

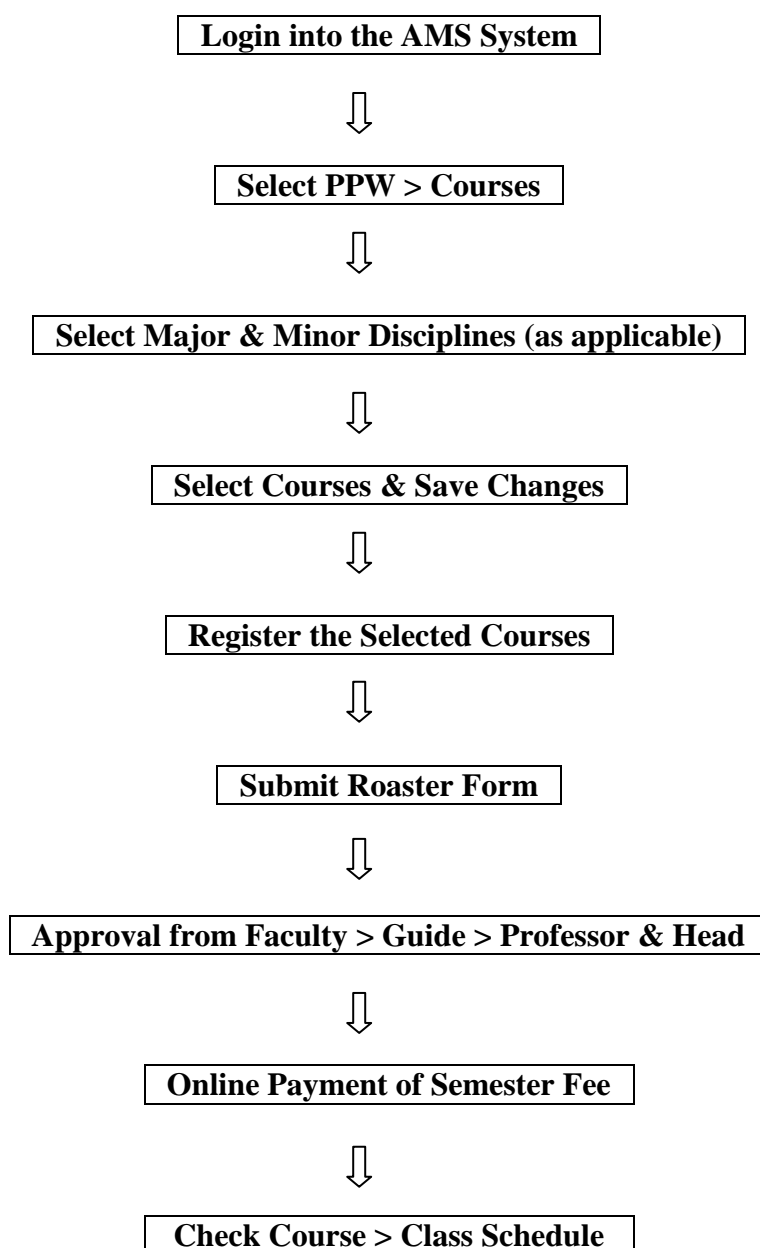
## ACADEMIC MANAGEMENT SYSTEM: NDRI

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 only Laptop or Desktop. Preferably use Internet Explorer or Google Chrome web browsers.**

### ACTIVITY DIAGRAM FOR USING AMS



## SEMESTER REGISTRATION OF COURSES

Stepwise activities to operate the system by students are described below:

### 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.
3. Click on Sign In button.

### Choosing Major & Minor Discipline

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

1. Select your major discipline as applicable.
2. 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.
3. Select remedial courses (if applicable) from 'Remedial Courses' dropdown menu as per need.
4. After selecting relevant information click on 'Submit' button.

#### Note:

1. Select 'Other Courses' as 'Yes' for courses such as GS-631/GS-633/GS-635/PE.
2. Courses such as TW-611/TW-711 can be found in Flexi Discipline.

### Choosing Major & Minor 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:** 2021-22  
**Semester:** I  
**Examination Type:** Regular
2. Student should select major, minor, remedial and other courses 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.

### **Register Courses**

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

### **Roaster Form**

After registering the courses, student have 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.

The student needs to be approve the courses in a sequence by his/her **Faculty/Course Teacher > Guide > Professor & Head** of the discipline in order to proceed with fee payment.

### **Course > Class Schedule**

This module displays various details Course No/Name, Academic Year, Semester & Faculty Name. Student can check course schedule by clicking on Courses >> Class Schedule.

### **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. Click on **Financial >> Fees**.

2. Select the following details:

<b>Purpose:</b>	Semester Registration
<b>Hosteller:</b>	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 otherwise you can abort the transaction by clicking on **Abort Transaction** 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 only **Laptop or Desktop** for fee payment. Preferably use **Internet Explorer or Google Chrome** web browsers.
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:**     **0184-2259300** (for M.Sc./M.Tech./M.V.Sc. students)  
                          **0184-2259012** (for Ph.D students)  
**E-mail Id:**     [coendri2@gmail.com](mailto:coendri2@gmail.com)