

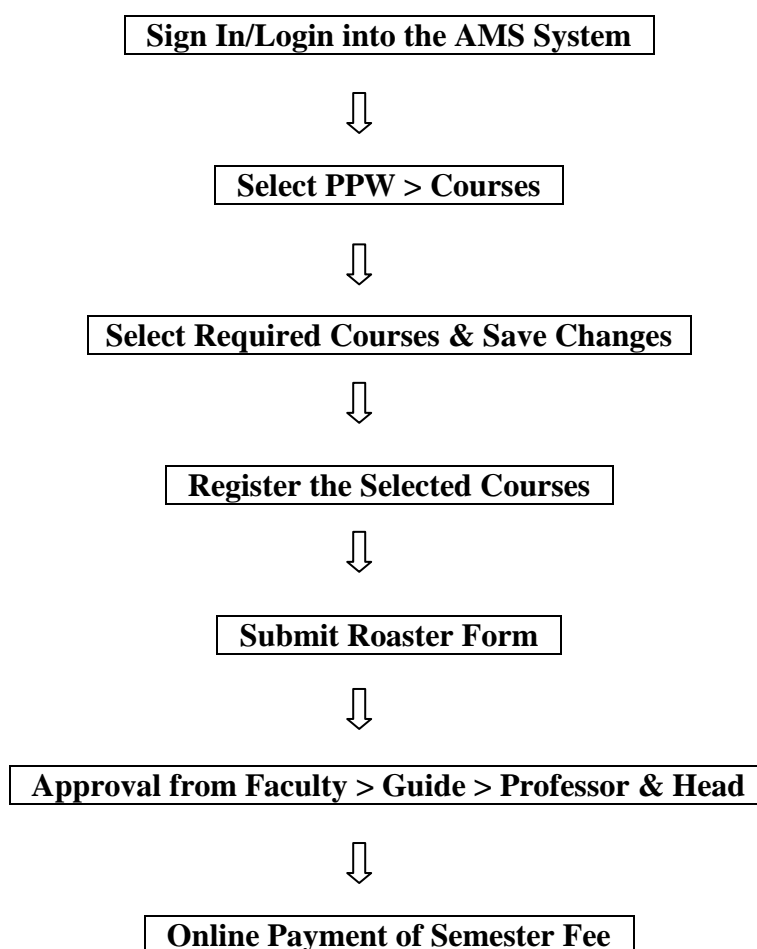
## **ACADEMIC MANAGEMENT SYSTEM: NDRI**

NDRI is providing high quality education at UG, PG and Ph.D. level in the area of dairy sciences. 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> .

**\*Use Google Chrome web browser only.**

### **ACTIVITY DIAGRAM FOR USING AMS**



## **REGISTRATION OF COURSES**

### **➤ STEP-1: 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 menu.

**Academic Year:**      **Select 'Year' as applicable**  
**Semester:**            **Select 'I' or 'II' as applicable**  
**Examination Type:** Regular

2. Student should select courses by clicking on the '**Semester Courses**' link.
3. This will show next window containing **COURSES** and **SELECTED COURSES** listboxes.
4. 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.
5. Click on '**Save Changes**' button.

### **➤ STEP-2: Register Courses**

After selecting the courses, student has to register the courses by clicking on **Registration >> Register Courses** for faculty approval. Click on '**Submit New Courses button**'.

### **➤ STEP-3: Roaster Form Submission**

After registering the courses, student has to submit the roaster form by clicking on **Registration >> Submit Roaster Form** to complete the semester registration process. After clicking on Submit Roaster Form button (in the middle), registration process is completed.

### **➤ STEP-4: Approval of Courses**

The courses are to be approved in a sequence by **Faculty/Course Teacher > Guide > Professor & Head** of the discipline in order to proceed with fee payment. For approval of courses, you may contact the concerned **Faculty/Guide/Head** of the respective department.

## **FEE PAYMENT MODULE**

The students are required to pay semester fee charges in online mode. Various options for payment are Debit Card/Credit Card/ Net Banking. The students will be asked a few simple self explanatory question(s) to generate the exact fee to be paid by the student.

### ➤ **Steps to pay the fee:**

1. In your AMS account, Click on **Financial >> Fees**.
2. Select the following details:  
**Purpose:** Select 'Semester Registration'  
**Hosteller:** Select 'Yes' or 'No' as applicable
3. Click on **Submit** button.
4. At this stage kindly check and ensure that fee component(s) are correct.
5. Accept the **terms and conditions** and then click on **Pay now** button.
6. By clicking on **Pay now** button you will be redirected to the BillDesk page for entering the details of Credit/Debit Card/Internet Banking.

### ➤ **For printing Invoice/ Receipt:**

1. Click on **Financial >> Fees**.
2. Click on **Payment History**.
3. Click on **Print Invoice** against **Payment status** as **Success**.

### **Note:**

1. Use **Google Chrome** web browser only.
2. If the amount is debited from your account and the payment status in AMS is shown as failure, then wait for 48 hrs for fee confirmation. Don't pay the fee again. In this case, send an e-mail to [coendri2@gmail.com](mailto:coendri2@gmail.com) mentioning your **Reg. No./Roll No.** with a proof of payment/amount debited attached. The subject of the email must be "**Discrepancy in Fee Payment**".

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For AMS registration related queries contact @

**Phone No:** 0184-2259009  
**E-mail Id:** [coendri2@gmail.com](mailto:coendri2@gmail.com)