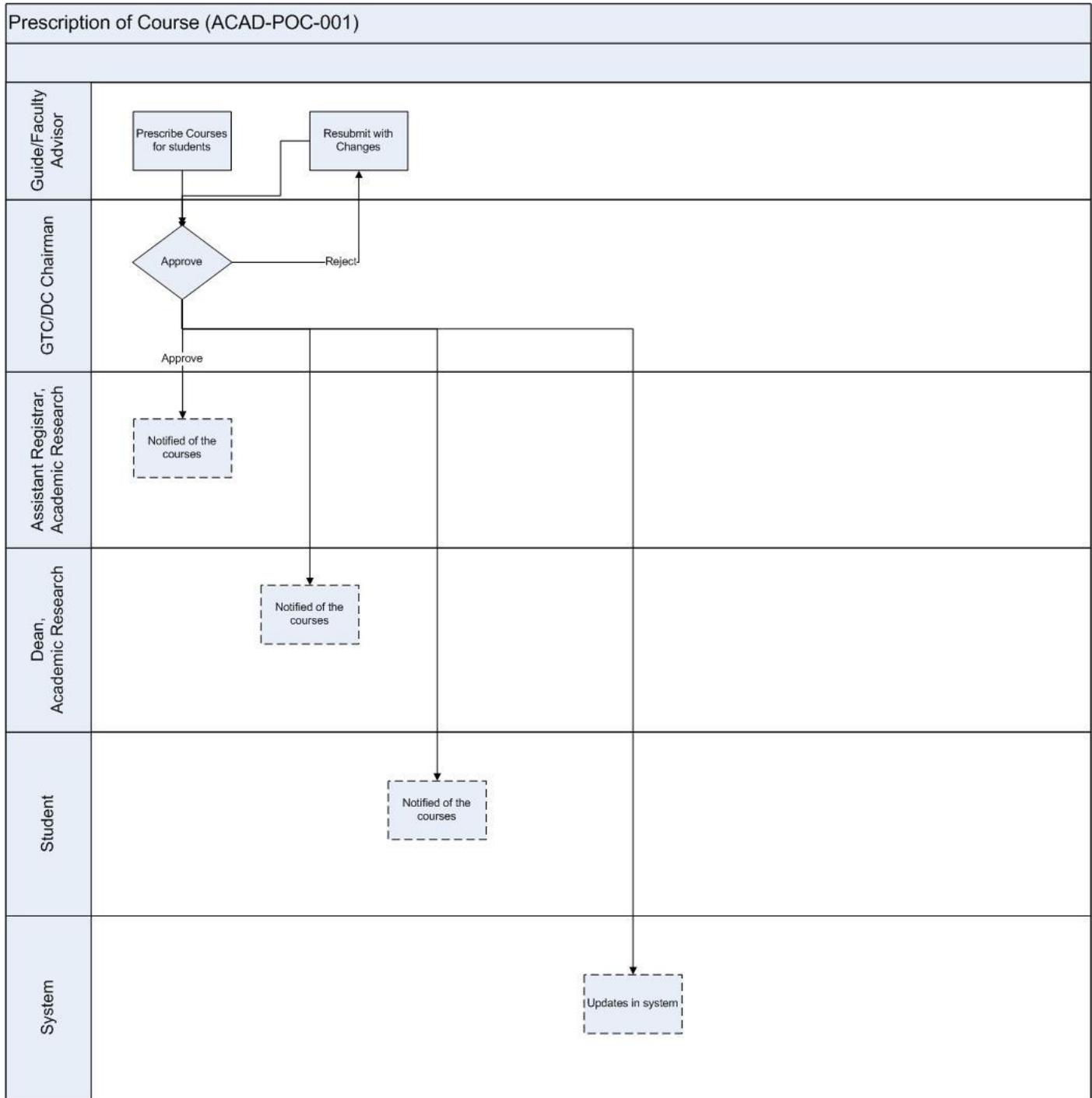


Help Document For Prescription of Courses

Process Flow Diagram:

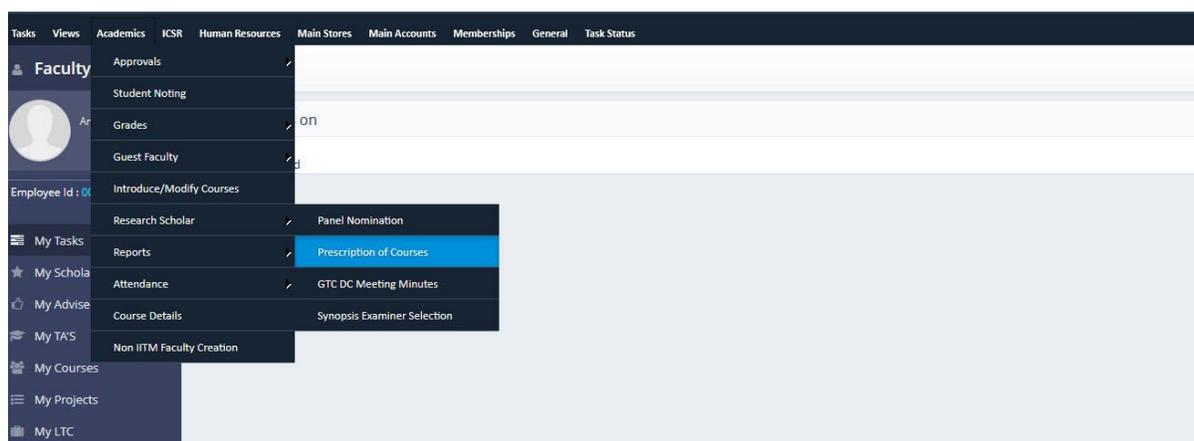


User Roles:

Employee	Role
All Department Faculty :	Prescription of Courses

Step 1:

Login workflow at <https://workflow.iitm.ac.in/employee> . Click Academics menu – Research Scholar – Prescription of Courses.



Step 2:

In this screen user shall select the roll no of student. Based on which certain details would be auto populated in the form.

Prescribe Courses

Student Details

Roll No	<input type="text" value="BT11D026 - Sneha Sudhakara"/>		
Department	<input type="text" value="Biotechnology"/>	Branch	<input type="text" value="Bio Technology"/>
Semester	<input type="text" value="17"/>	Area of Specialization	<input type="text" value="Enzyme purification and mec"/>

1. Regular PhD – 2 Core and 2 Electives and ID6020

2. Direct PhD – 5 Core and 3 Electives and ID6020

3. xx6999 and xx7999 are required for students upgrading to PhD

4. Ms – 3 Core and 2 Electives and ID6020

5. ID6020 is core and xx6021 is optional for all Research Scholars

Step 3:

1. In the course details grid user shall view registered course of the selected student.

Course Details + × 🗑️ 🔍 ↻				
Course No *	Course Name *	Credit	CTF Credit	Course Type *
BT5080	Genomics and Proteomics	<input type="text" value="3"/>	3	Elective
BT6710	Protein Structure and Function	<input type="text" value="3"/>	3	Elective
BT6080	Medicinal Chemistry and Drug Design	<input type="text" value="3"/>	3	Core
ID6020	Introduction to Research	<input type="text" value="2"/>	6	Core
BT5040	Advanced Bioprocess Technology	<input type="text" value="3"/>	9	Elective
BT6100	Biocatalysis and Enzyme Mechanism	<input type="text" value="3"/>	3	Core

2. In that course details grid user can edit or add the new courses in order to add the newcourses by clicking (+) icon and enter the required details.Click the cancel icon to delete the details.

3. In the recommended action form please click in the submit check box, enter remarks and submit.

4. After filling all details, click the submit button to Complete process.

HOD_Approval_:**Step 1 :**

HOD (GTC/DC Chairman) will see the task in the Inbox for approval.

Once approved, a report (Enter the rollno and click 'Get Report') can be taken by scholar or guide or department staff to get signature from all panel members.

Roll No:

1 of 2

Main Report

[Advicee Information](#)
[MS/Phd Panel Course Details](#)
[Grade Details](#)
[Student Profile Report](#)
[Worklog](#)
[EFile](#)


Indian Institute of Technology Madras
2/20/2014

Roll No	: CH13D003	Name	: L Naga Surekha Molleti
Semester	: 03	Scheme	: HTRA
DOJ	: 19/12/2012	Date of Registration	:
Guide	: PUSHPAVANAM S		
Co-Guide	:		
Specialization	:		
Area of Research	: gas liquid micro channel flows		
Date of GTC/DC Meetings	:		

Panel Members :

Member Name	Dept	Signature