



# Institute Process Solution

ACADEMIC MODULE  
ADMINISTRATOR

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**Module Purpose:** This module is developed for providing on-line solution for course registration process of Academic Section. To begin with the staff at Academic Section will configure the course registration dates according to ongoing semester and then will activate the module for students to add and drop course(s) to complete course registration process. The Course Faculty assigned to a particular course and Faculty Advisor of a program also are enabled to easily take action on the request of student(s) and can create a list of students for course.

## Module User:

1. Student
2. Course Faculty
3. Faculty Advisor
4. Academic Staff
5. System Administrator

## To open Link:

Through Insite:-

Insite>>Quick Links>>Course Registration

Or through Student Portal

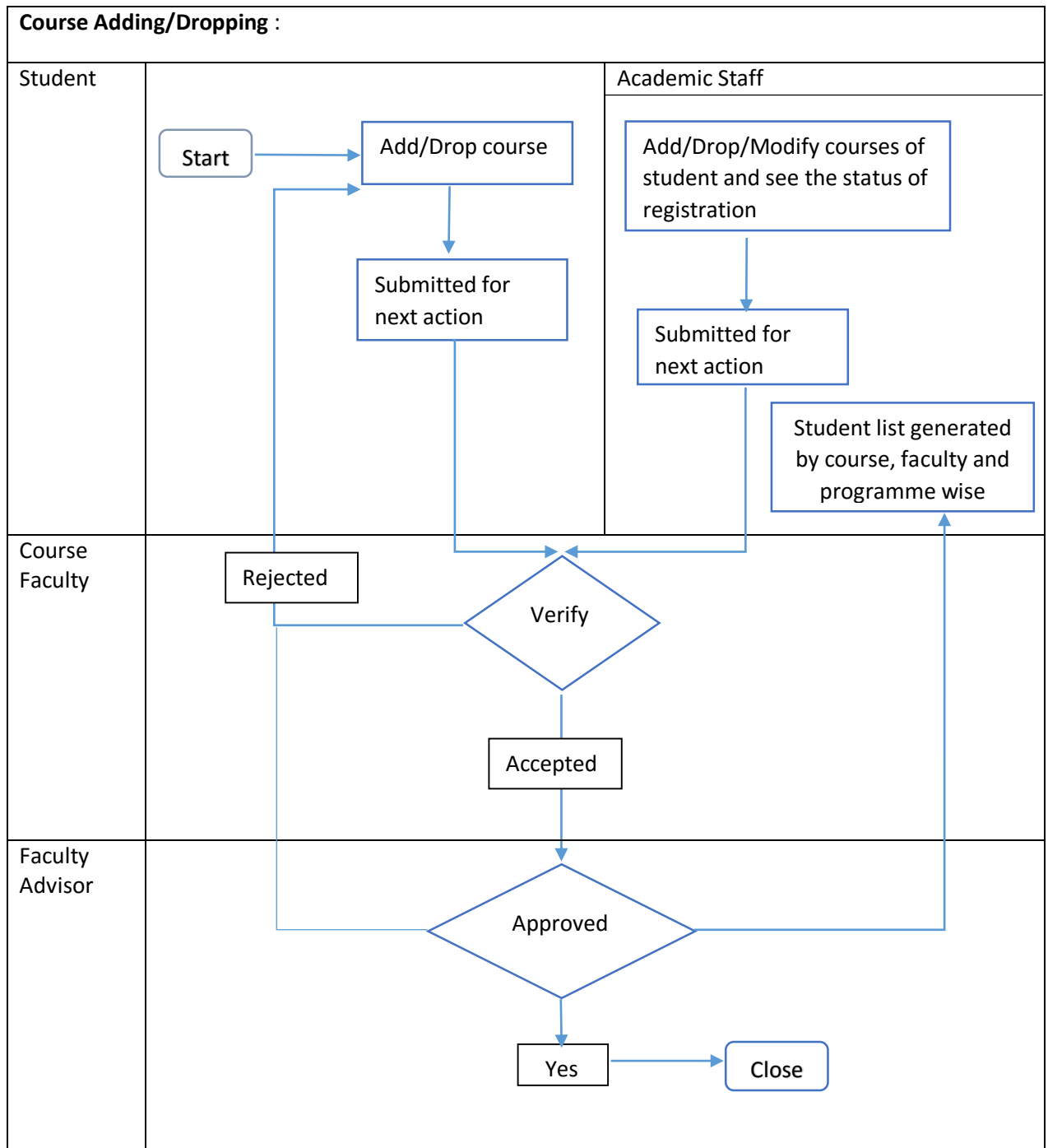
Student Portal>>>>Quick Links>>Course Registration

Direct URL:-

<http://students.iitmandi.ac.in/ips/login.php>

**Note: - For Login use your LDAP/Moodle User Id and Password. If you face any problem then contact Mr. lalit Thakur.**

## Process Flow:

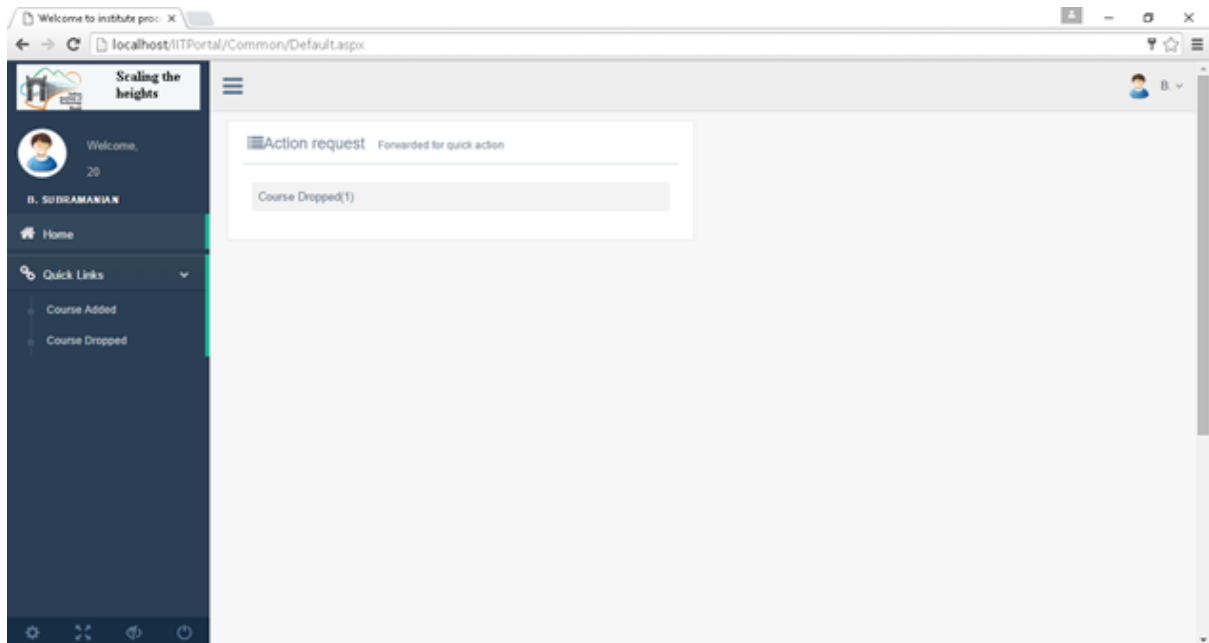


**Page: Home**

**Actor/User: All users**

This is home page for all users to this application. Here on the left side of the page, user name and login id will be displayed and below that Quick Link section will appear. In Quick Link section, various links will appear depending on the role of the particular user.

**Action request:** This will display when request made to user as per the role assigned. Like dropping a course request made by student to course faculty.



**Page: Course Adding Acceptance**

**Actor: Course faculty**

**Purpose:** This page is meant for Course Faculty to accept/reject course registration request submitted by student(s). Also he/she can monitor student’s strength by status and print or generate .ods file of student list.

**How to do it:**

When faculty open this page all courses taught by him/her filled in dropdown list.

**Accepting/Rejecting:**

Step 1: Select specific course from the dropdown to see all the details of that.

Step 2: System will automatically show all detail of applied student in applied tab and display course title, credit point and course type. Along with this, it will also display the numbers of students who have applied for the course as new, Make-up and repeat.

Step 3: Finally select accept or reject option (For each student accept option is automatically selected. You can change this as reject).

Step 4: Finally click on **Submit** button to enter your action.

Accepted Tab: In this table, one can find out all accepted students list and can take a print of accepted students list or generate an .ods file.

Rejected Tab: In this table you can find out all rejected student list for selected course.

The screenshot displays the 'Course Registration' page. On the left, there is a 'COURSE Select Detail' section with the following information: Course Code: CS-309, Course title: Information and Database Systems, Credit Point: 4, and Course Type: Theory. Below this, there are three buttons for 'New' (2), 'Make-Up' (0), and 'Repeat' (0). On the right, there are tabs for 'Applied (1)', 'Accepted (1)', and 'Rejected (0)'. The 'Applied (1)' tab is active, showing a table with one student: S.No 1, Roll No. B13102, Student Name ABHIMANYU MITTAL, Programme B.Tech(CSE), Semester VI, Register As New. The 'Select' column has radio buttons for 'Accept' (selected) and 'Reject'. Below the table is a 'Remark' text area and a green 'Submit' button. A search bar is visible at the top right of the page.

**Result:** With help of this page, Course Faculty will be able to accept/reject student’s registration request and make a list of students for the course. Also it moves the course registration process to approval stage.

## Page: Course Dropping Acceptance

Actor: Course faculty

**Purpose:** This page is meant for Course Faculty to accept/reject a dropped course request by student(s). On acceptance of student(s)'s request it will move to Faculty Advisor for final approval otherwise student(s)'s request gets rejected and they have to do earlier finalized course(s).

### How to do it:

As Faculty visits this page after clicking on action request link Dropping Acceptance. All requests will appear on page in tabular for with basic information about student(s) about dropped course.

### Approve/Reject:

Step 1: To insert action for request user have to choose action option (**Approve OR Reject**).

### Course Dropping

Search for...

Student list Applied for dropping of course

S.No	Roll No.	Stuent Name	Programme	Semester	Course Code	Course Title	Register As	Applied Date	Select
1	B13120	GHANSHYAM YADAV	B.Tech(CSE)	VI	HS-206	Public Speaking and Debating Skills	New	07/02/2016	<input checked="" type="radio"/> Accept <input type="radio"/> Reject

Remark

Step 2: Finally click on **Submit** button to enter action.

**Result:** With help of this page Course Faculty will be able to accept/reject student(s)'s course drop request.