#### **SOFTWARE OVERVIEW:**

Microsoft Navision will be installed on the system of all the users. User can see the

Microsoft Navision Icon in their taskbar

The teaching staff will have a USER ID and Password created for their respective colleges

Step 1: Click on the 4 Application and enter the USER ID and Password.



Step 2: Once the login is done, user will see the dashboard screen.





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Step 3: On the Action Tab, user can see the list of things as; Student List, Course List, Subjects, etc.

ACTIONS										E.	MIMT S	OCIETY
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Step 4: Create the masters for all the courses Click Course List Select the course for which master to be added

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BTECH-003	B.TECH-CSE - MOBILE APPLICATI.,	UG	4¥					0		0 TMCT			
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BTECH-005	B.TECH-CSE - CLOUD & MOBILE	UG	4Y					0		0 TMCT			
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Course Card open when the edit button is clicked

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General			*
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University:	An and a grant of the first of	Duration of Years: 3Y	
College Code:	TMCT	Number of Semesters: 0	
Session:	18-17 🐱	Capacity:	
Type Of Course:	Semester v	Present Strength: 4	
Final Semester Code:	VI 🗸	Department Code: 🗸 🗸	
Final Years Course:	~	Last Stage1 Generated List No.: 0	
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Department Code:	×	Credit Required: 0	
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Course Formula Hist	tory		^
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On NAVIGATE button, the user can find the options to add the Faculty Details, add Subjects and can allocate faculty to each subject

4		Edit - Course Card - BCA-001	- 8 ×
HOME NAVE	GATE		TMIMT-SOCIETY (?
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BCA-001			
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Code:	BCA-001	Grace Marks:	0.00
Description:	Bachelor of Computer Application	Degree Code:	v
University:		Duration of Years: 3Y	
College Code:	TMCT	Number of Semesters 0	
Session	16-17 🐱	Capacity:	
Type Of Course:	Semester 🗸	Present Strength: 4	
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College Code:	TMCT 👻	Number of Semesters: 0	
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#### On Clicking the "Section" tab, user can add multiple sections for a particular course

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Course Forr Filter 🛣 C List	OK	viter S				ок Х

Course Semester/Year can be added from the "Course Semester" and "Course Year" tab. Semesters will be added for semester based programs and Year will be added for Year based programs

Course Semester - COL - BCA-001 - 1 - 16-17 -	Edit - Course Card - BCA-001	- 8 ×
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16-17	Grace Marks: 0.00	
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OK Cancel		OK

All the faculties irrespective of their subjects need to be mentioned in the "Course Wise Faculty" tab

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BCA-001 40000 TMCT0034 VI PRADEE	P KUMAR S C	
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For yearly programs, only Year Code needs to be mentioned otherwise for semester based programs, no need to enter yearly code.

Course Subjects need to be mentioned for each course for a semester/year Click on "Course Subject" tab

14		Edit - Course Card - BCA-001	- 0 ×
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Description:	Bachelor of Computer Application	Degree Code:	v
University:		Duration of Years: 3Y	
College Code:	TMCT	Number of Semesters: 0	
Session:	16-17 🗸	Capacity	
Type Of Course:	Semester v	Present Strength: 4	
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Final Years Course:		Last Stage1 Generated List No.: 0	
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Click NEW to create a new subject card or else click EDIT to edit the existing card

View - Course Subject Header List	- 0 ×
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Course Subject Header List *	Type to filter (F3) Course 🔹 🔿 💌
Course ≜ Seme ▲ Acad ▲ Collage C Type Of Year	Filter: BCA-001
SCA-001 VI 15-16 TIMCT Semester	
	Close

On Clicking the NEW button, system will open a subject allocation card for a particular course

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User can see the course code for which he/she is creating the subject allocation. Add the academic year, semester/year, on the header part On the below line part, user has to select the subject from the list and allocate faculty

			Subject Lis		C C.1.			- = ×						- 6 - 3
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Once the subject is added, user must select the faculty to allocate the subject to a particular faculty. Same faculty can be added for same subject but with different sections.

20					Edit	- Course Sub	ject Header - BCA-0	01 - V - 16-17						- 🖻 🗙
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#### Step 5: To create & Upload a Time Table

Create an excel file with columns Course Code, Semester, Year, Section, Subject Code, Faculty Code, Day No, Hour No, Academic Year, College Code, Room Allocation, Attendance Date

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A	В	C	D	E	F	G	н	T	1	К	L	M	N	0	p
Course Code	Semester Code	Year Code	Section Code	Subject Code	Faculty Code	Day No	Hour No	Academic Yea	r College Code	Room Allocatio	on Attendance Date				
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BTECH-013	1:	1		EAS103	TMEG0387	2	3	16-17	TMEG	ROOM 4101	19/07/2016				
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Save the excel into CSV (Comma Delimited) format

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#### Step 6: To create a syllabus for the course and a subject

Upload the Units as well as Chapter masters to create a syllabus Unit master can also be uploaded via excel

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For Chapter Master, create an excel with Code, Description, Academic Year, College Code and Subject Code

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On the line part, faculty can enter the Units as well as the chapters with Topics, Week, Period(Lecture) as 1, Scheduled Date

Step 7: To create a student group/student batch

Click "Student Group" tab

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On clicking the student group, click new to create a new group or edit to modify the existing group

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On Group card, add details of course, semester and No. of student to be added in this group.

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For tagging student in this group, user can go to the "Student List" and tag the groups individually

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ST/000294	TCA1509023	CHITRA GAUTAM	25/10/1998	Female	ct123	GEN	BHUPEN		S	82	T	8	U.
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ST/000301	TCA1509043	MARIVA KHAN	09/01/1997	Female	cs123	MINORITY	ZAMIR F					Dene	
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Click EDIT on the Student list Student Card will open. Add the group in the "GROUP" field

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Admitted Year:	15-16	Enrollment No.	TCA1509003	
Student Name:	ADITI AGASWAL	College Code	TMCT	
Fathers Name:	SUNIL KUMAR AGARWAL	Nationality:		
Gender:	Female v	Secsion:	×	
Date of Birth:	15/09/1908	Hostel Acommodation:		
Course Code:	BTECH-001	Hostel Code:		
Course Name:	B.TECH. (COMPUTER SCIENCE & ENGINEERING)	Room No.:		
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### The list of students in the particular group can be viewed on the "Student Group"

#### Tab

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Students who all are tagged with this group can be viewed from field "Available

Student" field. Click on the number to view the list

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Similarly Batches can be tagged to all the students

#### Step 8: Mentor-Mentee

User can select the tab for Student Mentorship tab on the ribbon The screen shows the page for mentors to be tagged with the students

Course Code:	BCA-001		~							
Semester Code	- I.	201	Ŷ							
Year Code:	75.67 1 /0128	~								
No	+ Foundment	Student Name	Phone Number	Fathers Name	Mothen Name	Father/Mot	F-Mail Address Parent	Date of Bath	Allow Men	
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ST/001378		DEEPAK MISHRA		VIDYARAM MISHRA	VEENA MISHRA			15-05-1998		
ST/001508	TCA1501129	MOHD SALMAN		BABU ALI	MUNNI BEGUM			14-10-1998		
ST/001510		MOHD SHAVEZ		MOHD (REAN	FARHAT JAHA			18-11-1997	_	
ST/001590		RAJAT SINGH CHANDROL		BRUESH SINGH CH	SHUSHEELA SINGH			21-08-1996		
ST/001605		RISHIRAM		KHACHEDU SINGH	PRAVESH DEVI			11-08-1998		
ST/001616		ROHIT SAGAR		MAHIPAL SINGH	KIRAN DEVI			19-07-1999		
ST/009681		GAURAV TRIPATHI		Ghanshyam Tripathi	Ramvati Tripathi			01-01-1989		

The fields such as Course, Semester/Year, Faculty Code to be added on the screen Click "Get Students" from the Navigate tab

All students will appear on the screen

User can select the students for whom he/she will be the mentor by clicking on the

"Allow Mentorship" field Click "Mentorship Allow" on the Navigate button to tag the faculty with the selected

#### students

It will ask the command prompt

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nt Student Name Phone Number	Fathers Name Moth on Manna Father/Mot., E-Mail Address Parent	Date of Birth Allow Men-	
AKSHAY RUHELA	SANJAV KUM Microsoft Dynamics 14/W X	01-07-1999	
DEEPAK MISHRA	VIDYARAMM	15-05-1998	
29 MOHD SALMAN	BABU ALI Continue	14-10-1998	
MOHD SHAVEZ	MOHD IRFAN No.	18-11-1997	
RAJAT SINGH CHANDROL	BRIJESH SING	21-08-1996	
RISHIRAM	KHACHEDU SINGH PRAVESH DEVI	11-08-1998	
ROHIT SAGAR	MAHIPAL SINGH KIRAN DEVI	19-07-1999	
GAURAV TRIPATHI	Ghanshyam Tripathi Ramvati Tripathi	01-01-1989	
2	AKSHAV RUHELA DEEDAK NISHRA 9 MCHO SHAVEZ RAJAT SINCH CHANDROL RISHIRAM ROHIT SAGAR GAURAV TRIPATHI	AKSHAV RUMELA     SANUAV KUM     Netwoord Dynamics with an exposed by nine state       DESBAK NISHRA     VIDVARAM M       9     MCHD SLAVEN     BABIJI ALI       MCHD SHAVEZ     MOHD IRFAN       RAJAT SINCH CHANDROL     BRIJESH SING       RISHIRAM     CHACHERDU SINGH       ROHIT SAGAR     MAHIPAL SINGH       GAURAV TRIPATHI     Ghambyam Tripathi	AKHAY RUHELA     SAMAY KUM     Obsolution by dallation     C1-07-1999       DEEPAK MISHRA     VIDVARAM M     Are you do continue     15-05-1998       MCHD SHAAYEZ     MOHD IRFAN     Yes     18-11-1997       MCHD SHAYEZ     MOHD IRFAN     Yes     18-11-1997       RAJAT SINCH CHANDROL     BIJISH SING     21-08-1998       RSHIRAM     KHACHEUI SINGH     RAVESH DEVI       ROHIT SAGAR     MAHPAL SINGH     KIRAH DEVI       GAURAV TRIPATHI     Ghumbyam Tripathi     Remosti Tripathi

On clicking Yes, it will tag the student with this particular faculty

The same can be viewed on individual login of the faculty through portal on "Mentorship Details" tab

#### Step 9: Student Promotion

Students can be promoted to next academic year by this process

User can select the Student Promotion Tab on the ribbon which open the page of student promotion

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5T/001510	MOHD SHAVEZ					
ST/001590	RAJAT SINGH CHANDROL		P			
ST/001605	RISHIRAM					
ST/001516	ROHIT SAGAR		P			
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Fill the required fields such as Course, Academic Year (which needs to be

promoted), Semester/Year

On the Navigate button, one can select the "Get Students" tab which will generate all the students of that particular course and semester/year for which promotion to

be done.

All students can be viewed on the sub form of the page.

If the student is not eligible for the promotion, he/she should be marked as Failed

so as to stop promotion for that particular student.

For promoting the students, click "Promote". It will ask for the command. On clicking "Yes", students will be promoted to next semester/year.

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### FOR PORTAL

Step 9: User will go to the TMU website to login for his/her portal. Click www.tmu.ac.in

Step 10: On the website, click the "LOGIN" tab



Step 11: Login Page will appear where an Employee can fill his/her ID and Password



**Step 12**: Once the Login is done, Employee can fee his Profile as main page where he/she can update his Mobile No. and other contact information. Faculty can also upload his/her picture and can change password.

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Step 13: Faculty can upload the assignment from the Assignment tab

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Due Date: Topic:	Due Date		Close Date:	Close Date		Maximum Marks:	Marks	
Assignment:	Choose File No file cho	isen	- terrent					
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**Step 14:** The Mentorship Details can be viewed from the Portal. Also, the faculty can add the interaction details by clicking the Student ID.

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**Step 15**: Attendance for Student can be marked through portal. Faculty allocated with the course and subjects can mark the attendance of those students who are mapped with the same course and subjects.

Faculty can select the Academic Year, Course, Semester/Year/ Section (if any), Subject, Lecture No., Unit and Topic.

Click SHOW tab to view student's attendance list. One can mark Present All if all the student are present or

can uncheck the shown on the student list to make them absent. The list will show the attendance of current date as well as previous 3 lectures for the same course and subject with current percentage.

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Mark Attend	lance				-					
No.	ATT/16-17/00986		Faculty Code	TMCT0028		Date	30 Jul 2016			
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To Review the Attendance, Faculty can select the Attendance Tab and select Review Attendance.

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TCA1402007	SANJEEV KUMAR		ST/006646					1	
1CA1402009	SHIVAM KUMAR I	JWIVEDI	ST/006650					2	
and a second sec									

A Faculty can review the attendance by selecting the Course, Semester/Year Section (if any) and Subject. Faculty can also view with date filters. The data can also be exported to excel from "Export to excel" tab.

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		ST/006641		PRADEEP	10		5	7		41		
		5T/006650		SHIVAM KUMA	RDWIVEDI		3	9		25		
		ST/006651		SHIVENDRA D	VIVEDI		3	9		25		
		ST/006653		YASH PAL GAU	IAM		3	9		25		
											Export To Excel	

**Step 16:** On the Programs tab, a faculty can view the Time Table, can do Lecture Allotment, can create a new Time Table, Can view his/her Lesson Plan, can create his/her Faculty Course Plan.

Time Table

• Can be viewed course wise

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Lecture Allotment

• Faculty can put the substitute faculty if he/she is on leave

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Fai	ulty Name:	PRIYANK SINGHAL		(mar B)			
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#### **Create Time Table**

• He/she can create his weekly/monthly time table from the portal

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Acade	mic Year	16-17	•	Course	MCA-001	*	Semester/Year	1V	
Secto	n	- Section -	•	Subject	Advanced Java	•	Subject Type	MAJOR	
Day		MON		Hour No.	9	٠	Room Allocation	Room No	
From	Date			To Date				Savo	

#### Lesson Plan

 Lesson Plan can be Proposed which a faculty has created and Actual which will be calculated by the system once the attendance is commenced and attendance is marked for that particular lectures

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TMU		NKER				$\bigcirc$	
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PROFILE	ASSIGNMENT	MENTORSHIP DETAILS	ATTENDANCE	PROGRAM	HR.		
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			Actual Lesson Plan				
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	13 Jul 2016	7		2	8		
	12 Jul 2016	-1		3	9		
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	11 Jul 2016	5	TESTI	0	8		
	07 Jul 2016	1	TESTI	3	8		
	00 Jul 2010	2		2	8		
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Faculty Course Plan

• A faculty can create his/her proposed course plan

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PR	OFILE A	SSIGNMENT	MENTOR SHIP D	ETALS	ATTENDANCE	PROGRAM	HRa			
	Course Plan									
	Academic Year Section Unit Code Chapter Code	16-17 - Section - - Unit -	* ] * ] * ] * ]	Course Subject Unit Name Chapter Name	MCA-001 Advanced Java	•	Semester/Voor Subject Type No. Of Minutes Week	IV MAJOR	¥	
	Period. Topic			Scheduled Date			Actual Date	Save		
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