What is NSP

The NIT Puducherry Student Portal is a robust and user-friendly web application developed to streamline and automate the management of student leave requests and outing procedures. By digitizing these processes, the portal significantly enhances operational efficiency, accuracy, and effectiveness. It minimizes the chances of errors and ensures that the entire system operates smoothly, providing students and staff with a seamless experience in managing leave approvals and maintaining outing records. The portal's comprehensive features cater to the specific needs of the institution, offering a reliable solution to traditionally time-consuming tasks.

Functionalities

Leave Application

Students can initiate a leave request directly from their accounts, which will then be sent to their respective faculty advisors for review. Once the faculty advisor approves the request, it is forwarded to the designated warden for final approval. After the warden's acceptance, the leave request is officially recorded as approved, allowing the student to proceed with their leave.

Outing Process

Security officials will scan the barcode on the back of the student's ID card, which contains their roll number, to initiate and conclude the student's outing.
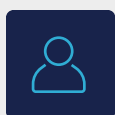
Girls In-campus Outing Register

Security Officials at the Girls Hostel Gate will scan the barcode at the back of the Student's ID Card which contains their roll number, to initiate and conclude the student's in-campus outing.

FACULTY'S ENVIRONMENT

Data will be collected from the faculties asking for their Email IDs to create an account with
- The faculties will get the account created for them and it will be compulsory to change the password while logging in for the first time
- Once the password has been changed, the faculties can access their account and the functionalities

- After successfully logging in, the faculties will be able to see the number of leave requests that are pending with them on the leave request icon
- Faculties can view their account details and update certain details like password, and associated phone number from the profile section

NITPY Student Portal

- The leave requests raised by the students will be visible to the concerned faculty advisors and wardens only
- The leave request will include essential details such as the student's name, phone number, hostel name, room number, destination, purpose of visit, departure date and time, and return date and time. Additionally, it will feature a screenshot of the email from the student's parents to the faculty advisor or warden, granting permission for the leave.

- The action on the request will first be performed by the faculty advisor. The faculty advisor will first ensure that the student is not bound to any academic duties at the time of the proposed leave period and then accept or decline the request accordingly
- Wardens can only take action to accept or decline requests that have been approved by the faculty advisors.

Contact Us

🌐 nitpystudentportal@gmail.com

FACULTY'S ENVIRONMENT -> LEAVE REQUESTS

- If the request is declined by either the faculty advisor or the warden, it will be immediately removed from the pending requests. The student will be notified of the decline, along with a remark from the official explaining the decision.

- Once the request has been approved by the faculty advisor, it will be highlighted with green for the advisor and with orange for the concerned warden.

Faculty Advisor's Side

Warden's Side