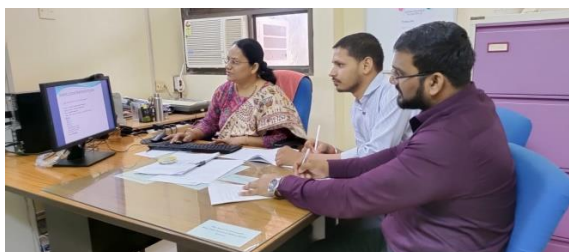# Training Report on 'Academic Management System - 2'

ICAR-CIFE has successfully implemented **AMS Version 2.0 (Academic Management System)** to streamline and manage academic and student registration processes efficiently. To ensure smooth usage and management of the AMS portal across divisions, the ICT Cell proposed a training session for faculty and technical staff nominated by the respective HoDs. The training aimed to provide hands-on experience and guidance on how to operate and manage the AMS portal, focusing on division-specific tasks and data updates.

The training was conducted in **two sessions each of two hours on 23.12.2024 and 9.1.2025 for 13 participants (5 Scientists & 8 Technicals) from six divisions. T**he key features and workflows of the AMS were demonstrated to the participants. The following aspects were covered during the sessions: Introduction to AMS; New Student/Faculty Registration Process; Offer Courses by the Division; Add and Allocate Courses; Student-Course Registration Process; Uploading Fee Details; Roster Form Submission; Faculty Course Approval; Logins and Role Management: The roles of Admin, Faculty, and Student were explained, with practical demonstrations showing the interdependence of these roles and how changes in one are reflected in others. The participants were given an opportunity to address practical issues encountered in the AMS, and solutions were provided to resolve these problems effectively.

The ICT Cell expressed its gratitude to all the participants for their active involvement and provided them with necessary support to manage their respective AMS tasks effectively. The successful completion of the training ensures a smoother academic management experience and enhanced coordination between divisions. Further support for AMS-related queries will continue to be provided by the ICT Cell. **The training program was coordinated by Mrs. Rajani Khandagale, ACTO & Nodal Officer (AMS), ICAR-CIFE, Mumbai.**

First Session on 23.12.2024

Second Session on 23.12.2024

First Session on 9.1.2025

Second Session on 9.1.2025