USER MANUAL FOR TIMETABLE IN-CHARGE / HOD

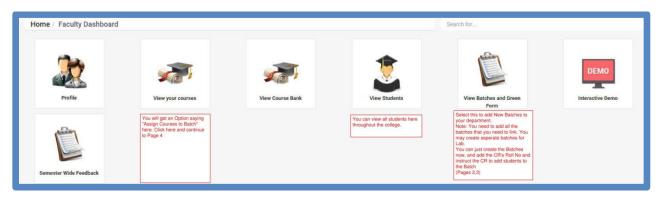
As a part of Management Information System (MIS), the online registration module version 0.1 is developed and launched for this academic session (Even semester of 2016-17). This module will be integrated to the MIS in the due course. This will enable the students to register the courses online, and the 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)





1.1 Profile:

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

	Department	Information Tech	nology 📕				
	Date of birth	Update this deta	Email	address f	·····*	ø	
1	Gender Up	date this detail	Blood Grou	update t	his detail		
	Joining Date	Update this deta	I Nation	sality Upda	te this detail		
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Oppl. of Information Technology, NITK Surathkal Create your Public Profile	Pincode U;	date this detail	Country	Update this o	letail		
C2'Edit Profile	Office Phone	Update this det	Alterr	nate Phone	۵		

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.

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Home / Employees / Your courses					^
Search for					
Your courses					
Dynamic Search:					
Courses 👫 View Feedback Forms	Pre-registration entries	Course-registration entries	J1		
	No data available in table				
Showing 0 to 0 of 0 entries		Previous	Next		
Administer other courses					
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Courses 11 View Feedback Forms 11	Pre-registration entries	Course-registration entries	ļţ		
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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.

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() IT200 - 2016	Data Structures	s And Algorithms	NA	B Tech	4	UPDATE!	
(T201 - 2016) (T201 - 2016)	Digital Design A	And Computer Organization	NA	B Tech	4	UPDATE!	
🕒 IT202 - 2016	Unix Programm	ning And Practice	NA	B Tech	3	UPDATE!	
🕕 IT203 - 2016	Computer Syste	ems Organization Lab	NA	B Tech	3	UPDATE!	Ŧ
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Home / Course Bank / Edit		
Search for		
Editing Course		
Name Data Structures And Alg. Course code IT200		
Course type Unategorized * Credits 4		
L-T-P UPDATE! Curriculum 2016		
Branch Information Technology *		1
Update Course Bank	ihow all	• ×



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.

iting Batch -			
Name	BTech ECE 2018 S1	Please try to follow the nomenclature: <btech etc.="" mba="" mtech=""> <branch code=""> <batch year=""> <section batch="" number=""></section></batch></branch></btech>	A.
Year	2018	Batch Year (Degree completition year)	(m)
Semester	5	Current Semester of the Students in the Batch	100
Branch	Electronics and Comm	munication Engineering	童
Faculty Advisor	Akshay Revankar	You can add the CRs roll number later also but Faculty	<u>s</u> *
CR Roll No.	14EC206	Advisor is must	Required Field



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.

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III A	pps 🕆 this keyword in ja 🗋	Simple Simulation			_
	Branch	Electronics and Communication Engineering			1
	Faculty Advisor	* SysAd (Akshay Revankar)			
	CR Roll No	•			
-				_	
	Roll Number	Name	Add to batch		
	13EC201	A Sudha			
	13EC202	Ajin Tom			
	13EC203	Akshay K P			
	13EC204	Akshay Kekuda			
	13EC205	Anjana Elizabeth Jose			
	13EC206	Annapareddy Sarath Chandra			
	13EC207	Aravapalli Hema Sai Teja			
	13EC208	Badri Prithvi Raj			
	13EC209	Bathini Kumar			-
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Figure 8

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

ourse Batch Linking for the	e Year 2017 , Even Semester	On the DashBoard, click on Assign Courses to Batch to reach here
elect Courses and Batches for assigni ote that if assigning of the course to b	ing the courses to the batches batch has already been done, then those courses	s will also appear in the next stage
Courses	Add all courses	for this Semester in any order. You can directly type the course code in this box and select multiple courses from the dropdown list
Batches	Add all batches list. Select all th	for this Semester in any order. You can directly type the batch names in this box and select multiple courses from the dropdown e Batches necessary, in case you are assigning it your course to other departments.
	····IF YOU LE	EAVE ONE/BOTH OF THESE BLANK, THEN ALL COURSES FROM YOUR BRANCH AND ALL BATCHES IN YOUR BRANCH WILL BE LISTED***
structions for linking Cours	se and Batches	
1. Set of Instructions to follow is t	the same as mentioned in this PDF further	Continue to filling form



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

Sc 222 - Rf Circuits & Systems Sc 224 - Detection And Estimation Theory Micro	
EC271 - Microprocessors	
EC273 - Microprocessors Lab	
EC338 - Mini Project In Microprocessor & Embedded Systems	
EC371 - Rf And Microwave Engineering	
VL804 - Submicron Technology	
VL823 - Submicron Technology	
Continue to filling form	
	EC271 - Microprocessors EC273 - Microprocessors Lab EC338 - Min Project in Microprocessor & Embedded Systems EC371 - Rf And Microwave Engineering VLB04 - Submicron Technology VLB23 - Submicron Technology



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

Course Batch Linking for the Ye	ar 2017, Even Semester FILED FORM
Select Courses and Batches for assigning to Note that if assigning of the course to batch	he courses to the batches has already been done, then those courses will also appear in the next stage
Courses	CE722 - Rf Circuits & Systems XCE724 - Detection And Estimation Theory XCE723 - Microprocessors Lab
Batches	#EEE 2013-17 #ECE 2013-17 Section 1 #ECE 2013-17 Section 2

Figure 11

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

Home / Courses	Search for
Course Batch Linking for the Year 2017 , Even Semester	Submit
	Click on the Violet button to add a new course to the list "****

Figure 12

Further click on "+" button to actually assign the course to a batch. The timetable ioncharge can select course from the dropdown.

ourse Batch Linking for the Year 2017 , Even Sen	nester			Submit
urse*				
CE720 - Digital Modulation & Spread Spectrum Systems	Select a course here from the dropdown		•	
atch Assignment*				
		+		
		Click on the Blue button to add a new Batch for the selected course]	
				+



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

					Submit button to keep saving Submit
Course*					changes you have made
CE720 - Digital Modulation & Sp	read Spectrum Systems			*	*
Batch Assignment*					Orange button to delete this course selected at the let the button and remove all Batches within
Batch					
BTech ECE 2018 S1	Select a Batch from the dropdown]		×	
Employee				Red button to remove this Batch	
Akshay Revankar	Select a Employee to be linked to the	Batch for the Selected Course. ME INSTRUCTOR FOR ALL BATCHES. THE	•		
from the	the Timetable hours he grid as mentioned in us Page				
Mandatory? Tick here if the course	e is mandelory for this batch			Nue button to add another Batch to the same elected Course	
	e is mandatory for this batch				Vided button to add a mee Course attogether. Before new course, we econteneed you to age the state us Submit button at the log ray for come



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).

BTech ECE 2018 S1	•	×		
Employee				Submit
Akshay Revankar	Ŧ			Submit button is always available
Timetable Slots Enter the task details				here
Mandatory?		+	l.	
	New Course Added here vvvvv			
Course* CE720 - Digital Modulation & Spread Spectrum Systems			×	
Batch Assignment*		+		
			+	

Figure 15

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