

NIH RFD MIS System

Dated: April 2, 2018

USERS MANUAL

Step 1:

1. Only NIH Staff can access this System.
2. The Users have been authenticated by NIH Employee Number only.
3. This RFD System is accessible in two ways: (Web browsers: IE/Firefox/Chrome)
 1. <http://192.168.129.131/nihmis/> ↗ for users at NIH Head Quarters
 2. <http://www.nihroorkee.gov.in/nihmis/> ↗ for users at NIH Regional Centers

Step 2:

Once the Home Page is Opened...

-> Click Login to NIH RFD MIS button.

-> Click Register New user

* Enter Your Employee Number (Printed on Payslip), Password & Email (Preferably youremail@gov.in)

* Once Registered, an Email will be sent to the email address given by you.

* Click the Link (sent by Email) to Activate your account.

Step 3:

* Once you login, you will be Default User only.

* To have the access to 'Enter Information', you may send email to the Administrator/RMOD Head

* Your data will be Updated/Proper Rights will be provided within 24 Hrs time.

Information Flow Chart:

I	II	III	IV
Author/Contributor ↗	Divisional Head ↗	RMOD Head ↗	Final Report
Enters Information	Checks the information	Checks the information	
Sends to Div. Head	Sends to RMOD Head	Finalizes Information	
	OR sends back to Author for Correction	OR sends back to Div. Head for Correction	

I: Author/Contributor:

Entering the Information in RFD MIS System:

- Press the Link **Information (On Main menu)**
- Press the Link **New Information (Left side menu)**
- Enter the Data as per the format given.

List of Categories and sub- Categories Information:

Technical Documents

- A- Technical reports
- B- Books authored
- C- Edited Books
- D- Book Chapters
- E- Other S&T documents

Technical Publications

- A- Intl. Journals >3
- B- Intl. Journals <3
- C- National Journal
- D- Intl. Conference
- E- National Conference
- F- Best paper Award
- G- Best Poster Award

Activities organised/participated

- A- Training course organized(>5)
- B- Training course organized (<5)
- C- Brainstorming session/workshop
- D- Intl. Conference
- E- National Conference
- F- Training course attended

Projects

- A- Sponsored
- B- Consultancy
- C- In-house
- D- Field Investigation
- E- Lab Investigation

Lectures/Talks

- A- Lectures

Administrative or Management Responsibilities

- B- Administrative or Management Responsibilities

Miscellaneous Tasks

- A- Member of committee
- B- Evaluation of Project Proposal/reports etc.
- C- Guidance PhD or PG
- D- Thesis evaluation
- E- Involvement in professional societies
- F- Outreach material

Other Important Activities

- A- Other Important Activities

- Sample data is given below explaining the Procedure

=====Sample=====

1. R.P. Pandey, Ashish Pandey, Ravi Galkate, *Hi-Ryong Byun* and *B.C. Mal* (2010) *Integrating Hydro-meteorological and Physiographic Factors for Assessment of Vulnerability to Drought. Water Resources Management. Springer Publishers, Vol.24, No. 15 Pp.4199-4217. (Published in Dec 2010, DOI: 10.1007/s11269-010-9653-5).*

Category-> : **Publications- International Journals**

Title -> : **Integrating Hydro-meteorological and Physiographic Factors for Assessment of Vulnerability to Drought.**

Information Details ->: **Water Resources Management. Springer Publishers, Vol.24, No. 15 Pp.4199-4217. (Published in Dec 2010, DOI: 10.1007/s11269-010-9653-5).**

From & To : **To be Selected by Calendar (drop down) – In case N/A – Select Start date of the month for the data is being submitted.**

Submitted for the Month ->: **To be Selected by Calendar (drop down) .**

Work Flow: **By default it should be Author/Contributor only. (Till Authors/Contributors are entered)**

Remarks: **To send any remarks to the Head of the Division**

Your Role : Select Main Author/Co-Author/Contributor

Your Position: **for Main Author & Contributor should be selected ‘1’ other as per the Author list mention in the Paper/Journals.**

Press **SAVE** button after completion. An Automatic **Paper ID** will be generated by System and you can see the same in My Information Menu.

Step 5:

1. Once the information details are entered , you can Add Authors/Contributors from the Add Authors link displayed or from the Left Menu.
2. You can Upload Photos/Documents /PDF files for the information from Left Menu.
3. After completing the above steps, you may submit the information to the Head of the Division by selecting **Information Status** from Left Menu.
4. Select **Transaction To: Division Head** and Press **SEND** Button.

The Information will be sent to Division Head.

II: Division Head:

For Divisional Heads, there will be “**Information at Divisional Head Level**” Button.

Div. Head can do:

Select the Information sent by Author/Contributor and:

1. Send back to Author/Contributor for Correction.
2. Send it to RMOD Head for further action.
3. Reject the Information. It will be locked & can't be accessed further.

III: RMOD Head:

For RMOD Head, there will be “**Information at RMOD Level**” Button.

RMOD Head can do:

RMOD Head can Select the Information sent by Author/Contributor and:

1. Send back to Div. Head for Correction.
2. Finalize the Information (to complete the transaction) & will appear in Search Menu and this will be Counted for Monthly Information Collection
3. Reject the Information. It will be locked & can't be accessed further.

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