

TRAINING MANUAL

WEB-BASED INTEGRATED UNIVERSITY MANAGEMENT SYSTEM (WIUMS)

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AUTHORITIES MEETING MANAGEMENT SYSTEM





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- आपल्या संगणकावर **Authorities Management System** सुरु करण्यासाठी संगणकाच्या मुख्य स्क्रीन वरील कुठलेही **Internet Browser** सुरु करा जसे कि (**Internet Explore, Mozilla Firefox, Chrome etc.**) याला डबल क्लिक करून त्यामध्ये **www.authoritiesmeeting.sgbau.ac.in** टाईप करा.

The screenshot shows a web browser window with the URL authoritiesmeeting.sgbau.ac.in. The page header includes the Sant Gadge Baba Amravati University logo and name, along with a Help Desk contact number (+91 7249419040). The main content area is titled "Authorities Management System" and features a "News & Announcement" section on the left. The central part of the page is a navigation menu with five colored buttons: "How to use" (pink), "Help" (orange), "dotCOM Infotech Pvt.Ltd." (purple), "Forgot Password" (green), and "Register here" (blue). The "dotCOM Infotech Pvt.Ltd." button includes the email address help.dotcomamt@gmail.com. The right side of the page contains a "LOGIN" form with fields for "Username" and "Password", a "Login" button, and a link to "Register here". A "Forgot Password" link is also present, accompanied by a thumbs-up icon.

आपल्या नावाची नोंदणी करण्यासाठी New User, register Click Here येथे क्लिक करा.

The screenshot shows the website for the Authorities Meeting Management System at Sant Gadge Baba Amravati University. The page includes a header with the university's name and logo, a navigation menu, and a central content area. The central content area is divided into several sections: 'News & Announcement', 'How to use' (with an information icon), 'Help' (with a question mark icon), and 'LOGIN'. The 'LOGIN' section contains fields for 'Username' and 'Password', a 'Login' button, and links for 'New User Register here.' and 'Forgot Password'. A callout box with a white background and black border points to the 'New User Register here.' link, containing the text 'नवीन नोंदणी करण्यासाठी येथे क्लिक करा'.

Home x

Not secure | wiums.sgbau.ac.in/Default.aspx?Register=Register

संत गाडगे बाबा अमरावती विद्यापीठ
Sant Gadge Baba Amravati University

Help Desk
+91 7249419040 | 0721-2566245

Web-based Integrated University Management System

News & Announcement

How to use

Help

dotCOM Infotech Pvt.Ltd.
help.dotcomamt@gmail.com

REGISTRATION

Category
University

Employee Code
123456

Department
(C.A.S.U.)

Designation
AGRI.ASSTT.

Full Name
Your Full Name

Mobile No
Mobile No

Email Id
Email Id

Username
Username

Password
Password

Re-enter Password
Re-enter Password

1 J K Z 3

Enter character see in above image

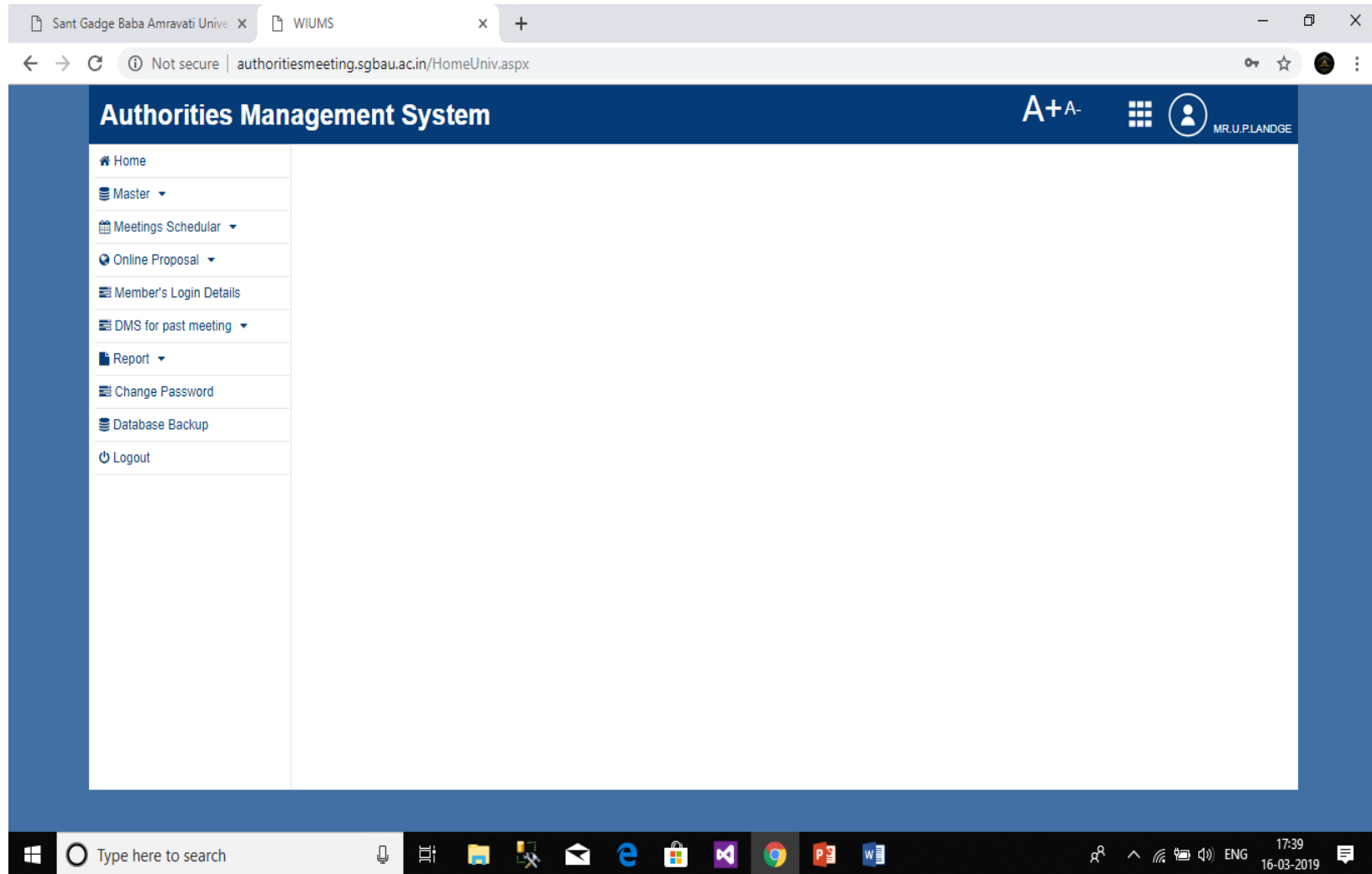
Register Cancel

कार्यलयाकडून मिळालेला कर्मचारी क्रमांक टाका व ईतर माहिती भरून Register या बटणावर क्लिक करा.

नोंदणी प्रक्रिया पूर्ण झाल्यानंतर आपल्याला मिळालेला युजरनेम व पासवर्ड टाकून Login या बटन वर क्लिक करा.

The screenshot shows a web browser window with the URL authoritiesmeeting.sgbau.ac.in. The page title is "Authorities Management System". The header includes the logo of Sant Gadge Baba Amravati University and a "Help Desk" contact number: +91 7249419040. The main content area is divided into several sections: "News & Announcement", "How to use" (with an information icon), "Help" (with a question mark icon), and "dotCOM Infotech Pvt.Ltd. help.dotcomamt@gmail.com". The "LOGIN" section contains a "Username" field, a "Password" field, and a "Login" button. A callout box with a white background and black border points to the "Login" button, containing the text: "आपल्याला मिळालेला युजरनेम व पासवर्ड टाकून Login बटन ला क्लिक करा."

Main Screen



Insert Authority / Committee

The screenshot shows a web browser window with the URL `authoritiesmeeting.sgbau.ac.in/Department/Create.aspx`. The page title is "Authorities Management System". The user is logged in as "MR. U.P. LANDGE". The left sidebar contains a navigation menu with the following items: Home, Master, Meetings Scheduler, Online Proposal, Member's Login Details, DMS for past meeting, Report, Change Password, Database Backup, and Logout. The main content area is titled "Add Authority/Committee" and contains a form with two fields: "Authority/Committee Type" with a dropdown menu showing "--SELECT--" and "Authority/Committee" with an empty text input field. Below the form are "Save" and "Cancel" buttons. The Windows taskbar at the bottom shows the search bar, task view, and several application icons. The system tray on the right shows the time as 17:39 on 16-03-2019 and the language set to ENG.

List of Authority / Committee

The screenshot displays a web browser window with the following details:

- Browser Tabs:** Sant Gadge Baba Amravati Unive, WIUMS
- Address Bar:** Not secure | authoritiesmeeting.sgbau.ac.in/Department/Default.aspx
- Page Title:** Authorities Management System
- User Profile:** MR.U.P.LANDGE
- Left Navigation Menu:**
 - Home
 - Master
 - Meetings Scheduler
 - Online Proposal
 - Member's Login Details
 - DMS for past meeting
 - Report
 - Change Password
 - Database Backup
 - Logout
- Main Content Area:** Authority/Committee List
- Form:** Authority/Committee Type:

Insert Designation

The screenshot shows a web browser window with the URL `authoritiesmeeting.sgbau.ac.in/Designations/Create.aspx`. The page title is "Authorities Management System". The user is logged in as "MR.U.P.LANDGE".

The "Create Designation" form contains the following fields:

- Enter Designation:
- Enter Order Priority:
- Act:

Buttons for "Save" and "Cancel" are located to the right of the form.

Below the form is a table listing existing designations:

Sr No	Designation Name	Sequence Priority	Act
1	The Vice - Chancellor	2	b
2	The Pro-Vice-Chancellor	3	c
3	The Dean of faculties	4	d
4	The Director of Board of Examination and Evaluation	5	e
5	The Director Of Sub-Campuses of the university	7	g
6	The Director of Innovation, Incubation and Linkages	8	h
7	The Director of Higher Education or his Nominee	9	i
8	The Director of Technical Education or his nominee	10	j
9	The Director of Knowledge Resource Center	11	k
10	The Director of Board of Students Development	12	l
11	The Director of Sport and Physical Education	13	m
12	The Director of Board Of Lifelong Learning and Extention	17	n
13	TEN Principals of affiliated colleges	18	o
14	SIX Rep. of Management	19	p
15	The President and the Secretary of the University Students Council	20	q
16	TFN Teachers(other than Princinals & Directors of Recognised Institutions)	21	r

The Windows taskbar at the bottom shows the search bar, system tray, and taskbar icons. The system clock displays 17:43 on 16-03-2019.

List of Designation

The screenshot displays a web browser window with the URL `authoritiesmeeting.sgbau.ac.in/Designations/Default.aspx`. The page title is "Authorities Management System". The user is logged in as "MR.U.P.LANDGE". The left sidebar contains navigation options: Home, Master, Meetings Scheduler, Online Proposal, Member's Login Details, DMS for past meeting, Report, Change Password, Database Backup, and Logout.

The main content area is titled "Designation List" and shows a count of (0025). Below the count is a table with the following data:

Sr No	Designation Name	Sequence Priority	Act		
1	The Vice - Chancellor	2	b	Edit	Delete
2	The Pro-Vice-Chancellor	3	c	Edit	Delete
3	The Dean of faculties	4	d	Edit	Delete
4	The Director of Board of Examination and Evaluation	5	e	Edit	Delete
5	The Director Of Sub-Campuses of the university	7	g	Edit	Delete
6	The Director of Innovation, Incubation and Linkages	8	h	Edit	Delete
7	The Director of Higher Education or his Nominee	9	i	Edit	Delete
8	The Director of Technical Education or his nominee	10	j	Edit	Delete
9	The Director of Knowledge Resource Center	11	k	Edit	Delete
10	The Director of Board of Students Development	12	l	Edit	Delete
11	The Director of Sport and Physical Education	13	m	Edit	Delete
12	The Director of Board Of Lifelong Learning and Extention	17	n	Edit	Delete
13	TEN Principals of affiliated colleges	18	o	Edit	Delete
14	SIX Rep. of Management	19	p	Edit	Delete

Insert Member Details

The screenshot shows a web browser window with the URL `authoritiesmeeting.sgbau.ac.in/Department/CreateMember.aspx`. The page title is "Authorities Management System". The user is logged in as "MR.U.P.LANDGE". The left sidebar contains a menu with items: Home, Master, Meetings Scheduler, Online Proposal, Member's Login Details, DMS for past meeting, Report, Change Password, Database Backup, and Logout. The main content area is titled "Add Member" and contains three sections of form fields:

- Personal Details:**
 - * First Name: [First Name]
 - * Middle Name: [Middle Name]
 - * Last Name: [Last Name]
 - * Gender: Male Female
- Communication Details:**
 - Communication Address: [Address]
 - City: [City]
 - District: [--Select--]
 - State: [--Select--]
 - Pin Code: [Pin Code]
 - Mobile No.: [Mob. No.]
 - Email-Id: [Email-Id]
- Bank Details:**
 - Bank Name And Address: [Bank Name And Address]
 - Bank Account Number: [Bank Account Number]
 - Aadhar Card Number: [Aadhar Card Number]
 - IFSC Code: [IFSC Code]
 - Pan Number: [PAN Number]

The Windows taskbar at the bottom shows the search bar, taskbar icons for various applications, and system tray information including the time (17:44) and date (16-03-2019).

List of Member

The screenshot shows a web browser window displaying the 'Authorities Management System' interface. The browser's address bar shows the URL: `authoritiesmeeting.sgbau.ac.in/Department/MemberList.aspx`. The system header includes the title 'Authorities Management System', a user profile for 'MR.U.P.LANDGE', and navigation icons. A left-hand menu contains options like 'Home', 'Master', 'Meetings Scheduler', 'Online Proposal', 'Member's Login Details', 'DMS for past meeting', 'Report', 'Change Password', 'Database Backup', and 'Logout'. The main content area is titled 'Members List' and shows a count of '(0042)'. Below the count is a table with 10 rows of member data, each with an 'Edit' button. The table columns are: Sr. No., FirstName, Middle Name, Last Name, Gender, Mobile No, Email, Address, and City.

Sr. No.	FirstName	Middle Name	Last Name	Gender	Mobile No	Email	Address	City
1	DR. MURLIDHAR	G.	CHANDEKAR	Male	9527050617	vishaldhmnkr@gmail.com	VICE-CHANCELLOR, SANT GADAGE BABA AMRAVATI UNIVERSITY, AMRAVATI	Amravati
2	DR. R	S.	JAIPURKAR	Male	9623240873	rakhiingle9@gmail.com	PRO-VICE-CHANCELLOR, SANT GADAGE BABA AMRAVATI UNIVERSITY, AMRAVATI	Nagpur
3	Dr. Rajesh	S.	JAIPURKAR	Male	8329200601	rakhiingle9@gmail.com	Pro-VICE-CHANCELLOR, SANT GADGE BABA AMRAVATI UNIVERSITY,AMRAVATI	Amravati
4	MR. V.	G.	NARKHEDE	Female	9888888880	Minakshiv@gmail.com	Sainagar	Amravati
5	DR.A.	D.	CHOUHAN	Male	9527050617	vishaldhmnkr@gmail.com	sed road	Nagpur
6	DR.R.	U.	YEOTIKAR	Male	8798790676	Arjun@gmail.com	FC Road	Pune
7	DR. J.	S.	WADATE	Male	9090000007	raj@gmail.com	DIRECTOR, BOARD OF EXAMINATION & EVALUATION SANT GADAGE BABA AMRAVATI UNIVERSITY, AMRAVATI	Pune
8	MRS. N.	K.	RANGARI	Male	9585858585	om12@gmail.com	Ravi Nagar	Amravati
9	MR S.A.	A	ERANDE	Male	9585858580	nitin@gmail.com	Ekvira Nagar	Nagpur
10	MR D	P	WANKHADP	Male	9585858584	h12@gmail.com	Gonal Nagar	Amravati

Insert Meeting Scheduler

The screenshot displays a web browser window with the URL `authoritiesmeeting.sgbau.ac.in/Clerk/Create.aspx`. The page title is "Authorities Management System". The user is logged in as "MR.U.P.LANDGE". The left sidebar contains a navigation menu with the following items: Home, Master, Meetings Scheduler, Online Proposal, Member's Login Details, DMS for past meeting, Report, Change Password, Database Backup, and Logout. The main content area is titled "Enter Meeting Details" and contains a form with the following fields:

- Meeting Topic:
- Date:
- Cut Of Date:
- Auth/Commi Type:
- Venue:
- Objectives:
- Agenda: No file chosen
- Minutes: No file chosen
- Time:
- Cut Of Time:
- Autho/Committee:

At the bottom right of the form, there are "Save" and "Cancel" buttons.

Meeting List

Authorities Management System

MR.U.P.LANDGE

Meeting List

From Date: To Date:

Count : (0002)

Sr No	Meeting No.	Meeting Topic	Meeting Date	Meeting Time	Venue	Meeting Objectives	Authority/committee Type	Authority/committee	
1	9	To DISCUSS ABOUT BCUD (Collegiate Project)	29/01/2018	10:00:00	SGBAU Amravati	To DISCUSS ABOUT BCUD (Collegiate Project)	Authority	Senate	Delete
2	12	Testing	06/03/2019	12:00:00	Sgbau Amravati	Testing	Authority	Senate	Delete

Meeting Details

The screenshot shows a web browser window displaying the 'Authorities Management System' interface. The page title is 'Meeting Schedules'. On the left, there is a navigation menu with the following items: Home, Master, Meetings Scheduler, Online Proposal, Member's Login Details, DMS for past meeting, Report, Change Password, Database Backup, and Logout. The main content area features a calendar for March 2019. The calendar is a grid with columns for days of the week (Sun to Sat) and rows for dates. The dates 24, 3, 10, and 17 are highlighted in red, while the date 16 is highlighted in blue. The system header includes a user profile for 'MR.U.P.LANDGE' and a font size control 'A+A-'. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 17:52 and date 16-03-2019.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Adjust Status of Meeting

The screenshot shows a web browser window with the URL `authoritiesmeeting.sgbau.ac.in/Clerk/CancelMeeting.aspx`. The page title is "Authorities Management System". The user is logged in as "MR. U.P.LANDGE".

The main content area is titled "Adjust Status of Meeting". It contains a search form with the following fields:

- Adjust Meeting Status :
- Auth/Committee Type :
- Authority/Committee:
- Meeting No:

Buttons for "Search" and "Reset" are located below the search form.

Below the search form is a table with the following data:

Sr. No.	Meeting Topic	Autho/Committee	Start Time	Meeting Date	Meeting No.
1	Testing	Senate	12:00:00	06/03/2019	12

At the bottom of the page, there is an "Enter Reason:" field and a "Set Status" button.

Confirm Status of Meeting

Authorities Management System

MR.U.P.LANDGE

Canceled Meeting List

Adjust Meeting Status : Auth/Committee Type :

Authority/Committee: Meeting No:

Total Count : (0001)

Sr. No.	Meeting No.	Meeting Topic	Meeting Date	Meeting Time	Venue	Meeting Objectives	Authority/committee Type	Authority/committee	Reschedule
1	9	To DISCUSS ABOUT BCUD (Collegiate Project)	29/01/2018	10:00:00	SGBAU Amravati	To DISCUSS ABOUT BCUD (Collegiate Project)	Authority	Senate	<input type="button" value="Reschedule"/>

Meeting SMS, E-MAIL Send Process

The screenshot displays a web browser window with the URL `authoritiesmeeting.sgbau.ac.in/Clerk/Email%20and_Sms_Send.aspx`. The page title is "Authorities Management System". The user is logged in as "MR.U.PLANDGE".

The main content area is titled "Send Email/SMS" and contains the following form fields:

- Auth/Committee Type :
- Authority/Committee:
- Meeting No:
- Meeting Status: Cancel Meeting

There are two buttons at the bottom right of the form: "Search" and "Reset".

The left sidebar menu includes the following items:

- Home
- Master
- Meetings Scheduler
- Online Proposal
- Member's Login Details
- DMS for past meeting
- Report
- Change Password
- Database Backup
- Logout

The Windows taskbar at the bottom shows the search bar, task view, and several application icons. The system tray on the right indicates the time is 17:56 on 16-03-2019, with the language set to ENG.

Online Proposal

The screenshot shows a web browser window with the URL `authoritiesmeeting.sgbau.ac.in/Clerk/meetingPrposal.aspx`. The page title is "Authorities Management System". The user is logged in as "MR.U.P.LANDGE". The left sidebar contains navigation options: Home, Master, Meetings Scheduler, Online Proposal, Member's Login Details, DMS for past meeting, Report, Change Password, Database Backup, and Logout.

The main content area is titled "Meeting List" and contains a search form with the following fields:

- Autho/Committee Type : --Select--
- Autho/Committee : --Select--
- From Date : dd/MM/yyyy
- To Date : dd/MM/yyyy
- Search button

Below the search form, the count is shown as (0001). The table below lists the meeting details:

Sr No	Meeting Topic	Meeting Date	Meeting Time	Cut Of Date	Meeting Cut OF Time	Venue	Meeting Objectives	Authority/ committee Type	Authority/ committee	Proposal Details
1	Testing	06/03/2019	12:00:00	05/02/2019	05:00:00	Sgbau Amravati	Testing	Authority	Senate	Proposal

The Windows taskbar at the bottom shows the time as 17:56 on 16-03-2019.

DMS for past Meeting:- 1) DMS for past Meeting:-

The screenshot displays a web browser window with the URL `authoritiesmeeting.sgbau.ac.in/Clerk/DMSAcadWise.aspx`. The page title is "Authorities Management System". The user is logged in as "MR.U.PLANDGE". The main content area is titled "Digitization and DMS for past meeting documents" and features a "Year wise Meeting Document" section with a horizontal list of years: 2017, 2016, 2015, 2014, 2013, 2012, and 2011. The left sidebar contains a navigation menu with the following items: Home, Master, Meetings Scheduler, Online Proposal, Member's Login Details, DMS for past meeting, Report, Change Password, Database Backup, and Logout. The Windows taskbar at the bottom shows the search bar and various application icons, with the system tray displaying the time as 17:58 on 16-03-2019.

Add DMS Past Meeting

The screenshot shows a web browser window with the URL `authoritiesmeeting.sgbau.ac.in/DMS/creationofDMS.aspx`. The page title is "Authorities Management System" and the user is logged in as "MR.U.P.LANDGE". The left sidebar contains a navigation menu with items: Home, Master, Meetings Scheduler, Online Proposal, Member's Login Details, DMS for past meeting, Report, Change Password, Database Backup, and Logout. The main content area is titled "DMS Creation" and contains two form sections. The first section has fields for Year (dropdown with "year" selected), Meeting Date (text input with "dd/MM/yyyy" placeholder), Meeting Time (text input with "hh:mm" placeholder), Meeting Venue (text input with "venue" placeholder), Meet Topic (text input with "valid topic" placeholder), and Keyword to Search (text input with "seperator ' , ' " placeholder). The second section is titled "Attach Document" and has fields for Document Name (text input with "document name" placeholder), Document Type (dropdown with "Select" selected), and an Attach Document button with a "Choose File" button and "No file chosen" text. There are "Add" and "Save" buttons at the bottom right of the form.

धन्यवाद

कार्यप्रणालीच्या अधिक माहितीसाठी संपर्क

Dotcom Infotech Pvt Ltd.

Amravati.

0721-2566245 / 7249419040