



OFFICIAL OPERATIONAL PROCEDURE & USER MANUAL

FACULTY & RESEARCH SUPERVISORS PORTAL GUIDE

Official Operational Manual for Supervisor Access, Live Quota Management & Scholar Monitoring

TARGET AUDIENCE: H.E.J. & P.C.M.D. Research Supervisors

PORTAL URL: <https://icbcs.easm.co>

ACADEMIC SESSION:
2026-2027

EXECUTIVE SUMMARY: In compliance with ICCBS postgraduate academic regulations, the International Center for Chemical and Biological Sciences (ICCBS) has deployed this automated online allocation system. Research Supervisors can monitor candidate enrolments in real time, verify allocated M.Phil. and Ph.D. scholars, directly reach out via integrated email/phone contacts, and manage account security.

SECTION 1: ACCESSING THE PORTAL & SIGNING IN

Faculty members receive an official email invitation with a direct link to the portal login page. Follow the numbered steps below to authenticate securely:

- Select the Faculty Tab**
On the login screen, click the 'Faculty' tab. (Do NOT attempt to sign in using the Student tab).
- Enter Official Email Address**
Input your registered official ICCBS institutional email or approved faculty email address.
- Enter Password**
Input your account password (use default temporary password 'Faculty@123' if first time, or your customized password).
- Click 'Sign in to Dashboard'**
Submit your credentials. Upon successful authentication, you will be redirected to your supervisor dashboard.
- Forgot Password Recovery**
If you do not remember your password, click 'Forgot your password?' for self-service password recovery.

FIGURE: Faculty Portal Sign-in Interface (URL: <https://icbcs.easm.co/login>) (Red boxes and numbered badges highlight required interactive elements)

[TECHNICAL GUIDANCE] INITIAL ACCESS CREDENTIALS

All resident research faculty across H.E.J. and P.C.M.D. have been pre-provisioned in the system. If you have not set a custom password yet, use **Faculty@123** to log in, and immediately proceed to Section 2 to update it.

SECTION 2: PASSWORD SETUP, SECURITY & SELF-SERVICE RESET

Faculty members have full self-service control over their account security. If you ever forget your password or need to set up a new password for the first time, use the automated reset workflow:

- 1 Click 'Forgot your password?'**
Located directly beneath the password input on the Faculty login tab.
- 2 Enter Registered Email**
Provide your official registered email in the modal window.
- 3 Click 'Send Reset Link'**
The system will generate a secure reset token sent to your email inbox.
- 4 Update Password Inside Dashboard**
Alternatively, while logged in, navigate to 'Security / Change Password' tab, input your current password and set a new robust password.

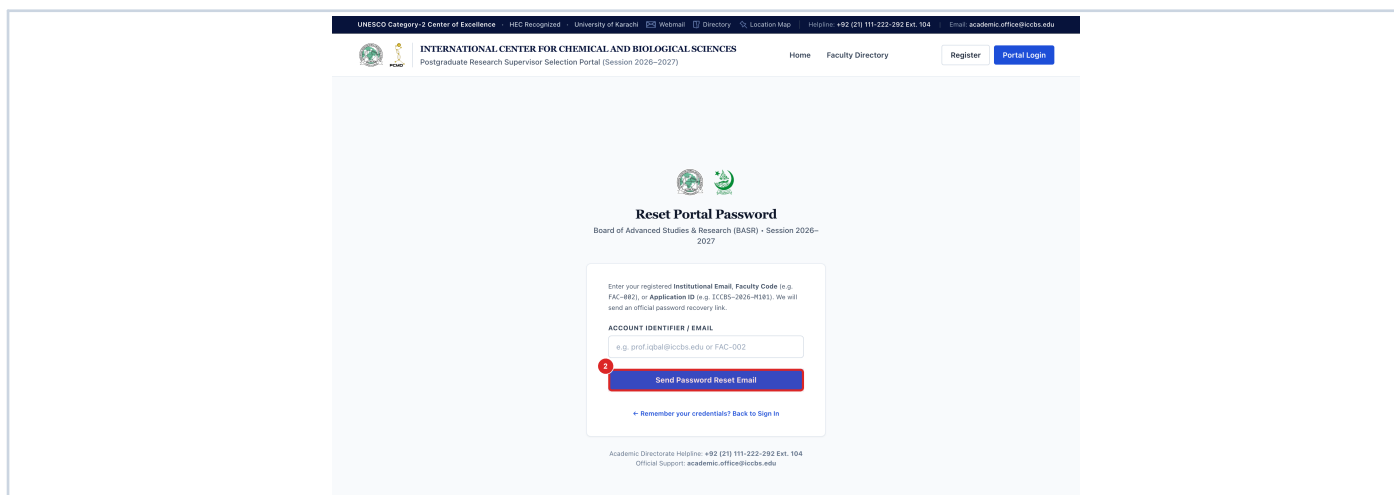


FIGURE: Self-Service Password Reset Dialog Window (Red boxes and numbered badges highlight required interactive elements)

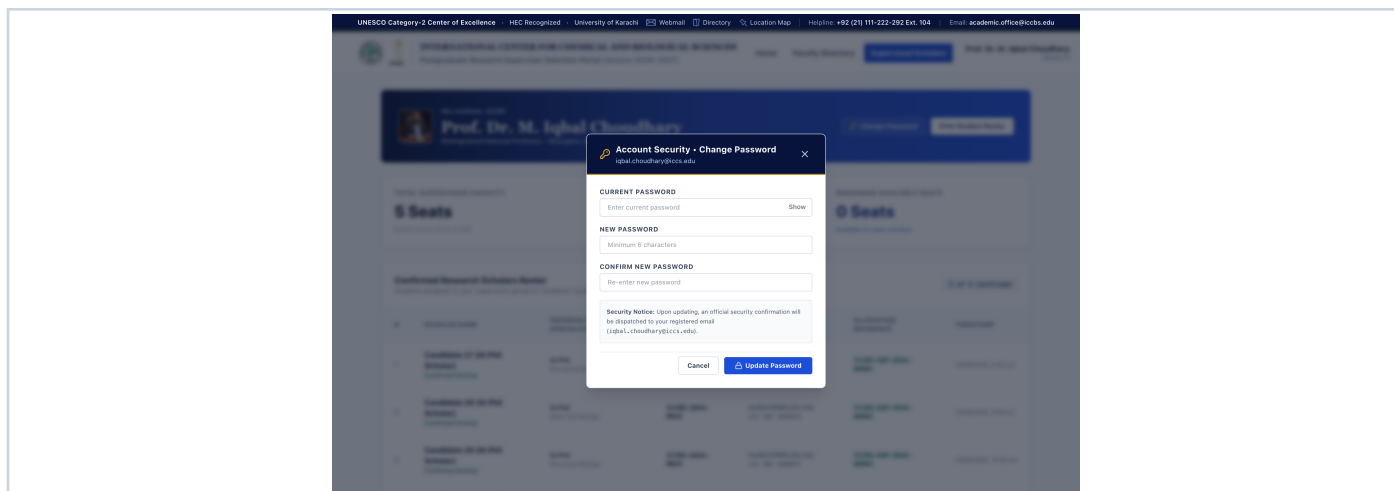


FIGURE: In-Dashboard Password Update & Account Security Tab (Red boxes and numbered badges highlight required interactive elements)

SECTION 3: SUPERVISOR DASHBOARD & REAL-TIME CAPACITY GAUGES

Upon logging in, the Supervisor Dashboard provides a real-time command center summarizing ICCBS supervision quotas, current student load, and instant access to scholar records:

- 1 Capacity & Quota Statistics Cards**
Real-time indicators showing Total ICCBS Capacity, Active Allocations, and Remaining Seats Available.
- 2 Real-Time Quota Progress Gauge**
Visual progress bar tracking the exact percentage of your allocated ICCBS capacity filled.
- 3 Supervisor Profile Card**
Displays your designation, research department (H.E.J. / P.C.M.D.), official email, and Google Scholar profile link.
- 4 Allocated Scholars Table**
Comprehensive tabular list of all postgraduate candidates who have selected you as their research supervisor.

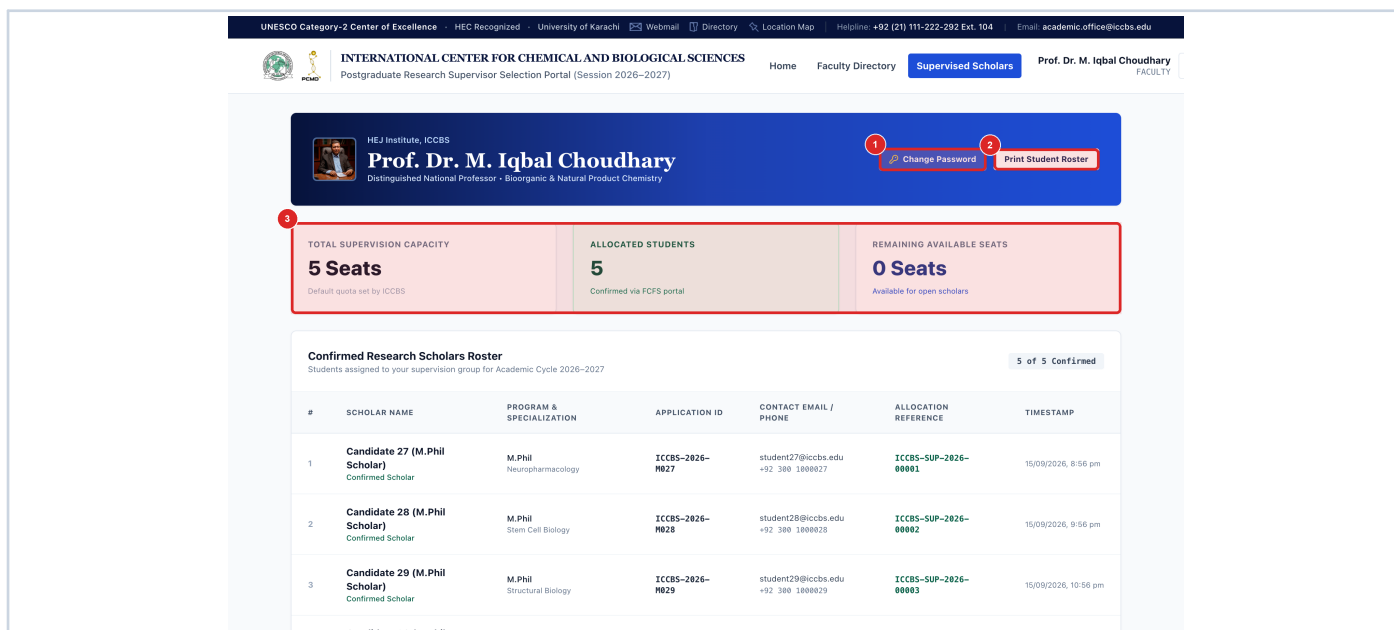


FIGURE: Supervisor Command Center with Live Capacity Gauges & Enrolled Scholar Roster (Red boxes and numbered badges highlight required interactive elements)

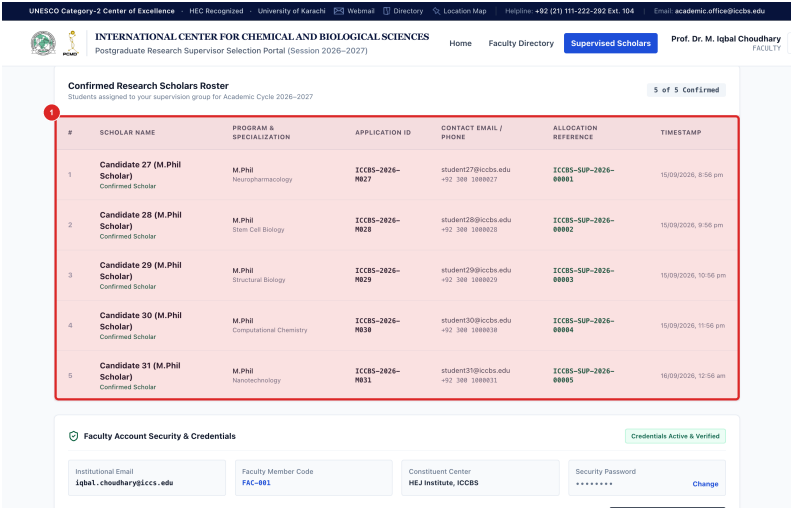
[ICCBS POLICY DIRECTIVE] ICCBS CAPACITY LOCK RULE

Each supervisor's capacity is configured according to ICCBS / HEC guidelines. Once your quota reaches 100% capacity, the portal automatically flags your profile as 'Quota Full' in the public directory, preventing any additional candidates from selecting your laboratory.

SECTION 4: REVIEWING ALLOCATED SCHOLARS & STUDENT CONTACT ACTIONS

Whenever a student successfully locks their seat under your supervision via the ICCBS First-Come, First-Served portal, their full profile appears immediately in your 'Allocated Scholars' table:

- 1 Candidate Identification**
Review the student's Full Name, Merit/Roll Number, and Enrolled Academic Program (M.Phil. / Ph.D.).
- 2 Official Allocation Timestamp**
Exact date and ICCBS server timestamp recorded at the time of confirmed allocation.
- 3 Direct 'Email Scholar' Action**
Click the email button to instantly launch your email client pre-addressed to the candidate.
- 4 Direct 'Phone Contact' Action**
Click the phone button to view or directly initiate contact with the candidate regarding lab induction.
- 5 View Digital Allocation Voucher**
Inspect the candidate's verified ICCBS allocation certificate.



#	SCHOLAR NAME	PROGRAM & SPECIALIZATION	APPLICATION ID	CONTACT EMAIL / PHONE	ALLOCATION REFERENCE	TIMESTAMP
1	Candidate 27 (M.Phil Scholar) Confirmed Scholar	M.Phil Neuropharmacology	ICCBS-2026-M027	student27@iccb.edu +92 300 3898027	ICCBS-SUP-2026-00001	15/09/2026, 8:56 pm
2	Candidate 28 (M.Phil Scholar) Confirmed Scholar	M.Phil Stem Cell Biology	ICCBS-2026-M028	student28@iccb.edu +92 300 3898028	ICCBS-SUP-2026-00002	15/09/2026, 9:56 pm
3	Candidate 29 (M.Phil Scholar) Confirmed Scholar	M.Phil Structural Biology	ICCBS-2026-M029	student29@iccb.edu +92 300 3898029	ICCBS-SUP-2026-00003	15/09/2026, 10:56 pm
4	Candidate 30 (M.Phil Scholar) Confirmed Scholar	M.Phil Computational Chemistry	ICCBS-2026-M030	student30@iccb.edu +92 300 3898030	ICCBS-SUP-2026-00004	15/09/2026, 11:56 pm
5	Candidate 31 (M.Phil Scholar) Confirmed Scholar	M.Phil Nanotechnology	ICCBS-2026-M031	student31@iccb.edu +92 300 3898031	ICCBS-SUP-2026-00005	16/09/2026, 12:56 pm

Faculty Account Security & Credentials

Credentials Active & Verified

Institutional Email: iqbal.choudhary@iccb.edu

Faculty Member Code: FAC-001

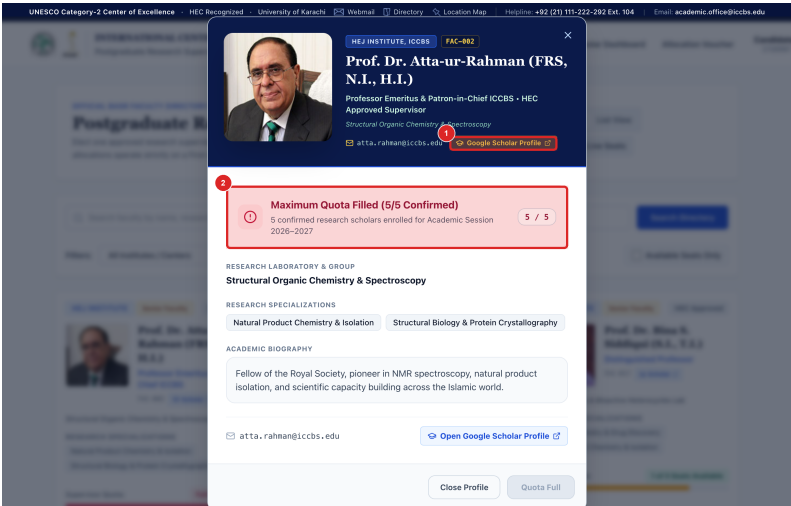
Constituent Center: HEJ Institute, ICCBS

Security Password: *****

FIGURE: Allocated Scholars Table with Direct Communication Action Triggers (Red boxes and numbered badges highlight required interactive elements)

SECTION 5: PUBLIC FACULTY PROFILE & GOOGLE SCHOLAR INTEGRATION

Prospective candidates browse your official academic profile prior to selecting your laboratory. Verify your profile information and publication metrics as seen by incoming students:



HEJ INSTITUTE, ICCBS FAC-002

Prof. Dr. Atta-ur-Rahman (FRS, N.I., H.I.)

Professor Emeritus & Patron-in-Chief ICCBS - HEC Approved Supervisor

Structural Organic Chemistry & Spectroscopy

Maximum Quota Filled (5/5 Confirmed)

5 confirmed research scholars enrolled for Academic Session 2026-2027

RESEARCH LABORATORY & GROUP
Structural Organic Chemistry & Spectroscopy

RESEARCH SPECIALIZATIONS

Natural Product Chemistry & Isolation | Structural Biology & Protein Crystallography

ACADEMIC BIOGRAPHY

Fellow of the Royal Society, pioneer in NMR spectroscopy, natural product isolation, and scientific capacity building across the Islamic world.

Open Google Scholar Profile

FIGURE: Public Supervisor Profile Dialog with Integrated Google Scholar Verification Link (Red boxes and numbered badges highlight required interactive elements)

SECTION 6: ACADEMIC OFFICE SUPPORT & CONTACTS

OFFICE / HELPDESK	CONTACT PERSON / DESIGNATION	EMAIL & EXTENSION
Academic Coordination Office	Directorate of Academic Affairs, ICCBS	academic@iccb.edu Ext: 108 / 112
Portal IT Operations	EASM Support & Technical Systems	iccb@easm.co Online Ticket Support
ICCBS Academic Directorate	Academic Affairs Directorate, ICCBS	academic@iccb.edu Main Admin Block