

User Guide

Faculty

- Login (Desktop, Mobile)
- Time table
 - Verify Class time table
 - Verify Calendar of events
- Lesson plan
 - Create/modify Lesson plan
 - Submit Lesson plan
 - Approve Lesson plan (HOD)
 - Execute Lesson plan (web and mobile)
 - Generate pdf version of Lesson plan
- CO-PO / CO-PSO mapping
 - Perform CO-PO /CO- PSO mapping
 - Submit CO-PO/CO-PSO mapping
 - Approve CO-PSO mapping (HOD)
- Experiment list
 - Submit experiment list for lab subjects
 - Approve experiment list (HOD)
- Attendance
 - Mark attendance (web and mobile)
 - View attendance (web and mobile)
- SMR
 - View Student Master Record (SMR)
- Class transfer
 - Perform Class Transfer
- Leave
 - Apply for leave
 - Approve Leave (HOD)
- My profile
 - Update My Profile
- IA Question paper, Tabulation, Lab score
 - Verify IA time table/update lab IA time table
 - Set IA Question Paper
 - View Question Paper
 - Generate pdf version of the question paper
 - Tabulate IA marks; generate reports
 - Update daily lab score
 - Tabulate lab IA marks
- Notifications
 - View notifications

Student

- Login (Desktop, Mobile)
- Enrollment
 - Enroll for the courses
- Time table
 - View class time table
 - View calendar of events
- Attendance
 - View attendance
- Lesson plan
 - View lesson plan for all subjects
- Notice
 - View notices
- IA, UE score
 - View internal assessment score
 - View University exam score
- Feedback
 - Provide course-wise feedback for faculty members
- Notifications
 - View notifications
- My profile
 - Update My Profile

HOD

- Login (Desktop, Mobile)
- Time table
 - Verify Class time table for all semesters in the department
 - Verify Calendar of events
- Approvals
 - Approve
 - a) Lesson plan
 - b) Lab experiments
 - c) CO-PO /CO- PSO mapping
 - d) Leaves
 - e) IA Question paper
- Tracking
 - View various reports to track all work pertaining to a department
 - View Classes that are not engaged
 - View Attendance marking compliance in the department
 - View faculty on leave
 - View students with attendance shortage in the department
 - View Lesson Plan, CO-PO Mapping and Question Paper status
 - View faculty demography
- View Internal assessment and University exam scores
- View lagging courses
- View counselling details
- View Calendar of events
- View Notices
- Student feedback
 - View feedback for all faculties in your department
- SMR
 - View Student Master Record (SMR)
- Notice
 - Publish department level notices
- Counselling
 - Allocate students to faculties for counseling
- Notifications
 - View notifications
- My profile
 - Update My Profile

CEO, Principal, Vice Principal, Dean of Academics

- Login (Desktop, Mobile)
- Time table
 - Verify Class time table for all semesters across departments
 - Verify Calendar of events
- Approvals (Only for Principal)
 - Approve
 - a) Leaves
- Tracking
 - View various reports to track all work pertaining across departments
 - View Classes that are not engaged across departments
 - View Attendance marking compliance across departments
 - View faculty on leave across departments
 - View students with attendance shortage across departments
 - View faculty demography across departments
 - View Internal assessment and University exam scores
 - View lagging courses
 - View counselling details
 - View Calendar of events
- Student feedback
 - View feedback for all faculties across departments
- SMR
 - View Student Master Record (SMR)
- Notice
 - Publish college level notices
 - View Notices
- Notifications
 - View notifications
- My profile
 - Update My Profile

College Admin

- Login (Desktop)
- College details, Degrees, Departments, Schemes
 - Update college details
 - Create/Add degrees
 - Create/Add departments for the created degrees
 - Create/Update scheme details for the created degrees
- Academic calendar, College timings, Calendar of events, Holiday calendar
 - Update academic calendar for the created degrees
 - Update college timings
 - Upload college calendar of events
 - Upload holiday calendar
- Internal assessment, Other assessments
 - Configure :
 - a) Internal assessment
 - b) Other assessment
 - c) Attendance
- Employee, Student details
 - Upload / Add / Update employee details
 - Upload / Add / Update student details
- Student feedback
 - Create/Update feedback template
- Cycle assignment
 - Configure Physics , Chemistry cycle assignment for students of 1st year BE degree
- Leave management
 - Update leave configuration (Set rules for various leave categories for each user type)
 - View leave details for all employees
 - View /Generate monthly leave report
- Notice
 - Create notices to be published at the college level
- Committees
 - Create Committees
- Counselling
 - Configure frequency of Counselling sessions
- Notifications
 - View notifications

Department Admin

- Login (Desktop)
- Time table
 - Upload/Update Class time table
 - Upload/Update IA time table
 - Upload/Update UE time table
 - Upload/Update Calendar of events
- Employee, Student information
 - Upload / Add / Update Employee information
 - Upload / Add / Update Student information
- Section, Batch
 - Create or update student sections
 - Create or update student lab batches
- Lab score, Lab time table
 - Configure
 - a) Daily lab score
 - b) Lab other assessment
 - c) Lab internal assessment
 - Include lab internals timetable in IA time table
- Notice
 - Create notices to be published at the department level
- Notifications
 - View notifications

Accounts Admin

- Login (Desktop)
- Upload Master fee template
- Generate Fee templates
- Collect Admission fee
- Collect Term fee
- View fee tracking reports

Non-Teaching Staff

- Login (Desktop, Mobile)
- View calendar of events
- View notices
- Apply for Leave ; View pending leave details
- View notifications
- Update My Profile

THANK YOU

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