



# 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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Dharwad**

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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.

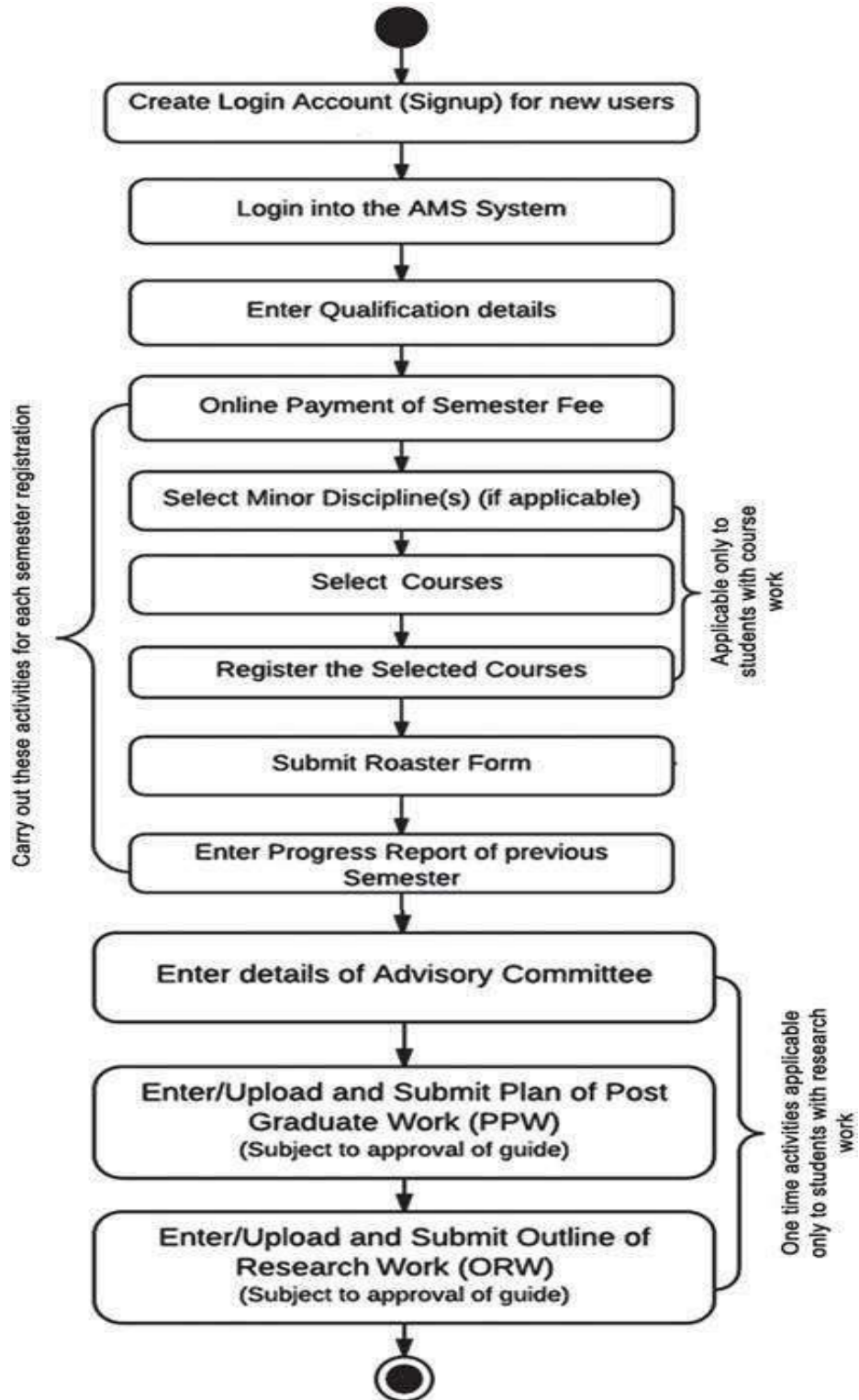


Fig. 1.1 Activity Diagram for using Academic Management System (AMS)

## 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' page of the Academic Management System (AMS) for the University of Agricultural Sciences, Dharwad. The page features a navigation bar with 'HOME', 'NAHEP', and 'CONTACT US' links. The registration form includes the following fields:

- User Type:** A dropdown menu with 'Select User Type'.
- User ID/Username:** A text input field containing 'DEEPIKA25'. A red error message below it reads 'Username/User Id not Available'.
- Password and Confirm Password:** Two text input fields, both containing '\*\*\*'.
- Title:** A dropdown menu with 'Title'.
- First Name, Middle Name, Last Name:** Three text input fields.
- Father Name, Mother Name:** Two text input fields.
- Religion:** A dropdown menu with 'Religion'.
- Gender:** A dropdown menu with 'Gender'.
- Category:** A dropdown menu with 'Select Category:'.
- Physically Challenged?:** A dropdown menu with 'Physically Challenged'.
- Date of Birth:** A text input field with the format 'DD-MM-YYYY' and a calendar icon.
- Blood Group:** A dropdown menu with 'Blood Group'.
- Designation:** A dropdown menu with 'Please Select'.
- Degree:** A dropdown menu with 'Degree'.
- Discipline:** A dropdown menu with 'Discipline'.
- College/Working Place:** A dropdown menu with 'Select College'.
- Aadhaar Number:** A text input field with 'Aadhar No'.
- PAN CARD Number:** A text input field with 'Pan Card No'.
- Email ID:** A text input field with 'Email ID'.
- Mobile No:** A text input field with 'Mobile No'.
- Bank A/C No, Bank Name & Branch, IFSC Code:** Three text input fields.
- Address Official/Correspondence:** A text input field with 'Address Official/Correspondence'.
- Permanent Address (Same as correspondence address):** A text input field with 'Address Permanent'.
- Country:** A dropdown menu with 'Country'.
- Domicile State:** A dropdown menu with 'Domicile State'.

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

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.

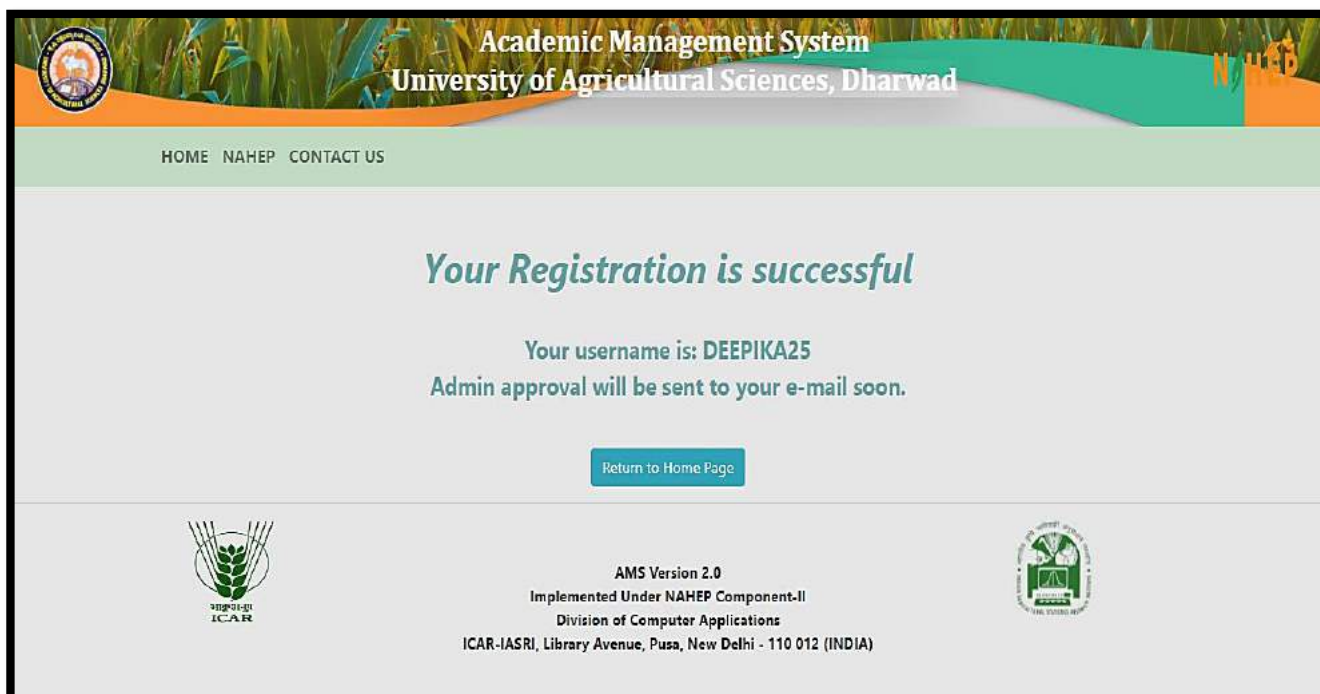


Fig. 2.2 Registration Successfully



### 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**  
**University of Agricultural Sciences, Dharwad**

HOME NAHEP CONTACT US

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

Events of UAS Dharwad

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

The University of Agricultural Sciences, Dharwad was established on October 1, 1986. The University has 5 Colleges, 27 Research Stations, 6 Agriculture Extension Education Centers, 6 Krishi Vigyan Kendras and ATIC. The University has its jurisdiction over 7 districts namely Bagalkot, Belgaum, Bijapur, Dharwad, Gadag, Haveri, and Uttar Kannada in northern Karnataka. Greater diversity exists in soil types, climate, topography cropping and farming situations. The jurisdiction includes dry-farming to heavy rainfall and irrigated area. Important crops of the region include sorghum, cotton, rice, pulses, chilli, sugarcane, groundnut, sunflower, wheat, safflower etc. The region is also known for many horticultural crops. University of Agricultural Sciences, Dharwad (UASD) is a state agriculture university established by the Government of Karnataka which imparts education, research and extension activities in the fields of agriculture, forestry, food science, agricultural marketing and home science. [More About AMS & UAS, Dharwad](#)

**New Updates**

- Sensitization Workshop on NAHEP Component -2 Activities and Implementation of Academic Management System
- Sensitization Online Video Conferencing Workshop On NAHEP Component -2 Activities And Discussion Of Academic Management System, Project Information Management System, AI-Mobile App (11/06/2020 & 12/06/2020 10:00 AM to 1:00 PM)

**Resources**

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

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**.

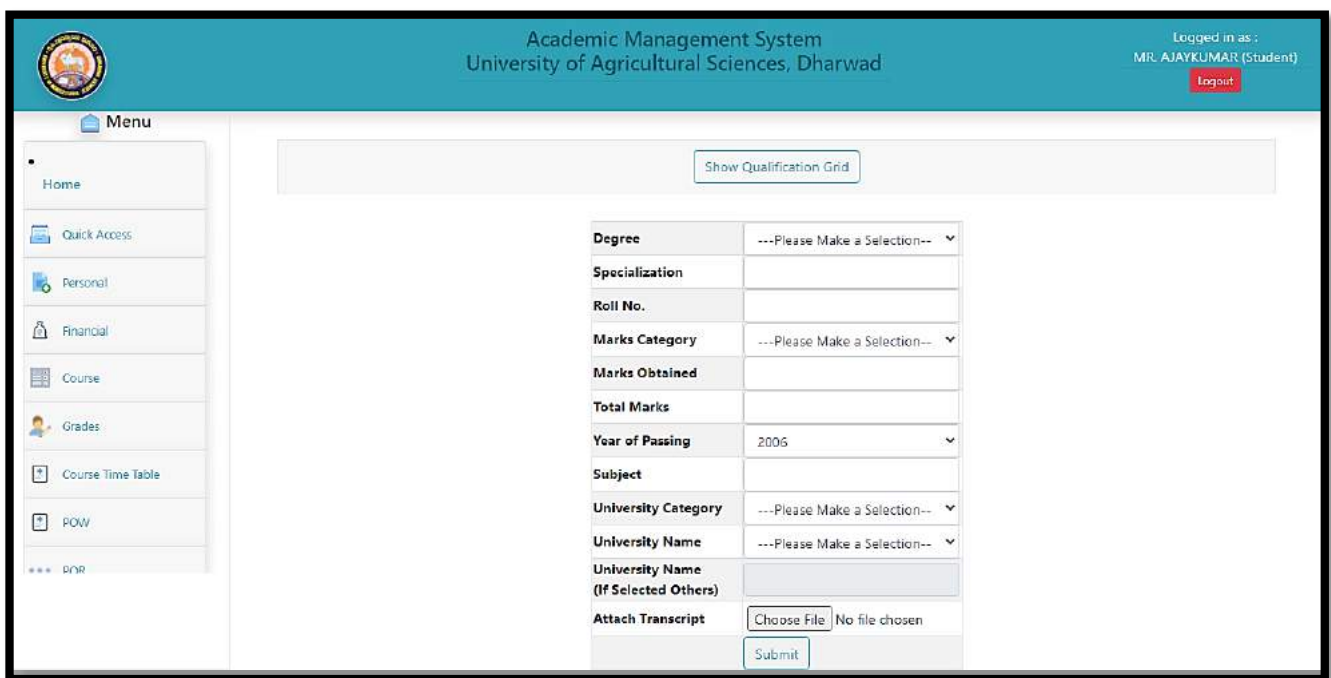
The screenshot displays the Academic Management System (AMS) interface for the University of Agricultural Sciences, Dharwad. At the top, the header includes the university's name and navigation links: HOME, NAHEP, and CONTACT US. A date indicator shows '25th May, 2021'. Below the header, there are buttons for 'Login', 'New Registration', and 'Faculty Registration for Training'. A 'Member Login' modal window is open, featuring a 'User Id' input field and a 'Password' input field. The background content includes a section for 'Events of UAS Dharwad' with an image of a building, and two columns: 'New Updates' with two bullet points about workshops, and 'Resources' with a list of documents including 'White Book', 'Reference Manual (Admin)', 'Reference Manual (Faculty)', 'Reference Manual (Students)', and 'Academic Calender 2020-21'. The footer contains the AMS Version 2.0 logo, the text 'Implemented Under NAHEP Component-II Division of Computer Applications', and the address '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 'Academic Management System' interface for the 'University of Agricultural Sciences, Dharwad'. The user is logged in as 'MR. AJAYKUMAR (Student)'. The 'Menu' on the left includes options like Home, Quick Access, Personal, Financial, Course, Grades, Course Time Table, POW, and BNR. The main content area features a 'Show Qualification Grid' button and a form with the following fields:

Degree	---Please Make a Selection---
Specialization	
Roll No.	
Marks Category	---Please Make a Selection---
Marks Obtained	
Total Marks	
Year of Passing	2005
Subject	
University Category	---Please Make a Selection---
University Name	---Please Make a Selection---
University Name (If Selected Others)	
Attach Transcript	Choose File No file chosen
	Submit

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 shows the 'UPDATE DETAILS' form in the Academic Management System. The form is titled 'UPDATE DETAILS' and is displayed over a background of the system's main interface. The background includes a logo on the top left, a 'Menu' sidebar with options like Home, Quick Access, Personal, Financial, Course, Grades, Course Time Table, and POW, and a top right header showing the user is logged in as 'MR. AJAYKUMAR (Student)' with a 'Logout' button.

The 'UPDATE DETAILS' form contains the following fields:

- User Type:** st
- Username:** PGS19AGR8016
- Title:** Mr.
- First Name:** AJAYKUMAR
- Middle Name:** S
- Last Name:** Y
- Father Name:** SHIVAKUMAR
- Mother Name:** Sucha
- Gender:** Male
- Category:** OBC - Other Backward
- Physically Challenged?:** No
- Date of Birth:** 05-08-1997
- Blood Group:** A+
- Degree:** M.Sc(Agr)
- Discipline:** Agricultural Economics
- Date of Birth (repeated):** 05-08-1997
- Blood Group (repeated):** A+
- Degree (repeated):** M.Sc(Agr)
- Discipline (repeated):** Agricultural Economics

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.

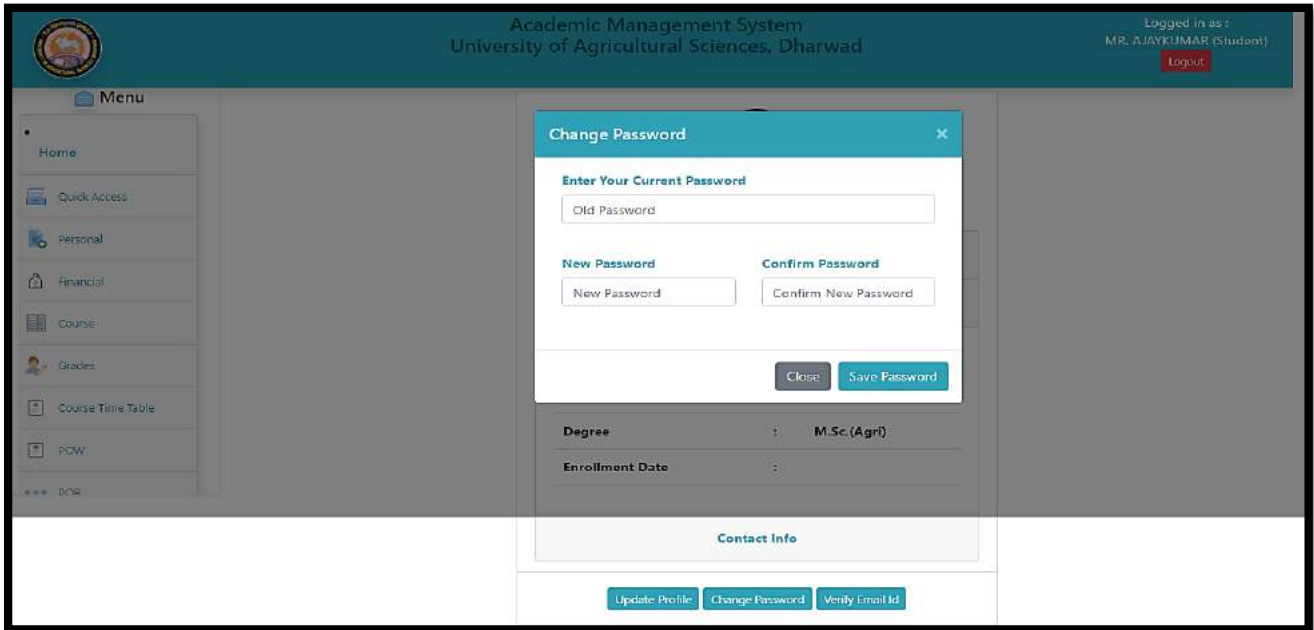


Fig. 4.2(b) Student Update/Edit Basic Profile

- 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.

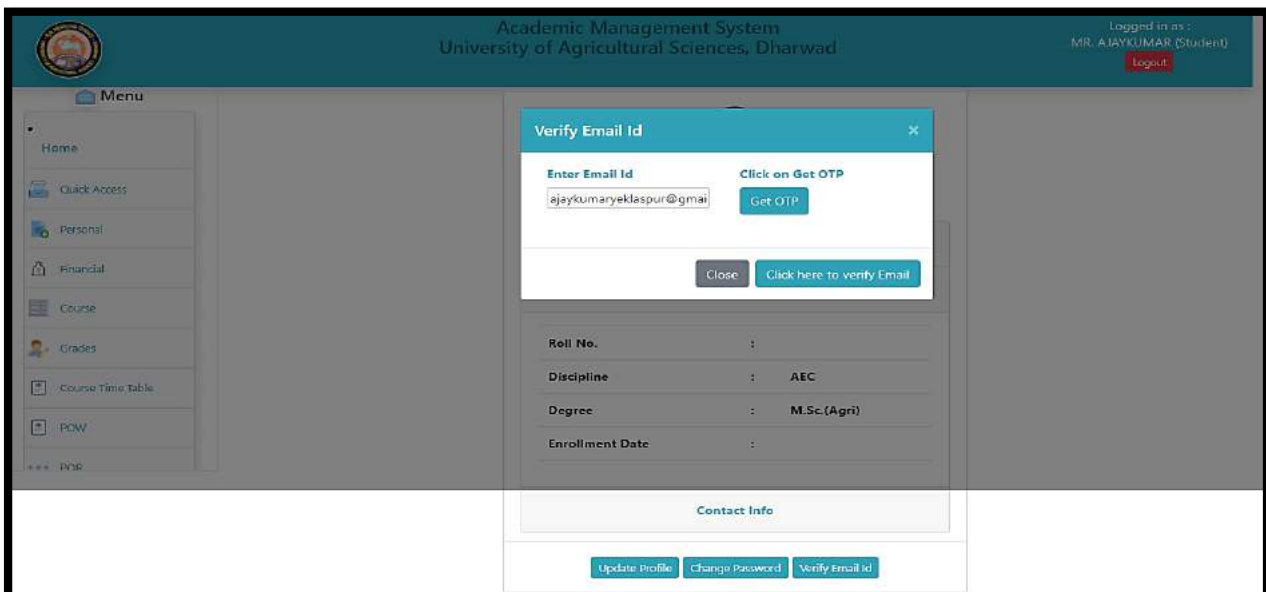


Fig. 4.2(c) Student Verify Email id

## 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 shows the 'Academic Management System' interface for the University of Agricultural Sciences, Dharwad. The user is logged in as MR. AJAYKUMAR (Student). The main content area is titled 'Student Name: AJAYKUMAR S Y' and 'Roll No:'. It contains a form with the following fields:

- Academic Year: Select
- Semester: Select
- Fees Rs.:
- Fees Date: Day, Month, Year (dropdowns)
- Bank Receipt No.:
- Upload Fees Receipt: Choose File (No file chosen)
- Upload Fine Receipt: Choose File (No file chosen)

A note states: *(Note: If You Paid Regular Fees And Fine In 1 Receipt Then No Need For Upload Fine Receipt)*. A green 'Submit' button is located below the form.

Below the form is a 'Student Fees Report' section with a table header:

Sr. No	Semester- Academic Year	Fees Amount	Fees Date	Receipt No.	View Receipt No.
--------	----------------------------	-------------	-----------	-------------	------------------

The table currently displays 'No Records Found'.

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.



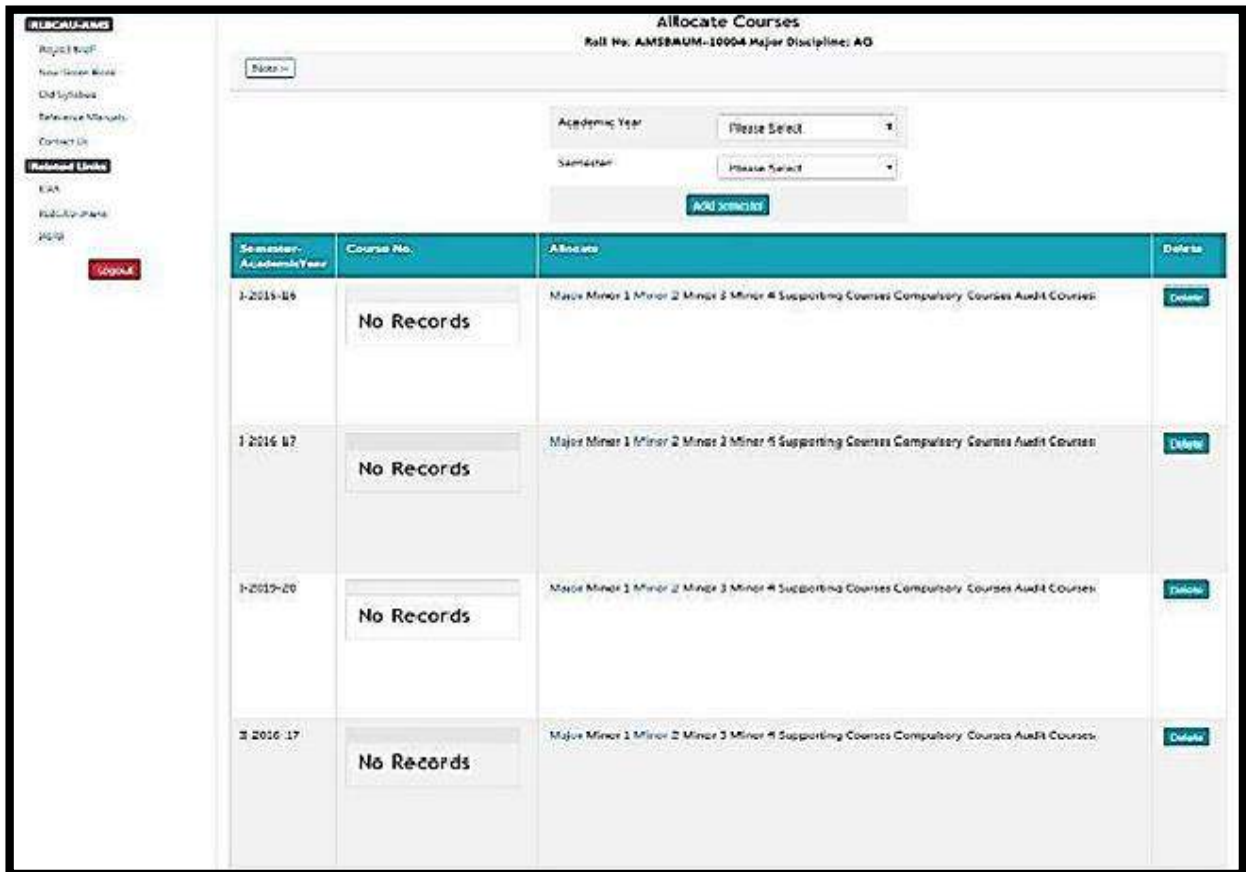


Fig. 6.2 Selecting Course

- 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 Admissioma	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

**Advisory Committee**

**Roll No :** AMSBAUM-10004

MEMBER		SELECTED MEMBER
DEANKUMAR GUIDEKUMAR MANISHCHAUHAN SHYAMXQ	<input type="button" value=" &gt;"/>  <input type="button" value=" &lt;"/>	
<input type="button" value=" Save Changes"/>		
<input type="button" value=" Back"/>		

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 )