

## Instruction Manual for Providing Data through Teachers' Portal

IQAC has developed a web application for collecting data from the Faculty Members for preparation of the annual report of 2018-19. The steps given below may kindly be followed to provide information about your academic achievements to IQAC.

STEP 1	Please open the URL ( <a href="https://ausiqac.in/teacher/register.php">https://ausiqac.in/teacher/register.php</a> ) in Google chrome.
STEP 2	Register yourself in the portal. During the process of registration the user needs to provide his/her login credentials along with some other additional information. The login name shall be his/her email id. Please use a different password, than the one used by you, in your email id. Note down your login credentials in a safe place.
Step 3	After registration the user needs to login to access the portal using the credentials created earlier during registration process. The user may login to the portal by following this link: <a href="https://ausiqac.in/teacher/index.php">https://ausiqac.in/teacher/index.php</a>
Step 4	When a user logs in to the portal the user would be navigated to the dashboard. In the dashboard there are 17 buttons which represent 17 different forms (Excluding Preview Button).
Step 5	Colour of the button represent/indicate the status of the corresponding form. If a form is filled up and submitted then the colour of the corresponding button will turn "Green" otherwise the colour of the button will stay "Red".
Step 6	The below mentioned steps may kindly be followed while filling up the individual forms:

When a user clicks one of the 17 buttons the user would be navigated to the respective form for example if a user clicks the "Research Paper in Journal" button then the user would be navigated to <https://ausiqac.in/teacher/research.php> page which contains the corresponding form. As shown in the Figure 1 below:

**Figure 1: The Welcome Screen**

Welcome

Status : ■ Pending ■ Completed

Patent Related Information	Faculty Development Program	Paper Presented in Seminar
Paper/Chapter in Book	Research Paper in Journals	Invited Talk
Attended/Participated(Program)	Chiring Session/Chief Guest	Resource Person
Award/Fellowship(Faculty)	Seminar Organized	Sponsored Research Project
Any Other	Preview	

In this form there is a **dropdown menu** labeled as “Status of Research Paper published in Peer Reviewed Journal”. The user needs to select the status of this particular form. “Status” indicated whether any information/data is available in this category. As shown in the Figure 2 below:

**Figure 2: The status of the form related to “Research Paper Publication”**

Research Paper published in Peer Reviewed Journal (1<sup>st</sup> April, 2018 to 31<sup>st</sup> March, 2019)

Faculty Name : \_\_\_\_\_ Department : Computer Science

Research Paper published in Peer Reviewed Journal

Status of Research Paper published in Peer Reviewed Journal

<< Previous Click here to complete this step Next >>

If there is any information/data available in the said category then the user needs to select “**Available**” from the **dropdown menu**, otherwise the user needs to select “**Nil**” as shown in Figure 3 below:

**Figure 3: Changing the status of the form related to “Research Paper Publication”**

Research Paper published in Peer Reviewed Journal (1<sup>st</sup> April, 2018 to 31<sup>st</sup> March, 2019)

Faculty Name : Department : Computer Science

Research Paper published in Peer Reviewed Journal

Status of Research Paper published in Peer Reviewed Journal

Nil

Please Select

Available

Nil

<< Previous

Click here to complete this step

Next >>

If the user selects “**Available**” then a button would appear beside the **dropdown menu** labeled as “**Add Details**” and if clicked a form would pop-up with relevant “Fields” for entering data as shown in the Figure 4 below:

**Figure 4: Providing detailed information related to “Research Paper Publication”**

Research Paper published in Peer Reviewed Journal (1<sup>st</sup> April, 2018 to 31<sup>st</sup> March, 2019)

Faculty Name : Department : Computer Science

Research Paper published in Peer Reviewed Journal

Status of Research Paper published in Peer Reviewed Journal Available

<< Previous Click here to complete this step Next >>

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After adding all the relevant data the user needs to submit the form by clicking the “ADD” button as shown in the Figure 5 below:

**Figure 5: Screenshot of the detailed information related form “Research Paper Publication”**

Name of the Publisher(Upto 150 characters)	<input type="text" value="Publisher"/>
ISSN Number(Please don't put "ISSN", please enter the number only)	<input type="text" value="AAAA-1234_-DDD"/>
Year of publication(Example: 2018)	<input type="text" value="2018"/>
doi	<input type="text"/>
Impact factor(if any)	<input type="text" value="0"/>
Volume	<input type="text" value="1"/>
Issue No.	<input type="text" value="22"/>
Page from	<input type="text" value="123"/>
Page to	<input type="text" value="125"/>

If the data is submitted then rows containing the data inserted would appear with two buttons beside each row. The user could either ***“Edit”*** a record or ***“Delete”*** a record using these two buttons.

**Figure 6. Screenshot of the page related to “Research Paper Publication” for editing or deleting information**

Research Paper published in Peer Reviewed Journal (1<sup>st</sup> April, 2018 to 31<sup>st</sup> March, 2019)

Faculty Name : Arijit Sinha Kashyap Department : Computer Science

Research Paper published in Peer Reviewed Journal

Status of Research Paper published in Peer Reviewed Journal Please Select ▼

Research Paper published in Peer Reviewed Journal													
Name of the co-authors	Title of the Paper	Title of the Journal	Name of the publisher	ISSN Number	Year of publication	doi	Impact Factor	Volume	Issue No.	Page from	Page to	Edit	Delete
Sample Co-author	Sample Title	Sample Journal Title	Publisher	AAAA-1234-DDD	2018		1	1	22	123	125	<a href="#">Edit</a>	<a href="#">Delete</a>

[<< Previous](#)
[Click here to complete this step](#)
[Next >>](#)

After adding all necessary data related to publication the user needs to select **“Click here to complete this step”** button to complete providing data related to Journal Publication.

Step 7	All other forms may be filled up by using the method as described in 6.
Step 8	After filling up all the forms the user needs to click the <b>“Preview”</b> button in the <b>“dashboard”</b> .
Step 9	In the <b>preview page</b> the user can check all the data they have entered. If everything is ok then the user needs to click the button <b>“Click Here To Complete The Data Submission Process”</b> to complete data submission. If the user finds anything unusual then the user can rectify the error by clicking the <b>“Go Back”</b> button, which would take the user to the <b>dashboard</b> . But once the button <b>“Click Here To Complete The Data Submission Process”</b> is clicked the data shall be submitted and no further change shall be possible. In such a case, the user may contact the help desk at IQAC office.

For further help please contact ANNUAL REPORT HELP DESK, Internal Quality Assurance Cell, Assam University, Silchar, Contact Person: **Mr. Arijit Sinha** , Mobile No: **9706645633**, Email id: [arijitsinha99@gmail.com](mailto:arijitsinha99@gmail.com)

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