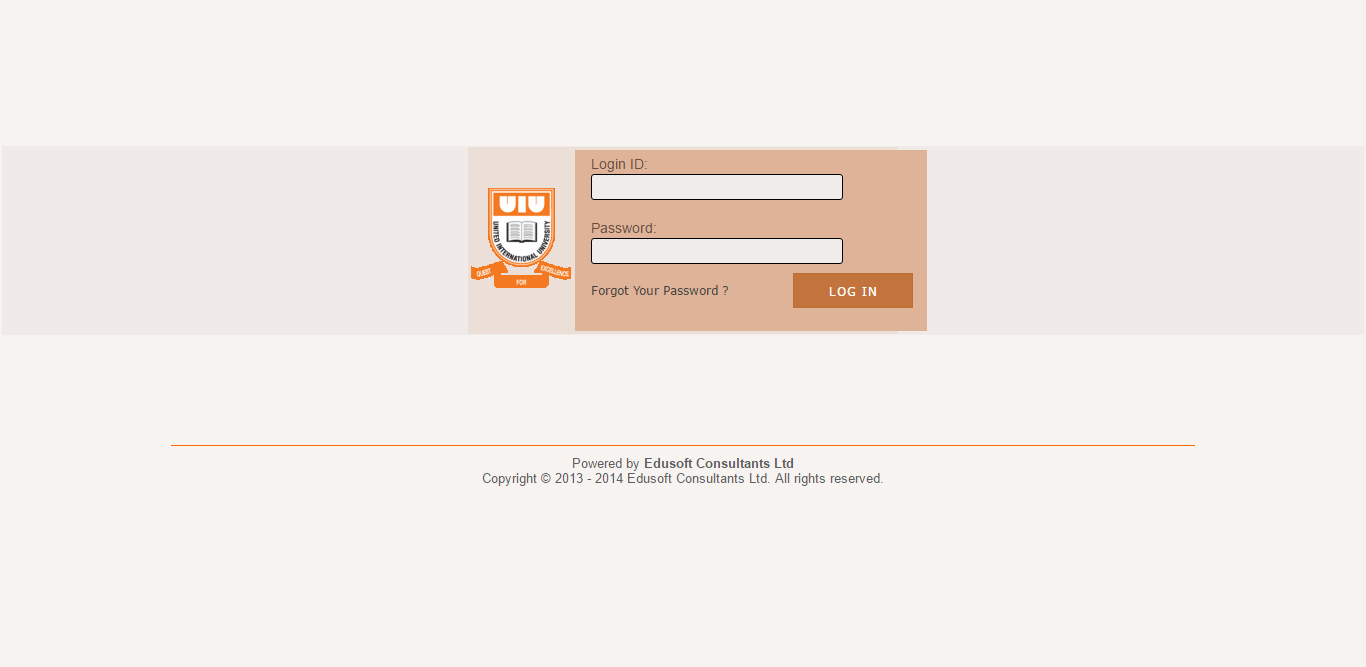
**Instruction**



First log into **UCAM** (**ucam.uiu.ac.bd**) using your LoginID and Password.

=====================================================================



After successful login into UCAM, please click ***IQAC*** from the top Menu bar.

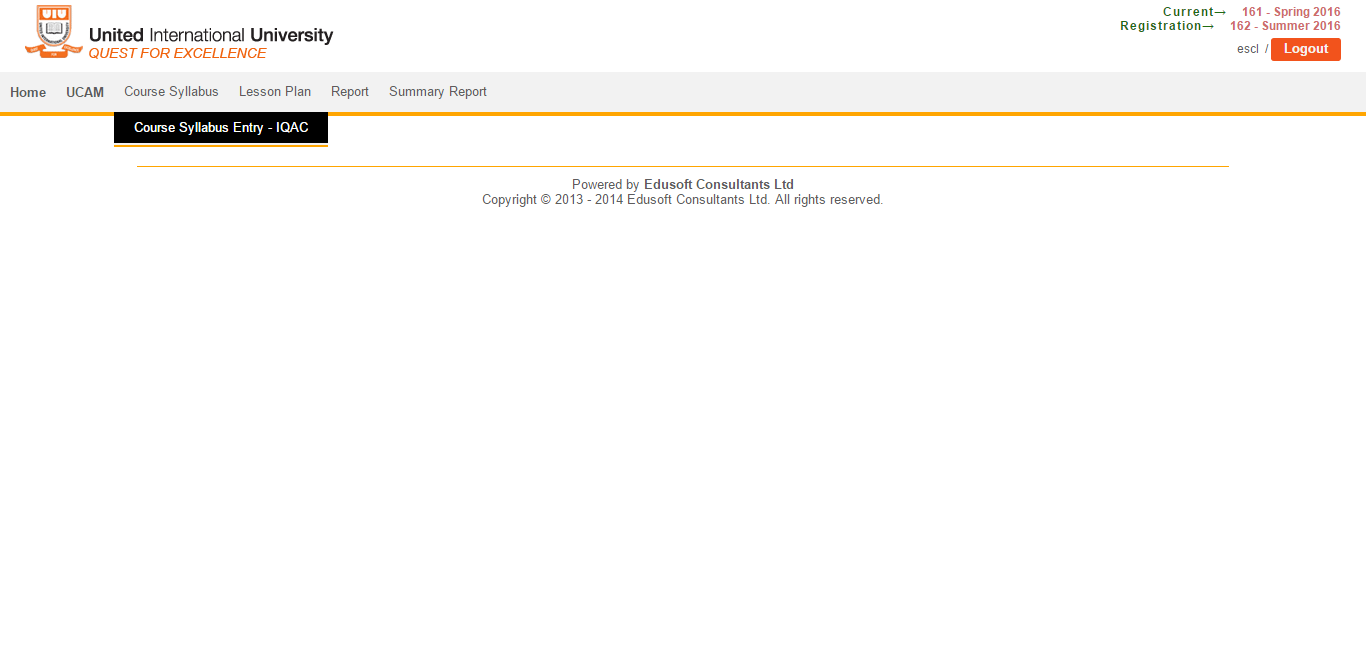
=====================================================================



- Click ***IQAC*** menu, and you will get a page like this. (If you want to go back to the **UCAM** then again click ***UCAM*** menu option)

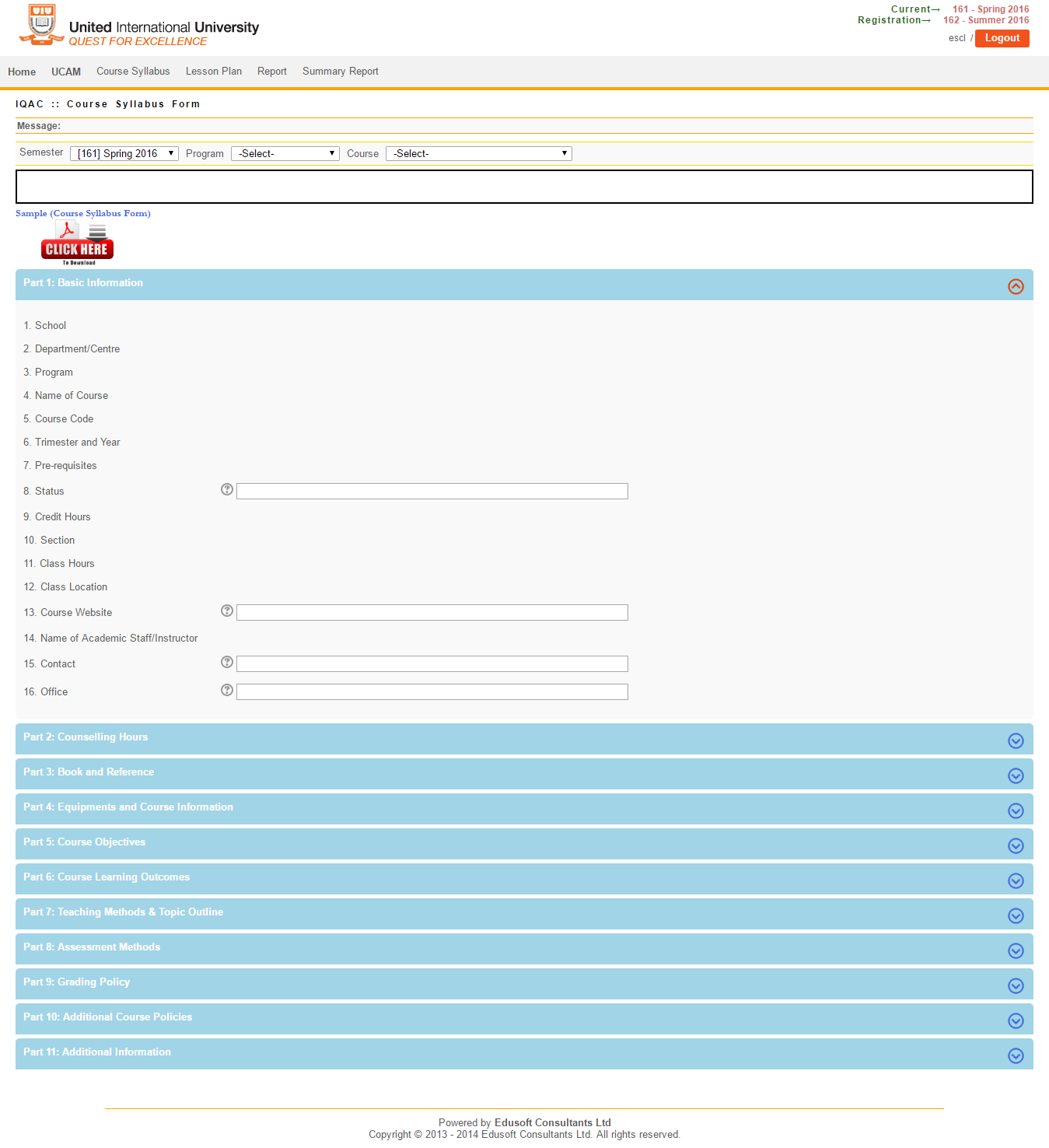
- Click ***Institutional Quality Assurance Cell (IQAC)*** menu option to get the IQAC features.

=====================================================================



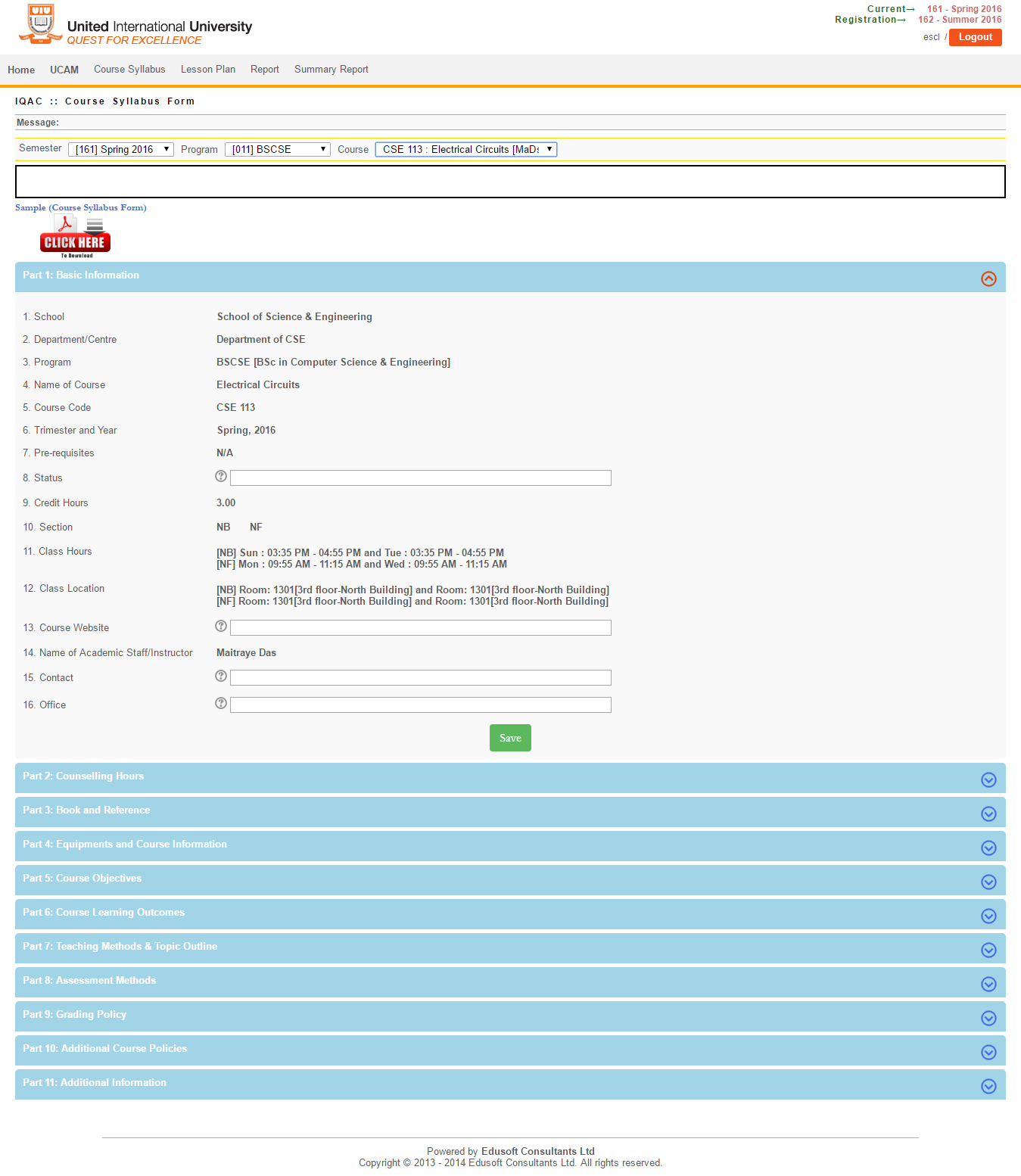
To create a Course Syllabus for your course, click ***Course Syllabus*** → ***Course Syllabus Entry - IQAC***.

=====================================================================



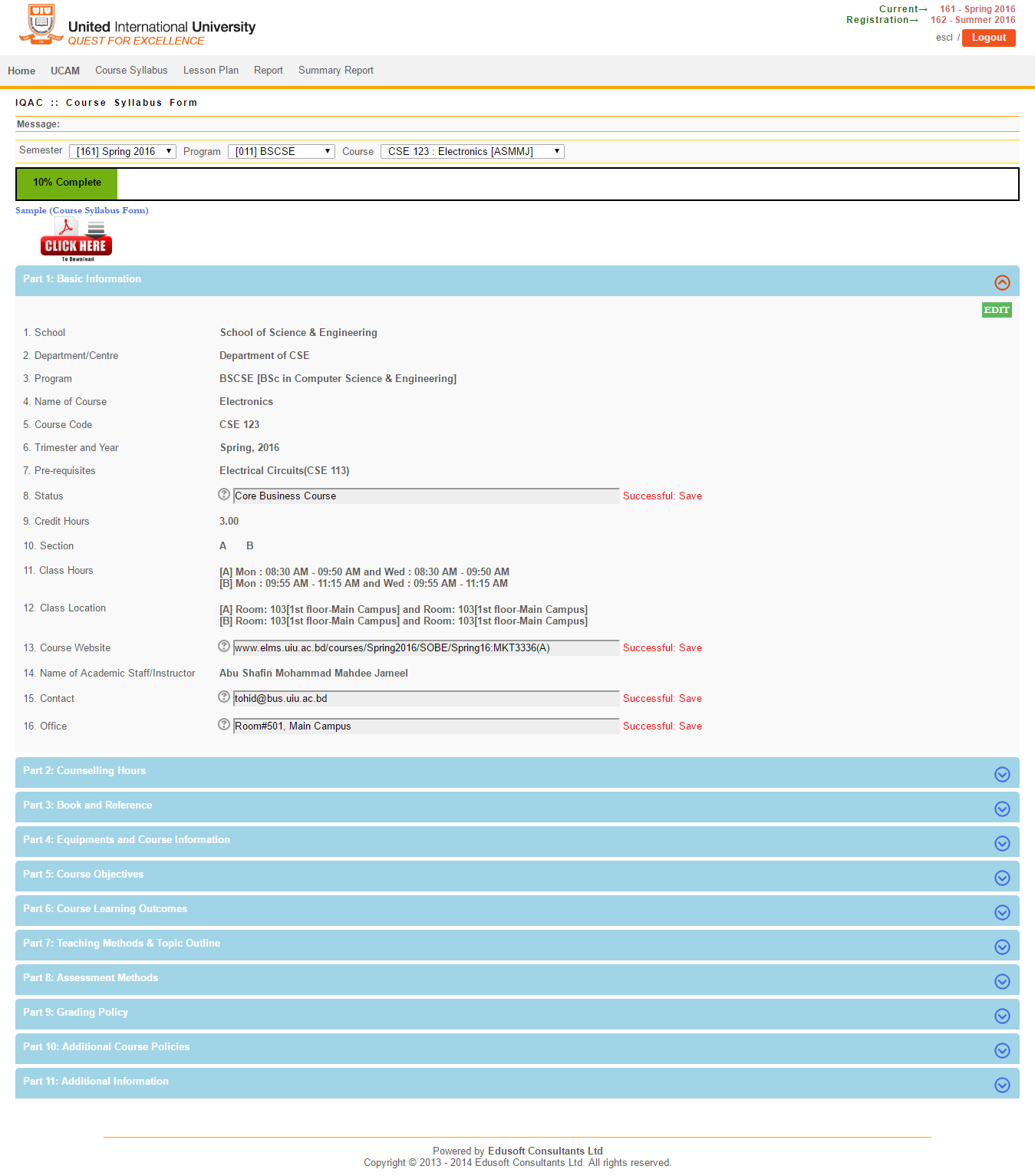
After clicking ***Course Syllabus Entry - IQAC***, you will get the above page. Select semester, program and course.

=====================================================================



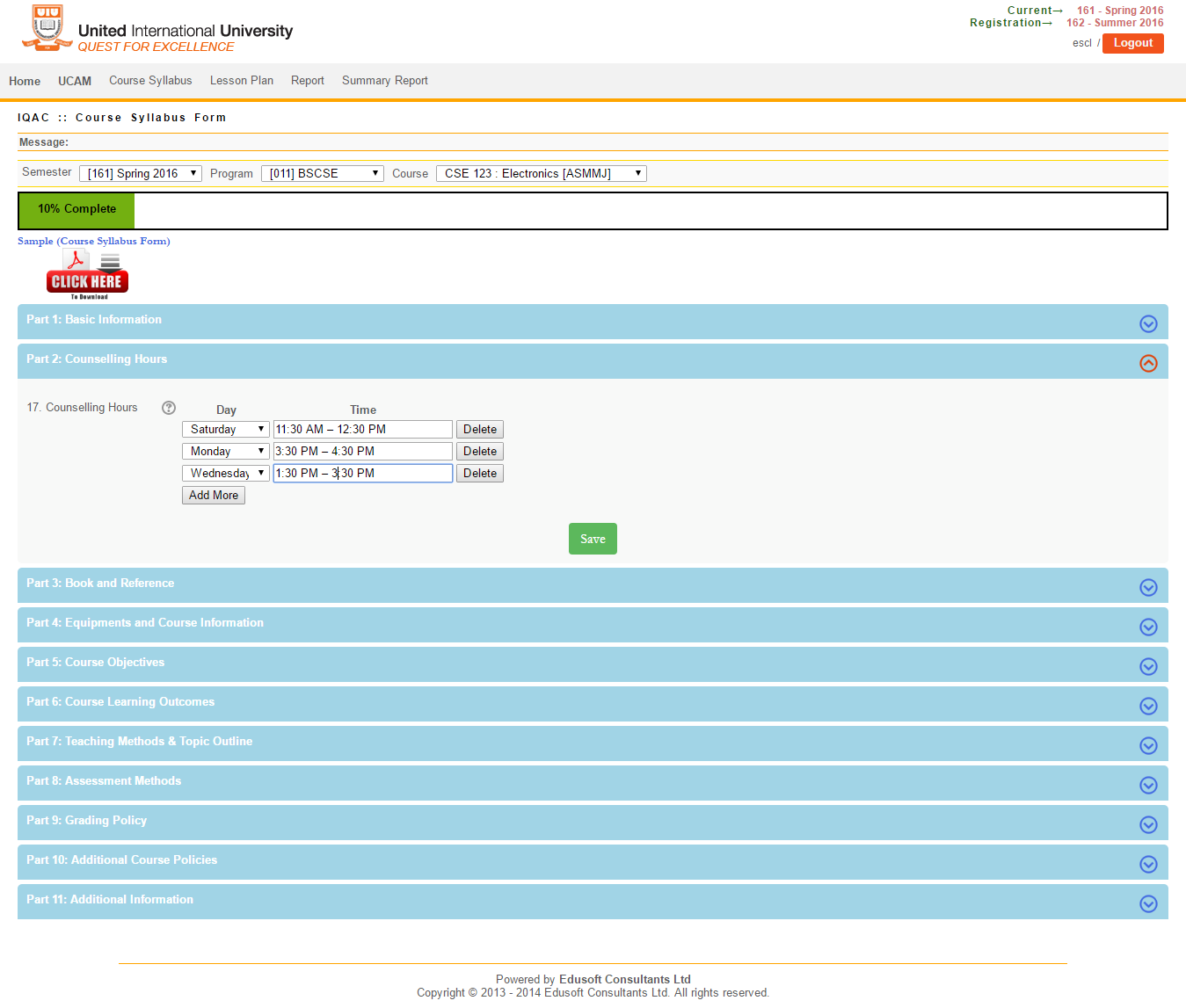
After you select Semester, Program and Course, some of the Basic Information will be loaded from UCAM. Fill-up the rest of the Basic Information using the data entry fields and press **Save** button. If you do not understand about the field value, press icon that will show a pop-up box with instruction and example.

=====================================================================



After you press the **Save** button, data will be saved and the progress bar at the top would display the progress of completion in percentage and data fields will be locked for edit. After you save, if you want to update any of the saved fields then press Edit button, and update the field and press save again.

=====================================================================



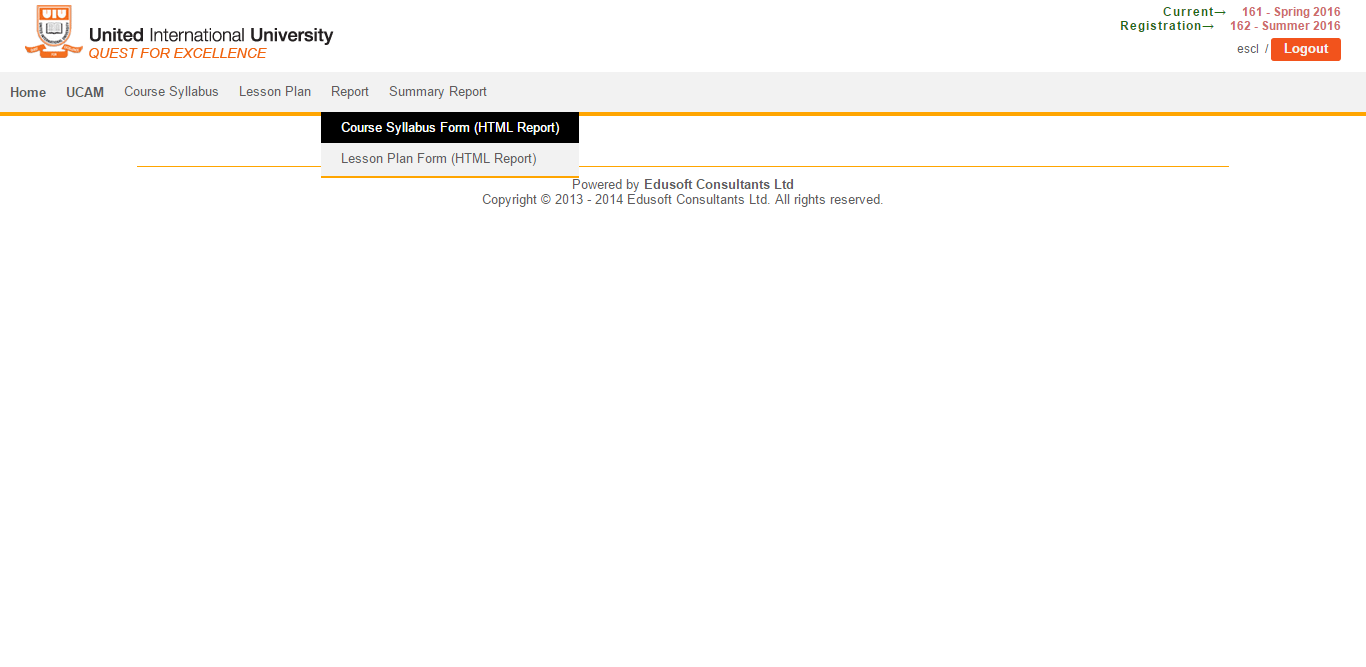
Click the following collapsible bars which you want to fill. Some of the fields of the collapsible body has some **Add More** button that can be used for adding more row for more entries.

And Use **Delete** button for delete row.

=====================================================================

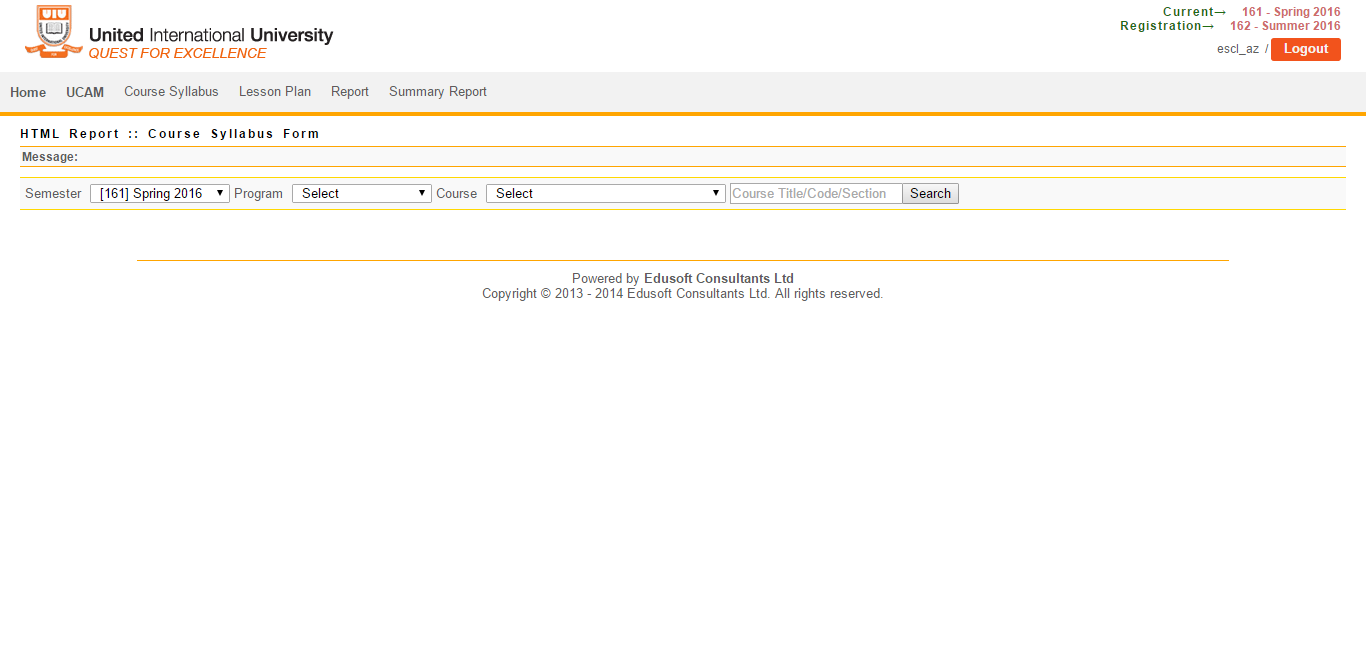
=====================================================================

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After completing the Course Syllabus Template Entry, if you want to see the over-all report in one page, then Press ***Report*** → ***Course Syllabus Form (HTML Report)***

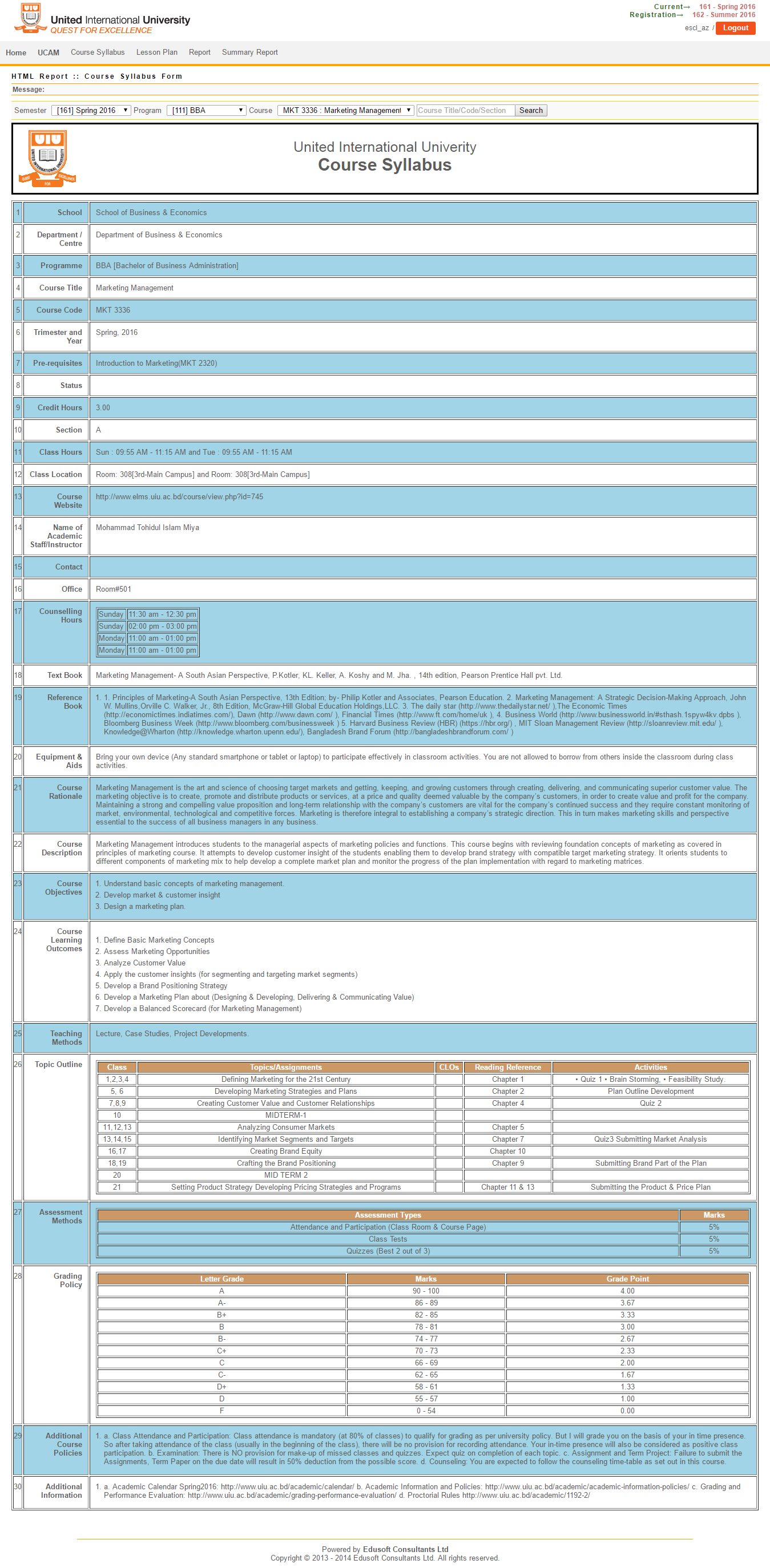
=====================================================================



After pressing ***Report*** → ***Course Syllabus Form (HTML Report)***, select Semester, Program and Course. The desired HTML report will load automatically.

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**Sample HTML Report**



* **Lesson Plan Template Entry is similar to the Course Syllabus Template Entry.**