Geology

USER MANUAL

COURSE REGISTRATION

&

TIME TABLE MODULE

ENTERPISE RESOURCE PLANNING (ERP)

UNIVERSITY OF HARIPUR

Scanned with CamScanner

PURPOSE

This user manual provide guidance to academic departments in the performing following activities through UOH-ERP system

1. How to define faculty primary / auxiliary subject
2. How to define Program , Program Semester & Courses
3. How to define Batches , Section / Group and defining semester courses
4. Time Table Configuration
   a. Week Days
   b. Periods
   c. Periods Per Day
   d. Faculty Workload
5. How to define course lesson
6. How to allocate courses to the faculty and resources
7. How Allocate Course to the Student (Course Registration)

1. HOW TO DEFINE FACULTY PRIMARY / AUXILIARY SUBJECT

This is basically configuration module and access is only available to ERP Administrator. Department level users can't access this module. In case of required configuration i.e. definition of faculty primary / auxiliary subject focal person from concern department will request ERP administrator to define subject for particular faculty.

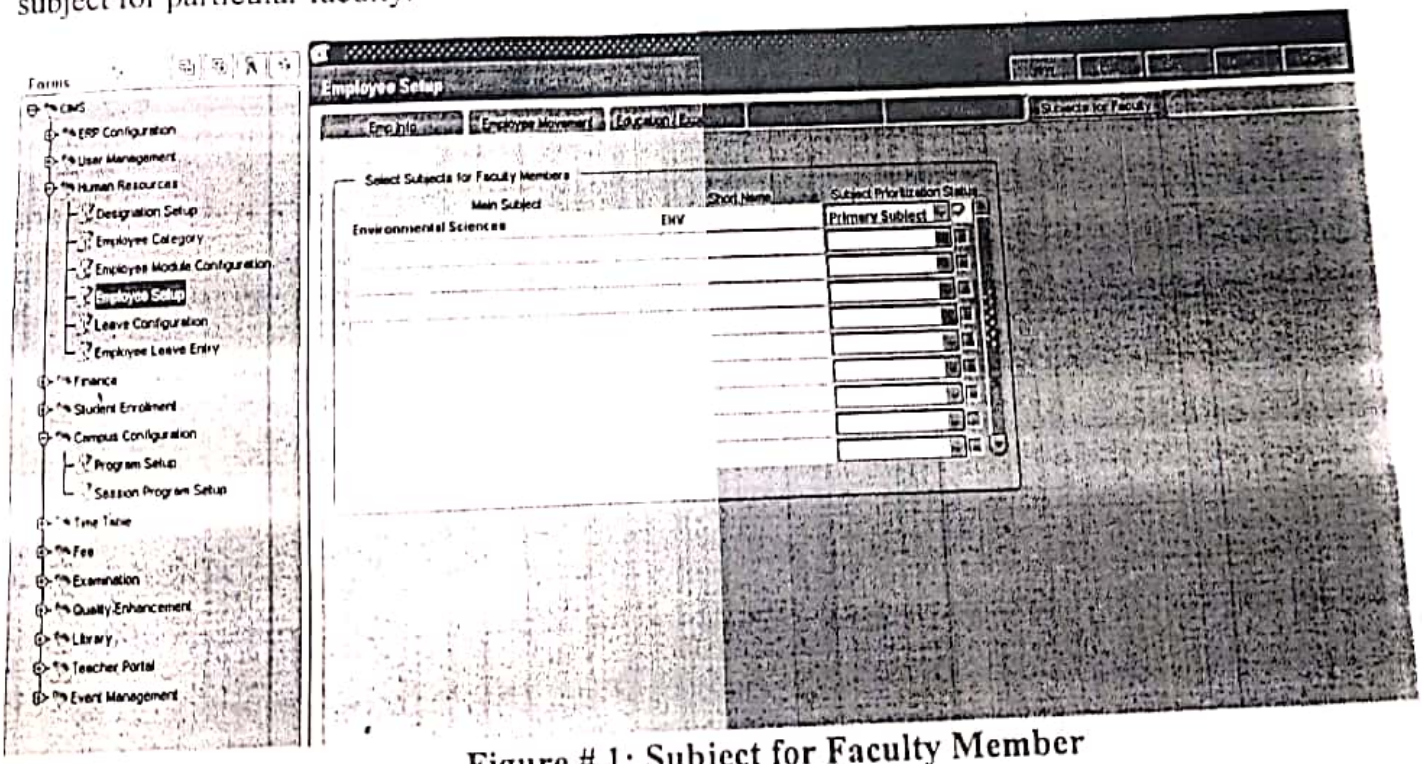


Figure # 1: Subject for Faculty Member

Scanned with CamScanner

2. HOW TO DEFINE PROGRAM , PROGRAM SEMESTER & COURSES

First step in course registration & time table generation module is defination of "Program". This is configuration module . In this module user can define new programs and can update already defined programs. There are different fields as under , which are required to be filled i.e.

1. **Campus Configuration – Program Setup**
   a. Program Name : Bachelor of Science – Computer Science
   b. Department : selection from drop down list i.e. Department of IT
   c. Program Short Name : BS(CS)
   d. Porgram level : Selection from combo box : Bachelor
   e. Defination of Maximum and Minimum Credit Hours i.e Min Cr. 130 & Max 136
   f. Sorting Order : Usaully it can range from 100 , 200 , 300.....

Note : Check the Staus in check box.

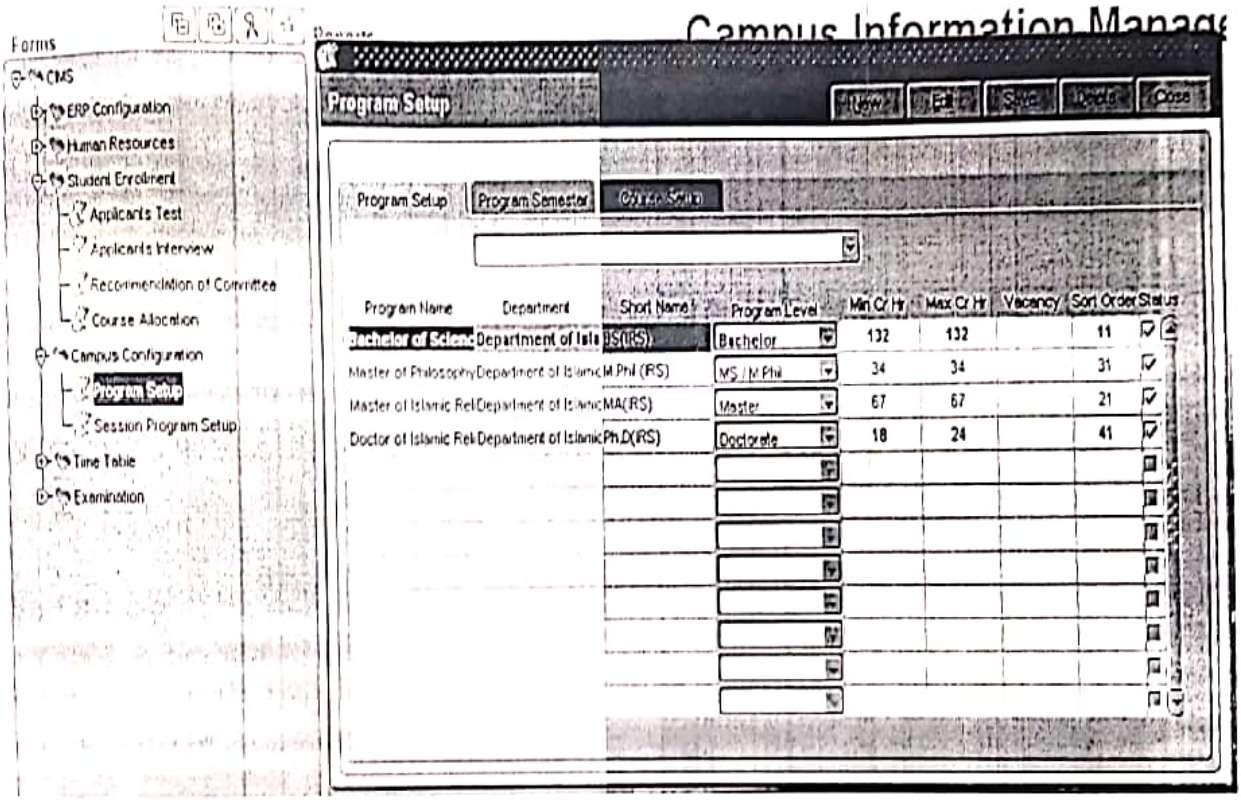


Figure # 2: Program Setup

2. **Campus Configuration ⟶ Program Semester ⟶ Program Semester**

Second step in course registration & time table generation module is defination of "Program Semester". This is configuration module . In this module user can define define program semester and can also update already defined semester. There are different fields which are reuired to filled for example:

   a. User can select program by edit button or selection through filter option.

Scanned with CamScanner

b. Program Name : Selection from dropdown list : Bachelor of Science – Computer S
c. Semester : define semester based on level of program 1st to 8th for bachelor & 1st to 4th for master and so on.

d. Defination of Maximum and Minimum Credit Hours in that particular semester i.e Min Cr. 18 & Max 21
e. Sorting Order : Usaully it can range from 100 , 200 , 300.....

Note : Check the Staus in check box.

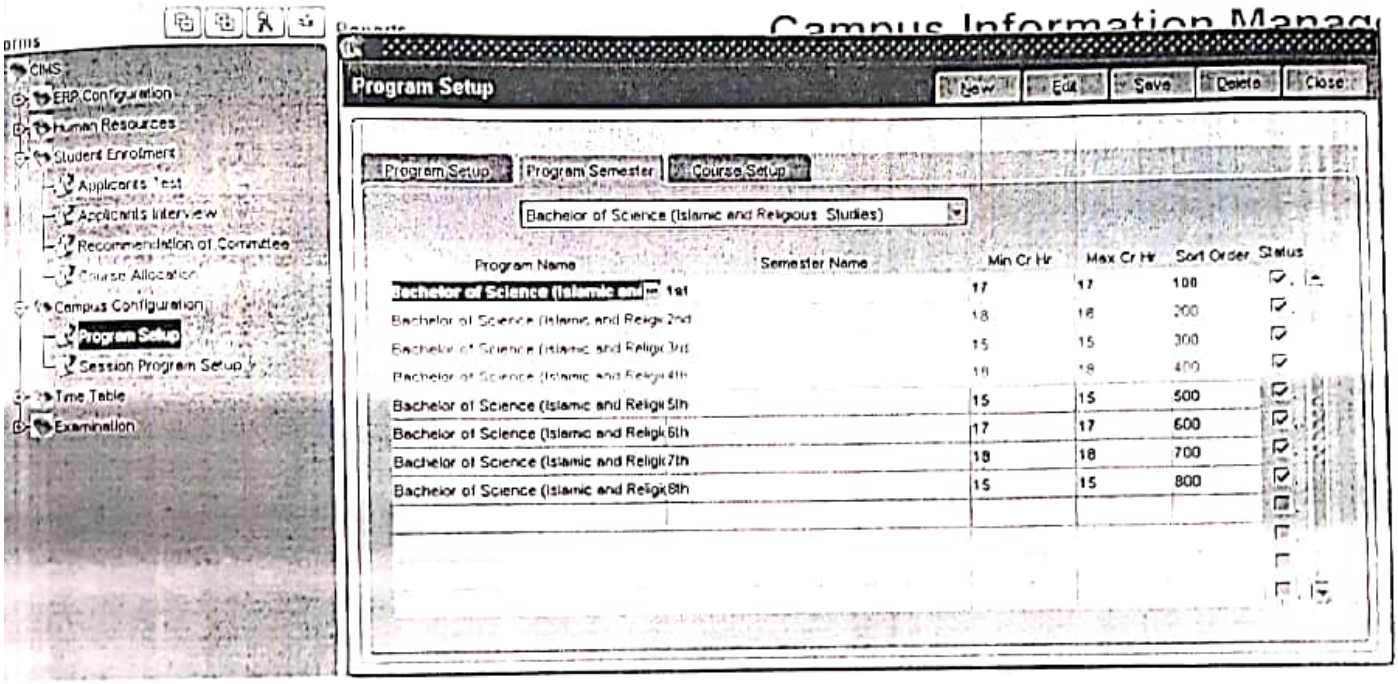


Figure # 3: Program Semester

3. Campus Configuration ——►Program Semester ——► Course Setup

Third step in course registration & time table generation module is defination of "Course Setup". This is configuration module . In this module user can define define program semester and can also update already defined semester. There are different fields which are reuired to filled for example:

a. User can select already define course program by edit button for updation /new defination of the course
b. User is required to fill following fileds as per decsion of thir respective bodies i.e. BOS
   a. Course Code
   b. Course Name
   c. Main Subject : It is selection from dropdown list for new defination conact ERP adminstrator
   d. Short Name : It will auto populated when selected Main subject , for new defination conact ERP adminstrator

Scanned with CamScanner

e. Defination of Theory Credit Hours i.e. 2
f. Practical Credit Hours i.e. 1

Note : Check the Staus in check box.

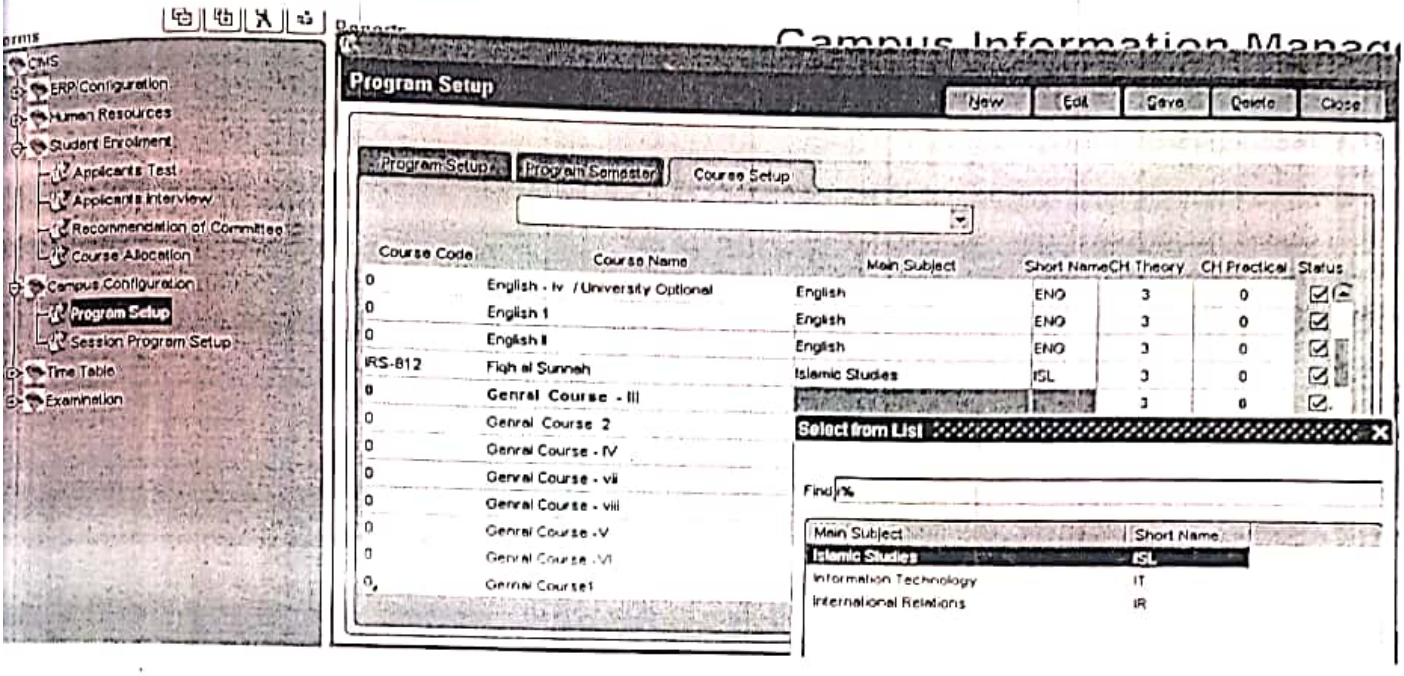


Figure # 4: Course Setup

4. Campus Configuration ⟶ Program Semester ⟶ Session Program Setup

Fourth step in course registration & time table generation module is defination of "Session Program Setup". This is defination module . User can define following definations in following steps :

Step A : Define Batches

Step B : Load Semester against batch

Step C : Define Sessions for particular batches

Step D : Define Courses against particular semester / session

Step E : Define Semester Group / Section

STEP A : Define Batches

User can select program by click of the edit button , batches regarding selected program will be populated will be populated. User can define new batch by filling following fileds in program batch section:

a. Batch Number i.e. Batch 1st , Batch 2nd ..... of that particular program
b. Select session form dropdown list " From Session ~ To Session i.e **Fall 2012 ~ Spring 2015**

Scanned with CamScanner

Note : Be conscious while selecting sessions

a. Select Degree Years from Combo Box i.e. 4 Year , 3 Year etc. for more option consult ERP Administrator

Note : Check the Staus in check box.

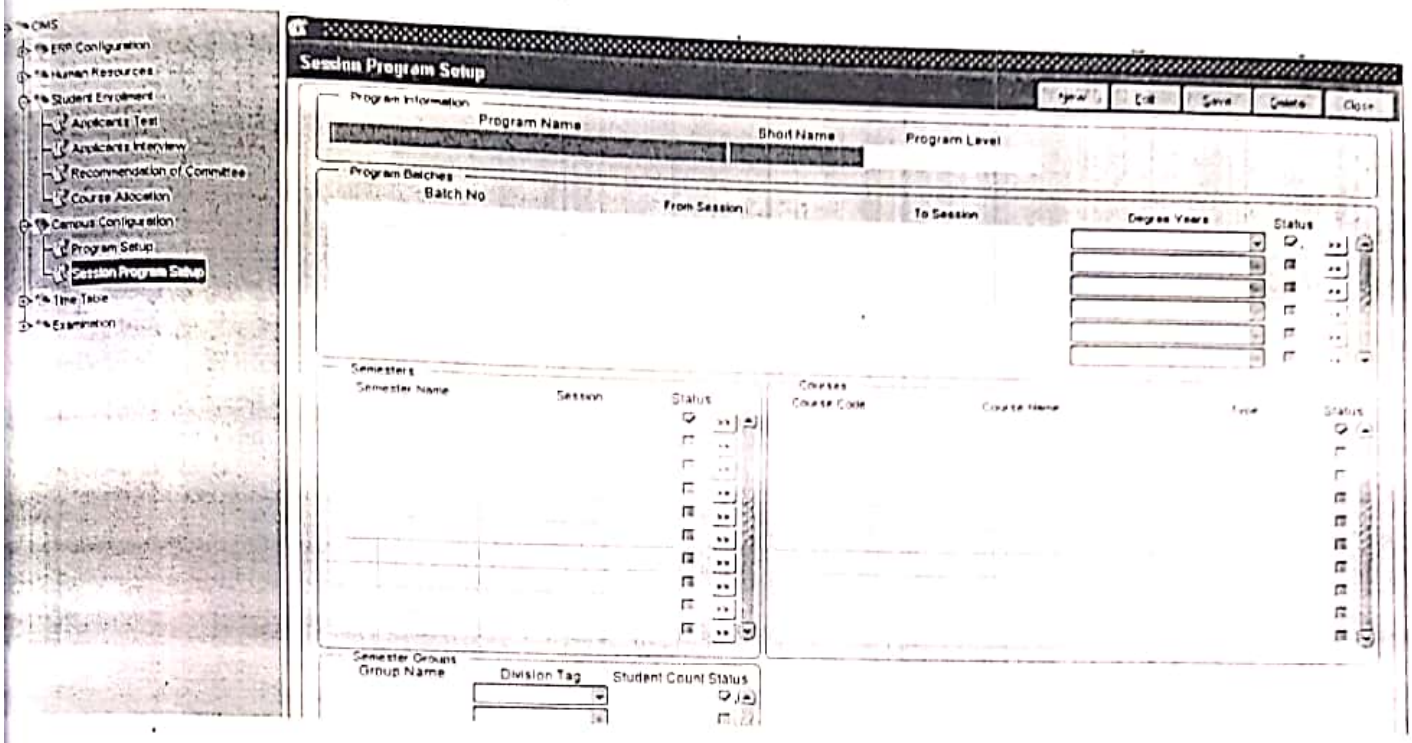
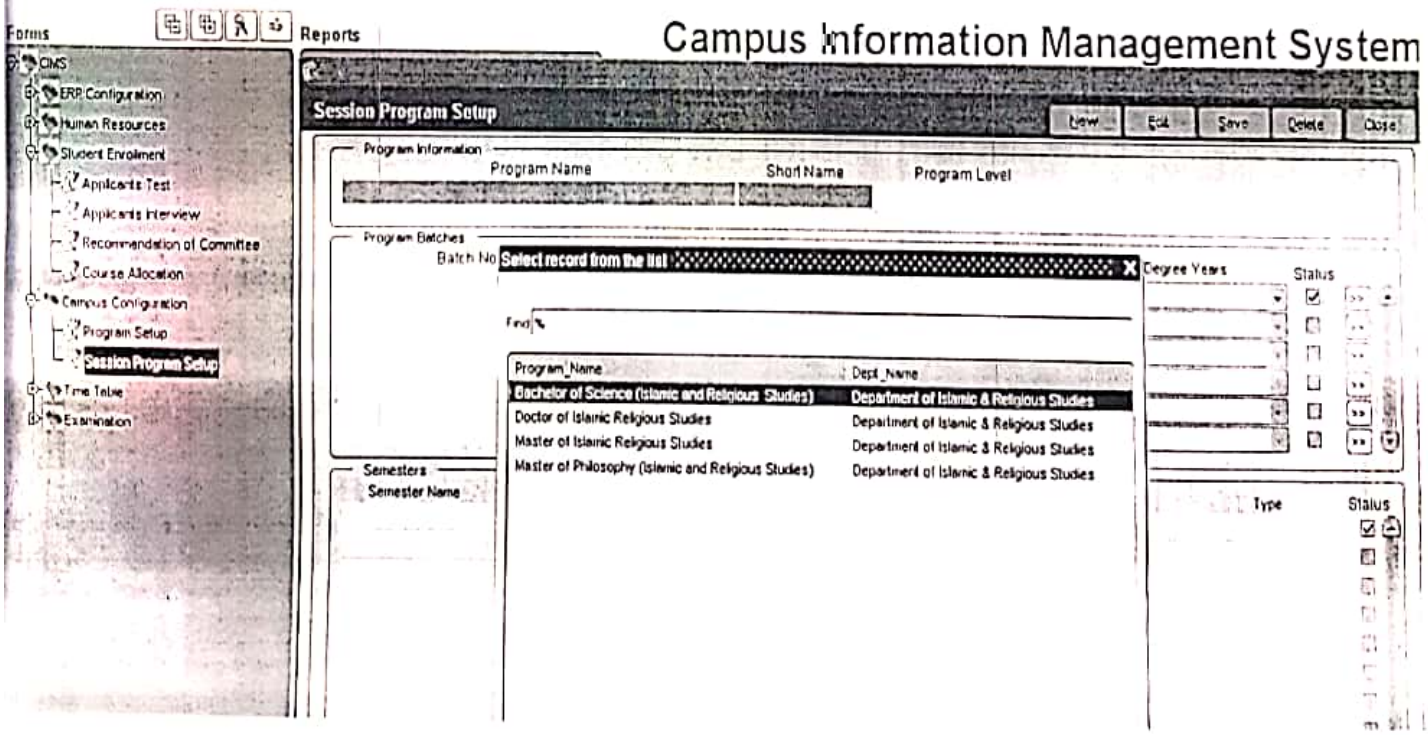


Figure # 5: Session Program Setup



Scanned with CamScanner

Figure # 5: Session Program Setup – Step A Define Batches

STEP B & C : Load Semester against batch & Define Sessions for particular batches

User can load semester againt particular batch by clicking " >> " button avaiable againt each batch

User can also select session by bropdown option. e.g. Fall 2013 , Spring 2014 , Fall 2014 , Spring 2015 etc....

Note : Be conscious while selecting sessions

Note : Check the Staus in check box.

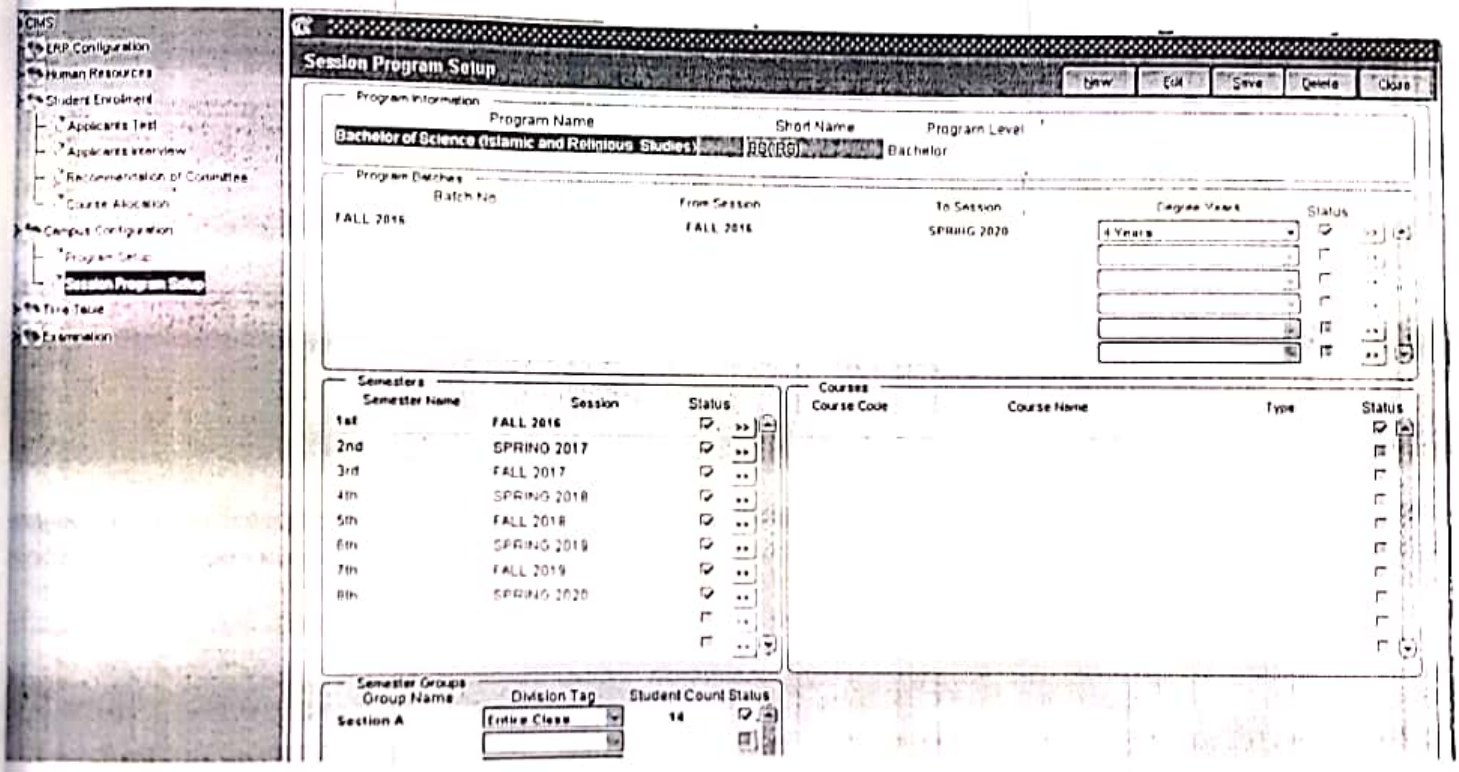


Figure # 7: STEP B & C (Program Batch Semester & Session)

Step D & E : Define Courses against particular semester / session & Semester Group

User can select courses for the particular semester by drop down option from course code / course name field User is also required to select type of course from drop down list. For incorporating more option in guidance of respective BOS, please contact ERP administrator.

Note : Be conscious while selecting courses

User is aso required to define semester group / section againt each batch . Section can be name with Section A , Section B etc by identifying Division Tag either Entire Class or Splitted Class with number of stduents in that particular section / group

Scanned with CamScanner

Note : Check the Staus in check box.

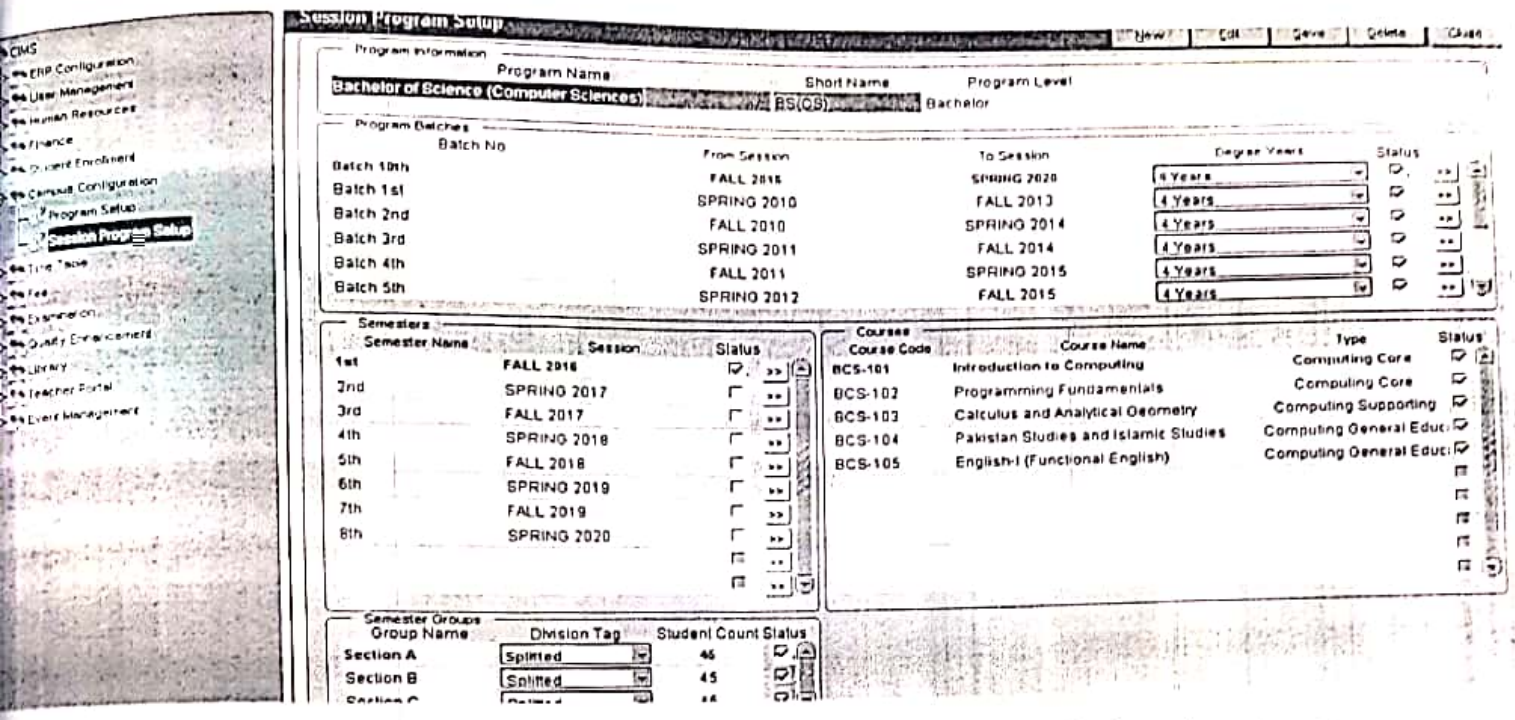


Figure # 8: STEP D & E Program Batch Semester & Semester Group

HOW TO DEFINE TIME TABLE CONFIGURATION

a. **Time Table ——► Time Table Configuration**

This is basically configuration module that configure the following for the time table module:

a. Week Days

b. Periods

c. Periods Per Day

d. Faculty Workload

a. **Time Table ——► Time Table Configuration ——► Week Days**
b. **Time Table ——► Time Table Configuration ——► Periods**
c. **Time Table ——► Time Table Configuration ——► Periods Per Days**

For these modules access is only available to ERP Administrator. Department level users can't access these module. There will be centralized configuration for whole university/institute. In case of modified configuration i.e. definition departments will request ERP administrator through Competent Authority and change will be effective for whole university.

Scanned with CamScanner

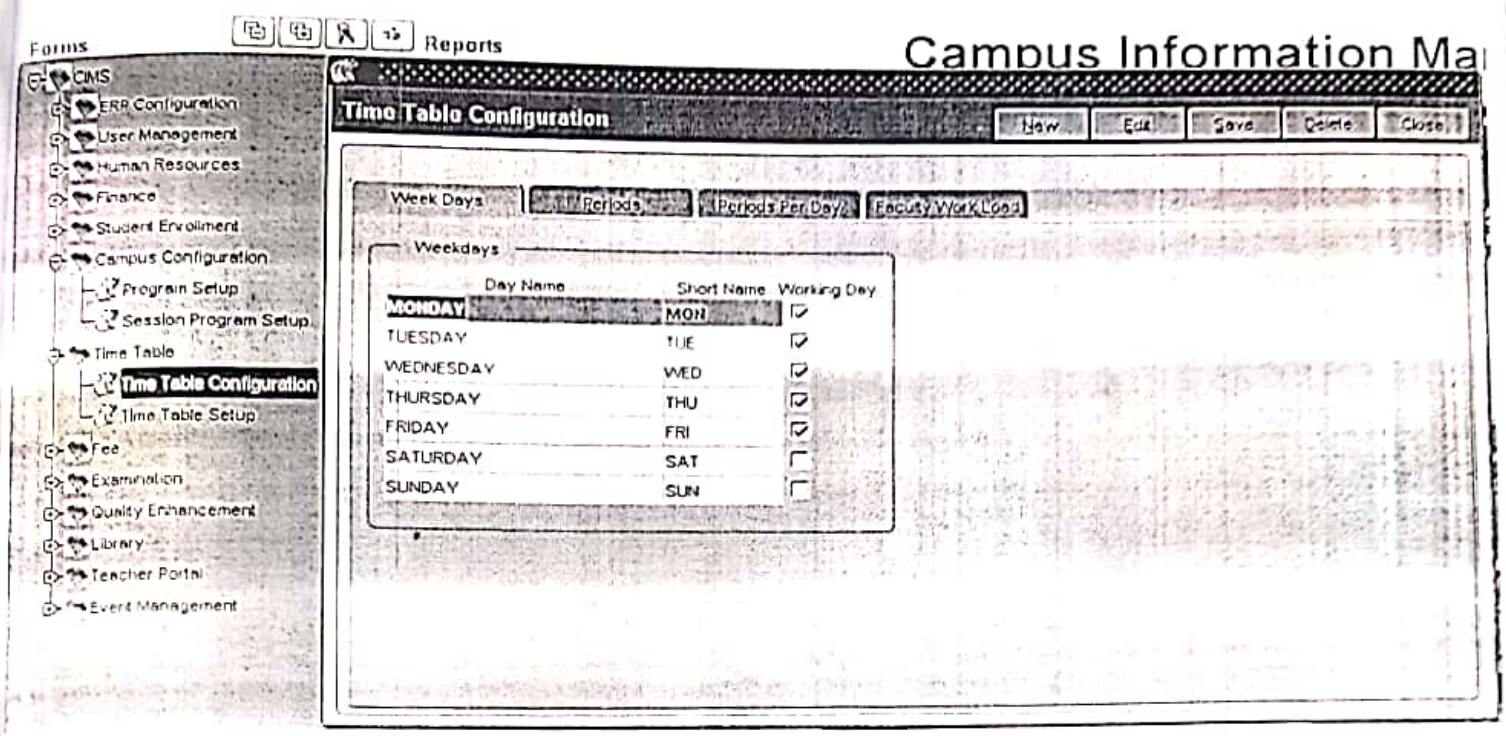


Figure # 9: Time Table Configuration – Week Days

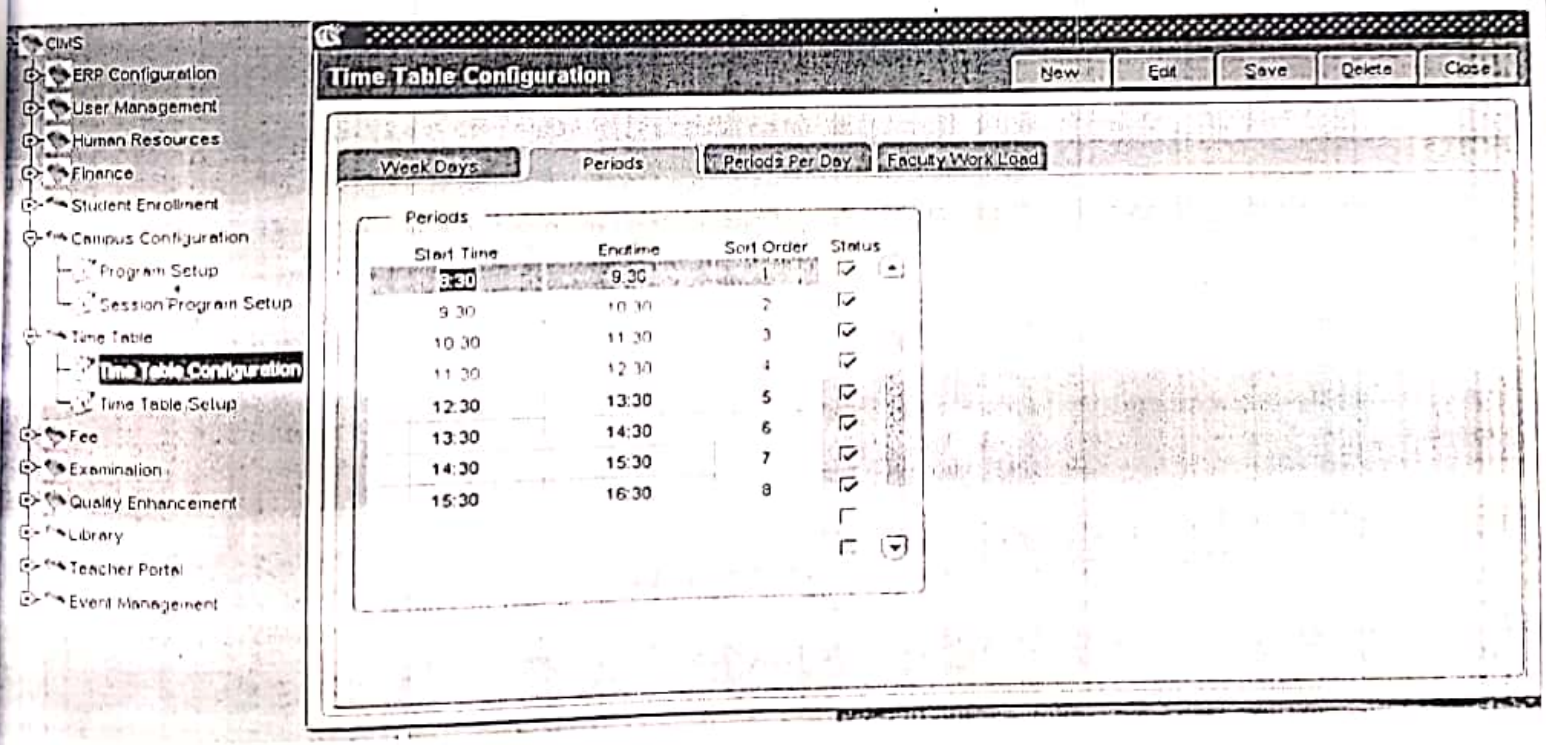


Figure # 10: Time Table Configuration – Periods

Scanned with CamScanner

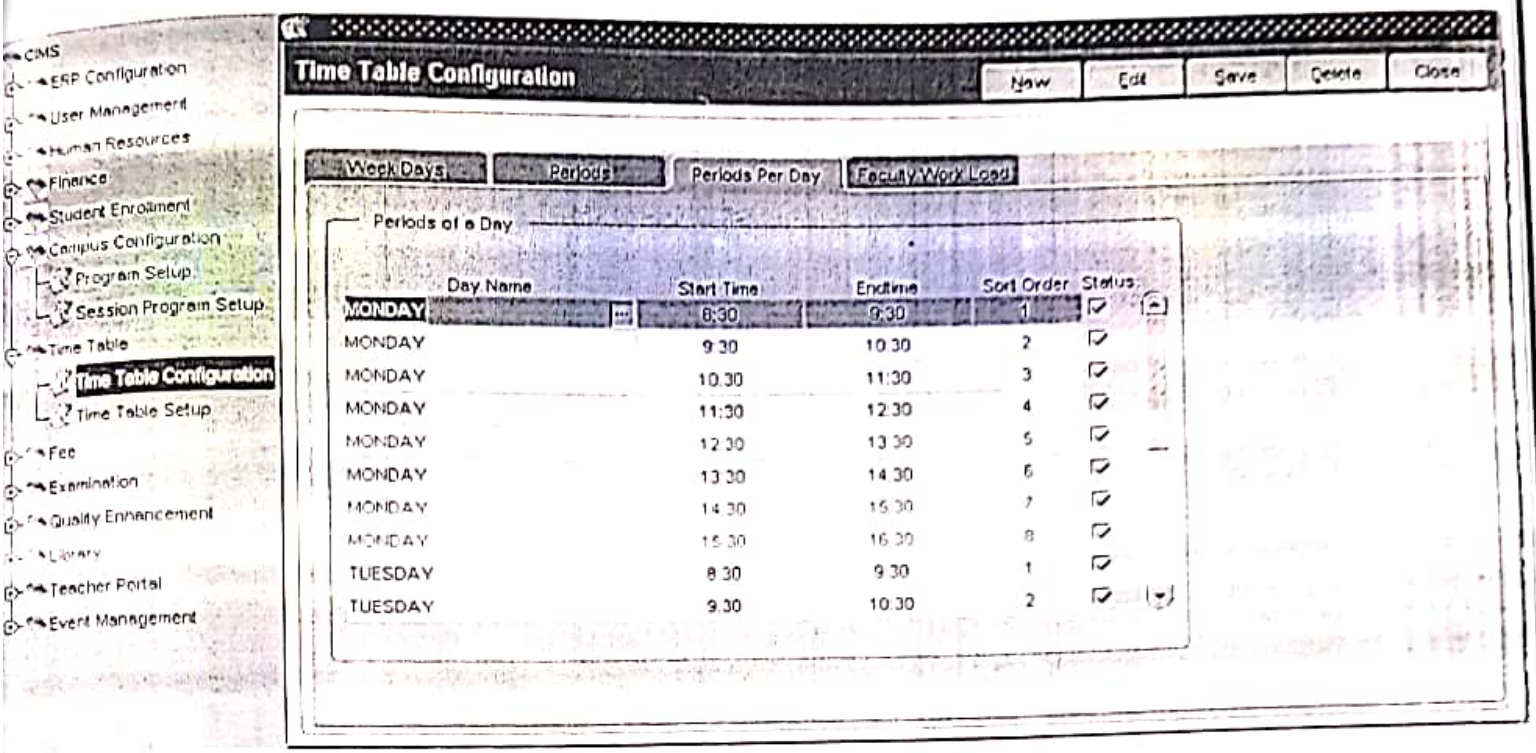


Figure # 11: Time Table Configuration – Periods per Day

d. Time Table ——► Time Table Configuration ---► Periods Per Days

Department level user will define workload (credit hours) internal and external for each faculty member based on other additional commiments (in any).

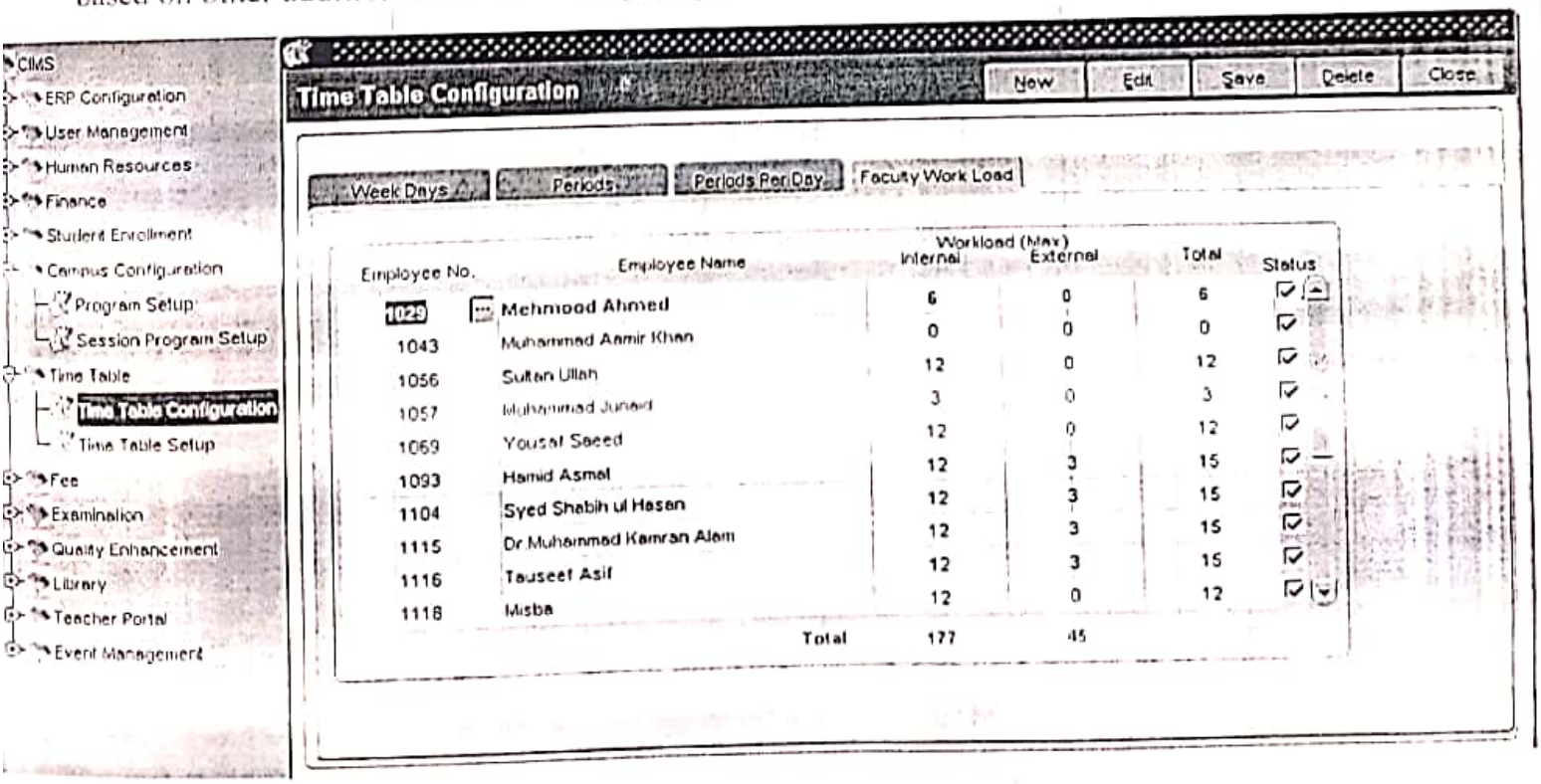


Figure # 12: Time Table Configuration – Faculty Work Load

Scanned with CamScanner

HOW TO DEFINE COURSE LESSON

a. **Time Table ⟶ Time Table Setup ⟶ Course Lesson**

User can select batch by click edit button. Semester and Sessions for that particular batch will be auto loaded. User is required to select courses lesson by drop down list from course code / course name selection. Credit Hour Theory and Practical is will auto loaded. Based on Lesson type user will select period per lecture and lecture for week e.g. 1 period per lecture and 3 lecture per week. User will also select schedule type either week wise schedule or fortnightly or monthly as per requirement.

User can load location (Class Room / Labs / Seminar Hall) by click of ">>" button.

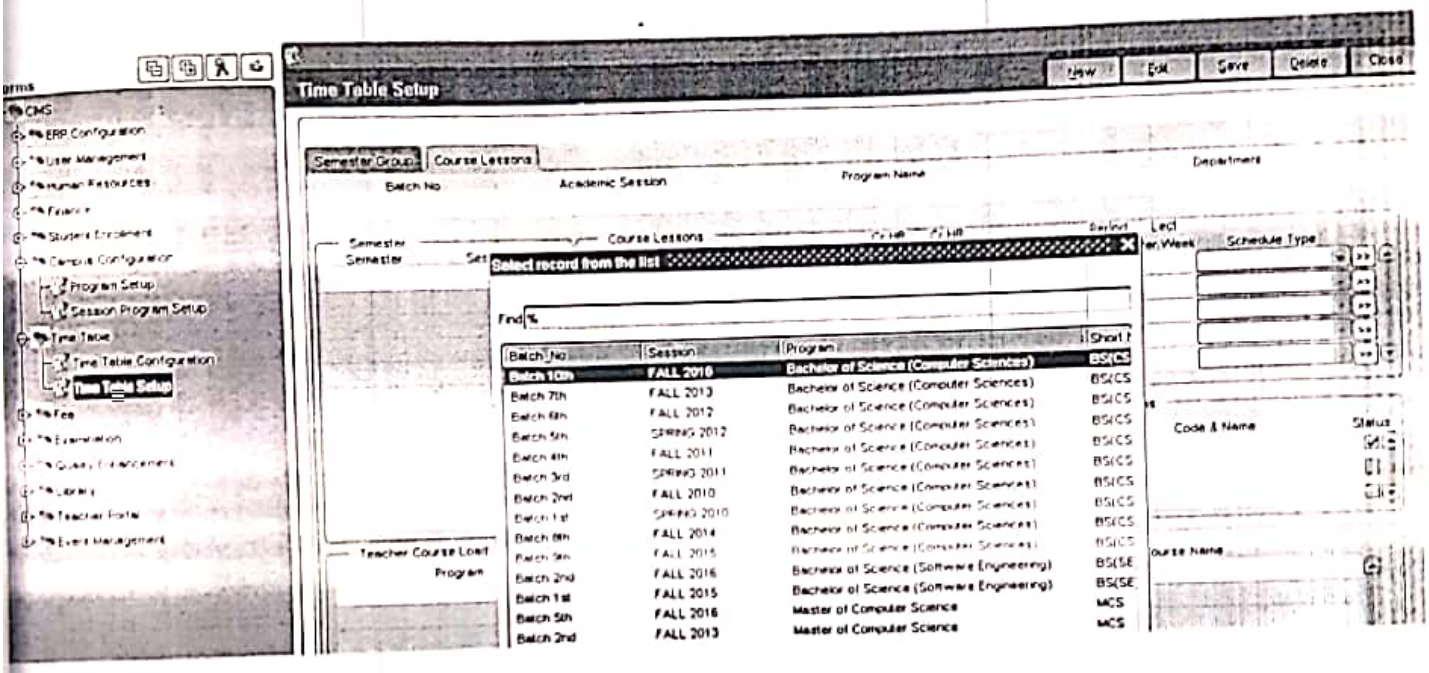


Figure # 13: Time Table Setup – Course Lesson

HOW TO DEFINE GROUP & TEACHER

a. **Time Table ⟶ Time Table Setup ⟶ Group & Teacher**

User can select group name for selected course and can assign relevent teacher for that particular course. Course load and other relevent details for particular teacher will be populated in subsequent section of this form.

Note : Be conscious while selecting course , group and teacher.

Scanned with CamScanner

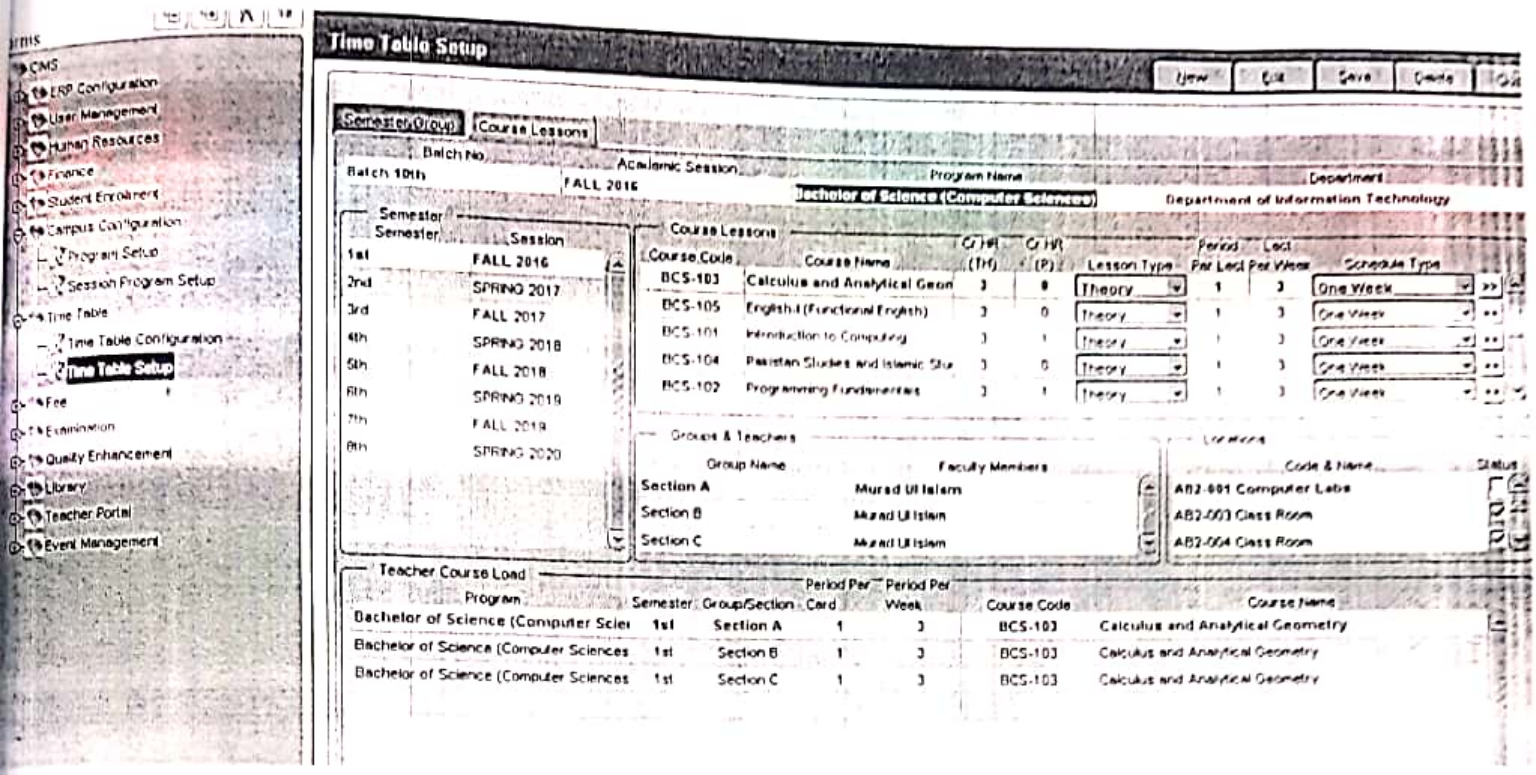


Figure # 14: Time Table Setup – Group & Teacher Assignment

HOW ALLOCATE COURSE TO THE STUDENT (COURSE REGISTRATION)

This section will guide user how to allocate (register) courses to the students. For course registration it is supposed that student is already enrolled in particular program and batch and session / sections are already defined for that program.

a. **Student Enrollement ——► Course Allocation ——►Student Registration Info**

User will click Edit button, list of enrolled students in that department will be populated. User will enter Roll Number / Registration Number of the student and will press enter button.

b. **Student Enrollement ——► Course Allocation ——►Student Semester Enrollement**

Student Registration Info will be populated in the form. User will select Semester from Student Semester

Enrollment section and select group from semester group section and then press save button.

c. **Student Enrollement ——► Course Allocation ——►Student Group Section**

Scanned with CamScanner

User will press load courses button, defined courses for this semester / session will be load and will be register with student.

d. Student Enrollement ——► Course Allocation ——► Courses

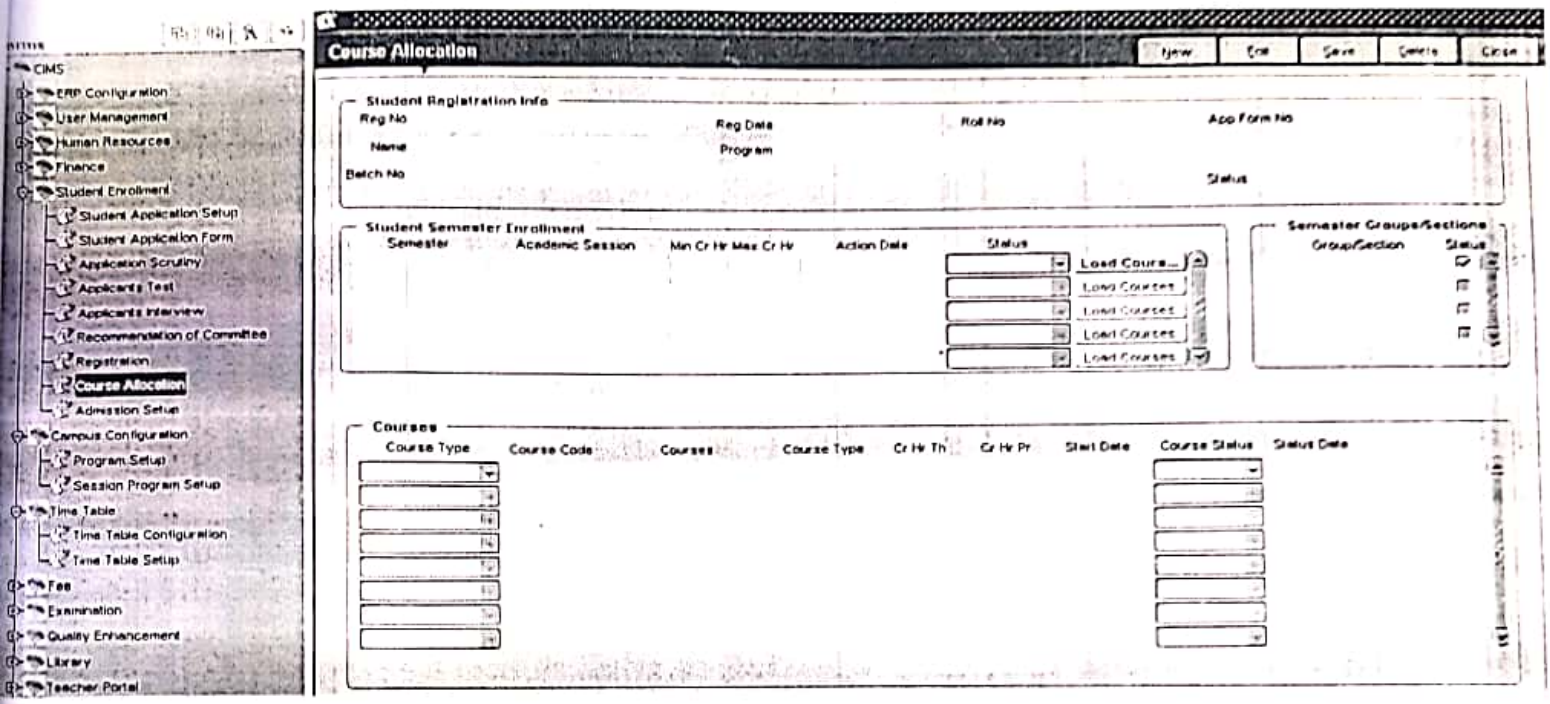


Figure # 15: Course Allocation

Scanned with CamScanner

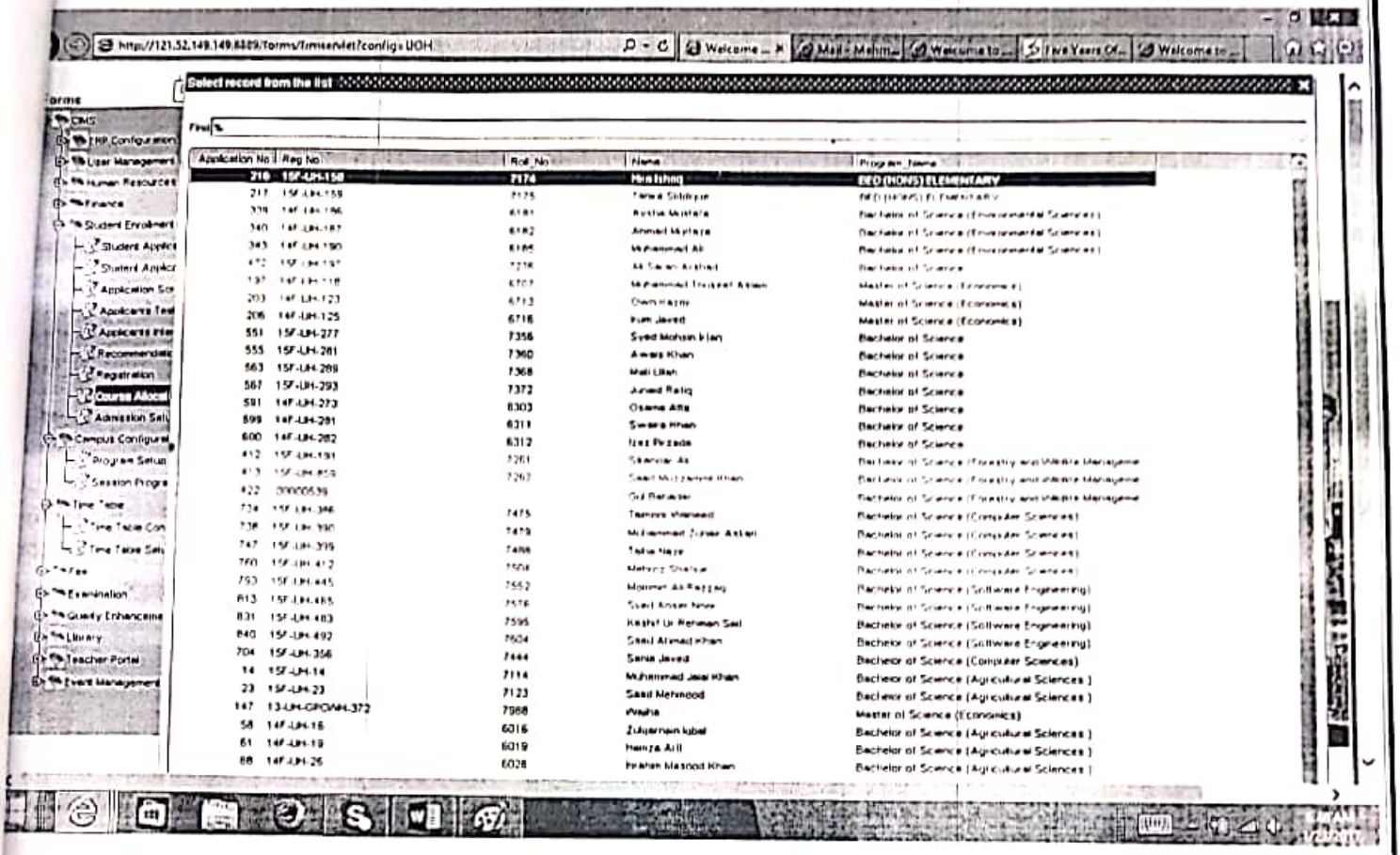
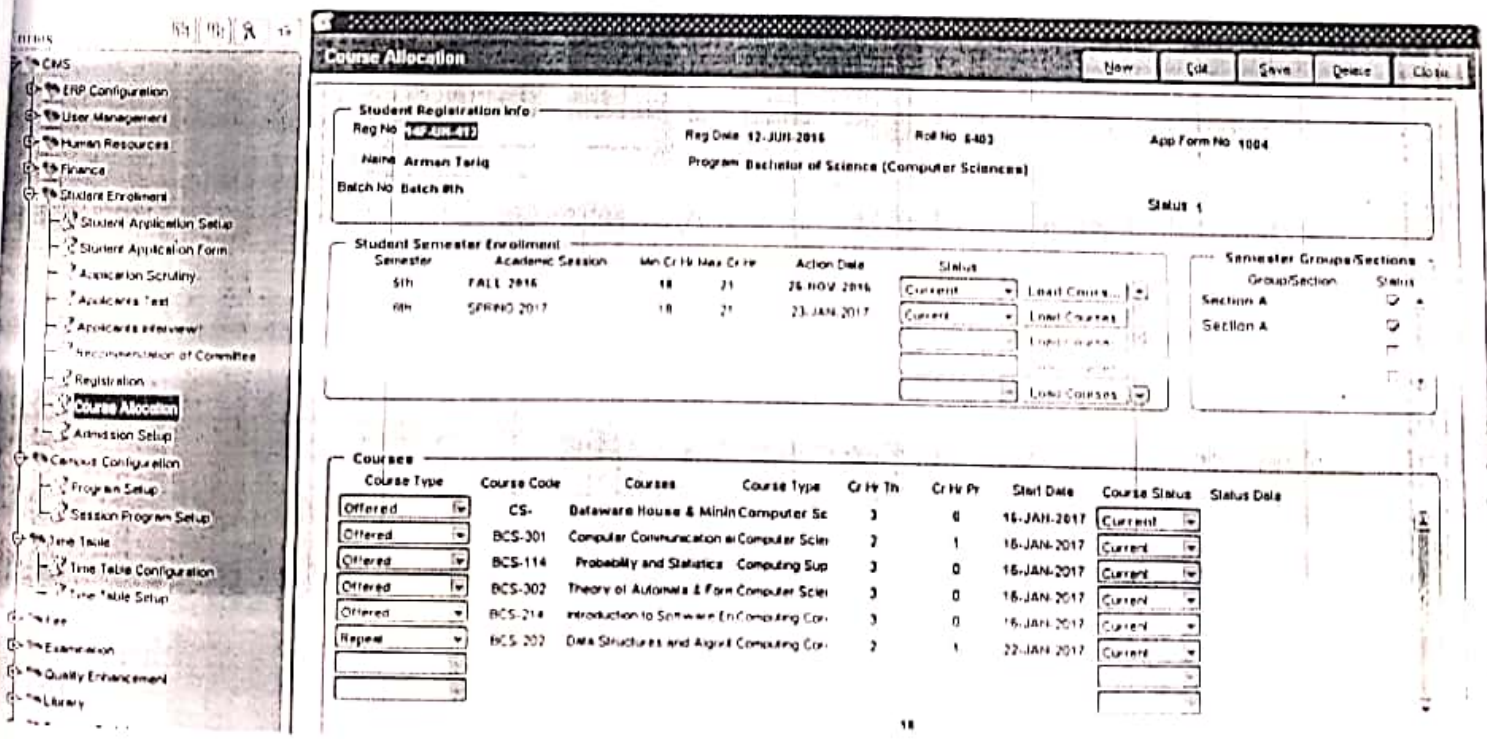


Figure # 15: Course Allocation – Student Registration Info



Scanned with CamScanner

Figure # 15: Course Allocation – Student Semester Enrollment / Group / Courses

In case of Repeat / Improve course there is option available in course type to improve or repeat course. Only approved courses from course advisor / HOD may be registered to the student.

Scanned with CamScanner