

GENERAL COUNSELLING DOCUMENTATION

This web application is used to digitalise the general counselling process of our college. This application has three modules namely **Admin, Staff and Student**.

1. HOME PAGE / STUDENT FORM

This page displays a form, that should be filled by all the students before entering into the counselling.

The screenshot shows the 'General Counselling' web application interface. At the top, there is a blue header bar with 'General Counselling' on the left and 'LOGIN' on the right. The main content area features the college's logo and name: 'RAJALAKSHMI ENGINEERING COLLEGE', 'An AUTONOMOUS Institution', and 'Affiliated to ANNA UNIVERSITY, Chennai'. Below this, the title 'GENERAL COUNSELLING Student Details' is centered. The form consists of several input fields: 'Roll No *' (with a 'GET' button next to it), 'Name *', 'Year *', 'Semester *', 'Department *', 'CGPA *', and 'Arrear Count *'. A purple 'ADD SUBJECT' button is located below the 'Arrear Count *' field. A blue 'SUBMIT' button is at the bottom of the form. Two red arrows with text annotations point to specific buttons: one points to the 'GET' button with the text 'GET BUTTON, CLICK AFTER ENTERING ROLL NO', and the other points to the 'ADD SUBJECT' button with the text 'CLICK TO ADD SUBJECTS FOR ENTERING CAT DETAILS'.

SCENARIO 1: FORM FILLING

STEPS:

1. Go to the form.
2. **Fill all general details** such as roll no, name, year, department, semester, arrear count (**Note:** All fields are mandatory)
3. Click **Add subject button** to enter the details of that particular semester's subjects.

Example: Let's say if that semester has 5 subjects, then Add subject button will be clicked 5 times.

4. Fill **subject code, subject name, cat mark and attendance** percentage of that subject. (**Note:** All fields are mandatory)

5. Similarly to remove a subject (-) **button** can be used.

6. Click submit.

7. Alert box will be showed on **successful entry**.

General Counselling

Semester: 1 Department: Aeronautical Engineering

CGPA * 8.88

Arrear Count * 0

Subject Code *	Subject Name *	Subject Marks *	Attendance *	-
IT178	c#	80	90	
Subject Code *	Subject Name *	Subject Marks *	Attendance *	-
IT179	python	100	100	

ADD SUBJECT

SUBMIT

SCENARIO 2: FORM EDITING

In case, if the students has filled wrong details or want to change a thing or two in the form that have been already submitted or just want to view their details.

STEPS:

1. Go to the form
2. Enter your **ROLL NO.**
3. Click the **GET** button.

4. Wait for the existing data to be displayed in the **same form**. (**Note:** The GET button only works, if the student has already filled the form and entered correct ROLL NO. to retrieve the data)

5. Make your changes if any.

6. Click submit.

7. Alert box will be showed on **successful entry**.

2. LOGIN PAGE

This page is common for both admin and staffs.

1. **Admins** should use the the **form** to enter their username and password to sign in

2. Staffs should use the **google sign in** button. (**Note:** Only email id's that belong to Rajalakshmi organisation is allowed)

STEPS:

For admin:

1. Enter the given **username**

2. Enter the **password**.

3. Click login, you will be **redirected to admin home page**.

For staff:

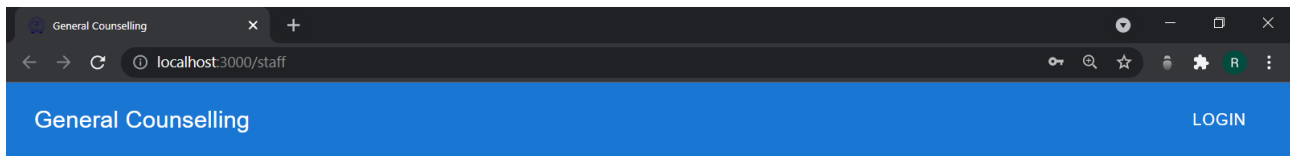
1. Click on google sign in. (**Note:** Kindly enable cookies for smooth user experience)

2. New **window pop up** will be shown.

3. **Select the account** to log in

4. Enter the password and click next.

5. Shortly you will be **redirected back to the the counselling website**.

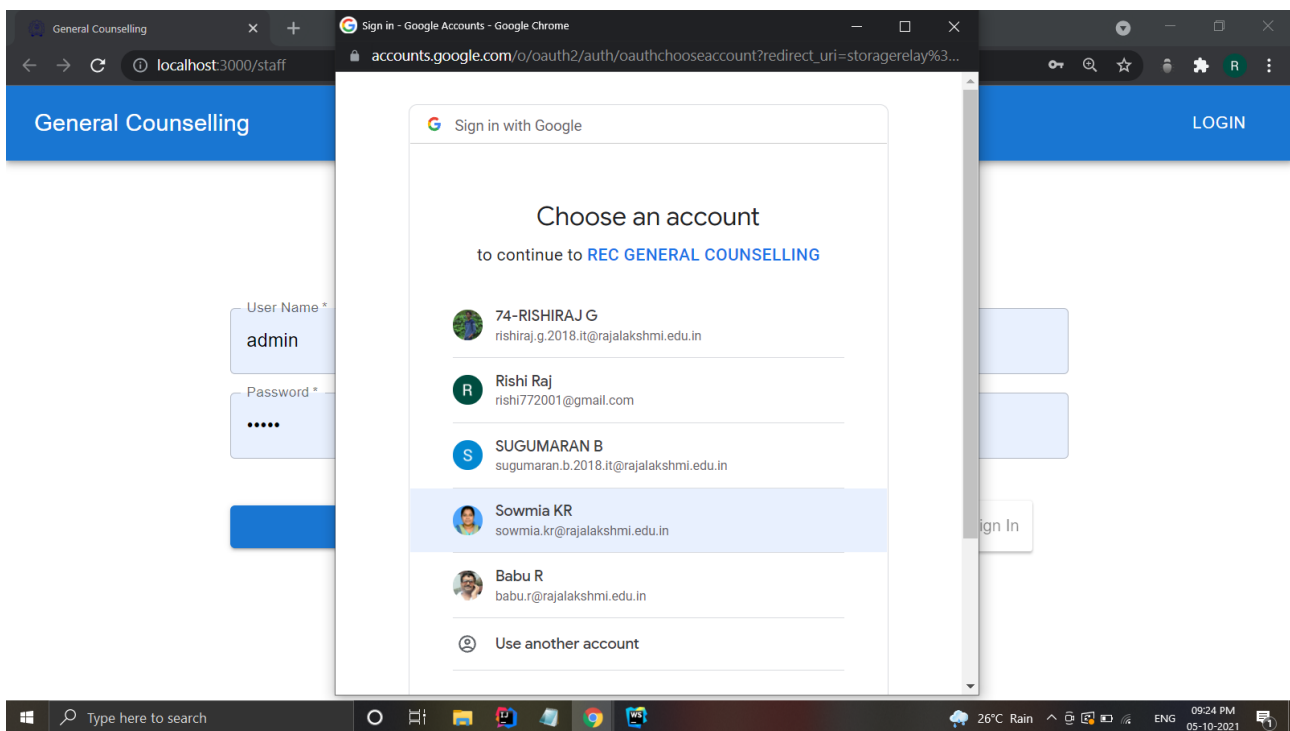


Login

User Name *
admin

Password *
.....

FOR ADMIN → **LOGIN** → **FOR STAFF** → **Staff Sign In**



3. STAFF PAGE

This page is only visible to staffs when they are signed in using their given college email id. Once the staff is signed in, student form is displayed.

SCENARIO 1: GETTING STUDENT DETAILS


All students details is accessible to staffs. To get any student's details during the counselling session the following has to be done:

STEPS:

1. Go to the form
2. Enter the students **ROLL NO.**
3. Click the **GET** button.
4. Wait for the existing data to be displayed in the **same form**. (**Note:** The GET button only works, **if the student has already filled the form** and have entered correct ROLL NO. to retrieve the data)

General Counselling

HOMELOGOUT



RAJALAKSHMI
ENGINEERING COLLEGE
An AUTONOMOUS Institution
Affiliated to ANNA UNIVERSITY, Chennai

GENERAL COUNSELLING
Student Details

Roll No *
181001074

GET

Name *
Rishi

Year *
4

Semester *
7

Department *
IT

CGPA *
8.88

Airrear Count *
0

Subject Code *
IT178

Subject Name *
c#

Subject Marks *
80

Attendance *
90

-

Subject Code *
IT179

Subject Name *
python

Subject Marks *
100

Attendance *
100

-

ADD SUBJECT

Enter student roll no and click get

SCENARIO 2: FILLING & EDITING COUNSELLING DETAILS / GRIEVANCES FORM

This form is automatically displayed once the staff enters a student's roll no and click GET.

STEPS:

A set of **DEFAULT ISSUE CATEGORIES** is shown with “YES” or “NO” options.

1. Click “YES”, which will display a **TEXT-BOX** to add any comments for the particular issue.

2. Repeat the same for all issues.

Example: Let's say the student has some complaints regarding transport, Go to transport issue -> Click “YES” -> Enter the issue.

3. In case, if it's not possible to categorise the issue said by the student under the default issue categories. Kindly make use of the “**GENERAL ISSUE**” section.

4. Leave the buttons as “NO” in case of no issues.

5. Staffs can also add “**REMARKS**” if any under the remarks section.

6. Click submit, once the counselling session ends.

The screenshot displays a web form for recording student grievances. At the top, there are two rows of input fields for subject details: Subject Code, Subject Name, Subject Marks, and Attendance. The first row is filled with 'IT178', 'c#', '80', and '90'. The second row is filled with 'IT179', 'python', '100', and '100'. To the right of each row is a red button with a minus sign. Below these fields is a purple 'ADD SUBJECT' button. A blue 'SUBMIT' button is positioned below the 'ADD SUBJECT' button. To the right of the 'SUBMIT' button, text reads 'Scroll down to see the grievances form'. Below the 'SUBMIT' button, the section titled 'Grievances' is visible. It contains four categories of issues, each with a radio button for 'Yes' or 'No': 'Hostel Issues', 'Transport Issues', 'Canteen Issues', and 'Academic Issues'. Below these is a 'General Issues' section with a dropdown menu showing 'Doing Well, Encouraged to do well'. At the bottom, there is an 'Other Issues' section with radio buttons for 'Yes' or 'No', and a 'Faculty Remarks' text area. A final blue 'SUBMIT' button is at the very bottom.

Subject Code *	Subject Name *	Subject Marks *	Attendance *
IT178	c#	80	90
IT179	python	100	100

ADD SUBJECT

Scroll down to see the grievances form

SUBMIT

Grievances

Hostel Issues
☐ Yes ☐ No

Transport Issues
☐ Yes ☐ No

Canteen Issues
☐ Yes ☐ No

Academic Issues
☐ Yes ☐ No

General Issues:
Doing Well, Encouraged to do well

Other Issues
☐ Yes ☐ No

Faculty Remarks *

SUBMIT

Subject Code *	Subject Name *	Subject Marks *	Attendance *	-
IT178	c#	80	90	
Subject Code *	Subject Name *	Subject Marks *	Attendance *	-
IT179	python	100	100	

ADD SUBJECT

SUBMIT

Grievances

Hostel Issues
☒ Yes ☐ No
 Hostel Issues *
 Room is not clean

Transport Issues
☐ Yes ☒ No

Canteen Issues
☒ Yes ☐ No
 Canteen Issues *
 Food is not tasty

Academic Issues
☐ Yes ☒ No

General Issues:
 Student is not performing well, advised to concentrate more
 Doing Well, Encouraged to do well
 Student is not performing well, advised to concentrate more
☐ Yes ☐ No

NOTE: The same step is repeated for editing or to make corrections in the grievances form. In case the staff wants to edit the form that they submitted: Enter the student's roll no. -> Click GET -> students details and grievance details will be displayed if exists -> Make changes if any -> Click submit.

ADD SUBJECT

SUBMIT

Grievances

Hostel Issues
☒ Yes ☐ No
 Hostel Issues *
 Room is not clean

Transport Issues
☐ Yes ☒ No

Canteen Issues
☒ Yes ☐ No
 Canteen Issues *
 Food is not tasty

Academic Issues
☐ Yes ☒ No

General Issues:
 Student is not performing well, advised to concentrate more
 Doing Well, Encouraged to do well
 Student is not performing well, advised to concentrate more
☐ Yes ☐ No

Other Issues
☒ Yes ☐ No
 Other Issues *
 No Leave on mondays

Faculty Remarks *
 Good

SUBMIT

Fill the details

Click submit once done.

4. ADMIN's DASHBOARD

This page is displayed once the admin is logged in using the **LOGIN PAGE**.

By default: The admin will be showed all the general counselling details in a table.

General Counselling

HOME

LOGOUT

COUNSELLING DETAILS

Start Date:

dd/mm/yyyy

End Date:

dd/mm/yyyy

FETCH

EXPORT

Roll No	Name	Department	Year	Date of Counselling	Hostel Issues	Academic Issues	Canteen Issues	Transport Issues	Other Issues	Faculty Remarks
181001074	Rishi	IT	4	10/5/2021, 9:27:04 PM	Room is not clean		Food is not tasty		No Leave on mondays	Very Good
181001075	Sabariraj TG	IT	4	10/4/2021, 2:37:39 PM	Food is not good	Keep alternaive working days			Bathroom is not clean	Good Coder
181001097	Srinidhi	IT	4	10/1/2021, 2:25:18 PM	Room is not clean	Nil	Nil	Nil	Restrooms are not clean	Good in sports
181001105	T.Swathy	IT	4	10/5/2021, 9:13:05 AM		No time to study		Rash driving		Good
181001107	Varnaa	IT	4	9/29/2021, 8:08:46 PM	Nil	Nil	Taste is not good	Ac not working	No leave	V.Good

ACTIONS THAT CAN BE PERFORMED:

1. Filter By DATE

STEPS:

1. Use the **START DATE** to select the “Starting date” of the counselling details that one likes to view.

2. Use the **END DATE** box to select the “Ending date” of the counselling details that one likes to view.

3. Click **FETCH**

4. Counselling details will be **displayed in the table**, if present for the selected dates.

NOTE: Both starting date and ending date is **INCLUSIVE**.

Example:

1. To view the counselling details for the date of “28.10.2021” the filters would look something like this:

1. Starting Date = 28.10.2021

2. Ending Date = 28.10.2021

2. To view all the counselling details that happened between 25.10.2021 - 28.10.2021 the filters would look something like this:

1. Starting Date = 25.10.2021

2. Ending Date = 28.10.2021

This will fetch all the counselling details that happened from the date of 25/10/2021 to 28/10/2021 **BOTH INCLUSIVE**.

The screenshot shows the 'General Counselling' application interface. The 'Start Date' field is set to 'dd-mm-yyyy' and has a calendar dropdown menu open, showing the month of October 2021. The 'End Date' field is also set to 'dd-mm-yyyy'. There are 'FETCH' and 'EXPORT' buttons. Below the filters, a table displays counselling details for Roll No 181001074. The table has columns for Year, Date of Counselling, Hostel Issues, Academic Issues, Canteen Issues, Transport Issues, Other Issues, and Faculty Remarks. The data row shows Year 4, Date 10/5/2021, 9:27:04 PM, Room is not clean, Food is not tasty, No Leave on Mondays, and Very Good.

Roll No	Year	Date of Counselling	Hostel Issues	Academic Issues	Canteen Issues	Transport Issues	Other Issues	Faculty Remarks
181001074	4	10/5/2021, 9:27:04 PM	Room is not clean		Food is not tasty		No Leave on Mondays	Very Good

The screenshot shows the 'General Counselling' application interface. The 'Start Date' field is set to '01-10-2021' and the 'End Date' field is set to 'dd-mm-yyyy'. There are 'FETCH' and 'EXPORT' buttons. Below the filters, a table displays counselling details for Roll No 181001074 and 181001075. The table has columns for Roll No, Name, Department, Academic Issues, Canteen Issues, Transport Issues, Other Issues, and Faculty Remarks. The data rows show details for Rishi (IT) and Sabariraj TG (IT). The data row for Rishi shows Food is not tasty, No Leave on Mondays, and Very Good. The data row for Sabariraj TG shows Keep alternative working days, Bathroom is not clean, and Good Coder.

Roll No	Name	Department	Academic Issues	Canteen Issues	Transport Issues	Other Issues	Faculty Remarks
181001074	Rishi	IT		Food is not tasty		No Leave on Mondays	Very Good
181001075	Sabariraj TG	IT	Keep alternative working days			Bathroom is not clean	Good Coder

2. Export to EXCEL

All counselling details or any custom counselling details retrieved by using the “custom dates” can be used to export in the form of excel by clicking the “EXPORT” button.

