

SOFTWARE OVERVIEW:

Microsoft Navision will be installed on the system of all the users. User can see the Microsoft Navision Icon in their taskbar 

The teaching staff will have a USER ID and Password created for their respective colleges

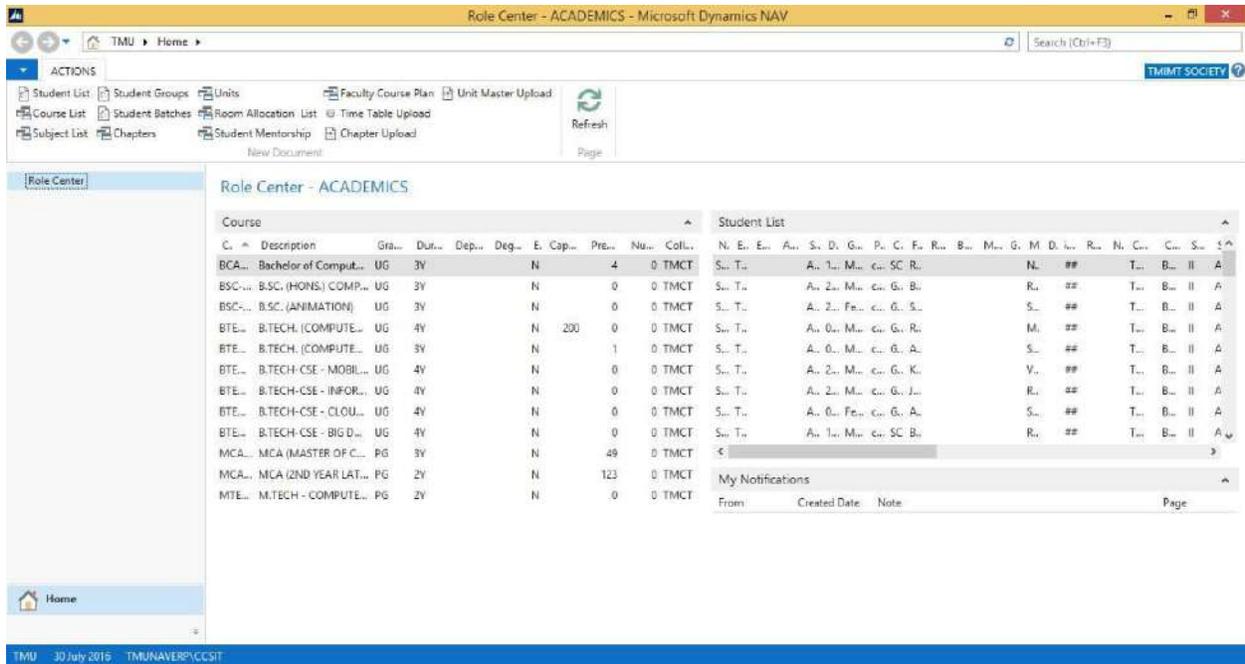
Step 1: Click on the  Application and enter the USER ID and Password.



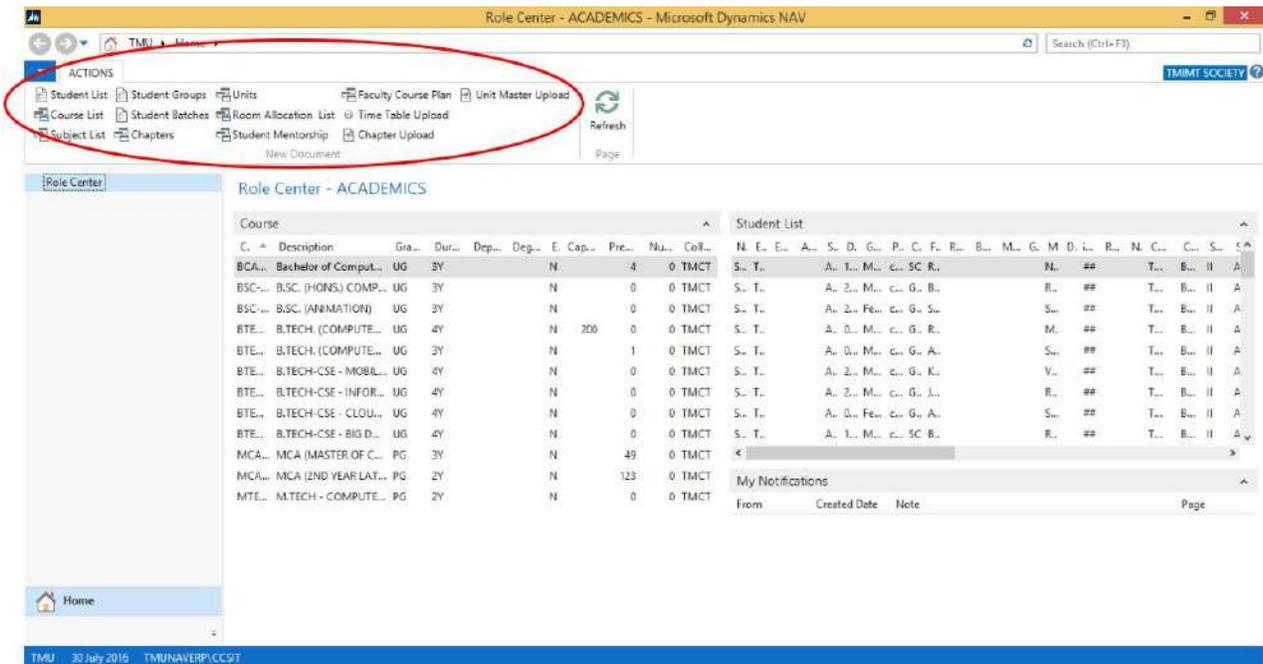
Step 2: Once the login is done, user will see the dashboard screen.



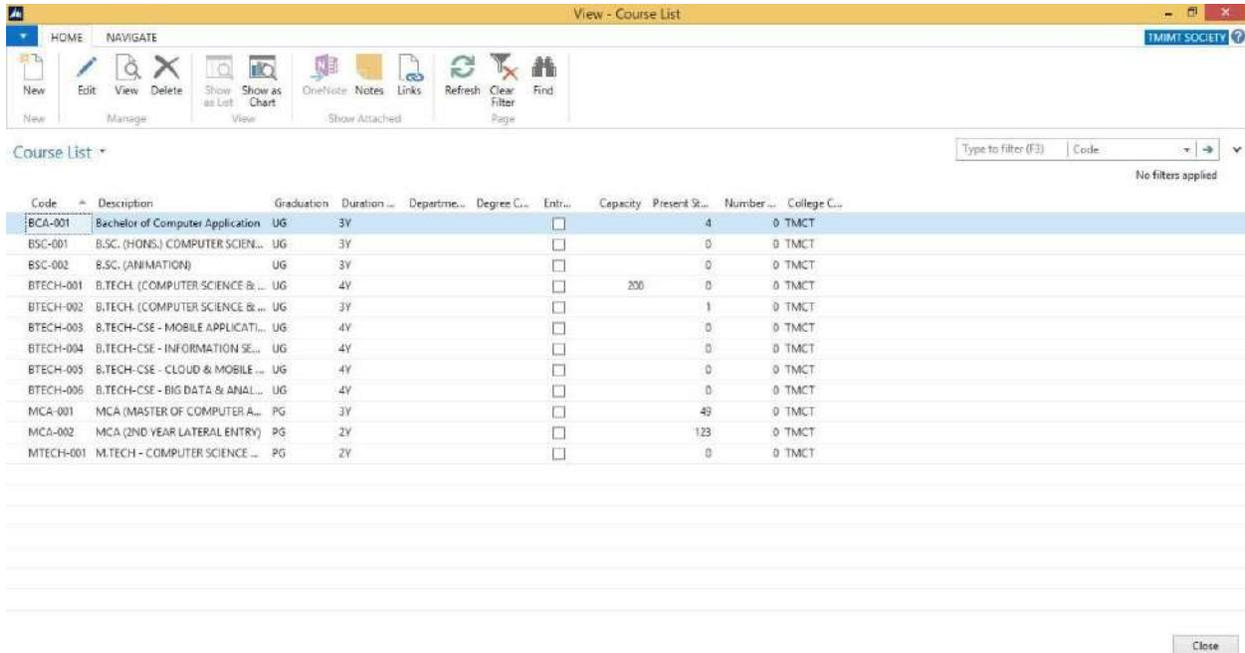




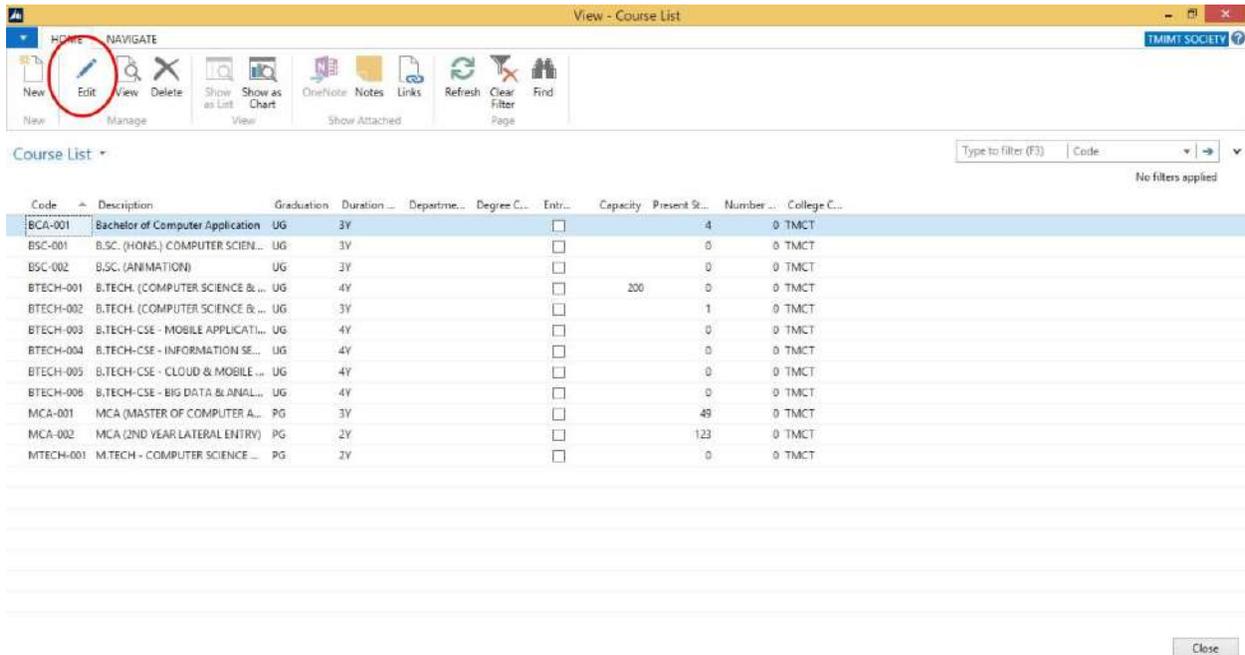
Step 3: On the Action Tab, user can see the list of things as; Student List, Course List, Subjects, etc.



Step 4: Create the masters for all the courses
 Click Course List
 Select the course for which master to be added



Select EDIT from the ribbon



Course Card open when the edit button is clicked

BCA-001

General

Code:

Description:

University:

College Code:

Session:

Type Of Course:

Final Semester Code:

Final Years Course:

Graduation:

Department Code:

Grace Marks:

Degree Code:

Duration of Years:

Number of Semesters:

Capacity:

Present Strengths:

Department Code:

Last Stage1 Generated List No.:

Last Stage2 Generated List No.:

Credit Required:

Optional Pre Qualifications:

Course Formula History

Filter:

List No.	Stage1 For...	Stage2 For...	Interview S...
1000	(PHY=0)	(CHE	

Application Detail

OK

On NAVIGATE button, the user can find the options to add the Faculty Details, add Subjects and can allocate faculty to each subject

BCA-001

General

Code:

Description:

University:

College Code:

Session:

Type Of Course:

Final Semester Code:

Final Years Course:

Graduation:

Department Code:

Grace Marks:

Degree Code:

Duration of Years:

Number of Semesters:

Capacity:

Present Strengths:

Department Code:

Last Stage1 Generated List No.:

Last Stage2 Generated List No.:

Credit Required:

Optional Pre Qualifications:

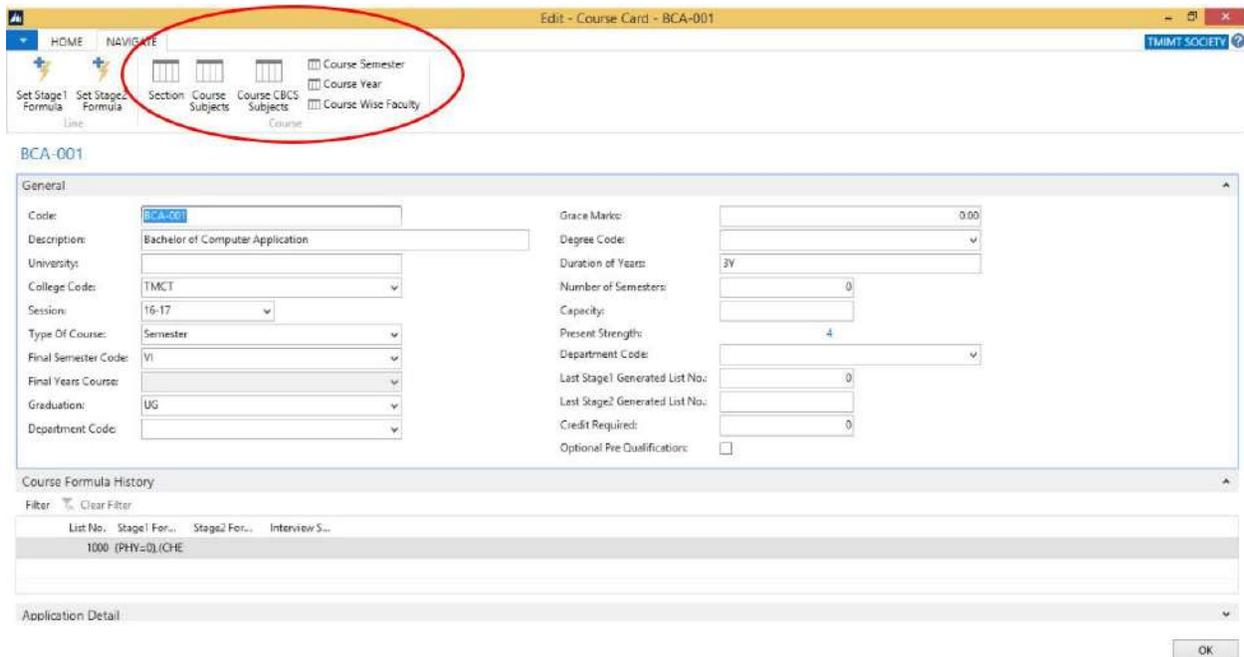
Course Formula History

Filter:

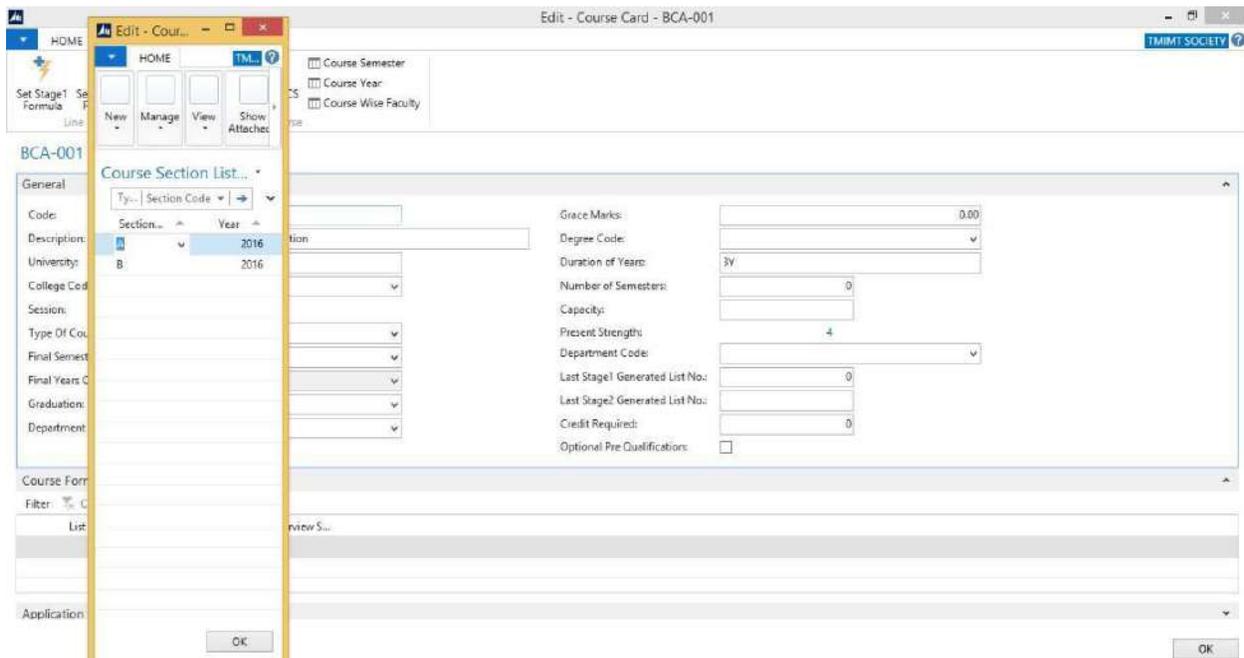
List No.	Stage1 For...	Stage2 For...	Interview S...
1000	(PHY=0)	(CHE	

Application Detail

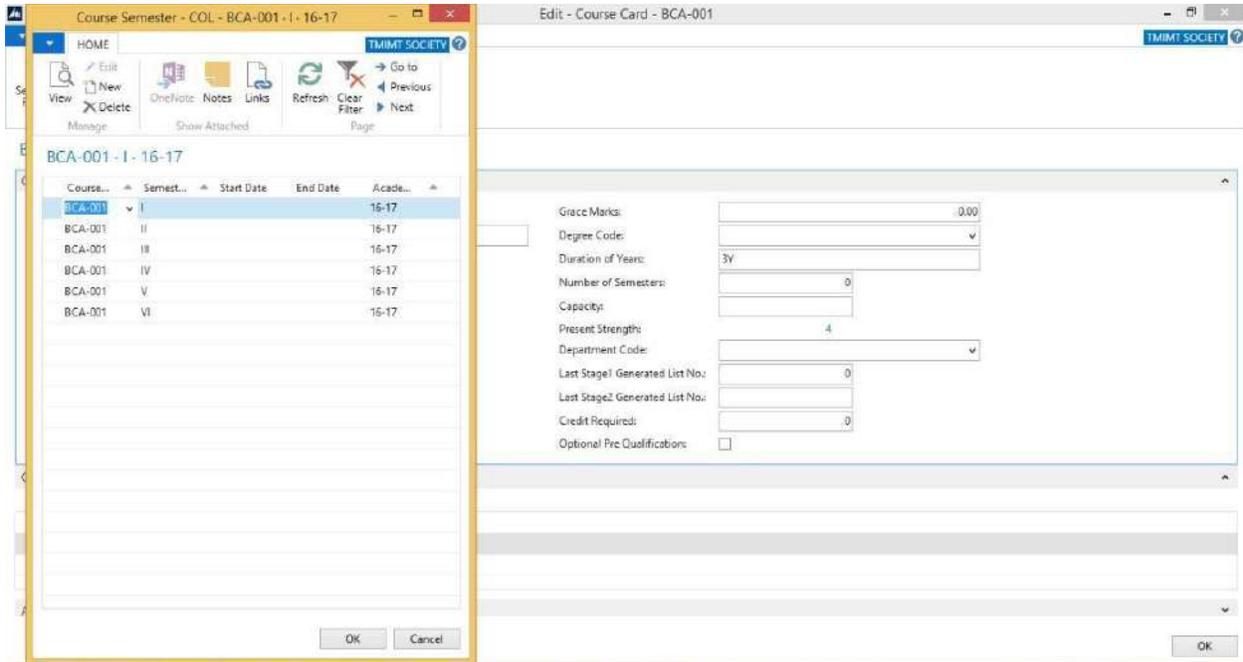
OK



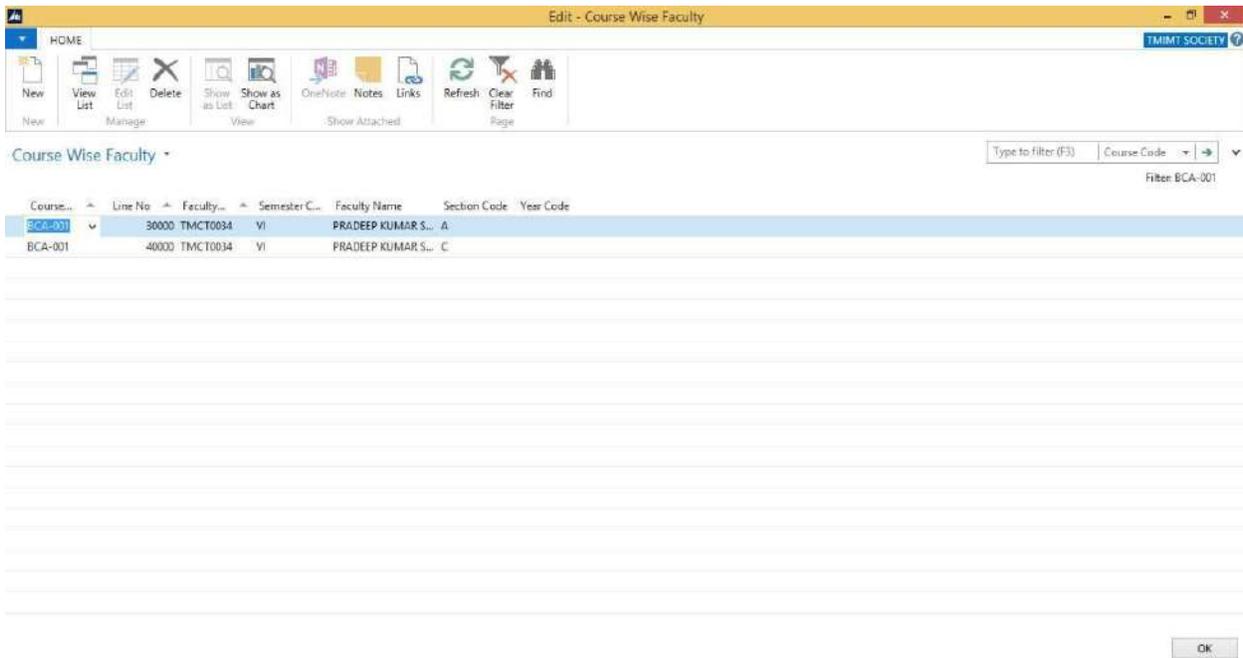
On Clicking the “Section” tab, user can add multiple sections for a particular course



Course Semester/Year can be added from the “Course Semester” and “Course Year” tab. Semesters will be added for semester based programs and Year will be added for Year based programs

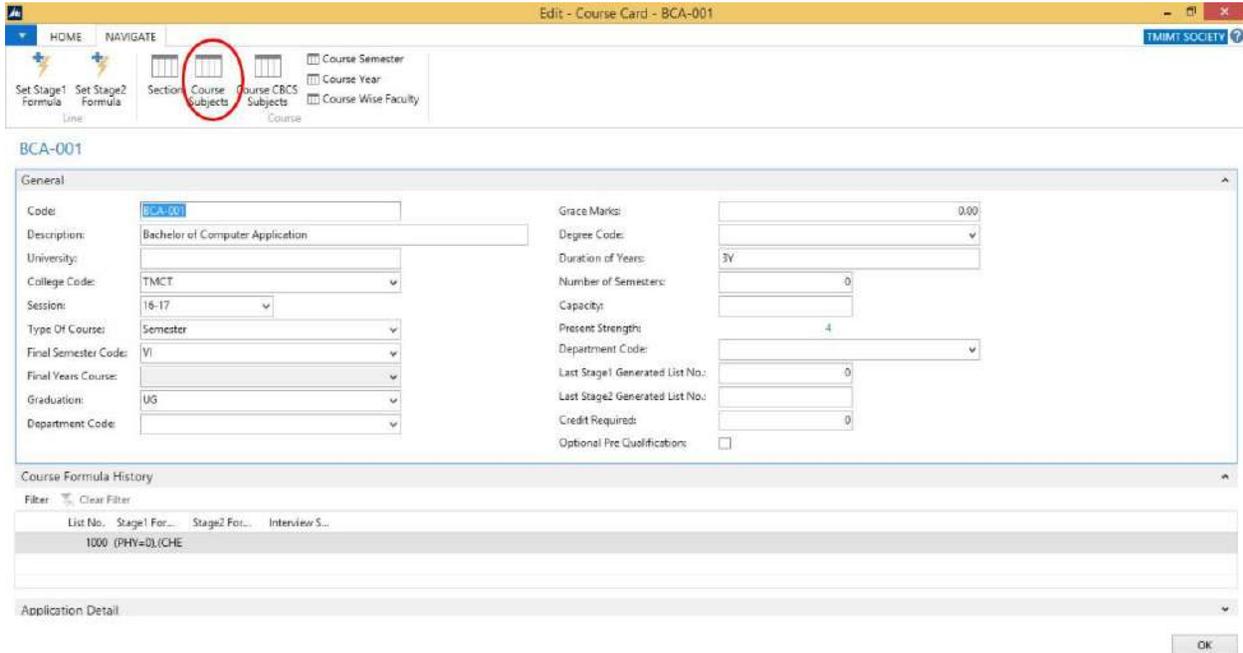


All the faculties irrespective of their subjects need to be mentioned in the “Course Wise Faculty” tab

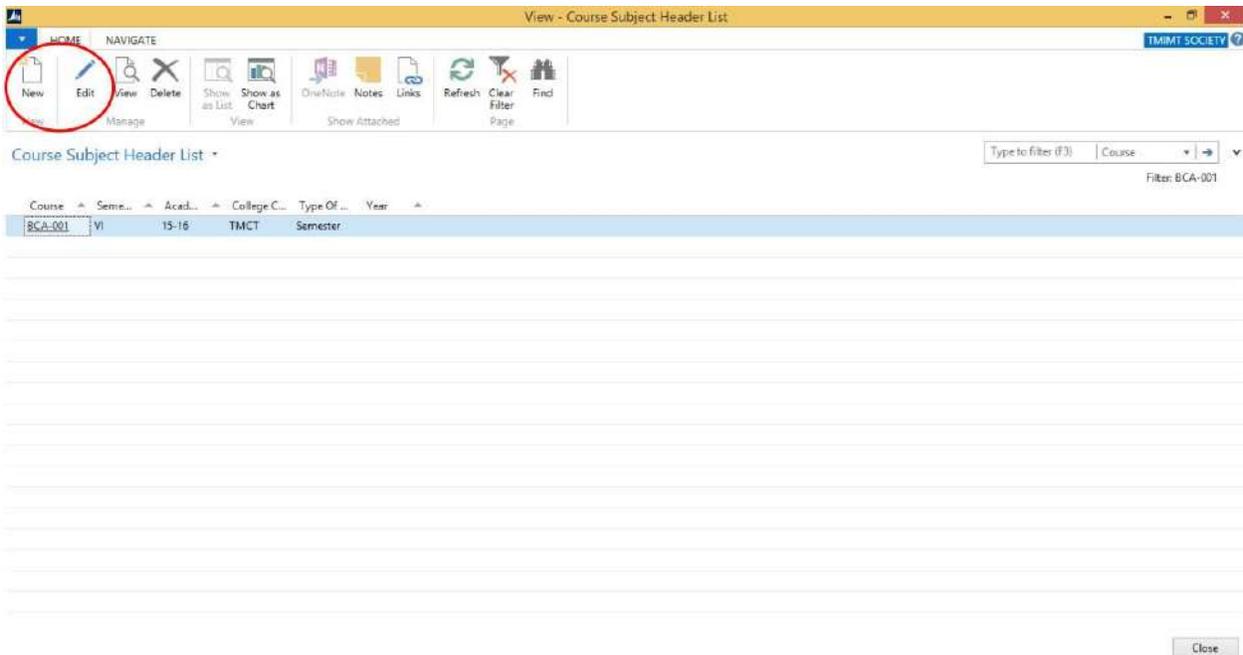


For yearly programs, only Year Code needs to be mentioned otherwise for semester based programs, no need to enter yearly code.

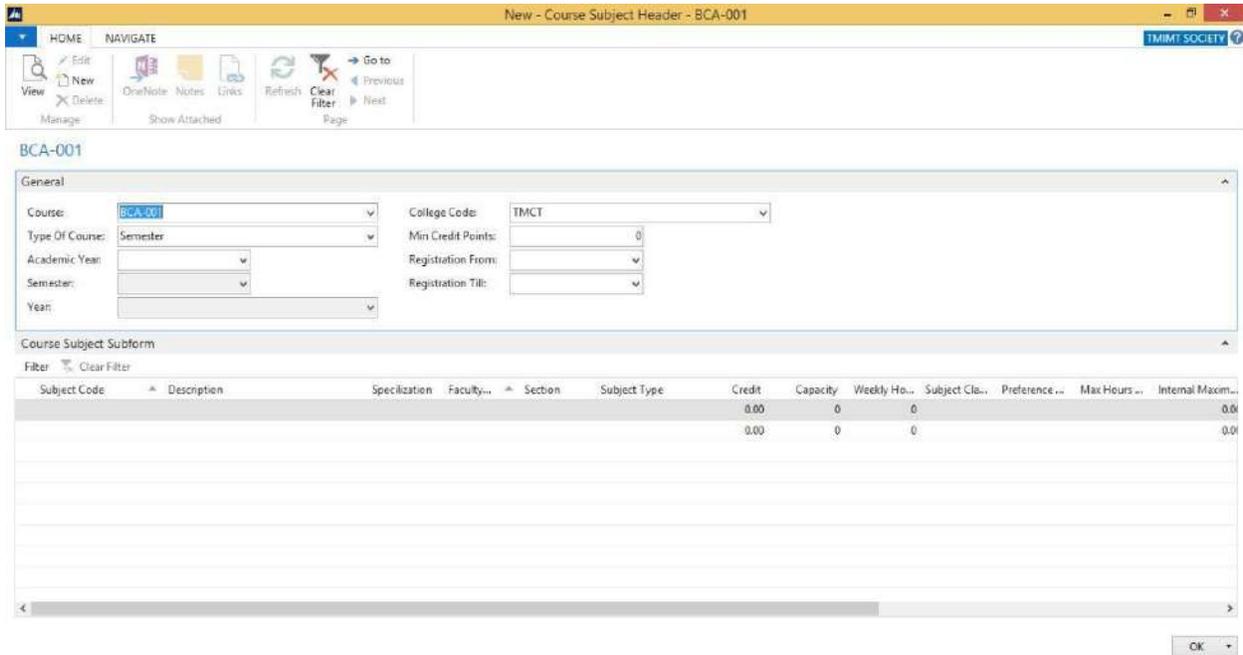
Course Subjects need to be mentioned for each course for a semester/year Click on “Course Subject” tab



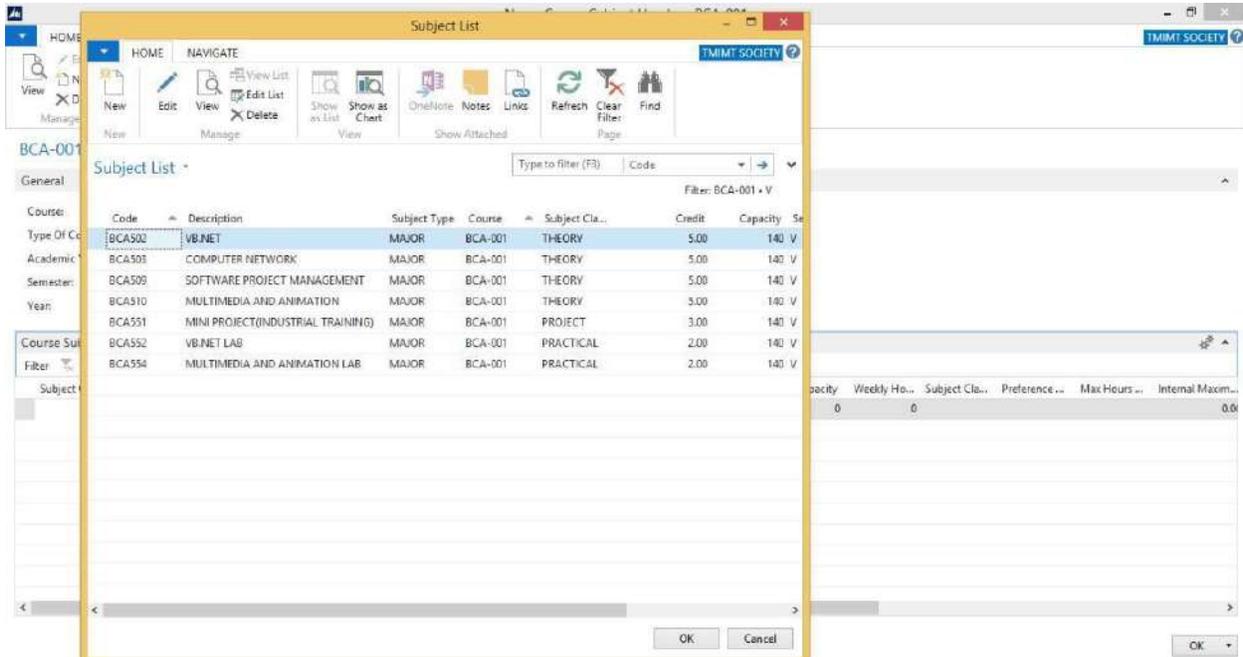
Click NEW to create a new subject card or else click EDIT to edit the existing card

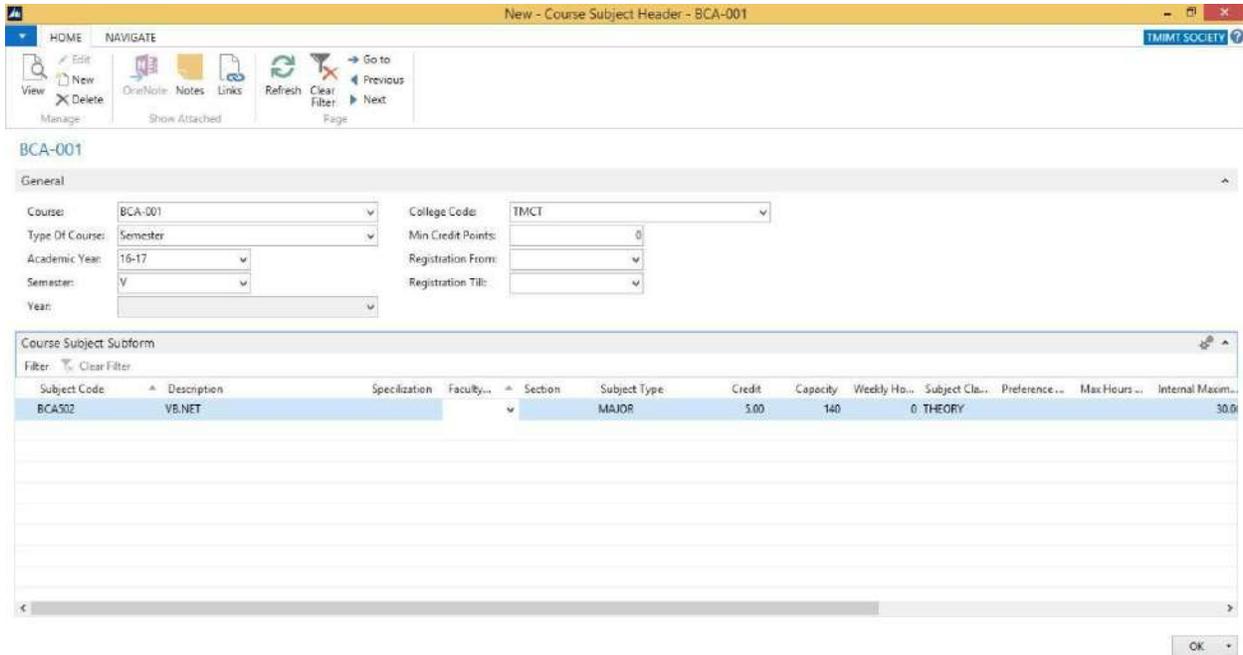


On Clicking the NEW button, system will open a subject allocation card for a particular course

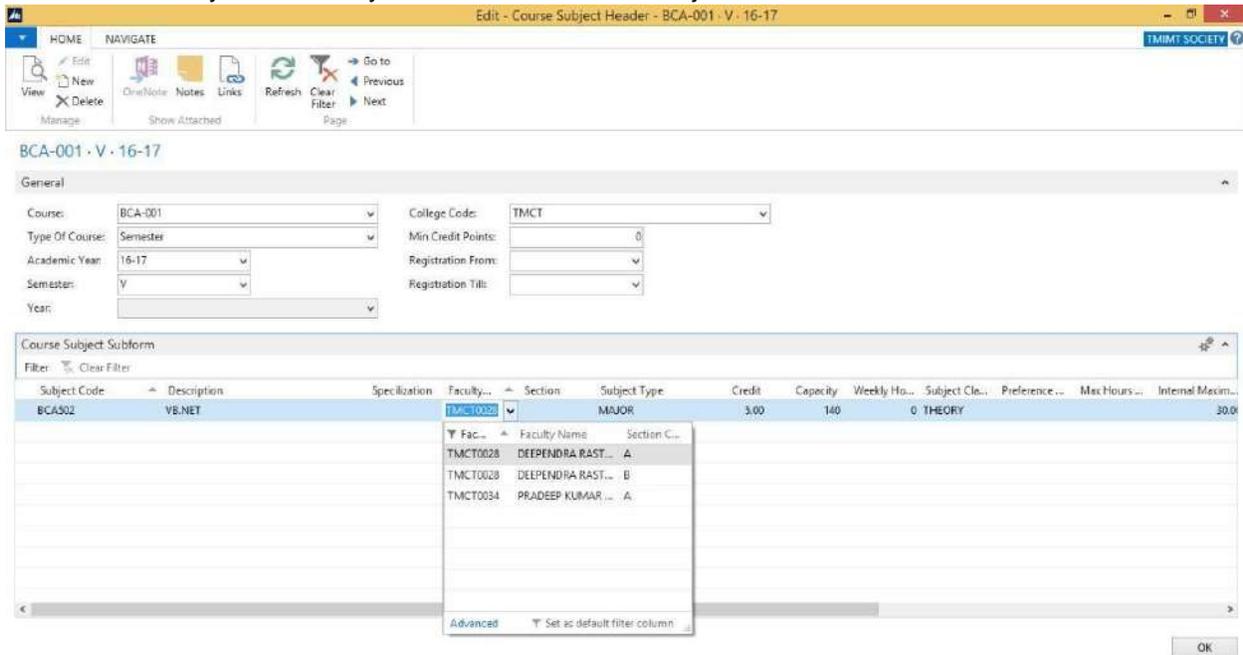


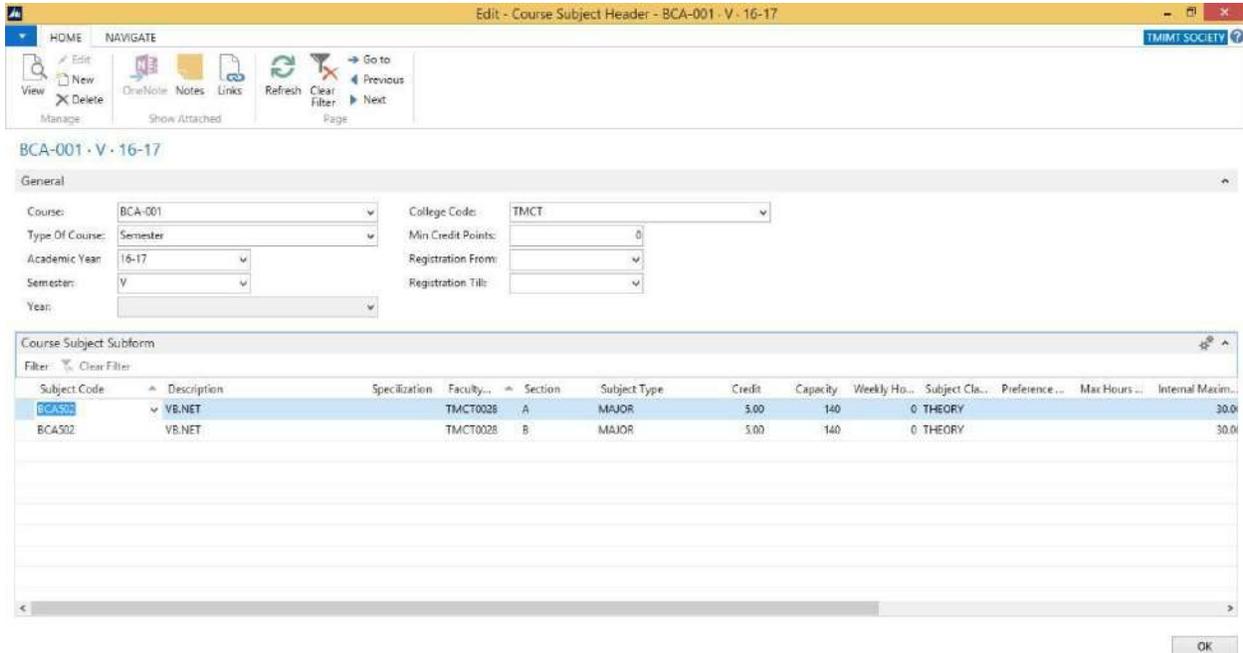
User can see the course code for which he/she is creating the subject allocation.
 Add the academic year, semester/year, on the header part
 On the below line part, user has to select the subject from the list and allocate faculty





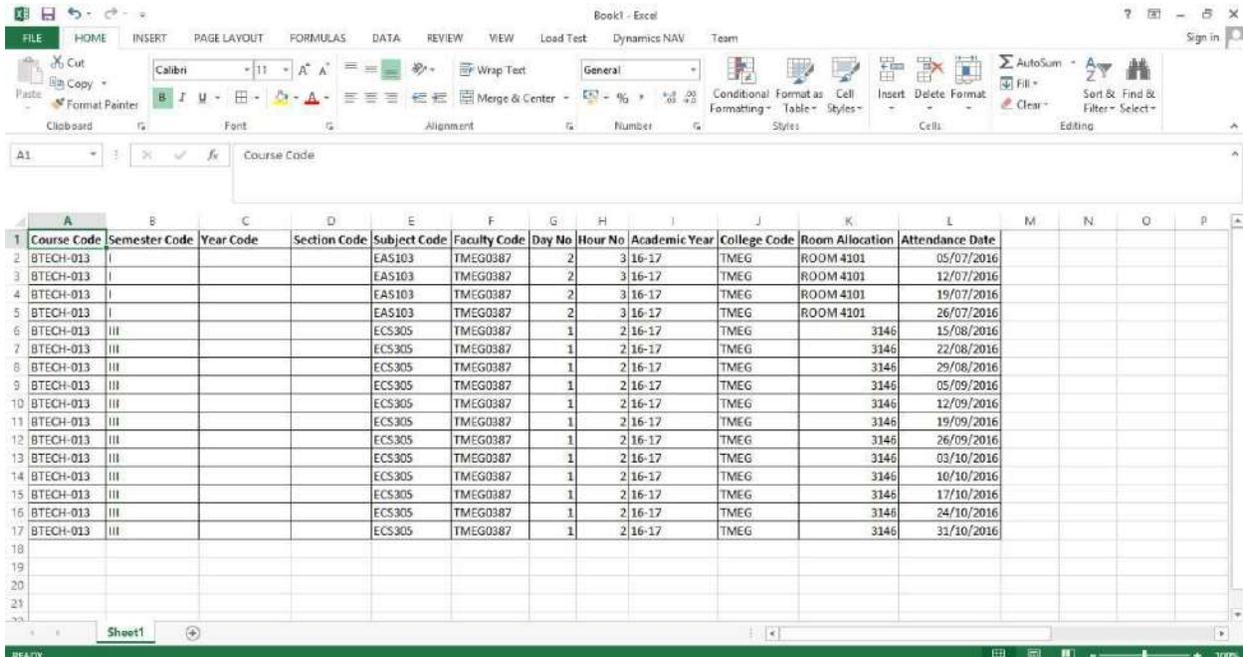
Once the subject is added, user must select the faculty to allocate the subject to a particular faculty. Same faculty can be added for same subject but with different sections.





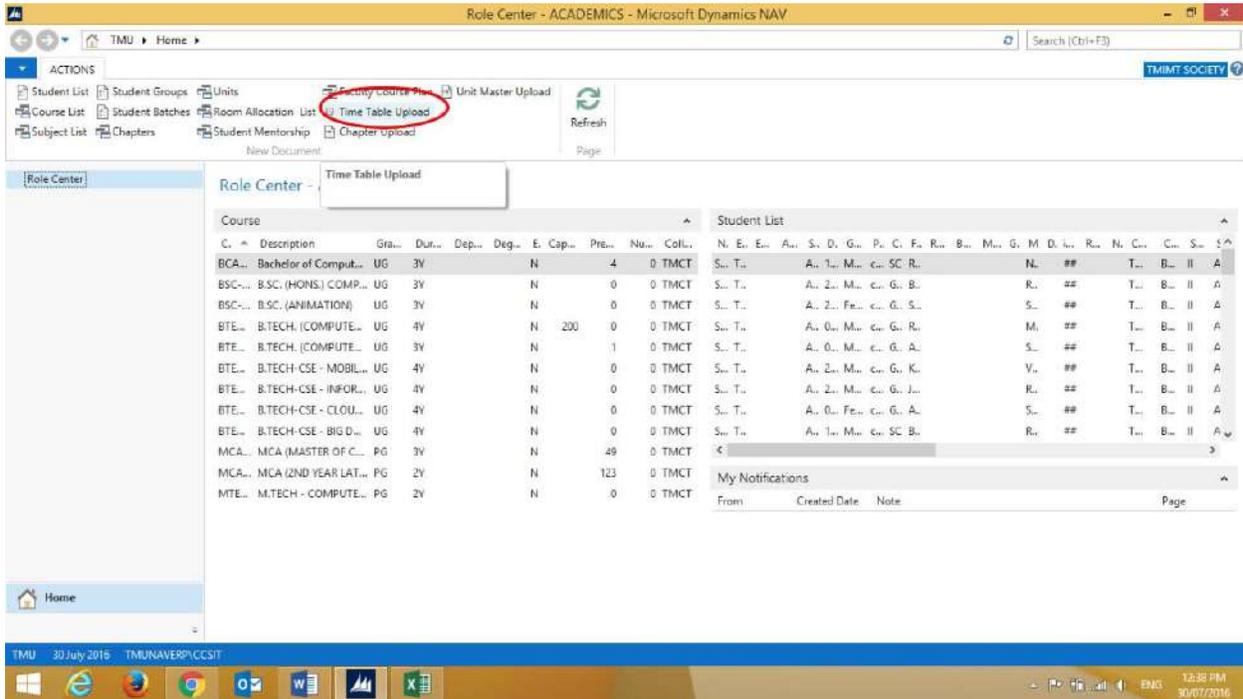
Step 5: To create & Upload a Time Table

Create an excel file with columns Course Code, Semester, Year, Section, Subject Code, Faculty Code, Day No, Hour No, Academic Year, College Code, Room Allocation, Attendance Date

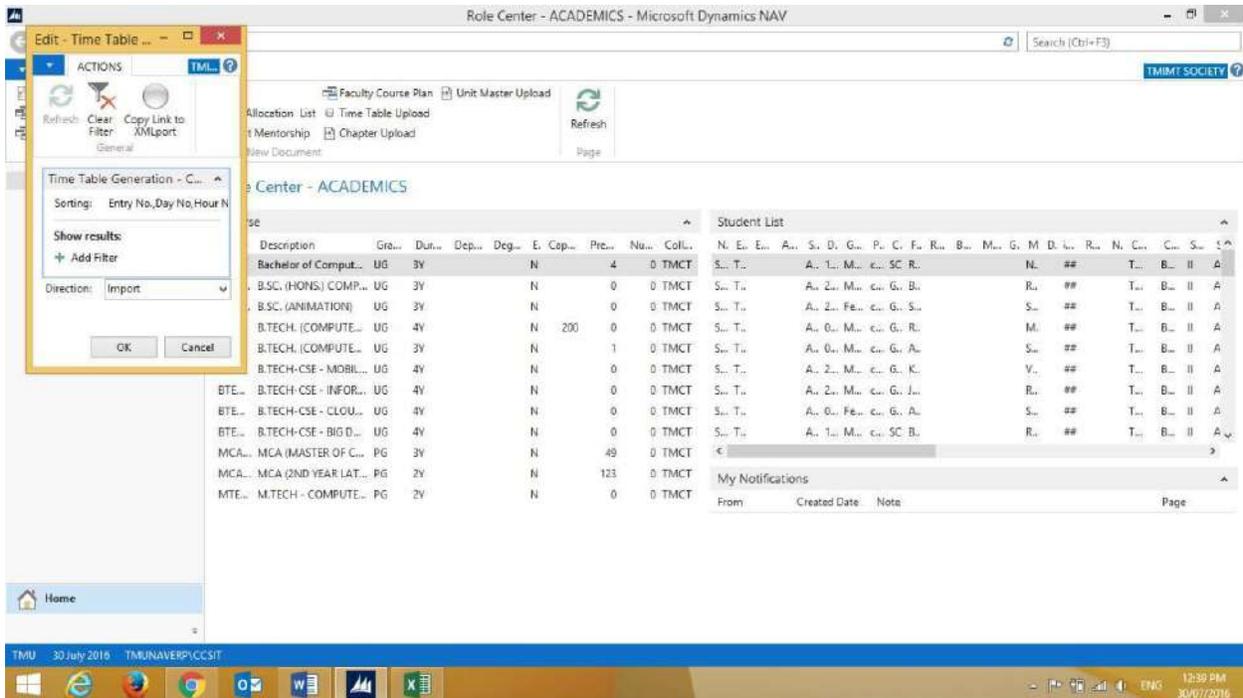


Save the excel into CSV (Comma Delimited) format

The excel file must not have headings, only data should be there Click on the Time Table Upload tab on the ribbon



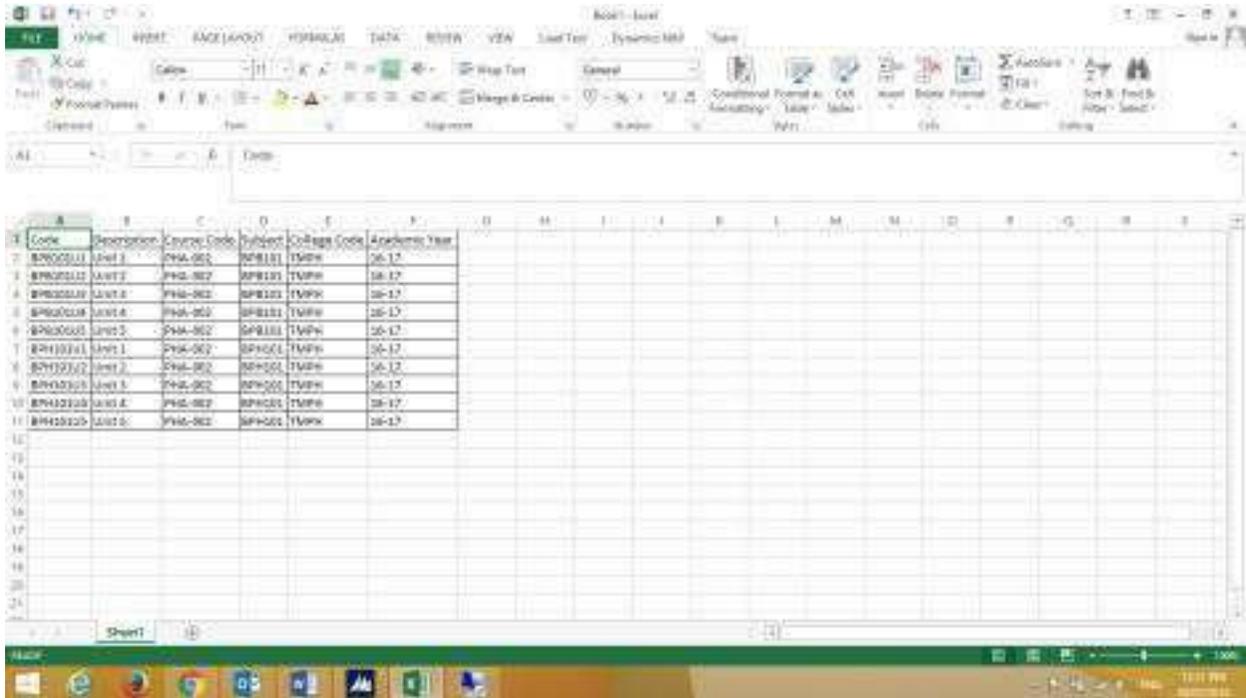
This will open an import screen where the user can attach the CSV file.



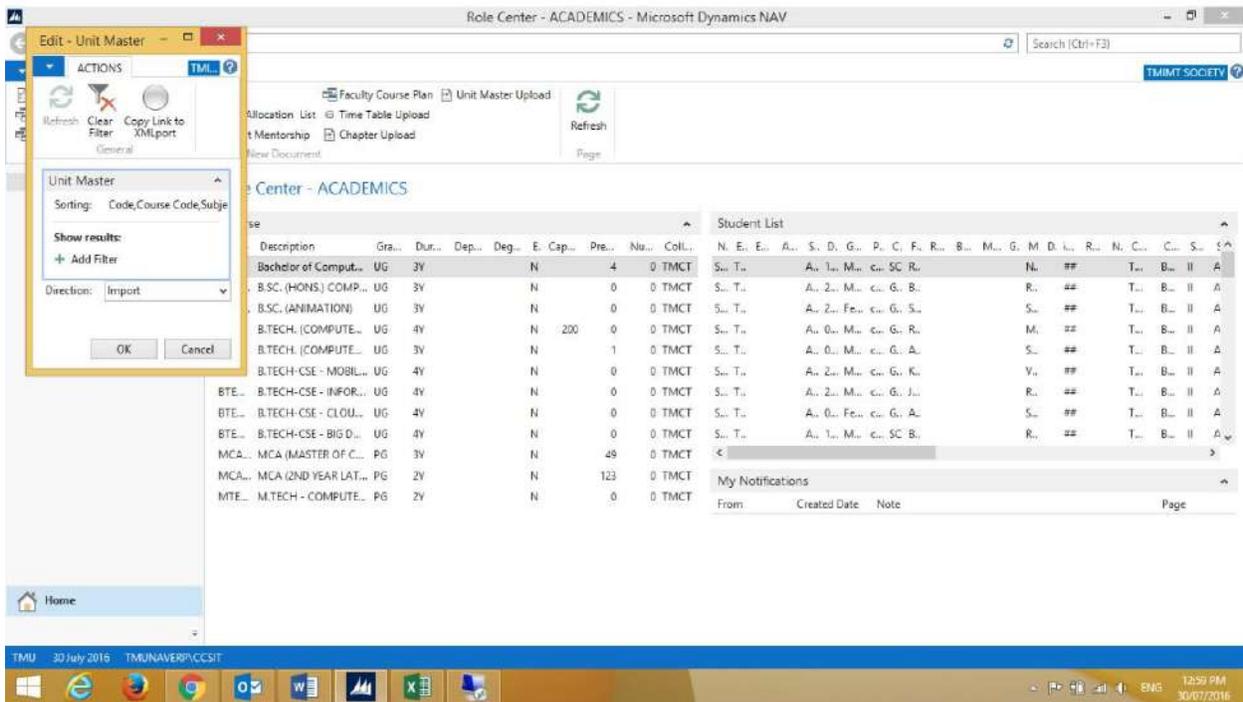
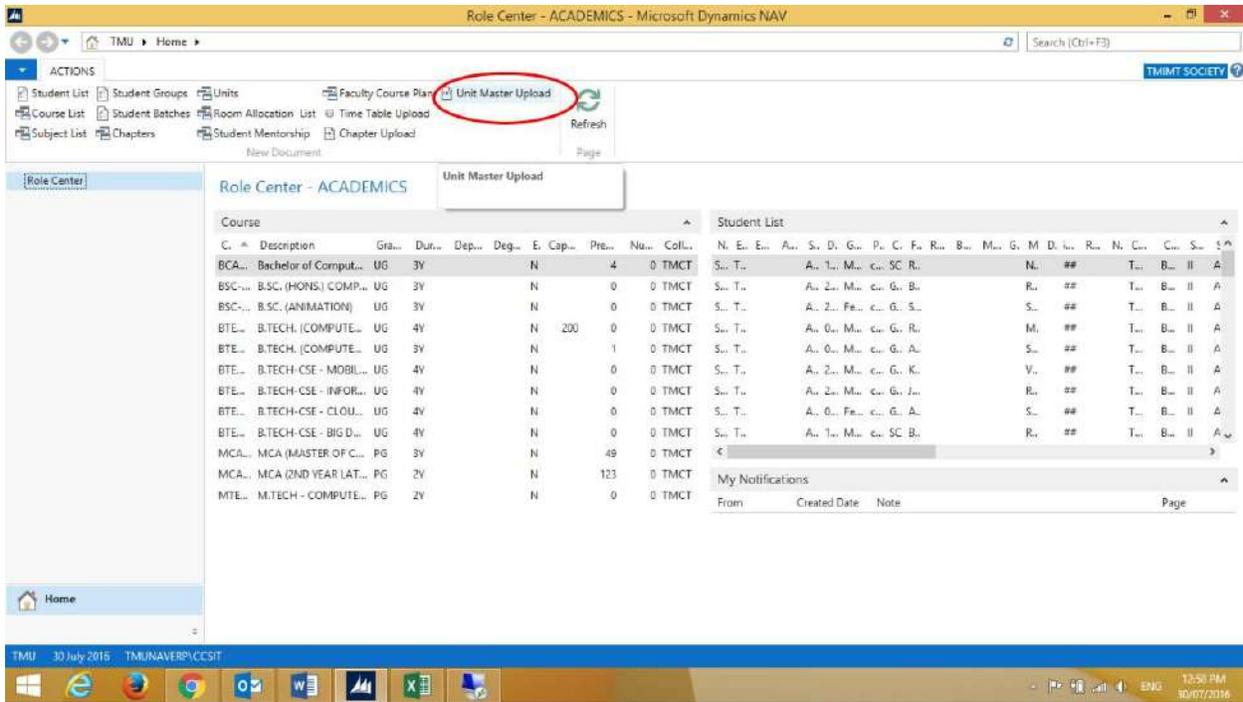
Step 6: To create a syllabus for the course and a subject

Upload the Units as well as Chapter masters to create a syllabus Unit master can also be uploaded via excel

Create an excel with Code, Description, Course Code, Subject Code, College Code, Academic Year

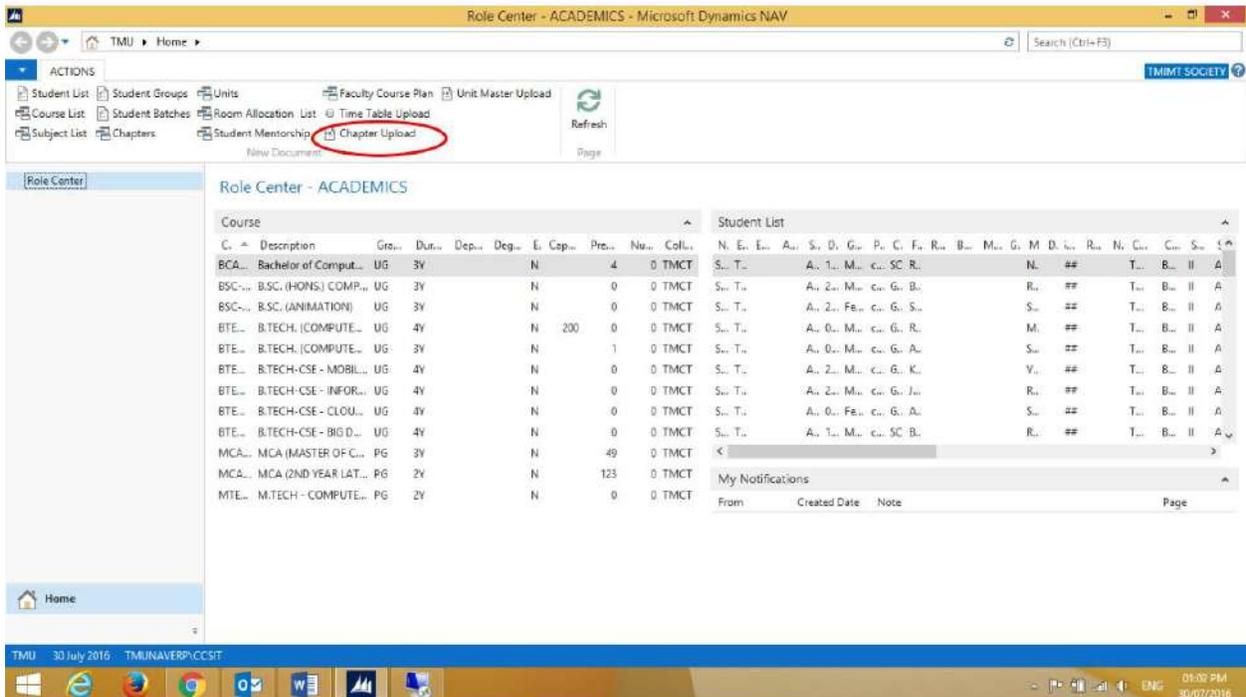
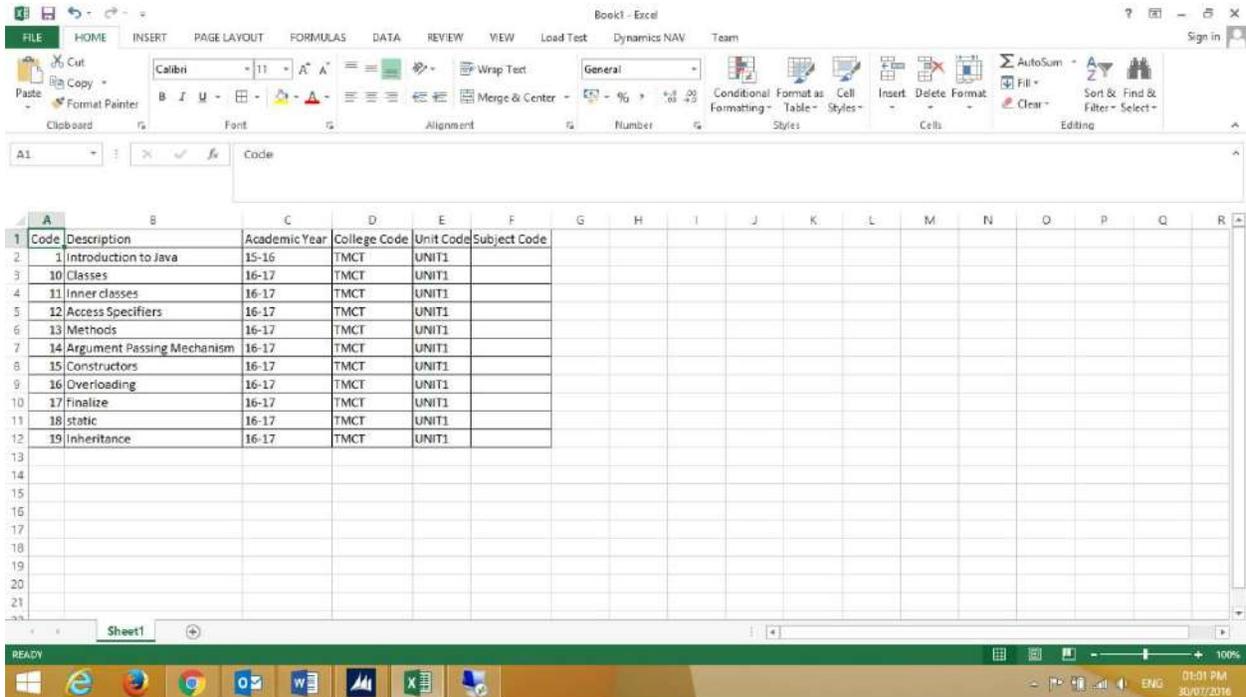


Save the file in the CSV (Comma Delimited) format
Click on the “Unit Master Upload” tab and import the CSV file

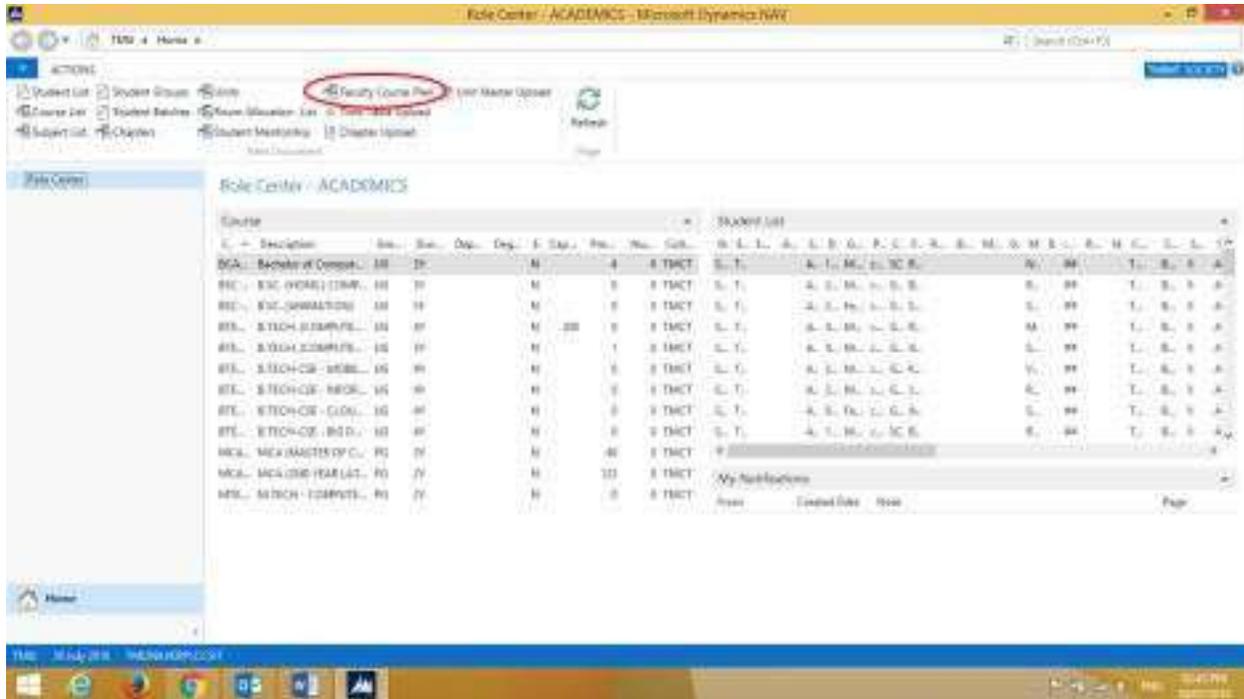


For Chapter Master, create an excel with Code, Description, Academic Year, College Code and Subject Code

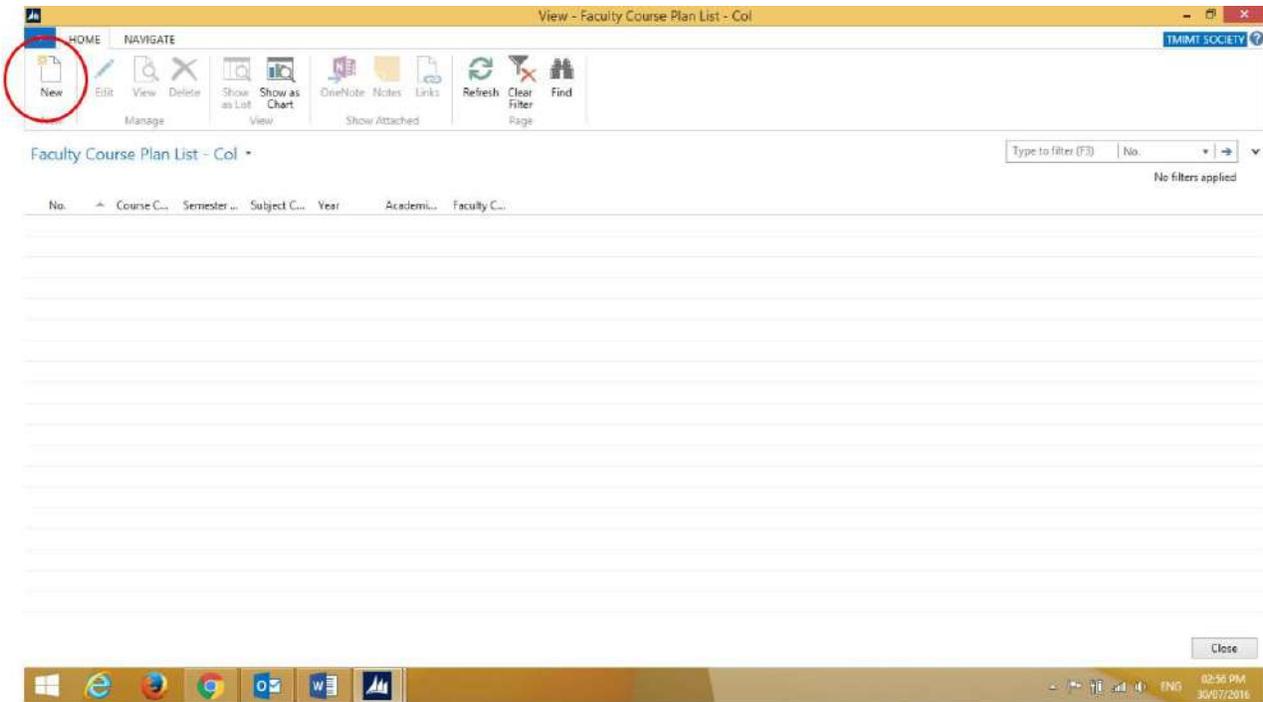
Save the file in CSV (Comma Delimited) format and import by clicking on the “Chapter Upload” tab



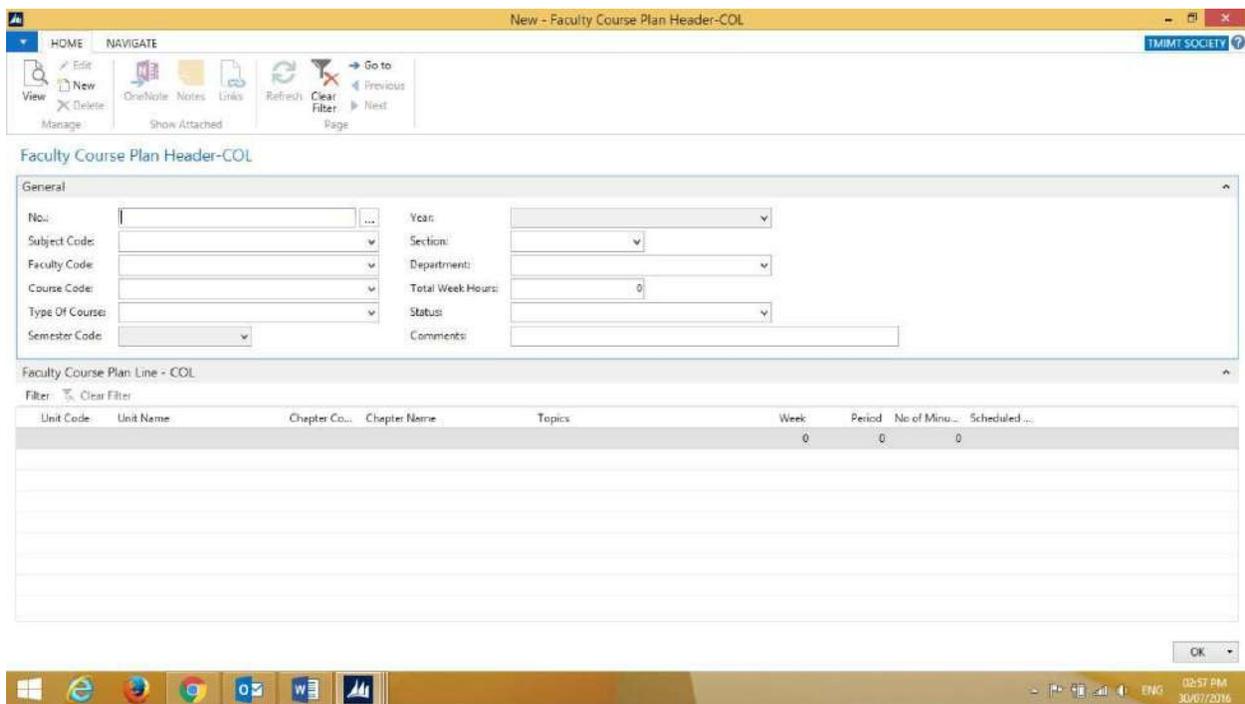
A faculty can create his/her course plan from the application.
 Click "Faculty Course Plan" on the ribbon



On clicking on the tab, a page appears from which a NEW card can be created. Click NEW

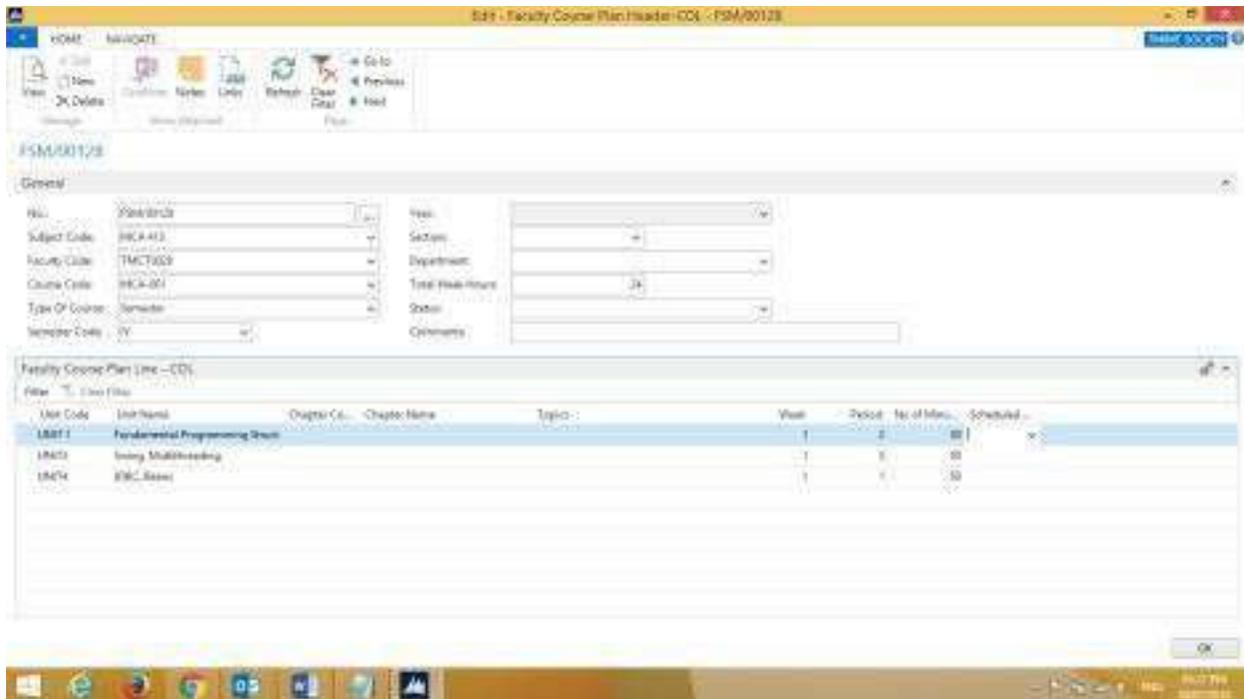


On clicking NEW, a card open where the user can enter the details as



No. will be generated automatically

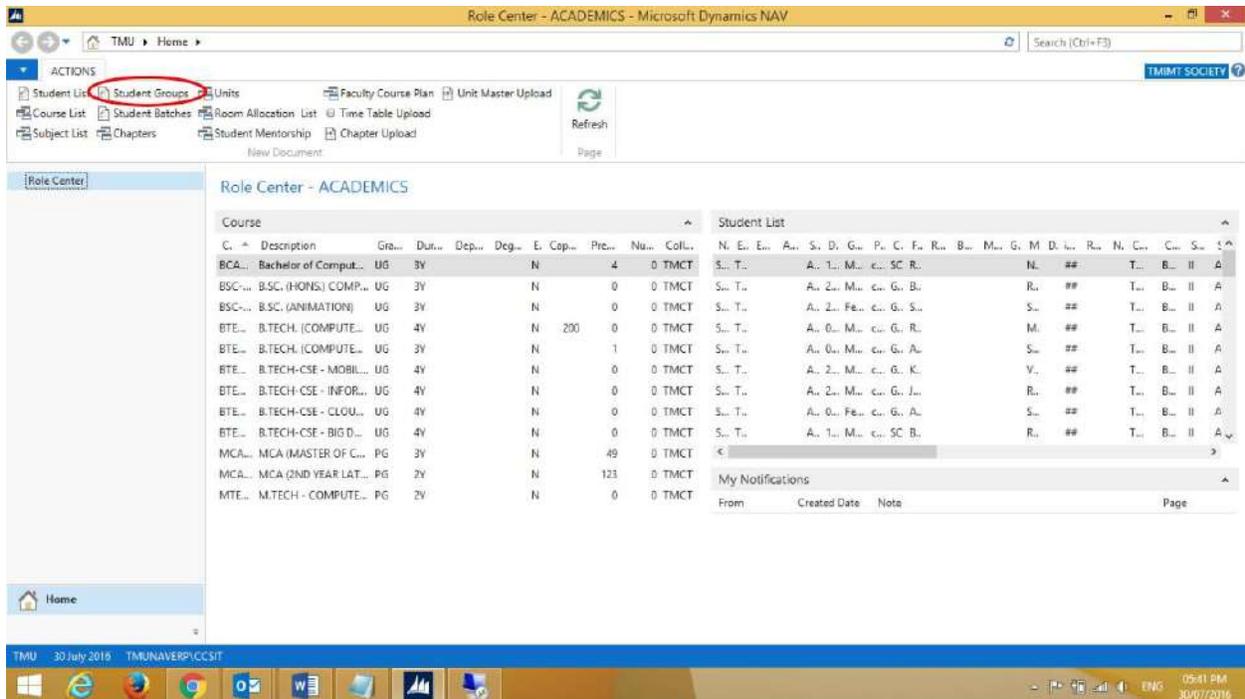
A faculty will fill his/her Subject Code, Faculty Code, Course Code, Session & Total Week



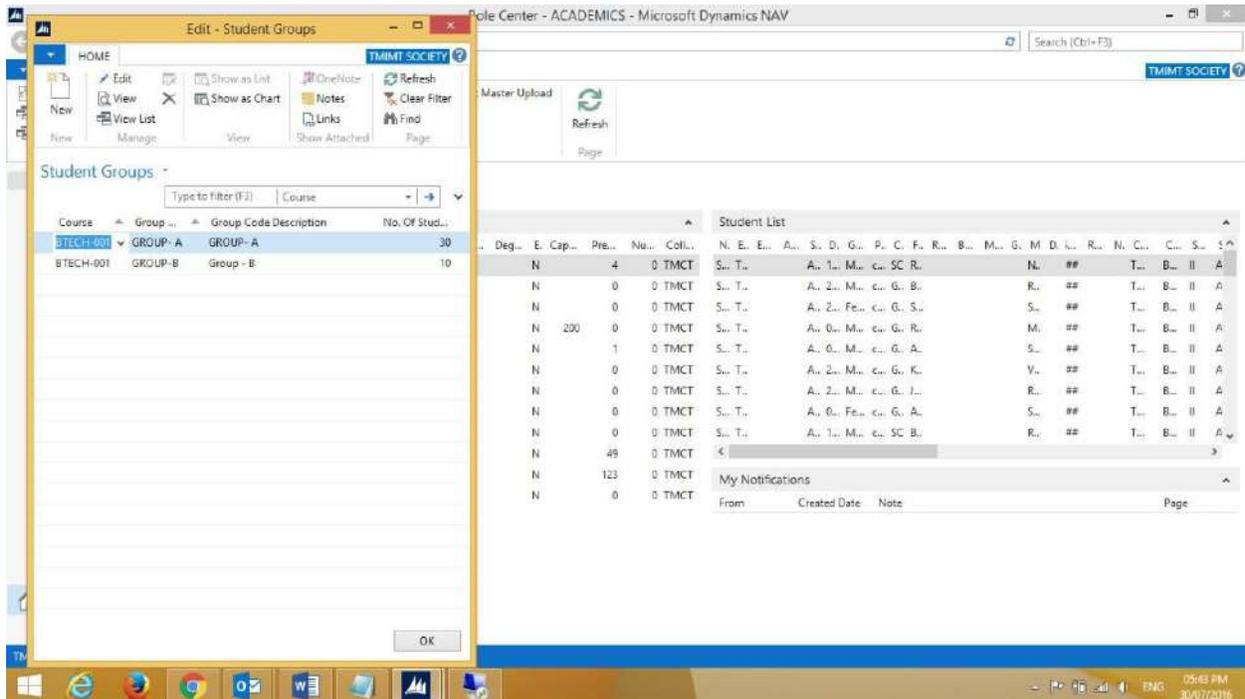
On the line part, faculty can enter the Units as well as the chapters with Topics, Week, Period(Lecture) as 1, Scheduled Date

Step 7: To create a student group/student batch

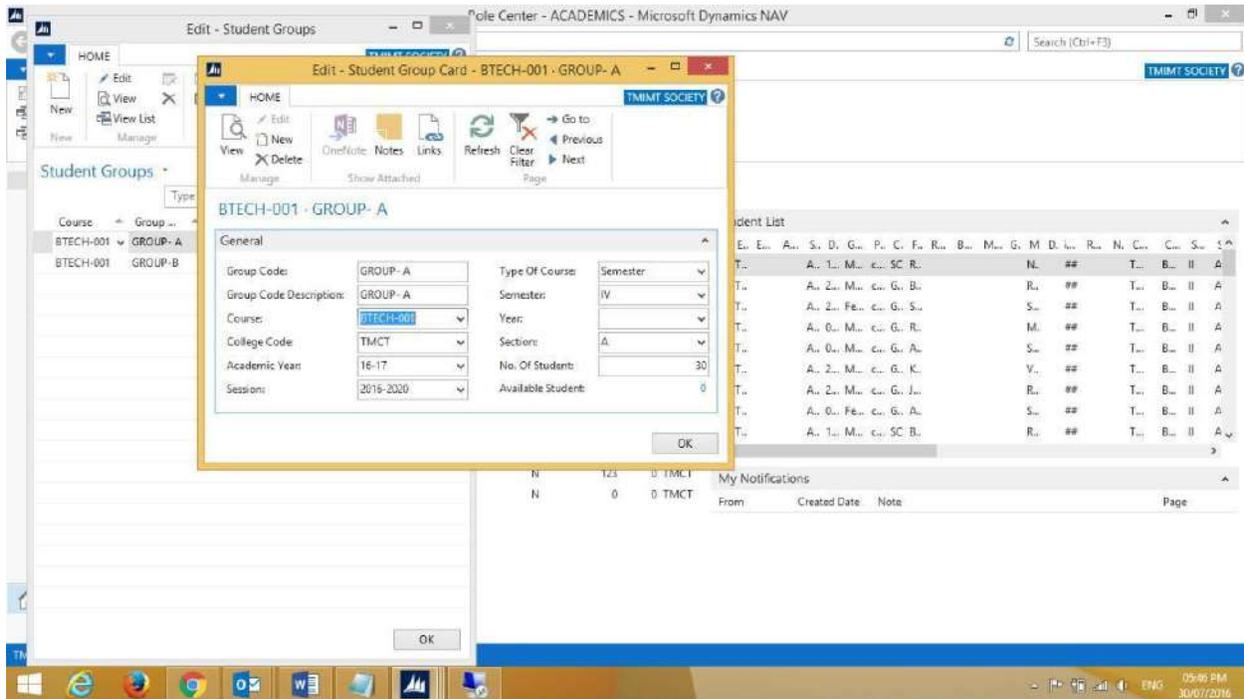
Click “Student Group” tab



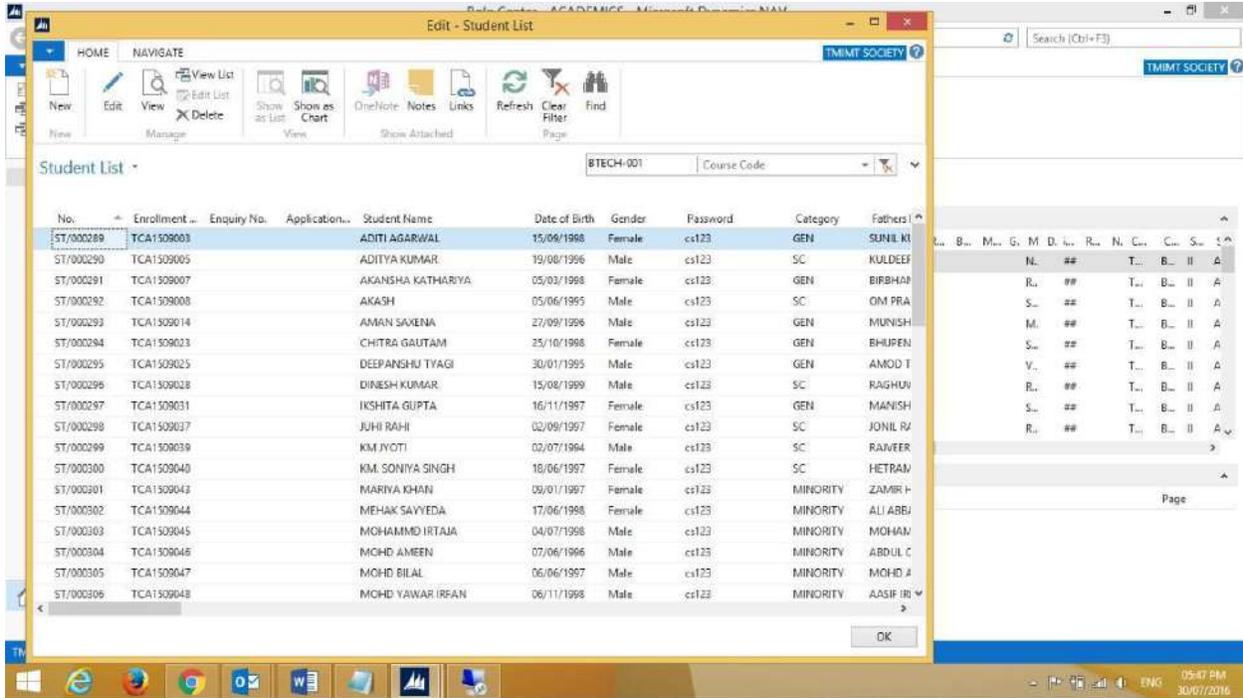
On clicking the student group, click new to create a new group or edit to modify the existing group



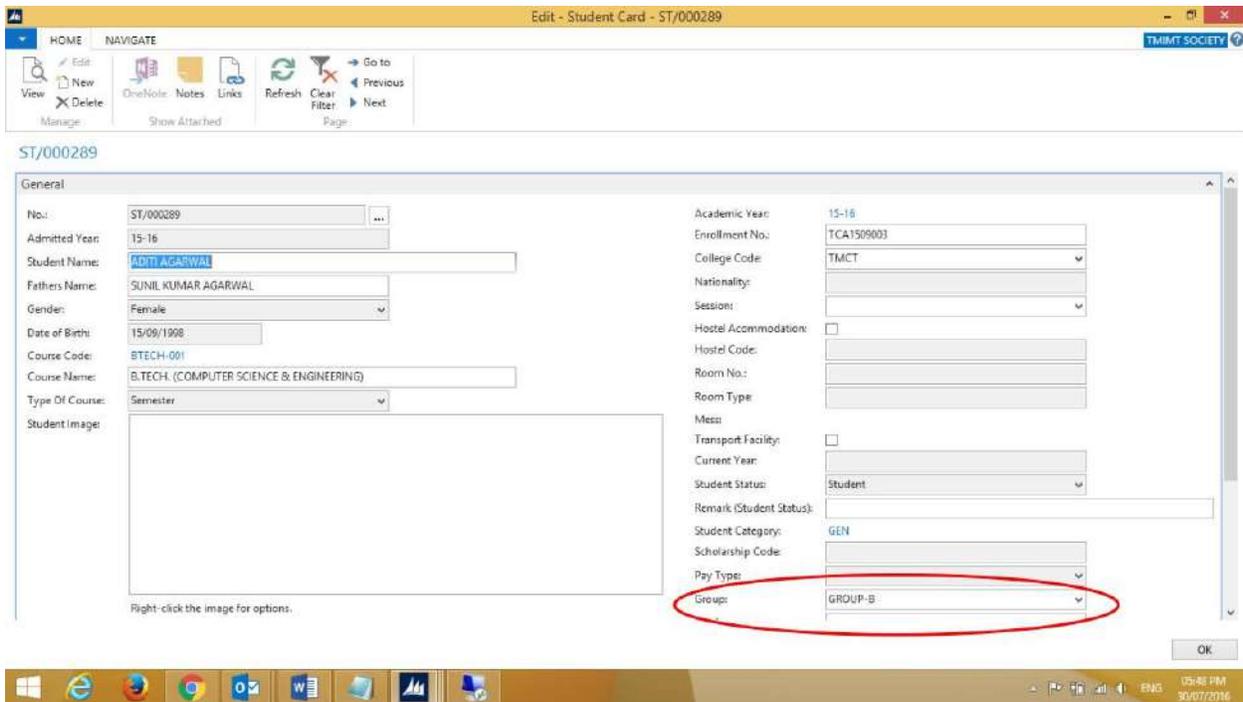
On Group card, add details of course, semester and No. of student to be added in this group.



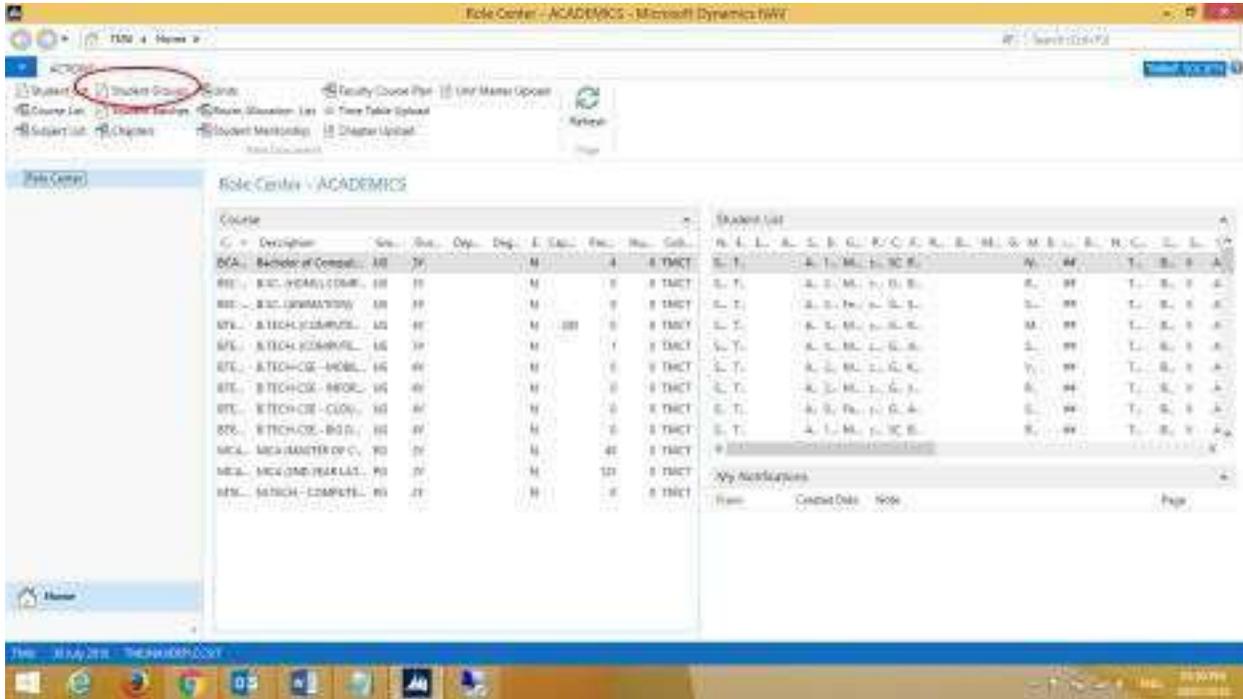
For tagging student in this group, user can go to the "Student List" and tag the groups individually



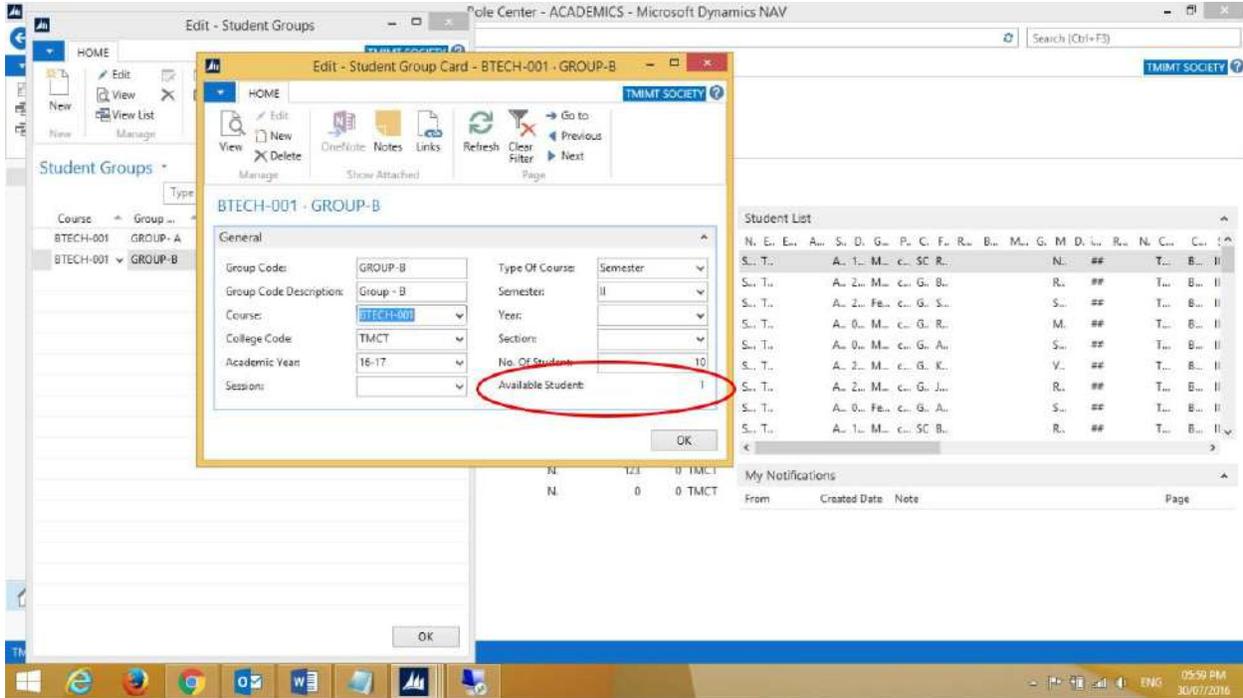
Click EDIT on the Student list
Student Card will open. Add the group in the "GROUP" field



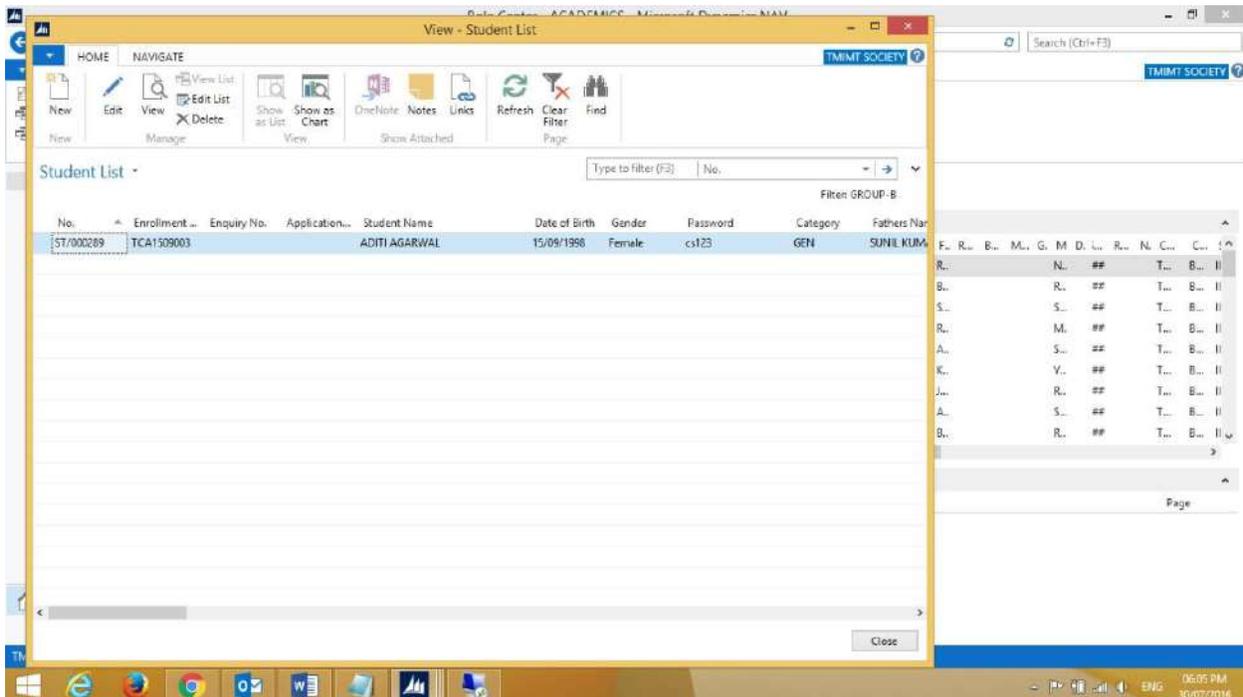
The list of students in the particular group can be viewed on the “Student Group” Tab



EDIT Group, card will open



Students who all are tagged with this group can be viewed from field “Available Student” field.
Click on the number to view the list



Similarly Batches can be tagged to all the students

Step 8: Mentor-Mentee

User can select the tab for Student Mentorship tab on the ribbon

The screen shows the page for mentors to be tagged with the students

No.	Enrollment ..	Student Name	Phone Number	Fathers Name	Mothers Name	Father/Mot..	E-Mail Address Parent	Date of Birth	Allow Men...
ST/001291		AKSHAY RUHELA		SANJAY KUMAR RU...	MANJU			01-07-1999	<input type="checkbox"/>
ST/001278		DEEPAK MISHRA		VIDYARAM MISHRA	VEENA MISHRA			15-05-1998	<input type="checkbox"/>
ST/001508	TCA1501129	MOHD SALMAN		BABU ALI	MUNNI BEGUM			14-10-1998	<input type="checkbox"/>
ST/001310		MOHD SHAVEZ		MOHD IRFAN	FARHAT JAHAN			18-11-1997	<input type="checkbox"/>
ST/001590		RAJAT SINGH CHANDROL		BRJESH SINGH CH...	SHUSHELA SINGH			21-06-1996	<input type="checkbox"/>
ST/001605		RISHIRAM		KHACHEDU SINGH	PRANESH DEVI			11-06-1998	<input type="checkbox"/>
ST/001616		ROHIT SAGAR		MAHIRAL SINGH	KIRAN DEVI			19-07-1999	<input type="checkbox"/>
ST/009681		GAURAV TRIPATHI		Ghanshyam Tripathi	Ramvati Tripathi			01-01-1989	<input type="checkbox"/>

The fields such as Course, Semester/Year, Faculty Code to be added on the screen Click “Get Students” from the Navigate tab

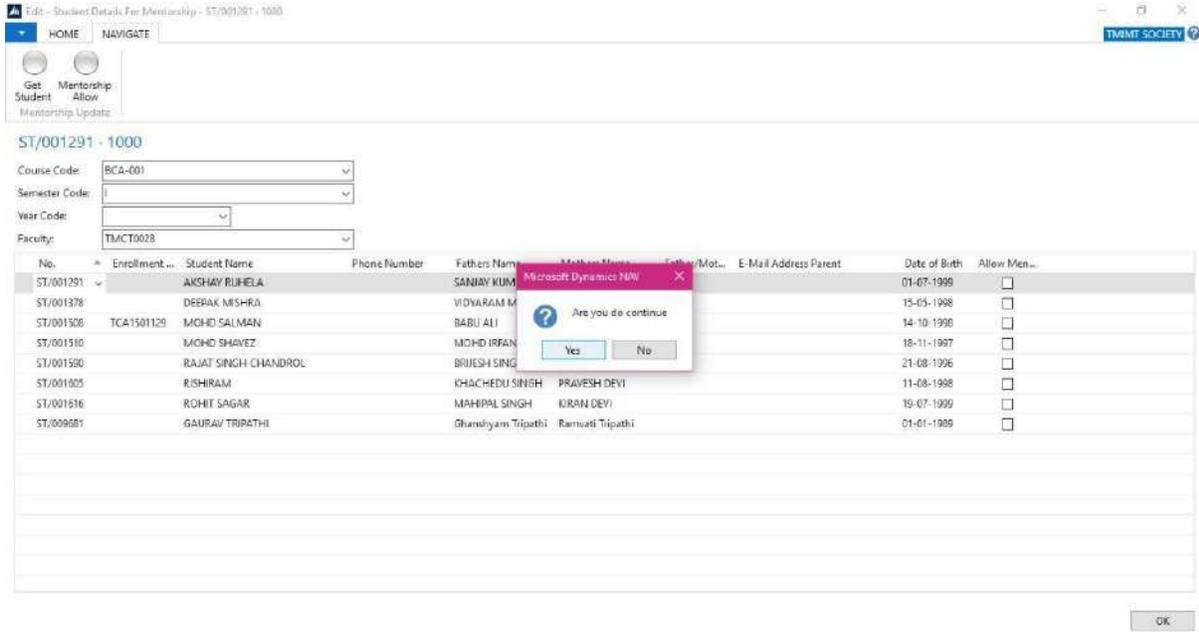
All students will appear on the screen

User can select the students for whom he/she will be the mentor by clicking on the

“Allow Mentorship” field

Click “Mentorship Allow” on the Navigate button to tag the faculty with the selected students

It will ask the command prompt



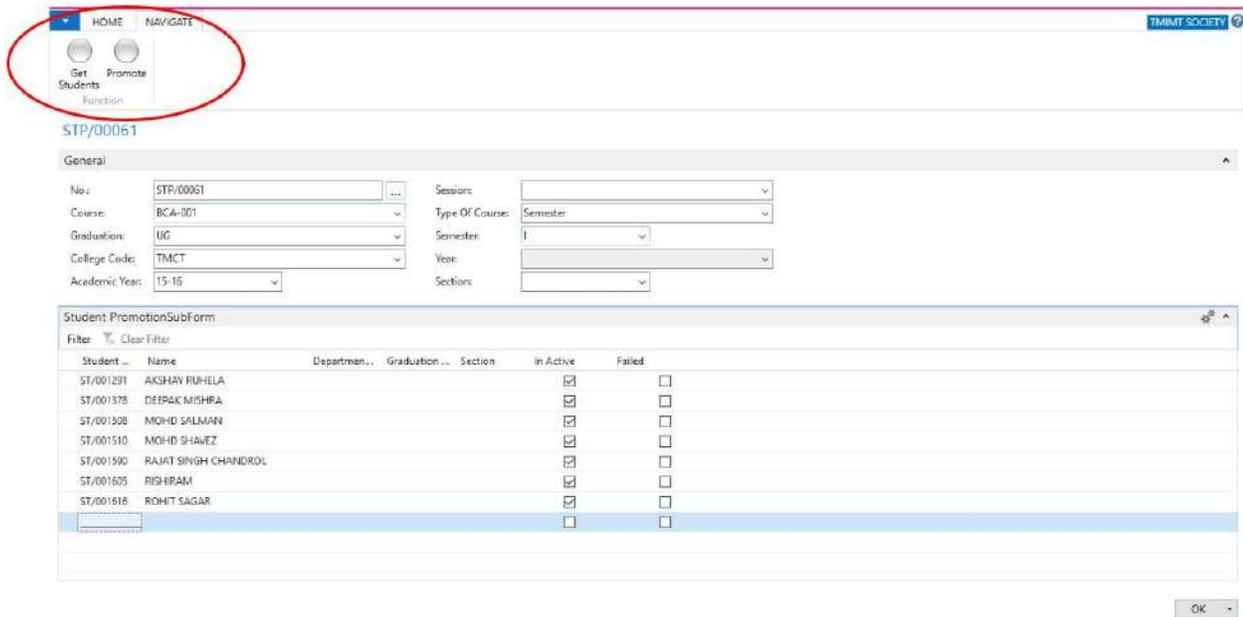
On clicking Yes, it will tag the student with this particular faculty

The same can be viewed on individual login of the faculty through portal on "Mentorship Details" tab

Step 9: Student Promotion

Students can be promoted to next academic year by this process

User can select the Student Promotion Tab on the ribbon which open the page of student promotion



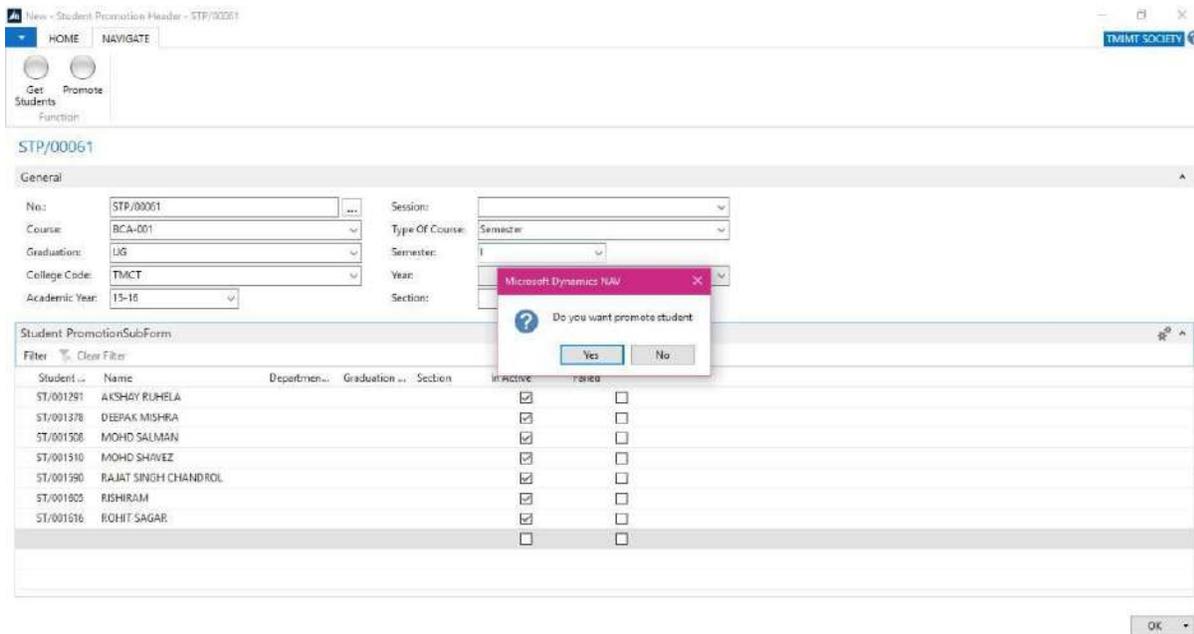
Fill the required fields such as Course, Academic Year (which needs to be promoted), Semester/Year

On the Navigate button, one can select the “Get Students” tab which will generate all the students of that particular course and semester/year for which promotion to be done.

All students can be viewed on the sub form of the page.

If the student is not eligible for the promotion, he/she should be marked as Failed so as to stop promotion for that particular student.

For promoting the students, click “Promote”. It will ask for the command. On clicking “Yes”, students will be promoted to next semester/year.



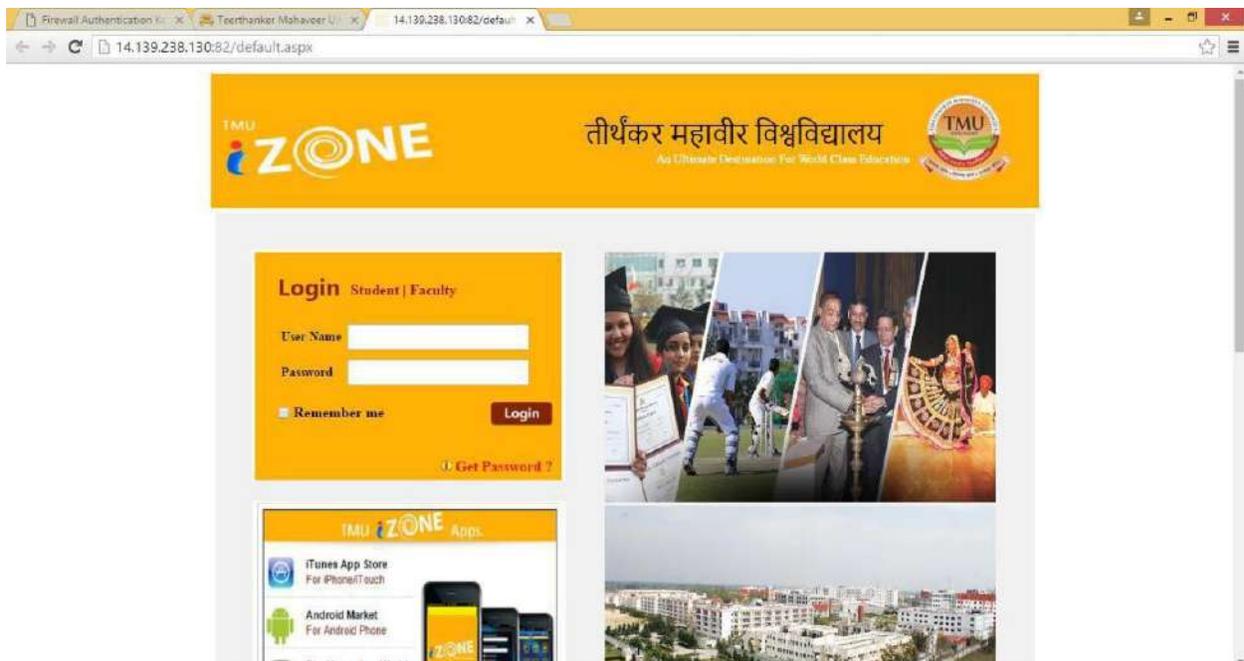
FOR PORTAL

Step 9: User will go to the TMU website to login for his/her portal. Click www.tmu.ac.in

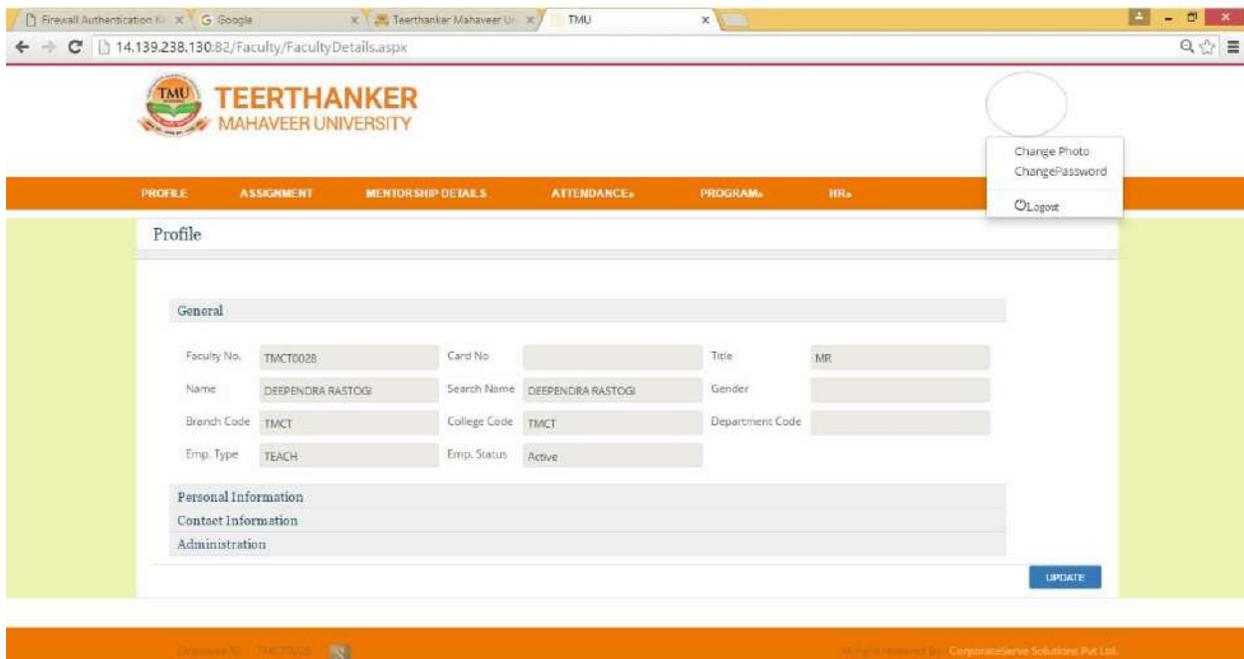
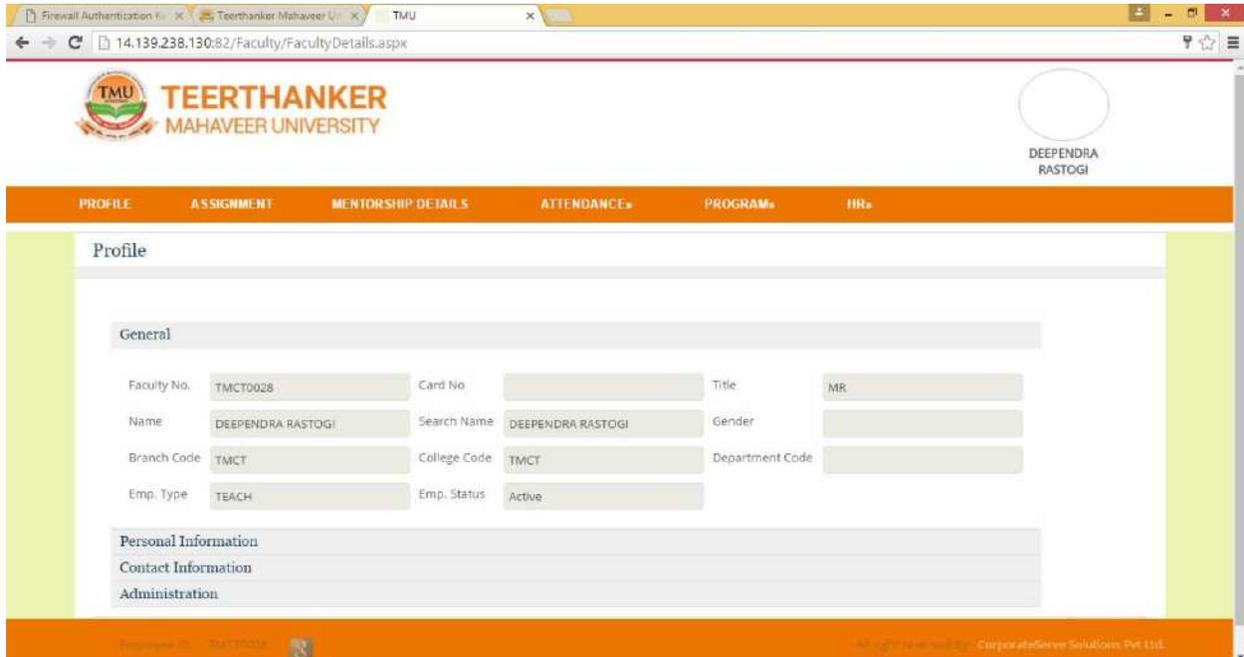
Step 10: On the website, click the “LOGIN” tab



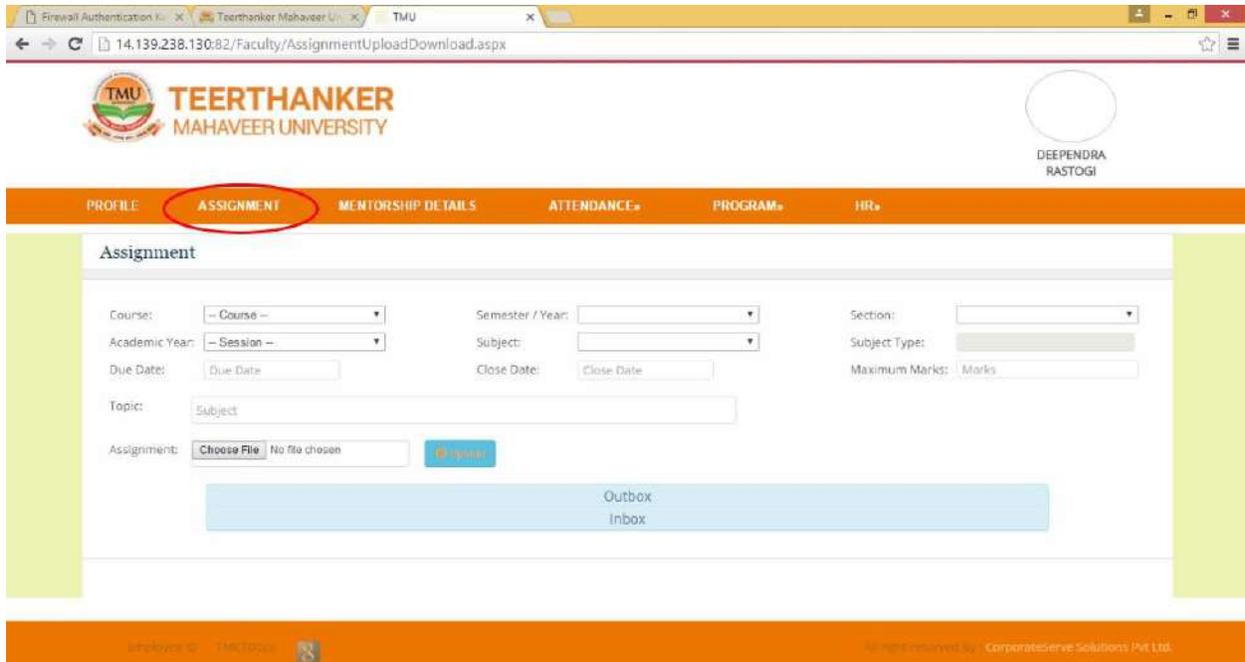
Step 11: Login Page will appear where an Employee can fill his/her ID and Password



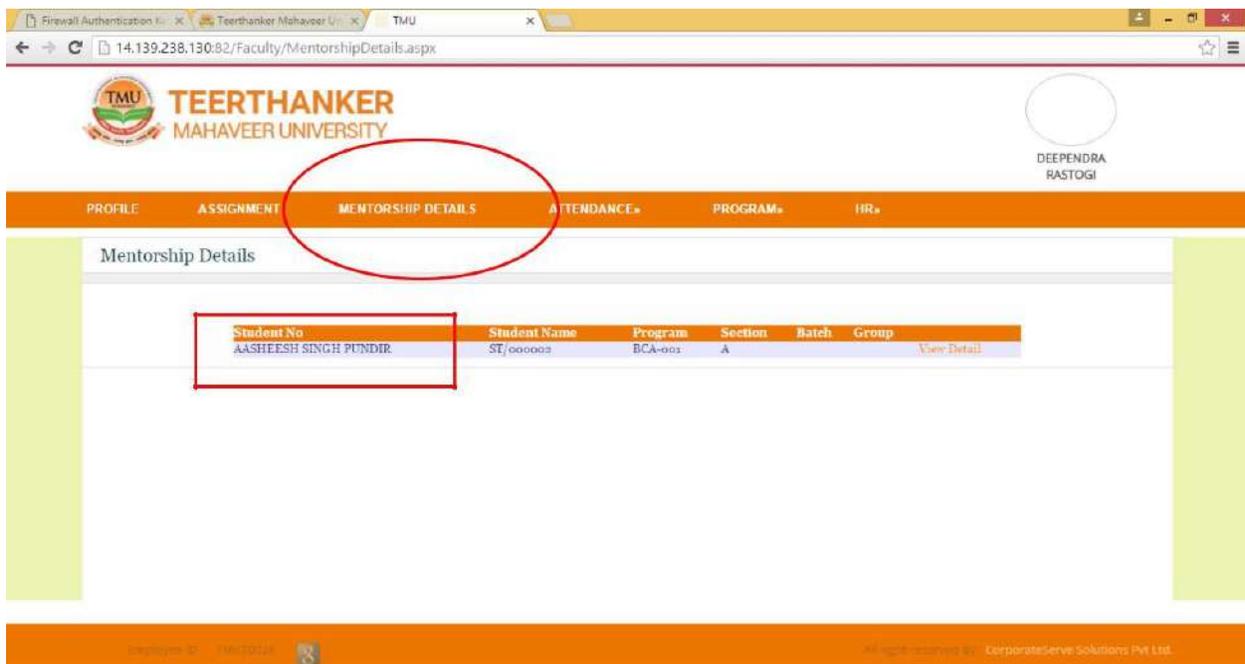
Step 12: Once the Login is done, Employee can see his Profile as main page where he/she can update his Mobile No. and other contact information. Faculty can also upload his/her picture and can change password.

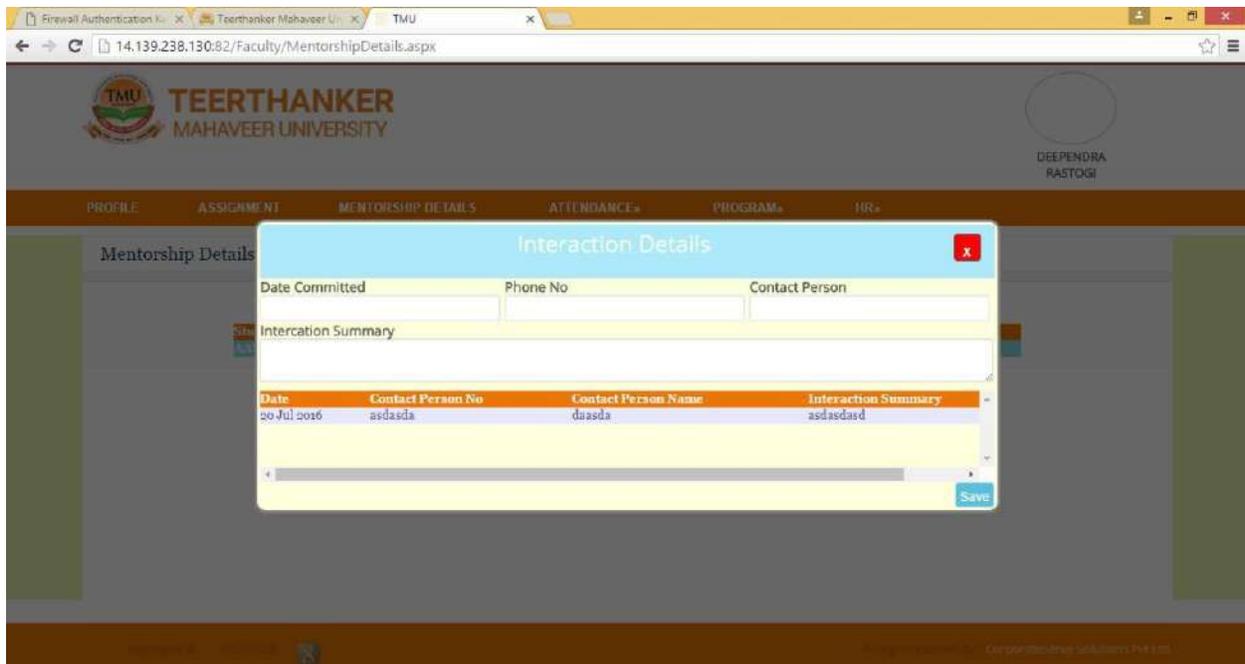


Step 13: Faculty can upload the assignment from the Assignment tab



Step 14: The Mentorship Details can be viewed from the Portal. Also, the faculty can add the interaction details by clicking the Student ID.



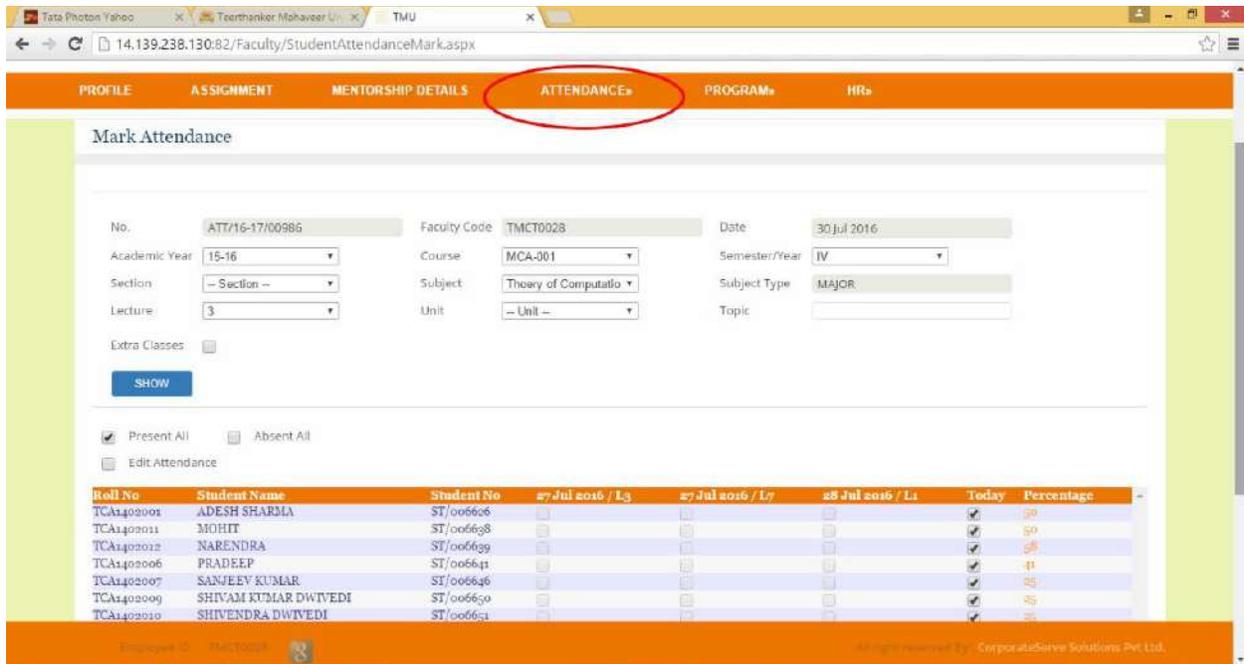


Step 15: Attendance for Student can be marked through portal. Faculty allocated with the course and subjects can mark the attendance of those students who are mapped with the same course and subjects.

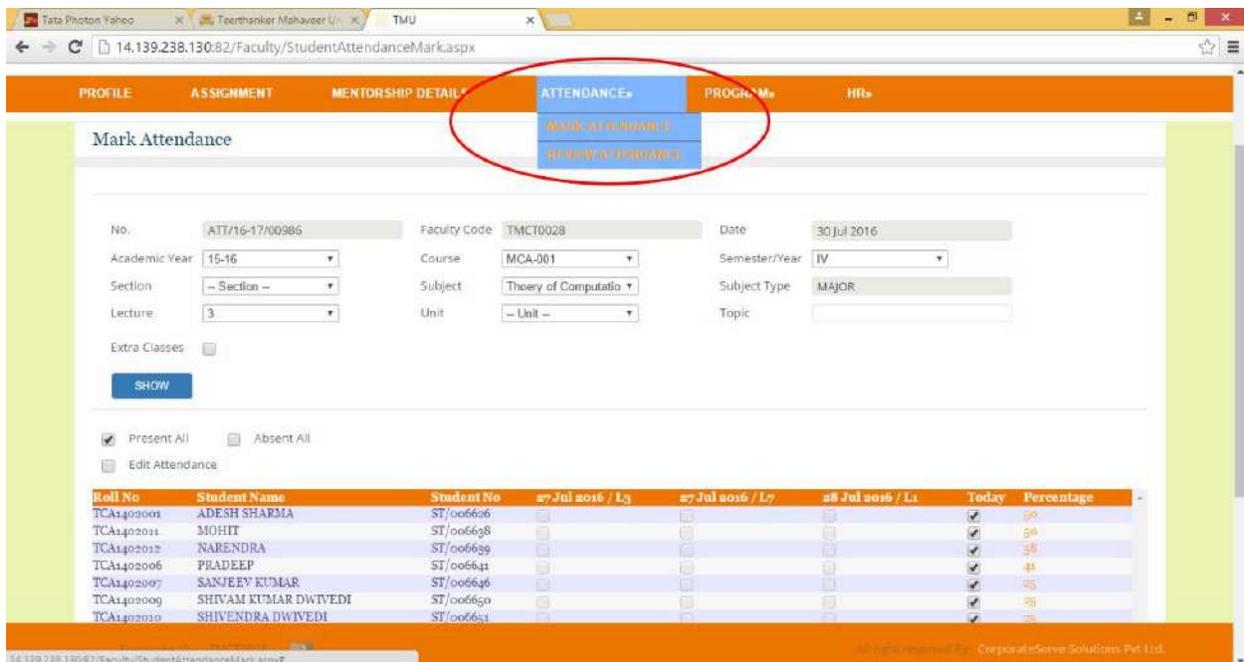
Faculty can select the Academic Year, Course, Semester/Year/ Section (if any), Subject, Lecture No., Unit and Topic.

Click SHOW tab to view student's attendance list. One can mark Present All if all the student are present or

can uncheck the shown on the student list to make them absent. The list will show the attendance of current date as well as previous 3 lectures for the same course and subject with current percentage.



To Review the Attendance, Faculty can select the Attendance Tab and select Review Attendance.



A Faculty can review the attendance by selecting the Course, Semester/Year Section (if any) and Subject. Faculty can also view with date filters. The data can also be exported to excel from "Export to excel" tab.

Review Attendance

Course: MCA-001 Semester/Year: IV Section: -- Section -- Subject: Theory of Computer

Student No	Student Name	Present	Absent	Percent age(%)
ST/006626	ADESH SHARMA	6	6	50
ST/006638	MOHIT	6	6	50
ST/006639	NARENDRA	7	5	58
ST/006641	PRADYEP	5	7	41
ST/006646	SANJEEV KUMAR	3	9	25
ST/006650	SHIVAM KUMAR DWIVEDI	3	9	25
ST/006654	SHIVENDRA DWIVEDI	3	9	25
ST/006655	YASH PAL GAUTAM	3	9	25

Export To Excel

Step 16: On the Programs tab, a faculty can view the Time Table, can do Lecture Allotment, can create a new Time Table, Can view his/her Lesson Plan, can create his/her Faculty Course Plan.

Time Table

- Can be viewed course wise

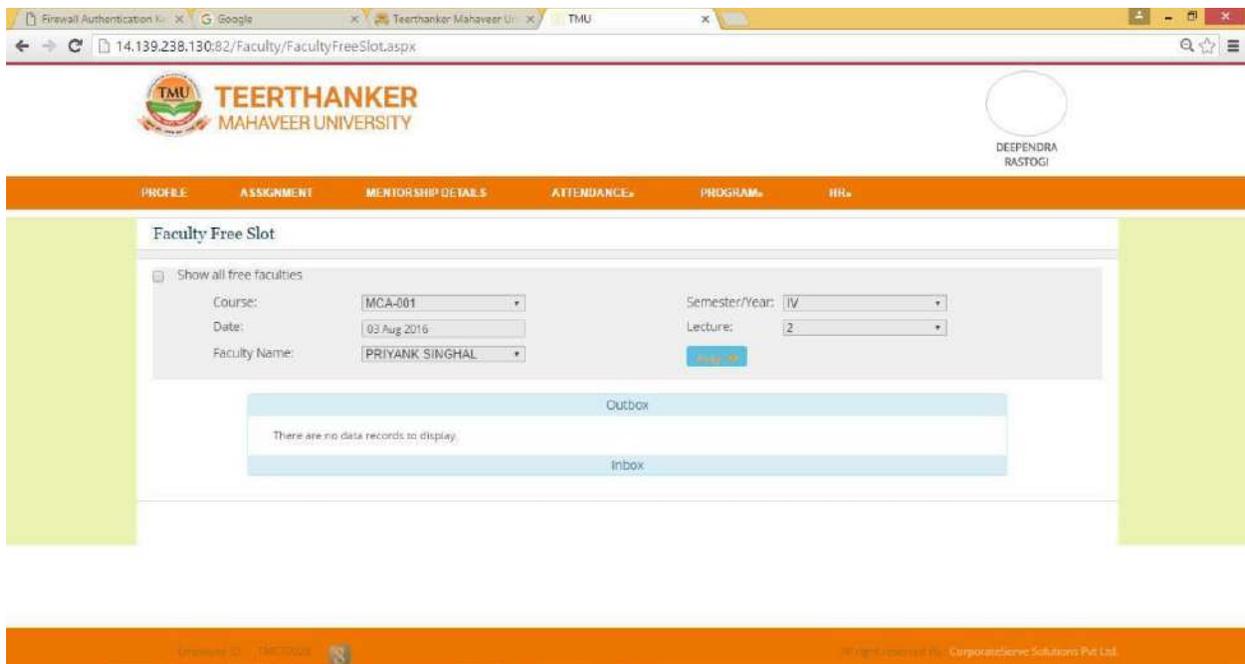
Time Sheet

Course: -- Select --

Days	I	II	III	IV	V	VI	VII
Mon.		Theory of Computation/MCA-001/A/Room No. 1			L	Theory of Computation/MCA-001/B/Room No. 1	
Tue.	Theory of Computation/MCA-001/A/Room No. 1		Cryptography & Network Security/MCA-001/A/Room No. 1	Cryptography & Network Security/MCA-001/A/Room No. 1	U	Theory of Computation/MCA-001/A/Room No. 1	
Wed.		Advanced Computer Networks/MCA-001/A/Room No. 2	Theory of Computation/MCA-001/A/Room No. 1		N		Theory of Computation/MCA-001/A/Room No. 1
Thu.	Theory of Computation/MCA-001/A/Room No. 1		Advanced Computer Networks/MCA-001/A/Room No. 1		C		
Fri.		Seminar Presentation/MCA-001/A/Room No. 1			H	Cryptography & Network Security/MCA-001/A/Room No. 1	

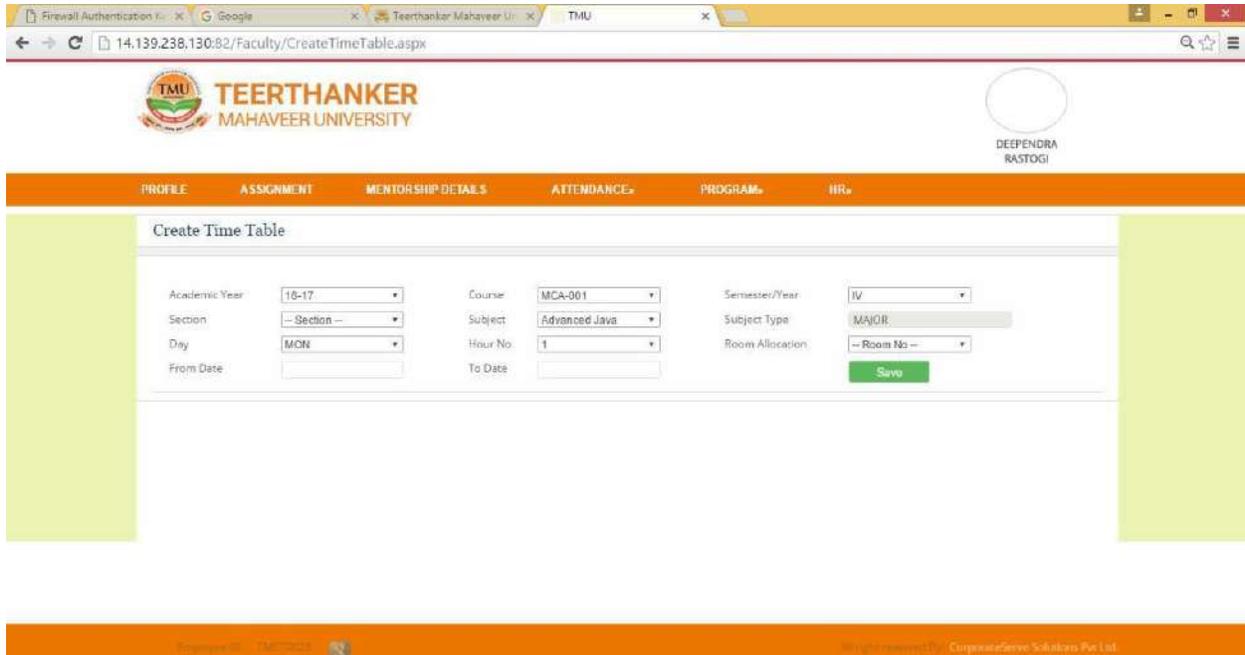
Lecture Allotment

- Faculty can put the substitute faculty if he/she is on leave



Create Time Table

- He/she can create his weekly/monthly time table from the portal



Lesson Plan

- Lesson Plan can be Proposed which a faculty has created and Actual which will be calculated by the system once the attendance is commenced and attendance is marked for that particular lectures

Lesson Plan

Course: [MCA-001] Semester/Year: [IV] Section: [Section] Subject Code: [Theory of Computal]

[Proposed Lesson Plan](#)

There are no data records to display.

[Actual Lesson Plan](#)

Date	Lecture No.	Unit Name	Topic to be Covered	Percent Student	Total Student
14-Jul-2016	1	Unit 1		8	8
13-Jul-2016	2			0	8
13-Jul-2016	3			2	8
13-Jul-2016	7			2	8
12-Jul-2016	1			3	9
11-Jul-2016	2		TEST1	8	8
11-Jul-2016	5		TEST1	0	8
07-Jul-2016	1		TEST1	3	8
06-Jul-2016	2			2	8
06-Jul-2016	3			7	8
05-Jul-2016	1			0	8
04-Jul-2016	6			1	8

Faculty Course Plan

- A faculty can create his/her proposed course plan

Course Plan

Academic Year: [16-17] Course: [MCA-001] Semester/Year: [IV]

Section: [Section] Subject: [Advanced Java] Subject Type: [MAJOR]

Unit Code: [Unit] Unit Name: [] No. Of Minutes: []

Chapter Code: [] Chapter Name: [] Week: []

Period: [] Scheduled Date: [] Actual Date: []

Topic: []

[Save](#)

Applied

There are no data records to display.