Software Requirement Document- Academics

Software Requirements Specification (SRS) is one of the first phases of system development. This phase results in the Software Requirements Specification (SRS) document, which must contain a complete, concise, high-quality description of the system being considered.

Sustainable Outreach And Universal Leadership (SOUL) Limited

Table of Content

Introduction

A. Purpose

This document covers all the functional requirements of the Academics module.

The objective of the Academic Module is to provide a comprehensive set of tools and features that help academic institutions manage their administrative and academic functions. This can include managing student information, academic programs, courses, schedules, grading, attendance, fees, and other related activities.

B. Scope

The scope of the Academic Module in an ERP system covers the following :

a. Student Information Management :

The module has features to manage student information such as personal details, academic records, transcripts, course enrollments, and progress reports.

b. Course and program management

The module allows institutions to manage academic programs, courses, and classes, including scheduling, registration, attendance and grading.

c. Faculty and staff management

The module has features to manage faculty and staff information such as their personal details, employment records and academic credentials.

d. Analytic and reporting

This module provides analytic and reporting features to help institutions track and analyze academic data and generate reports for stakeholders.

C. Definition, Acronyms and Abbreviations

The following table explains the terms and abbreviations used in the document

Abbreviation	Description
SRS	Software Requirements Specification

D. Glossary

The glossary defines the key terms and concepts mentioned and used in this SRS:

Word	Explanation
SRS	Software Requirements Specification

E. User Profiles

The system is intended to be used by various users.The below table shows different user profiles, each with its own responsibility in the academic module

User / Screens	Admission Administrator	Student	External User
Student Group			
Course Schedule			
Student Log			
Student Attendance			
Sample text			
Sample text			
Sample text			

F. Functional Requirements

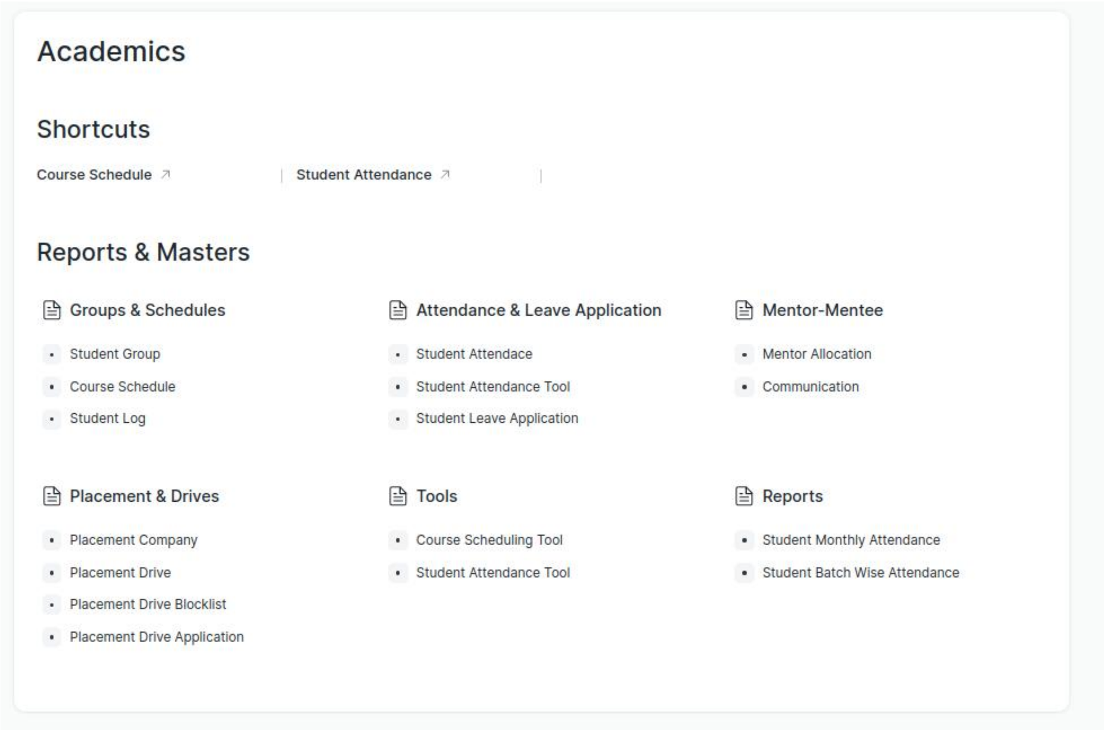
This section describes the main functional requirements of the Academic module of Campus Management Application

Academics

1. Master and Transactional Screens

Master screens are the core screens / data that are absolutely essential for running operations within the Academics module, while the transactional screens are those which are used on a daily or regular basis.

Below is the complete workspace for Academics:



1.1 Groups & Schedules

Groups & Schedules should consist of transactions which would allow to form a student group based on various criteria for a particular class and help to schedule classes for different courses for different classes.

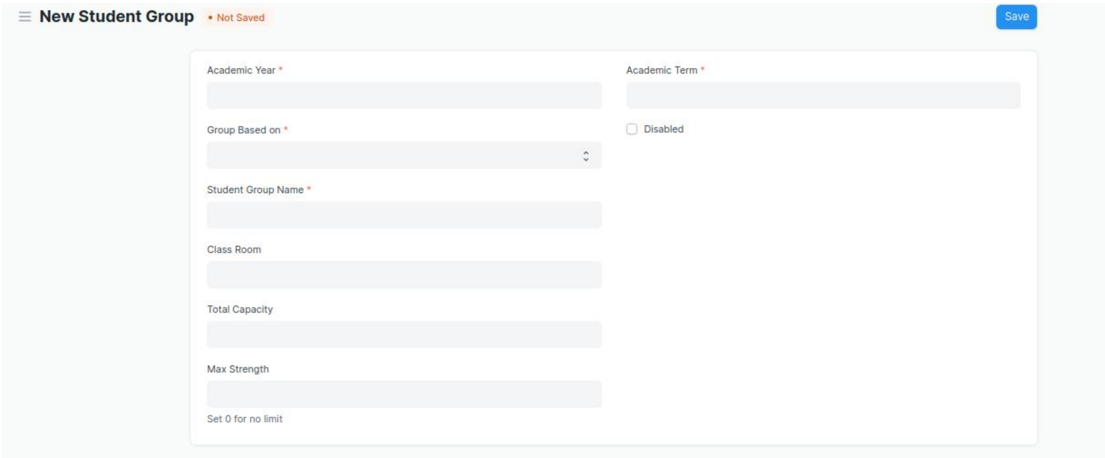
The transactions in Groups & Schedules should consist of:
a. Student Group
b. Course Schedule
c. Student Log

a. Student Group

- Student group is a collection of students who share common characteristics or attributes.
- These characteristics may include factors such as the students' academic level, course of study, program of study, or other specific criteria used to group students together
- The Student Group allows you to create a group of students for different classes for the ongoing Academic Year.

- User will fill out the necessary information for the student group, such as a name for the group,batch,exam declaration,course ,mentor-mentee and the criteria that will be used to add students to the group for creation of student group.
- Student Group Navigation path :

Home > Academics > Group & Schedules > Student Group



UI Fields

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Academic Year	Link	Value Fetched From the Academic Year list and will show in a drop down. User will select one of them.	Yes
2	GroupBased on	Drop down	Options : Batch Course Activity.	Yes
3	Student Group	Text	User will give input	Yes
4	Max Strength	Int	User will give input	
5	Academic Term	Link	Value will be fetched from Academic Term Screen , where Academic Year is same as selected academic year.	
6	Program	Link	Value will be fetched from Program list in a drop down.User will select one value.	
7	Batch	Link	Value will be fetched from the Student Batch list , where academic term is selected academic term. User will select one value.	

8	Student Category	Link	Value will be fetched from Student Category list in drop down. User will select one value.	
9	Course	Link	Value will be fetched from course list , where academic term is selected academic term. User will select course.	
10	Disabled	Check box		
11	Get Students	Button	User will click the Get Students Button.	
12	**Students**	Table	On clicking Get students button, all the students will be fetched of the selected academic term.	
13	**Instructors**	Table	Use will add instructors.	

Student Group Instructor (Child Table)

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Instructors	Link	Value will fetch from Instructor list.User will select value.	Yes
2	Instructor Name	Read only	After selecting the instructor id , this value will be auto filled.	

Student Group Student (Child Table)

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Student	Link	Value will be fetched from Student list	Yes
2	Student Name	Text		
3	Group Roll Number	Int		
4	Active	Check box		
5	Label	Type		Yes

Prerequisite

System should have the following records before a student group is created:

a. Student
b. Class Enrollment
c. Student Batch Name
d. Student Category
e. Instructor

Student Group Creation

1. User will login with appropriate credential.
2. User will go to the Academic Module.
3. User will click the Student Group Under the Masters.
4. User will go to the Student Group list and click on 'Add Student Group'
5. User will Select and enter the Academic Year
6. User will Select and choose from the drop-down list for 'Group Based on' and enter the class,Section and Batch.
7. Below are the options for the Group Based on Field :
i. Batch
ii. Course
iii. Section
iv. Activity
v. Exam Declaration
8. User will enter the name for the Student Group
9. User will Select and Enter the classroom from the drop-down list.
10. User will Select and Enter the maximum strength.
11. User will Select and Enter the Student Category(ST/General) from the drop-down list.
12. In the 'Instructor' table, user will enter the details like Course and associated Instructors for the particular Class or Section.
13. User will click the Save button.
14. User will Click on the 'Get Student' button, all the students present will automatically be fetched on the basis of 'Group Based On' Field .

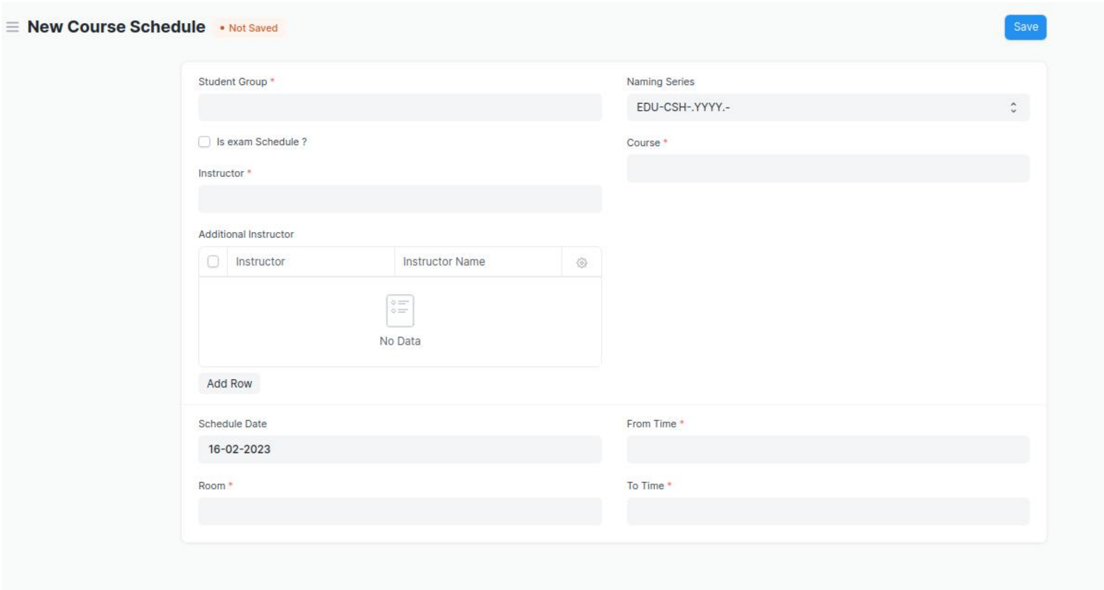
Roles and Permissions

ID	Role	Select	Read	Write	Create	Delete	Report
1	Student	No	Yes	No	No	No	No
2	Academics User	No	Yes	Yes	Yes	Yes	Yes
3	Education Admin	Yes	Yes	Yes	Yes	Yes	Yes
4	Instructor	No	Yes	No	No	No	Yes

b. Course Schedule

- A course schedule is a specialized functional area or a division within the Groups and schedule.
- The Course Schedule can be used for scheduling a particular course by the User.
- Using this feature, a timetable can be created for a University, wherein each slot will be scheduled via Course Schedule.
- Course Schedule navigation path:

Home > Academics > Group & Schedules > Course Schedule



UI Fields

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Student Group	Link	Value will be fetched from student group list in a drop down. User will select .	Yes
2	Instructor	Link	Value will be fetched from the child table (Student Group Instructor) of the selected instructor	Yes
3	Instructor Name	Read only		
4	Naming Series	Drop down		
5	Program	Link	Value will be fetched from the selected student group.	
6	Course	Link	Value will be fetched from selected student group.	Yes
7	Schedule Date	Date	User will enter the schedule date of the course	

8	Room	Link	Value will be fetched from the room list in a drop down . user will select.	Yes
9	From Time	Time	User will select the time.	Yes
10	To Time	Time	User will select the time.	Yes
11	Title	Text		

Prerequisite

System should have the following records before a course schedule is created :

1. Student Group
2. Instructor
3. Course
4. Class
5. Classroom

Course Schedule Creation

1. The user will log in using their username and password.
2. User will go to the Academic Module.
3. User will navigate through the Groups and schedule section.
4. User will Go to the Course Schedule list and click on 'Add Course Schedule'.
5. User will Select and enter the Student Group.
6. User will Select and enter the Instructor who will be tutoring the students for the course.
7. User will Select and enter the Course from the drop down menu for which the schedule is being prepared.
8. User will Select and Enter the 'From Time' and 'To Time' for the course schedule.
9. User will Select and Enter the Classroom wherein the class could be conducted.
10. User will click the Save button.

**Note: Course Scheduling Tool can be used for bulk scheduling of a course. **

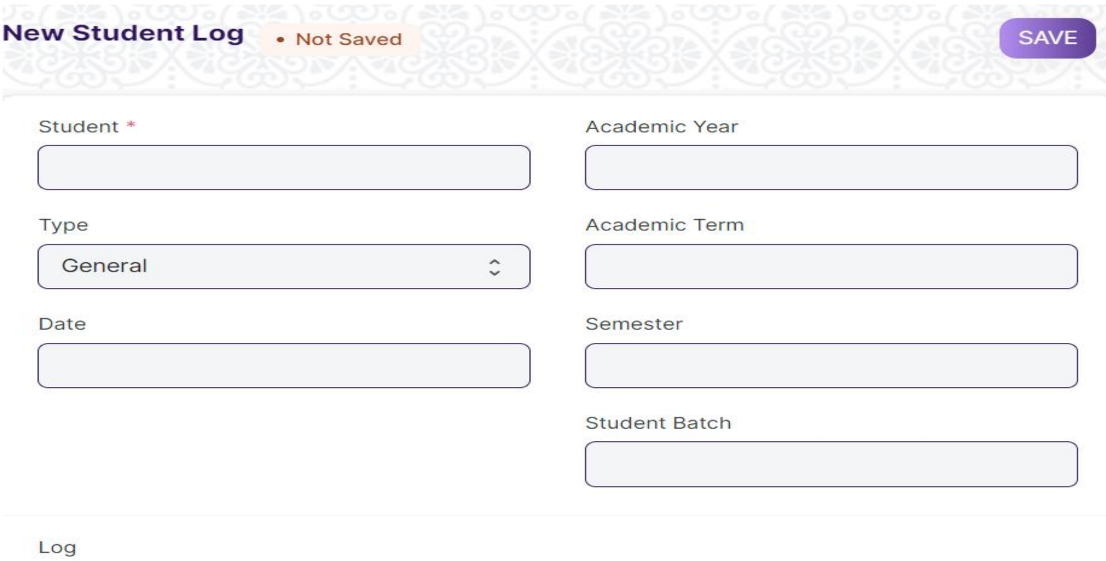
Roles and Permissions

ID	Role	Select	Read	Write	Create	Delete	Report
1	Academics User	No	Yes	Yes	Yes	Yes	Yes
2	Education Admin	Yes	Yes	Yes	Yes	Yes	Yes
3	Instructor	No	Yes	Yes	Yes	No	Yes
4	Student	Yes	Yes	No	No	No	No

c. Student Log

- "Student log" refers to a record log of a student's progress within an educational program .
- This log includes information such as the ongoing academic year, academic term, program, semester and other relevant data related to the student's academic year.
- Student Log navigation path:

Home > Academics > Group & Schedules > Student Log



UI Fields

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Student	Link	Value will be fetched from student list, user will select one.	Yes
2	Student Name	Read Only	After selecting Student ID,this value will be automatically filled up	
3	Type	Select	Options :General Academic Medical Achievement	
4	Date	Date	User will select date	
5	Academic year	Link	Value will be fetched from academic year list,user will select one	

6	Academic Term	Link	Value will be fetched from academic term list , where academic year is selected academic year.	
7	Program	Link	Value will be fetched from program list, user will select one	
8	Student Batch	Link	Value will be fetched from student batch list user will select one	
9	Log	Text editor		

Course Schedule Creation

1. The user will log in using their username and password.
2. User will go to the Academic Module.
3. User will navigate through the Groups and schedule section.
4. User will Go to the Student Log list and click on 'Add Student Log'.
5. User will Select or enter the Student ID.
6. User will Select the academic year.
7. User will Select the academic term.
8. User will Select the program.
9. User will Select student batch.
10. User will select semester
11. User will click the Save button.

Roles and Permissions

ID	Role	Select	Read	Write	Create	Delete
1	Academic User	No	Yes	Yes	Yes	Yes
2	Education Admin	Yes	Yes	Yes	Yes	Yes

1.2 Attendance and Leave Application

Attendance and Leave Application should consists of transactions which would allow to mark attendance for a particular student of a class and keep the track of leaves for a student. The transactions in Attendance and Leave Application should consists of:

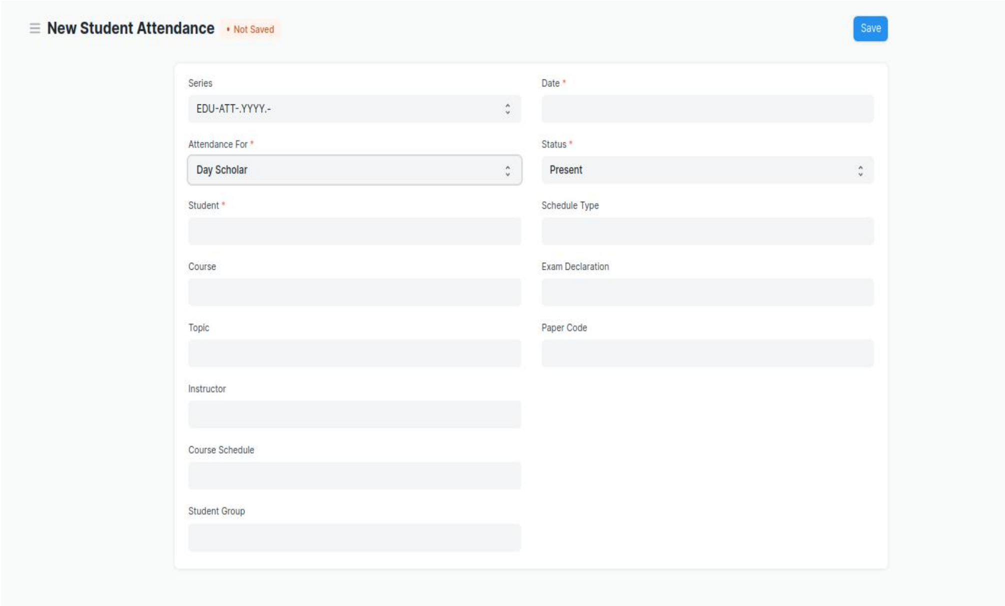
a. Student Attendance
b. Student Leave Application

a. Student Attendance

- The Student Attendance allows you to keep track and mark the attendance of a student for a day. Attendance records can be created against students on a daily basis.

- Student Attendance navigation path :

Home > Academics > Attendance and Leave Application > Student Attendance



<u>UI Fields</u>

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Series	Drop down	User will select the series	
2	Student	Link	Value will be fetched from Student list,user will select .	Yes
3	Student Name	Read only	After selecting student id , this field will be Automatically filled up.	
4	Student Mobile Number	Read only		
5	Course Schedule	Link	Value will be fetched from course schedule list.	
6	Student Group	Link	Value will be fetched from Student group list in which the student is present.	
7	Date	Date	User will select the current date	Yes
8	Status	Select	Options : Present ,Absent, User will select .	Yes
9	Course	Link	Value will be fetched from Course list that the student have enrolled.User will select	
10	Topic	Link	Value will be fetched based on the course selected	

11	Exam Declaration	Link	Value will be fetched from exam declaration list, User will select	
12	Paper code	Link	Value will be fetched from paper code of the selected exam declaration	

Prerequisites

System should have the following records before a student attendance is created :
1. Student
2. Course Schedule
3. Student Group

Student Attendance Creation

1. User will login with the credential.
2. User will go to the Academics Module.
3. Under the Attendance and Leave application screen , user will click the Student Attendance.
4. User will Go to the Student Attendance list and click on ‘Add Student Attendance’.
5. User will Select and enter the Student.
6. User will Select and enter date and course.
7. User will Select and enter the Student Group and Course Schedule.
8. User will Set the Status to Present/Absent/On Leave.
9. User will click the Save
10. After clicking save , user will click the Submit button to take the attendance.

**Note: The Attendance can be marked for the Exams and also the Student Attendance Tool can be used for bulk upgradation of the attendance.

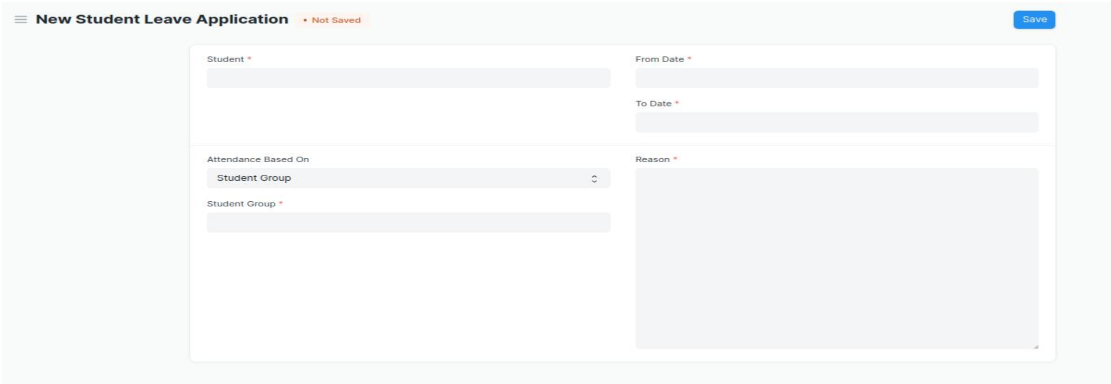
Roles and Permissions

ID	Role	Select	Read	Write	Create	Delete	Submit	Cancle	Amend
1	Academics User	No	Yes	Yes	Yes	Yes	Yes	Yes	No
2	Education Admin	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	Instructor	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	Student	No	Yes	No	No	No	No	No	No
5	Hostel Admin	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

b. Student Leave Application

- The Student Leave Application allows you to keep a track of leaves for a Student.
- Student Leave Application navigation path:

Home > Academics > Attendance and Leave Application > Student Leave Application



UI Fields

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Student	Link	Value will be fetched from Student list.User will select .	Yes
2	Student Name	Read only	Value will be automatically filled up after selecting Student.	
3	From Date	Date	User will select date	Yes
4	To Date	Date	User will select date	Yes
5	Total Leave Days	Float	User will give input	
6	Attendance Based on	Select	Options : Student Group,Course Schedule	
7	Student Group	Link	Value will be the student group in which the student is present.	
8	Course Schedule	Link	Value will be fetched from Course Schedule List, User will select.	Yes
9	Reason	Text	User will give input.	Yes

Prerequisites

System should have the following records before a student leave application is created:

1. Student
2. Student Group

Student Leave Application Creation

1. User will login with the credentials.
2. User will navigate through the Academic Screen.

3. Under the Attendance and leave application, user will click on the student leave application.
4. User will Go to the Student Leave Application list and click on ‘Add Student Leave Application’.
5. User will fill up Student details like Student Name, Student ID, Student Group will be auto-fetched.
6. User will Select and enter “From Date” and “To Date”.
7. User will Select and enter Reason.
8. User will click the Save button.

****Note: The attendance will be marked automatically****

Roles and Permissions

ID	Role	Select	Read	Write	Create	Delete	Submit	Cancle	Amend
1	Admin	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2	Education Admin	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	Instructor	No	Yes	Yes	No	Yes	Yes	No	No
4	Student	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
5	Academic User	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes

1.3 Mentor-Mentee

- Mentoring is a guidance system where one person (the mentor) imparts their knowledge, skills, and experiences with another person (the mentee or student).
- The goal of mentor-ship is to help mentees learn skills and information that will help lead them to success in their careers.
- Mentors are available to offer and serve as a resource to the mentee whenever a need may arise.
- Mentoring is more than just sharing knowledge.
- Mentors help mentees identify their own goals and offer empowerment and encouragement to guide them to achieve their goals, or solve any challenges along the way. Mentors aren’t intended to dictate how to do something, but rather, they are there to offer insight and support as their mentees develop their own methods during their career path.

- The transactions in the Mentor-Mentee section, should consists of :

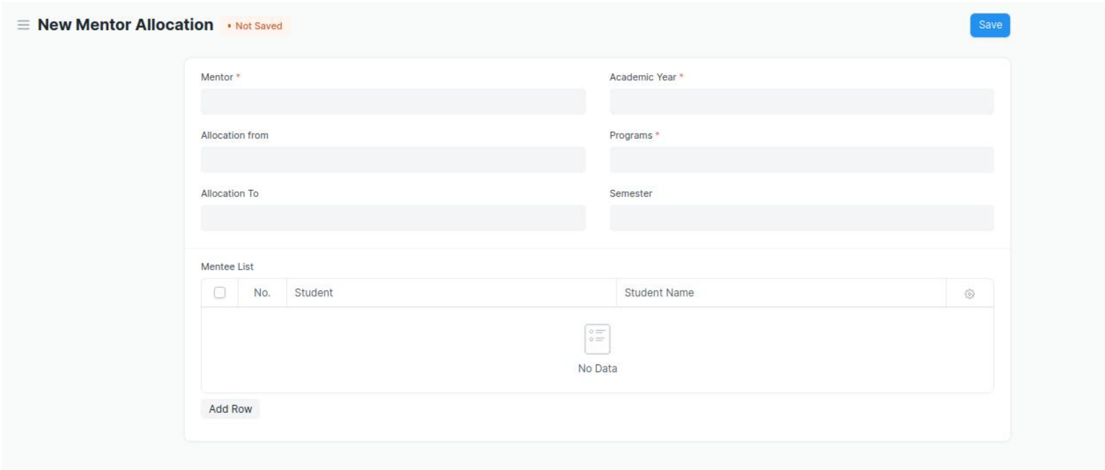
a) Mentor Allocation
b) Communication

a. Mentor Allocation

- Mentor Allocation is a process in which Mentors (Instructors) are allocated to different student groups or students on various basis. It can either be a hostel mentor allocation or program wise allocation.

- Mentor allocation path :

Home > Academics > Mentor-Mentee > Mentor Allocation



UI Fields

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Mentor	Link	Value will be fetched from Employee List,User will select one .	Yes
2	Mentor Name	Text	Value will be Filled up after selecting Mentor	
3	Allocation From	Link	Value will be fetched from Academic Year User will select one .	
4	Allocation To	Link	Value will be fetched from Academic Year. User will select one.	
5	Academic Year	Link	Value will be fetched from Academic Year. User will select one.	
6	Programs	Link	Value will be fetched from program list. User will select one.	Yes
7	Semester	Link	Value will be fetched from program list , where program is selected program. User will select one.	
8	**Mentee List**	Child Table	User will add data in the child table	

Mentee List (Child Table)

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Student	Link	Value will be fetched from student list	

2	Student Name	Text	After selecting student Id, Student Name will be automatically filled up	
3	User	Text		
4	Roll No	Text		

Prerequisite

System should have the following records before a Mentor Allocation is created:
1. Student
2. Program
3. Semester

Mentor Allocation Creation

1. User will log in with the credential.
2. User will go to the Academic Module.
3. User will select the Mentor allocation.
4. User will Click on add Mentor Allocation.
5. User will Select and add Mentor from the drop down list.
6. User will Select and enter Academic Year.
7. User will Select and enter Program and Semester.
8. User will Select and enter the period in "Allocation from" and "Allocation to".
9. User will Select and enter the student in Mentee List.
10. User will click on Save button .
11. User will click on submit button .

Roles and Permissions

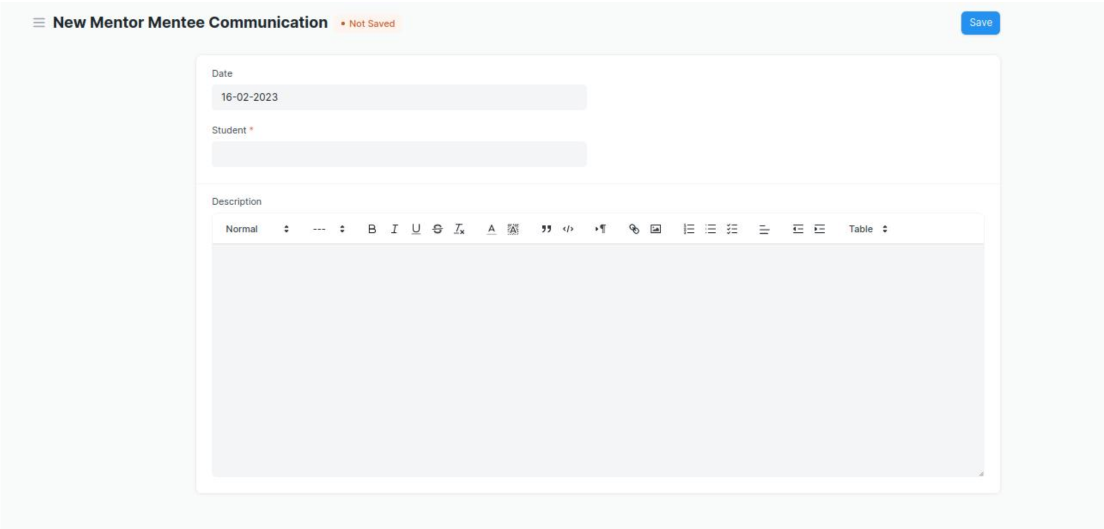
ID	Role	Select	Read	Write	Create	Delete	Submit	Cancle	Amend
1	System Manager	No	Yes	Yes	Yes	Yes	No	No	No
2	Education Admin	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	Instructor	Yes	Yes	No	No	No	No	No	No
4	Admin	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
5	Student	Yes	Yes	No	No	No	No	No	No
6	Hostel Admin	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

a. Communication

- As in any relationship where information is being shared on an on-going basis, you and your mentee need to interact and communicate effectively.
- Communicating accomplishes three basic things - It is used to get things done, to indicate feelings and thoughts, and to develop the relationship.
- In impersonal interactions, a minimum of these three things are accomplished. But in a mentoring relationship, the communication process should accomplish all three tasks.

- Communication navigation path :

Home > Academics > Mentor-Mentee > Communication



UI Fields

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Date	Date	User will select Date	
2	Student	Link	Value will be fetched from student list,User will select one.	Yes
3	Student Name	Text	After selecting student Id, Student Name will be automatically filled up	
4	Programs	Link	Value will be fetched from program list. User will select one.	Yes
5	Mentor Allocation	Link	Value will be fetched from mentor allocation list.User will select one.	
6	Mentor Name	Data	User will select the Mentor Name	
7	Description	Text	user will add description	
8	Student Disciplinary Complain	Link	Value will be fetched from Student Disciplinary Complain	

Prerequisite

System should have the following records before a Communication is created :

1. Mentor Allocation

Mentor-mentee communication creation

1. User will login with the credential.
2. User will navigate through the Academics screen.
3. User will Go to Communication, click on add Mentor Mentee Communication.
4. User will Select and enter the Student for whom communication is implemented.
5. All The details regarding the student should auto-fetched.
6. User will Enter the details of the Communication in the Description Box.
7. User will click on Save button.
8. After saving , user will click on the submit button to submit the document.

Roles and Permissions

ID	Role	Select	Read	Write	Create	Delete
1	System Manager	No	Yes	Yes	Yes	Yes
2	Education Admin	Yes	Yes	Yes	Yes	Yes
3	Instructor	Yes	Yes	Yes	Yes	Yes
4	Admin	Yes	Yes	Yes	Yes	Yes
5	Student	Yes	Yes	No	No	No
6	Hostel Admin	Yes	Yes	Yes	Yes	Yes

1.4 Placement & Drives

- Placement refers to the process of connecting the selected person and the employer in order to establish an ongoing employment relationship.
- It is the determination of the job to which an accepted candidate is to be assigned and his assignment to that job.

- The transactions under the Placement & Drives should consist of :

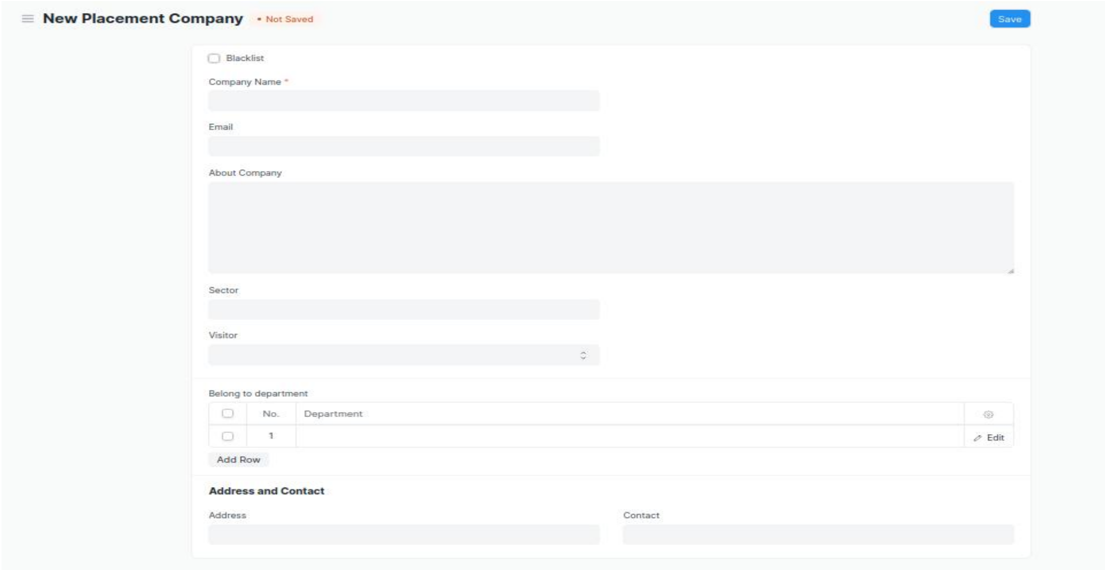
i. Placement Company
ii. Placement Drive
iii. Placement Block list
iv. Placement Drive Application

a. Placement Company

- A placement agency is an organization or agency which connects candidates (fresher and experience) to employers (of companies looking for candidates to fill in their vacant positions).
- A candidate seeking for job can contact a placement consultant or can mail them resume/CV for any available job position matching the candidates profile.
- These placement consultants then contact back the candidates for any vacant jobs matching their qualifications and skills.

- Placement Company navigation path :

Home > Academics > Placement & Drives > Placement Company



UI Fields

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Blacklist	Check	If the user wants to blacklist a company , he will enable it.	
2	Company Name	Text	User will enter the company name.	Yes
3	Email	Text	User will enter the email id	
4	About Company	Text	User will add about the company	
5	Sector	Link	Value will be fetched from sector list. User will select one of the value among it.	
6	Visitor	Select	Options :internship Day 0 visitor Day 1 visitor Day 2 visitor One time visitor Normal visitor	
7	**Belongs to Department**	Child Table	User will add data in the Child Table.(Child Table name **Placement Department**)	Yes
8	Address	Text	User will add the address of the company	
9	Contact	Text	User will add the contact details of the company	

Placement Department (Child Table)

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Department	Link	Value will be fetched from department list	

Placement Company Creation

1. User will login with the credential.
2. User will navigate through the Academic screen.
3. Under the placement and drives ,user will click on the Placement Company.
4. User will Click on Add Placement Company.
5. User will Select and enter Company Name.
6. User will Select and enter about Company (if required).
7. User will Select and enter Department to which it can belong.
8. User will Select and enter Address of the Company in the “New Address”.
9. User will Select and enter Contact details in the “New Contact”.
10. User will click on Save.

Roles and Permissions

ID	Role	Select	Read	Write	Create	Delete
1	System Manager	No	Yes	Yes	Yes	Yes
2	Education Admin	Yes	Yes	Yes	Yes	Yes
3	Admin	Yes	Yes	Yes	Yes	Yes
4	Student	Yes	Yes	No	No	No
5	Hostel Admin	Yes	Yes	Yes	Yes	Yes

b. Placement Drive

- Placement drives are golden opportunities that every college student eagerly awaits. Colleges announce a particular period, mostly during the final year of graduation, for companies to visit for college hiring. These placement drives are often conducted over a long period including three important phases – pre campus placement, placement drive, and post-campus placement.
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- On-campus recruitment drive not only boosts the morale of the students but also provide a brand image to the college/institution. During an on-campus recruitment drive, the students have to face aptitude test, group discussions, technical interview and HR interview.
- Placement Drive navigation path :

Home > Academics > Placement & Drives > Placement Drive

UI Fields

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Enable	Check		
2	Title	Text	User will add title	
3	Posting Date	Date	user will select date	
4	Placement Company	Link	Value will be Fetched from Placement Company list.	Yes
5	Academic Year	Link	Value will be fetched from the academic year list, use will select one of the value among them	Yes
6	Academic Term	Link	Value will be fetched from Academic Term list, where the Academic Year is Selected Academic Year. User will select one of them.	Yes
7	Current CGPA	Float	User will give input	Yes
8	Active backlog	select	Options : 0 1 2 3	Yes
9	Type of Drive	Select	Options : IN Campus OFF Campus	
10	Location of Drive	Link	Value will be fetched from Location list, user will select one of them.	
11	**For Department**	Child Table	User will add details in the Table. (Child Table Name : Placement Department)	
12	Sector of Work	Link	Value will be fetched from sector list. User will select one of them.	
13	Placement Drive	Select	Options : Experience Both	
14	Application Start Date	Date	User will select the date	Yes
15	Application End Date	Date	User will select the date	Yes

16	**Designations Position**	Child Table	User will add details in the Table. (Child Table Name : Placement Designations)	Yes
17	**For Programs**	Child Table	User will add details in the child table. Child Table name :Place Eligible Programs	Yes
18	**Eligibility Criteria**	Child Table	User will add details in the child table. Child Table name :Eligibility Criteria.	Yes
19	Process of Placement	Text	User will add details	Yes
20	CTC	float	User will add details	
21	**Rounds of Placement**	Child Table	User will add details in the Child Table named Rounds of Placement	Yes
22	Joining Type	Select	Options : Immediate Non - immediate	Yes
23	Type of Job	Select	Options :Internship Contractual Non-contractual Permanent	Yes
24	Get Students	Button		
25	**Eligible Students**	Child Table	After clicking the get students button all the details will be filled up in the child table named Eligible Student	

Placement Designation (Child Table)

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Designations	Link	Value will be fetched from Designation Lists, user will select one of them.	Yes
2	No of Position	Int	User will give input	Yes

Placement Eligible Program (Child Table)

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Programs	Link	Value will be fetched from program list, user will select one of them	
2	Semester	Link	Value will be fetched from semester list , where program is selected program. User will select one of them.	

Eligibility Criteria (Child Table)

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Qualification	Select	Options : 10th 12th Diploma ITI UG PG	
2	Percentage	Float		
3	Result	Select	Options : Pass Fail	
4	Year of Passing	Date	User will give input	

Rounds of Placement(Child Table)

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Date	Date	User will give input	Yes
2	Round Name	Text	User will add details	
3	Reporting Time	Time		
4	Location	Link	Value will be fetched from Location list, user will select one of them.	
5	Contact Person Name	Text	User will give input	
6	Contact Person Number	Phone	User will add phone number	

Eligible Student (Child Table)

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Student No	Link	Value will be fetched from student list, user will select one of them	
2	Student Name	Text	After selecting the student id, this field will be automatically filled	
3	Program Enrollment	Text	Details will be filled up by the program, that selected student has enrolled	
4	Academic Year	Text	Details will be filled up by the Academic Year in which the student has enrolled	

Placement Drive Creation

1.User will login with the credential.
2.User will navigate through the Academic screen.
3.Under the placement and drives ,user will click on the Placement Drive.
4.User will Go to and click on Add Placement Drive.
5.User will Select and enter Title.
6.User will Select and enter Type of Drive whether “In-campus” or “Off-Campus”.
7.User will Select and enter Placement Company.
8.User will Select and enter Application Start Date.
9.User will Select and enter Application End Date.
10.User will Select and enter Designation and No of Positions.
11.User will Select and enter the Programs and respective Semesters for which drive is to be Conducted.
12. User will Select and enter Eligibility Criteria and Process of Placement.
13. User will click on Save button and then Submit button.

Roles and Permissions

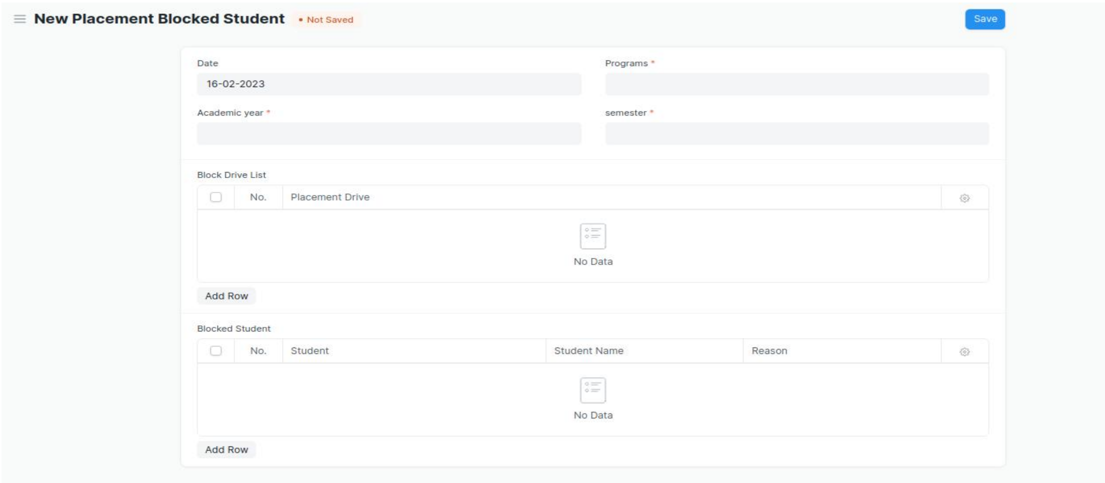
ID	Role	Select	Read	Write	Create	Delete	Submit	Cancle	Amend
1	System Manager	No	Yes	Yes	Yes	Yes	No	No	No
2	Education Admin	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	Admin	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	Student	Yes	Yes	No	No	No	No	No	No

c. Placement Block List

- It depends whether the internship/placement offer is regular or not If one rejects a regular offer after getting selected, then don't think the PAT office will trouble you much.
- In this case, you will be eligible for the rest of the placement drives of other companies.
- The placement department has every right to debar a student from selected or further placement drives based on any disciplinary actions or complaints.

- Placement Block list navigation path :

Home > Academics > Placement & Drives > Placement Block List



UI Fields

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Date	Date	User will add a date	
2	Academic Year	Link	Value will be fetched from the academic year list, use will select one of the value among them	Yes
3	Programs	Link	Value will be fetched form program list, where academic year is selected academic year	Yes
4	Semester	Link	Value will be fetched from semester list where program is selected program	Yes
5	**Blocked Drive List**	Child Table	Use will add details in the Child table(Block Drive List)	
6	**Blocked Student**	Child Table	User will add details in the Child Table	

Blocked Drive List (Child Table)

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Placement Drive	Link	Value will be fetched from Placement Drive List. User will select one of them	

Placement Blocked Student Lists (Child Table)

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Student	Link	Value will be fetched from student list, user will select one of them	
2	Student Name	Text	After selecting student, this value will be automatically filled by student name	
3	Reason	Text	User will add details	

Placement Block list creation

1. User will login with the credential.
2. User will navigate through the Academic screen.
3. Under the placement and drives ,user will click on the Placement Block list.
4. User will Click on Add Placement Blocked Student
5. User will Select and enter Program and Semester.
6. User will Select and enter the Placement Drive from which the students are to be blocked.
7. User will Select and enter the student name in the Blocked Student table.
8. User will click on Save button and then Submit button to submit the document.

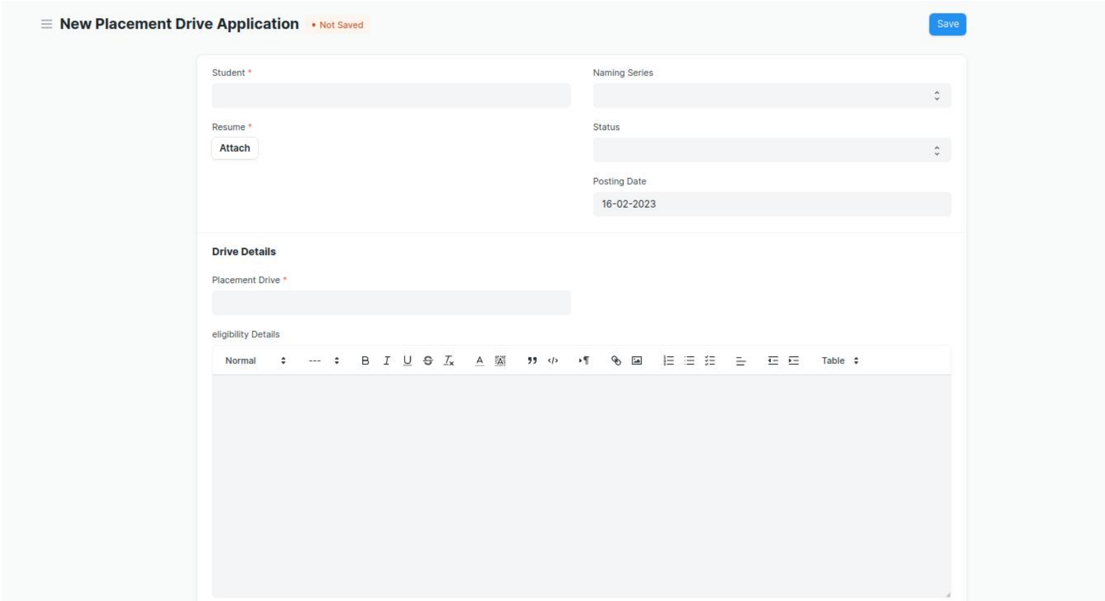
Roles and Permissions

ID	Role	Select	Read	Write	Create	Delete
1	System Manager	No	Yes	Yes	Yes	Yes
2	Education Admin	Yes	Yes	Yes	Yes	Yes
3	Admin	Yes	Yes	Yes	Yes	Yes

d. Placement Drive Application

- Placement drives are golden opportunities that every college student eagerly awaits. Colleges announce a particular period, mostly during the final year of graduation, for companies to visit for college hiring.
- Placement drive application are filled by students who are applying for the respective company.
- Placement Drive application navigation path:

Home > Academics > Placement & Drives > Placement Drive Application



UI Fields

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Student	Link	Value will be fetched from student list, User will select one.	Yes
2	Student Name	Text	After selecting the student id, this field will be automatically filled up.	
3	Roll No	Text	Automatically field up based on Student id.	
4	Registration Number	Text	Automatically field up based on Student id.	
5	Programs	Link	Automatically field up based on Student id.	
6	Current Semester	Link	Automatically field up based on Student id.	
7	Resume	Attach	User will upload the resume.	Yes
8	Naming Series	Select	Options :EDU-TP-	

9	Status	Select	Options: Applied Rejected Shortlisted Hired User will select .	
10	Blocked Student	Check		
11	Posting Date	Date	Current Date	
12	Placement Drive	Link	Value will be fetched from Placement drive list,user will select One .	Yes
13	Placement Company	Text	User will give input	
14	Eligibility Details	Text	User will give input	
15	**Education Details**	Child Table	User will add details	

Education Details (Child Table)

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Qualification	Select	Options :10th 12th UG PG	
2	Institute	Text		
3	Board	Text		
4	Percentage/CGPA	Select	Options : Percentage CGPA/SGPA	
5	Score	Float		
6	Year of Completion	Text		

Prerequisites

Before creating placement drive application, user should create the following document first :

1. Placement Drive

Placement Drive Application Creation

1. User will login with the credential.
2. User will navigate through the Academic screen.

3. Under the placement and drives ,user will click on the Placement drive application .
4. User will Go to Placement Drive Application, click on Add Placement Drive Application.
5. User will Select and enter Student.
6. User will Select and set the value for Naming Series.
7. The details of the Student should auto fetched accordingly.
8. User will Select and enter the Placement Drive.
9. User will Select and attach Resume.
10. User will click on Save button and then Submit button to submit the document.

Roles and Permissions

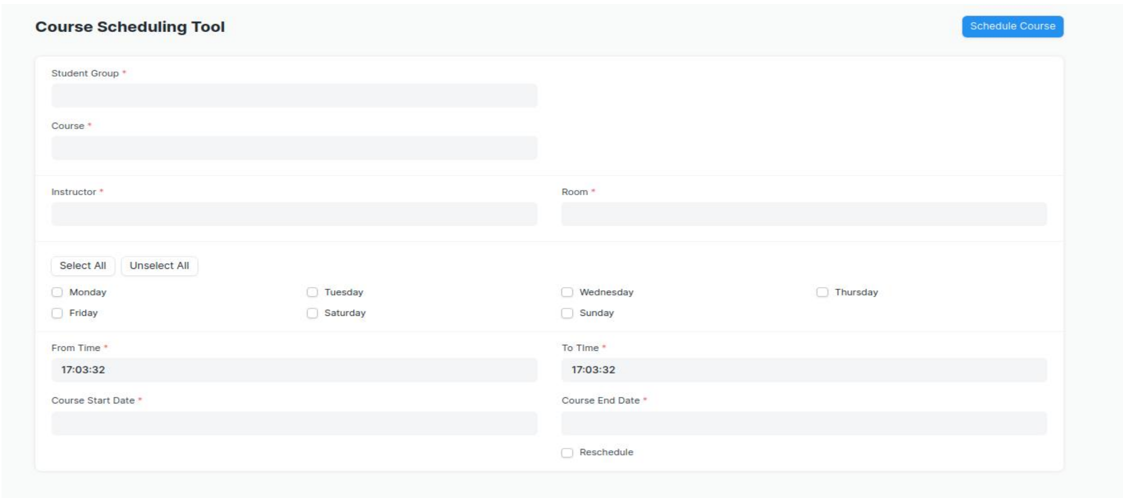
ID	Role	Select	Read	Write	Create	Delete	Submit	Cancle	Amend
1	System Manager	No	Yes	Yes	Yes	Yes	No	No	No
2	Education Admin	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	Admin	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	Student	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

2. Tools

2.1 Course Scheduling Tool

- The Course Scheduling Tool allows a user to create Course Schedules in bulk for the particular Course.
- Course Scheduling Tool navigation path :

Home > Academics > Tools > Course Scheduling Tool



UI Fields

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Student Group	Link	Value will be fetched from Student Group List, User will select one of them	Yes
2	Course	Link	Value will be fetched from course list.User will select one.	Yes
3	Program	Link	Value will be fetched from Program list, user will select.	
4	Academic Year	Link	Value will be fetched from Academic year list,user Will select one.	
5	Academic Term	Link	Based on the academic year, Academic term will show in a drop down. User will select.	
6	Instructor	Link	Value will be fetched from Instructor list,user will select one.	Yes
7	Instructor Name	Read Only	Automatically filled up after Selecting Instructor.	
8	Room	Link	Value will be fetched from Room list, user will select one.	Yes
9	From Time	Time	User will select time.	Yes
10	Course Start Date	Date	User will select date.	Yes
11	To Time	Time	User will select time.	Yes
12	Course End Date	Date	User will select date.	Yes
13	Reschedule	Check box		

Prerequisites

System should have the following records before a creating a record through course scheduling tool :

1. Student Group
2. Instructor
3. Course
4. Class
5. Classroom

Course Scheduling Tool Usage

1. User will login with the credential.
2. User will navigate through the Academic screen.
3. Under the Tools section ,user will click on the Course Scheduling Tool .
4. User will Select and enter the Student Group.
5. User will Select and enter the Instructor who will be tutoring the students for the course.

6. User will Select and enter the Course from the drop down menu for which the schedule is being prepared.
7. User will Select and Enter the ‘From Time’ and ‘To Time ‘for the course schedule.
8. User will Select and Enter the Start Date and End Date of the Course.
9. User will Select and Enter the Day.
10. User will Click on ‘Schedule Course’ Button.

****Note: The system should create the course schedules if the classroom and Instructor are available and there is no conflict for the selected Student Group with other course schedules.**

Rescheduling

1. User can reschedule the course schedules created.
2. User will Check the ‘Reschedule Checkbox and then click on ‘Schedule Course’.
3. System should delete the existing Course Schedules for the particular Course within the mentioned Start Date and End Date and should create a new Course Schedules.

****The entries for all the Course Scheduling Tools should created in the Course Schedule Document. ****

Roles and Permissions

ID	Role	Select	Read	Write	Create	Delete
1	Academic User	No	Yes	Yes	Yes	No
2	Education Admin	Yes	Yes	Yes	Yes	Yes
3	Admin	Yes	Yes	Yes	Yes	Yes
4	Instructor	Yes	Yes	Yes	Yes	Yes

2.2 Student Attendance Tool

- The Student Attendance Tool allows user to bulk update the Attendance for Students based on Student Group and Course Schedule.
- Student Attendance Tool navigation path :

Home > Academics > Tools > Student Attendance Tool

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UI Fields

ID	Field Name	Field Type	Validation/Action	Mandatory
1	Based On	Select	Options : Student Group Course Schedule	

2	Group Based On	Select	Options :Batch Course Activity	
3	Student Group	Link	Value will be fetched from Student group list.User Will select one.	Yes
4	Academic Year	Link	Value will be fetched from Academic year,user will Select one.	
5	Academic Term	Link	Value will be fetched Based on selected academic year.	
6	Course Schedule	Link	Value will be fetched based on course schedule list.	
7	Date	Date	User will select the date.	Yes

Prerequisites

System should have the following records before creating a record by using student attendance tool :

1. Student
2. Course Schedule
3. Student Group

Student Attendance Tool Usage

1. User will login with the credential.
2. User will navigate through the Academic screen.
3. Under the Tools section ,user will click on the Student Attendance Tool.
4. User will Select and Enter the 'Based On' from the drop-down menu
5. Student Group: User will Select and Enter 'Group Based On(Batch/Section/Activity/Course), Student Group, Academic Year and Date.
6. Course Schedule: User will Select and Enter Academic Year and Course Schedule.
7. Students should be automatically fetched.
8. User will Mark the Attendance.
9. User will click on Save button to save the document.

Roles and Permissions

ID	Role	Select	Read	Write	Create	Delete
1	Academic User	No	Yes	Yes	Yes	No
2	Education Admin	Yes	Yes	Yes	Yes	Yes
3	Admin	Yes	Yes	Yes	Yes	Yes
4	Instructor	Yes	Yes	Yes	Yes	Yes
5	Hostel Admin	Yes	Yes	Yes	Yes	Yes

3. Reports

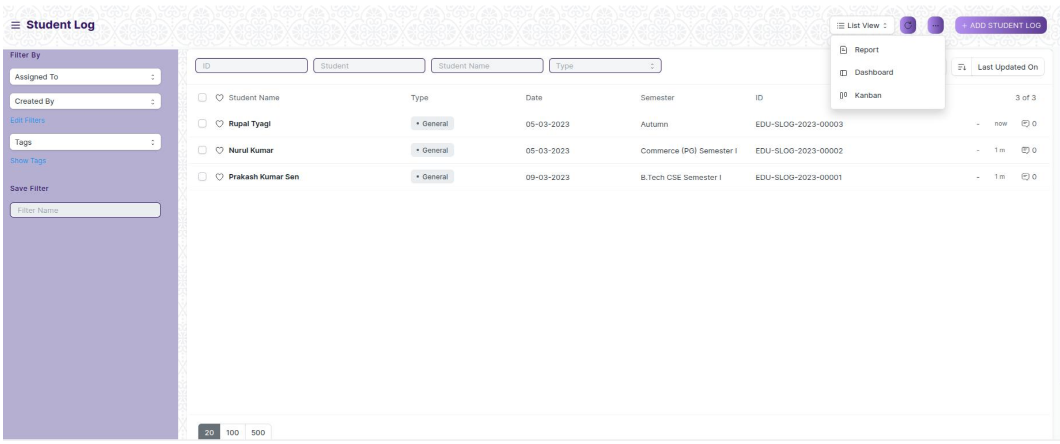
These Reports Section should include information about student attendance, and many other types of data related to the academic activities of the institution. The reports should be used by academic staff, administrators, and other stakeholders to monitor and evaluate the academic performance and progress of students and to help with decision-making.

There are two types of reports available on the system:
1. Generic Report: The generic reports are the ones which can be generated for each screen and are by default available for each screen. The report contains data of every field in every record in tabular format.

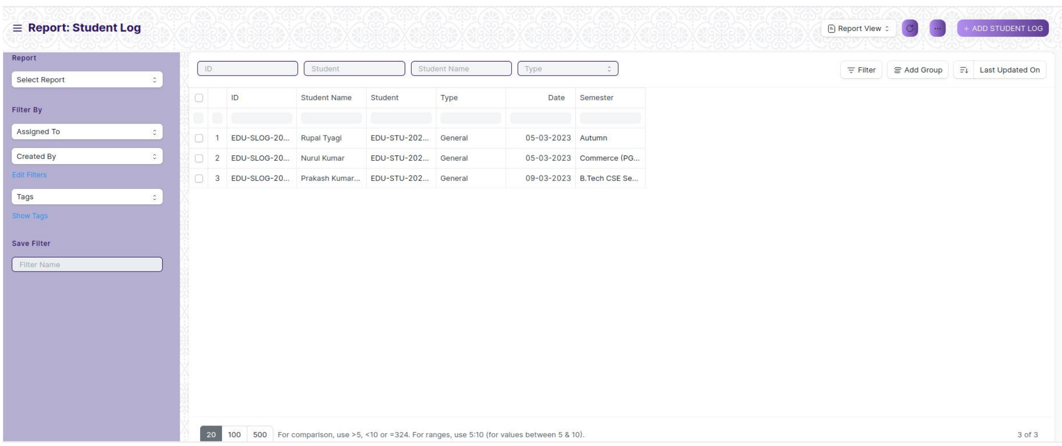
2. Custom Report: Custom reports are the ones which are developed as per the requirements and contain only the required fields and can be viewed on a dedicated screen like any other transactional screen.

Generic Reports

- Generic reports can be generated by clicking on a button on the top right side next to the refresh button. The default mode of the button is “List view” which can be changed to “Report” on selecting the report option from the drop down. As you can see in the below screenshot for the Student Log screen:



- On clicking the Report option, the data of each record on the screen will be viewed in report form as shown below:



- The user can search for a record as well as filter them on the basis of label name and its corresponding value. The instructions for using these features are elaborated in further details in later section named “Search and Filter feature in List view”.

Custom Reports

The custom reports available in this modules are:
a) Student Monthly Attendance
b) Student Batch wise Attendance

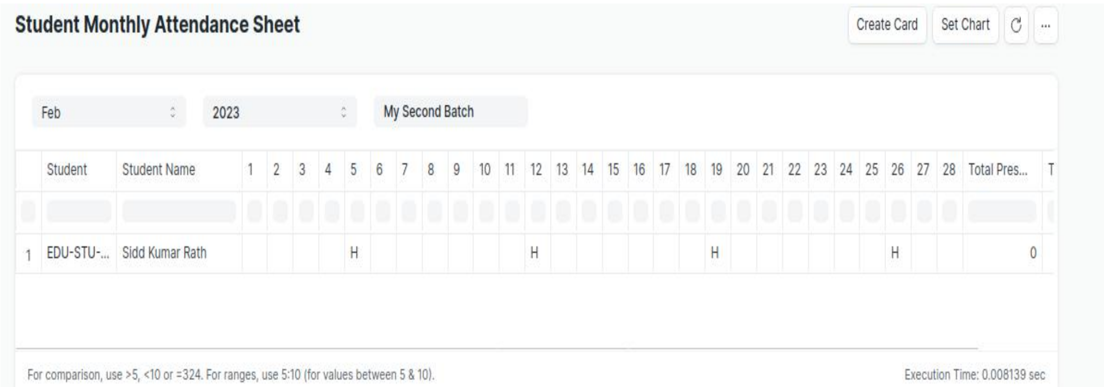
3.1 Student Monthly Attendance

- The work of the student monthly attendance report typically involves gathering attendance data from the system's attendance module, which may include information such as the student's name, ID number, class or course name, and attendance status (present, absent, late, etc.).

- The student monthly attendance report should be useful for teachers and administrators to track attendance patterns and identify any students who may be missing classes or falling behind. It should also be used to identify trends in attendance and take proactive steps to improve attendance rates, such as by implementing attendance policies or offering incentives to students who attend regularly.

- Student Monthly Attendance Report navigation path :

Home > Academics > Reports > Student Monthly Attendance



<u>Monthly Attendance Report Generation</u>

1. User will login with the credential.
2. User will navigate through the Academic screen.
3. Under the report section ,user will click on the Student Monthly Attendance Report.
4. User will click on show report button.
5. After that user will select month,Year and Student Group.

3.2 Student Batch wise Attendance

- With a batch-wise attendance report, educators and administrators can monitor the attendance of a group of students over a period of time. This helps identify students who are frequently absent or tardy and take appropriate action to address the issue.

- By analyzing the attendance data of a group of students, educators can identify patterns or trends in attendance that can help them make informed decisions about scheduling or other logistical matters. For example, if a large number of students are consistently absent on a particular day of the week, it may be worth investigating the cause of the absences.

- Student Batch wise attendance report navigation path :

Home > Academics > Reports > Student Batch wise attendance

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<u>Student Batch wise attendance report generation</u>

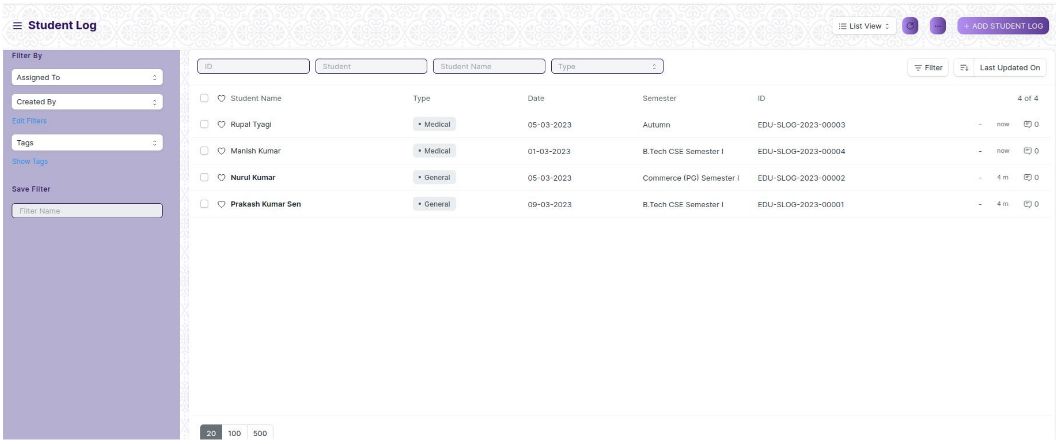
1. User will login with the credential.
2. User will navigate through the Academic screen.
3. Under the report section ,user will click on the Student Batch wise Attendance Report.
4. User will click on show report button.
5. After that user will select month,Year and Student Group.

Search and Filter feature in List view

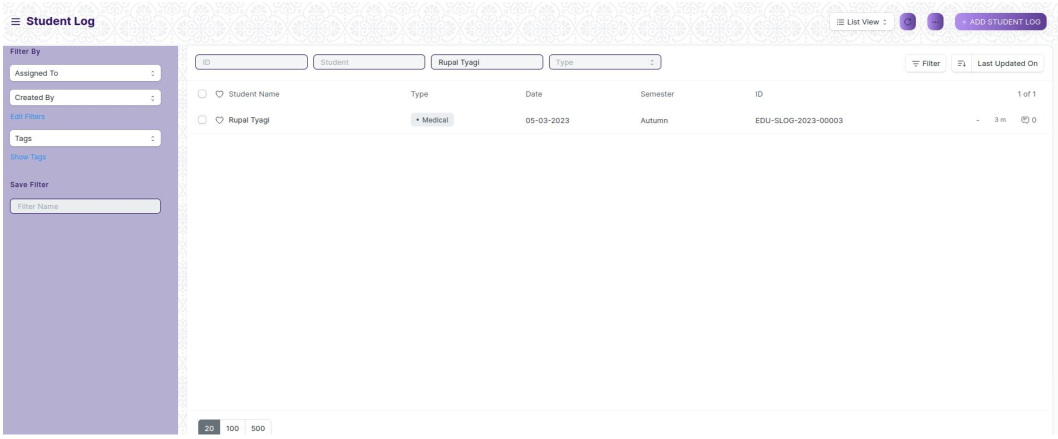
- After every successful submission/saving of a record, the record can be viewed in list view by selecting the screen name in the respective workspace.

- Further, the user can filter records and even search for a particular record from the list view of any screen.

- Lets consider an example. For Student Log screen, following is the list view:

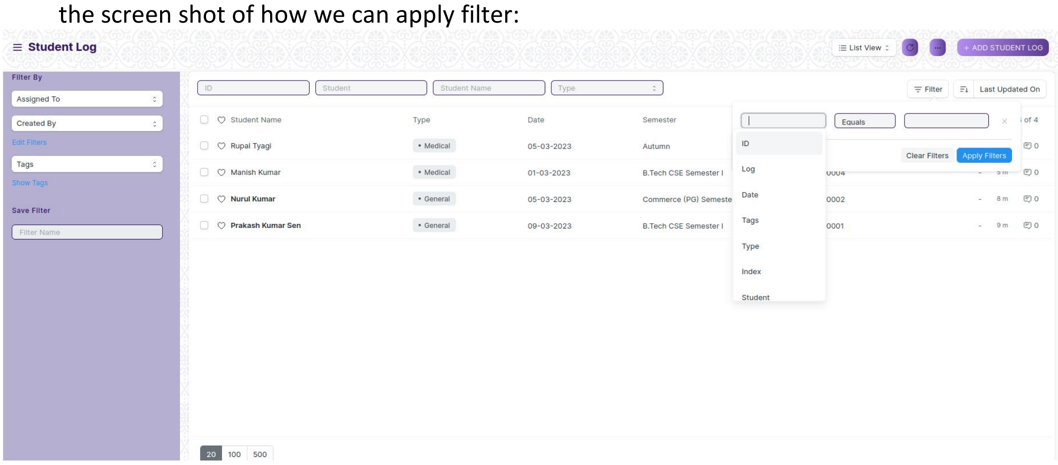


- The user can either search for any particular record on the basis of ID, Student, Student Name or Type. Here in the below screen shot we are trying to search for a Student Name- “Rupal Tyagi”



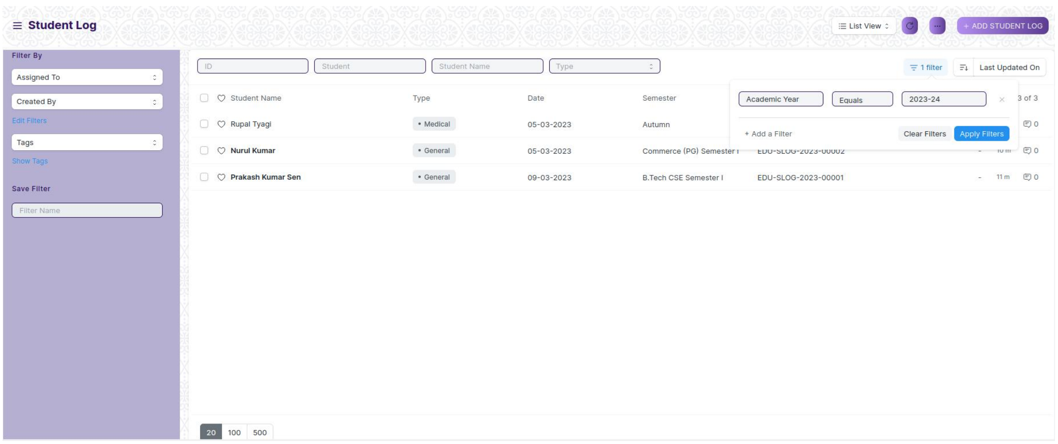
- Similarly, the user can search for any other record using either one field name or multiple field names like- ID, Student or Type

- Now we will see how the user can filter records using the filter feature in the list view. Below is the screen shot of how we can apply filter:

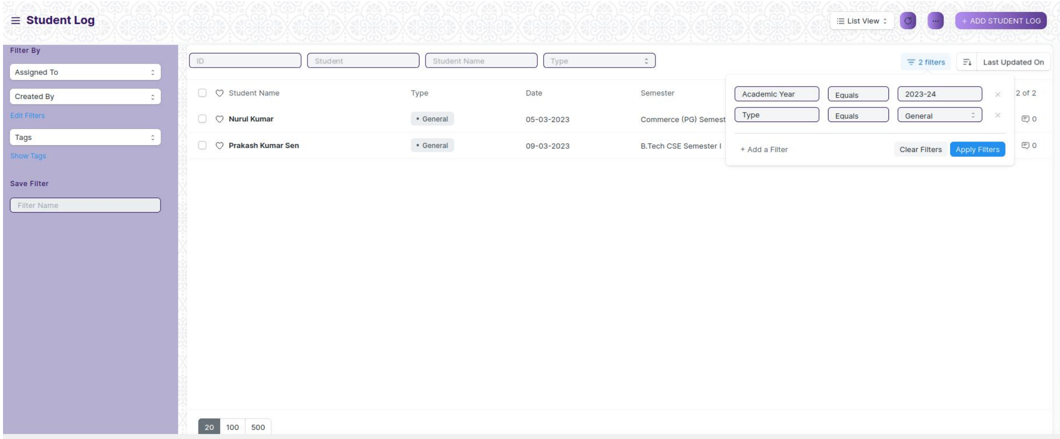


- On clicking the filter button on the top left side of the screen, a window appears which will require 3 things as input that are the label which needs to be filtered, the comparison operator(Eg: Equals, Not Equals, like, etc.) and the corresponding vale on which basis the records should be filtered.

- Now, for example, we want to filter the Student in Student log who is in the academic year of **2023-24**:



- Also, the user can add multiple filters to further narrow down the records. For example, the user wants to filter records of Student in Student log who is in the academic year of **2023-24** and the type of log is **General**. Below is the screen shot of the same:



- Finally, if the user wishes to view all the records unfiltered in the list view, they will click on "Clear Filters" which will give the user the records in list view without any filters applied.

- Apart from the search and filter feature, the user can also sort the filtered/unfiltered records in the list view into ascending/descending order by clicking on the button(3 bars and an arrow) right next to the filter button.