

USER MANUAL FOR FACULTY ADVISOR

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 faculty adviser is responsible for verifying the institute fee payment details and the academic eligibility of the students seeking registration as per the curriculum and allow the student to register. This process enables the module to forward the eligible list of students to the corresponding course instructors for his/her approval. The faculty advisor has to approve the list of students consented for registration by the respective course instructor after the Drop option deadline.

Actions to be performed at the portal:

- After login with the valid password the following screen will appear.

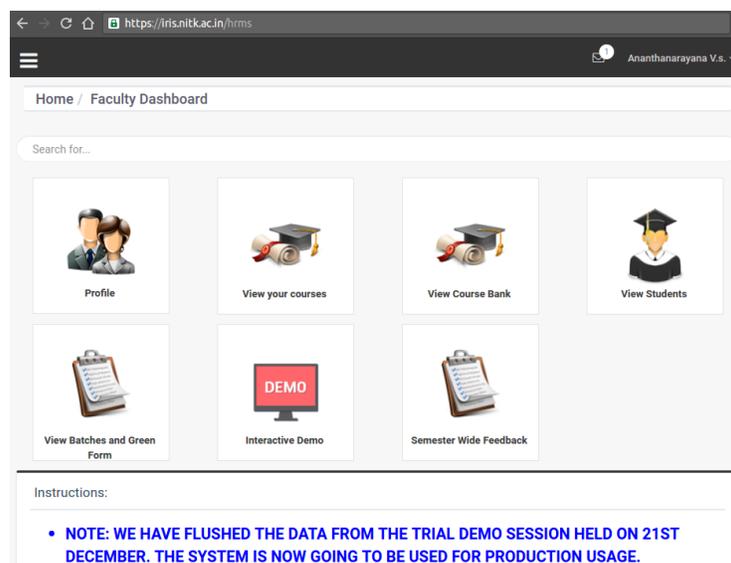


Figure 1

- Click the 'View Batches And Green Form' button (Figure 1). Faculty advisers can see the batches assigned to him/her. It takes you to the screen as shown in (Figure 2).

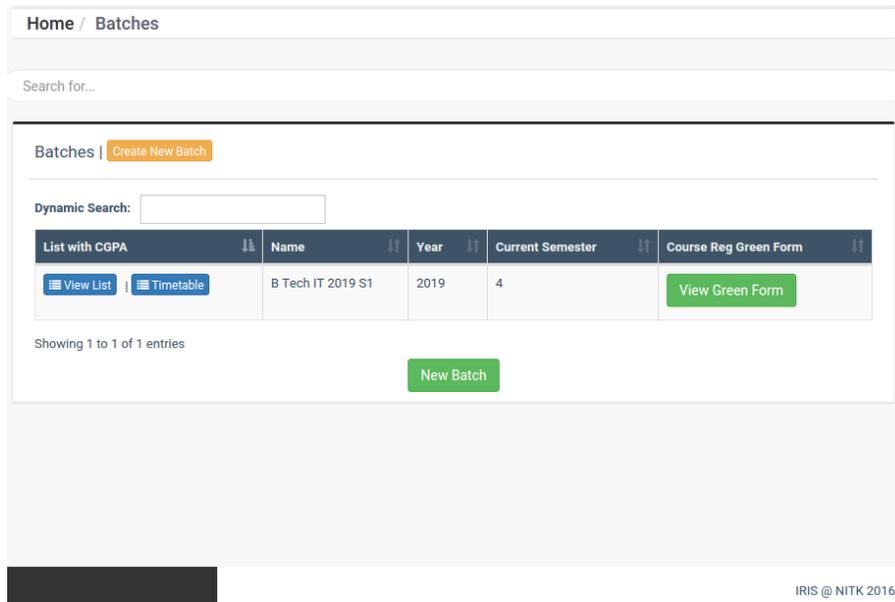


Figure 2

- Click on 'View Green Form' button. List of student with Fee Receipt details will appear as shown in (Figure 3).

https://iris.nitk.ac.in/hrms/batches/6/course_reg_green_slip

B Tech IT 2019 S1
Course Registration - IVth Semester

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#	Roll Number	Name	Fee Receipt
1	[REDACTED]	[REDACTED]	Not yet Uploaded!
2	[REDACTED]	[REDACTED]	Not yet Uploaded!
3	[REDACTED]	[REDACTED]	Not yet Uploaded!
4	[REDACTED]	[REDACTED]	Not yet Uploaded!
5	[REDACTED]	[REDACTED]	Not yet Uploaded!
6	[REDACTED]	[REDACTED]	Not yet Uploaded!
7	[REDACTED]	[REDACTED]	View Attachment
8	[REDACTED]	[REDACTED]	View Attachment
9	[REDACTED]	[REDACTED]	Not yet Uploaded!

Figure 3

- Click on 'View Attachment' button under the Fee receipt column. The Fee details in pdf form appear as shown in Figure 4.

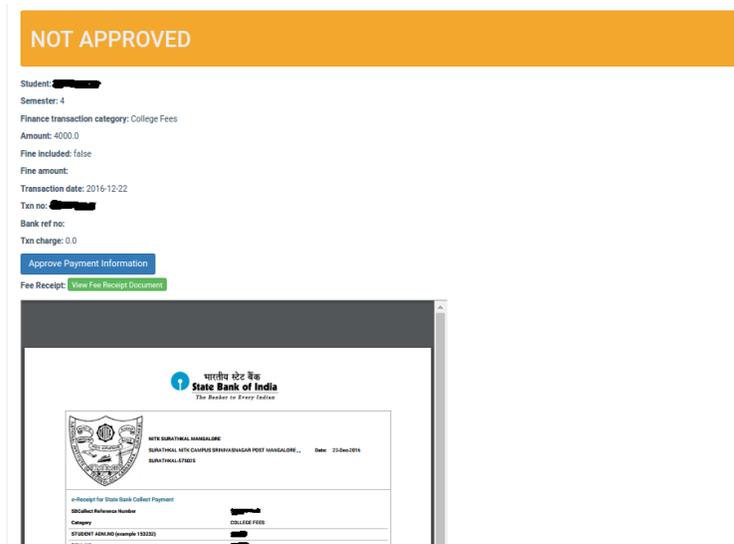


Figure 4

- Please verify the details of the fee entered by the student with the original receipt. Faculty adviser has to confirm that student's course selection satisfies the minimum and maximum limits on course registration for the current semester. If found to be in order click on 'Approve Payment Information' button. 'Payment Transaction has been Approved' will appear in green color below the 'Approve Payment Information' button as shown in Figure 5.

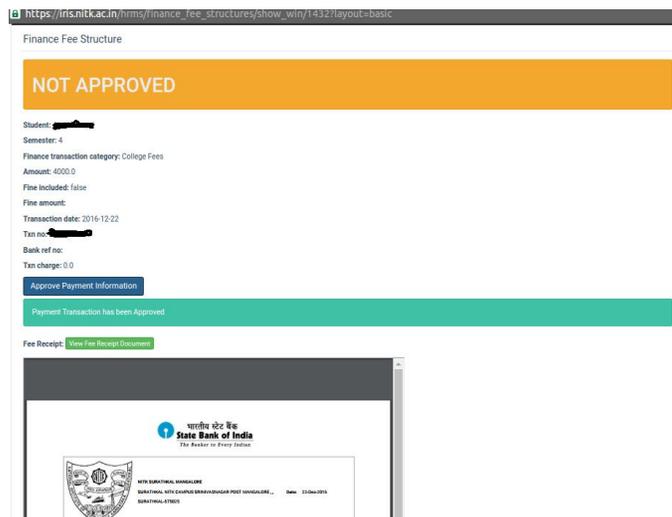


Figure 5

- Close the popped up window. Against the 'Approved student Fee receipt', the color of the cell will change from yellow to green (Figure 6).

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#	Roll Number	Name	Fee Receipt
1	[REDACTED]	[REDACTED]	Not yet Uploaded!
2	[REDACTED]	[REDACTED]	Not yet Uploaded!
3	[REDACTED]	[REDACTED]	Not yet Uploaded!
4	[REDACTED]	[REDACTED]	Not yet Uploaded!
5	[REDACTED]	[REDACTED]	Not yet Uploaded!
6	[REDACTED]	[REDACTED]	Not yet Uploaded!
7	[REDACTED]	[REDACTED]	View Attachment
8	[REDACTED]	[REDACTED]	View Attachment
9	[REDACTED]	[REDACTED]	Not yet Uploaded!

Figure 6

- Repeat the process for other students. At the end of the entire registration process (after the receipt of all instructors approval), the faculty adviser need to approve individual student registration as visible in the form similar to the Figure 6.
- There is a provision to add the student who is not listed can be added as a special case. (For example, adding a backlog student/ PhD student for a specific course).