

National Institute of Technology Calicut

Applying certificates online in Academic Section

USAGE MANUAL



Project done by

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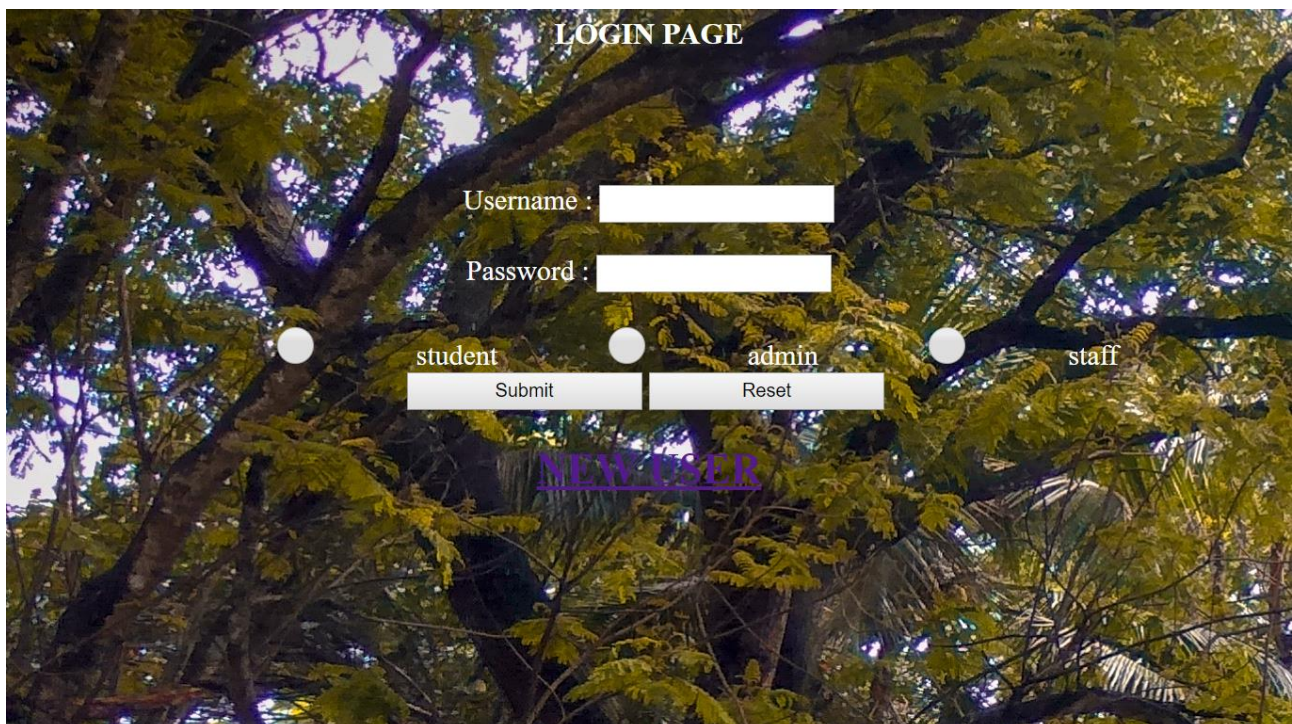
P Satyanarayana B160340CS

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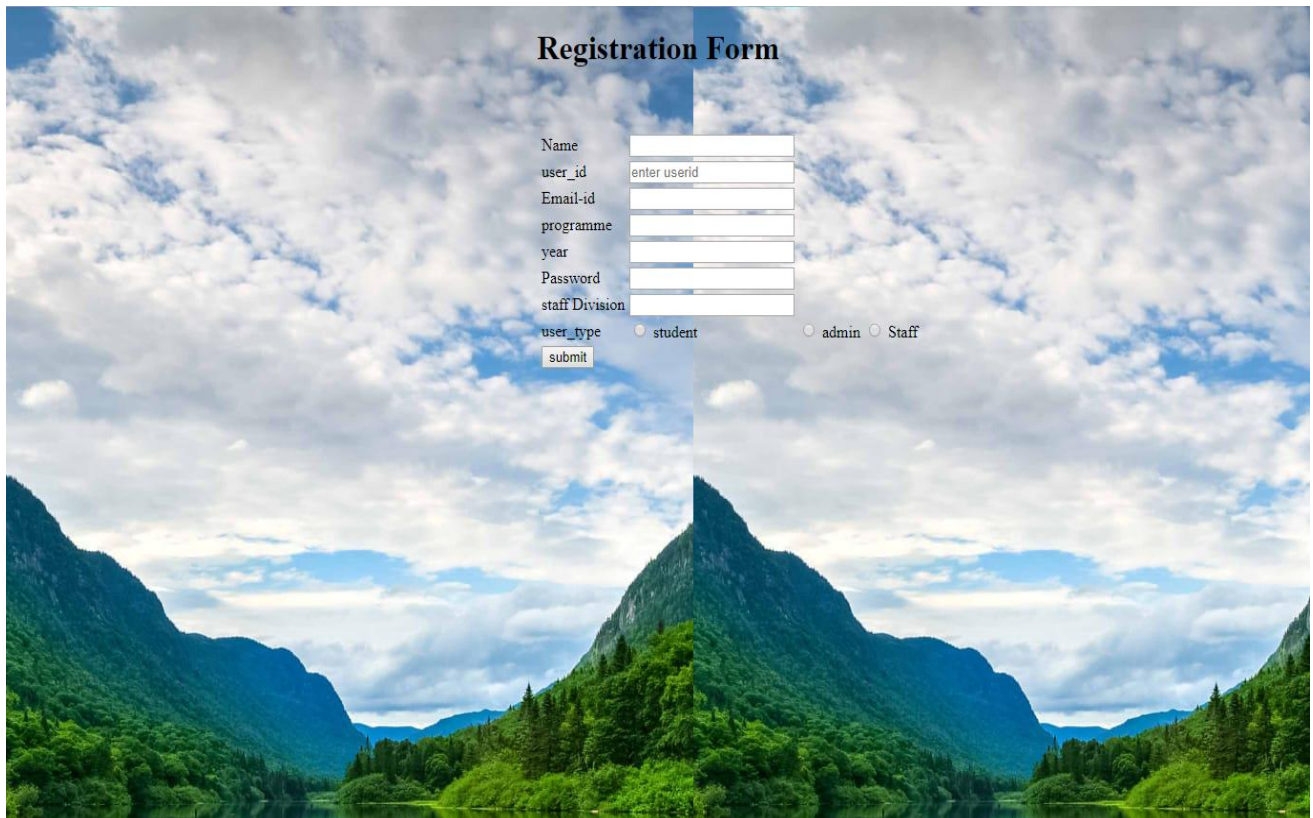
K Pavan Kalyan B160723CS

HOME PAGE

- This page has 3 types of logins: students, staff and admin.
- The user can select any one of the categories depending on his credentials.
- Then the website will be redirected to the corresponding login page
- All categories of users are provided with their respective login credentials, which are used to login and proceed further
- If the user has not registered yet he will be able to see “NEW USER” and he can register using that link.



REGISTRATION FORM



The image shows a registration form overlaid on a scenic background of a mountain valley with a lake and forest. The form is titled "Registration Form" and contains the following fields and options:

- Name:
- user_id:
- Email-id:
- programme:
- year:
- Password:
- staff Division:
- user_type: ☒ student ☐ admin ☐ Staff
- submit:

A new user can fill his corresponding details in the registration form below and can log in using the above login page.

Student Home page



In the student home page, student will be able to see “My Profile”, “Log Out”, “Applies” and “Views”.

My Profile

STUDENT PORTAL

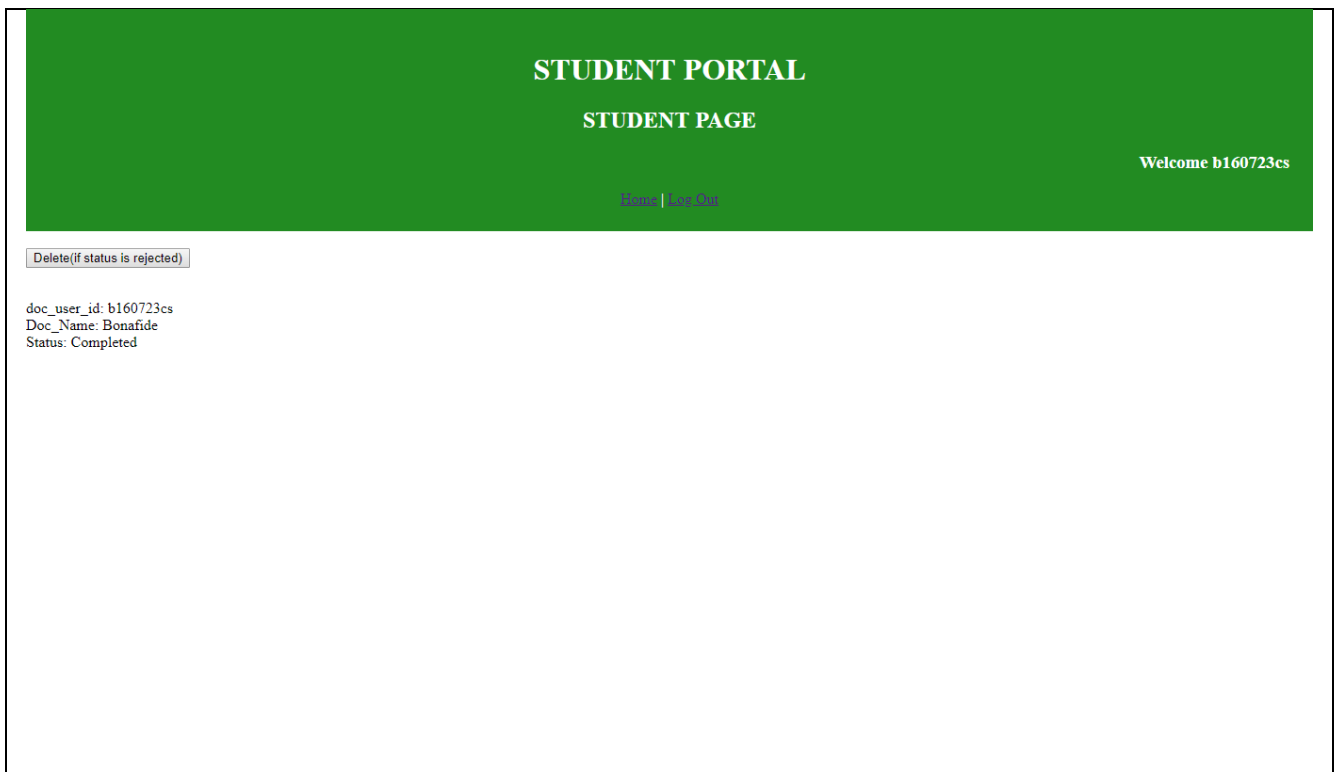
STUDENT PAGE

[Home](#) | [Log Out](#)

user_id: b160333cs
Name: siva
type: student
programme: B.Tech
year: 3
Email_ID: ka.siva1998@gmail.com

In this page, student will be able to see all his details.

Views page



In this page, student will be able to see the different types of certificates i.e., the status may be applied, processing or completed. If the status of certificate is processing, the certificate is assigned to the corresponding staff. Once the status of certificate is set to completed, the student can collect the corresponding certificate from the Academic Section. If status of Duplicate ID is rejected, then the student can remove that details by using delete button and can reapply for that again by filling the right credentials.

Applies page

The screenshot displays a web interface for a 'STUDENT PORTAL'. The top section has a dark green header with the text 'STUDENT PORTAL' and 'STUDENT PAGE' in white. Below this, there are three navigation links: 'Home', 'My Profile', and 'Log Out'. The main content area has a light green background and contains a vertical list of buttons for applying for various documents: 'Bonafide', 'Grade Card', 'Fee Structure', 'CGPA Conversion', 'Migration Certificate', 'Transfer Certificate', and 'CC Certificate'. At the bottom of this list is a text box that reads: 'Duplicate ID(Fee has to be paid.If already paid,continue)'. A vertical scrollbar is visible on the right side of the page.

In this page, student is allowed to choose one of the different types of document that he wishes to apply in the Academic Section.

STUDENT PORTAL

STUDENT PAGE

Welcome b160333cs

[Home](#) | [My Profile](#) | [Log Out](#)

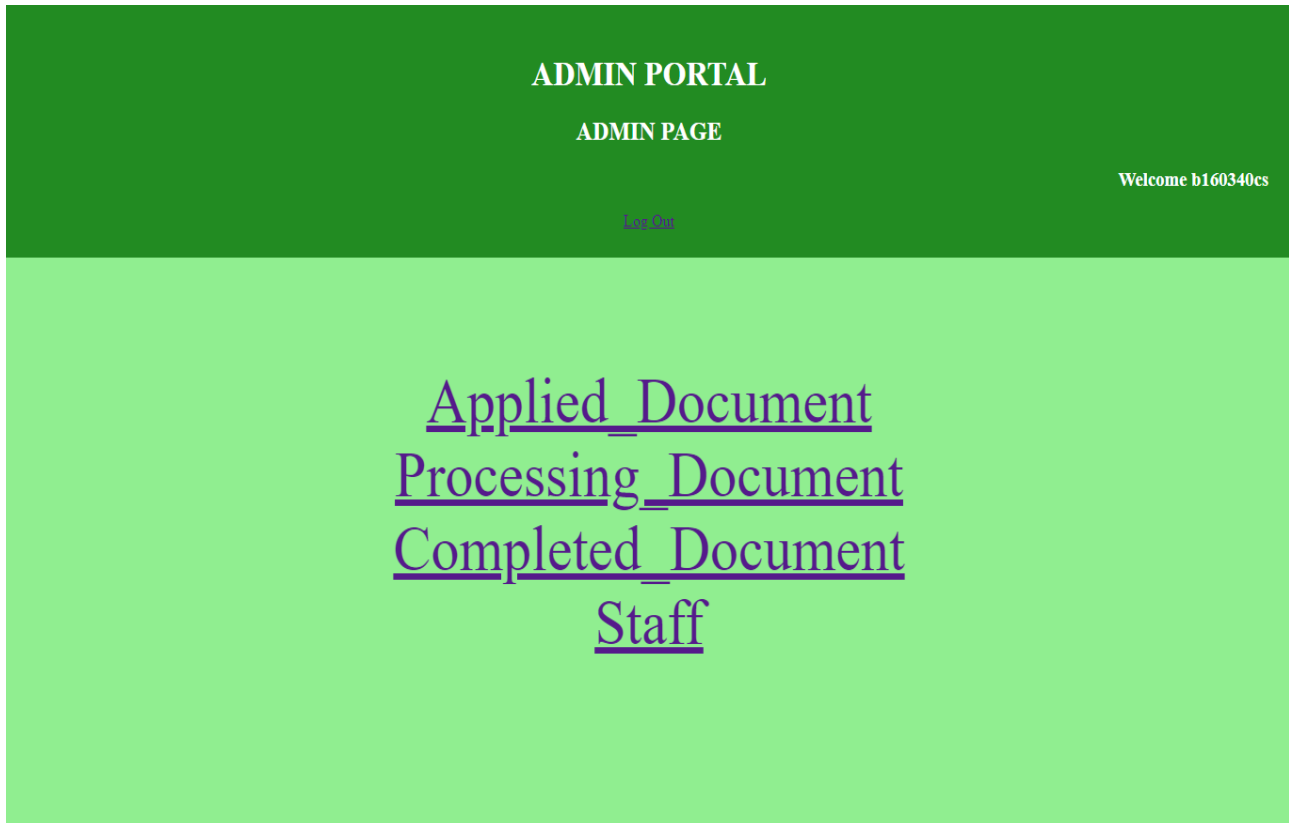
Bonafide

Enter your Purpose

apply

In this page, the student is allowed to fill the corresponding details such as purpose. If a student needs to apply for Duplicate ID card, the corresponding fee to the document has to be paid in favour of admin and he should enter the reference number and type of bank that he used to pay the fee. On clicking the submit button, the corresponding certificate's status is set to applied.

ADMIN HOME PAGE



In this page, admin will be able to see “Applied_Document”, “Processing_Document”, “Completed_Document” and “Staff”.

Staff Details

ADMIN PORTAL	
ADMIN PAGE	
Home Logout	
b160218cs	Provisional_Grade_Card
No. of documents present working on:1	
b160335cs	Bonafide
No. of documents present working on:0	
b160683cs	Fee_Structure
No. of documents present working on:0	
b160865cs	Transfer_Certificate
No. of documents present working on:1	

In this page, admin will see the details of the staff such as user_id, staff_division and currently the number of documents working on by the staff.

Applied_Document page

ADMIN PORTAL

ADMIN PAGE

Welcome b160723cs

Logout | Log Out

enter staff user id of 1st doc

doc_user_id: b160723cs

Doc_Name: Dup_ID

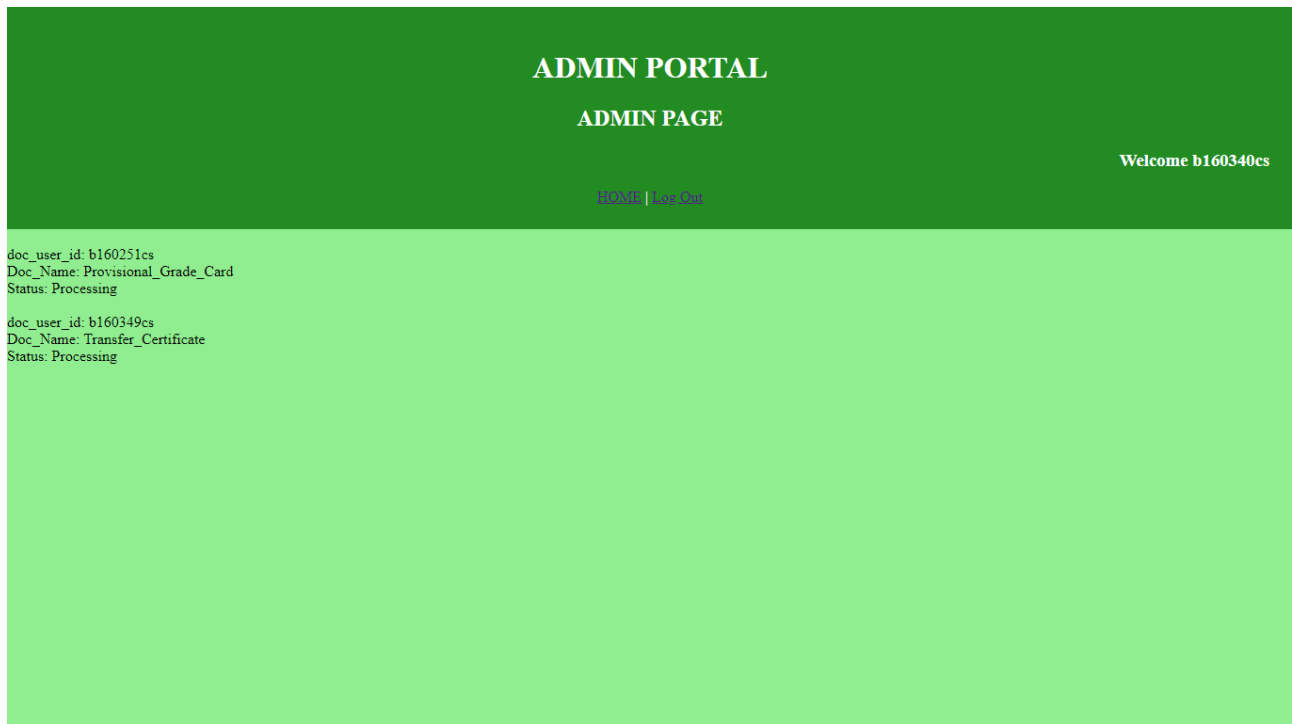
Status: Applied

Name of bank: sbi

Reference No.12345

In this page, admin will allocate the first document to the corresponding staff by entering user_id. If the staff for a particular is more in number then the admin will see the staff details and allocate to that staff who is working on least number of documents and make the status of it as processing. If the document type is duplicate ID card, admin will check the fee payment details entered by that student is valid or not. If not, he will make the status of document as rejected.

Processing_Documents



In this page, admin will see all the processing documents i.e., in the above page, when the admin changes status of document from applied to processing, corresponding entity will delete in that page and added to this page.

Completed_Documents



In this page, admin will see the documents that are completed.

STAFF HOME PAGE

STAFF PORTAL

STAFF PAGE

Welcome b160335cs

[Mr. Profile](#) | [Log Out](#)

doc_user_id: b160525me

Doc_Name: Bonafide

Status: Processing

In this page, staff can see all the certificates that are allocated to him by the admin. Once if he finishes any one of the certificates allocated, he will enter the doc_user_id of that document then that certificate will disappear from the staff home page i.e., the status of that certificate is changed from processing to completed. Now when the student sees that his certificate is completed, he will go to Academic Section to collect his certificate.

Staff_Profile



In this page, staff will be able to see all his details.

On clicking on “Log Out” at any page, the corresponding user will be logged out from the session and he will be redirected to login page.