Post Held & Appointment Type: Permanent

Part I: Performance Assessment

1. (a) Name (in block letters)

PP Srinivasan

(b) Date of Birth and Age

6/10/1979 / 46 years

(c) Qualifications

M.E

2. Designation

Professor

3. Scale of pay and present pay

150000 / 100000

4. Post or posts held and nature of appointment

(i.e. Temporary / Probationer / Approved Probationer / Permanent)

Permanent

5. Ability as a teacher as evidenced from the performance of students in the subject taught by him:

i) Control over the class and popularity among students:

ii) Students counselling and interest in student welfare:

iii) Average percentage of pass in the subject taught by him: