

**Click Paths
of
Academic Admin**

NIMS-Web Portal



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1. Speciality Type(MCI)

*Click on **Speciality Type(MCI) →Add***

- Enter the Speciality Type
- Click on Submit Button

*Click on **Speciality Type→Edit/List User***

- Click on Edit Button
- Edit the content which you needed
- Click on Submit Button

2. Course Type(MCI)

*Click on **Course Type(MCI) →Add***

- Select the Speciality Type
- Enter the Course Type
- Click on Submit Button

*Click on **Course Type(MCI)→Edit/List User***

- Click on Edit Button
- Edit the content which you needed
- Click on Submit Button

3. Course Name(MCI)

*Click on **Course Name(MCI) →Add***

- Select the Speciality Type
- Select the Course Type
- Enter the Course Name
- Click on Submit Button

*Click on **Course Name(MCI) →Edit/List User***

- Click on Edit Button
- Edit the content which you needed
- Click on Submit Button

4. Academic Year(MCI)

*Click on **Academic Year(MCI) →Add***

- Enter the Academic Year
- Click on Submit Button

*Click on **Academic Year(MCI) →Edit/List User***

- Click on Edit Button
- Edit the content which you needed
- Click on Submit Button

5. MCI Courses

Click on MCI Courses → Add

- Select the Speciality Type
- Select the Course Type
- Select the CourseName
- Select the AcademicYear
- Select the No.OfSeats
- Click on SubmitButton

Click on MCI Courses → Edit/List User

- Click on EditButton
- Edit the content which you needed
- Click on SubmitButton

6. Student Details(MCI)

Click on Student Details(MCI) → Add

- Select the Speciality Type
- Select the Course Type
- Select the CourseName
- Select the AcademicYear
- Enter the Name of Student
- Select the Gender

- Enter the Age or Select the Date of Birth
- Enter the Merit No.
- Select the Category
- Select the SubCategory
- Select the Physically Handicapped
- Select the StaiPendAmount
- Enter the PG Teacher under whom the candidate admitted
- Enter the Percentage of Marks in PG Entrance
- Enter the student Registration no.
- Enter the Registration Council Name
- Enter the Date of Admission
- Enter the StaiPendAmount
- Enter the StaiPend Amount Paid by institution
- Enter the Aaddhar card
- Enter the Employee Code
- Enter the Result
- Click on Submit Button

*Click on **Student Details(MCI)→Edit/List User***

- Click on Edit Button
- Edit the content which you needed
- Click on Submit Button

7. Speciality Type(DNB)

*Click on **Speciality Type(DNB) →Add***

- Enter the Speciality Type
- Click on Submit Button

*Click on **Speciality Type→Edit/List User***

- Click on Edit Button
- Edit the content which you needed
- Click on Submit Button

8. Student Details(DNB)

*Click on **Student Details(DNB) →Add***

- Enter the Ec.No.
- Enter the Name of the Candidate
- Select the Speciality Type
- Select Date of Joining
- Select Date of Completion
- Click on Submit Button

*Click on **Student Details(DNB)→Edit/List User***

- Click on Edit Button
- Edit the content which you needed
- Click on Submit Button

9. Academic Section-1

Click on Academic Section-1

- Click on Edit Button
- Add Content
- Click on Submit Button

Click Paths
of
Academic SRC Admin

NIMS-Web Portal



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1. Department

Click on **Department** → **Add**

- Enter the Department
- Click on Submit Button

Click on **Department** → **Edit/List User**

- Click on Edit Button
- Edit the content which you needed
- Click on Submit Button

2. Supervisor

Click on **Supervisor** → **Add**

- Select the Department
- Enter the Supervisor
- Click on Submit Button

Click on **Supervisor** → **Edit/List User**

- Click on Edit Button
- Edit the content which you needed
- Click on Submit Button

3. Student Details

*Click on **Student Details** → **Add***

- Select the Department
- Select the Supervisor
- Enter the Name of the Student
- Enter the Aadhar No/Photo ID
- Select the Mode of Ph.D
- Enter the Registration No.
- Enter the Date of Registration
- Enter the Research Topics
- Enter the Date of Completion
- Select the Availing of Fellowship
- Enter the Funding agency of fellowship
- Click on Submit Button

*Click on **Student Details** → **Edit/List User***

- Click on Edit Button
- Edit the content which you needed
- Click on Submit Button

NIMS-Web Portal

Click paths (hod)



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1. Department

Click on **Department → Overview**

Note: All fields marked as ****** are mandatory.

- Click on Edit Button
- Click on Submit Button

Click on **Department → HoD Message**

- Click on Edit Button
- Add Content
- Click on Submit Button

Click on **Department → Courses & Training**

- Click on Edit Button
- Add Content
- Click on Submit Button

Click on **Department → Awards & Achievements → Add**

- Enter the Awards & Achievement Title
- Select the Person Name
- Select the Award Received Date
- Enter the Description
- Click on Submit Button

Click on **Department → Awards & Achievements → List/Edit**

- Click on Edit Button

- Edit the content which you needed
- Click on Submit Button

Click on Department → Education

- Click on Edit Button
- Add Content
- Click on Submit Button

Click on Department → Research → Ongoing Research

- Click on Edit Button
- Add Content
- Click on Submit Button

Click on Department → Research → Completed Research

- Click on Edit Button
- Add Content
- Click on Submit Button

Click on Department → Research → Publications

- Click on Edit Button
- Add Content
- Click on Submit Button

Click on Department → Research → Services

- Click on Edit Button
- Add Content
- Click on Submit Button

Click on **Department → Research→Related Links**

- Click on Edit Button
- Add Content
- Click on Submit Button

Click on Department → Research → Contact Us

- Click on Edit Button
- Add Content
- Click on Submit Button

2. Users

Click on Users → Add Employee

- Enter the First Name
- Enter the Last Name
- Select the Gender
- Enter the Date of Birth
- Enter the Email
- Enter the Employee Code
- Enter the Employee Designation
- Enter the Contact No.
- Enter the Qualification
- Enter the Area of Interest
- Enter the Priority
- Enter the Research Projects(s)
- Enter the Publications(s)
- Enter the Membership(s)
- Click on Submit Button

Click on Users → Edit/List User → Faculty

- Click on Edit Button
- Edit the content which you needed
- Click on Submit Button

Click on Users → **Edit/List User** → **Non Faculty**

- Click on Edit Button
- Edit the content which you needed
- Click on Submit Button

Click on Users → **Edit/List User** → **Residents**

- Click on Edit Button
- Edit the content which you needed
- Click on Submit Button

Click on Users → **Employee Image**

- Select an Employee
- Browse the image(.png, .jpg, .jpeg, .gif)
- Click on Submit Button

NIMS Web Portal

Click Path (Admin)



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1. Academic Section-2

- Click on Academic Section -2 → click on edit content
- Enter the data which you want to add/edit
- Click on submit button to save data

2. Courses offered

- Courses Offered → Medical → PG Diploma In clinical Research (Part time) → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Courses Offered → Nursing → Bachelor of Science (B.Sc) Nursing → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Courses Offered → Nursing → Master of Science (M.Sc) Nursing → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Courses Offered → Physiotherapy → Bachelor of Physiotherapy (BPT) → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Courses Offered → Physiotherapy → Master of Physiotherapy (MPT) → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Courses Offered → Hospital Management → Master in Hospital Management (MHM) → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Courses Offered → Para Medical → PG Diploma → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button

3. Physiotherapy

- Physiotherapy → Faculty and Other Staff → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Physiotherapy → Activities → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button

4. College Of Nursing

- College of Nursing → Faculty and Other Staff → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- College of Nursing → Activities → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button

5. Change Password

- Enter Old Password, Enter New Password, Retype New Password
- Click on **Change Password** to change password

Click Path Manual for NIMS Web Portal (Admin)



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1. Tenders

Note: All the * fields are mandatory.

Tenders Add

- Enter Tender Number, Tender Title, Tender Description, Tender Start Date, Tender End Date, Upload Tender Document (s),
- Click on Submit Button

List/Edit

- Click on **Edit** button
- Enter the data in which field you want to modify
- Click on **Submit**,

Delete

- Click on Title
- Click on **Delete**
- Click on **Ok** button

Archive

- Click on **Archive** button to make the tender archive
- **Add Corrigendum**
- Click on add corrigendum
- Select Main Tender Number, Corrigendum Title, Corrigendum Description, Corrigendum Start Date, Corrigendum End Date, Upload Corrigendum Document
- Click on **Submit** button to add corrigendum

2. Events

Event Add:

- Click on addevents

- Enter Event Title, Event Description, Event Start Date, Event End Date, Select Department, Upload Event Document
- Click on **Submit** button to add Event.

Event Edit:

- Click on **List/Edit** button
- Click on **Edit** button
- Enter the data in which field you want to modify
- Click on **Submit**,

Delete

- Click on Title
- Click on **Delete** to delete event
- Click on **Ok** button in alert box

Archive

- Click on **Archive** button to make the event archive

3. Emergency Number

Event Add:

- Click on add Emergency No
- Select Department Name, Contact Number, Contact Person, Notes
- Click on Submit Button to add Emergency No

Event Edit:

- Click on **List/Edit** button
- Click on **Edit** button
- Enter the data in which field you want to modify
- Click on **Submit** to edit the event

Delete

- Click on Title
- Click on **Delete** to delete Emergency No
- Click on **Ok** button in alert box

4. User Management

User Information

Add:

- Enter Employee Code, First Name, Last Name, Email, Personal Email Id, Mobile No, Select Department, User Type click on **Submit** Button to add user

Edit

- Click on List/Edit
- Click on Edit button
- Enter the details which fields you want to modify
- Click on **Submit** to modify the user

Delete

- Click on **Delete** to delete user
- Click on **Ok** button in alert box

Department

Add:

- Enter name, Dept Code, Note/Description, Location
- Click on **Submit** button to add department

Edit

- Click on **List/Edit**
- Click on **Edit** button

- Enter the details which fields you want to modify
- Click on **Submit** to modify the Department

Delete

- Click on **Delete** to delete department
- Click on **Ok** button in alert box

Designation

Add:

- Enter Designation Name, Designation Code
- Click on Submit button to add designation

Edit

- Click on **List/Edit**
- Click on **Edit** button
- Enter the details which fields you want to modify
- Click on **Submit** to modify the Designation

Delete

- Click on **Delete** to delete Designation
- Click on **Ok** button in alert box

5. Administration

- Click on **Governing Council** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Click on **Executive Board** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Click on **Finance Committee** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button

- Click on **Academic Council** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Click on **Director** → **About Director** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Click on **Director** → **Overview** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Click on **Director** → **Ex-Directors** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Click on **Dean** → **About Dean** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Click on **Dean** → **Overview** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Click on **Dean** → **Ex- Deans** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Click on **Executive Registrar** → **About Executive Registrar** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Click on **Executive Registrar** → **Overview** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Click on **Executive Registrar** → **Ex- Executive Registrars** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Click on **Medical Superintendent** → **About Medical Superintendent** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Click on **Medical Superintendent** → **Medical Superintendent** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Click on **Medical Superintendent** → **Ex- Medical Superintendent** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Click on **NIMS ACT 1989**

6. Hospital Services

- Click on **Emergency Services** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Click on **Morning Out Patient Services** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
 - ✓ Morning Services-Out Patient Department → click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** button
 - ✓ Morning Services-Millennium Block → click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** button
 - ✓ Miscellaneous → click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** button
 - ✓ Morning Services –Specialty Block → click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** button
- Click on **Evening Patient Services** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
 - ✓ Evening Special Clinic-Out Patient Department → click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** button
 - ✓ Evening Special Clinic- Millennium Block – Neurology & Neurosurgery wing → click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** button
 - ✓ Evening Special Clinic –Specialty Block—Cardiology & CT Surgery wing → click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** button
- Click on **In Patient Services** --> Click on Edit content → Enter the details which you want to add/Modify → click on **Submit** Button
- Click on **General Holidays(OP/OT)** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Click on **Internal Phone Numbers** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Click on **Hospital Tariffs** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button

- Click on **Bed Availability** → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button

7. Academic

- Academic Section → About Academic Activities → Click on Edit content → Enter the details which you want to Add/Edit → click on **Submit** Button
- Academic Section → Academic Section II → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Courses Offered → Medical → Broad Specialty (MD/MS) → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Courses Offered → Medical → Broad Specialty (DNB) → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Courses Offered → Medical → Super Specialty (DM/MCH) → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Courses Offered → Medical → Super Specialty (DNB) → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Courses Offered → Medical → PG Diploma In clinical Research (Part time) → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Courses Offered → Nursing → Bachelor of Science (B.Sc) Nursing → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Courses Offered → Nursing → Master of Science (M.Sc) Nursing → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Courses Offered → Physiotherapy → Bachelor of Physiotherapy (BPT) → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Courses Offered → Physiotherapy → Master of Physiotherapy (MPT) → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Courses Offered → Hospital Management → Master in Hospital Management (MHM) → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Courses Offered → Para Medical → PG Diploma → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button

- Physiotherapy → Faculty and Other Staff → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Physiotherapy → Activities → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- College of Nursing → Faculty and Other Staff → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- College of Nursing → Activities → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Academic Programs → NIMS learning centre programs → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Academic Programs → Clinical Infectious Diseases conferences → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Academic Programs → Clinical Meeting → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Academic Programs → Medical Audit → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Academic Programs → Research Forum → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Academic Programs → Postgraduate Quiz → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Academic Programs → Mortality Audit with Case Discussion → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Academic Programs → CPC/Autopsy Conference → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Academic Programs → Clinical Debates → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Academic Programs → Guest Lectures → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Library → Doctors → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button

- **Library** → Nursing and physiotherapy → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- **Annual Reports** → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- **NIMS Proceedings** → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button

8. Research

- Click on **Sponsored Research Cell** → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Click on **Institutional Ethics Committee** → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Click on **Data & Safety Monitoring Board** → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button
- Click on **Ethics Sub Committee For Graduate Students** → Click on Edit content → Enter the details which you want to add/edit → click on **Submit** Button

9. Notifications

Admissions(NIMSET)

Add

- Enter Admission Number, Admission Title, Admission Description, Admission Start Date, Admission End Date, Upload Admission Document
- Click on Submit button to add Admission

Edit

- Click on **List/Edit**
- Click on edit button to edit the admission
- Enter the data which you want to modify
- Click on **Submit** button

Delete

- Click on Title of the admission
- Click on Delete button to delete the admission

Archive

- Click on Archive button to make admission archive

Add Corrigendum

- Select main advertisement,

Examination(EXIT)

Add

- Enter Examination Number, Examination Title, Examination Description, Examination Start Date, Examination End Date, Upload Examination Document
- Click on Submit button to add Examination

Edit

- Click on **List/Edit**
- Click on edit button to edit the Examination
- Enter the data which you want to modify
- Click on **Submit** button

Delete

- Click on Title of the Examination
- Click on Delete button to delete the Examination

Archive

- Click on Archive button to make Examination archive

Add Corrigendum

- Select main advertisement, Admission Number, Admission Title, Admission Description, Admission Start Date, Admission End Date, Upload Admission Document
- Click on Submit button to add admission corrigendum

Recruitment(EXIT)

Add

- Enter Examination Number, Examination Title, Examination Description, Examination Start Date, Examination End Date, Upload Examination Document
- Click on Submit button to add Examination

Edit

- Click on **List/Edit**
- Click on edit button to edit the Examination
- Enter the data which you want to modify
- Click on **Submit** button

Delete

- Click on Title of the Examination
- Click on Delete button to delete the Examination

Archive

- Click on Archive button to make Examination archive

Add Corrigendum

- Select main advertisement, Enter Recruitment Title, Recruitment Description, Recruitment Start Date, Recruitment End Date, Upload Recruitment Document
- Click on Submit to add associated

10. Change Password

- Enter Old Password, Enter New Password, Retype New Password
- Click on **Change Password** to change password