APPENDIX F

User Manual for Academicians

1. From the Home page, select the Academician tab. It will navigate you to the Login Screen.

2. Enter your login name and password. It will navigate you to the Academician Main Screen.

3. You can select the appropriate link to input your performance scores under the Learning and Growth KPI measures: Academic Development, Academic Performance, faculty Duty, Campus wide Duty, Personal Qualities and Contributions Input Screens. The Detailed View and Summary view will navigate you to Detailed View of Academician’s Score and Summary View of academician’s Score.
4. From the Academic Development Input Screen, you can select your highest qualifications and enter the compulsory KPIs scores by using the drop-down combo box.

5. From Academic Performance Input Screen, you can enter the KPIs compulsory scores in the text box.

6. From the Faculty Duties Input Screen, you can select the areas in which you have been involved and enter the appropriate values in the corresponding text box.
7. From the Campus-Wide Duties Input Screen, you can select the KPIs criteria in which you have participated and enter the appropriate values in the corresponding text box.

8. From the Personal Qualities Screen, you can choose selected categories and enter the appropriate values in the corresponding text box.

9. From the Contributions Input Screen, you can choose the KPI category in which you have participated and enter the appropriate values in the corresponding text box.
Detailed View of academician’s Score

10. When you select the Detailed View from the Academician menu, this screen will display the entered values.
11. When you select the Summary View of the Academician’s menu, this screen will display the summary of the entered values.

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Development</td>
<td>160</td>
</tr>
<tr>
<td>Academic Performance</td>
<td>76</td>
</tr>
<tr>
<td>Faculty Duties</td>
<td>60</td>
</tr>
<tr>
<td>Campus-Wide Duties</td>
<td>42</td>
</tr>
<tr>
<td>Personal Qualities</td>
<td>27</td>
</tr>
<tr>
<td>Contributions</td>
<td>25</td>
</tr>
<tr>
<td>Total Scorecard Points</td>
<td>399</td>
</tr>
</tbody>
</table>
1. From the Home page, select the dean/appraiser tab. It will navigate you to the login screen.

2. Enter your login name and password. It will navigate you to the Main Menu page

3. From this screen, the Dean can navigate to search the users, analyze the KPIs and view the Scoreboard of KPIs. In addition, by selecting the Action plan and Progress tab, the Dean can set the target values and enter the progression values.
4. When the Dean enters the academician name and clicks on the Search button, the personal details of the academician are displayed as shown in this screen.

5. To analyze the KPIs, select the KPI Analysis button. This will display this KPI Analysis menu screen. The selection of Learning and Growth link will display the Learning and Growth KPI analysis menu.

6. The selection of Campus Scorecard Analysis link will display the next screen. The Faculty Scorecard Analysis will display cumulative KPI view for each Faculty. The Individual Scorecard Analysis will display the Individual Scorecard analysis screen for each academician.
7. This screen displays the Campus Scorecard KPI analysis. The average performance of each faculty is displayed here.

Campus wide KPI analysis Results

8. The selection of Faculty Scorecard Analysis link from the Learning and Growth menu will display this screen. It displays the summarized KPIs of the Learning and Growth measures of all academicians in each Faculty.
9. The Faculty Scorecard screen will display the KPI targets values and achieved scores for each Faculty.

10. The Individual Learning and Growth tab will display this screen. The Dean can select the academicians from the drop-down combo box and the summarized scorecard results for the respective academician will be displayed. The ’More Details’ button will display the detailed scores. The Performance Tracking will be linked to the Individual Performance Tracking for Progress screen.
11. The Dean can view and edit the values of the Academic Development entities that are entered by the individual academicians.

12. The Dean can view and edit the values Academic Performance entities that are entered by the individual academicians.
13. The Dean can view and edit the values of Faculty Duties entities that are entered by the individual academicians.

14. The Dean can view and edit the values of Campus-Wide Duties entities that are entered by the individual academicians.

15. The Dean can view and edit the values of Personal Qualities entities that are entered by the individual academicians.
16. The Dean can view and edit the values of Contributions entities that are entered by the individual academicians.

17. The Dean can view and track the performance of each individual academician.

18. The Internal Process link in the KPI Analysis menu will be displayed in this screen.
19. The Customer link in the KPI Analysis menu will be displayed in this screen.

Customer Scorecard

20. The Business and Financial link in the KPI Analysis menu will be displayed in this screen.

Business and Financial Scorecard

21. The Dean can enter the Action Plan target values in this screen.

Dean’s Action Plan
22. The Dean can enter the KPI Progression values for the Faculty Scorecard in this screen.

<table>
<thead>
<tr>
<th>Progress</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Moderations</td>
<td></td>
</tr>
<tr>
<td>Number of Validations</td>
<td></td>
</tr>
<tr>
<td>Link/Pear tutor</td>
<td></td>
</tr>
<tr>
<td>Course Structures to be Reviewed</td>
<td></td>
</tr>
<tr>
<td>Text Books to be reviewed</td>
<td></td>
</tr>
<tr>
<td>Actual Number of students</td>
<td></td>
</tr>
<tr>
<td>Number of Students Passed in first attempt</td>
<td></td>
</tr>
<tr>
<td>Number of Students Passed with honors degree</td>
<td></td>
</tr>
<tr>
<td>Number of students Grievances solved</td>
<td></td>
</tr>
</tbody>
</table>

Dean’s Progress input screen
User Manual for Administrator

1. From the Home page, select the Admin tab. It will navigate you to the login screen.

2. Enter your login name and password. It will navigate you to the Main Menu page.

4. When the Admin enters the academician name and clicks the Search button, the personal details of the academician are displayed as shown in this screen.

Search screen

5. The Admin can use the Create function to add a new Appraiser in this screen. By selecting the Appraiser button, this screen appears.
6. By selecting the Edit link, this screen appears. The Admin can edit the Appraiser’s details in this screen.

7. By selecting the Delete link, this screen appears. The Admin can delete the appraisers’ profile in this screen.

8. The Admin can add a new academician by selecting the Academician Creation function in this screen. By selecting academician button, this screen appears.
By selecting the Edit link, this screen appears. The Admin can edit the academician’s details in this screen.

9. Edit Academician Screen

By selecting the Delete link, this screen appears. The Admin can delete the academicians’ profile in this screen.

10. Academician Delete Screen

The Admin also has the prerogative to overwrite the Academician’s KPI values if it is necessary.

11. The Admin also has the prerogative to overwrite the Academician’s KPI values if it is necessary.