Non Graded Units Management System

https://ngu.iitd.ac.in

USER GUIDE
STUDENT

Contents

1. Introduction

Non Graded Units, hereby referred to as **NGU**, was introduced as a core component in the undergraduate curriculum (revised 2013) in order to synergize formal academics with informal outside-class-room learning experience. In order to earn these units, a student needs to involve himself/herself in activities beyond the classroom engagements.

NGU related activities can be classified into 6 broad categories as described in Table 1.1

S.No.	Category	Units
1.	Introduction to Engineering & Programme	02 units
2.	Language and Writing Skills	02 units
3.	NCC / NSO / NSS	02 units
4.	Professional Ethics & Social Responsibility	02 units
5.	Communication Skills / Seminar	02 units
6.	Design / Practical Experience	05 units
	Total	**15 units**

Table 1.1: Categories of NGU Activities

In this guide, *XX* has been used for department code. For all department codes, please refer to Appendix A: Department Codes.

Figure 1.1 shows the categories, components and activities defined in the system. There are 6 categories, as mentioned in Table 1.1. Under each category, there are several components. Under each component, there are several activities. For all categories except NCC/NSO/NSS, each activity has an equivalent course in the academic system. A student is expected to complete the requirement of each category individually.

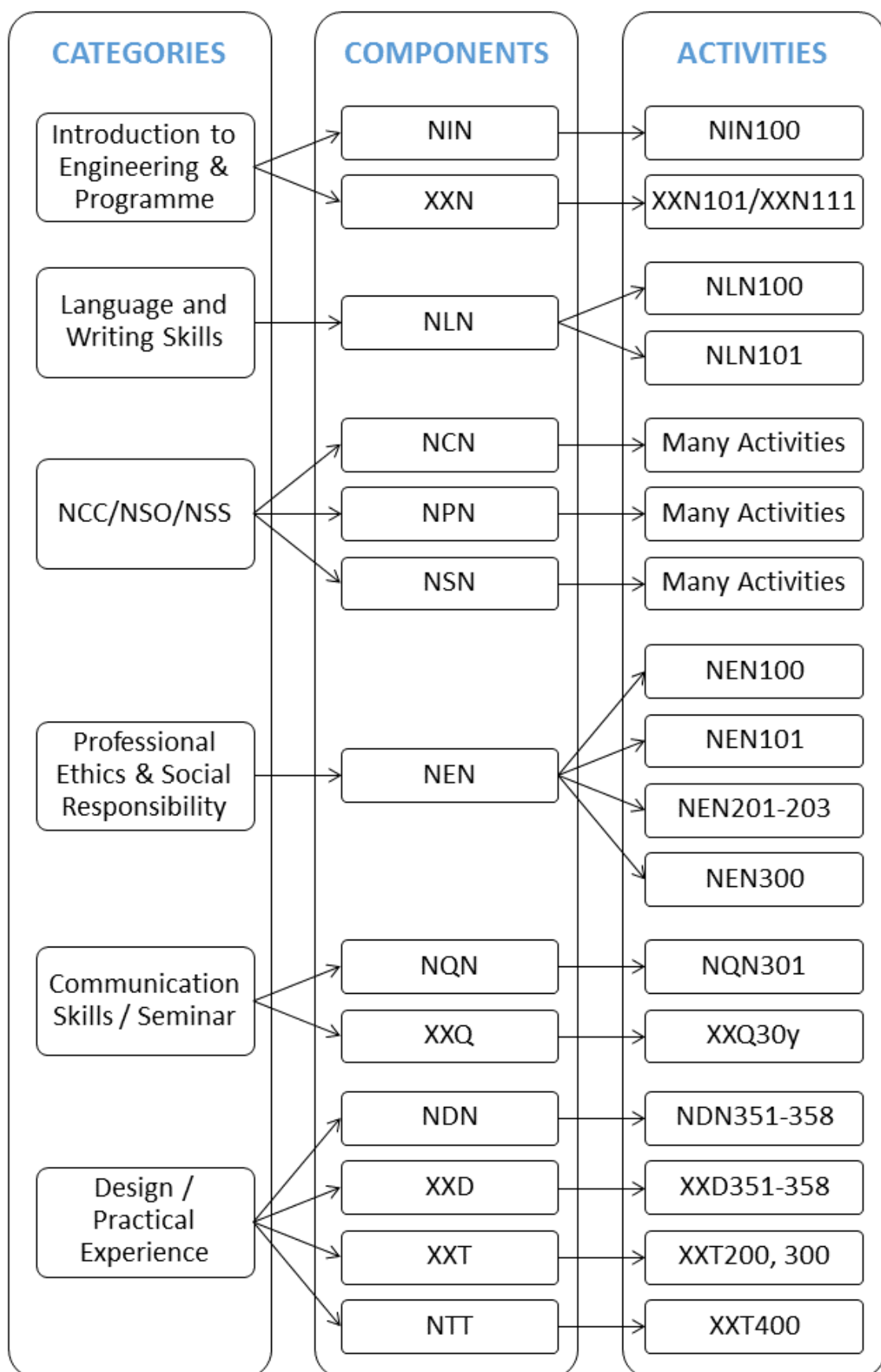Table 1.2 shows the activities (courses) and their details.

Figure 1.1: Categories, Components and Activities in NGU System

S. No.	Course No	Course Name and/or Description	Pre-requisites	No of units
		INTRODUCTION TO ENGINEERING & PROGRAMME: 02 UNITS		
1	NIN100	Introduction to Engineering in the first semester	---	1
2	XXN101/ XXN111	Introduction to <the respective engineering discipline> in the third semester	NIN100	1
		LANGUAGE AND WRITING SKILLS: 02 UNITS		
a	NLN100	Language and Writing Skills – I in I semester	---	1
4	NLN101	Language and Writing Skills – II in II semester	NLN100	1
		NCC/NSO/NSS: 02 UNITS		
5	NCN100	NCC	---	2
6	NPN100	NSO	---	2
7	NSN100	NSS	---	2
		PROFESSIONAL ETHICS & SOCIAL RESPONSIBILITY: 02 UNITS		
8	NEN100	Professional Ethics and Social Responsibility – I	---	(Both) 1
9	NEN101	Professional Ethics and Social Responsibility – II	NEN100	
10	NEN201	PESR Internships: 20 working days followed by a presentation and evaluation	NEN101 (Do any one)	1
11	NEN202	PESR Workshops: 40 hours followed by presentation and evaluation		
12	NEN203	PESR projects: 50 man hours of work followed by presentation and evaluation		
13	NEN300	Professional Ethics Case Studies	NEN101	
		COMMUNICATION SKILLS / SEMINAR: 02 UNITS		
14	XXQ301, XXQ302, etc.	Topic specific Seminar courses introduced by parent department	EC 50	1
15	XYQ301, XYQ302, etc.	Additional Seminar courses introduced by any other department/ centre/ school	EC 50	(Any one) 1
16	NQN301	Seminar component of regular courses OR Three extracurricular activities involving communication skills	EC 50	
		DESIGN/ PRACTICAL EXPERIENCE: 05 UNITS		
17	XXD351	Minor Design Project – 1	EC 30	1
18	XXD352	Minor Design Project – 2	EC 30	1
19	XXD353	Minor Design Project – 3	EC 30	1
20	XXD354	Minor Design Project – 4	EC 30	1
21	XXD355	Minor Design Project – 5	EC 30	1
22	XXD356	Minor Design Project – 6	EC 30	2
23	XXD357	Minor Design Project – 7	EC 30	2
24	XXD358	Minor Design Project – 8	EC 30	2
25	NDN351	Minor Design Project – 1	EC 30	1
26	NDN352	Minor Design Project – 2	EC 30	1
27	NDN353	Minor Design Project – 3	EC 30	1
28	NDN354	Minor Design Project – 4	EC 30	1
29	NDN355	Minor Design Project – 5	EC 30	1
30	NDN356	Minor Design Project – 6	EC 30	2
31	NDN357	Minor Design Project – 7	EC 30	2
32	NDN358	Minor Design Project – 8	EC 30	2
33	XXT200	Summer Internship 1	EC 30	2
34	XXT300	Summer Internship 2	XXT200	2
35	XXT400	Semester Internship	EC 75	5

Table 1.2: Activities (Courses)

Figure 1.2 shows the general flow of approval process. When a student raises a request for activity initiation approval, the request goes to supervisor for approval. When the supervisor approves the request, it goes to the activity in-charge and after the activity in-charge it goes to component coordinator for approval. If, at any stage, the request is rejected, the student has to edit the request or delete the request and raise a new request. Similar procedure is followed for activity completion approval.
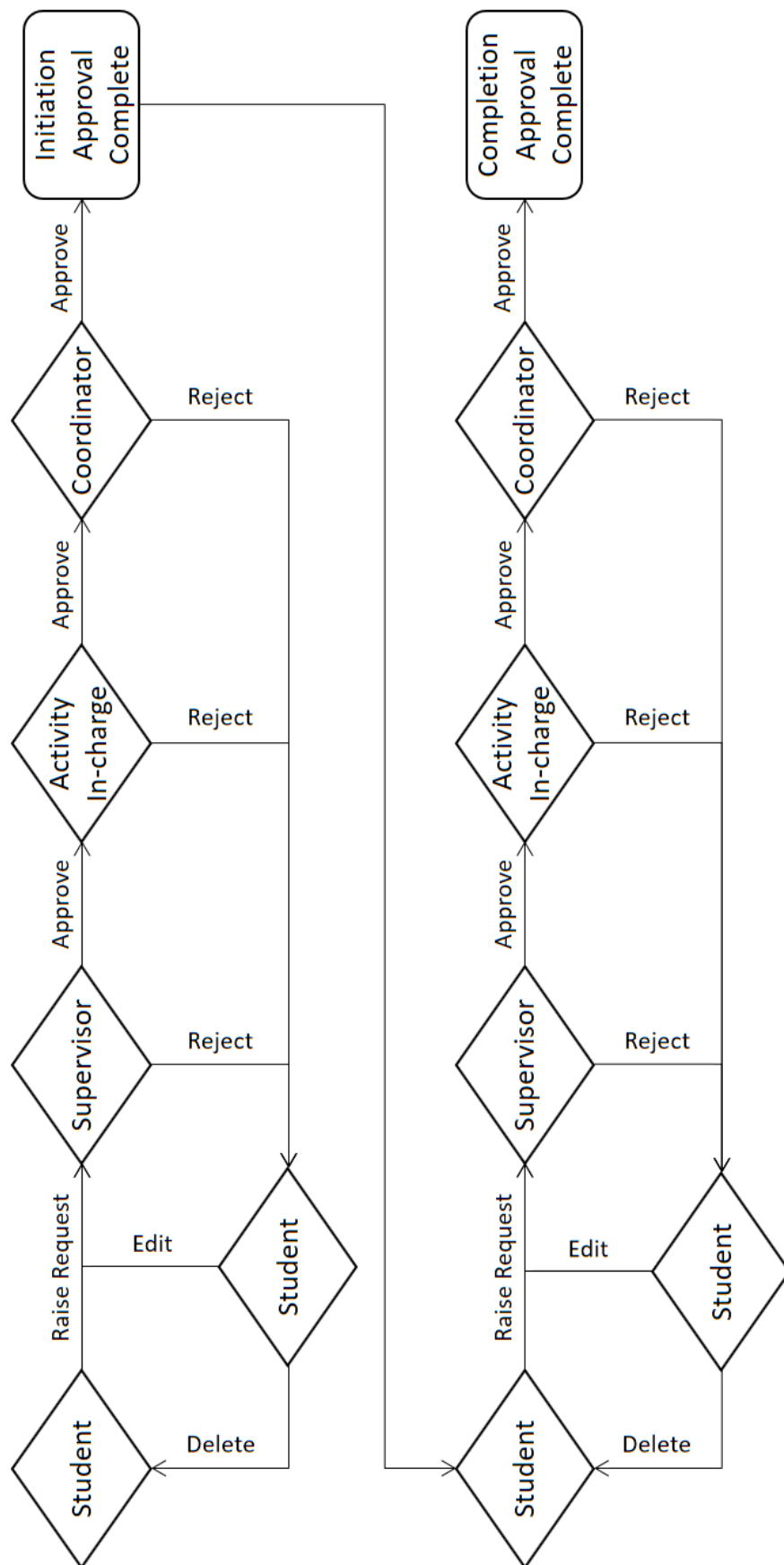
Figure 1.2: General flow of Approval Process

Figure 1.3 shows the flow of approval process for regular courses. Students of course coordinators do not have to use this system for regular courses. The NGU Coordinators should regularly import the data from academic system into NGU system. This means the following categories and components:

- Introduction to Engineering and Programme

    - All components and activities

- Language and Writing Skills

    - All components and activities

- Professional Ethics and Social Responsibility

    - NEN100
    - NEN101

- Communication Skills and Seminar Skills

    - XXQ, i.e, all communication courses offered by departments
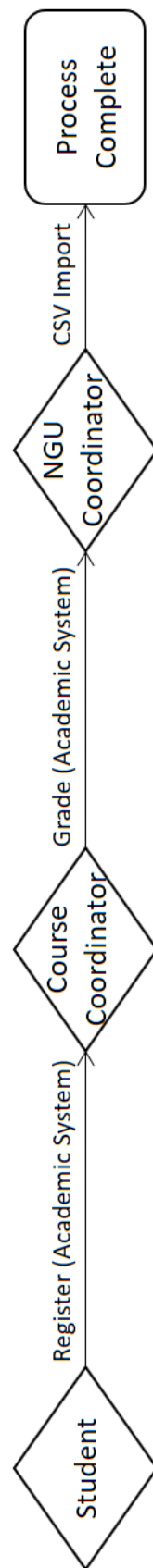   - Only NQN301 is administered through NGU system

Figure 1.3: Flow of Approval Process for Regular Courses

Figure 1.4 shows the flow of approval process for summer internships. This differs from the general process in the initiation approval. For initiation approval, a student must go through the pre-established process of Training and Placement Unit. At the end of the process, i.e., around April every year, the list of approved internships should be uploaded by the internship coordinators of the departments, along with the names of supervisors. For completion approval, a process same as the general process is followed.
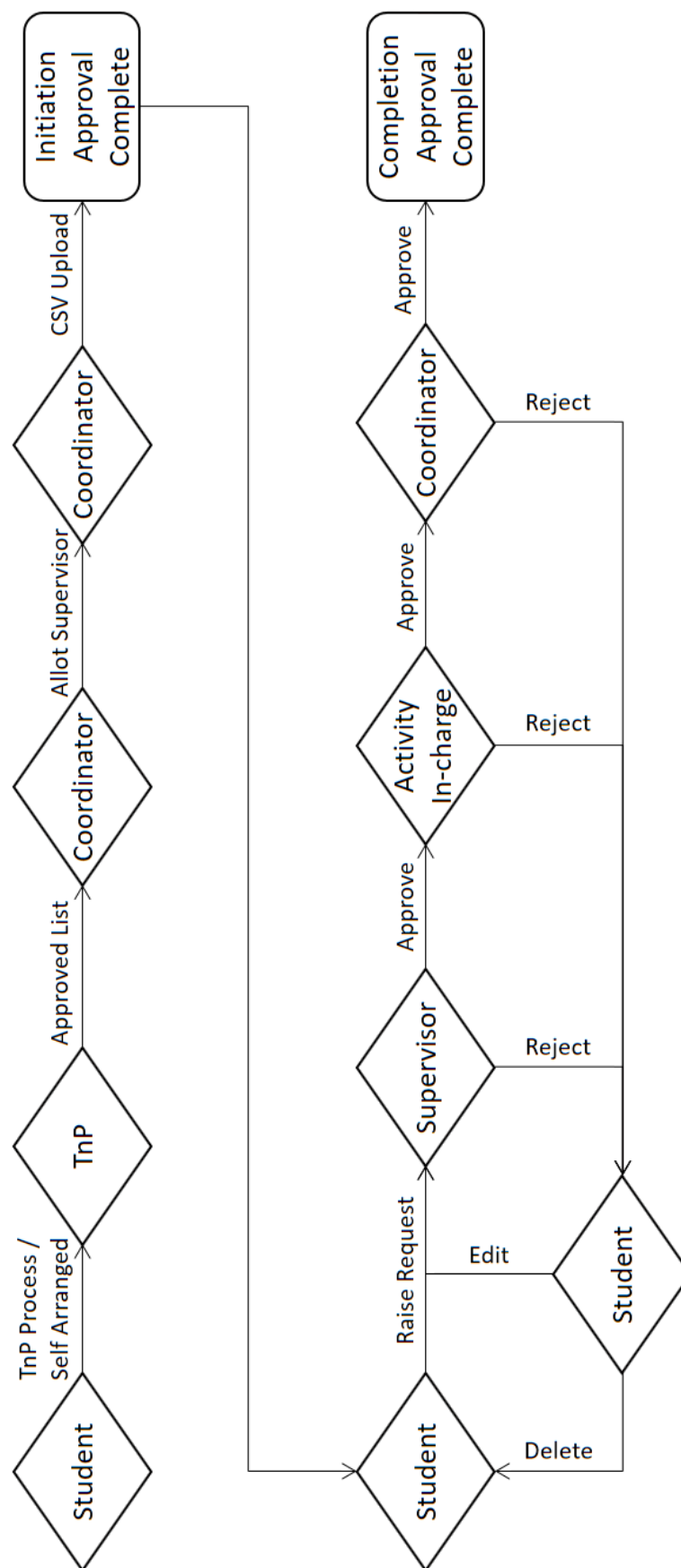
Figure 1.4: Flow of Approval Process for Summer Internships

Figure 1.5 shows the flow for NCC/NSO/NSS. This differs from the general process in the way that students do not have to raise requests. The attendance list of activities shall be uploaded by the activity in-charges (like the general secretary in case of NSS). These will be then sent for approval by the corresponding component coordinator.

Figure 1.5: Flow of Approval Process for NCC/NSO/NSS

Figure 1.6 shows the flow of approval process for NEN201. This is different in the sense that there is no supervisor here, instead approval is taken from the organization. The request directly goes to activity in-charge for approval. After his/her approval, the request is sent to the organization. After the organization, request is again approved by the activity in-charge and then the component coordinator. The same process is followed for initiation approval and completion approval.
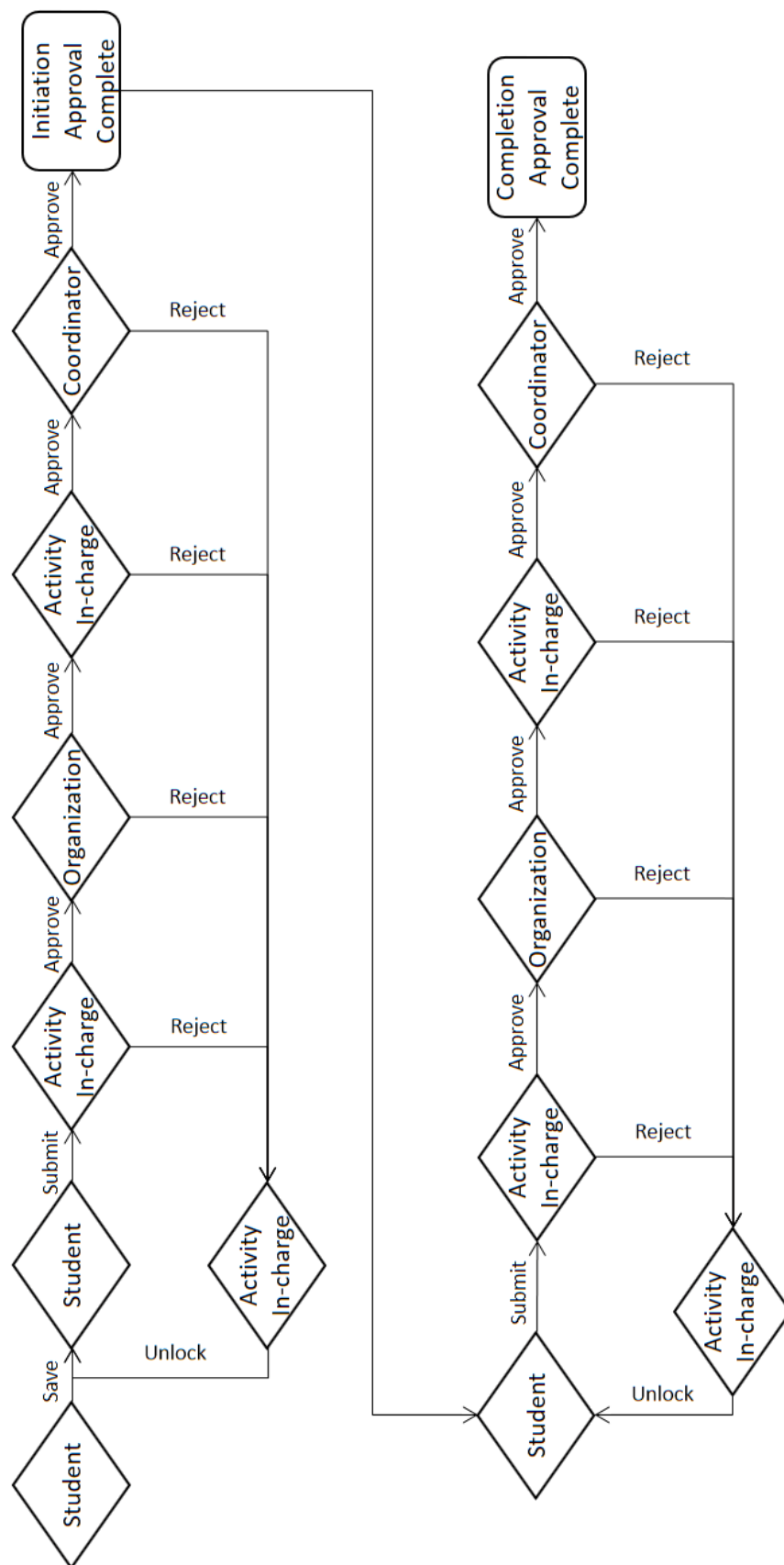
Figure 1.6: Flow of Approval Process for NEN201: PESR Internships

Figure 1.7 shows the flow of approval process of NQN301. This differs from the general process by the fact that there is only one level of approval. The approving authorities are same as in the general process, i.e., the supervisor, the activity in-charge and the component coordinator.
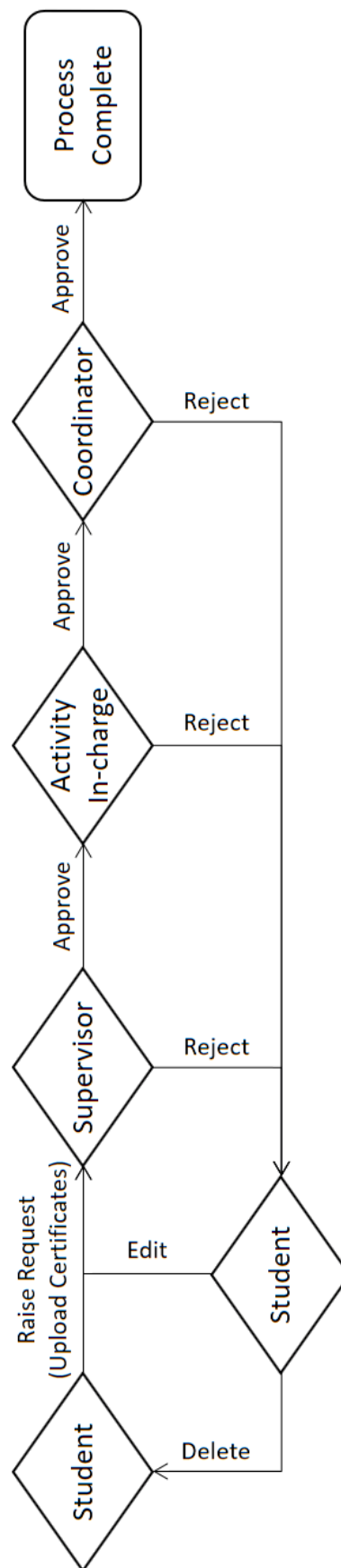
Figure 1.7: Flow of Approval Process for NQN301

2. Navigating through NGU

The navigation menu has been divided into many sections, like *Components, Approvals* etc. All these sections appear on the left part of the home page. On the right part of the page, announcements and notices are shown. The announcements are made by *NGU Coordinators* only and are shown even before a user logs in. Notices, on the other hand, can be from any faculty member and the latest 4 notices are shown only after a user logs in.

Categories link displays all categories and their requirements, same as defined in the courses of study and also the registration limit (The number of units/hours which a student can be working for at any instant of time). It also has links to see components of each category, same as described below.

2.1   Components

Now, the main part of navigation is going through the categories, components and activities and see the details of the same. For the same, there are 7 options under the heading **Components**. These are:

- **My Components**: The components which are related to you, i.e., you have done/are doing some activity under the component

- **Introduction to Engineering & Programme**: NIN and XXN (XX is the code corresponding to your department)

- **Language and Writing Skills**: NLN

- **NCC / NSO / NSS**: NCN, NPN and NSN

- **Professional Ethics & Social Responsibility**: NEN

- **Communication Skills / Seminar**: NQN and XXQ (XX is the code corresponding to your department)

- **Design / Practical Experience**: NDN, XXD and XXT (XX is the code corresponding to your department)

On selecting any component, you are navigated to the component details page, which shows all details related to the component, some activities of the component and a link to see all activities of the component.

2.2 Activities

The activities page shows all activities of the component, in alphabetical order. There is also an option to see the activities related to you, i.e., you have done/are doing some work under the activity.

On selecting an activity, you are navigated to the activity details page. This page shows the details of the activity. This page also shows the link to request an approval in the activity (if you satisfy the pre-requisite) or the status of the request (when you have already requested an approval).

3. Getting Approvals

The activity initiation approval for summer internships is not meant to be submitted by the student. The list of summer internships, as provided by TnP will be uploaded by the internship coordinator of your department. After completion, you will have to raise completion approval request.

The procedure to request approval for semester internships will be the same as other activities, mentioned here.

To get the approval in any activity, follow the following steps:

1. Go to the activity, as mentioned in Section 2 on Navigating through NGU.

2. At the bottom of the description page of activity, one of the following appear (for students only):

   - *You do not meet the pre-requisite requirement for this activity*: This means that the you can't request an approval in the selected activity. The pre-requisites are mentioned in the description and you can work towards satisfying the same.

   - *Contact the activity in-charge to claim units in this activity*: This appears if the activity has been marked as ended. It mainly appears for all activities which are administered as courses and thus, you are not meant to raise request in the activity. This may also appear in other activities, which means that the activity in-charge has closed the requests.

   - *Request approval in this activity*: This link appears in NQN301 when you meet all pre-requisites. NQN301 has just one type of approvals, i.e., completion approvals.

   - *Request activity initiation approval in this activity*: This appears when you are eligible to raise an initiation approval request.

   - The status of the request appears when you have already raised a request in the activity.

   - *Request activity completion approval in this activity*: This appears when you have already got an initiation approval in the activity, which has been approved by all concerned authorities.

   When one of the last two links appear, click on the link and you will be taken to the request page. The request page for NEN201 is different from the request page of other activities.

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3. Fill the form with all the details.

- If file uploads are activated, only PDF files can be uploaded. The maximum size is mentioned by the activity in-charge and can be up to 2 MB.

- In supervisor field, you can enter either the name or kerberos id of the supervisor. On entering at least 3 characters, a list of faculty members appears, who match the entered string. Select a faculty member from the list. In case you don't see your supervisor in the list, enter more characters and your supervisor will appear.

- For NEN201 requests, something similar happens for organization name. However, you can enter a new organization name as well.

- Uncheck the send mail option if you don't want to send a mail to the supervisor about approving the request. The option is selected by default.

4. After ensuring that all the information entered is correct, submit the form.

- For NEN201 initiation approval request, the form is to be saved first. After saving the application, preview the PDF that is generated.

- On ensuring that the PDF is generated properly, submit the application. If you need to change something, go back and edit the form accordingly. Please note that the application once saved, is saved forever, as long as you don't submit it. You can logout and login later to edit and/or submit the saved application.

- For NEN201 completion request, the form is directly submitted and sent for approvals.

4. Edit/Delete Approval Request & More

4.1 Edit Request

When you raise a request for approval, the concerned authorities (supervisor, activity in-charge or component coordinator) or even you yourself may feel the need to change some parts. In such cases, the request can be rejected by the concerned authority, or he/she can just tell you about it.

When such a thing happens, you need to edit the request raised earlier. This can be done by the following steps:

1. Click on the **Edit Request** link available under **Approvals** on home page.

2. Select the activity for which the you wish to edit the request, from the list.

   - Only those requests can be edited which haven't been approved by the Component Coordinator.
   - NEN201 requests can't be edited by this option.

   The request details will be loaded.

3. Submit the form after making appropriate changes.

Note: *All approvals of the request will be reset and you will have to get the approvals again.*

4.2 Edit NEN201 Request

Once submitted (Submit after Save & Preview), an initiation approval request can't be edited by default. If you feel that the request must be edited, or the request is rejected, you must approach NEN201 activity in-charge to unlock your application. Once the application is unlocked, you can edit the request by using the same process as used for raising the request.

For completion approval, unlocking the request will delete the certificate and the information will be reset to same as initiation approval request. You will need to re-submit the application.

4.3   Delete a Request

If you feel the need to delete a request, for any reasons, there is a provision for that also. Any request can be deleted (except NEN201), if it hasn't been approved by the component coordinator. Just click on the **Delete Request** link, select the request you want to delete and submit.

4.4   Change Supervisor of Completion Approval

By default, the supervisor mentioned in initiation approval request is the supervisor for completion approval request. If, under any circumstances, there arises a need to change the completion supervisor, follow the following steps:

1. Request completion approval with the current supervisor.

2. Click on the **Change Supervisor** link available under **Approvals** on home page.

3. Select the activity for which the you wish to change the supervisor, from the list. The request details will be loaded.

4. Enter the details of new supervisor and a reason to change the supervisor.

5. Submit the form.

This will need the approval of the activity in-charge. After the activity in-charge approves the request, the new supervisor will be informed about your request and then the normal approval process will go on.

The status of the request can be seen by clicking on the **Change Supervisor Request Status** link.

4.5   Request a Withdrawal

Initiation approval request, after approval by the component coordinator can't be edited or deleted by the student. However, a student may request withdrawal from the activity,

to seek approval for different work under the same activity. To do this, follow the following steps:

1. Click on the **Request a Withdrawal** link available under **Approvals** on home page.

2. Select the activity for which the you wish to request withdrawal, from the list.

3. Enter a reason to request withdrawal.

4. Submit the form.

This will need the approval of the component coordinator. After the component coordinator approves the request, the request will be marked as rejected by the component coordinator. It can then be edited or deleted by the student.

The status of the request can be seen by clicking on the **Withdrawal Request Status** link.

5. History / Status

5.1 NEN201 Application Status

This link shows the status of NEN201 requests. It is separate from the rest because the status of a NEN201 request is included with the other requests only after approval from the organization.

5.2 Approvals History

This link, available under **Approvals** shows a summary all your approval records. It also has links to see the details of individual records, i.e., the description, approval status, approving authorities etc.
Please note that NEN201 requests are shown under this link only after they have been approved by the organization.

5.3 NGU Status

This link shows the status of Non Graded Units, and the degree requirements, for each category. It considers the completion approvals which have been approved at least by the activity in-charge, but keeps separate count of both.

5.4 Export to CSV

Both types of summaries, i.e., *Approvals History* and *NGU Status* can be exported to CSV. The links for the same are available at the top of the respective pages. Please note that only completion approvals are exported to CSV.

6. Forms

There are some activities for which the faculty members need to select the students based on a survey. To facilitate the same, the form feature has been added in NGU system. You have 3 options related to forms, as mentioned below.

Please note that all forms have an end date-time, which is set by the faculty member posting the form. A form is available up to this date-time only. However, the faculty member can extend or reduce the deadline.

6.1   Answer a Form

Any student can answer any available form. To answer a form:

1. Click on the **Answer a Form** link.

2. Select the form you wish to answer.

3. Fill in your answers (or select the appropriate options). All questions are required.

4. Submit your response.

6.2   Edit Answer(s)

It may sometimes happen that the form is edited after you have answered it, or you just want to edit your answers. The same can be done as long as a form is available. To do this:

1. Click on the **Edit Answer(s)** link.

2. Select the form you want to edit the answers for.

3. Edit your answers (or select the appropriate options). All questions are required.

   - If any option that you selected earlier has been edited, it won't be marked.

4. Submit your response.

6.3 View Answer(s)

This link is just to see your previously submitted answers, even after a form has ended.

7. Bugs & Errors

All users of the system are allowed to report bugs. These bugs are taken care of by the system administrators and/or NGU coordinators.

7.1   Report a Bug/Error

To report a bug, follow these steps:

1. Click on the **Report a Bug/Error** link, under **Bugs & Errors**.

2. Select the category of bug/error and fill the description.

3. Click the 'Submit' button.

7.2   View all Bugs/Errors

Any reported bug, its status and the comments of the system administrator can be seen by all users. Just click on the **View all Bugs/Errors** link, under **Bugs & Errors**.

Appendix A

Department Codes

The department codes for various departments are mentioned in Table A.1 (referred to as XX in this document).

Department	Code (XX)
Department of Biochemical Engineering and Biotechnology	BB
Department of Chemical Engineering	CL
Department of Civil Engineering	CV
Department of Computer Science and Engineering	CO
Department of Electrical Engineering	EL
Department of Mathematics	MT
Department of Mechanical Engineering	MC
Department of Physics	PY
Department of Textile Technology	TX

Table A.1: Department Codes