

Change Of Residency

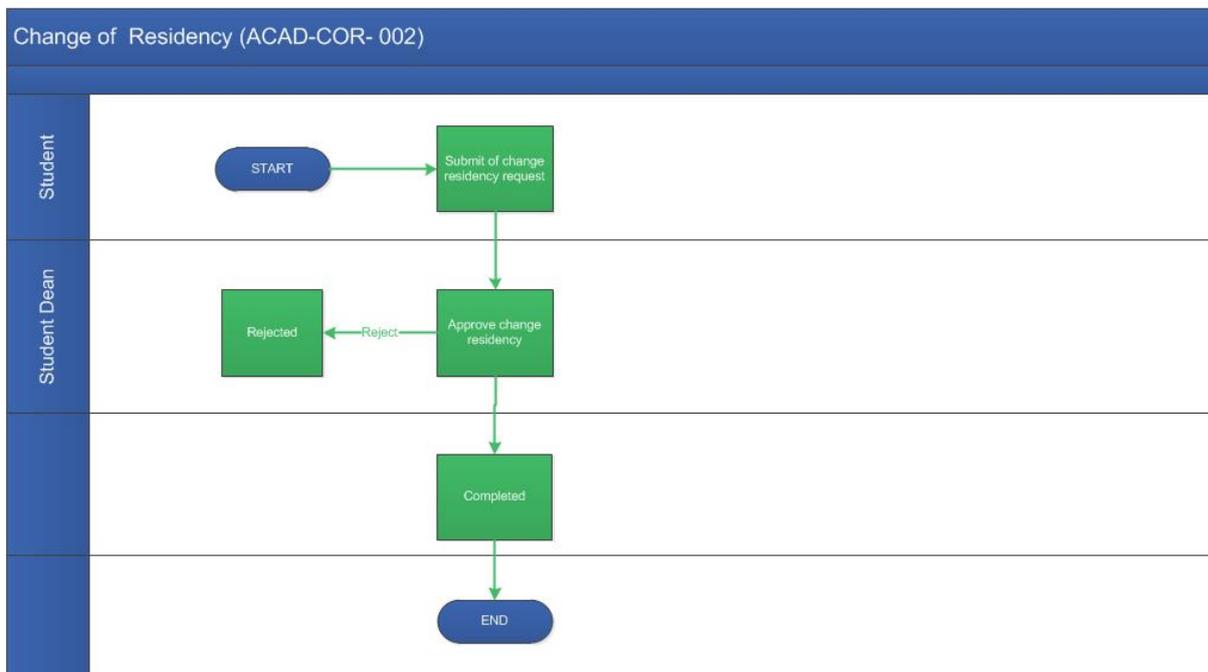
Overview

1.1 Scope

This process describes the procedure involved by the students to modify their type of residency.

1.2 Flowchart

Flowchart for processing the change of residency type is given below:



1.3 User Roles:

User	Roles
Student	Submit of change residency request
Dean Students	Approve change residency

Process Description

2.1 Key Information Captured

The following are the Key Fields in this process.

1. Student submit the Change Residency Request
2. Approve Request – Dean Students.

User Interface Design

3.1 Student Initiation Screen

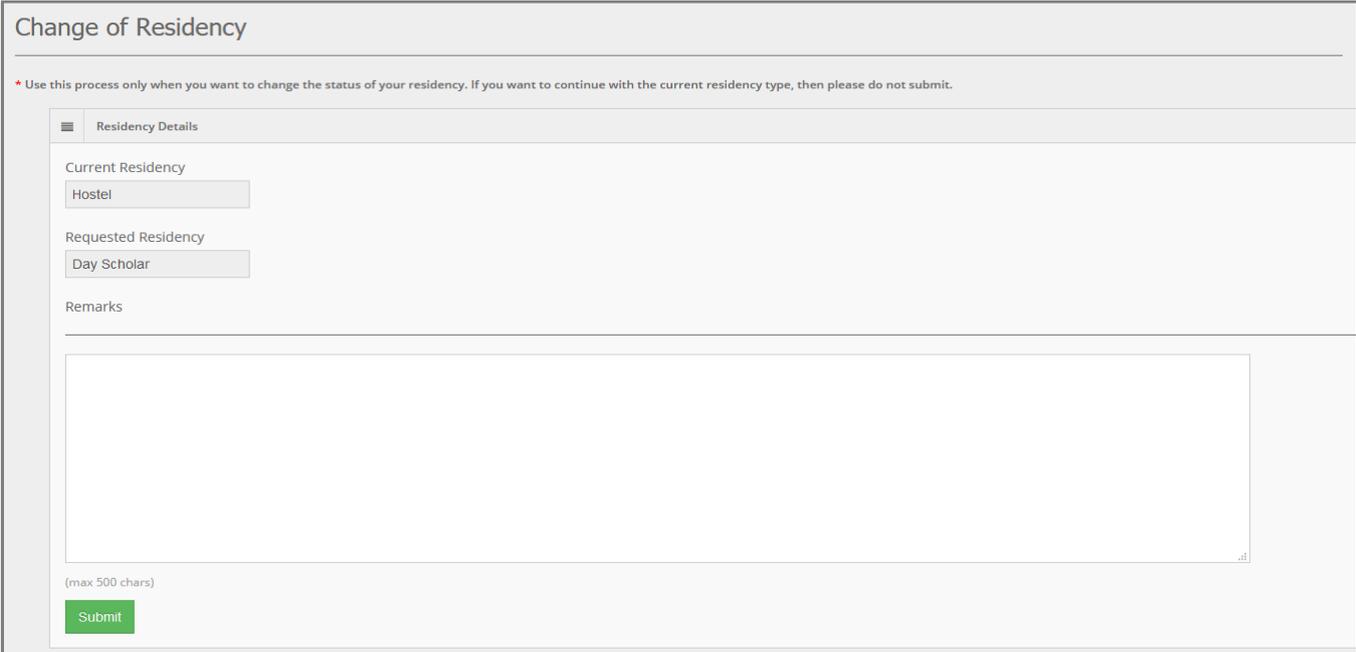
3.1.1 Functional Specifications / User Interface Design

Menu: Change Residency

Step 1: Student

Login workflow at: <https://workflow.iitm.ac.in/student/> using LDAP username and Password.

Click on 'Change Residency' menu which is available at the left side of the screen.



Change of Residency

* Use this process only when you want to change the status of your residency. If you want to continue with the current residency type, then please do not submit.

Residency Details

Current Residency
Hostel

Requested Residency
Day Scholar

Remarks

(max 500 chars)

Submit

- As mentioned in the screen use this process only when you have to change the type of your residency.
- Current residency will be auto-populated based on which Requested Residency will be auto-filled.
- Provide brief note of the requested residency in the remarks section. Click 'submit'.
- On successful submission, 'Data Saved Successfully' message will be displayed.

The status of the task can be checked under 'Task Status'.

Process Name	Id	Approval Status	Remarks
Change of Residency	Request for Day Scholar	Pending Dean Student's Approval	Dean Remarks :

The task will be forwarded to 'Dean Students' for approval.

3.2 Approval Screen

Step 2: Dean Students

The initiated task from Coordinator will be available in HOD's inbox.

ID	TASK NAME	PROCESSED ON
Change of Residency_52		07-01-2020 11:53:05

- Dean Students should click the task to view the Change Of Residency details.
- Once Dean Students selects the particular task 'Request Change Of Residency' screen opens.

Tasks Views Academics ICSR Human Resources Main Stores Main Accounts Memberships General Task Status

Request Change of Residency FlowChart

Recommended Actions

Approve Reject

Remarks *

Student Details

Roll No	Semester	Name	Department Name	Branch
<input type="text"/>	01	Anish Kumar	Ocean Engineering	M.Tech Petroleum Engineering
Program Name	Current Residency	Requested Residency	Student Remarks	
M.Tech	Hostel	Day Scholar	test	

Save and Hold Submit Cancel

- Dean Students can either 'Approve' or 'Reject' the task.
- Enter 'Remarks' and click 'Submit'.

Note: If Dean Students rejects the task then Student has to re-initiate a fresh task.