

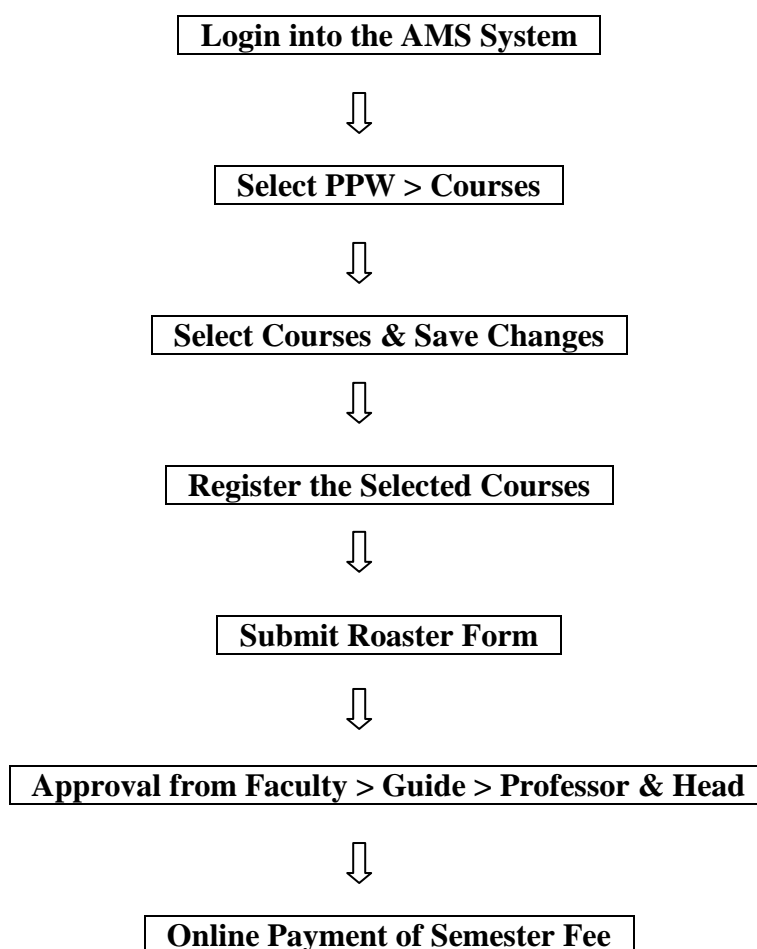
ACADEMIC MANAGEMENT SYSTEM: NDRI

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



SEMESTER REGISTRATION OF COURSES

➤ STEP-1: Choosing Research Work Course

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 click on 'Major' hyperlink to select the research work course.
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.

Note:- The research work course has a code 599 for Masters students and 699 for Ph.D students. For eg. Course DT-599 will be selected by the Masters students of DT division whereas DT-699 will be selected by Ph.D students of DT division.

Discipline	Masters	Ph.D
BCT	BCT613	BCT714
AGB	AGB699	AGB799
ANN	ANN699	ANN799
VPY	VPY613	VPY715
BTY	BTY612	BTY714
DC	DC599	DC699
DE	DE599	DE699
DM	DM599	DM699
DT	DT599	DT699
AEX	AEX599	AEX699
AEC	AEC599	AEC699
AGRON	AGRON560	AGRON699
VGO	VGO599	VGO699
LPM	LPM699	LPM799

Discipline wise Research course code

➤ **STEP-2: Register Courses**

After selecting the appropriate courses, student have 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 have to select the roaster form by clicking on **Registration >> Submit Roaster Form** to complete the semester registration process. You can enter the **Proposed Title of the Thesis in PPW**. 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.

Note:- The Faculty & Guide is same in case of research work course.

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**".

For AMS registration related queries contact @

Phone No: **0184-2259009**
E-mail Id: coendri2@gmail.com