

HOW TO UPLOAD PROPOSED PLAN & MARK THE ACTUAL PLAN

Created by: Vinay Kumar G S, ERP Analyst

Step 1: Choose Course communities

The screenshot displays a user interface with a dark sidebar on the left and a main content area. The sidebar contains a search bar and a list of navigation items: Home, Quick Access, My Communities, Timetable, Academic Calendar, Curriculum / Academic Pathway, Daily Work Log, Attendance, Assessment, My Ratings, Student Leave Management, and Faculty Leave Management. The main content area has a breadcrumb trail 'HOME > QUICK ACCESS' and a row of four icons: My Timetable, Communities, Course Communities (highlighted with a red box and a red arrow), and Academic Calendar. Below this is a 'QUICK ACCESS' section with a search bar containing the text 'What are you looking for...'. Underneath the search bar are several icons: Timetable, Daily Work Log, Assessment, Activity Points, Student Leave Management, and Student. A 'Faculty' icon is also visible. A 'Quick Access' button is located in the bottom right corner. The footer contains the text 'Powered by Linways Technologies Pvt.Ltd.' and 'Linways AMS ULTIMATE v4.4.1.0'.

Step 2: Choose the course for which the proposed plan must be uploaded

Search

My Communities

Course Communities

My Tutor Batches

Timetable

Academic Calendar

Curriculum / Academic Pathway

Daily Work Log

Attendance

Assessment

My Ratings

Student Leave Management

Faculty Leave Management

MY COMMUNITIES > COURSE COMMUNITIES

MY COURSE COMMUNITIES

Show Filters

Search by name, course name and code

Departments: ADMINISTRATION

Showing results : 49 / 49

LIBRARY - LIBRARY LIBRARY - LIBRARY BCOM B 2020 BBA A 2020 BCOM A 2020 B.COM H B 2020 ...	3MCA-LIB - LIBRARY 3MCA-LIB - Library MCA 2024	LIBRARY LIBRARY - LIBRARY BSc(CheMat) 2021 BCOM ACCA 2021 BCOM B 2021 ...
MBA B LIBR 1ST SEM 2025-27 LIB - LIBRARY MBA B 2025	MCA LIBER 1ST SEM 2025-27 LIB - LIBRARY MCA 2025	MBA A LIBR 1ST SEM 2025-27 LIB - LIBRARY MBA A 2025
M.COM LIBER 1ST SEM 2025-27 LIBRARY - LIBRARY M.COM 2025	M.COM LIBR 3RD SEM 2024-26 LIBRARY - LIBRARY M.Com 2024	LIBRARY - LIBRARY LIBRARY - LIBRARY MA 2024
LIBRARY - LIBRARY LIBRARY - LIBRARY MA - ENG 2025	LIB / RES - LIBRARY / RESEARCH LIB / RES - LIBRARY / RESEARCH M.Sc 2024	LIB - LIBRARY LIB - LIBRARY M.Sc - PSYCHOLOGY 2025

Quick Access

Step 3: Click on Lesson Planner

The screenshot displays the Linways AMS interface. On the left is a dark navigation sidebar with a search bar and various menu items. The 'Lesson Planner' menu item is highlighted with a red box, and a red arrow points from a text box to the 'Proposed Plans' sub-item. The main content area shows the 'PROPOSED COURSE PLAN' page for '3MCA-LIB - LIBRARY'. It includes a breadcrumb trail, a title, two tabs ('TABLE METHOD' and 'CALENDAR METHOD'), and summary statistics: 'Session Planned Count = 0, Timetable Count= 17, Unplanned Sessions = 17, Plan Variance ⓘ = 100.00'. A 'Holiday' legend is present. A row of action buttons includes 'Print', 'Import', 'Export', 'Sync with Timetable', 'More Actions', 'Copy Plans', and 'CO Details'. Below these is a table with columns: '#', 'DATE', 'HOUR', 'MODULE', 'TOPIC', 'DESCRIPTION', 'MODE OF INSTRUCTION', 'TEACHING AND LEARNING STRATEGIES', 'COURSE OUTCOMES', and 'ACTIONS'. The table contains one row with input fields for 'DATE', 'HOUR', 'MODULE', and 'TOPIC', and dropdowns for 'MODE OF INSTRUCTION' and 'COURSE OUTCOMES'. A 'Quick Access' button is located in the bottom right corner.

HOME > SUBJECT COMMUNITY > 3MCA-LIB - LIBRARY > LESSON PLANNER > PROPOSED PLANS

PROPOSED COURSE PLAN

TABLE METHOD CALENDAR METHOD

Session Planned Count = 0, Timetable Count= 17, Unplanned Sessions = 17, Plan Variance ⓘ = 100.00

Holiday

Print Import Export Sync with Timetable More Actions Copy Plans CO Details

#	DATE	HOUR	MODULE	TOPIC	DESCRIPTION	MODE OF INSTRUCTION	TEACHING AND LEARNING STRATEGIES	COURSE OUTCOMES	ACTIONS
	<input type="text"/>	Select	Select	Enter Topic	<input type="text"/>	Select	<input type="text"/>	Select COs	<input type="checkbox"/> <input type="checkbox"/>

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Quick Access

Proposed Plan is the option where we upload the proposed plan

Step 4: Preparation of Proposed Plan

Search

Home

Course Info

Course Handout

Student Information

Lesson Planner

Proposed Plans

Actual Plans

Student Attendance

Online Meetings

Assessments

Course Materials

CA/Internal Marks

HOME > SUBJECT COMMUNITY > 3MCA-LIB - LIBRARY > LESSON PLANNER > PROPOSED PLANS

PROPOSED COURSE PLAN

TABLE METHOD CALENDAR METHOD

Session Planned Count = 0, Timetable Count= 17, Unplanned Sessions = 17, Plan Variance ⓘ = 100.00

Holiday

Print Import Export Sync with Timetable More Actions Copy Plans CO Details

#	DATE	HOUR	MODULE*	TOPIC*	DESCRIPTION	MODE OF INSTRUCTION*	TEACHING AND LEARNING STRATEGIES	COURSE OUTCOMES*	ACTIONS
		Select	Select	Enter Topic		Select		Select COs	<input type="checkbox"/> <input type="checkbox"/>

You can enter the proposed plan here in the UI

You can use the import option to download the proposed plan template, fill it and import

Quick Access

Step 5: Downloading the Proposed Plan template

CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

FACULTY | Logged in as SHYLAJA C

HOME > SUBJECT COMMUNITY > 3MCA-LIB - LIBRARY > LESSON PLANNER > PROPOSED PLANS

PROPOSED COURSE PLAN

TABLE METHOD | CALENDAR METHOD

Session Planned Count = 0, Timetable Count = 17, Unplanned Sessions = 17, Plan Variance = 100.00

Import Lesson Planner

Excel Format (highlighted with a red box and arrow)

Choose File (.xls, .xlsx) | Browse | Import

Instructions

- Headers in the sample Excel shouldn't be tampered. Any change in the sample Excel will affect the import process.
- You can find the sample format above the upload section.
- Input data into the columns that are highlighted in red. In case of any data mismatches, a warning message will be provided.
- Please ensure that the Excel file does not contain any headers or footers. Remove any header and footer content before proceeding with the import process.
- Data will only be accepted if it matches the master data in the database.

Copy Plans | CO Details

COURSE OUTCOMES* | ACTIONS

Select COs | [Checkmark] [X]

Quick Access

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Step 6: Filling the Proposed Plan template

A	B	C	D	E	F	G	H	I	J
Sl.no	Topic Name	Description	Date	Hour	Module	Mode of Instruction	Course Outcomes	Blooms Level	Level Of Imp

Points to remember:

1. All columns in **RED** are mandatory.
2. Please do not fill Date and Hour columns as they will be auto-populated once we click on “Sync with Timetable” button.
3. Input for “Mode of Instructions” must be one out of these 4 options: Tutorial, Lecture, Practical, or Remedial only.
4. Input format for “Course Outcomes” must be CO1, CO2, CO3, CO4, CO5... only.
5. Once the format is filled, import into the system.
6. HODs will lock the proposed plan before classes commence.

Step 7: Importing the Proposed Plan template

The screenshot shows the 'Import Lesson Planner' interface within a web application. The page title is 'CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES' and the breadcrumb trail is 'HOME > SUBJECT COMMUNITY > 3MCA-LIB - LIBRARY > LESSON PLANNER > PROPOSED PLANS'. The main heading is 'PROPOSED COURSE PLAN' with sub-options for 'TABLE METHOD' and 'CALENDAR METHOD'. A summary line indicates 'Session Planned Count = 17, Timetable Count = 17, Unplanned Sessions = 17, Plan Variance = 100.00'. The 'Excel Format' section includes a file selection area with a 'Browse' button and an 'Import' button. Below this is an 'Instructions' section with a list of guidelines for the import process. Two callout boxes provide additional instructions: one pointing to the 'Browse' button and another pointing to the 'Import' button.

CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

FACULTY | Logged in as SHYLAJA C

HOME > SUBJECT COMMUNITY > 3MCA-LIB - LIBRARY > LESSON PLANNER > PROPOSED PLANS

PROPOSED COURSE PLAN

TABLE METHOD | CALENDAR METHOD

Session Planned Count = 17, Timetable Count = 17, Unplanned Sessions = 17, Plan Variance = 100.00

Import Lesson Planner

Excel Format

Choose File (.xls, .xlsx) | Browse | Import

Instructions

- Headers in the sample Excel shouldn't be tampered. Any change in the same will affect the lesson planner import process.
- You can find the sample format above the upload section.
- Input data into the columns that are highlighted in red. In case of any data mismatches, a warning message will be provided.
- Please ensure that the Excel file does not contain any headers or footers. Remove any header and footer content before proceeding with the import process.
- Data will only be accepted if it matches the master data in the database.

Once the template is chosen click on Import

Click on Browse and search for the template to be imported

Quick Access

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Step 9: Sync with Timetable

HOME > SUBJECT COMMUNITY > 3MCA-LIB - LIBRARY > LESSON PLANNER > PROPOSED PLANS

PROPOSED COURSE PLAN

TABLE METHOD CALENDAR METHOD

Session Planned Count = 0, Timetable Count= 17, Unplanned Sessions = 17, Plan Variance ⓘ = 100.00

Holiday

[Print](#) [Import](#) [Export](#) [Sync with Timetable](#) [More Actions](#) [Copy Plans](#) [CO Details](#)

#	DATE	HOUR	MODULE	TOPIC	DESCRIPTION	MODE OF INSTRUCTION	TEACHING AND LEARNING STRATEGIES	COURSE OUTCOMES	ACTIONS
1			Module 1	Topic 1		Lecture		× CO1 × CO2	Edit Delete Map
2			Module 1	Topic 2		Lecture		× CO1 × CO2	Edit Delete Map
3			Module 2	Topic 3		Lecture		× CO1 × CO2	Edit Delete Map
4			Module 2	Topic 4		Lecture		× CO1 × CO2	Edit Delete Map
5			Module 3	Topic 5		Lecture		× CO1 × CO2	Edit Delete Map
6			Module 3	Topic 6		Lecture		× CO1 × CO2	Edit Delete Map
7			Module 4	Topic 7		Lecture		× CO1 × CO2	Edit Delete Map
8			Module 4	Topic 8		Lecture		× CO1 × CO2	Edit Delete Map
9			Module 5	Topic 9		Lecture		× CO1 × CO2	Edit Delete Map

Quick Access

Step 10: Enter the start and end dates of the semester

CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

HOME > SUBJECT COMMUNITY > 3MCA-LIB - LI

FACULTY

PROPOSED COURSE PLAN

TABLE METHOD CALENDAR METHOD

Session Planned Count = 0, Timetable Count= 17

Holiday

Import TimeTable To Lesson Planner

New Course plans will be added as per your timetable. Select a date from when do you want to import timetable ?

From Date

To Date

Close Continue

#	DATE	HOUR	MODULE	TOPIC	DESCRIPTION	MODE OF INSTRUCTION	TEACHING AND LEARNING STRATEGIES	COURSE OUTCOMES
1			Module 1	Topic 1		Lecture		× CO1 × CO2
2			Module 1	Topic 2		Lecture		× CO1 × CO2
3			Module 2	Topic 3		Lecture		× CO1 × CO2
4			Module 2	Topic 4		Lecture		× CO1 × CO2
5			Module 3	Topic 5		Lecture		× CO1 × CO2
6			Module 3	Topic 6		Lecture		× CO1 × CO2

Once all these steps are completed this is how the proposed plan will look

HOME > SUBJECT COMMUNITY > 3MCA-LIB - LIBRARY > LESSON PLANNER > PROPOSED PLANS

PROPOSED COURSE PLAN

TABLE METHOD CALENDAR METHOD

Session Planned Count = 2, Timetable Count= 17, Unplanned Sessions = 15, Plan Variance ⓘ = 88.24

Holiday

[Print](#) [Import](#) [Export](#) [Sync with Timetable](#) [More Actions](#) [Copy Plans](#) [CO Details](#)

#	DATE	HOUR	MODULE	TOPIC	DESCRIPTION	MODE OF INSTRUCTION	TEACHING AND LEARNING STRATEGIES	COURSE OUTCOMES	ACTIONS
1	05-01-2026	hour 5	Module 1	Topic 1		Lecture		× CO1 × CO2	Edit Delete Map
2	12-01-2026	hour 5	Module 1	Topic 2		Lecture		× CO1 × CO2	Edit Delete Map

Step 11: Recording the actual plan after marking attendance

Search

Student Information

Lesson Planner

Student Attendance

Mark Attendance

Hour Wise Report

Online Meetings

Assessments

Course Materials

CA/Internal Marks

Course File

OBE

Polls And Survey

LIBRARY (LIBRARY)
18th July 2025, Friday
HOUR 4
12:30 PM - 1:30 PM
18-07-2025

Marked Hour - 1
Unmarked Hour - 13
Open To All Hour
Disabled Hour

HOUR 1	HOUR 2	HOUR 3	HOUR 4	HOUR 5	HOUR 6	HOUR 7	HOUR 8	HOUR 9	HOUR 10
			LIBRARY (LIBRARY) 12:30 PM - 1:30 PM						

Sort order
Roll Number

All Present All Absent Roll No. Marking Register No. Marking Delete Confirm

Marked as Present Marked as Absent Unmarked Students Already Marked

BCA (IS) 2024 (Present-58/58)

ABHILASHA RANI A Roll No.: 24BCA061 Reg No: U03BV24S0061	AISHWARYA A Roll No.: 24BCA062 Reg No: U03BV24S0062	AISHWARYA B K Roll No.: 24BCA063 Reg No: U03BV24S0063	AISHWARYA V Roll No.: 24BCA064 Reg No: U03BV24S0064
APOORVA P ARADHYA Roll No.: 24BCA065 Reg No: U03BV24S0067	ARSHITHA KUMAR S Roll No.: 24BCA066 Reg No: U03BV24S0069	AYESHA HUMERA Roll No.: 24BCA067 Reg No: U03BV24S0070	BHARATH AR TH Roll No.: 24BCA068 Reg No: U03BV24S0073
BHOOMIKA S Roll No.: 24BCA069 Reg No: U03BV24S0074	BHUVAN L Roll No.: 24BCA070 Reg No: U03BV24S0075	CHANDANA R Roll No.: 24BCA071 Reg No: U03BV24S0077	DEEKSHA T Roll No.: 24BCA072 Reg No: U03BV24S0079
DEEKSHITH M Roll No.: 24BCA073 Reg No: U03BV24S0080	FLEMIN J MUTTATH Roll No.: 24BCA074 Reg No: U03BV24S0087	HAMSA L Roll No.: 24BCA075 Reg No: U03BV24S0089	HARSHAVARDHAN B Roll No.: 24BCA076 Reg No: U03BV24S0092
HARSHITH P Roll No.: 24BCA077	JAISHARAN K - Roll No.: 24BCA078	JUBEDA JUBEDA Roll No.: 24BCA079	JUSTIN THOMAS VARGHESE Roll No.: 24BCA080

Quick Access

Once the attendance is marked, confirm the attendance

Step 12: Check the boxes corresponding to the topics completed

Check the boxes corresponding to the topics completed on that day.

If multiple topics are completed in a single day, select all applicable boxes.

CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

Unmarked Hour -12

LIBRARY (LIBRARY)
12:30 PM - 1:30 PM

Marked as Absent

AISHWARYA A
Roll No.: 24BCA062
Reg No: U03BV24S0062

ARSHITHA KUMAR S
Roll No.: 24BCA066
Reg No: U03BV24S0069

BHOOMIKA S
Roll No.: 24BCA069
Reg No: U03BV24S0074

BHOVAN L
Roll No.: 24BCA070
Reg No: U03BV24S0075

DEEKSHITH M
Roll No.: 24BCA073
Reg No: U03BV24S0080

FLEMIN J MUTTATH
Roll No.: 24BCA074
Reg No: U03BV24S0087

PROPOSED PLAN DETAILS

select a date to search

Create an Actual Plan

Submit

* Date of selected plans will be updated to attendance marking date.

CHOOSE	DATE	HOUR	MODULE	TOPIC	MODE OF INSTRUCTION	COURSE OUTCOMES	STATUS
<input type="checkbox"/>	11-07-2025	hour 4	Module	Topic 3	Lecture	CO1,CO2,CO3	<input type="radio"/> Not Covered <input checked="" type="radio"/> Partially Covered <input type="radio"/> Fully Covered
<input type="checkbox"/>	01-08-2025	hour 4	Module	Topic 4	Lecture	CO1,CO2,CO3	<input type="radio"/> Not Covered <input type="radio"/> Partially Covered <input type="radio"/> Fully Covered
<input type="checkbox"/>	08-08-2025	hour 4	Module	Topic 5	Lecture	CO1,CO2,CO3	<input type="radio"/> Not Covered <input type="radio"/> Partially Covered <input type="radio"/> Fully Covered

Step 13: Choosing the status of completion

CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

Marked Hour - 2 Unmarked Hour - 12

HOUR 1	HOUR 2	HOUR 3	HOUR 4	HOUR 5
			LIBRARY (LIBRARY) 🕒 12:30 PM - 1:30 PM	

Sort order
Roll Number

Marked as Present Marked as Absent

BCA

AISHWARYA A
Roll No.: 24BCA061
Reg No: U03BV24S0062

ARSHITHA KUMAR S
Roll No.: 24BCA066
Reg No: U03BV24S0069

BHOOMIKA S
Roll No.: 24BCA069
Reg No: U03BV24S0074

BHUVAN L
Roll No.: 24BCA070
Reg No: U03BV24S0075

DEEKSHITH M
Roll No.: 24BCA073
Reg No: U03BV24S0080

FLEMIN J MUTTATH
Roll No.: 24BCA074
Reg No: U03BV24S0087

HARSHITH P
Roll No.: 24BCA077
Reg No: U03BV24S0088

JAISHARAN K -
Roll No.: 24BCA078
Reg No: U03BV24S0089

Navigation sidebar:
Student Information
Lesson Planner
Student Attendance
Mark Attendance
Hour Wise Report
Online Meetings
Assessments
Course Materials
CA/Internal Marks
Course File
OBE
Polls And Survey

Choose the status of completion for each topic you have checked

PROPOSED PLAN DETAILS

select a date to search

Create an Actual Plan

Submit

* Date of selected plans will be updated to attendance marking date.

CHOOSE	DATE	HOUR	MODULE	TOPIC	MODE OF INSTRUCTION	COURSE OUTCOMES	STATUS
<input checked="" type="checkbox"/>	01-08-2025	hour 4	Module 4	Topic 4	Lecture	CO1,CO2,CO3	<input type="radio"/> Not Covered <input type="radio"/> Partially Covered <input checked="" type="radio"/> Fully Covered
<input checked="" type="checkbox"/>	08-08-2025	hour 4	Module 3	Topic 5	Lecture	CO1,CO2,CO3	<input type="radio"/> Not Covered <input type="radio"/> Partially Covered <input checked="" type="radio"/> Fully Covered
<input checked="" type="checkbox"/>	22-08-2025	hour 4	Module 3	Topic 6	Lecture	CO1,CO2,CO3	<input type="radio"/> Not Covered <input checked="" type="radio"/> Partially Covered <input type="radio"/> Fully Covered

Step 14: Submit

CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

Marked Hour - 2
Unmarked Hour -12

HOUR 1	HOUR 2	HOUR 3	HOUR 4	HOUR 5
			LIBRARY (LIBRARY) 🕒 12:30 PM - 1:30 PM	

Sort order
Roll Number

Marked as Present
Marked as Absent

BCA (

ABHILASHA RANI A Roll No.: 24BCA061 Reg No: U03BV24S0061	AISHWARYA A Roll No.: 24BCA062 Reg No: U03BV24S0062
APOORVA P ARADHYA Roll No.: 24BCA065 Reg No: U03BV24S0067	ARSHITHA KUMAR S Roll No.: 24BCA066 Reg No: U03BV24S0069
BHOOMIKA S Roll No.: 24BCA069 Reg No: U03BV24S0074	BHUVAN L Roll No.: 24BCA070 Reg No: U03BV24S0075
DEEKSHITH M Roll No.: 24BCA073 Reg No: U03BV24S0080	FLEMIN J MUTTATH Roll No.: 24BCA074 Reg No: U03BV24S0087
HARSHITH P Roll No.: 24BCA077	JAISHARAN K - Roll No.: 24BCA078

PROPOSED PLAN DETAILS

select a date to search

Create an Actual Plan

Submit

* Date of selected plans will be updated to attendance marking date.

CHOOSE	DATE	HOUR	MODULE *	TOPIC *	MODE OF INSTRUCTION	COURSE OUTCOMES	STATUS *
<input checked="" type="checkbox"/>	01-08-2025	hour 4	Module 2	Topic 4	Lecture	CO1,CO2,CO3	<input type="radio"/> Not Covered <input type="radio"/> Partially Covered <input checked="" type="radio"/> Fully Covered
<input checked="" type="checkbox"/>	08-08-2025	hour 4	Module 3	Topic 5	Lecture	CO1,CO2,CO3	<input type="radio"/> Not Covered <input type="radio"/> Partially Covered <input checked="" type="radio"/> Fully Covered
<input checked="" type="checkbox"/>	22-08-2025	hour 4	Module 3	Topic 6	Lecture	CO1,CO2,CO3	<input type="radio"/> Not Covered <input checked="" type="radio"/> Partially Covered <input type="radio"/> Fully Covered