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### **ERP (Enterprise Resource Planning)**

# St. Thomas Academic Management System STAMS

**User Manual** 



St. Thomas College, (Autonomous) Thrissur



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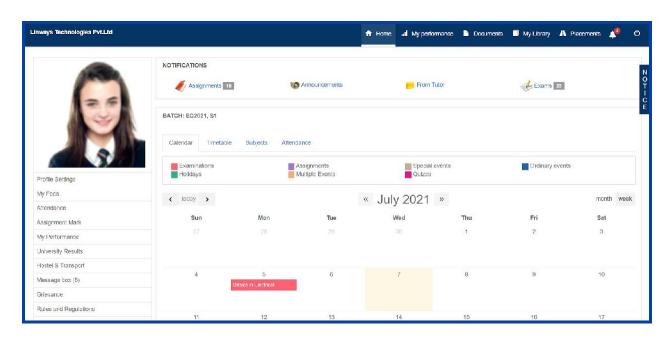
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#### **Student Module Features**

#### **Student Account:**



Each student will be given a student account, to which they can log in using the credentials provided by the institution. All the activities that a student requires in their academic duration can be accessed and performed in the student account.

#### **Student Calendar:**

In the student calendar, important events such as examinations, assignment submissions, other academic events, and holidays will be listed.

The events shown in the calendar can be declared by faculty or other administrators in the institution.

#### **Regular Time Table:**

In the timetable, regular timetables of each week will be displayed.

On clicking on the play button in the timetable, students can join the online class.

Students also have the option to add short notes and course materials to each hour displayed in the timetable.

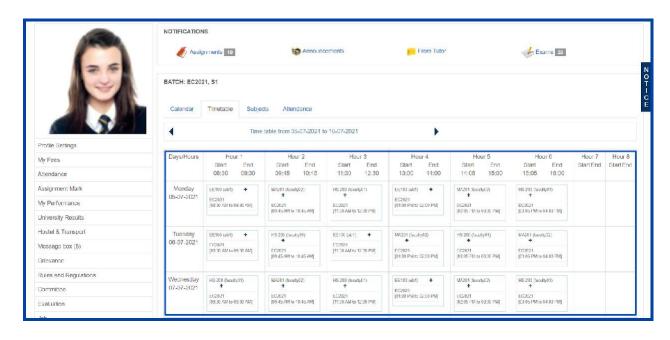


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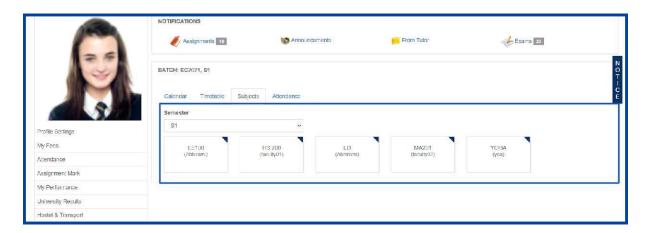
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#### **Subject Communities:**

Under the subject community tab, all subjects studied by the student will be listed.



Subjects studied in the current semester will be listed by default. Students also have the option to access subjects of previous semesters as well.

Inside each subject community there will be complete data related to the subject such as:

- Syllabus
- Coverage of Topic
- Course Materials
- Assignment Submission



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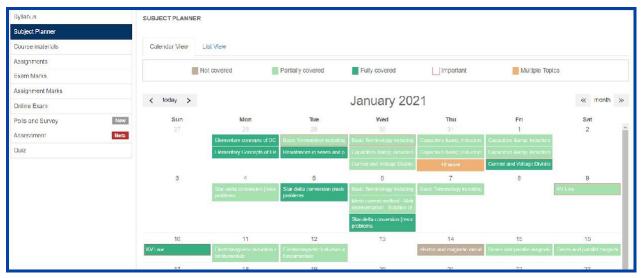


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- Online Examination
- Quiz
- Course Interim Survey
- Assessments and Assessment Marks.

All the contents and assessments related to the subject will be uploaded or initiated by the faculty who is handling the subject.



User Interface of features available in subject community, subject planner displayed.

#### **Choice Based Credit System:**

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising a core, elective/minor or skill-based courses.

Students can select the subject of their choice during the given period.

Students will be enrolled for the selected course; they can attend the examination and additional credit can be earned.



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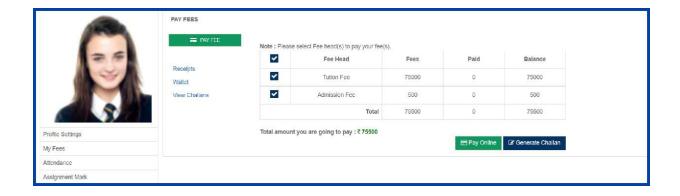
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#### **Student Fee Management:**

Students can make the fee payment from their account, once the fee is assigned to them.



#### **Online Class:**

Online class details will be visible for the students in the timetable as well as in the online meeting option in the left side menu panel.

When the time arrives, they can click on the play button and join the meeting. In the online meeting option students can see live, upcoming and old meetings.

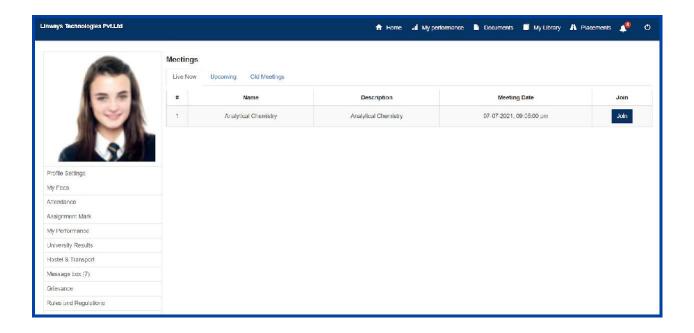


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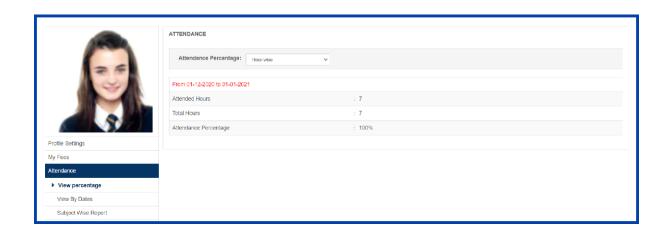
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#### **Attendance:**

The attendance details and percentage of the students will be visible in the student login so that students can view their attendance subject wise, date wise and overall percentage.



#### **End Semester Exam Registration:**

When an examination is declared by the examination controller, students can register for the examination from their login using the exam registration option.



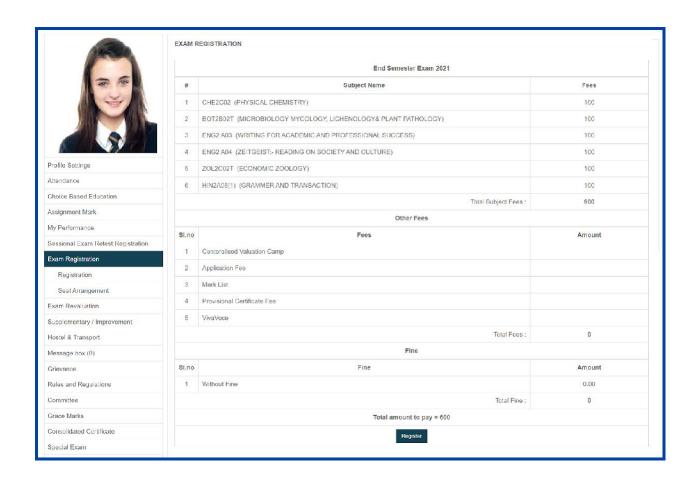
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The name of the examination registration will be displayed, students can apply, pay the registration fee online and enroll for the examination.



#### **Improvement/ Supplementary Exam Registration:**

Students have the provision to register for improvement / supplementary examination of their choices based on the rules and regulations given by the examination controller.

#### **Student Performance Info:**

In Student performance info examination marks can be viewed, also provisional marks card of End Semester / Supplementary examination can be viewed and downloaded.



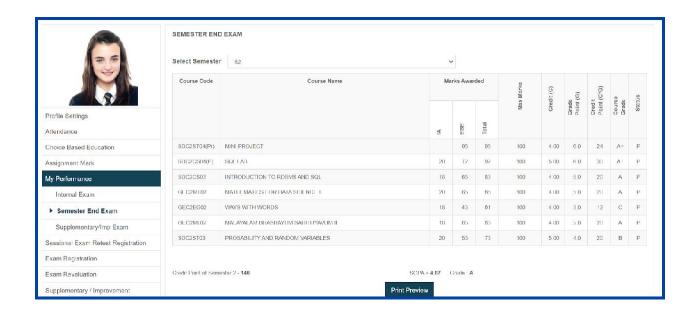
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#### **Digital Library:**

A digital library, also called an online library, an internet library, a digital repository, or a digital collection of online resources. The digital library contents can be accessed from the student account.

#### **Exam Revaluation:**

Once the exam results are declared and the revaluation is opened, students can apply for the revaluation / re-totaling, scrutiny from their portal.

#### **Grace Marks Request:**

Students who have participated in various arts, sports or cultural programs can apply for grace marks using the grace marks module and on approval of the examination controller, they can claim the mark.

#### **Sem Term Registration:**

Using sem-term registration students can register for the next semester.



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Sem term registration option will only be visible in the student login if the registration is opened for that batch.

Here, students have to confirm registration by entering academic details, credit score, activity points, and fees remittance details.

#### **Interim Course Survey:**

Students have the provision to participate in a course survey which is conducted at regular intervals, to evaluate the course delivery process and to measure the students' feedback.

#### **Course Exit Survey:**

Using the course exit survey, the students who have completed their course are given opportunities to reflect and provide feedback on their own learning. The survey result can be used for measuring the course outcome as well as to implement any improvements required in the course.

#### **Grievance Redressal Forum:**

Students send their grievances to department HOD. HOD forwards it to the staff assigned in the grievance cell. Required action is taken by staff. Action taken status would be visible in HOD login as well as student login.

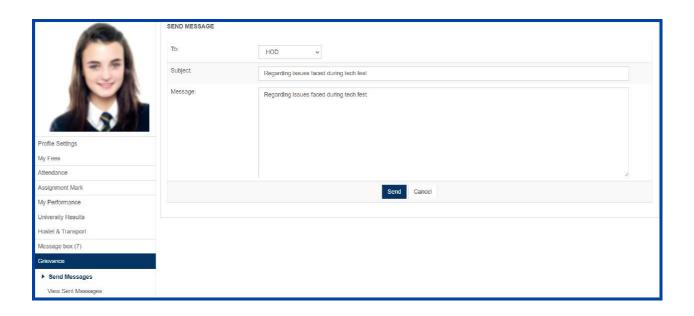


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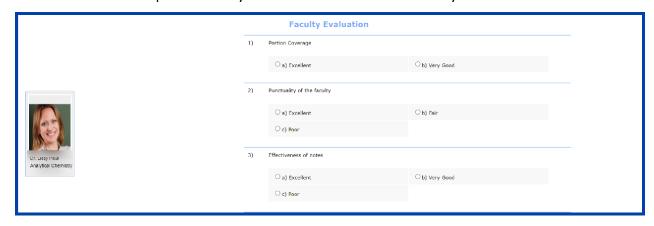
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#### Staff/ College Evaluation and Feedback Collection:

Students can participate in staff evaluation through which they can submit the feedback and rating about the faculty who is handling various courses in their class.

The result evaluation performed by the students can be accessed by the head of the institution.





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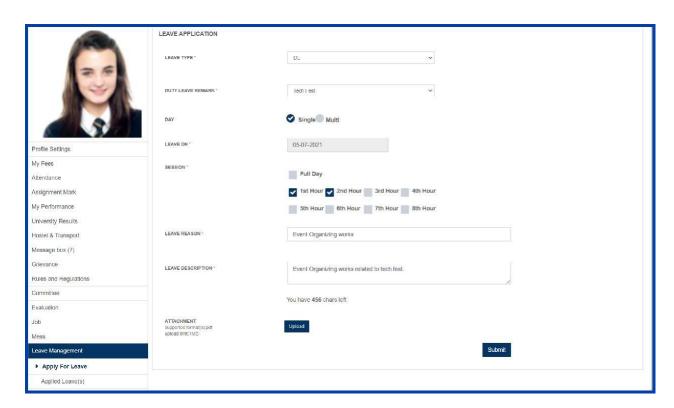
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#### **Student Leave Management:**

In students leave management students can apply for the leave.

Once the leave is sanctioned it will be visible for the students as approved. Students can also request for duty leave using the Leave Management feature.





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#### **Placement Notification and Training:**

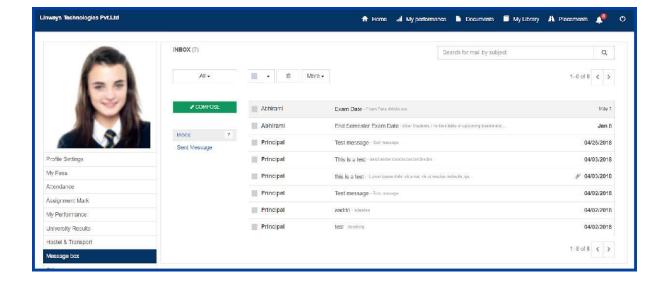
The notification about the upcoming placement activities and the placement training can be notified to the students by the placement officer.

#### **Push Notification Service:**

The student will receive push notifications on their mobile application when important events such as online classes, assignments, exams are created by the faculty.

#### **Message Box and Notice Board:**

In the message box students can compose and receive messages. They can compose messages to students as well as faculty. They can also receive messages from students and faculties which will be visible in their inbox.





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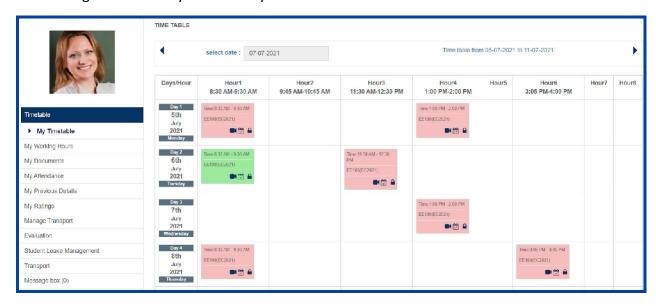
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### **Faculty Module Features**

#### **Faculty Time Table:**

Hours assigned for faculty on each day will be visible in the timetable.



- If the attendance of an hour is not marked, then it will be visible in pink color.
- Faculty can click on the mark attendance option to mark the attendance.
- Once the attendance is marked for an hour then the subject tile will be visible in green color.
- An online class can be scheduled and started using the video button shown on the hour tile.
- Clicking on the play button online classes can be conducted.

#### **Course and Batch Details:**

The faculty dashboard shows a virtual representation of the batches assigned to the faculty.

On clicking a batch data of the students present in the respective can be accessed.

All the academic activities related to the subject can be performed inside the batch file.

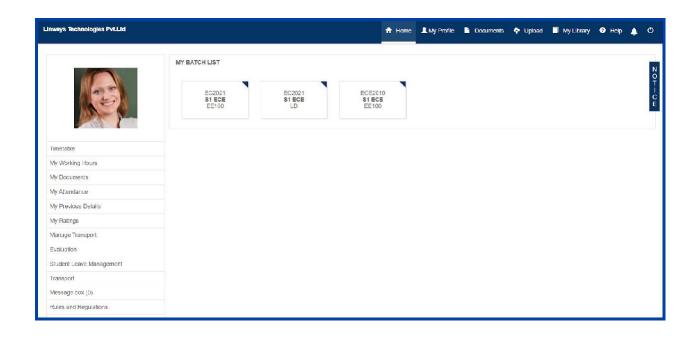


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#### **Outcome-Based Education Configuration:**

The configuration related to the outcome-based education starting from Course Outcome Creation to CO- PO matrix can be generated in the faculty account.

#### **Create Course Outcome**

Faculty can create course outcomes for their course and can map the course outcomes with the program outcomes defined by the IQAC coordinator or the head of the department.

#### **University/ End Semester Exam Rule:**

The rules required for generating the CO-PO attainment in university examination can be defined.

#### PO - CO Attainment Rules:

The rules required for generating the CO-PO attainment in internal assessment can be defined.

#### **Assessment Configuration:**

Faculty can map assessment to the assessment tree created , to obtain the CO- PO attainment of the course.

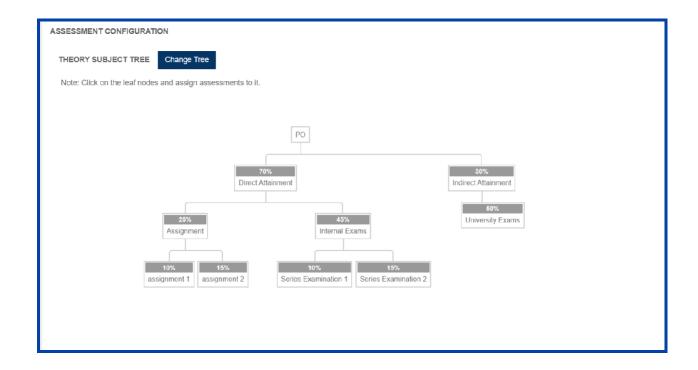


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#### **CO-PO Calculation and Report:**

Once the assessments are mapped, the CO-PO calculation report can be generated, using the criteria which we have given.

#### **Lesson Planner:**

A subject planner helps the faculty to plan their portions in a manner where they can easily view, track and manage their portions.

A proposed plan is a plan where the faculty is planning to take a class.

In the actual schedule faculty can update the status of portions covered.

Subject planner added by the faculty will be visible to students and this makes it easier for the students to know the topics.



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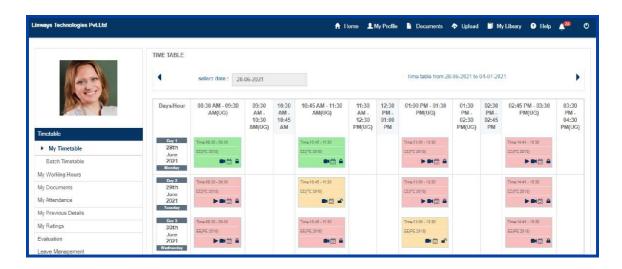


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#### **Online Class Management:**

• Staff can create online classes in the batch timetable with the help of the video button on the subject title.



- Clicking on the video button, staff can create online classes by providing date and time details.
- Once the online class time reaches, the play button will be visible next to the video button. Clicking on the play button classes can be conducted online.

#### **Attendance Marking and Report Generation:**

Attendance can be marked by clicking on the mark attendance button on the subject tile visible on the timetable.

The hours needed to mark attendance will be visible in pink color.

Clicking on it, the list of students will be visible and attendance can be marked.

Once the attendance is marked it cannot be changed and the tile will be visible in green color.

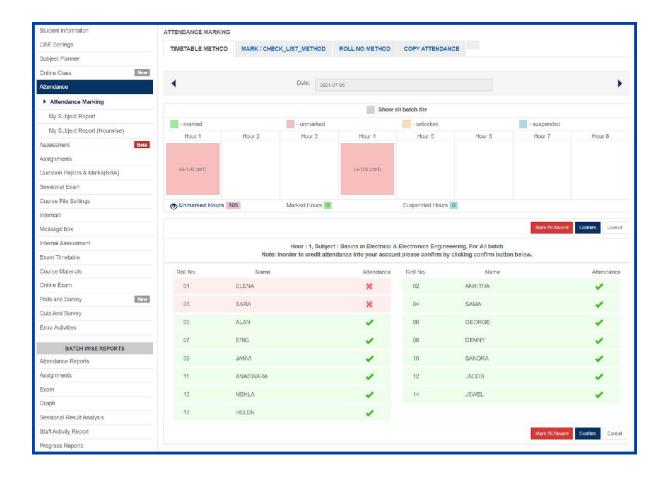


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#### **Course Material Distribution:**

- On the homepage, the batch list of the faculty will be visible.
- Select a batch.
- Once you select the batch in the side menu, the course material option will be visible.
- By selecting the option, you can upload the course material.
- After uploading and unlocking the material, it can be accessed by the students.

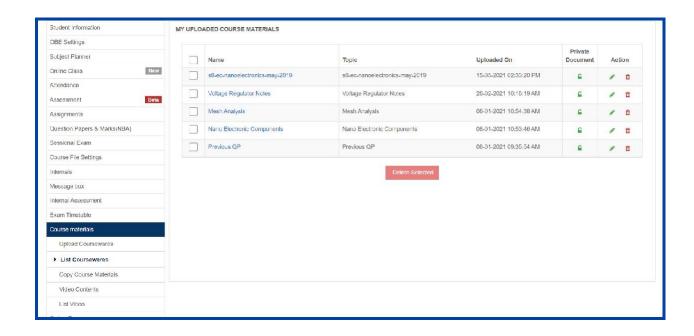


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#### **Assessments:**

- Faculty have the option to create any custom assessments of their choice using the Assessments feature.
- Assessment Name can be given, the workflow can be defined and students can attend the assessment.

#### **Assignment:**

- On the homepage, the batch list of the faculty will be visible.
- Select the batch to give the assignment.
- Once you select it, in the side menu there will be an option for assignments.
- Click on that option and you can add new assignments and questions.
- Once you enable publish assignments it will be visible to students in their login.

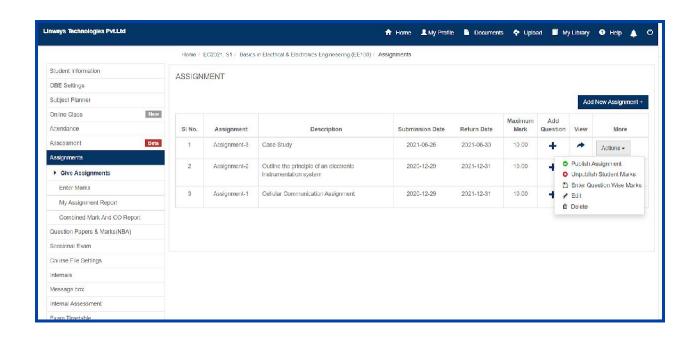


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#### **Sessional / Internal Examination Creation:**

Sessional exams can be created by the faculty using the sessional exam option present inside the batch tile.

Once exams are conducted Marks can be entered and reports can be generated.

#### **Question Paper Generation:**

- Question papers for the sessional examination can be created using the Question Paper and Marks option.
- Questions can be added to the Question Pool.
- Question Paper structure can be defined, sections can be created.
- And finally, questions can be added from the question pool.



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#### **Course File / Course Diary Generation:**

Staff can create, course file or course auditing report by clicking on the

Course file Settings -> Course diary option.

From the right toolbar, faculty can select the components that need to be displayed in the course file.

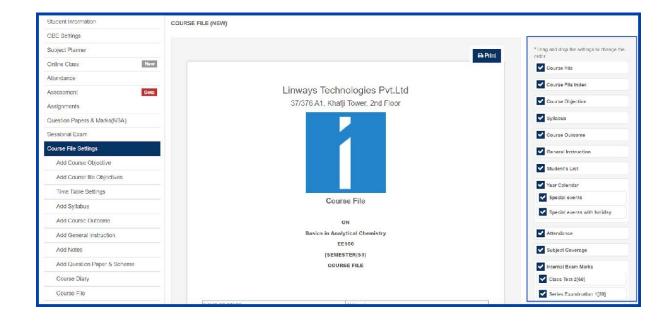


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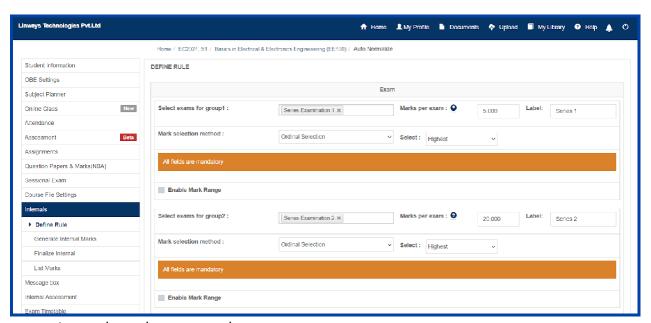


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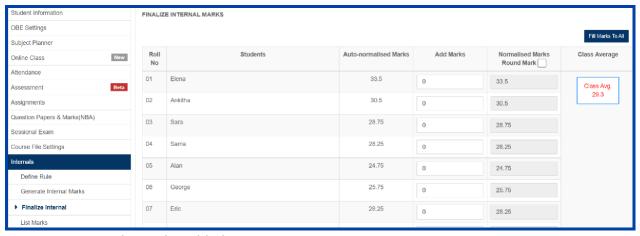
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#### **Internal Mark Computation and Normalisation:**

• With the help of the Internals -> Define Rule option the rules for normalizing the internal marks can be defined.



Internals can be generated.



- Grace marks can be added.
- Finalized internals can be submitted to the Head of the Department / Examination controller.



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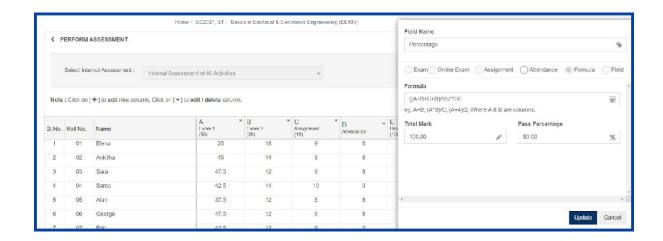


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#### **Custom Report Generator:**

This is a report generation tool that allows us to generate multiple types of reports as well as print them.



The name of the report can be given, data fields required in the report can be selected and the report can be generated.

#### **Online Examination:**

- On the homepage, the batch assigned to the faculty will be visible.
- Select the batch to create an online exam.
- Once you select it on the side menu, the online exam option is visible.
- Here, you can create an exam and add questions, time, and date details.
- Types of questions handled in Online Examination are:
- Multiple-choice Questions
- Descriptive Type Questions
- Scan and Upload Answer sheet.
- Case Study Questions.

On unlocking the exam, it will be visible in student login and they can attend the exam.

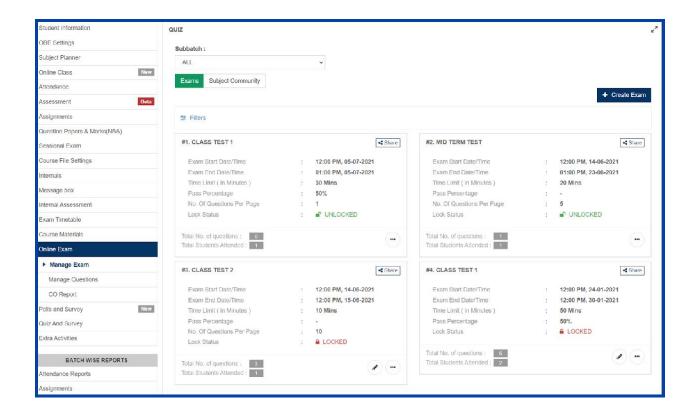


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Once students have attended the exam, the result can be generated from the examination tile by the faculty.

#### **Staff Activity Report:**

- On the homepage, the batch list of the faculty will be visible.
- Once you select the subject tile in the left side menu option the staff activity menu is visible.
- Select a date range, Click on Generate Option, then the staff activity report can be generated.



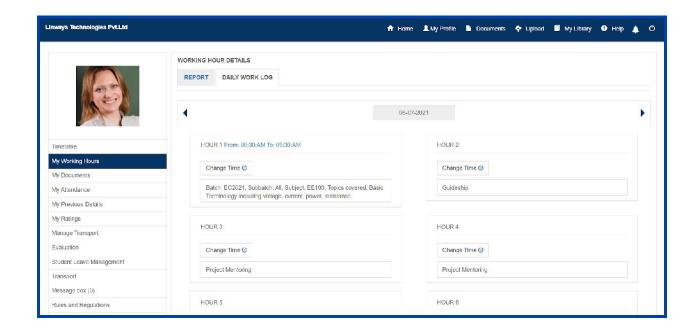
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#### **Daily Work Log Submission:**

Daily tasks of the faculty can be updated and submitted by the faculty which is visible to HOD and principal.



Once the work log is submitted it is verified by HOD. Once it is verified by HOD then it will be approved by principal.



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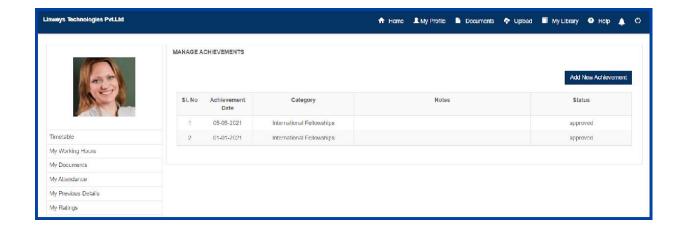


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#### **Staff Appraisal:**

Achievements received by faculty are updated in Staff Appraisal which is visible to the IQAC coordinator and the Head of the Department.





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