

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



2021

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

Self-Appraisal (IQAC) Module

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Year 2021

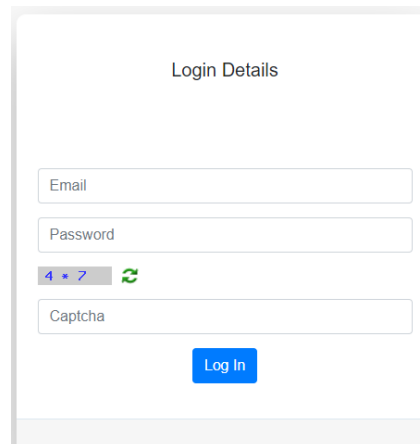
INTERNAL QUALITY ASSURANCE CELL

Self-Appraisal (IQAC) Module 2021

Step 1.

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

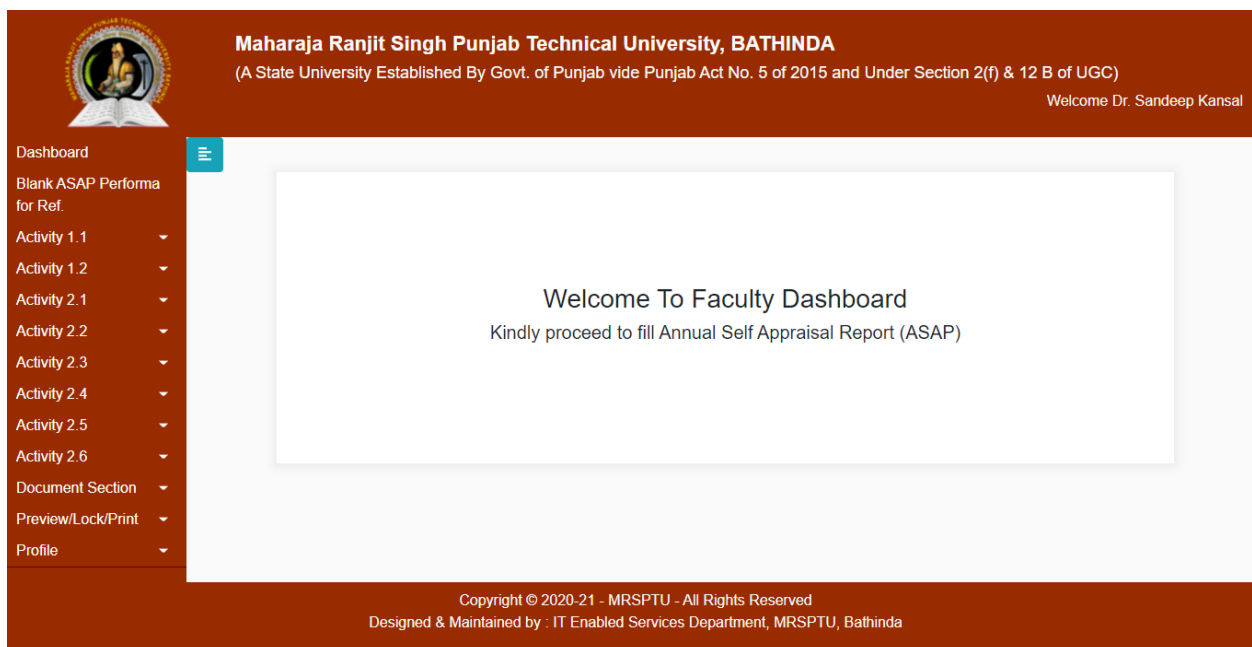
URL: <https://iqac.mrsptu.ac.in/>



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 a sequence of numbers "4 * 7" and a refresh icon.

⇒ 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 for Maharaja Ranjit Singh Punjab Technical University, BATHINDA. The header includes the university logo, name, and establishment details. A navigation menu on the left lists various activities and sections. The main content area displays a welcome message and a prompt to fill the Annual Self Appraisal Report (ASAP).

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
Document Section
Preview/Lock/Print
Profile

Welcome To Faculty Dashboard
Kindly proceed to fill Annual Self Appraisal Report (ASAP)

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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 | Class: Class

Semester: Semester | Subject Taught: Subject Taught

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

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

Proof Attached

Proof- (Page No.): Proof

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... | Activity: Activity | Job Responsibility: Job Responsibility

From: mm/dd/yyyy | To: mm/dd/yyyy

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

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

ARS

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

Total(A+B)

ARS

Multiplying Factor ARS Claimed by Faculty

INFO

Multiplying Factor B.Marks for Impact Factor

° Others: 0.3 ° IF 1-2 : 15 marks

° If 02 Authors only: (0.7) ° IF 5-10 : 25 marks

⇒ 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.	
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 (a & b) Development of Innovative pedagogy/ Design of new curricula and courses (No Proof should be attached)

Title of Contribution in Pedagogy/ New Curricula Agency

Other related detail Type(Innovative Pedagogy/ New Curricula/ New Course)

ARS

ARS claimed by Faculty

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

Activity 2.3 (c) MOOCs

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 (c) MOOCs (No Proof should be attached)

Title of MOOC Developed Submitted to

Online Link Type a/b/c/d*

ARS

ARS claimed by Faculty

⇒ 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.	<ul style="list-style-type: none"> 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		Type of e-learning process/material	
<input type="text" value="Title"/>		<input type="text" value="Type of e-learning process/material"/>	
Type a/b/c/d*		-- Select Type----	
ARS			
ARS claimed by Faculty			
<input style="width: 100%;" 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.	<ul style="list-style-type: none"> 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		Title submitted	
<input type="text" value="M.E./M.Tech/M.Pharm./M.Phil./Master in appropri"/>		<input type="text" value="Title submitted"/>	
Mention Number Only(Attach list)			
Degree Awarded		Dissertation Submitted	
<input type="text" value="Ph.D (Awarded)"/>		<input type="text" value="Dissertation Submitted"/>	
ARS			
ARS Claimed by Faculty			
<input style="width: 100%;" 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.	2.5 (a) Patents Awarded (No Proof should be attached)	
Activity 1.1	Title	
Activity 1.2	Title of Patent	Status
Activity 2.1	<input type="text" value="Title of Patent"/>	<input type="text" value="Granted"/>
Activity 2.2	---	
Activity 2.3	Patent Agency	No. & Date
Activity 2.4	<input type="text" value="Patent Agency"/>	<input type="text" value="No. & Date"/>
Activity 2.5	Status	
Activity 2.6	<input type="text" value="National"/>	
Document Section	ARS	
Preview/Lock/Print	ARS Claimed by Faculty	
Profile	<input type="text" value="7"/>	
	INFO	
	ARS claimed by Faculty ° International : 10 marks ° National : 07 marks	
	<input type="button" value="Submit"/>	

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

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

for Ref.	2.5 (b) Policy Documents (Project Outcome/Outputs) (No Proof should be attached)	
Activity 1.1	Title	
Activity 1.2	Title	Type of Outcome
Activity 2.1	<input type="text" value="Title"/>	<input type="text" value="Technology transfer"/>
Activity 2.2	---	
Activity 2.3	Transfer Agency	No. & Date
Activity 2.4	<input type="text" value="Transfer Agency"/>	<input type="text" value="No. & Date"/>
Activity 2.5	Amount (if any)	Level
Activity 2.6	<input type="text" value="Amount"/>	<input type="text" value="International"/>
Document Section	ARS	
Preview/Lock/Print	ARS Claimed by Faculty	
Profile	<input type="text" value="10"/>	
	INFO	
	ARS claimed by Faculty ° International : 10 marks ° National : 07 marks ° State : 04 marks	
	<input type="button" value="Submit"/>	

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

Activity 2.5 (c) Awards/ Fellowship

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

Title

Title of award: Organization:

Level

Level:

ARS

ARS Claimed by Faculty:

INFO

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

⇒ 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
Title of Lecture/ Paper presented	Title of Conference/ Seminar

Organised by/at	Whether International/ National/ State/ University level
Organised by/at	International(Abroad) ▼

ARS

ARS claimed by Faculty

7

INFO

ARS claimed by Faculty

° International (Abroad)=7

° International (Within Country) = 5

° National = 3

° State/University = 2

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)

📁 Locked

Sr.	Filename	Last Modified	Action

Step 4.

⇒ Last Step After Document Upload

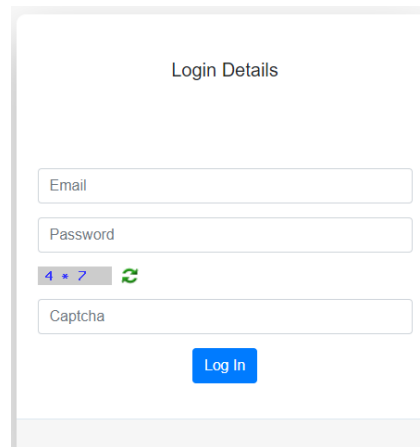
⇒ Click on Preview/Lock/Print -> Lock All Activities

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

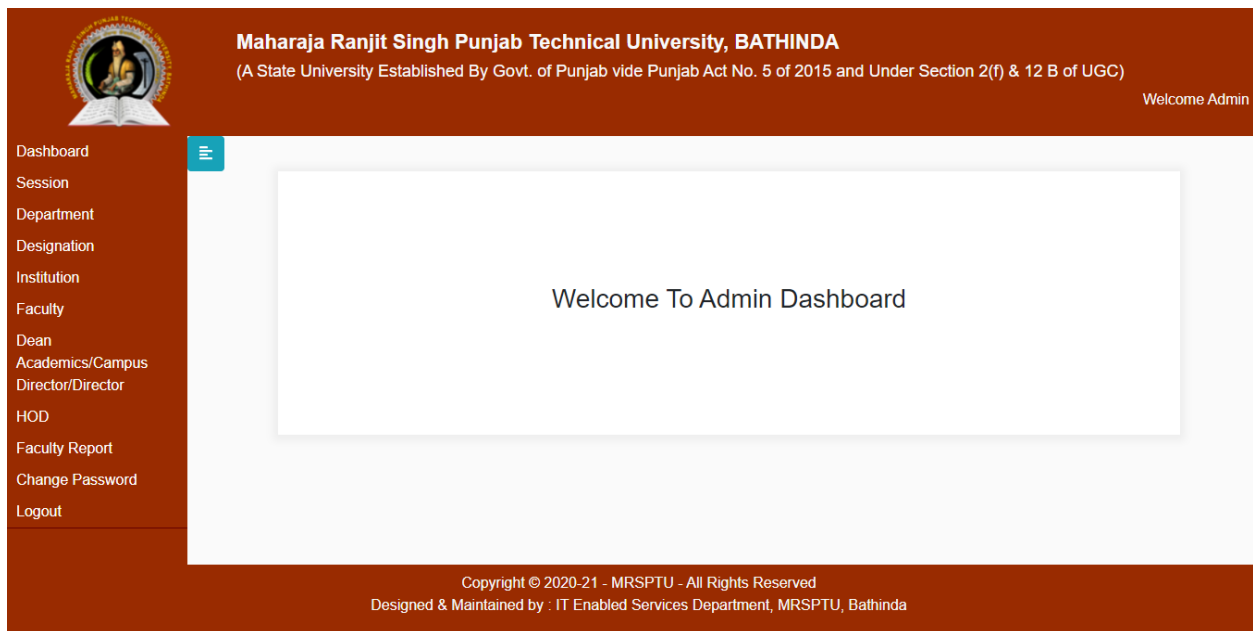
4 * 7 


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:

#	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.

- 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	MRSP TU Main Campus	jshundal@mrsptu.ac.in	9463403250
2		Professor	Dr. Sandeep Kansal	Physics	MRSP TU Main Campus	skansal@mrsptu.ac.in	9872000814
3		Assistant Prof.	Dr. Veena Sharma	Physics	MRSP TU 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:

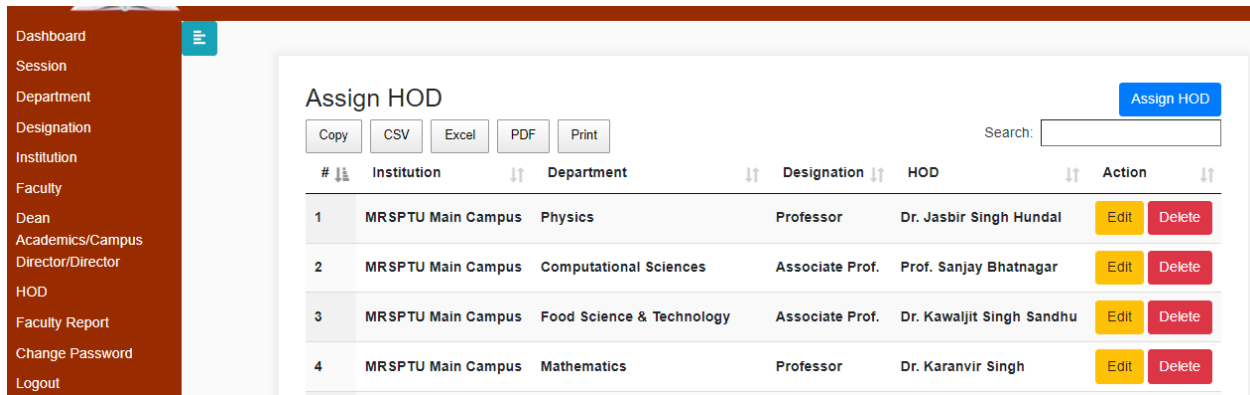
[Submit](#)

- 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:

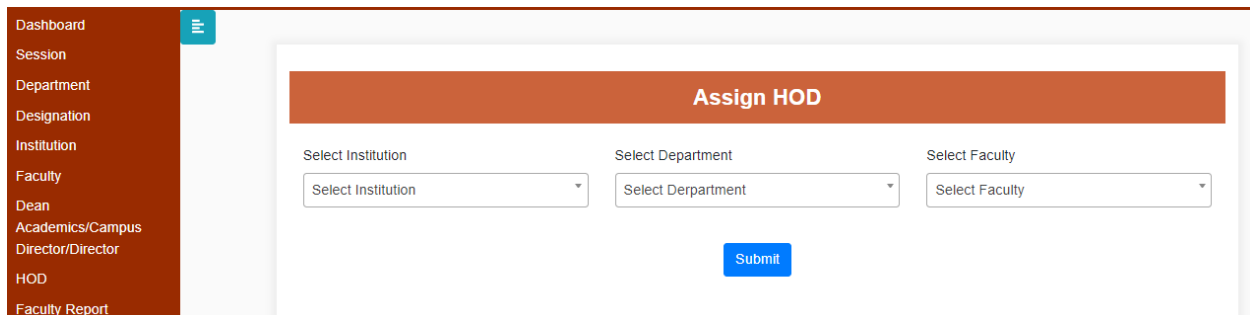


The screenshot shows the 'Assign HOD' page with a sidebar menu on the left containing: Dashboard, Session, Department, Designation, Institution, Faculty, Dean, Academics/Campus, Director/Director, HOD, Faculty Report, Change Password, and Logout. The main content area has a title 'Assign HOD', a search 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 be 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, Change Password, and Logout. 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 added 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

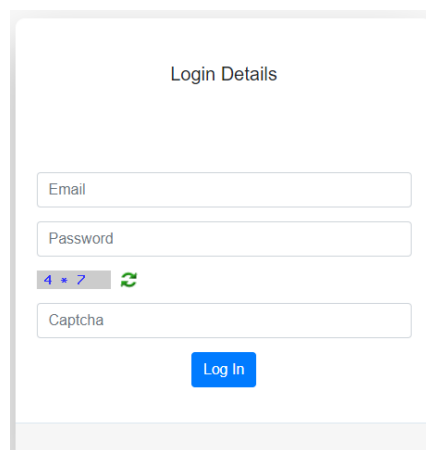
Select College Select Session

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/>



Login Details

Email

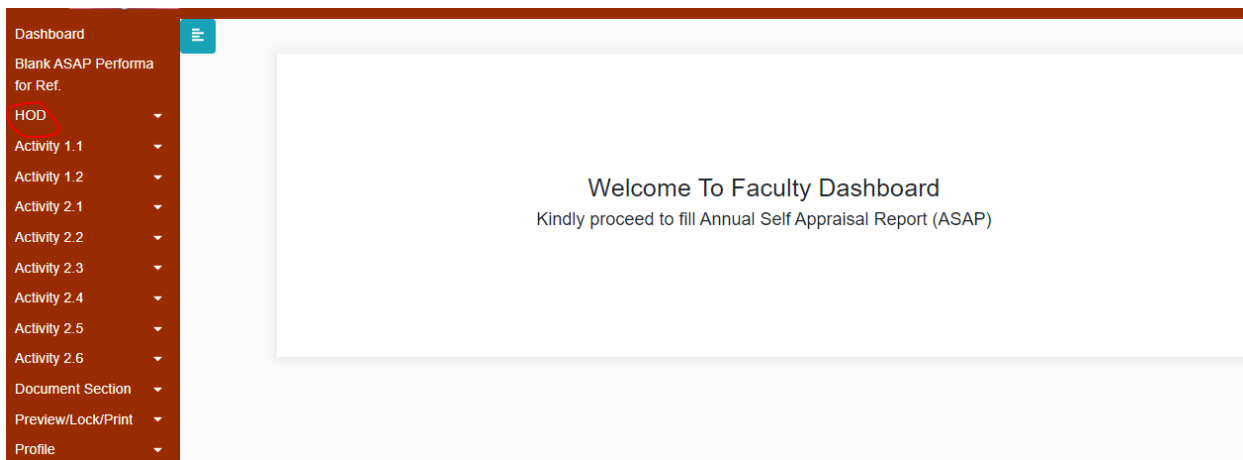
Password

4 * 7 

Captcha

⇒ Enter valid 'Email' and 'Password'.

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



Dashboard

Blank ASAP Performa for Ref.

HOD

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

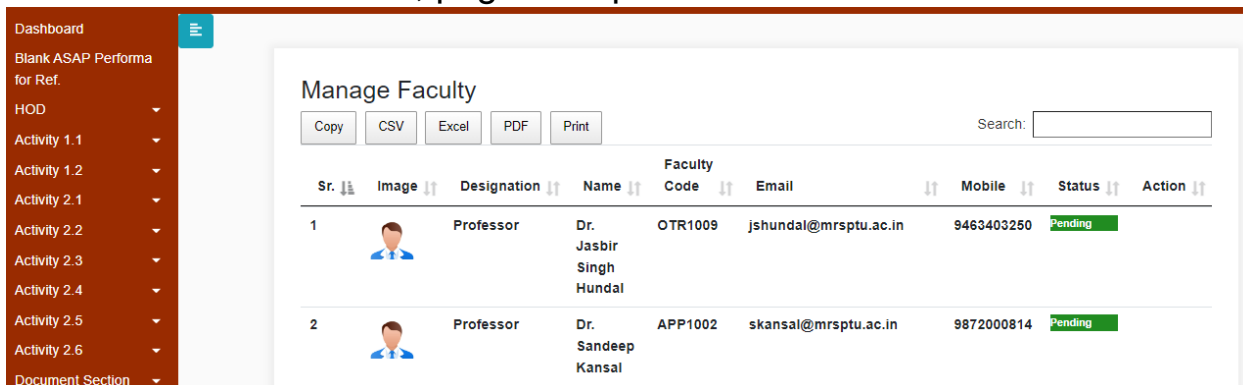
Preview/Lock/Print

Profile

Welcome To Faculty Dashboard

Kindly proceed to fill Annual Self Appraisal Report (ASAP)

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



Dashboard

Blank ASAP Performa for Ref.

HOD

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

Manage Faculty

Copy CSV Excel PDF Print

Search:

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	

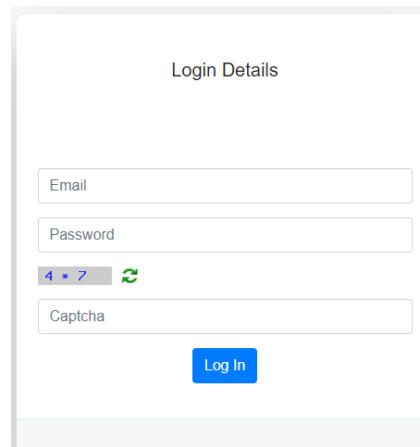
- ⇒ **To verify and forward Annual Self-Appraisal Performa fill by faculty Start to 'Head of Institution'.**
- ⇒ **HOD User (Faculty) also act as faculty.**

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

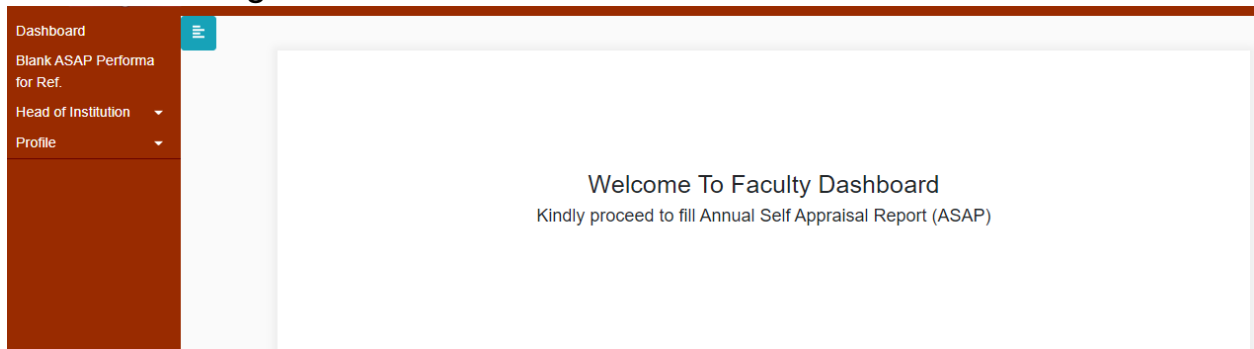
4 * 7 

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.

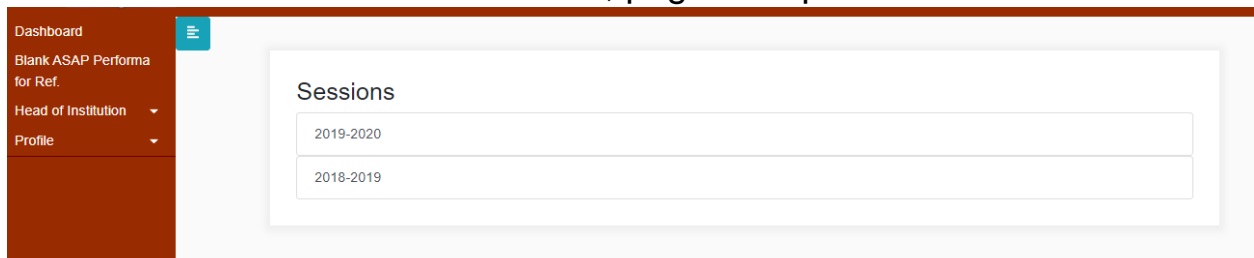
Head of Institution

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)

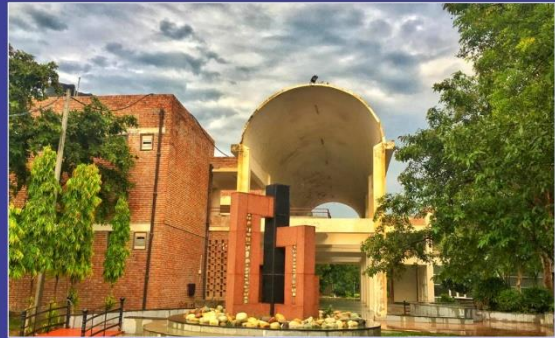


MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

Dabwali Road, Bathinda (Pb.) - 151001

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