

Help Doc – Preparation of Slot Book

1. Login Workflow <https://workflow.iitm.ac.in/employee/>
Click Academics -> Preparation of Slot book menu
2. Select the period Ex: Jan-May 2020.
3. Select TTC member of your department from the list of faculty members displayed in the drop down.

The screenshot shows the 'Preparation of Slot Book' interface. At the top, there's a navigation bar with 'IIT Madras' logo and a search bar. Below it, a menu bar includes 'Tasks', 'Views', 'Academics', 'Human Resources', 'Main Stores', 'Main Accounts', 'Memberships', 'General', 'Task Status', and 'ICSR PD Report'. The main heading is 'Preparation of Slot Book'. Underneath, there's a 'Slot Book Preparation' section. It features a 'Period' dropdown set to 'JAN-MAY 2020' and a 'TTC Member' dropdown. A note states: '**This course is available for BTech/DD students who joined after 2015.' Below this is a table with columns: 'Course No', 'Course Name', 'Faculty Name', 'Co-Teaching With Slot', 'Addl. Slot', 'Room No', and 'Coordinator'. The table is currently empty, showing 'No data found'. To the right of the table is a dropdown menu for selecting a faculty member, with a list of names and IDs. At the bottom right, there are 'Save and Hold' and 'Submit' buttons.

4. Click the '+' button in the grid. Type the course number. Course name will be auto populated.
5. If only one faculty teaches the course, then select the faculty name by clicking the 'Look up'  icon. Click OK after the selection.

This screenshot shows the same 'Preparation of Slot Book' interface, but with a 'Lookup Results' dialog box open. The dialog has a search bar and a list of faculty names and IDs. The background table is now populated with data. The table has columns: 'Course No', 'Course Name', 'Faculty Name', and a table with columns: '**BTech/DD', 'COT', 'TOT. CAP', 'OUT. CAP', and 'Allocation Type'. The table contains several rows of data, including course numbers like 8T1020, 8T1010, 8T1020, 8T3020, 8T3110, and 8T6999. The 'Lookup Results' dialog is on top, showing a list of faculty names and IDs, with 'OK' and 'Cancel' buttons at the bottom.

- If multiple faculty members teaches the same course, then click the link, '**co-taught with**' which is the next column to the faculty name.
- Select the faculty members using the check box. Make sure to select the '**coordinator**' in the same screen. Click 'Back' button to go back to main screen.
- Faculty can also be searched by their name.

- Enter slot, additional slot if any (if the course is spanning to multiple slots), CC chair person for grade approval, check B.Tech/DD flag if the course is offered for B.Tech/DD 2015 batch onwards as **elective**, Tot. Cap, Out. Cap (Total capacity and Outside department capacity) and Allocation type.
- The tot. cap, out.cap and allocation type fields will be disabled if the course is not offered for B.Tech/DD as elective.

Please note that this Total capacity is ONLY for B.Tech/DD 2015 batch onwards elective allocation. The number of students registering may be more than this number as the course may get registered as CORE course or as elective by older batch students or students from other PG programs.

Course No *	Course Name *	Faculty Name *	Co-Teaching With	Slot *	Addl. Slot	Room No	Coordinator	CC Chair *	**B.Tech/DD	COT	TOT. CAP	OUT. CAP	Allocation Type
BT3020	Material and Energy Balances	BT - GOPALA KRISHNA A	Co-Teaching With	-Select-			BT - GOPALA KRISHNA A	-Select-	<input type="checkbox"/>		0	0	-Select-
BT3020	Life Sciences	AM - RAMASUBBA REDDY M - 002494	Co-Teaching With	8			BT - CHANDRABAJ K - 00	EE - SARATHI R - 000032	<input checked="" type="checkbox"/>	400	400		Simple Random
BT3020	Material and Energy Balances	BT - GOPALA KRISHNA A	Co-Teaching With	8			BT - GOPALA KRISHNA A	BT - HAMSA PRIYA MOHANA	<input checked="" type="checkbox"/>	40	30		Simple Random
BT3020	Structural Biology	BT - GOPALA KRISHNA A	Co-Teaching With	82			BT - GOPALA KRISHNA A	BT - HAMSA PRIYA MOHANA	<input checked="" type="checkbox"/>	35	0		Simple Random
BT3110	Biomolecular Analysis Laboratory	BT - ANJU CHADHA - 005	Co-Teaching With	5	5		BT - ANJU CHADHA - 005	BT - HAMSA PRIYA MOHANA	<input checked="" type="checkbox"/>	40	0		CGPA
BT6999	Special Topics in Biotechnology	BT - KARUNAGARAN D	Co-Teaching With	3X			BT - KARUNAGARAN D	BT - HAMSA PRIYA MOHANA	<input checked="" type="checkbox"/>	45	5		Stratified Random

TTC member Approval:

1. Login Workflow <https://workflow.iitm.ac.in/employee/>
2. Go to Tasks page and click the ID column.
3. The slot book will be editable for TTC member. The features and validations are same as of the department staff.
4. TTC member can check the 'incomplete data' and send the task back to department staff for corrections as well.
5. After the review, check the approve check box and click the submit button. It will be routed to TTC chairperson.
6. TTC member also have the option to click and download the 'Slot check' excel file.

The screenshot displays the workflow interface for a TTC member. At the top, there is a navigation bar with tabs for 'Tasks', 'Views', 'Academics', 'ICSR', 'Human Resources', 'Main Stores', 'Main Accounts', 'Memberships', 'General', and 'Task Status'. The main area shows an 'Inbox' with a task titled 'Preparation of Slot Book_2816' by user 'BT' (BASKAR R - 008159), processed on 18-10-2019 12:16:54. Below the task, there is an 'Approve' section with a checked checkbox and a 'Remarks' field containing 'Corrected and approved'. An 'Incomplete Data' checkbox is also present. A 'Remarks Summary' section shows the task was initiated on 16-10-2019 12:06:59. The 'Period' is set to 'JAN-MAY 2020' and the 'TTC Member' is 'BT - BASKAR R - 008159'. A note states: '**This course is available for BTech/DD students who joined after 2015.' Below this is a 'Slot Details' table with columns for Course No, Course Name, Faculty Name, Co-Teaching Wt Slot, Adtl. Slot, Room No, Coordinator, CC Chair, **BTech/DD, CDT, TOT. CAP, OUE. CAP, and Allocation Type. The table lists several courses and their details. A 'Slot Check' button is highlighted with a red oval at the bottom of the page.

Course No	Course Name	Faculty Name	Co-Teaching Wt Slot	Adtl. Slot	Room No	Coordinator	CC Chair	**BTech/DD	CDT	TOT. CAP	OUE. CAP	Allocation Type
BT3020	Life Sciences	AM - SUDATHA N - 00826	Co-Teaching W B			BT - CHANDRABAJ K - 00	EE - SARATHI R - 00032			400	400	Simple Random
BT3030	Material and Energy Balc	BT - GOPALA KRISHNA A	Co-Teaching W B			BT - GOPALA KRISHNA A	BT - HANSA PRIVA MOH			40	10	Simple Random
BT3030	Structural Biology	BT - GOPALA KRISHNA A	Co-Teaching W R2			BT - GOPALA KRISHNA A	BT - HANSA PRIVA MOH			35	0	Simple Random
BT3110	Biomolecular Analysis La	BT - ANJU CHADHA - 005	Co-Teaching W R	5		BT - ANJU CHADHA - 005	BT - HANSA PRIVA MOH			40	0	CGPR
BT6999	Special Topics in Biotech	BT - KARUNAGARAN D -	Co-Teaching W XX			BT - KARUNAGARAN D -	BT - HANSA PRIVA MOH			45	5	Stratified Random

TTC Chairman Approval:

1. Login Workflow <https://workflow.iitm.ac.in/employee/>
2. Go to Tasks page and click the ID column
3. Please review the slot book, check approve check box and click submit button.

The screenshot shows the workflow interface for a TTC chairman. The 'Inbox' displays two tasks. The first task is 'Preparation of Slot Book_2816' by user 'BT', processed on 18-10-2019 12:26:39. The second task is 'Grade Approval_12630' by user 'ME6122', processed on 11-05-2019 18:52:21. The 'Preparation of Slot Book_2816' task is highlighted with a red box.