



NAHEP



User Manual

# AGRICULTURAL EXPERTS INFORMATION SYSTEM FOR ICAR (AEIS)

<https://aeis.icar.gov.in/>

DESIGNED AND DEVELOPED BY

Division of Computer Application ICAR-Indian Agricultural Statistics Research Institute  
Under National Agricultural Higher Education Project (NAHEP) Component-2, ICAR

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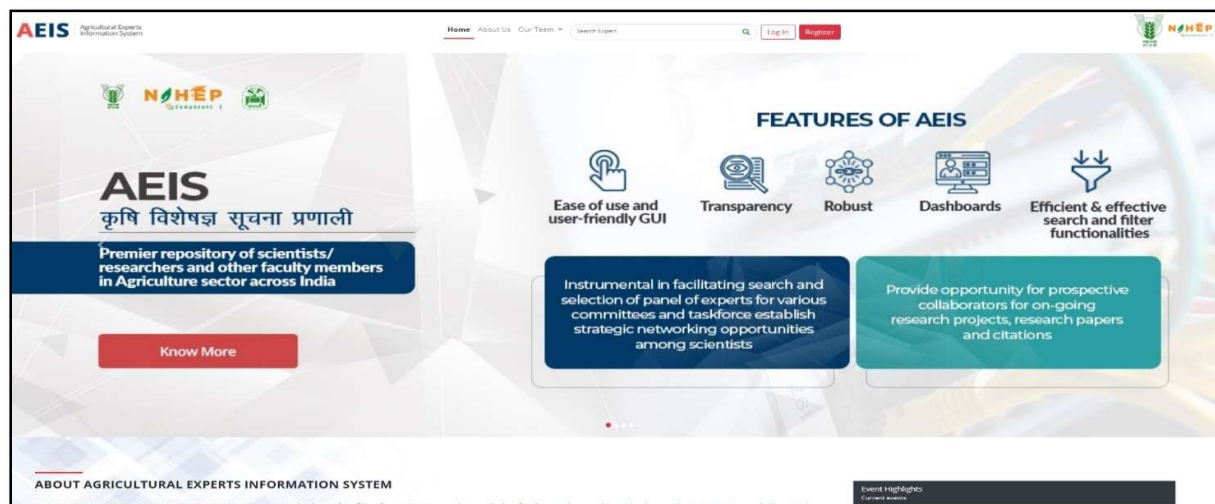
## 1. Introduction

AGRICULTURAL EXPERTS INFORMATION SYSTEM is the premier database of profiles of scientists / researchers and other faculty members working at leading academic institutions and other R & D organisation involved in teaching and research in Agriculture sector across India. It provides important information about expert's background, contact address, experience, scholarly publications, skills and accomplishments, researcher identity, etc. The database is developed and maintained by ICAR. The database would be instrumental in selection of panels of experts for various committees, taskforce, established by the Agriculture Ministries / State department's establishments for monitoring and evaluation purposes.

The portal is developed with an objective to create a network of subject matter experts in the agricultural sector and build a repository of the work done by these subject matter experts across various disciplines of agriculture.

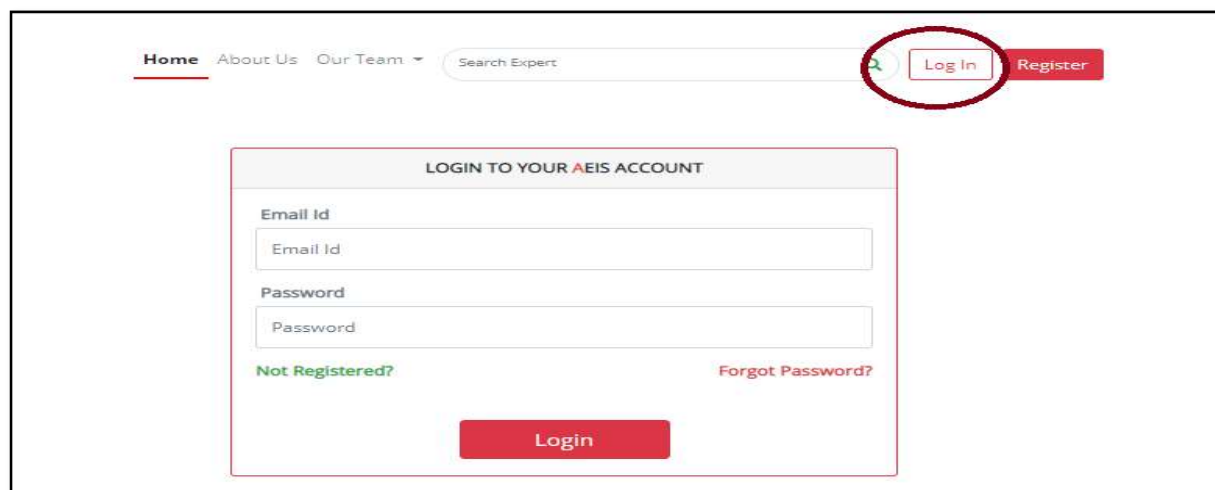
## 2. Home page

- The home page of AEIS portal can be access at <https://aeis.icar.gov.in>.



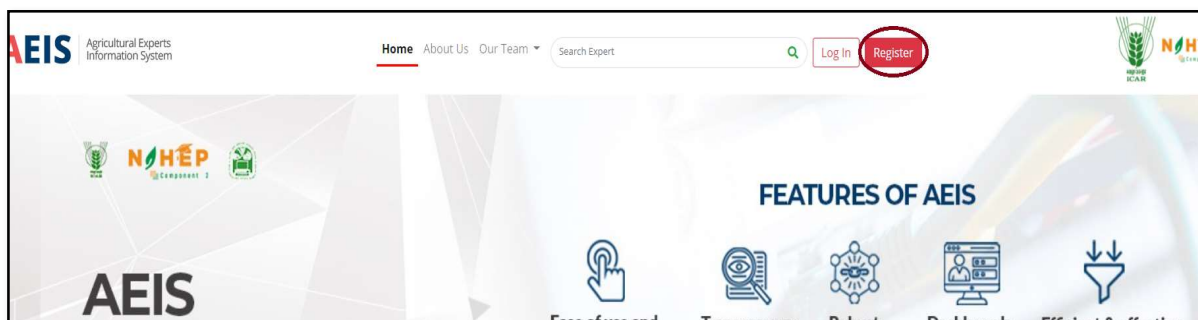
## 3. User Login

- All registered user may login using user ID and password as shown below.




### I. New user registration

- Any new user (faculty/ scientists/ researchers/ subject matter expert/ professors / others) may register on AEIS as shown below.



## II. Upload image

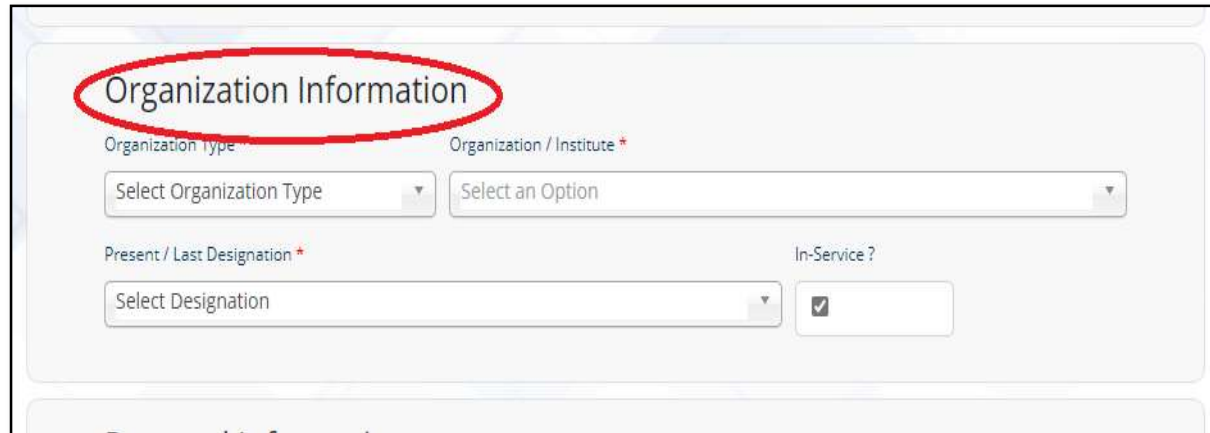
- The new user registration page provides option to upload picture as shown below.



The screenshot shows the 'AIEIS Registration Form' header. Below the header is a large light gray box containing a circular profile picture placeholder. A red circle highlights a small camera icon in the bottom right corner of the profile picture area, indicating the upload function.

## III. Organization information

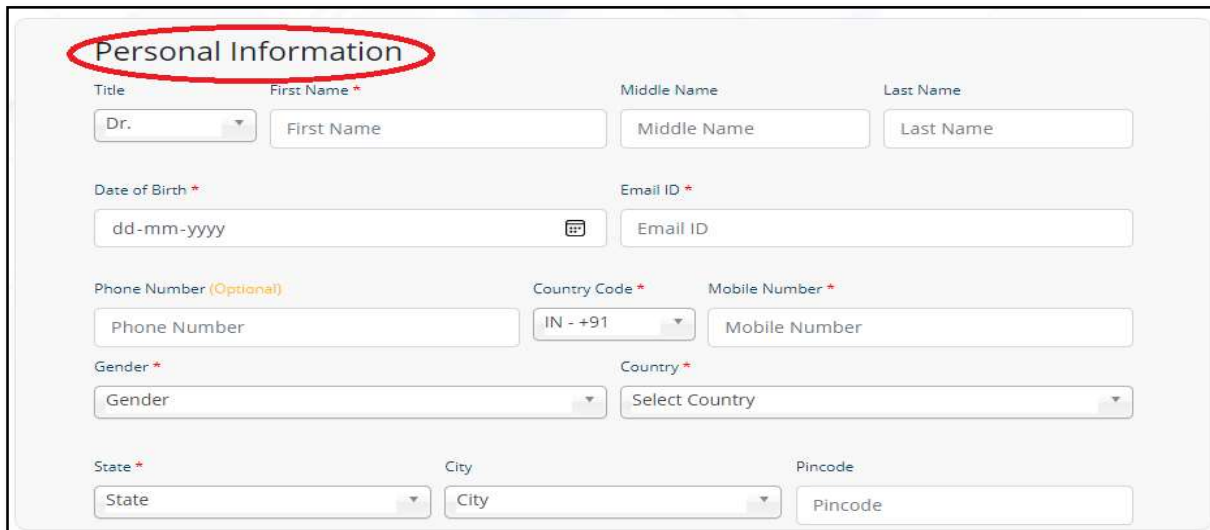
- The new user registration page provides option to select organization details as shown below



The screenshot shows the 'Organization Information' section of the form. The title 'Organization Information' is circled in red. Below the title are several input fields: 'Organization Type' (dropdown menu with 'Select Organization Type'), 'Organization / Institute' (dropdown menu with 'Select an Option'), 'Present / Last Designation' (dropdown menu with 'Select Designation'), and 'In-Service?' (checkbox).

## IV. Personal information

- The new user registration page provides option to select / insert personal details as shown below



The screenshot shows the 'Personal Information' section of the form. The title 'Personal Information' is circled in red. Below the title are several input fields: 'Title' (dropdown menu with 'Dr.'), 'First Name' (text input), 'Middle Name' (text input), 'Last Name' (text input), 'Date of Birth' (calendar icon and 'dd-mm-yyyy' text), 'Email ID' (text input), 'Phone Number (Optional)' (text input), 'Country Code' (dropdown menu with 'IN - +91'), 'Mobile Number' (text input), 'Gender' (dropdown menu), 'Country' (dropdown menu with 'Select Country'), 'State' (dropdown menu), 'City' (text input), and 'Pincode' (text input).

## V. Others information

- The new user registration page provides option to select / insert other information as shown below



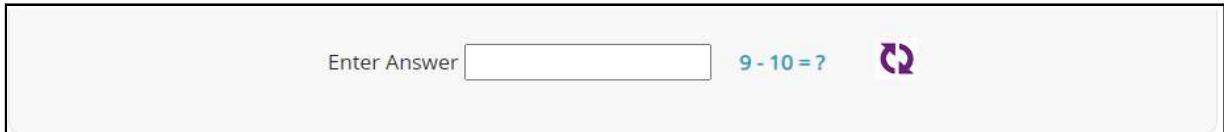
## VI. Password

- The new user need to select a strong password and re-type the same password. The password must be alpha-numeric contain a capital letter and a special character



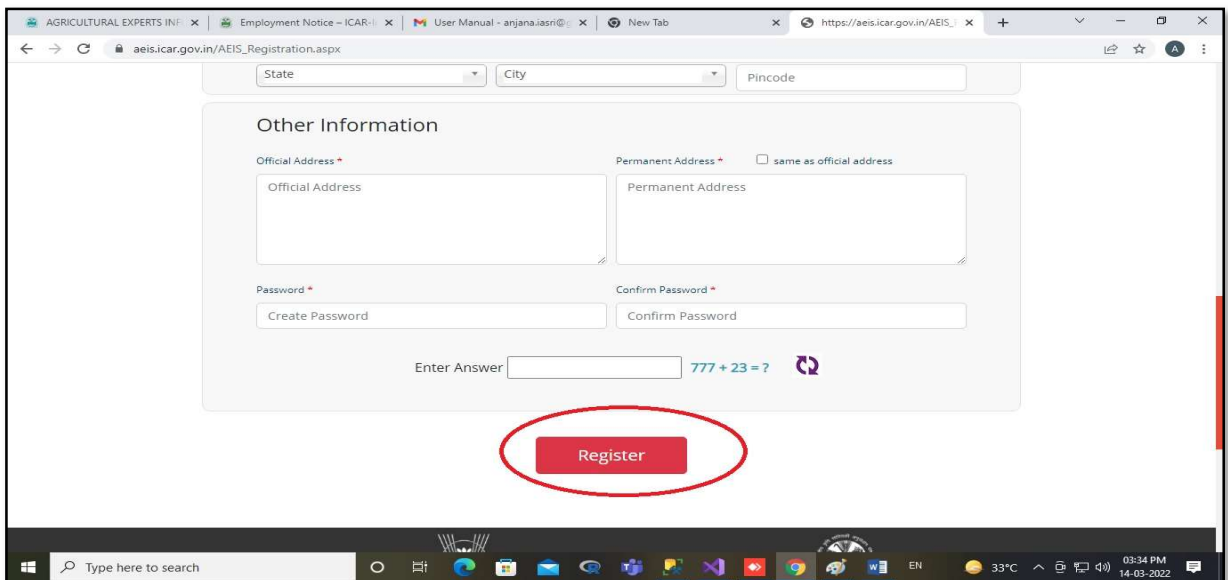
## VII. Captcha

- New user needs to enter the captcha



## VIII. Submitting the registration form

- The new user needs to click register to submit the registration form





## 4. Profile page

- Once user successfully logs in the system, the user lands on profile page. A sample page is shown below.
- Name: User's name with designation will be displayed
- Expert ID: AEIS system will provide an expert ID to the user
- URL: A URL for profile page will be made available which can be used and accessed independently.
- Edit: User may edit any information for his / her profile as and when required.
- Profile completeness: The status bar shows profile completeness status. It reaches 100% when user has keyed-in all the details

The screenshot displays the AEIS user profile page. The user is identified as Dr. Test User, Programmer. The profile includes a camera icon for profile picture, an Expert ID of 224, and an Edit Profile button. The profile URL is https://aeis.icar.gov.in/contacts008, and the user is noted as a Fellow, Elected in 2021. The Profile Completion Status is 75%. The Personal Details section lists: Date of Birth (15 October 1992), Email ID (contactskchauhan@gmail.com), Phone Number (+91-7048983960), Mobile Number (+91-9560861441), Office Address (ICAR-Indian Agricultural Statistics Research Institute, Library Ave, Pusa, New Delhi, Delhi 110012), and Home Address (Badarpur, New Delhi 110044). The Member in Committee section shows 0 members. The left navigation menu includes Profile, Personal Information, Expertise Information, Experience, Education Qualification, and Honours and Awards.

### I. Expertise tab

- The expertise tabs highlights key area / fields of expertise for the user

The screenshot shows the Expertise tab with the following details:

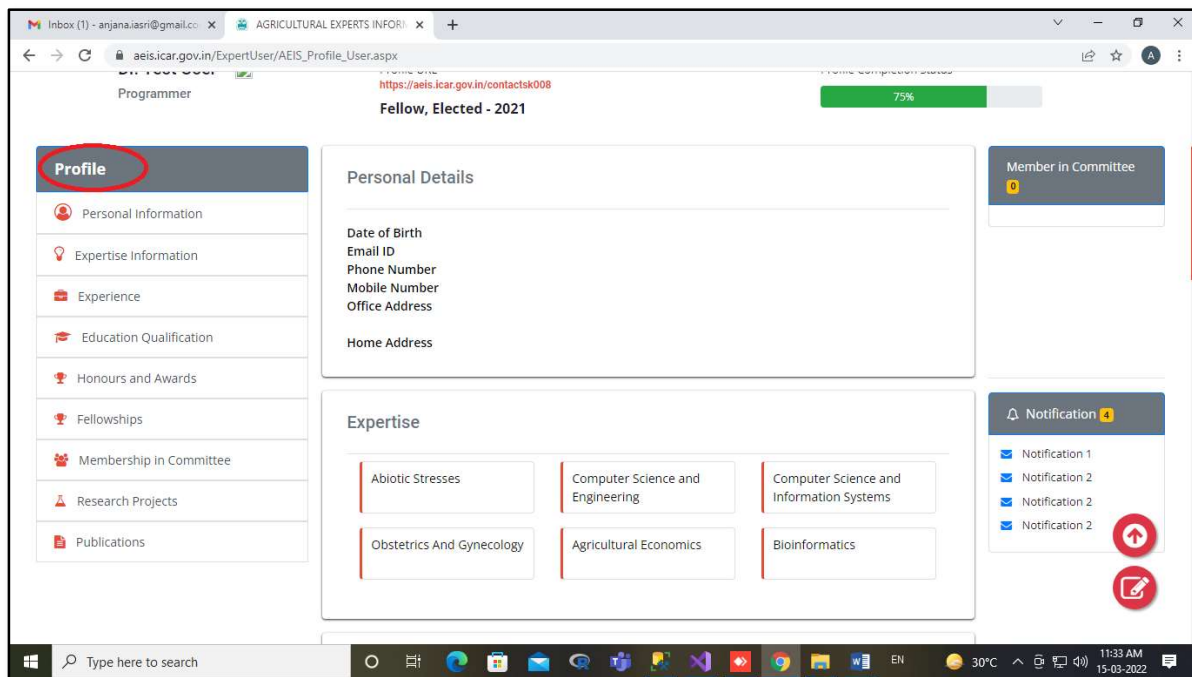
Office Address: ICAR-Indian Agricultural Statistics Research Institute, Library Ave, Pusa, New Delhi, Delhi 110012  
Home Address: Badarpur, New Delhi 110044

**Expertise**

- Abiotic Stresses
- Computer Science and Engineering
- Computer Science and Information Systems
- Obstetrics And Gynecology
- Agricultural Economics
- Bioinformatics

## II. Profile tab

- The profile tab on the left hand of the profile page provides user specific information like experience, qualification, patents, etc. as shown below.



## III. Personal information



## IV. Expertise Information





## V. Experience

### Experience



**Assistant Director General**  
Annamalai University  
1965 - 1970



**Assistant Director**  
Agricultural College, Bapatla  
1951 - 1958

## VI. Education details

### Education



**Acharya Narendra Deva University of Agriculture and Technology**  
Bachelor of Computer Application (BCA)  
2016 - 2019



**Indian Space Research Organization (ISRO)**  
Bachelor of Technology (B.Tech.)  
1956 - 2014

## VII. Awards and Honours

### Awards & Honors

Developer

## VIII. Fellowship

### Fellowships

IASRI

ICAR-IASRI

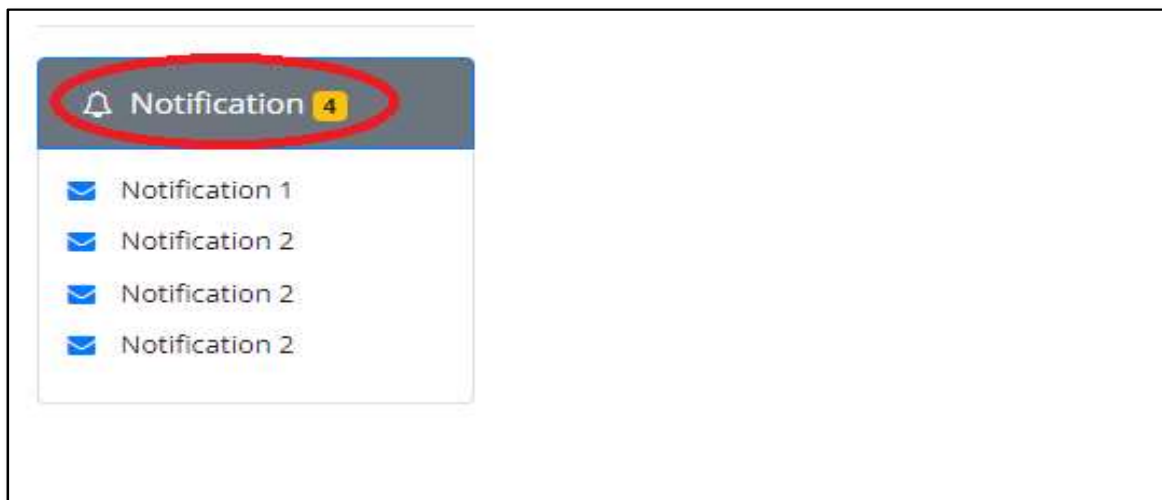
## 5. Member in Committee

- Member in Committee tab lists all those committee where user is a member along with hyperlink to the committee



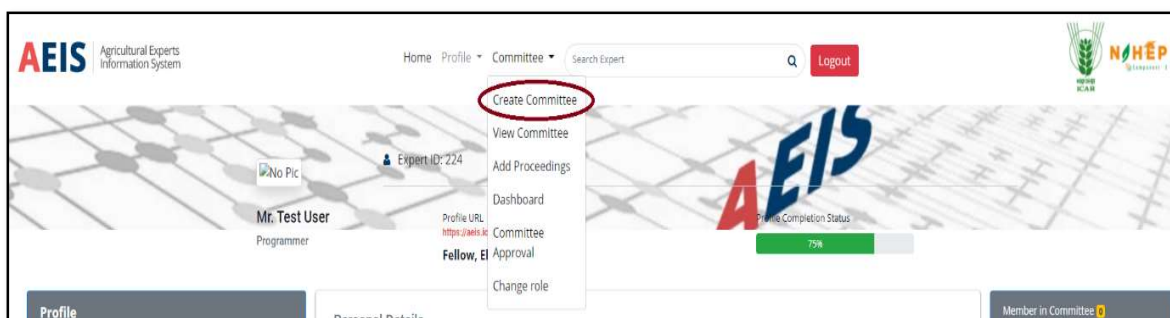
## 6. Notification tab

- Notification tab lists all the notification which the user has received



## 7. Creating Committee

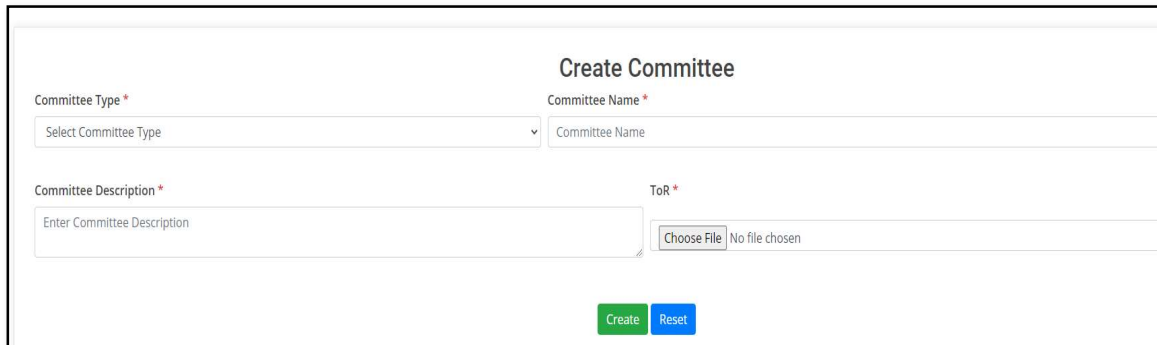
- Role based access control mechanism of AEIS portal allows designated user, only, to create committee / Taskforce. Under dropdown menu of create committee, user may select "Create Committee" as shown below.



## I. Committee details

User need to fill the details of the committee as shown below.

- Name: Enter the name of the committee
- Description: Enter brief detail for the committee
- ToR\*: Upload the “Terms of reference” or order under which the committee is constituted.



The screenshot shows a web form titled "Create Committee". It contains the following fields:

- Committee Type \***: A dropdown menu with "Select Committee Type" as the placeholder.
- Committee Name \***: A text input field with "Committee Name" as the placeholder.
- Committee Description \***: A text area with "Enter Committee Description" as the placeholder.
- ToR \***: A file upload field with a "Choose File" button and "No file chosen" text.

At the bottom of the form, there are two buttons: a green "Create" button and a blue "Reset" button.

## II. Committee type

- Please select
  - Confidential
  - Non – Confidential

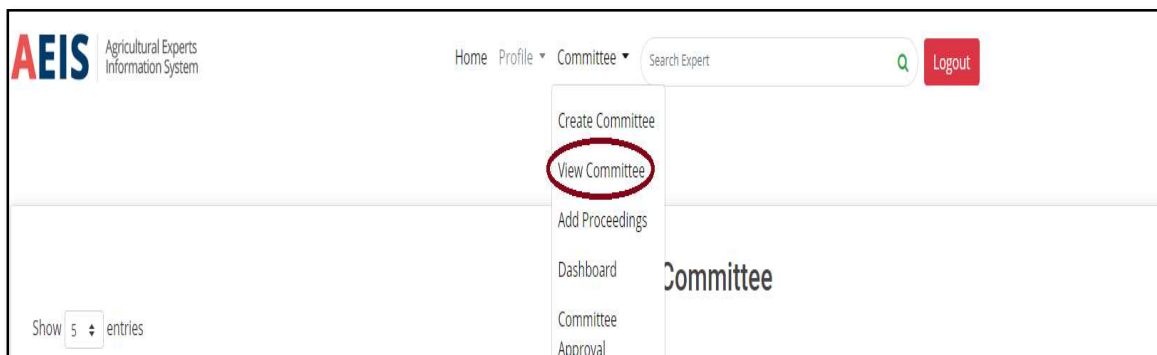


The screenshot shows a close-up of the "Committee Type \*" dropdown menu. The menu is open, displaying the following options:

- Select Committee Type
- Confidential (CONF)
- Non-Confidential (N-CONF)

## III. View Committee

- Role based access control mechanism of AEIS portal allows designated user, only, to view committee / Taskforce. Under dropdown menu of committee, user may select “View Committee” as shown below.



The screenshot shows the top navigation bar of the AEIS portal. The "Committee" dropdown menu is open, and the "View Committee" option is circled in red. The navigation bar includes the AEIS logo, "Agricultural Experts Information System", and navigation links for "Home", "Profile", and "Committee". There is also a search bar for "Search Expert" and a "Logout" button. The "View Committee" option is highlighted in the dropdown menu.

## IV. Committee Listing

- The committee listing sample page is shown below.

List of Committee								
Show All entries		Search:						
Sr No.	Committee Type	Committee Name	Description & ToR	Date Time	History	Members	Actions	
1	CONF	NAHEP-Comp 2	this is for testing <a href="#">Download ToR</a>	Sat, 04 Sep 2021, 14:54:47	<a href="#">View History</a>	<a href="#">View</a> <a href="#">Edit</a>	<a href="#">Generate Office Order</a> Committee Submitted	
2	CONF	BRICS	BRICS Summit 2021 <a href="#">Download ToR</a>	Sat, 04 Sep 2021, 15:21:59	<a href="#">View History</a>	<a href="#">View</a> <a href="#">Edit</a>	<a href="#">Forward</a> <a href="#">Delete</a>	
3	N-CONF	Testing	Testing purpose <a href="#">Download ToR</a>	Sat, 04 Sep 2021, 16:23:30	<a href="#">View History</a>	<a href="#">View</a> <a href="#">Edit</a>	<a href="#">Generate Office Order</a> Committee Submitted	
4	N-CONF	Test Committee PRT	This is for HAU <a href="#">Download ToR</a>	Sun, 05 Sep 2021, 16:38:55	<a href="#">View History</a>	<a href="#">View</a> <a href="#">Edit</a>	<a href="#">Forward</a> <a href="#">Delete</a>	

Showing 1 to 4 of 4 entries

Previous 1 Next


- Committee type: Committee type column shows type of committee
- Committee name: Committee name column shows name of Committee
- Description and ToR: Committee brief description and ToR shall be downloaded
- Date and Time: Committee creation date and time is recorded
- History: Shows the changes made while creating the committee capturing
- Changes made by the users
- Member added deleted
- Time and date stamping
- Committee ID, System generated

Committee History			
<b>AEIS</b>   Agricultural Experts Information System		Report Generated on : Thu, 16 Sep 2021	
<b>Committee Id</b> #1000	<b>Committee Name</b> NAHEP-Comp 2	<b>Committee Creator</b> Test User Sat, 04 Sep 2021, 14:54:47	<b>Forwarded to</b> Rakesh Chandra Agrawal Sat, 04 Sep 2021, 15:06:01
1. Test User   Programmer   ICAR-Indian Agricultural Statistics Research Institute (IASRI), New Delhi			
<b>Members Added</b>		<b>Members Removed</b>	
1. Sanjeev And Shyam Test User   Programmer   University of Delhi Sat, 04 Sep 2021, 14:58:13 2. Purushothaman Chirakkuzhyil Abhilash   Assistant Professor (Grade-II)   Banaras Hindu University Sat, 04 Sep 2021, 15:04:24 3. Sudeep   Professor   ICAR-Indian Agricultural Statistics Research Institute (IASRI), New Delhi Sat, 04 Sep 2021, 15:05:36		No actions	
<b>Forwarded To</b> - Rakesh Chandra Agrawal   Deputy Director General (Agricultural Education)   Indian Council of Agricultural Research, New Delhi - (ICAR) Sat, 04 Sep 2021, 15:06:01			
<b>Comment</b> -			
2. Rakesh Chandra Agrawal   Deputy Director General (Agricultural Education)   Indian Council of Agricultural Research, New Delhi - (ICAR)			
<b>Members Added</b>		<b>Members Removed</b>	
1. Alka Arora   Principal Scientist   ICAR-Indian Agricultural Statistics Research Institute (IASRI), New Delhi Sat, 04 Sep 2021, 15:06:45		1. Purushothaman Chirakkuzhyil Abhilash   Assistant Professor (Grade-II)   Banaras Hindu University Sat, 04 Sep 2021, 15:06:37	
<b>Forwarded To</b> - Rajender Parsad   Director   ICAR-Indian Agricultural Statistics Research Institute (IASRI), New Delhi Sat, 04 Sep 2021, 15:07:59			
<b>Comment</b> - Deleted Swami and Added Alka			
3. Rajender Parsad   Director   ICAR-Indian Agricultural Statistics Research Institute (IASRI), New Delhi			
<b>Members Added</b>		<b>Members Removed</b>	
No actions		No actions	

Close Save to PDF

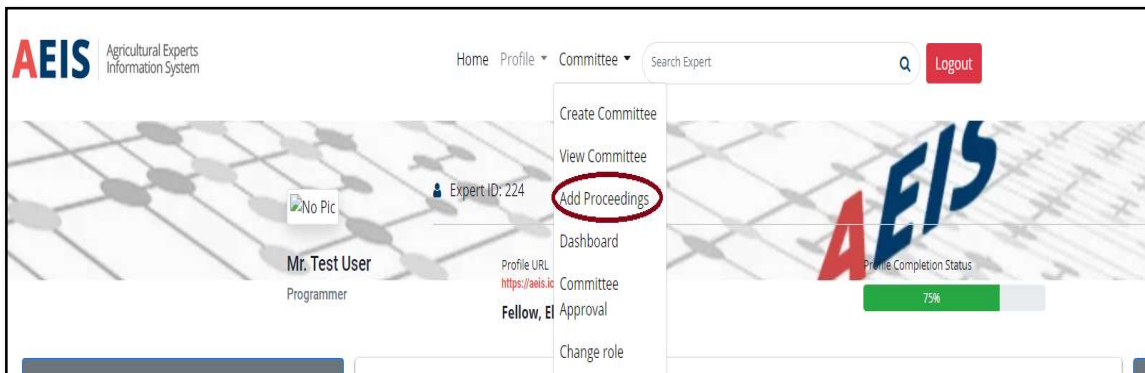
## V. Forwarding a committee

User may select the research manager (s) from the select member text box and forward the committee for review, action and / or approval. Multiple research managers may be selected in the text box, as shown below



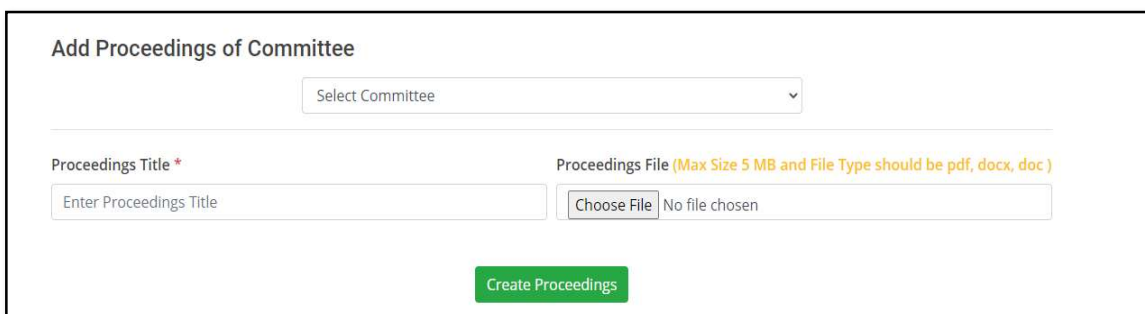
## VI. Add proceedings for the committee

Role based access control mechanism of AEIS portal allows designated user, only, to add proceedings for committee / Taskforce. Under dropdown menu of committee, user may select “Add proceedings” as shown below.



User needs to key-in following details for creating the proceedings

- Select the committee from dropdown list
- Key-in title of proceeding
- Upload the document



## VII. List of proceedings

The proceeding will be displayed as shown below. Following fields will be made available for the user

- Committees / Task force created
- Committee type
- Committee name
- Description
- Proceedings
- Date and time (Committee created)
- Actions (if any)

List of Committee Proceedings							
Show	5	entries	Search:				
Sr No.	Committee Type	Committee Name	Description	Proceedings Title	Proceedings	Date Time	Actions
No data available in table							
Showing 0 to 0 of 0 entries							Previous Next

## VIII. Dashboard

Dashboard allows user to

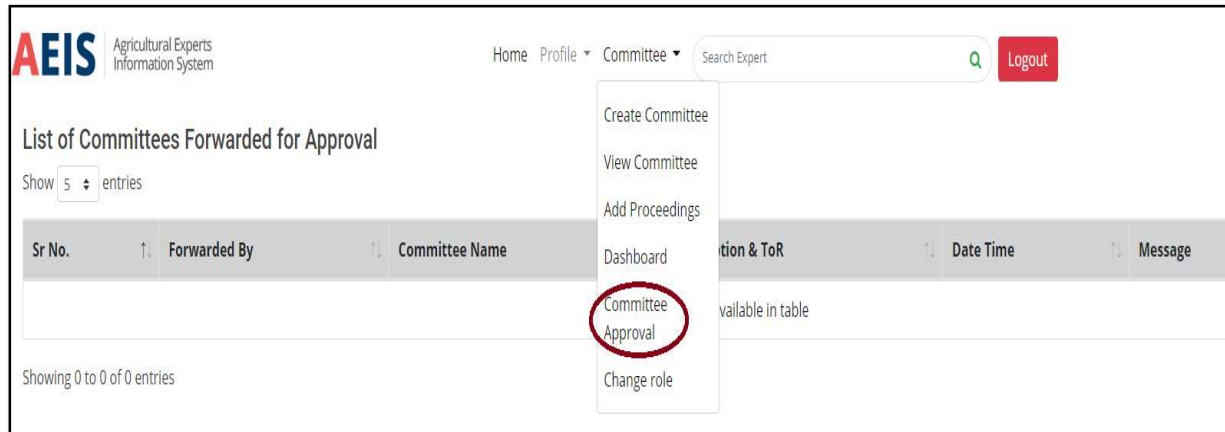
- Select the committee from dropdown list
- View member(s) in the committee
- Date and Time stamping
- Invitation status
- Action

List of committee members and their status					
Select Committee					
Show	5	entries	Search:		
Sr No.	Member Name	Date Time	Invitation Status	Actions	
No data available in table					
Showing 0 to 0 of 0 entries					Previous Next

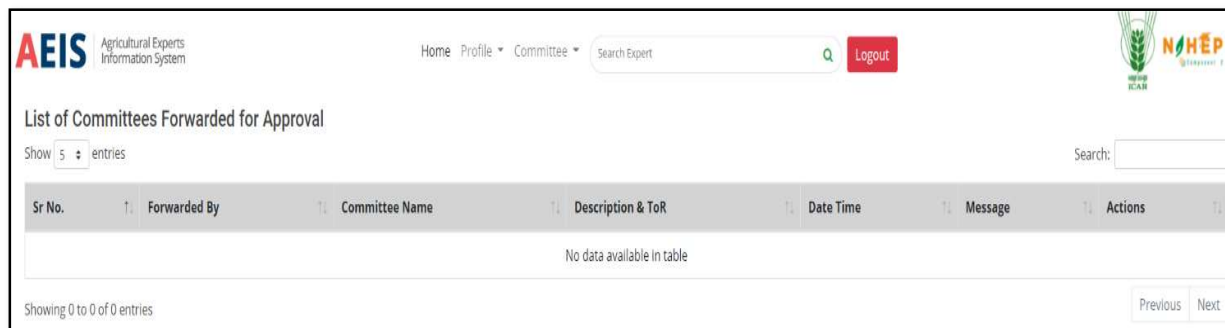


### IX. List of committees forwarded for approval

- Role based access control mechanism of AEIS portal allows designated user, only, to “forward the committee for approval to seniors. Under dropdown menu of committee, user may select “committee approval” as shown below.

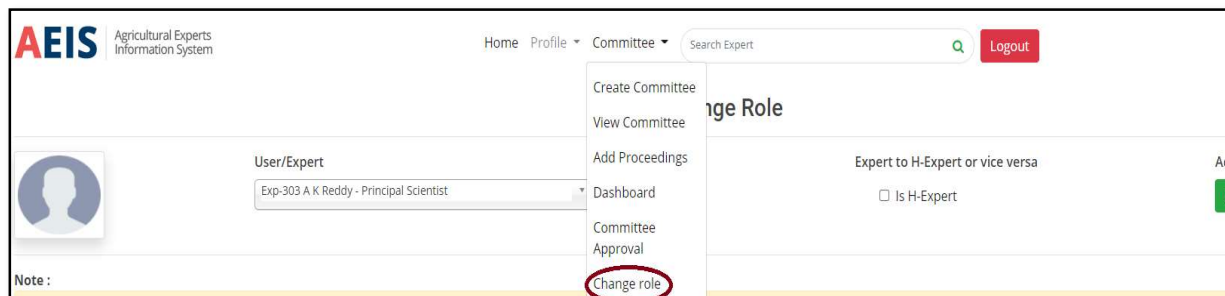


- The list of committees will be listed which are forwarded for approval.



### X. Change Role

- Role based access control mechanism of AEIS portal allows designated user, only, to change user role. Under dropdown menu of committee, user may select “change role” as shown below.



## XI. Higher Expert Function

- A super user may assign / change profile of any expert to “higher expert”. Super user may select the expert from drop down list, May view his / her profile and tick the check box if expert is “higher expert”

The screenshot shows the 'Change Role' interface in the AEIS system. At the top, there's a navigation bar with 'Home', 'Profile', and 'Committee' menus, and a search bar containing 'sudeep'. The main content area has a 'User/Expert' dropdown menu, a 'View Profile' button, a checkbox labeled 'Is H-Expert', and an 'Update' button. A yellow note box contains the following text: '1 :- If Check box is checked it means selected expert is Higher Expert(H-Expert). 2 :- If Check box is unchecked it means selected expert is General Expert(Expert).'

## XII. Search and Filter option

- The search and filter help user may select the list of experts from AEIS database. User may customize the search and filter criteria as per the requirements

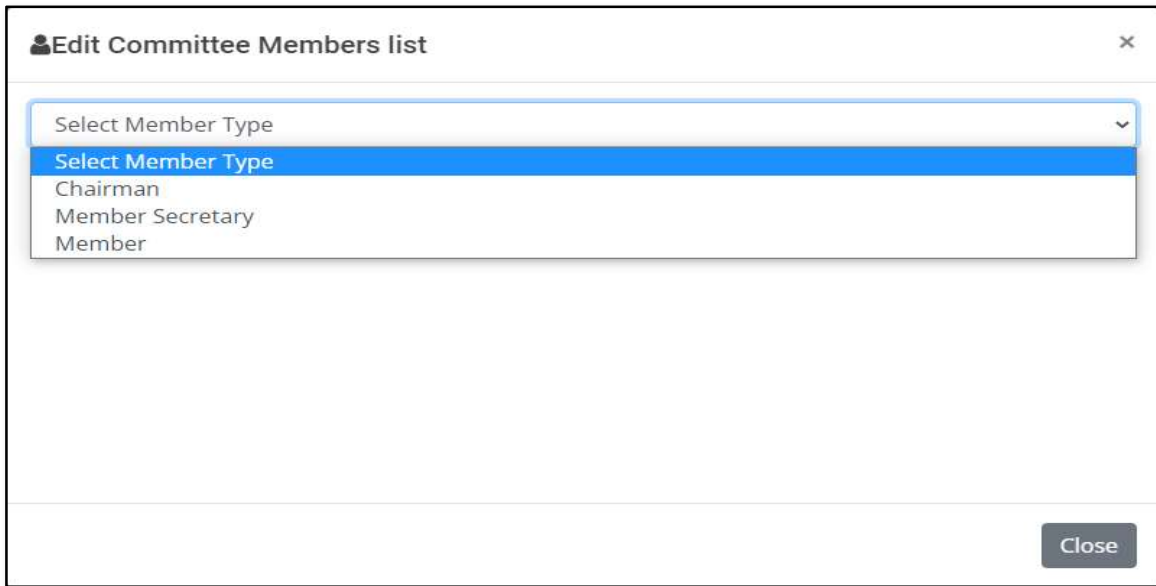
## XIII. Search

- User may search the expert by First name, middle name and last name, as shown below.

The screenshot shows the search results page in the AEIS system. The search bar at the top contains 'sudeep'. On the left, there are filter options under 'Filters', including 'By Service' (In Service, Retired) and 'By Profession/Designation' (Academic Coordinator, Academic Visitor, Acting Joint Director, Additional Director, Additional Professor, etc.). The main results area shows 'Total Records : 1 out of 614' and a search result for 'Dr. Sudeep', a Professor (In-Service) at IASRI, New Delhi. The search criteria are 'Free Search' and 'Order By'.

#### XIV. Add to committee

Note: "Add to committee" option in the profile of an expert allows user to directly add the expert to a committee, as shown below. The pre requisite is that the committee must be created first and then the member can be added.



The screenshot shows a dialog box titled "Edit Committee Members list" with a close button in the top right corner. Inside the dialog, there is a dropdown menu labeled "Select Member Type". The dropdown is open, showing the following options: "Select Member Type" (highlighted in blue), "Chairman", "Member Secretary", and "Member". A "Close" button is located at the bottom right of the dialog.

#### XV. Filter options

- In service or retired filter: This filter option provides list of expert who are in service or superannuated.



The screenshot shows a "Filters" section with a downward arrow icon. Below the title, there is a "Clear Filters" button in red text. Under the heading "By Service:", there are two checkboxes: "In Service" and "Retired", both of which are currently unchecked.

#### XVI. In profession / designation filter

- This filter option allows user to select experts using designation / profession



The screenshot shows a "By Profession/Designation:" section. It features a search box labeled "Search Profession...". Below the search box, there is a list of professions with checkboxes and counts in parentheses: "Academic Coordinator (0)", "Academic Visitor (1)", "Acting Joint Director (0)", "Additional Director (5)", and "Additional Professor (0)". A vertical scrollbar is visible on the right side of the list.

### **XVII. In expertise / Research area filter**

- This filter option allows user to select experts using expertise / Research

**By Expertise/Research Area:**

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3D Printing of Foods (1)

Abiotic and Biotic Stress Management in Multidisciplinary Farming Systems using multi-omics (1)

Abiotic stress and Crop biotechnology (1)

Abiotic stress management (1)

Abiotic Stress Responses in Plants (2)

### **XVIII. In state filter**

- This filter option allows user to select experts belonging to the state

**By State:**

---

Andaman and Nicobar Islands (1)

Andhra Pradesh (6)

Arunachal Pradesh (0)

Assam (2)

Bihar (6)

### **XIX. In organization filter**

- This filter option allows user to select experts belonging to the organization

**By Organisation:**

---

A.P. Agricultural University (1)

Able Ag Solutions (1)

Academy of Gandhian Studies, Tirupati (1)

Academy of Scientific and Innovative Research (3)

Acharya N.G. Ranga Agricultural University (1)