***Business Process Flow of Academics***

**Master Screens** : Master screens should be created first before transaction screen process. The following master screens are: Department, Student,Class Enrollment, Student Batch, Student Category, Student Group, Trainer, Module, Class, Room, Class Schedule, Academic Year, Academic Term, Course Type, Course, Module

**Academics Generic Process Flow**:

**Activity:** The academic process flow in SLCM refers to students for use that how to maintain in the organization for class schedule, attendance, leave, mentor allocation

**Roles:** The feature is accessible to SLCM Admin, Trainer, Student, Admission Head, Course Manager.

**Prerequisites:** Before academic Process Flow, it is advisable you create the following documents:

Course, Semester, Student

**Steps:** *Course Enrollment (By Admission Dept.) --> Student Group (By Course Manager) --> Time Table (By Course Manager) --> Student Attendance (By Trainer)*

**Assignment Process Flow**:

**Activity:** The process flow in SLCM refers to students for use that how to take and upload assignment.

**Roles:** The feature is accessible to SLCM Admin, Trainer, Student, Course Manager.

**Prerequisites:** Before assignment Process Flow, it is advisable you create the following documents:

Course, Student, Trainer, Course Enrollment

**Steps:** *Course Enrollment (By Admission Dept.) --> Student Group (By Course Manager) --> Assignment (By Trainer) --> Assignment Upload (By Student)*

**Groups & Schedules Process Flow**:

**Activity:** The process flow in SLCM refers to make student group and schedule class

**Roles:** The feature is accessible to SLCM Admin, Trainer, Student, Academic User.

**Prerequisites:** Before groups & schedule Process Flow, it is advisable you create the following

documents: Student, Course Enrollment, Student Batch Name, Student Category, Trainer, Exam

Declaration, Course, Class

**Steps:** *Student Group --> Class Schedule --> Class Advisor & manager Assignment --> Assignment --> Assignment Upload*

**Attendance & Leave Process Flow**:

**Activity:** The process flow in SLCM refers to make attendance and leave of a student

**Roles:** The feature is accessible to SLCM Admin, Trainer, Student, Hostel Admin.

**Prerequisites:** Before attendance & leave Process Flow, it is advisable you create the following

documents: Student, class schedule, student group, leave type, Semester, Module, class, academic

Year, department

**Steps:** *Reason for leave --> Student Leave application --> Student Attendance --> Student Attendance report*

**Mentor - Mentee Process Flow**:

**Activity:** Mentor Allocation is a process in which Mentors (Trainer) are allocated to different student

groups or students on various basis. It can either be a hostel mentor allocation or program wise

Allocation. As in any relationship where information is being shared on an on-going basis, trainer and

their mentee need to interact and communicate effectively.

**Roles:** The feature is accessible to SLCM Admin, Trainer, Student

**Prerequisites:** Before attendance & leave Process Flow, it is advisable you create the following

documents: Student, trainer, course, academic year.

**Steps:** *Mentor Allocation --> Mentee List --> Communication*

**Faculty Workload Process Flow**:

**Activity:** The faculty work assignment screen is a user interface within an educational institution's system or software that allows administrators or authorized personnel to assign tasks and responsibilities to faculty members.

**Roles:** The feature is accessible to SLCM Admin, Trainer, Student, Student Applicant.

**Prerequisites:** Before faculty workload Process Flow, it is advisable you create the following

Documents: Employee, Trainer

**Steps:** *Course Scheduling Screen --> Schedule Course --> Faculty Workload Report*

*Trainer Login --> Trainer Profile --> Click Faculty Workload Button --> Faculty Workload Report*

*Student Attendance --> Attendance Taken --> Faculty Workload Report*

**Student Grievance Process Flow**:

**Activity:** The student grievance process flow in SLCM is a structured system designed to address and resolve issues or concerns raised by students. The main functionality of this process is to provide a fair and efficient mechanism for students to voice their grievances and seek resolution

**Roles:**The feature is accessible to SLCM Admin, Trainer, Student, Student Applicant.

**Prerequisites:** Before Student Grievance Process Flow, it is advisable you create the following

Documents: Employee, Department

**Steps:** *Type of Grievance --> Student Grievance --> Grievance Cell -->Grievance Addressed & Closed --> Update Student Grievance*

**Placement & Drive Process Flow**:

**Activity:** The placement drive process flow refers to the series of steps and activities involved in the recruitment and placement of candidates in job positions within an organization.

**Roles:**The feature is accessible to SLCM Admin, Student.

**Prerequisites:** Before placement & drive Process Flow, it is advisable you create the following

Documents: student, course, academic year, semester

**Steps:** *placement drive application --> placement drive blocklist*