ICAR
USER MANUAL
WORKS
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
PORTAL

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Table of Contents

1. Introduction
2. Login
   Login Process
   Menu Bar
3. Works Tab
   Land Assets
   Works & Equipment
Table of Figures

Figure 1: Home Page
Figure 2: Login Window
Figure 2.1: Login through LDAP
Figure 3: User Menu
Figure 4: Navigation bar
Figure 5: Works Tab
Figure 6: Land Assets Option
Figure 7: Land Assets form screen
Figure 8: Works & Equipment’s option
Figure 9: Works & Equipment Form Screen
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/](https://iims.icar.gov.in/).

2. Login

![Home Page Image](image-url)
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.png)

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` can login through LDAP

![Login through LDAP](image2.png)

Figure 2.1: Login through LDAP

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

➢ In menu bar section there are 5 given options.

➢ Click on Works tab then given options will appear as shown in Figure 5
Land Assets –

➢ Click on the Works and choose Land Assets as shown in the Figure 6 then new form will appear as shown in Figure 7.

➢ Enter the Land Assets details in respected fields as shows in Figure 7 and click on save button.
➢ Click on CANCEL button to cancel the process.
➢ Click on EDIT button to modify existing information, and after modification click on update button to save the changes.
➢ Click on **DELETE** button to delete the existing record, it will ask for permission “*Do you want to delete this record?*” Click on OK to delete the record.

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### Works & Equipments

- Click on the **Works** and choose **Works & Equipments** as shown in the Figure 8 then new form will appear as shown in Figure 9.

![Figure 8: Works & Equipment’s option](image)

➢ Enter the Works & Equipments details in respected fields as shows in Figure 9 and click on save button.

![Figure 9: Works & Equipment Form Screen](image)
➢ Click on **CANCEL** button to cancel the process.
➢ Click on **EDIT** button to modify existing information, and after modification click on update button to save the changes.
➢ Click on **DELETE** button to delete the existing record, it will ask for permission “**Do you want to delete this record?**” Click on OK to delete the record.