New Student Information System User Manual

User Account: Head of Department

Function: Entry of Thesis Topics & Supervisors

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A. System Overview

- From the PG Research Thesis menu, the head of department can select the screen "**Entry of Thesis Topics & Supervisors**".

Figure 1 – Entry of Thesis Topics & Supervisors Screen

B. Instructions

Through this function, the Head of Department can add the topics, sub topics, and supervisor of the PG majors provided by his department, so that the PG students applying for Thesis can choose from in their requests.

1. Searching

- HOD can press the "Search" button.
- System show the "Thesis Topics" section to enter the required data.

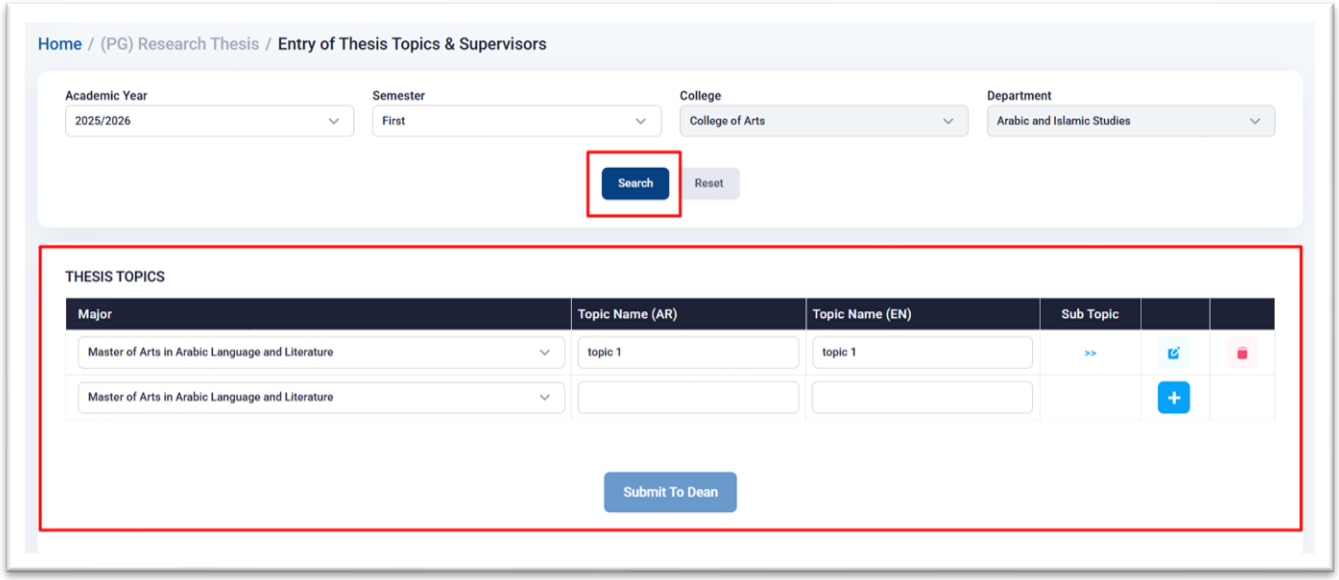

Figure 2 – Searching for Thesis Topics

2. Adding Topic

- HOD selects the major provided to PG students from "Major" list.
- Then enters the "Topic Name (AR)", and "Topic Name (EN)" Then presses "Add" icon.

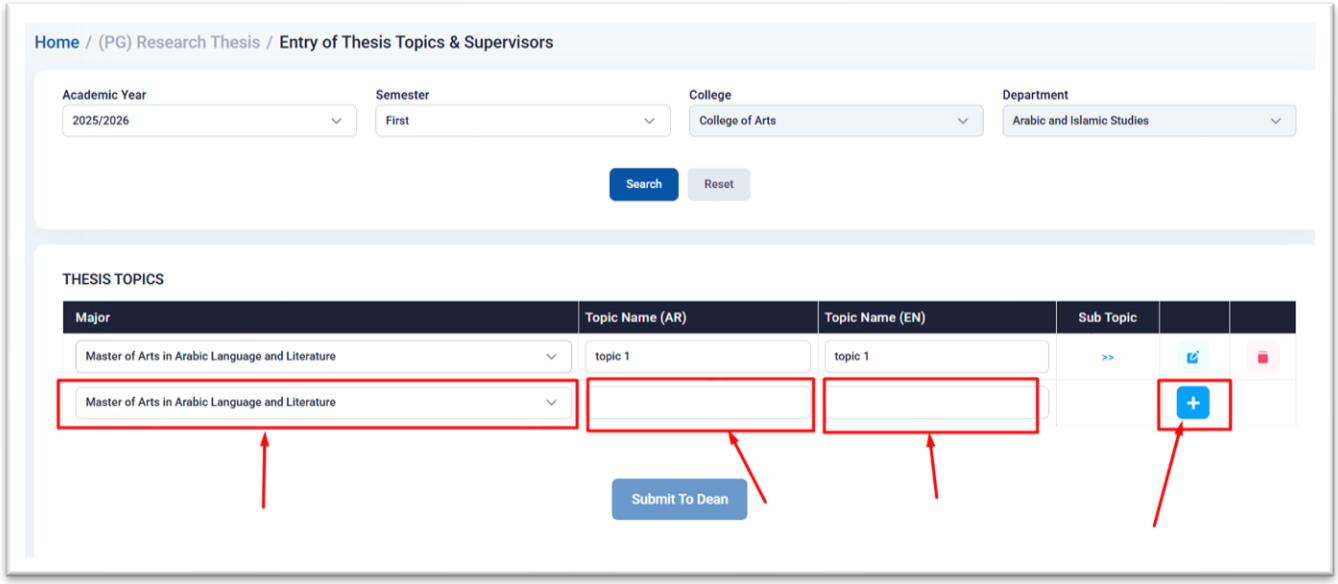

Figure 3 – Adding Topic

3. Updating Topic

- The HOD edits the "Topic Name (AR)", and "Topic Name (EN)".
- Then the HOD presses "**Update**" icon button.

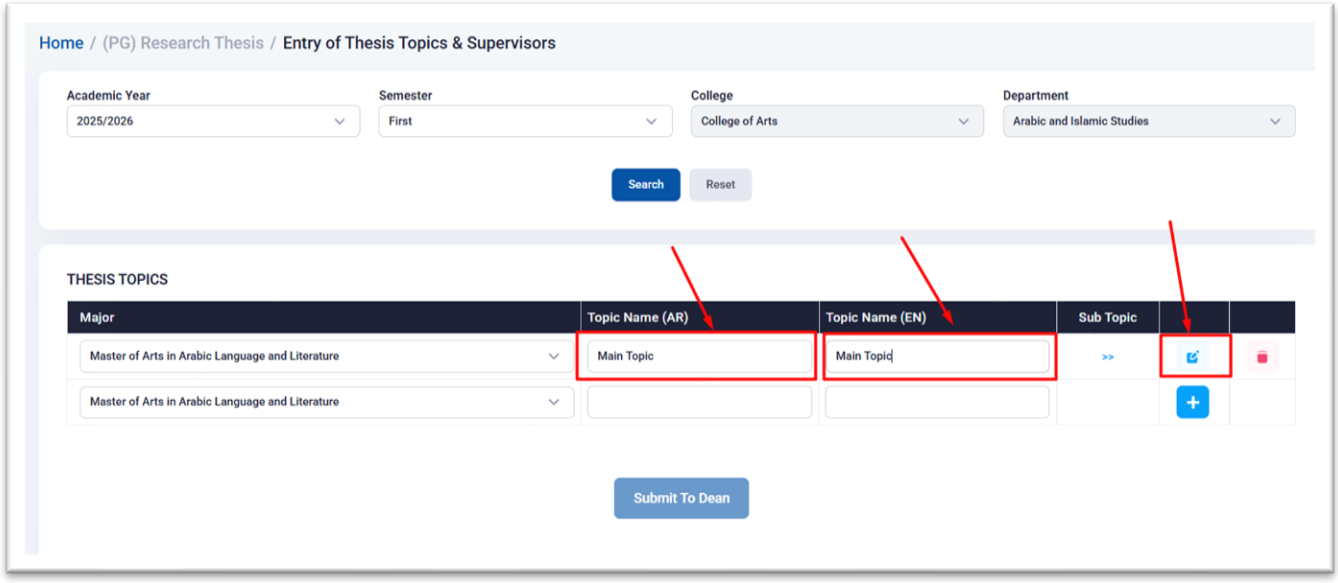

Figure 4 – Updating Topic

4. Deleting Topic

- The HOD presses "**Delete**" icon button.

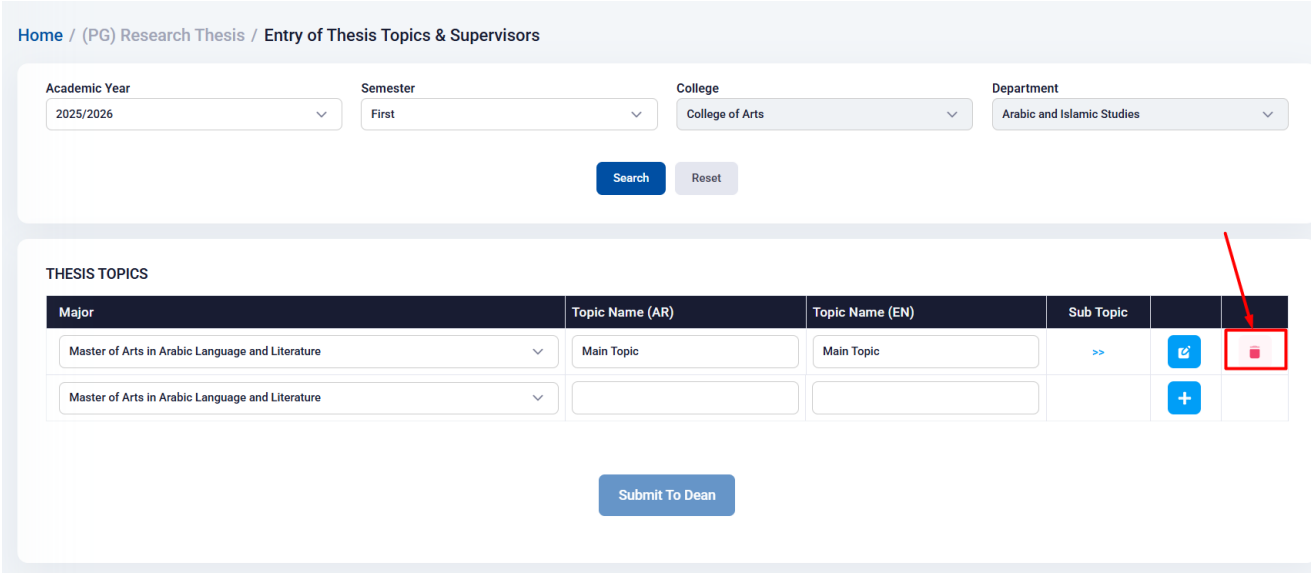

Figure 5 – Deleting Topic

5. Adding Sub Topic

- The HOD can press "Sub Topic" icon ">>" to add the sub topics for the entered Topic.
- System shows the "Sub Topic" section.
- HOD enters the "Sub-Topic Name (AR)", and "Sub-Topic Name (EN)" Then presses "Add" icon.

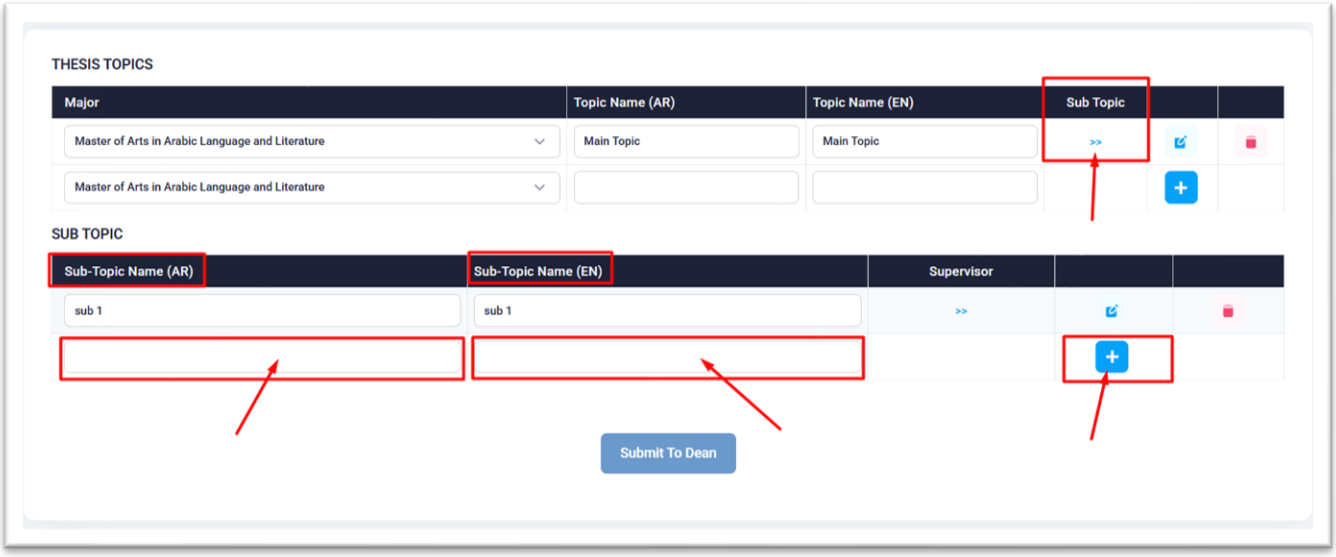

Figure 6 – Adding Sub Topic

6. Updating Sub Topic

- The HOD edits the "Sub-Topic Name (AR)", and "Sub-Topic Name (EN)".
- Then the HOD presses "**Update**" icon button.

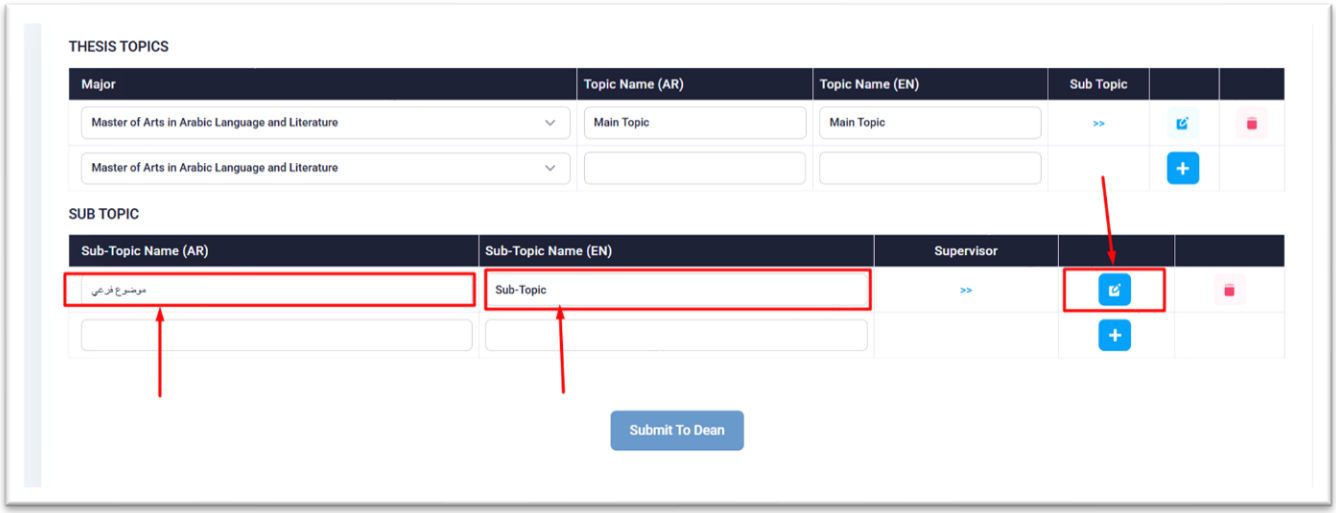

Figure 7 – Updating Sub Topic

7. Deleting Sub Topic

- The HOD presses "**Delete**" icon button.

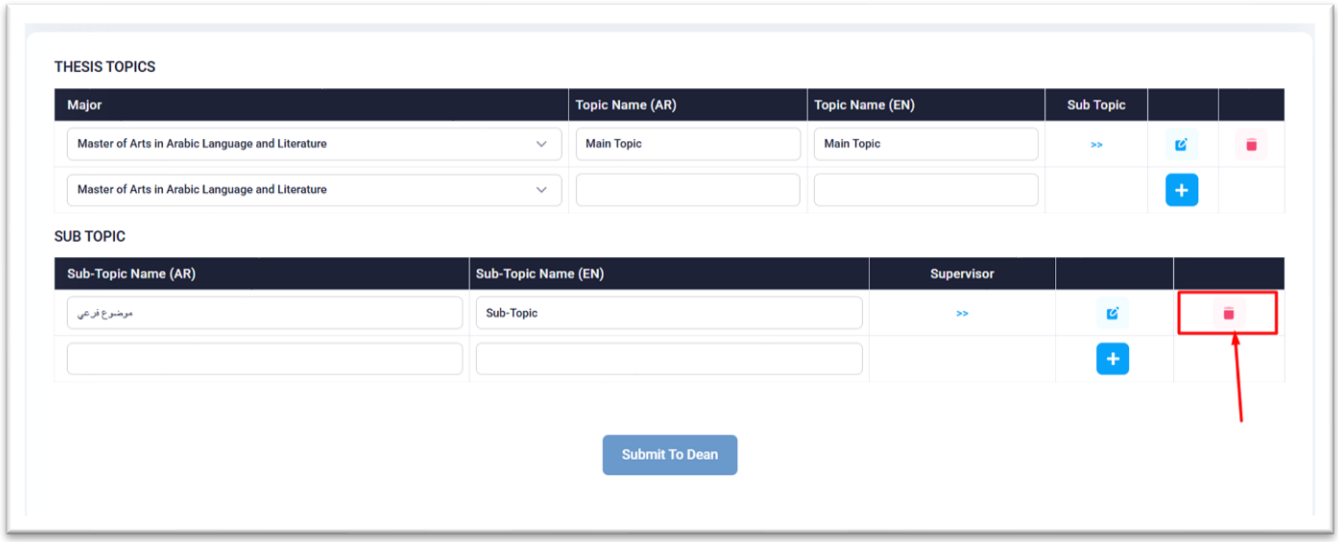

Figure 8 – Deleting Sub Topic

8. Adding Supervisor

The HOD can press "**Supervisor**" icon ">>" to add the supervisor for the entered Sub-Topic.

- System show the "**Supervisor**" section.
- HOD presses the search icon, and the system popup filter screen to search for a "**Faculty member**".
- Then presses "**Select**" button, and system display in "**Supervisor Name**".

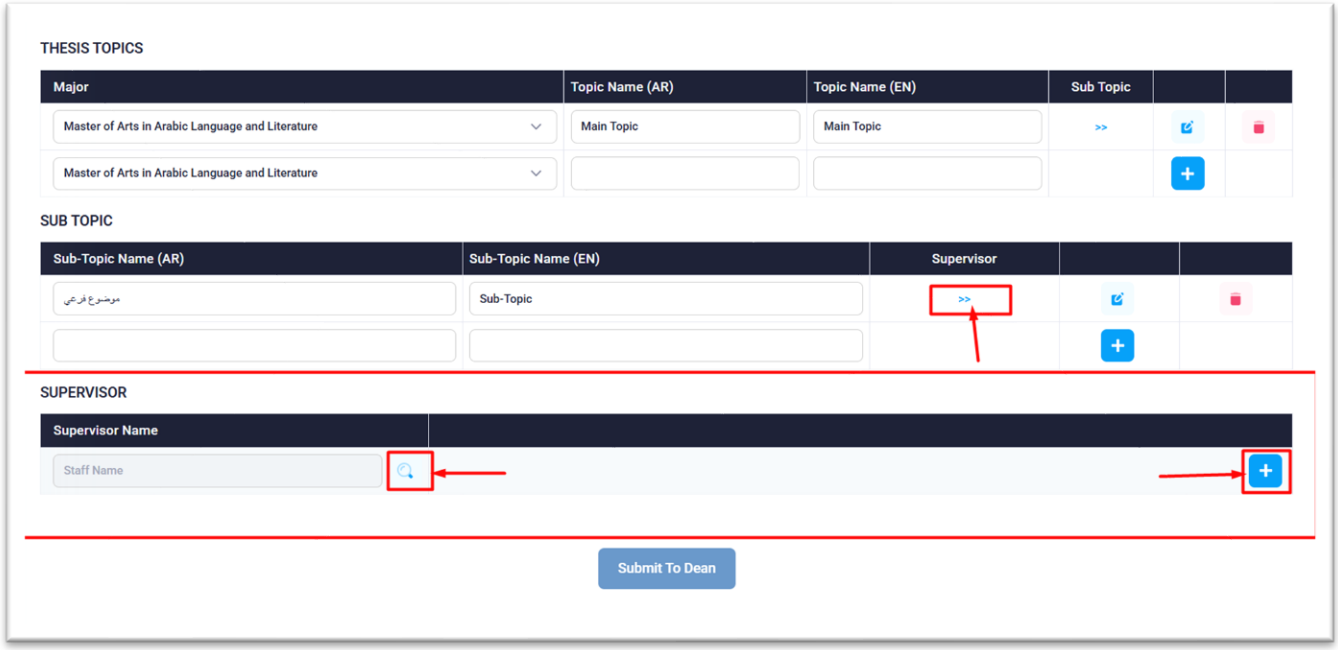

Figure 9 –Adding Supervisor

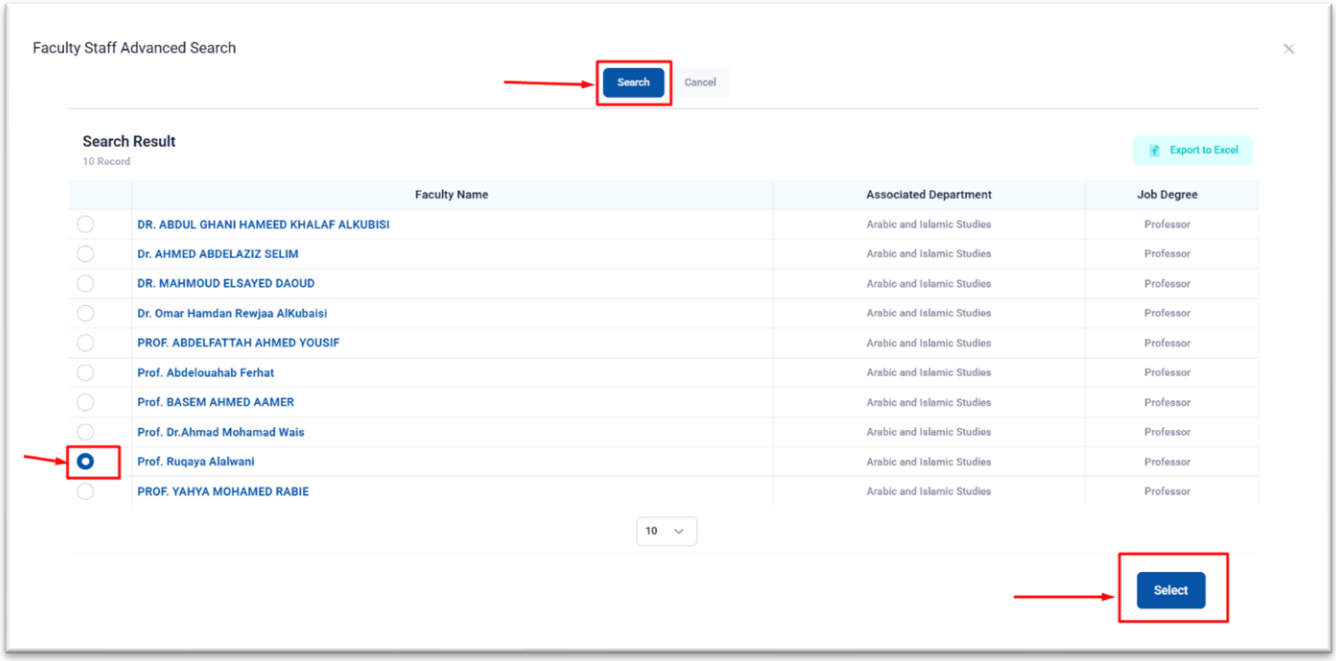

Figure 10 – Selecting Supervisor

9. Deleting Supervisor

- The HOD presses "**Delete**" icon button.

Figure 11 – Deleting Supervisor

10. Submit To Dean

After adding all the Topics/ Sub-Topics/ Supervisors, HOD then presses "**Submit To Dean**" button for approval.

- System hides action buttons (Add, Edit, Delete).

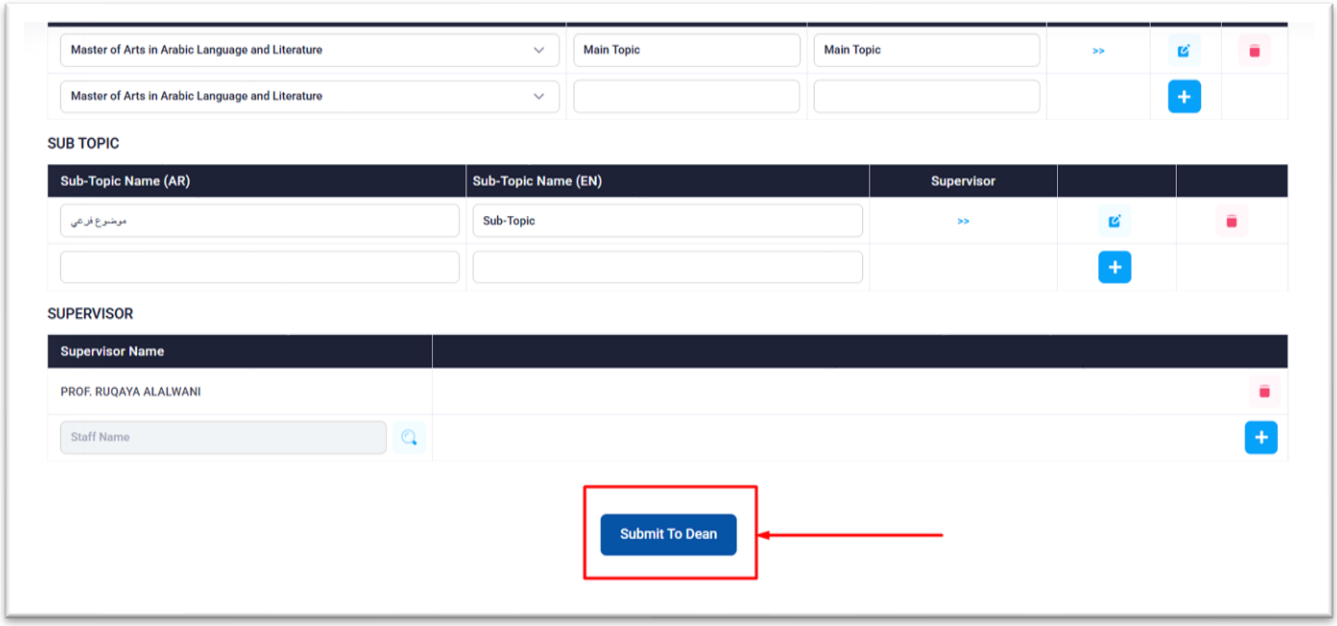

Figure 12 – Submitting To Dean

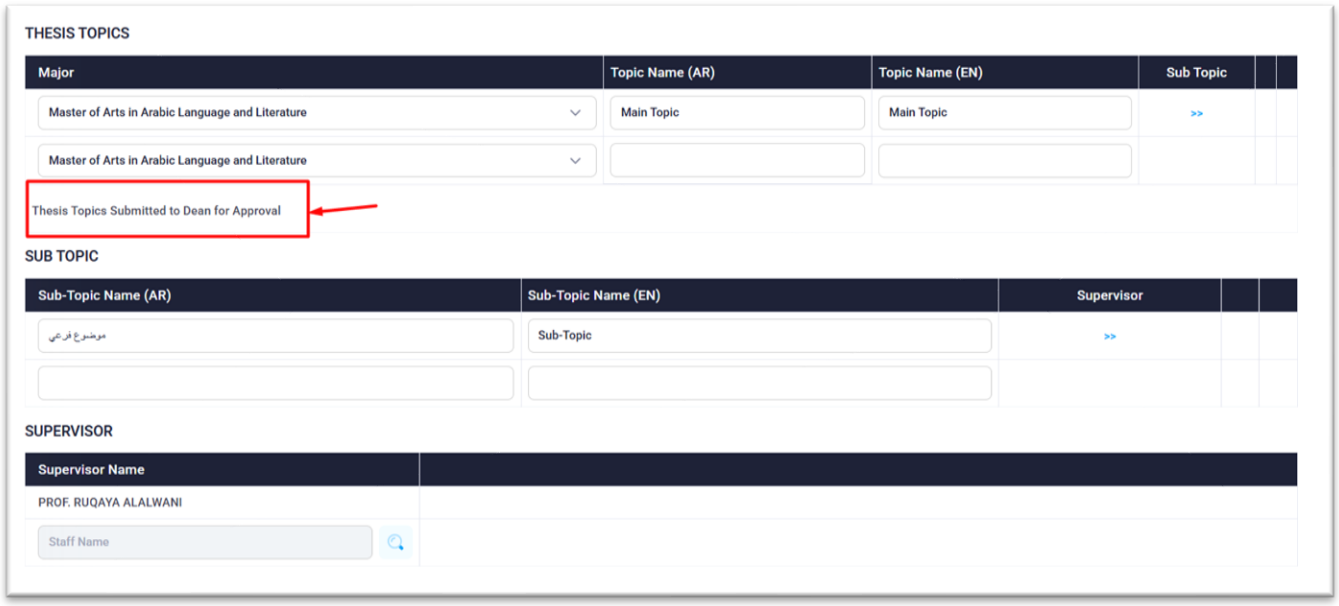

Figure 13 – After Submitting To Dean