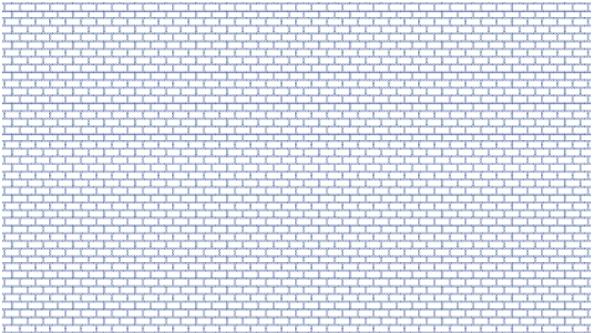


TRAINING MANUAL

WEB-BASED INTEGRATED
UNIVERSITY
MANAGEMENT SYSTEM
(WIUMS)

dotcom
infotech pvt. ltd.



dotCOM Infotech Pvt. Ltd.

2nd Floor, Shetkari Bhavan,
Above SBI-ADB Branch, Old Cotton
Market, Amravati. (MH) 444 601
www.dotcominfotech.co.in
info@dotcominfotech.co.in

AUTHORITIES MEETING MANAGEMENT SYSTEM





help.dotcomamt@gmail.com



0721-2566245



7249419040



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

The screenshot shows a web browser window for the 'Authorities Management System' at authoritiesmeeting.sgbau.ac.in. The page has a dark blue header with the university logo and name 'Sant Gadge Baba Amravati University'. On the right, there are links for 'Help Desk' and a phone number '+91 7249419040'. The main content area features a 'How to use' section with four colored boxes (pink, green, teal, orange) containing icons for information, service, help, and a question mark. Below this is contact information for 'dotCOM Infotech Pvt.Ltd.' with an email address 'help.dotcomamt@gmail.com'. To the right is a 'LOGIN' form with fields for 'Username' and 'Password', a 'Login' button, and links for 'New User Register here.' and 'Forgot Password'. A green thumbs-up icon is also present.

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

The screenshot shows the login page of the Authorities Management System. At the top, there is a header bar with the university logo and name in Marathi and English, along with links for Help Desk and contact information. Below the header is the system title "Authorities Management System". To the left, there is a "News & Announcement" section and a "How to use" guide featuring a keyboard with a blue "SERVICE" key. The main area contains a "LOGIN" form with fields for Username and Password, and a "Login" button. Below the form are links for "New User Register here." and "Forgot Password". A green speech bubble icon is also present. A red callout box with the text "नवीन नोंदणी करण्यासाठी येथे विलक करा" (Click here to register a new user) points to the "New User Register here." link. The bottom of the page displays the footer information: "dotCOM Infotech Pvt.Ltd." and "help.dotcomamt@gmail.com".

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

Help Desk +91 7249419040 | 0721-2566245

Sant Gadge Baba Amravati University

Web-based Integrated University Management System

News & Announcement

How to use

Help

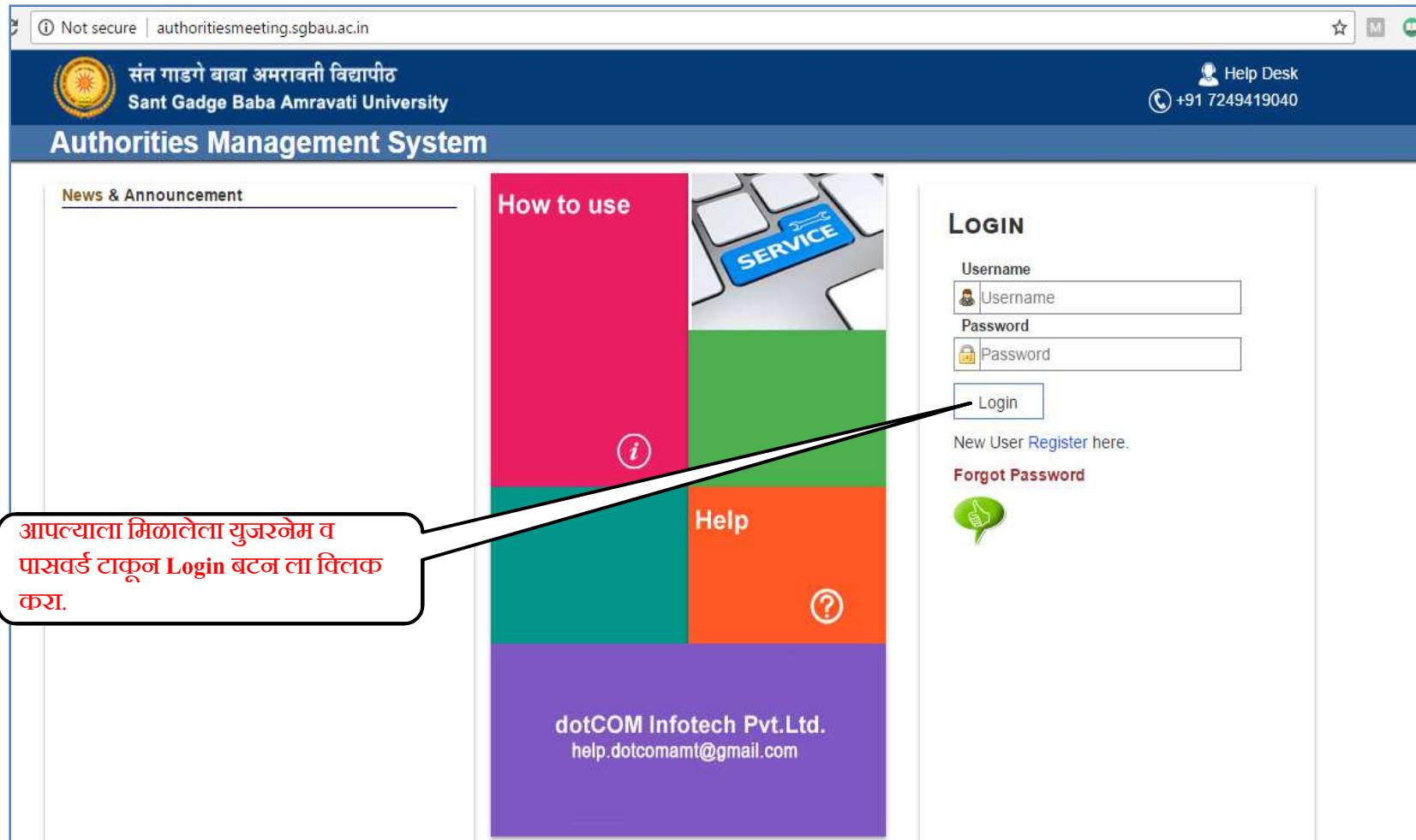
dotCOM Infotech Pvt.Ltd.
help.dotcomamt@gmail.com

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
Re-enter Password: Re-enter Password
LJKZ3
Enter character see in above image

Register Cancel

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



Main Screen

The screenshot shows a web browser window titled "Authorities Management System". The URL in the address bar is "authoritiesmeeting.sgbau.ac.in/HomeUniv.aspx". The page has a dark blue header with the system name and a user profile for "MR.U.P.LANDGE". On the left, there's a vertical navigation menu with 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 currently empty. At the bottom, the Windows taskbar is visible with icons for search, file explorer, control panel, email, edge browser, store,煤油灯, powerpoint, and word.

Insert Authority / Committee

The screenshot shows a web browser window titled "Sant Gadge Baba Amravati Univ" with the URL "authoritiesmeeting.sgbau.ac.in/Department/Create.aspx". The page is titled "Authorities Management System" and displays a form for adding a new authority/committee. The left sidebar contains a navigation menu with 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 "Add Authority/Committee" and includes fields for "Authority/Committee Type" (a dropdown menu with "--SELECT--") and "Authority/Committee" (an input field). At the bottom right are "Save" and "Cancel" buttons. The top right corner shows user information "MR.U.P.LANDGE" and a profile icon. The taskbar at the bottom shows various pinned icons and the system status bar indicating the date (16-03-2019), time (17:39), and language (ENG).

List of Authority / Committee

The screenshot shows a web browser window titled "WIUMS" displaying the "Authorities Management System". The URL is "authoritiesmeeting.sgbau.ac.in/Department/Default.aspx". The page has a blue header with the title "Authorities Management System" and a user icon labeled "MR.U.P.LANDGE". On the left, there is a sidebar menu with the following items:

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

The main content area is titled "Authority/Committee List" and includes a search bar with a dropdown menu set to "Select" and a button labeled "Search".

At the bottom of the screen, the Windows taskbar is visible with icons for File Explorer, Mail, Edge, and other applications. The system tray shows the date and time as "16-03-2019 17:42".

Insert Designation

The screenshot shows a web browser window titled "Authorities Management System" with the URL "authoritiesmeeting.sgbau.ac.in/Designations/Create.aspx". The page has a blue header bar with the title and a user profile icon labeled "MR.U.P.LANGE". On the left, there is a vertical navigation menu with options like Home, Master, Meetings Schedular, Online Proposal, Member's Login Details, DMS for past meeting, Report, Change Password, Database Backup, and Logout. The main content area is titled "Create Designation" and contains two input fields: "Enter Designation:" with a dropdown menu showing "Designation" and "Act", and "Enter Order Priority:" with a dropdown menu showing "Priority" and "Act". Below these fields are "Save" and "Cancel" buttons. A large table below the form lists 16 designations with their sequence priority and acts. The table has columns for Sr No, Designation Name, Sequence Priority, and Act. The data is as follows:

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 hih 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 Principals & Directors of Recognised Institutions)	21	r

At the bottom, the taskbar shows icons for File, Search, Task View, File Explorer, Mail, Edge, Store, and File Explorer. The system status bar indicates the time as 17:43 and the date as 16-03-2019.

List of Designation

The screenshot shows a web browser window for the "Authorities Management System" at the URL authoritiesmeeting.sgbau.ac.in/Designations/Default.aspx. The browser tabs are titled "Sant Gadge Baba Amravati Univ" and "WIUMS". The main content area displays a table titled "Designation List" with 14 rows of data. The table columns are "Sr No", "Designation Name", "Sequence Priority", and "Act". Each row contains an "Edit" and a "Delete" button. The "Designation Name" column lists various university officials. The "Sequence Priority" column shows values from 2 to 19. The "Act" column uses lowercase letters from 'b' to 'p'. The browser interface includes a sidebar with navigation links like Home, Master, Meetings Scheduler, Online Proposal, Member's Login Details, DMS for past meeting, Report, Change Password, Database Backup, and Logout. The top right corner features a user profile icon and the text "MR.U.P.LANGE". The bottom of the screen shows the Windows taskbar with icons for File Explorer, Mail, Edge, Store, and others, along with system status indicators.

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

Insert Member Details

Sant Gadge Baba Amravati Univ WIUMS Not secure | authoritiesmeeting.sgbau.ac.in/Department/CreateMember.aspx

Authorities Management System

Add Member

Personal Details:

* First Name:	First Name	* Middle Name:	Middle Name
* Last Name:	Last Name	* Gender:	<input checked="" type="radio"/> Male <input type="radio"/> 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	IFSC Code:	IFSC Code
Aadhar Card Number:	Aadhar Card Number	Pan Number:	PAN Number

Type here to search

17:44 16-03-2019 ENG

List of Member

The screenshot shows a web browser window titled "Authorities Management System" displaying the "Members List" page. The URL in the address bar is "authoritiesmeeting.sgbau.ac.in/Department/MemberList.aspx". The page header includes a user profile for "MR.U.P.LANDGE" and navigation links for "A+A-", "Edit", and "Logout". The left sidebar contains a navigation menu with 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 shows a table titled "Members List" with a count of "(0042)" members. The table columns are: Sr. No., FirstName, Middle Name, Last Name, Gender, Mobile No, Email, Address, and City. The table rows list ten members, each with an "Edit" button. The data for the first few rows is as follows:

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	rakhingle9@gmail.com	PRO-VICE-CHANCELLOR, SANT GADAGE BABA AMRAVATI UNIVERSITY, AMRAVATI	Nagpur
3	Dr. Rajesh	S.	JAIPURKAR	Male	8329200601	rakhingle9@gmail.com	Pro-VICE-CHANCELLOR, SANT GADAGE BABA AMRAVATI UNIVERSITY, AMRAVATI	Amravati
4	MR. V.	G.	NARKHEDE	Female	9888888880	Minakshiv@gmail.com	Sainagar	Amravati
5	DRA.	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	WANKHAD	Male	9585858584	h12@mail.com	Gonal Nanar	Amravati

Insert Meeting Scheduler

The screenshot shows a web application window titled "Authorities Management System". The main content area is titled "Enter Meeting Details" and contains the following fields:

- * Meeting Topic: A text input field labeled "Meeting Topic".
- * Date: A date input field labeled "dd/MM/yyyy".
- * Cut Of Date: A date input field labeled "dd/MM/yyyy".
- * Auth/Commi Type: A dropdown menu labeled "Select".
- * Time: A time input field labeled "HH:MM".
- * Cut Of Time: A time input field labeled "HH:MM".
- * Autho/Committee: A dropdown menu labeled "Select".
- * Venue: A text input field labeled "Venue".
- * Objectives: A text input field labeled "Objectives".
- Agenda: A section with two file upload fields:
 - Choose File: No file chosen.
 - Upload
 - Minutes: Choose File: No file chosen.
 - Upload

At the bottom right of the form are "Save" and "Cancel" buttons. The browser title bar shows "WIUMS" and the URL "authoritiesmeeting.sgbau.ac.in/Clerk/Create.aspx". The left sidebar menu includes links such as Home, Master, Meetings Scheduler, Online Proposal, Member's Login Details, DMS for past meeting, Report, Change Password, Database Backup, and Logout.

Meeting List

The screenshot shows a web browser window titled "Authorities Management System" displaying a "Meeting List". The left sidebar contains navigation links such as Home, Master, Meetings Scheduler, Online Proposal, Member's Login Details, DMS for past meeting, Report, Change Password, and Database Backup. The main content area shows a table with two rows of meeting data. The table columns are: Sr No, Meeting No., Meeting Topic, Meeting Date, Meeting Time, Venue, Meeting Objectives, Authority/committee Type, and Authority/committee Name. The first meeting (Sr No 1) is about "To DISCUSS ABOUT BCUD (Collegiate Project)" on 29/01/2018 at 10:00:00 in SGBAU Amravati. The second meeting (Sr No 2) is about "Testing" on 06/03/2019 at 12:00:00 in Sgbau Amravati. Both meetings are listed under Authority and Senate. A "Delete" button is present in each row.

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

Meeting Details

The screenshot shows a web browser window for the "Authorities Management System". The title bar includes tabs for "Sant Gadge Baba Amravati Univ." and "WIUMS". The address bar shows the URL "authoritiesmeeting.sgbau.ac.in/Meetings/MeetingSchedule.aspx". The main content area displays a calendar for March 2019. The days of the week are labeled from Sunday to Saturday. The dates are color-coded: red for 24, 3, 10, 17, and 24; grey for 25, 26, 27, 28, 1, 2, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 18, 19, 20, 21, 22, and 23; and blue for 16. Navigation arrows are present at the top of the calendar. On the left, a sidebar menu lists various system functions: Home, Master, Meetings Scheduler, Online Proposal, Member's Login Details, DMS for past meeting, Report, Change Password, Database Backup, and Logout. At the top right, there is a user profile icon for "MR.U.P.LANDGE" and a zoom control. The bottom of the screen shows the Windows taskbar with the date "16-03-2019" and time "17:52".

Adjust Status of Meeting

The screenshot shows a web application titled "Authorities Management System" with a blue header and sidebar. The sidebar contains links for 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 "Adjust Status of Meeting" and includes fields for "Adjust Meeting Status" (set to "Cancel Meeting"), "Auth/Committee Type" (dropdown menu), "Authority/Committee" (dropdown menu), "Meeting No." (text input), and "Search" and "Reset" buttons. Below these is a table with columns: Sr. No., Meeting Topic, Autho/Committee, Start Time, Meeting Date, and Meeting No. One row is shown: Sr. No. 1, Meeting Topic Testing, Autho/Committee Senate, Start Time 12:00:00, Meeting Date 06/03/2019, and Meeting No. 12. At the bottom, there is an "Enter Reason:" field and a "Set Status" button. The browser address bar shows "authoritiesmeeting.sgbau.ac.in/Clerk/CancelMeeting.aspx". The system interface includes standard Windows icons at the bottom.

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

Confirm Status of Meeting

The screenshot shows a web browser window titled "Authorities Management System" with a blue header bar. The URL in the address bar is "authoritiesmeeting.sgbau.ac.in/Clerk/CancelMeetingList.aspx". The page displays a "Canceled Meeting List" with a table containing one row of data. The table columns are: Sr. No., Meeting No., Meeting Topic, Meeting Date, Meeting Time, Venue, Meeting Objectives, Authority/committee Type, Authority/committee, and Reschedule.

Canceled Meeting List

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 Authority (Collegiate Project)	Senate		Reschedule

Total Count : (0001)

Adjust Meeting Status : Cancel Meeting Auth/Committee Type : Select

Authority/Committee: Select Meeting No: Meeting No

Search Reset

Navigation menu on the left:

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

System status bar at the bottom:

- Type here to search
- File Explorer
- Mail
- Edge
- Store
- Snipping Tool
- Google Chrome
- Word
- PowerPoint
- File
- Network
- Screen Resolution
- ENG
- 17:54
- 16-03-2019

Meeting SMS, E-MAIL Send Process

The screenshot shows a web browser window titled "Authorities Management System" with the URL "authoritiesmeeting.sgbau.ac.in/Clerk>Email%20and_Sms_Send.aspx". The browser tabs include "Sant Gadge Baba Amravati Univ" and "WIUMS". The main content area is titled "Send Email/SMS". On the left, there is a vertical 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
- Logout

The right side of the screen contains a search form with the following fields:

- Auth/Committee Type: Select dropdown
- Authority/Committee: Select dropdown
- Meeting No: Meeting No input field
- Meeting Status: Cancel Meeting checkbox
- Search button
- Reset button

The bottom of the screen shows the Windows taskbar with the Start button, a search bar, and various pinned application icons (File Explorer, Edge, File Hub, Mail, Photos, Store, Xbox, Google Chrome, Word). The system tray shows the date (16-03-2019), time (17:56), and language (ENG).

Online Praproosal

The screenshot shows a web browser window for the "Authorities Management System". The URL is authoritiesmeeting.sgbau.ac.in/Clerk/meetingPraproosal.aspx. The page title is "Meeting List". 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
- Logout

On the right, there is a search form with fields for "Autho/Committee Type" (dropdown), "Autho/Committee" (dropdown), "From Date" (dd/MM/yyyy input), "To Date" (dd/MM/yyyy input), and a "Search" button. Below the search form, a message says "Count: (0001)". A table displays one meeting record:

Sr No	Meeting Topic	Meeting Date	Meeting Time	Cut Of Date	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 browser status bar at the bottom shows "Type here to search", various icons, and the system time "17:56 16-03-2019".

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

The screenshot shows a web browser window titled "WIUMS" displaying the "Authorities Management System". The URL is "authoritiesmeeting.sgbau.ac.in/Clerk/DMSAcadWise.aspx". The page header includes the university logo, "Sant Gadge Baba Amravati Univ", and the title "WIUMS". A navigation menu on the left lists various options: Home, Master, Meetings Scheduler, Online Proposal, Member's Login Details, DMS for past meeting (which is currently selected), Report, Change Password, Database Backup, and Logout. The main content area features a heading "Digitization and DMS for past meeting documents" and a section titled "Year wise Meeting Document" with a horizontal menu bar showing years from 2017 to 2011. The taskbar at the bottom shows the Windows Start button, a search bar, and icons for File Explorer, Edge, Microsoft Store, Mail, and other applications. The system tray indicates the date as 16-03-2019, the time as 17:58, and the language as ENG.

Add DMS Past Meeting

The screenshot shows a web browser window titled "Authorities Management System" with the sub-page "DMS Creation". The URL is "authoritiesmeeting.sgbau.ac.in/DMS/creationofDMS.aspx". The page includes a sidebar with navigation links like Home, Master, Meetings Scheduler, Online Proposal, Member's Login Details, DMS for past meeting (selected), Report, Change Password, Database Backup, and Logout. The main content area has two sections: "DMS Creation" and "Attach Document". The "DMS Creation" section contains fields for Year (dropdown menu "year"), Meeting Date (text input "dd/MM/yyyy"), Meeting Time (text input "hh:mm"), Meet Topic (text input "valid topic"), Meeting Venue (text input "venue"), and Keyword to Search (text input "seperator ','"). The "Attach Document" section contains fields for Document Name (text input "document name"), Document Type (dropdown menu "Select"), Attach Document (button "Choose File" and text "No file chosen"), and an "Add" button. A "Save" button is located at the bottom right of the "Attach Document" section. The browser status bar at the bottom shows the Windows taskbar with various pinned icons and the date/time "16-03-2019 17:58".

Sant Gadge Baba Amravati Univ. WIUMS

Not secure | authoritiesmeeting.sgbau.ac.in/DMS/creationofDMS.aspx

A+ A- MR.U.P.LANDGE

Authorities Management System

DMS Creation

Year: year

Meeting Date: dd/MM/yyyy

Meeting Time: hh:mm

Meet Topic: valid topic

Meeting Venue: venue

Keyword to Search: separator ','

Attach Document

Document Name: document name

Document Type: Select

Attach Document: Choose File No file chosen

Add

Save

Type here to search

16-03-2019 17:58



धन्यवाद

कार्यप्रणालीच्या अधिक माहितीसाठी संपर्क

Dotcom Infotech Pvt Ltd.

Amravati.

0721-2566245 / 7249419040