

## User Manual - Nallaasaan

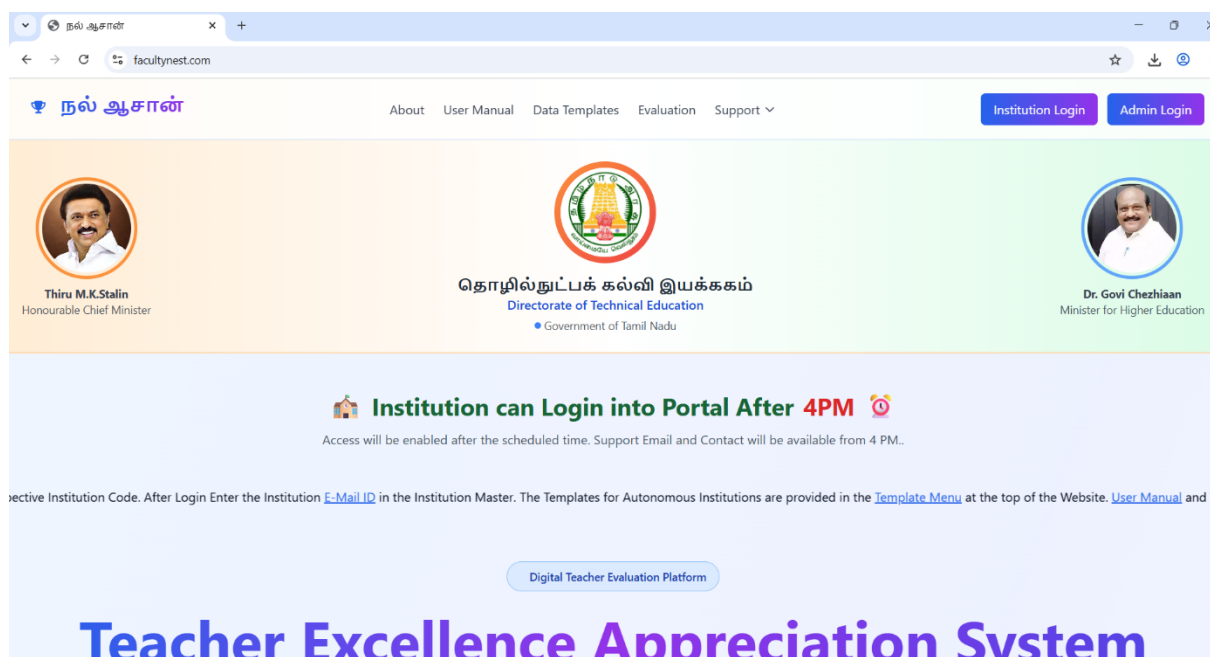
**Website - [www.facultynest.com](http://www.facultynest.com)**

### 1. Introduction

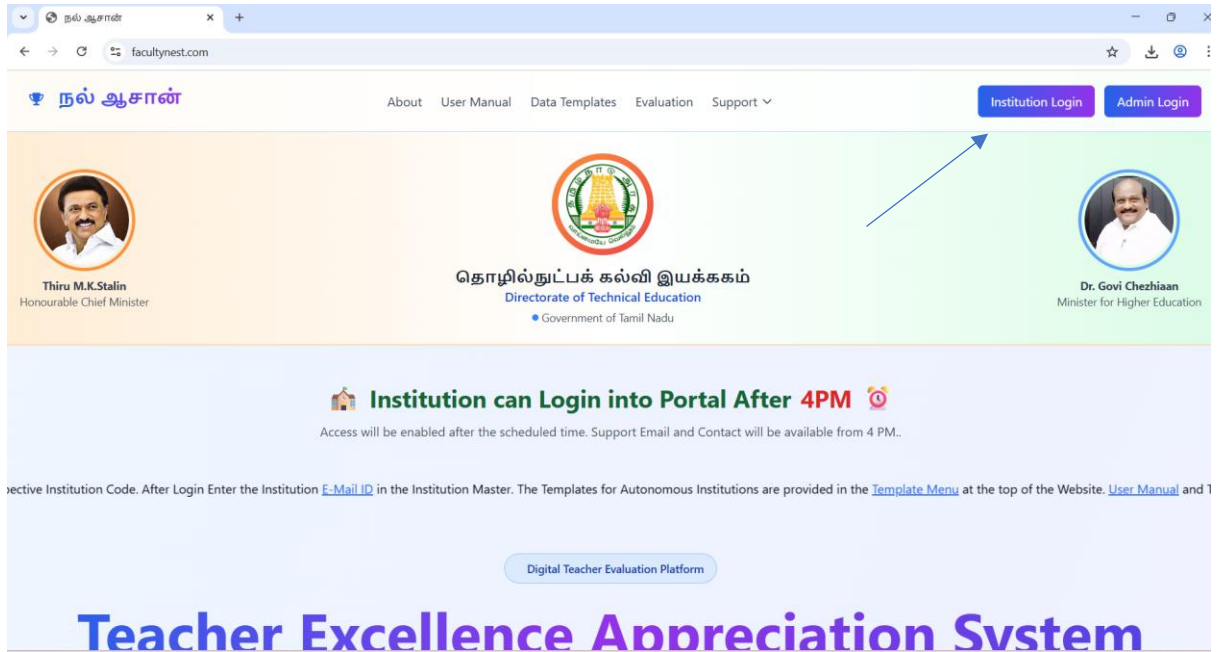
The FacultyNest website is designed to store and manage data about the institution, including courses, faculty details, and student records. This database supports assessment and grading of teaching methodology and helps recognize outstanding faculty members through initiatives like the **Best Teacher Award**.

#### Step 1 Login Page

- Navigating to the website [www.facultynest.com](http://www.facultynest.com)



- Click the **Institution Login** Button.
- Enter your Institution Code as Username and Password



## ○ Login Page



User Name : Institution Code  
Password : Institution Code

Login

Username:

Password:

☐ Remember me

Sign In

[Forgot password?](#)

- If you forget the password, click forgot password link and fill your institution e-mail id to enable the password through institution mail id.

## Step 2 - Institution Master

- **In Institution Master**, Update your institution's Email Id.

The screenshot displays the 'Institution Master' page in the facultynest.com system. The page features a sidebar with navigation options: Institution Master, Institution Course, Staff Master, Student Master, Assign, and Help & Support. The main content area shows a list of institutions with the following columns: Ins Code, Ins Name, Address1, Address2, Place, Pincode, Ins Type, Ins Type Code, and Email. A blue arrow points to the Email column, which contains the text 'principaleit@gmail.com'. A text box with the instruction 'Enter the institution Email Id' is overlaid on the page.

		Ins Code	Ins Name	Address1	Address2	Place	Pincode	Ins Type	Ins Type Code	Email
<input checked="" type="checkbox"/>		214	E I T POLYTECHNIC COLLEGE	65A,PETHAMAPALAYAM ROAD	SALANGAPALAYAM POST	KAVINDAPADI	638455	Aided	2	principaleit@gmail.com

Enter the institution Email Id

[https://facultynest.com/institution/student\\_list.php?page=list](https://facultynest.com/institution/student_list.php?page=list)

- **In Institution Course** , the list of courses offered in the previous semester is listed. If any of the course name is missing in the list, through **Add New button** , you can add the course/courses to the list.

Best Teacher Award

Institution Master

**Institution Course**

Staff Master

Student Master

Assign

Help & Support

Home / Institution Course

search

E I T POLYTECHNIC COLLEGE

Thiru M.K.Shalin  
Honourable Chief Minister

தொழில்நுட்பக் கல்வி இயக்குகை  
Directorate of Technical Education  
Government of Tamil Nadu

Dr. Govil Chaudhian  
Minister for Higher Education

Add new

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	Institution	Ins Code	Course	Course Code
<input type="checkbox"/>	E I T POLYTECHNIC COLLEGE	214	MECHANICAL ENGINEERING (FULL TIME)	1020
<input type="checkbox"/>	E I T POLYTECHNIC COLLEGE	214	TEXTILE TECHNOLOGY (FULL TIME)	1060
<input type="checkbox"/>	E I T POLYTECHNIC COLLEGE	214	TEXTILE PROCESSING (FULL TIME)	1061
<input type="checkbox"/>	E I T POLYTECHNIC COLLEGE	214	TEXTILE TECHNOLOGY (KNITTING) (FULL TIME)	1068
<input type="checkbox"/>	E I T POLYTECHNIC COLLEGE	214	COMPUTER ENGINEERING (FULL TIME)	1052
<input type="checkbox"/>	E I T POLYTECHNIC COLLEGE	214	ELECTRONICS AND COMMUNICATION ENGINEERING (FULL TIME)	1040
<input type="checkbox"/>	E I T POLYTECHNIC COLLEGE	214	ELECTRICAL AND ELECTRONICS ENGINEERING (FULL TIME)	1030

https://facultynest.com/institution/institution\_course\_list.php

## Step 3 - Staff Master

- In **Staff Master**, you can edit the staff details. In this you can edit the staff details, if any of the staff member names is missing **-TO ADD**, click **Inline Add** button to add the staff data. Once all your institutions staff details are edited, kindly save all.

Staff

facultynest.com/Institution/staff1\_list.php

Best Teacher Award

Staff Master

search

E I T POLYTECHNIC COLLEGE

Institution Master

Institution Course

Staff Master

Student Master

Assign

Help & Support

Department

COMPUTER ENGINEERING (FULL TIME)

ELECTRICAL AND ELECTRONICS ENGINEERING (FULL TIME)

ELECTRONICS AND COMMUNICATION ENGINEERING (FULL TIME)

MECHANICAL ENGINEERING (FULL TIME)

TEXTILE PROCESSING (FULL TIME)

TEXTILE TECHNOLOGY (FULL TIME)

TEXTILE TECHNOLOGY (KNITTING) (FULL TIME)

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Honourable Chief Minister

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Directorate of Technical Education  
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Minister for Higher Education

Inline Add Save all Cancel

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		Ins Name	Inst Code	Department	Department Code	Staff Id	Name	Mobile	Gender	Staff Status
✓✗	1	E I T POLYTECHNIC COLLEGE	214	MECHANICAL EN	1020	22142001	Thiru BALAMURUGAN O K		M	Please select
		E I T POLYTECHNIC COLLEGE	214	MECHANICAL ENGINEERING (FULL TIME)	1020	22142002	Thiru DINESH J			Please select Presently Working in the Institution Left the Institution
		E I T POLYTECHNIC COLLEGE	214	MECHANICAL ENGINEERING (FULL TIME)	1020	22142003	Thiru THAIMANAVAN K T R		M	
		E I T POLYTECHNIC COLLEGE	214	MECHANICAL ENGINEERING (FULL TIME)	1020	22142004	Dr GOKUL L S		M	
		E I T POLYTECHNIC COLLEGE	214	MECHANICAL ENGINEERING (FULL TIME)	1020	22142005	Thiru GOWTHAM S		M	

## Step 4 - Student Master

- In **Student Master**, you can edit the student contact number. if any of the student data is missing, kindly click the **Inline Add** button to add the student data. Once the institutions students' details are edited, kindly save all. Student Mobile Number format – first two digit must be 91 (country code) then type the mobile number 10 digits.

The screenshot shows the 'Student Master' page in the facultynest.com system. The page has a sidebar on the left with navigation options: Institution Master, Institution Course, Staff Master, Student Master, Assign, Help & Support, and Institution. The main area displays a list of students with columns for Academic Year, Institution, Institution Code, Course, Course Code, Year, Reg Number, Name, Mobile, Gender, and Status. The Mobile column contains redacted numbers. The interface also includes a search bar, a language dropdown, and a pagination bar at the bottom.

<input type="checkbox"/>	Academic Year	Institution	Institution Code	Course	Course Code	Year	Reg Number	Name	Mobile	Gender	Status
<input type="checkbox"/>	2023-2024	E I T POLYTECHNIC COLLEGE	214	MECHANICAL ENGINEERING (FULL TIME)	1020	2	11111	DEMO STUDENT	[REDACTED]	Male	Studying in this institute
<input type="checkbox"/>	2023-2024	E I T POLYTECHNIC COLLEGE (214)	214	TEXTILE TECHNOLOGY (FULL TIME)	1060	3	23600448	PARTHIBAN B	[REDACTED]	Male	Studying in this institute
<input type="checkbox"/>	2023-2024	E I T POLYTECHNIC COLLEGE (214)	214	MECHANICAL ENGINEERING (FULL TIME)	1020	2	24202787	AKASH SIVAKUMAR	[REDACTED]	Male	Studying in this institute
<input type="checkbox"/>	2023-2024	E I T POLYTECHNIC COLLEGE (214)	214	MECHANICAL ENGINEERING (FULL TIME)	1020	2	24202788	BHARATH R	[REDACTED]	Male	Studying in this institute

## Step 5 - Assign – Teacher Subjects Handled

- **In Teacher Subjects Handled Menu**, you can assign the subjects handled by the respective teacher in the previous semester. If any of the subjects list is missed out you can add (For Example if 120 students are studying in 1020 Mechanical Engineering , in two sections two add one more teacher use this option).

Teacher - Subject Handled

facultynest.com/Institution/teacher\_subject\_taken\_list.php

Best Teacher Award

Assign / Teacher-Subject Handled

search

E I T POLYTECHNIC COLLEGE

Institution Master

Institution Course

Staff Master

Student Master

Assign

Teacher-Subject Handled

Help & Support

Course

COMPUTER ENGINEERING (FULL TIME)

ELECTRICAL AND ELECTRONICS ENGINEERING (FULL TIME)

ELECTRONICS AND COMMUNICATION ENGINEERING (FULL TIME)

MECHANICAL ENGINEERING (FULL TIME)

TEXTILE PROCESSING (FULL TIME)

TEXTILE TECHNOLOGY (FULL TIME)

TEXTILE TECHNOLOGY (KNITTING) (FULL TIME)

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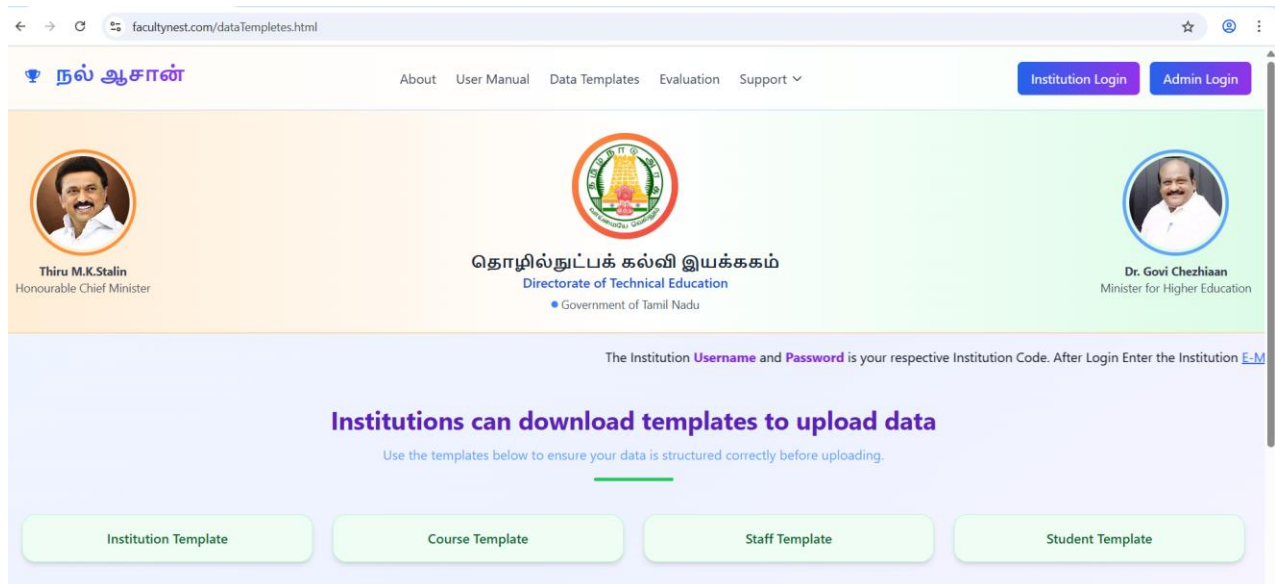
Add new

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<input type="checkbox"/>	Institution	Institution Code	Course	Course Code	Year	Semester	Subject	Subject Code	Name	Staff Id
<input checked="" type="checkbox"/>	E I T POLYTECHNIC COLLEGE	214	MECHANICAL ENGINEERING (FULL TIME)	1020	1	2	TAMILS AND TECHNOLOGY	TA232110	Dr RAMASAMY KA	22146002
<input checked="" type="checkbox"/>	E I T POLYTECHNIC COLLEGE	214	MECHANICAL ENGINEERING (FULL TIME)	1020	1	2	BASICS OF MECHANICAL ENGINEERING	ME232120		
<input checked="" type="checkbox"/>	E I T POLYTECHNIC COLLEGE	214	MECHANICAL ENGINEERING (FULL TIME)	1020	1	2	APPLIED MATHEMATICS - I	MA232431		
<input checked="" type="checkbox"/>	E I T POLYTECHNIC COLLEGE	214	MECHANICAL ENGINEERING (FULL TIME)	1020	1	2	APPLIED PHYSICS - I	PH232441		
<input checked="" type="checkbox"/>	E I T POLYTECHNIC COLLEGE	214	MECHANICAL ENGINEERING (FULL TIME)	1020	1	2	APPLIED CHEMISTRY - I	CH232451		

## Step 6 - Help and Support

For Autonomous Institutions and for other reasons by other institutes to add bulk data if necessary use the **DATA Templates**



**Help and Support is provided in the Portal.**

You can reach the support team by

EMAIL ID : [nallaasaan@gmail.com](mailto:nallaasaan@gmail.com)

Whatsapp : **9843743757**

Mobile (call) – **9843043091**

**If bulk students' data is missing, please do not add by yourself. The database is with us. We will enable from our end.**

**Apart from this you can raise your queries in the portal itself.**