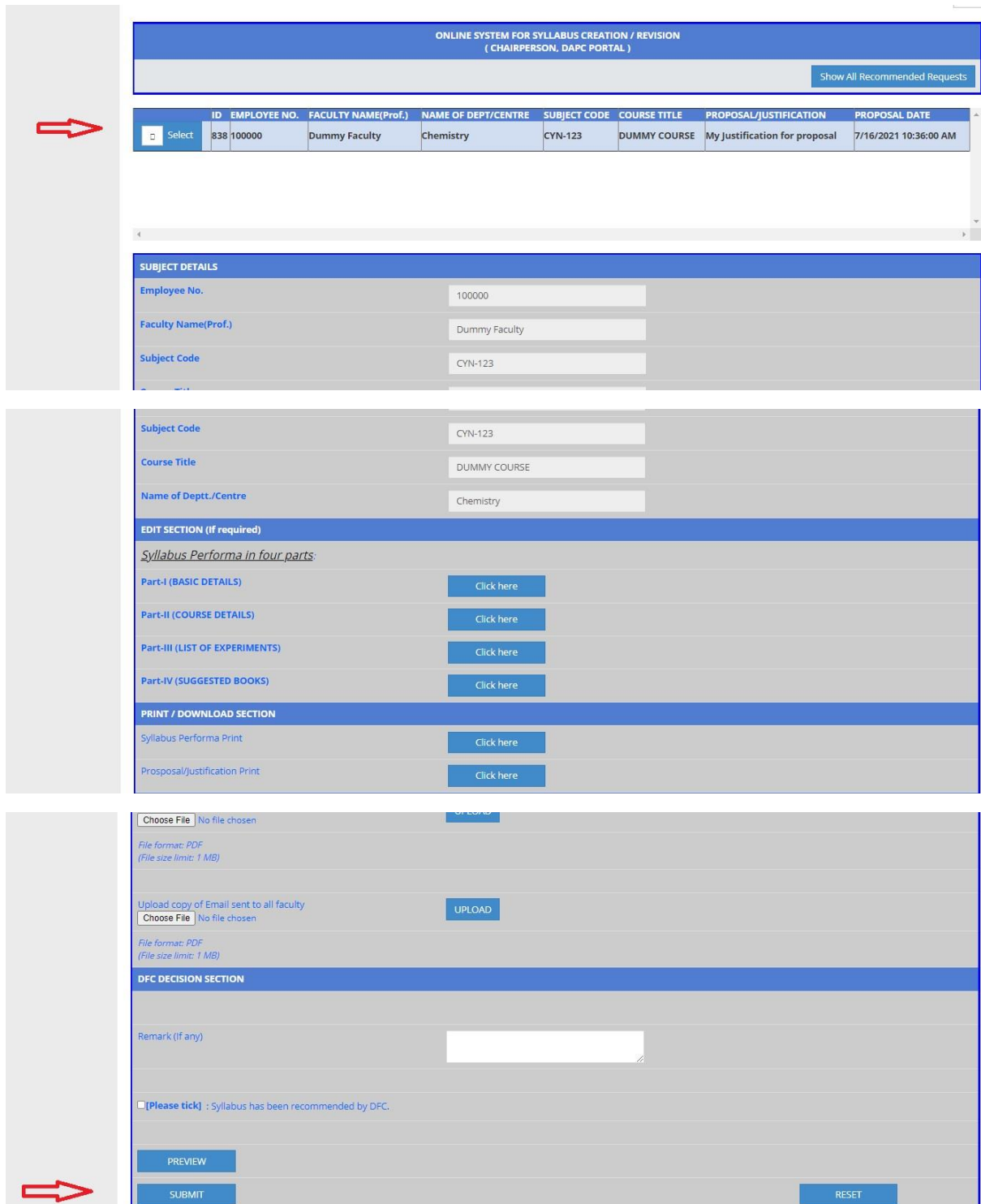


How to use Online System for Syllabus Creation / Revision

1. Login to Academic Information System (<https://acad.iitr.ac.in>) through Chairperson, DAPC login id.

- Select the record showing in grid.
- Recommend accordingly by clicking Submit button.



The screenshot displays the 'ONLINE SYSTEM FOR SYLLABUS CREATION / REVISION (CHAIRPERSON, DAPC PORTAL)'. A red arrow points to a 'Select' checkbox in the first row of a data grid. Below the grid is a 'SUBJECT DETAILS' form with fields for Employee No., Faculty Name(Prof.), and Subject Code. The 'EDIT SECTION (If required)' contains links for Part-I (BASIC DETAILS), Part-II (COURSE DETAILS), Part-III (LIST OF EXPERIMENTS), and Part-IV (SUGGESTED BOOKS). The 'PRINT / DOWNLOAD SECTION' includes links for Syllabus Performa Print and Proposal/Justification Print. The 'DFC DECISION SECTION' features a 'Remark (if any)' text area, a checkbox for 'Syllabus has been recommended by DFC.', and buttons for 'PREVIEW', 'SUBMIT', and 'RESET'. A second red arrow points to the 'SUBMIT' button.

ID	EMPLOYEE NO.	FACULTY NAME(Prof.)	NAME OF DEPT/CENTRE	SUBJECT CODE	COURSE TITLE	PROPOSAL/JUSTIFICATION	PROPOSAL DATE
838	100000	Dummy Faculty	Chemistry	CYN-123	DUMMY COURSE	My justification for proposal	7/16/2021 10:36:00 AM

SUBJECT DETAILS

Employee No.

Faculty Name(Prof.)

Subject Code

EDIT SECTION (If required)

Syllabus Performa in four parts:

Part-I (BASIC DETAILS)

Part-II (COURSE DETAILS)

Part-III (LIST OF EXPERIMENTS)

Part-IV (SUGGESTED BOOKS)

PRINT / DOWNLOAD SECTION

Syllabus Performa Print

Proposal/Justification Print

DFC DECISION SECTION

Remark (if any)

[Please tick] : Syllabus has been recommended by DFC.

