

Panel Nomination Process

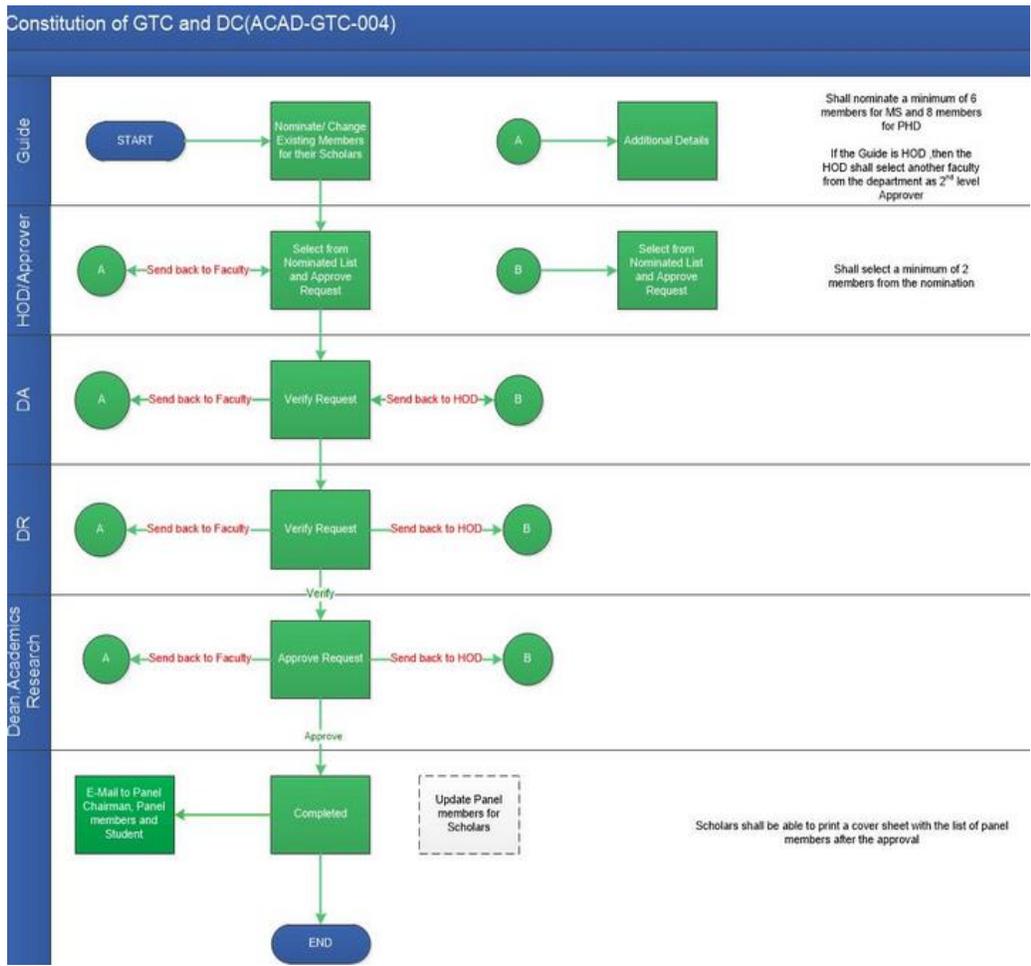
Overview:

1.1 Scope:

This process describes the Nominate panel members for Student Roll Number.

1.2 Flowchart:

Flowchart for the Panel Nomination process is given below



1.3 User Roles:

| User | Roles |
|---------------------------|--|
| Guide | Constitution GTC and DC Panel - Nominate Members |
| HOD/Approver | Select panel members and Approve |
| DA | Approve |
| DR | Approve |
| DEAN/ Academics Research. | Approve |

2.2.1 Process Description

2.2.1.1 Key Information Captured

The following details are key fields in the process

1. Student Details
 - 1.1 Roll no
 - 1.2 Program
 - 1.3 Branch
 - 1.4 Semester
 - 1.5 Guide
 - 1.6 GTCDC chairperson
 - 1.7 Area of Research

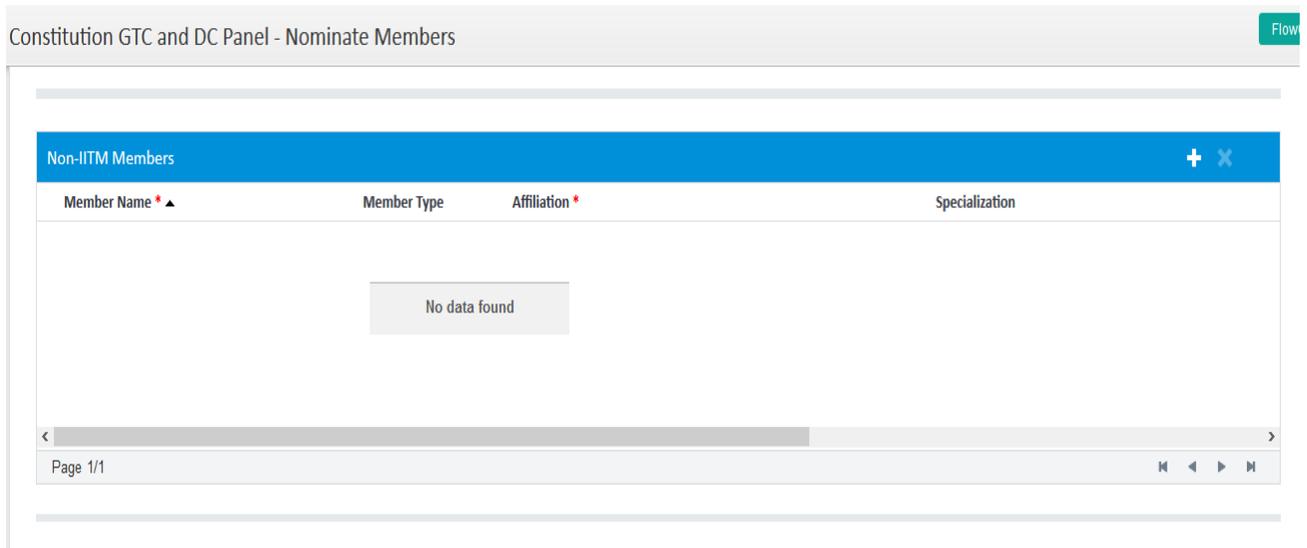
2. IITM Members Grid
 - 2.1 Member Name
 - 2.2 Area of specialization
 - 2.3 Member Type.

3. Non IITM Members Grid

- 3.1 Member Name
- 3.2 Affiliation
- 3.3 Specialization
- 3.4 Email Id
- 3.5 Phone No
- 3.6 Mobile No

2.2.1.2 Functional Specifications

1. When the faculty selects the Roll no , the student details get will auto-populate the fields as per information .
Roll No: Faculty can select the Roll no of student from Roll No Drop down.
Area of Research: Faculty can type the Research details in Area of Research text box.
2. In IITM grid user can add panel members details such as panel member Name from drop down and can select member Type.
Member Name: when adding panel members in IITM members grid member Name can be selected from drop down.
Member Type: Faculty can select member type from Member type drop down.
3. In Non IITM grid user can add non IITM members and their details.
4. When HOD initiated the task GTCDC chairperson is Editable by HOD.
GTCDC chairperson will be approve panel.
5. When Faculty initiated the task GTCDC chirperson is Editable by HOD.
HOD will be approve panel.



In non IITM Members Grid, faculty can add, update and delete the records in the grid. All modifications are allowed in the grid.

Note:

when the task is submitted by Faculty, Faculty will receive the mail. In this mail Faculty can view old panel members and new panel members (which is updated by Faculty).

In additional details task is submitted by Faculty, Faculty will receive the mail. In this mail Faculty can view old panel members and new panel members (which is updated by Faculty).

STEP 2: Constitution GTC and DC panel - Approve Panel :

When faculty submitted the panel nomination Hod can Approve or Send to faculty .

User shall either check ‘Approve’ or ‘Send to faculty’ for additional details. User shall enter the remarks and finally submit the task.

Constitution GTC and DC panel - Approve Panel FlowCI

HOD approval for Panel Nomination.They can select the panel members

Recommended Actions

Approve Send Back to Faculty

Remarks *

GTCDC Chairperson: HOD can select GTCDC chairperson from GTCDC chairperson Drop down box.

Nominated Panel members: HOD can select panel members in Nominated panel Members grid by checking the check boxes.

Student Details

Roll No Program Branch Semester Guide

[View EFile](#)

GTCDC Chairperson Area of Research

| Nominated Panel Members | | | | | | |
|--------------------------|--------------|--------------------------------|------------------------|--------------------------------|------------|-------------|
| Approve | Department ▲ | Faculty Name | Faculty Specialization | Course Load | Panel Load | Member Type |
| <input type="checkbox"/> | PH | <input type="text" value="A"/> | | <input type="text" value="2"/> | 6 | Guide |
| <input type="checkbox"/> | PH | <input type="text" value="A"/> | | <input type="text" value="1"/> | 10 | Internal |
| <input type="checkbox"/> | PH | <input type="text" value="A"/> | | <input type="text" value="1"/> | 3 | Internal |
| <input type="checkbox"/> | | <input type="text" value="A"/> | | <input type="text" value="0"/> | 1 | External |

STEP 3:Constitution GTC and DC panel - AR Approval :

User shall either check ‘Verify’ verify the details or ‘Send back to HOD’ or ‘Send Back to Faculty’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Constitution GTC and DC panel - AR Approval

Guidelines

Recommended Actions

Verify Send Back to Hod Send Back to Faculty

Remarks *

STEP 4:Constitution GTC and DC panel - DR Approval :

User shall either check ‘Verify ‘verify the details or ‘Send back to HOD’ or ‘Send Back to Faculty ’for additional details. All other details are non-editable .User shall enter the remarks and finally submit the task.

Constitution GTC and DC panel - DR Approval

FlowC

DR approval

Recommended Actions

Verify

Send Back to Hod

Send Back to Faculty

Remarks *

Max 500 Chars

STEP 5:Constitution GTC and DC panel - Dean Approval:

User shall either check ‘Verify ‘verify the details or ‘Send back to HOD’ or ‘Send Back to Faculty’ for additional details. All other details are non-editable .User shall enter the remarks and finally submit the task.

Constitution GTC and DC panel - Dean Approval

Flo

Guidelines

Dean approval

Recommended Actions

Approve

Send Back to Hod

Send Back to Faculty

NOTE: When the task successfully completed mail will be triggered to all old and new panel members.

