## **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).





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

arch for										
pur courses										
ynamic Search:										
Courses	1£	View Feedback Forms	Pre-registration entries	1 Course-registration entries						
EC283 - Mini Project in DSD		View forms	View entries	View entries						
EC388 - Matrix theory & Sto	chastic Process	View forms	View entries	View entries						
EC448 - Major Project - I		View forms	View entries	View entries						
EC498 - Major Project II		View forms	View entries	View entries						
VL829 - Digital Design using	] FPGAs	View forms	View entries	View entries						



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

Course	Details	3					▲ Total 69	Selected		
Code:		EC	2431 N	lame:	Advar	Advanced DSP				
Year: 2016		116 C	Credits:		Min.	Min. CGPA set		7.0		
Min. Students: 0		N	Max. Students:		5 L-T-P:			3-0-0		
SI No.	11 1	Roll Number	Semester	Search: Name	tt c	GPA II	Туре	Entry time		
SI No.	t It	Roll Number	Semester	Name	Jt C	GPA	Туре	Entry time		
1		14	5	1960-000 (U)			D	2016-08-02 16	:54:46 +0530	
		13 1 04	7	4 v			D	2016-08-02 16	:54:19 +0530	
2										
3	•		5	Martin Colorado		1	D	2016-08-02 16	:54:18 +0530	
2 3 4	•	1	5	Normal Lagran	-		D	2016-08-02 16	::54:18 +0530 ::28:40 +0530	
2 3 4 5	•	1 - 12 - 1 1	5 5 5	Notesta general Notesta general Notesta a			D U A	2016-08-02 16 2016-07-26 15 2016-07-23 21	:54:18 +0530 :28:40 +0530 :11:53 +0530	
2 3 4 5 6	• • •	1 2 1 1 1	5 5 5 5		-		D U A A	2016-08-02 16 2016-07-26 15 2016-07-23 21 2016-07-22 14	:54:18 +0530 :28:40 +0530 :11:53 +0530 :14:45 +0530	
2 3 4 5 6 7		1	5 5 5 5 5		-	- - 	D U A A A	2016-08-02 16 2016-07-26 15 2016-07-23 21 2016-07-22 14 2016-07-21 22	:54:18 +0530 :28:40 +0530 :11:53 +0530 :11:4:45 +0530 :33:52 +0530	
2 3 4 5 6 7 8		1 - 12 1	5 5 5 5 5 5 5		-		D U A A A A	2016-08-02 16 2016-07-26 15 2016-07-22 14 2016-07-22 14 2016-07-21 22 2016-07-21 22	28:54:18 +0530 228:40 +0530 211:53 +0530 211:4:45 +0530 233:52 +0530 233:52 +0530	



- 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.