



ACADEMIC MANAGEMENT SYSTEM

NAHEP Component 2A
Project “Investment in ICAR
Leadership for Agriculture
Higher Education”

Faculty Reference Manual



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1. Activity Workflow Diagram of Academic Management System

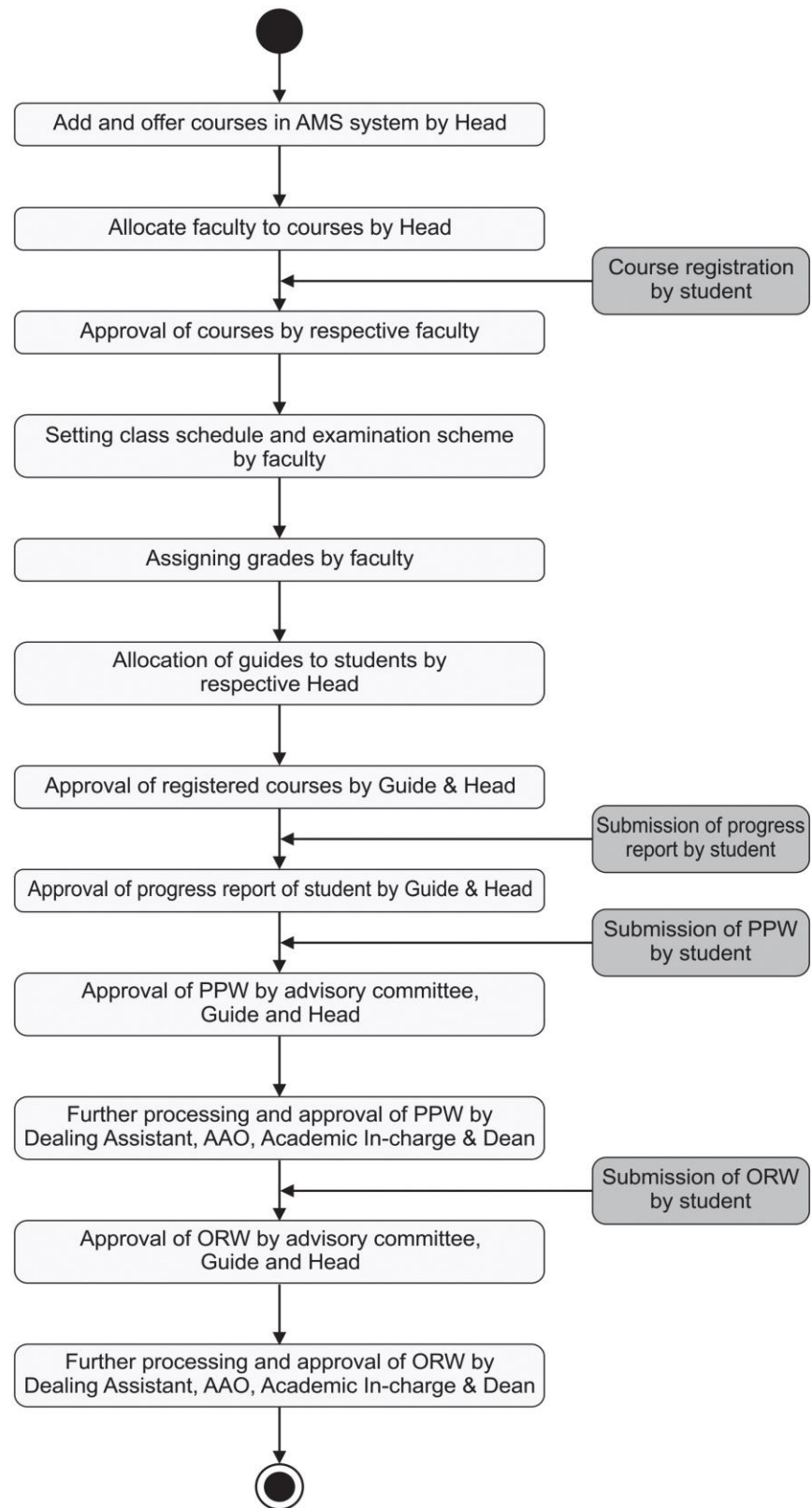


Fig. 1 Activity Diagram for Using Academic Management

2. Faculty's Account

In AMS faculty members can registered himself/herself through the registration page, after that they can access their profile's only after admin approval.

2.1 Registered as a Faculty

Faculty will have to registered as a faculty member from the registration page. Then only admin approved as a faculty, faculty can login into their profile.

The screenshot shows the 'USER REGISTRATION' page of the Academic Management System (AMS) for the University of Agricultural Sciences, Dharwad. The page is titled 'USER REGISTRATION' and contains various input fields for user details. The fields are organized into several sections:

- User Type:** A dropdown menu labeled 'Select UserType'.
- User ID/Username:** A text input field containing 'abc@gmail.com'.
- Password:** A text input field labeled 'Password'.
- Confirm Password:** A text input field labeled 'Confirm Password'.
- Title:** A dropdown menu labeled 'Title'.
- First Name:** A text input field labeled 'First Name'.
- Middle Name:** A text input field labeled 'Middle Name'.
- Last Name:** A text input field labeled 'Last Name'.
- Father Name:** A text input field labeled 'Father Name'.
- Mother Name:** A text input field labeled 'Mother Name'.
- Religion:** A dropdown menu labeled 'Religion'.
- Gender:** A dropdown menu labeled 'Gender'.
- Category:** A dropdown menu labeled 'Select Category'.
- Physically Challenged?** A dropdown menu labeled 'Physically Challenged'.
- Date of Birth:** A text input field labeled 'DD-MM-YYYY'.
- Blood Group:** A dropdown menu labeled 'Blood Group'.
- Designation:** A dropdown menu labeled 'Please Select'.
- Degree:** A dropdown menu labeled 'Degree'.
- Discipline:** A dropdown menu labeled 'Discipline'.
- College/Working Place:** A dropdown menu labeled 'Select College'.
- Aadhaar Number:** A text input field labeled 'Aadhar No'.
- PAN CARD Number:** A text input field labeled 'Pan Card No'.
- Email ID:** A text input field labeled 'Email ID'.
- Mobile No:** A text input field labeled 'Mobile No'.
- Bank A/C No:** A text input field labeled 'Bank A/C No'.
- Bank Name & Branch:** A text input field labeled 'Bank Name & Branch'.
- IFSC Code:** A text input field labeled 'IFSC Code'.
- Address Official/Correspondence:** A text input field labeled 'Address Official/Correspondence'.
- Permanent Address:** A text input field labeled 'Address Permanent'.
- Country:** A dropdown menu labeled 'Country'.
- Domicile State:** A dropdown menu labeled 'Domicile State'.

At the bottom of the form, there is a green 'Next' button. The footer of the page includes the ICAAR logo, the text 'Implemented Under NAHEP Component-II', 'Division of Computer Applications', 'ICAR-IASRI, Library Avenue, Pusa, New Delhi - 110 012 (INDIA)', and the NAHEP logo.

Fig. 2.1 Registration Page

2.3 Guidelines for Filling Up Registration Form

- In the field ***Create User Name/ID** user has to create a login account which will be used to access the system. The user may select the User Name/ID of his/her choice. Faculty are advised to remember/ retain the created User Name/ID for future reference.
- Enter your first name in the textbox next to ***First Name** label.
- Enter your father's name in the textbox next to ***Father's Name** label. Please don't prefix the father name with Sh., Mr. or Dr.
- ***Password** must be at least 7 characters long and must include special characters.
- Use calendar to enter ***D.O.B.**
- After filling all the required details, click on **next** button to preview all the related information. Then click on preview button after verified all the information if it is correct click on **submit button**.
- After the request has been sent to the admin, then admin approved that request as a faculty, head, professor or guide.

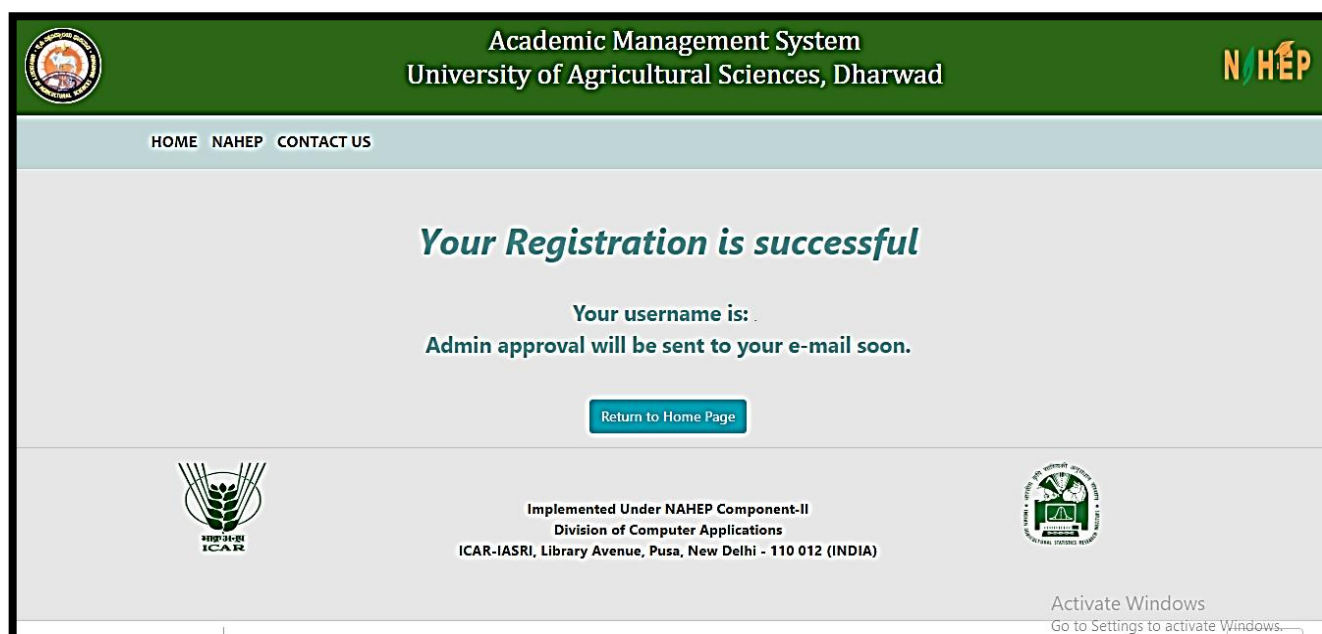


Fig. 2.3 Registration Guidelines

3. Access Home Page of AMS

- Enter the AMS URL assigned to your university into the web browser.
- Home Page of AMS of your university will be displayed on the screen.



Fig. 3 Home Page of the Academic Management System

3.1 Login as Faculty

After administrator approval faculty will received an email in which user id and password is mention. By using them faculty can easily access their profile.

- Faculty open the URL into the Web browser.
- Enter the University URL.
- On home page click on login button then enter userid and password then click on **login button**.

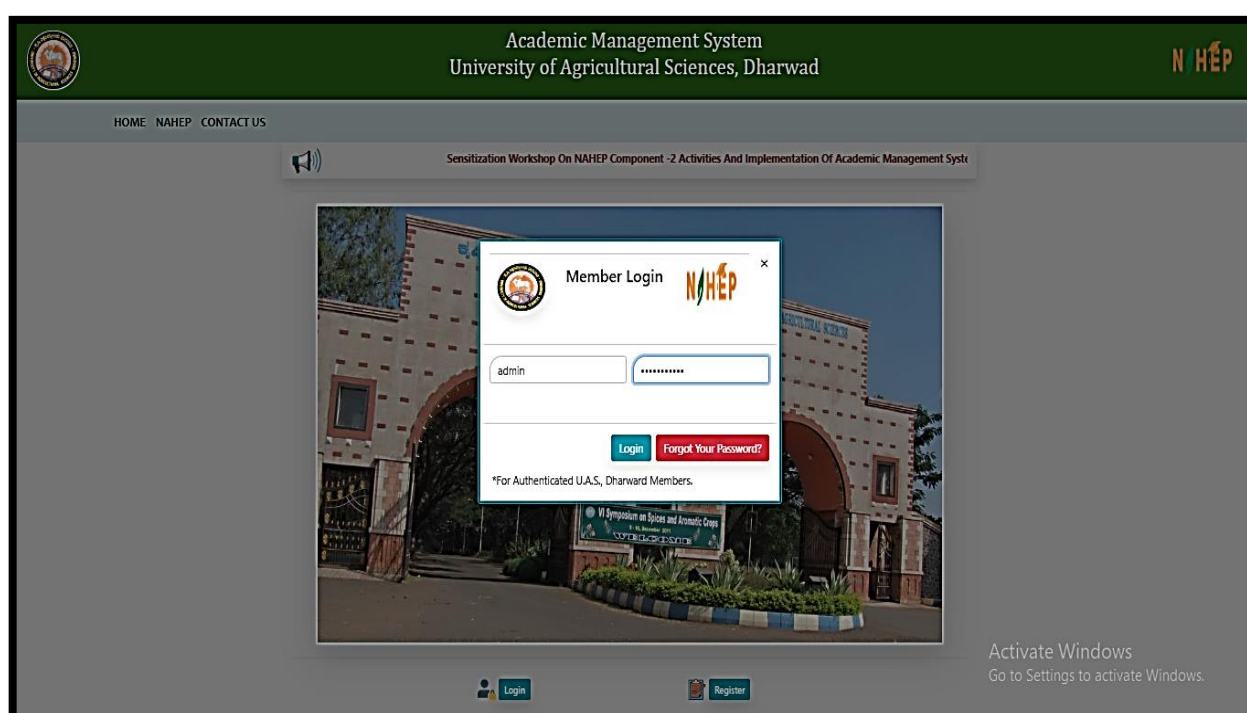


Fig. 3.1 Login as Faculty

3.2 Faculty Qualification Editing/Updating

Faculty have the rights to change his/her Profile information.

- To enter qualification information, click on **Personal menu**.
- Click on qualification menu and then fill all the information related to the fields.
- After complete all the information click on **submit button** to save all the correct information related to faculty.

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Logout

Show Qualification Grid

Degree	Ph.D.
Specialisation	Agriculture
Roll No.	2145124
Marks Category	Percentage
Marks Obtained	85
Total Marks	100
Year of Passing	2005
Subject	Agriculture
University Category	Deemed University
University Name	ICAR-Indian Agricultural Res
University Name (If Selected Others)	
Attach Transcript	Choose File No file chosen
Submit	


Activate Windows
Go to Settings to activate Windows.

Fig. 3.2 Faculty Qualification Editing/Updating

3.3 Faculty Update/Edit Basic Profile

Faculty can update their profile by this menu option

- Click on **personal menu** in the navigation bar.
- Click on **edit basic profile**.
- In this edit basic profile. There are three options are providing to the faculty member.
- **Update Profile, Change Password, Verified Email id.**
- **Update Profile** is provided to update faculty profile information.
- **Change Password** is provided to change password.
- **Verified Email id** is provided to verified email id of the faculty member.


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Logout

UPDATE DETAILS

User Type

Username

Title

First Name

Middle Name

Last Name

Father Name

Mother Name

Gender

Category

Physically Challenged?

Date of Birth

Blood Group

Discipline

College

Aadhar Number

Pan Card Number

Aadhar Number

Pan Card Number

Email ID

Mobile Number

Date of Joining Service

Date of Joining University

Joining Cader

Present Cader

Date of Enterning Prentent Cader

Address Official/Correspondence

Address Permanent

Country

Domicile State

Update

Fig. 3.3(a) Faculty Update/Edit Basic Profile

- To change password, click on change password.
- Enter current password then only enter new and confirm password.

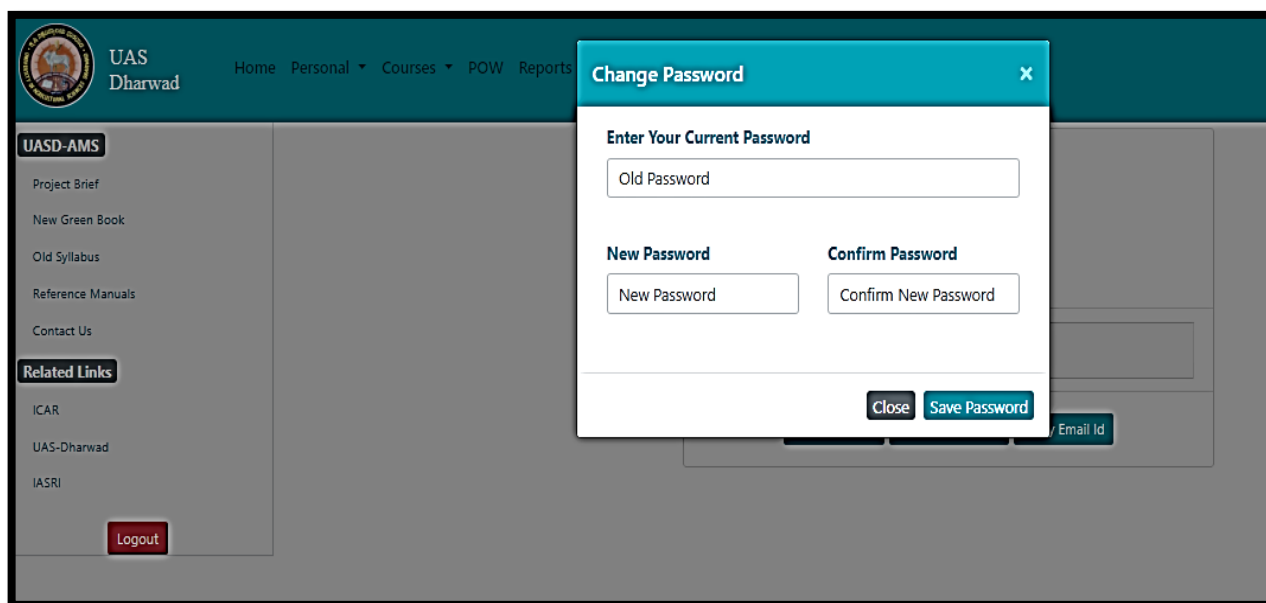


Fig. 3.3(b) Faculty Update Password

- To verified email id, enter registered email id and then click on get OTP.
- After that OTP will send to your email id, then user enter that OPT to change their password.

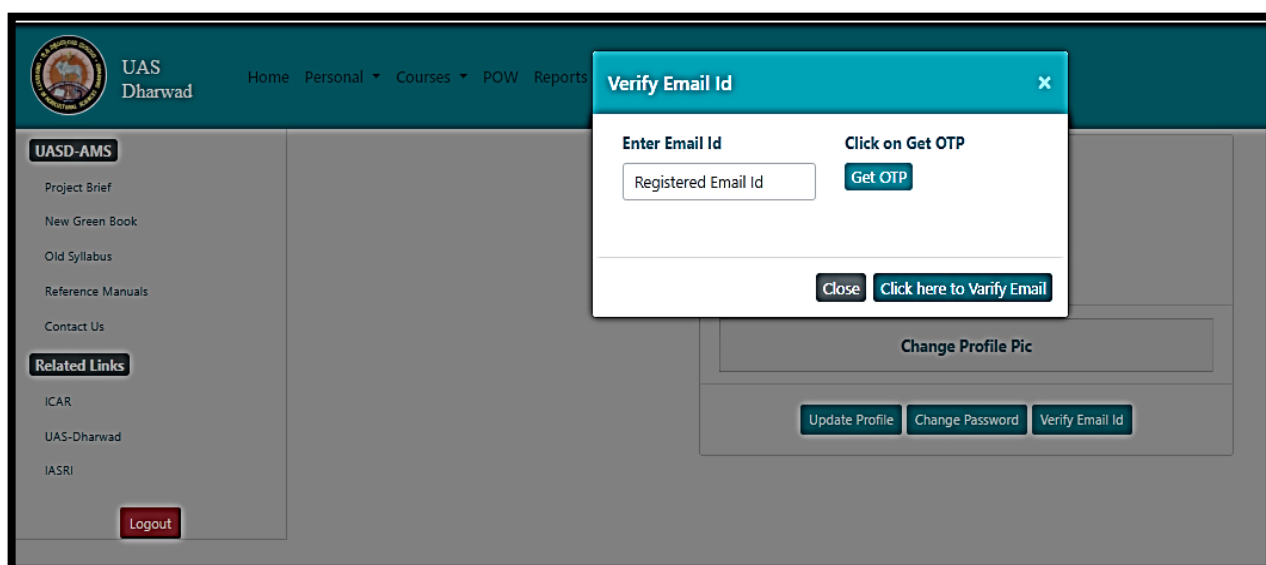


Fig. 3.4(c) Faculty Verify Email id

4. Faculty Approval of Students for a Course

Once a student selects and register a course to study in the semester, the faculty may approve/disapprove the student to take that particular course.

- Click on Course Menu and then select Faculty Approval of Students.

Faculty Approval of Students						
Faculty : Dr. RAVIKANT RADHAKANT UPASANI						
S.No	Course No	Course Name	Course Credits	Semester	Academic Year	Course Instructors
1	AEC 111-2017	Rural Sociology and Educational Psychology	2L+0P	I	2018-19	Dr. RAVIKANT RADHAKANT UPASANI
2	AEC112-2017	Human Values and Ethics(Non Grdial)	1L+0P	I	2018-19	Dr. RAVIKANT RADHAKANT UPASANI
3	agron111-2017	Fundamentals of Agronomy	3L+1P	I	2018-19	Dr. RAVIKANT RADHAKANT UPASANI

Fig. 4(a) Faculty Approval of the Course Registered by the Students

- The next page will display list of students registered in a particular course.

AEC 111-2017(2L+0P) Rural Sociology and Educational Psychology Particulars of Students Submitted for Registration in the Course					
Signature of Course Instructor Dr. RAVIKANT RADHAKANT UPASANI					
S.No	Name	Roll No	Discipline of Student	Faculty Approval	Faculty Actions
1	KALPANA BASKI	AGD031810006	AG	Pending	<input type="button" value="Approve"/> <input type="button" value="Disapprove"/>
2	KAMINI BASKI	AGD031810010	AG	Pending	<input type="button" value="Approve"/> <input type="button" value="Disapprove"/>
3	PRADEEP MURMU	AGD031810011	AG	Pending	<input type="button" value="Approve"/> <input type="button" value="Disapprove"/>

Fig. 4(b) Faculty approval /Disapproval

4.1 Class Schedule by Faculty

This module is used for creating class schedule for the students. In which E-learning activities related to a particular course. The faculty can manage the class room activities of a particular course such as details of topics to be taught in the class, uploading the resources for lecture material, assignments etc.

- Click on Course menu and then select class schedule.
- Select Course No. then add new topic.
- Select Theory/Practice
- Enter Topic Name
- Select Start Date of the Course
- Select Completion Date of the Course
- Enter No. of Lecture
- Select Faculty and then click on submit button.

Course Schedule			
Faculty : Dr. RAVIKANTRADHAKANT UPASANI			
Sr. No	Course No	Semester	AcademicYear
1	AEC 111-2017	I	2018-19
2	AEC112-2017	I	2018-19
3	agron111-2017	I	2018-19
4	Agron112-2017	I	2018-19
5	Agron113-2017	I	2018-19
6	ENG111-2017	I	2018-19
7	GPB 100(B)-2017	I	2018-19

Fig. 4.1(a) Class Scheduled by Faculty

✕

AEC 111-2017(Rural Sociology and Educational Psychology)
Semester : I Acadmic year : - 2019-20

Course Instructor :- Dr. RAVIKANTRADHAKANT UPASANI

Add New Topic

Theory / Practical	Practical ▼
Topic	<input type="text"/>
Start Date	dd-mm-yyyy
Completion Date	dd-mm-yyyy
No. of Lecture	<input type="text"/>
Faculty	Select Faculty ▼

Fig. 4.1(b) Class Scheduled by Faculty

- Remove topics from the list by clicking on remove button.

Course Instructor :- Dr. RAVIKANTRADHAKANT UPASANI

Add New Topic

Theory / Practical	Theory ▼
Topic	<input type="text"/>
Start Date	dd-mm-yyyy
Completion Date	dd-mm-yyyy
No. of Lecture	<input type="text"/>
Faculty	Select Faculty ▼

Topic	Theory/Practical	Start Date	Completion Date	Faculty	E-Learning Resources	Action
test...	Theory	6/4/2019	6/4/2019	Dr. RAVIKANTRADHAKANTUPASANI	<input type="button" value="TL"/> <input type="button" value="TS"/> <input type="button" value="TA"/> <input type="button" value="TR"/> <input type="button" value="OR"/>	<input type="button" value="Remove"/>

Fig. 4.1(c) Class Scheduled by Faculty

4.2 Assigned Grades by Faculty

Before entering the marks of students for a particular course, the faculty first has to of that particular course. To assign examination scheme.

- Click on course menu then click on Assign Grades.
- Select **Academic year** and **Semester** from the list and click on **Submit** button.
- Next page will display list of courses offered in the current semester. Select a particular course and click on **Enter Examination Scheme** button.
- Click on **Assign** button for assigning examination scheme of a particular course. After that enter the examination scheme of the course as per rules of NDRI Deemed University.
- To edit the examination scheme, first delete the current scheme by clicking on Delete button and then click on Assign button for assigning new scheme.

Assign Grades

Acadmic Year	Select Acadmic Year ▼
Semester	Select Semester ▼
<input type="button" value="Submit"/>	

There are three ways to Assign Grades

1. Upload Excel File
2. Upload CSV File

Steps to Upload Excel/CSV

(i)Download the Template for your respective choice

[Download Template For Excel File](#) [Download Template For CSV File](#)

(ii)Enter the grades into the downloaded template file

Before filling the enteries do keep these things in mind

- * All fields should have numeric value
- * The date should be in MM/DD/YYYY
- * No field should be empty in the file with Completed grade enteries
- * Data Should be in "Sheet1" of Excel File
- * In case student are absent fill "0" (Zero) in Excel File
- * Don't change the header of the downloaded template
- * Please Don't use any formulas into Your Excel file

(iii)Upload the file with completed grade enteries

(iv)Press Submit to proceed further otherwise press Cancel

3. Enter directly into website

Fig. 4.2(a) Assigned Grades by Faculty

- Select course name form dropdown menu.

Assign Grades

Course Name	NCC-I/NSS-1 (BS 1106-2017-S01-C004-I-2018-19) ▼	
Step - 1		Enter Examination Scheme
Step - 2		Enter Examination Date
Step - 3		Enter Class Details
Step - 4		Enter Grades/Seminar
Step - 5		Examination Result

Fig. 4.2(b) Course Name

Examination Scheme

Course Leader : Dr. ASHISH KUMAR CHAKRABORTY
 Discipline : FR Semester : I
 Academic Year : 2018-19
 Course Type : General

Course No	Course Name	Trimester	Quizzes	Mid Term Exam	Practical record	Assignment	Attendance	Final Theory Exam	Final Practical Exam	Operations
BS 1106-2017	NCC-I/NSS-1	I								Edit Delete

[Proceed to Examination Date](#)
[Go Back to Previous Page](#)

Fig. 4.2(c) Examination Scheme

Examination Date

Course Leader : Dr. ASHISH KUMAR CHAKRABORTY
Semester : I
Academic Year : 2018-19

Course No	Course Name	Trimester	Mid Term Date	Final Theory Date	Final Practical Date	Operations
BS 1106-2017	NCC-I/NSS-1	I	1-01-01	1-01-01	1-01-01	Edit Delete

[Proceed to Class Details](#)
[Go Back to Previous Page](#)

Fig. 4.2(d) Examination Scheme

- To enter class details, provide information above number of theory/practical lectures to be given and actual number of lectures delivered. Class details of a particular course can be entered by clicking **Courses** and then **Assign Grades**.
- Select **Academic year** and **Semester** from the list and click on **Submit** button
- Next page will display the list of courses for the current semester. Select a particular course and click on **Enter Examination Date** button. (Fig. 5.6) You can also enter class details of a particular course by clicking on **Proceed to Class Details** hyperlink
- Next page will ask for entering number of lectures of **theory/practical scheduled** and **actually given/delivered** for a particular course in the semester. After filling all the number of lectures of individual course instructor and in total, click on **Submit** button

Semester Class Details

Course Leader :

Course Name : | Course Number :

Semester : I Academic Year : 2018-19

Details of Classes (Total)

Theory Scheduled	Conducted
<input type="text" value="Theory Scheduled"/>	<input type="text" value="Conducted Theory Sch"/>
Practical Scheduled	Conducted
<input type="text" value="Theory Scheduled"/>	<input type="text" value="Conducted Theory Sch"/>

Fig. 4.2(e) Examination Scheme

5. Role of Professor and Head

Professor & Head of each discipline is the chairman of Board of Studies having rights to add courses offer courses, allocate faculty to these courses, and allocate guide to each student.

All these tasks are carried out by clicking on BoS (Board of Studies) Menu. If a professor and head is chairman of more than one BoS (discipline), then he/she has to first select the discipline for which he/she is acting as chairman of BoS.

To select the discipline, click on Role menu available on right hand side of main menu. Then click on Change button (to change the discipline) in the new window displayed on the screen.

5.1 Adding New Courses by Faculty

Professor & Head needs to add new courses in each semester by clicking on BOS Menu option.

- Click on BOS menu option and then click on add course.

- To add a New Course, Enter Course Number Course Name and Induction Year in the text boxes.
- Click on '**Add Course**' button.
- A new row will be generated. For updating newly added or existing courses click on 'Modify button'. A new page will be displayed where syllabus, credit hours and other particulars of the course can be added/updated in
- Click on 'Modify' button, after filling all the required details in
- For deleting the course click on 'Remove' button. One can delete only that course which is not offered to students or registered by any student

Add Courses

Discipline : AE

Course Number

Course Name

Select Induction Year ▼

Add Course

S.No	Course No	Course Name	Credits	Course Induction Year	Prerequisites	Offered In Sem I	Offered In Sem II	Actions
1	AE 211-2017	Farm Machinery and Power	7L + 6P	2017	NA	Yes	No	Modify Remove
2	AE 221-2017	Renewable Energy and Green Technology	1L + 1P	2017	NA	No	Yes	Modify Remove
3	AE 321-2017	Protected Cultivation and Secondary Agriculture	2L + 1P	2017	NA	No	Yes	Modify Remove

Fig. 5.1 Add New Course

5.2 Offering Course in a Semester

The newly added courses in each semester are to be offered to students for Registration.

- To offer the course. Click on **BOS menu** and then click on **Offer Courses**.

- Select **Academic Year** and **Semester** e.g. 2017-18 and I Semester.
- To add new courses in the semester, click on **Add Courses Offered in Semester** button.
- The new page will be displayed.
- Select courses from **Courses** list box and move them to Selected **Courses** list box using **move right** Button.
- You can remove course(s) (if required) from **Selected Courses** List box by selecting the course(s) and clicking on **move left** button.
- Click on '**Save Changes**' button

Offer Courses

Semester: I
Academic Year: 2017-18
Discipline : AE

COURSES		SELECTED COURSES
BEAS- 111-2017 BEAS- 112-2017 BEAS- 113-2017 BEAS- 114-2017 BEAS- 115-2017 BEAS- 116-2017 BEAS- 117-2017 BEAS- 118-2017	>> <<	AE 211-2017

Fig. 5.2(a) Offering Course

Add Offered Courses Discipline : AE

Academic Year

Please Select ▼

Semester

Please Select ▼

Institute

Please Select ▼

Add Courses Offered in Semester

Offered Courses Report

Sr. No	Course No	Course Name	Theory Credit(T)	Practical Credit(P)	Campus	Semester	Academic Year
1	AE 211-2017	FARM MACHINERY AND POWER	7L	6P	BAU	I	2019-20
2	BEAS- 111-2017	ENGINEERING MATHEMATICS-I	2L	1P	BAU	I	2019-20
3	BEAS- 112-2017	ENGINEERING PHYSICS	2L	1P	BAU	I	2019-20
4	BEAS- 113-2017	ENGINEERING CHEMISTRY	2L	1P	BAU	I	2019-20
5	BEAS- 114-2017	PRINCIPLES OF SOIL SCIENCE	2L	1P	BAU	I	2019-20
6	BEAS- 115-2017	SURVEYING AND LEVELLING	1L	2P	BAU	I	2019-20

Fig. 5.2(b) Add Offered Course

6. Allocating Faculty to Courses

Professor & Head have to allocate faculty to each course by clicking on **BoS** and then click on **Allocate Faculty**.

- The next screen will display all offered courses in the current Academic Year & Semester.
- Click on **Allocate** for allocating a faculty to a course.
- The allocate faculty form will appear.
- Select the faculty members as **Course Leader**, **Course Associate 1** and **Course Associate 2** for the particular course. The faculty may be from any discipline. If you want to select it from the same discipline, select it from dropdown otherwise click on **Choose from Other Discipline**.
- After clicking **Choose from Other Discipline** in a new screen will be displayed where you can select the discipline. Click on Submit Button after selecting discipline in A new

- screen will be displayed where you can allocate the faculty from selected discipline, by clicking on **Allocate** button. Click on **Reset** button to deselect the selected value
- After selecting all the faculty, click on **Allocate** button.
- Click on '**Reset**' button to deselect all selected values.

Allocated Faculty Report										
Course No	Course Name	Semester	Course Leader	Course Associate 1	Course Associate 2	Course Associate 3	Course Associate 4	Course Associate 5	Course Associate Others	Action
AE 211-2017	Farm Machinery and Power	I	PRAMOD RAI							Allocate Delete
BEAS- 111-2017	Engineering Mathematics-I	I	BIRENDRA ORAON	MD IRFAN AHMAD ANSARI	MINTU JOB					Allocate Delete
BEAS- 112-2017	Engineering Physics	I	BIRENDRA ORAON	PRAMOD RAI						Allocate Delete
BEAS- 113-2017	Engineering Chemistry	I	BIRENDRA ORAON	MINTU JOB						Allocate Delete

Fig. 6(a) Allocated Faculty Report

Allocate Faculty

Discipline : AE

Course Leader

Dr. PRAMOD RAI

Choose from Other Discipline

Choose from Other College

Course Associate 1

Please Select

Choose from Other Discipline

Choose from Other College

Course Associate 2

Please Select

Choose from Other Discipline

Choose from Other College

Course Associate 3

Please Select

Choose from Other Discipline

Choose from Other College

Course Associate 4

Please Select

Choose from Other Discipline

Choose from Other College

Course Associate 5

Please Select

Choose from Other Discipline

Choose from Other College

Allocate

Reset

Choose More Course Associates

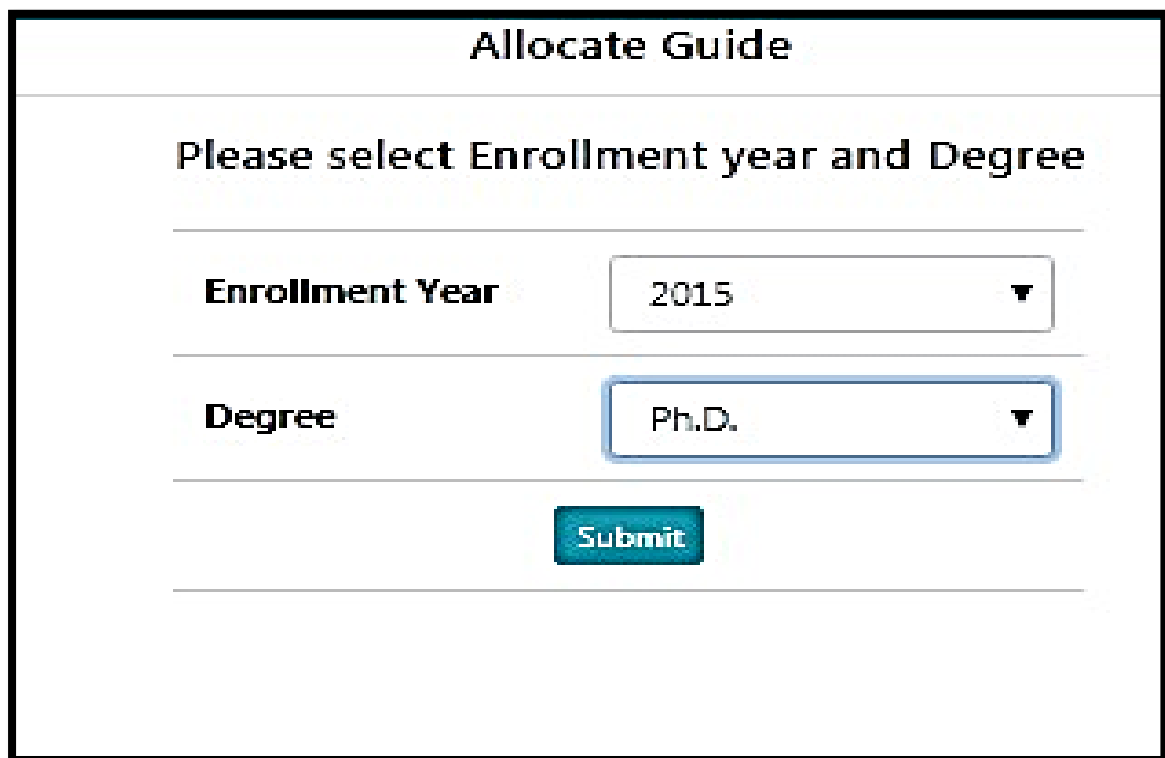
Back

Fig. 6(b) Allocated Faculty Report

6.1 Allocating Guide to Students

Each student is to be allocated a guide. To allocate a guide to a student click on **BoS** Allocate Guide.

- Enter Enrollment year and degree in field.
- After Selecting enrollment year and degree click on **Submit** button.
- The next screen will display list of students enrolled in selected year and degree.
- Click on **Allocate** for allocating the guide to a student After selecting the guide from **Chairman Advisory Committee** dropdown list, click on **Allocate** button.
- Click on **Reset** button to deselect the selected value.



The screenshot shows a web form titled "Allocate Guide". Below the title is a heading "Please select Enrollment year and Degree". There are two dropdown menus: "Enrollment Year" with "2015" selected and "Degree" with "Ph.D." selected. Below these is a blue "Submit" button.

Allocate Guide	
Please select Enrollment year and Degree	
Enrollment Year	2015 ▼
Degree	Ph.D. ▼
Submit	

Fig. 6.1 Allocated Guide to the Student

Please select Option(s)

Chairman Advisory Committee	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Mr. BIRENDRA ORAON ▼</div>	Choose from Other Discipline	Choose from Other College
<div style="display: flex; gap: 10px;"> <div style="background-color: #008080; color: white; padding: 5px 10px; border: 1px solid #008080;">Allocate</div> <div style="background-color: #333; color: white; padding: 5px 10px; border: 1px solid #333;">Reset</div> </div>			

Fig. 6.1(a) Allocated Guide to the Student

7. Students Registered Courses Approve by Professor & Head

Professor & Head needs to approve registered courses of students by clicking on **Courses Professor Approval of Students**.

- Select academic year and semester and then click on **Submit** button.
- The next page will show the list of students of the concerned discipline along with the status.
- Click on a student name to see all his registered courses.
- Click on **Approve** button to register the student. The **Approve** button appears only if all courses are approved by faculty as well as by guide.

Select Academic Year and Trimester

Acadmin Year

2018-19 ▼

Semester

I ▼

Submit

Fig. 7(a) Students Registered Courses Approve by Professor & Head

Select Academic Year and Trimester

Acadmin Year

2018-19 ▼

Semester

I ▼

Submit

S.No	Roll No	Student Name
1	005	Dr. ETESHAMUL HAQUE

Fig. 7(b) List of Students in the Selected Academic Year & Semester

<p style="text-align: center;">Professor Approval of Students</p> <p style="text-align: center;">Academic Year : 2019-20 Semester : I</p> <p style="text-align: center;">Student Name: Mr. JANIS BECK Roll No : AMSBAUB-10004</p>					
<input type="checkbox"/>	Course No	Course Name	Faculty Name	Guide Name	Professor Approval
<input type="checkbox"/>	BEAS-111-2017	ENGINEERING MATHEMATICS-I	Mr. BIRENDRA ORAON Approved	Prof. Rakesh Kumar Approved	RAKESH KUMAR KUMAR Approved
<input type="checkbox"/>	BEAS-112-2017	ENGINEERING PHYSICS	Mr. BIRENDRA ORAON Approved	Dr. MD IRFAN AHMAD ANSARI Approved	RAKESH KUMAR KUMAR Approved
<input type="checkbox"/>	BEAS-113-2017	ENGINEERING CHEMISTRY	Mr. BIRENDRA ORAON Approved	Dr. MD IRFAN AHMAD ANSARI Approved	RAKESH KUMAR KUMAR Approved
<input type="checkbox"/>	BEAS-114-2017	PRINCIPLES OF SOIL SCIENCE	Prof. Rakesh Kumar Approved	Dr. MD IRFAN AHMAD ANSARI Approved	RAKESH KUMAR KUMAR Approved
<input type="checkbox"/>	BEAS-115-2017	SURVEYING AND LEVELLING	Mr. BIRENDRA ORAON Approved	Dr. MD IRFAN AHMAD ANSARI Approved	RAKESH KUMAR KUMAR Approved
<input type="checkbox"/>	BEAS-116-2017	ENGINEERING MECHANICS	Dr. MD IRFAN AHMAD ANSARI Approved	Dr. MD IRFAN AHMAD ANSARI Approved	RAKESH KUMAR KUMAR Approved

Fig. 7(c) Professor Approval of Students