



New Student Information System User Manual

User Account: College dean
Function: Academic Calendar

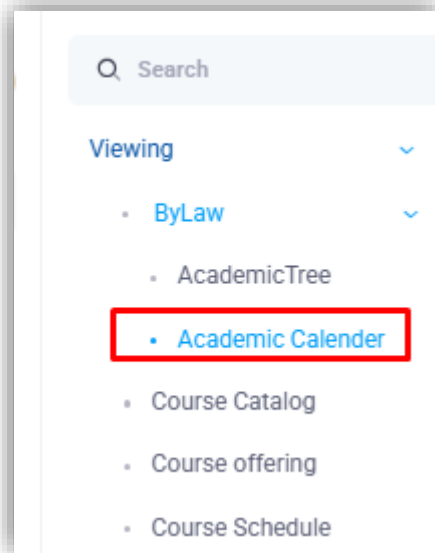
Contents

A. System Overview-----	3
1-introdacation-----	3

A-System Overview

From the viewing menu, the College dean can select the screen “**Academic Calendar**” to view the academic calendar and print a report of it.

Figure 1 – academic calendar



1. Introduction

The Academic Calendar page provides users with a structured overview of key academic events, activities, and deadlines for a selected academic term. This tool allows faculty, students, and administrators to quickly access important timeline information relevant to their academic responsibilities.

The interface offers several filtering options to refine the displayed activities, followed by a results table summarizing all applicable academic events.

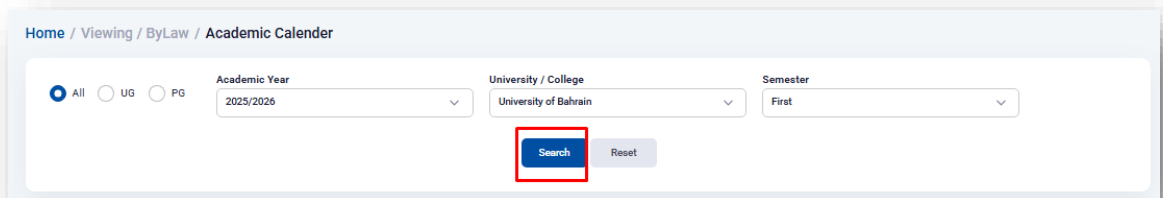


Figure 2 – search button


Search Result					
8 Record					
preview 					
Activity	From	To	From Time	To Time	
Case Study Follow Up (UG/PG Default)	17/8/2025	26/9/2025	12:01 AM	11:59 PM	Details
Case Study Follow Up (PG Higher Diploma)	17/8/2025	26/9/2025	12:01 AM	11:59 PM	Details
Case Study Follow Up (Associate Diploma Enrolled)	17/8/2025	26/9/2025	12:01 AM	11:59 PM	Details
Case Study Follow Up (Associate Diploma Dismissed)	17/8/2025	26/9/2025	12:01 AM	11:59 PM	Details
Case Study Add Request (UG/PG Default)(Student)	17/8/2025	24/9/2025	12:01 AM	11:59 PM	Details
Case Study Add Request (PG Higher Diploma)(Student)	17/8/2025	24/9/2025	12:01 AM	11:59 PM	
Case Study Add Request (Associate Diploma Dismissed)(Student)	17/8/2025	24/9/2025	12:01 AM	11:59 PM	Details
Case Study Add Request (Enrolled Associate Diploma)(Student)	17/8/2025	29/8/2025	12:01 AM	11:59 PM	Details

Figure 3: Search table


Search Result					
8 Record					
preview 					
Activity	From	To	From Time	To Time	
Case Study Follow Up (UG/PG Default)	17/8/2025	26/9/2025	12:01 AM	11:59 PM	Details
Case Study Follow Up (PG Higher Diploma)	17/8/2025	26/9/2025	12:01 AM	11:59 PM	Details
Case Study Follow Up (Associate Diploma Enrolled)	17/8/2025	26/9/2025	12:01 AM	11:59 PM	Details
Case Study Follow Up (Associate Diploma Dismissed)	17/8/2025	26/9/2025	12:01 AM	11:59 PM	Details
Case Study Add Request (UG/PG Default)(Student)	17/8/2025	24/9/2025	12:01 AM	11:59 PM	Details
Case Study Add Request (PG Higher Diploma)(Student)	17/8/2025	24/9/2025	12:01 AM	11:59 PM	
Case Study Add Request (Associate Diploma Dismissed)(Student)	17/8/2025	24/9/2025	12:01 AM	11:59 PM	Details
Case Study Add Request (Enrolled Associate Diploma)(Student)	17/8/2025	29/8/2025	12:01 AM	11:59 PM	Details

Figure 4: button Preview

Activity	From	To	From Time	To Time	
Case Study Follow Up (UG/PG Default)	17/8/2025	26/9/2025	12:01 AM	11:59 PM	Details
Case Study Follow Up (PG Higher Diploma)	17/8/2025	26/9/2025	12:01 AM	11:59 PM	Details
Case Study Follow Up (Associate Diploma Enrolled)	17/8/2025	26/9/2025	12:01 AM	11:59 PM	Details
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Case Study Add Request (Enrolled Associate Diploma)(Student)	17/8/2025	29/8/2025	12:01 AM	11:59 PM	Details

Figure 5: button details

PRE (EARLY) REGISTRATION					
From		To		From Time	
17/8/2025		26/9/2025		03:00:00	
Date	Day	ADM Year From	ADM Year To	CH From %	CH To %
17/8/2025	Sunday	-	-		
18/8/2025	Monday	-	-		
19/8/2025	Tuesday	-	-		
20/8/2025	Wednesday	-	-		
21/8/2025	Thursday	-	-		
22/8/2025	Friday	-	-		
23/8/2025	Saturday	-	-		
24/8/2025	Sunday	-	-		
25/8/2025	Monday	-	-		
26/8/2025	Tuesday	-	-		
27/8/2025	Wednesday	-	-		
28/8/2025	Thursday	-	-		
29/8/2025	Friday	-	-		
30/8/2025	Saturday	-	-		
31/8/2025	Sunday	-	-		
1/9/2025	Monday	-	-		
2/9/2025	Tuesday	-	-		

Figure 6: details popup