2016

User Manual for Faculty Subject Mapping

DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY

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1. Purpose

The Purpose of this document is to maintain User Manual document for "**Faculty Subject Mapping for Evaluation"** through this COE/University user & college user will be able to map the specialized subjects to the respective faculty for evaluation process

2. Scope

The scope of the document is to describe the procedure for the features Involved in the faculty subject mapping for the evaluator through college login.

- Currently each faculty can be mapped with only three specialized subjects for evaluation
- During mapping process, Provision given to college user can to edit the already created faculty personal details as well as bank details

3. Process

- Through web login, the college user will be able to login and map the subject to the respective faculty
- Select specialised subjects for the faculty from web login and map for evaluation process.

4. Faculty Subject Mapping

Step 1 Login Screen

Fig: 1.0

Description: The above screen shot if for login to the college user for faculty mapping process.

- Enter **User ID** & **Password** to login to the application

- Click on **Enter** button to continue with an application

Step 2 Selection Screen

- Select **Evaluator Registration** sub menu from **Evaluator** main menu for faculty mapping

Step 2 Selection Screen

Fig: 1.1

Description: The above screen shot is for selection details for the mapping of subjects to the faculty members.

Selection procedure:

- Enter **Pan card / User ID** details

- Click on **GO** button to load the faculty details

- Change the required text fields from the above screen such as *Name, father name, date of birth, gender, Designation, qualification, aadhar card no, voter ID, mobile no and other banc details.*

- Click on **Evaluation Center** Drop down filed to load the evaluation centre name

- Click on **Branch Name** Drop down filed to load the branch name

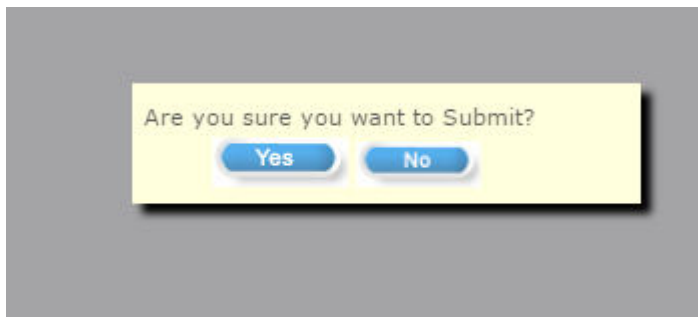- Click on **Subjects** Drop down filed to load the subjects.

From the displayed grid, user can select the subjects by checking the check box ☑ and submit for mapping as displayed in the below screen.

Select	S.no	Subject Code	Subject Name	Branch Name	Subject Type	Semester	Delete
☑	1	AR101	ARCHITECTURAL DESIGN-I	B.Arch - Architecture	THEORY/PRACTICAL	Semester - I	✖
☑	2	AR104	ARCHITECTURAL DRAWING-I	B.Arch - Architecture	Theory	Semester - I	✖
☑	3	AR203	ARCHITECTURAL STRUCTURES-II	B.Arch - Architecture	Theory	Semester - II	✖

8. From the grid, user can check/ Uncheck required subjects for mapping

Submit   Clear

9. Click on submit button to map the subjects

- Click on Submit **Submit** button to complete the mapping of subject process

- Display confirmation message before submitting the subjects

Are you sure you want to Submit?
Yes   No

Click on **Yes** button to confirm submission.

- After submission, Display acknowledge message for user regarding successful submission of subjects.

Submit Clear

Information

fa001a0 Record Updated Sucessfully

Note:

Any receiving problems such as 'unable to login', 'Pan card not accepted 'and further information's, Kindly mail your queries to the following mail ID digitalevaluation@aktu.ac.in