



# 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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**DUVASU,  
Mathura**

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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.

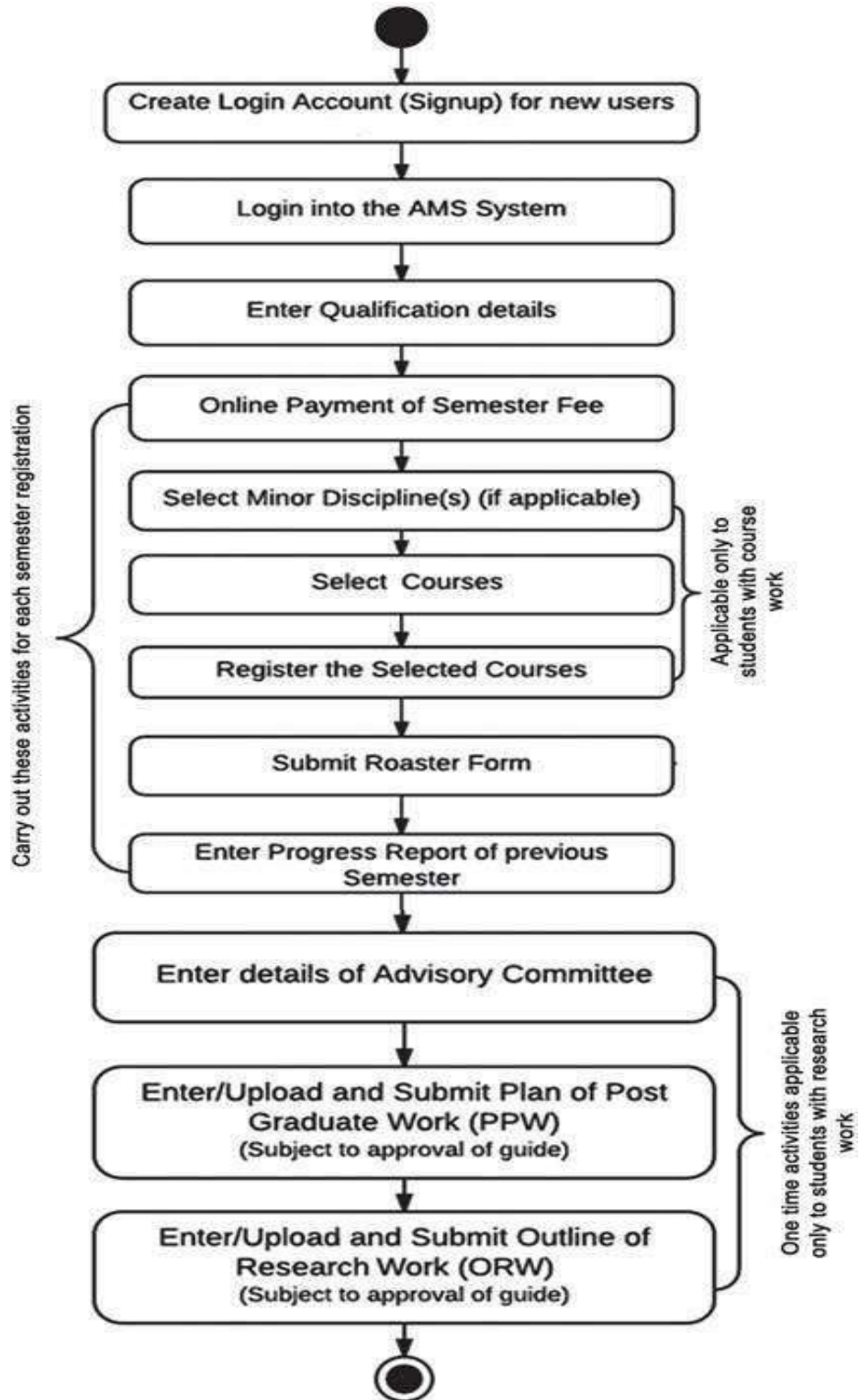


Fig. 1.1 Activity Diagram for using Academic Management System (AMS)

## 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.

**Academic Management System**  
DUVASU, Mathura

HOME NAHEP CONTACT US DOWNLOADS

### USER REGISTRATION

\*User Type: Select UserType

\*User ID/Username: Deepikac259

\*Password: Password

\*Confirm Password: Confirm Password

\*Title: Title

\*First Name: First Name

Middle Name: Middle Name

Last Name: Last Name

\*Father Name: Father Name

\*Mother Name: Mother Name

\*Religion: Religion

\*Gender: Gender

\*Category: Select Category

\*Physically Challenged?: Physically Challenged

\*Date of Birth: DD-MM-YYYY

\*Blood Group: Blood Group

\*Degree: Degree

\*Discipline: Discipline

\*Year: Year

\*Select College: Select College

Aadhaar Number: Aadhar No.

\*Email ID: deepikac259@gmail.com

\*Mobile No: Mobile No.

Bank A/C No: Bank A/C No

Bank Name & Branch: Bank Name & Branch

IFSC Code: IFSC Code

\*Address Official/Correspondence: Address Official/Correspondence

\*Permanent Address (  Same as correspondence address ): Address Permanent

\*Country: Country

\*Domicile State: Domicile State

Next

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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.

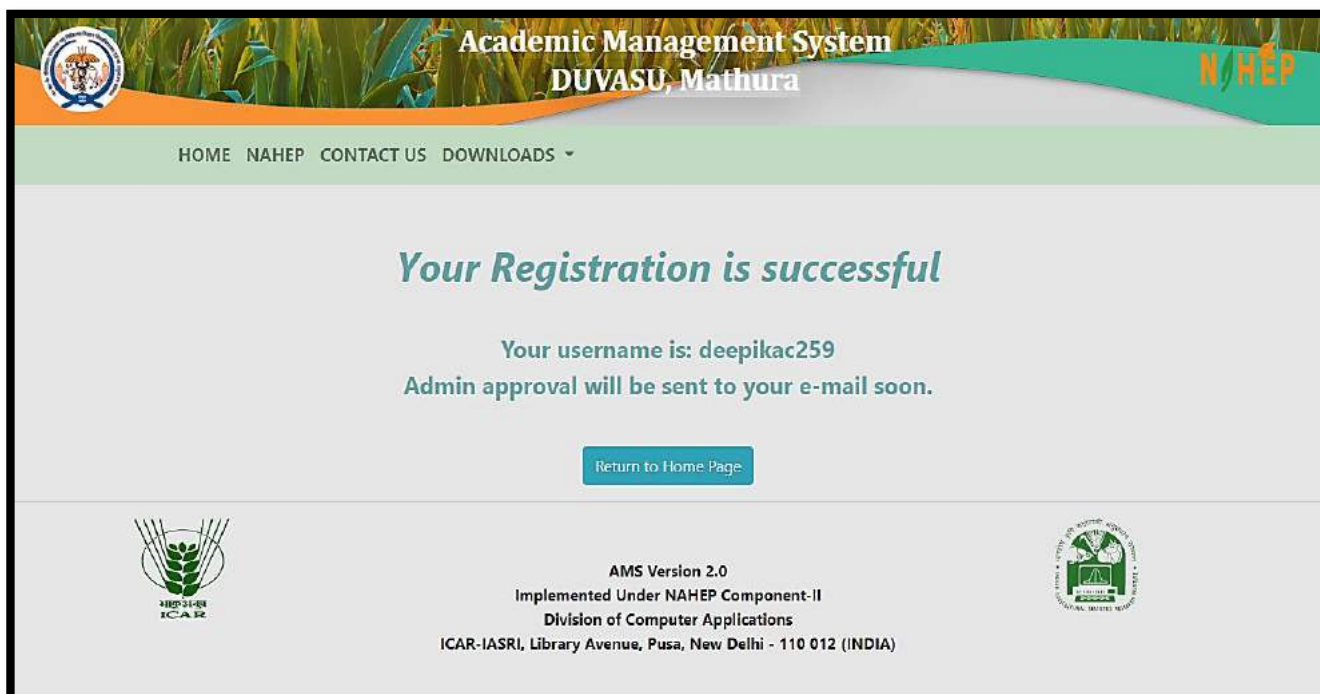


Fig. 2.2 Registration Successfully



### 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**  
**DUVASU, Mathura**

HOME NAHEP CONTACT US DOWNLOADS ▾

Please register for Training on Academic Management System (AMS) under NAHEP Component 2, c

#### Events of DUVASU Mathura



Login Register Faculty Registration for Training

Uttar Pradesh Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go-Anusandhan Sansthan, Mathura, find first of its kind in the State and fourth in the Country, was established by Government of Uttar Pradesh vide U. P. Act. No. 27 of 2001 on 25.10.2001 with the College of Veterinary Science & AH, the erstwhile U.P. College of Veterinary Science & Animal Husbandry, Mathura as its main constituent College. Brij area is known since time immemorial for lord Krishna and its animal wealth, particularly cows. There are large numbers of Gau-shalas in and around Mathura having hundreds and thousand of cows. The whole of Brij Kshetra is famous for its milk and products (doodh, dahi, makhan, pera etc.) Recognizing the important of live-stock of this area, the erstwhile U.P. College of Veterinary Science and Animal Husbandry was established in Mathura by Govt of U.P. in 1947. It was the first Veterinary College in Asia to confer the degree in Veterinary Science. Ever since the establishment of this College, it has contributed significantly not only in terms of number of graduated and post- graduated of high Scholastic order, but also quality research of national and international standards. This College has a glorious past and the distinction of having its alumni holding high positions in India and abroad as teachers, research workers, policy marker, consultants and administrators. [More About AMS & DUVASU, Mathura](#)

#### Notice Board

University	Institute/College
<ul style="list-style-type: none"><li>• Updated by University</li></ul>	<ul style="list-style-type: none"><li>• (CoVS&amp;AH)-Updated By institute</li></ul>

#### Resources

- White Book
- Reference Manual (Admin)
- Reference Manual (Faculty)
- Reference Manual (Students)
- Academic Calender 2020-21

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Fig. 3 Home Page of the Academic Management System

## 4. Login as Student

After administrator approval student will receive an email in which user id and password is mentioned. 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**.

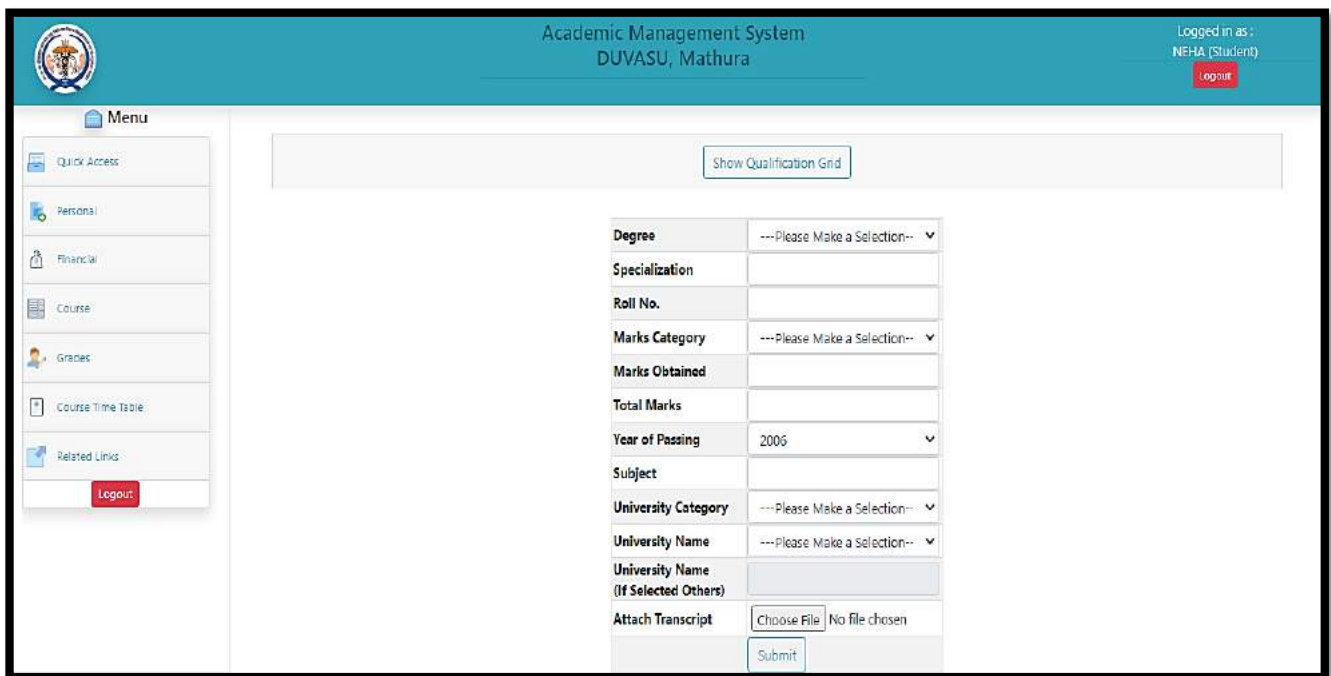
The screenshot displays the Academic Management System (AMS) interface for DUVASU, Mathura. At the top, there is a navigation menu with links for HOME, NAHEP, CONTACT US, and DOWNLOADS. A banner for 'Events of DUVASU Mathura' is visible, featuring a photograph of a speaker. A 'Member Login' modal window is open, showing input fields for 'User Id' and 'Password', along with 'Login' and 'Forgot Your Password?' buttons. Below the modal, there are sections for 'Notice Board' and 'Resources'. The footer contains the AMS Version 2.0 logo and contact information for ICAR-IASRI.

Fig. 4 Login as Student

## 4.1 Student Qualification Editing/Updating

Students 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 completing all the information, click on **submit button** to save all the correct information related to the student.



The screenshot displays the 'Academic Management System' interface for DUVASU, Mathura. The user is logged in as NEHA (Student). The main content area shows a 'Show Qualification Grid' button and a form for entering qualification details. The form fields are as follows:

Degree	---Please Make a Selection---
Specialization	
Roll No.	
Marks Category	---Please Make a Selection---
Marks Obtained	
Total Marks	
Year of Passing	2006
Subject	
University Category	---Please Make a Selection---
University Name	---Please Make a Selection---
University Name (If Selected Others)	
Attach Transcript	<input type="button" value="Choose File"/> No file chosen
	<input type="button" value="Submit"/>

Fig. 4.1 Student Profile Editing/Updating

## 4.2 Student Update/Edit Basic Profile

Students 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 provided 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 the 'Academic Management System' interface for DUVASU, Mathura. The user is logged in as 'NEHA (Student)'. A modal window titled 'UPDATE DETAILS' is open, allowing the user to edit their profile information. The form includes the following fields:

User Type		Username	
st		Nehanidhi3111	
Title	First Name	Middle Name	Last Name
Ms.	Neha	Middle Name	Singh
Father Name		Mother Name	
Ajeet Kumar Singh		Kamlesh Singh	
Gender	Category	Physically Challenged?	
Female	GEN - General	No	
Date of Birth	Blood Group		
10-07-1992	B+		

At the bottom of the modal, there are three buttons: 'Update Profile', 'Change Password', and 'Verify Email Id'.

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.

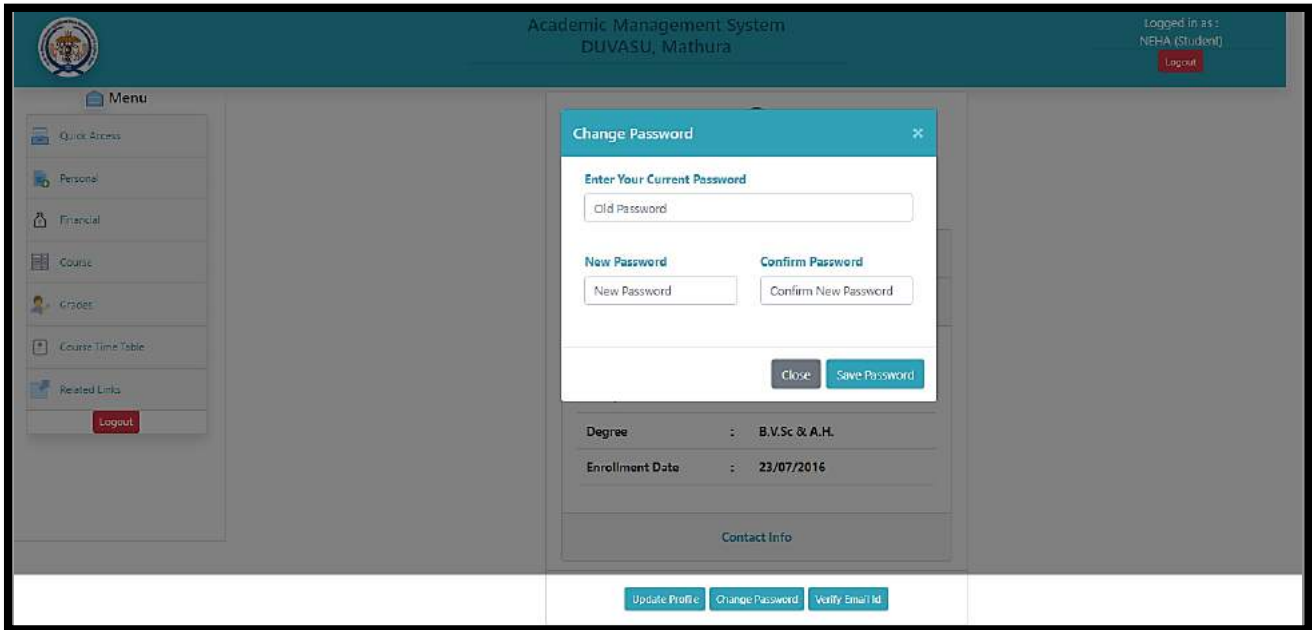


Fig. 4.2(b) Student Update/Edit Basic Profile

- 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.

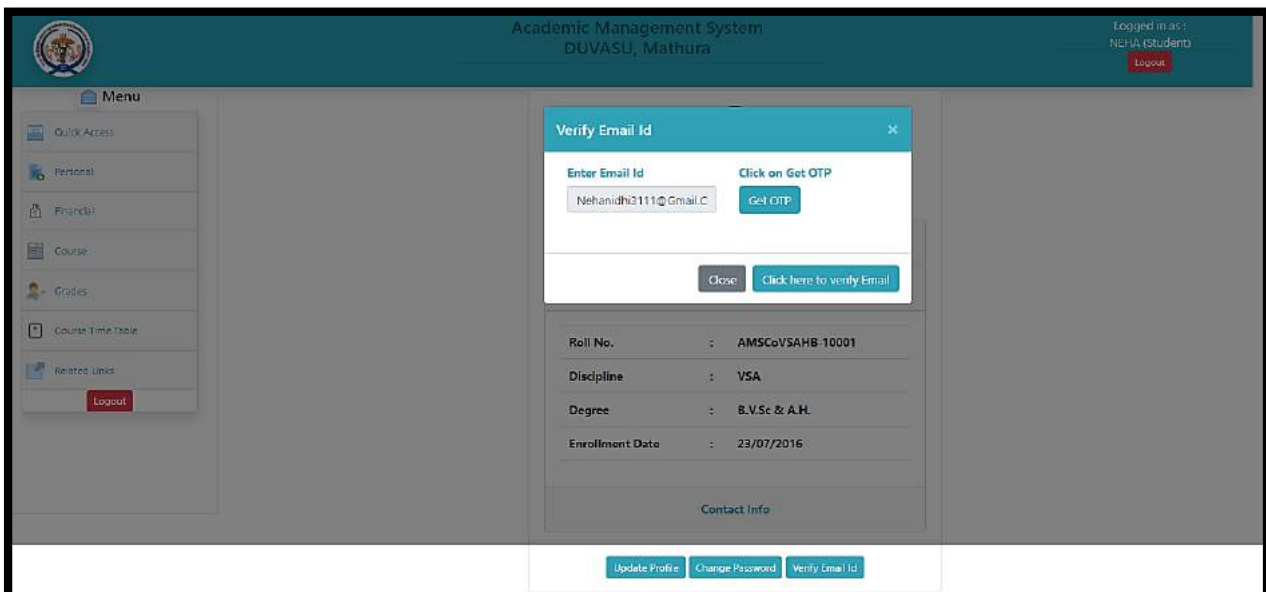


Fig. 4.2(c) Student Verify Email id

## 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.

Academic Management System  
DUVASU, Mathura

Logged in as:  
NEHA (Student)  
Logout

Menu

Quick Access

Personal

Financial

Course

Grades

Course Time Table

Related Links

Logout

Fees Information of NEHA SINGH  
Roll No: AMSCoVSAHB-10001

Student Semester: Select

Academic Year: Select

Fee Rs.:

Fee Date: Day Month Year

Bank Receipt No.:

Submit Reset

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.

The image shows a web form titled "Select Various Type of Courses and Disciplines". It contains several dropdown menus for selection:

- 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

At the bottom of the form is a blue "Submit" button.

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.



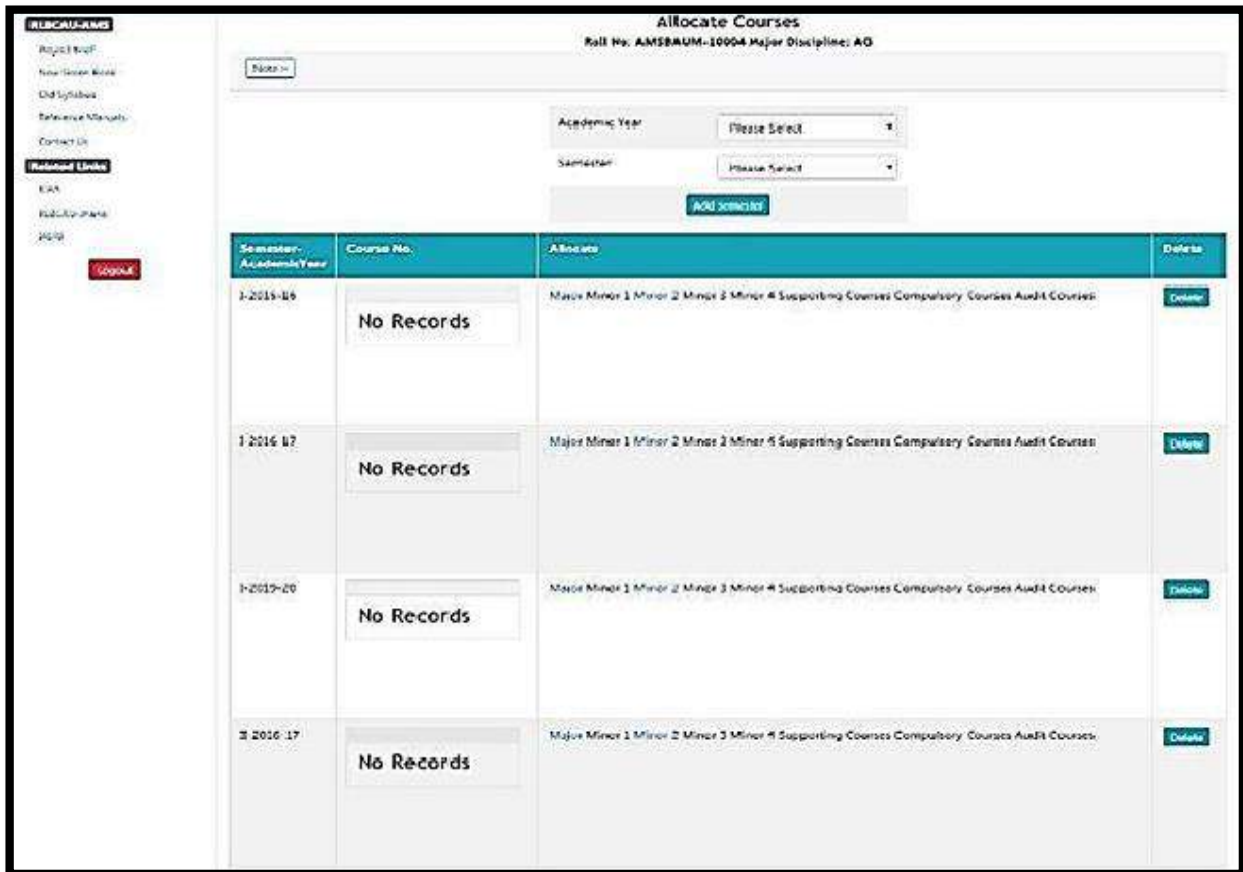


Fig. 6.2 Selecting Course

- 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 )