ACADEMIC MANAGEMENT SYSTEM: NDRI
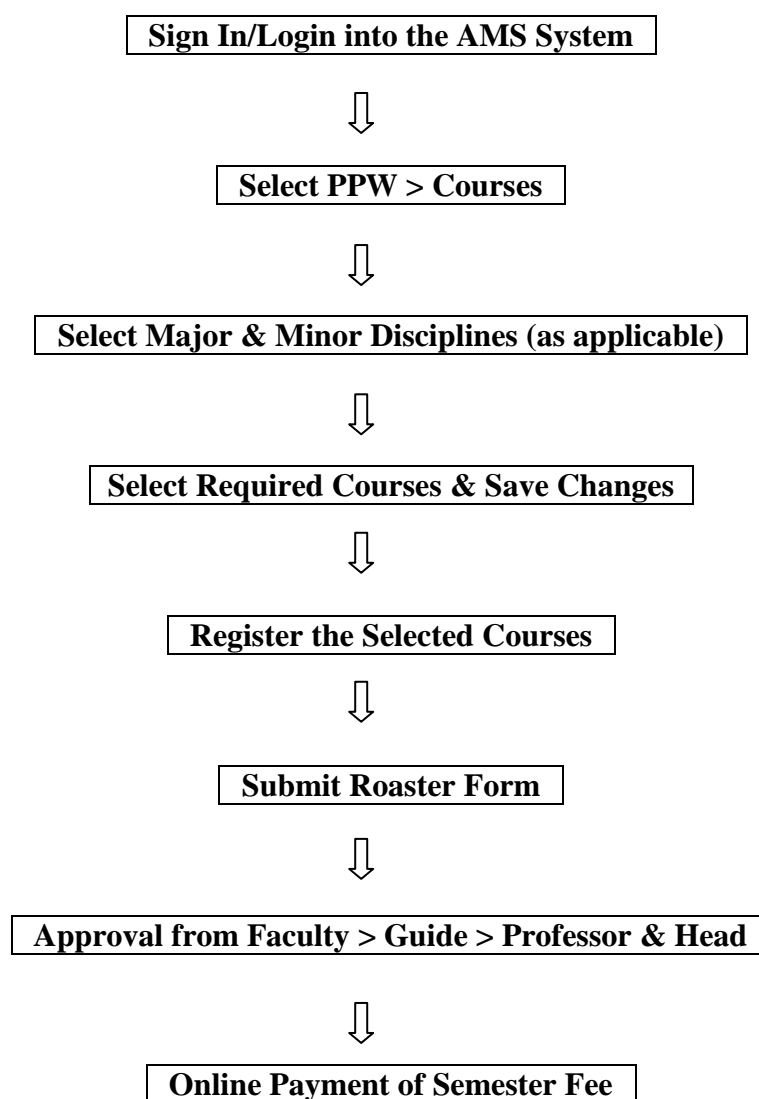
NDRI is providing high quality education at UG, PG and Ph.D. level in the area of dairy sciences. An online system **"Academic Management System (AMS)"** has been developed to automate academic activities of the institute. The online capability of the system will allow the students, faculty members and 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

| Sign In/Login into the AMS System |

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| Select PPW > Courses |

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| Select Major & Minor Disciplines (as applicable) |

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| Select Required Courses & Save Changes |

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| Register the Selected Courses |

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| Submit Roaster Form |

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| Approval from Faculty > Guide > Professor & Head |

⇩

| Online Payment of Semester Fee |

REGISTRATION OF COURSES

Note: Select courses ending with year 2022 such as DC611-2022, DE611-2022, DM611-2022, DT611-2022, etc. as applicable.

> ## STEP-1: Choosing Major & Minor Discipline and Supporting/Common/Remedial/Others Courses

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

1. Select your **major discipline** as applicable.

2. **For Regular Course Work:** As per requirement select first, second, third and fourth minor disciplines (as applicable) from the respective options '**First Minor Discipline', 'Second Minor Discipline', 'Third Minor Discipline' and 'Fourth Minor Discipline'** dropdown menu.

   - Select **Supporting Courses** as '**Yes'** for supporting courses such as **STAT, BIOCHEM**, **etc** if applicable.
   - Select **Common Courses** as '**Yes'** for common courses such as **PGS501, PGS502, PGS503 & PGS505**, if applicable.
   - Select **Remedial Courses** as '**Yes'** for remedial courses, if applicable.
   - Select **Others Courses** as '**Yes'** for non-credit courses such as **Physical Education (PE) & Hindi (HI-100)** , if applicable.

3. **For Pre-requisite (PR) Course Work:** Select remedial courses (if applicable) from 'Remedial Courses' dropdown menu as per need.

4. After selecting relevant information click on '**Submit'** button.

	Course Codes	Discipline			Course Codes	Discipline
*	AEC	Agricultural Economics		*	VPY	Animal Physiology
*	AEX	Agricultural Extension Education		*	DC	Dairy Chemistry
*	AGRON	Agronomy		*	DE	Dairy Engineering
*	BCT	Animal Biochemistry		*	DM	Dairy Microbiology
*	BTY	Animal Biotechnology		*	DT	Dairy Technology
*	AGB	Animal Genetics & Breeding		*	LPM	Livestock Production & Management
*	ANN	Animal Nutrition		*	VGO	Veterinary Gynaecology & Obstetrics

Minor Disciplines and their codes

➢ **STEP-2: Choosing Major & Minor Discipline and Supporting/Common/Remedial/ Others 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 major, minor, remedial and other courses (as applicable) from the respective categories provided in the corresponding links. For example click on 'Major' hyperlink to select courses from major discipline.

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.

6. 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.

Note: Select courses ending with year 2022 such as DC611-2022, DE611-2022, DM611-2022, DT611-2022, etc. as applicable.

➢ **STEP-3: Register Courses**

    After selecting the courses from major/minor/remedial/other disciplines, student has to register the courses by clicking on **Registration >> Register Courses** for faculty approval. Click on '**Submit New Courses button**'.

➢ **STEP-4: 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-5: 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** 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