

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

(A State Univ. Estd. by Govt. of Punjab vide Punjab Act No. 5 of 2015 and Approved u/s 2(f) & 12 (B) of UGC; Member AIU)

Bathinda-151001 (Punjab), India

MANUAL

Self-Appraisal (IQAC)

Module



MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

Bathinda-151001 (Punjab), India

Self-Appraisal (IQAC)

Module



2023-24

INTERNAL QUALITY ASSURANCE CELL
MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY
BATHINDA 151001

Self-Appraisal (IQAC) Module

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Year 2023-24

INTERNAL QUALITY ASSURANCE CELL

Self-Appraisal (IQAC) Module 2023-24

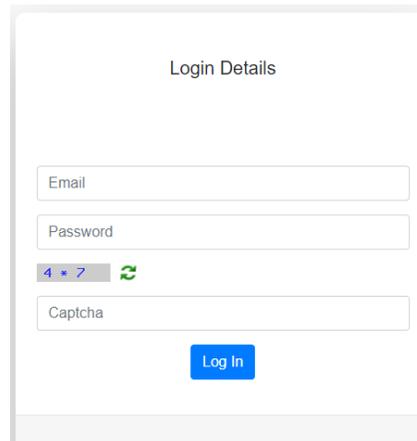
Maharaja Ranjit Singh Punjab Technical University

**User Manual of Internal Quality Assurance Cell
(IQAC) Faculty Portal**

Step 1.

⇒ **To Start IQAC Process**, User (Faculty) need to click on below link (URL) to open the IQAC Portal.

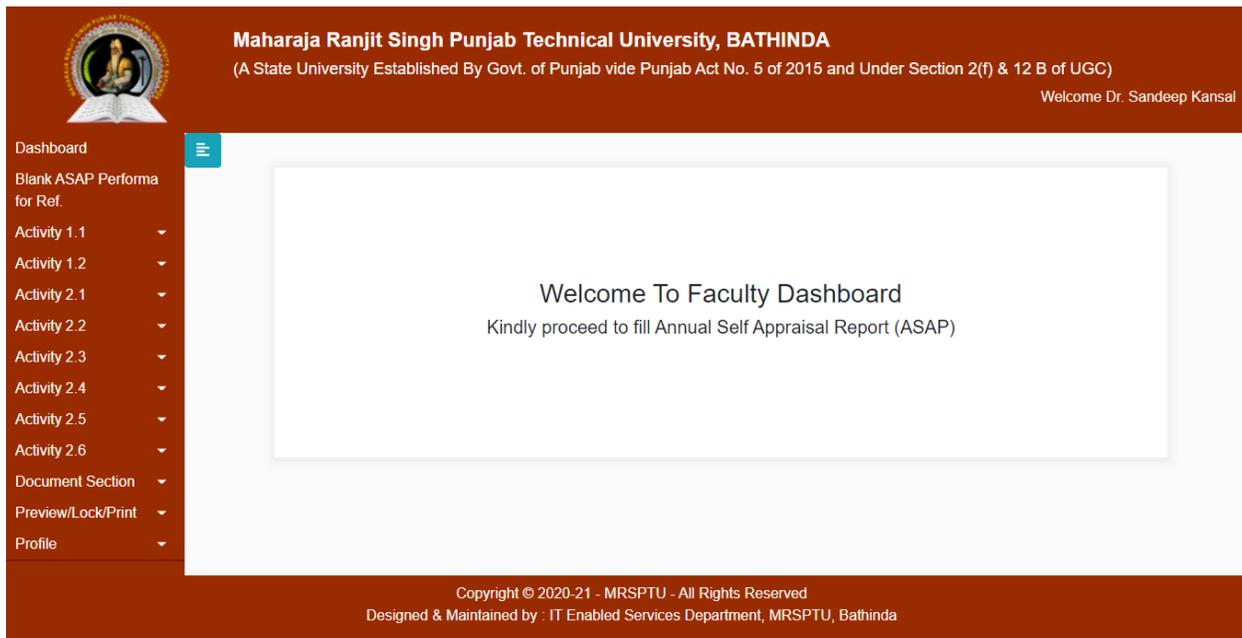
URL: <https://iqac.mrsptu.ac.in/>



The screenshot shows a login form titled "Login Details". It contains four input fields: "Email", "Password", "Captcha", and a "Log In" button. The Captcha field displays the text "4 + 7" with a refresh icon to its right.

⇒ Enter valid 'Email' and 'Password'.

Click on login button, Form link (Activity 1.1, Activity 1.2, Activity 2.1, Activity 2.2, Activity 2.3, Activity 2.4, Activity 2.5, Activity 2.6) will be displayed to user as shown below:



The screenshot displays the Faculty Dashboard interface. At the top, there is a header for "Maharaja Ranjit Singh Punjab Technical University, BATHINDA" with a logo on the left and the text "(A State University Established By Govt. of Punjab vide Punjab Act No. 5 of 2015 and Under Section 2(f) & 12 B of UGC)" and "Welcome Dr. Sandeep Kansal" on the right. A left sidebar menu lists various options: Dashboard, Blank ASAP Performa for Ref., Activity 1.1, Activity 1.2, Activity 2.1, Activity 2.2, Activity 2.3, Activity 2.4, Activity 2.5, Activity 2.6, Document Section, Preview/Lock/Print, and Profile. The main content area features a large white box with the text "Welcome To Faculty Dashboard" and "Kindly proceed to fill Annual Self Appraisal Report (ASAP)". The footer contains the copyright information: "Copyright © 2020-21 - MRSPTU - All Rights Reserved" and "Designed & Maintained by : IT Enabled Services Department, MRSPTU, Bathinda".

Step 2.

⇒ Next Step to Click Activity 1.1 -> Add Activity 1.1:

Activity 1.1 (Teaching: Classes Taught Include Tutorials, Labs & Other Teaching Related Activities.)

for Ref.

- Activity 1.1
- Activity 1.2
- Activity 2.1
- Activity 2.2
- Activity 2.3
- Activity 2.4
- Activity 2.5
- Activity 2.6
- Document Section
- Preview/Lock/Print
- Profile

Add Activity 1.1 (Teaching : Classes Taught Include Tutorials, Labs & Other Teaching Related Activities.)

Level: Ph.D Course Work (dropdown) | Class: Class (text input)

Semester: Semester (text input) | Subject Taught: Subject Taught (text input)

Subject Code: Subject Code (text input) | Assigned Classes (No. of Lectures): Assigned Classes (No. of Lectures) (text input)

Taken Classes (No. of Lectures): Taken Classes (No. of Lectures) (text input)

Proof- (Page No.): Proof (text input)

Submit

⇒ Next Step to Click Activity 1.2 -> Add Activity 1.2 (a-d):

Activity 1.2 (a-d) (Involvement in the University/ College students related activities/ Research activities)

for Ref.

- Activity 1.1
- Activity 1.2
 - Manage Activity
 - Add Activity 1.2 (a-d)
 - Add Activity 1.2 (e-h)
- Activity 2.1
- Activity 2.2
- Activity 2.3
- Activity 2.4
- Activity 2.5
- Activity 2.6
- Document Section
- Preview/Lock/Print
- Profile

Add Activity 1.2 (Involvement in the University/ College students related activities/ Research activities)

Select activity (a-d): Administrative responsi... (dropdown) | Activity: Activity (text input) | Job Responsibility: Job Responsibility (text input)

From: mm/dd/yyyy (date input) | To: mm/dd/yyyy (date input)

Duration (years/months/days): Duration (text input) | Proof Page Number: Proof Page Number (text input)

Submit

⇒ Next Step to Click Activity 1.2 -> Add Activity 1.2 (e-h):

Activity 1.2 (e-h)

for Ref.

- Activity 1.1
- Activity 1.2
- Activity 2.1
- Activity 2.2
- Activity 2.3
- Activity 2.4
- Activity 2.5
- Activity 2.6
- Document Section
- Preview/Lock/Print
- Profile

Add Activity 1.2 (e-h)(No Proof should be attached)

Select activity (e-h)

e) Evidence of actively involved in guiding Ph.D students.

e) Evidence of actively involved in guiding Ph.D students.

No. of Ph.D Students Guided (Completed) No. of Ph.D Students Under Guidance (Ongoing)

No. of Ph.D Students Guided (Completed) No. of Ph.D Students Under Guidance (Ongoing)

Proof Attached- (Page No.)

Proof

Submit

⇒ Next Step to Click Activity 2.1 -> Add Activity 2.1:

Activity 2.1 Research Papers in Peer - Reviewed or UGC Listed Journals

for Ref.

- Activity 1.1
- Activity 1.2
- Activity 2.1
- Activity 2.2
- Activity 2.3
- Activity 2.4
- Activity 2.5
- Activity 2.6
- Document Section
- Preview/Lock/Print
- Profile

2.1 Research Papers in Peer - Reviewed or UGC Listed Journals (No Proof should be attached)

Title

Title of Publication	Author
Journal Name, Year, Vol.(Issue) Page no.	No. of authors

Are you a First Author/ Corresponding / Supervisor (Attach first page as proof) | Impact Factor

If Yes, Mention	Impact Factor as per Science Citation Index
-----------------	---------------------------------------------

Impact Factor

Refereed

ARS

AA.Publication in Refereed Journals	B. Marks for Impact Factor
-------------------------------------	----------------------------

Total(A+B)

13

ARS

Multiplying Factor	ARS Claimed by Faculty
--------------------	------------------------

INFO

Multiplying Factor ° First author)/ Corresponding author/ Supervisor: 0.7 ° Others: 0.3 ° If 02 Authors only: (0.7)	B.Marks for Impact Factor ° If Refereed : 5 marks ° IF <-1 : 10 marks ° IF 1-2 : 15 marks ° IF 2-5 : 20 marks ° IF 5-10 : 25 marks ° IF >10 : 30 marks
------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Submit

⇒ Next Step to Click Activity 2.2 -> Add Activity 2.2 (a):

Activity 2.2 (a) Books Authored / Articles/ Chapters Published/ Edited in Books

for Ref.

- Activity 1.1 ▾
- Activity 1.2 ▾
- Activity 2.1 ▾
- Activity 2.2 ▾
- Activity 2.3 ▾
- Activity 2.4 ▾
- Activity 2.5 ▾
- Activity 2.6 ▾
- Document Section ▾
- Preview/Lock/Print ▾
- Profile ▾

2.2 (a) Books Authored / Articles/ Chapters Published/ Edited in Books (No Proof should be attached)

Title of the Book

Editor & Page No.

Type of Book (National/ International)
 National International

Publisher & ISSN/ISBN No.

Category of Books

No. of Co-authors

Whether you are the first author

ARS

ARS claimed by Faculty

[Submit](#)

⇒ Next Step to Click Activity 2.2 -> Add Activity 2.2 (b):

Activity 2.2 (b) Translation Work

for Ref.

- Activity 1.1 ▾
- Activity 1.2 ▾
- Activity 2.1 ▾
- Activity 2.2 ▾
- Activity 2.3 ▾
- Activity 2.4 ▾
- Activity 2.5 ▾
- Activity 2.6 ▾
- Document Section ▾
- Preview/Lock/Print ▾
- Profile ▾

2.2 (b) Translation Work (No Proof should be attached)

Type of Category

Title of Chapter/Title of Book or Research Paper

Editor & Page No.

Type of Book (National/ International)
 National International

Publisher & ISSN/ISBN No.

No. of Co-authors

Whether you are the first author

ARS

ARS claimed by Faculty

[Submit](#)

⇒ Next Step to Click Activity 2.3 -> Add Activity 2.3 (a & b):

Activity 2.3 (a & b) Development of Innovative pedagogy/ Design of new curricula and courses

for Ref.	2.3 (a & b) Development of Innovative pedagogy/ Design of new curricula and courses (No Proof should be attached)	
Activity 1.1	Title of Contribution in Pedagogy/ New Curricula	Agency
Activity 1.2	<input type="text" value="Title of Contribution in Pedagogy"/>	<input type="text" value="Agency"/>
Activity 2.1	Other related detail	Type(Innovative Pedagogy/ New Curricula/ New Course)
Activity 2.2	<input type="text" value="Other related detail"/>	<input type="text" value="Innovative"/>
Activity 2.3	ARS	
Activity 2.4	ARS claimed by Faculty	
Activity 2.5	<input type="text"/>	
Activity 2.6	<input type="text"/>	
Document Section	<input type="text"/>	
Preview/Lock/Print	<input type="text"/>	
Profile	<input type="text"/>	
	<input type="button" value="Submit"/>	

⇒ Next Step to Click Activity 2.3 -> Add Activity 2.3 (c):

Activity 2.3 (c) MOOCs

for Ref.	2.3 (c) MOOCs (No Proof should be attached)	
Activity 1.1	Title of MOOC Developed	Submitted to
Activity 1.2	<input type="text" value="Title of MOOC Developed"/>	<input type="text" value="Submitted to"/>
Activity 2.1	Online Link	Type a/b/c/d*
Activity 2.2	<input type="text" value="Online Link"/>	<input type="text" value="a. Development of complete MOOCs in 4 quadrants (4 credi"/>
Activity 2.3	ARS	
Activity 2.4	ARS claimed by Faculty	
Activity 2.5	<input type="text"/>	
Activity 2.6	<input type="text"/>	
Document Section	<input type="text"/>	
Preview/Lock/Print	<input type="text"/>	
Profile	<input type="text"/>	
	<input type="button" value="Submit"/>	

⇒ Next Step to Click Activity 2.3 -> Add Activity 2.3 (d):

Activity 2.3 (d) E-Content (Development of e-learning delivery process/material)

for Ref.	
Activity 1.1	▼
Activity 1.2	▼
Activity 2.1	▼
Activity 2.2	▼
Activity 2.3	▼
Activity 2.4	▼
Activity 2.5	▼
Activity 2.6	▼
Document Section	▼
Preview/Lock/Print	▼
Profile	▼

2.3 (d) E-Content (Development of e-learning delivery process/material)(No Proof should be attached)

Name/Title <input type="text" value="Title"/>	Type of e-learning process/material <input type="text" value="Type of e-learning process/material"/>
Type a/b/c/d* <input type="text" value="-- Select Type----"/>	
ARS	
ARS claimed by Faculty <input type="text"/>	
<input type="button" value="Submit"/>	

⇒ Next Step to Click Activity 2.4 -> Add Activity 2.4 (a):

Activity 2.4 (a) Research Guidance

for Ref.	
Activity 1.1	▼
Activity 1.2	▼
Activity 2.1	▼
Activity 2.2	▼
Activity 2.3	▼
Activity 2.4	▼
Activity 2.5	▼
Activity 2.6	▼
Document Section	▼
Preview/Lock/Print	▼
Profile	▼

2.4 (a) Research Guidance (No Proof should be attached)

Title	
Activity <input type="text" value="M.E./M.Tech/M.Pharm./M.Phil./Master in appropri"/>	Title submitted <input type="text" value="Title submitted"/>
Mention Number Only(Attach list)	
Degree Awarded <input type="text" value="Ph.D (Awarded)"/>	Dissertation Submitted <input type="text" value="Dissertation Submitted"/>
ARS	
ARS Claimed by Faculty <input type="text" value="10"/>	
INFO	
ARS claimed by Faculty per dissertation ° Ph.D. (Awarded) : 10 marks ° Ph.D. (Submitted) : 05 marks ° PG (Awarded) : 02 marks	
<input type="button" value="Submit"/>	

⇒ Next Step to Click Activity 2.4 -> Add Activity 2.4 (b & c):

Activity 2.4 (b & c) Research Projects (Completed/ Ongoing)

for Ref.
Activity 1.1
Activity 1.2
Activity 2.1
Activity 2.2
Activity 2.3
Activity 2.4
Activity 2.5
Activity 2.6
Document Section
Preview/Lock/Print
Profile

2.4 (b & c) Research Projects (Completed/ Ongoing) (No Proof should be attached)

Title

Title of Project: Funding Agency:

Status

Status(Completed/ Ongoing): Duration:

Grant/Amount Mobilized (Rs. Lac)

ARS

ARS Claimed by Faculty:

INFO

ARS claimed by Faculty
For Completed Project:
° If >10 Lacs : 10 Marks
° If < 10 Lacs : 05
For Ongoing Project:
° If >10 Lacs : 05 Marks
° If < 10 Lacs : 02

⇒ Next Step to Click Activity 2.4 -> Add Activity 2.4 (d):

Activity 2.4 (d) Consultancy Projects

for Ref.
Activity 1.1
Activity 1.2
Activity 2.1
Activity 2.2
Activity 2.3
Activity 2.4
Activity 2.5
Activity 2.6
Document Section
Preview/Lock/Print
Profile

2.4 (d) Consultancy Projects (No Proof should be attached)

Title

Title: Agency:

Period

Period: Grant/Amount Mobilized (Rs. Lac):

ARS

ARS Claimed by Faculty:

INFO

ARS claimed by Faculty
3 Marks

⇒ Next Step to Click Activity 2.5 -> Add Activity 2.5 (a):

Activity 2.5 (a) Patents Awarded

for Ref.	
Activity 1.1	▼
Activity 1.2	▼
Activity 2.1	▼
Activity 2.2	▼
Activity 2.3	▼
Activity 2.4	▼
Activity 2.5	▼
Activity 2.6	▼
Document Section	▼
Preview/Lock/Print	▼
Profile	▼

2.5 (a) Patents Awarded (No Proof should be attached)

Title

Title of Patent: Status:

Patent Agency: No. & Date:

Status:

ARS

ARS Claimed by Faculty:

INFO

ARS claimed by Faculty
° International : 10 marks
° National : 07 marks

[Submit](#)

⇒ Next Step to Click Activity 2.5 -> Add Activity 2.5 (b):

Activity 2.5 (b) Policy Documents (Project Outcome/Outputs)

for Ref.	
Activity 1.1	▼
Activity 1.2	▼
Activity 2.1	▼
Activity 2.2	▼
Activity 2.3	▼
Activity 2.4	▼
Activity 2.5	▼
Activity 2.6	▼
Document Section	▼
Preview/Lock/Print	▼
Profile	▼

2.5 (b) Policy Documents (Project Outcome/Outputs) (No Proof should be attached)

Title

Title: Type of Outcome:

Transfer Agency: No. & Date:

Amount (if any): Level:

ARS

ARS Claimed by Faculty:

INFO

ARS claimed by Faculty
° International : 10 marks
° National : 07 marks
° State : 04 marks

[Submit](#)

⇒ Next Step to Click Activity 2.5 -> Add Activity 2.5 (c):

Activity 2.5 (c) Awards/ Fellowship

for Ref.

Activity 1.1

Activity 1.2

Activity 2.1

Activity 2.2

Activity 2.3

Activity 2.4

Activity 2.5

Activity 2.6

Document Section

Preview/Lock/Print

Profile

2.5 (c) Awards/ Fellowship (No Proof should be attached)

Title

Title of award

Organization

Title of award

Organization

Level

International

ARS

ARS Claimed by Faculty

10

INFO

ARS claimed by Faculty

° International : 10 marks

° National : 07 marks

Submit

⇒ Next Step to Click Activity 2.6 -> Add Activity 2.6:

Activity 2.6. Invited Lectures/ Papers presented *Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)

for Ref.

- Activity 1.1
- Activity 1.2
- Activity 2.1
- Activity 2.2
- Activity 2.3
- Activity 2.4
- Activity 2.5
- Activity 2.6
- Document Section
- Preview/Lock/Print
- Profile

2.6. Invited Lectures/ Papers presented *Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)(No Proof should be attached)

Title	
Title of Lecture/ Paper presented	Title of Conference/ Seminar
<input type="text" value="Title of Lecture/ Paper presented"/>	<input type="text" value="Title of Conference/ Seminar"/>
ARS	
Organised by/at	Whether International/ National/ State/ University level
<input type="text" value="Organised by/at"/>	<input type="text" value="International(Abroad)"/>
ARS	
ARS claimed by Faculty	
<input type="text" value="7"/>	
INFO	
ARS claimed by Faculty ° International (Abroad)=7 ° International (Within Country) = 5 ° National = 3 ° State/University = 2	
<input type="button" value="Submit"/>	

Step 3.

⇒ Next Step to Document Upload

Maharaja Ranjit Singh Punjab Technical University, BATHINDA
 (A State University Established By Govt. of Punjab vide Punjab Act No. 5 of 2015 and Under Section 2(f) & 12 B of UGC)

Welcome Dr. Sandeep Kansal

Dashboard

Blank ASAP Performa for Ref.

- Activity 1.1
- Activity 1.2
- Activity 2.1
- Activity 2.2
- Activity 2.3
- Activity 2.4
- Activity 2.5
- Activity 2.6

Files (No Proof should be attached for activity 2.1-2.6)

Sr.	Filename	Last Modified	Action

Step 4.

⇒ Last Step After Document Upload

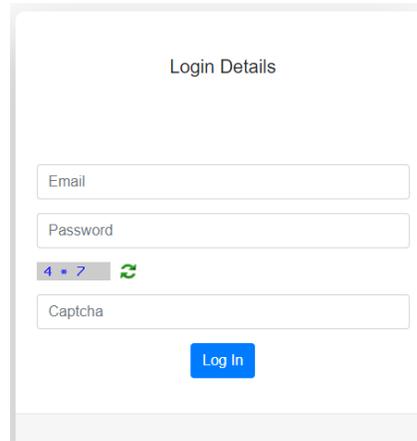
⇒ Click on Preview/Lock/Print -> Lock All Activities

Maharaja Ranjit Singh Punjab Technical University

**User Manual of Internal Quality Assurance Cell
(IQAC) Admin Portal**

To access Admin Modules, click on below link (URL) to open the IQAC Admin Portal.

URL: <https://iqac.mrsptu.ac.in/>



Login Details

Email

Password

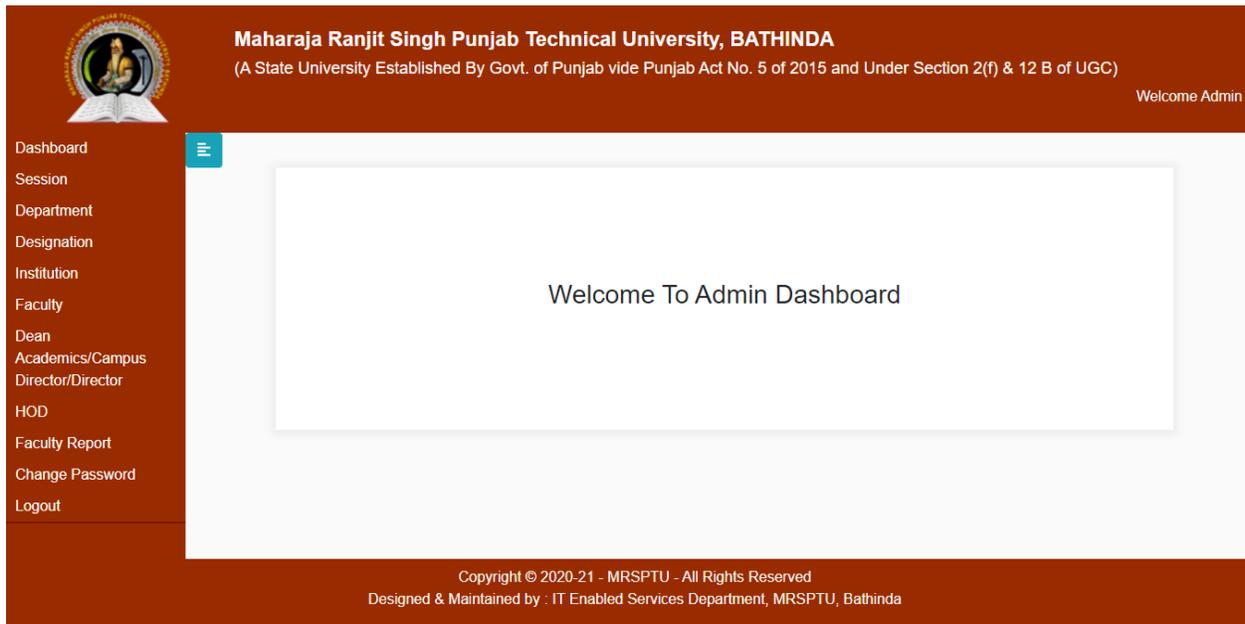
4 * 7 

Captcha

Log In

⇒ Enter valid 'Email' and 'Password'.

⇒ After successful login, User will get navigate to 'Admin Dashboard Page' as shown below:



 **Maharaja Ranjit Singh Punjab Technical University, BATHINDA**
(A State University Established By Govt. of Punjab vide Punjab Act No. 5 of 2015 and Under Section 2(f) & 12 B of UGC)

Welcome Admin

Dashboard
Session
Department
Designation
Institution
Faculty
Dean
Academics/Campus
Director/Director
HOD
Faculty Report
Change Password
Logout

Welcome To Admin Dashboard

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Designed & Maintained by : IT Enabled Services Department, MRSPTU, Bathinda

- **Administration**

1. Session:

Using this page, user can create multiple session and their details like 2019-2020 etc.

- Click on the 'Session' menu, page will open as shown below:

#	Session Name	Start Period	End Period	Date	Action
1	2019-2020	01-07-2019	30-06-2020	04-02-2021	Edit Delete
2	2018-2019	01-07-2018	30-06-2019	04-02-2021	Edit Delete

Steps to Add New Session:

- From above screen click on the 'Add Session' button, then new page will open as shown below and user will able to create new record from this page.

Session Name

Session Name

Start Period

dd-mm-yyyy

End Period

dd-mm-yyyy

Submit

- Click on 'Submit' button, 'Record Saved Successfully!' message will be displayed to user and record will get add in 'Manage Session' table.
- Click on 'Edit' button to make any changes in existing record.
- Click on 'Delete' to delete any record from the 'Manage Session' table.

2. Department:

Using this page, user can create multiple department and their details like Department Name.

- Click on the 'Department' menu, page will open as shown below:

#	Department Name	Status	Date	Action
1	Chemistry	Active	2020-03-02	Edit Delete
2	Computational Sciences	Active	2020-03-02	Edit Delete
3	Food Science & Technology	Active	2020-03-02	Edit Delete
4	Mathematics	Active	2020-03-02	Edit Delete

Steps to Add New Department:

- From above screen click on the 'Add Department' button, then new page will open as shown below and user will able to create new record from this page.

Add Department

Department Name:

Status:

- Click on 'Submit' button, 'Record Saved Successfully!' message will be displayed to user and record will get add in 'Manage Department' table.
- Click on 'Edit' button to make any changes in existing record.
- Click on 'Delete' to delete any record from the 'Manage Department' table.

3. Designation:

Using this page, user can create multiple Designation and their details like designation name etc.

- Click on the 'Designation' menu, page will open as shown below:

Manage Designation

Copy CSV Excel PDF Print Search:

#	Designation Name	Status	Date	Action
1	Campus Director	Active	2020-03-02	Edit Delete
2	Dean	Active	2020-03-02	Edit Delete
3	Dean Academic	Active	2020-03-02	Edit Delete
4	Director	Active	2020-03-02	Edit Delete

Steps to Add New Designation:

- From above screen click on the 'Add Designation' button, then new page will open as shown below and user will be able to create new record from this page.

Add Designation

Designation Name:

Status:

- Click on 'Submit' button, 'Record Saved Successfully!' message will be displayed to user and record will get added in 'Manage Designation' table.
- Click on 'Edit' button to make any changes in existing record.
- Click on 'Delete' to delete any record from the 'Manage Designation' table.

4. Institution:

Using this page, user can create multiple Institution and their details like Name etc.

- Click on the 'Institution' menu, page will open as shown below:

Steps to Add New Institution:

- From above screen click on the 'Add Institution' button, then new page will open as shown below and user will able to create new record from this page.

- Click on 'Submit' button, 'Record Saved Successfully!' message will be displayed to user and record will get add in 'Manage Institution' table.
- Click on 'Edit' button to make any changes in existing record.
- Click on 'Delete' to delete any record from the 'Manage Institution' table.

5. Faculty:

Using this page, user can create multiple Faculty.

- Click on the 'Faculty' menu, page will open as shown below:

Sr.	Image	Designation	Name	Department	Institution	Email	Mobile
1		Professor	Dr. Jasbir Singh Hundal	Physics	MRSPTU Main Campus	jshundal@mrsptu.ac.in	9463403250
2		Professor	Dr. Sandeep Kansal	Physics	MRSPTU Main Campus	skansal@mrsptu.ac.in	9872000814
3		Assistant Prof.	Dr. Veena Sharma	Physics	MRSPTU Main Campus	veenasharma@mrsptu.ac.in	9781601059

Steps to Add New Faculty:

- From above screen click on the 'Add Faculty' button, then new page will open as shown below and user will able to create new record from this page.

Add Faculty

Basic Info

Designation: Name: Faculty Email:

Security Info

Password: Confirm Password:

Department Info

Name of Institution: Name of Department:

Profile Info

DOB: Faculty Mobile: Faculty Code:

Upload Image: Joining Date: Status:

Communication address:

- Click on 'Submit' button, 'Record Saved Successfully!' message will be displayed to user and record will get add in 'Manage Faculty' table.
- Click on 'Edit' button to make any changes in existing record.
- Click on 'Delete' to delete any record from the 'Manage Faculty' table.

6. Dean Academics/Campus Director/Director:

Using this page, user can create multiple Dean Academics/Campus Director/Director and their details.

- Click on the 'Dean Academics/Campus Director/Director' menu, page will open as shown below:

#	Institution Name	Position	Faculty Name	Action
1	MRSP TU Main Campus	Dean Academics	Dr. Savina Bansal	Edit Delete
2	GZSCCET, MRSP TU	Campus Director	Dr. Savina Bansal	Edit Delete
3	PIT,GTB Garh, Moga	Director	Dr. Amit Kumar Manocha	Edit Delete
4	PIT, Rajpura	Director	Dr. Gurpreet Singh	Edit Delete
5	PIT, Nandgarh	Director	Dr. Rajesh Gupta	Edit Delete

Steps to Add New Dean Academics/Campus Director/Director:

- From above screen click on the 'Add Dean Academics/Campus Director/Director' button, then new page will open as shown below and user will be able to create new record from this page.

Assign Dean Academics/Campus Director/Director

Select Institution:

Select Faculty:

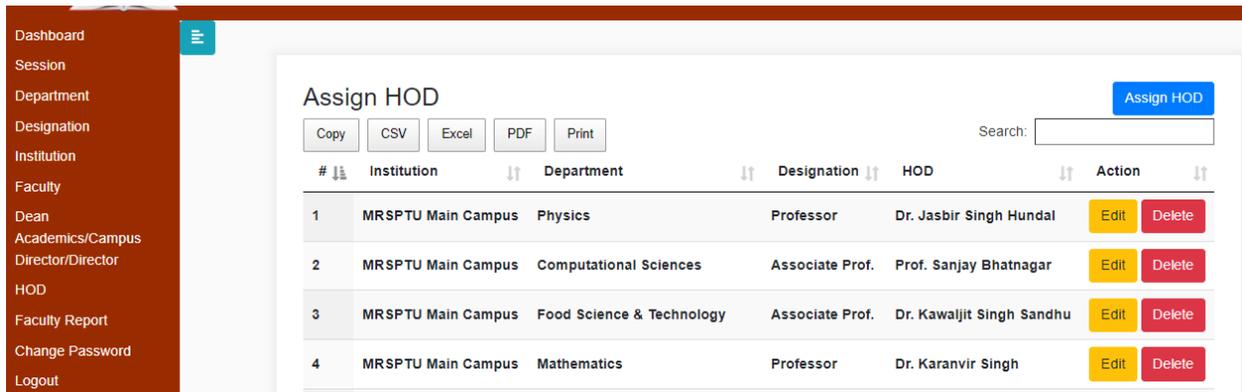
Select Position:

- Click on 'Submit' button, 'Record Saved Successfully!' message will be displayed to user and record will get added in 'Manage Dean Academics/Campus Director/Director' table.
- Click on 'Edit' button to make any changes in existing record.
- Click on 'Delete' to delete any record from the 'Manage Dean Academics/Campus Director/Director' table.

7. HOD:

Using this page, user can create multiple HOD and their details like 2019-2020 etc.

- Click on the 'HOD' menu, page will open as shown below:

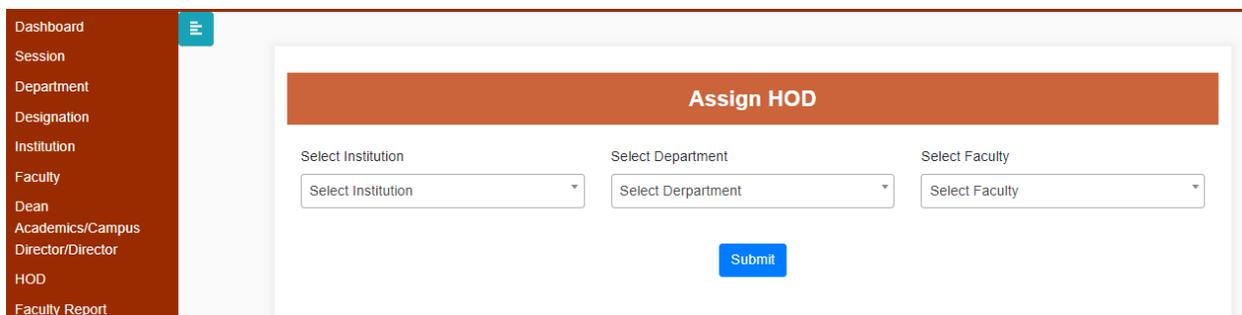


The screenshot shows the 'Assign HOD' page with a sidebar menu on the left containing: Dashboard, Session, Department, Designation, Institution, Faculty, Dean, Academics/Campus, Director/Director, HOD, Faculty Report, Change Password, and Logout. The main content area has a title 'Assign HOD', a search bar, and buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. Below these is a table with the following data:

#	Institution	Department	Designation	HOD	Action
1	MRSPTU Main Campus	Physics	Professor	Dr. Jasbir Singh Hundal	Edit Delete
2	MRSPTU Main Campus	Computational Sciences	Associate Prof.	Prof. Sanjay Bhatnagar	Edit Delete
3	MRSPTU Main Campus	Food Science & Technology	Associate Prof.	Dr. Kawaljit Singh Sandhu	Edit Delete
4	MRSPTU Main Campus	Mathematics	Professor	Dr. Karanvir Singh	Edit Delete

Steps to Add New HOD:

- From above screen click on the 'Add HOD' button, then new page will open as shown below and user will able to create new record from this page.



The screenshot shows the 'Assign HOD' form with a sidebar menu on the left containing: Dashboard, Session, Department, Designation, Institution, Faculty, Dean, Academics/Campus, Director/Director, HOD, Faculty Report. The main content area has a title 'Assign HOD' and three dropdown menus: 'Select Institution', 'Select Department', and 'Select Faculty'. Below these is a 'Submit' button.

- Click on 'Submit' button, 'Record Saved Successfully!' message will be displayed to user and record will get add in 'Manage HOD' table.
- Click on 'Edit' button to make any changes in existing record.
- Click on 'Delete' to delete any record from the 'Manage HOD' table.

8. Faculty Report:

Using this page, user can create multiple Faculty Report and their details.

- Click on the 'Faculty Report' menu, page will open as shown below:

- Dashboard
- Session
- Department
- Designation
- Institution
- Faculty
- Dean
- Academics/Campus
- Director/Director
- HOD
- Faculty Report
- Change Password
- Logout



Get Faculty By Sessions & College Name

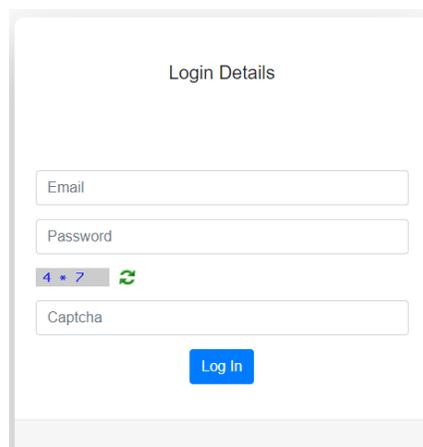
Select College Select Session

Maharaja Ranjit Singh Punjab Technical University

**User Manual of Internal Quality Assurance Cell
(IQAC) HOD Portal**

To access HOD Modules, click on below link (URL) to open the IQAC HOD Portal.

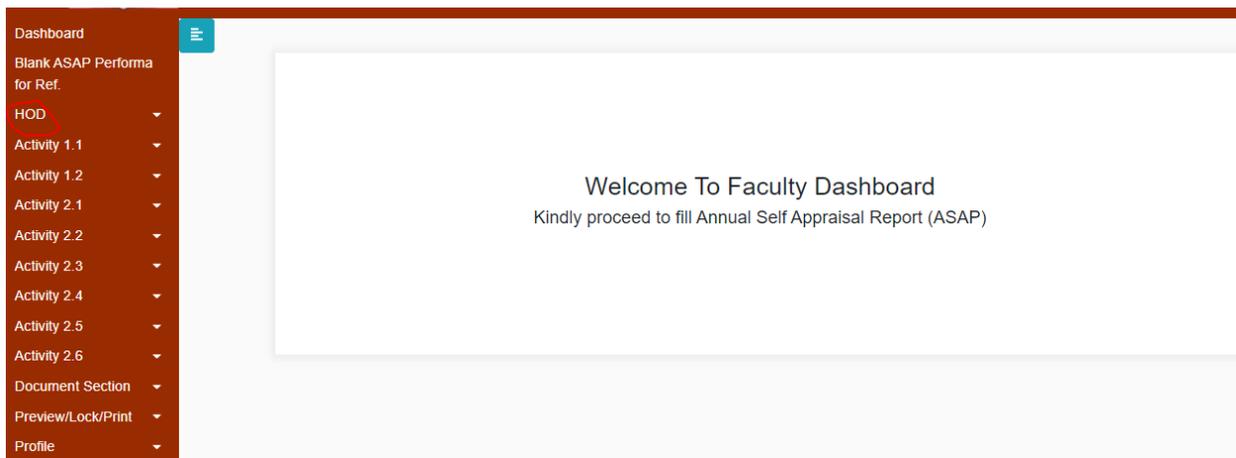
URL: <https://iqac.mrsptu.ac.in/>



The image shows a login form titled "Login Details". It contains three input fields: "Email", "Password", and "Captcha". The "Captcha" field displays the number "4 * 7" and a refresh icon. Below the input fields is a blue "Log In" button.

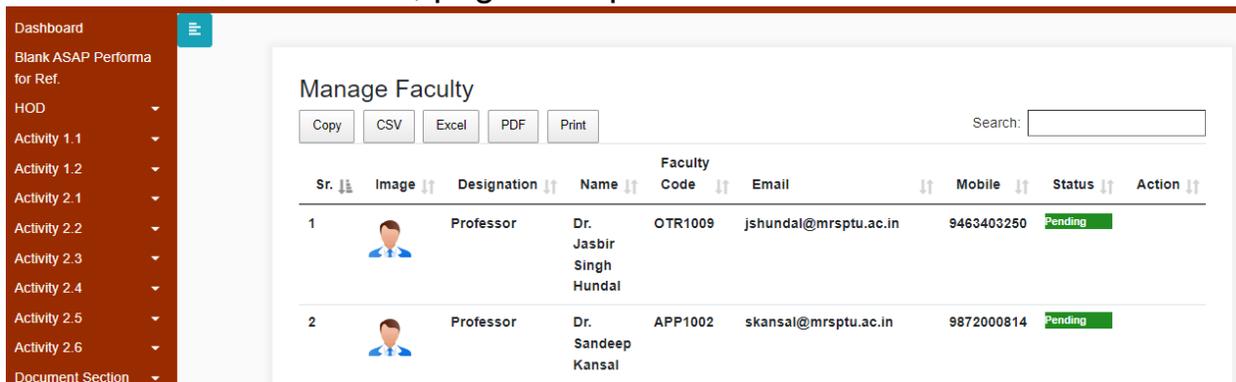
⇒ Enter valid 'Email' and 'Password'.

⇒ After successful login, User will get navigate to 'HOD Dashboard Page' as shown below:



The image shows the HOD Dashboard page. On the left is a dark red sidebar menu with the following items: Dashboard, Blank ASAP Performa for Ref., HOD (highlighted with a red arrow), Activity 1.1, Activity 1.2, Activity 2.1, Activity 2.2, Activity 2.3, Activity 2.4, Activity 2.5, Activity 2.6, Document Section, Preview/Lock/Print, and Profile. The main content area is white and contains the text: "Welcome To Faculty Dashboard" and "Kindly proceed to fill Annual Self Appraisal Report (ASAP)".

⇒ Click on the 'HOD' menu, page will open as shown below:



The image shows the "Manage Faculty" page. It features a sidebar menu on the left, similar to the dashboard page, with "HOD" highlighted. The main content area has a title "Manage Faculty" and a search bar. Below the search bar are buttons for "Copy", "CSV", "Excel", "PDF", and "Print". A table lists faculty members with columns for Sr., Image, Designation, Name, Faculty Code, Email, Mobile, Status, and Action. The table contains two rows of data.

Sr.	Image	Designation	Name	Faculty Code	Email	Mobile	Status	Action
1		Professor	Dr. Jasbir Singh Hundal	OTR1009	jshundal@mrsptu.ac.in	9463403250	Pending	
2		Professor	Dr. Sandeep Kansal	APP1002	skansal@mrsptu.ac.in	9872000814	Pending	

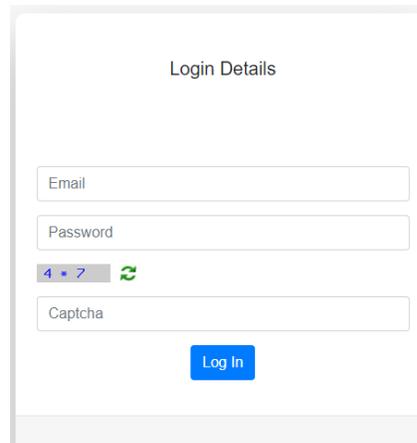
- ⇒ **To verify and forward Annual Self-Appraisal Performa fill by faculty Start to 'Head of Institution'.**
- ⇒ **HOD User (Faculty) also act as faculty.**

Maharaja Ranjit Singh Punjab Technical University

**User Manual of Internal Quality Assurance Cell
(IQAC) Head of Institution Portal**

To access Head of Institution/Dean/Director Modules, click on below link (URL) to open the IQAC HOD Portal.

URL: <https://iqac.mrsptu.ac.in/>



Login Details

Email

Password

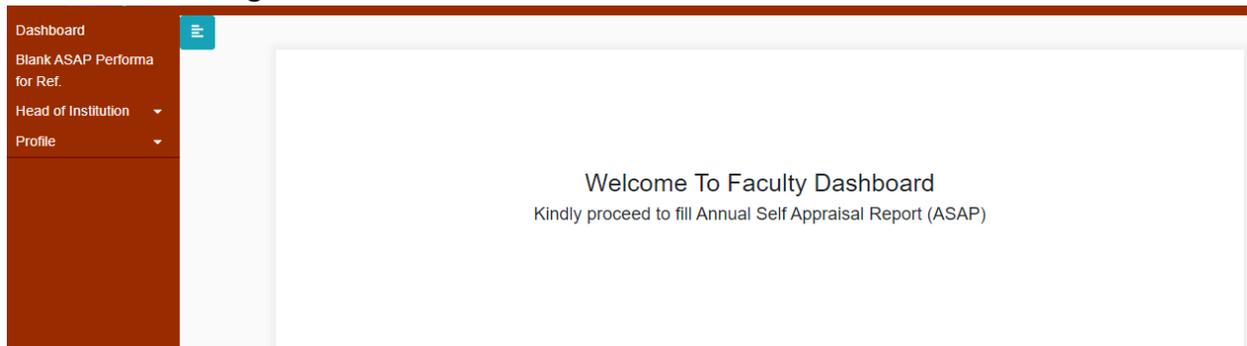
4 * 7 

Captcha

Log In

⇒ Enter valid 'Email' and 'Password'.

⇒ After successful login, User will get navigate to 'Head of Institute Dashboard Page' as shown below:



Dashboard

Blank ASAP Performa for Ref.

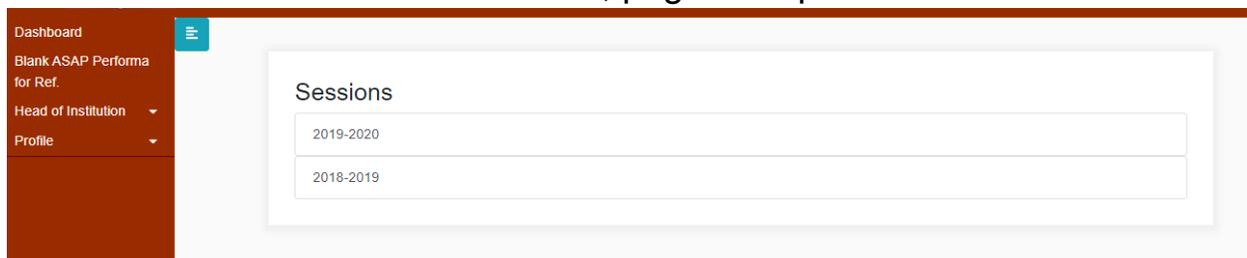
Head of Institution

Profile

Welcome To Faculty Dashboard

Kindly proceed to fill Annual Self Appraisal Report (ASAP)

⇒ Click on the 'Head of Institute' menu, page will open as shown below:



Dashboard

Blank ASAP Performa for Ref.

Head of Institution

Profile

Sessions

2019-2020
2018-2019

⇒ Click on the 'Session' sub menu, page will open as shown below:

Dashboard

Blank ASAP Performa for Ref.

Head of Institution

Profile

Manage Faculty

Copy CSV Excel PDF Print

Search:

Sr.	Image	Designation	Name	Department	Email	Mobile	Status	A
1		Professor	Dr. Jasbir Singh Hundal	Physics	jshundal@mrsptu.ac.in	9463403250	Pending	
2		Professor	Dr. Sandeep Kansal	Physics	skansal@mrsptu.ac.in	9872000814	Pending	
3		Assistant Prof.	Dr. Veena Sharma	Physics	veenasharma@mrsptu.ac.in	9781601059	Pending	

⇒ To verify and forward Annual Self-Appraisal Performa fill by faculty Start to Admin (IQAC)