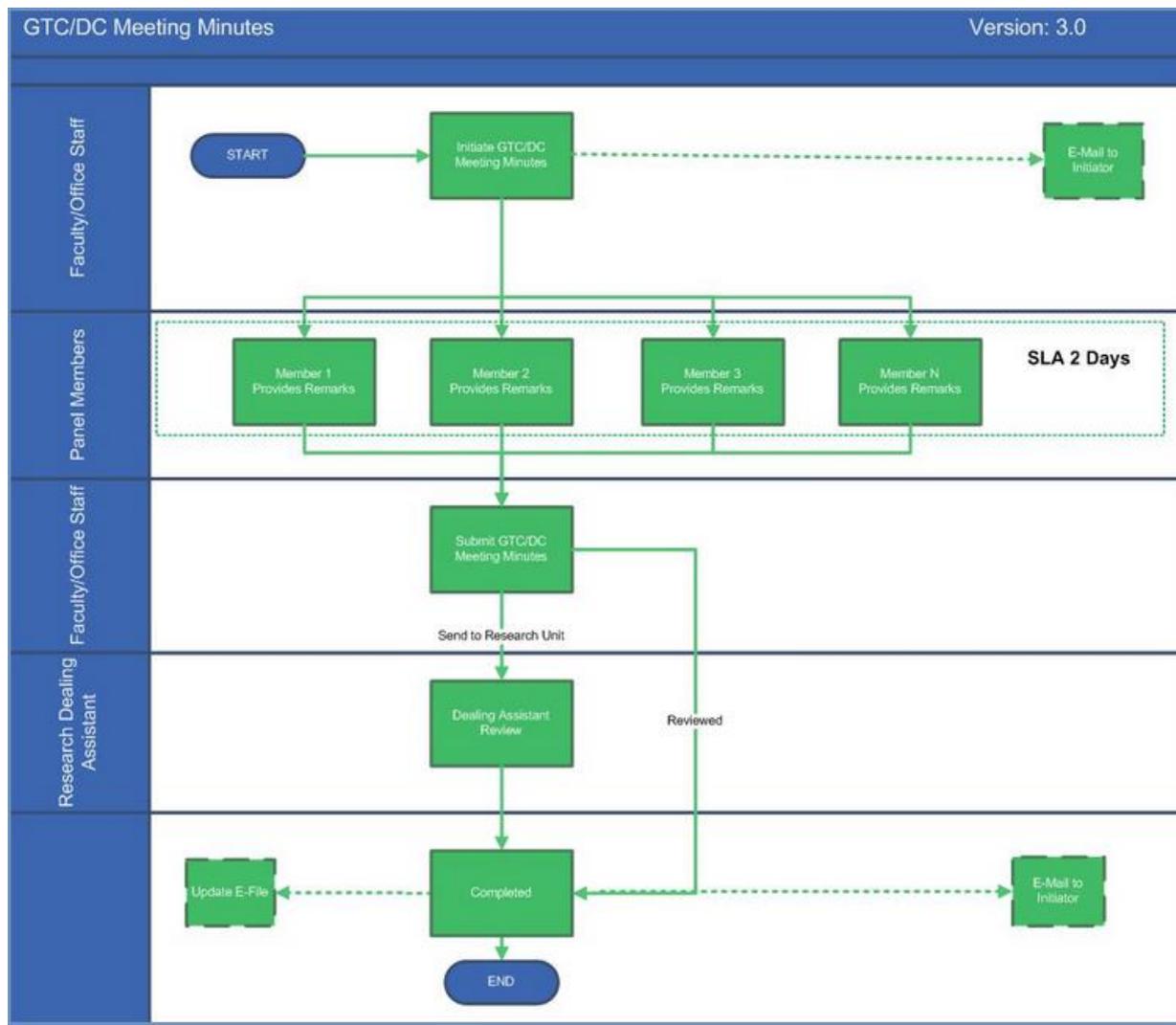


Help Document- GTC DC Meeting Minutes

Process Flow Diagram:



User Roles:

User	Roles
Office Staff/Guide	Initiates and finally approves the GTC DC Meeting Minutes once all panel members have reviewed and submitted.

Panel Members

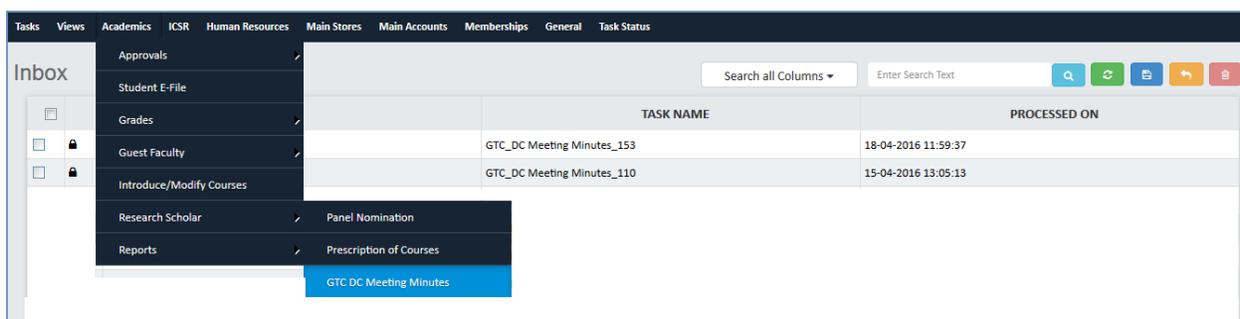
Reviews GTC DC Meeting Minutes.

Research Dealing Assistant

Reviews GTC DC Meeting Minutes.

Step 1: Office Staff/Guide

Login to workflow at: <http://workflow.iitm.ac.in/employee>



- (i) Employee needs to login to workflow using his ADS Username and password.
- (ii) Employee needs to select the following menu path
Academics -> Research Scholar -> GTC DC Meeting Minutes.
- (iii) The GTC DC Meeting Minutes screen opens.
- (iv) Employee needs to fill the necessary details.

The screenshot shows the 'GTC/DC Meeting Minutes' form. It contains the following fields and controls:

- Meeting ***: A dropdown menu with '-Select-' and 'GTC DC' as options.
- Event ***: A dropdown menu with '-Select-' as the only option.
- Guide**: A text input field.
- Date of Meeting ***: A date picker.
- Upload Document**: A button with 'Drop files here' and 'Browse' options.
- Meeting Minutes/Comments**: A text area with a 'Max 500 Chars' limit.

The dropdown field 'Meeting' is used to select the meeting type.

The screenshot shows the 'GTC/DC Meeting Minutes' form. The 'Meeting' dropdown is set to 'GTC'. The 'Event' dropdown is open, showing options: '-Select-', '-Select-', 'Comprehensive Exam', 'Research Proposal Seminar', 'Ph.D Research Colloquium', 'Synopsis at DAR Office', and 'Others'. The 'Comprehensive Exam' option is highlighted. Other fields include 'Roll No' (set to '-Select-'), 'Scholar Name' (text input), 'Date of Meeting' (calendar icon), and 'Upload Document' (with 'Drop files here' and 'Browse' buttons). A 'Meeting Minutes/Comments' text area is at the bottom with a 'Max 500 Chars' limit.

The dropdown field 'Event' is used to select the event.

The screenshot shows the 'GTC/DC Meeting Minutes' form. The 'Meeting' dropdown is 'GTC' and the 'Event' dropdown is 'Others'. A new 'If Others' text input field has appeared. The 'Roll No' dropdown is '-Select-', 'Scholar Name' and 'Guide' are text inputs, and 'Date of Meeting' has a calendar icon. The 'Upload Document' buttons are present. The 'Meeting Minutes/Comments' text area is at the bottom.

If the option 'Others' is selected from the dropdown field 'Event', a text box 'If Others' appears. This allows the user to enter the event type.

The screenshot shows the 'GTC/DC Meeting Minutes' form. The 'Meeting' dropdown is 'GTC' and the 'Event' dropdown is 'Comprehensive Exam'. The 'Roll No' dropdown is open, showing options: '-Select-', '-Select-', 'EE15S061', 'EE15D047', and 'EE15D010'. The 'Scholar Name' and 'Guide' are text inputs, and 'Date of Meeting' has a calendar icon. The 'Upload Document' buttons are present. The 'Meeting Minutes/Comments' text area is at the bottom.

The dropdown field 'Roll No' is used to select the Roll No.

GTC/DC Meeting Minutes

Meeting * Event *

Roll No * Scholar Name Guide Date of Meeting *

Upload Document

Meeting Minutes/Comments

April, 2016						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Today: April 18, 2016

Once the roll no is selected, the fields 'Scholar Name' and 'Guide' are auto generated.

The date for the meeting is picked from the date picker 'Date of Meeting'.

File Upload

Desktop

Organize New folder

Favorites Desktop Downloads Recent Places Libraries Computer Local Disk (C:) Local Disk (D:) Local Disk (E:) Local Disk (F:)

File name: tmp All Files

Open Cancel

Task Status

HelpDoc FlowC

ANIL PRABHAKAR

Date of Meeting *

Upload Document

User can upload the documents required by clicking on the button 'Browse'.

GTC/DC Meeting Minutes

Meeting * Event *

Roll No * Scholar Name Guide Date of Meeting *

Upload Document

Meeting Minutes/Comments

Once the required document is selected by the user, 'Upload' button is clicked to upload the document.

GTC/DC Meeting Minutes

Meeting * Event *

Roll No * Scholar Name Guide Date of Meeting *

Upload Document

Meeting Minutes/Comments

Comments are entered in the text field 'Meeting Minutes/Comments'

Panel Details *

Member Name ▲	Employee Id	Member Type	Department
HARISHANKAR RAMACHANDRAN	008046	Internal	EE
PRAFULLA KUMAR BEHERA	008549	External	PH

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On selecting the roll no, the grid 'Panel details' is auto populated with the details of the member name, employee id, member type and department.

Step 2: Panel Members

The initiated task from the guide/office staff is available in Panel member's inbox.

Inbox			
ID	TASK NAME	PROCESSED ON	
EE14S052	GTC_DC Meeting MinutesSplit_154	18-04-2016 15:01:03	
Anil	Leave Application_94531	16-04-2016 17:55:57	

Recommended Actions

Remarks *

Reviewed

Panel Details					
Member Name	Employee Id	Position	Department	Feedback	Feedback On
Anil Prabhakar	008074	Guide	EE	Guide Initiated	18-04-2016 02:57:29
Harishankar Ramachandran	008046	Internal	EE		
Prafulla Kumar Behera	008549	External	PH		

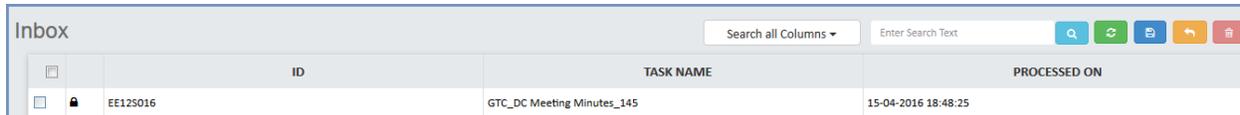
Page 1/1

The panel members can give their feedback and submit the task.

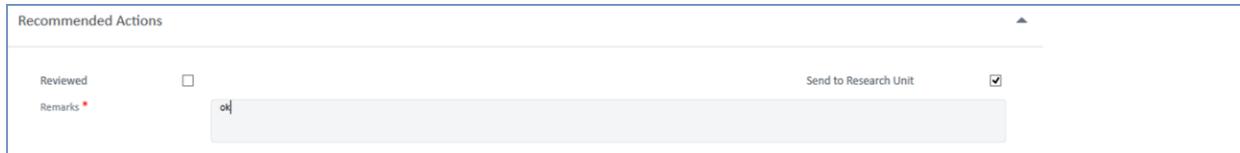
The task is reverted to the initiator for submission.

Step 3: Office Staff/Guide

The task is returned to the initiator's inbox for submission.



ID	TASK NAME	PROCESSED ON
EE125016	GTC_DC Meeting Minutes_145	15-04-2016 18:48:25



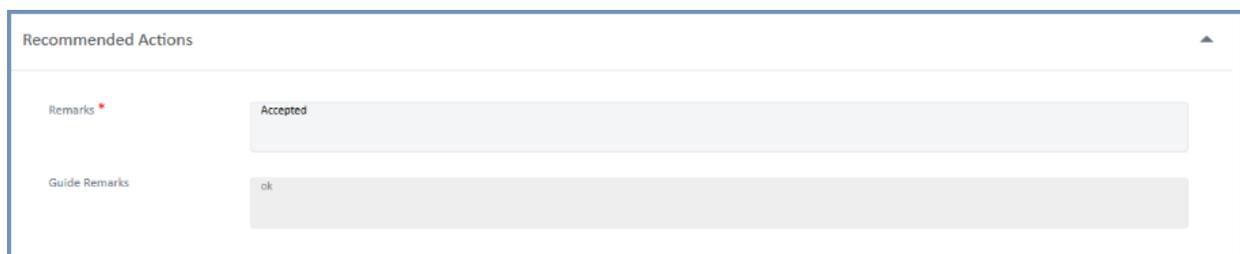
Recommended Actions

Reviewed Send to Research Unit

Remarks

Guide either reviews or sends to research unit for approval by checking on either of the checkbox 'Reviewed' or 'Send to Research Unit'.

Step 4: Research Dealing Assistant



Recommended Actions

Remarks

Guide Remarks

Research Dealing Assistant reviews the GTC DC Meeting Minutes, enters the remarks and submits the process.