USER MANUAL FOR TIMETABLE IN-CHARGE / HOD

As a part of Management Information System (MIS), the online registration module version 0.1 is developed and launched for this academic session (Even semester of 2016-17). This module will be integrated to the MIS in the due course. This will enable the students to register the courses online, and the academic committees to automate the registration, course allotment and approval activities. The module will be used for generation of academic related database for processing and archival. The stake holders of this module are the Dean(Academic), Head of the Departments, academic committees in the departments, course instructors and students of the institute. The manual will explain the actions to be performed during the course registration using this module.

The department timetable in charge/HOD is responsible for populating the data as approved by the departmental program committees corresponding to courses offered in the academic session, like course details, faculty advisers, course instructors details, the list of eligible students and course timetable into the module using his/her credentials.

ACTIONS TO BE PERFORMED AT THE PORTAL

1. Menus available at the portal

The major Menus as shown in Figure 1 will be displayed to the timetable in-charge as soon as she/he logs in (login using employee code and the password sent earlier) to the website (iris.nitk.ac.in)
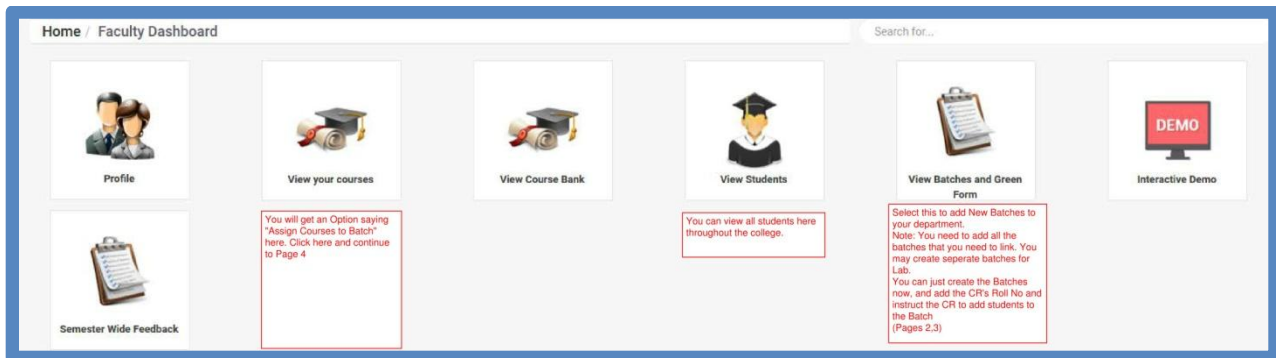

Figure 1

1.1 Profile:

Under the 'Profile tab' we can enter/edit the personal information as shown in the Figure 2.
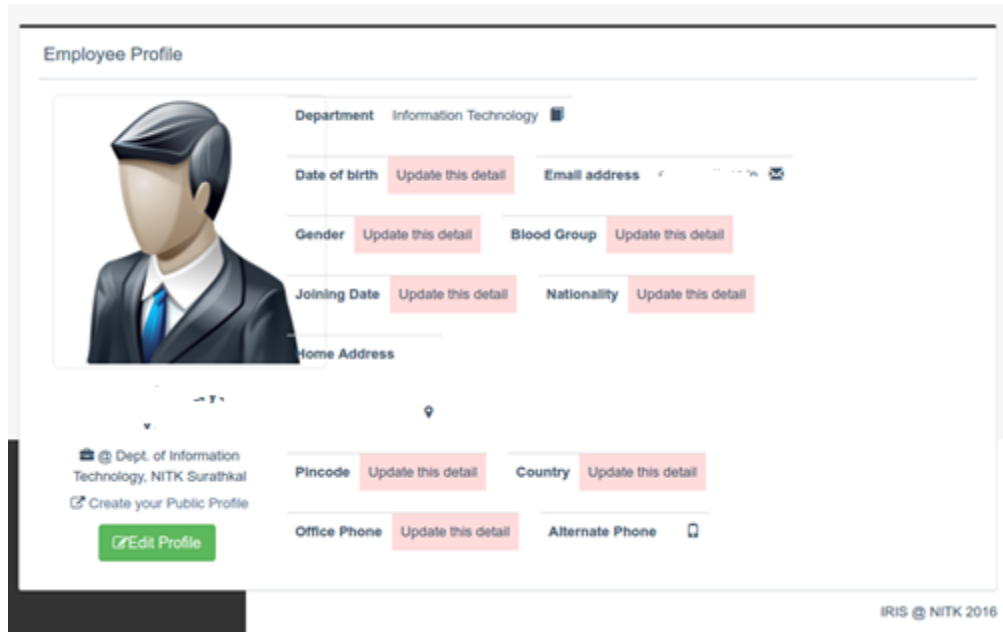
Figure 2

1.2 View your courses:

The courses offered by you (as a course instructor) and the courses administered by you (as a time table in-charge) will be shown under this tab.
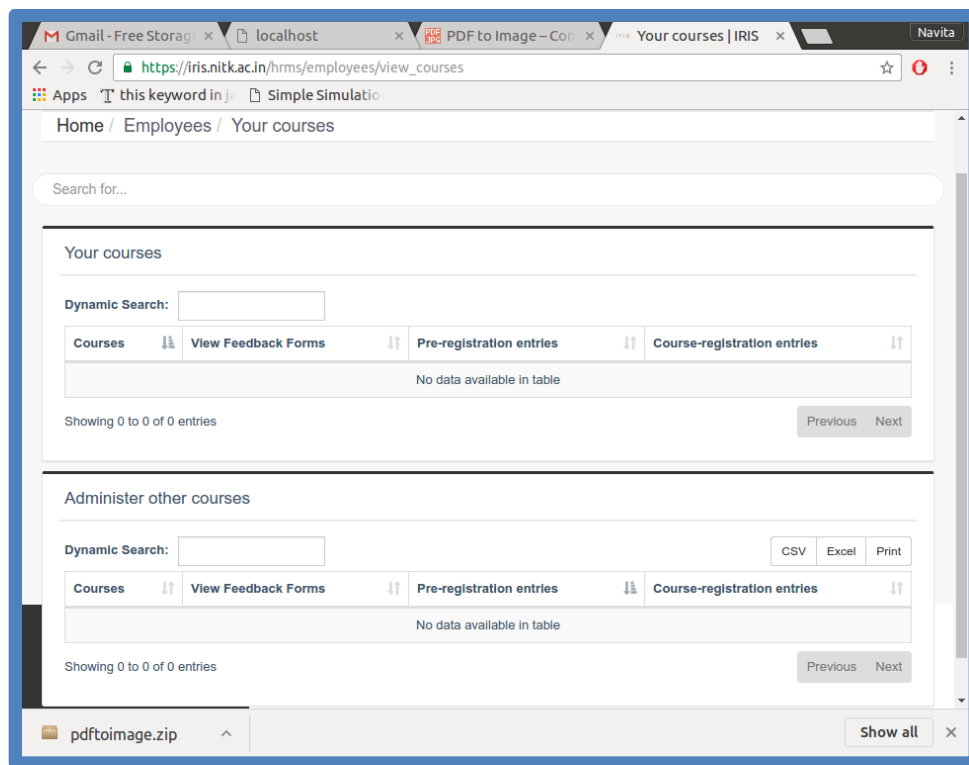

Figure 3

1.3 View course bank:

The details of the courses offered by the department can be seen as shown in Figure 4 and the details can be edited as shown in Figure 5.
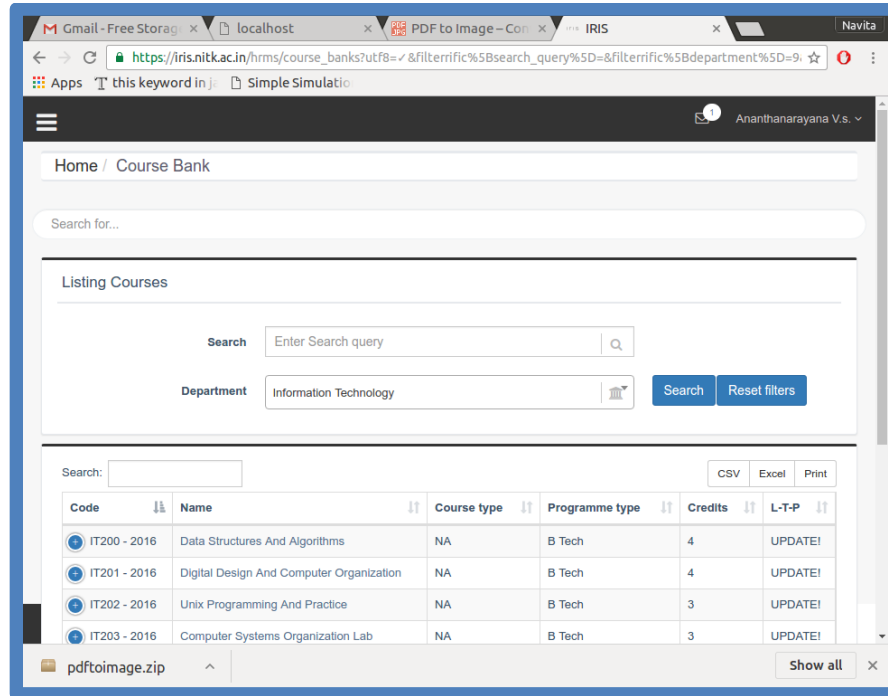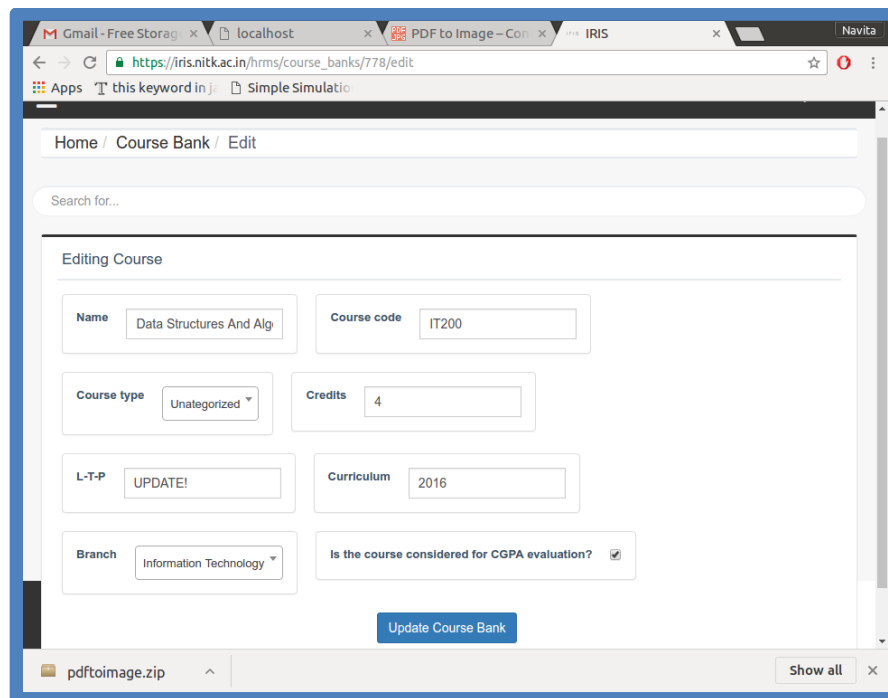

Figure 4

Figure 5

This document is for internal circulation only

1.4 View students:

The list of all the students with their detail is available under this tab.

1.5 View batches and green form:

The new batches can be created and list of batches already created can be seen under this.

1.5.1 Create new batch: The batches for a class may be created by providing appropriate names. (Naming convention: S1, S2 etc for major sections and B1, B2, … for batches). Batch may be a combination of students from any section of the same semester.

1.5.2 To Assign students to a batch: Once the batch name is created, you can edit the batch by clicking on edit button (edit batch.png) takes to add students to a batch. You will get a list of names pre-populated, where you can select names to be included in that batch.

The backlog students are automatically added. However, we can manually add any other students, if required by using add button.
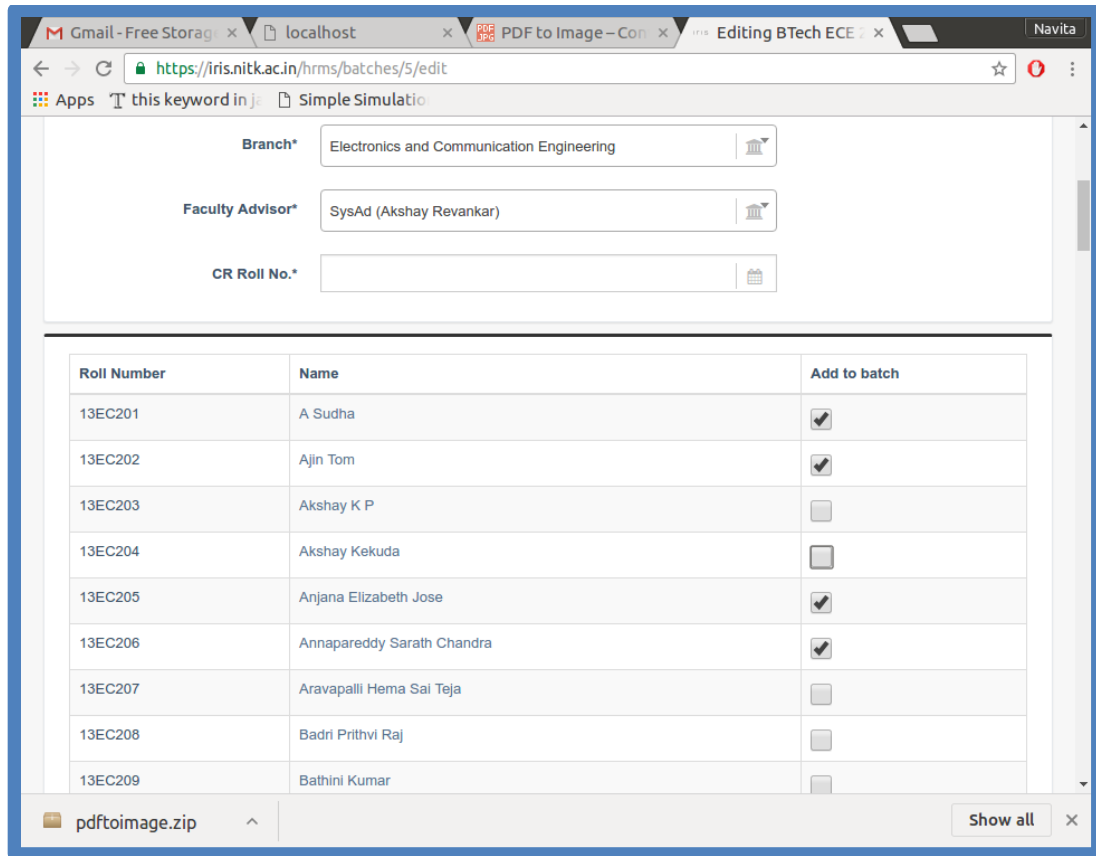
Figure 8

1.5.3 Assign courses to batches: Clicking on this will take you to assign the batches for the specific courses.
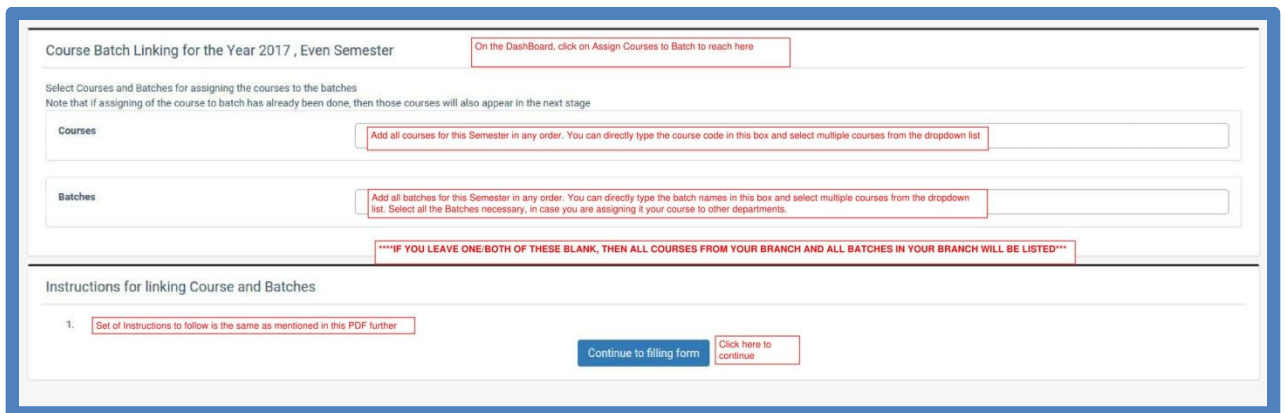

Figure 9

The time table in-charge can add courses and batches as shown in Figure 10. Multiple courses, batches can be added.

Figure 10

Once the courses and batches are filled then it looks as shown in fig. 11

Figure 11

Click on "continue to fill the form" button. Takes you to figure 12:

Figure 12

Further click on "+" button to actually assign the course to a batch. The timetable ion-charge can select course from the dropdown.
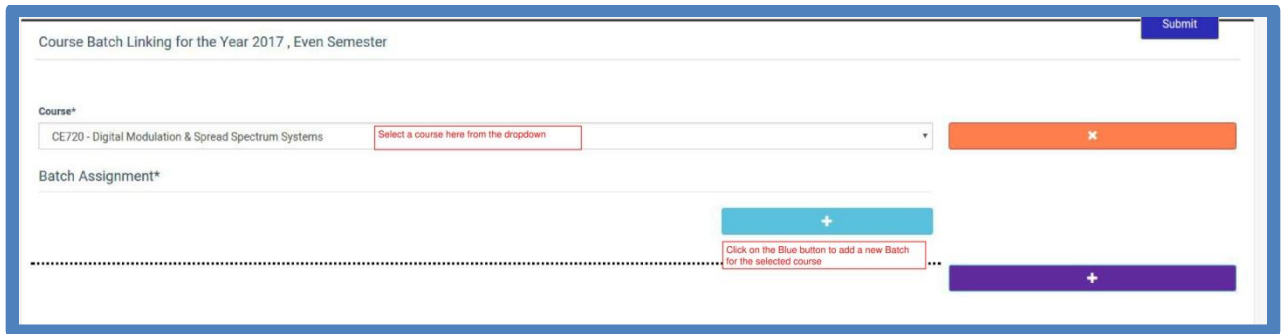
Figure 13

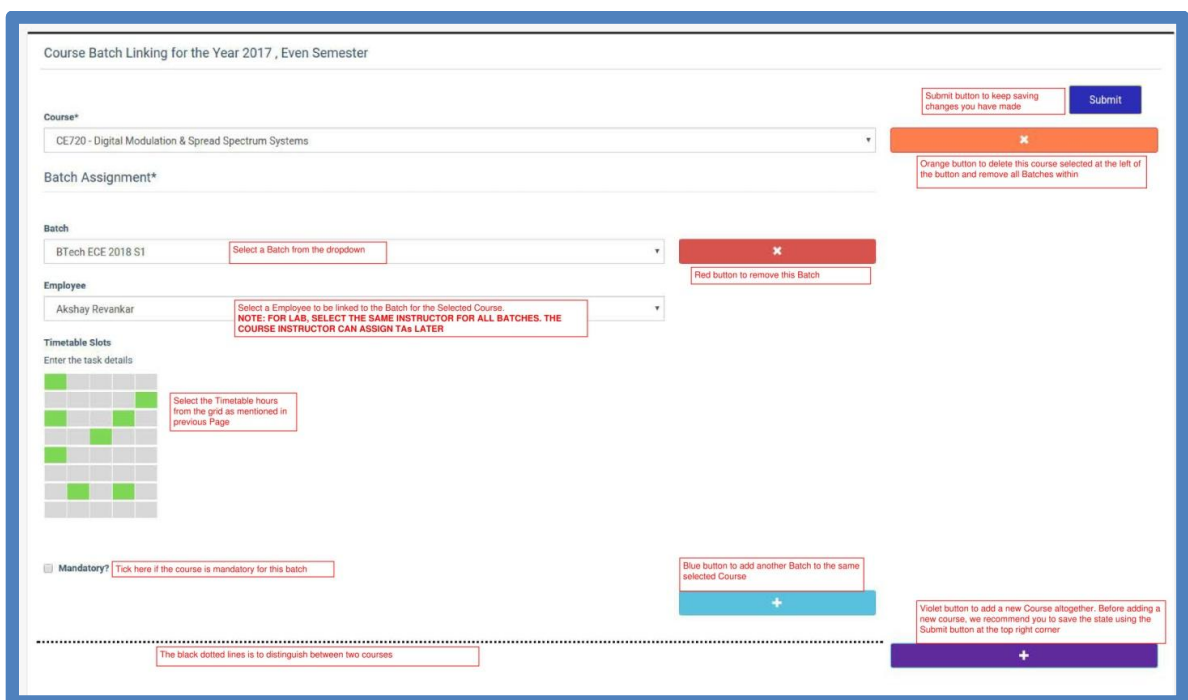To add batches to this course click on the "+" button and follow as shown in Figure 13.

Figure 14

From the batch dropdown, you can add a batch to the course. From the employee dropdown, you can add the instructor/(HOD if the instructor is not assigned) responsible for that batch for that particular course. Slots can be selected for that particular batch. You may click on 'Mandatory' check box to indicate whether the course is mandatory / core for that particular batch. To repeat the process for further batches for the same course press the nested blue '+' button. To move on to the next course assignment click on the purple '+' button (Figure 15).

Figure 15

Click on submit button floating on the right top once the process is complete.