

# NAHEP



## ACADEMIC MANAGEMENT SYSTEM

NAHEP Component 2A  
Project “Investment in ICAR  
Leadership for Agriculture  
Higher Education”

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### Student Reference Manual

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**UBKV ,  
West Bengal**

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# 1. Introduction

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Academic Management System (AMS) has been customized by the NAHEP Component 2 Project Team at ICAR-Indian Agricultural Statistics Research Institute (IASRI) for the implementation at various Agricultural Universities. It is a web enabled system for management of all the various academic activities of the university. The system caters to the needs of different users: Dean, Registrar, Professor, Head, Guide, Student, Teacher, Student, Administrators and Officials for performing their assigned tasks. This system has been designed in a modular approach with in-built work flows. AMS ensures that the individuals responsible for the next task are notified and receive the data they need to execute at their stage of process. At present five modules have been envisaged viz., Student Management, Student Management, Course Management, Administration Management and E-Learning.

AMS facilitates in automation of various academic processes of the university and enhances the efficiency of the overall system by saving time and efforts involved in manual processes. It continues to be customized as per the respective needs of the various universities.

# 1.1 Activity Diagram for using Academic Management System (AMS)

In AMS student members can registered himself/herself through the registration page, after that they can access their profile's only after admin approval.

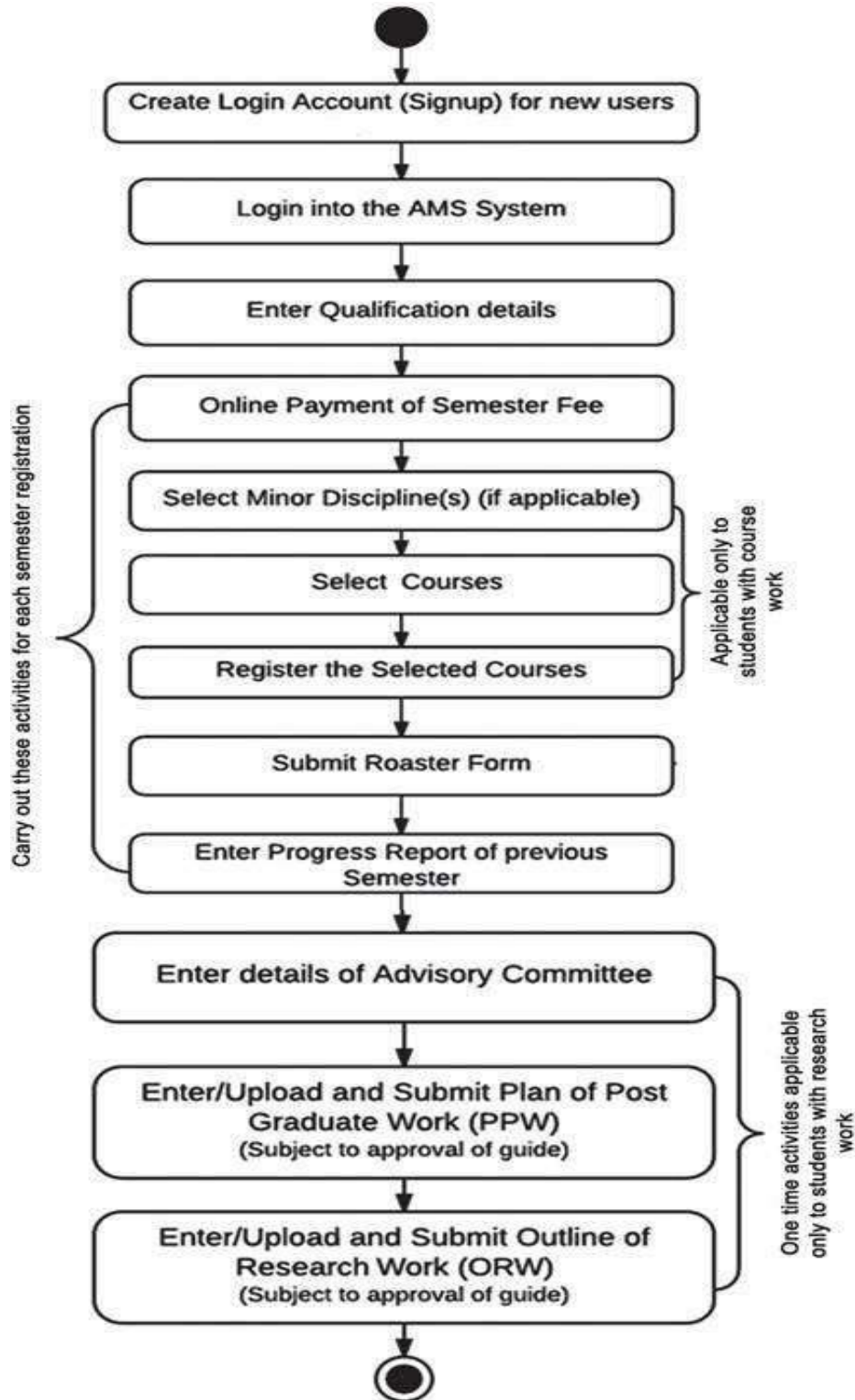


Fig. 1.1 Activity Diagram for using Academic Management System (AMS)

## 2. Student Account

In AMS student members can registered himself/herself through the registration page, after that they can access their profile's only after admin approval.

### 2.1 Registered as a Student

Student will have to registered as a student member from the registration page. Then only admin approved as a student, student can login into their profile.

The screenshot displays the 'USER REGISTRATION' form within the AMS interface. The header includes the university logo, the title 'Academic Management System Uttar Banga Krishi Vishwavidyalaya, West Bengal', and the NAHEP logo. A navigation bar contains links for HOME, NAHEP, CONTACT US, and DOWNLOADS. The form fields are as follows:

- \*User Type:** Select UserType (dropdown)
- \*User ID/Username:** User ID (text input)
- \*Password:** Password (text input)
- \*Confirm Password:** Confirm Password (text input)
- \*Title:** Title (dropdown)
- \*First Name:** First Name (text input)
- Middle Name:** Middle Name (text input)
- Last Name:** Last Name (text input)
- \*Father Name:** Father Name (text input)
- \*Mother Name:** Mother Name (text input)
- \*Religion:** Religion (dropdown)
- \*Gender:** Gender (dropdown)
- \*Category:** Category (dropdown)
- \*Physically Challenged?:** Physically Challenged (dropdown)
- \*Date of Birth:** DD-MM-YYYY (text input with calendar icon)
- \*Blood Group:** Blood Group (dropdown)
- \*Degree:** Degree (dropdown)
- \*Discipline:** Discipline (dropdown)
- \*Select College:** Select College (dropdown)
- Aadhaar Number:** Aadhar No (text input)
- \*Email ID:** Email ID (text input)
- \*Mobile No:** Mobile No (text input)
- Bank A/C No:** Bank A/C No (text input)
- Bank Name & Branch:** Bank Name & Branch (text input)
- IFSC Code:** IFSC Code (text input)
- \*Address Official/Correspondence:** Address Official/Correspondence (text input)
- \*Permanent Address ( [Same as correspondence address ] ):** Address Permanent (text input)
- \*Country:** Country (dropdown)
- \*Domicile State:** Domicile State (dropdown)

A green 'Next' button is located at the bottom of the form. The footer contains the university logo, the text 'AMS Version 2.0 Implemented Under NAHEP Component-II Division of Computer Applications ICAR-IASRI, Library Avenue, Pusa, New Delhi - 110 012 (INDIA)', and another university logo.

Fig. 2.1 Registration Page

## 2.2 Guidelines for Filling Up Registration Form

- In the field **\*Create User Name/ID** user has to create a login account which will be used to access the system. The user may select the User Name/ID of his/her choice. Student are advised to remember/ retain the created User Name/ID for future reference.
- Enter your first name in the textbox next to **\*First Name** label.
- Enter your father's name in the textbox next to **\*Father's Name** label. Please don't prefix the father name with Sh., Mr. or Dr.
- **\*Password** must be at least 7 characters long and must include special characters.
- Use calendar to enter **\*D.O.B.**
- After filling all the required details, click on **next** button to preview all the related information. Then click on preview button after verified all the information if it is correct click on **submit button**.
- After the request has been sent to the admin, then admin approved that request as a student, head, professor or guide.



Fig. 2.2 Registration Successfully



### 3. Access Home Page of AMS

- Enter the AMS URL assigned to your university into the web browser.
- Home Page of AMS of your university will be displayed on the screen.

**Academic Management System**  
**Uttar Banga Krishi Vishwavidyalaya, West Bengal**

HOME NAHEP CONTACT US DOWNLOADS ▾

eLearning Call-3: Online Applications invited for Creating and Review of PG C

Uttar Banga Krishi Vishwavidyalaya is a public agricultural university in Pundibari about 11 km North-West of Cooch Behar, West Bengal, India. It has faculties of Agricultural Engineering, Agriculture and Horticulture. The economy of this part of West Bengal is predominantly agrarian, and agriculture is characterized by low productivity and subsistence farming with a limited number of crops due to inherent soil-climatic and agro-ecological conditions. Improved technologies befitting the agro-climatic and socio-economic characteristics of this region is an important issue. .  
[About AMS](#)

[Login](#) [Register](#) [Faculty Registration for Training](#)

**New Updates**

**Resources**

- White Book
- Reference Manual (Faculty)
- Reference Manual (Students)
- Academic Calendar 2019-20

AMS Version 2.0  
Implemented Under NAHEP Component-II  
Division of Computer Applications  
ICAR-IASRI, Library Avenue, Pusa, New Delhi - 110 012 (INDIA)

Fig. 3 Home Page of the Academic Management System

## 4. Login as Student

After administrator approval student will received an email in which user id and password is mention. By using them student can easily access their profile.

- Student open the URL into the Web browser.
- Enter the University URL.
- On home page click on login button then enter userid and password then click on **login button**.

Academic Management System  
Uttar Banga Krishi Vishwavidyalaya, West Bengal

HOME NAHEP CONTACT US DOWNLOADS

eLearning Call-3: Online Applications invited for Creating and Review of PG Courses, Click here to Register

Uttar Banga Krishi Vishwavidyalaya is a public agricultural university in Pundibari about 11 km North-West of Cooch Behar, West Bengal, India. It has faculties of Agricultural Engineering, Agriculture and Horticulture. The economy of this part of West Bengal is predominantly agrarian, and agriculture is characterized by low productivity and subsistence farming with a limited number of crops due to inherent soil-climatic and agro-ecological conditions. Improved technologies befitting the agro-climatic and socio-economic characteristics of this region is an important issue.

Member Login

User Id Password

New Updates

Resources

- White Book
- Reference Manual (Faculty)
- Reference Manual (Students)
- Academic Calender 2019-20

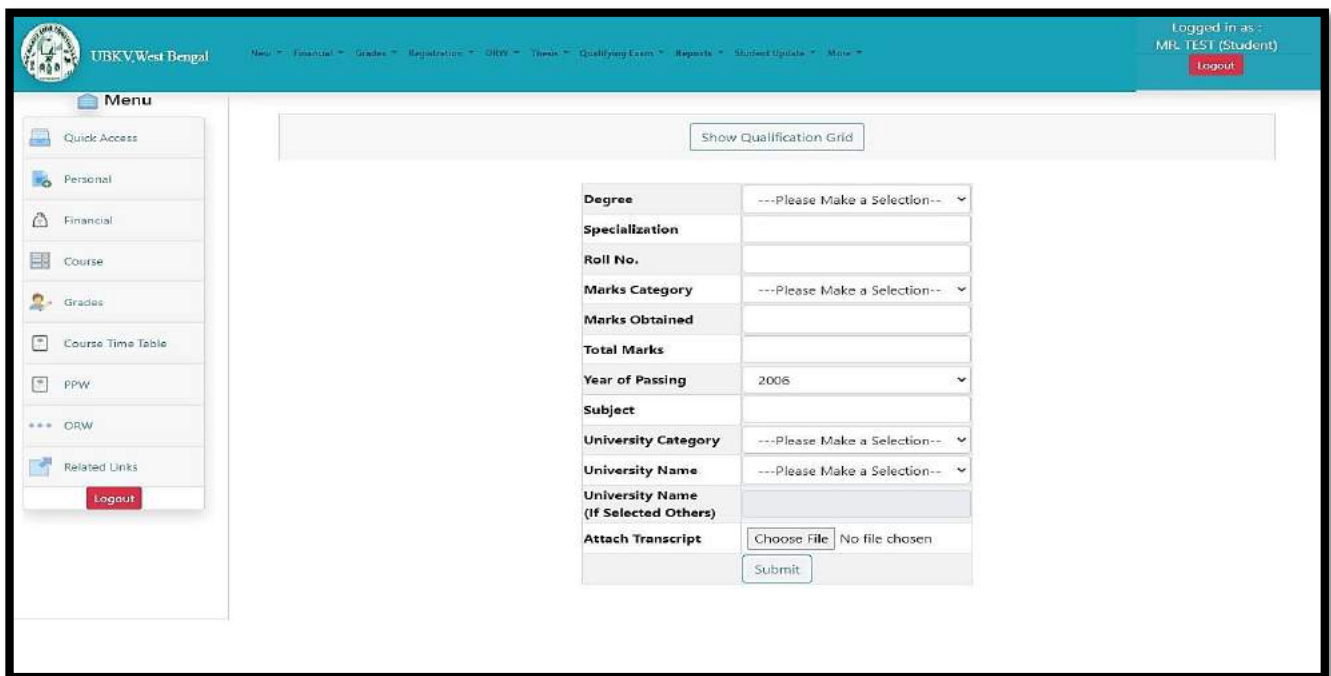
AMS Version 2.0  
Implemented Under NAHEP Component-II  
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ICAR-IASRI, Library Avenue, Pusa, New Delhi - 110 012 (INDIA)

Fig. 4 Login as Student

## 4.1 Student Qualification Editing/Updating

Student have the rights to change his/her Profile information.

- To enter qualification information, click on **Personal menu**.
- Click on qualification menu and then fill all the information related to the fields.
- After complete all the information click on **submit button** to save all the correct information related to student.



The screenshot shows the UBKV West Bengal student portal interface. The top navigation bar includes the university logo, name, and a menu with options like Home, Financial, Grades, Registration, ORW, Thesis, Qualifying Exam, Reports, Subject Update, and More. The user is logged in as MR. TEST (Student) and has a Logout button. A left-hand menu contains options like Quick Access, Personal, Financial, Course, Grades, Course Time Table, PPW, ORW, and Related Links. The main content area features a 'Show Qualification Grid' button and a form for entering qualification details. The form fields include Degree, Specialization, Roll No., Marks Category, Marks Obtained, Total Marks, Year of Passing (set to 2008), Subject, University Category, University Name, University Name (If Selected Others), and Attach Transcript (with a file upload button and 'No file chosen' text). A Submit button is located at the bottom of the form.

Fig. 4.1 Student Profile Editing/Updating

## 4.2 Student Update/Edit Basic Profile

Student can update their profile by this menu option

- Click on **personal menu** in the navigation bar.
- Click on **edit basic profile**.
- In this edit basic profile. There are three options are providing to the student member.
- **Update Profile, Change Password, Verified Email id.**
- **Update Profile** is provided to update student profile information.

- **Change Password** is provided to change password.
- **Verified Email id** is provided to verified email id of the student member.

The screenshot displays a web interface for updating a faculty member's profile. The main content area is a modal window titled "UPDATE DETAILS" with a close button (X) in the top right corner. The form is organized into several sections:

- User Type:** A text input field containing "It".
- Username:** A text input field containing "Dheeraj.Bhu12".
- Title:** A dropdown menu set to "Dr.". Below it are three text input fields for "First Name" (Dheeraj), "Middle Name" (Middle Name), and "Last Name" (Mishra).
- Father Name:** A text input field containing "Rajendra P. Mishra".
- Mother Name:** A text input field containing "Rameshwari Mishra".
- Gender:** A dropdown menu set to "Male".
- Category:** A dropdown menu set to "GEN - General".
- Physically Challenged?** A dropdown menu set to "No".
- Date of Birth:** A date input field containing "03-08-1985" with a calendar icon.
- Blood Group:** A dropdown menu set to "A+".
- Degree:** A dropdown menu set to "Select Degree".
- Discipline:** A dropdown menu set to "Agricultural Extension".
- Select College:** A dropdown menu set to "College of Agriculture, Banda".
- Aadhar Number:** A text input field containing "Aadhar No".
- Email ID:** A text input field containing "Dheeraj.Bhu12@Gmail.Com".
- Mobile Number:** A text input field containing "7839304954".
- Bank A/C No:** A text input field containing "Bank A/C No".
- Bank Name & Branch:** A text input field containing "Bank Name & Branch".
- IFSC Code:** A text input field containing "IFSC Code".
- Address Off/Ad/Correspondence:** A text input field containing "BUAT, Banda".
- Address Permanent:** A text input field containing "BUAT, Banda".
- Country:** A dropdown menu set to "India".
- Domicile State:** A dropdown menu set to "UTTAR PRADESH".

At the bottom right of the modal, there is a blue "Update" button.

Fig. 4.2(a) Student Update/Edit Basic Profile

- To change password, click on change password.
- Enter current password then only enter new and confirm password.

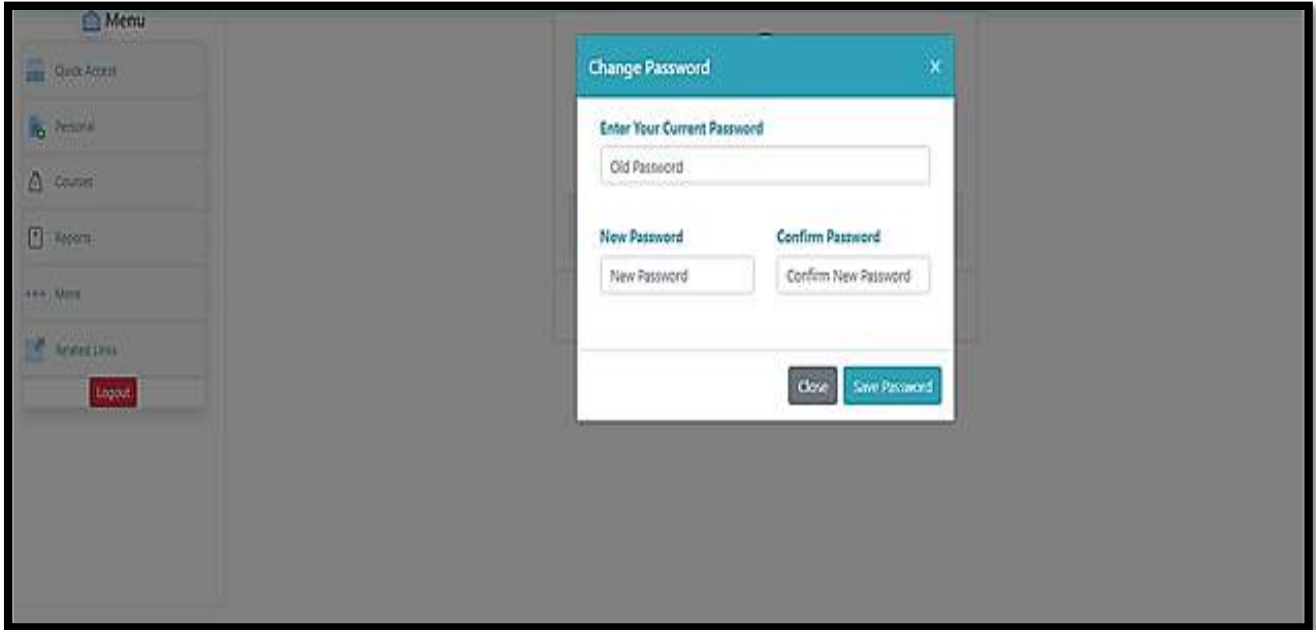


Fig. 4.2(b) Student Update/Edit Basic Profile

- To verified email id, enter registered email id and then click on get OTP.
- After that OTP will send to your email id, then user enter that OPT to change their password.

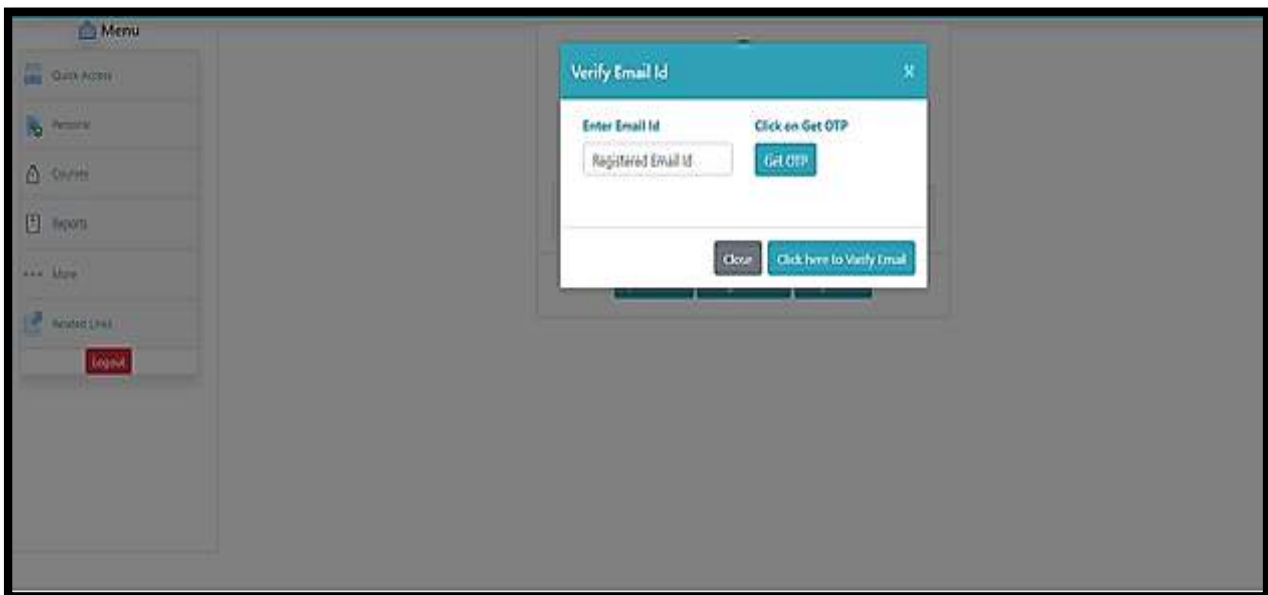
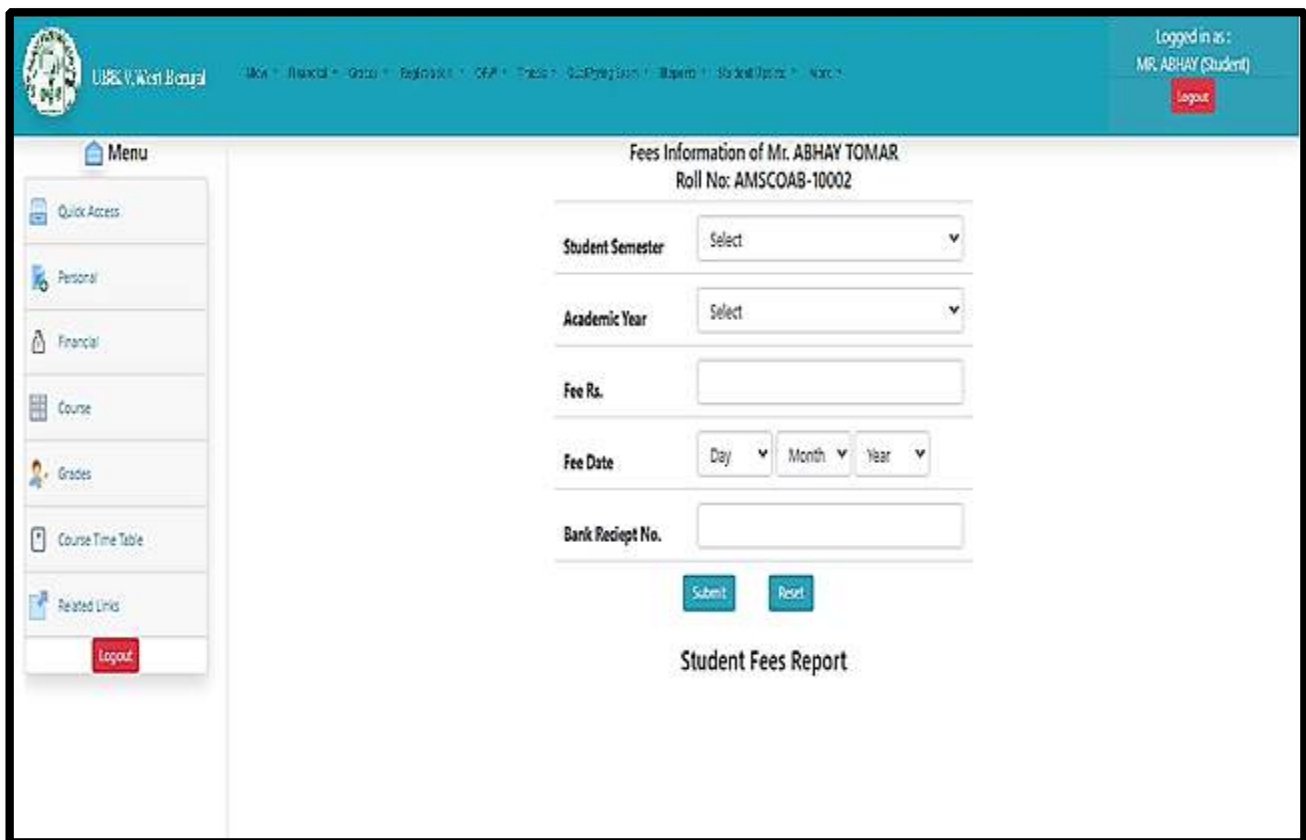


Fig. 4.2(c) Student Verify Email id

## 5. Fee Payment Module to the Student

The students can pay semester fee and other type of fee such as re-totaling, supplementary, due hostel charges in offline mode. The fee submission details will be submitted offline in by Clicking on **Financial menu option and then click on Fees.**

Menu tab.



The screenshot displays the 'Fees Information of Mr. ABHAY TOMAR' page. The user is logged in as 'MR. ABHAY (Student)'. The interface includes a navigation menu on the left with options like 'Quick Access', 'Personal', 'Financial', 'Course', 'Grades', 'Course Time Table', and 'Related Links'. The main content area contains a form for entering fee details:

- Student Semester:** Select (dropdown menu)
- Academic Year:** Select (dropdown menu)
- Fee Rs.:** Text input field
- Fee Date:** Day (dropdown), Month (dropdown), Year (dropdown)
- Bank Receipt No.:** Text input field

Below the form are 'Submit' and 'Reset' buttons. The page title is 'Student Fees Report'.

Fig. 5 Fee Payment Module

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## 6. Plan of Post Graduate Work (PPW)

A student Plan of Post Graduate Work (PPW) contains various options for selection of minor discipline, major and minor courses, details of advisory committee, thesis problem and submission of PPW. The PPW submitted by a student needs to be approved in a sequence by his/her Advisory Committee Members, Guide, Professor & Head, Dealing Assistant, AAO, Academic In-charge and Dean of the discipline.

### 6.1 Choosing Minor Discipline

Student can choose his/her major/minor discipline by clicking on **PPW** and then click on **Minor Discipline**.

- As per requirement select first, second, third and fourth minor disciplines from the respective options '**First Minor Discipline**', '**Second Minor Discipline**', '**Third Minor Discipline**' and '**Fourth Minor Discipline**' dropdown menu.
- Select Supporting courses (if applicable) from **Supporting Courses** 'dropdown menu as per need. Select Audit courses (if applicable) from **Audit Courses** dropdown menu as per need.
- Select Compulsory courses (if applicable) from **compulsory Courses** dropdown menu as per need.
- After selecting relevant information click on '**Submit**' button.

Select Various Type of Courses and Disciplines

Major Discipline	Agriculture ▼
1st Minor Discipline	Please Make a Selection ▼
2nd Minor Discipline	Basic Sciences ▼
3rd Minor Discipline	Please Make a Selection ▼
4th Minor Discipline	Please Make a Selection ▼
Supporting Courses	Please Make a Selection ▼
Audit Courses	Please Make a Selection ▼
Compulsory Courses	Please Make a Selection ▼

Fig. 6.1 Choosing Minor Discipline

## 6.2 Selecting Course

Student can choose/allocate his/her courses offered by the division/guide, by clicking on PPW and then click on Courses.

- Select academic year and semester from '**Academic Year**' and '**Semester**' Dropdown. and click on add semester.



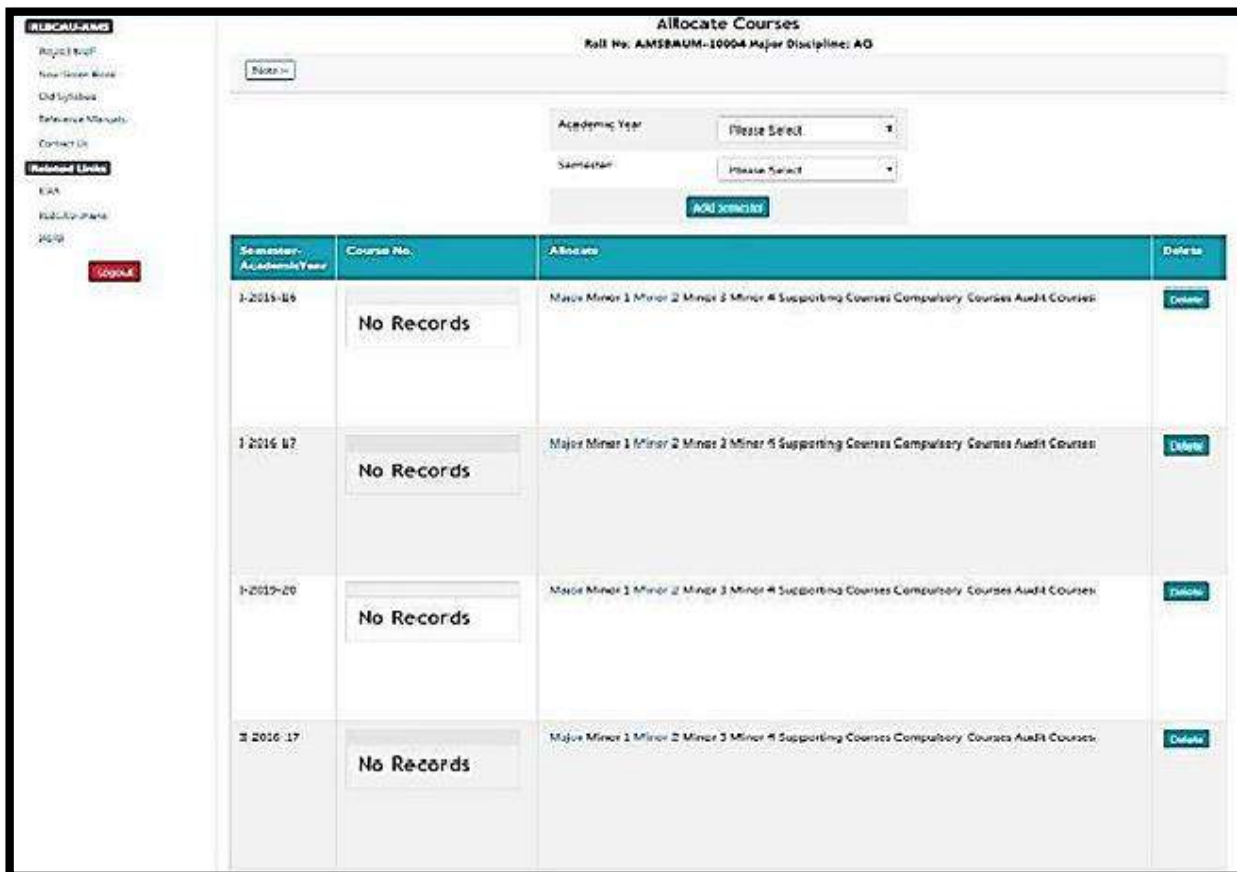


Fig. 6.2 Selecting Course

- After adding a semester, we can add new courses offered for that semester and academic year.

### 6.3 Constitution of Advisory Committee

After constitution of advisory committee, the student is supposed to enter details of his/her advisory committee members by clicking on **PPW** and then click on **Advisory Committee**.

- Next screen contains a links **'Choose Major Member'** **'Choose Minor1 Member'** **'Choose Other Member'** etc. for selecting members from major, minor and other disciplines.
- To select a member from major discipline, click on **'Choose Major Member'**.
- This will show next window containing **'Faculty Members'** and **'Advisory Committee Members'** list boxes.
- Select a faculty member name from **'Faculty Members'** list box and move it to **'Advisory Committee Members'** list box by **right move >> button**.

- A faculty member name in **‘Advisory Committee Members’** list box may be moved back to
- **‘Faculty Members’** list box by **left move << button**.
- Click on **‘Save Changes’** button.
- The selected major faculty member will appear in a row below **‘Choose Major Member’**
- In similar manner, members from remaining discipline may be selected.

Proposal for Constitution/Re-constitution of Advisory Committee		
1.	Name of Student	vibhor tyagi
2.	ID No.& year of Admissi <del>on</del>	AMSBAUM-10004 (2019)
3.	Degree Programme and Subject	M.Tech. (AG)
4.	College	BIRSA AGRICULTURAL UNIVERSITY
<b>Advisory Committee</b>		
Name & Designation	Approved Member	
Chairman		
<b>AG</b> (Co-Chairman) Choose Co-Chairman Member Choose From Other Discipline Choose From Other College		
<b>AG</b> (Core)Choose Core Member Choose From Other Discipline Choose From Other College		
(Supporting/Minor 1)		
<b>BS</b> (Supporting/Minor 2)Choose Supporting 2 Member Choose From Other Discipline Choose From Other College		
(Supporting/Minor 3)		
(Supporting/Minor 4)		
(Supporting/Minor 5)		
(Optional)		
(Other)		
<input type="button" value="Submit"/>		

Fig. 6.3(a) links for Selecting Advisory Committee Members

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**Advisory Committee**

**Roll No :** AMSBAUM-10004

**MEMBER**

**SELECTED MEMBER**

DEANKUMAR  
GUIDEKUMAR  
MANISHCHAUHAN  
SHYAMXQ

Fig. 6.3(b) Advisory Committee Members

## 6.4 Submitting thesis abstract

Students are expected to submit his/her thesis abstract as a Plan of Post Graduate Work. To submit thesis abstract click on **PPW** then click on **Thesis Problem**. Kindly insure that there is no blank space in the file name to be uploaded. Click '**Submit**' button to upload the thesis abstract file and other information in the system.

Home Personal Financial Course Grades PPW Reports OWR More

Logged in as : MR. VIBHOR (Student)

Print

### Student POW

**Student Name:** vibhor tyagi  
**Roll No.:** AW556104-14064  
**Date of enrolment:** 24/04/2019  
**Degree:** M.Tech.  
**Discipline:** Agriculture  
**Core Discipline:** NI  
**Optional:** NI  
**Supporting Discipline 1:** NI  
**Supporting Discipline 2:** Basic Sciences  
**Supporting Discipline 3:** NI  
**Supporting Discipline 4:** Label  
**Supporting Discipline 5:** Label  
**Compulsory:** No  
**Other Field:** No

Degree	Total Marks	Marks Obtained	University	Year of Passing	RollNo.
M.Tech.[se]	100	73	Anand Agricultural University, Anand	2017	122

**Tentative Title of Thesis:** Agriculture

**Advisory Committee:**

**Course Works:** No Records

**Core Discipline:** No Courses

**Optional:** No Courses

**Supporting Discipline 1:** No Courses

**Supporting Discipline 2:** No Courses

**Supporting Discipline 3:** No Courses

**Supporting Discipline 4:** No Courses

**Supporting Discipline 5:** No Courses

**Compulsory Course:** No Courses

**Non Credit Compulsory Course:** No Courses

**Other Field:** No Courses

**No. of Credits of Course:**

Core Discipline Credits :	0
Optional Discipline Credits :	0
Supporting Discipline 1 Credits :	0
Supporting Discipline 2 Credits :	0
Supporting Discipline 3 Credits :	0
Supporting Discipline 4 Credits :	0
Supporting Discipline 5 Credits :	0
Compulsory Course Credits:	0
Non Credit Compulsory Course Credits:	0
Other Discipline Credits:	0
<b>Total Credits:</b>	<b>0-0</b>

Submit POW

Fig. 6.4 Plan of Post Graduate Work (PPW )