August 4, 2017

**Presenter**: Sunil

**Attendees**: Susan, Manjusha, Sanjay, Vinesh

**Topics:**

**Admin Master Data**: Data Creation and Data Mapping

1. Explained Status Codes
2. Explained Category Codes
3. Explained Users and Roles
4. Explained Course and Modules
5. Student Enquiry, Registrations and Enrollment:
6. Showed Enquiry form (Send email and SMS notification )
7. Showed Registration form and steps
8. Showed Qualification detail form
9. Showed Enrollment form (Send email and SMS notification )

**Action Points**:

* Activation email to be sent on user creation.
* After an ATC is Inactivated - There should be and approval process should be there for any action it performs for controlled action.
* Category mapping code was broken (to be fixed).
* Address to be captured in Enquiry form.
* Course once created cannot be altered for associated Modules. For any change to course the Existing Course to be inactivated and a New course with added Modules to be published.
* Module should have detail about how many hours it contributes to the course.
* Capture State of ATC in Registration.
* Change the name and labels for Registration, this in not actual registration. but only the data capture.
* Notifications to be sent at the time of Enrollment only not at data when data is captured.
* There should be notification on captured Student data.
  + Once Student Record is submitted to ARC it should be editable to ATC.
  + Once the same data is submitted to CDAC neither ARC to ATC should be able to edit it.
* If enrollment doesn't progress within a time period, notification should send out.

August 17, 2017

Draft

Uploading of Documents

What Course to what ATC based on GRADE

Course to ATC Mapping (all available courses for a particular ATC)

Additional Hours column in cdac\_course\_modules

Status to be removed from Enrollment Form

Fees for a Course based on New or Upgrade

ATC to submit Order / Request to ARC

ARC to submit Order / Request to CDAC

Validate Data and record to be done by ARC

NEFT should upload transfer screen shot

DD should upload Scanned DD

System generated batch payment report.

ATC with GST and Other with no GST

Prospectus: Fee Rs. 23

ATC to ARC for Prospectus

CDAC ships to ARC

Manually Done

Franchise Fee:

Renewal Fee:

Relocation : 10000

ATC Share on the system

Target for the ATC

Target for ARC

Registrations

DD 2000

Certification Correction:

Photo for ID to be uploaded

Receipts and payments to be handled by the system.

We need to have the privilege of carry forward

Time frame 1 to 15 of every month for registrations (registrations to be submitted by 15th)

15 to 25 time frame for ARC (all acceptance and rejection to be done )

25 to 30 timeframe to CDAC (data should be last received by 30th )

100

21 %

PG

User ATC

Gradu - 12

Debit - Credit account for ATC.

ATC should not be able to send more registrations until pervious errors are resolved.

Reporting Module

Prospectus management Tuesday after 14:30 discussion.

* Uploading of Documents  to be provided.
* What Course available to which ATC based on ATC GRADE. There should be privilege of mapping Course to ATC.
* List of Course to ATC Mapping (all available courses for a particular ATC)
* Additional Hours column in  cdac\_course\_modules as modules under differnt course can have diferent duration.
* Status to be removed from Enrollment Form.
* Fees for a Course based on New or Upgrade to be calculated
* In transaction details NEFT should upload transfer screen shot  and DD  should be upload Scanned
* CCDAC should be able to set
  + Target for the ATC
  + Target for ARC
* Receipts and payments to be handled by the system.
* We need to have the privilege of carry forward of access of payment received
* Time frame 1 to 15 of every month for registrations (registrations to be submitted by 15th)
* 15 to 25 time frame for ARC (all acceptance and rejection to be done )
* 25 to 30 timeframe to CDAC (data should be last received by 30th )
* Need to have Prospectus management

August 28, 2017

Book Mgmt

Display Current Stock with CDAC

Set reorder level for each book. (the level and reorder quantity) reorder quantity is to fulfill the rate contract with the print house for a particular period.

Will create a rate contract master where the details can be added. There is one vendor / supplier for on book for the contract period.

Need: Sample Vendor details that are captured (vendor rating).

Will have to put Tracking number for the books received from vendor

Requisition status to of the books (based on number students)

Requisition ID = for batch request.

Set reorder level for each book for ARC as well.

Requisition is just a one click action, inward flow can be one to one entry.

ATC can also send Courier to Student(in care scenario),

CDAC can sends courier to Student in case an ATC is terminate.

Courier Management demo cannot be progressed for system issues.

Update ARC to ATC in the diagram.

ADMIN (Backend)

WEBADMIN

CDAC

CDAC all access except user creation.

ARC

ARC-CODE

ATC

ATC-CODE

USER (Frontend)

ATC

Faculty  
 FrontOffice

ARC

CDAC

Courier manager

Book Manager

Course Manager

STUDENT

Label to be changed based on Login.

Carrier to be allowed to be created by any admin user.

ARC to have visibility of Couriers (send and Received by ATC managed bt them)

Notification E-Email and dashboard.

Show max chars in comments (it 500 for all comments)

No Live chat.

Tracking url (if available) to be shown on the list page

Prospectus number to be added to enrolment, and should be maintained by the system

ATC profile page to be available to update details (photographs etc).