



ACADEMIC FLOW

1. **Add Subject /Unit:** Here you can add all the subject/unit.

Path: Go to the 'Central-Stream-Wise Semester-Wise Subject' page -> Add -> Add Subject

Mount Kenya University

Central-Stream-Wise Semester-Wise Subject

University :
Center For Professional De...
Year :
2025-26 Sept | Dec
Department :
CENTER FOR PROFESSIONAL DEVELOPMENT
Central Stream :
Advanced Fire Fighting VI/3
Sem / Year :
1

VIEWTEACHING SCHEMECLASS ALLOTMENTSUBJECT MAPPING

Current Year Subject List

Academic Year
2025-26 Sept | Dec
Sem / Year
1
Central-Stream
Advanced Fire Fighting VI/3
Subject For
Center For Professional Development

Add Subject
Manage Specialization
Manage Elective

ADD▼REPORTS

Year	Type	Subject Code	Subject-ShortName	Subject	Credit	
2025-26 Sept Dec	Mandatory	TEST001	TS1	TESTING SUBJECT 1	5.00	EDITDELETEREPORTFACULTY MAPPING
2025-26 Sept Dec	Elective	TEST002	TS2	TESTING SUBJECT 2	6.00	EDITDELETEREPORTFACULTY MAPPING
2025-26 Sept Dec	Elective	TEST003	TS3	TESTING SUBJECT 3	4.00	EDITDELETEREPORTFACULTY MAPPING

Steps: Add subject code, subject full name, subject short name and credit of that subject then click on the 'Save' button.

Subject Detail

Subject For
Burundi Center

Subject Code
TEST001

Subject Full Name
TESTING SUBJECT 1

Subject Short Name
TS1

Credit
5.00

SAVESEARCHCANCEL

Subject Code	Subject For	Subject	Short Name	Credit	
TEST001	Burundi Center	TESTING SUBJECT 1	TS1	5.00	EDIT
TEST002	Burundi Center	TESTING SUBJECT 2	TS2	6.00	EDIT
TEST003	Burundi Center	TESTING SUBJECT 3	TS3	4.00	EDIT

2. **Subject/Unit Mapping with Program:** Here you can map the subject with particular campus, academic year, department, program and semester.

Path: Go to the 'Central-Stream-Wise Semester-Wise Subject' page

Steps: Select campus, academic year, department, program and semester then click on the 'View' button.

Select subject type (Mandatory, Elective, Uni. Transfer) then write the subject code that you want to map with the program.

Mount Kenya University

Central-Stream-Wise Semester-Wise Subject

University: Burundi Center Year: 2025-26 Sept | Dec Department: DEPARTMENT OF MANAGEMENT Central Stream: Bachelor of Arts in Public Administration Sem / Year: 1

VIEW TEACHING SCHEME CLASS ALLOTMENT SUBJECT MAPPING

Current Year Subject List

Academic Year: 2025-26 Sept | Dec Sem / Year: 1 Central-Stream: Bachelor of Arts in Public Administration Subject For: Burundi Center

Year	Type	Subject Code	Subject-ShortName	Subject	Credit
2025-26 Sept Dec	Mandatory	TEST001 TS1(I I)			

Add Teaching Scheme: Here you need to add weekly teaching hours required for theory, practical and tutorials for that particular subject and you also need to add weight age of each component like ESE (End Semester Exam), IA (Mid Semester Exam), CSE (Teacher Assessment), Internal Practical/Viva and External Practical/Viva.

Note: Please be careful to entering the weight age of each component because result will be generated based on this.

Add / Edit Teaching Scheme | TESTING SUBJECT 1

Theory Hours: 5 Tutorial Hours: 3 Practical Hours: 2

ESE - End Semester Exam (weightage): 50 IA - Mid Semester Exam (weightage): 30 CSE - Teacher Assessment: 10

Internal Practical/Viva (weightage): 10 External Practical / Viva: 0

SAVE

Add Syllabus: Here you can write prerequisite of the subject and add all the module/chapter and their topics.

Add / Edit Syllabus | TESTING SUBJECT 1

Pre requisite of course

Basic knowledge of testing

SAVE

Sr. No.	Module Name	Type Of Lecture	Type	Module Index	Contact hours	
1	Module 1	Theory	As Per Syllabus	1	10	EDIT DELETE ADD TOPIC
2	Module 2	Lab/Practical	As Per Syllabus	2	5	EDIT DELETE ADD TOPIC

Theory As Per Syllabus SAVE

You can also add Reference book, Blooms Taxonomy, Instructional Method, Web link if you needed.

After adding all the details you have to click on the 'Save' button.

Mount Kenya University

Central-Stream-Wise Semester-Wise Subject

University: Burundi Center Year: 2025-26 Sept | Dec Department: DEPARTMENT OF MANAGEMENT Central Stream: Bachelor of Arts in Public Administration Sem / Year: 1

VIEW TEACHING SCHEME CLASS ALLOTMENT SUBJECT MAPPING

Current Year Subject List

Academic Year: 2025-26 Sept | Dec Sem / Year: 1 Central-Stream: Bachelor of Arts in Public Administration Subject For: Burundi Center

ADD REPORTS

Year	Type	Subject Code	Subject-ShortName	Subject	Credit	
2025-26 Sept Dec	Mandatory	TEST001 TS1(I1)				SAVE

- Make Elective Subject Group:** Here you can create elective subject group from which student can select their subjects.

Path: Go to the 'Central-Stream-Wise Semester-Wise Subject' page -> Add -> Manage Elective

Steps: Select campus, academic year, department, program and semester then click on the 'View' button.

Mount Kenya University

Central-Stream-Wise Semester-Wise Subject

University: Center For Professional De... Year: 2025-26 Sept | Dec Department: CENTER FOR PROFESSIONAL DEVELOPMENT Central Stream: Advanced Fire Fighting VI/3 Sem / Year: 1

VIEW TEACHING SCHEME CLASS ALLOTMENT SUBJECT MAPPING

Current Year Subject List

Academic Year: 2025-26 Sept | Dec Sem / Year: 1 Central-Stream: Advanced Fire Fighting VI/3 Subject For: Center For Professional Development

ADD REPORTS

Year	Type	Subject Code	Subject-ShortName	Subject	Credit	
2025-26 Sept Dec	Mandatory	TEST001	TS1	TESTING SUBJECT 1	5.00	EDIT DELETE REPORT FACULTY MAPPING
2025-26 Sept Dec	Elective	TEST002	TS2	TESTING SUBJECT 2	6.00	EDIT DELETE REPORT FACULTY MAPPING

Add Subject
 Manage Specialization
 Manage Elective

You have to write elective group name then click on the 'Add' button then you have to select subject from the drop down that you want to add in this group then click on the 'Add' button then you have to enter maximum subject selection count for this group then you have to click on the 'Save Selection & Priority' button.

Manage Elective

University: Center For Professional Development Academic Year: 2025-26 Sept | Dec Central Stream: Advanced Fire Fighting VI/3 Sem / Year: 1

Sr. No.	Elective	Max Selection / Priority	Subject
1	Group 1	2 / 3	(none) TEST002 - TS2 TEST003 - TS3 TEST004 - TS4

SAVE SELECTION & PRIORITY

ADD

4. **Make Specialization Subject Group:** Here you can create group of specialization subjects so students can select appropriate group from it.

Path: Go to the 'Central-Stream-Wise Semester-Wise Subject' page -> Add -> Manage Specialization

Steps: Select campus, academic year, department, program and semester then click on the 'View' button.

Mount Kenya University

Central-Stream-Wise Semester-Wise Subject

University: Center For Professional De... Year: 2025-26 Sept | Dec Department: CENTER FOR PROFESSIONAL DEVELOPMENT Central Stream: Advanced Fire Fighting VI/3 Sem / Year: 1

VIEW TEACHING SCHEME CLASS ALLOTMENT SUBJECT MAPPING

Current Year Subject List

Academic Year: 2025-26 Sept | Dec Sem / Year: 1 Central-Stream: Advanced Fire Fighting VI/3 Subject For: Center For Professional Development

Year	Type	Subject Code	Subject-ShortName	Subject	Credit	
2025-26 Sept Dec	Mandatory	TEST001	TS1	TESTING SUBJECT 1	5.00	EDIT DELETE REPORT FACULTY MAPPING
2025-26 Sept Dec	Elective	TEST002	TS2	TESTING SUBJECT 2	6.00	EDIT DELETE REPORT FACULTY MAPPING

ADD v REPORTS

Add Subject
Manage Specialization
Manage Elective

You have to write specialization group name then click on the 'Add' button then you have to select subject from the drop down that you want to add in this group then click on the 'Add' button then you have to enter maximum subject selection count for this group then you have to click on the 'Save Selection & Priority' button.

Manage Specialization

University
Gandhinagar Campus

Academic Year
2425

Central-Stream
**M.PHARM. FORENSIC
PHARMACY**

Sem / Year
1

Sr. No.	Specialization	Update to Degree Name	Max Selection / Priority	Subject
1	Pharmacology and Toxicology	Yes	6 / 6 SAVE SELECTION & PRIORITY	(none) ADD SPPT 101 - FSL SPPT 102 - FT SPPT 104 - PB SPPT 105 - IPRRA SPPT 106 - LP-I SPPT 103 - MAT
2	Novel Drug Delivery System	Yes	6 / 6 SAVE SELECTION & PRIORITY	(none) ADD SPND 101 - FSL SPND 102 - FT SPND 104 - PB SPND 105 - IPRRA SPND 106 - LP-I SPND 103 - MAT

Pre Requisite for Class Allotment: To display Students in Class Allotment, we first need to promote Students to Next Semester.

To display students in the Class Allotment screen, students must first be promoted to the next semester.

Path: Click on the 9-Dots Menu → Select Student Master

Step i:

In the **Student Section** screen, go to Transactions and select **Student Transfer** to Next Sem.

The screenshot displays the COEP Student Management System interface. The top navigation bar includes 'Masters', 'Transaction', 'Reports', 'Utilities', and 'Exit'. The 'Transaction' menu is expanded, showing 'Student Transfer To Next Sem' highlighted with a red box and an arrow. Below the navigation bar, the 'Basic Details' section contains fields for Student ID, Roll No., Enrollment No., and various identification numbers. The 'General' section includes an 'Eligibility Check' form with dropdowns for Academic Year, University, Institute Name, Stream, Semester, and Group, along with checkboxes for 'Is Provisional Eligibility' and a 'CHECK ELIGIBILITY' button. The right sidebar contains a 'NEW' button, a 'CANCEL' button, a 'SEARCH' button, a 'PRINT FORM' button, a 'RE-SEND SMS' button, and buttons for 'VIEW STUDENT INFORMATION', 'SUSPEND LOG DETAILS', and 'SEND USER ID AND PASSWORD'.

Step ii:

In the Student Transfer to Next Sem screen:

- Select the University.
- Select the Department (e.g., B.Tech., M.Tech., etc.).
- Select the Stream (e.g., B.Tech. Civil, B.Tech. CSE, etc.).
- Select the From Year (e.g., 2025-26, 2024-25, etc.).
- Select the From Sem (e.g., 1, 2, 3, 4, etc.).
- Uncheck both Validation options.
- Click View.

Transfer To Next Semester

University: COEP Department: BACHELOR OF TECHNOLOGY Stream: B.Tech. CSE From Year: 2025-26 From Sem: SEM 2

To Year: 2026-27 To Sem: SEM 3 Validations: ☐ Exam Form Required ☐ Tuition Fee Paid Required

VIEW VIEW TERM GRANT STUDENTS DOWNLOAD RESET **SAVE** UNCHECK ALL

Indicates Suspend Students Indicates Fees Pending

SeqNo	Yes/No	Remarks	Form FillUp	Gr.No	Roll No	Enrollment No	Student Name	Quota	To Sem Tuition Fee Due	To Sem Hostel Fee Due
1	☒		No	102990	612515001	612515001	AAFAN IMRAN PATHAN IMRAN PATHAN	OPEN	0	0
2	☒		No	102991	612515002	612515002	AARAV OSWAL OSWAL	OPEN	0	0
3	☒		No	102992	612515003	612515003	AAROH MAHENDRA RUNWAL MAHENDRA RUNWAL	OPEN	0	0
4	☒		No	102993	612515004	612515004	AARYA PRASHANT BANSOD PRASHANT BANSOD	SC	0	0
5	☒		No	102994	612515005	612515005	AARYA SUSHANT KHAPANE SUSHANT KHAPANE	SEBC	0	0
6	☒		No	102995	612515006	612515006	AAHLESHA AMARSINH CHAVAN AMARSINH CHAVAN	SEBC	0	0
7	☒		No	102996	612515007	612515007	ABHISHEK SANTOSH GARJE SANTOSH GARJE	NT 3 (NTD)	0	0
8	☒		No	102997	612515008	612515008	ADITI BALASAHEB MANE BALASAHEB MANE	OPEN	0	0
9	☒		No	102998	612515009	612515009	ADITI SANJAY POL SANJAY POL	SC	0	0
10	☒		No	102999	612515010	612515010	ADITYA MUKESH TOTANI MUKESH TOTANI	OPEN	0	0
11	☒		No	103000	612515011	612515011	ADITYA RAMCHANDRA DESHPANDE RAMCHANDRA DESHPANDE	OPEN	0	0

Step iii:

By default, all students will be selected. If any student should not be promoted to the next semester, uncheck that student.

Finally, click Save to complete the promotion process.

- Class Allotment:** Here you can assign class to all students. For example if you have 100 students in particular program and you want to divide them into 2 class then you have to assign A class to first 50 students and B class to another 50 students. You can also assign different lab batch for the students.

Path: Go to the 'Central-Stream-Wise Semester-Wise Subject' page

Steps: Select campus, academic year, department, program and semester then click on the 'View' button.

Mount Kenya University

Central-Stream-Wise Semester-Wise Subject

University : Center For Professional De...
Year : 2025-26 Sept | Dec
Department : CENTER FOR PROFESSIONAL DEVELOPMENT
Central Stream : Advanced Fire Fighting VI/3
Sem / Year : 1

VIEW
TEACHING SCHEME
CLASS ALLOTMENT
SUBJECT MAPPING

Current Year Subject List
ADD
REPORTS

Year	Type	Subject Code	Subject ShortName	Subject	Credit	
2025-26 Sept Dec	Mandatory	TEST001	TS1	TESTING SUBJECT 1	5.00	EDIT DELETE REPORT FACULTY MAPPING
2025-26 Sept Dec	Elective	TEST002	TS2	TESTING SUBJECT 2	6.00	EDIT DELETE REPORT FACULTY MAPPING
2025-26 Sept Dec	Elective	TEST003	TS3	TESTING SUBJECT 3	4.00	EDIT DELETE REPORT FACULTY MAPPING

Updation of Class and Batch

University : Center For Professional Development
Year : 2025-26 Sept | Dec
Sem : 1
Stream : AFF [Center for P...
VIEW

☐ Multi Select	Admission No.	Enroll. No.	Gr. No.	Student Name	Class	Lab Batch	Elective Group	Specialization Group	Option
☐	4669	AFF252600007	100022	harsh pandya	A	1A	(none)	(none)	SAVE
☐	4670	AFF252600008	100023	Test - Test	A	1A	(none)	(none)	SAVE
☐	4671	AFF252600009	100024	TEST A 210425	A	1A	(none)	(none)	SAVE
☐	4673	AFF252600011	100026	Vaibhav - Sapariya	A	1A	(none)	(none)	SAVE
☐	4675	AFF252600013	100028	Student 1 - one	A	1A	(none)	(none)	SAVE

Save Selected

6. Subject Mapping: Here you can map the students with the elective subjects and specialization group subjects.

Path: Go to the 'Central-Stream-Wise Semester-Wise Subject' page

Steps: Select campus, academic year, department, program and semester then click on the 'View' button.

Mount Kenya University

Central-Stream-Wise Semester-Wise Subject

University: Center For Professional De... Year: 2025-26 Sept | Dec Department: CENTER FOR PROFESSIONAL DEVELOPMENT Central Stream: Advanced Fire Fighting VI/3 Sem / Year: 1

VIEW TEACHING SCHEME CLASS ALLOTMENT **SUBJECT MAPPING**

Current Year Subject List

Academic Year: 2025-26 Sept | Dec Sem / Year: 1 Central-Stream: Advanced Fire Fighting VI/3 Subject For: Center For Professional Development

Year	Type	Subject Code	Subject-ShortName	Subject	Credit	
2025-26 Sept Dec	Mandatory	TEST001	TS1	TESTING SUBJECT 1	5.00	EDIT DELETE REPORT FACULTY MAPPING
2025-26 Sept Dec	Elective	TEST002	TS2	TESTING SUBJECT 2	6.00	EDIT DELETE REPORT FACULTY MAPPING

You can map students with elective subjects by click on the link below 'Students' label then you have to click on the 'Assign' button and you can remove mapped student also by click on the 'Remove' button.

Mount Kenya University

Change Subject To Student

Subject Type: Elective Stream: AFF [Center for Professional Developm... VIEW

Group 1

Sr. No.	Subject Name	Code	Short Name	Credit	Students
1	TESTING SUBJECT 2	TEST002	TS2	6.00	2 Students
2	TESTING SUBJECT 3	TEST003	TS3	4.00	2 Students
3	TESTING SUBJECT 4	TEST004	TS4	3.00	2 Students

7. **Reports:** Here you can see various reports like syllabus report, subject wise student list report and teaching scheme report.

Path: Go to the 'Central-Stream-Wise Semester-Wise Subject' page

Steps: Select campus, academic year, department, program and semester then click on the 'View' button.

Mount Kenya University

Central-Stream-Wise Semester-Wise Subject

University: Center For Professional De... Year: 2025-26 Sept | Dec Department: CENTER FOR PROFESSIONAL DEVELOPMENT Central Stream: Advanced Fire Fighting VI/3 Sem / Year: 1

VIEW **TEACHING SCHEME** CLASS ALLOTMENT SUBJECT MAPPING

Current Year Subject List

Academic Year: 2025-26 Sept | Dec Sem / Year: 1 Central-Stream: Advanced Fire Fighting VI/3 Subject For: Center For Professional Development

Year	Type	Subject Code	Subject-ShortName	Subject	Credit	
2025-26 Sept Dec	Mandatory	TEST001	TS1	TESTING SUBJECT 1	5.00	EDIT DELETE REPORT FACULTY MAPPING
2025-26 Sept Dec	Elective	TEST002	TS2	TESTING SUBJECT 2	6.00	EDIT DELETE REPORT FACULTY MAPPING

8. Faculty Mapping: Here you can map the faculty with the subjects/units.

Path: Go to the 'Central-Stream-Wise Semester-Wise Subject' page -> Faculty Mapping

Central-Stream-Wise Semester-Wise Subject

University : Center For Professional De. Year : 2025-26 Sept | Dec Department : CENTER FOR PROFESSIONAL DEVELOPMENT Central Stream : Advanced Fire Fighting VI/3 Sem / Year : 1

VIEW TEACHING SCHEME CLASS ALLOTMENT SUBJECT MAPPING

Current Year Subject List

Academic Year 2025-26 Sept | Dec Sem / Year 1 Central-Stream Advanced Fire Fighting VI/3 Subject For Center For Professional Development

Year	Type	Subject Code	Subject-ShortName	Subject	Credit	
2025-26 Sept Dec	Mandatory	TEST001	TS1	TESTING SUBJECT 1	5.00	EDIT DELETE REPORT FACULTY MAPPING
2025-26 Sept Dec	Elective	TEST002	TS2	TESTING SUBJECT 2	6.00	EDIT DELETE REPORT FACULTY MAPPING

Steps: Select faculty, academic year, program and semester then click on the 'View' button.

Faculty Mapping

Faculty : MR.FRANCIS MWANIKI NGARI([191]Accountant DEPARTMENT OF EDUCATION) Academic Year : 2601 Central Stream : Advanced Fire Fighting VI/3 Sem / Year : 1

VIEW

Subject List

Academic Year 2601 Sem / Year 1 Central-Stream Advanced Fire Fighting VI/3 Faculty-Name MR.FRANCIS MWANIKI NGARI([191]Accountant-DEPARTMENT OF EDUCATION)

Year	Type	GTUSubjectCode	Subject-ShortName	Subject	
2601	Mandatory	TEST001	TS1	TESTING SUBJECT 1	FACULTY-MAPPING FACULTY-LIST
2601	Elective	TEST002	TS2	TESTING SUBJECT 2	FACULTY-MAPPING FACULTY-LIST
2601	Elective	TEST003	TS3	TESTING SUBJECT 3	FACULTY-MAPPING FACULTY-LIST
2601	Elective	TEST004	TS4	TESTING SUBJECT 4	FACULTY-MAPPING FACULTY-LIST

You have to enter weekly load hours of faculty for theory, lab and workshop for particular subject/unit by click on the 'Faculty Mapping' button.

Faculty-Mapping

Subject-Code : TEST001 Subject-Short-Name : TS1 Subject-Name : TESTING SUBJECT 1

SAVE ALL

Stream	Class	Theory-Hour Load	Lab-Hour Load	WorkShop-Hour Load
AFF [Center for Professional Development] [Day]	A	☒ 4	☒ 2	☒ 1

SAVE

You can see faculty list of particular subject/unit by click on the 'Faculty List' button.

Faculty-List

Emp-Name	Lect-Type	Assign-To
MR.FRANCIS MWANIKI NGARI	Lab	AFF(A)
MR.FRANCIS MWANIKI NGARI	Theory	AFF(A)
MR.FRANCIS MWANIKI NGARI	WorkShop	AFF(A)
Mr. TEST AA BB	Lab	AFF(A)
Mr. TEST AA BB	Theory	AFF(A)
Mr. TEST AA BB	WorkShop	AFF(A)
AYUB MWANGI IRUNGU	Theory	AFF(A)
AYUB MWANGI IRUNGU	WorkShop	AFF(A)

9. **Time Table Rights:** Here you can give rights of making time table to specified person for particular program or all program.

Path: Go to 'Time – Table Rights' page.

Steps: You have to select employee name then click on the 'View' button so you can see all the programs which is mapped with that employee then you can give time table rights by click on the checkbox then click on the 'Save' button.

If you want to give rights for the addition program then you have to click on the 'Addition Streams' button then select the program that you want to give time table rights then click on the 'Save' button.

User Rights

Employee

AARTI RAJU POPALGHAT (30064)

View

Additional Streams

For :

AARTI RAJU POPALGHAT (30064)
Designation : Assistant Professor
Department : D. PHARMACY

Stream	
SYIP-D.PHARM	☒
SYIPER-D.PHARM	☒

Save

10. **Active/Deactivate Semester:** Here you can activate or deactivate the particular semester.

Path: Go to 'Semester Transfer' page.

Steps: Select campus, school, academic year, semester, status then click on the 'View' button so you will see list of the program semester wise.

If you want to activate a particular semester of a particular program then you have to click on the 'Activate' button then enter start date of semester, end date of semester, SMS day (In which day of week you want to send SMS to student regarding attendance), SMS Type (frequency of the SMS, for example you want to send attendance SMS to student every day or every week or every month or every year) then click on the 'Save' button.

Semester Detail

University: Institute: Academic Year: Semester/Year:

Status: [VIEW](#)

[PLAIN VIEW](#) [GROUP VIEW](#)

[ACTIVATE SELECTED](#) [DEACTIVATE SELECTED](#) [DELETE SELECTED](#)

Legend: ● Activated ● De Activated ● Not Found

Action	Active	Stream Name	Academic Year	Sem/Year	Start Date	End Date	Part	Sms Day	Sms Type	University Name	Institute Name
EDIT DEACTIVATE	YES	AFF [Center for Professional Development] (Day)	2025-26 Sept Dec	SEM 1	01/05/2025	31/08/2025	Winter	1	DAY	Center for Professional Development	CENTRE FOR PROFESSIONAL DEVELOPMENT SERVICES
ACTIVATE	NO	CDV [Center for Professional Development] (Distance Learning)	2025-26 Sept Dec	SEM 1						Center for Professional Development	CENTRE FOR PROFESSIONAL DEVELOPMENT SERVICES
ACTIVATE	NO	CESL [Center for Professional Development] (Day)	2025-26 Sept Dec	SEM 1						Center for Professional Development	CENTRE FOR PROFESSIONAL DEVELOPMENT SERVICES
ACTIVATE	NO	CBEU [Center for Professional Development] (Day)	2025-26 Sept Dec	SEM 1						Center for Professional Development	CENTRE FOR PROFESSIONAL DEVELOPMENT SERVICES

11. Master Time Table: Here you can make time table for the whole semester for particular program. You have to make time table for each day of week like Monday, Tuesday, etc.

Path: Go to 'Master Time Table' page.

Steps: You have to select Day, Academic Year, Campus, Department, Program, Semester, Class and area then click on the 'View' button then select minutes of the lecture, time of the lecture, faculty name, subject name, lecture mode, lecture type, lab batch and location then click on the 'Add New' button.

Master Time Table

Day: Academic Year: University Name: Department Name: Stream: Sem / Year:

Class: Default Area: [VIEW](#)

Running: YES Current: YES Area Academic

Minute	From Time	To Time	Lecturer	Subject	Lecture Mode	Type	Lab Batch	Location	Action
08:00	09:00	AYUB MWANGI IRUNGU[2223]	TS1 [TEST001]	Regular	T	MB Test	EDIT DELETE		

Time selection interface: Minute (60), From Time (09:00), To Time (10:00), AM/PM, Subject (TS1 [TEST001]), Lecture Mode (Regular), Type (Theory), Lab Batch (1A), Location (MB Test), [ADD NEW](#)

12. Transfer Time Table: Here you can transfer master time table into daily time table.

Path: Go to 'Transfer Time Table' page.

Steps: You have to select campus, academic year, department, transfer week from date (hear you have to select date of the next Monday so that master time table will be transfer to Monday to Saturday of next week) then click on the 'View' button so you will see all the program which is mapped with selected department then click on the 'Transfer' button.

Why This Needed: If you want to edit time table for the particular day then it will be possible by doing this transfer.

Note: You need to transfer time table every Saturday for next week.

13. Daily Time Table: Hear you can edit the time table of particular day if needed.

Path: Go to 'Daily Time Table' page.

Steps: Select date, campus, department, academic year, program, semester and class then click on the 'View' button then click on the 'Edit' button of particular record which you want to edit.

14. Subject/Unit Schedule Plan: Hear you can plan the teaching schedule for entire semester before it started for particular subject/unit.

Path: Go to 'Subject Schedule Plan' page.

Steps: Select academic year, semester (active or all), lecture type (theory, lab, workshop) then click on the 'View' button so you will show list of the subjects/units then you have to enter plan date for each topic then click on the 'Save' button.

Note: After entering plan date to each topic you have to click on the 'unlock' icon (in green color) because without doing it you can't take the attendance of the students.

The screenshot shows the 'Subject Schedule Plan' interface for Mount Kenya University. It includes filters for Academic Year (2601), Semester (Active), and Lecture Type (Theory). A 'VIEW' button is present. Below, a table displays details for 'TESTING SUBJECT 1 (TEST001)' in the 'AFF [Center for Professional Development] [Day]' stream, SEM 1, Class A. The table has columns for Sr.No., Module, Topic, Plan Date, Actual Date, Remarks, Edit, and Delete. A row for 'Topic 1' shows a plan date of 23/06/2025 and a remark 'Topic 1 to be taught'. There are input fields for Plan Date and Actual Date, and buttons for EDIT, DELETE, and SAVE.

15. Bypass Attendance: Here you can bypass the attendance of the students which are officially engaged in some events so they will automatically mark present during attendance in system.

Path: Go to 'Bypass Attendance' page.

Steps: Select type, date, enter purpose, remark then choose the file then click on the 'View' button so you will show list of the students which you have entered in file then click on the 'Save' button.

Note: You have to download the sample file and insert the data in specified format.

The screenshot shows the 'By Pass Attendance' form. It includes a 'Type' dropdown (set to Datewise), 'Date' fields (From-Date and To-Date), 'Purpose' and 'Remarks' text areas, and a 'Choose File' button. A 'View' button is also present. At the bottom, there are 'Save' and 'Clear' buttons. On the right side, there are links for 'Sample Excel' and 'Guide'.

16. Attendance: Here you can take attendance of the students of particular subject/unit, semester and class.

Path: Go to 'Attendance' page or click on 'Attendance' icon.

Steps: Click on the 'Take Atten.' button then select module, topic, enter details in topic imparted. Here all the students are marked present by default so you need to just uncheck the absent students then click on the 'Ok' button.

The screenshot shows a 'Take Attendance' modal window. The background is a table with columns for course details and attendance status. The modal has the following fields:

- Module: Practical 1
- Topic: To install R tool, R Studio.
- Plan Date: 24/06/2025
- Actual Date: 24/06/2025
- Topic Imparted: (empty)
- YouTube Video Url: (empty)
- Buttons: Present (green), Absent (red), Officially Engaged (green), Reg. / Fee Pending (yellow)
- Student List: A list of student IDs with checkboxes. The first few are: 220100010375, 220100010376, 220100010377, 220100010378, 220100010379, 220100010380, 220100010381, 220100010382, 220100010383, 220100010384, 220100010385, 220100010386, 220100010387, 220100010388, 220100010389, 220100010390, 220100010391, 220100010392, 220100010393, 220100010394, 220100010395, 220100010396, 220100010397, 220100010398, 220100010399, 220100010400, 220100010401, 220100010402, 220100010403, 220100010404, 220100010405, 220100010406, 220100010407, 220100010408, 220100010409, 220100010410.
- Buttons: OK, LART ATTENDANCE, CANCEL

17. E-Content: Here faculty can upload the assignment and various documents like Lab Manual, Notes Synopsis/E-Material, Paper Set, Question Bank, Subject Planning, Syllabus, Video, E-book, Lecture Note/OHPs/PPTs.

Path: Go to 'E-content (document)' page or click on the 'E-content' icon.

Steps: Click on the 'Upload Document' then select document type, due date, semester, program, enter description, choose document and then click on the 'Submit' button.

The screenshot shows the 'ECONTENT' page. The sidebar on the left has a 'Dashboard' icon and a list of courses: Sem 3, JAVA-LAB (BTCOL306-JAVA), OOP-JAVA (BTCOC305(B)), Sem 4, OS (BTCOC402), DAA (BTCOC401). The main area has a header 'ECONTENT' and a form with the following fields:

- Academic Year: 2425
- Select Subject: DESIGN & ANALYSIS OF ALGORITHMS (BTCOC401)
- Sem / Year: 3, 4, 6
- Buttons: View, Upload Document