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.

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.**

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.**

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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.**

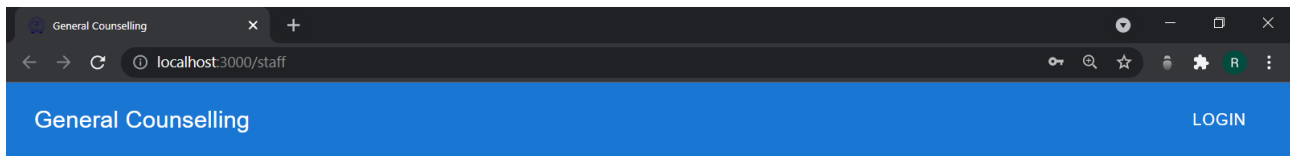3. Click login, you will be **redirected to admin home page**.

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.

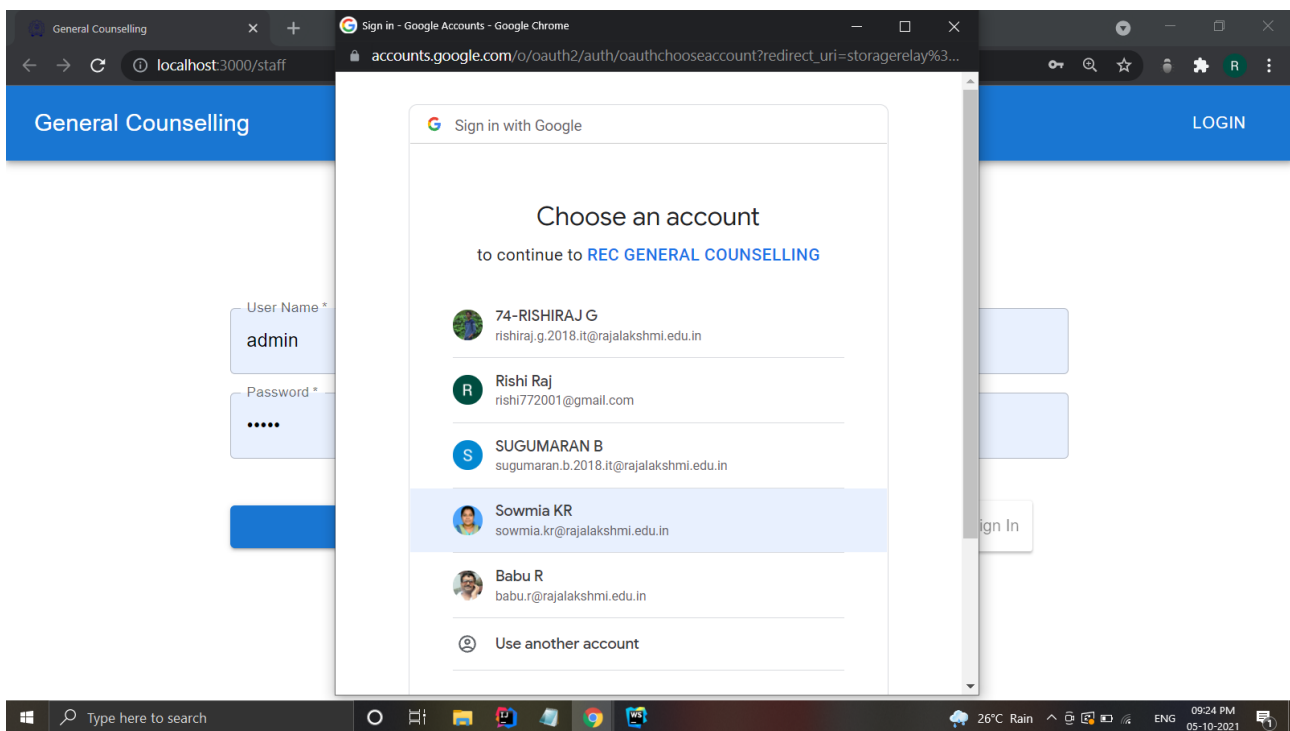5. Shortly you will be **redirected back to the the counselling website.**

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)

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.

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.

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.

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.**

2. Export to EXCEL

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