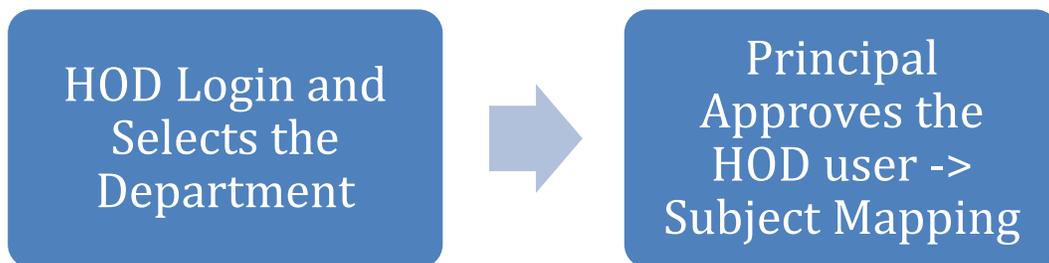


User Manual for Course Mapping and Approval

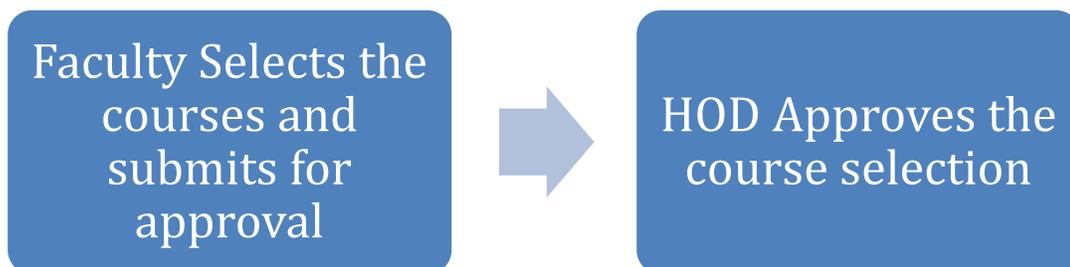
Introduction

This manual provides a step-by-step guide for college K-REAP Users for completing the course mapping process and approval process.

This is a 4 step process as show below. In KREAP discipline is indicated as subject for eg, Physics, Chemistry, Biology etc and courses are mapped to each subject. Once the HOD & Subject mapping is completed, faculty's under each HOD can submit the course mapping and this can be approved by respective HODs



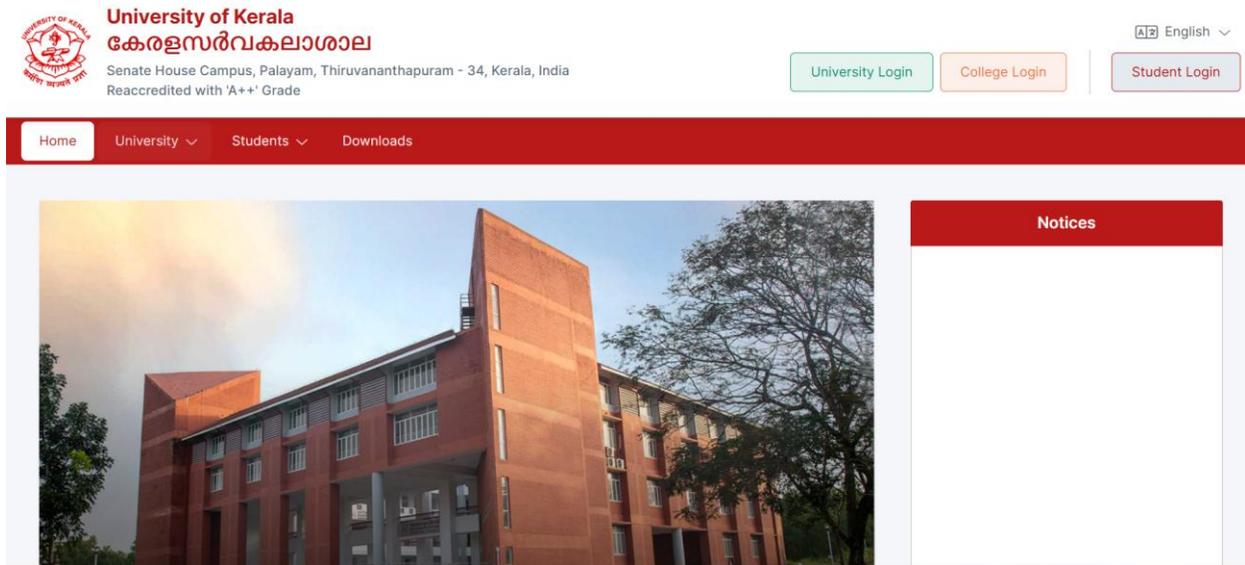
1.



Accessing the College Login Portal

1. Navigate to the College Login Portal

- Open the portal using the URL <https://kerala.kreap.co.in/>.
- Click on the **College Login** link to access the login page.



The screenshot shows the homepage of the University of Kerala. At the top left is the university's logo and name in English and Malayalam. Below this is the address: "Senate House Campus, Palayam, Thiruvananthapuram - 34, Kerala, India" and "Reaccredited with 'A++' Grade". On the top right, there are three login buttons: "University Login", "College Login", and "Student Login". A language dropdown menu is set to "English". A red navigation bar contains links for "Home", "University", "Students", and "Downloads". The main content area features a large photograph of a modern brick building and a "Notices" section on the right.

Step 2: HOD Subject Mapping Request

1. Navigate to User/Role Management Tab

- Click on Administration



The screenshot displays a dashboard with several management tabs. The "User/Role Management" tab is highlighted in blue and contains an "Administration" sub-tab. Other tabs include "Exam Mangement" (orange), "Student" (pink), "Admission" (blue), "Registration" (blue), and "College Program Affiliation" (blue). Each tab has a corresponding sub-tab below it, such as "Exam Management" under "Exam Mangement" and "View Profile" under "Student".

2. Navigate to User – Subject Mapping

- User Subject Mapping
- Click on Add New

3. Select the Discipline (Subject)

- For eg Commerce HOD needs to select Commerce from drop down
- Search Commerce in the search bar, select Commerce
- Click Save

- You can see the summary of requests submitted for approval as shown below. Once approved by Principal the status will change to approved

Subject Course Mapping HOD

My Subjects + Add New

Subject Name	Status	Delete
Computer Application	Approved	
Commerce	Pending	

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Step 3 : Principal Approval of HOD Mapping Requests

1. Navigate to User/Role Management Tab

- Click on Administration

- User/Role Management**
 - Administration
- Exam Mangement**
 - Exam Management
- Program Definition**
 - Program Definition
- Student**
 - View Profile
- Results**
 - Result Processing
- Assessment Marks Entry**
 - Assessment Marks Entry
- Admission**
 - Admission
- Registration**
 - Registration
- College Program Affiliation**
 - College Program Affiliation

1. Navigate to Approve HOD

- Click on approve button to approve

Subject Course Mapping Approval

Subject Approval **1** | Approved Subjects **1** | Rejected Subjects **0**

College Name : (T2001) Test College T2, Trivandrum

Search Subject

Sr.No	User Name	Subject	Approve	Reject
1	manukk1	Commerce		

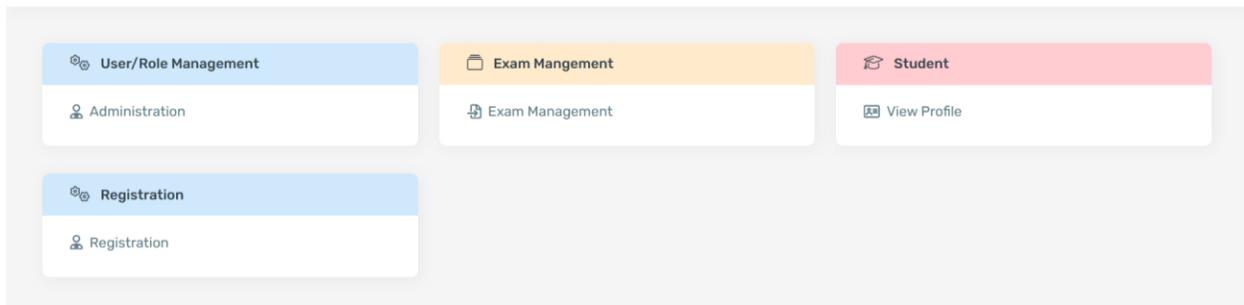
Navigation: << < 1 > >> 10

Step 4 : Faculty – Subject Mapping Request

HOD please ensure that the status of the subject mapping is in approved status before proceeding with the faculty subject mapping process.

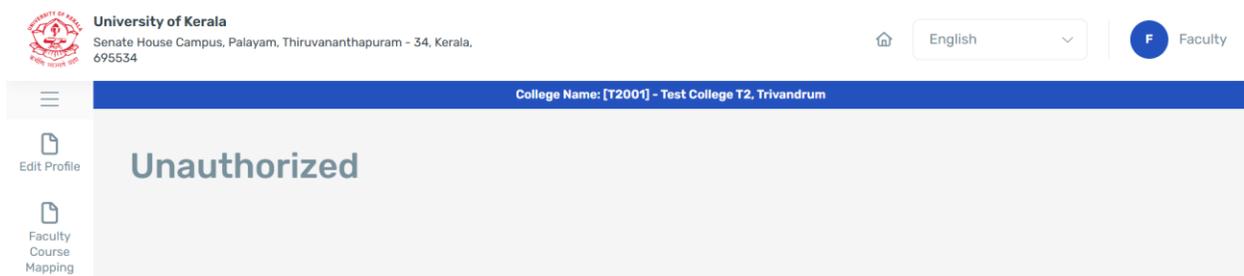
1. Navigate to User/Role Management Tab

- Click on Administration



2. Navigate to Faculty – Course Mapping

- Click on Faculty Course Mapping from the left side



- Click on Add New to add the course



- First select the subject from drop down

The screenshot shows the 'Subject Course Mapping Faculty' page. On the left, there are navigation links for 'Edit Profile' and 'Faculty Course Mapping'. The main content area has a title 'Subject Course Mapping Faculty' and a 'Select Subject' dropdown menu. The dropdown is open, showing a list of subjects: Biotechnology (highlighted), Computer Application, Computer Science, Electronics, Environmental Sciences, and Food Technology. A search icon is visible in the top right of the dropdown list.

- Then select the courses for mapping by clicking the check box. Specific components can be done based on +Assign. Please note that mapping cannot be changed once submitted

The screenshot shows the 'Subject Course Mapping Faculty' page with 'Biotechnology' selected in the 'Select Subject' dropdown. Below this, there is a section titled 'Select Courses associated with : Biotechnology' with a search bar. A table lists 10 courses with checkboxes for selection and '+ Assign' options. The 'Status' column shows dashes for all courses. At the bottom, there are 'Back' and 'Save' buttons.

Sr.No	Course Details	Select Course	Status
1	[UK1DSCBIT100] - ESSENTIALS OF BIOTECHNOLOGY	<input checked="" type="checkbox"/> + Assign	-
2	[UK1DSCBIT101] - ENVIRONMENTAL STUDIES	<input checked="" type="checkbox"/> + Assign	-
3	[UK1DSCBIT102] - IT FOR BIOLOGICAL SCIENCE	<input type="checkbox"/>	-
4	[UK1DSCBIT103] - FUNDAMENTALS OF BIOTECHNOLOGY	<input type="checkbox"/>	-
5	[UK1DSCBIT104] - FOOD AND NUTRITION	<input type="checkbox"/>	-
6	[UK1DSCBIT105] - CHEMISTRY FOR LIFE SCIENCES-I	<input type="checkbox"/>	-
7	[UK1DSCBIT113] - FUNDAMENTALS OF MICROBIOLOGY	<input type="checkbox"/>	-
8	[UK1MDCBIT100] - EMERGING PANDEMICS & INFECTIOUS DISEASES	<input type="checkbox"/>	-
9	[UK1MDCBIT101] - INNOVATIONS IN BIOTECHNOLOGY	<input type="checkbox"/>	-
10	[UK1MDCBIT102] - NUTRITION AND HEALTH	<input type="checkbox"/>	-

Once successfully submitted a green message will appear

University of Kerala
Senate House Campus, Palayam, Thiruvananthapuram - 34, Kerala,
695534

Inserted
New data inserted successfully!

4	[UK1DSCBIT103] - FUNDAMENTALS OF BIOTECHNOLOGY	<input type="checkbox"/>	-
5	[UK1DSCBIT104] - FOOD AND NUTRITION	<input type="checkbox"/>	-
6	[UK1DSCBIT105] - CHEMISTRY FOR LIFE SCIENCES-I	<input type="checkbox"/>	-
7	[UK1DSCBIT113] - FUNDAMENTALS OF MICROBIOLOGY	<input type="checkbox"/>	-
8	[UK1MDCBIT100] - EMERGING PANDEMIC & INFECTIOUS DISEASES	<input type="checkbox"/>	-
9	[UK1MDCBIT101] - INNOVATIONS IN BIOTECHNOLOGY	<input type="checkbox"/>	-
10	[UK1MDCBIT102] - NUTRITION AND HEALTH	<input type="checkbox"/>	-

Back Save

- Submitted requests will be shown in the page.
- **If there is any mistake in the course requested please delete the request.**

Subject Course Mapping Faculty

My Subjects + Add New

Biotechnology

[UK1DSCBIT100] - ESSENTIALS OF BIOTECHNOLOGY
— LTP - ESE - T, LTP - ESE - P, LTP - CCA - T-FA, LTP - CCA - T-SA, LTP - CCA - P-FA, LTP - CCA - P-SA Pending

[UK1DSCBIT101] - ENVIRONMENTAL STUDIES
— LTP - ESE - T, LTP - ESE - P, LTP - CCA - T-FA, LTP - CCA - T-SA, LTP - CCA - P-FA, LTP - CCA - P-SA Pending

Step 5 : Faculty – Course Mapping Approval by HOD

1. Navigate to User/Role Management Tab

- Click on Administration

User/Role Management Exam Mangement Student

Administration Exam Management View Profile

Admission Registration College Program Affiliation

Admission Registration College Program Affiliation

2. Navigate to User – Subject Mapping

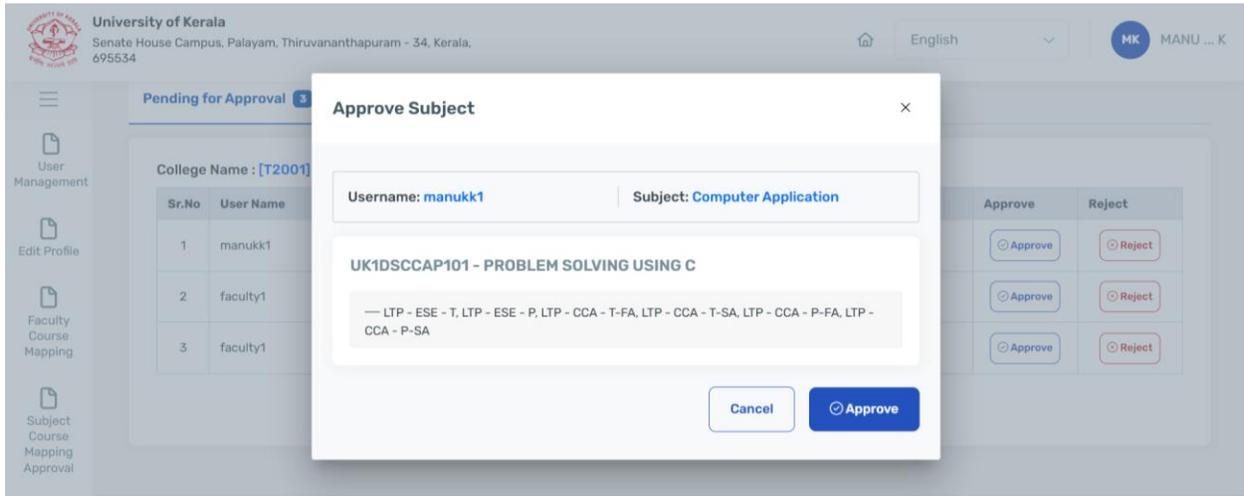
- First check the subject is in approved status.

3. Navigate to Subject Course Mapping Approval

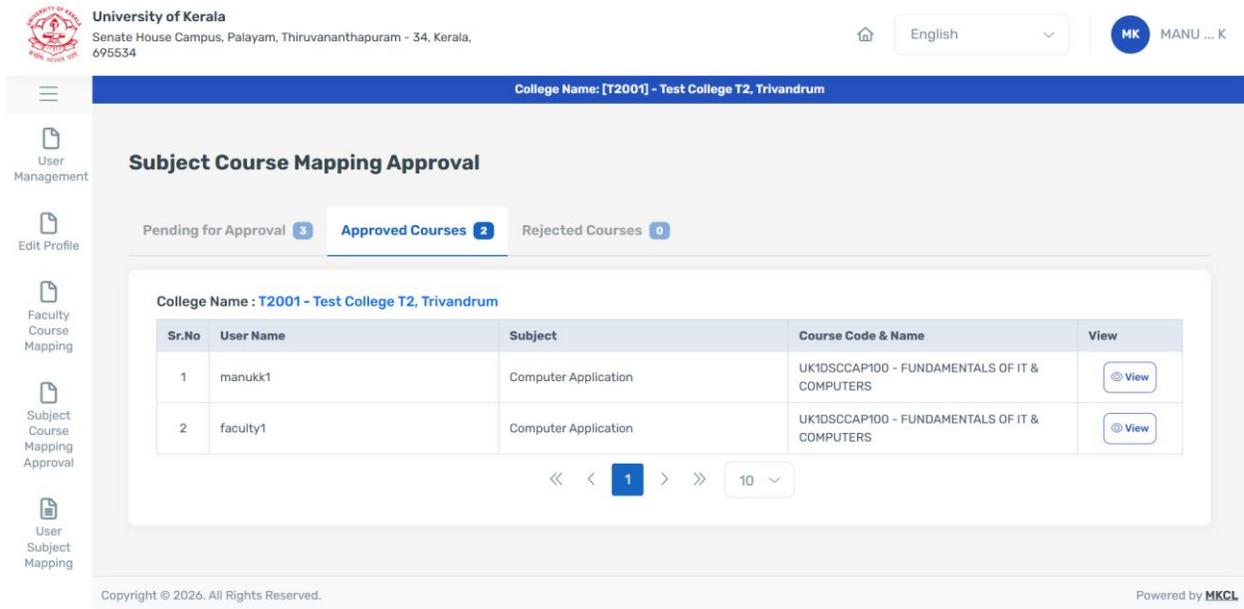
- The list of requests will be shown below.

Sr.No	User Name	Subject	Course Code & Name	Approve	Reject
1	manukk1	Computer Application	UK1DSCCAP101 - PROBLEM SOLVING USING C	<input type="radio"/> Approve	<input type="radio"/> Reject
2	faculty1	Computer Application	UK1DSCCAP101 - PROBLEM SOLVING USING C	<input type="radio"/> Approve	<input type="radio"/> Reject
3	faculty1	Computer Application	UK1DSCCAP102 - DESKTOP MANAGEMENT	<input type="radio"/> Approve	<input type="radio"/> Reject

- Click on approve and a pop up will appear, click on approve button to complete the mapping.



- List of approved courses will be shown in the Approved courses tab.



Faculty course mapping is enabled for HODs to assign courses in case HOD is also taking classes for subjects. HOD's can map and approve courses by themselves.