Annexure VI

REQUIREMENT MILESTONE

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Requirement for First Milestone

Faculty Module

1. Time Table	2.Record of Daily Teaching Work / Activities 2.1 Teaching Plan 2.2 Class Attendance 2.3 Record of Classes Taken Revise / Modify / Update Class Attendance
3.Profile 3.1 Personal Details 3.2 Educational Details 3.3 Experience 3.3.1 Academic Experience 3.3.2 Administrative Experience 3.3.3 Industry Experience 3.4 Research 3.4.1 Projects 3.4.2 Guidance 3.4.3 Patents 3.5 Publications 3.5.1 Papers 3.5.2 Books 3.5.3 Chapters in Books 3.5.4 Articles 3.5.5 Reviews 3.6 Invited Lectures / Papers Presented 3.7 Honours, Awards and Fellowships 3.8 Memberships 3.9 Training Programmes Attended	4.Subject Allocation
5.Academic Calendar cum Daily Planner 5.1 Update Calendar	

H.O.D Module

1. Academic Calendar cum Daily Planner a. 1.1 Update Calendar	2. Subject Allocation
3. Time table	4. Syllabus
5. Assign Class In-charge	

Alumni Module

Alumni -Front End
1. Alumni Login Page
2. Personal Details
3. Financial Contribution
4. My Batch mates
5. Events
6. My Success Story
7. Job Referral & Notification
8. Feedback
9. Distinguished Alumni
10.News & Updates

Examination CellModule

1. Course-Enabled Module	2.Student-Course Registration
3. List Passed and Arrear Students	4. Examination Schedule

Industry Module

1 BUILDING INDUSTRY REPOSITORY	2. BUILDING FACULTY SKILLS REPOSITORY
3. INSTITUTE SPOC	4 VIEWING DETAILS OF INDUSTRY FROM STUDENT DASHBOARD

Nodal officer of college module

1. Academic Calendar cum Daily Planner 1.1 Colour Scheme for Type of Days 1.2 Types of Events 1.3 Initial Calendar for Semester / Academic Year 1.4 Update Calendar	2. CIA Templates and Components 2.1 Attendance Component (Slab Method) 2.2 Attendance Component (Percentage Conversion Method) 2.3 Direct Marks Component 2.4 Test Component (Average) 2.5 Test Component (Best of) 2.6 Seminar-Assignment Component (Average) 2.7 Seminar-Assignment Component (Best of) 2.8 Regular Practical Component 2.9 Generic Component 2.10 Components 2.11 Templates

<u>Nodal officer of D.H.T.E</u>

1. College	2. Principles
3.Departments	4.Courses
5. Subjects	6. Subjects Experts
7. Committees	

<u>Parents</u>

1. Academic Calendar	2. Students Profile 2.1.PersonalDetails

Principal

1. Academic Calendar cum Daily Planner 1.1 Update Calendar cum Daily Planner	2. Institutional Details 2.1 Institutional Profile 2.2 Institutional Recognitions 2.3 Institutional Reports 2.4 Institutional Course Details 2.5 Institutional Non-teaching Faculty Details 2.6 Institutional Extension Activities 2.7 Institutional MOUs 2.8 Institutional Library Facilities 2.9 Institutional Infrastructure Facilities 2.10 Institutional Cells and Nodal Officers 2.11 Institutional Committees

RETIRED FACULTY

RETIRED FACULTY Form

STUDENTS

First Milestone

1. Academic Calendar	2. Profile 2.1 Personal Details 2.2 Educational details
3. Class Time-Table	4. Academic Activity 4.1 Subject List 4.2 Syllabus 4.3 Old Question Paper

Training and Placement

1. Academic Calendar cum Daily Planner 1.1 Update Calendar	2. Criteria for Determining Eligibility
3. Company Details	

Expert Module for Subject Wise Usage

Implantation of Forum Modules

Requirement for Second Milestone

Faculty

1. Apply Permission for Academic, Co-Curricular, Extra-Curricular or Non-Academic Activities 1.1 Permission for Remedial Class 1.2 Permission for Career Counselling 1.3 Permission for Study Visits 1.4 Permission for Seminars / Workshops 1.5 Permission for Sports Activities 1.6 Permission for Cultural Activities 1.7 Permission for NCC Activities 1.8 Permission for NSS Activities	2 Leave Management 2.1 Apply leave / cancel leave / joining report 2.2 Apply permission to leave campus / cancel permission to leave campus
3 Record of Other Work / Activities 3.1 Remedial Classes 3.2 Career Counselling 3.3 Study Visits 3.4 Seminar / Workshops 3.5 Sports Activities 3.6 Cultural Activities 3.7 NCC Activities 3.8 NSS Activities	4 Dashboard 4.1 Upcoming Events 4.2 Status Tracker

Alumin

Alumni Admin.
1. Alumni Admin. Login Page
2.Registration Approval
3.Job Referral & Notification
4.Events
5.Gallery
6. My Success Story
7. Feedback
8. Distinguished Alumni
9. Alumni Contribution
10. News & Updates

<u>Examination Cell</u>

1.Examination Fees Payment	2. Hall Ticket Generation
3. Student Semester Mark Entry	

HEAD OF THE DEPARTMENT

1. Management of Free/Released periods and classes beyond working hours 1.1 Class beyond working hours/Free period allotment 1.2 Release period requests	2. Assignment and Monitoring of Tasks
3 Meetings	4.Leave Management 4.1 Apply leave / cancel leave / joining report for self 4.2 Apply for permission to leave campus / cancel permission to leave campus for self 4.3 Process leave applications submitted by faculty 4.4 Process permission to leave campus applications submitted by faculty 4.5 Process cancellation of leave applications 4.6 Process cancellation of permission to leave campus applications 4.7 Process joining reports submitted by faculty

Industry

5. Messaging system (interaction among all stake holders viz., spoc industry, spoc institute, faculty, tap officer, students)	6 Memorandum of understanding (record maintenance)
7. Incubation details (record maintenance)	

NODAL OFFICER OF COLLEGE

1. Scholarship	2. Educational Loan

PARENTS

1. Class Time Table	2. Subject /Faculty List
3. Attendance 3.1 Consolidated Attendance 3.2 Subject Wise	4. Exam 4.1 Continuous Internal Assessment 4.2 Consolidated CIA 4.3 Exam Result
5. Study Material	6. Fees 1.1 College Tuition 1.2 Exam
7. Mentor System	

PRINCIPAL

1.Leave Management 1.1.Apply leave / cancel leave / joining report for self 1.2 Process leave applications submitted by HOD 1.3 Process permission to leave campus applications by HODs 1.4 Process cancellation of leave applications submitted by HOD 1.5 Process cancellation of permission to leave campus by HOD 1.6 Process joining reports submitted by HODs	2. Record of Meetings
3.Task Scheduling	4.Preparation / Updating/ Posting of Teaching Material / Content

STUDENTS

1.Attendance 1.1.Consolidated Attendance 1.2. Subject Wise	5 Exam 5.1 Continuous Internal Assessment 5.2 Consolidated CIA 5.3 Course Registration 5.4 Schedule Exam Dates 5.5 Download Hall Ticket 5.6 Exam Result
6 Online Exam	7 Study Material
8 Fees 8.1 College Tuition 8.2 Exam	9 Mentor System
10 Placement 10.1 Alumni Referral 10.2 Placement Officer	11 Leave Management 11.1 Apply Leave / Cancel Leave

Training and Placement

1. Placement Statistics	2. Company-wise Placement
3. Company- wise Internships	4. Internship Statistics

Requirement for Third Milestone

Faculty

1.Preparation / Updating / Posting of Teaching Material / Content	2. Request for Free / Released periods or class beyond working hours / holidays 2.1 Allotment of Free / Released period 2.2 Allotment of Class beyond working hours 2.3 Release of regular period
3.Mentor System	4. Online Exam
5.Record of Exam Related Activities 5.1Question Paper Setting 5.2 Invigilation 5.3 Evaluation 5.4 Practical / Viva 5.5 Continuous Internal Assessment	6.Record of Assigned Tasks and their Progress
7.Record of Meetings	8.Question Papers
9.Live Class Room Link	10. Important Links

Head of the department

1.Process Permission for conduct of Academic, Co-Curricular, Extra-Curricular or Non-Academic Activities by faculty. 1.1 Permission for Remedial Class 1.2 Permission for Career Counselling 1.3 Permission for Study Visits 1.4 Permission for Seminars / Workshops 1.5 Permission for Sports Activities 1.6 Permission for Cultural Activities 1.7 Permission for NCC Activities 1.8 Permission for NSS Activities	2.Process Permission for participation in Academic, Co-Curricular, Extra-Curricular or Non-Academic Activities by students. 2.1 Process leave applications submitted by Student 2.2 Process cancellation of leave applications
3.Assign Mentors to Students	4.Dashboard
5. Process Record of Activities submitted by faculty Remedial Classes Career Counselling Study Visits Seminar / Workshops Sports Activities Cultural Activities NCC Activities NSSActivities	6 Record of Student Progression

Industry

8. Report

Parents

1 .Placement 1.1 Alumni referral 1.2 Placement Officer	2. Scholarship
3. Educational Loan	4. Important Links
5. Dashboard 5.1 About College 5.2 Notification	

PRINCIPAL

1. Process Approvals for Staff Profile 1.1 Approval for Educational Details 1.2 Approval for Qualifying Examination 1.3 Approval for Academic Experience 1.4 Approval for Administrative Experience 1.5 Approval for Industry Experience 1.6 Approval for Research Projects 1.7 Approval for Research Guidance 1.8 Approval for Research Patents	2. Process Report after conduct of Academic, Co-Curricular, Extra-Curricular or Non-Academic Activities by faculty. 2.1 Report for Sports Activities 2.2 Report for Cultural Activities 2.3 Report for NCC Activities 2.4 Report for NSS activities
2 Dashboard Up Coming Events Status Tracker	

STUDENTS

1. Live Class Room Links	2. Scholarship
3. Educational Loan	4. Important Links
5. Feedback 5.1 Faculty, Teaching, Learning and Evaluation 5.2 Facilities and Services of College	6. Dashboard 6.1 About College

Training and Placement

1. Online Tests	2.Dashboard 2.1 Total Companies Visited 2.2 Packages Offered 2.3.Packages Breakup 2.4.Company-Wise Breakup 2.5.Internships

Requirement for Fourth Milestone

1) All Faculty Report Module
2) All Principal Report Module
3) All Student Report Module
4) All Reports to DHTE (relating to Principal, Faculty and Students)
5) Dashboard should be made available for all the stakeholders
6) SMS facility should be made available to students and faculty to pass on information
7) Internal communication and notification facility to be enabled for all the stakeholders
8) General/common reporting other than the ones indicated but identified during the development phases should also be done