TISS School of Vocational Education (SVE)

Project Documentation for MIS Development

Table of Contents

Entities in the SVE
Business Process
Basic Master Table Details
Detailed Function List
1. Entities in the SVE
   a. **TISS SVE** will have several “Industry Verticals”.

   ![Diagram of TISS SVE with Industry Verticals and Trades]

   b. Each “Industry Vertical” can have one or more organisations as an “Industry Vertical Anchor”. Also, Each “Industry Vertical” will have multiple “Trades”
c. Each “Trade” may require multiple “Abilities”

![Diagram showing Trade 1 and its abilities]

- **Trade 1**
  - e.g. Plumbing

  - **Ability 1**
    - e.g. Hand-Eye Coordination
  
  - **Ability 2**
    - e.g. Concentration
  
  - **Ability n**
    - e.g. Arm Steadiness

d. Each “Industry Vertical Anchor” will create multiple “Programs”. Each “Industry Vertical Anchor” will sign up multiple organisations as “Hubs” for one or more programs.

![Diagram showing Industry Vertical Anchor 1 with its programs and hubs]

- **Industry Vertical Anchor 1**
  - e.g. ABC Pvt. Ltd. for "Construction"

  - **Program 1**
    - e.g. Certificate Course in Welding

  - **Program 2**
    - e.g. Diploma in Welding

  - **Program n**
    - e.g. Degree in Plumbing Technology

  - **Hub 1**
    - e.g. PQ Welders Assoc.

  - **Hub n**
    - e.g. AB Building Institute
e. Each “Trade” can have multiple “Programs” associated with it.

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Trade 1
  e.g. Welding

Program 1
  e.g. Certificate Course in Welding

Program 2
  e.g. Diploma in Welding

Program n
  e.g. Degree in Welding Technology
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f. Each “Program” can have one or more “Subjects”

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Program X
  e.g. Certificate Course in Dialysis Technology

Subject 1
  e.g. Basic Healthcare Practices

Subject 2
  e.g. Dialysis Machine Operation

Subject n
  e.g. Patient Interaction
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g. Each “Hub” can have multiple “Program Batches” for each Program.

h. Each “Hub” will sign up multiple organisations as “Spokes”
i. Each “Program Batch” will have multiple “Students”. Each Student may be placed at different “Spokes” for internships during the Program.

j. “Enquiries” can be captured at “TISS SVE” or “Industry Vertical Anchors” or “Hubs”
k. Each Organisation “TISS, “Industry Vertical Anchors”, “Hubs” and “Spokes” can have multiple users on the MIS who can be assigned different “Roles”. Multiple “Roles” can be created and assigned permissions for different activities on the MIS.
I. Complete Structure
2. Business Process Flow
The following steps have been identified in the business process of the SVE.

a. Part 1

b. Part 2
c. Part 3
d. Part 4

- Anchor: Identify and Evaluate Potential Hubs for each Program
- Anchor: Appoint Hub for each Program - Sign MoU
- Anchor + CoE: Train each Hub for standard practices and content to deliver each Program
e. Part 5

1. **SVE + Anchor + Hub**: Promote Programs at a National Level
2. **Hub**: Promote Programs at a Regional Level
3. **SVE + Anchor + Hub**: Manage Enquiries received and forward to relevant Hub
4. **SVE**: Online Application System to Receive Applications and forward to relevant Hub
5. **Hub**: Receive Walk-in Applications
6. **Hub**: Administer VAS
7. **Hub**: Counsel Applicants
f. Part 6

Hub: Admit selected applicants to a particular Program Batch

Hub: Collect Fees for the Admitted Students

Hub: Transfer Fee Share to the Anchor

Anchor: Transfer Fee Share to SVE
g. Part 7

Hub: Deliver the Program Content to Admitted Students

Hub: Maintain Student Attendance Records

Hub: Identify and Appoint Spokes for the relevant Trade

Hub: Place each Student in different Spokes for internship during the Program

Hub + SVE CoE: Conduct Assessment of the Students

SVE: Grant Certificate to the Students successfully completing the Program

Hub: Track final placement of graduating Students
3. Basic Master Table Details

*This is not a comprehensive list and does not include all transactional and relational tables.

a. **Industry Vertical**
   i. Vertical Name
   ii. Description
   iii. Vertical Coordinator from SVE
   iv. Unique Reference Code

b. **Industry Vertical Anchors**
   i. Organisation Name
   ii. Location
   iii. For Vertical
   iv. For Region/s
   v. Contract Period
   vi. Fee share %
   vii. Contact Person with Contact Details
   viii. Unique Reference Code
   ix. Status

c. **Hubs**
   i. Organisation Name
   ii. Location
   iii. Linked to Anchor
   iv. Contract Period
v. For Program/s
vi. For Region/s
vii. Fee share %
viii. Contact Person with Contact Details
ix. Unique Reference Code
x. Status
d. **Spokes**
   i. Organisation Name
   ii. Location
   iii. Linked to Hub/s
   iv. For Trade/s
   v. Contact Person with Contact Details
   vi. Unique Reference Code
   vii. Status

e. **Programmes**
   i. Programme Name
   ii. Description
   iii. Level (Certificate / Diploma / Degree ..)
   iv. Linked to Trade
   v. Created by Anchor/s
   vi. Program Fee
   vii. Unique Reference Code
   viii. Status

f. **Program Batches**
   i. Batch Name
   ii. Linked to Program
   iii. Start Date
   iv. End Date
   v. Intake Capacity
vi. Unique Reference Code
vii. Status

g. **Students**
i. First Name
ii. Last Name
iii. Address [Current / Permanent]
v. Mobile
vi. Email
vii. Date of Birth
viii. Date of Joining
ix. Academic Details
x. Parent Details
xi. Category
xii. From Institute/Organisation
xiii. Admitted to Program/s in Program Batch/es
xiv. Program Fee Details
xv. Interning at Spoke/s
xvi. Placed at Organisation
xvii. Unique Reference Code
xviii. Status

h. **Applicants**
i. First Name
ii. Last Name
iii. Address [Current / Permanent]
v. Mobile
vi. Email
vii. Password
viii. Date of Birth
ix. Academic Details
x. Parent Details
xi. Category
xii. From Institute/Organisation
xiii. For Program/s
xiv. Unique Reference Code
xv. Status

i. Enquiries
   i. First Name
   ii. Last Name
   iii. Address
   iv. Telephone
   v. Mobile
   vi. Email
   vii. For Program/s
   viii. Enquiry Source
   ix. Enquiry Mode
   x. Enquiry Location
   xi. Unique Reference Code
   xii. Status

j. Subjects
   i. Subject Name
ii. Description
iii. Linked to Program/s
iv. Unique Reference Code

k. **Trades**
i. Trade Name
ii. Description
iii. Linked to Vertical
iv. Unique Reference Code

l. **Abilities**
i. Ability Name
ii. Description
iii. Linked to Vertical/s
iv. is Critical?
v. Unique Reference Code

m. **Users**
i. First Name
ii. Last Name
iii. Address
iv. Telephone
v. Mobile
vi. Email
vii. Password
viii. Linked to Organisation (TISS SVE/ Anchor/Hub/Spoke)
ix. Has Role/s
x. Unique Reference Code
xi. Status

n. **Roles**
i. Role Name
ii. Description
iii. Has Permission/s

o. Documents can be uploaded and linked to any of the main entities.
4. Detailed Function List

a. Add new Users. [TISS, SKILL ANCHOR, HUB, SPOKE]

b. Manage TISS Users and User Roles & Permissions for different activities on the MIS.
   [TISS]

c. Add new master record for Vertical. Search, View and Update the master record. [TISS]

d. Assign a TISS User as coordinator of a Vertical. [TISS]

e. Add new master record of a Program linked to a Vertical. Search, View and Update the master record. [TISS]

f. Add new master record of an Organization as a Skill Anchor for a Vertical. Search, View and Update the master record. [TISS]

g. Add new master record of an Organization as a Hub for a set of Programs linked to a Skill Anchor. Search, View and Update the master record. [TISS, Skill Anchor]

h. Add new master record of an Organization as a Spoke for a Hub for a set of Programs.
   Search, View and Update the master record. [Hub]

i. Add new master record of a Trade linked to a Vertical. Search, View and Update the master record. [TISS]

j. Add new master record of an Ability linked to a Trade. Search, View and Update the master record. [TISS]

k. Add new master record of a Course in a Program. Search, View and Update the master record. [TISS, Skill Anchor]

l. Add new master record of a Skill linked to a particular Course and Trade. Search, View and Update the master record. [TISS, Skill Anchor]

m. Add new master record of a Batch in a Hub for a Program. Search, View and Update the master record. [Hub]

n. Record Enquiries received by the Skill Anchor or the Hub or TISS. Search, View and Update the enquiry records. [TISS, Skill Anchor, Hub]

o. Record applications to SVE programs made in person or by offline methods. [Hub]

p. Apply online to SVE programs. [Applicant]

q. Record the score achieved by each applicant in different parts of the Vocational Aptitude System (VAS). [Auto]

r. Allocate Program to each Applicant on the basis of the scores in the VAS. [TISS, Skill Anchor]
s. Record complete Student Details as part of the Admission Process to a SVE Program
Batch. [Hub]
t. Record Fees paid by each Student. Generate Receipts for the Student. [Hub]
u. Calculate Fee Shares as per percentage decided between TISS, Skill Anchor and the Hub. Generate Fee Sharing Invoice accordingly. [Auto]
v. Mark Student Attendance in the duration of the Program. [Hub, Spoke]
w. Record marks scored by each Student in different Courses/Skills in different Assessment Units (Exam, Assignment) [TISS(Examiner)]
x. Record details of Student Internship at a Spoke. [Hub]
y. Generate and Store Grade Card for each Student. [TISS]
z. Generate and Store Certificate for each Student completing the Program successfully. Provision to verify Certificate online. [TISS]

aa. Record final placement details of students. [Hub]

bb. Dashboards [All]
   i. User Dashboard to view and update details of any user of the MIS.
   ii. Vertical Dashboard to view and update details of any Vertical.
   iii. Organization Dashboard to view and update details of Skill Anchor including documents uploaded e.g. MoU Copy
   iv. Organization Dashboard to view and update details of Hub including documents uploaded
   v. Organization Dashboard to view and update details of Spoke including documents uploaded
   vi. Student Dashboard to view and update details of any Student including documents uploaded e.g. Photo. Related details will include Fee Details, Exam Details, Placement Details, Further Program Admission, Dropout or Break in study.
   vii. Program Dashboard to view and update details of any Program including documents uploaded e.g. Syllabus
   viii. Batch Dashboard to view and update details of any Batch.

cc. Document Management System which can hold files related to the course content, promotional content or any other content related to any of the master entities in a hierarchical folder structure. [All]

dd. Reports [All]
   i. Student Enrolment
   ii. Overall Student Status
   iii. Fee Share Payment Status
   iv. Student Internship and Employment
v. Student Performance Report for VAS Follow-up study.
vi. Ad-hoc reporting framework

ee. Provision to add Support Tickets and view Response/Resolution. [All]

ff. Data API: Web-API to read data from the MIS in XML Format for the following [TISS]:
   i. Student Data
   ii. Fee Data
   iii. Examination Score Data