आन्तरिक गुणवत्ता मूल्यांकन प्रकोष्ठ | Internal Quality Assurance Cell

असम विश्वविद्यालय | Assam University

सिलचर-788011 | Silchar-788011

APPENDIX-I

TUTORIAL ON ONLINE DOCUMENTATION OF DEPARTMENTAL INPUTS FOR ANNUAL REPORT 2019-20

The steps given below may kindly be followed to provide information about the department to IQAC.

STEP 1	Please open the URL (https://ausiqac.in/ard) in Google chrome.
STEP 2	Please login to the application by using the credentials supplied by IQAC.
STEP 3	If the login process is successful then you would be navigated to the department panel.
STEP 4	It is recommended to change your password after the first login; you can do so by clicking the 'Change Password' link present on the left side of the page.
STEP 5	In the department panel, there are 29 named buttons which represent 29 different forms. A click on the button shall take you to the respective form. The colour of the buttons indicates the status of the form. If a form is filled up then the corresponding button will turn **green** otherwise it will stay **red.** One can fill up the forms in any order one whishes.
STEP 6	Descriptions of the different forms are provided below :
	I	General Information: In this form, the HoD (or his/her representative) is expected to provide data mainly about the assets and students achievements of the department. After filling up the form user is required to click the button labelled as "Click here to complete this step". After completing this step if you need to make any changes then you need to click this button again to modify the information. There are two buttons for navigating back and forth. One can click

		the next button to visit the next form or can click the previous button to go back, you can click **"home"** link in the **Menu-Bar** above to go back to the Department panel. **Note** : Unless you click the button "Click here to complete the form" the concerned form shall not be submitted and the step remains incomplete. <u>Don't keep any cell in any form blank if you have nothing to write put the value "0".</u>
	II	**Courses & Students:** In this form, there are two sections- **Section A** which contains Details of Courses offered in the department and **Section B** contains Details of Students Enrolled. In section A, the user needs to provide information about the courses taught in the department. Some data may be present by default, the user needs to change these data by clicking the "Edit" button beside each record. In section B, the user needs to provide relevant data by clicking "Add/Edit" button. It may be noted that while filling up the student data form fields labeled as SC(M), SC(F), OBC-NCL(M), OBC-NCL(F), ST(M), ST(F), UR(M), UR(F) make up the total number of students and the rest of the fields indicates number of students available in the relevant category. After filling up the form the user is required to click the button labeled as "Click here to complete this step".
	III	**Examination Result:** The user needs to provide information about the examination result of the department by clicking the "Add/Edit" button beside each record. Once all necessary information are provided please click "Click here to complete this step" button to complete data entry in this step.
	IV	**Student Enrolled:** The user needs to provide information about the students enrolled in the department by clicking the "Add/Edit" button beside each record and then click "Click here to complete this step" button to complete data entry in this form.
	V	The **above-mentioned** process may be followed to fill up the **"Application Details"** form.
	VI	**Foreign Students:** In this form the user first needs to select whether any foreign student is available in the department. If there is no foreign student then the user should select **'Nil'** from the drop-down menu and then click "Click here to complete this step" button to complete this form. If there is/are foreign student(s) then the user should select **"Available"** from the drop-down menu. Now, a button would

		appear labeled as **"Add Foreign Student"**. The user needs to click this button and this event would bring up a form for filling up the student record. After submitting the form with relevant data a record would appear with two buttons beside it for modification and deletion of the record. If everything is ok the user needs to click "Click here to complete this step" button to complete this form.
	VII	All the remaining forms can be filled up following a similar procedure as discussed in **VI** above.
STEP 7		The "Event Organized" form available in the department panel shall be filled up after all the forms are completed by the user. This form has a button labeled as "Preview". Click this button to view all the data you have submitted, please ensure all the data you have provided are present. If everything is ok then click "Click Here to Complete the Data Submission Process" button. If everything went well you would be navigated to the department panel. Now a link would appear which would let you print the entire report.

Note:

1. In case you face any problem in the the process kindly contact IQAC Help Desk for Annual Report. Contact Person: Mr. Arijit Sinha, Mobile: 9706645633, Email: arijit.sinha@yahoo.com

2. After filling up any number of form(s) the user may logout from the portal. The inputted data shall remain in the system which the user can edit if he/she wants in his/her next visit to the portal (or any subsequent visit).

3. However, once "STEP 7" is done the information shall be submitted to IQAC and the user shall not be able to edit the data any further. However, if any further editing is necessary the user may contact the Help Desk of IQAC, as mentioned in Note 1.

4. A video tutorial which replicates the above discussion in a visual format is prepared and is uploaded in the link https://ausiqac.in/video/tutorial.php

5. This is the first attempt of online data collection for Annual Report from Head of the Departments of Assam University by IQAC. All attempts were taken while developing the portal in order to make it free from any bug. However,

some bug may creep in unintentionally. In case the user faces any such issues, the matter may kindly be reported to the IQAC Helpdesk for Annual Report. Details of the Help Desk is provided in Note 1 above.

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