**1. Uploading supporting documents in all the sections where we need to have proofs of student's accomplishment / claims. Preferably in PDF format**

1.a Academic Details => all education qualification certificate => 1 attachment each

1.b Work Experience => Offer letter and completion / experience certificate => 2 attachments for each work experience

1.c Projects => Project completion certificate => 1 attachment each

1.d Internships => Internship offer letter and Internship completion letter (if it is completed)

1.e Certifications => Certificate issued / obtained

1.f Clubs => Club membership certificate or certificate for the role mentioned

1.g Associations => Association membership certificate or certificate for the role mentioned

1.h Students Union => Students Union certificate

1.i Events => For every event mentioned in the profile certificate to be uploaded

1.j Awards => Award certificate needs to be uploaded

1,k Scholarships (optional)

1.l Competitive Exam scores (1 attachment for each competitive exam)

1.m Placements => Offer letter needs to be uploaded

**2. Reduce the size of drop down options if the options are not too relevant or needed for any type of reporting or audit. Instead retain only relevant items in list and provide "Others" option to enter the value as free text.**

2.a Father / Mother Occupation => Retain Police, Lawyer, Doctor, Faculty, Banker, Business, Daily Wages, Farmer, Private Sector, Public sector, Civil Services, Others

2.b Clubs, Associations => Keep "Others" option for the user to specify. This is useful if the user is part of any clubs / associations before joining PSG

2.c Include NCC, NSS as part of the clubs dropdown

2.d In Basic profile, if a student is a hosteler, please allow student to select what which hostel (Men's hostel, Girl's hostel, Additional hostel). Hostel block name will capture name within this hostel

2.e Under Education Qualification for Parents, add ITI too.

**3. Projects:**

3.a For External projects, Institution name / organization name along with location are needed

**4. Internships**

4.a In-plant training should be added to the list of internship types that includes now Full time internship and part time internships

**5. Placements**

5.a Placement section needs to be added with details of all offers student has obtained along with offer letter copy

**6. Mobile App**

6.a Students should be given a mobile app through which they can enter their details on Co-curricular and Extra curricular activities

**7. Skills**

7.a Rephrase from "Other Skills / Proficiency" to "Technical Skills / Proficiency"

**8. Publications =>**Change title to => Papers Presented / Published

8.a Allow user to select between "Conference" or "Journal" or "Patent"

8.b When Conference publication is selected, following details have to be gathered: Paper title, Proceeding Number (ISBN Number), Page No From - To, Conference Title, Conducted By, Venue, Conference Date, Upload Front page, Author 1, Author 2, Author3

8.c When Journal publication is selected, following details have to be gathered: Paper title, Journal title, Volume No, Issue No, Page No From - To, Month/Year of Publishing, Author 1, Author 2, Author3

8.d Remove area of Publisher

**9. Patents**

9.a New section Patent needs to be added

9.b When Patent is selected, following fields have to be gathered for each patent: Title of the invention, Reference Number, Status of Patent (Issued / Pending), Country Patent Number, Date/Month/Year of filing, Date/Month/Year Issued,

9.c Upload docs related to Patent

**10. Value Added Courses**Students can add value added courses that they have done apart from the papers in the syllabus. Following details have to be captured

10.a Course code, course name

10.b Credits present? (Yes / No), Number of credits if Yes

10.c Number of hours

10.d From date - to Date

10.e Course coordinator

10.f Upload supporting document

10.g Grade

**11. Events:**

11.a Event Type: Allow user to choose between Co-curricular, Extra-Curricular activities

11.b. Event Category: options depend on Event type. For co-curricular, it comprises of Conference / Symposium, Technical, Workshops, Paper presentation and Extra-curricular should comprise of NCC, NSS, Nature club, Music club, etc

11.c Event organizing body should change based on event category. Clubs should be listed for Extra-curricular, Associations should be listed for Co-curricular. Both drop downs should have others to capture other organizing bodies

**12. Education Qualification**

12.a Qualification Type: Education qualification in the dropdown should be listed in chronological order of how a student will go through them

12.b Replace percentage with Marks secured, Maximum Marks. Compute percentage or CGPA as per the context

**13. Work Experience**

13.a Calculate months of Experience based on duration given by the student and have it available for reports  and filtering

We also discussed in high level **Faculty Information System**

1. Qualification

2. Academic Experience, Industry Experience, Research Experience (for instance Research assistant / scholar)

3. Publications: Conference, Journal, Patents

4. Training programs Attended: Workshops, FDP, Short term training program along with details of training program => Duration, location,

5. Training programs delivered: Worlshops, FDP, Duration, location

6. Industry Institute Collaboration: Consulting, Training, Projects, Product development, Sponsored projects, Research projects, Govt. Projects, Industry Projects

7. Specify status of project: Ongoing / completed

We also discussed about Course / Program Management which supports outcome based education. From Program outcomes to Course objectives to finally tracing it to individual student's performance through Direct and Indirect Assessment. We need to plan a detailed meeting to discuss further.