ICAR

USER MANUAL

PME

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

PORTAL

Designed and Developed by

Division of Computer Applications
ICAR-Indian Agricultural Statistics Research Institute,
Under the Guidance of Agricultural Education Division, ICAR, New Delhi

ICAR-IASRI

Dr. Sudeep
Head (CA) & PI, ICAR-IASRI

Dr. Alka Arora
Principal Scientist, ICAR-IASRI

Dr. Anshu Bharadwaj
Principal Scientist, ICAR-IASRI

Dr. Shashi Dahiya
Senior Scientist, ICAR-IASRI

Dr. Saumen Pal
Scientist, ICAR-IASRI

Dr. Mukesh Kumar
Principal Scientist, ICAR-IASRI

Priyanka Wahi
IT-Professional, ICAR-IASRI
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1. Introduction

ICAR-Institute Information Management System (ICAR-IIMS) is an integrated system which provides information on all institutions/ Regional Centers and KVKs under a single roof. This system has reduced the dependence of administration on the use of Institutional, Regional centers and KVKs during cultivation of Institutional data and financial/budgeting data. It also provide information on AICRP project, major achievements, RAC/IRC/IMC/QRT meeting, land assets and RMPs which provides a Master Monitoring system to higher authority or nodal officers to keep an eagle eye on the institute activities as well as the Institutional network and availability of employee on particular institute.

This document provides step by step process (with Screenshots) instructions to users to navigate the functionalities of ICAR Portal.

The system is accessible through URL https://iims.icar.gov.in/.

2. Login

![Figure 1: Home Page](image)

ICAR-Institute Information Management System (ICAR-IIMS) is an integrated system which provides information on all institutions/ Regional Centers and KVKs under a single roof. This system has reduced the dependence of administration on the use of Institutional, Regional centers and KVKs during cultivation of Institutional data and financial/budgeting data. It also provide information on AICRP project, major achievements, RAC/IRC/IMC/QRT meeting, land assets and RMPs which provides a Master Monitoring system to higher authority or nodal officers to keep an eagle eye on the institute activities as well as the Institutional network and availability of employee on particular institute.
Login Process:

- Access the portal through URL [https://iims.icar.gov.in/](https://iims.icar.gov.in/)
- Click on the login button at top right corner of the home page and login window will appear as shown in figure 2.

![Login Window](image)

- Enter User ID
- Enter the password
- Now click on login.
- Or you can choose login through LDAP also as shown in Figure 2 then new screen will appear as shown in figure 2.1.

**Note** – Only those users who have user id like example@icar.gov.in can login through LDAP

![Login through LDAP](image)

- After login user menu window will appear as shown in figure 3.
3. Menu Bar (PME Tab)

➢ Click on **PME tab** as shown in figure 4 then given options will appear.

a. AICRP’S/Network Project/CRP’s
   i. CRPs Where Institute Is A Partner
   ii. CRPs Where Institute is the Coordinating Centre
   iii. Other Major Research Thrust

b. Institutional Achievements
   i. Major Achievements
   ii. Major Awards & Recognitions

c. Institutional Output Statistics
   i. Institute IPR
   ii. Technologies Commercialized
iii. Institute Publication Information
d. Institute Project Information
e. Institutional MoU
f. Institutional Consultancy
g. Incubation Centre
h. Availability of Material
i. Committee
   a. IRC Committee
   b. ITM Committee
c. QRT
d. RAC
j. Flagship Schemes
   a. Swachh Bharat Abhiyan
   b. Mera Gaon Mera Gaurav
c. Soil Halth Card

AICRP’S/Network Project/CRP’s

CRP’s as Institute Partner

Figure 5: CRP’s as Institute Partner

➢ Click on the AICRP’S/Network Project/CRP’s -> Select CRP’s Where Institute is a Partner as shown in the Figure 5 then new form screen will appear as shown in Figure 6.
➢ Enter CRP’s as Institute Partner details in form as shown in Figure 6 and click on save.
➢ To cancel the entered details, click on cancel.

To Edit the existing information

Figure 6: CRP’s as Institute Partner (Add details)

Figure 7: CRP’s as Institute Partner (Edit details)
➢ Click on edit button as shown in Figure 7.

![Image](image_url)

**Figure 8: CRP’s as Institute Partner (Update details)**

➢ Edit the existing information and click on **update** as shown in Figure 8.

To Delete the existing information **Figure 9: CRP’s as Institute Partner (Delete)**

![Image](image_url)

**Figure 9: CRP’s as Institute Partner (Delete)**
Click on **DELETE** button to delete existing information as shown in figure 9 then the instruction pop up will appear as shown in figure 10.

Figure 10: CRP’s as Institute Partner (Popup screen)

- It will ask for permission “**Do you want to delete this record?**” as shown in Figure 10 click on **OK**, the record will be deleted.

CRP’s Where Institute is the coordinating centre

Figure 11: CRP’s as Coordinating Centre
➢ Click on the AICRP’S/Network Project/CRP’s -> Select CRP’s Where Institute is the Coordinating Centre as shown in the Figure 11 then new form screen will appear as shown in Figure 12.

![Figure 12: CRP’s as Coordinating Centre (Add details)](image)

➢ Enter Coordinating Centre Institute details in form as shown in Figure 12 and click on save.
➢ To cancel the entered details, click on cancel.

To Edit the existing information

![Figure 13: CRP’s as Coordinating Centre (Edit details)](image)

Click here to Edit
➢ Click on edit button as shown in Figure 13.

Figure 14: CRP’s as Coordinating Centre (Update details)

➢ Edit the existing information and click on **update** as shown in Figure 14.

**To Delete the existing information**

Figure 15: CRP’s as Coordinating Centre (Delete)
➢ Click on DELETE button to delete existing information as shown in figure 15 then the instruction pop up will appear as shown in figure 16.

![Figure 16: CRP’s as Coordinating Centre (Popup screen)](image)

➢ It will ask for permission “Do you want to delete this record?” as shown in Figure 16 click on OK, the record will be deleted.

Other Major Research thrust

![Figure 17: Major Research thrust](image)
➢ Click on the AICRP’S/Network Project/CRP’s -> Select Other Major Research Thrust as shown in the Figure 17 then new form screen will appear as shown in Figure 18.

![Figure 17: Major Research thrust](image)

➢ Enter Coordinating Centre Institute details in form as shown in Figure 18 and click on **save**.

➢ To cancel the entered details, click on **cancel**.

**To Edit the existing information**

![Figure 19: Major Research thrust](image)
Click on edit button as shown in Figure 19.

Figure 20: Major Research thrust (Update details)

Edit the existing information and click on update as shown in Figure 20.

To Delete the existing information

Figure 21: Major Research thrust (Delete)
➢ Click on DELETE button to delete existing information as shown in figure 21 then the instruction pop up will appear as shown in figure 22.

![Figure 22: Major Research thrust (Popup screen)](image)

It will ask for permission “Do you want to delete this record?” as shown in Figure 22 click on OK, the record will be deleted.

3.2 Institutional Achievements

Major Achievements

![Figure 23: Major Achievements](image)
➢ Click on the Institutional Achievements -> Select Major Achievements as shown in the Figure 23 then a form screen will appear as shown in Figure 24.

Figure 24: Major Achievements (Add details)

➢ Enter Major Achievements detail in form as shown in Figure 24 and click on save.
➢ To cancel the entered details click on cancel.

To Edit the existing information

Figure 25: Major Achievements (Edit details)
➢ Click on edit button as shown in Figure 25 then new screen will appear as shown in figure 26.

Figure 26: Major Achievements (Update details)

➢ Edit the existing information and click on update as shown in Figure 26.

To Delete the existing information

Figure 27: Major Achievements (Delete)
➢ Click on DELETE button to delete existing information as shown in figure 27 then the instruction pop up will appear as shown in figure 28.

Figure 28: Major Achievements (Popup screen)

➢ It will ask for permission “Do you want to delete this record?” as shown in Figure 28 click on OK, the record will be deleted.

Major Awards & Recognitions

Figure 29: Major Awards & Recognitions
➢ Click on the **Institutional Achievements -> Select Major Awards & Recognitions** as shown in the Figure 29 then a form screen will appear as shown in Figure 30.

![Figure 30: Major Awards & Recognitions (Add details)](image)

➢ Enter Major Awards detail in form as shown in Figure 30 and click on **save**.
➢ To cancel the entered details click on **cancel**.

**To Edit the existing information**

![Figure 31: Major Awards & Recognitions (Edit details)](image)
➢ Click on edit button as shown in Figure 31 then new screen will appear as shown in figure 32.

![Figure 32: Major Awards & Recognitions (Update details)](image)

➢ Edit the existing information and click on **update** as shown in Figure 32.

To Delete the existing information

![Figure 33: Major Awards & Recognitions (Delete)](image)
➢ Click on **DELETE** button to delete existing information as shown in figure 33 then the instruction pop up will appear as shown in figure 34.

![Figure 34: Major Awards & Recognitions (Popup screen)](image)

➢ It will ask for permission “**Do you want to delete this record?**” as shown in Figure 34 click on **OK**, the record will be deleted.

**Institutional Output Statistics**

**Institute IPR**

![Figure 35: Institute IPR](image)
➢ Click on the **Institutional Output Statistics** -> **Select Institute IPR** as shown in the Figure 35 then a new form will appear as shown in Figure 36.

![Figure 36: Institute IPR (Add details)](image)

➢ Enter Institute IPR details in form as shown in Figure 36 and click on **save**.
➢ To cancel the entered details click on **cancel**.

**To Edit the existing information**

![Figure 37: Institute IPR (Edit details)](image)
➢ Click on edit button as shown in Figure 37 then new screen will appear as shown in figure 38.

![Figure 38: Institute IPR (Update details)](image)

➢ Edit the existing information and click on **update** as shown in Figure 38.

To Delete the existing information

➢ Click on **DELETE** button to delete existing information as shown in figure 39 then the instruction pop up will appear as shown in figure 40.

![Figure 39: Institute IPR (Delete)](image)
➢ It will ask for permission “Do you want to delete this record?” as shown in Figure 40 click on OK, the record will be deleted.

Technologies Commercialized

➢ Click on the Institutional Output Statistics -> Select Technologies Commercialized as shown in the Figure 41 then a new form will appear as shown in Figure 42.
➢ Enter Institute IPR details in form as shown in Figure 42 and click on save.
➢ To cancel the entered details click on cancel.

To Edit the existing information

➢ Click on edit button as shown in Figure 43 then new screen will appear as shown in figure 44.
➢ Edit the existing information and click on **update** as shown in Figure 44.

**To Delete the existing information**

➢ Click on **DELETE** button to delete existing information as shown in figure 45 then the instruction pop up will appear as shown in figure 46.
➢ It will ask for permission “Do you want to delete this record?” as shown in Figure 46. Click on OK, the record will be deleted.

3.3 Institute Publication Information

➢ Click on the Institutional Output Statistics -> Select Institute Public Information as shown in the Figure 47. Then a new form will appear as shown in Figure 48.
➢ Enter Institute Publication details in form as shown in Figure 48 and click on save.
➢ To cancel the entered details click on cancel.

To Edit the existing information

➢ Click on edit button as shown in Figure 49 then new screen will appear as shown in figure 50.
➢ Edit the existing information and click on **update** as shown in Figure 50.

**To Delete the existing information**

➢ Click on **DELETE** button to delete existing information as shown in figure 51 then the instruction pop up will appear as shown in figure 52.
➢ It will ask for permission “Do you want to delete this record?” as shown in Figure 52 click on OK, the record will be deleted.

Institute Project Information

➢ Click on the PME tab-> Select Institute Project Information as shown in the Figure 47 then a new form will appear as shown in Figure 53.
➢ Enter Project Information details in form as shown in Figure 54 and click on save.
➢ To cancel the entered details click on cancel.

To Edit the existing information

➢ Click on edit button as shown in Figure 55 then new screen will appear as shown in figure 56.
➢ Edit the existing information and click on **update** as shown in Figure 50.

To Delete the existing information

➢ Click on **DELETE** button to delete existing information as shown in figure 57 then the instruction pop up will appear as shown in figure 58.
➢ It will ask for permission “Do you want to delete this record?” as shown in Figure 58 click on OK, the record will be deleted.

3.5 Institutional MoU

➢ Click on the PME tab-> Select Institutional MoU as shown in the Figure 59 then a new form will appear as shown in Figure 60.
➢ Enter Institutional MoU details in form as shown in Figure 60 and click on save.
➢ To cancel the entered details click on cancel.

To Edit the existing information

➢ Click on edit button as shown in Figure 61 then new screen will appear as shown in figure 62.
➢ Edit the existing information and click on **update** as shown in Figure 62.

To Delete the existing information

➢ Click on **DELETE** button to delete existing information as shown in figure 63 then the instruction pop up will appear as shown in figure 64.
➢ It will ask for permission “Do you want to delete this record?” as shown in Figure 64 click on OK, the record will be deleted.

3.6 Institutional Consultancy

➢ Click on the PME tab-> Select Institutional Consultancy as shown in the Figure 65 then a new form will appear as shown in Figure 66.
➢ Enter Institutional Consultancy details in form as shown in Figure 66 and click on save.
➢ To cancel the entered details click on cancel.

To Edit the existing information

➢ Click on the edit button as shown in Figure 67 then a new screen will appear as shown in Figure 68.
➢ Edit the existing information and click on update as shown in Figure 68.

To Delete the existing information

➢ Click on DELETE button to delete existing information as shown in figure 69 then the instruction pop up will appear as shown in figure 70.
➢ It will ask for permission “**Do you want to delete this record?**” as shown in Figure 70 click on **OK**, the record will be deleted.

### 3.7 Incubation Centre

➢ Click on the **PME tab -> Select Incubation Centre** as shown in the Figure 71 then a new form will appear as shown in Figure 72.
➢ Enter Incubation Centre details in form as shown in Figure 72 and click on save.
➢ To cancel the entered details click on cancel.

To Edit the existing information
➢ Click on edit button as shown in Figure 73 then new screen will appear as shown in figure 74.

![Figure 74: Incubation Centre (Update details)](image)

➢ Edit the existing information and click on update as shown in Figure 74.

To Delete the existing information

![Figure 75: Incubation Centre (Delete)](image)

➢ Click on DELETE button to delete existing information as shown in figure 75 then the instruction pop up will appear as shown in figure 76.
It will ask for permission “Do you want to delete this record?” as shown in Figure 76. Click on OK, the record will be deleted.

3.8 Availability of Materials

Click on the PME tab -> Select Availability of Materials as shown in the Figure 77 then a new form will appear as shown in Figure 78.
➢ Enter Incubation Centre details in form as shown in Figure 78 and click on **save**.
➢ To cancel the entered details click on **cancel**.

**To Edit the existing information**

![Figure 79: Availability of Materials (Edit details)](image-url)
➢ Click on edit button as shown in Figure 79 then new screen will appear as shown in Figure 80.

![Figure 80: Availability of Materials (Update details)](image)

➢ Edit the existing information and click on **update** as shown in Figure 80.

To Delete the existing information

![Figure 81: Availability of Materials (Delete)](image)
➢ Click on DELETE button to delete existing information as shown in figure 81 then the instruction pop up will appear as shown in figure 82.

➢ It will ask for permission “Do you want to delete this record?” as shown in Figure 82 click on OK, the record will be deleted.

3.9 Committee

IRC Committee
➢ Click on the PME tab-> Select Committee -> Select IRC Committee as shown in the Figure 83 then a new form will appear as shown in Figure 84.

Figure 84: IRC Committee (Add details)

➢ Enter Incubation Centre details in form as shown in Figure 78 and click on save.
➢ To cancel the entered details click on cancel.

To Edit the existing information

Figure 85: IRC Committee (Edit details)
➢ Click on edit button as shown in Figure 79 then new screen will appear as shown in figure 80.

To Delete the existing information

➢ Edit the existing information and click on update as shown in Figure 80.
➢ Click on **DELETE** button to delete existing information as shown in figure 81 then the instruction pop up will appear as shown in figure 82.

![Screenshot of IRC Committee (Popup screen)](image)

**Figure 88: IRC Committee (Popup screen)**

➢ It will ask for permission **“Do you want to delete this record?”** as shown in Figure 82 click on **OK**, the record will be deleted.