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

Prepared by:

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Year 2021

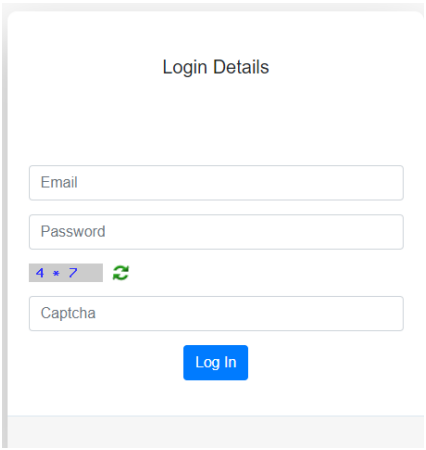
INTERNAL QUALITY ASSURANCE CELL

Self-Appraisal (IQAC) Module 2021

Step 1.

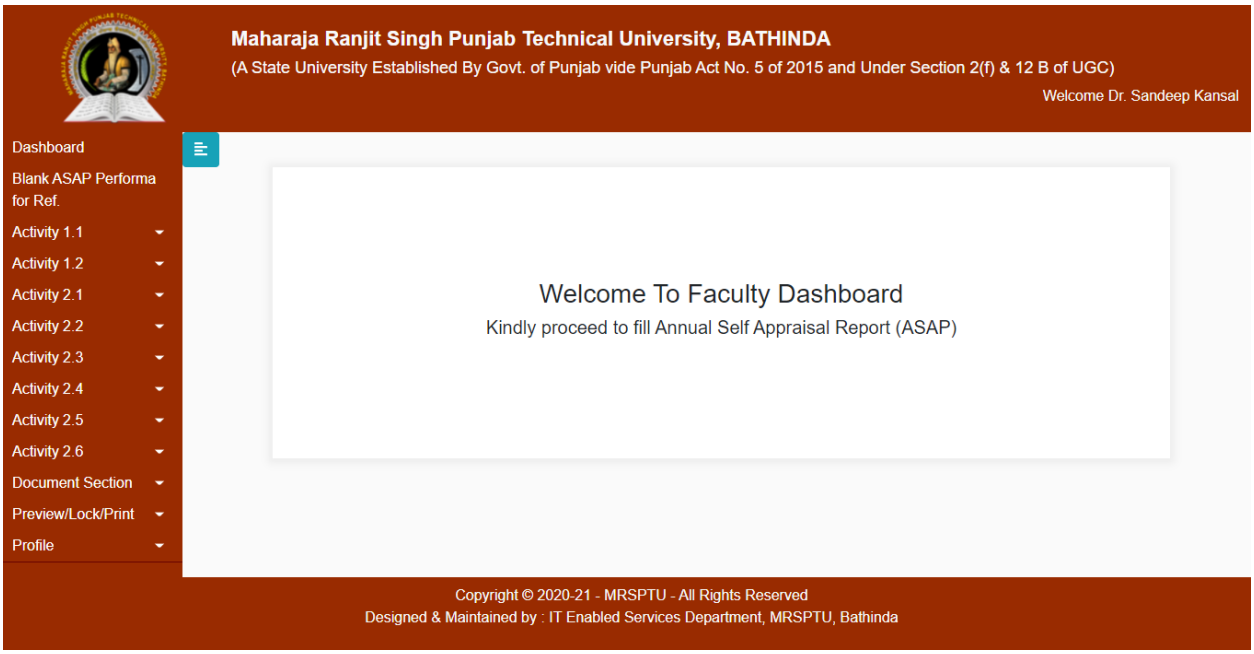
⇒ **To Start IQAC Process,** User (Faculty) need to click on below link (URL) to open the IQAC Portal.

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



⇒ Enter valid ‘Email’ and ‘Password’.

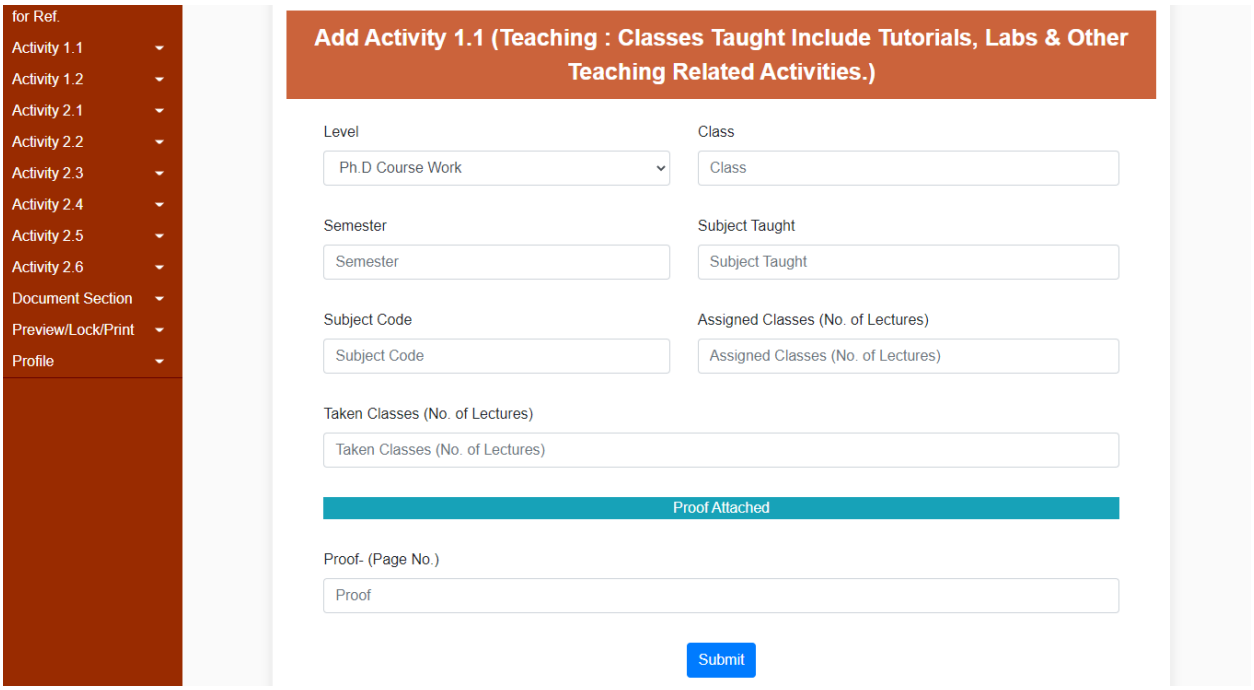
Click on login button, Form link (Activity 1.1, Activity 1.2, Activity 2.1, Activity 2.2, Activity 2.3, Activity 2.4, Activity 2.5, Activity 2.6) will be displayed to user as shown below:



Step 2.

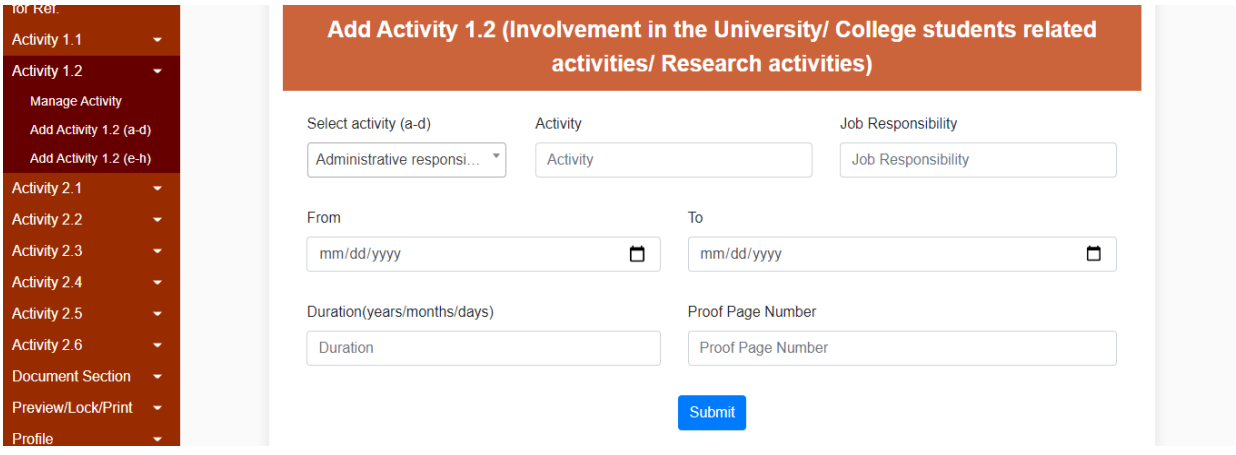
⇒ **Next Step to Click Activity 1.1 -> Add Activity 1.1:**

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



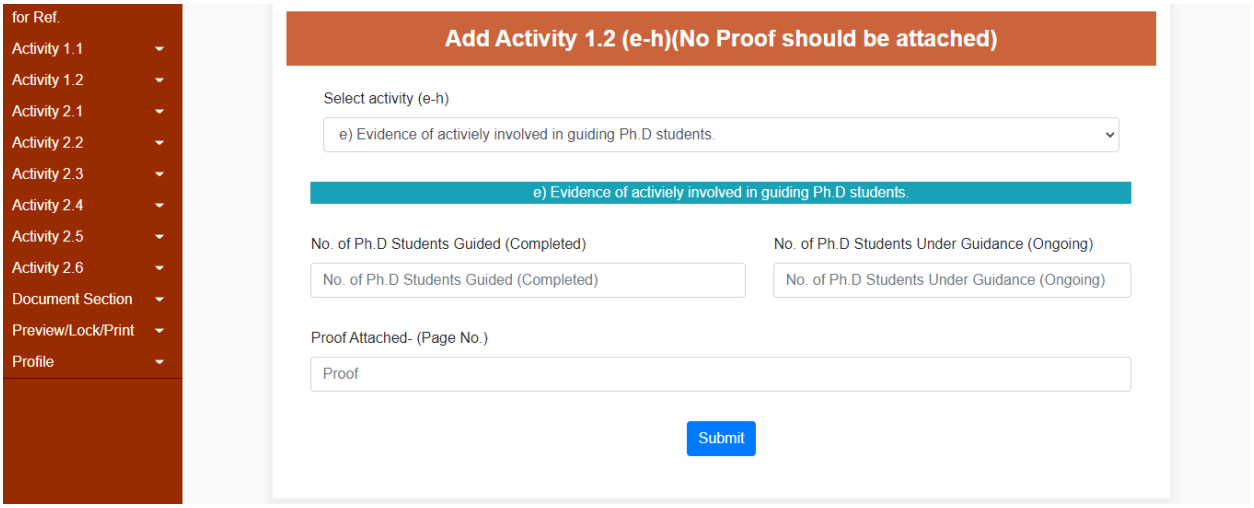
⇒ **Next Step to Click Activity 1.2 -> Add Activity 1.2 (a-d):**

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



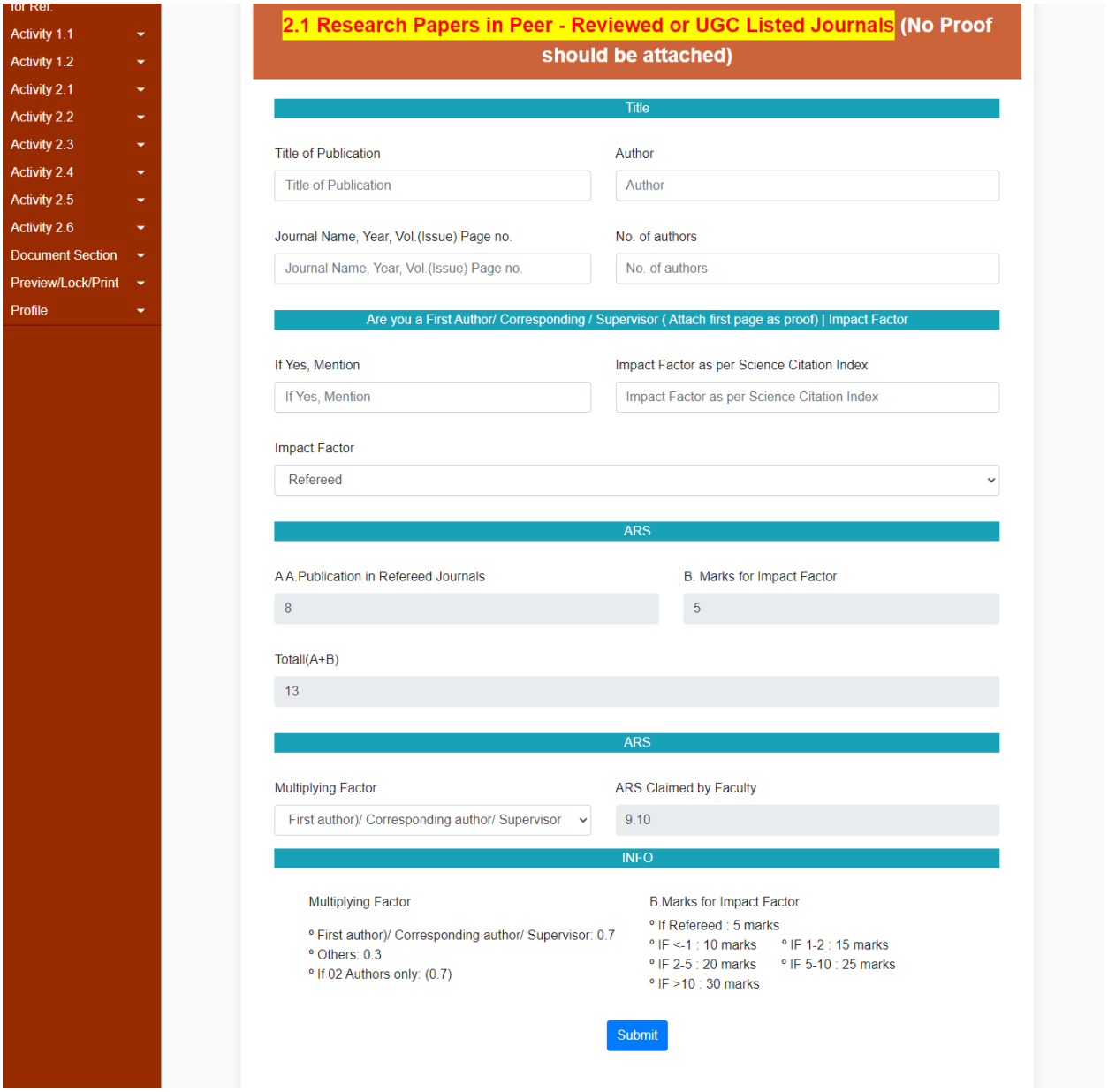
⇒ **Next Step to Click Activity 1.2 -> Add Activity 1.2 (e-h):**

Activity 1.2 (e-h)



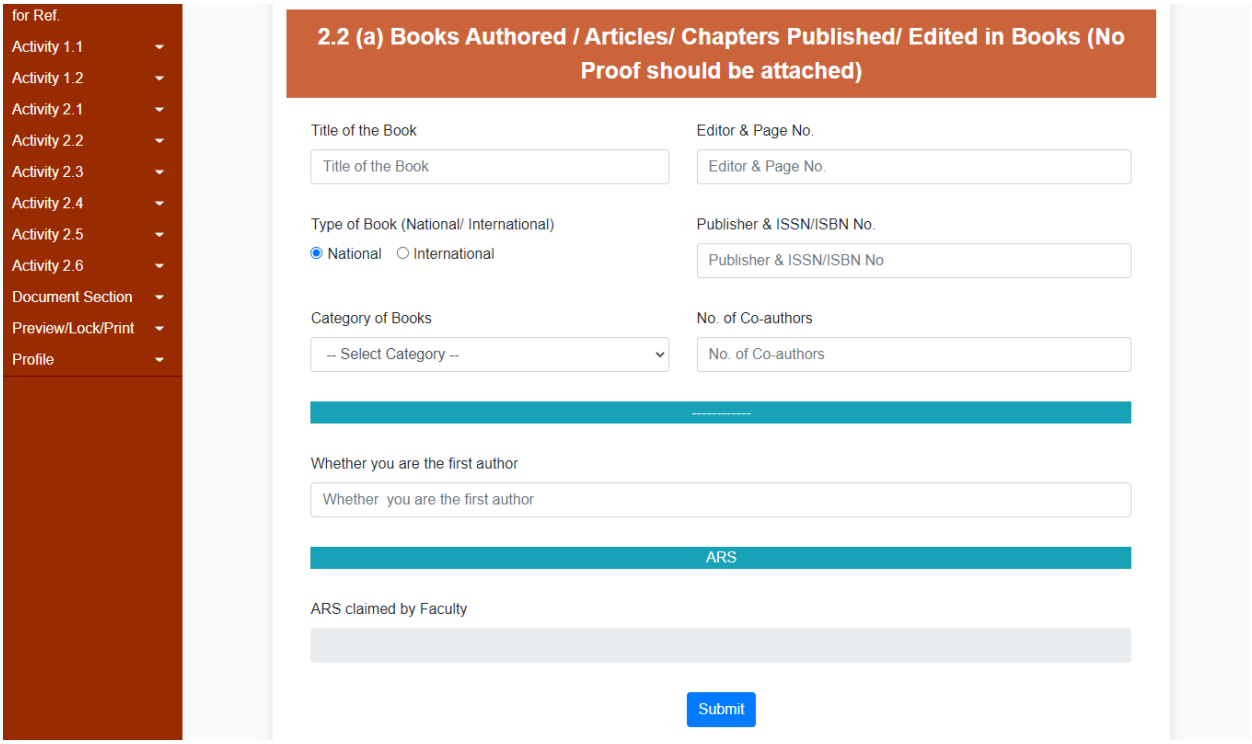
⇒ **Next Step to Click Activity 2.1 -> Add Activity 2.1:**

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



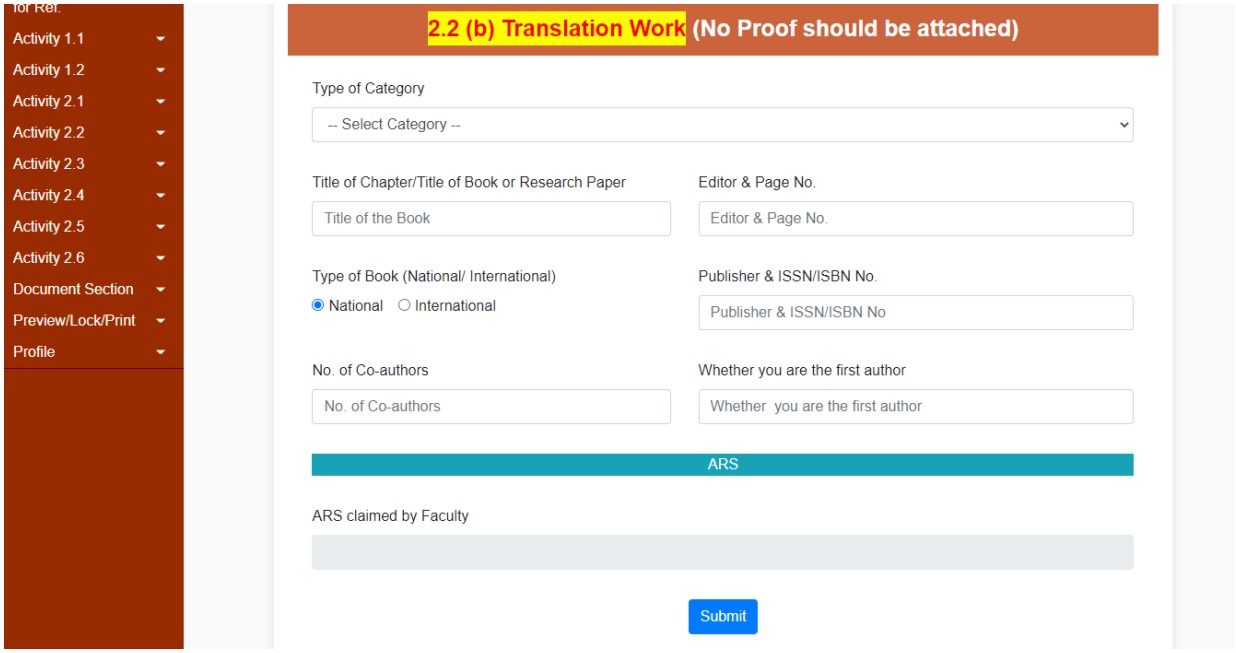
⇒ **Next Step to Click Activity 2.2 -> Add Activity 2.2 (a):**

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



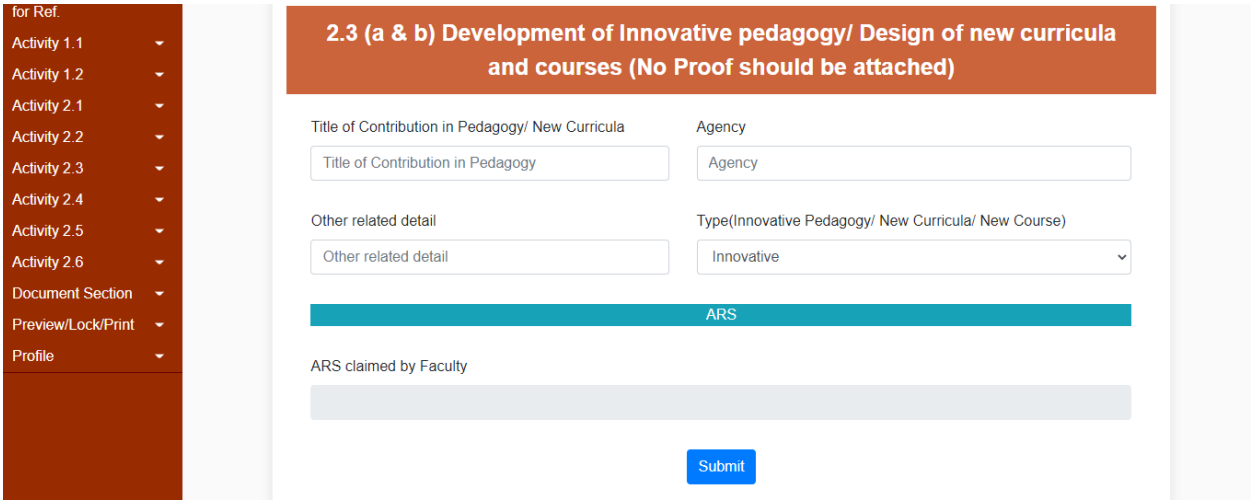
⇒ **Next Step to Click Activity 2.2 -> Add Activity 2.2 (b):**

Activity 2.2 (b) Translation Work



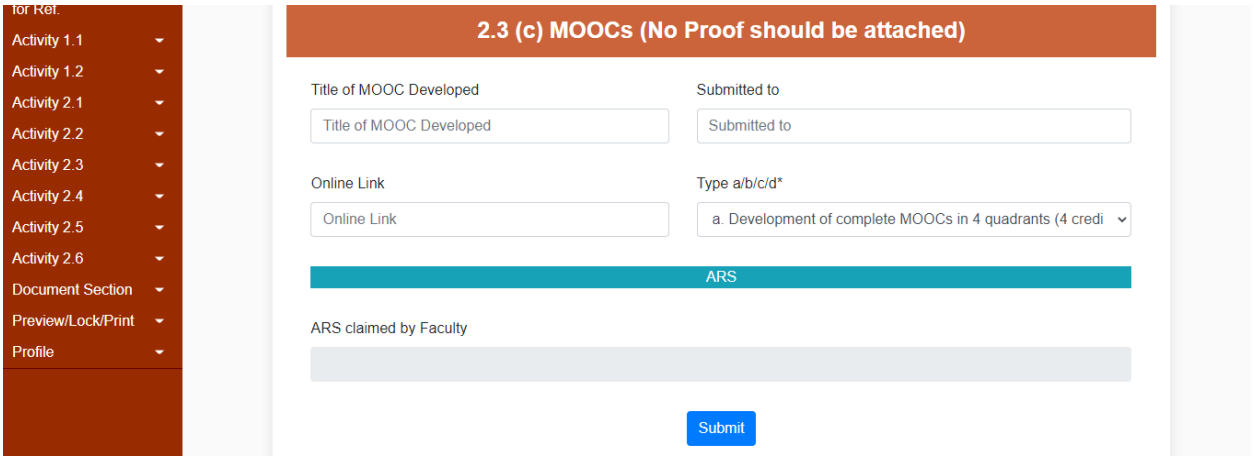
⇒ **Next Step to Click Activity 2.3 -> Add Activity 2.3 (a & b):**

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



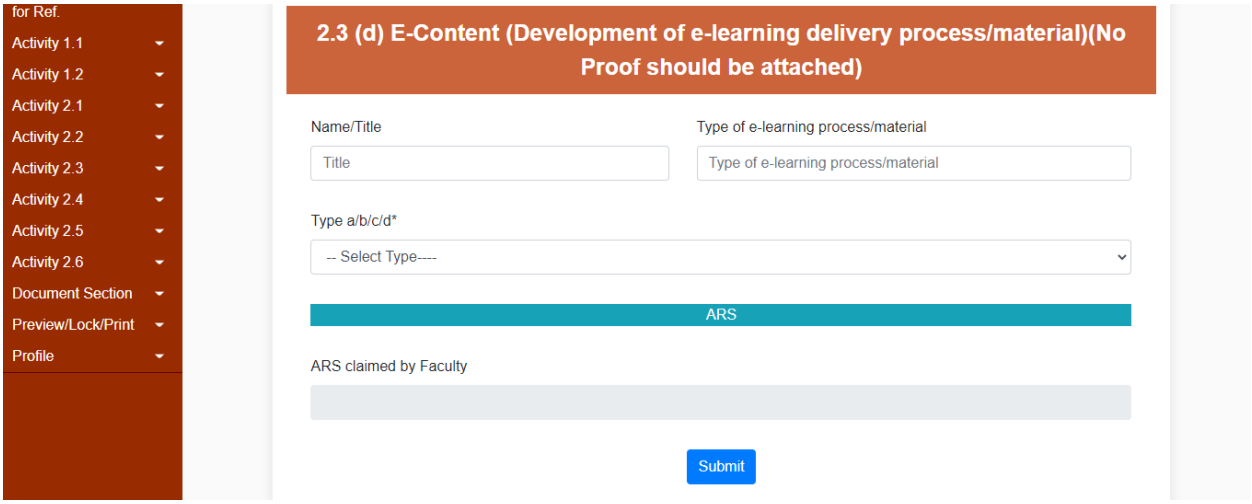
⇒ **Next Step to Click Activity 2.3 -> Add Activity 2.3 (c):**

Activity 2.3 (c) MOOCs



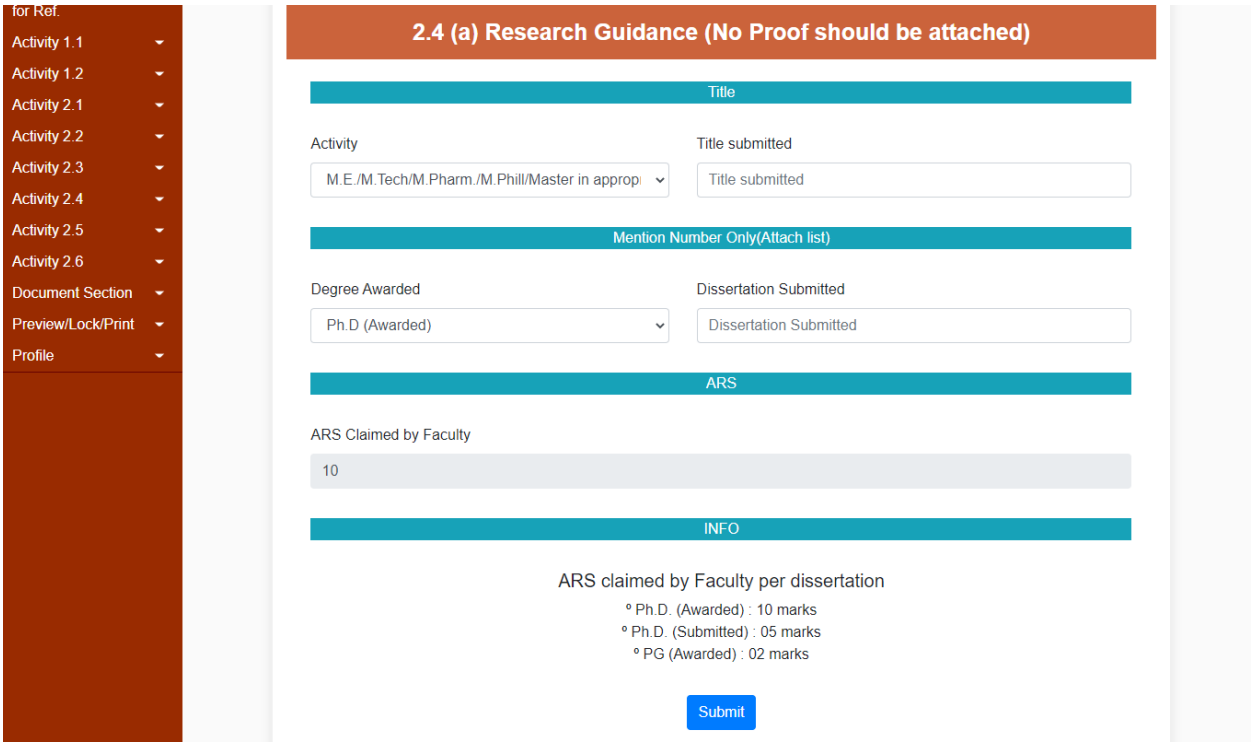
⇒ **Next Step to Click Activity 2.3 -> Add Activity 2.3 (d):**

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



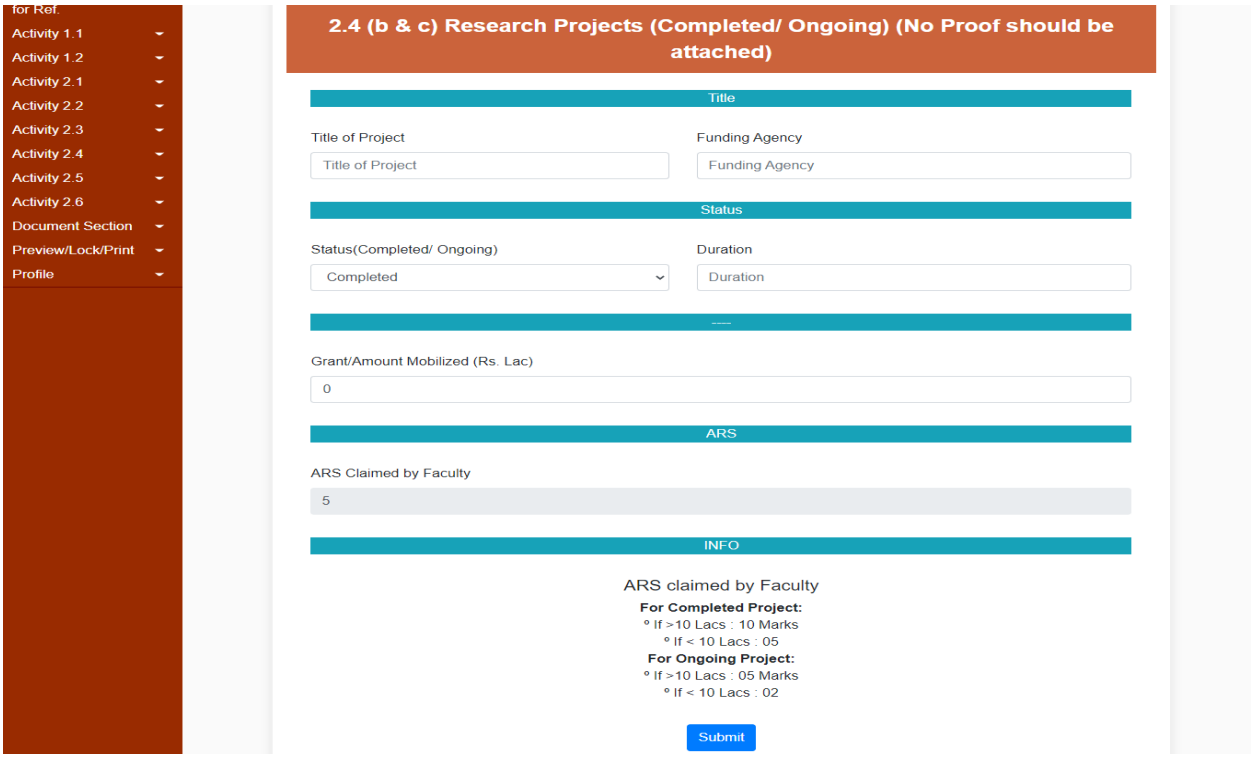
⇒ **Next Step to Click Activity 2.4 -> Add Activity 2.4 (a):**

Activity 2.4 (a) Research Guidance



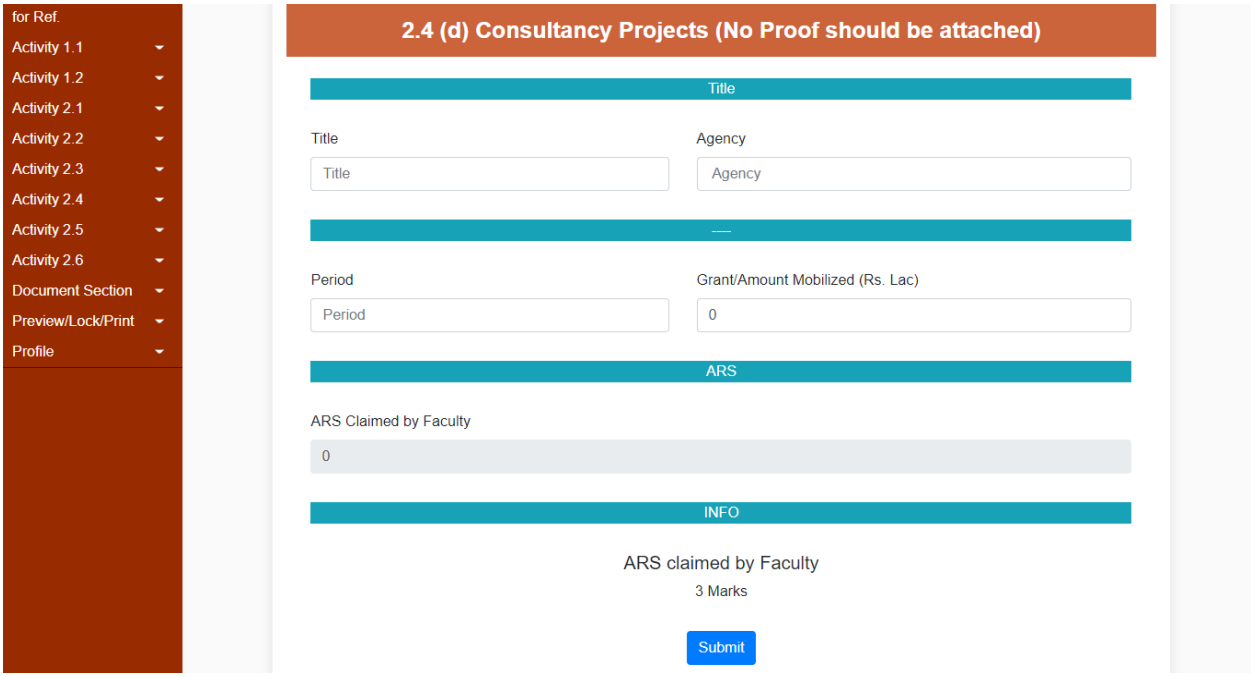
⇒ **Next Step to Click Activity 2.4 -> Add Activity 2.4 (b & c):**

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

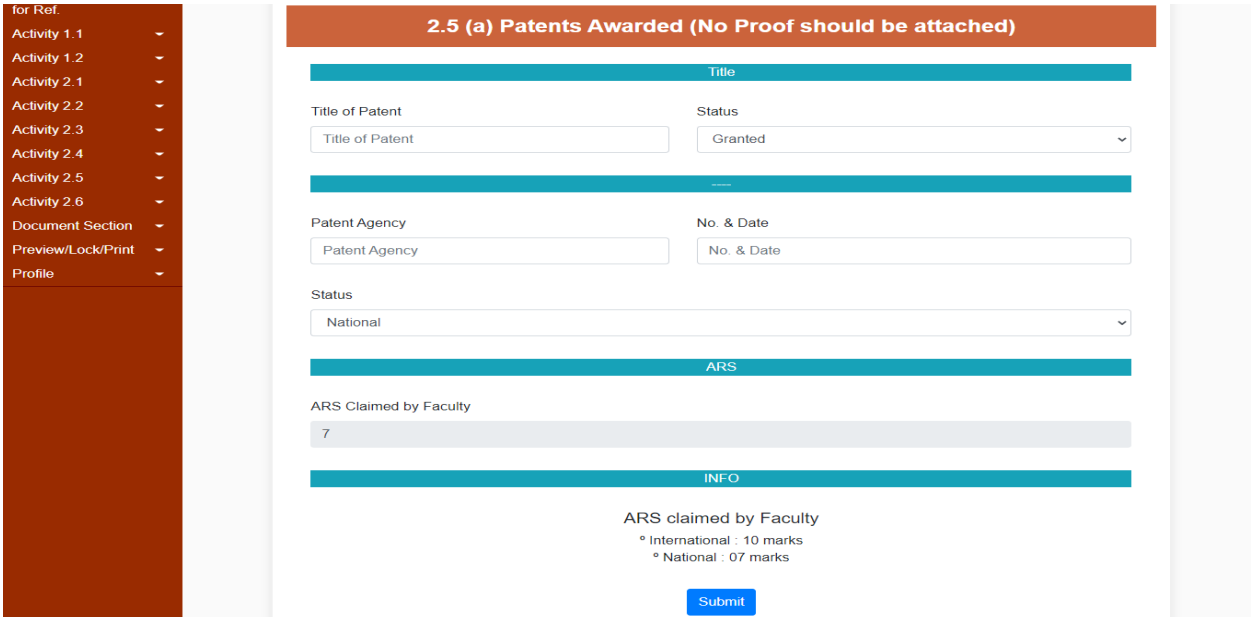


⇒ **Next Step to Click Activity 2.4 -> Add Activity 2.4 (d):**

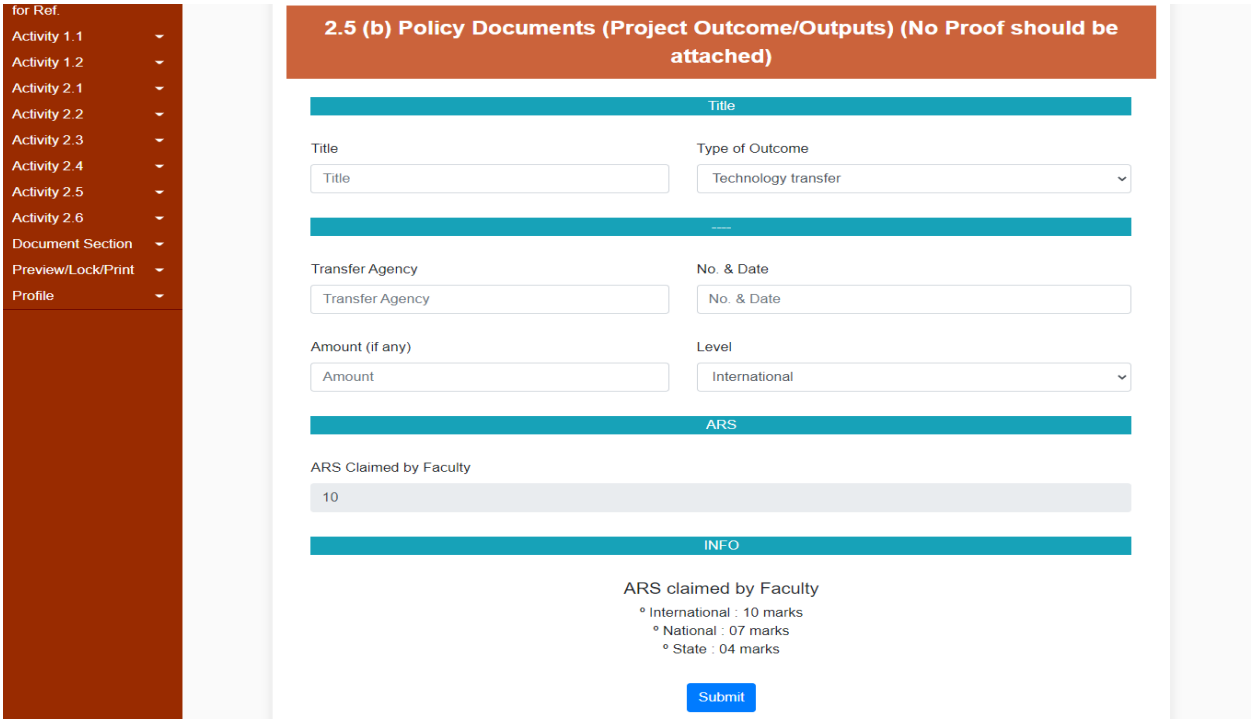
Activity 2.4 (d) Consultancy Projects



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

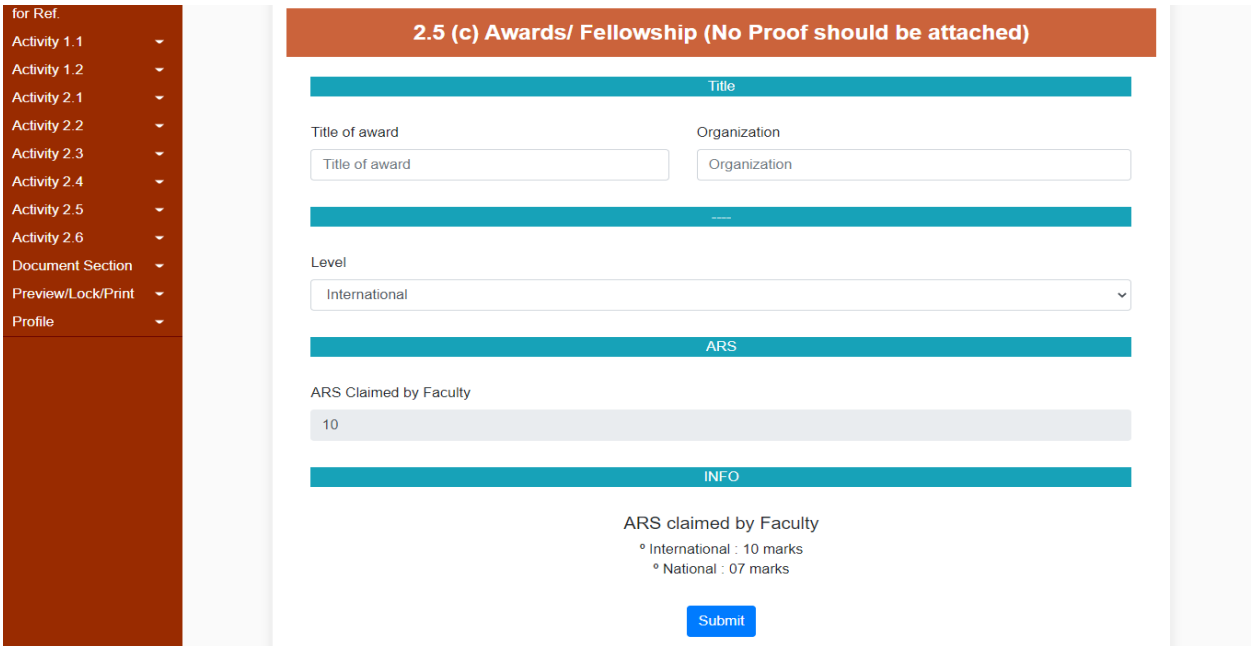


⇒ **Next Step to Click Activity 2.5 -> Add Activity 2.5 (b): Activity 2.5 (b) Policy Documents (Project Outcome/Outputs)**



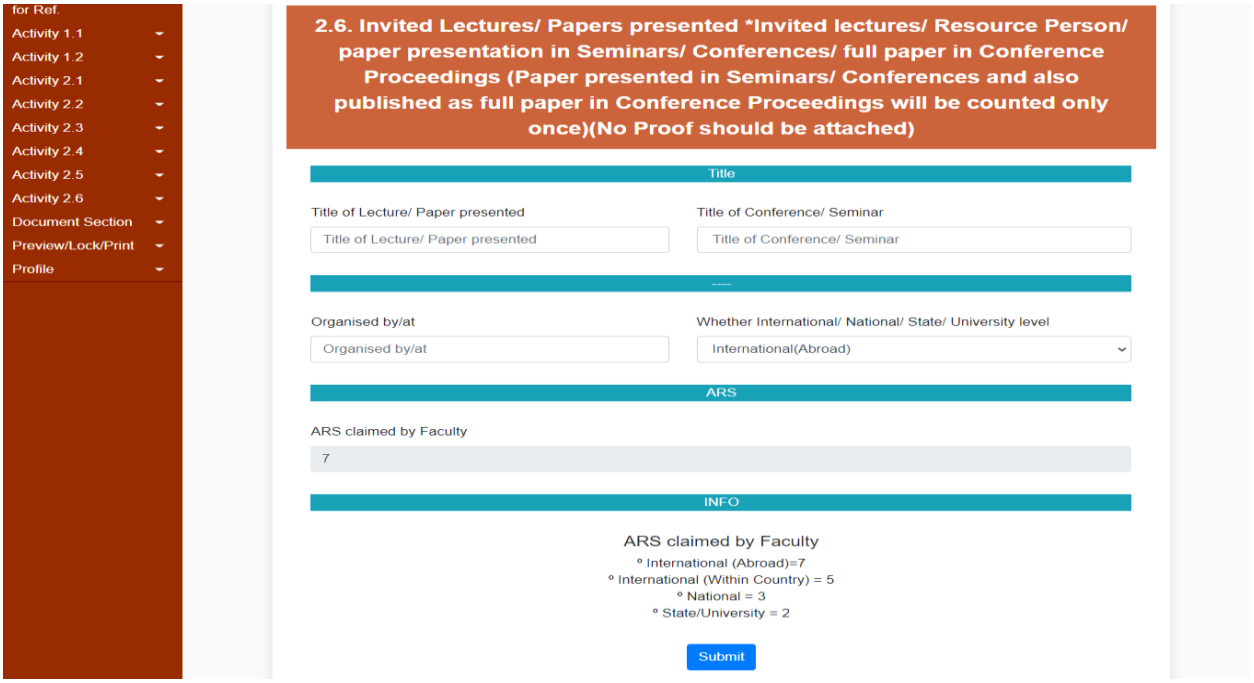
⇒ **Next Step to Click Activity 2.5 -> Add Activity 2.5 (c):**

Activity 2.5 (c) Awards/ Fellowship



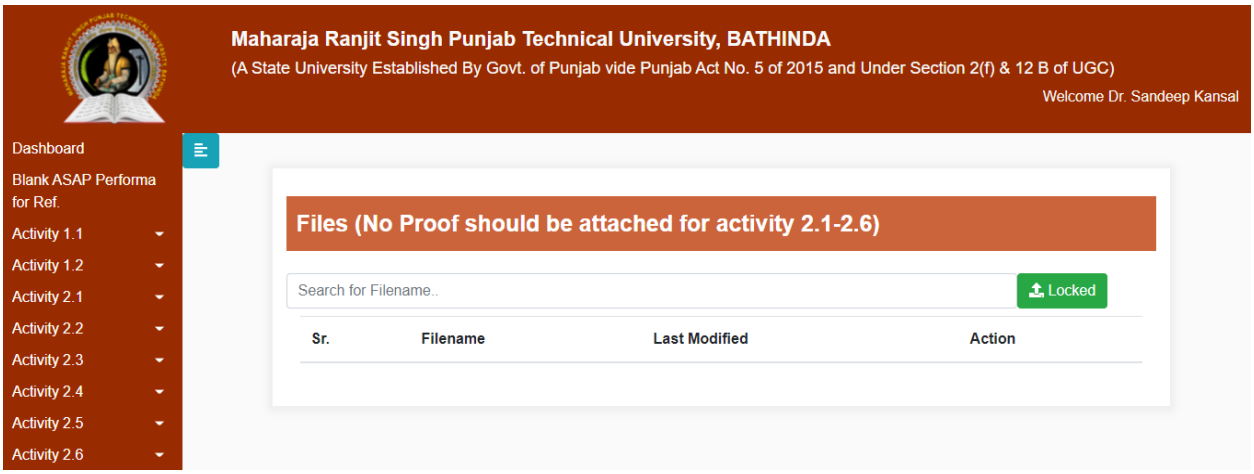
⇒ **Next Step to Click Activity 2.6 -> Add Activity 2.6:**

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)



Step 3.

⇒ **Next Step to Document Upload**



Step 4.

⇒ **Last Step After Document Upload**

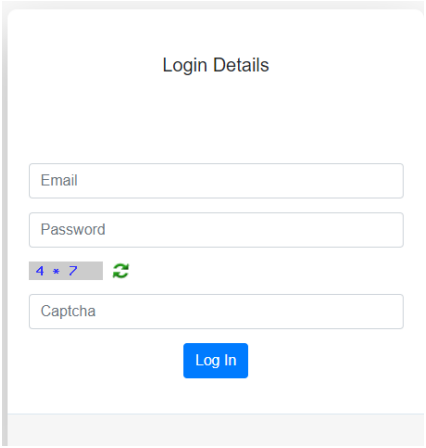
⇒ **Click on Preview/Lock/Print -> Lock All Activities**

Maharaja Ranjit Singh Punjab Technical University

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

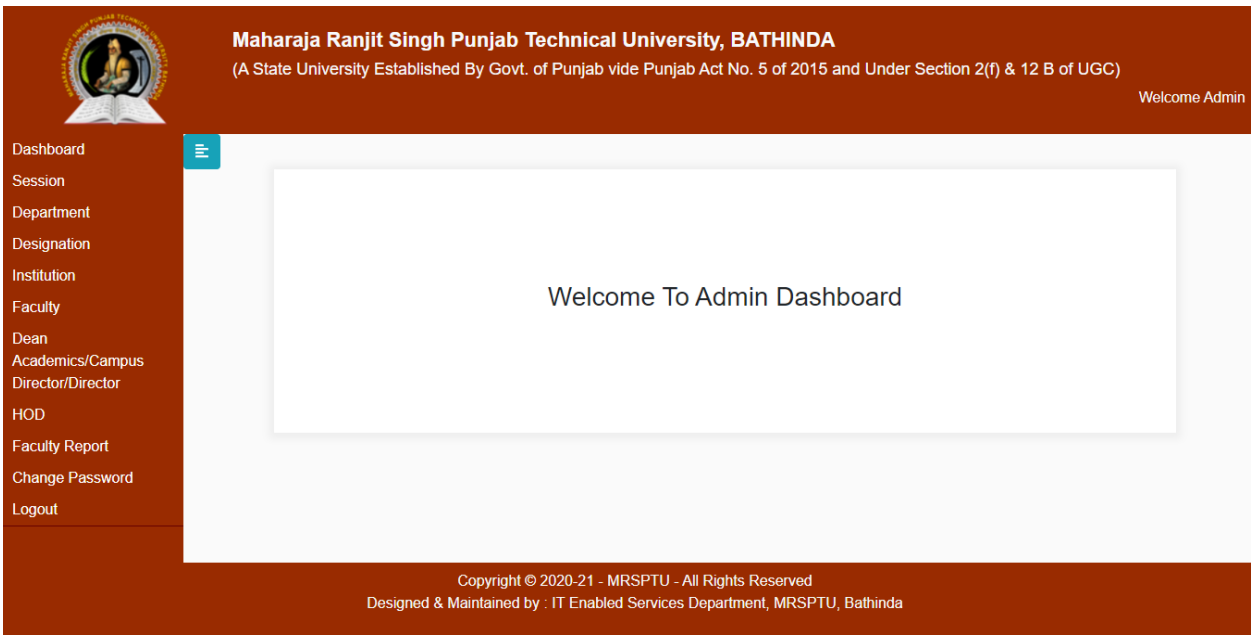
To access Admin Modules, click on below link (URL) to open the IQAC Admin Portal.

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



⇒ Enter valid ‘Email’ and ‘Password’.

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

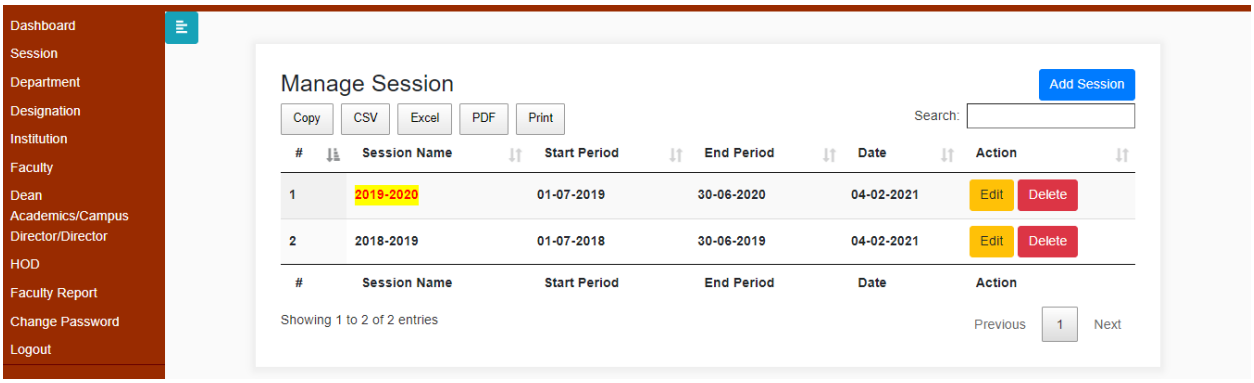


- **Administration**

1. Session:

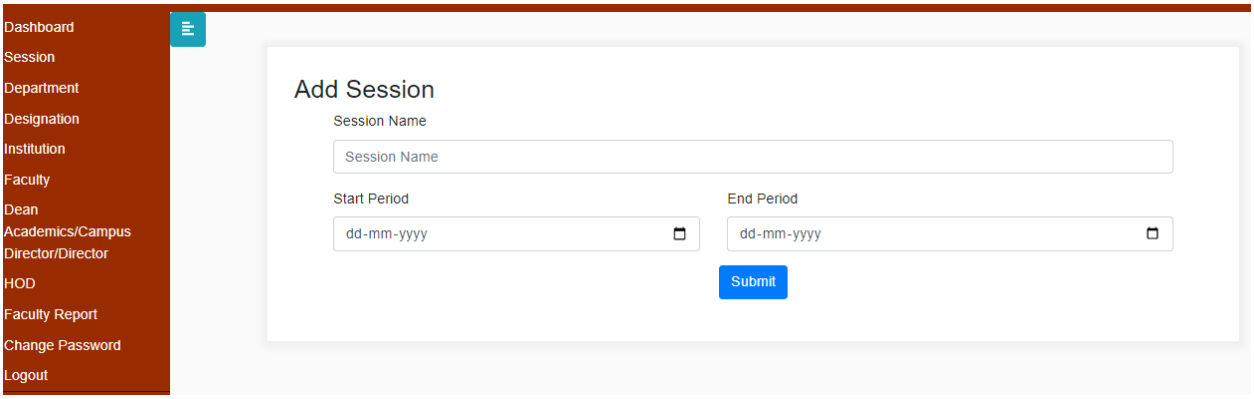
Using this page, user can create multiple session and their details like 2019-2020 etc.

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



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.

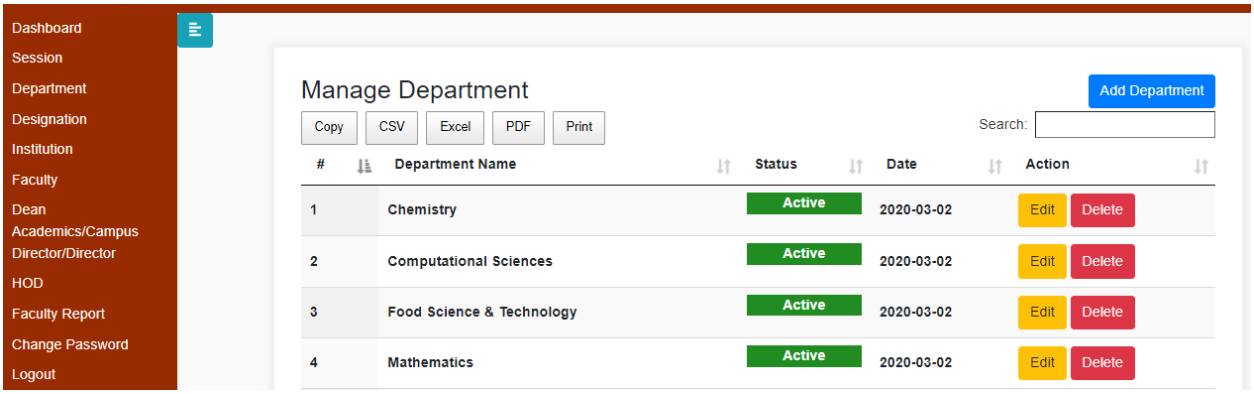


- Click on ‘Submit’ button, ‘Record Saved Successfully!’ message will be displayed to user and record will get add in ‘Manage Session’ table.
- Click on ‘Edit’ button to make any changes in existing record.
- Click on ‘Delete’ to delete any record from the ‘Manage Session’ table.

2. Department:

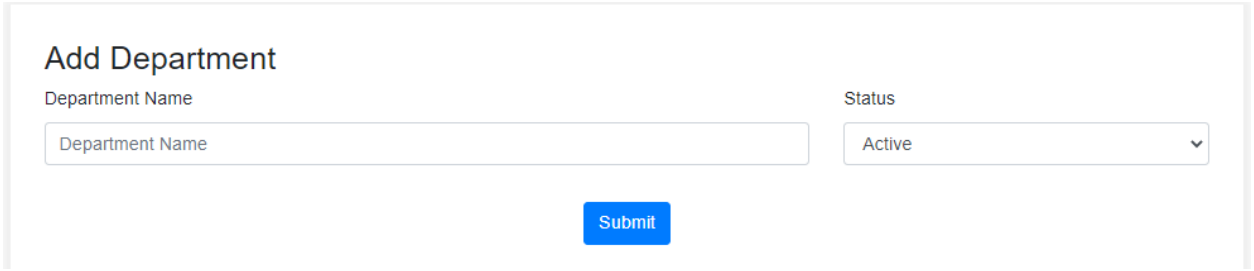
Using this page, user can create multiple department and their details like Department Name.

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



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.

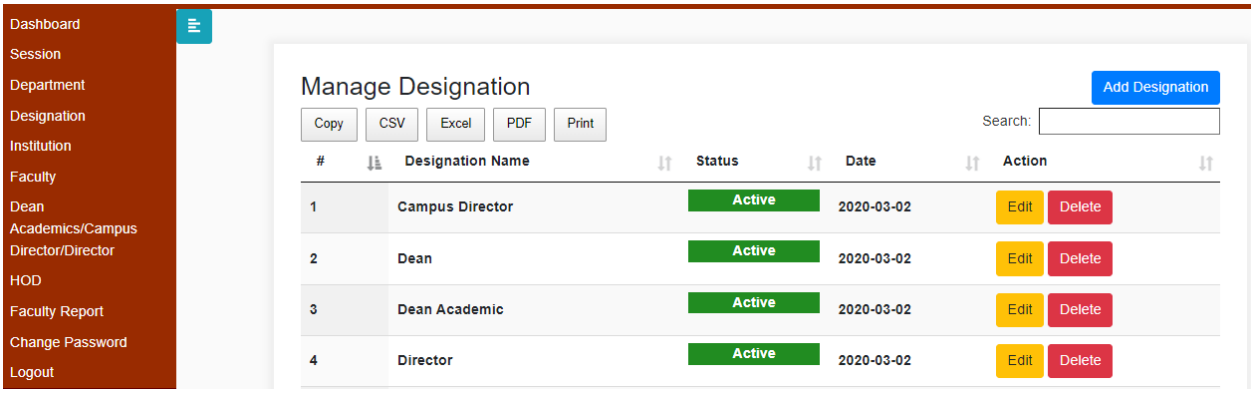


- Click on ‘Submit’ button, ‘Record Saved Successfully!’ message will be displayed to user and record will get add in ‘Manage Department’ table.
- Click on ‘Edit’ button to make any changes in existing record.
- Click on ‘Delete’ to delete any record from the ‘Manage Department’ table.

3. Designation:

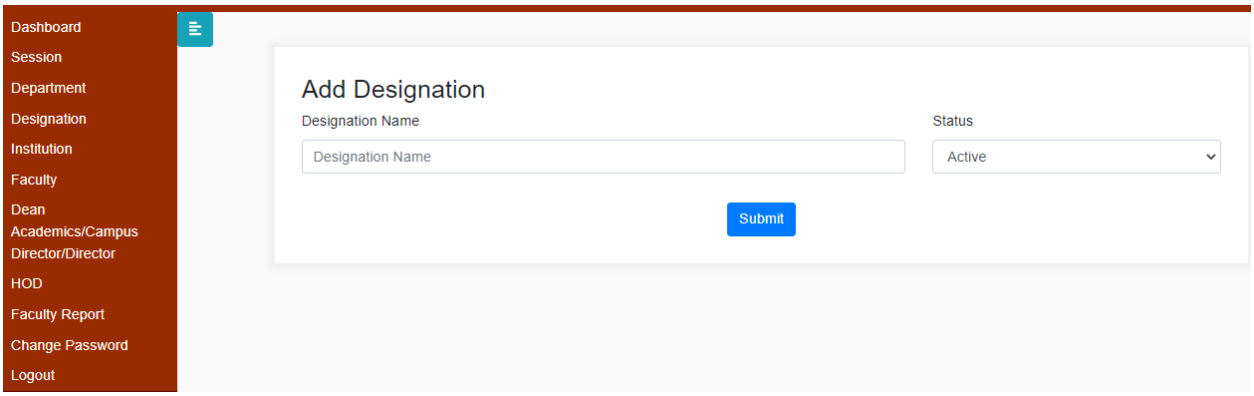
Using this page, user can create multiple Designation and their details like designation name etc.

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



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 able to create new record from this page.

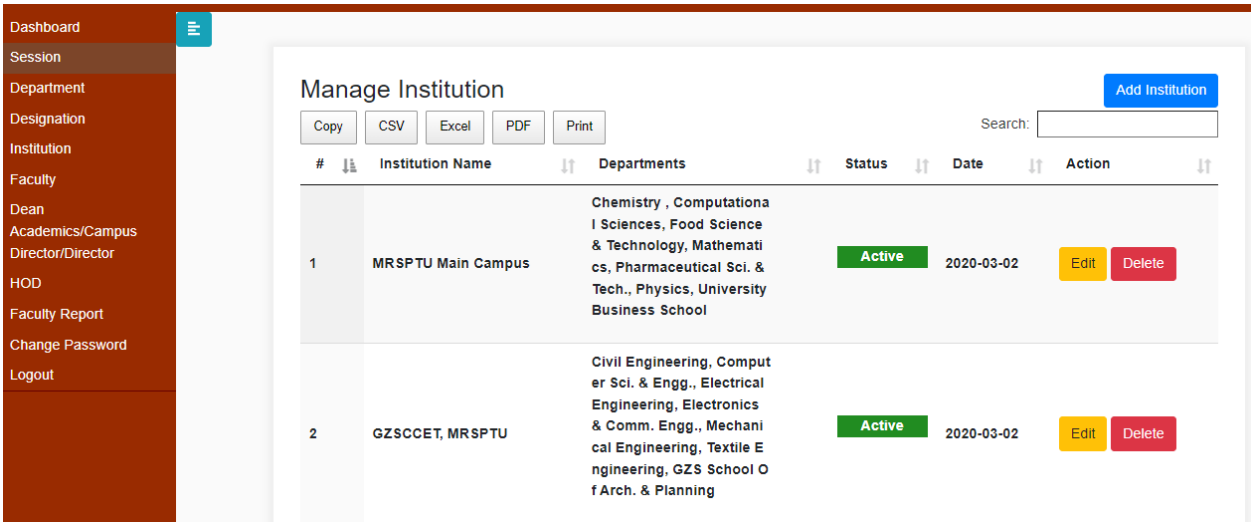


- Click on ‘Submit’ button, ‘Record Saved Successfully!’ message will be displayed to user and record will get add in ‘Manage Designation’ table.
- Click on ‘Edit’ button to make any changes in existing record.
- Click on ‘Delete’ to delete any record from the ‘Manage Designation’ table.

4. Institution:

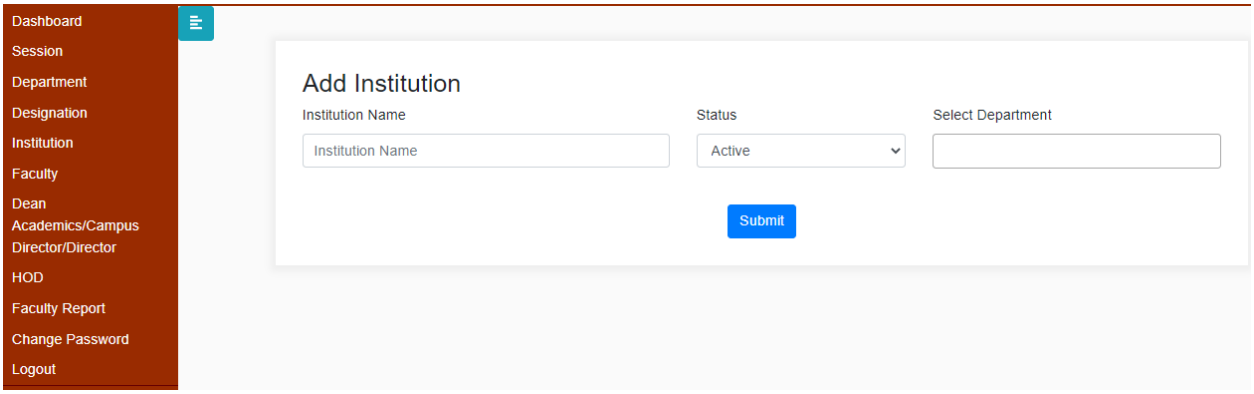
Using this page, user can create multiple Institution and their details like Name etc.

- 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.

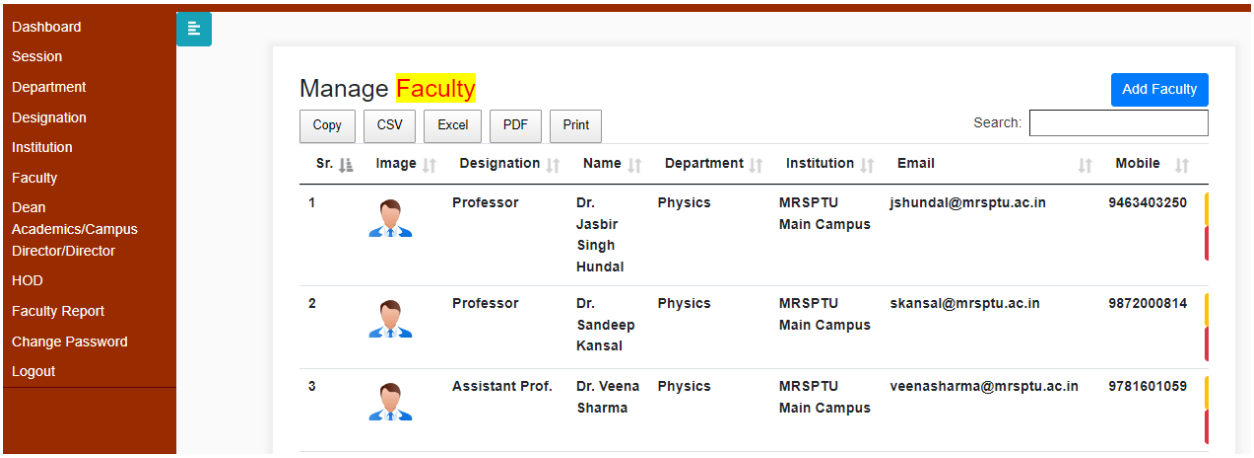


- Click on ‘Submit’ button, ‘Record Saved Successfully!’ message will be displayed to user and record will get add in ‘Manage Institution’ table.
- Click on ‘Edit’ button to make any changes in existing record.
- Click on ‘Delete’ to delete any record from the ‘Manage Institution’ table.

5. Faculty:

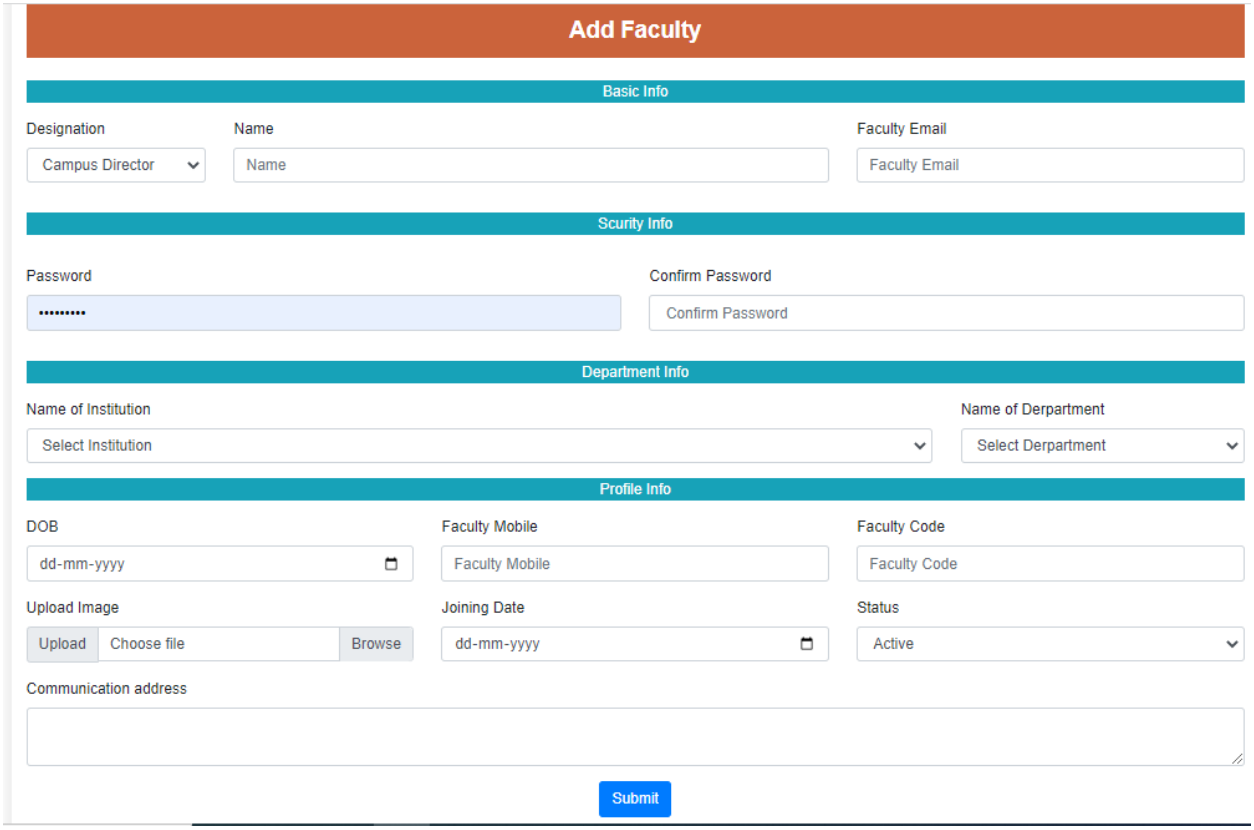
Using this page, user can create multiple Faculty.

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



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.

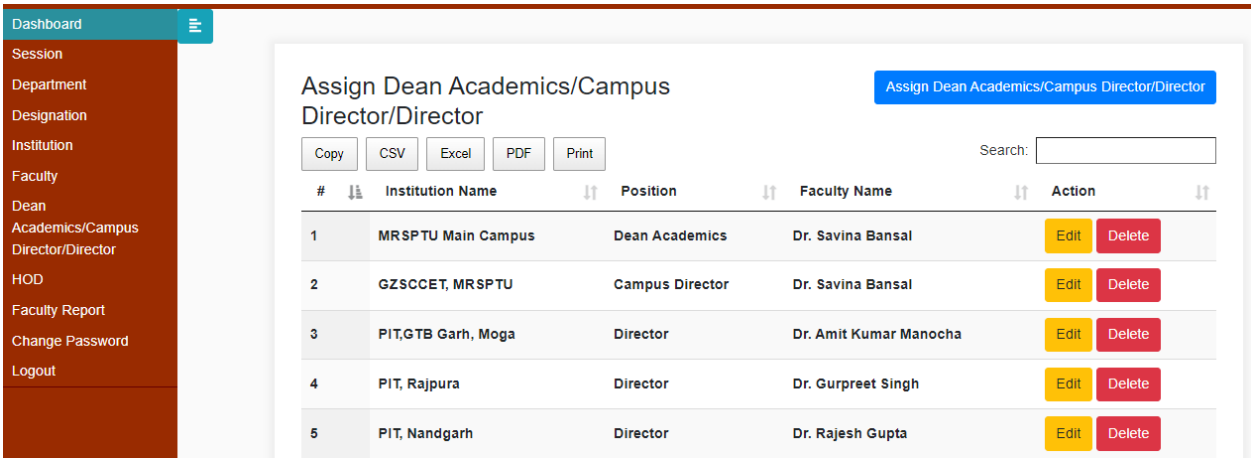


- Click on ‘Submit’ button, ‘Record Saved Successfully!’ message will be displayed to user and record will get add in ‘Manage Faculty’ table.
- Click on ‘Edit’ button to make any changes in existing record.
- Click on ‘Delete’ to delete any record from the ‘Manage Faculty’ table.

6. Dean Academics/Campus Director/Director:

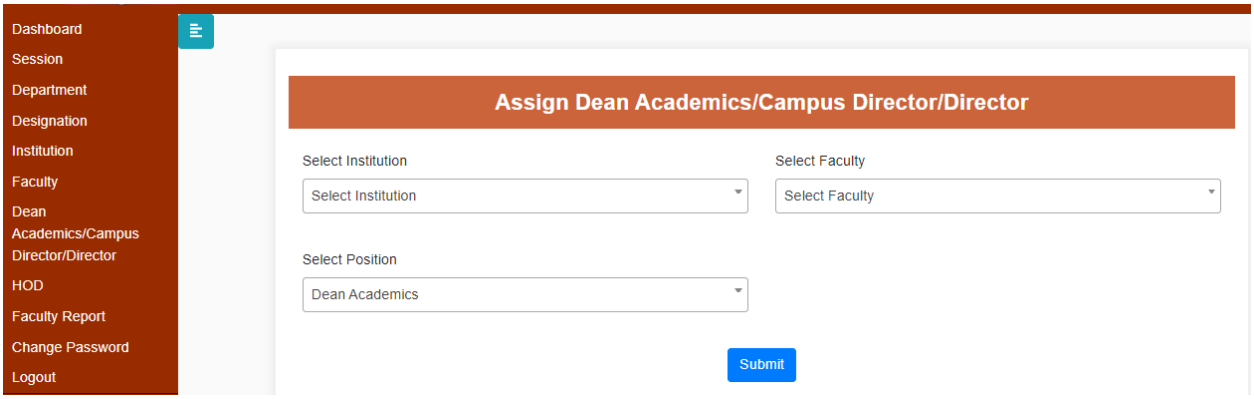
Using this page, user can create multiple Dean Academics/Campus Director/Director and their details.

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



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 able to create new record from this page.

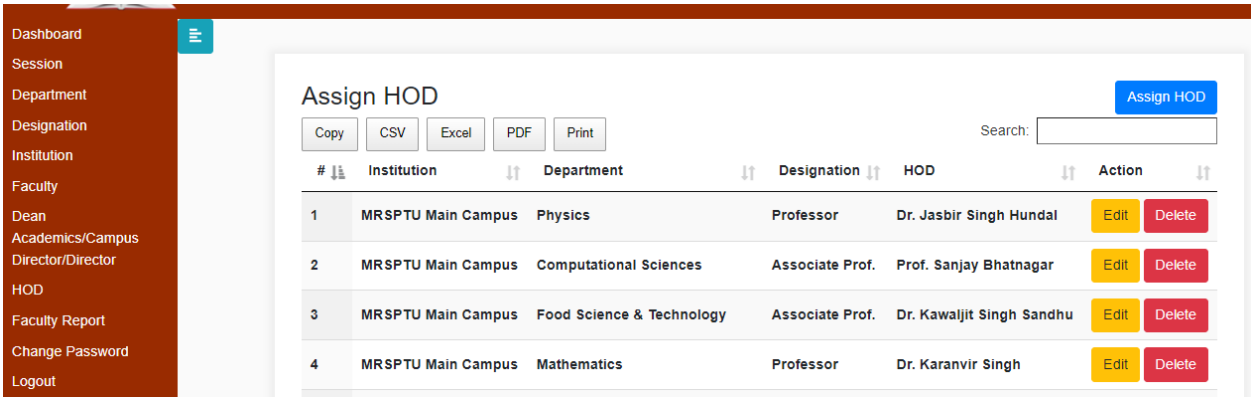


- Click on ‘Submit’ button, ‘Record Saved Successfully!’ message will be displayed to user and record will get add in ‘Manage Dean Academics/Campus Director/Director’ table.
- Click on ‘Edit’ button to make any changes in existing record.
- Click on ‘Delete’ to delete any record from the ‘Manage Dean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

7. HOD:

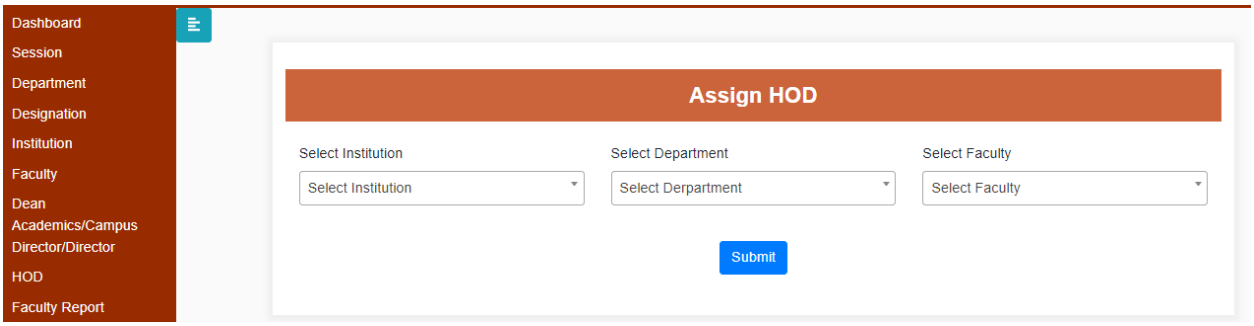
Using this page, user can create multiple HOD and their details like 2019-2020 etc.

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



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.

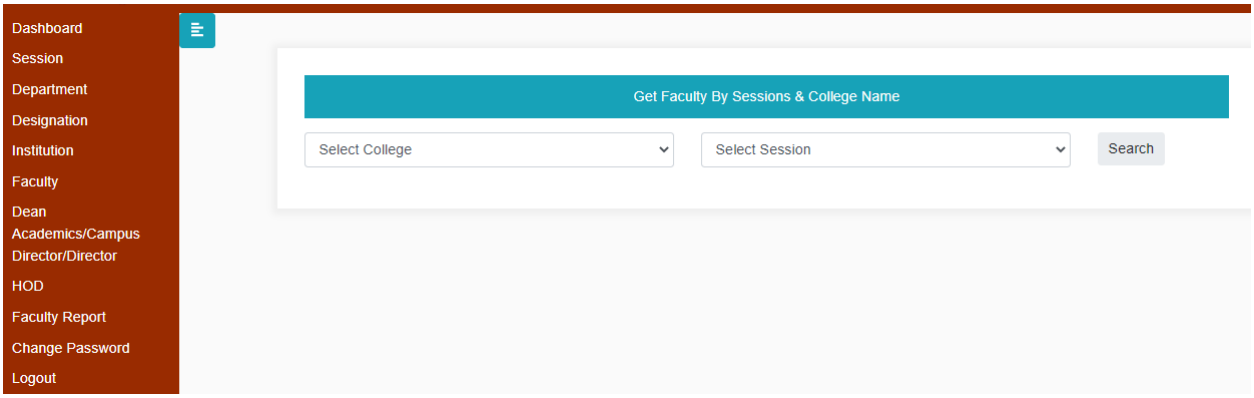


- Click on ‘Submit’ button, ‘Record Saved Successfully!’ message will be displayed to user and record will get add in ‘Manage HOD’ table.
- Click on ‘Edit’ button to make any changes in existing record.
- Click on ‘Delete’ to delete any record from the ‘Manage HOD’ table.

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:

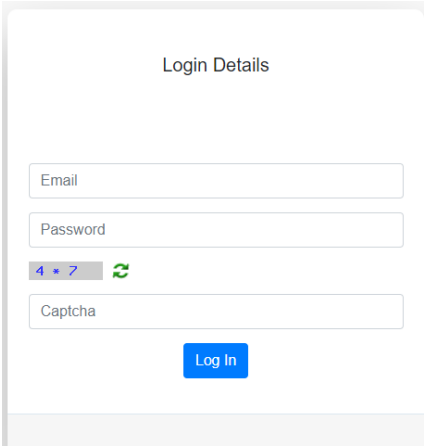

Dashboard
Session
Department
Designation
Institution
Faculty
Dean Academics/Campus Director/Director
HOD
Faculty Report
Change Password
Logout
Get Faculty By Sessions & College Name
Select College
Select Session
Search

Maharaja Ranjit Singh Punjab Technical University

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

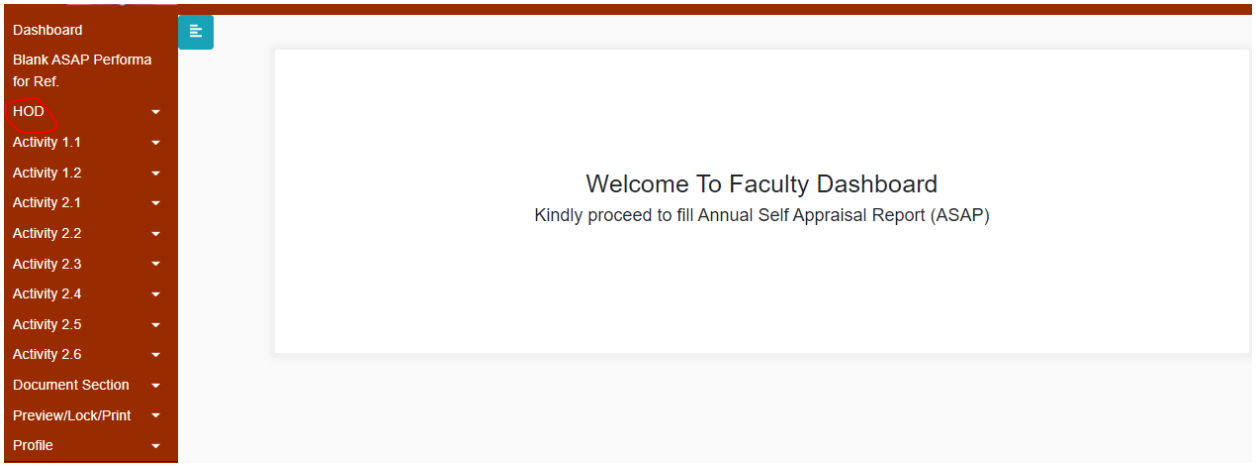
To access HOD Modules, click on below link (URL) to open the IQAC HOD Portal.

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

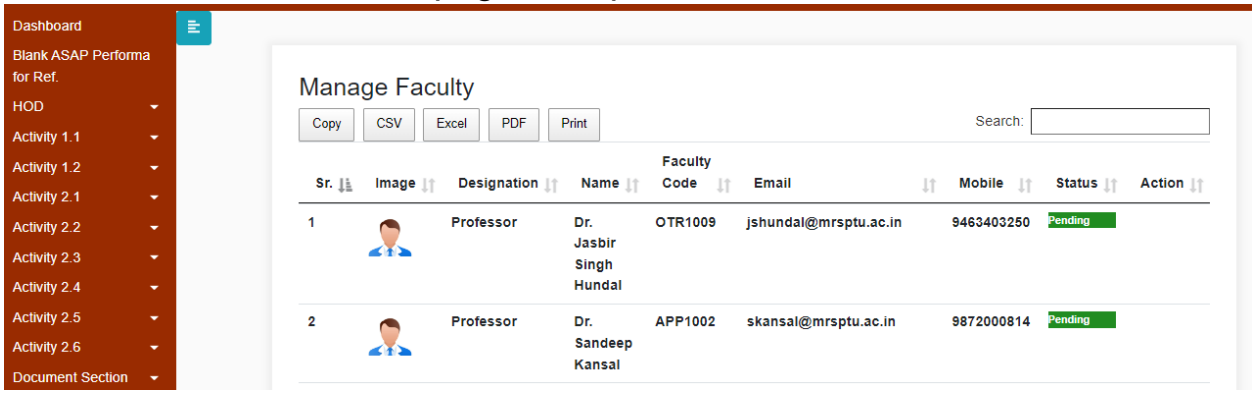


⇒ Enter valid ‘Email’ and ‘Password’.

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



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



⇒ **To verify and forward Annual Self-Appraisal Performa fill by faculty Start to 'Head of Institution'.**

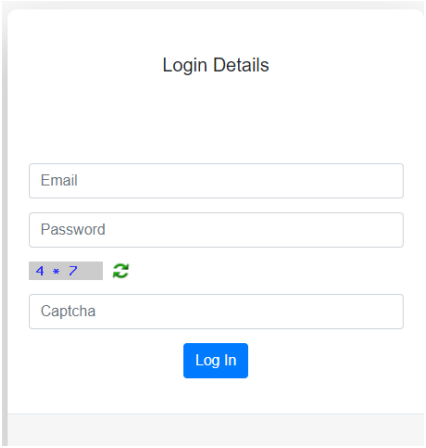
⇒ **HOD** User (Faculty) also act as faculty.

Maharaja Ranjit Singh Punjab Technical University

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

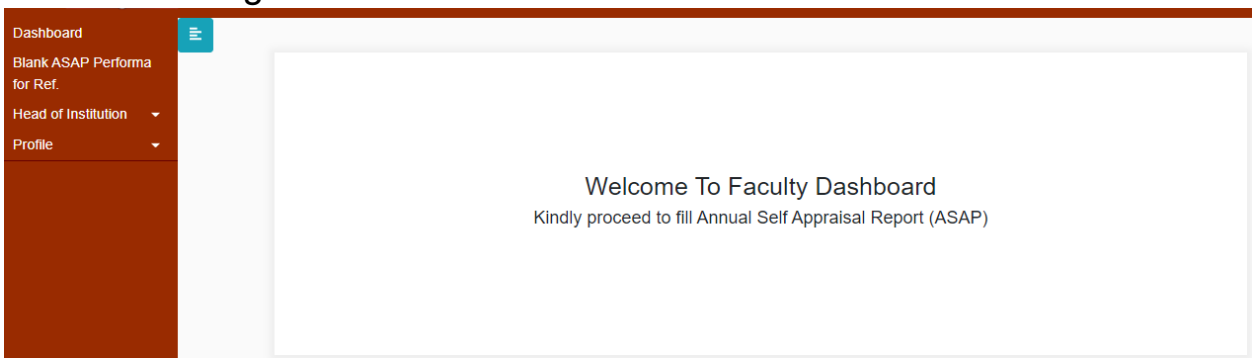
To access Head of Institution/Dean/Director Modules, click on below link (URL) to open the IQAC HOD Portal.

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

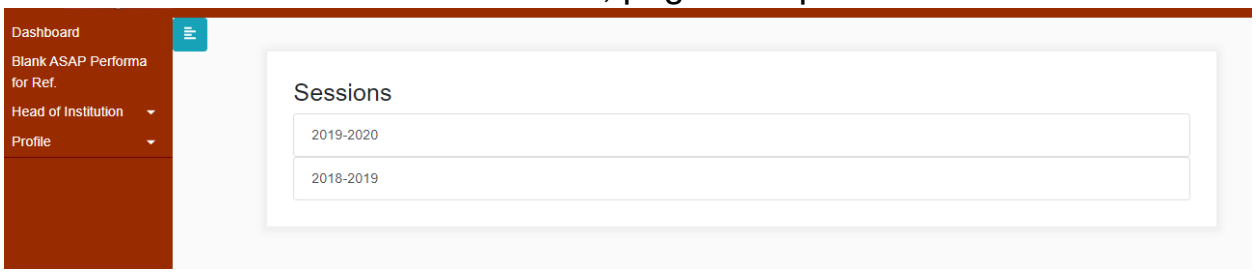


⇒ Enter valid ‘Email’ and ‘Password’.

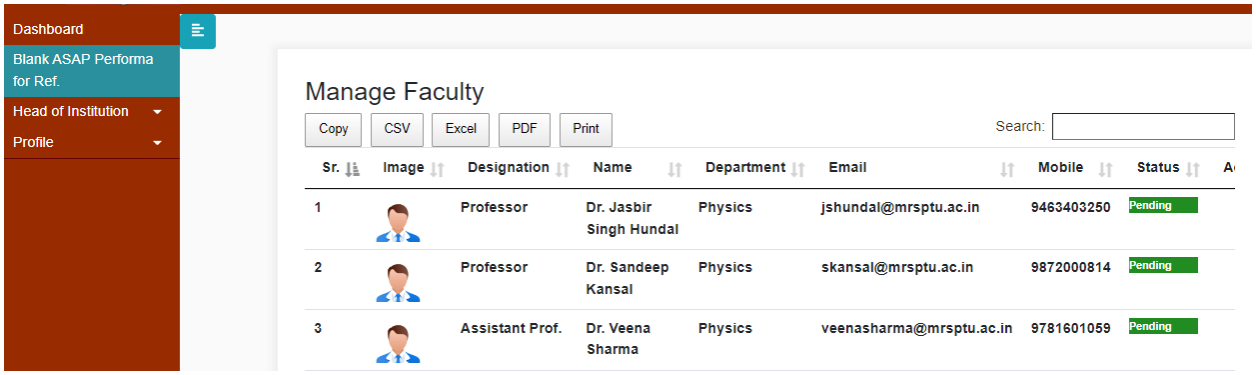
⇒ After successful login, User will get navigate to ‘Head of Institute Dashboard Page’ as shown below:



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



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



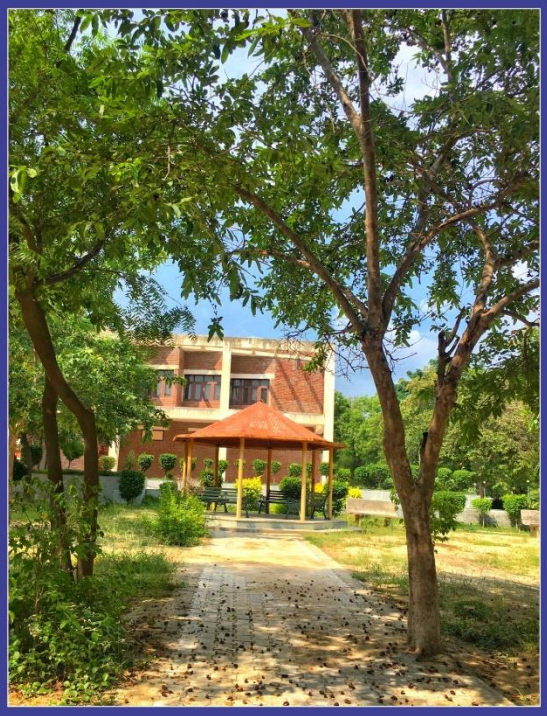
⇒ **To verify and forward Annual Self-Appraisal Performa fill by faculty Start to Admin (IQAC)**

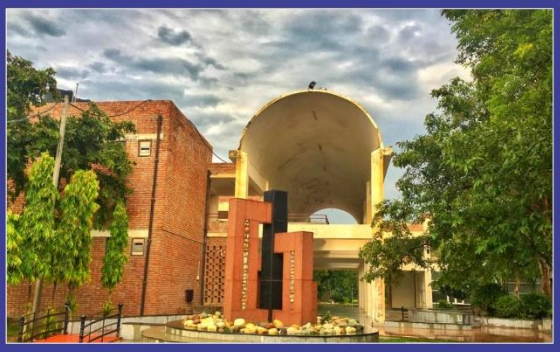
MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

Dabwali Road, Bathinda (Pb.) - 151001

(Estd. by Govt. of Punjab Vide Punjab Act No. 5 of 2015) ONLY TECHNICAL UNIVERSITY OF PUNJAB HAVING UGC APPROVAL UNDER 2(f) AND 12 B OF UGC ACT, MEMBER AIU.

Think Excellence, Live Excellence





INTERNAL QUALITY ASSURANCE CELL

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

(DABWALI ROAD, BATHINDA (PB.)- 151001)