

Admin Page

Navigation Menu appears towards the top of the page. Submenus appear by hovering on the items of the navigation menu.

Section 1.1 : Home -> Notice

Admin can add news and notifications. News and notifications can be updated as well as deleted on this page. These notices and notifications would be displayed on the site home page. **Notifications** are highly important feeds that would be displayed as a horizontal marquee separated by “|” towards the top of the site’s login page. **News** are comparatively less important feeds that would be displayed in the form of vertical marquee on the site’s login page.

In order to add any notification, click on the “**NOTIFICATION**” button towards the top right. After this a box appears below this button. Feed your notification in this box and click on POST button to post it. To close this box, click on CLOSE button in this box. Same goes for adding any news.

The screenshot shows the Admin Page Home interface. At the top, there is a 'Welcome' banner with 'Admin ID : KD' and 'Admin Username : das'. Below the banner is a navigation menu with links: Home, Employee, Student, Admin, Departments, Courses. A 'Logout' button is also present. In the center, there is a section titled 'List of Notifications and News :'. To the right of this section, there are two buttons: 'Add Important : ' and 'Notifications' (circled in red). Below the 'List of Notifications and News :', there are two tables. The first table is titled 'Notifications' and has columns 'Select', 'Hello World', and 'Issue Date'. The second table is titled 'News' and has columns 'Select', 'Weather is fine', and 'Upload Date'.

	Notifications	Issue Date
Select	Hello World	03/21/2015
Select	Hello Friends All	03/26/2015

	News	Upload Date
Select	Weather is fine	03/21/2015
Select	Weather is Warm	03/21/2015
Select	You Tube	03/26/2015

The screenshot shows the Admin Page Home interface, similar to the previous one. However, a modal box for adding a notification is open. This modal box is circled in red and contains a text input field with the placeholder 'Maximum 100 Words', a 'POST' button, and a 'CLOSE' button. The 'Notifications' button in the top right is also circled in red.

	Notifications	Issue Date
Select	Hello World	03/21/2015
Select	Hello Friends All	03/26/2015

	News	Upload Date
Select	Weather is fine	03/21/2015
Select	Weather is Warm	03/21/2015
Select	You Tube	03/26/2015

The two tables shown hold the list of active notices and notifications along with their issue dates. One can sort the data in the tables by just clicking on the column headings. This sorts the rows of the table in the ascending order of the entries of the selected column. By clicking again the rows of the table gets sorted in the descending order of the entries of that column. It reads the entries as strings and sorts them in alphabetical order. **This sorting technique using the column headings would be followed throughout the admin pages. So admin needs to understand it.** Let us call this technique “**Table Sorting Technique**”.

In order to **update** or **delete** a notification, the admin just needs to click on the “**Select**” hyperlink given in the first column of the table corresponding to the concerned news or notification. As soon as the “**Select**” hyperlink is clicked, a box appears on the right corner containing the text of the selected News or Notification. In order to edit, just edit the text in this box and click on UPDATE. To delete, click on the DELETE button in this box. To close this box, click on CLOSE button in this box.

Welcome

Admin ID : KD Admin Username : das

Home Employee Student Admin Departments Courses Logout

List of Notifications and News :

Notifications		
		Issue Date
Select	Hello World	03/21/2015
Select	Hello Friends All	03/25/2015

1 2

News		
		Upload Date
Select	Weather is fine	03/21/2015
Select	Weather is Warm	03/21/2015
Select	You Tube	03/25/2015

Add Important :

Maximum 100 Words

POST CLOSE

Welcome

Admin ID : KD Admin Username : das

Home Employee Student Admin Departments Courses Logout

List of Notifications and News :

Notifications		
		Issue Date
Select	Hello World	03/21/2015
Select	Hello Friends All	03/25/2015

1 2

News		
		Upload Date
Select	Weather is fine	03/21/2015
Select	Weather is Warm	03/21/2015
Select	You Tube	03/25/2015

Add Important :

Maximum 100 Words

POST CLOSE

Notification

Hello World

UPDATE DELETE CLOSE

javascript:doPostBack('0035ContentPageOrder1\$GridNew1','Select0')

Section 1.2 : Home -> Reset Password

Using this page admin can reset the passwords of the users of the website.

If the current admin wants to change his own password, he just has to feed the required details under the “**Reset Own Password**” column. After filling in the current password, new password and confirm password textboxes click on the SUBMIT button to reset the password.

The screenshot shows a web application interface for an admin user. At the top, a purple header bar displays 'Welcome' in white. Below this, a dark blue bar shows 'Admin ID : KD' and 'Admin Username : das'. A breadcrumb trail below the header reads 'Home > Employee > Student > Admin > Departments Courses'. A 'Logout' button is positioned to the right of the breadcrumbs. The main content area is divided into two columns. The left column, titled 'Reset Own Password', contains three text input fields labeled 'Old Password', 'New Password', and 'Confirm New Password', followed by a green 'SUBMIT' button. The right column, titled 'Reset Other's Password', contains three text input fields labeled 'Username', 'New Password', and 'Confirm New Password', followed by a green 'SUBMIT' button.

Reset Own Password		Reset Other's Password	
Old Password	<input type="text"/>	Username	<input type="text"/>
New Password	<input type="text"/>	New Password	<input type="text"/>
Confirm New Password	<input type="text"/>	Confirm New Password	<input type="text"/>
<input type="button" value="SUBMIT"/>		<input type="button" value="SUBMIT"/>	

If the admin wants to change the password of some other user, he just has to feed the required details under the “**Reset Other's Password**” column. After filling in the username, new password and confirm password textboxes click on the SUBMIT button to reset the password.

Section 2.1 : Employee -> Add Employee

In order to add an employee to the system, admin just needs to feed the details of the new employee and click on the SUBMIT button after it. Things that should be taken care of are mentioned below

- Use dates in MM/dd/yyyy
- Employee ID is an unique ID given to the employee by the institute
- User ID is an unique login ID given to the employee to allow him to access this portal
- Password is the login password given to the employee corresponding to his login ID
- An employee may be associated to one or more departments. In order to associate the employee to any department, select the checkboxes of those departments in Associated Departments.

Welcome

Admin ID : KDAdmin Username : das

Home ▶ Employee ▶ Student ▶ Admin ▶ Departments Courses

Logout

Add an Employee

Employee's Name :

Employee's Date-of-Birth :

Employee's Date of Joining :

Assign Employee ID :

Assign User ID :

Assign Password :

Associate to Departments :

das

...

☐ CSE

☐ EE

Submit

Section 2.2 : Employee -> View Employee

The table on the left holds the list of all the employees along with some basic details. This table follows the above mentioned **“Table Sorting Technique”**.

In order to see employees associated to a particular department, follow the **“Employees by Department”** column on the right. Choose the required department from the dropdown list and click on the SUBMIT button. This causes the list of the employees associated with the chosen department to appear in the right half. This table also follows the above mentioned **“Table Sorting Technique”**.

Welcome

Admin ID : KDAdmin Username : das

Home ▶ Employee ▶ Student ▶ Admin ▶ Departments Courses

Logout

View Employees

All Employees

Faculty ID	Name	Date-of-Birth	Date-of-Joining
1301CS40	Sandip Mandal	10/02/1995	03/04/2015
1301CS46	dfnhhfhu	11/12/2015	07/16/2045
420	Raju	2/9/1993	4/5/2015
675	Karan Johar	1/4/1979	4/1/2015
vi4	vis	3/19/1980	4/4/2015

Employees by Department

CSE ▼

SUBMIT

Faculty ID	Name	Date-of-Birth	Dae-of-Joining
1301CS40	Sandip Mandal	10/02/1995	03/04/2015

Section 2.3 : Employee -> Update or Delete Employee

Using this page admin can update and delete employee details. This page can also be used for viewing employee records. The table on the right holds the list of all the employees. This table also follows the “**Table Sorting Technique**”.

In order to update or delete an employee’s record just feed the unique **Employee ID** of the employee in the textbox against the “**Search Employee by User ID**” field. You can alternatively click on the “**Select**” hyperlink in the table given on the right side to copy the unique **Employee ID** of the selected employee to the textbox against the “**Search Employee by User ID**” field. This technique would also be used consistently throughout admin pages. Let us call it “**Select Copy Technique**”. After feeding the unique **Employee ID**, **double click** on the **Search** button. This would load the details of the chosen employee below the “**Search Employee by User ID**” field in editable format. The password would not be visible to the admin. It would appear as an empty string. Though, he can change it.

Welcome
Admin ID : KD Admin Username : das
Home Employee Student Admin Departments Courses Logout

View /Delete /Update Employee

Search Employee by User ID : Search

List of Employees

	Faculty ID	Name
Select	1301CS40	Sandip Mandal
Select	1301CS46	dfhhthhu
Select	420	Raju
Select	675	Karan Johar
Select	vi4	vis

Update/Delete Employee

Search Employee by User ID : 1301CS40 Search

Employee's Name Sandip Mandal
Employee's Date-of-Birth 10/02/1995
Employee's Date-of-Joining 03/04/2015
User ID sandip.cs15
Password
Associated Departments ☐ CSE ☐ EE

Update Delete

After this step

- In order to update employee details, rest of the procedure would be same as adding an employee in **Section 2.1**. After filling in the details click on the **Update** button to update the details of the employee.
- In order to delete the employee, just click on the **Delete** button to delete the employee from the system.

Section 2.4 : Employee -> Assign Group

Using this page admin can assign an existing **course group** to a faculty. There may exist more than one batch (group) for an academic course. The term “**course group**” would be used to refer to one of the existing batches of a course.

The table in the middle with the name “**Existing Course Groups**” holds the list of all the existing course groups in the institute that have already been allotted to some faculty. This table also follows the “**Table Sorting Technique**”. If one clicks on the “**Select**” hyperlink, a table appears on the right side containing the list of students corresponding to the selected course group in the table.

Welcome
Admin ID : KD Admin Username : das
Home Employee Student Admin Departments Courses
Logout

Allot Course Groups to Faculties Existing Course Groups

Select Course ID CS221
Select Group ID g3
Select Department of Faculty CSE
Select Faculty 1301CS40
SUBMIT

	Course ID	Group ID	Faculty ID	Name
Select	MA225	g1	1301CS40	Sandip Mandal
Select	CS221	g3	1301CS40	Sandip Mandal
Select	CS241	g1	1301CS40	Sandip Mandal
Select	CS229	g2	1301CS40	Sandip Mandal

Welcome
Admin ID : KD Admin Username : das
Home Employee Student Admin Departments Courses
Logout

Allot Course Groups to Faculties Existing Course Groups

Select Course ID CS221
Select Group ID g3
Select Department of Faculty CSE
Select Faculty 1301CS40
SUBMIT

	Course ID	Group ID	Faculty ID	Name
Select	MA225	g1	1301CS40	Sandip Mandal
Select	CS221	g3	1301CS40	Sandip Mandal
Select	CS241	g1	1301CS40	Sandip Mandal
Select	CS229	g2	1301CS40	Sandip Mandal

2 Students in g1 of MA225

Student ID	Name
1301CS36	Ramayan Kumar
1301CS25	Kuntal Das

In order to allot an existing course group to a faculty, come under the section “**Allot Course Groups to Faculties**”. Stepwise process to assign a course group from this step :

- Select the course whose group is to be allotted
- Select the group to be allotted
- Select the department of the faculty who has to be assigned the above course group
- Select the faculty who has to be assigned the above course group
- Click on “**SUBMIT**” button to complete the course group assignment to the required faculty.

Section 2.5 : Employee -> View Leaves

This page is meant to display the specifications of different kinds of holidays existing in the system of the institute. The table shown holds the details of all kinds of leave types existing in the system of the institute. This table also follows the “**Table Sorting Technique**”.

The last column of the table shows whether the leave accumulates or not, i.e., whether the remaining leaves of a year are carried ahead to the next year or not. A “1” in this column represents leave accumulation whereas a “0” in this column shows that the leave does not accumulate.

In order to edit the details of a leave type, just click on the “**Edit**” hyperlink in column 1 corresponding to the required leave type which would allow the admin to edit all the details of the leave except the **Leave Code**.

In order to edit delete a leave type, just click on the “**Delete**” hyperlink in column 1 corresponding to the required leave type.

Welcome

Admin ID : KDAdmin Username : das

HomeEmployeeStudentAdminDepartmentsCourses

Logout

Different Kind of Leaves

	Leave Code	Leave Name	Maximum Leave	Carry Forward (1-YES ; 0- NO)
<div>EditDelete</div>	CL	Casual Leave	9	0
<div>EditDelete</div>	DL	Duty Leave	15	0
<div>EditDelete</div>	EL	Earned Leave	15	1
<div>EditDelete</div>	EOL	Extraordinary Leave	2	1
<div>EditDelete</div>	LPW	Leave for project work	4	0

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Section 2.6 : Employee -> Add Leaves

Using this page, admin can

- Add new leaves
- View, Update and Delete existing leaves
- Allot the existing leaves for a new year

In order to add a new leave type, click on the “**Add New Leave Type**” button towards the top left. This changes the “**Add New Leave Type**” button to a button “**CLOSE**” and also causes a panel to appear below this “**CLOSE**” button which would be used to feed the details of the new leave type. Feed a complete name to the leave, a unique short name to the leave, select whether to allow leave accumulation or not and also specify the maximum number leaves that can be allotted annually. After this click on “**ADD**” button to add this leave type to the system. If the “**CLOSE**” button is clicked, it would close the panel that appeared below the “**CLOSE**” button and would also change the button back to “**Add New Leave Type**” button thus restoring the default formation.

The image displays two screenshots of a web application interface for managing leaves. Both screenshots show a header with 'Welcome', 'Admin ID : KD', and 'Admin Username : das'. Below the header is a navigation bar with links: 'Home', 'Employee', 'Student', 'Admin', 'Departments', 'Courses'. A 'Logout' button is also present. The main content area has a title 'View / Add / Update / Delete Leave'. In the left screenshot, the 'Add a new Leave Type' button is circled in red. In the right screenshot, the 'Add a new Leave Type' button is replaced by a 'CLOSE' button, and a yellow panel for adding a new leave type is shown below it, also circled in red. The panel contains the following fields: 'Complete Name of the Leave' (text input), 'Short Name for the Leave' (text input), 'Allow Leave Accumulation' (checkbox with 'Yes' selected), and 'Maximum no. of Leaves of the above selected type (in Days)' (dropdown menu with '1' selected). An 'Add' button is at the bottom of the panel. Below the panel, there is a 'Search Leave by Leave Code' field with a 'Search' button and an 'Allot Existing Leaves for a new Year : ALLOT' button.

In order to view the list of existing leave types, click on the “**Show**” button towards the top right against the “**View All Leaves**” field. This changes the text of the “**Show**” button to “**Hide**”. This makes a table appear below this button containing the

details of the leaves having a “**Select**” hyperlink in the first column which on being clicked copies the Leave Code to the textbox against the “**Search Leave by Leave Code**” field. If the “**HIDE**” button is clicked, it would close the table that appeared below the “**HIDE**” button and would also change the button back to “**SHOW**” button thus restoring the default formation.

Welcome

Admin ID : KDAdmin Username : das

HomeEmployeeStudentAdminDepartmentsCoursesLogout

View / Add / Update / Delete Leave

Add a new Leave TypeAdd New Leave Type

View All LeavesHide

Click on Select to Copy Leave Code to the textbox of Search Leave

Leave Code	Leave Name	Maximum	Carry Forward (0 - No; 1 - Yes)
Select CL	Casual Leave	9	0
Select DL	Duty Leave	15	0
Select EL	Earned Leave	15	1
Select EOL	Extraordinary Leave	2	1
Select LPW	Leave for project work	4	0

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Search Leave by Leave CodeSearch

Allot Existing Leaves for a new Year : ALLOT

In order to Update or Delete a leave type, feed the leave code in the textbox against the “**Search Leave by Leave Code**” field and click on the “**Search**” button. This could also have been done by “**Select Copy Technique**” using the table mentioned above. A panel appears below the search button which could be used just like adding a new leave to update the leave details of the selected leave. Click on “**Update**” button to update the leave details. Click on “**Delete**” button to delete the leave type. Click on “**Close**” button to close this panel.

In order to allot the existing leaves for a new calendar year, click on the “**ALLOT**” button towards the right side. A panel would appear, choose the year and click on “**ADD**” button in the panel to allot the existing leaves for the selected calendar year. Click on “**CLOSE**” button to close the panel thus restoring the default formation.

Welcome
Admin ID : KD Admin Username : das

Home Employee Student Admin Departments Courses

Login

View / Add / Update / Delete Leave

Add a new Leave Type

View All Leaves

Search Leave by Leave Code

Complete Name of the Leave

Short Name for the Leave

Allow Leave Accumulation ☐ Yes

Maximum no. of Leaves of the above selected type (in Days)

Allot Existing Leaves for a new Year :

Welcome
Admin ID : KD Admin Username : das

Home Employee Student Admin Departments Courses

Login

View / Add / Update / Delete Leave

Add a new Leave Type

View All Leaves

Search Leave by Leave Code

Allot Existing Leaves for a new Year :

Choose the Year :

Section 2.7 : Employee -> Leave History

This page is meant to show the leave history and the remaining leaves of the employees.

The table on the left shows the leave history of the faculties who are associated with the department selected in the dropdown list against the “**Choose Department**” field. This table follows the “**Table Sorting Technique**.”

Welcome
Admin ID : KD Admin Username : das

Home Employee Student Admin Departments Courses

Login

Leave History Remaining Leaves

Choose Department :

Faculty ID	Name	Type	Beginning	Ending
1301CS40	Sandip Mandal	CL	03/18/2015 12:00:00 AM	03/19/2015 12:00:00 AM

Faculty ID	Name	Type	Remaining	Year
1301CS40	Sandip Mandal	CL	3	2015
1301CS40	Sandip Mandal	CL	9	2016
1301CS40	Sandip Mandal	DL	15	2015
1301CS40	Sandip Mandal	DL	15	2016
1301CS40	Sandip Mandal	EL	15	2015
1301CS40	Sandip Mandal	EL	15	2016
1301CS40	Sandip Mandal	EOL	2	2015
1301CS40	Sandip Mandal	EOL	2	2016
1301CS40	Sandip Mandal	LPW	4	2015
1301CS40	Sandip Mandal	LPW	4	2016

The table on the right shows the remaining leaves of the faculties who are associated with the department selected in the dropdown list against the “**Choose Department**” field. This table also follows the “**Table Sorting Technique**.”

Section 3.1 : Student -> Add Student

This page allows the admin to add a new student to the system following the below guidelines :

- Assign a unique Student ID to the student.
- Assign a unique login username to the student.
- Assign a login password to the student.
- Feed the complete the name of the student.
- Choose the department of the student.
- Choose the semester of the student.
- Click on “**SUBMIT**” button to add the student to the system.

The screenshot shows a web application interface for adding a new student. At the top, there is a purple header bar with the text "Welcome" in white. Below the header, a dark blue bar displays "Admin ID : KD" and "Admin Username : das". A breadcrumb trail below this reads "Home > Employee > Student > Admin > Departments Courses". A "Logout" button is located on the right side of this bar. The main content area has a light gray background. On the right side, there is a blue link labeled "Add Student". On the left side, there are six form fields with labels and a "SUBMIT" button at the bottom. The labels are: "Assign a unique Student ID to the Student", "Assign a unique Username to the Student", "Assign a login password to the Student", "Feed the Complete Name of the Student", "Select the Department of the Student", and "Feed the Semester No. (Only use a No. from 1 - 8)". The corresponding input fields are: a text box, a text box containing "das", a text box containing "...", a text box, a dropdown menu showing "CSE", and a dropdown menu showing "1".

Welcome	
Admin ID : KD	Admin Username : das
Home > Employee > Student > Admin > Departments Courses	
Logout	

[Add Student](#)

Assign a unique Student ID to the Student	:	<input type="text"/>
Assign a unique Username to the Student	:	<input type="text" value="das"/>
Assign a login password to the Student	:	<input type="text" value="..."/>
Feed the Complete Name of the Student	:	<input type="text"/>
Select the Department of the Student	:	<input type="text" value="CSE"/>
Feed the Semester No. (Only use a No. from 1 - 8)	:	<input type="text" value="1"/>
<input type="button" value="SUBMIT"/>		

Section 3.2 : Student -> View / Update / Delete Student

Using this page admin can view students, delete and update students. Admin can also increment the semester of all the students together. To change the semester of an individual student, admin would have to follow update student technique.

Table on the right side shows the list of all the students with hyperlink “**Select**” in the first column.

Students can be searched by three ways

- Using the search filters at the top left.
- Using the textbox search.
- Using the “**Select**” hyperlink of the table on the right.

In order to update or delete the records of a student feed the unique student ID in the textbox and click on “**SEARCH**” button. Now a panel will load where the admin can edit the details of the student and can even delete the student.

Welcome

Admin ID : KD Admin Username : das

Home Employee Student Admin Departments Courses Logout

View / Update / Delete Student

Students by Selection

Select Department ID : CSE

Select Semester : 5

SUBMIT CLOSE

All Students

Student ID	Name	Username	Department ID	Semester
Select 1301CS25	Kuntal Das	kuntal.cs13	CSE	6
Select 1301CS36	Ramayan Kumar	ramayan.cs13	CSE	6
Select 1301CS45	Vinay Kumar Yadav	vinay.cs13	CSE	5

Search Student by Student ID : SEARCH

INCREMENT ALL

Home Employee Student Admin Departments Courses Logout

View / Update / Delete Student

Students by Selection

Select Department ID : CSE

Select Semester : 5

SUBMIT CLOSE

All Students

Student ID	Name	Username	Department ID	Semester
Select 1301CS25	Kuntal Das	kuntal.cs13	CSE	6
Select 1301CS36	Ramayan Kumar	ramayan.cs13	CSE	6
Select 1301CS45	Vinay Kumar Yadav	vinay.cs13	CSE	5

Search Student by Student ID : SEARCH

INCREMENT ALL

Student ID : 1301CS45

Login Username : vinay.cs13

Login Password :

Complete Name : Vinay Kumar Yadav

Department : CSE

Semester : 5

UPDATE DELETE CLOSE

Click on the “**INCREMENT ALL**” button to increment the semester of all the students together.

Section 3.3 : Student -> Allot Group / Course

This page allows the admin to assign course groups to students both by bulk and individual selection.

The table under the heading “**Alloted Students**” shows course group allotments of all the students that have already been done.

Types of course group allotments :

- **Bulk allotment** – In case when none of the students of a department studying in a semester have been allotted for a course. In order to allot the course group to **entire** students of the department studying in that semester, first select the department of the students followed by the semester of the students and then the course. Now for making a single group, click on “**YES**” button. A panel will appear, choose the group ID from the dropdown list and then click on the “**SUBMIT**” button.
- **Individual Allotment** – In case when some of the students of a department studying in a semester have been allotted for a course. In order to allot the course group **individually** to students of the department studying in that semester, first select the department of the students followed by the semester of the students and then the course. Now for allotting the course groups individually to the students, click on “**NO**” button. This causes two panels to appear on the right side. The left one of these two panels contains the list of unalloted students of the selected department and semester for the selected course. The right one of the two panels contains the list of already allotted students of the selected department and semester for the selected course. Now for allotting a group to a student in the left panel, select the group ID from the dropdown list and after that click on the “**Select**” hyperlink corresponding to the desired student. This would allot the selected student to the above selected course group and the student would now be visible in the right panel amongst the already allotted students of the selected department and semester for the selected course.

Allot Groups to Students

Department of the Student(s) who has to be allotted the Group Semester of the Student(s) who has to be allotted the Group Course for which the allotment has to be done

CSE

3

CS221

Make a Single Group for all the above students

YES

NO

Alloted Students

Course ID	Group ID	Student ID
CS229	g2	1301CS45
MA225	g1	1301CS36
MA225	g1	1301CS25
CS221	g3	1301CS45
CS242	g1	1301CS45

Welcome

Admin ID : KDAdmin Username : das

HomeEmployeeStudentAdminDepartmentsCourses

Logout

Allot Groups to Students

Department of the Student(s) who has to be allotted the Group Semester of the Student(s) who has to be allotted the Group Course for which the allotment has to be done

CSE

3

CS221

Make a Single Group for all the above students

CLOS

Alloted Students

Course ID	Group ID	Student ID
CS229	g2	1301CS45
MA225	g1	1301CS36
MA225	g1	1301CS25
CS221	g3	1301CS45
CS242	g1	1301CS45

Select Student

Select a Group ID from the Dropdown List and Press on Select Button to Add that Student to the below selected group in the Dropdown List

Select the Group ID : G1

Table Containing Students of the above chosen Department and Semester that have not been allotted to any Group Yet

Group ID	Student ID	Student Name
g3	1301CS45	Vinay Kumar Yadav

Section 3.4 : Student -> View Group / Course

Using this page admin can see the existing groups of different courses along with the students enrolled in those groups.

The table on the right shows all the course group allotments.

In order to see all the students enrolled in a course group, follow these steps :

- Select the desired associated department, i.e., one of the departments that is running the desired course.
- Select the desired course.
- Select the desired group.
- Click on the “**Submit**” button.
- A table would appear in the center containing the list of students enrolled in the selected group of the selected course.

Welcome
Admin ID : KD Admin Username : das
Home Employee Student Admin Departments Courses
Logout

List of Students in the Selected Course Group

Select an Associated Department: CSE
Select Course: CS221
Select Group: g3
Submit

All Group Allotments

Course ID	Group ID	Student ID	Name
CS221	g3	1301CS45	Vinay Kumar Yadav
CS229	g2	1301CS45	Vinay Kumar Yadav
CS242	g1	1301CS45	Vinay Kumar Yadav
MA225	g1	1301CS25	Kuntal Das
MA225	g1	1301CS36	Ramayan Kumar

Welcome
Admin ID : KD Admin Username : das
Home Employee Student Admin Departments Courses
Logout

List of Students in the Selected Course Group

Select an Associated Department: CSE
Select Course: CS221
Select Group: g3
Submit

Student ID	Name
1301CS45	Vinay Kumar Yadav

All Group Allotments

Course ID	Group ID	Student ID	Name
CS221	g3	1301CS45	Vinay Kumar Yadav
CS229	g2	1301CS45	Vinay Kumar Yadav
CS242	g1	1301CS45	Vinay Kumar Yadav
MA225	g1	1301CS25	Kuntal Das
MA225	g1	1301CS36	Ramayan Kumar

Section 4.1 : Admin -> Add Admin

Using this page, admin can add other admins, leave issuers and leave mediators.

In order to add an admin

- Assign a unique ID to the admin
- Assign a unique login username to the admin
- Assign login password to the admin
- Choose one of the admin type
 - Simple Admin** : Site admins
 - Leave Mediator** : First level of leave approval
 - Leave Issuer** : Second level of leave approval
- Click on the “**SUMBIT**” button to add the admin.

The screenshot shows a web application interface for adding a new admin. At the top, a purple header bar displays 'Welcome' and the current user's details: 'Admin ID : KD' and 'Admin Username : das'. Below the header is a breadcrumb trail: 'Home > Employee > Student > Admin > Departments Courses'. A 'Logout' button is located on the right side of the header. The main content area is titled 'Add Admin' in blue. It contains three input fields for 'Assign new unique ID to the Admin', 'Assign new unique Username to the Admin', and 'Assign Password to the Admin'. Below these fields is a section titled 'Choose the type of Admin' with three radio button options: 'Leave Mediator', 'Leave Issuer', and 'Simple Admin'. A 'SUBMIT' button is positioned at the bottom of the form. The browser's scrollbar is visible at the bottom of the page.

Welcome

Admin ID : KD Admin Username : das

Home > Employee > Student > Admin > Departments Courses

Logout

Add Admin

Assign new **unique ID** to the Admin

Assign new **unique Username** to the Admin

Assign **Password** to the Admin

Choose the type of Admin

☐ Leave Mediator

☐ Leave Issuer

☐ Simple Admin

SUBMIT

Section 4.2 : Admin -> View / modify / Delete Admin

Using this page admin can view, update and delete other admins.

The table under “**Simple Admin**” consists of the list of site admins. The table under “**Leave Mediators**” consists of the list of Leave Mediators. The table under “**Leave Issuers**” consists of the list of leave issuers.

In order to update or delete an admin, feed the unique ID of admin in the top left textbox. Alternatively this can be done by “**Select Copy Technique**” for all the three admin tables. Now the details of the admin would appear in an editable format. After editing, click on “**Update**” button to update the detail of the selected admin. Click on “**Delete**” button to delete the selected admin. Click on “**Close**” button to hide the details of the selected admin.

Welcome

Admin ID : KDAdmin Username : das

Home > Employees > Student > Admin > Departments Courses

Logout

View / Update / Delete Admin

Search Admin by User ID

Search

Admin User ID

Admin Username

Admin Password

UpdateDeleteClose

Simple Admin

	User ID	Username
Select	KD	das

Leave Mediators

	User ID	Username
Select	nio	sandip19952

Leave Issuers

	User ID	Username
Select	phoenix321	sandip19953

Section 5 : Departments

Using this page admin can add a new department, view the list of departments, update and delete a department.

In order to create a department use the top left panel and do the following :

- Feed a name for the department.
- Feed a unique department ID.
- Click on the “**SUBMIT**” button inside the panel to complete the creation of the department.

The table on the right contains the list of the departments with “Select” hyperlink in the first column having “**Select Copy Technique**”.

In order to update or delete a department, feed department ID in the textbox against the “**Search Department by Department ID**” field. This can also be done by using “**Select Copy Technique**” with the table on the right. Now click on the “**SEARCH**” button. This would cause a panel to appear which could be used to update or delete the chosen department.

Welcome
Admin ID : KD Admin Username : das
Home > Employee > Student > Admin > Departments Courses
Logout

Manage Departments

Create a Department :

Name of the Department :

Department ID :

Search Department by Department ID :

List of Departments

	Department ID	Department Name
Select	CSE	Computer Science & Engineering
Select	EE	Electrical

Welcome
Admin ID : KD Admin Username : das
Home > Employee > Student > Admin > Departments Courses
Logout

Manage Departments

Create a Department :

Name of the Department :

Department ID :

Search Department by Department ID : CSE

Department Name : Computer Science & Engine

Department ID : CSE

List of Departments

	Department ID	Department Name
Select	CSE	Computer Science & Engineering
Select	EE	Electrical

Section 6 : Courses

This page allows the admin to add a new course, view existing list of courses, update or delete an existing course.

In order to add a new course, feed the entries in the left panel taking care of :

- Course code should be unique.
- Select **Associated Departments** which refers to the departments that work together to run the course.
- Assign L-T-P-C values and the semester in which the course is available.
- Select the departments whose students can take this course in the selected semester.
- Click on “**SUBMIT**” button to add the course.

The table in the center consists of the list of courses. It contains “Select” hyperlink in the first column which upon **double clicking** opens on a new panel on the right for updating and deleting the selected course. Follow the same path just like adding a new course to update the course or click on delete to delete the course.

The screenshots show the 'Manage Courses' interface. The left panel is the 'Add Course' form, and the right panel is the 'Update / Delete Course' form. The 'List of Courses' table is visible in both. The 'Update / Delete Course' form is highlighted with a red circle in the right screenshot.

Left Screenshot (Add Course):

Course Name:
Course Code:
Select the Associated Departments: ☐ CSE ☐ EE
Select the Number of Lectures in a Week:
Select the Number of Tutorials in a Week:
Select the Number of Practicals in a Week:
Select the Number of Credits for the Course:
Select the Semester for the Course:
Select the Departments for which course is available: ☐ CSE ☐ EE
SUBMIT

Right Screenshot (Update / Delete Course):

Course Name: Digital Design
Course Code: CS221
Select the Associated Departments: ☐ CSE ☐ EE
Select the Number of Lectures in a Week: Current: 3
Select the Number of Tutorials in a Week: Current: 0
Select the Number of Practicals in a Week: Current: 1
Select the Number of Credits for the Course: Current: 9
Select the Semester for the Course: Current: 3
Select the Departments for which course is available: ☐ CSE ☐ EE
UPDATE **DELETE**

List of Courses (from both screenshots):

	Course ID	Course Name
Select	CS221	Digital Design
Select	MA225	Math II

Leave Mediator

Using this page a Leave Mediator can see the leave requests and can either accept or reject them.

The table on the left shows the list of leave requests that have neither been accepted nor rejected.

In order to respond to a leave request, click on the “**Select**” hyperlink corresponding to that leave request. This would display the selected leave on the right side separately along with options to accept or reject it. To accept the leave request, click on the “**ACCEPT**” button. To reject the leave request, click on the “**REJECT**” button. To see any other leave request, click on the “**SEE OTHER**” button. **Three** tables would also load below the leave request table which would help the leave mediator to decide whether to accept or reject the leave request. The three tables from left to right are as follows :

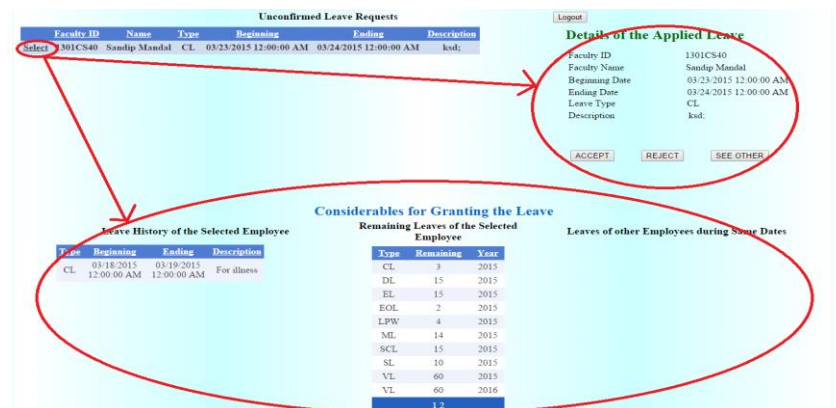
- The first table lists the leave history of the selected employee.
- The second table lists the remaining leaves of the selected employee.
- The third table lists the leaves of other employees which are clashing with the dates of the selected leave request.

If a leave request is accepted by Leave Mediator, it is forwarded to the Leave Issuer for final approval.

If a leave request is rejected by Leave Mediator, it is permanently rejected.



WELCOME						
Mediator ID : nil Mediator Username : sandip19952						
Unconfirmed Leave Requests						
Faculty ID	Name	Type	Beginning	Ending	Description	
1101CS40	Sandip Mandal	CL	03/23/2015 12:00:00 AM	03/24/2015 12:00:00 AM	ksd;	Select



Unconfirmed Leave Requests						
Faculty ID	Name	Type	Beginning	Ending	Description	
1101CS40	Sandip Mandal	CL	03/23/2015 12:00:00 AM	03/24/2015 12:00:00 AM	ksd;	Select

Details of the Applied Leave
Faculty ID: 1101CS40
Faculty Name: Sandip Mandal
Beginning Date: 03/23/2015 12:00:00 AM
Ending Date: 03/24/2015 12:00:00 AM
Leave Type: CL
Description: ksd;

Considerables for Granting the Leave

Leave History of the Selected Employee

Type	Beginning	Ending	Description
CL	03/18/2015 12:00:00 AM	03/19/2015 12:00:00 AM	For illness

Remaining Leaves of the Selected Employee

Type	Remaining	Year
CL	3	2015
DL	15	2015
EL	15	2015
EOL	2	2015
LPW	4	2015
ML	14	2015
SCL	15	2015
SL	10	2015
VL	60	2015
VL	60	2016
	12	

Leaves of other Employees during Short Dates

Leave Issuer

Using this page a Leave Issuer can see the leave requests accepted by Leave Mediator and can either accept or reject them.

The table on the left shows the list of leave requests that have been accepted by Leave Mediator.

In order to respond to a leave request, click on the “**Select**” hyperlink corresponding to that leave request. This would display the selected leave on the right side separately along with options to accept or reject it. To accept the leave request, click on the “**ACCEPT**” button. To reject the leave request, click on the “**REJECT**” button. To see any other leave request, click on the “**SEE OTHER**” button. **Three** tables would also load below the leave request table which would help the Leave Issuer to decide whether to accept or reject the leave request. The three tables from left to right are as follows :

- The first table lists the leave history of the selected employee.
- The second table lists the remaining leaves of the selected employee.
- The third table lists the leaves of other employees which are clashing with the dates of the selected leave request.

If a leave request is accepted by Leave Issuer, it is permanently approved.

If a leave request is rejected by Leave Issuer, it is permanently rejected.

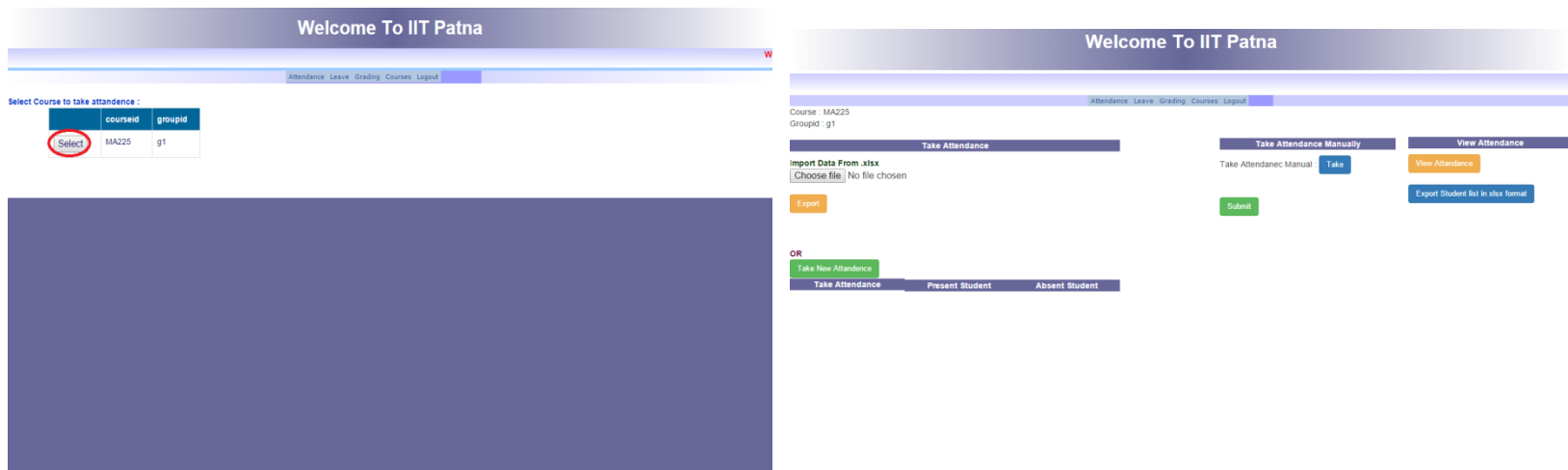
Employee

Navigation Menu appears towards the top of the page. Different menus can be selected from this menu.

Section 1 : Attendance

Using this menu, a faculty can manage attendances of the students studying under his supervision.

In order to take attendance of a batch, click on the **“Select”** button corresponding to the desired course and group.



This would redirect the tab to a new tab where various kinds of options have been provided for taking attendance. Faculty can also export the list of students in **xlsx** format using the button **“Export Student List in xlsx format”**.

Welcome To IIT Patna

Attendance Leave Grading Courses Logout

Course : MA225
Groupid : g1

Take Attendance

Import Data From .xlsx
Choose file No file chosen
Export

Take Attendance Manually

Take Attendance Manual : Take
Submit

View Attendance

View Attendance
Export Student list in xlsx format

OR

Take New Attendance

Take Attendance **Present Student** **Absent Student**

studentid	
1301CS25	Absent
1301CS36	Absent

There are three ways to take a new attendance :

- Faculty can upload a **.xlsx** file whose format should be same as the **.xlsx** file downloaded for taking attendance.

Welcome To IIT Patna

Attendance Leave Grading Courses Logout

Course : MA225
Groupid : g1

Take Attendance

Import Data From .xlsx
Choose file No file chosen
Export

Take Attendance Manually

Take Attendance Manual : Take
Submit

View Attendance

View Attendance
Export Student list in xlsx format

OR

Take New Attendance

Take Attendance **Present Student** **Absent Student**

studentid	
1301CS25	Absent
1301CS36	Absent

- Faculty can also take attendance by clicking on **“Take New Attendance”** button. This would load the attendance status of the students in the panel just below it. If attendance has not been taken on that day, all the students would appear below the **“Take Attendance”** column. If the student is present, click on button **“P”** otherwise on button **“A”**. Once the attendance has been taken for a day, student who is absent would appear under the **“Absent Student”**

column and the student who is present would appear under the “**Present Student**” column. Now if the faculty clicks on “**Absent**” button corresponding to the desired student under the “**Present Student**” column. This would move the student under “**Absent Student**” column. Now if the faculty clicks on “**Present**” button corresponding to the desired student under the “**Absent Student**” column, student would come under the list of “**Present Student**” column.

Welcome To IIT Patna

Course: MA225
Groupid: g1

Take Attendance

Import Data From .xlsx
Choose file No file chosen

Export

OR

Take New Attendance

Take Attendance Present Student Absent Student

studentid		
1301CS25	P	A
1301CS36	P	A

Welcome To IIT Patna

Course: MA225
Groupid: g1

Take Attendance

Import Data From .xlsx
Choose file No file chosen

Export

OR

Take New Attendance

Take Attendance Present Student Absent Student

studentid		
1301CS25	Absent	
1301CS36	Absent	

- Attendance can also be taken manually by clicking on the “**Take**” button under “**Take Attendance Manually**” column. This would load the list of relevant students. If a student is to marked **present**, fill integer “**1**” against him otherwise “**0**”. After filling, press on the “**Submit**” button below the list.

Welcome To IIT Patna

Course: MA225
Groupid: g1

Take Attendance

Import Data From .xlsx
Choose file No file chosen

Export

OR

Take New Attendance

Take Attendance Present Student Absent Student

studentid		
1301CS25	Absent	
1301CS25	Absent	
1301CS25	Absent	

Welcome To IIT Patna

Course: MA225
Groupid: g1

Take Attendance

Import Data From .xlsx
Choose file No file chosen

Export

OR

Take New Attendance

Take Attendance Present Student Absent Student

studentid		
1301CS25	Absent	
1301CS25	Absent	
1301CS25	Absent	

Faculty can see older attendances by clicking on the “**View Attendance**” button.

Welcome To IIT Patna

Attendance Leave Grading Courses Logout

Course : MA225
Groupid : g1

Take Attendance

Import Data From .xlsx
Choose file No file chosen
Export

OR
Take New Attendance

Take Attendance

Present Student	Absent Student												
<table><thead><tr><th>studentid</th><th></th></tr></thead><tbody><tr><td>1301CS25</td><td>Absent</td></tr><tr><td>1301CS25</td><td>Absent</td></tr><tr><td>1301CS25</td><td>Absent</td></tr></tbody></table>	studentid		1301CS25	Absent	1301CS25	Absent	1301CS25	Absent	<table><thead><tr><th>studentid</th><th></th></tr></thead><tbody><tr><td>1301CS36</td><td>Present</td></tr></tbody></table>	studentid		1301CS36	Present
studentid													
1301CS25	Absent												
1301CS25	Absent												
1301CS25	Absent												
studentid													
1301CS36	Present												

Take Attendance Manually

Take Attendance Manual : Take

1301CS25
1301CS36

Submit

View Attendance

View Attendance
Export Student list in xlsx format

Section 2 : Leave

Using this page faculty can take a new leave, view his leave history, remaining leaves and can also cancel his leaves.

In order to see leave history, pending and rejected, click on “**Show**” button.

Welcome To IIT Patna

Welcome

Attendance Leave Grading Courses Logout

Show Remaining Leaves

Remaining Leaves

2015

type	remain
CL	1
DL	8
EL	5
EOL	2
LPW	4
12	

Take Leaves

Leave Type: Casual Leave

Leave Date Range:

From:

To:

Leave Description: (maximum 500 character)

apply

Cancel Leaves

Select Leave to Cancel:

Select Leave

Leave History: Show

Welcome To IIT Patna

Welcome

Attendance Leave Grading Courses Logout

Pending Leaves				Leave History				Rejected Leaves			
startdate	enddate	type	textDescp	startdate	enddate	type	textDescp	startdate	enddate	type	textDescp
05/01/2015 12:00:00 AM	05/02/2015 12:00:00 AM	DL	sandip	03/18/2015 12:00:00 AM	03/19/2015 12:00:00 AM	CL	For illness	03/20/2015 12:00:00 AM	03/21/2015 12:00:00 AM	CL	family problem
04/20/2015 12:00:00 AM	04/21/2015 12:00:00 AM	DL	jlijjhijg	03/23/2015 12:00:00 AM	03/24/2015 12:00:00 AM	CL	aaaa	03/28/2015 12:00:00 AM	03/29/2015 12:00:00 AM	CL	knsiakn
05/27/2015 12:00:00 AM	05/28/2015 12:00:00 AM	EL	jvlyjvhuuy	03/23/2015 12:00:00 AM	03/24/2015 12:00:00 AM	CL	lknnkn				
12/31/2015 12:00:00 AM	01/04/2016 12:00:00 AM	EL	kinnknk	03/23/2015 12:00:00 AM	03/24/2015 12:00:00 AM	CL	ksd;				
				03/30/2015 12:00:00 AM	03/31/2015 12:00:00 AM	CL	kflytk				
				03/27/2015 12:00:00 AM	03/28/2015 12:00:00 AM	DL	vdfb				
				04/01/2015 12:00:00 AM	04/03/2015 12:00:00 AM	DL	bjkwerf				

Section 3 : Grading

Using this page a faculty can manage marks of his students.

In order to handle marks of a batch, click on the “**Select**” button corresponding to the desired course and group.

Welcome To IIT Patna

Welcome

Attendance Leave Grading Courses Logout

GRADING

SELECT COURSE

	courseid	groupid
Select	MA225	g1

Welcome To IIT Patna

Welcome

Attendance Leave Grading Courses Logout

Course : MA225
Group No : g1

Add Marks	Update Marks	Performance
Add new Marks : Add new	Update Marks : Update	Show Performance : Show
Import Data From : xlsx File : Add		Export Student List in xlsx Format

This would redirect the correct tab to a new tab shown on the right side above. Some features would go same as “**Section 1 – Attendance**”.

- In order to add marks, click on “**Add New**” button and then fill the details and click on “**Confirm**”. Alternatively you can upload a **.xlsx** file for the same as done in “**Section 1 – Attendance**” above.

Course : MA225
Group No : g1

Add Marks | **Update Marks** | **Performance**

Add new Marks: **Add new** (circled in red)

Import Data From .xlsx File: **Add**

Update Marks: **Update**

Show Performance: **Show**

Export Student List in .xlsx Format

Exam Name:

Maximum Marks:

Weightage:

Confirm (circled in red)

- In order to update existing marks of an exam, click on “**Update**” button.

Course : MA225
Group No : g1

Add Marks | **Update Marks** | **Performance**

Add new Marks: **Add new**

Import Data From .xlsx File: **Add**

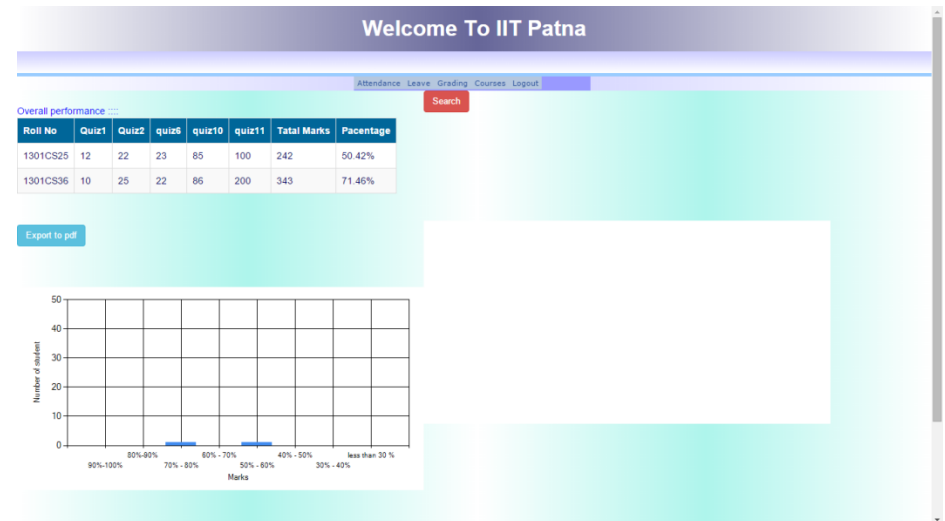
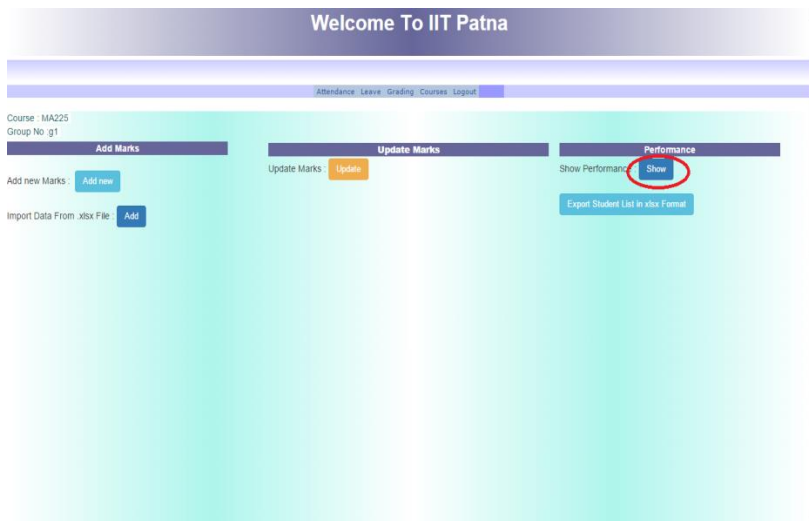
Update Marks: **Update** (circled in red)

Show Performance: **Show**

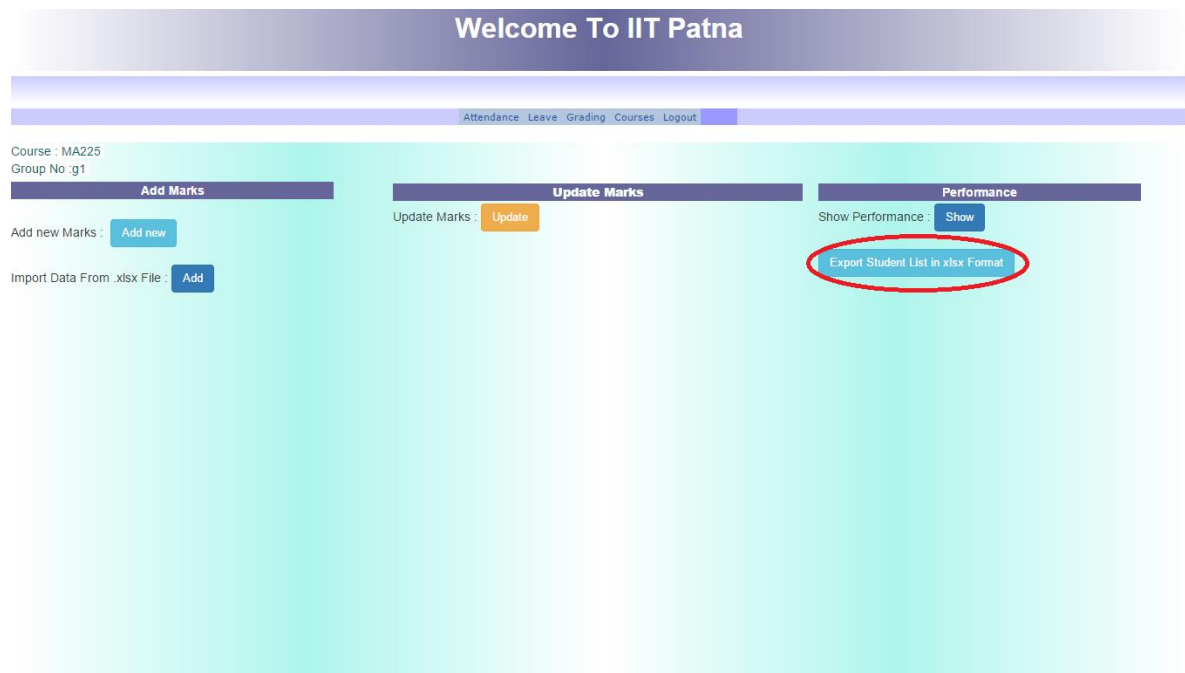
Export Student List in .xlsx Format

	max_marks	weightage	exam_name	examid
Select	20	10	Quiz1	40
Select	30	30	Quiz2	41
Select	30	10	quiz5	42
Select	100	10	quiz10	44
Select	300	10	quiz11	45

- In order to view the performances in various exams, click on “**Show**” button.



- Faculty can also export the list of students in **xlsx** format using the button “**Export Student List in xlsx format**”.



Section 4 : Course

Faculty will be able to see the list of course groups that he has been assigned on this page. He can also the list of students who have been enrolled in those course groups.

Welcome To IIT Patna

Attendance

Leave

Grading

Courses

Logout

COURSES

	coursename	courseid	groupid
Select	Math II	MA225	g1

View Student Information

Math IIg1

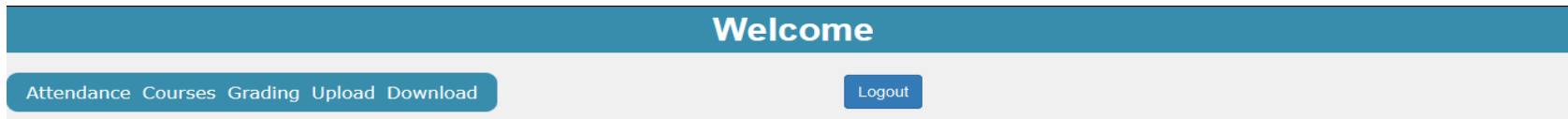
studentid	name	depid	sem
1301CS25	Kuntal Das	CSE	4
1301CS36	Ramayan	CSE	4

Export student Information into pdf

Student Page

Section 1 : Student -> Home

Once a student log in successfully he will be redirected to this page.



Section 2 : Student -> Attendance

A Student can check his/her attendance of the current semester. Clicking the Attendance button will redirect the student to a page where he/she have to choose the course id. Once selected the attendance in that course of the current semester will be displayed.

Welcome

Attendance Courses Grading Upload Download

Logout

Courses Grading Attendance Upload Download

Logout

CS241

g1

001

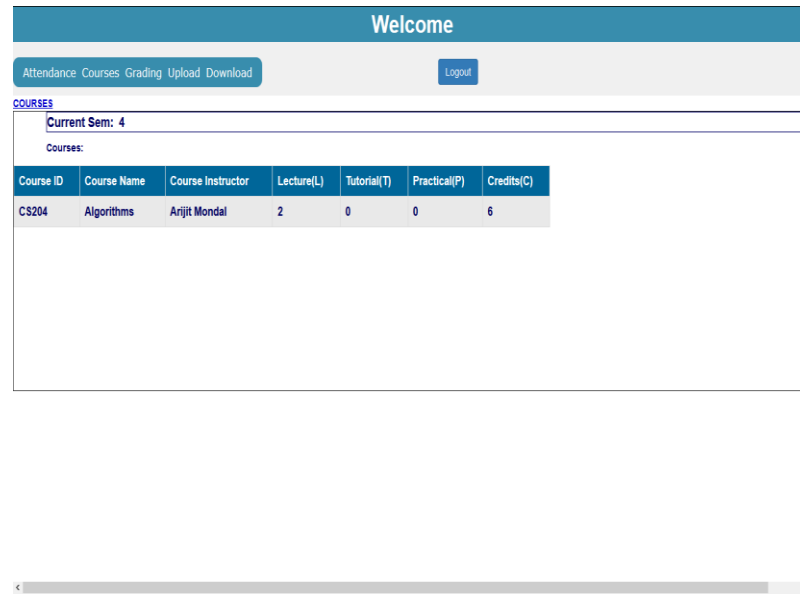
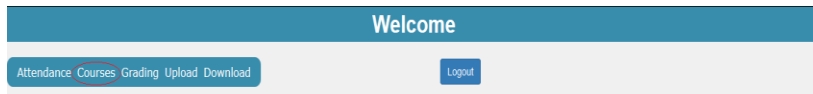
Date	Attendance (1-present / 0-absent)
04-16-2015 00:00:00	0
04-11-2015 00:00:00	1

Section 3 : Student -> Courses

In this section a student can view the list of all courses in which he/she is registered for in that semester. Clicking on the course button will redirect the user to the course page.

It displays the following ...

- | | |
|---------------------|--|
| • Course Name | - Name of the courses. |
| • Course ID | - Course ID of the course. |
| • Course Instructor | - Name of the course Instructor of the group corresponding to the student. |
| • Lectures (L) | - Number of Lectures per week. |
| • Tutorials (T) | - Number of Tutorials per week. |
| • Practicals (P) | - Number of Practicals per week. |
| • Credits (C) | - Total credits of that course. |



Section 4 : Student -> Grading (Marks)

In this section a student can view his marks of all the examinations (quizzes, mid-semester or end-semester, practical etc) , taken by the professor. Once the student navigates this page , all the current courses along with their corresponding course instructor will be shown. He/she will have to select a course. Once the course is selected the following details will be displayed.

- Exam name
 - Maximum Marks.
 - Marks Obtained
 - Class Average
 - Class Highest
- List of all the exams taken by the professor (like quiz1, mid-semester etc) .
 - Maximum marks of the Exam i.e. the marks out of which it is taken.
 - Marks obtained by the current user.
 - Average of the marks of whole class.
 - Highest Marks obtained in that exam.

Welcome

[Attendance](#)
[Courses](#)
[Grading](#)
[Upload](#)
[Download](#)

Logout

GRADING

Courses Taken :

GRADES:

Section 5.1 : Student -> Resource Sharing ->File Uploading

Once user navigates to the File Upload page he/she will be allowed to upload any file. Clicking on the file upload bar will open a file select module. Single file will be allowed to upload at a time. Once the user had selected file, the user will have to specify the supportive courses for the file by filling on the checkboxes. One may also add file description, but it is optional.

File Upload

Browse...

No file selected.

Submit

Select Courses

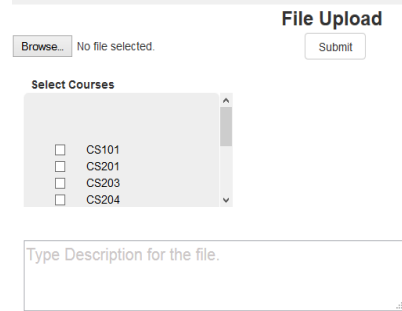
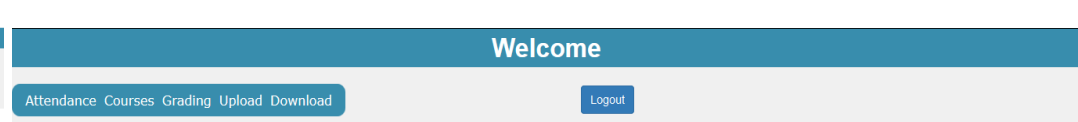
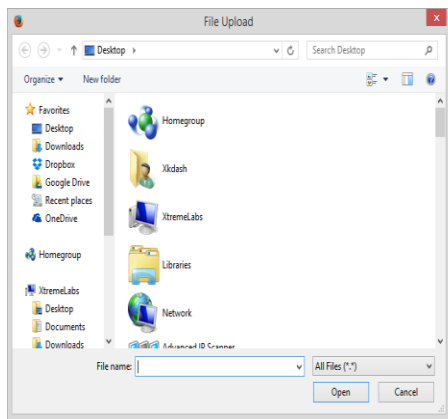
☒ CS101

☒ CS201

☐ CS203

☐ CS204

Type Description for the file.



Upload status: File successfully uploaded: ALIVE.jpg 300.25 kBytes

Section 5.2 : Student -> Resource Sharing -> File Downloading

This page allows the users to download files related to any course. Once user visits the page he/she will have to choose the department first from the list of departments. Once chosen all the courses of that department will be listed. User will have to choose the corresponding course-id. Once chosen all the files related to that course will be displayed. The user can click on the download button to download the desired file.

Welcome

Attendance Courses Grading Upload Download

Logout

Welcome

Attendance Courses Grading Upload Download

Logout

CS CS204

	File Name	Description	Upload Date
Download	cross side scripting	nwnznwnnz EDJSJDAJDSAD	
Download	cross side scripting1	nwnznwnnz EDJSJDAJDSAD	
Download	11071737_816507678430566_4694012054129591616_n1		
Download	6_Design_SA_SD123	stjhsvalid.oerewpqkethwqjelqo.eq	
Download	ass1-2015	cglghik bjkhkj	

12

Welcome

Attendance Courses Grading Upload Download

Logout

CS ▾

CS204 ▾

	File Name	Description	Upload Date
Download	cross side scripting	nxnznxnznz EDJSJDAJDSAD	
Download	cross side scripting1	nxnznxnznz EDJSJDAJDSAD	
Download	11071737_816507678430566_4694012054129591616_n1		
Download	6_Design_SA_SD123	shjhswalid;oe	
Download	ass1-2015	cgt	

12

