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1. Introduction

ICAR-Institute Information Management System (ICAR-IIMS) is an integrated system which provides information on all institutions/Regional Centres and KVKs under a single roof. This system has reduced the dependence of administration on the use of Institutional, Regional centres and KVKs during cultivation of Institutional data and financial/budgeting data. It also provides 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 employees 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/](https://iims.icar.gov.in/).

2. Login

![Home Page](image)

Figure 1: Home Page
2.1 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](image1)

Figure 2: Login Window

- 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](mailto:example@icar.gov.in) can login through LDAP

![Login through LDAP](image2)

Figure 2.1: Login through LDAP

- 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
   i. IRC Committee
   ii. ITM Committee
   iii. QRT
   iv. RAC
j. Flagship Schemes
   i. Swachh Bharat Abhiyan
   ii. Mera Gaon Mera Gaurav
   iii. Soil Health Card

3.1 AICRP’S/Network Project/CRP’s

3.1.1 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 7: CRP’s as Institute Partner (Edit details)
- Click on edit button as shown in Figure 7.

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)

- 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.

3.1.2 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](image)

**Figure 12 : CRP’s as Coordinating Centre (Add details)**

- 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)

- 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 15: CRP’s as Coordinating Centre (Delete)](image)

Figure 16: CRP’s as Coordinating Centre (Popup screen)

- 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.

3.1.3 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 18 : Major Research thrust (Add details)

- 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 (Edit details)

- 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 21: Major Research thrust (Delete)](image1)

Figure 22: Major Research thrust (Popup screen)

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

3.2.1 Major Achievements

![Figure 23: Major Achievements](image2)
- 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
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.

![Delete Instruction Pop Up](image)

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.

3.2.2 Major Awards & Recognitions

![Major Awards & Recognitions](image)
- 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)

- 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)
- 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)
- Edit the existing information and click on update as shown in Figure 32.

To Delete the existing information

Figure 33 : Major Awards & Recognitions (Delete)
- 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.

### 3.3 Institutional Output Statistics

#### 3.3.1 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)

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

**To Delete the existing information**

Figure 39: Institute IPR (Delete)
- 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 40: Institute IPR (Popup screen)

- 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.

### 3.3.2 Technologies Commercialized

Figure 41: 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.
Figure 42: Technologies Commercialized (Add details)

- 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

Figure 43: Technologies Commercialized (Edit details)

- Click on edit button as shown in Figure 43 then new screen will appear as shown in figure 44.
Figure 44: Technologies Commercialized (Update details)

- Edit the existing information and click on **update** as shown in Figure 44.

**To Delete the existing information**

Figure 45: Technologies Commercialized (Delete)

- 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.
Figure 46: Technologies Commercialized (Popup screen)

- 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.

### 3.3.3 Institute Publication Information

Figure 47: Institute Publication

- 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.
Figure 48: Institute Publication (Add details)
- 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

Figure 49: Institute Publication (Edit details)
- Click on edit button as shown in Figure 49 then new screen will appear as shown in figure 50.
Figure 50: Institute Publication (Update details)

- Edit the existing information and click on **update** as shown in Figure 50.

**To Delete the existing information**

Figure 51: Institute Publication (Delete)

- 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.

### 3.4 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.
Figure 54: Institute Project Information (Add details)

- 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

Figure 55: Institute Project Information (Edit details)

- Click on edit button as shown in Figure 55 then new screen will appear as shown in figure 56.
Figure 56: Institute Project Information (Update details)

- Edit the existing information and click on **update** as shown in Figure 50.

**To Delete the existing information**

Figure 57: Institute Project Information (Delete)

- 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.
Figure 58: Institute Project Information (Popup screen)

- 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

Figure 59: 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.
Figure 62: Institutional MoU (Update details)

- Edit the existing information and click on **update** as shown in Figure 62.

To Delete the existing information

Figure 64: Institutional MoU (Delete)

- Click on **DELETE** button to delete existing information as shown in figure 64 then the instruction pop up will appear as shown in figure 65.
3.6 Institutional Consultancy

- It will ask for permission “Do you want to delete this record?” as shown in Figure 65 click on OK, the record will be deleted.

Figure 66 : Institutional Consultancy

- Click on the PME tab-> Select Institutional Consultancy as shown in the Figure 66 then a new form will appear as shown in Figure 67.
Figure 67: Institutional Consultancy (Add details)

- Enter Institutional Consultancy details in form as shown in Figure 67 and click on save.
- To cancel the entered details click on cancel.

To Edit the existing information

Figure 68: Institutional Consultancy (Edit details)

- Click on edit button as shown in Figure 68 then new screen will appear as shown in figure 69.
Figure 69: Institutional Consultancy (Update details)

- Edit the existing information and click on update as shown in Figure 69.

To Delete the existing information

Figure 70: Institutional Consultancy (Delete)

- Click on DELETE button to delete existing information as shown in figure 70 then the instruction pop up will appear as shown in figure 71.
3.7 Incubation Centre

Figure 71: Institutional Consultancy (Popup screen)

- It will ask for permission “Do you want to delete this record?” as shown in Figure 71 click on OK, the record will be deleted.

Figure 72: Incubation Centre

- Click on the PME tab-> Select Incubation Centre as shown in the Figure 72 then a new form will appear as shown in Figure 73.
Figure 73: Incubation Centre (Add details)
- Enter Incubation Centre details in form as shown in Figure 73 and click on save.
- To cancel the entered details click on cancel.

To Edit the existing information

Figure 74: Incubation Centre (Edit details)
- Click on edit button as shown in Figure 74 then new screen will appear as shown in figure 75.

![Figure 75: Incubation Centre (Update details)](image)

- Edit the existing information and click on **update** as shown in Figure 75.

**To Delete the existing information**

![Figure 76: Incubation Centre (Delete)](image)

- Click on **DELETE** button to delete existing information as shown in figure 76 then the instruction pop up will appear as shown in figure 77.
Figure 77: Incubation Centre (Popup screen)

- It will ask for permission “Do you want to delete this record?” as shown in Figure 77 click on OK, the record will be deleted.

3.8 Availability of Materials

Figure 78: Availability of Materials

- Click on the PME tab-> Select Availability of Materials as shown in the Figure 78 then a new form will appear as shown in Figure 79.
Figure 79: Availability of Materials (Add details)

- Enter Incubation Centre details in form as shown in Figure 79 and click on save.
- To cancel the entered details click on cancel.

To Edit the existing information

Figure 80: Availability of Materials (Edit details)
- Click on edit button as shown in Figure 80 then new screen will appear as shown in figure 81.

Figure 81: Availability of Materials (Update details)

- Edit the existing information and click on update as shown in Figure 81.

To Delete the existing information

Figure 82: Availability of Materials (Delete)
- Click on **DELETE** button to delete existing information as shown in figure 82 then the instruction pop up will appear as shown in figure 83.

Figure 83 : Availability of Materials (Popup screen)

- It will ask for permission **“Do you want to delete this record?”** as shown in Figure 83 click on **OK**, the record will be deleted.

3.9 Committee

3.9.1. IRC Committee

Figure 84 : IRC Committee
- Click on the **PME tab** -> **Select Committee** -> **Select IRC Committee** as shown in the Figure 84 then a new form will appear as shown in Figure 85.

![Figure 85: IRC Committee (Add details)](image)

- Enter Incubation Centre details in form as shown in Figure 79 and click on **save**.
- To cancel the entered details click on **cancel**.

**To Edit the existing information**

![Click here to Edit](image)
Figure 86: IRC Committee (Edit details)

- Click on edit button as shown in Figure 80 then new screen will appear as shown in figure 81.

Figure 87: IRC Committee (Update details)

- Edit the existing information and click on **update** as shown in Figure 81.

To Delete the existing information

Figure 88: IRC Committee (Delete)
- Click on **DELETE** button to delete existing information as shown in figure 82 then the instruction pop up will appear as shown in figure 83.

**Figure 89 : IRC Committee (Popup screen)**

- It will ask for permission *“Do you want to delete this record?”* as shown in Figure 83 click on **OK**, the record will be deleted.