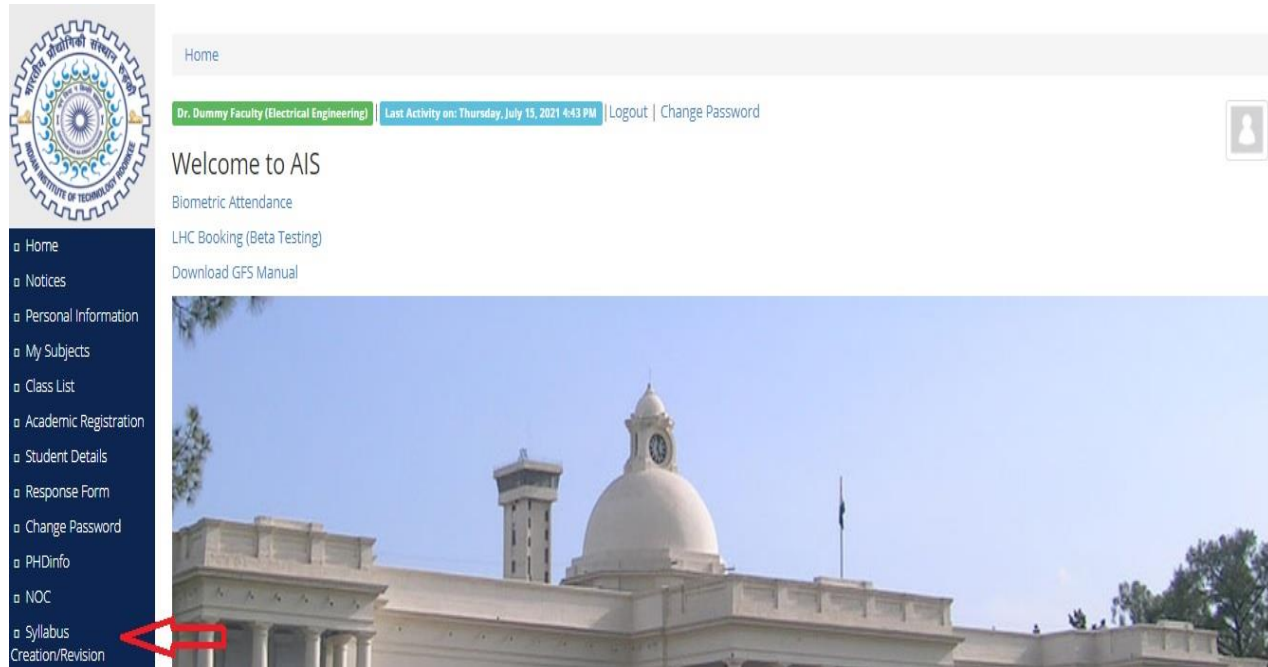


How to use Online System for Syllabus Creation / Revision

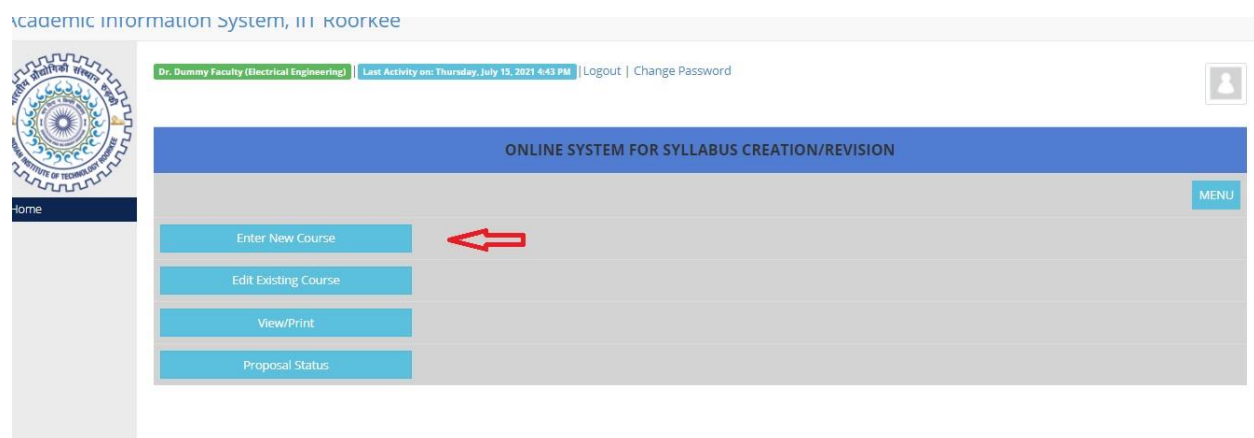
1. Login to Academic Information System (<https://acad.iitr.ac.in>).

- Click on Syllabus Creation/Revision tab (left side)



The screenshot shows the AIS homepage. On the left, a vertical menu lists various options: Home, Notices, Personal Information, My Subjects, Class List, Academic Registration, Student Details, Response Form, Change Password, PHDinfo, NOC, and Syllabus Creation/Revision. A red arrow points to the 'Syllabus Creation/Revision' option. The main content area displays 'Welcome to AIS' with links for Biometric Attendance, LHC Booking (Beta Testing), and Download GFS Manual. Below this is a large image of the IIT Roorkee building.

2. Click on Button “Enter New Course”



The screenshot shows the 'ONLINE SYSTEM FOR SYLLABUS CREATION/REVISION' interface. The top navigation bar includes the user's name 'Dr. Dummy Faculty (Electrical Engineering)', the last activity date 'Thursday, July 15, 2021 4:43 PM', and links for 'Logout' and 'Change Password'. Below the navigation bar, there is a 'MENU' button. The main content area contains four buttons: 'Enter New Course', 'Edit Existing Course', 'View/Print', and 'Proposal Status'. A red arrow points to the 'Enter New Course' button.

3. In Syllabus Performa (New Entry)

- Select Department Name
- Enter Subject Code
- Enter Course Title
- Click on Submit Button (After submit, all the buttons located below will activate)
- Click on Part-I(Basic Details)

ONLINE SYSTEM FOR SYLLABUS CREATION/REVISION (NEW ENTRY)

Name of Deptt./Centre: Chemistry

Enter Course Code (Ex.- CEN-XXX): CYN-123

Enter Course Title: DUMMY COURSE

SUBMIT

Syllabus Creation/Revision will be filled in five parts:

- Part-I (BASIC DETAILS) Click here
- Part-II (COURSE DETAILS) Click here
- Part-III (LIST OF EXPERIMENTS) Click here
- Part-IV (SUGGESTED BOOKS) Click here
- Part-V (PROPOSAL/JUSTIFICATION FORM) Click here

3. Select L, T, P and Click on button “Click for Relative Weight” that will populate CWS, PRS, MTE, ETE, PRE, Credits according to the selection of L, T, P. After this, please fill all the remaining entries.

- Click on Submit button.
- Then click on Next button

BASIC DETAILS

Name of Deptt./Centre: Chemistry

Course Code: CYN-123

Course Title: DUMMY COURSE

Contact Hours: L: 3, T: 1, P: 2

Click for Relative Weight

Credits: CWS: 10-25, PRS: 25, MTE: 15-25

Examination Duration(Hrs.): ETE: 30-40, PRE: 0

Semester: Autumn

Subject Area: PCC

Pre-requisite: Nil

Objective: Sample Objective

SUBMIT UPDATE DELETE RESET PREVIOUS NEXT

4. Enter Course Details.

- Click on Submit button.
- After completing all entries, click on Next button.

Dr. Dummy Faculty (Electrical Engineering) | Last Activity on: Friday, July 16, 2021 10:18 AM | Logout | Change Password

DETAILS OF COURSE MENU

Name of Dept./Centre	Chemistry
Course Code	CYN-123
Course Title	DUMMY COURSE
S.No.	1
Contents	Sample Content
ContactHours	8

SUBMIT UPDATE DELETE RESET PREVIOUS NEXT

5. Enter Experiment Details.

- Click on Submit button.
- After completing all entries, click on Next button.

Dr. Dummy Faculty (Electrical Engineering) | Last Activity on: Friday, July 16, 2021 10:18 AM | Logout | Change Password

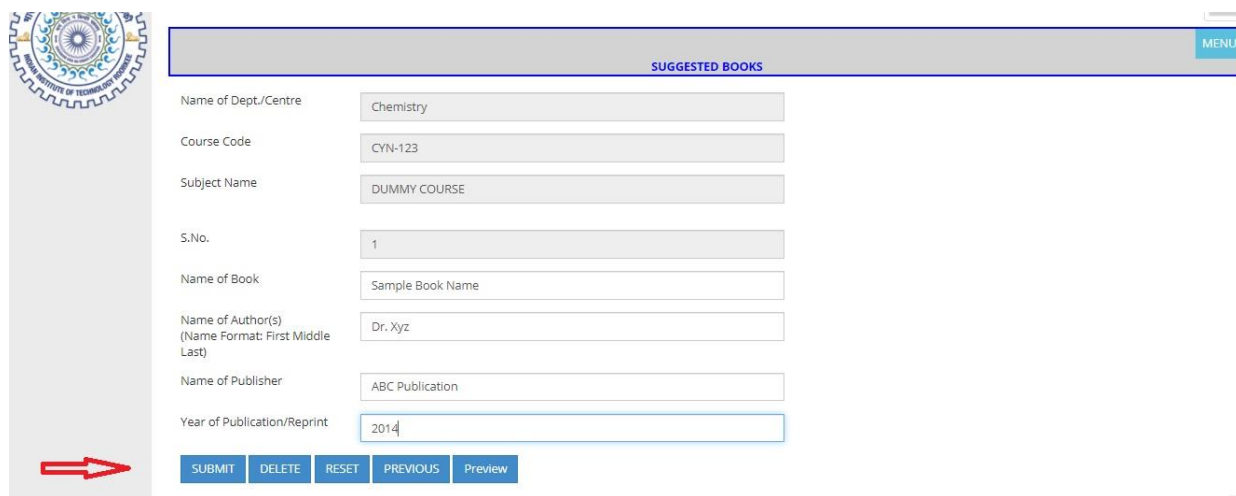
LIST OF EXPERIMENTS MENU

Name of Dept./Centre	Chemistry
Course Code	CYN-123
Course Title	DUMMY COURSE
S.No.	1
Experiments	Sample Experiment
ContactHours	8

SUBMIT UPDATE DELETE RESET PREVIOUS NEXT

7. Enter Suggested Book Details.

- Click on Submit button.
- After completing all entries, click on Preview button.



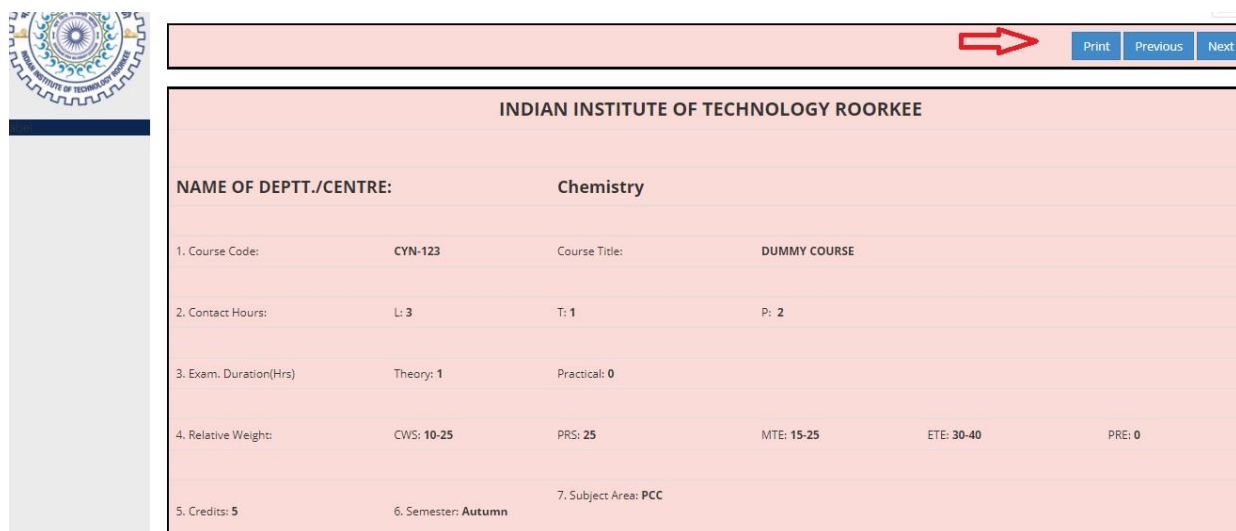
The screenshot shows a web form titled "SUGGESTED BOOKS" with the IIT Roorkee logo on the left. The form contains the following fields:

- Name of Dept./Centre: Chemistry
- Course Code: CYN-123
- Subject Name: DUMMY COURSE
- S.No.: 1
- Name of Book: Sample Book Name
- Name of Author(s) (Name Format: First Middle Last): Dr. Xyz
- Name of Publisher: ABC Publication
- Year of Publication/Reprint: 2014

At the bottom of the form, there are five buttons: SUBMIT, DELETE, RESET, PREVIOUS, and Preview. A red arrow points to the SUBMIT button.

8. Preview.

- Click on Next button to final submit.




The screenshot shows a preview page titled "INDIAN INSTITUTE OF TECHNOLOGY ROORKEE". The details are summarized as follows:

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE					
NAME OF DEPTT./CENTRE:		Chemistry			
1. Course Code:	CYN-123	Course Title:	DUMMY COURSE		
2. Contact Hours:	L: 3	T: 1	P: 2		
3. Exam. Duration(Hrs)	Theory: 1	Practical: 0			
4. Relative Weight:	CWS: 10-25	PRS: 25	MTE: 15-25	ETE: 30-40	PRE: 0
5. Credits: 5	6. Semester: Autumn		7. Subject Area: PCC		

At the top right of the preview area, there are three buttons: Print, Previous, and Next. A red arrow points to the Next button.

9. Click on Submit for Final submission.



Dr. Dummy Faculty (Electrical Engineering) | Last Activity on: Friday, July 16, 2021 10:18 AM | Logout | Change Password

MENU

JUSTIFICATION FOR PROPOSAL/REVISION

My justification for proposa

Justification for Proposal/Revision:

Submit

