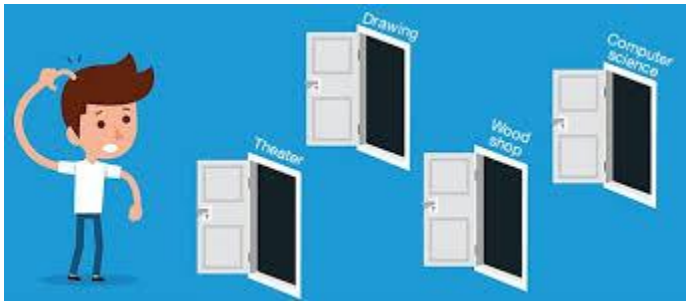
# On-line Generic Elective Selection System for CSIBER

## User Manual




**Prepared**

**By**

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**Prof. Mahantesh. B. Patil**

**Prof. Vidya L. Badadare**

## Setting Up Environment

For the smooth working of the system the following pre-requisites are to b met.

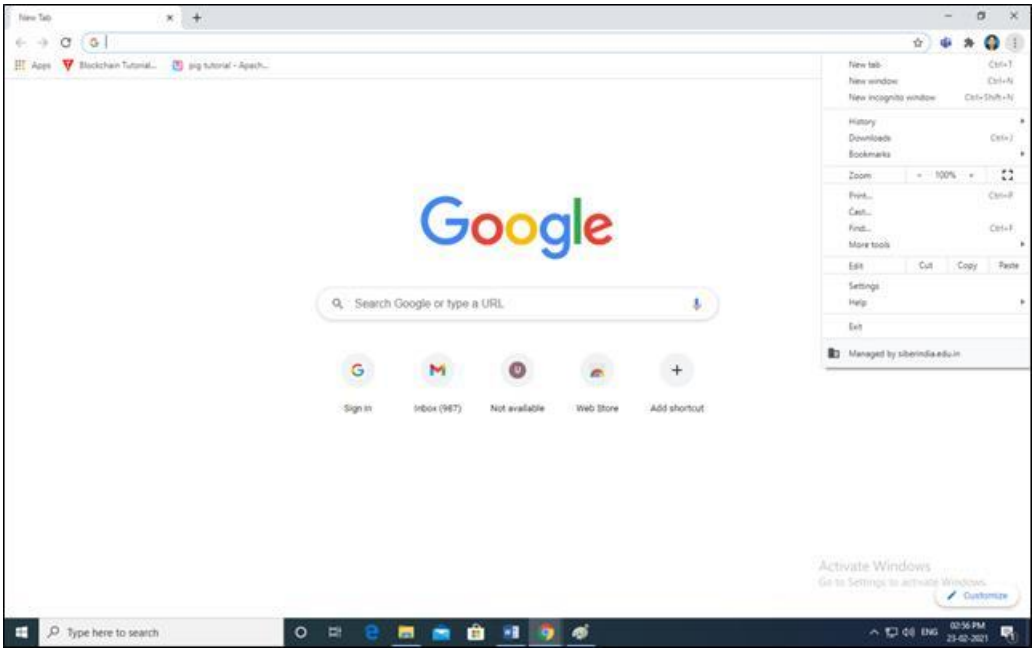
- Popup blockers must be disabled.
- Browser history must be cleared.
- Home page of a webportal contains the PDF of GE subjects and brief information about the GE subject. The students are advised to pre-read the material and go through the contents before the selection of GE subject.

The following section describes disabling popup blockers on Google Chrome and Mozilla Firefox.

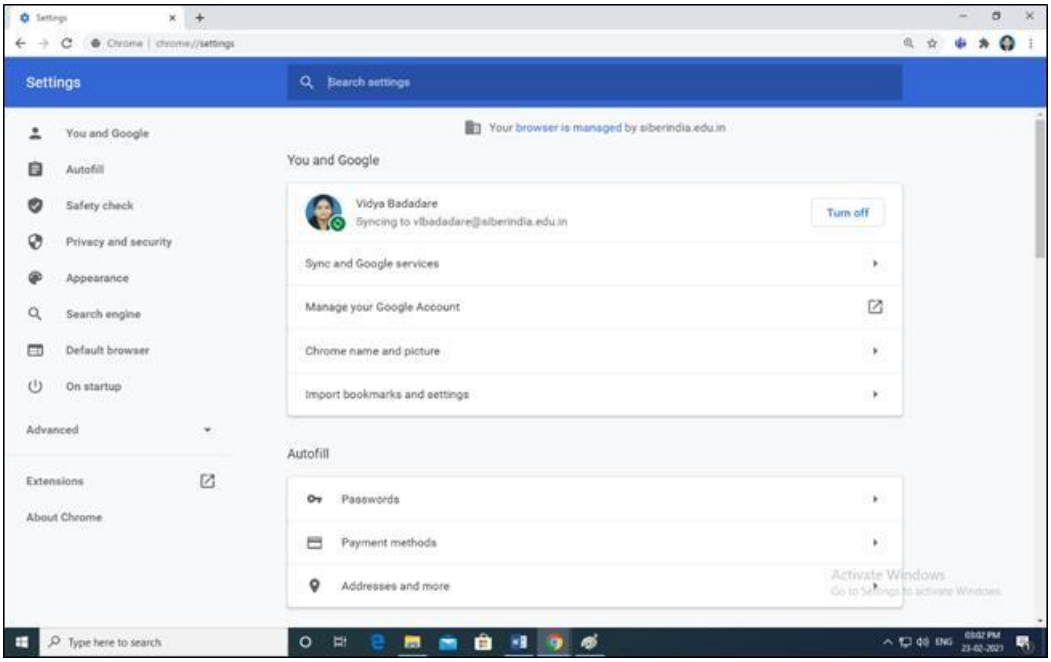
## Disabling Pop-Up Blocker

### 1. Google Chrome Browser:

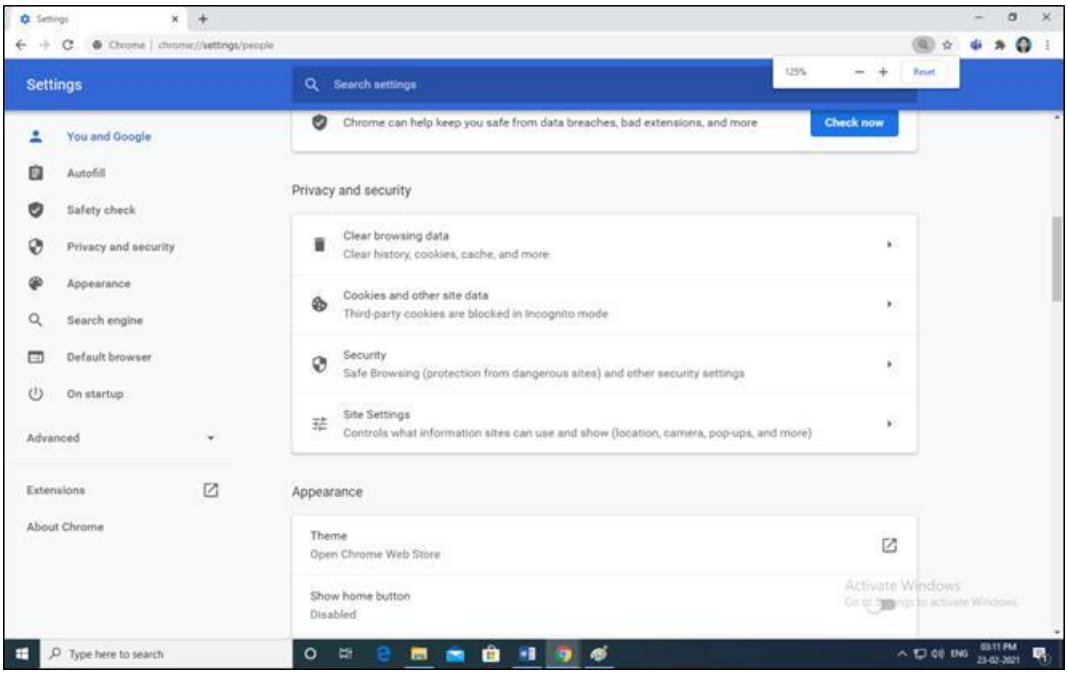
**Step 1: Open Chrome Browser and select three dots at right hand upper corner**

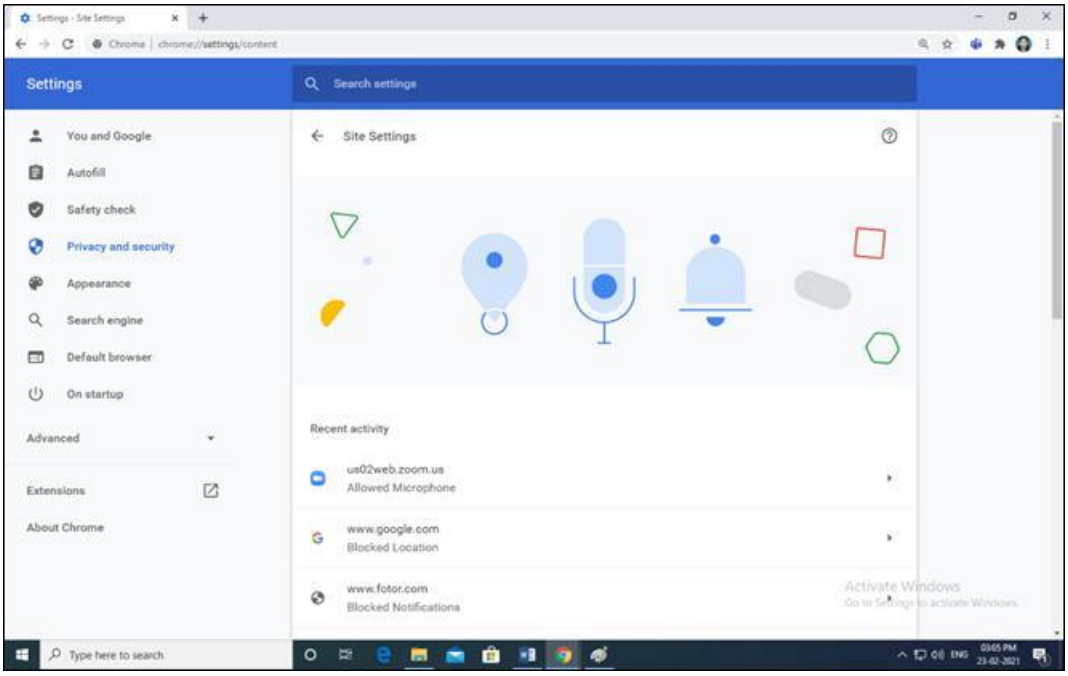


**Step 2: Select Settings**

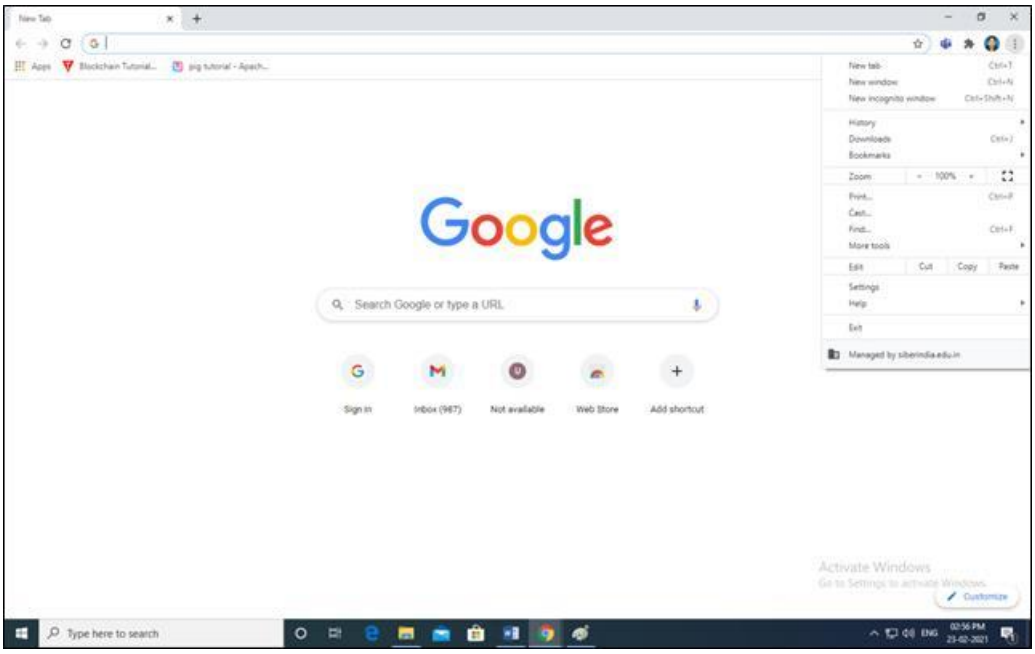



**Step 3: Go To "Privacy and Security" ➔ Select "Site Settings"**

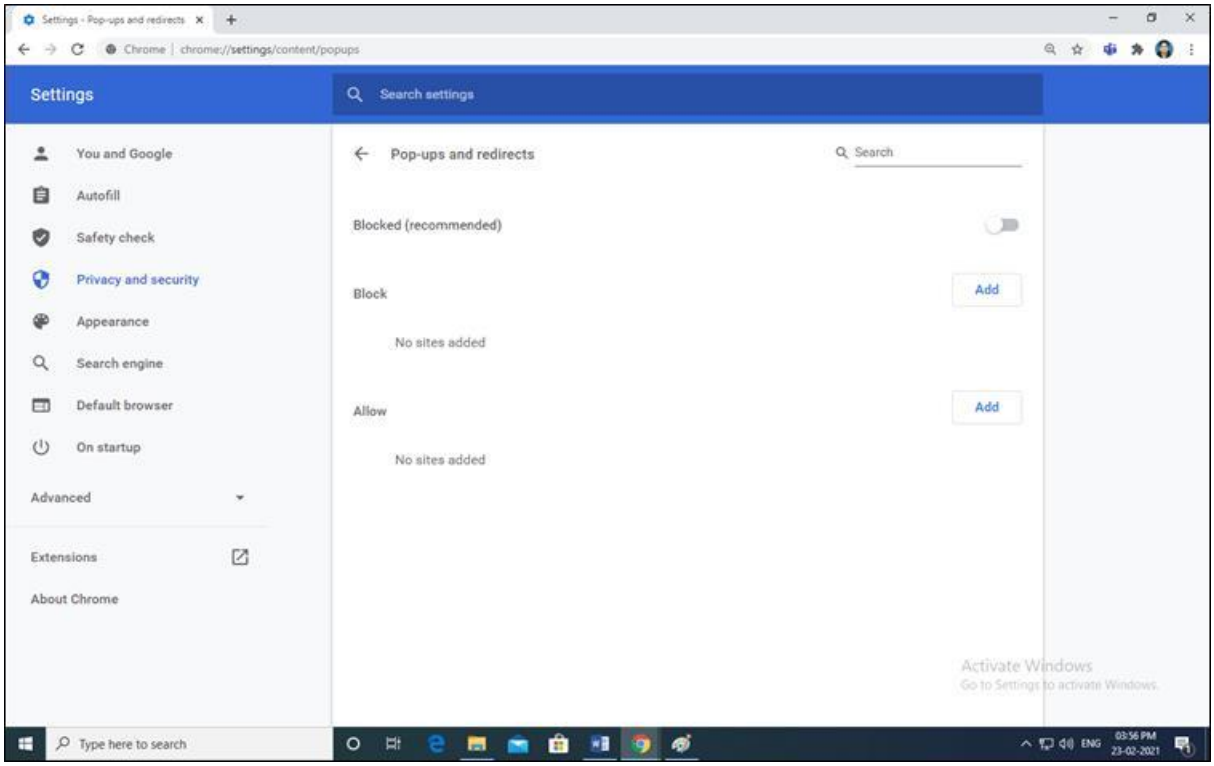


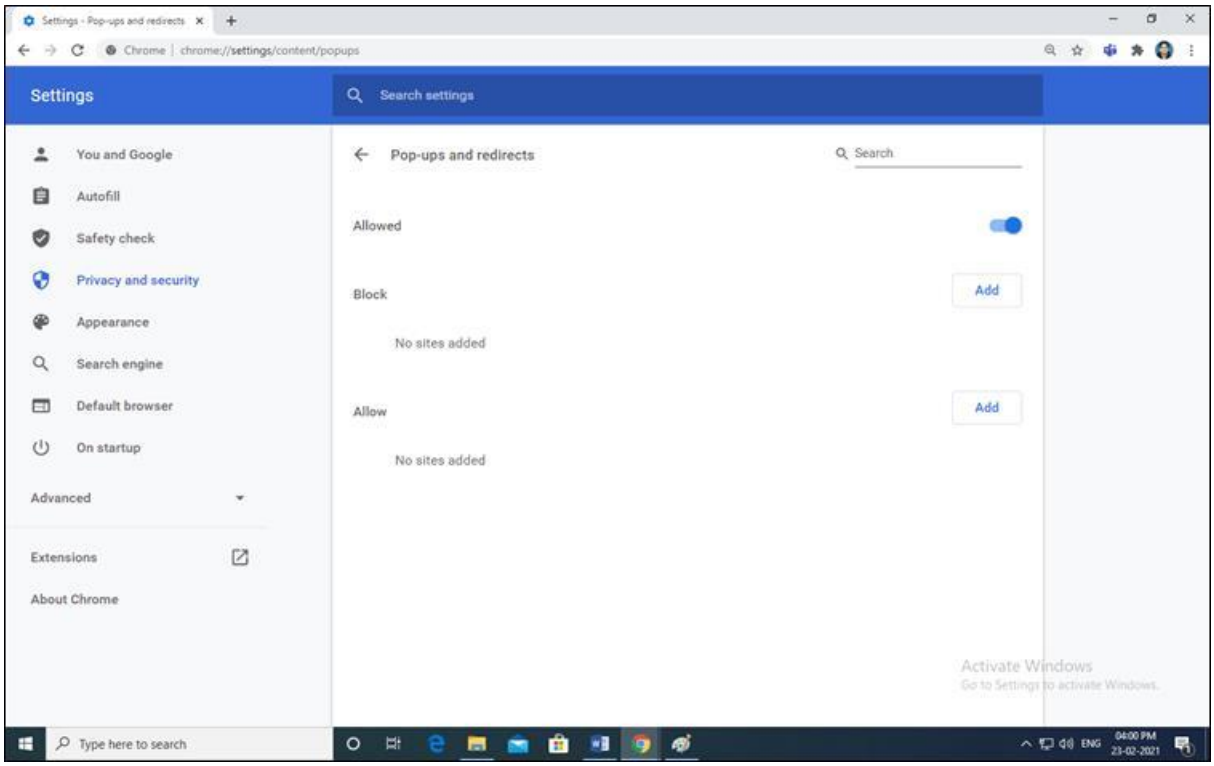



**Step 4: In "Content" category ➔ Select "Pop-ups and redirects"**



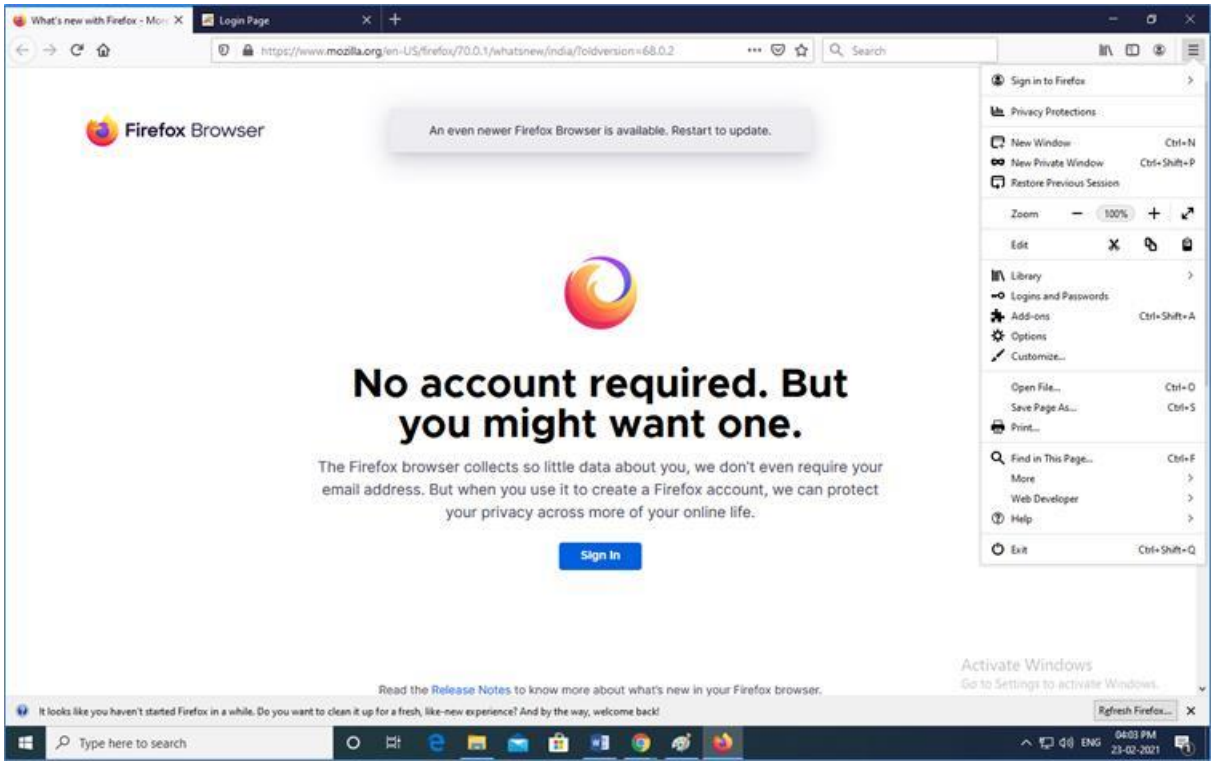

**Step 5: Click on the button in front of "Blocked (recommended)" ➔ Change "Blocked" status to "Allowed"**


Settings - Pop-ups and redirects
Chrome | chrome://settings/content/popups
Settings
Search settings
You and Google
Autofill
Safety check
Privacy and security
Appearance
Search engine
Default browser
On startup
Advanced
Extensions
About Chrome
Pop-ups and redirects
Search
Blocked (recommended)
Block
Add
No sites added
Allow
Add
No sites added
Activate Windows
Type here to search
ENG
03:56 PM
23-02-2021

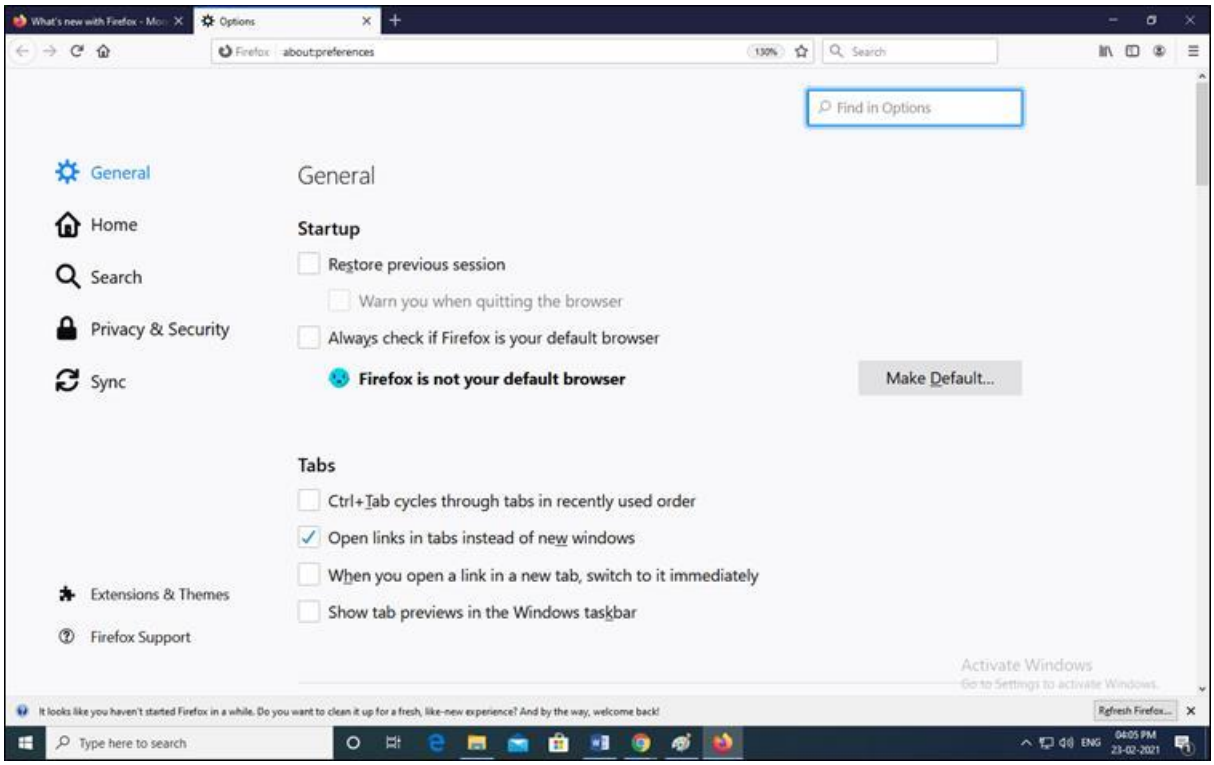

Settings - Pop-ups and redirects
Chrome | chrome://settings/content/popups
Settings
Search settings
You and Google
Autofill
Safety check
Privacy and security
Appearance
Search engine
Default browser
On startup
Advanced
Extensions
About Chrome
Pop-ups and redirects
Search
Allowed
Block
Add
No sites added
Allow
Add
No sites added
Activate Windows
Type here to search
ENG
04:00 PM
23-02-2021

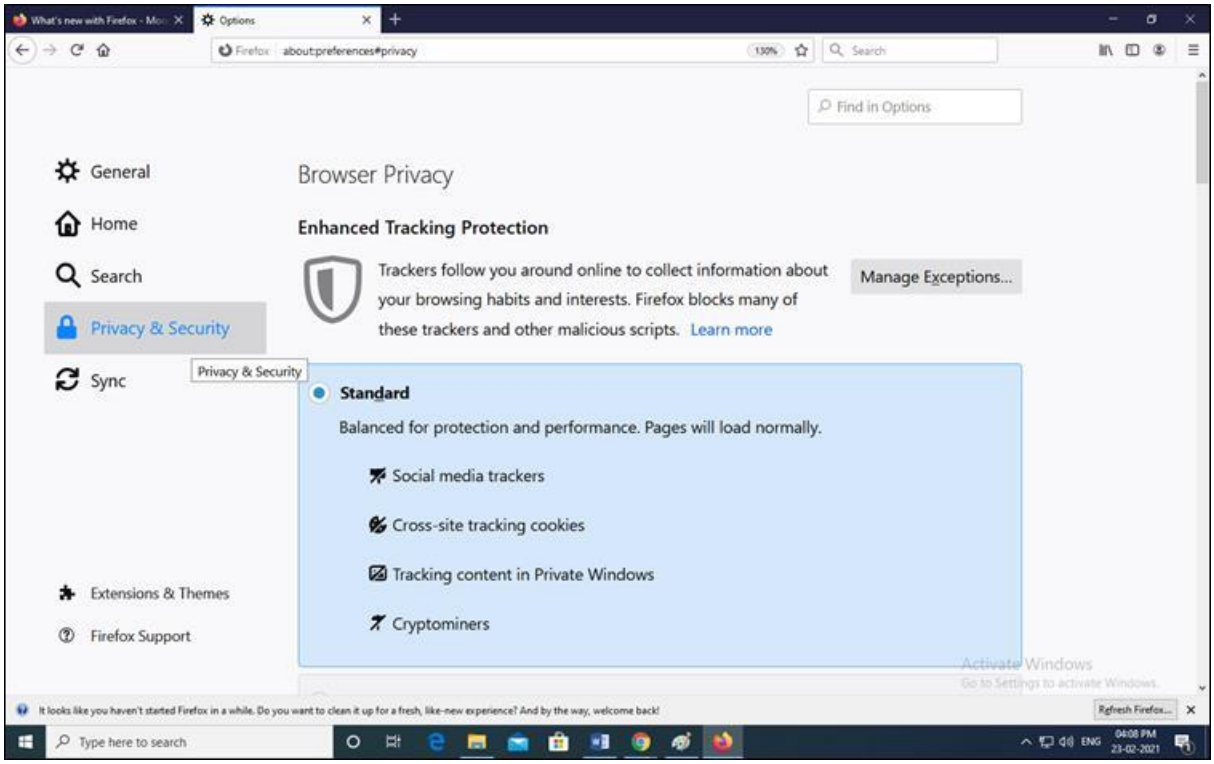
## 2. Mozilla Firefox Browser:

**Step 1: Open Chrome Browser ➔ select Menu at right hand upper corner**



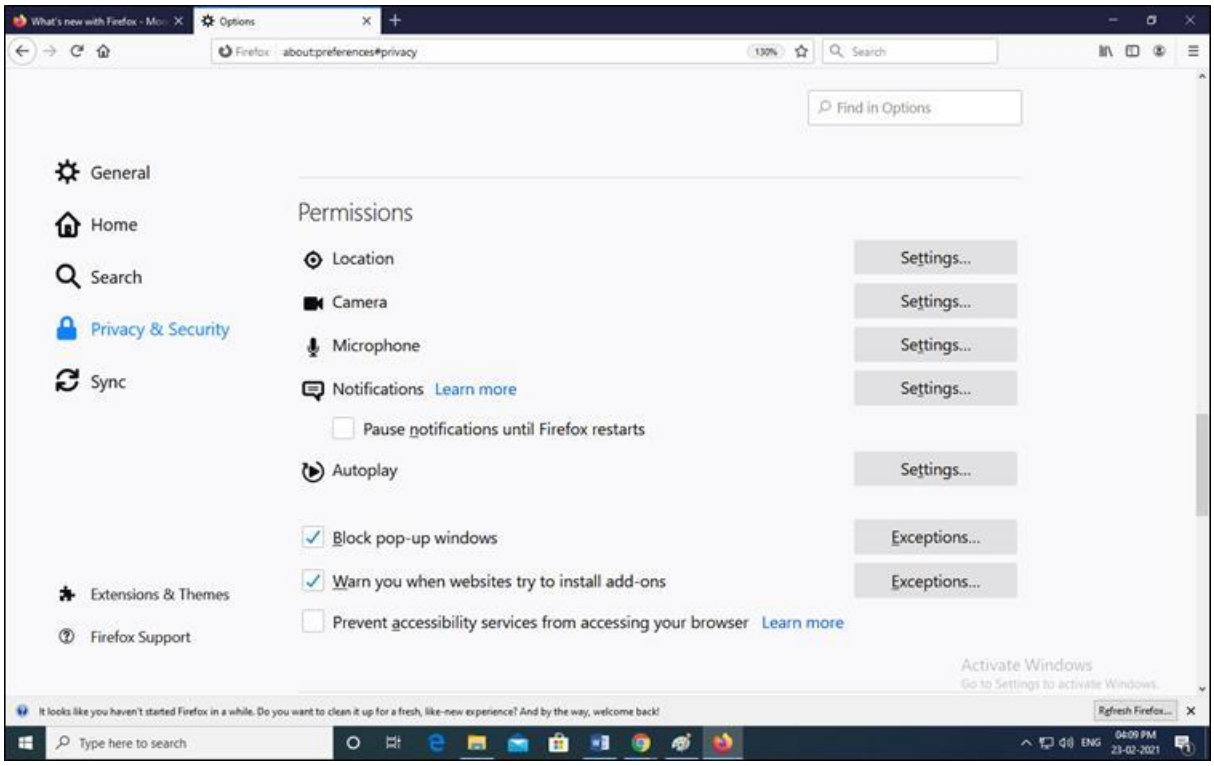

**Step 2: Select "Options" menu ➔ Go To "Privacy and Security"**

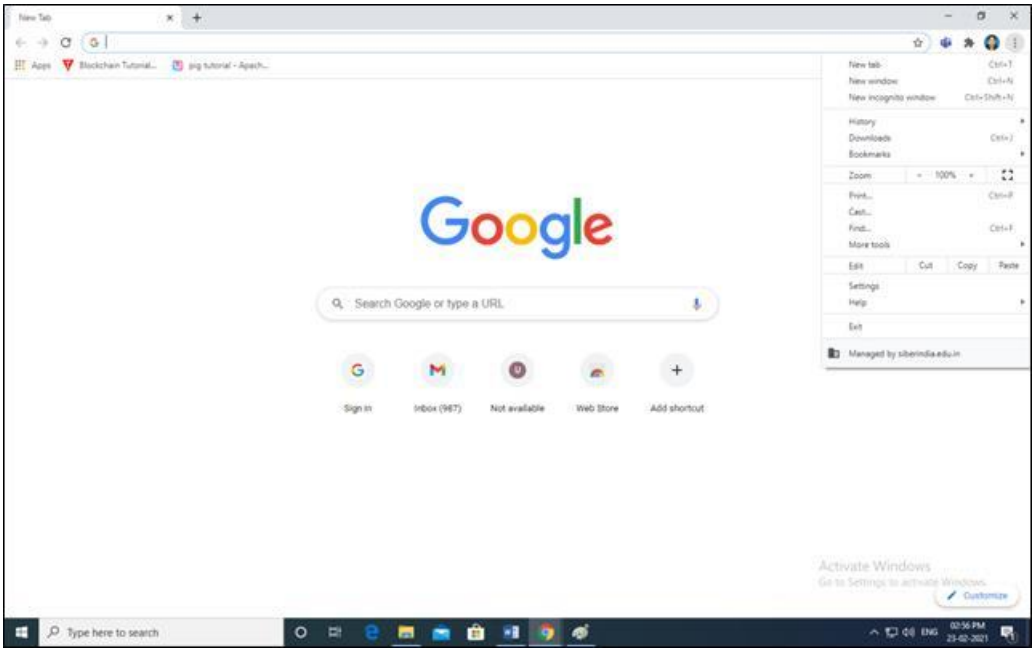





**Step 3: Go to "Permissions" settings**

**Step 4: Uncheck "Block pop-up windows" option**



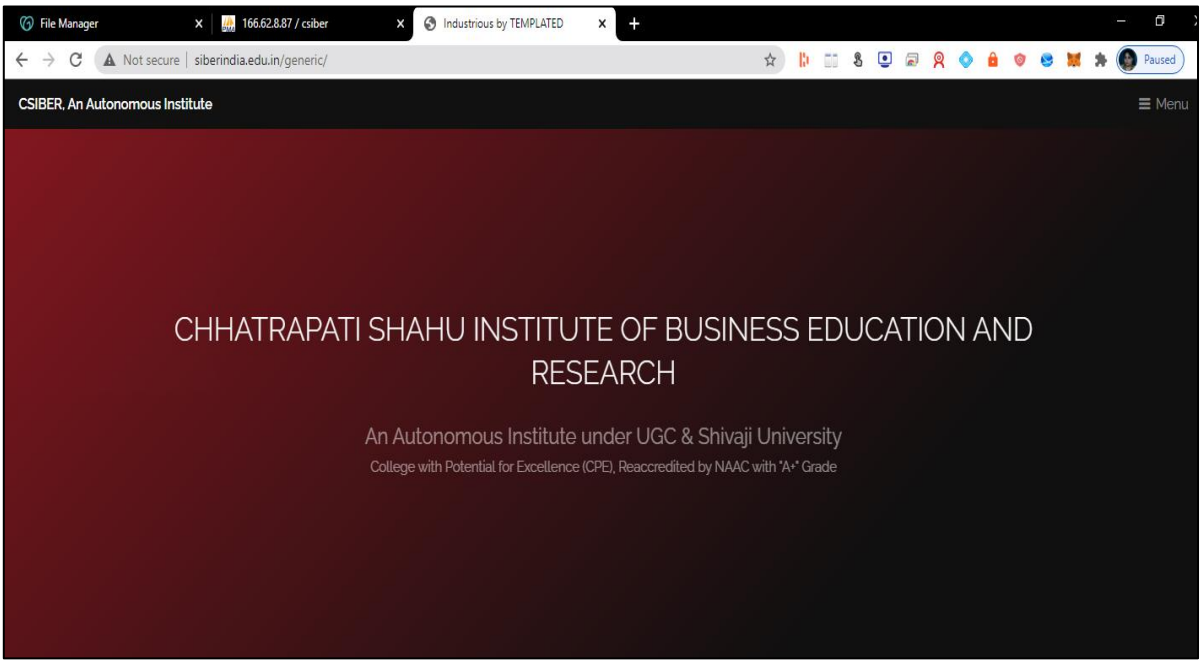



## CSIBER Web Portal for Selection of Generic Elective

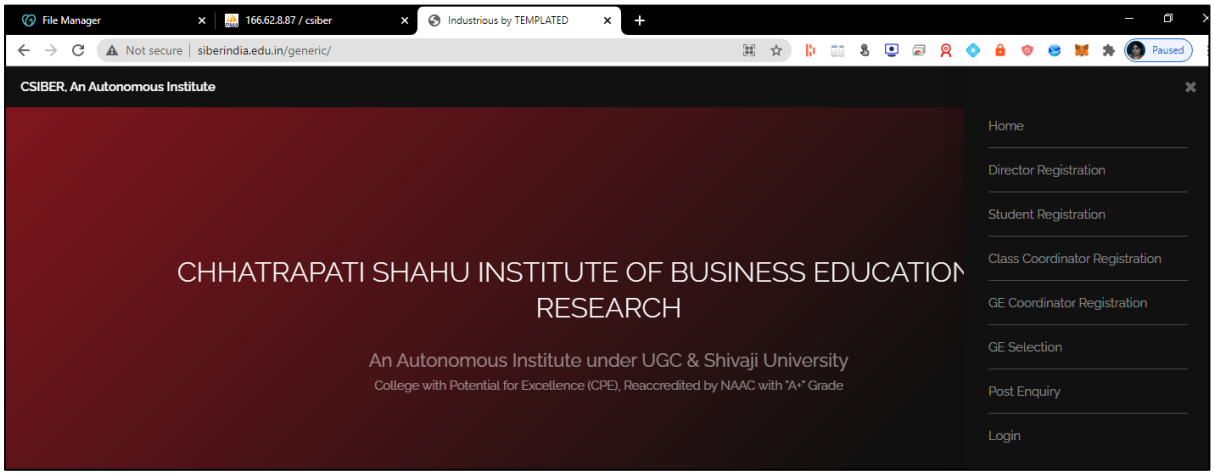
Open any browser and enter the following URL in the address bar of a browser:

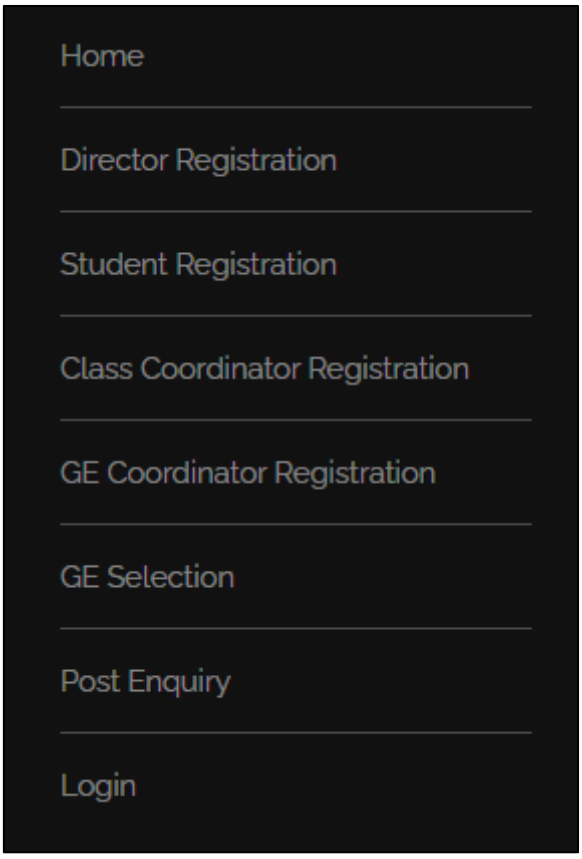
http://www.siberindia.edu.in/generic/

The following home page is displayed:



## GE Web Portal Menu Structure




## Roles

The different roles defined in the system are listed below:

- student
- class_coordinator
- ge_coordinator
- director

## Tasks Performed by Different Roles

## Role Name – student

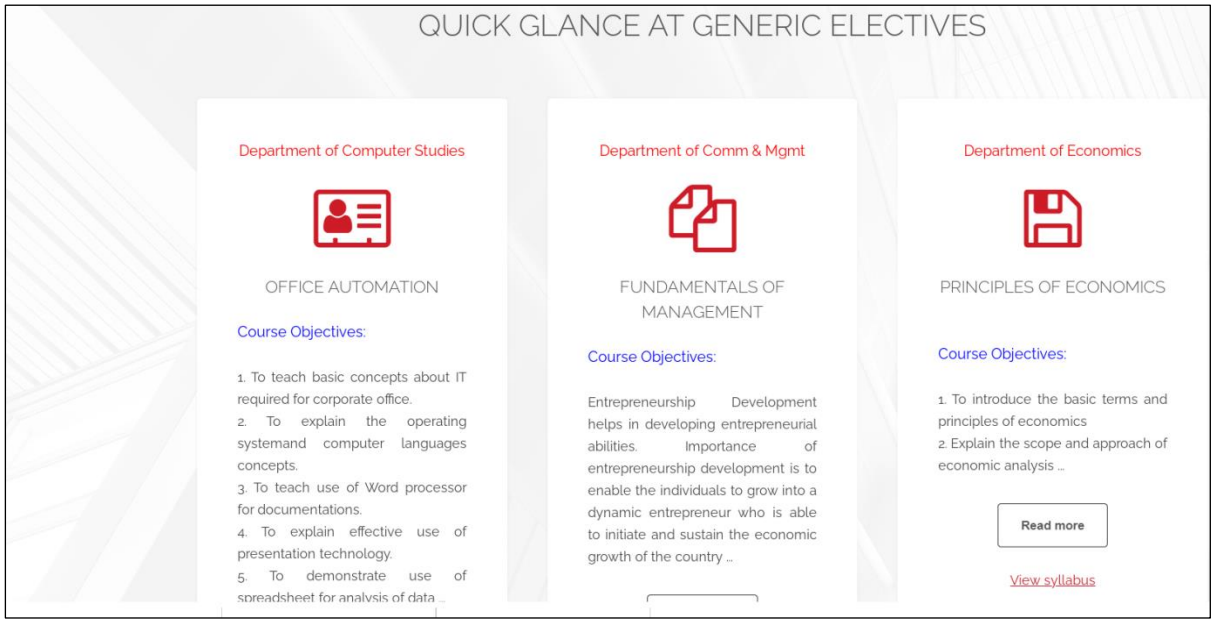
The different tasks permissible to the user in '***student'*** role are listed below:

- Student Registration
- Authentication
- Edit Profile
- Change Password
- Download registration Receipt
- GE subject selection
- View current status of GE selection
- Download GE Allocation Receipt

## Student Module

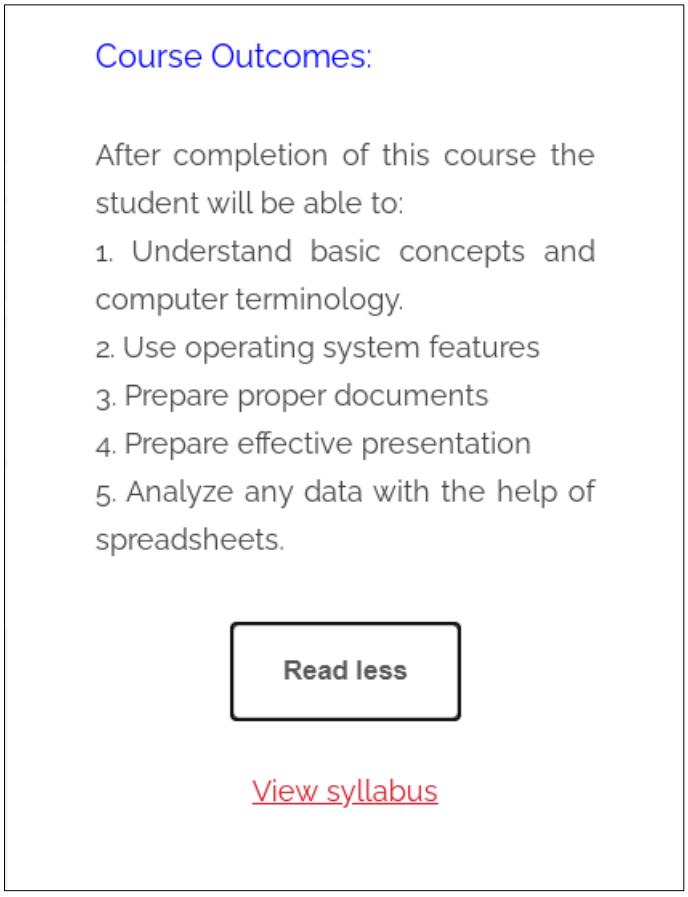
## Pre-registration Procedure

To get information about GE electives offered by different departments in the current year and semester, display wweb portal home page and scroll down to the section shown in the following figure:

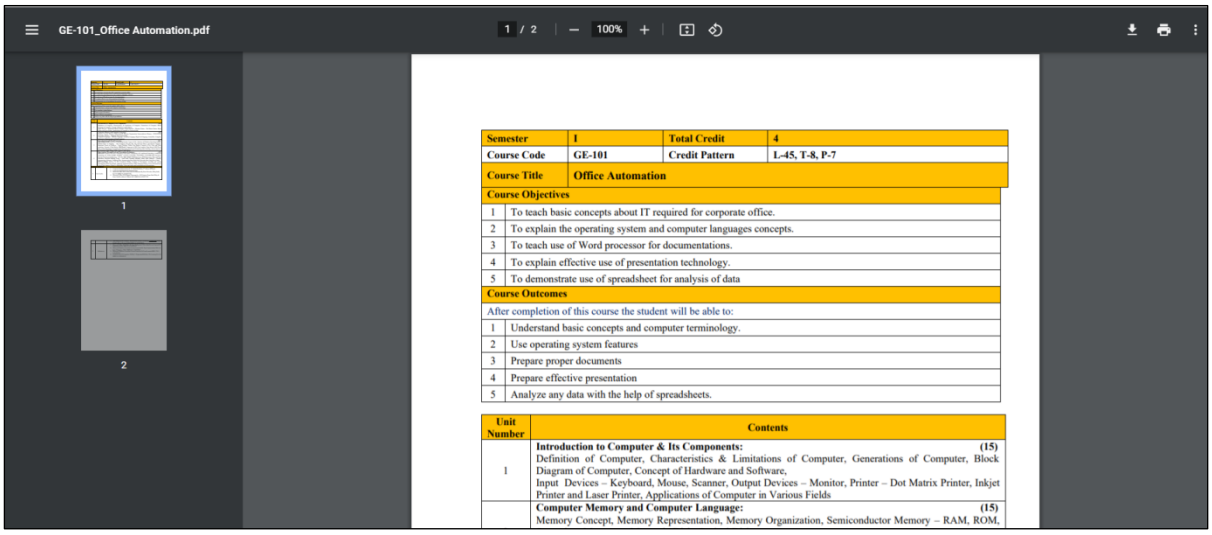


The 5 different departments are listed along with their course objectives.

On clicking '***Read More'*** button, course outcomes are displayed and '***Read More'*** button changes to '***Read Less'*** button. For collapsing the text click on '***Read Less'*** button which reverts back to '***Read More'***.




For viewing the course content, click on 'View sllabus' link. The syllabus is displayed in PDF format as shown in the following figure which can be dowloaded or printed by the student.




| Semester | I | Total Credit | 4 |
|---|---|---|---|
| Course Code | GE-101 | Credit Pattern | L-45, T-8, P-7 |
| Course Title | Office Automation | | |

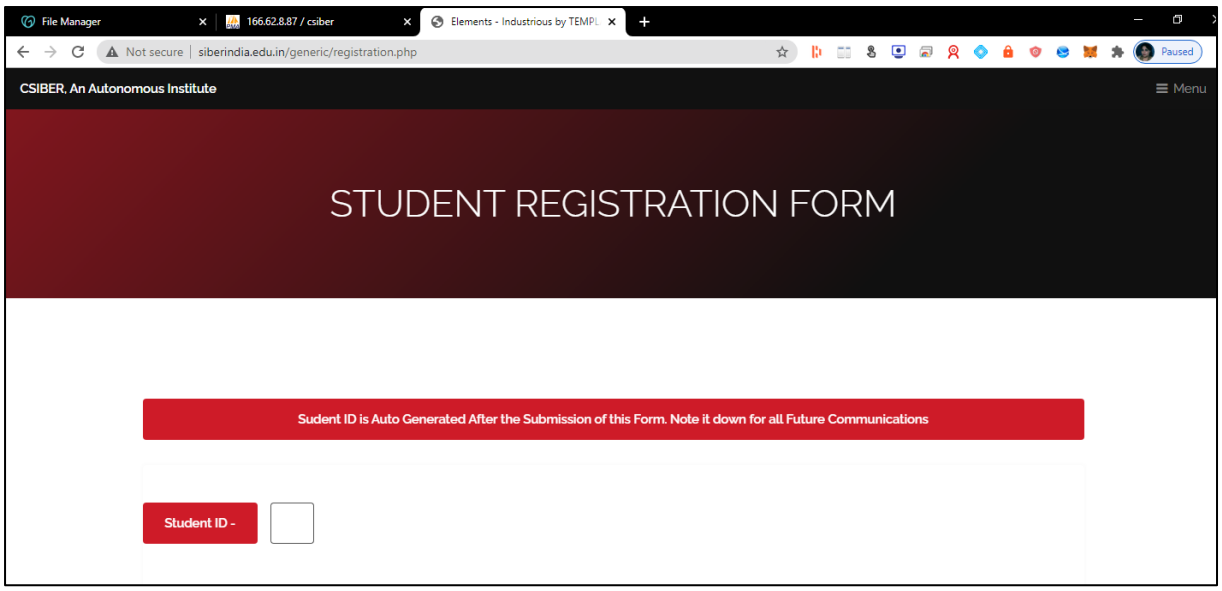
| Course Objectives | |
|---|---|
| 1 | To teach basic concepts about IT required for corporate office. |
| 2 | To explain the operating system and computer languages concepts. |
| 3 | To teach use of Word processor for documentations. |
| 4 | To explain effective use of presentation technology. |
| 5 | To demonstrate use of spreadsheet for analysis of data |

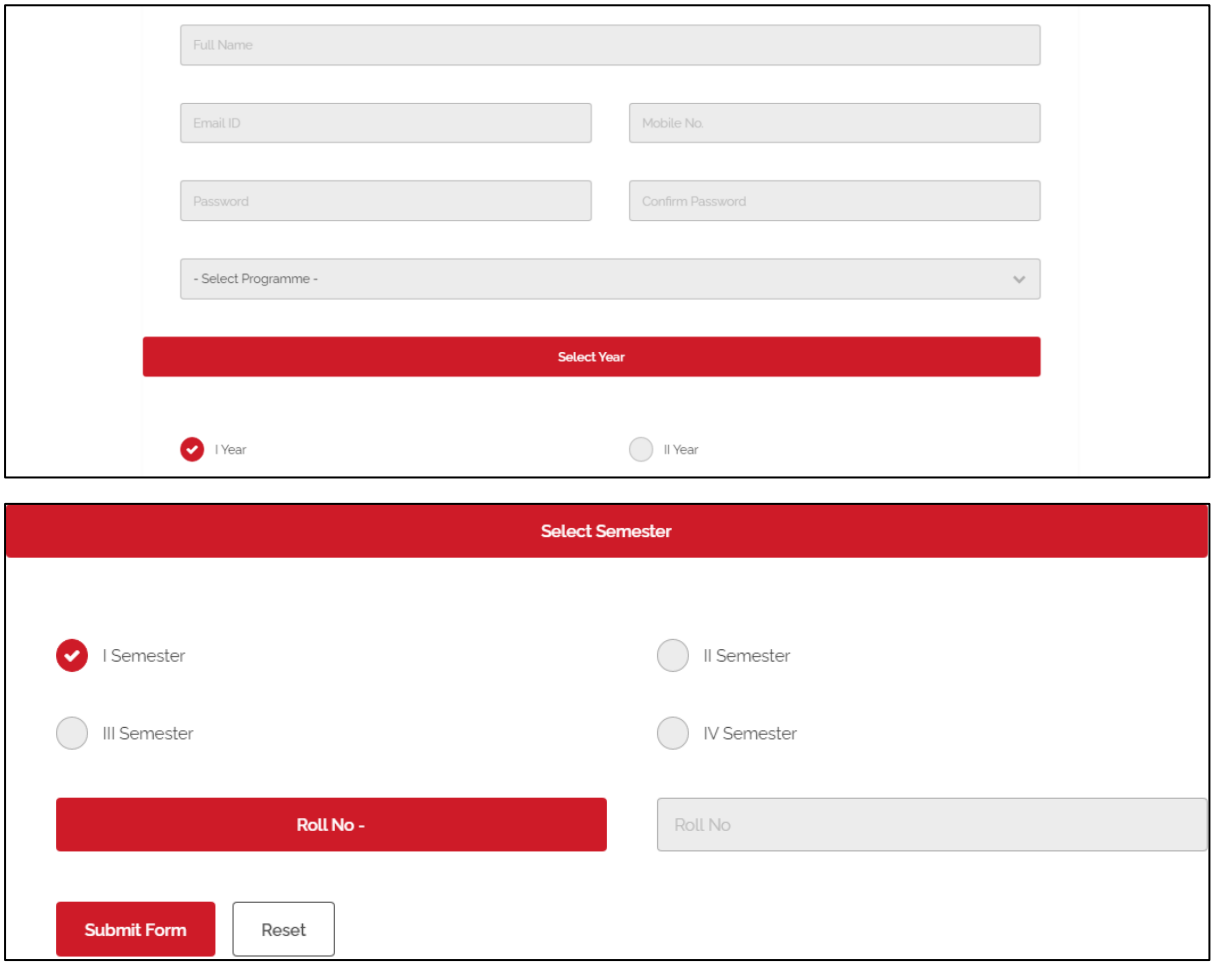
| Course Outcomes | |
|---|---|
| After completion of this course the student will be able to: | |
| 1 | Understand basic concepts and computer terminology. |
| 2 | Use operating system features |
| 3 | Prepare proper documents |
| 4 | Prepare effective presentation |
| 5 | Analyze any data with the help of spreadsheets. |

| Unit Number | Contents |
|---|---|
| 1 | **Introduction to Computer & Its Components:** (15)<br>Definition of Computer, Characteristics & Limitations of Computer, Generations of Computer, Block Diagram of Computer, Concept of Hardware and Software,<br>Input Devices – Keyboard, Mouse, Scanner, Output Devices – Monitor, Printer – Dot Matrix Printer, Inkjet Printer and Laser Printer, Applications of Computer in Various Fields |
| | **Computer Memory and Computer Language:** (15)<br>Memory Concept, Memory Representation, Memory Organization, Semiconductor Memory – RAM, ROM, |

## Task: Student Registration

Select '***Student Registration***' option from main menu. The student registration form is displayed as shown below:






Enter the following details:

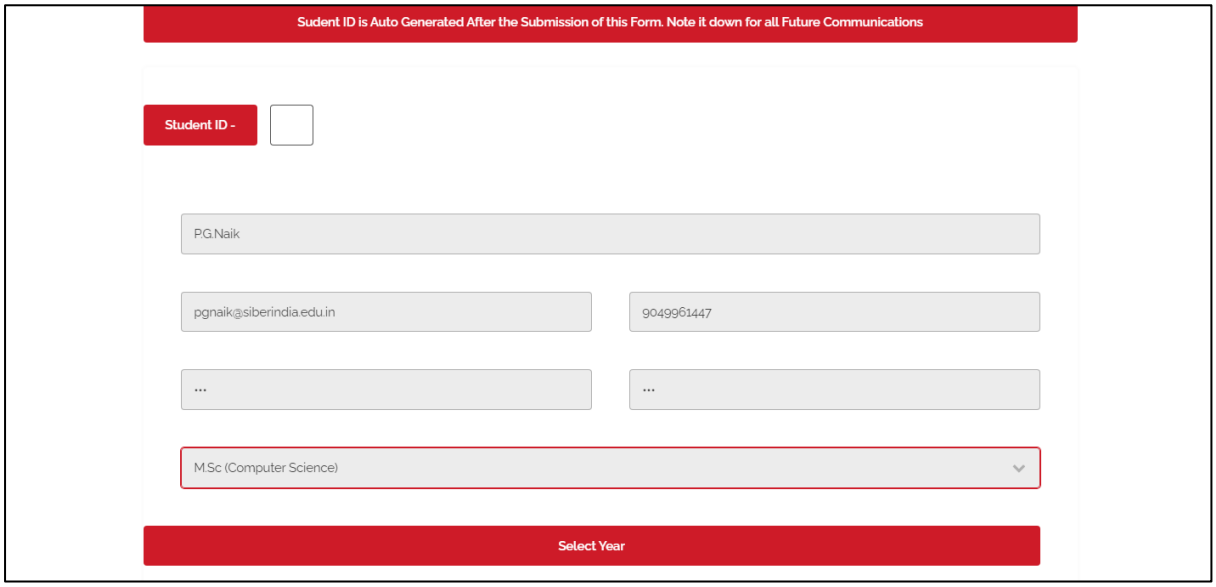
- Full Name
- Email ID
- Mobile No.
- Password
- Year
- Semester
- Roll No

and select the programme name from the drowdown list.

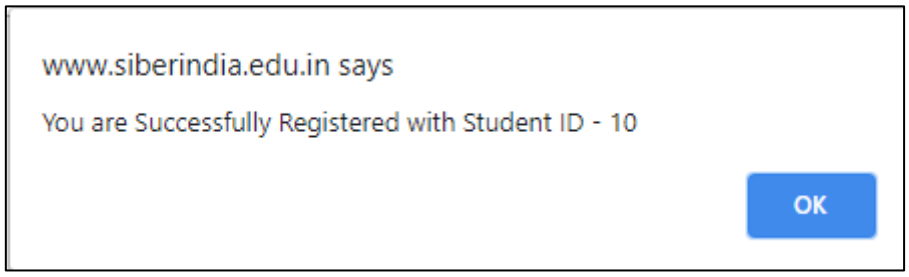
All the above fields are required fields.

On entering the above details click on '***Submit Form'*** button. On successful submission of the form, the unique student ID is auto generated. Note it down for all future communications.

The following figure shows a sample student registration:




On successful registration, the message box is generated which displays the student id generated by the system.

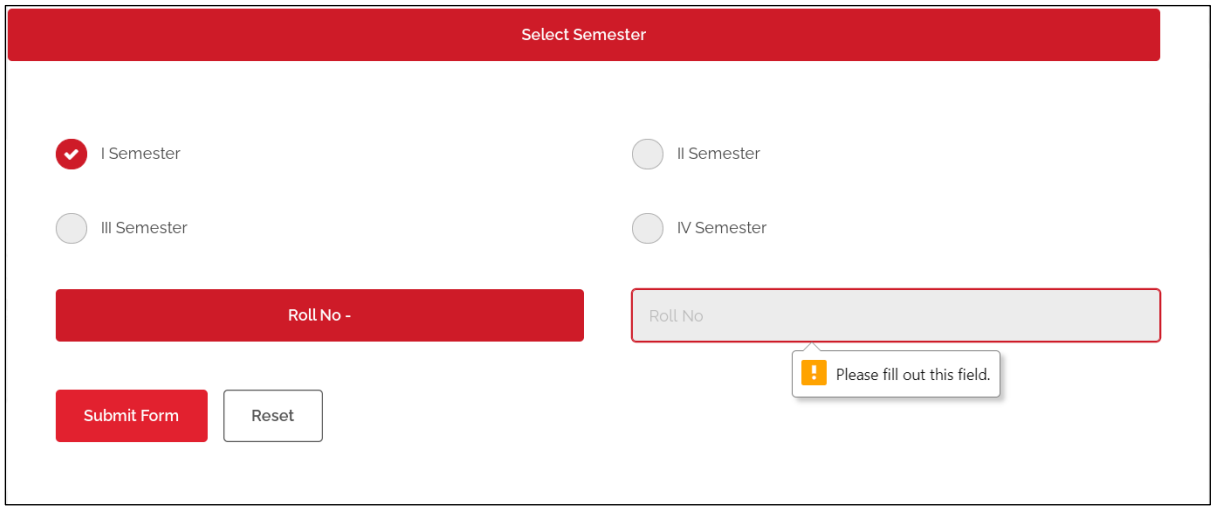



On clicking 'OK' button, the home page is displayed.

## Validation Routines

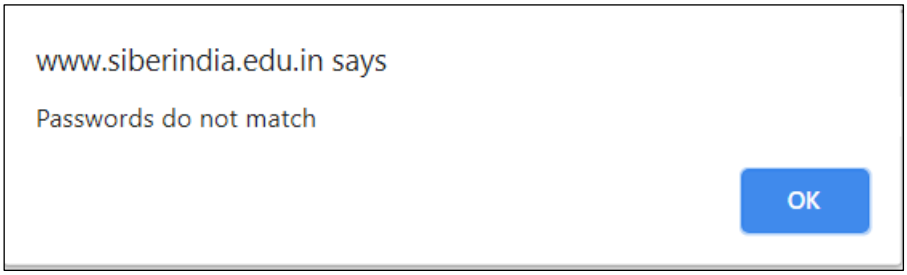
Rule 1: All the fields displayed o student registration form are reqired fields.

If any of the fields are left blank, the error message '***Please fill out this field'*** is displayed as shown in the following figure:

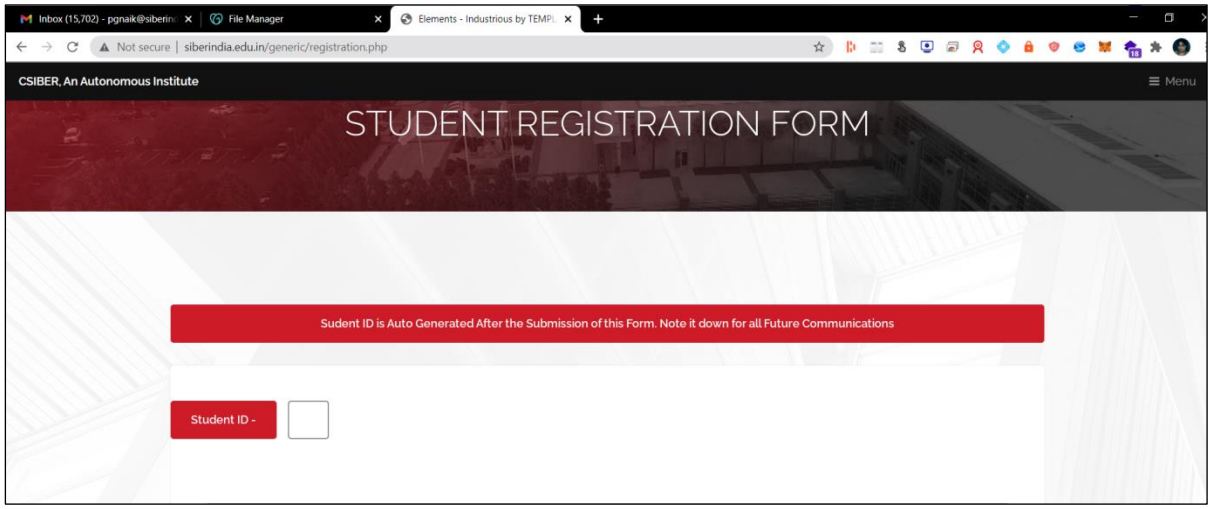



Rule 2: Password and confirm password fields shoud match.

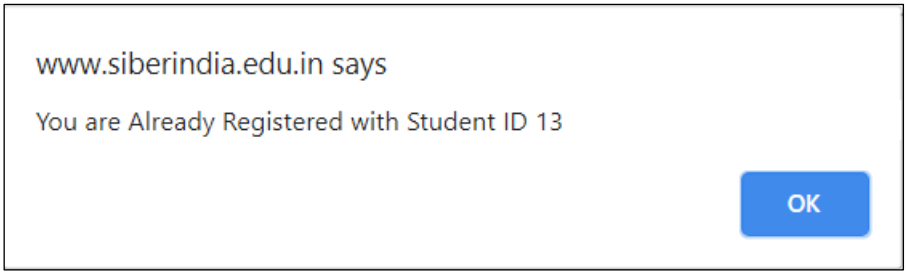
If the password and confirm password fields do not match, then the error message '***Passwords do not match***' is displayed as shown below:




On clicking 'OK' button, the student is returned back to the student registration form and the data entered by the user on the form earlier is preserved as shown in the followinng figure:

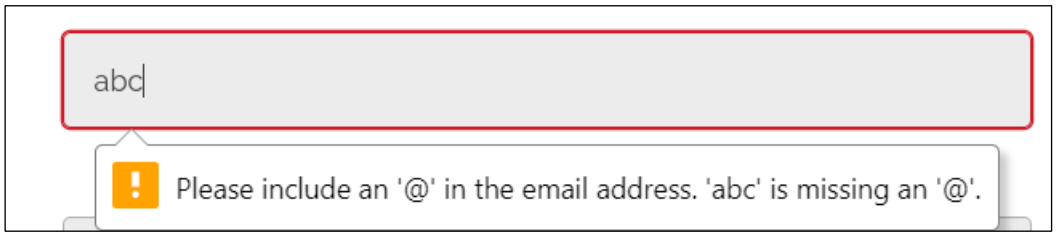


Rule 3: If the programme name and rollno already exist in the database, then the error message, '***You are Already Registered with Student ID …***' is displayed.



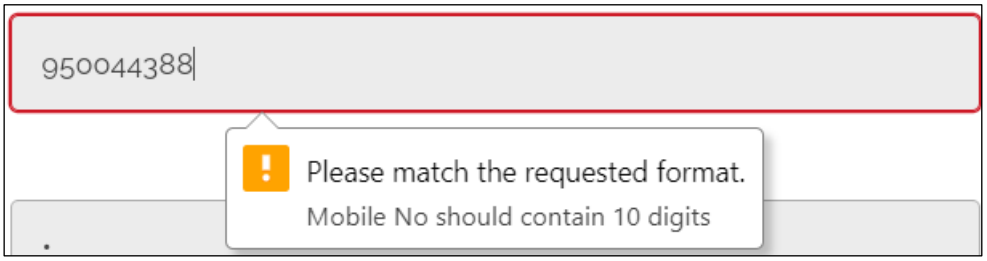

## Rule 4: Email Validation

Email ID entered should be in proper format containing '@' and '.' Characters. If invalid emial ID is entered by the user, then the following error message is displayed:



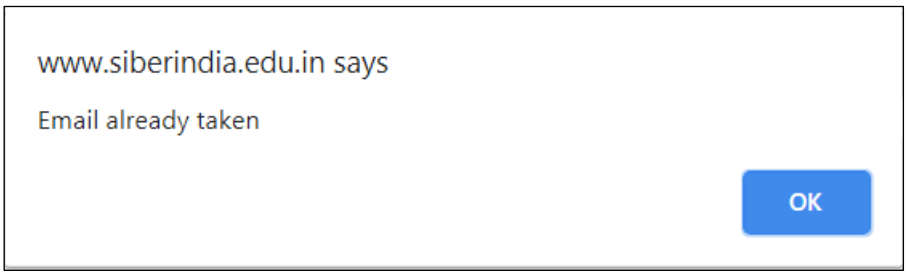

## Rule 5: Mobile Validation

The mobile no entered by the user should contain 10 digits. If invalid mobile is entered by the user, then the error message '***Plase match the requested format'*** is displayed asshown in the folllowing figure:

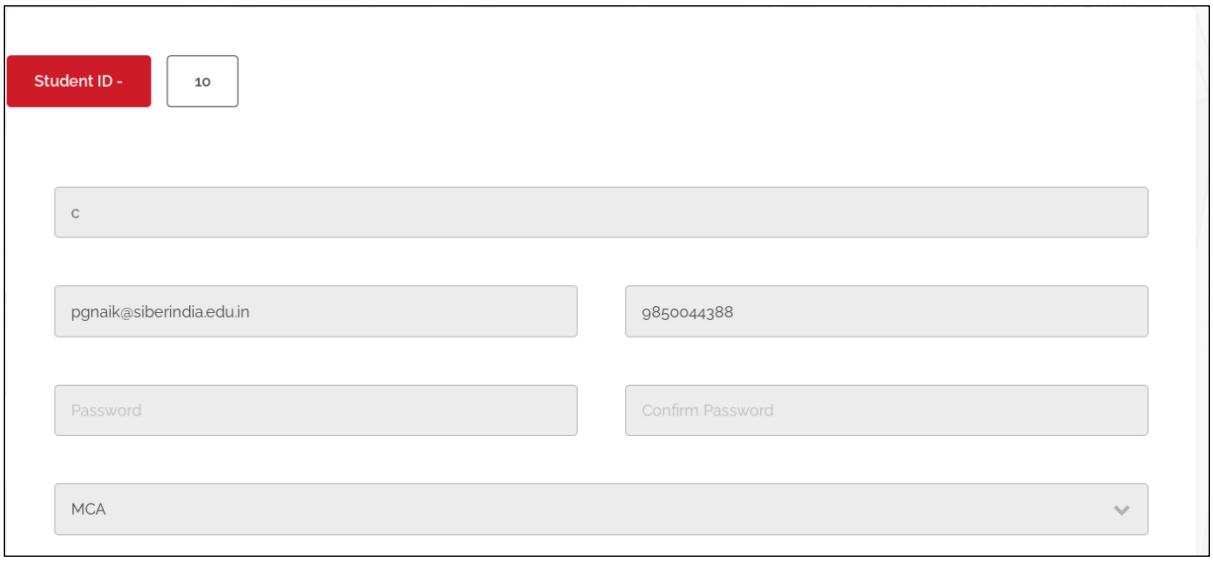



## Rule 6: Duplicate Email Validation

Since email ID of the student is used as a username for authentication with the system, it should be unique and duplicates are not allowed. If the student enters the email ID which already exists in the database, the error message '***Email already taken'*** is displayed.

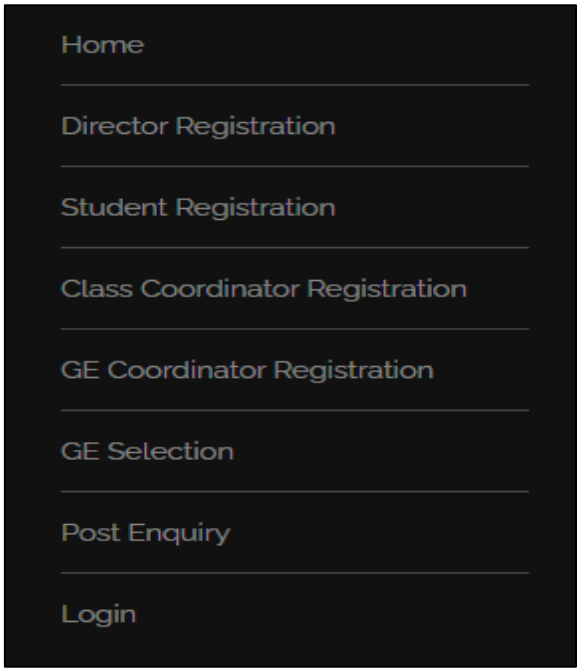



On clicking '***OK'*** button, the student registration form is displayed and the data entered by the user earlier is preserved as shown in the following figure:

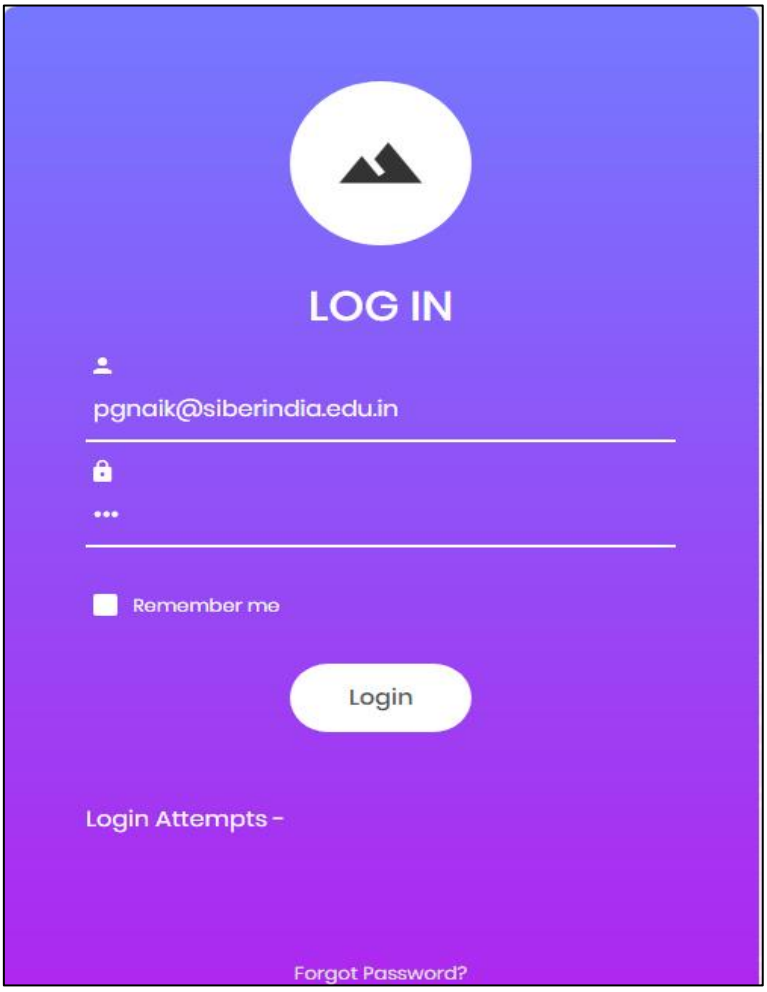



## Task: Student Login

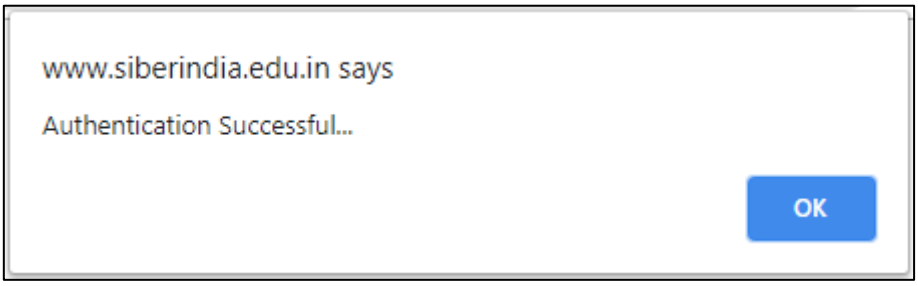
Only after successful registration, the student will be able to login into the system using the password entered by the student during registration process. The web portal main menu is shown below:



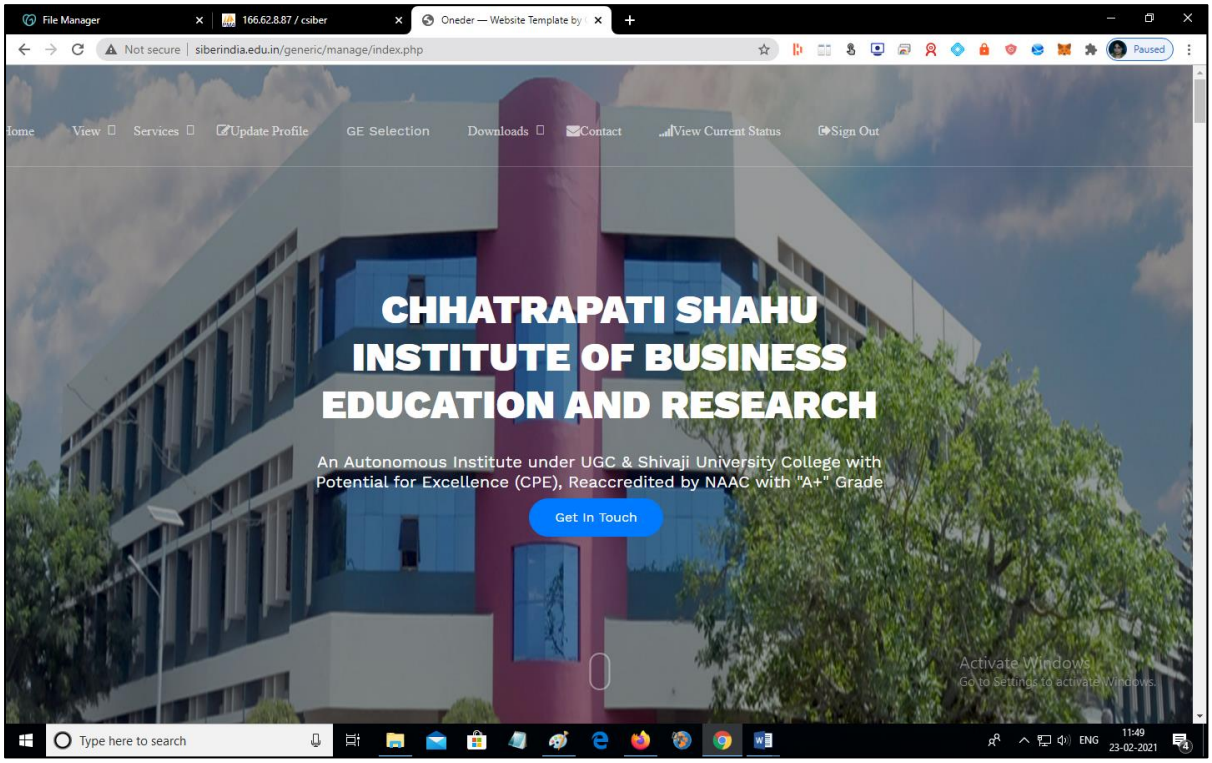

For authentication, select '***Login***' option from main menu. The login dialog is displayed as shown in the following figure:



If the username and password entered are correct '***Authentication Successful…***' message is displayed as shown in the following figure:

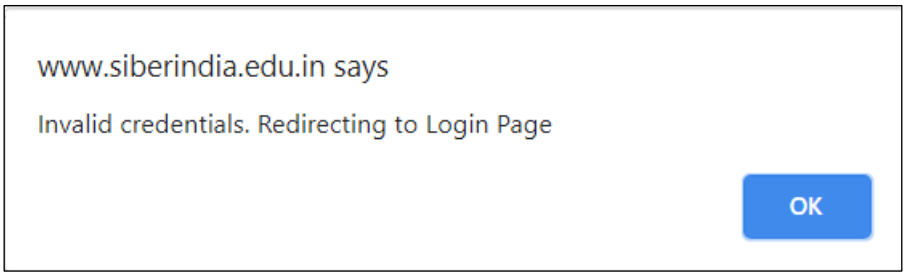



and the student dash board is displayed as shown in the following figure:




## Validation Routine

Rule : If either the username or password is incorrect, the error message '***Invalid credentials. Redirecting to Login Page***' is displayed as shown below:



## Menu Structure for Authenticated Student

The menu structure for the authenticated student is shown in the following figure:

Home

View

- View GE Allocation

Services

- Change Password
- Password Recovery

Update Profile

GE Selection

Downloads

- Download Registration Receipt
- Download GE Allocation Receipt

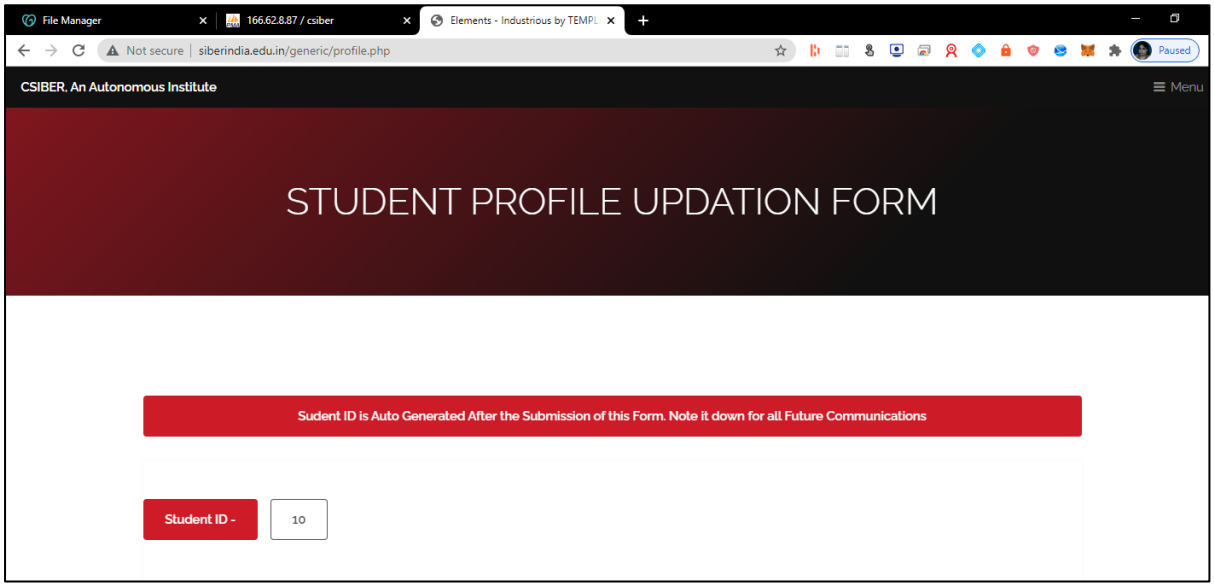
Contact

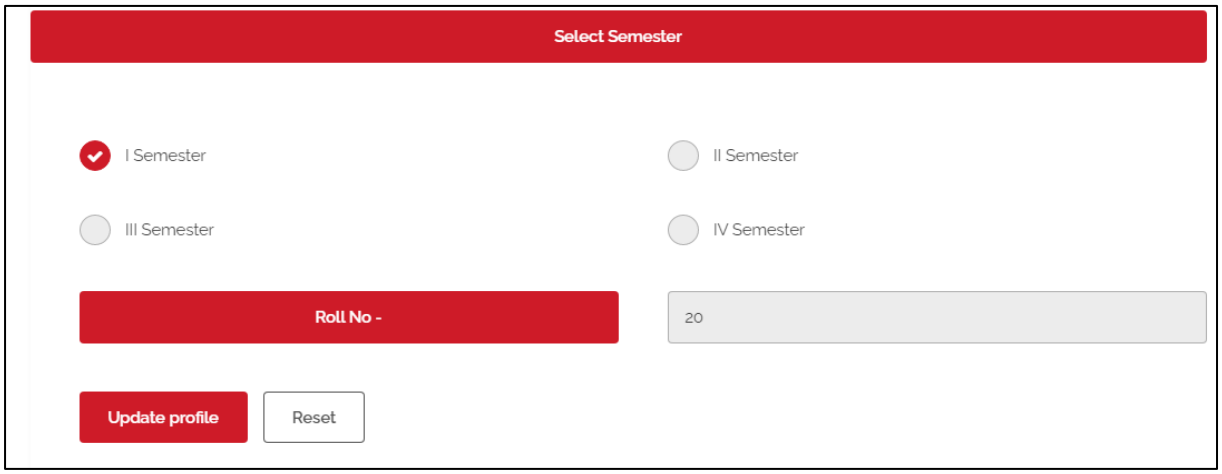
View Current Status

Sign Out

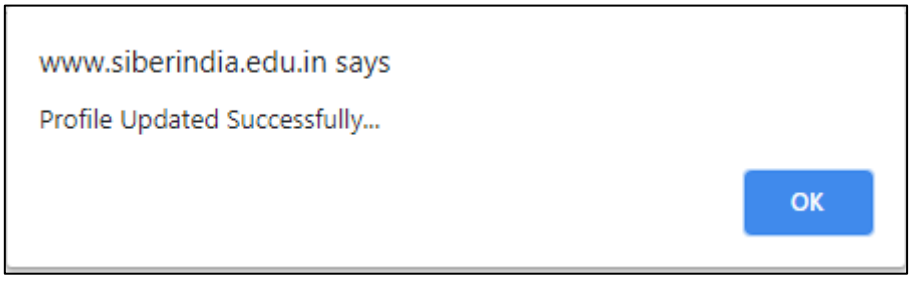
## Task: Updating Student Profile

For modifying the student profile, click on '***Update Profile'*** menu option. Student profile updation form is displayed with all the details entered during registration process as shown below:




Modify data as required and click on '***Update Profle'*** button to permanently save the modifications to database. In the current case rollno is changed from 20 to 21. On successful updation, the message '***Profile Updated Successfully'*** is displayed as shown below:

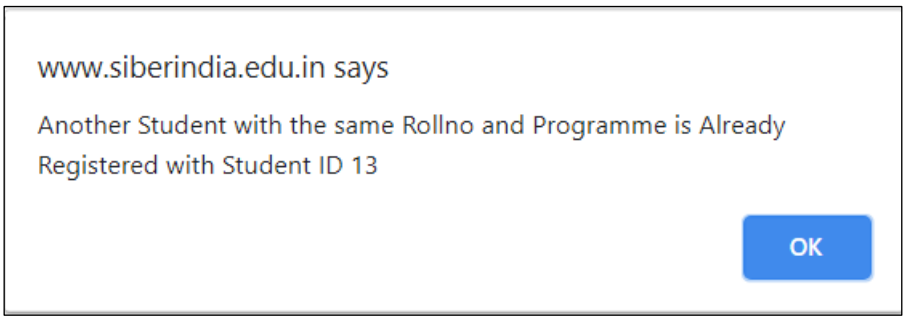



On clicking '***OK***' button, the student dash board is displayed.

## Validation Routine

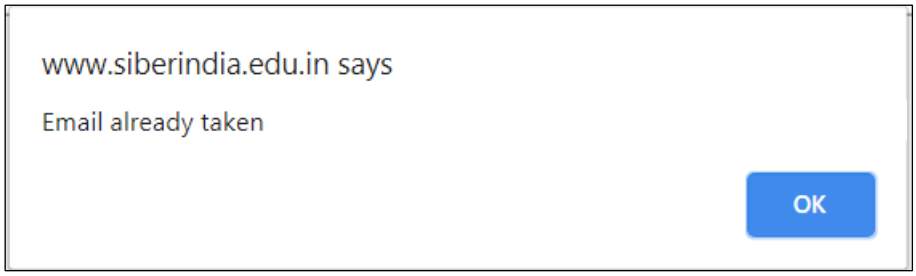
### Rule 1: Rollno is updated to already existing rollno in the same programme.

If the rollno of the student is changed to already existing one in the same programme, then the error message '***Another Student with the same Rollno and Programme is Already Registered with Student ID …***' is displayed as shown below:

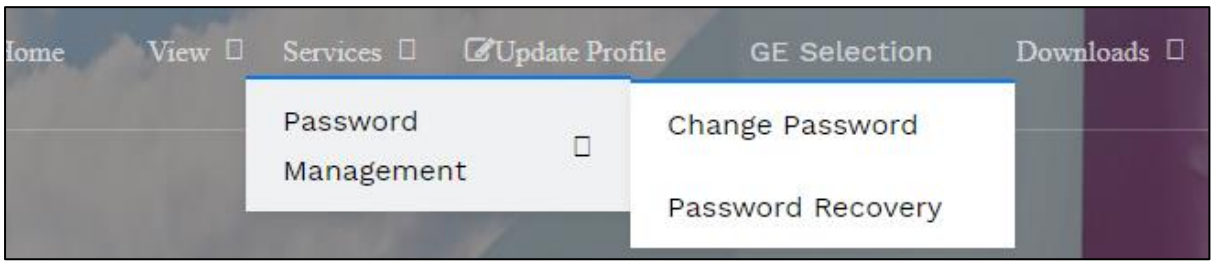



### Rule 2: Email already exists.

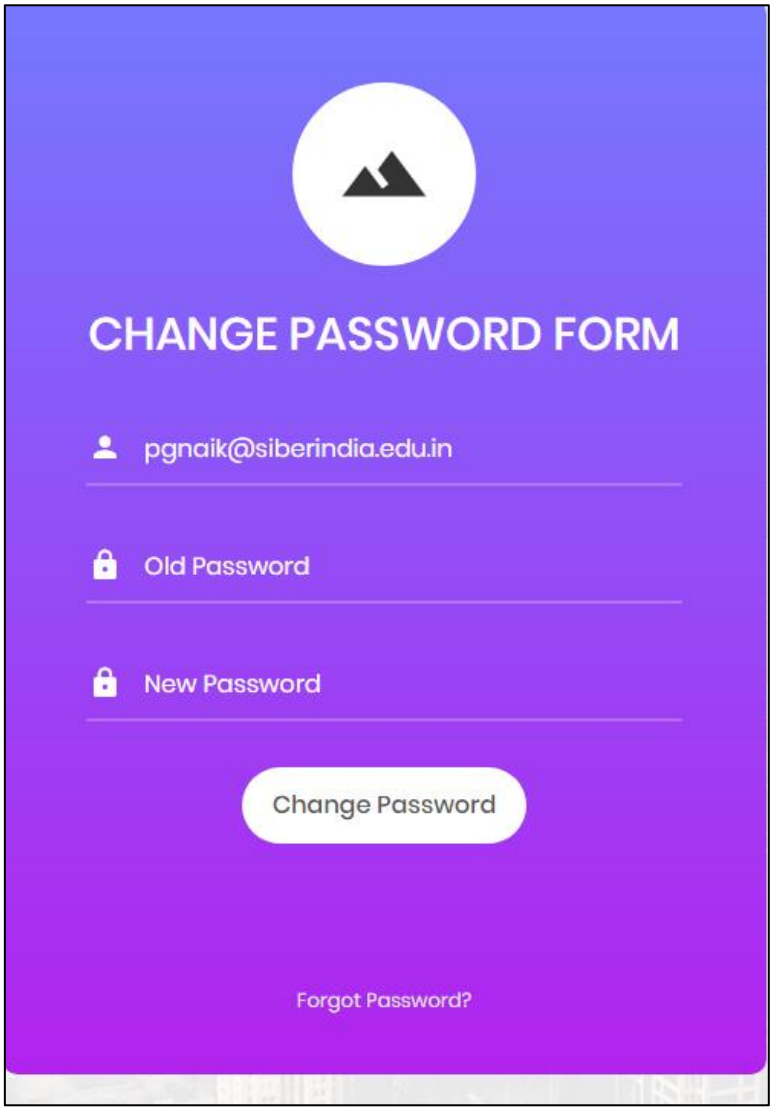
If the user tries to change the email to an already existing email, then the error message '***Email already taken'*** is displayed as shown below:



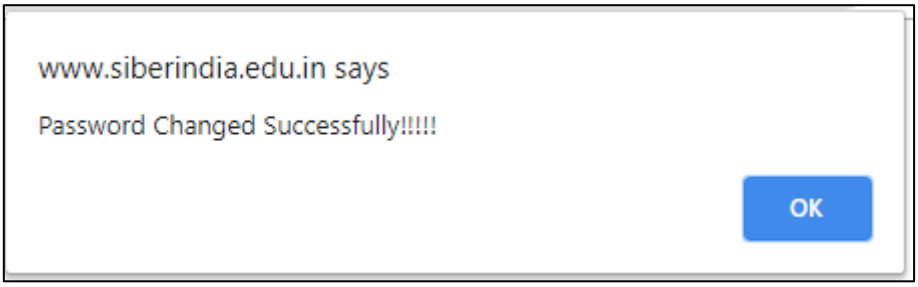

## Task: Change Password




For changing password, select ***Services → Password Management → Change Password*** from the main menu. The '***Change Password Form'*** is displayed as shown below:

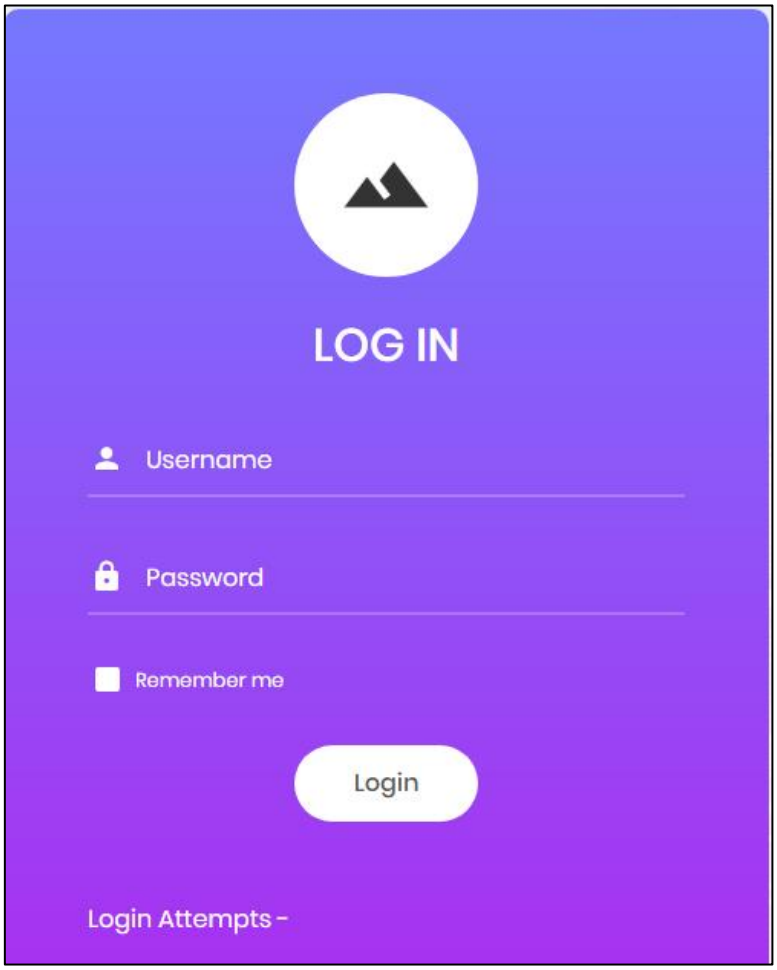



For changing the password, enter old password and new password to which you want to change the password. On successfully changing the password, the message ***'Password Changed Successfully!!!!!***' is displayed as shown in the following figure:




In the current example, the password is changed from '123' to '1234'.

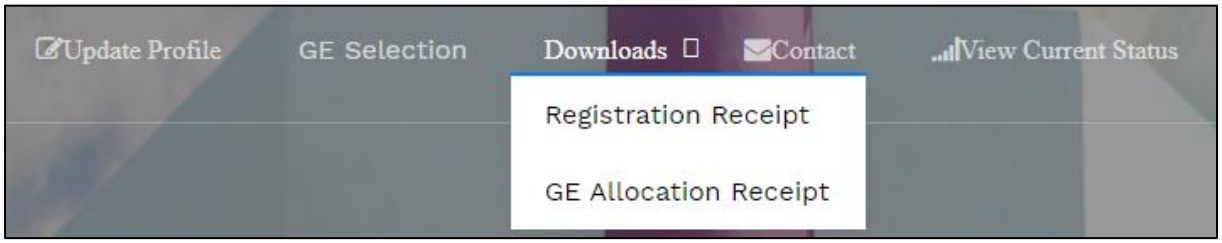
On clicking the '***OK'*** button, the login dialog is displayed to test the password change.




Enter the username and new password for authenticating successfully with the system.

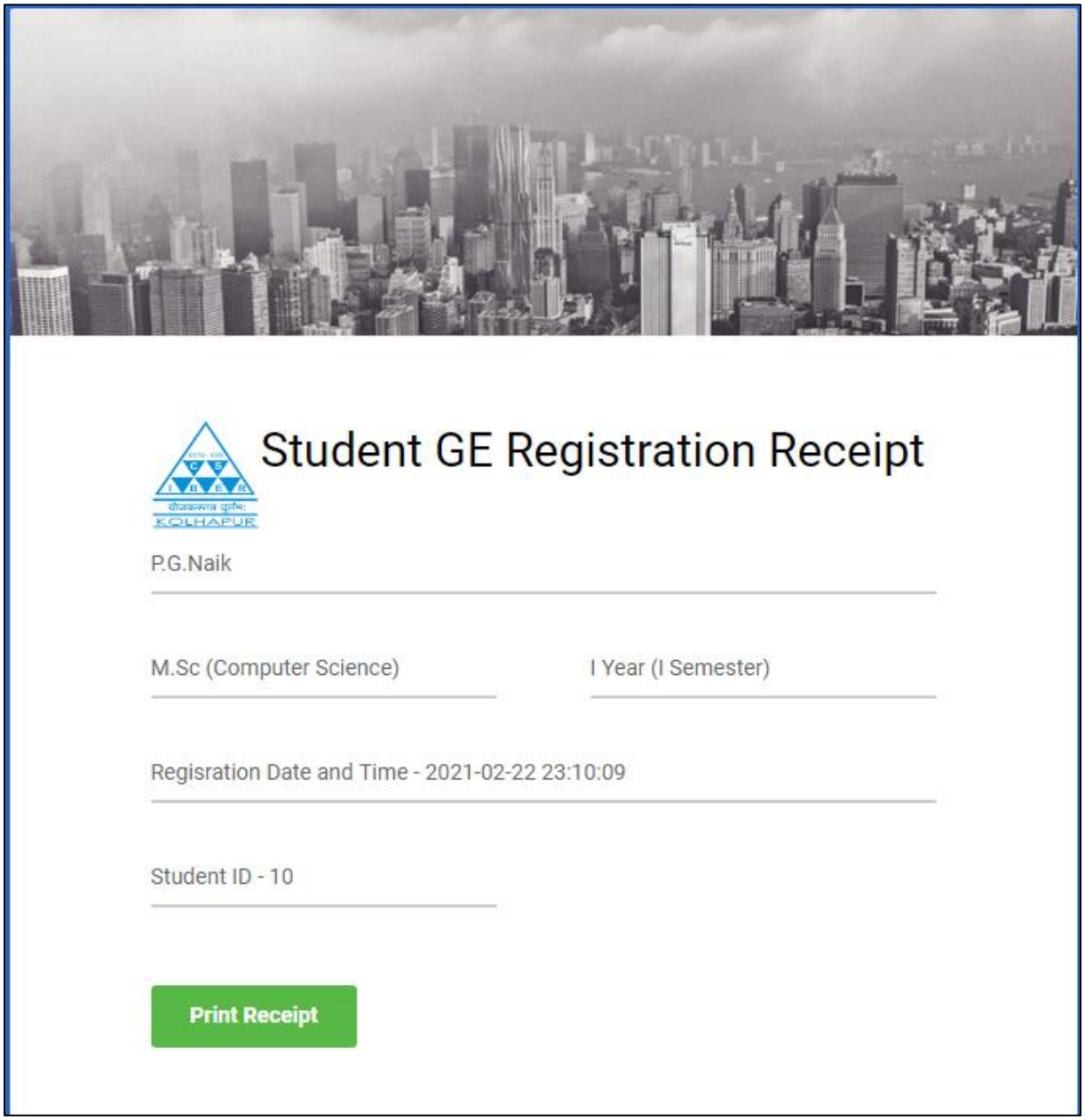
## Task: Downloading Registration Receipt

On successful registration, the student can download the registration receipt.

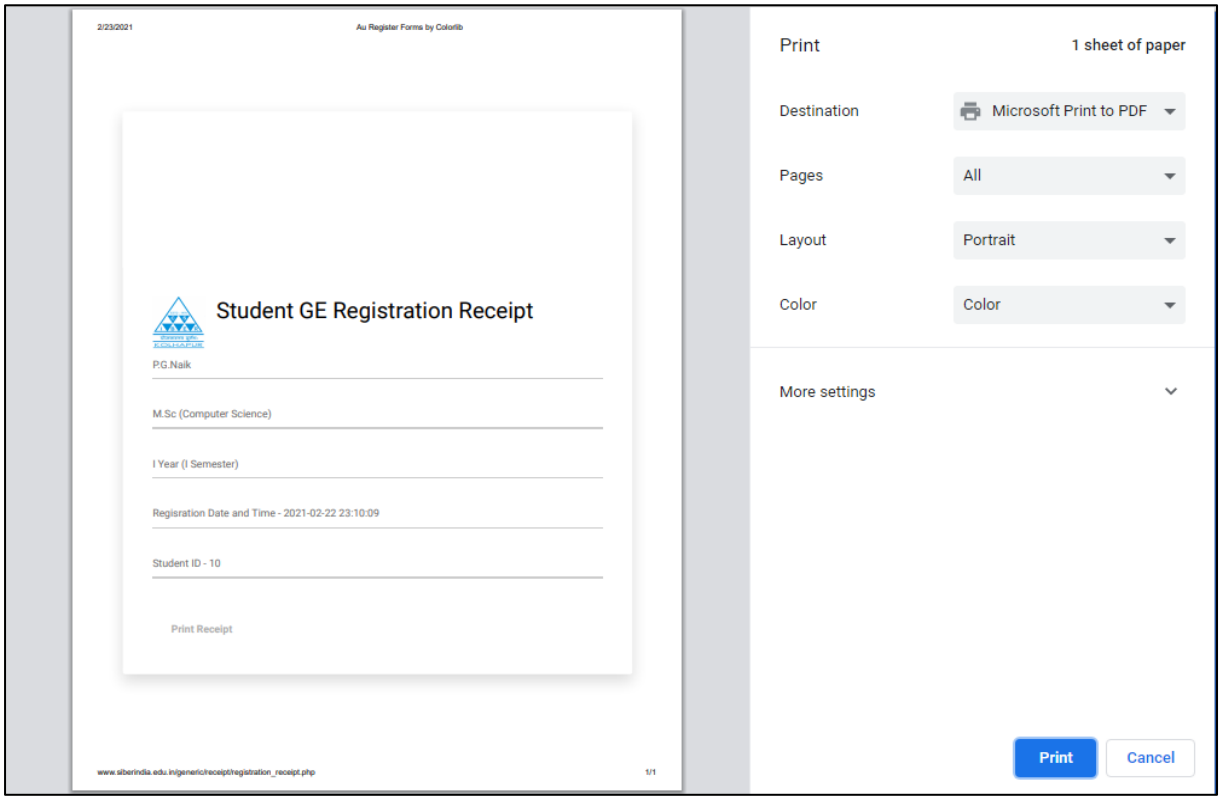


For downloading the registration receipt, select ***Downloads → Registration Receipt*** from main menu of student dash board.

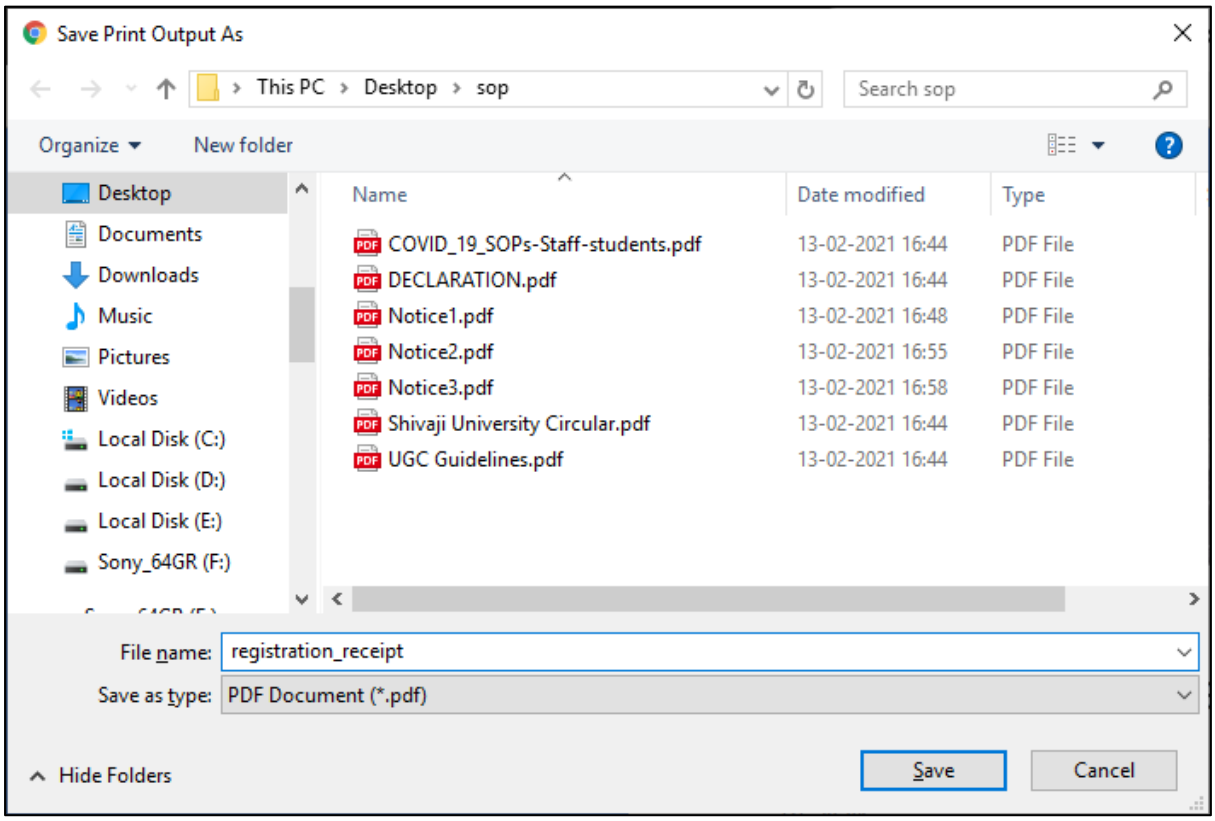
The student registration receipt is generated which contains the date and time of registration along with other details as shown in the following figure:




To print the receipt or download the receipt, click on '***Print Receipt'*** button. The print dialog is displayed as shown below:



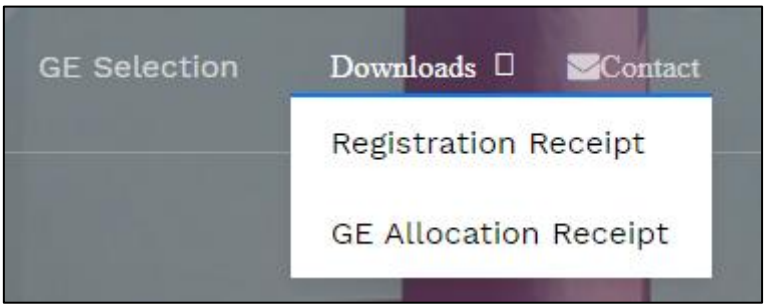

For downloading the receipt in PDF format, in the '***Destination***' dropdown list, select '***Microsoft Print to PDF'*** option and click on '***Print'*** button.



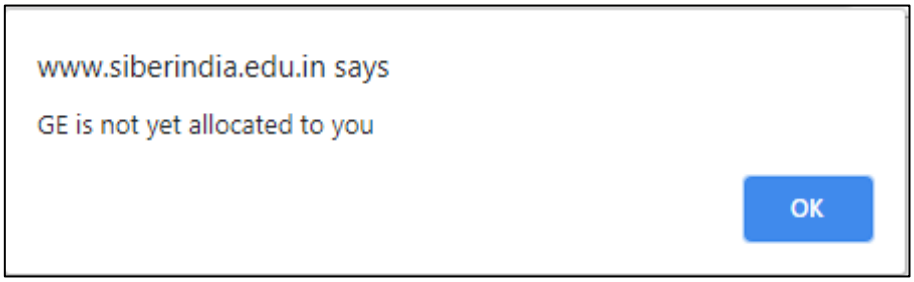
Enter the meaningful name for the file and select the location where you want to save the file and click on '***Save'*** button.

Click on the SIBER logo to return to the student dash board.

The '***Downloads'*** menu also contains an option for downloading '***GE Allocation Receipt'*** which is not currently available to the student and becomes available only after selecting the GE subject.




To test, select the menu option ***Downloads → GE Allocation Receipt.*** The message '***GE is not yet allocated to you***' is displayed as shown below:

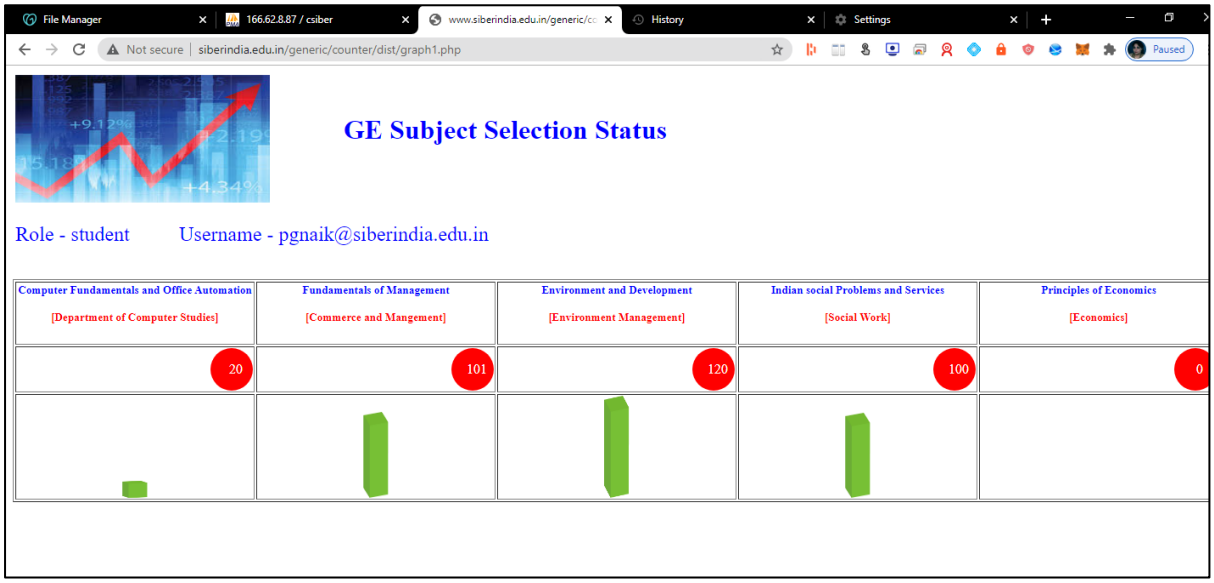



Click on '***OK***' button to return to the student dash board.

## Task: Viewing Current GE Selection Status

After the GE selection process commences, the student can check the availability of GE subject. Currently, the quota for each subject is fixed at 120.

To view the current GE selection status, select '***View Current Status'*** menu option from the main menu. The following page is displayed which reveals the current count of GE subject selection in a graphical format.




Click on the image to return to student dash board.

## Task: GE Selection

There are two interfaces for GE selection:

- Desktop interface from student dashboard.
- Mobile interface from web portal home page.

With both selections the student needs to authenticate himself with the system using the username and password. The username is the Email ID of the student and password is selected by the user at the time of registation process.

The workflow in both the interfaces differs slightly:

For selecting GE subject from desktop interface, the steps are listed below:

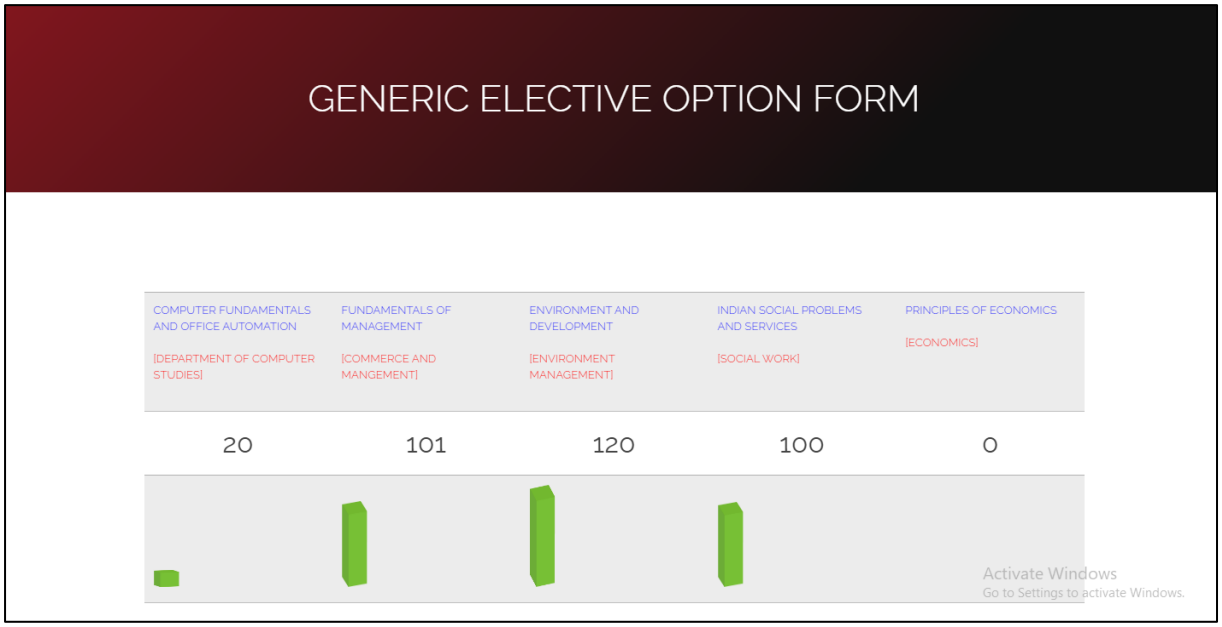
- Select '***Login'*** option from the main menu of web portal.
- On successful login, the student dashboard is displayed.
- Select '***GE Selection'*** option from main menu.
- The GE selection page is displayed.

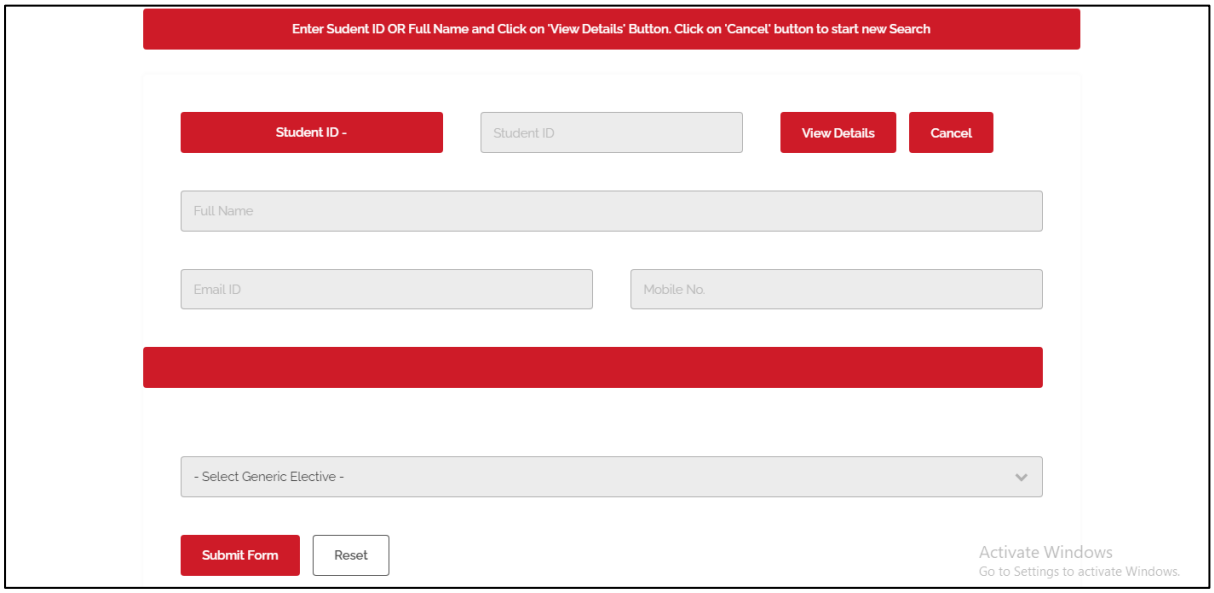
For selecting GE subject from mobile interface, the steps are listed below:

- Select '***GE Selection'*** option from main menu of web portal.
- On successful login, the GE selection page is displayed. (The student dash board is not displayed).

For using the desktop interface, select ‘GE Selection’ option from main menu.

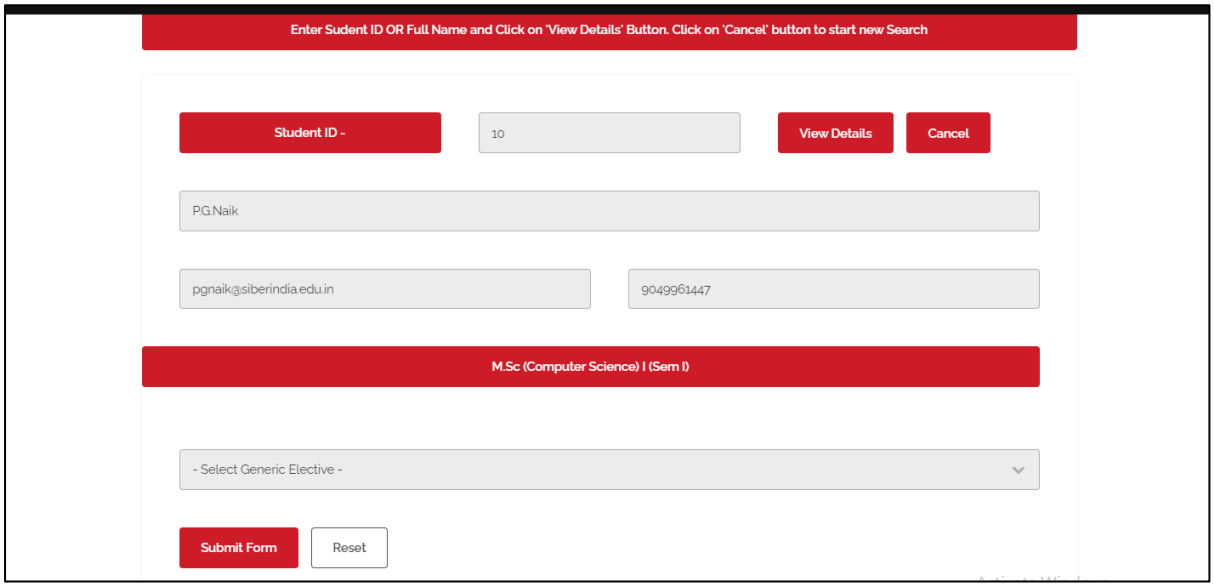
The following page is displayed:



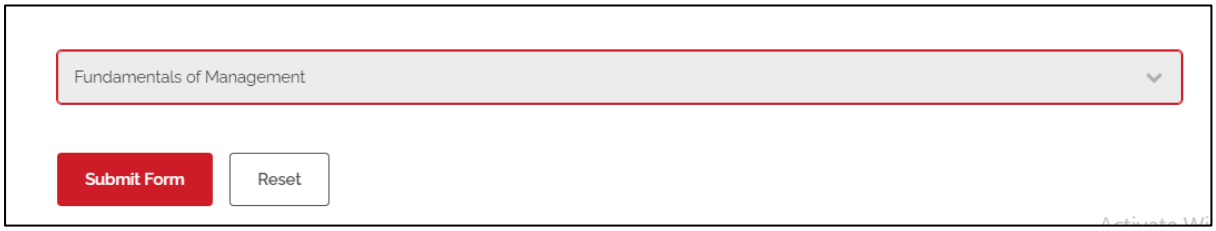




Enter the student id generated during student registration and click on ‘***View Details’*** button.

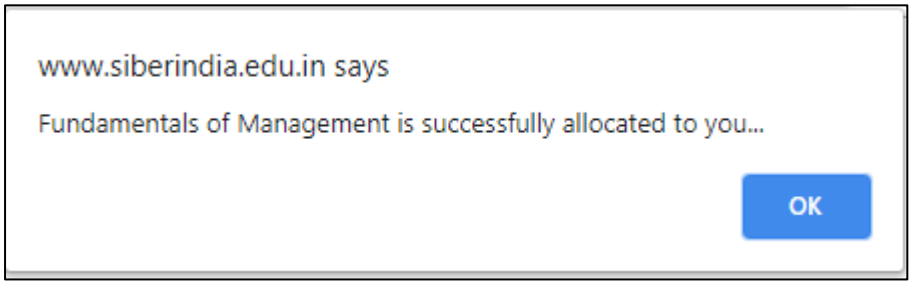
Verify the details displayed.




On confirming the displayed information, select the generic elective from the drop down list and click on '***Submit Form'*** button. In the current example '***Fundamentals of Management'*** is selected.

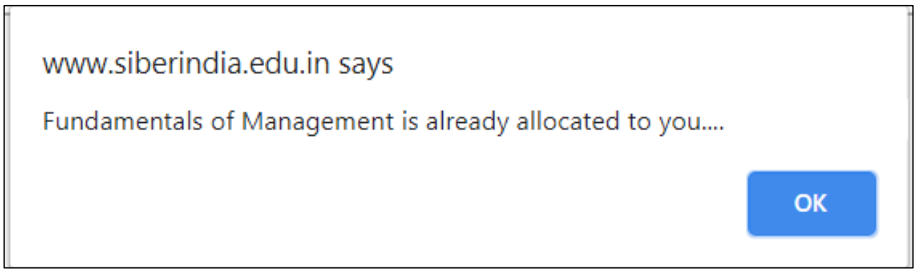



On successful allocation of the subject, the message '***Fundamentals of Management is successfully allocated to you…'*** is displayed.



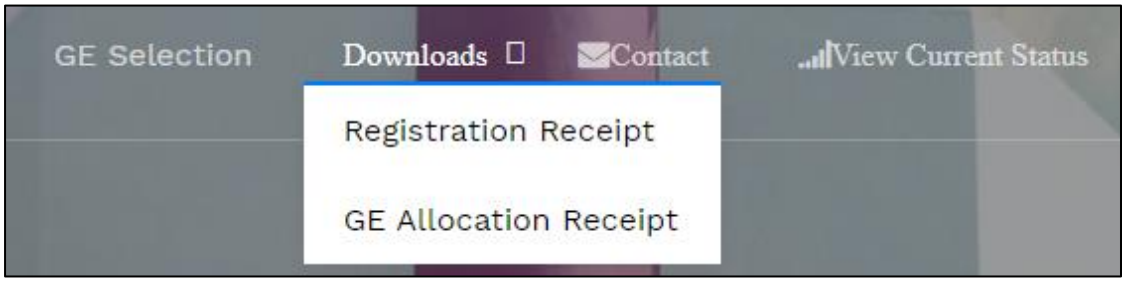

Click on 'OK' button to return to student dashboard.

The GE subject once selected by the user cannot be changed. If the student with the id equal to 10, tries to select another GE subject, the error message '***Fundamentals of Management is already alocated to you…***' is displayed as shown below:




## Task: Downloading GE Selection Receipt

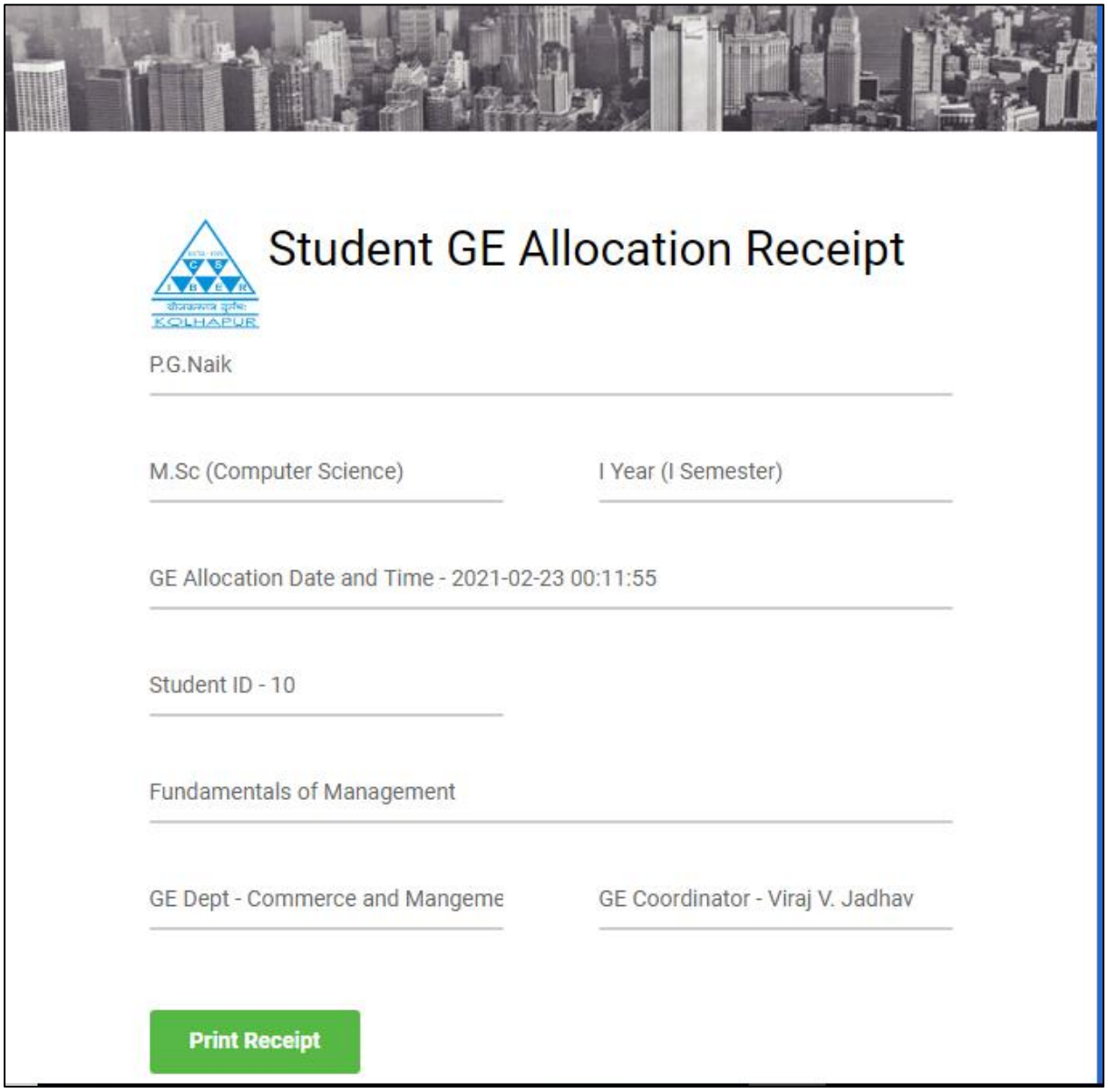
For downloading the GE selection receipt, select ***Downloads → GE Allocation Receipt*** from the main menu of student dashboard.



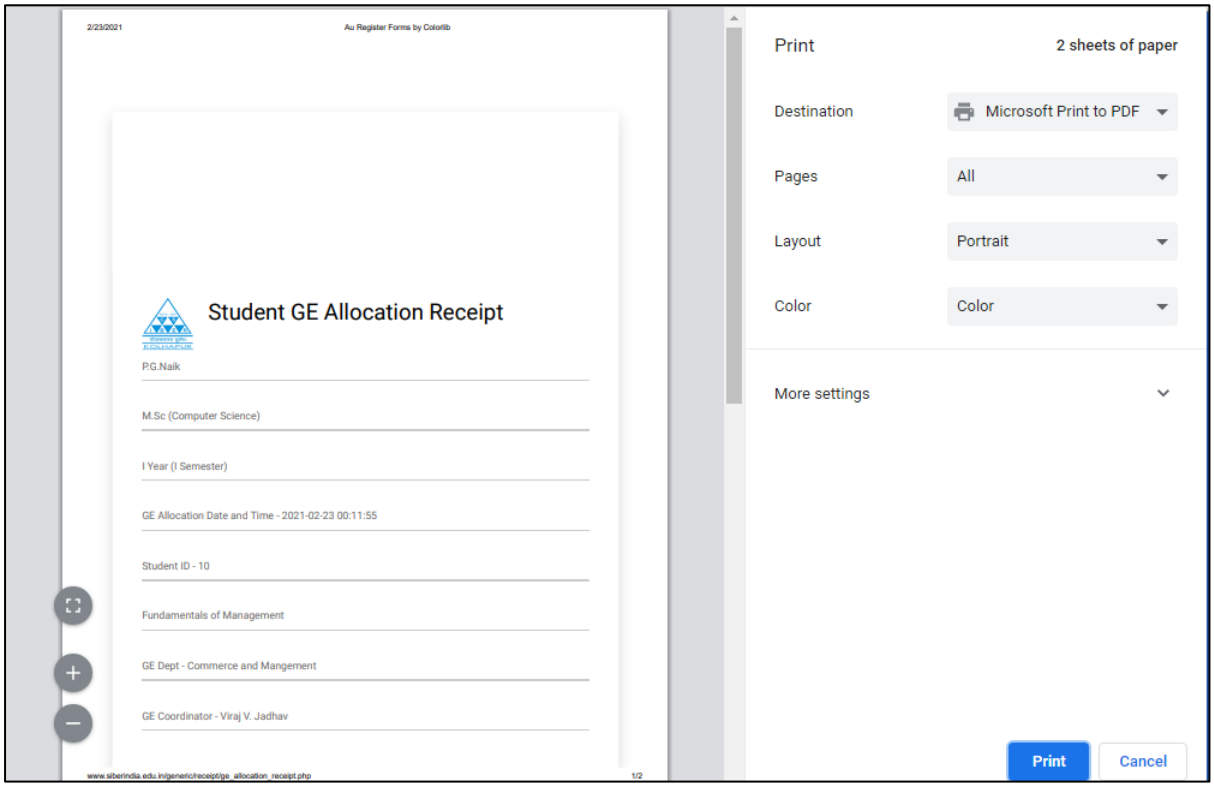

The GE allocation receipt is generated as shown in the following figure:

For downloading the GE allocation receipt, select ***Downloads → Registration Receipt*** from main menu of student dash board.

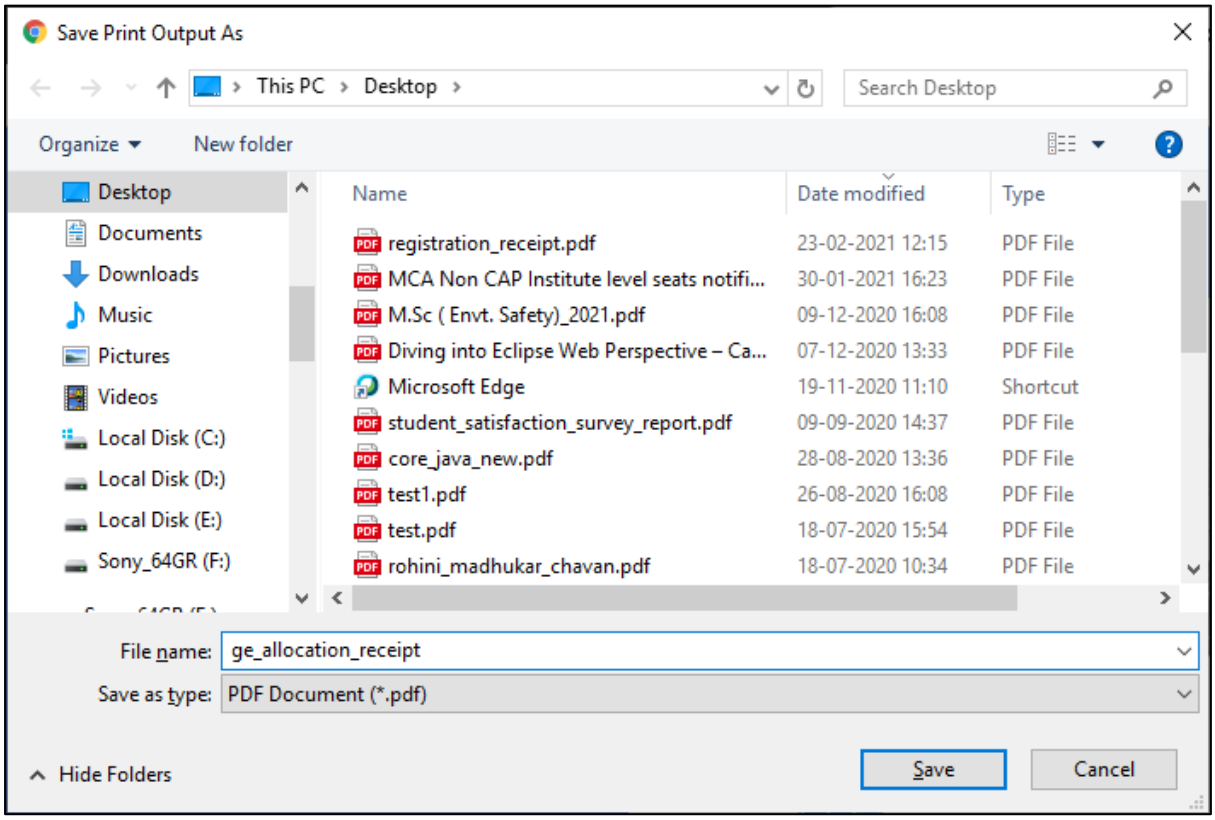
The student registration receipt is generated which contains the date and time of GE allocation along with other details as shown in the following figure:




To print the receipt or download the receipt, click on '***Print Receipt'*** button. The print dialog is displayed as shown below:




For downloading the receipt in PDF format, in the '***Destination'*** dropdown list, select '***Microsoft Print to PDF'*** option and click on '***Print'*** button.



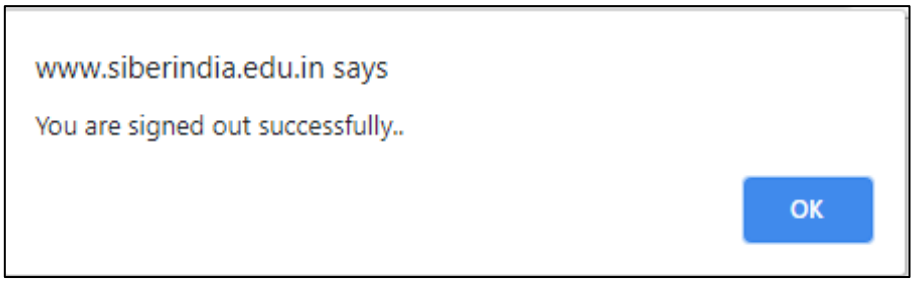
Enter the meaningful name for the file and select the location where you want to save the file and click on '***Save'*** button.

Click on the SIBER logo to return to th dash board.

## Task: Signout

For logging out of the system, select 'Sign Out' option from main menu.

On successfully logging out of the system, the message '***You are signed out successfully'*** is displayed.



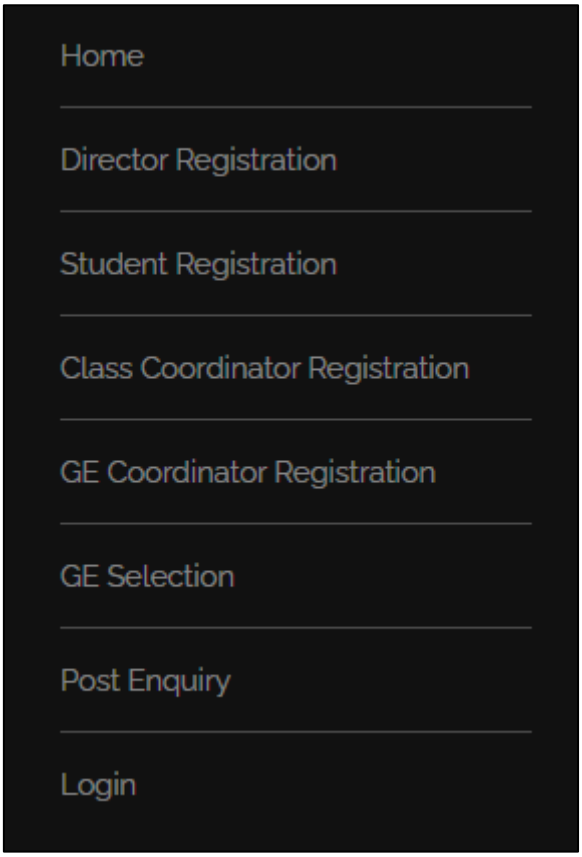

## Role Name – class_coordinator

The different tasks permissible to the user in 'class_coordinator' role are listed below:

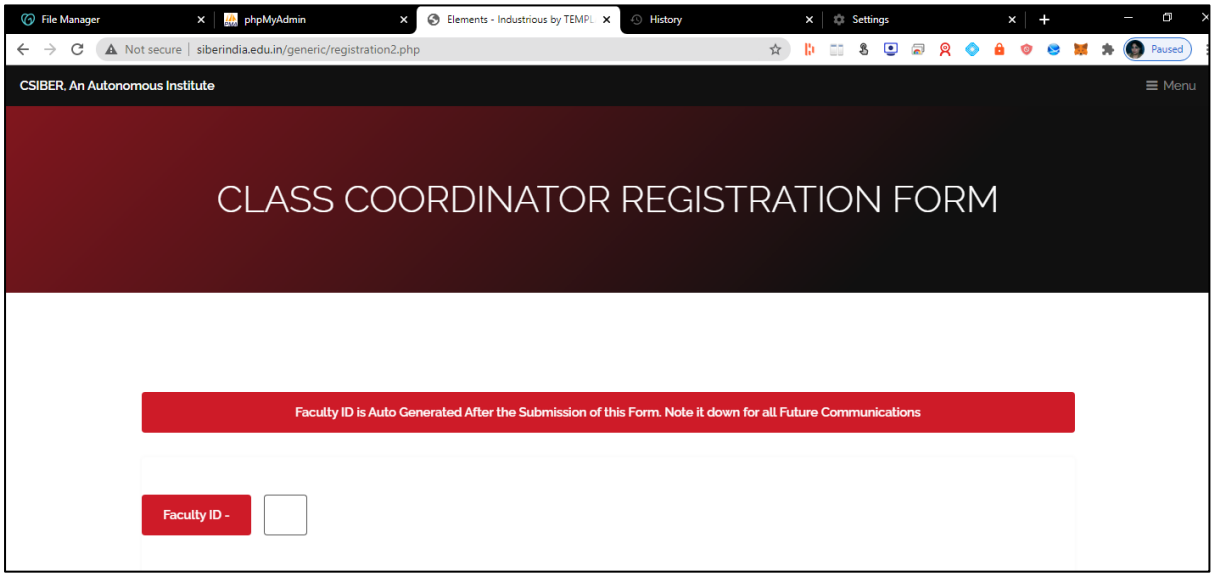
- Registration
- Authentication
- Change Password
- View Registered Students.
- View GE Allocations for the class
- View list of GE non-allocated students
- View Current Status of GE Subject Selection

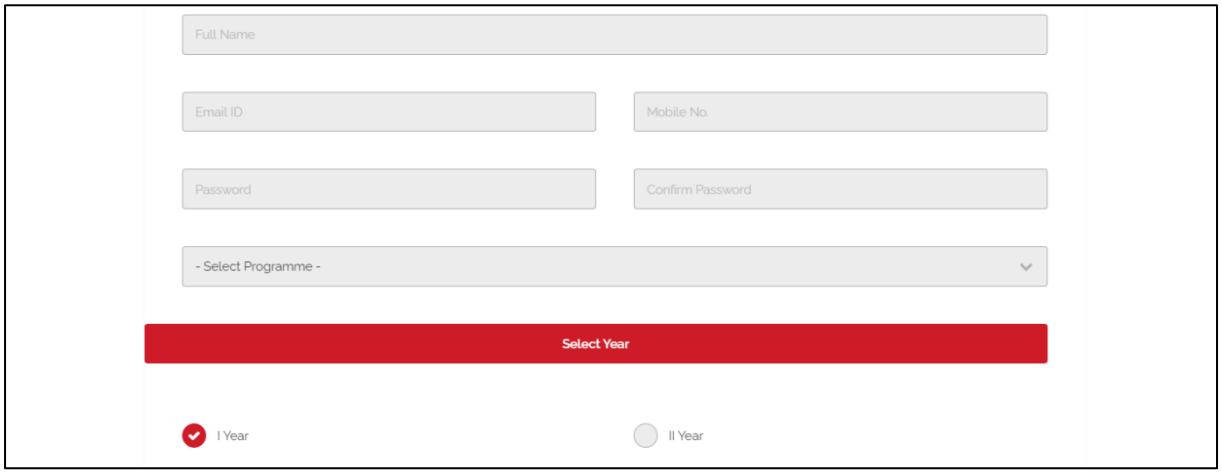
## Task: Class Coordinator Registration

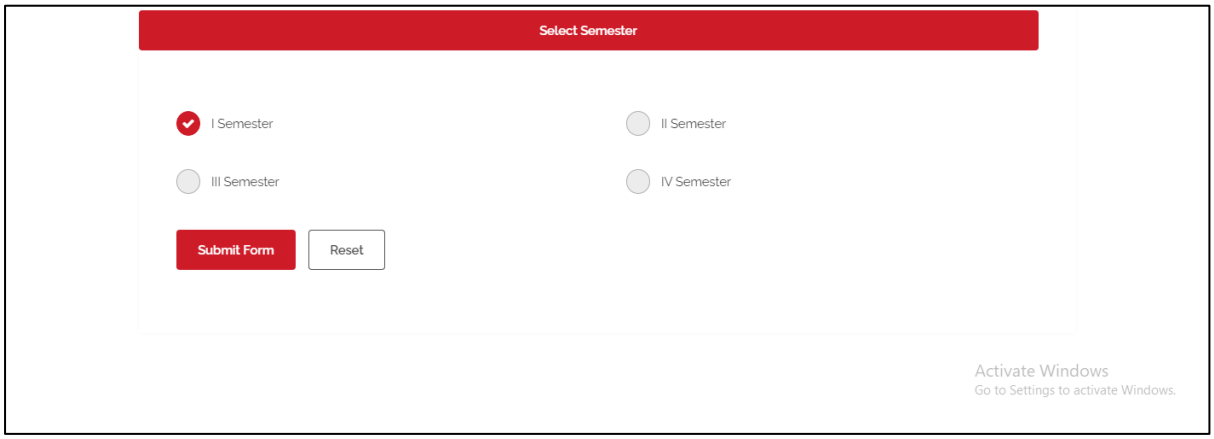
The main menu of web portal contains an option for registration of a class coordinator as shown below:




Select '***Class Coordinator Registration'*** option from main menu. The class coordinator registration form is displayed as shown below:






Enter the following details:

- Full Name
- Email ID
- Mobile No.
- Password
- Year
- Semester

and select the programme name from the drowdown list.

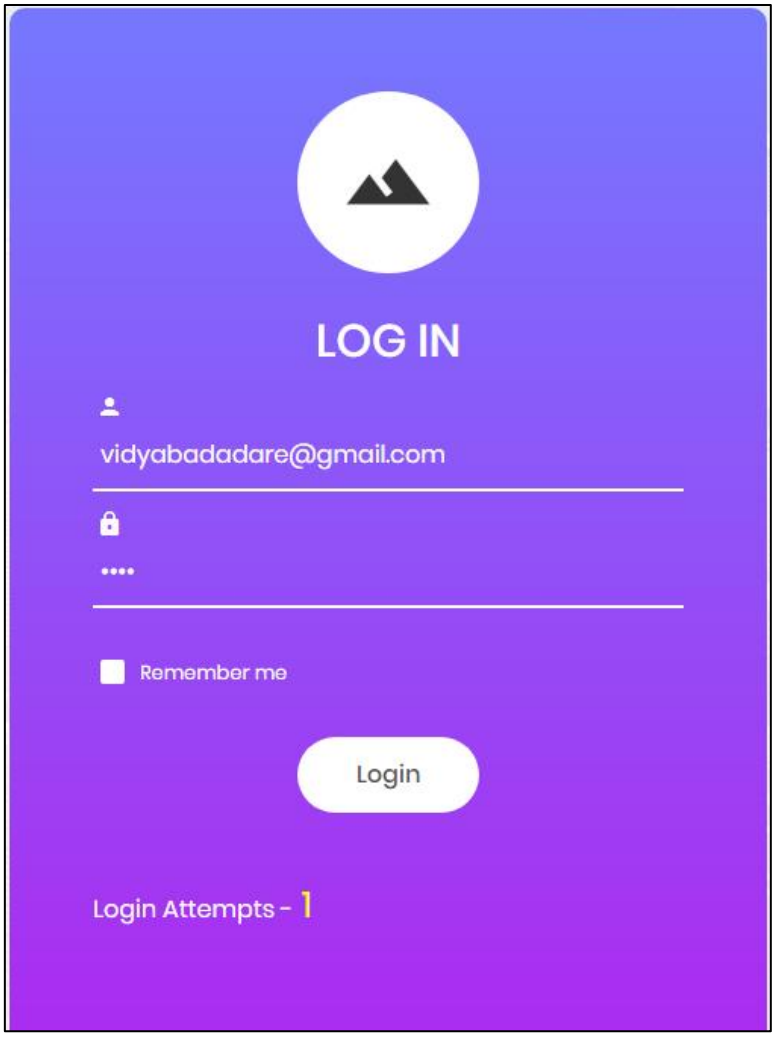
All the above fields are required fields.

On entering the above details click on '***Submit Form'*** button. On successful submission of the form, the unique Faculty ID is auto generated.

## Task: Class Coordinator Login

Only after successful registration, the class coordinator will be able to login into the system using the password entered by the student during registration process.

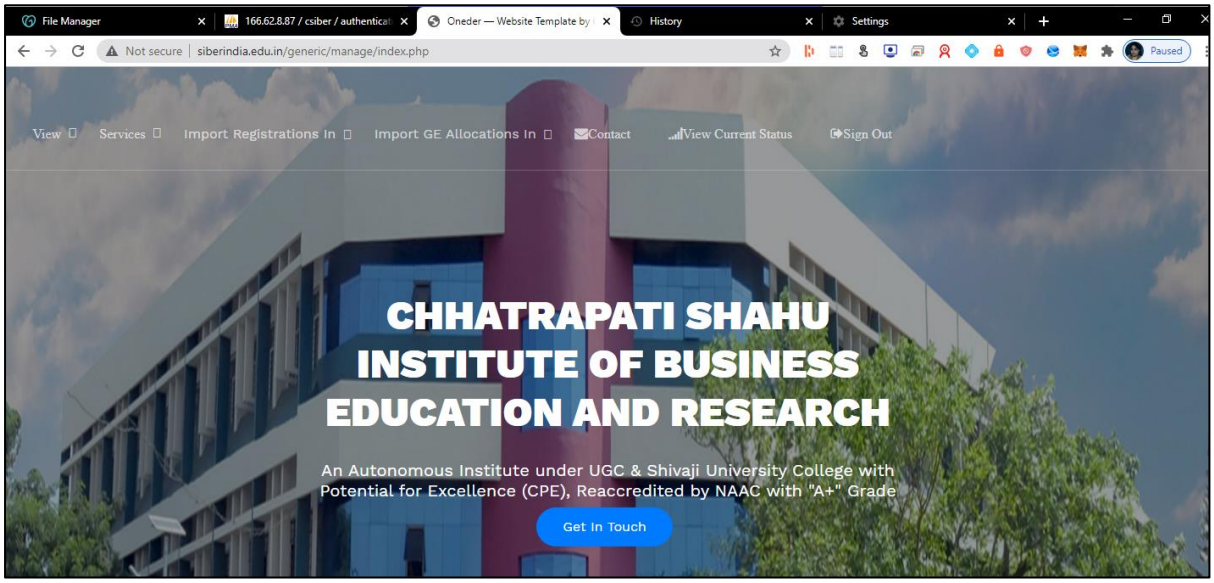
For authentication, select '***Login'*** option from main menu. The login dialog is displayed as shown in the following figure:



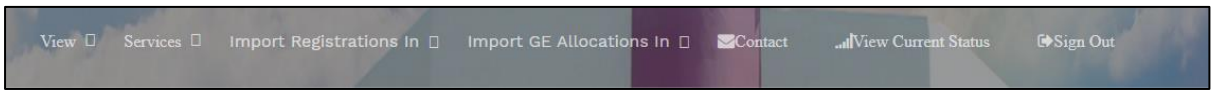

The credentials for class coordinator for M.Sc. (Computer Science) programme are as follows:

| |
|---|
| Username - vidyabadadare@gmail.com<br>Password – 1234 |

On successful login the class coordinator dash board is displayed as shown in the following figure:




The menu structure for class coordinator is shown below:




View

- Student Registrations
- GE Allocations
- GE Not Allocated
- Student Enquiries

Services

- Change Password

Import Registrations in

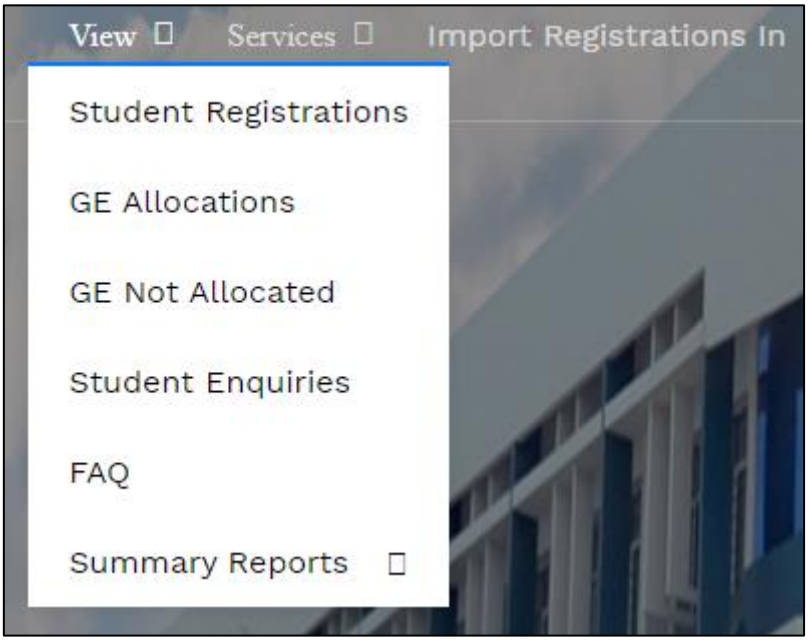
- PDF Format
- Word Format
- Excel Format

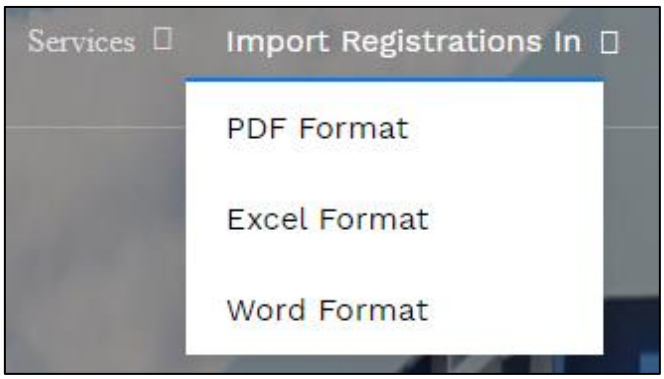
Import GE Allocations in

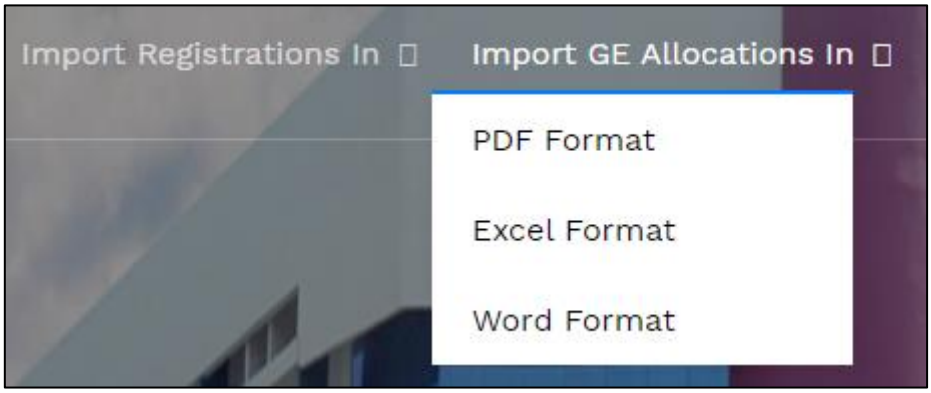
- PDF Format
- Word Format
- Excel Format

View Current Status

Sign out


View
Services
Import Registrations In
Student Registrations
GE Allocations
GE Not Allocated
Student Enquiries
FAQ
Summary Reports


Services
Import Registrations In
PDF Format
Excel Format
Word Format


Import Registrations In
Import GE Allocations In
PDF Format
Excel Format
Word Format

## Task: View Student Registrations for the Class

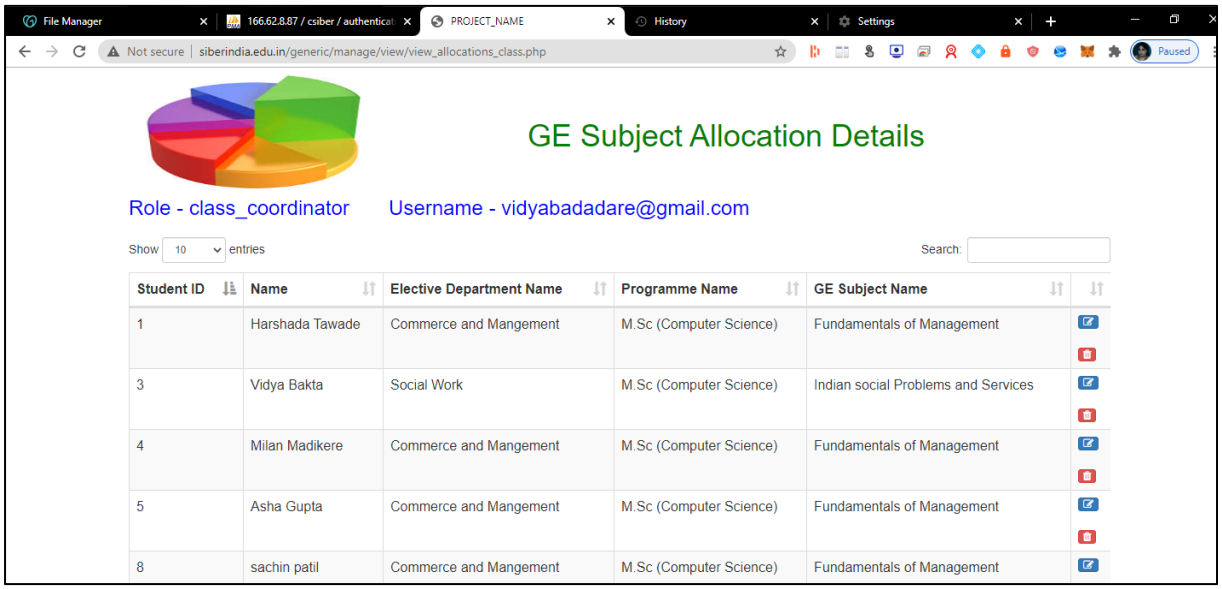
For viewing a list of registered students from the class, select ***View → Student Registrations*** from main menu. The following page is displayed which contains a search box for searching a particular student.

| Student ID | Name | Programme Name | Year | Semester | Roll No. | Mobile | E-mail |
|---|---|---|---|---|---|---|---|
| 1 | Harshada Tawade | M.Sc (Computer Science) | I | I | 30 | 9970822233 | h@gmail.com |
| 3 | Vidya Bakta | M.Sc (Computer Science) | I | I | 2 | 9850044388 | vb@gmail.com |
| 4 | Milan Madikere | M.Sc (Computer Science) | I | I | 3 | 9850044388 | mm@gmail.com |
| 5 | Asha Gupta | M.Sc (Computer Science) | I | I | 5 | 9850044388 | ag@gmail.com |
| 8 | sachin patil | M.Sc (Computer Science) | I | I | 56 | 9988073452 | sp@gmail.com |

Click on the image to return to the class coordinator dash board.

## Task: View GE Allocations for the Class

For viewing a list of GE allocations for the class, select ***View → GE Allocations*** from main menu. The following page is displayed




| Student ID | Name | Elective Department Name | Programme Name | GE Subject Name |
|---|---|---|---|---|
| 1 | Harshada Tawade | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management |
| 3 | Vidya Bakta | Social Work | M.Sc (Computer Science) | Indian social Problems and Services |
| 4 | Milan Madikere | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management |
| 5 | Asha Gupta | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management |
| 8 | sachin patil | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management |

Click on the image to return to the class coordinator dash board.

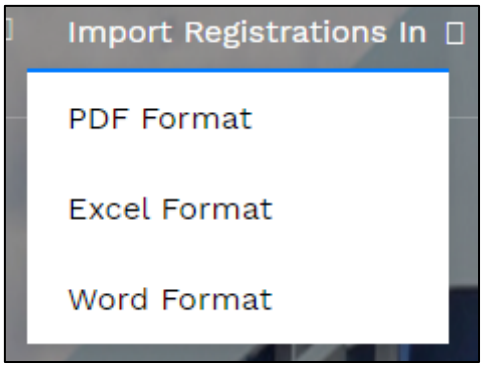
## Task: View GE Non-Allocations for the Class

For viewing a list of GE not allocated for the students of the class, select ***View → GE Not Allocated*** from main menu. The following page is displayed

Click on the image to return to the class coordinator dash board.

## Task: Importing Student Registrations in Word and Excel Format

For importing student registrations in Word format, select ***Import Registrations → Word Format*** from main menu. The following page is displayed



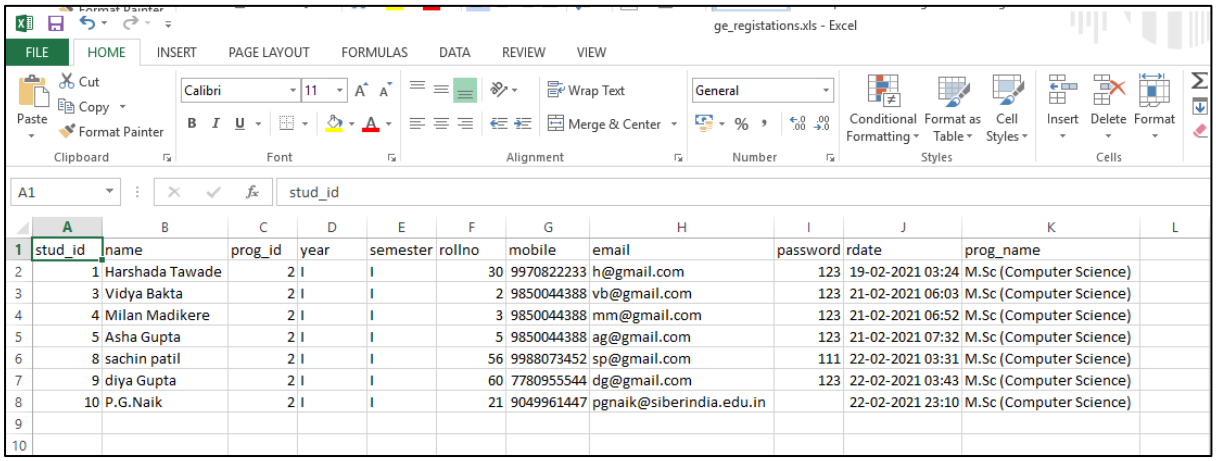

The student GE registrations are downloaded in Word format as shown below:

Programme Name : M.Sc (Computer Science) Class Coordinator : vidyabadadare@gmail.com

# GE Registration Details

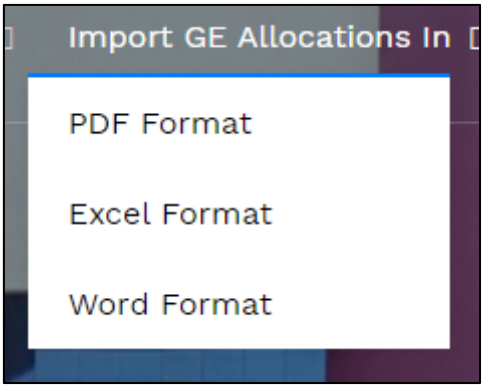
| Student ID | Name | Year | Semester | Roll No. | Mobile | Email | Password | Registration Date |
|---|---|---|---|---|---|---|---|---|
| 1 | Harshada Tawade | I | I | 30 | 9970822233 | h@gmail.com | 123 | 2021-02-19 03:24:08 |
| 3 | Vidya Bakta | I | I | 2 | 9850044388 | vb@gmail.com | 123 | 2021-02-21 06:03:08 |
| 4 | Milan Madikere | I | I | 3 | 9850044388 | mm@gmail.com | 123 | 2021-02-21 06:52:24 |
| 5 | Asha Gupta | I | I | 5 | 9850044388 | ag@gmail.com | 123 | 2021-02-21 07:32:45 |
| 8 | sachin patil | I | I | 56 | 9988073452 | sp@gmail.com | 111 | 2021-02-22 03:31:07 |
| 9 | diya Gupta | I | I | 60 | 7780955544 | dg@gmail.com | 123 | 2021-02-22 03:43:06 |
| 10 | P.G.Naik | I | I | 21 | 9049961447 | pgnaik@siberindia.edu.in | | 2021-02-22 23:10:09 |

For importing student registrations in Excel format, select ***Import Registrations → Excel Format*** from main menu. The student GE registrations are downloaded in Excel format as shown below:




| stud_id | name | prog_id | year | semester | rollno | mobile | email | password | rdate | prog_name |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Harshada Tawade | 2 | I | I | 30 | 9970822233 | h@gmail.com | 123 | 19-02-2021 03:24 | M.Sc (Computer Science) |
| 3 | Vidya Bakta | 2 | I | I | 2 | 9850044388 | vb@gmail.com | 123 | 21-02-2021 06:03 | M.Sc (Computer Science) |
| 4 | Milan Madikere | 2 | I | I | 3 | 9850044388 | mm@gmail.com | 123 | 21-02-2021 06:52 | M.Sc (Computer Science) |
| 5 | Asha Gupta | 2 | I | I | 5 | 9850044388 | ag@gmail.com | 123 | 21-02-2021 07:32 | M.Sc (Computer Science) |
| 8 | sachin patil | 2 | I | I | 56 | 9988073452 | sp@gmail.com | 111 | 22-02-2021 03:31 | M.Sc (Computer Science) |
| 9 | diya Gupta | 2 | I | I | 60 | 7780955544 | dg@gmail.com | 123 | 22-02-2021 03:43 | M.Sc (Computer Science) |
| 10 | P.G.Naik | 2 | I | I | 21 | 9049961447 | pgnaik@siberindia.edu.in | | 22-02-2021 23:10 | M.Sc (Computer Science) |

## Task: Importing Student GE Selections in Word and Excel Format



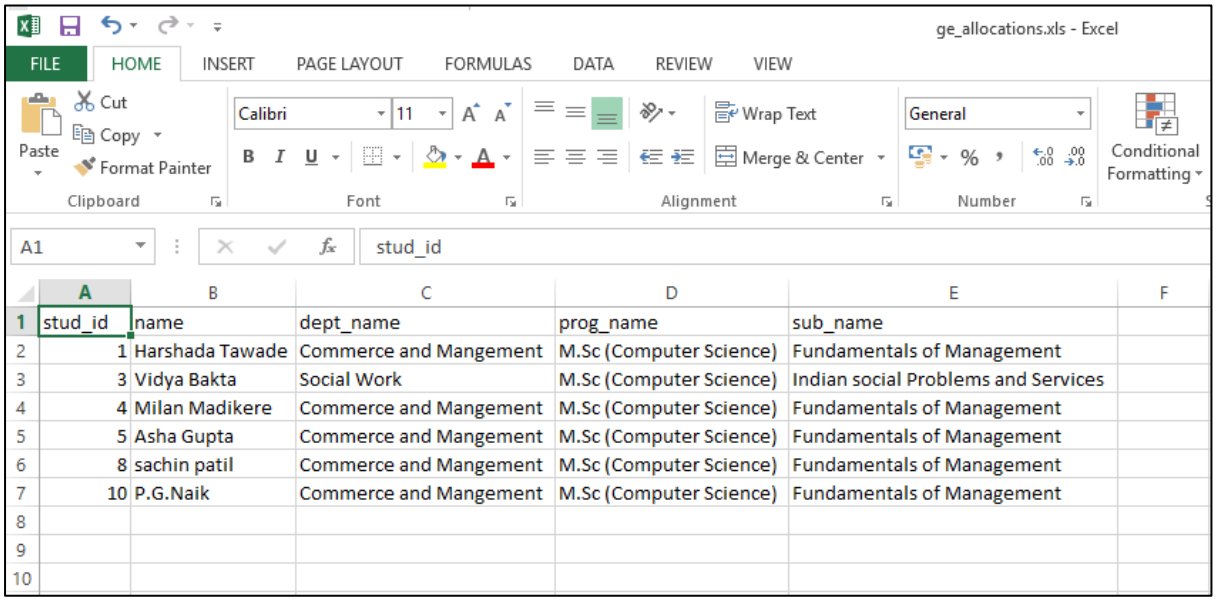

For importing GE subject allocations for students in Word format, select ***Import GE Allocations → Word Format*** from main menu. The student GE registrations are downloaded in Word format as shown below:

Programme Name : M.Sc (Computer Science) Class Coordinator : vidyabadadare@gmail.com

**GE Allocation Details**

| Student ID | Name | Elective Depatment Name | Programme Name | Subject Name |
|---|---|---|---|---|
| 1 | Harshada Tawade | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management |
| 3 | Vidya Bakta | Social Work | M.Sc (Computer Science) | Indian social Problems and Services |
| 4 | Milan Madikere | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management |
| 5 | Asha Gupta | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management |
| 8 | sachin patil | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management |
| 10 | P.G.Naik | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management |

For importing GE subject allocations for students in Excel format, select ***Import GE Allocations → Excel Format*** from main menu. The GE subject allocations for students are downloaded in Excel format as shown below:




| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | stud_id | name | dept_name | prog_name | sub_name | |
| 2 | 1 | Harshada Tawade | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management | |
| 3 | 3 | Vidya Bakta | Social Work | M.Sc (Computer Science) | Indian social Problems and Services | |
| 4 | 4 | Milan Madikere | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management | |
| 5 | 5 | Asha Gupta | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management | |
| 6 | 8 | sachin patil | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management | |
| 7 | 10 | P.G.Naik | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

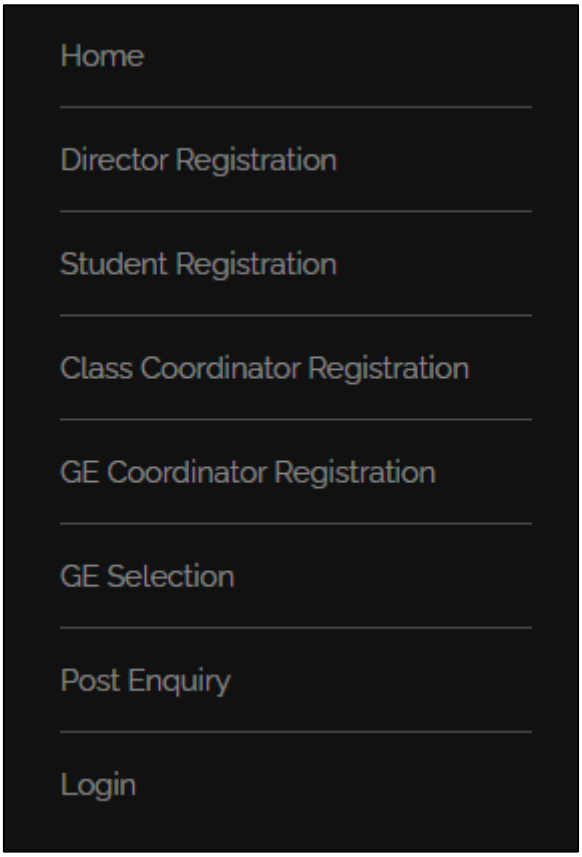
Other menu options '***Change Password'***, '***View Current Status'***, '***Sign Out'*** are same as described above for student role.

## Role Name – ge_coordinator

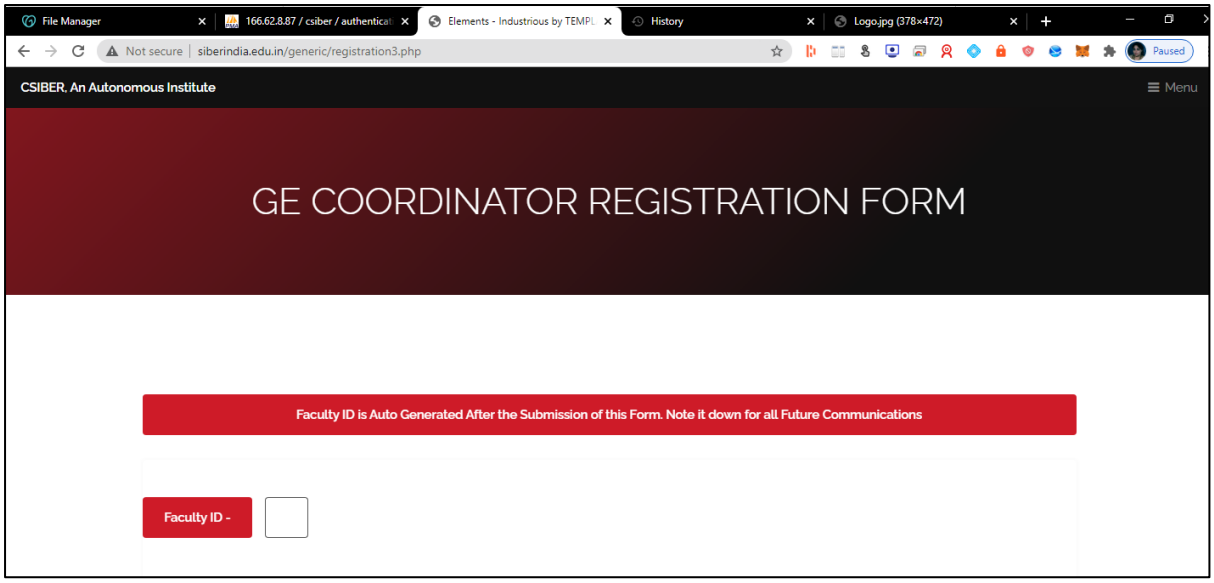
- Registration
- Authentication
- Change Password
- View GE Allocations for the GE subject
- View Student Enquires
- View Current Status of GE Subject Selection

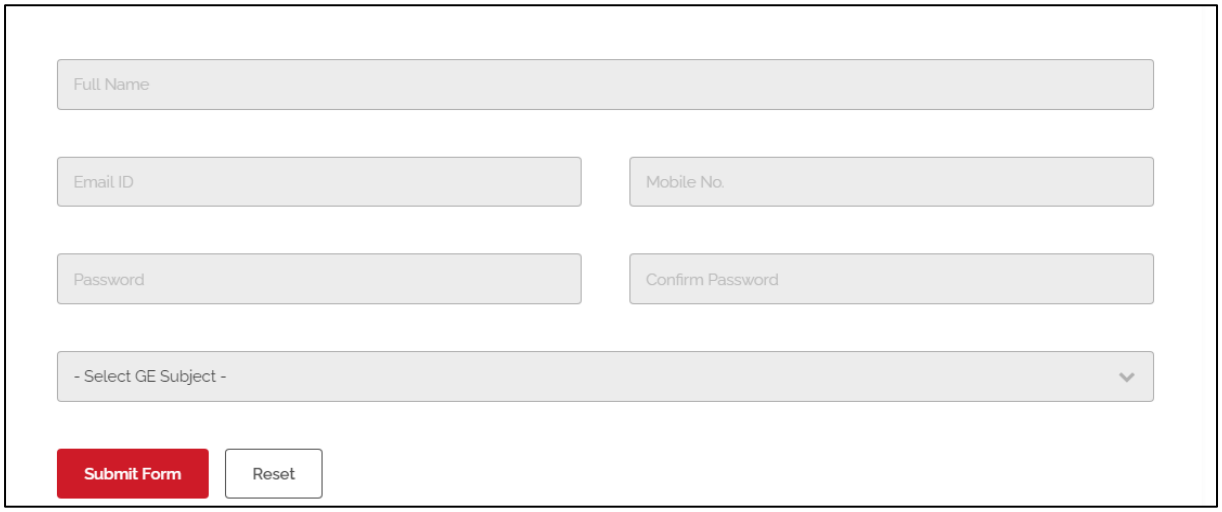
## Task: GE Coordinator Registration

The main menu of web portal contains an option for registration of a GE coordinator as shown below:




Select '***GE Coordinator Registration'*** option from main menu. The GE coordinator registration form is displayed as shown below:






Enter the following details:

- Full Name
- Email ID
- Mobile No.
- Password

and select the subject name from the drowdown list.

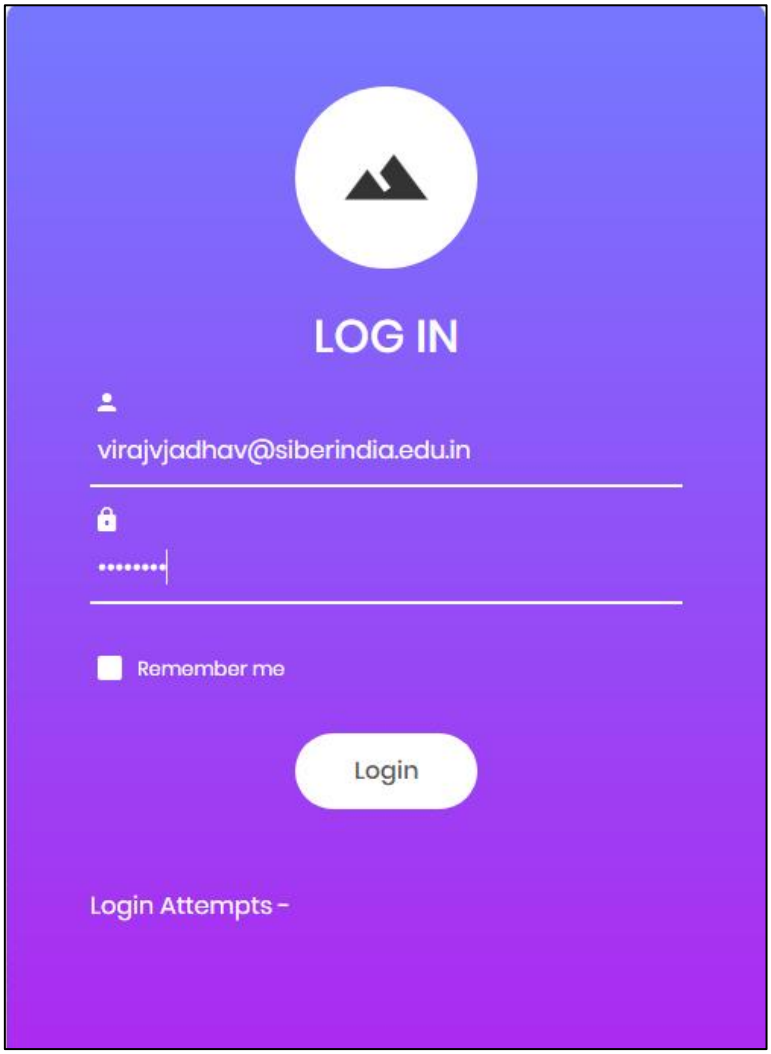
All the above fields are required fields.

On entering the above details click on '***Submit Form'*** button. On successful submission of the form, the unique Faculty ID is auto generated.

## Task: GE Coordinator Login

Only after successful registration, the GE coordinator will be able to login into the system using the password entered by the student during registration process.

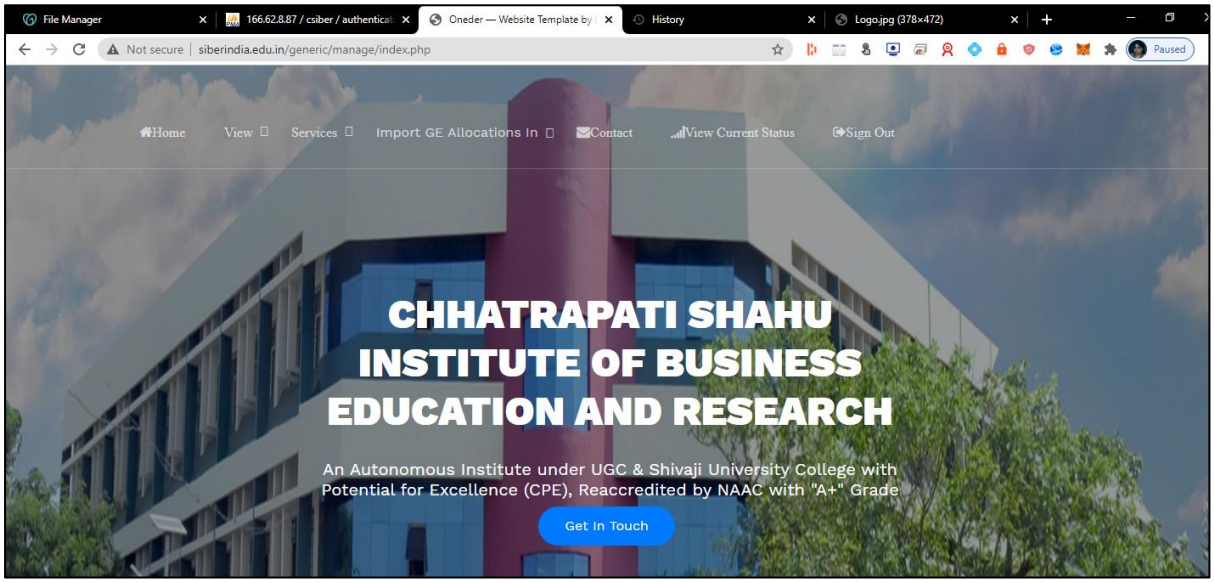
For authentication, select '***Login'*** option from main menu. The login dialog is displayed as shown in the following figure:



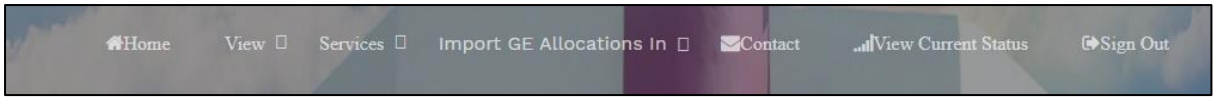

The credentials for GE coordinator for M.B.A (General) programme are as follows:

| |
|---|
| Username - virajvjadhav@siberindia.edu.in<br>Password – siber123 |

On successful login the GE coordinator dash board is displayed as shown in the following figure:




The menu structure for class coordinator is shown below:




View

GE Allocations

Student Enquiries

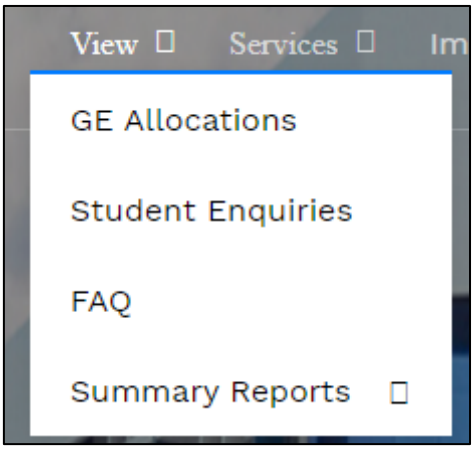
Services

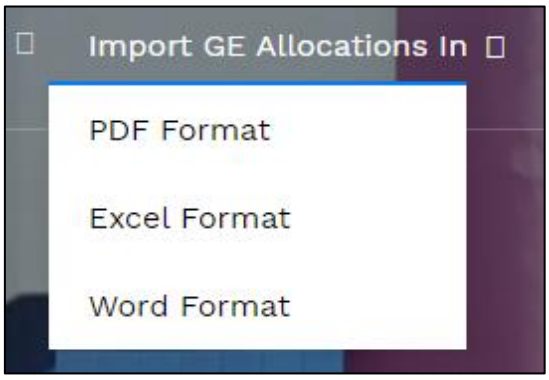
Change Password

Import GE Allocations in

View Current Status

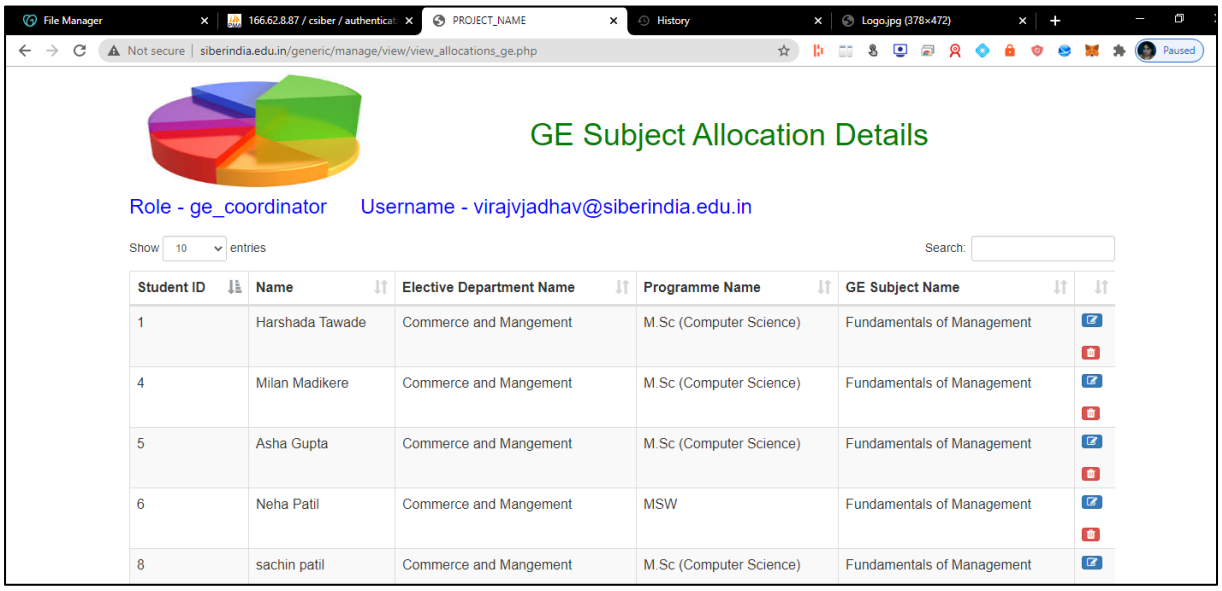
Sign out






## Task: View  Allocations for the GE Subject

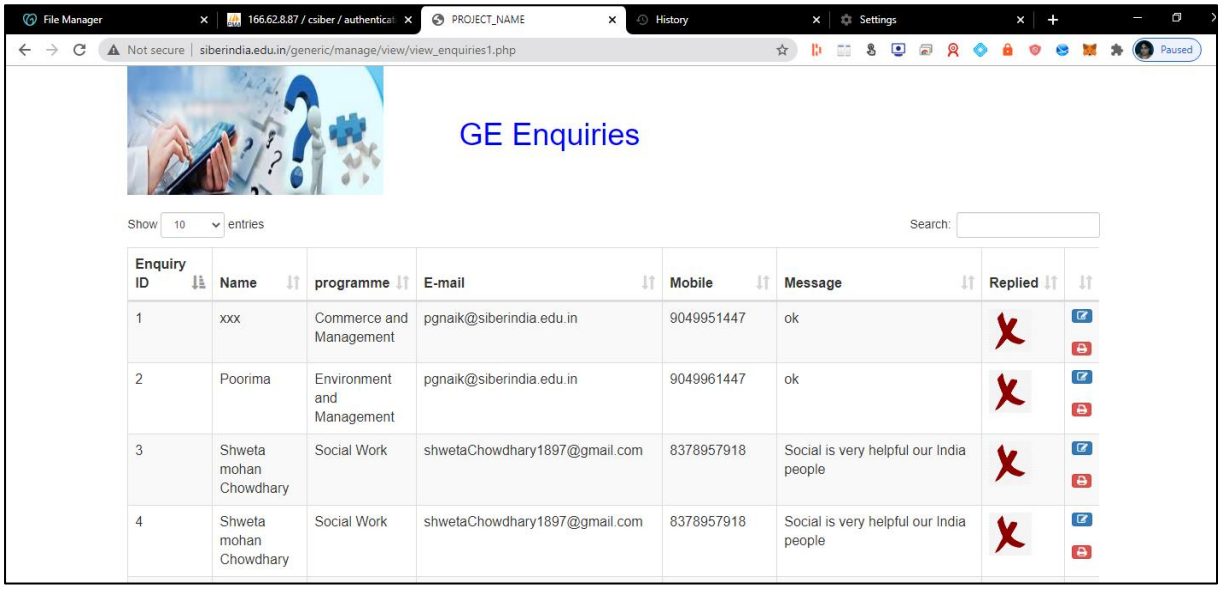
For viewing a list of GE allocations for the students, select ***View → GE Allocations*** from main menu. The following page is displayed




Click on the image to return to the class coordinator dash board.

## Task: View Student Enquiries

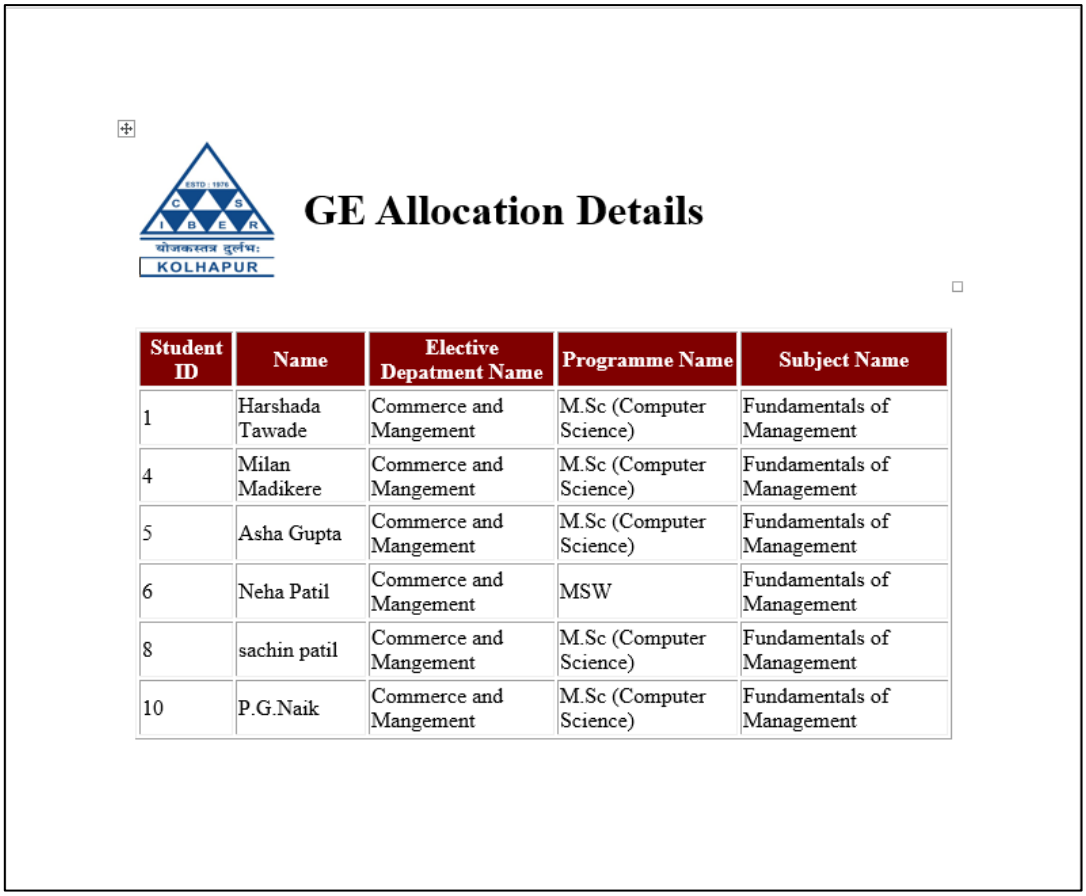
For viewing a list of GE enquires posted by different students, select ***View → Student Enquiries*** from main menu. The following page is displayed




Click on the image to return to the class coordinator dash board.

## Task: Importing GE Subject Allocations in Word and Excel Format

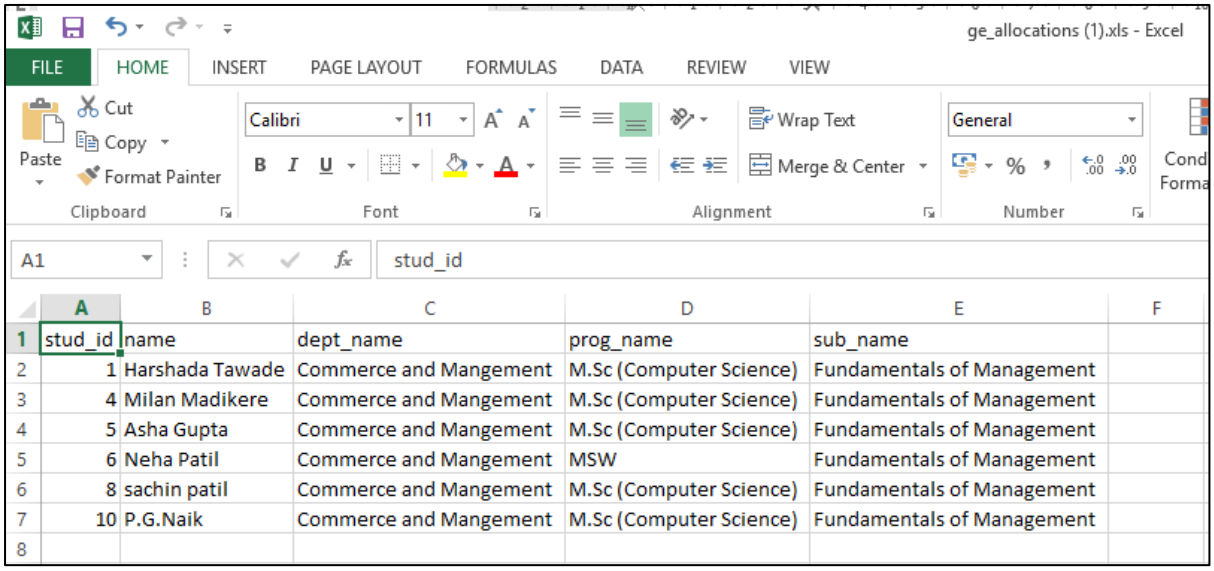
For importing GE Subject allocations in Word format, select ***Import GE Allocations*** → ***Word Format*** from main menu. The student GE allocations are downloaded in Word format as shown below:



**GE Allocation Details**

| Student ID | Name | Elective Depatment Name | Programme Name | Subject Name |
|---|---|---|---|---|
| 1 | Harshada Tawade | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management |
| 4 | Milan Madikere | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management |
| 5 | Asha Gupta | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management |
| 6 | Neha Patil | Commerce and Mangement | MSW | Fundamentals of Management |
| 8 | sachin patil | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management |
| 10 | P.G.Naik | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management |

For importing GE Subject allocations in Excel format, select ***Import GE Allocations → Excel Format*** from main menu. The student GE allocations are downloaded in Excel format as shown below:




| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | stud_id | name | dept_name | prog_name | sub_name | |
| 2 | 1 | Harshada Tawade | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management | |
| 3 | 4 | Milan Madikere | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management | |
| 4 | 5 | Asha Gupta | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management | |
| 5 | 6 | Neha Patil | Commerce and Mangement | MSW | Fundamentals of Management | |
| 6 | 8 | sachin patil | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management | |
| 7 | 10 | P.G.Naik | Commerce and Mangement | M.Sc (Computer Science) | Fundamentals of Management | |
| 8 | | | | | | |

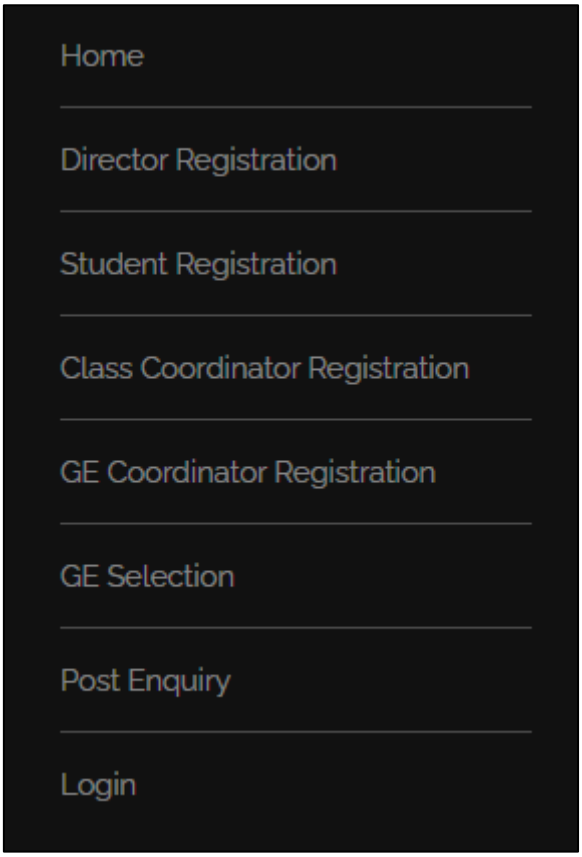
Other menu options '***Change Password'***, '***View Current Status'***, '***Sign Out'*** are same as described above for student role.

## Role Name – director

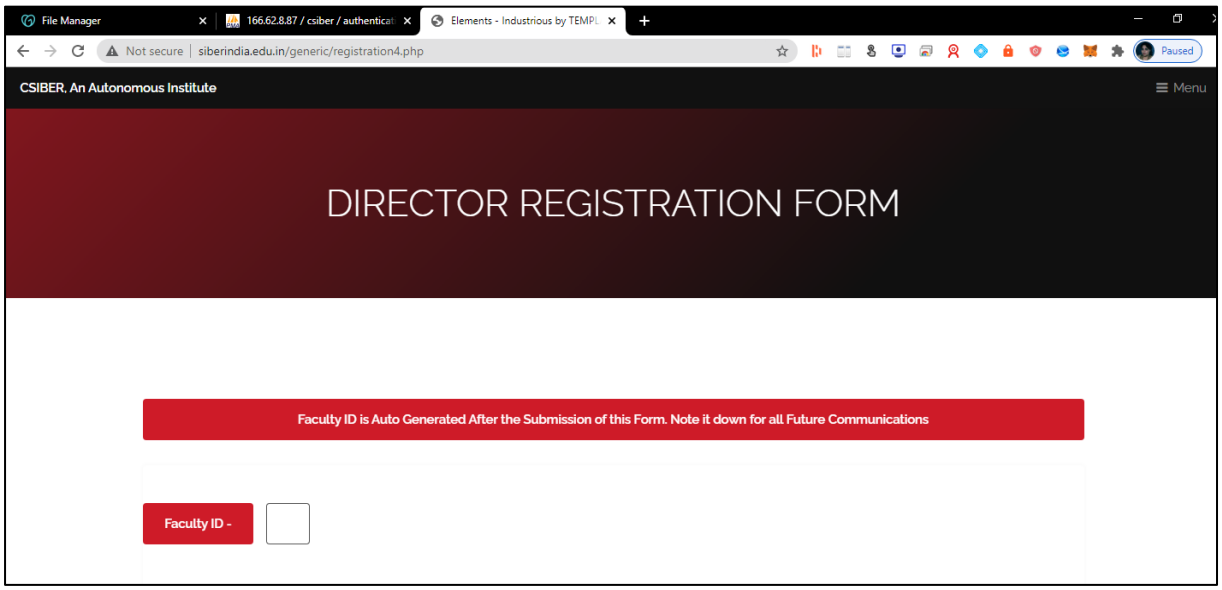
- Registration
- Authentication
- Change Password
- View subjectwise GE Allocatins
- View classwise Registered Students
- View classwise GE allocations
- View list of Class coordinators for various programmes.
- View list of GE Coordinators
- View Current Status of GE Subject Selection

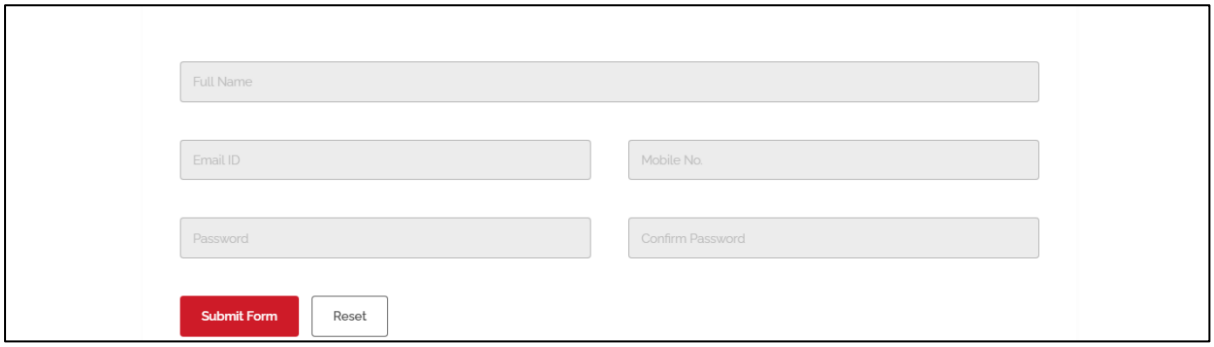
## Task: Director Registration

The main menu of web portal contains an option for registration of a director as shown below:




Select ***'Director Registration'*** option from main menu. The director registration form is displayed as shown below:






Enter the following details:

- Full Name
- Email ID
- Mobile No.
- Password

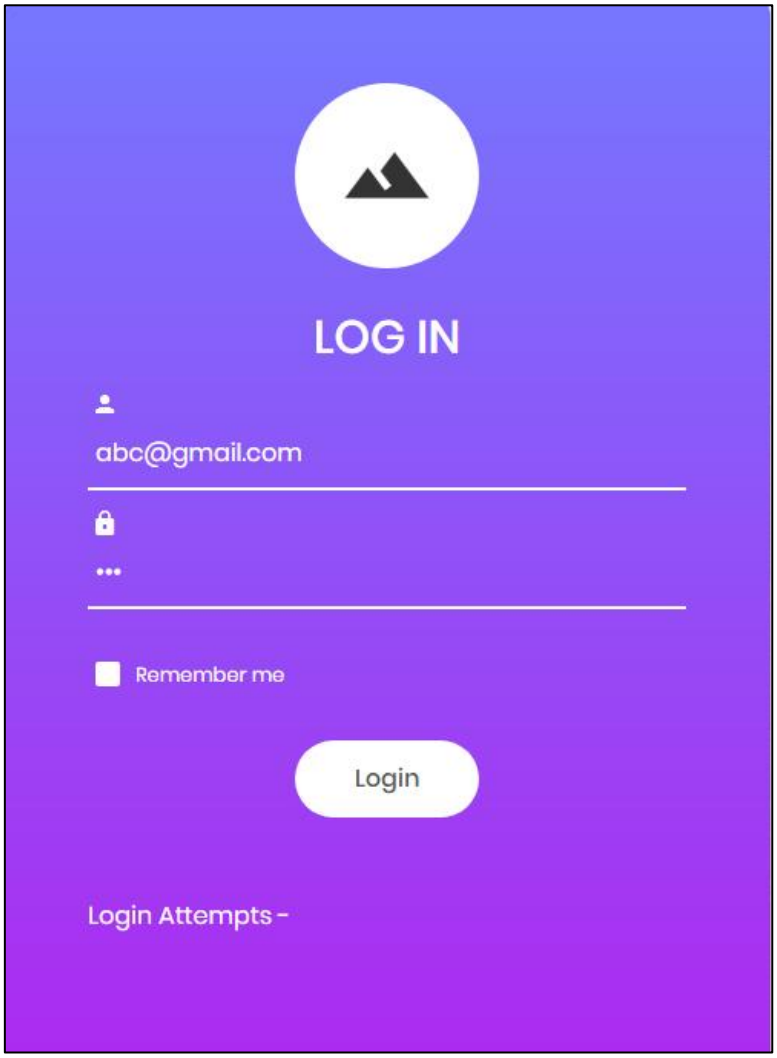
All the above fields are required fields.

On entering the above details click on '***Submit Form'*** button. On successful submission of the form, the unique Faculty ID is auto generated.

## Task: Director Login

Only after successful registration, the director will be able to login into the system using the password entered by the student during registration process.

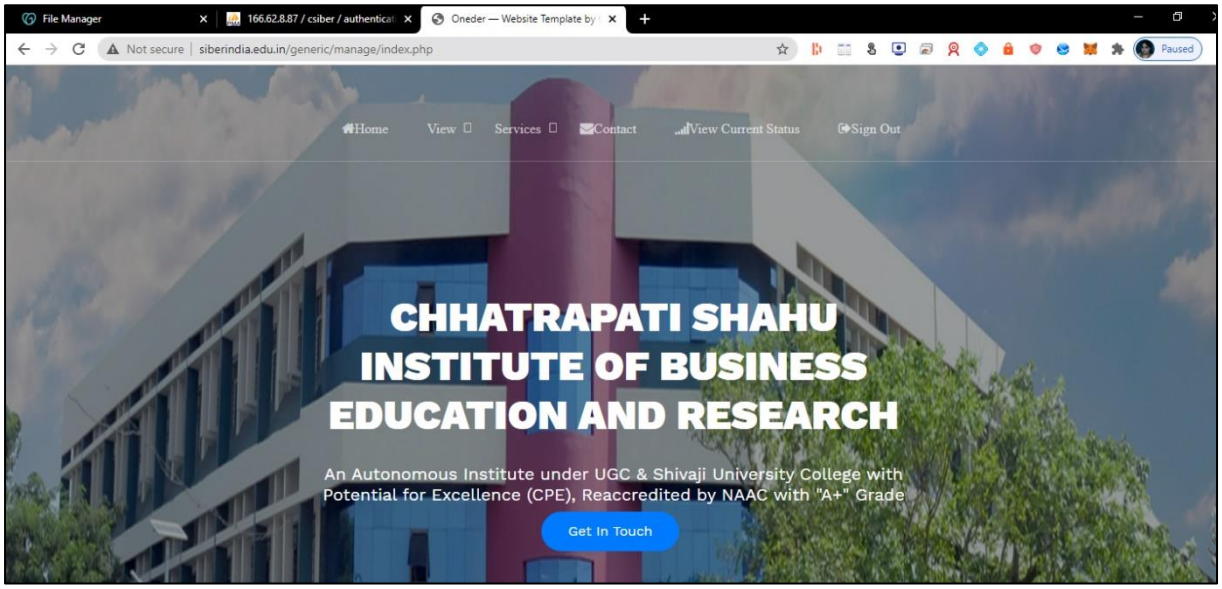
For authentication, select '***Login'*** option from main menu. The login dialog is displayed as shown in the following figure:



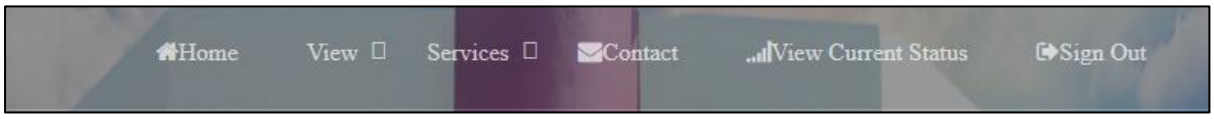

The credentials for director are as follows:

| |
|---|
| Username – abc@gmail.com<br>Password – 111 |

On successful login the class coordinator dash board is displayed as shown in the following figure




The menu structure for class coordinator is shown below:




View

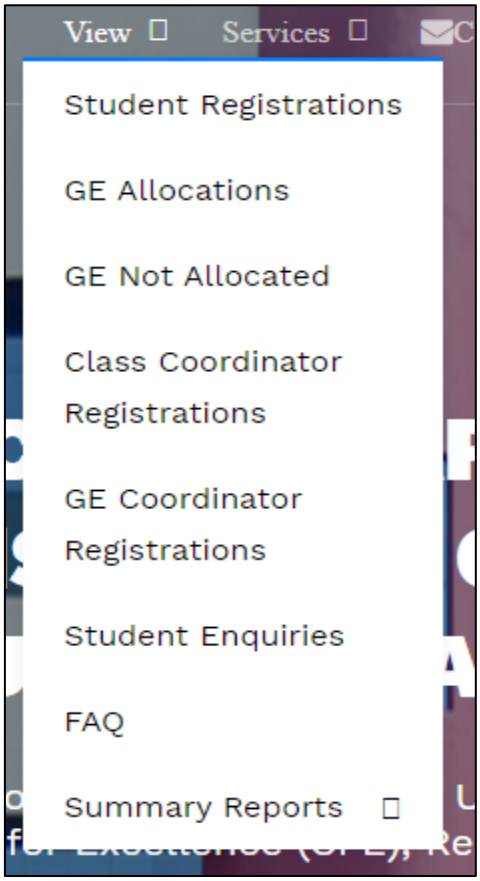
- Student Registrations
- GE Allocations
- GE Not Allocated
- Class Coordinator Registrations
- GE Coordinator Registrations
- Student Enquiries

Services

- Change Password

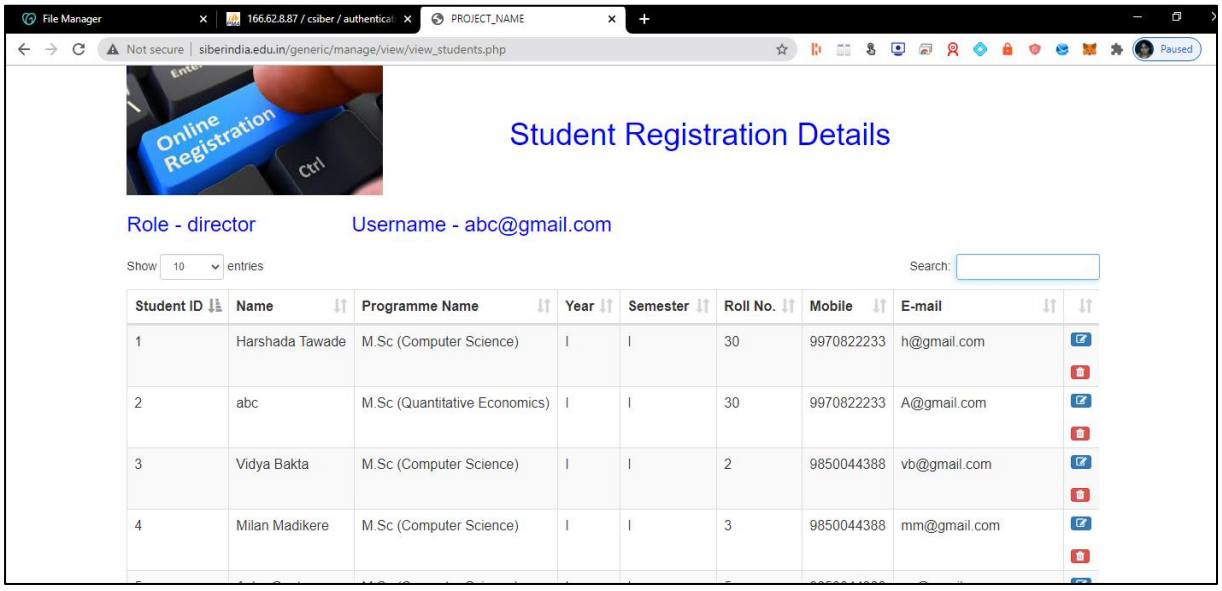
View Current Status

Sign out

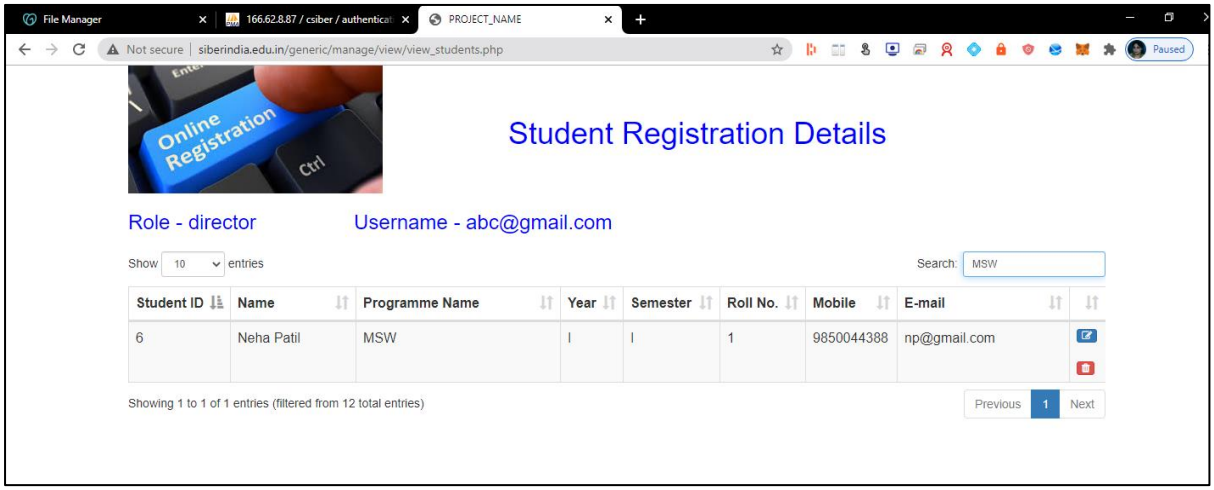



## Task: View Student Registrations for the Institute

For viewing a list of registered students from the institute , select ***View*** → ***Student Registrations*** from main menu. The following page is displayed which contains a search box for searching a particular student.

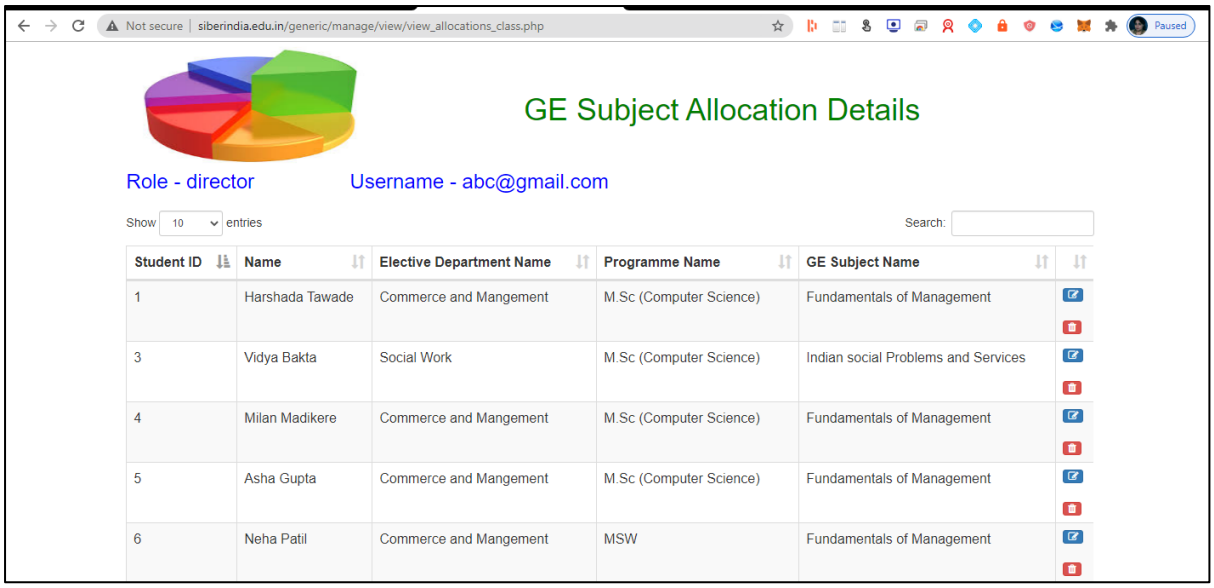


To view the list of registered students from '***MSW***' programme, enter '***MSW***' in the search box. All the registed students from '***MSW***' programme is displayed as shown in the following figure:

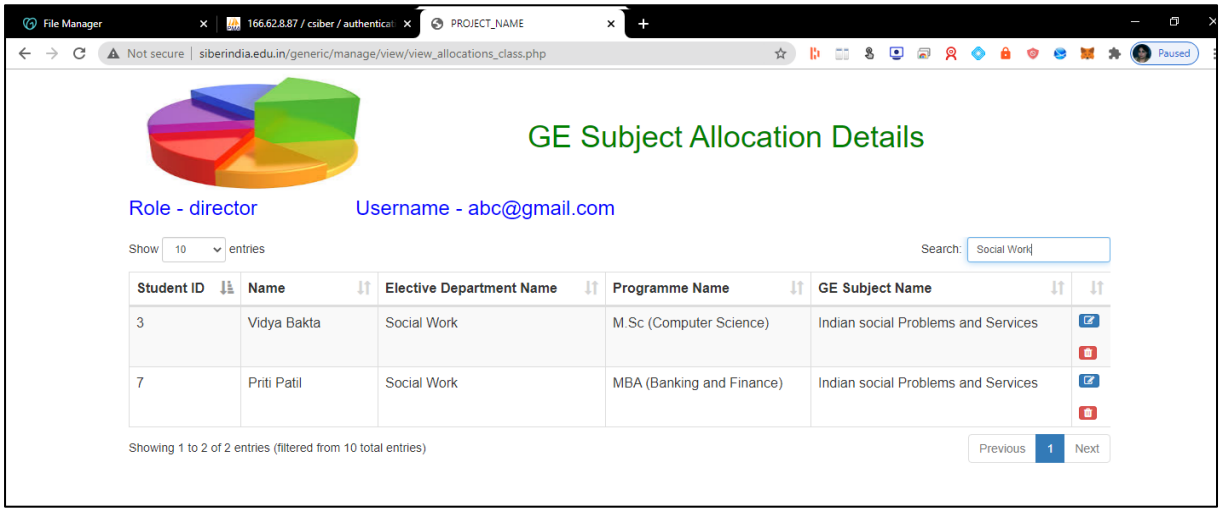



## Task: View GE Allocations for the Students of Institute

For viewing a list of GE allocations for the students of institute select ***View → GE Allocations*** from main menu. The following page is displayed

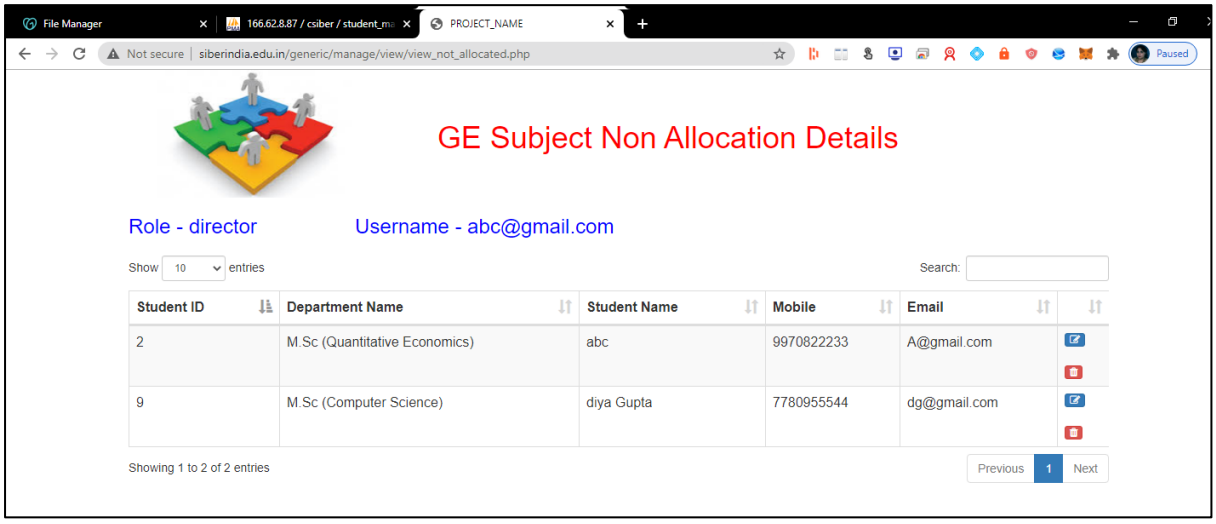



To view the list of students who have selected '***Indian social Problems and Services'*** from '***Social Work'*** department as GE subject, enter '***Social Work'*** in search box. The list of students from other departments who have opted for '***Indian social Problems and Services'*** is displayed as shown in the following figure:



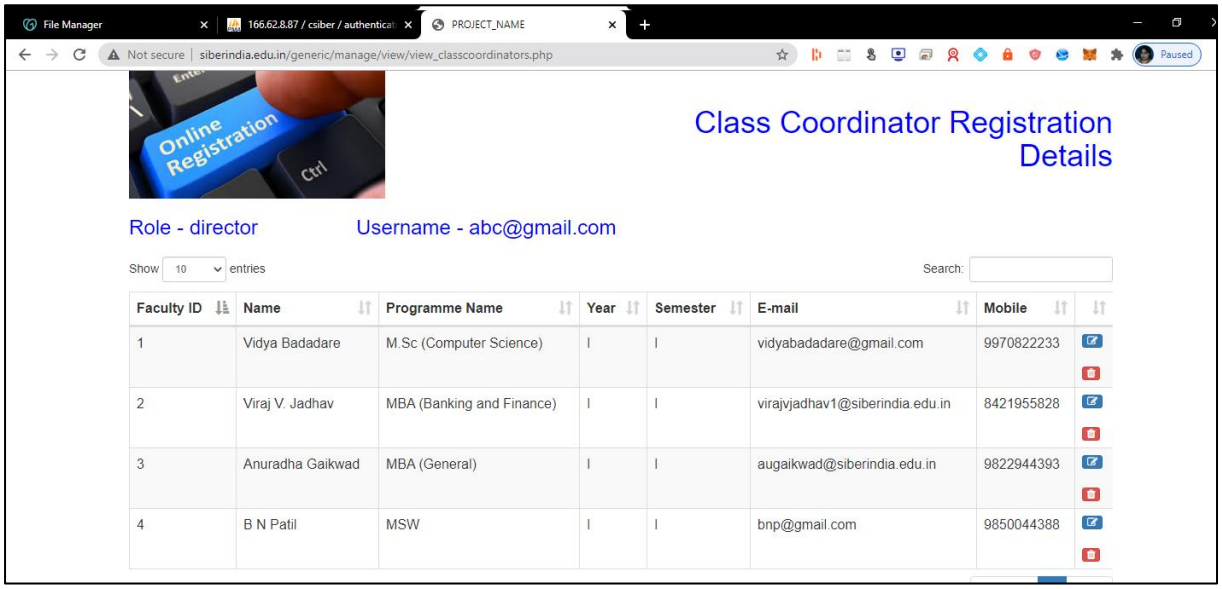

## Task: View GE Non-Allocations for the Institute

For viewing a list of GE not allocated for the students of the entire institute, select ***View*** → ***GE Not Allocated*** from main menu. The following page is displayed



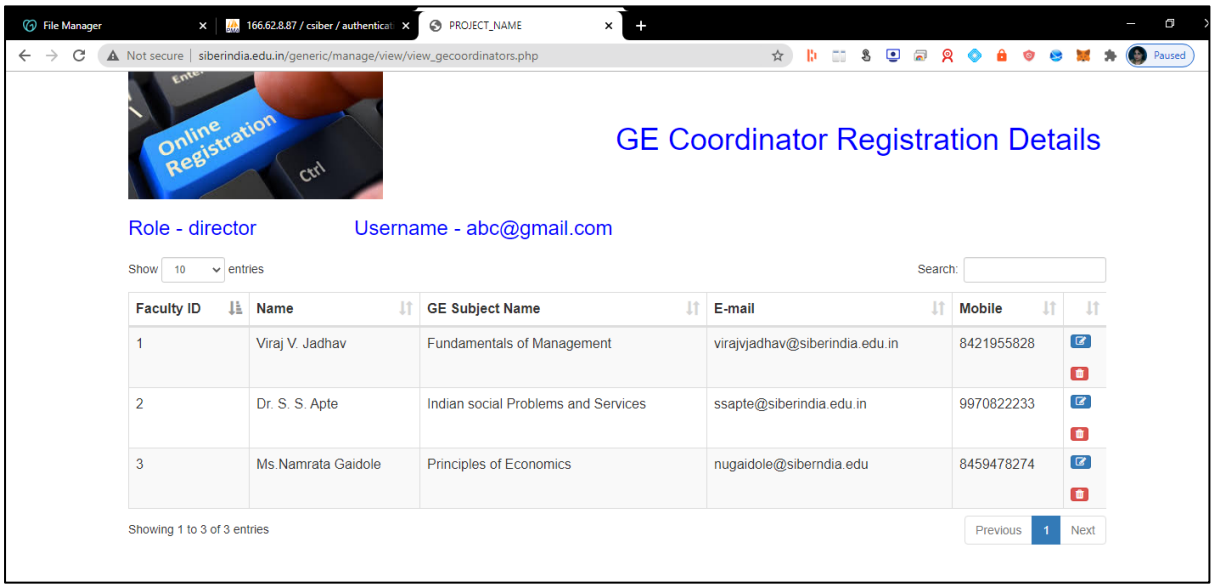

## Task: View Class Coordinator Registrations

For viewing a list of registered class coordinators, select ***View*** → ***Class Coordinator Registrations*** from main menu. The following page is displayed



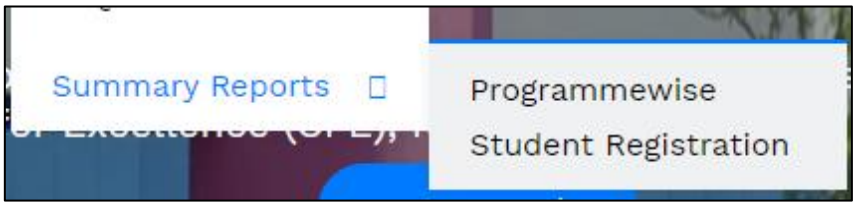

## Task: View GE Coordinator Registrations

For viewing a list of registered GE coordinators, select ***View → GE Coordinator Registrations*** from main menu. The following page is displayed

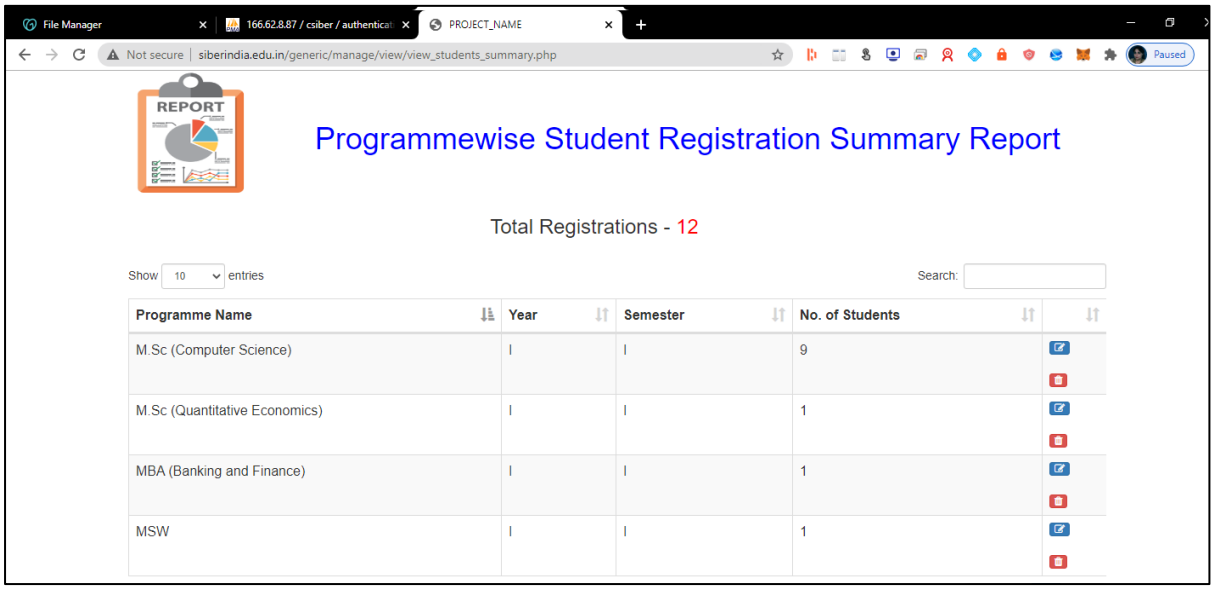



## Task: View Summary Report

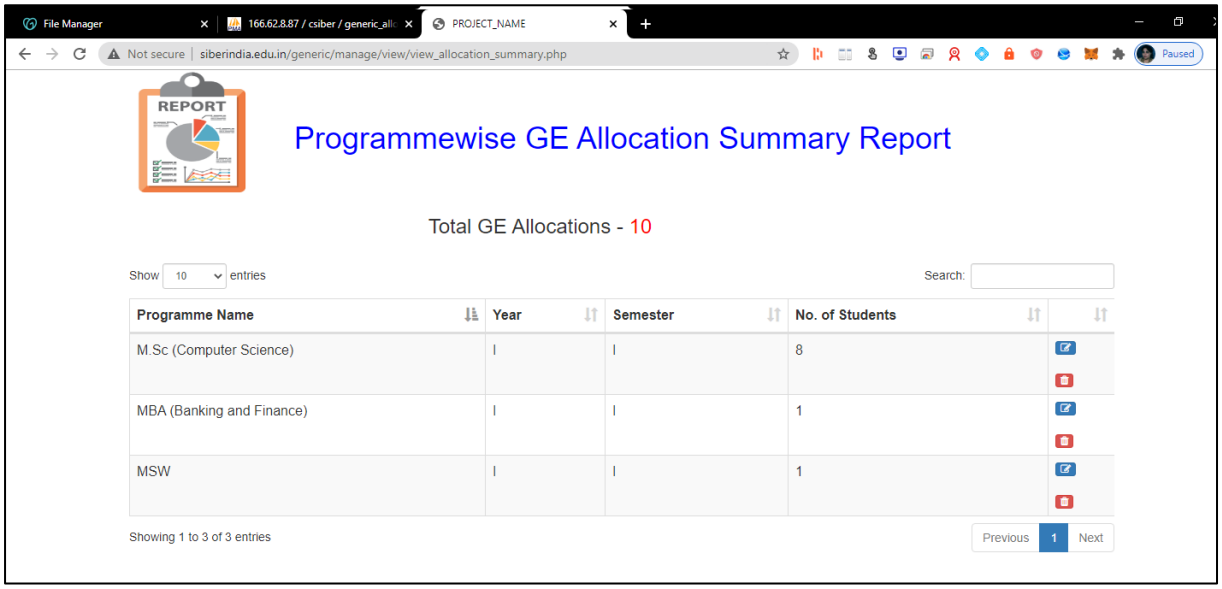
For viewing summary report for the different programmes of the institute, ***select View → Summary Reports → Programmewise Student Registration*** from main menu. The following page is displayed

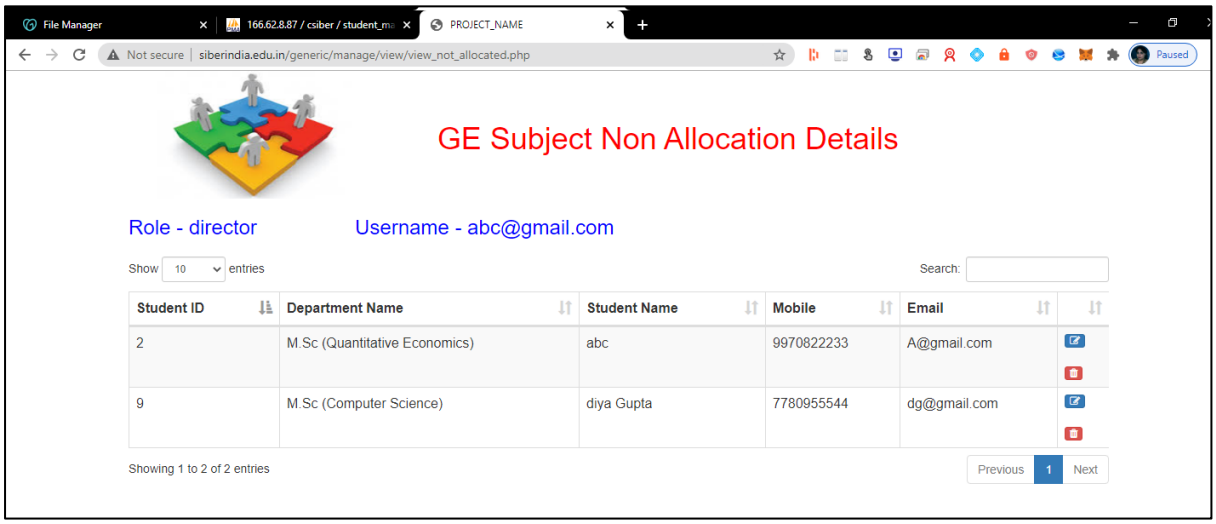



The following page displaying programmewise student registrations from different programmes is displayed.




For viewing summary report for the different programmes of the institute, select ***View → Summary Reports → Programmewise GE Allocations*** from main menu. The following page is displayed




For viewing a list of GE not allocated for the students of the entire institute, select ***View*** → ***GE Not Allocated*** from main menu. The following page is displayed