<p style="text-align:center">User Manual - Nallaasaan</p>

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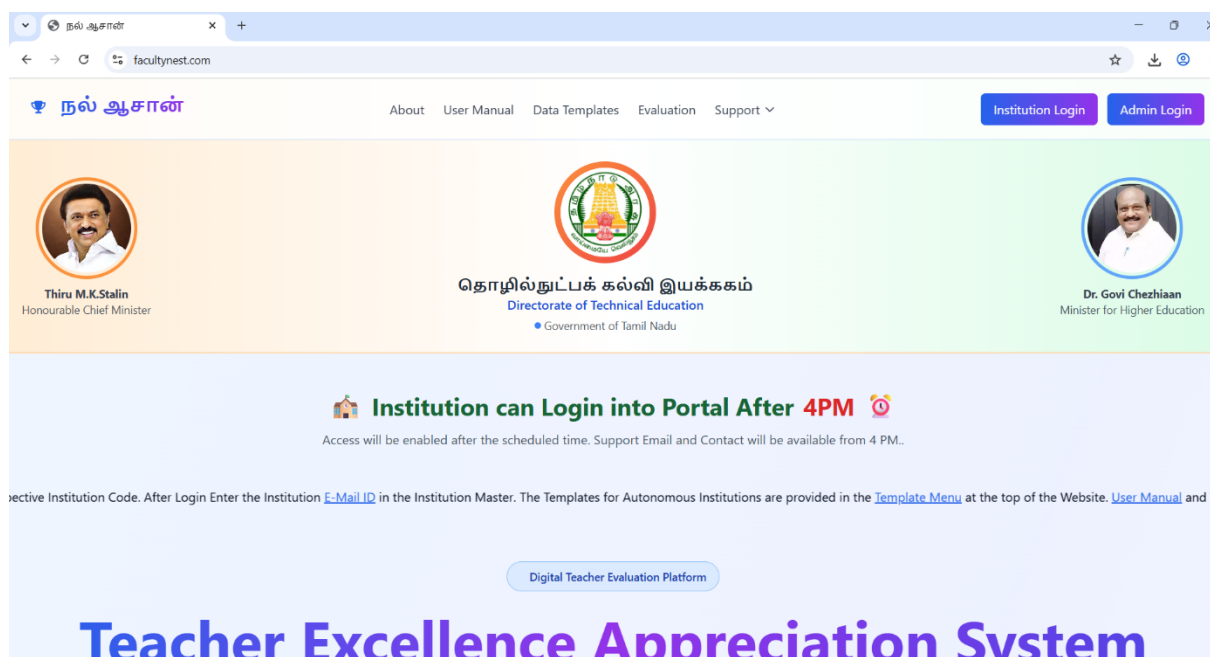
- Click the **Institution Login** Button.
- Enter your Institution Code as Username and Password
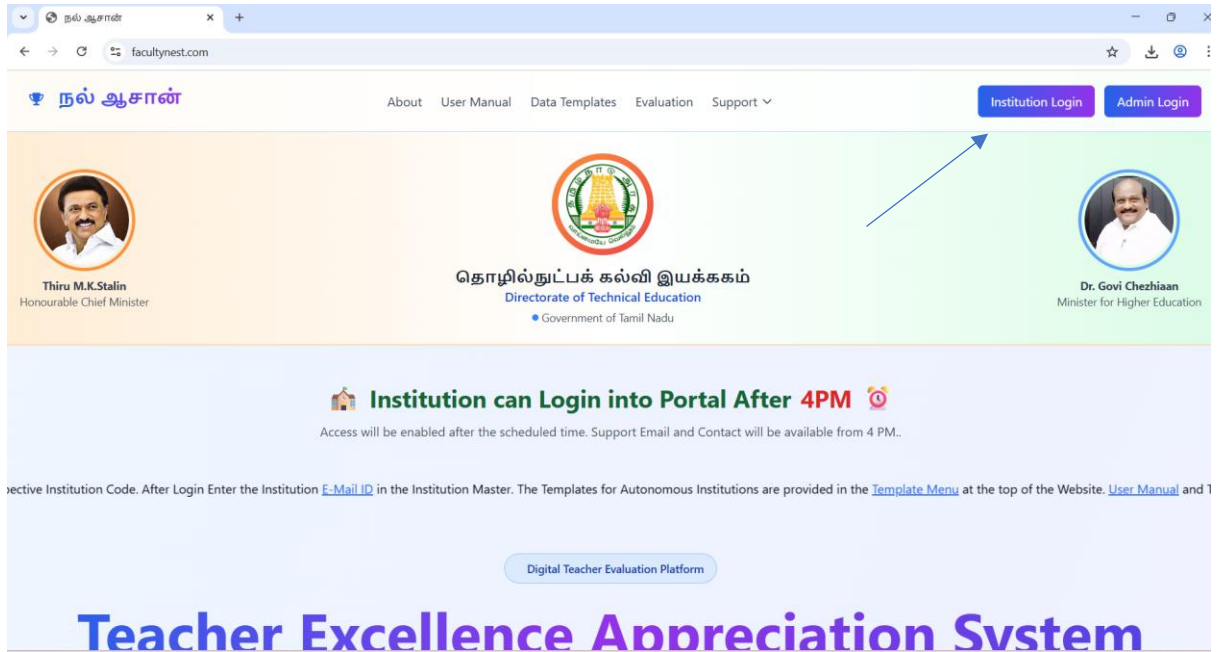
o Login Page

User Name : Institution Code

Password : Institution Code

o 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.

Enter the institution Email Id

- **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.

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.

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 me 91 (country code) then type the mobile number 10 digits.

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).

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**
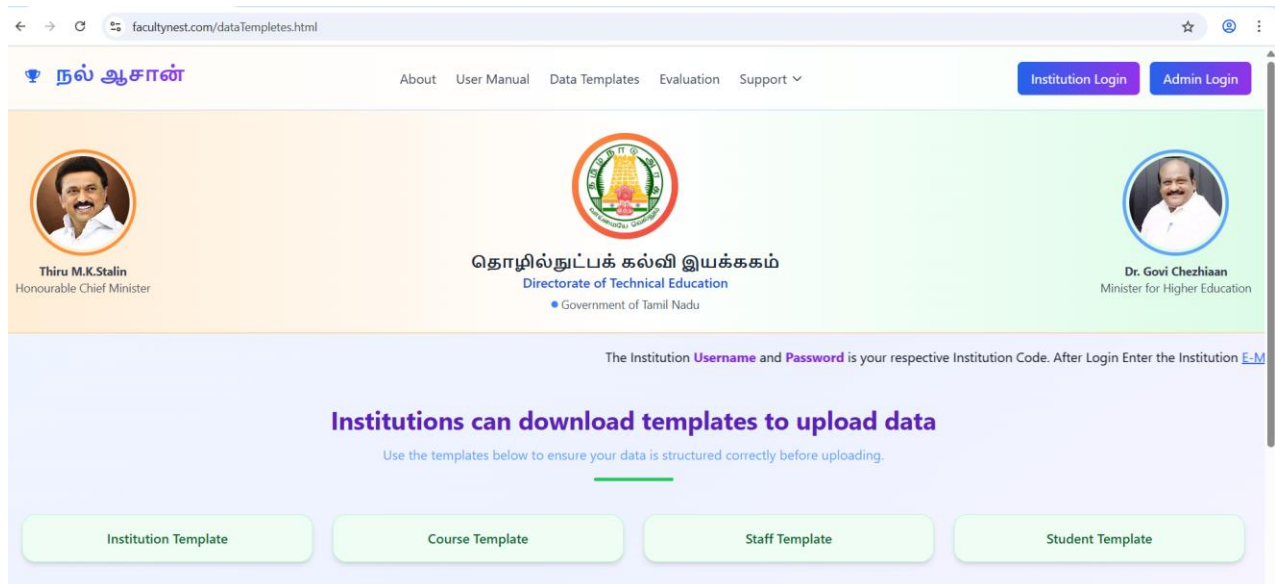
Help and Support is provided in the Portal.

You can reach the support team by

EMAIL ID : nallaasaan@gmail.com

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.