CEG AFFIDAVITS

Certificate Request and Tracking System – MERN Stack Project

A full-stack web application built with the MERN stack (**MongoDB, Express.js, React.js, Node.js**) that allows students to request academic certificates and track the status of their requests through multiple levels of approval — **Faculty Advisor (FA)**, **Head of Department (HOD)**, and **Admin Office**.

User Guide

Login Credentials (Sample for Demo)

Role	Roll Number	Password
Student	S001	1234
Faculty Advisor	T001	1234
HOD	H001	1234
Admin Office	A001	1234

Features

Student Portal

- Secure login and registration
- Browse and apply for different certificate categories (e.g., Bonafide, Internship, Visa, Bank, Competitive Exams)
- Upload a request form as part of the application
- Track the progress of each certificate request (Pending → FA → HOD → Admin)
- View reason for rejection, if any
- Preview and download certificate once approved and generated

Tracking Certificate Progress

Students can track the real-time progress of each request from **Applied** page:

- **Green (100%)** → Fully approved & certificate generated
- **Blue (In Progress)** → Request is under review
- **Grey Remaining** → Pending steps
- **Preview** → View certificate online
- **Download** → Download as PDF

Faculty Advisor Portal

- Login with secure credentials
- View certificate requests submitted by students
- Approve or reject requests with optional comments
- Forward approved requests to HOD

HOD Portal

- Login with secure credentials

- View requests forwarded by FA
- Approve or reject requests with optional comments
- Forward approved requests to Admin Office

Admin Office Portal
- Login with secure credentials
- View requests approved by HOD
- Final approval and certificate generation using **CloudConvert API**
- View and verify uploaded request forms
- Send rejected requests back with reasons

Tech Stack

Frontend	Backend	Database	Others
React.js	Node.js	MongoDB	CloudConvert API (PDF)
React Router	Express.js	Mongoose	JWT for Auth
Axios	Nodemailer		Multer for File Upload

User Roles

- **Student**
- **Faculty Advisor (FA)**
- **HOD**
- **Admin Office Staff**

Each role has specific access and responsibilities to manage the certificate process efficiently.

Certificate Request Flow

1. **Student** submits a request with a category and request form.
2. **FA** reviews, adds remarks, and approves or rejects.
3. **HOD** reviews FA-approved requests and takes action.
4. **Admin Office** gives final approval and generates the certificate via **CloudConvert API**.
5. Generated certificate is available to student for **preview and download**.

Student Workflow
1. Login using your Roll Number and Password.
2. Go to **Certificate Categories**.
3. Choose the required certificate type.
4. Upload your request form (PDF/JPG).
5. Click **Submit**.
6. Track your request in **My Requests**:
   - **Pending** → Awaiting FA approval
   - **FA Approved** → Awaiting HOD approval
   - **HOD Approved** → Awaiting Admin approval
   - **Generated** → Certificate ready for download
   - **Rejected** → View reason in comments

7. Once approved by Admin, **Preview & Download** your certificate.

Faculty Advisor Workflow

1. Login with FA credentials.
2. Open **Pending Requests**.
3. Review each request (check uploaded form & details).
4. Approve → Forward to HOD
5. Reject → Add reason (student can view it).

HOD Workflow

1. Login with HOD credentials.
2. Open **FA Approved Requests**.
3. Review FA remarks & uploaded documents.
4. Approve → Forward to Admin Office
5. Reject → Add reason.

Admin Office Workflow

1. Login as Admin.
2. Open **HOD Approved Requests**.
3. Review request form and remarks.
4. Approve → Generate certificate via CloudConvert API
5. Reject → Add reason.