

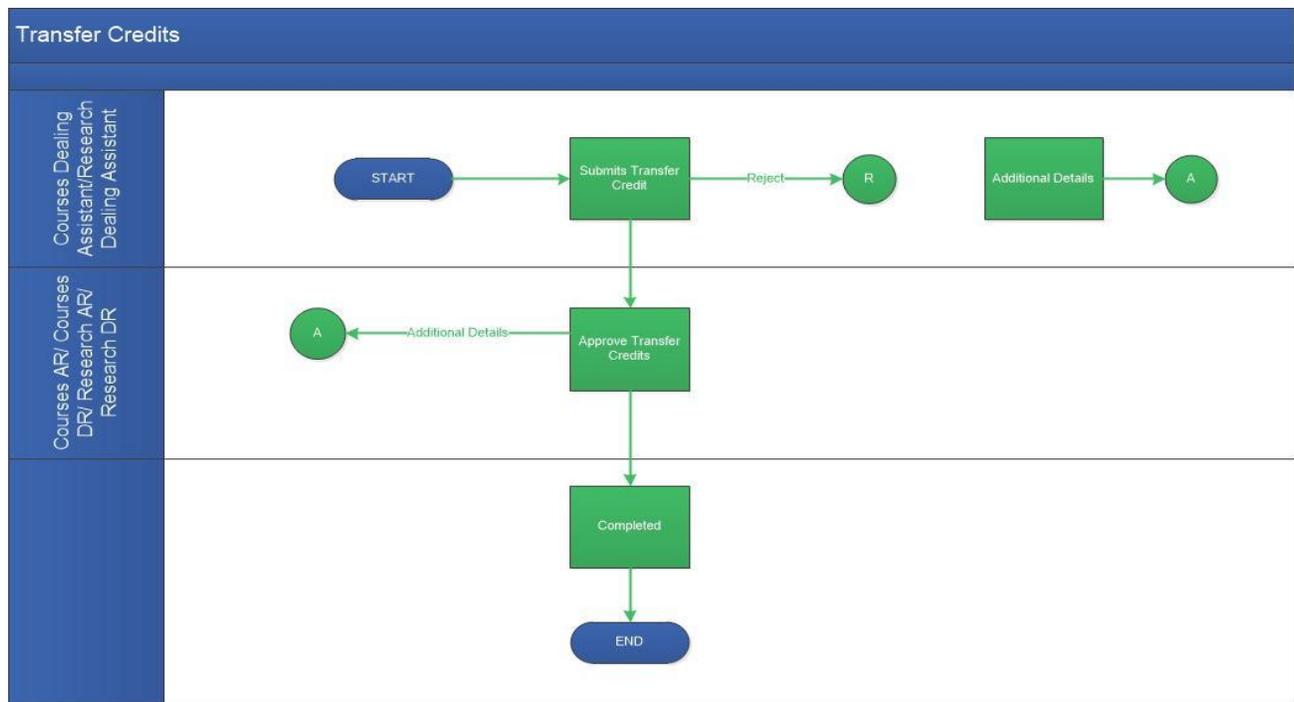
|| TRANSFER CREDITS

OVERVIEW

1.1 Scope

This process describes the procedure involved by the Courses / Research Dealing Assistant in submitting the Transfer Credits.

1.2 Process Flow



1.3 User Roles

User	Roles
Courses / Research Dealing Assistant.	Submit transfer credits.
Courses / Research Assistant Registrar	Approve transfer credit details.
Courses / Research Deputy Registrar	Approve transfer credit details.

2.2.1 Process Description

2.2.1.1 Key Information Captured

The following are the Key Fields in this process.

1. Student Details.
2. Course Details.

2.2.1.2 Functional Specifications

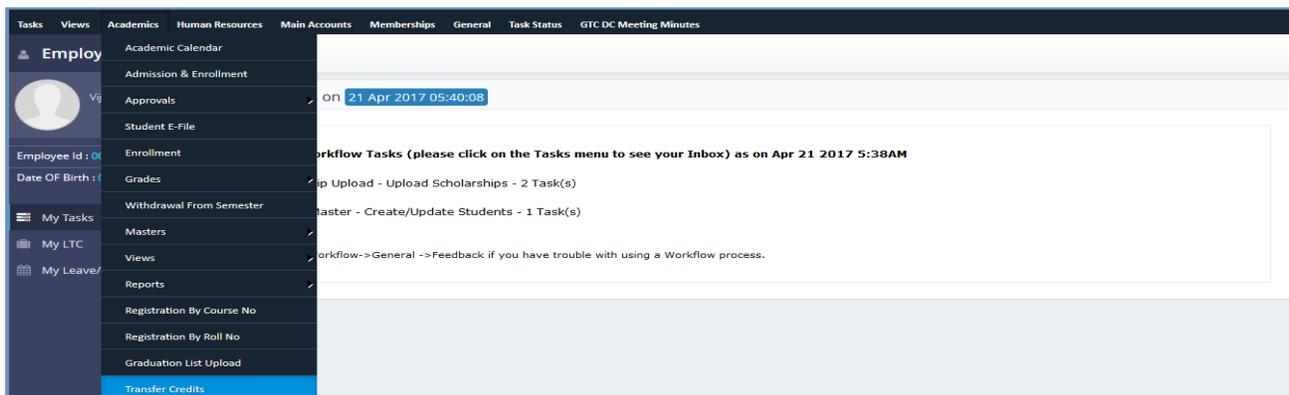
1. When the user invokes the ‘Submit Transfer Credit’ process, the system generates the ‘Submit Transfer Credit’ details screen.
2. System allows the user to enter the ‘Roll No’ in the required text field. By entering the Roll No, Student Info (Name, Department name, Program, Batch and Semester) will be auto populated.
3. System allows the user to enter the ‘Course No’, ‘Course-University Name’ and ‘Credits’ in the Course Details grid.
4. System allows the user to enter the remarks and submit the task.

2.2.1.3 User Interface Design

For Courses / Research Dealing Assistant:

When the user invokes the ‘Student Course Registration’ process, the system generates the ‘Student Course Registration’ details screen.

Process: Academics → Transfer Credits.



TRANSFER CREDITS– IIT MADRAS

The screenshot shows a web interface for entering student and course information. At the top, there is a 'Student Details' section with a 'Roll No' field containing 'ME15D008' and a 'Student Info' field containing 'RAVITEJA T V / Mechanical Engineering / Ph.D/ 2015/ 03'. Below this is a 'Course Details' section with a table. The table has three columns: 'Course No', 'Course/University Name', and 'Credit'. The first row contains 'ME550', 'Test', and '15'. There are icons for adding, deleting, and filtering rows. At the bottom, it says 'Page 1/1'.

Course No	Course/University Name	Credit
ME550	Test	15

User shall enter the 'Roll No' in the required text box. By entering the Roll No, Student info (Name, Department Name, Program, Batch and Semester) will be auto populated.

User shall able to enter the 'Course No', 'Course-University Name' and 'Credits' by clicking on the  icon in the Course Details grid.

The screenshot shows a 'Recommended Actions' section with a 'Remarks' field containing the text 'TEST'.

User shall enter the remarks and finally submit the task.

For Courses / Research Assistant Registrar and Deputy Registrar:

The screenshot shows an 'Approve Transfer Credit' form. It has a 'Recommended Actions' section with two options: 'Approve' (checked) and 'Incomplete Data'. There is a 'Remarks' field containing 'test'. Below this is a 'Remarks Summary' section showing a message from 'Vijayakumar C' about a transfer credit, dated '04-07-2017 12:38:20'.

User shall check either 'Approve' option or 'Incomplete Data' option for additional details. All the other information will remain un-editable. User shall enter the remarks and submit the task.