**P**ermisssion and **R**equest **O**nline **S**ystem **(PROS)**

**Team Members:**

1. Abhisek Narayan – 195001006
2. Advaith N Narayanan – 195001011
3. Anirudh Anand – 195001015
4. Digant Mehul Gandhi – 195001029

**Problem Statement:**  
The PROS helps students and professors with issues involving permission and other requests.

The students face issues in the following areas:

* Acquiring permission to leave the college using hostel leave forms for hostellers and for day scholars to leave early. Female students need to apply leave forms one day prior.
* Acquiring OD from professors during college hours especially during events/competitions involves many students queueing, resulting in long wait times and inconvenience.
* Acquiring permission for leave of absence from professors without interrupting classes in case of an emergency situations requiring immediate leave.
* Acquiring information on where to collect documents such as 10th,12th certificates for passports, etc. and Transcripts for intern and other off campus opportunities
* Acquiring information on general aspects such as where to go for a particular class, when to come for getting record signed, whom to contact for in case of any events among others.

The professors and hostel wardens face issues in the following areas:

* Inconvenience as they may not be available and/or free when the student requests OD/Leave-form.
* Inconvenience to keep track of the students who are taking OD/leave in case of events/competitions involving multiple students.
* Occasions like public holidays see many hostellers waiting in line for hostel wardens and this long-drawn process in inconvenient for wardens.
* Staffs/faculties may not be free when student arrives to ask for documents, etc. They must reschedule quickly considering their hectic schedule
* Professors face issues when students have genuine queries, but they don’t have the time or answer at that moment to answer them. Sometimes they might get the answer/time and find it hard to contact the student who asked the question.

**Background:**

SSN College of Engineering comprises over 4000 students and several hundred faculty, staff, and admin. SSN offers students an option to be a day scholar or a hosteller. With many students opting to be hostellers, the process of getting Leave-form from hostel wardens becomes tedious, specifically during festivals, long weekends and during exam holidays.

Likewise, during events or competitions, faculty members need to give permission to several students for OD and this process is tedious and time consuming for faculty and students. In case of emergency, if the faculty is unavailable, it is very difficult for the student to get permission to leave the college.

The process for collecting documents such as 10th and/or 12th certificates is lengthy where students do not have a clear idea on who to meet or where to go. This makes the process of getting the required documents cumbersome. Also, there is the issue of the faculty being free and the documents being available to hand over to the student, else the student is asked to visit some other day to collect the same. Thus, it makes it hard for both the faculty and the student.

Students find it hard to contact any faculty/warden when they have some general queries or doubts. Either they do not know who to contact or they do not know when they would be free or even where they would be. Mails sent using the official SSN email id often go into spam, making the process even challenging.

We believe that the extensive time and effort that goes into requesting for hostel leave-forms, OD permission, Official documents among others, can be simplified and made more convenient with the help of a well-designed and effective web application that provides an interface to students for requesting permission and documents from hostel wardens, professors, and other office members. Similarly, the hostel wardens and professors can choose to accept/reject the students requests on a case-by-case basis without any paperwork, just by a single click.

**Our Methodology:**

We propose to create a log-in portal for students and faculty/hostel admins entering their information; each having their own interfaces.

* **Student Interface:**

Students have a list of options to choose from a fixed set of request/permission that they can ask for. They can upload necessary information(medical certificate, participation proof, reasons to leave hostel) and send it to the appropriate authority for approval. If the student request is approved, he/she receives a message with necessary details and a QR Code which can be verified for authenticity while leaving the college.

* **Professor/Hostel Warden Interface:**

The professor/warden will receive a notification of the request raised from student and they can go through the uploaded information and chat with the student before accepting/rejecting the request.

* **Requesting of Original Documents:**

The student selects the request for the document through the student interface as mentioned above. Depending on the document type, the receivers address is automatically added(CSE department/ Exam cell for transcripts and CDC/SSN office for 10th and 12th documents).Once the students describe the reason and sends the request, he/she waits for reply from the faculty. Meanwhile in the faculty interface, they can accept/deny the request and once they accept, they can notify the time and place for the student to collect the necessary documents, thus making it easier for both the parties.

* **Other general queries:**

Apart from the above mentioned, there are a variety of queries that the student may have. The students once clicking on the other queries, selects the receivers address and types his query in the box allocated to it. After clicking send, the request goes to the pending list. Once the request has been answered to, the student gets a notification, and he/she can find their answers there.