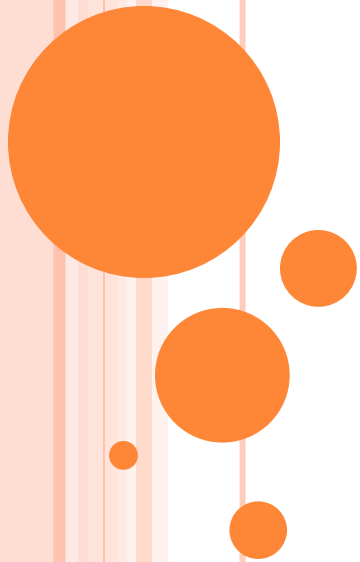


COURSE REGISTRATION PORTAL

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PROCESS LOGIN:

- User opens Registration Management Portal
- Enters Login details provided by the Institute
- Displays User Home Page (User can be: Student, LAS, Dean or Professor)



VIEW STUDENT PROFILE:

- User (only Student or Dean) Selects option for view profile
- If Dean, then select the required student/enter Roll no.
- Details like course completed till date appears on screen for the selected student.
- If student, the details are for that student only



REGISTRATION PROCESS:

- The Dean activates the Registration or ADD/DROP courses
- The LAS activates the student profile for registration if the student has successfully completed Physical Registration
- The student chooses to either Drop Course or Swap Course or Register for courses.
- If Register, the student chooses type of registration (Special/Overload/Normal)
- Student fills choices according to the type of registration selected and submits his/her choices



REGISTRATION PROCESS:

- If Normal or Overload, the student also fills the application area requesting for permission from the Dean
- If Drop course, student selects the course to be dropped and submits the form
- If Add/Drop, the student follows the same procedure as registration in addition to drop courses if required
- If Swap courses, the student fills up the course to be swapped, the course required and the student ID from whom the course is to be swapped
- The 2nd student, from whom the course is to be swapped, approves or rejects the request



PHYSICAL REGISTRATION PROCESS:

- The LAS selects the students who completed the Physical Registration and marks them eligible for course registration through the Course Management Portal
- The LAS can view all the student Physically Registered



COURSE MODIFY/ADD PROCESS:

- The Dean selects to add a course or modify a course
- Dean fills up the details for the new course or new details for the existing course along with the instructor
- This sends a message to the instructor who then fills in additional details of the courses like Pre-requisites, Description, etc.
- Instructor can view course details of only his/her courses
- Dean can also select the option to view the Enrolled students in any course. Instructor has this option only for his/her courses



APPROVE/REJECT APPLICATION:

- The Dean selects the Applications option
- All the application appears on the screen. He can choose anyone to view/mark-read/reject/approve
- On opening an application, Dean sees the written application and the student details.
- He can select either approve or reject which in turn effects the database
- Dean can also choose to delete the approved/rejected applications



START/STOP EVENT:

- The Dean has the option to start/stop an event (Registration or Add/Drop or Swap)
- He chooses an event from the page
- He then selects the start/stop option
- He can set a timer to stop the started event

