

# 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.

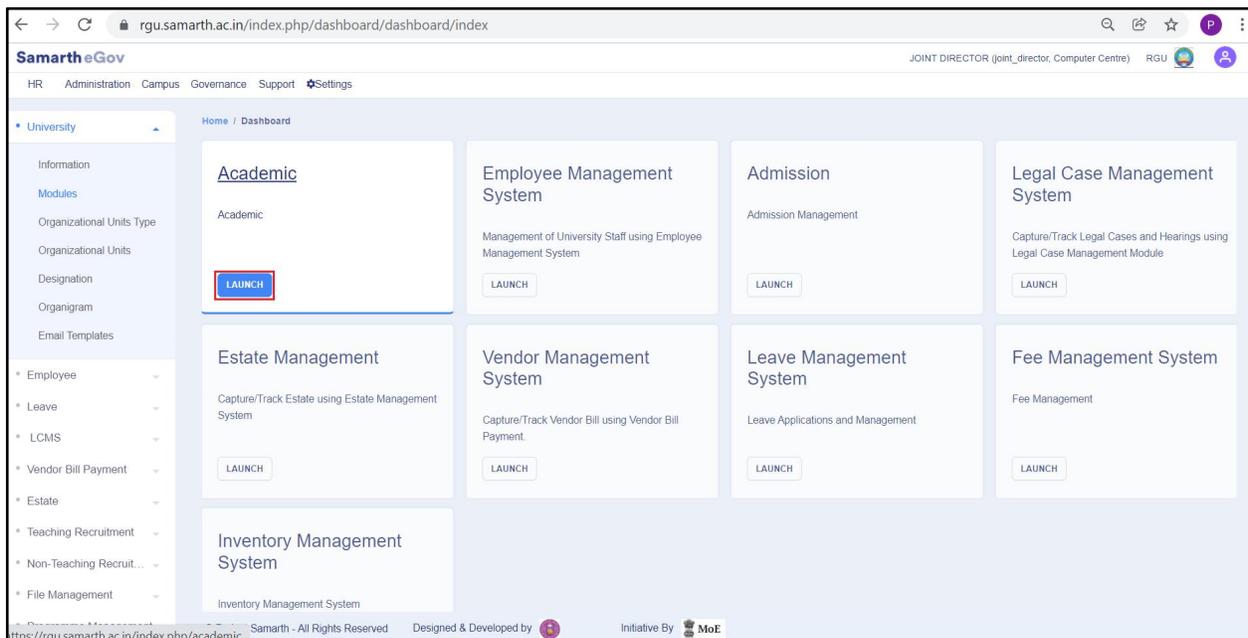
**Before going for Academics Management Module admin needs to configure the academics Settings first.**

## Academic Setting

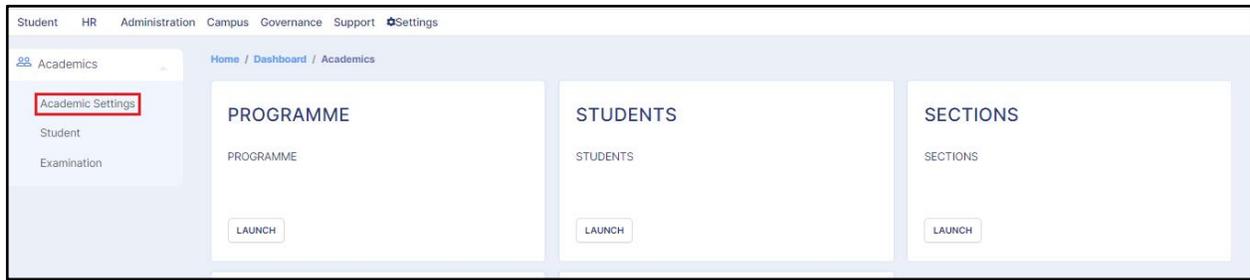
The Academic Settings are divided into three parts as follows:

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

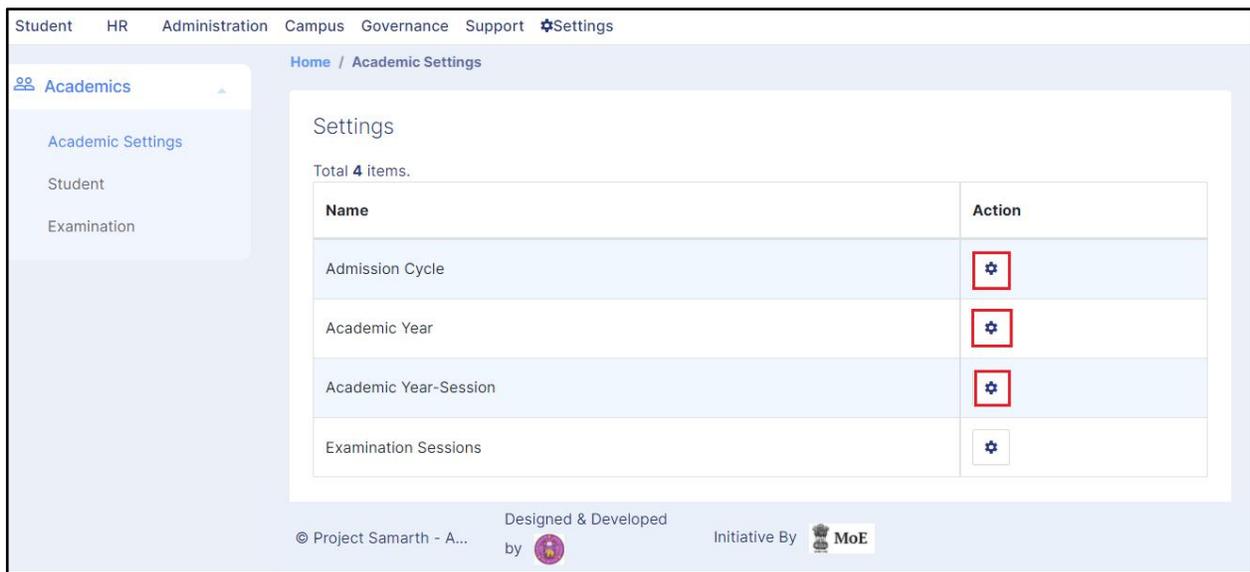
For the configuration of Academic Settings University needs to click on **Academic** by clicking **Launch** button and go to **Academic Setting** which is present in the left side of the window.



The screenshot displays the Samarth eGov dashboard interface. The browser address bar shows the URL: <https://rgu.samarth.ac.in/index.php/dashboard/dashboard/index>. The dashboard header includes the Samarth eGov logo and navigation links: HR, Administration, Campus, Governance, Support, and Settings. The user is identified as JOINT DIRECTOR (joint\_director, Computer Centre) at RGU. The main content area features a grid of modules, each with a 'LAUNCH' button. The 'Academic' module is highlighted with a red box around its 'LAUNCH' button. Other modules include Employee Management System, Admission, Legal Case Management System, Estate Management, Vendor Management System, Leave Management System, and Fee Management System. The footer contains the URL <https://rgu.samarth.ac.in/index.php/academic>, copyright information, and logos for MoE and the Ministry of Education.



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



## Admission Cycle

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

## Academic Year

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

1. Start Year
2. End Year



Student HR Administration Campus Governance Support Settings

Home / Academic Year-Session / Create Academic Session

Academics

### Create Academic Session

Academic Year \*

Year \*

Cycle \*

Name \*

Type \*

Level \*

Description

**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 **LAUNCH** button of **Sections** then click on the **Add Academic Section** button on the new window.

Student HR Administration Campus Governance Support Settings

Home / Dashboard / Academics

Academics

**PROGRAMME**

PROGRAMME

**LAUNCH**

**STUDENTS**

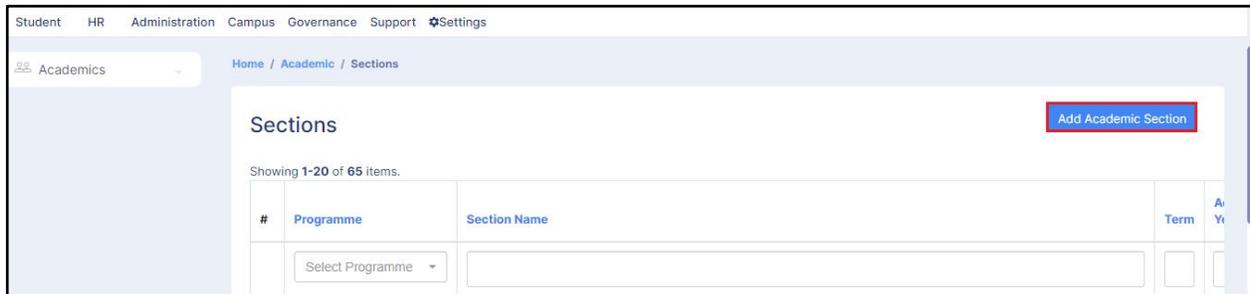
STUDENTS

**LAUNCH**

**SECTIONS**

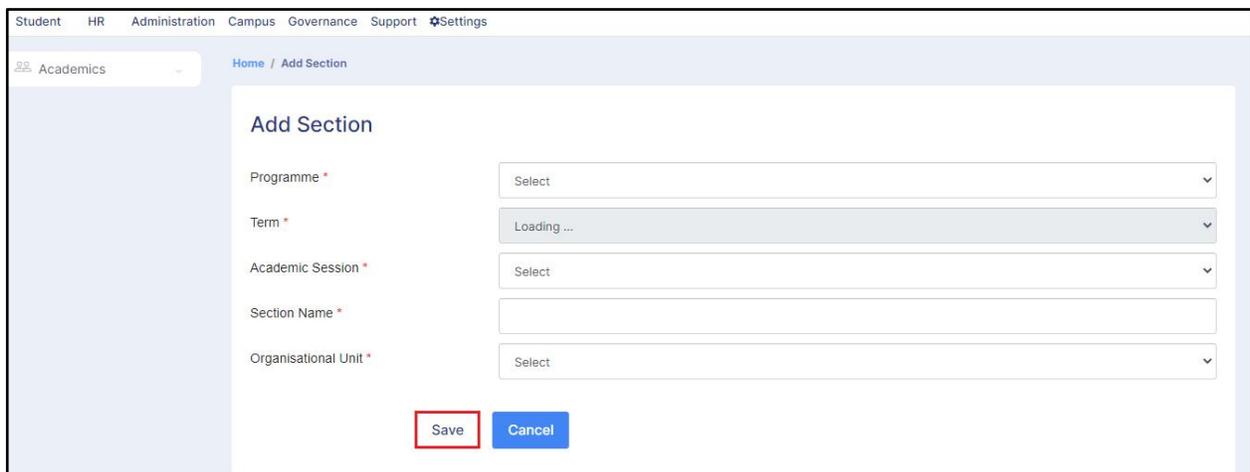
SECTIONS

**LAUNCH**



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

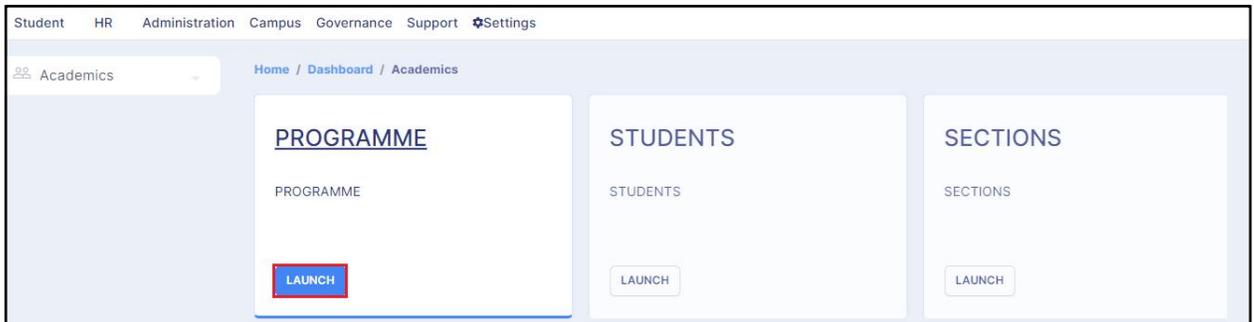
1. **Programme** (Select from dropdown)
2. **Term** (Select from dropdown)
3. **Academic Session** (Select from dropdown)
4. **Section Name** (Enter the name of section as admin wants)
5. **Organizational Unit** (Select from dropdown)



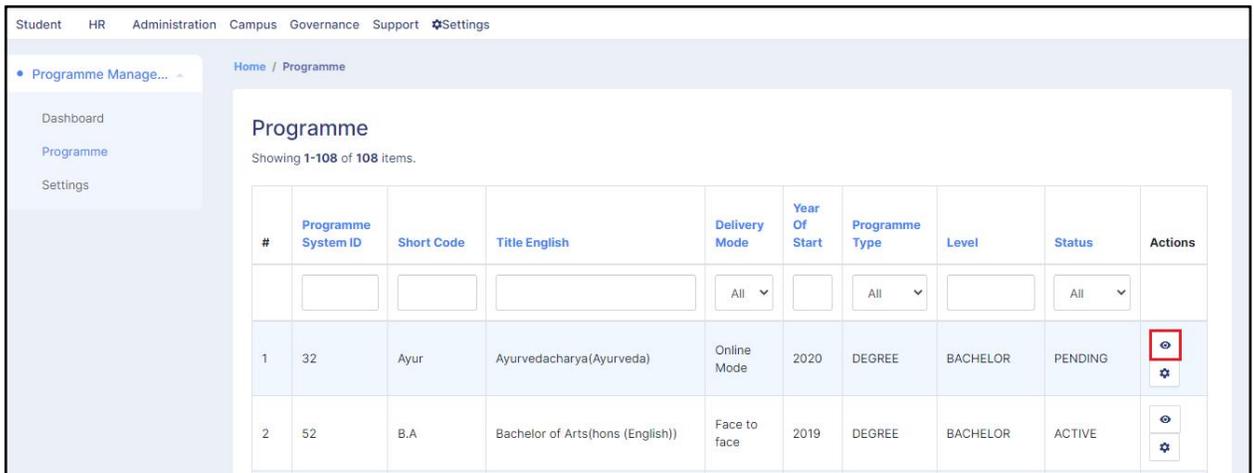
## By the individual Programme settings under the individual Semester

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

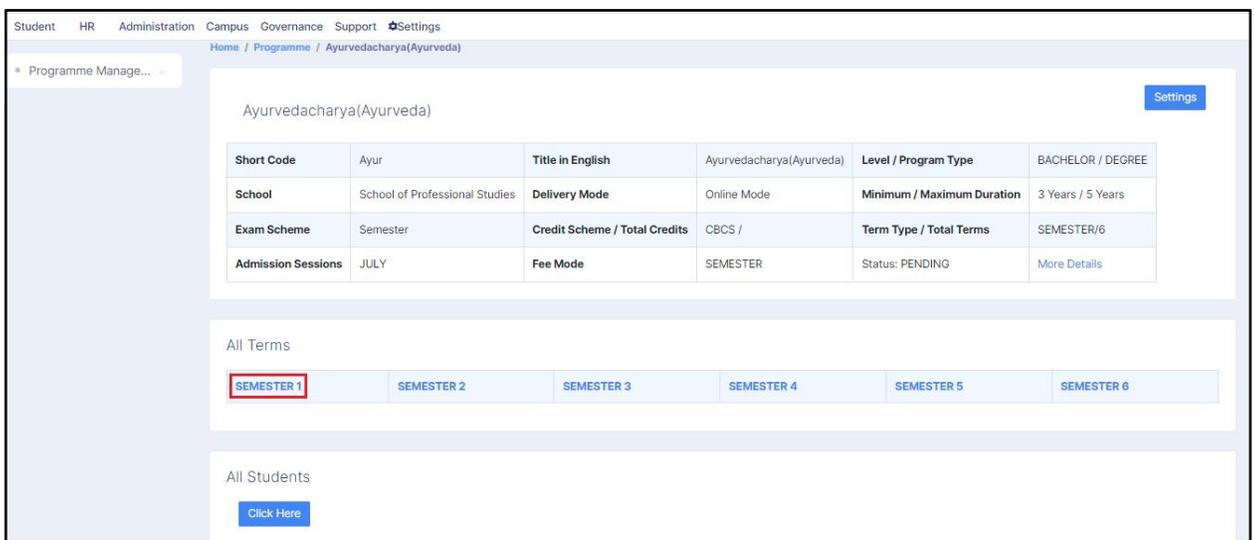
1. **Launch** Programme management module where admin views the list of all add programmes.



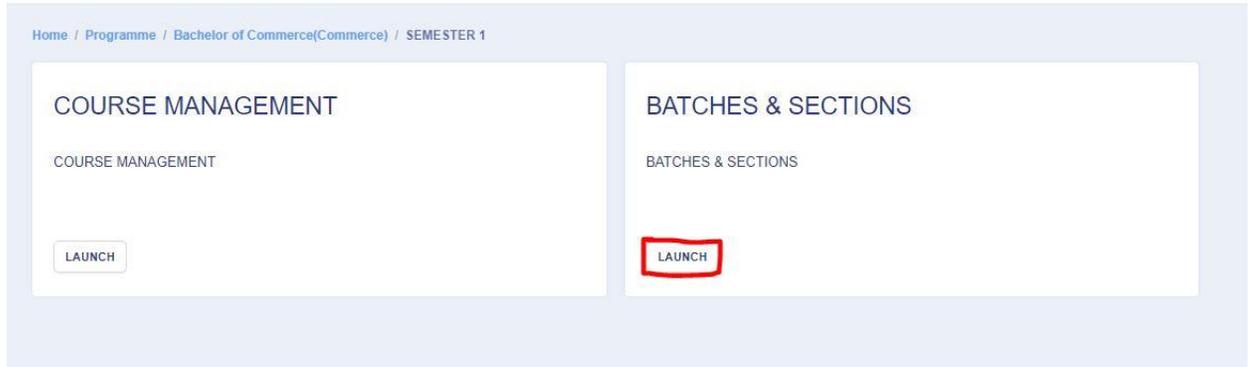
2. Click on the  button present beside the individual Programme.



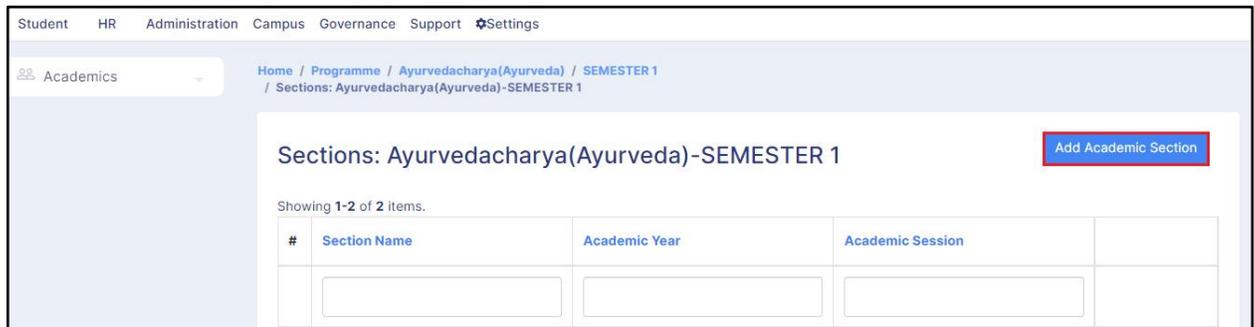
3. After that, the admin can view details of the programme, All Terms like semesters or Years, and All students tab and **click on** any semester like semester 1.



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.**



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.



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

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

- Map the Students with the particular programme/course**
- 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:

- Students
- Ex-Students

Student HR Administration Campus Governance Support Settings

Academics Home / Academic / 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))	ijk	2	2022-2023	Aug-Dec 2022	
2	B.A : Bachelor of Arts(hons (English))	Section A	1	2022-2023	Aug-Dec 2022	

Student HR Administration Campus Governance Support Settings

Academics Home / Programme / Bachelor of Engineering(Passed XII with 65% marks ) / 2022-2023(Test 2) / Test

### STUDENTS

Students in section

[View Students](#)

[Add Students](#)

### EX-STUDENT

STUDENT

[LAUNCH](#)

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.

Student HR Administration Campus Governance Support Settings

Academics Home / Programme / Bachelor of Engineering(Passed XII with 65% marks ) / SEMESTER 1 / Sections / Test / Add Student to Section: Bachelor of Engineering(Passed XII with 65% marks )-SEMESTER 1-Test [Add Student](#)

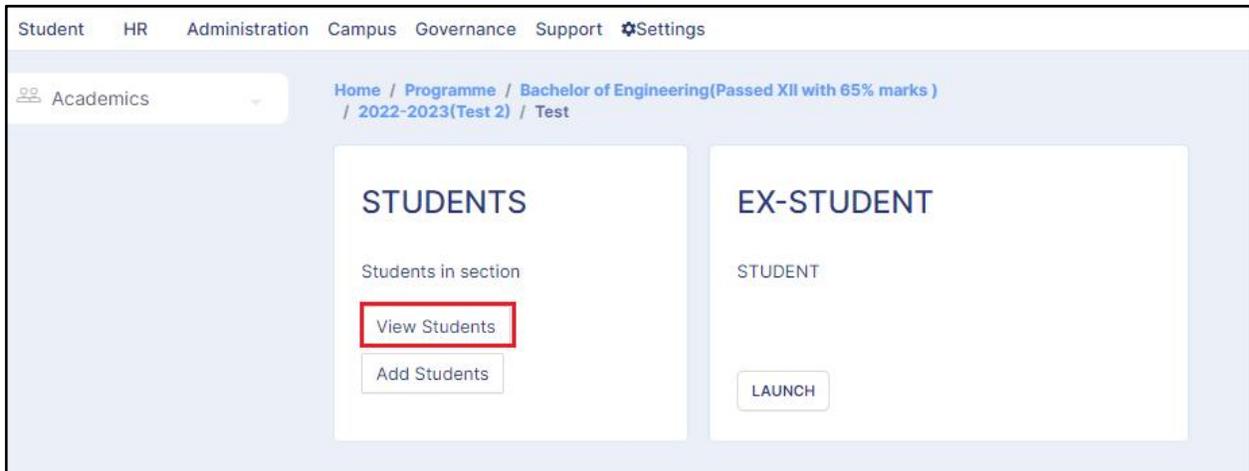
Add Student to Section: Bachelor of Engineering(Passed XII with 65% marks )-SEMESTER 1-Test

Showing 1-2 of 2 items.

<input type="checkbox"/>	#	Enrolment Number	Name	Organizational Unit	Gender	Category	Guardian Name	Year of Enrolment	Result Status ( Term, Sgpa, Cgpa, Division)	Action
<input type="checkbox"/>										
<input checked="" type="checkbox"/>	1	110012()	Rajesh		MALE	UR	student1 gurdian name			
<input type="checkbox"/>	2	110022(Test )	Suresh		MALE	SC	student2 gurdian name			

## View Mapped Students

The listing of the mapped student details with the particular Section are viewed by clicking on the [View Students](#) button.



## Remove Students from the Section

To remove the Student from the particular section, Admin needs to goto 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.

