

## USER MANUAL FOR COURSE INSTRUCTOR

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 Course Instructor is responsible for selecting the students from the list approved by the Faculty advisor under the constraints of the specific courses.

### ACTIONS TO BE PERFORMED AT THE PORTAL

- After login with the valid password, the following screen appears. Click 'View Your Courses' (Figure 1).

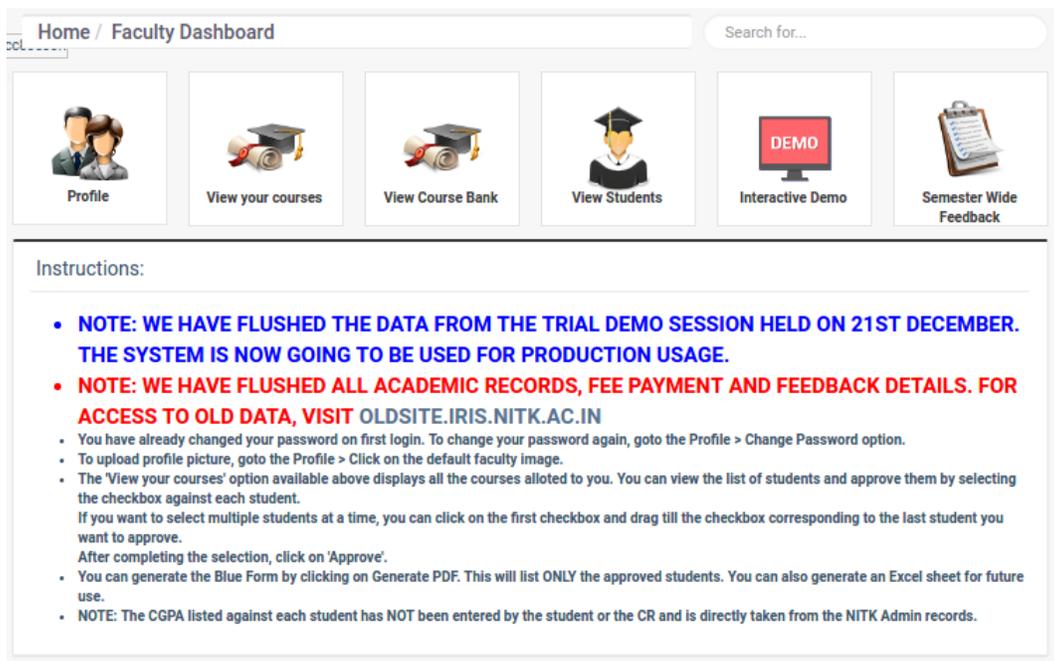


Figure 1

- On click, you are taken to the screen similar to Figure 2.

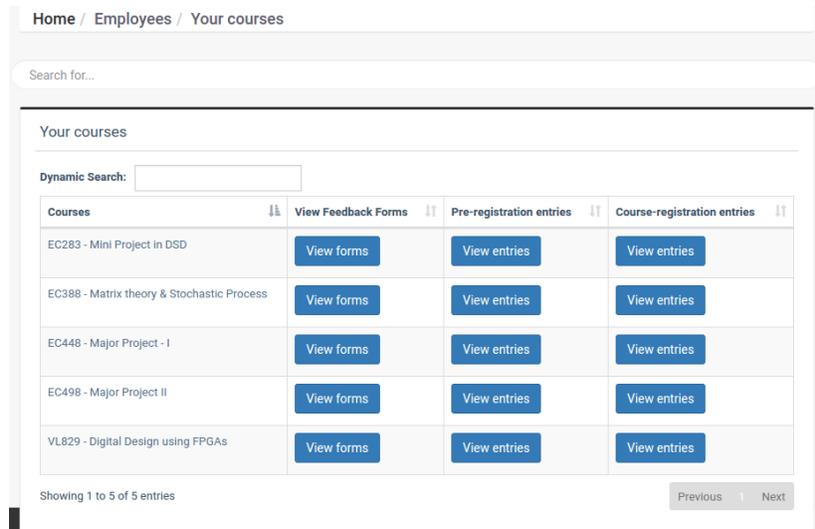


Figure 2

- Click on 'View Entries' button under 'Course Registration Entries' with respect to the course. The page similar to Figure 3 will appear.

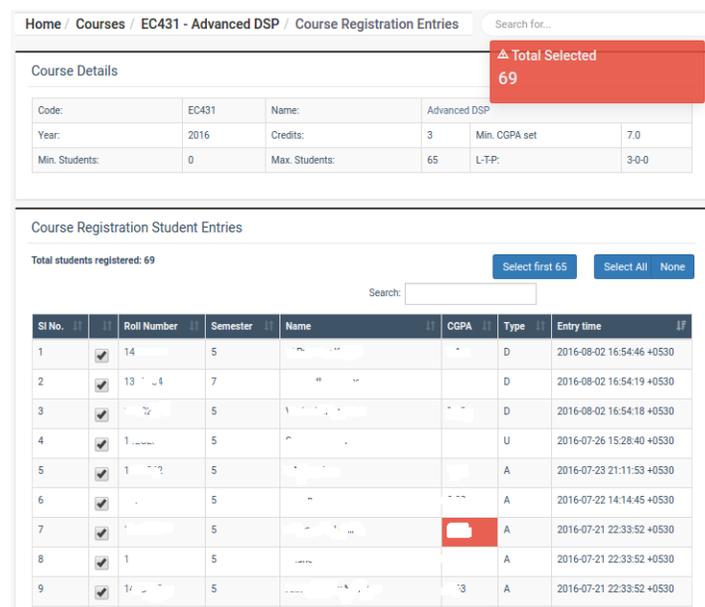


Figure 3

- Based on the conditions you have set earlier, the list of students who don't satisfy the condition set by you will be shown in "Red". Approving them is based on your discretion. You may change the order of listing of students by clicking on the titles of the columns of the table. You are encouraged to try the different order for your convenience.
- Approve the student registration by clicking on the check boxes against the Sl.No. column in accordance to the conditions set by you for the respective course.