

Reference Manual

STUDENT

Academic Management System ICAR-National Dairy Research Institute Karnal



Authors:

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Er. Navdeep Singh | Er. Manoj Mehra



ICAR-National Dairy Research Institute
Karnal - 132 001 (HR)



Reference Manual

STUDENT

Academic Management System

ICAR-National Dairy Research Institute

Karnal



Academic Management System : NDRI

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Semester registration process starts from 1st August 2017.



New Updates

- Instructions for Ph.D. Counselling 2017-18
- Counselling for admission to Ph.D. and Diploma programme for the academic session 2017-18
- Distribution of Ph.D. Seats at NDRI
- Ph.D. and Diploma Programme - 2017-18
- Admission for Ph.D and Diploma programme - 2017-18
- Course Statement for B.tech (DT)/Master & Ph.D. Programme 2016-17

Academic Management System (AMS-NDRI) is web enabled application software for management of various academic activities of the Dairy Science College, NDRI, Karnal. The system caters to the requirements of different users Dean, Registrar, Heads, Guides, Faculty, Teachers, Students, Administrators and Officials for performing their assigned tasks. The software is developed using latest Internet technologies such as .Net platform and SQL server. The system is user friendly and can be accessed ubiquitously. The online capabilities of the system allow the students, faculty members and administrators to publish and retrieve the information from their respective disciplines. It has following sub modules:

- Courses Management
- Student Management
- Faculty Management
- Administration Management
- E-Learning
- Online fee collection

Resources

[White Book](#)[Reference Manual \(Faculty\)](#)[Reference Manual \(Students\)](#)[Academic Calendar 2017-18](#)

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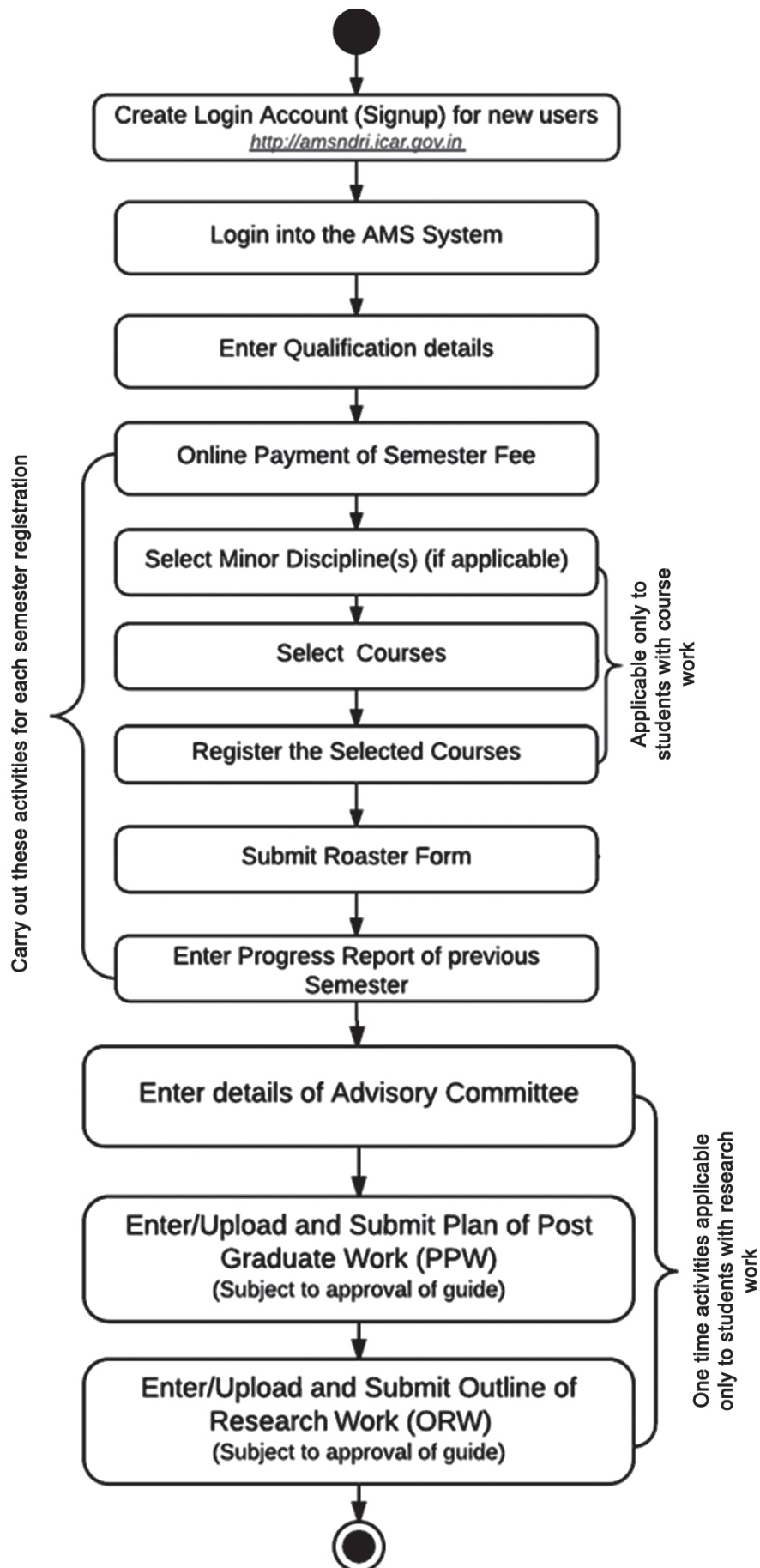
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<http://amsndri.icar.gov.in/>

Activity Diagram for using Academic Management System (AMS)



ACADEMIC MANAGEMENT SYSTEM: NDRI

NDRI is providing high quality education at UG, PG and Ph.D. level in the area of dairy sciences. There are 16 disciplines at post graduate level in which Master and Doctorate degrees are being awarded. These include Animal Biochemistry, Animal Biotechnology, Animal Genetics and Breeding, Animal Nutrition, Agricultural Economics, Animal Physiology, Agricultural Extension Education/Veterinary Extension Education, Agronomy, Dairy Microbiology, Dairy Technology, Dairy Engineering, Dairy Chemistry, Livestock Production and Management, Food safety and Quality Assurance, Veterinary Gynaecology and Obstetrics, and Food Science & Nutrition. At graduate level the institute is awarding only B.Tech. degree in Dairy Technology. An online system “Academic Management System (AMS)” has been developed to automate academic activities of the institute. The online capability of the system will allow the students, faculty members and administrators to enter and retrieve the information from their respective disciplines. This would help the users to save time and efforts in carrying out the activities as well as bring more transparency in the system. The system is available at <http://amsndri.icar.gov.in>. Stepwise activities to operate the system by students are described below:

1. User login account creation

1.1 Accessing the Login Page

1. Open latest Internet Explorer version.
2. Type <http://amsndri.icar.gov.in/> in the address-bar and press Enter Key.
3. Home page of Academic Management System, NDRI will be displayed on the screen (Fig. 1.1).
4. Click on **Tools** button and then click compatibility view settings.
5. In ‘Add this website’ textbox, enter the URL **icar.gov.in** in the list and then click on **Add** button.

1.2 Signing in for Existing Users

1. Click on **Sign In** button located on top right-hand corner of the Homepage.
2. Enter your Username and Password in the Popup window (Fig. 1.1).

Fig.1.1 : Login page of Academic Management System – NDRI, Karnal.

1.3 Creation of Login Account for New Users

1. Click on **SignUp** button located on top right-hand corner of the Homepage.
2. User Registration page will be displayed on the screen {Fig.1.2 (a) & (b)}.
3. All fields in registration forms are self explanatory and the fields marked with * are mandatory to complete the registration form.
4. There are two parts in the registration form. The first part {Fig. 1.2 (a)} contains the information to be filled by all users including students and faculty.
5. The second part {Fig. 1.2 (b)} contains the information to be filled by students only.

Guidelines for filling up registration form:

1. In the field ***Create User Name/ID** user has to create a login account which will be used to access the system later on. The user may select the User Name/ID of his/her choice. The students are advised to remember/ retain the created User Name/ID for future reference.
2. Enter your first name in the textbox next to ***First Name** label. Please do not use initial letters in first name.
3. 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.
4. ***Password** must be at least 7 characters long.
5. Use calendar to enter ***D.O.B.**
6. After filling all the required details, click on **Create My Account** button to create the login account. A user verification screen will be displayed for verifying the entered information (Fig. 1.3).
7. Click on **Edit** button in Fig. 1.3 to edit the entered information (if required).
8. Click on **Home** button in Fig. 1.3, if you want to abort the process.
9. Click on **Verified** button in Fig. 1.3, if the information is correct and want to proceed with creation of user account in the system.
10. Wait for the approval by Dealing Assistant/ Admin to login into the system.
11. Once the user is approved, then student can login into the system. After login, user will see the screen displayed in Fig. 1.4.

Personal Details (For Both Student And Faculty)	
*User Type :	<input type="text" value="Please Select"/>
* Create User Name/ID :	<input type="text" value="Create User Name/ID"/>
*Title :	<input type="text" value="Please Select"/>
*First Name :	<input type="text" value="Enter First Name"/>
Middle Name :	<input type="text" value="Enter Middle Name"/>
Last Name :	<input type="text" value="Enter Last Name"/>
*Father's Name :	<input type="text" value="Enter Father's Name"/>
*Password :	<input type="text" value="Enter Password"/>
*Confirm Password :	<input type="text" value="Enter Confirm Password"/>
*Email :	<input type="text" value="Enter Email"/>
Web Page :	<input type="text" value="Enter Web Page"/>
Phone :	<input type="text" value="Enter Phone Number"/>
*Mobile :	<input type="text" value="Enter Mobile Number"/>
*Gender :	<input type="text" value="Please Select"/>
*Category :	<input type="text" value="Please Select"/>
*Blood Group :	<input type="text" value="Please Select"/>
*D.O.B. :	<input type="text" value="Enter Date Of Birth"/>
*Aadhaar Number :	<input type="text" value="Enter Aadhaar Number"/>
*Country :	<input type="text" value="Please Select"/>
*State :	<input type="text" value="Please Select"/>
*Official/Correspondence Address :	<input type="text" value="Enter Correspondence Address"/>
*If Permanent Address is same as Official/Correspondence Address :	<input type="checkbox"/>
*Permanent Address :	<input type="text" value="Enter Permanent Address"/>

Fig. 1.2 (a) : User registration form (for both students and faculty)

Personal Details (Only For Student)

*Full Name (पूरा नाम)

*Father's Name (पिता का नाम)

*Parent Mobile Number :

Enter Mobile Number

*Degree Type :

Please Select

*Degree :

*Discipline :

Please Select

*Academic Background :

Please Select

*Selected in Counselling :

Please Select

*Under Priviledged State :

Please Select

*Physically Handicapped :

Please Select

*Addmitted to Pre-Requisite Courses?

Please Select

Rank/Marks obtained in Entrance Exam :

Enter Rank

Passport Number :

Enter Passport Number

Student Bank Account Number :

Enter Bank Account Number

Bank IFSC Code :

Enter IFSC Number

Note : The fields marked with * are mandatory.

Self Declaration :

(i) I am a bonafide user of Management System: NDRI, Karnal.

(ii) The information given by me in this system is true and I am solely responsible for its accuracy. I am aware that it is an official system of NDRI, Karnal and any false information provided by me will be subjected to an appropriate disciplinary action by competent authority.

Create My Account

reset

Fig. 1.2 (b) : User registration form for students only

PLEASE CHECK ENTERED DATA

User ID: Nitin1991-08-23M
Title: Dr.
First Name: Nitin
Middle Name:
Last Name: Raheja
Full Name(Hindi): नितिन रहेजा
Father's Name: Ramesh Chand
Father's Name (Hindi): रमेश चंद
Parent Mobile Number: 9123456789
Email: nitinraheja23@gmail.com
Web Page:
Gender: Male
Category: GEN
State: Haryana
Country: India
Blood Group: O Positive
Aadhaar Number: 488569000000
User Type: st
Degree: M.V.Sc.
Discipline: ARGO
Academic Background: NON-AGRICULTURAL
D.O.B.: 8/23/1991 12:00:00 AM
Phone:
Mobile: 9467588616
Address Official/Correspondence: ARGO Section, N.D.R.I. Karnal
Address Permanent: ARGO Section, N.D.R.I. Karnal
Rank: 3
Selected in Counselling: First
Passport Number:
Under Priviledged State: No
Physically Handicapped: No
Addmitted to Pre-Requisite Courses? No
Student Bank Account Number
Bank IFSC Code :

Verified

Edit

Home

Fig. 1.3 : User verification screen.

Home Personal Financial Registration Courses PPW Reports Progress Report
Course Evaluation Proforma ORW Comprehensive examination Thesis Qualifying Exam

Basic Information of Dr. NITIN RAHEJA



Roll Number	15-M-GO-02
Discipline	VETERINARY GYNAECOLOGY & OBSTETRICS
Degree	M.V.Sc.
Enrollment Date	1/8/2017

Fig. 1.4 : Home page of a user

2. Personal settings

2.1 Edit Profile

Student can update his/her profile by clicking on **Personal >> Edit Profile**.

1. Fill the profile items as per the form (Fig. 2.1).
2. Click on '**Submit**' button to update the changed fields.

Edit Profile

User ID

nitinRaheja

Do not write initial letters in First Name.

*First Name
(Do not write initial letter)

Middle Name

Last Name

*Title

*Father's Name

E-mail Id

Web Page

*Gender

Male ☒ Female ☐

*Category

*Academic Background

Agricultural ☐ Non-Agricultural ☒

Phone

Mobile

*Address Permanent

ARGO Section,
N.D.R.I. Karnal

▲
▼

The fields marked with * are mandatory.

Fig. 2.1 : Changing user profile fields

2.2 Qualifications

Student can add his/her qualification by clicking on **Personal >> Qualifications**.

1. Fill all the details and click on Submit button (Fig. 2.2).
2. A row of qualification will be generated in Qualification Table.
3. Click on '**Remove**' to delete any qualification.

2.3 Change User ID and Password

Student can change his/her User ID & Password by clicking on **Personal >> Change User ID and Password**.

1. Enter new user ID in '**New User ID**' text box (Fig. 2.3).
2. Enter new password and confirm password in '**New Password**' and '**Confirm Password**' text-boxes respectively.
3. Click on '**Submit**' button.
4. The user ID and password will be changed in the system.

S.No	Degree	Marks Obtained	Total Marks	Year of Passing	University Name	Previous RollNo	Subjects Studied	Action
1	B.V.Sc. [Veterinary Science]	7.935	10	2015	LUVAS, Hisar	2010V24B	Veterinary Science	Remove

Degree/Certificate	---Please Make a Selection---	Attach Transcript
Specialisation		
Roll No.		
Marks Category	---Please Make a Selection---	
Marks Obtained		
Total Marks		
Year of Passing		
Subjects		
Board/University Category	---Please Make a Selection---	
Board/University Name	---Please Make a Selection---	
University Name (If Selected Others)		
<input type="button" value="Submit"/>		

Fig. 2.2 : Updating qualifications of the user

User ID and Password Update

*User ID

*New User ID

Password must be 8 characters long and should contain atleast one numeric character

*New Password

*Confirm Password

The fields marked with * are mandatory.

Fig. 2.3 : Changing user id and password

3. Fee payment module

The students can pay semester fee and other type of fee such as re-totaling, supplementary, due hostel charges in online mode. Various options for payment are Debit Card/Credit Card/ Net Banking. To pay the fee online, click on **Financial >> Fees**. The students will be asked a few simple self explanatory question(s) to generate the exact fee to be paid by the student as shown in Fig. 3.1.

PAYMENT GATEWAY (DEBIT CARD/CREDIT CARD/NET BANKING)

Registration Number: 15-M-GO-02	Name: NITIN RAHEJA	Degree: M.V.Sc.
Year: 2017-18	Semester: I	DisciplineId: ARGO

Purpose:

Amount paid at the time of counselling ? ☒ Yes ☐ No

Do you have Life/Health Insurance Policy other than NDRI students Life/Health Insurance Policy ? ☐ Yes ☒ No

Hosteller ☒ Yes ☐ No

Hostel Type:

Fig. 3.1 : Basic information for fee collection

After clicking on **Submit** button in Fig. 3.1, the following page will be displayed.(Fig. 3.2).

At this stage kindly check and ensure that fee component(s) are correct. If the fee details are correct, accept the **terms and conditions** and then click on **Pay Now** Button otherwise you can abort the transaction by clicking on **Abort Transaction** Button. By clicking on **Pay Now** button you will be redirected to the following page (Fig. 3.3) for entering the details of Credit/Debit Card/Internet Banking. For checking payment history click on the **Payment History** link shown in Fig. 3.1.

Registration Number: 15-M-GO-02	Name: NITIN RAHEJA	Degree: M.V.Sc. , ARGO
Semester: I	Purpose: Semester Registration	Year: 2017-18
Fee		Amount
Semester Fees*		
Caution Money		10000
Registration Fees		50
ID Card Fees		50
Tution Fees		2000
Examination Fees		300
Hostel Charges (Bachelor Hostel)		1000
Provisional Degree Certificate		100
Thesis Submission Fees		600
Transcript Fees		100
Paid at the time of counselling		-2000
Total Amount(Semester Fees)		12200

Other Charges*	
Student Union Fee	150
Magazine Fee	50
Welfare Fund	100
Cultural and Literary Activity Fees	100
Insurance Charges	0
Sports Fund	100
Alumni Association Fees	250
Total Amount(other charges)	750.00
Grand Total	12950.00
<input type="checkbox"/> I accept your <u>Terms and Conditions.</u>	
<div>Pay now</div> <div>Abort Transaction</div>	

Fig. 3.2 : Fee details

Credit Card >

Debit Card

PIN Debit Card + ATM PIN

Internet Banking

Pay by Credit Card

VISA

Card Number

Enter card number Show all

Expiration Date

Month

Year

CVV/ CVC

Card Holder Name

Enter card holder name

Make Payment

Cancel

Merchant Name

National Dairy Research Institute - Semester Fee Collection

Payment Amount: ₹ 12950.00

BillDesk

All your payments. Single location.

Fig. 3.3 : Payment gateway interface.

4. Plan of Post Graduate Work (PPW)

4.1 Preparing PPW by a Student

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.

4.1.1 Choosing Minor Discipline

Student can choose his/her major/minor discipline by clicking on **PPW >> Minor Discipline**.

1. 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 (Fig. 4.1).
2. Select remedial courses (if applicable) from '**Remedial Courses**' dropdown menu as per need
3. Select other courses (if applicable) from '**Other Courses**' dropdown menu as per need.
4. After selecting relevant information click on '**Submit**' button.

4.1.2 Choosing Courses

Student can choose/allocate his/her courses offered by the division/guide, by clicking on **PPW >> Courses**.

1. Select academic year, semester and examination type from '**Academic Year**', '**Semester**' and '**Examination Type**' dropdown (Fig. 4.2).
2. The dropdown list for the field **Examination type** contain options like Regular, Improvement, Re-totalling and Supplementary Exam. If a student is registering for a new semester then one should select the option **Regular exam**.
3. Student should select major, minor, remedial and other courses from the respective categories provided in the corresponding links (Fig. 4.2). For example click on '**Major**' hyperlink to select courses from major discipline (Fig. 4.2).
4. This will show next window containing **COURSES** and **SELECTED COURSES** listboxes (Fig. 4.3).
5. Select the courses to be studied from **COURSES** listbox and move them to **SELECTED COURSES** listbox by clicking on >> button. Similarly the courses can be moved from **SELECTED COURSES** listbox to **COURSES** listbox by clicking on << button.
6. Click on '**Save Changes**' button in Fig. 4.3.
7. The courses so selected will appear in Fig. 4.2.
8. In similar manner courses for remaining discipline(s) may be selected by clicking on respective discipline(s) in the same row of selected semester and academic year (Fig. 4.2).

Student Minor

RollNo :15-M-GO-02 Degree :M.V.Sc.

Major Discipline	AnimalReproduction, Gynaecolc ▾
First Minor Discipline	ANIMAL BIOTECHNOLOGY ▾
Second Minor Discipline	--- Please Make a Selection --- ▾
Third Minor Discipline	--- Please Make a Selection --- ▾
Fourth Minor Discipline	--- Please Make a Selection --- ▾
Remedial Courses	No ▾
Other Courses	No ▾
<input type="button" value="Submit"/>	

Fig. 4.1 : Selection of minor discipline(s)

Allocate Courses

Academic Year	<div style="border: 1px solid black; height: 20px; display: flex; align-items: center; justify-content: center;"> ▼ </div>
Semester	<div style="border: 1px solid black; height: 20px; display: flex; align-items: center; justify-content: center;"> ▼ </div>
Examination Type	<div style="border: 1px solid black; height: 20px; display: flex; align-items: center; justify-content: center;"> ▼ </div>
<div style="border: 1px solid black; padding: 5px 20px; display: inline-block; cursor: pointer;">Add Semester</div>	

Semester - AcademicYear	Examination Type	Courses	Allocate	Delete
I - 2016-17	Regular	GO611-2016 GO612-2016 GO613-2016 GO614-2016 GO619-2016 GS632-2016 PE711-2016	<div> <div>Major</div> <div>Minor 1</div> <div>Minor 2</div> <div>Minor 3</div> <div>Minor 4</div> <div>Remedial</div> </div> <div> <div>Supporting Course</div> <div>Others</div> </div>	Delete

Fig. 4.2 : Details of courses selected for the semester

Allocate Courses

Roll No : 15-M-GO-02

Semester : I

Acedemic Year: 2016-17

COURSES

BT311-2016
BT612-2016
BT613-2016
BT711-2016
BT712-2016
BT713-2016
BT719-2016

>

<

SELECTED COURSES

GO612-2016
GO611-2016
GO613-2016
GO614-2016
GO619-2016
PE611-2016
GS632-2016
BT611-2016
BT614-2016

Save Changes

Fig. 4.3 : Selection of course(s)

4.1.3 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 >> Advisory Committee**.

1. Next screen contain links '**Choose Major Member**', '**Choose Minor1 Member**', '**Choose Other Member**' etc. for selecting members from major, minor and other disciplines (Fig. 4.4).
2. To select a member from major discipline click on '**Choose Major Member**' (Fig. 4.4).
3. This will show next window containing '**Faculty Members**' and '**Advisory Committee Members**' listboxes (Fig. 4.5).

4. Select a faculty member name from ‘Faculty Members’ listbox and move it to ‘Advisory Committee Members’ listbox by **right move >> button**.
5. A faculty member name in ‘Advisory Committee Members’ listbox may be moved back to ‘Faculty Members’ listbox by **left move << button**.
6. Click on ‘Save Changes’ button (Fig. 4.5).
7. The selected major faculty member will appear in a row below ‘Choose Major Member’ (Fig. 4.4).
8. In similar manner, members from remaining discipline may be selected (Fig. 4.4).

Advisory Committee

Roll No: 15-M-GO-02 Major Discipline: ARGO

Name & Designation	Approved Member
Chairman	
Dr. NISHANT KUMAR Scientist	
ARGO(Co-Chairman) <u>Choose Major Member</u>	
Dr. PAWAN SINGH Principal Scientist	Pending
ARGO(Major) <u>Choose Major Member</u>	
Dr. A KUMARESAN Senior Scientist	Pending
LPM(Minor 1) <u>Choose Minor 1 Member</u>	
Dr. RAMESH CHANDRA Principal Scientist	Pending
AGB(Minor 2) <u>Choose Minor 2 Member</u>	
Dr. RAJA K N Senior Scientist	Pending
NULL(Minor 3) <u>Choose Minor 3 Member</u>	
Not Allocated	
NULL(Minor 4) <u>Choose Minor 4 Member</u>	

Fig. 4.4 : Links for selecting advisory committee members

Advisory Committee

Faculty Members

Advisory Committee Members

ASHOK KUMAR MOHANT
 DHRUBA MALAKAR
 JAI K. KAUSHIK
 MANOJ KUMAR SINGH
 PRABHAT PALTA
 RADHAY SHAM MANIK
 RAKESH KUMAR
 SACHINANDAN DE

>>

 <<

Save Changes

Fig. 4.5 : Selecting advisory committee members

4.1.4 Submitting thesis abstract

At this stage, students are expected to submit his/her thesis abstract as a Plan of Post Graduate Work. To submit thesis abstract click on **PPW >> 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.(Fig. 4.6).

Upload Thesis Abstract

Thesis Title	Effect of Betaine	
Abstract	C:\Users\ASRB\Downloads\Application Form.docx	Browse...
Radioactivity	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Submit		

Fig. 4.6 : Uploading thesis title and abstract by a student

4.1.5 Submitting PPW

This module relates to record the planing of research work. The student should submit his/her PPW by clicking on **PPW >> Submit PPW**. After ensuring correctness of entries in the form, click on '**Submit PPW**' button. After Submitting PPW the following page will be displayed (Fig. 4.7).

STUDENT PPW

Student Name	Dr. Nitin Raheja
Roll No.	15-M-GO-02
Date of enrolment	1/8/2017
Degree	M.V.Sc.
Discipline	VETERINARY GYNAECOLOGY & OBSTETRICS
Major Field	Veterinary Gynaecology and Obstetrics
Minor Field 1	LIVESTOCK PRODUCTION & MANAGEMENT
Minor Field 2	ANIMAL GENETICS & BREEDING
Other Field	No
Academic Background	NON-AGRICULTURAL

Degree	Total Marks	Marks Obtained	University	Year of Passing	RollNo.	Transcript
B.V.Sc.[Veterinary Science]	10	7.935	LUVAS, Hisar	2015	2010V24B	Transcript

Thesis Title: Effect of Betaine

Whether radioactivity is involved in the proposed research work? No

Member Type	Name & Designation	Discipline	Signature
Chairman	Dr. NISHANT KUMAR Scientist	ARGO	Approved
Co-Chairman	Dr. PAWAN SINGH Principal Scientist	LPM	Approved
Co-Chairman	Dr. A KUMARESAN Senior Scientist	ARGO	Approved
Member (Minor Discipline 1)	Dr. RAMESH CHANDRA Principal Scientist	LPM	Approved
Member (Minor Discipline 2)	Dr. RAJA K N Senior Scientist	AGB	Approved
Member (Minor Discipline 3)	Dr. MADHU MOHINI DATTA Principal Scientist	AN	Approved

Major Discipline				
1	GO612-2016	Veterinary Obstetrics	3L+1P	I - 2016-17
2	GO611-2016	General Gynaecology	3L+1P	I - 2016-17
3	GO613-2016	Semen Preservation and Artificial Insemination	3L+1P	I - 2016-17
4	GO614-2016	Clinical Practice-I	0L+3P	I - 2016-17
5	GO619-2016	Master's Seminar	1L+0P	I - 2016-17
Minor Discipline 1				
No Records				
Minor Discipline 2				
No Records				
Minor Discipline 3				
No Records				
Minor Discipline 4				
No Records				
Compulsory Course				
No Records				
Other Discipline				
1	GS632-2016	Technical Writing	1L+1P	I - 2016-17
2	PE611-2016	Physical Education	0L+1P	I - 2016-17
Remedial		0		
Major Discipline		16		
Minor Discipline 1 Credits		0		
Minor Discipline 2 Credits		0		
Minor Discipline 3 Credits		0		
Minor Discipline 4 Credits		0		
Other Discipline Credits		3		
Compulsory Course Credits		0		
Total Credits		19		

Signature of Student : Dr. Nitin Raheja 07/17/2017

Fig. 4.7 : Plan of Post Graduate Work (PPW)

5. Course scheduling

5.1 Class Schedule

This module displays various activity like topic distribution, lecture material, assignments etc. related to course which was set by the concern faculty. Student can check course schedule by clicking on **Courses >> Class Schedule**. (Fig. 5.1).

Course Schedule
Student: Dr. NITIN RAHEJA

Course No/Name	Semester	Academic Year
GO611-2016/General Gynaecology	I	2016-17
GO612-2016/Veterinary Obstetrics	I	2016-17
GO613-2016/Semen Preservation and Artificial Insemination	I	2016-17
GO614-2016/Clinical Practice-I	I	2016-17
GO619-2016/Master's Seminar	I	2016-17
GS632-2016/Technical Writing	I	2016-17
PE611-2016/Physical Education	I	2016-17

Fig. 5.1 : Course schedule

5.2 Grades

Student can check his/her grades of a course entered by concerned course incharge, by clicking on **Courses >> Grades**.

Report

Academic Year	2016-17 ▼	
Semester	I ▼	
Submit		

Fig. 5.2 : Choose academic year and semester for checking grades in a semester

6. Registration of courses

6.1 Register Courses

After selecting the courses from major/minor/remedial/other disciplines (Step 4.1.2), student have to register the courses by clicking on **Registration >> Register Courses** for faculty approval (Fig. 6.1).

After clicking on **Submit New Courses** button in Fig. 6.1, Fig. 6.2 will be displayed.

6.2 Roaster Form

After registering the courses, student have to submit the roaster form by clicking on **Registration >> Roaster Form** to complete the semester registration process (Fig. 6.3).

After clicking on **Submit Roaster Form** button, registration process is completed.

Note:- The candidate registering for a semester with research work only should submit the roaster form directly without selecting the courses.

Step 1 of 2
Register Courses

Semester: I Roll No: 15-M-GO-02 Academic Year: 2016-17

New Courses (Not Yet Submitted for Registration)

Exam Type	Course Code	Course Name
Regular	GO611-2016	General Gynaecology
Regular	GO612-2016	Veterinary Obstetrics
Regular	GO613-2016	Semen Preservation and Artificial Insemination
Regular	GO614-2016	Clinical Practice-I
Regular	GO619-2016	Master's Seminar
Regular	GS632-2016	Technical Writing
Regular	PE611-2016	Physical Education

Fig. 6.1 : Registration of courses

Step 1 of 2
Student Registered Courses
Academic Year: 2016-17 Semester: I
Student Name: Dr. NITIN RAHEJA Roll No. 15-M-GO-02

Exam Type	Course No	Course Name	Faculty Approval	Guide Approval
Regular	GO611-2016	General Gynaecology	Pending Dr. RUBINA KUMARI BAITHALU	Pending Dr. NISHANT KUMAR
Regular	GO612-2016	Veterinary Obstetrics	Pending Dr. RUBINA KUMARI BAITHALU	Pending Dr. NISHANT KUMAR
Regular	GO613-2016	Semen Preservation and Artificial Insemination	Pending Dr. NISHANT KUMAR	Pending Dr. NISHANT KUMAR
Regular	GO614-2016	Clinical Practice-I	Pending Dr. A KUMARESAN	Pending Dr. NISHANT KUMAR
Regular	GO619-2016	Master's Seminar	Pending Dr. A KUMARESAN	Pending Dr. NISHANT KUMAR
Regular	GS632-2016	Technical Writing	Pending Dr. MEENA MALIK	Pending Dr. NISHANT KUMAR
Regular	PE611-	Physical Education	Pending	Pending Dr.

Fig. 6.2 : List of registered courses by the student

ACADEMIC MANAGEMENT SYSTEM
NATIONAL DAIRY RESEARCH INSTITUTE
Step 2 of 2
ROASTER-CUM-REGISTRATION FORM

Name: Dr. Nitin Raheja		Roll No.: 15-M-GO-02
Discipline: ARGO		
Academic Year: 2016-17		Semester: I
Whether progress report of the preceding Semester is submitted to the Chairman		No
B.Tech/M.Sc./M.Tech./M.V.Sc./Ph.D.		M.V.Sc.
Proposed Title of the Thesis in PPW		
Proposed Title of the Thesis in ORW		
Course	No. of Credits	Signature of Course Instructor
GO611-2016:General Gynaecology	3L+1P	Pending Dr. RUBINA KUMARI BAITHALU
GO612-2016:Veterinary Obstetrics	3L+1P	Pending Dr. RUBINA KUMARI BAITHALU
GO613-2016:Semen Preservation and Artificial Insemination	3L+1P	Pending Dr. NISHANT KUMAR
GO614-2016:Clinical Practice-I	0L+3P	Pending Dr. A KUMARESAN
GO619-2016:Master's Seminar	1L+0P	Pending Dr. A KUMARESAN
GS632-2016:Technical Writing	1L+1P	Pending Dr. MEENA MALIK
PE611-2016:Physical Education	0L+1P	Pending Dr. ASHISH KUMAR SINGH
Research Work to be undertaken		
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Submit Roster Form </div>		
Certified that the student has submitted his progress report of the preceding semester, as per his programme of work.		
<i>**Pending approval</i> Dr. PAWAN SINGH <i>Signature of Professor</i>		<i>*Pending approval</i> Dr. NISHANT KUMAR <i>Signature of Chairman, Advisory Committee</i>
Registered on _____		<i>***Pending Approval</i> Signature of Registrar(Academic)
INSTRUCTIONS 1. Prior approval of the Dean is necessary for any deviation from the approved PPW. 2. When a student has no course work or research work in a semester indicate nil in the space for the courses and research respectively. * The Guide has neither approved nor disapproved one or more of the student submitted courses and Research Work to be undertaken. ** The Professor could not complete the student registration possibly because Faculty and/or Guide have not approved or disapproved one or more of the student submitted courses and Research Work to be undertaken. *** The Registrar could not complete the student registration possibly because Faculty, Guide and/or Professor have not approved or disapproved one or more of the student submitted courses and Research Work to be undertaken.		

Fig. 6.3 : Roaster form

7. Outline of Research Work (ORW)

This module relates to record the details of research work of a student. Once the student has finalised the research work, he/she has to submit his/her ORW using ORW menu. The ORW submitted by a student needs to be approved in a sequence by **Advisory Committee Members, Guide, Professor & Head, Dealing Assistant, AAO, Academic In-charge and Dean.**

7.1 Submitting ORW

1. Click on 'ORW' menu.
2. Next window shows the student ORW (Fig. 7.1).
3. Click on the **Upload ORW file** button (This file should contain research details and file name should be informative).
4. In the next window you select the ORW file through browser and then click on **Upload ORW**. (Fig. 7.2).

Student Outline of Research Work	
Student Name	Dr. Nitin Raheja
Roll No.	15-M-GO-02
Date of enrolment	1/8/2017
Degree	M.V.Sc.
Discipline	VETERINARY GYNAECOLOGY & OBSTETRICS
Major Field	Veterinary Gynaecology and Obstetrics
Minor Field 1	LIVESTOCK PRODUCTION & MANAGEMENT
Minor Field 2	ANIMAL GENETICS & BREEDING
Other Field	No
Academic Background	NON-AGRICULTURAL
Thesis Title in PPW	Effect of Betaine
Thesis Title in ORW	<input type="text" value="Effect of Betaine"/>
Reason for Changing Thesis Title in ORW	<input type="text"/>
Whether radioactivity is involved in the proposed research work?	No

Fig. 7.1 : ORW file

Home	Personal	Courses	Financial	Registration	PPW	Reports
Progress Report	ORW	Comprehensive examination	Thesis			

Upload ORW File

ORW File :

Fig. 7.2 : Uploading of ORW file

8. Semester progress report

All students need to submit their Progress Report of previous semester at the time of semester registration. To submit the progress report click on **Progress Report** Menu (Fig. 8.1).

1. Select academic year and semester in Fig. 8.1. A new window will open as shown in Fig. 8.2.
2. Student has to enter his/her progress of previous semester in item number 12 and then click on progress report button in Fig. 8.2.
3. After successful submission student will receive message *"Information has been added in Progress Report"*. (Fig. 8.3).
4. This ensures that student has successfully submitted his/her progress report.

Student Progress Report	
Select Academic Year and Semester	
Academic Year	Please Select ▼
Semester	Please Select ▼
Submit	

Fig. 8.1 Student progress report

Student Progress Report for the Semester

1. Academic Year	2016-17	Semester	II
2. M.Sc./M.Tech./M.V.Sc./Ph.D.	M.V.Sc.	Discipline	VETERINARY GYNAECOLOGY & OBSTETRICS
3. Roll No.	15-M-GO-02	Name of Student	Dr. Nitin Raheja
4. Date of Admission	8/1/2015		
5. Name of Chairman, Advisory Committee	Dr. NISHANT KUMAR		
6. Total No. of credits in PPW	19		
7. Total No. of credits Completed so far semester-wise			
Your GPA may be shown wrong as all the course results are not entered online. Enter information in item number 11 and submit progress report.			
Semester-Academic Year	Credits	GPA	
No Records			
8. Whether Thesis Problem identified	Yes, Effect of Betaine		
9. Thesis Title in ORW	Effect of Betaine		
10. Date of submission of ORW	-		
11. Date of Passing Qualifying Examination	7/17/2017 12:15:37 AM		
12. Has research work started ? If so, give a resume of work done so far bringing out the salient points including difficulties, if any		<div style="border: 1px solid black; height: 60px; position: relative;"> ^ v </div>	
Submit ProgressReport			

Fig. 8.2 : Submission of progress report

Home	Personal ▼	Financial ▼	Registration ▼	Courses ▼	PPW ▼	Reports ▼	Progress Report	ORW
Comprehensive examination			Thesis	Qualifying Exam				

Information has been Added in progress report.

Fig. 8.3 Confirmation message of submitting progress report

9. Thesis submission

To submit thesis proposal click on **Thesis** menu. This will open a new window showing the details of the proposal form (Fig. 9.1). To submit proposal for submission of thesis, click on **Submit** button.

PROPOSAL FOR SUBMISSION OF M.Sc/M.V.Sc./M.Tech./Ph.D THESIS PROPOSAL	
Student Name	Dr. NITINRAHEJA
Roll No.	15-M-GO-02
Date of Joining	01/08/2017
Discipline	ARGO
Major Discipline	VETERINARY GYNAECO
Minor Discipline	LPM
Proposed Date of Submission of Thesis	11/07/2017
Approved Thesis Title	Effect of Betaine
Total Course Work Assigned	16
Semester in which course work completed	II ▼
Overall Grade Point Average earned	
Date of Qualifying Examination	17/07/2017

Fig. 9.1 : Proposal of thesis submission

10. Qualifying examination

Student has to submit his/her proposal of qualifying exam by clicking on **Qualifying Exam** menu. To submit proposal for qualifying exam, click on **Submit** button.

**NATIONAL DAIRY RESEARCH INSTITUTE
KARNAL-132001**

**PROPOSAL FOR HOLDING M.Sc/M.Tech./M.VSc./Ph.D QUALIFYING EXAMINATION
(TO BE SUBMITTED IN TRIPLICATE TO THE CHAIRMAN)**

1. Name of the Student	Dr. NITIN RAHEJA
2. Roll No.	15-M- GO-02
3. Date Of Joining.	08/01/2017
4. Discipline	VETERINARY GYNAECOLOGY & OBSTETRICS
5. Major Feild	VETERINARY GYNAECOLOGY & OBSTETRICS
Minor Feild	Minor1: LPM Minor2: AGB Minor3: NULL Minor4: NULL
6. Course Work	
	Total No of Courses: 7
	No of Credits Completed: 16
	% of Credit Completed: 0
7. Overall Grade Point Average Earned	
8. Date of submission of ORW to the Professor	07/18/2017

Fig. 10.1 : Proposal of qualifying examination

