

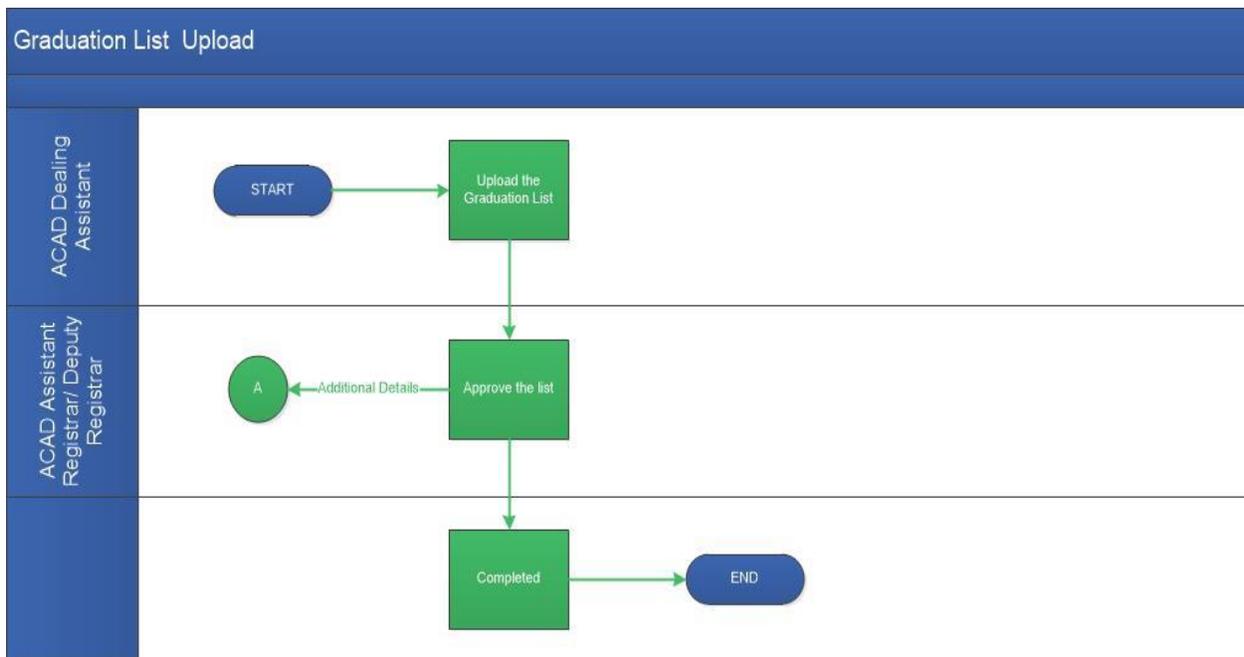
GRADUATIONLIST UPLOAD

OVERVIEW

1.1 Scope

This process describes the procedure involved by the Acad. Dealing Assistant in submitting the Graduation List Upload.

1.2 Process Flow



2.2.1 Process Description

2.2.1.1 Key Information Captured

The following are the Key Fields in this process.

1. Graduation List Details
 - Academic Year
 - Upload

1.3 User Roles:

User	Roles
Acad Dealing Assistant	Graduation List Upload
Acad Assistant Registrar/Deputy Registrar	Approve the List

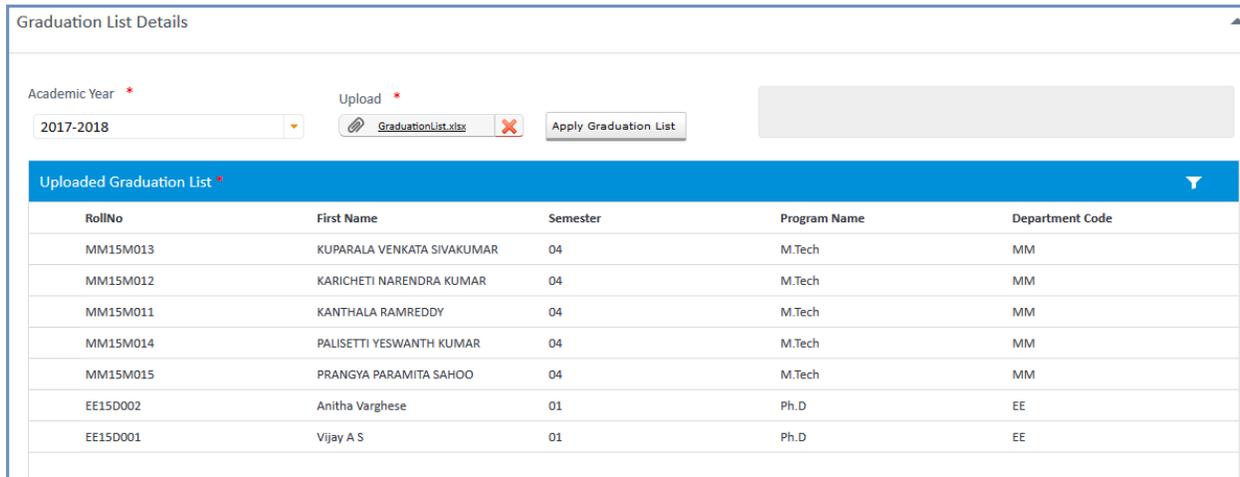
2.2.1.2 Functional Specifications

1. When the user invokes the ‘Graduation List Upload’ process, the system generates the ‘Graduation List Upload’ details screen.
2. System allows the user to select the current Academic Year from the ‘Academic Year’ dropdown. **Note:** Academic Year dropdown shows only Current Year
3. System shall allow the user to download the template (excel) from ‘Template’ and upload it with the appropriate roll number. **Note:** Ensure that the roll number entered in the excel sheet should be in the status of Current, Final Semester, Registration Keeping Alive and Thesis Submitted.
4. System shall allow the user to upload the excel sheet by clicking the Upload browse button.
5. System allows the user to click on the ‘Apply Graduation List’ icon. By clicking on the icon the system displays all the roll numbers entered and it’s respective First Name, Semester, Program Name, Department Code in the ‘Uploaded Graduation List’ grid.
6. System allows the user to enter remarks and submit the task.

2.2.1.3 User Interface Design

For Acad. Dealing Assistant:

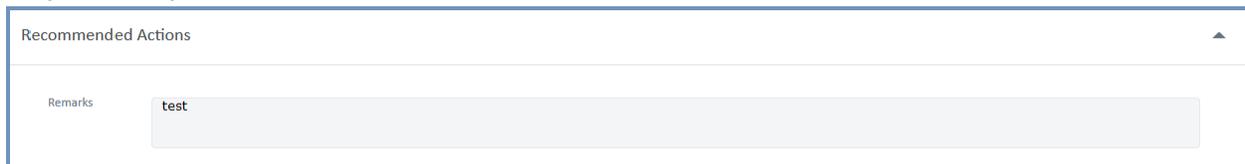
When the user invokes the ‘Graduation List Upload’ process, the system generates the ‘Graduation List Upload’ details screen.



RollNo	First Name	Semester	Program Name	Department Code
MM15M013	KUPARALA VENKATA SIVAKUMAR	04	M.Tech	MM
MM15M012	KARICHETI NARENDRA KUMAR	04	M.Tech	MM
MM15M011	KANTHALA RAMREDDY	04	M.Tech	MM
MM15M014	PALISETTI YESWANTH KUMAR	04	M.Tech	MM
MM15M015	PRANGYA PARAMITA SAHOO	04	M.Tech	MM
EE15D002	Anitha Varghese	01	Ph.D	EE
EE15D001	Vijay A S	01	Ph.D	EE

User select the Academic Year from the ‘Academic Year’ drop down. By uploading the roll number list and click on Apply Graduation List icon the details such as: Roll number, First Name, Semester, Program Name, and Department Code will be auto populated.

Note: Ensure that the system allows only roll numbers of the following status Current, Final Semester, Registration Keeping Alive and Thesis Submitted. Academic Year drop down shows only current year



Recommended Actions
Remarks: test

User enters the remarks in the ‘Recommended Actions’ grid and submits the task.

For Acad. Assistant Registrar/ Acad. Deputy Registrar

Approve Graduation List

Recommended Actions

Approve Incomplete Data

Remarks * test

Remarks Summary

Upload Graduation List 26-04-2017 15:32:42

Initiated

User shall check either ‘Approve’ option or ‘Incomplete data’ option, to route the process back to the dealing assistant for additional details. All the other information will remain un-editable. User enters the remarks and submits the task. **Note:** After approval the data is updated in database and status becomes ‘Q’. System allows the user to upload data any number of time, existing data will be updated and new data will be inserted.