**PROJECT: DISCIPLINE WEBSITE**

**PROJECT ID: 35**

**REQUIREMNENT OF DC STAFFS:**

1. Only DC team will have all access. But all staff can access first page i.e., Report form page.
2. In first page i.e., Report form page should consist of:
   * + **Date**
     + **Time**
     + **Place**
     + **Reason**
     + **Student Detail -> Roll. No, Name, Y.O.S, Branch.**
3. Student detail should be displayed in search bar itself when they enter the roll.no itself. So, every student detail should be stored in Database management.
4. Any staff can report through filling this form.
5. Main team i.e., Admin team has the access to view enquiry page and everything.
6. Enquiry with two options i.e., Needed or not needed. If not needed, then it will stop there. But, if needed is selected, then a form should be displayed.
7. In that form, Mode of action, date of action, will be filled.
8. Also, Attendance percentage needs to be visible for Admin team calculating suspension dates.
9. Before the end date for a student assigned, a message should be sent to admin team stating that his/her suspension ends on this date.
10. Adding to this, Report should be downloadable for DC team for their hard copy file. By selecting the date range, they should download the report sheet in excel sheet/word/pdf.
11. The report format will be sent by the team.
12. Student can view anything. Student will be orally communicated.

**EXTRA FEATURES I PLANNED TO IMPLEMENT:**

1. Unique ID will be generated for list of reasons i.e., for example, if a student wears slippers, then a staff can enter slipper ( a keyword) automatically it shows the reason with a ID set for it (ID-279: Wearing Slippers in college premise)
2. For every entry, a ID will be generated. i.e., 1,2 likewise.
3. Entry count will be displayed i.e., how much entry has been made in this day.
4. If a staff reports a student for a particular reason, then any other staff can’t report the same student for same reason. After the first entry of a student for a particular reason, that particular id will be disabled for 24 hours. For example, a staff reports a student named “John” by filling the form as mentioned above. If other staff, see that student and tries to report for same reason, he/she can’t because the ID for the reason mentioned will be disabled after its first entry for that student till next day – 7:30 am.
5. If a student gets reported for the same reason for second time, their mail ID will be blocked.
6. Mail ID Block list will be generated as a excel sheet, and will sent to Mail block team. The list will be sent every day through mail.
7. The Mail ID block list will be generated when a student got reported for same reason or more than two reason for any other reason also will be get accounted into block list.
8. Photo Proof to be uploaded by the staff who reports in the report fform itself. There will be a line for it to upload.
9. All entries will be stored in Database.
10. Some Reason ID’s are marked as big issue i.e., for example, if a staff found a student or group of students involving in a fight/or consuming drug, they can enter the reason in asusual process. When they enter fight, or drugs consumption. There will be a pop-up message stating that “Report to Main Team” If they click report, Notification will be sent to main team individually and Main team can contact the consent staff who reports. All big issues will be notified to Main team.
11. These are what happens in first page in the portal. For Main team i.e., Admin team will have access to visit DC Admin Dashboard Page.
12. In that, DC report form will be there, showing Date, time, place, reason and enquiry button with 2 options (need or no need). If yes(i.e., Needed) then, for that student, enquiry will be arranged automatically with time, date of enquiry with investigator’s name. Investigator staff name will be randomly assigned(list of staffs who nned to investigate, will be received from DC team).
13. DC staff can view it and can notify the student with detail of date, time and venue respectively.
14. Furthermore, The investigator will have a page called “ Action form”. In that, he/she needs to post reason, Mode of action. Mode of action will be listed i.e., suspension, no action,likewise).
15. If no action is chose and submitted, the process ends there. But, if mode of action chose chosen is other, then Date of action, end date needs to be filled by the repective investigation staff.
16. Report list i.e., Enquiry action list will be sent to M-team, main DC team.
17. Total Enquiry list i.e., who got punishment, will be in a excel sheet format and it can be downloadable at any time.
18. As per the requirement, DC main team will be get notified about the end date of action before two days of the end day stated.