Samarth eGov

Configuration Document

Academic Management

Document Control

Role

Academic Admin : academic_admin

Assigned to: This role is assigned to any employee of the Academic section.

Responsibilities: configure all the Academic configuration settings and also configure all the Academic related settings of the Programmes in the University/HEI.

Academic Management

Academic Management Module deals with the University/HEI Academic records like:

- 1. Students
- 2. Sections

Prerequisites

Following Prerequisites needs to be done before the implementation of Academic Management module:

- 1. All Programmes added in the **Programme Management**, Students-Class Details, Course Code Details must be added.
- 2. **Programme Management** Course structure, Programme OU mapped, Semester-wise credits need to be added.

Before going for Academics Management Module admin needs to configure the academics Settings first.

Academic Setting

The Academic Settings are divided into three parts as follows:

- 1. Admission Cycle
- 2. Academic Year
- 3. Academic Year-Session

For the configuration of Academic Settings University needs to click on **Academic** by clicking **Launch** button and go to **Academic Setting** which is present in the left side of the window.

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SamartheGov			JOINT DIR	ECTOR (joint_director, Computer Centre) RGU 🤵 🔒
HR Administration Campus	Governance Support Settings			
University	Home / Dashboard			
Information Modules Organizational Units Type Organizational Units Designation	Academic Academic	Employee Management System Management of University Staff using Employee Management System	Admission Admission Management	Legal Case Management System Capture/Track Legal Cases and Hearings using Legal Case Management Module
Organigram Email Templates	Estate Management	Vendor Management	Leave Management	Fee Management System
• Leave	Capture/Track Estate using Estate Management System	Capture/Track Vendor Bill using Vendor Bill Payment.	Leave Applications and Management	Fee Management
Vendor Bill Payment - Estate	LAUNCH	LAUNCH	LAUNCH	LAUNCH
 Teaching Recruitment Non-Teaching Recruit File Management 	Inventory Management System			
ittps://rgu.samarth.ac.in/index.ph	p/academic Samarth - All Rights Reserved Designed	& Developed by 🔞 Initiative By 💈 MoE		

Student HR Administration	Campus Governance Support &Settings Home / Dashboard / Academics		
Academic Settings Student Examination	PROGRAMME	STUDENTS	SECTIONS
	LAUNCH	LAUNCH	LAUNCH

After clicking on the Academic Setting, a new window will appear where settings can be done by clicking on the 🗭 button.

Student HR Administration	Campus Governance Support Settings	
路 Academics	Home / Academic Settings	
Academic Settings	Settings	
Student	Total 4 items.	
Examination	Name	Action
	Admission Cycle	*
	Academic Year	۵
	Academic Year-Session	*
	Examination Sessions	•
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Admission Cycle

The Admission Cycles are already added by the Samarth Team according to the University defined.

Academic Year

Add Academic Year button and fill in the To add the Academic Year, the admin needs to click on the following details which appeared in a new window then click on the button.

- 1. Start Year
- 2. End Year

Student HR Administration Ca	mpus Governance Support \$ Settings					
😤 Academics 🚽 Ho	ome / Academic Settings / Academic Year					
	Academic Year					Add Academic Year
	# Academic Year S	itart Year	End Year	Status	Visible	Actions
				All	All 🗸	
Student HR Administration	Campus Governance Support 🗘	Settings				
Academics	Home / Academic Settings / Academ	nic Years / Add Academic Ye	ear			
	Add Academic Yea	r				
	Start Year *	2023				~
	End Year *	2024				~
		Save	cel			
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Academic Year - Session

To add the Academic Year - Session, the admin needs to click on the Add Academic Session button and fill

in the following details which appeared in a new window then click on the **Save** button.

- 1. Academic Year (Select Academic Year from dropdown)
- 2. Year (Select a year where admin wants to add a session)
- 3. Cycle (Select from dropdown)
- 4. Name (Enter the name for the session)
- 5. Type (Select Year or Semester)
- 6. Level (Select the level from the dropdown)

Student HR	Administration	Campus	Governance S	upport 🗘Se	ettings					
😤 Academics		Home /	Academic Setting	s / Academic	Year-Session					
		Aca	ademic Ye	ear-Sess	sion				Add Academic Sessio	on
		#	Academic Year	Year	Cycle	Name	Туре	Level	Status	

Student HR Administration	Campus Governance Support \$Settings		
	Home / Academic Year-Session / Create Acad	emic Session	
🐣 Academics 🗸			
	Create Academic Sessio	n	
	Academic Year *	Select	~
	Year *		~
	Cycle *	Select	~
	Name *		
	Type *	Select	~
	Level *	Select	
	Description		1
		Save	
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Create/Add Section

A **Section** is classified as a group within a Class. In this, Admin can add the **Sections** of the semester of various Programmes.

To create a Section, there are **2 methods** introduced in the production portal which are as follows:

- 1. By the Section portion present after launching the Academics Module
- 2. By the individual Programme settings under the individual Semester

By the Section portion present after launching the Academics Module

To add a section, the admin needs to click on the the button of **Sections** then click on the Add Academic Section button on the new window.

Student HR Administration	Campus Governance Support ØSettings Home / Dashboard / Academics		
	PROGRAMME	STUDENTS STUDENTS	SECTIONS
	LAUNCH	LAUNCH	LAUNCH

Student HR	Administration	Campus	Governance	Support	¢Settings				
8 Academics		Home / /	Academic / Se	ctions					
		Sec	tions	items.			Add Academic Se	ection	
		#	Programme		Section Name			Term	Ai Yi
			Select Pro	gramme	x				

After that, the admin needs to fill in the following fields on the new window and then click on the save button.

- 1. **Programme** (Select from dropdown)
- 2. Term (Select from dropdown)
- 3. Academic Session (Select from dropdown)
- 4. Section Name (Enter the name of section as admin wants)
- 5. Organizational Unit (Select from dropdown)

Student HR Administration	Campus Governance Support \$\$Settings		
윤 Academics -	Home / Add Section		
	Add Section		
	Programme *	Select	~
	Term *	Loading	~
	Academic Session *	Select	~
	Section Name *		
	Organisational Unit *	Select	~
	Save	Cancel	

By the individual Programme settings under the individual Semester

To add a section, the admin needs to do the following steps:

1. Launch Programme management module where admin views the list of all add programmes.

Student HR Administration	Campus Governance Support Settings		
🐣 Academics 🚽	Home / Dashboard / Academics		
	PROGRAMME	STUDENTS	SECTIONS
	PROGRAMME	STUDENTS	SECTIONS
	LAUNCH	LAUNCH	LAUNCH

2. Click on the button present beside the individual Programme.

	Home / F	Programme								
rogramme Manage										
Dashboard	Pro	gramme								
Programme	110	gramme								
	Showi	ng 1-108 of 108	items.							
Settings	#	Programme System ID	Short Code	Title English	Delivery Mode	Year Of Start	Programme Type	Level	Status	Actions
					All 🗸		All 🗸		All 🗸	
	1	32	Ay <mark>u</mark> r	Ayurvedacharya(Ayurveda)	Online Mode	2020	DEGREE	BACHELOR	PENDING	

3. After that, the admin can view details of the programme, All Terms like semesters or Years, and All students tab and **click on** any semester like semester 1.

	Home / Programme / Ayur	vedacharya(Ayurveda)				
Programme Manage	Ayurvedacharya	a(Ayurveda)				Settin
	Short Code	Ayur	Title in English	Ayurvedacharya(Ayurveda)	Level / Program Type	BACHELOR / DEGREE
	School	School of Professional Studies	Delivery Mode	Online Mode	Minimum / Maximum Duration	3 Years / 5 Years
	Exam Scheme	Semester	Credit Scheme / Total Credits	CBCS /	Term Type / Total Terms	SEMESTER/6
	Admission Sessions	JULY	Fee Mode	SEMESTER	Status: PENDING	More Details
	All Terms	SEMESTER 2	SEMESTER 3	SEMESTER 4	SEMESTER 5	SEMESTER 6
	All Terms	SEMESTER 2	SEMESTER 3	SEMESTER 4	SEMESTER 5	SEMESTER 6

4. After that, a new window will appear then click on the button present on the section tab and **it takes the admin to the semester-wise batches & section page**.

Home / Programme / Bachelor of Commerce(Commerce) / SEMESTER 1	
COURSE MANAGEMENT	BATCHES & SECTIONS
COURSE MANAGEMENT	BATCHES & SECTIONS
LAUNCH	LAUNCH
LAUNCH	LAUNCH

5. Now, a new window will appear where admin can add a new section to a semester by clicking on the Add Academic Section button.

Student HR	Administration	Campus	Governance Support 💠	Settings		
😤 Academics		Home / / Secti	Programme / Ayurvedachary ons: Ayurvedacharya(Ayurveda	a(Ayurveda) / SEMESTER 1 a)-SEMESTER 1		
		Se	ctions: Ayurveda	charya(Ayurveda)-SEN	MESTER 1	Add Academic Section
		#	Section Name	Academic Year	Academic Session	

6. After that, a new window is open where the admin needs to fill some fields to add a section in a particular semester. In this window, the **Programme and term are fixed** and admin **needs to fill**

the following then click on to the Save button.

- a. Academic Session (Select form dropdown list)
- b. Section Name (Enter the name)
- c. Organization Unit (Select from dropdown list)

By the Section, Admin can perform the following tasks for the students:

- 1. Map the Students with the particular programme/course
- 2. Assign courses to the Students

Map Students with the Section

After adding a section, Admin can map students with the sections for a semester of a particular Programme.

To map the students on the particular section by clicking on the button which is present in the right side of the particular section and a new window will appear where admin can see the following parts:

- 1. Students
- 2. Ex-Students

Student HR Administration C	Campus Governance Support OSettings						
😤 Academics 🚽 🕨	Home / Academic / Sections						
	Sections					Add Academic	Section
	Showing 1-20 of 65 items.						
	# Programme	Section Name	Term	Academic Year	Academic Session		
	Select Programme *						
	1 B.A : Bachelor of Arts(hons (English))	jjjk		2	2022-2023	Aug-Dec 2022	•
	2 B.A : Bachelor of Arts(hons (English))	Section A		1	2022-2023	Aug-Dec 2022	0
Student HR	Administration Campus Home / / 2022	Governance Support \$Setti Programme / Bachelor of Enginee -2023(Test 2) / Test	ngs ring(Passed XII with 65% marks)				
	ST	UDENTS	EX-STUDENT				
	Stud	ents in section	STUDENT				
	Vie	ew Students					
	Ad	a students	LAUNCH				1

After that, click on the Add Students button to add students in the Section then select the students from the list which is shown on that window by clicking on the checkbox present at the front of the

particular student details and map with the particular section by clicking on the Add Student button.

Academics / SE / Ad SEM	Home / Pro / SEMEST / Add Stur SEMESTER	ogran ER 1 dent 1 R 1-Te	nme / Bachelor of / / Sections / Test to Section: Bachelor sst dent to Section	of Engineering(Pa of Engineering on: Bache	ssed XII with 65% mari (Passed XII with 65% r Pelor of Enginee	ks) ^{marks)-} ering(Pase	sed XII with	65% marks)-	SEMESTER	1-Test Ad	ld Student	
		Show	ing 1	-2 of 2 items.								
			#	Enrolment Number	Name	Organizational Unit	Gender	Category	Guardian Name	Year of Enrolment	Result Status (Term, Sgpa, Cgpa, Division)	Action
			1	110012()	Rajesh		MALE	UR	student1 gurdian name			•
			2	110022(Test.)	Suresh		MALE	SC	student2			۲

View Mapped Students

The listing of the mapped student details with the particular Section are viewed by clicking on the View Students button.

Student HR	Administration	Campus Governance Support	¢Settings	
😤 Academics		Home / Programme / Bachelor of E / 2022-2023(Test 2) / Test	ngineering(Passed XII with 65% marks)	
		STUDENTS	EX-STUDENT	
		Students in section	STUDENT	
		View Students Add Students	LAUNCH	

Remove Students from the Section

To remove the Student from the particular section, Admin needs to go to the Mapped Student details and select those students which are need to remove from the particular section by clicking on the

checkbox present at the front of the particular student details then click on to the Remove Students button.

Students	/ SEM / Stud	ude	antifie / Bacher 1 / Sections / Bachelor of Engli ents: Bach	Test neering(Passed XII with 6	5% marks)-SEMES	sed XII with 6	5% marks)	-SEMESTER 1-	Test
	Sho	wing 1	-2 of 2 items.					Remove	Students Assign Course
	#		Name	Enrolment No	Gender	Academic Year	Course Assigned	Examination Status (Ex Student)	Change Ex Status
	1		Suresh	110022	MALE	2022-2023	20BCA101 : NETWORK, 1001 : Networks		Modify Examination Status As Ex-Student
	2	0	Rajesh	110012	MALE	2022-2023	20BCA101 : NETWORK, 1001 : Networks		Modify Examination Status As Ex-Student