

# **Niramaya**

# **Feature PRD**

## **Affiliation Module**

**V 1.0**

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## A. Vision & Scope

The 'vision' of this module is to make the process of affiliation of nursing and paramedical institutes more efficient, transparent and user centric, without compromising on the quality of institutes that get affiliated. Through this module, a yearly affiliation exercise will be undertaken wherein applications for affiliation of new colleges / courses will be invited, assessed, and decided upon by the Uttar Pradesh State Medical Faculty (UPSMF).

To get affiliated, applicants will fill certain forms, requiring details about their proposed institutes' infrastructure, faculty and other requirements / amenities, and undergo on-ground assessments for verifying the same.

Mainly, applicants will be able to apply to UPSMF for three things:

- a) Affiliation of a new nursing / paramedical institute
- b) Affiliation of a new course in an existing institute
- c) Seat enhancement in a particular existing course

The main users of this module will be as follows:

#	User	Sub-users	Description
1	Admin	a) Secretary, UPSMF b) Head of Affiliations c) Other officers of SMF / DGME office	Employees of UPSMF, registration body of all nursing and paramedical staff
2	Government	a) Principal Secretary b) Director General c) Special Secretary d) Joint Secretary	Officers of the Department of Medical Education, Government of Uttar Pradesh
3	Applicant	NA	Representative of the institution applying to UPSMF for affiliation
4	Assessor	a) Desktop assessors b) On-ground assessors	Individuals volunteering / hired for conducting assessments of forms submitted by the applicant

This document details the design of the core features for enabling affiliation of institutes.

## B. Overview of Use Cases

#	Use Case	Description	User Role
<b>1</b>	<b>User Management</b>		
1.1	Adding users	As an admin, I am able to add users to the platform and assign them to their user roles so that they can perform the actions of their role	Admin
1.2	Edit / Delete users	As an admin, I am able to edit user information / role and delete users after adding them	Admin
1.3	User registration	Any user can self-register on the platform and are assigned the role of applicant	Applicant
1.4	OTP based login by users	As a user, I am able to generate OTP while logging in, so that I can successfully login and access the platform	All users
1.5	View and edit fields in 'My Profile'	As a user, I am able to edit fields in 'My Profile' so that I can record any changes in my profile	All users
<b>2</b>	<b>Creation &amp; Publication of forms by admin</b>		
2.1	Creation of forms	As an admin, I am able to create forms which can be filled and verified by applicants and assessors respectively	Admin
2.1.1	Adding labels to forms / items	As an admin, I am able to add certain labels to the forms / items for role based usage	Admin
2.1.2	Editing of forms	As an admin, I am able to edit fields in a form, reorder, duplicate forms	Admin
2.1.3	Deletion of forms	As an admin, I am able to delete forms post creation / prior to publishing	Admin
2.2	Creation of section / items	As an admin, I am able to create sections / items of specific types in the form	Admin
2.2.1	Editing of section / items	As an admin, I am able to copy, reorder, duplicate section / items	Admin

2.2.2	Deletion of section / items	As an admin, I am able to section / items forms post creation / prior to publishing	Admin
2.2.3	Saving as draft	As an admin, I am able to save forms as drafts, without publishing	Admin
2.2.4	Previewing & publishing forms	As an admin, I am able to preview forms before publishing and publish them for users to fill based on their roles	Admin
2.3	Extracting forms	As an admin, I am able to download all forms as csv files so that I am able to transfer the form items to any other tech. system in the future, if required	Admin
<b>3</b>	<b>Filling of application by applicant</b>		
3.1	Choose type of application	As an applicant, I am able to choose the type of application I want to make	Applicant
3.2	Filling of the application	As an applicant, I am able to fill and complete all forms relevant to my choice of application	Applicant
3.3	Application navigation	As an applicant, I am able to navigate between different sections of the application without filling all the required items	Applicant
3.4	Save as draft	As an applicant, I am able to save my responses as draft and continue / return later to complete the application	Applicant
3.5	Submitting of the application	As an applicant, I am able to preview my responses and submit my application after filling in at least all the required fields	Applicant
3.6	Re-submission of application	As an applicant, I am able to edit only returned items and re-submit them	Applicant
<b>4</b>	<b>Desktop assessment of the applications by assessors</b>		
4.1	Verification of application	As an admin, I am able to verify the information submitted in the application	Admin

4.1.1	Viewing the application	As an admin, I am able to view the fields, mapped to me for verification, submitted in the application	Admin
4.1.2	Validating the information	As an admin, I am able to validate the fields, mapped to me for verification, submitted in the application	Admin
4.1.3	Returning the application	As an admin, I am able to return the application to the applicant for correcting certain information (only those fields marked for correction will be open to editing for the applicant)	Admin / Applicant
4.2	Viewing returned application	As an admin, I am able to view information returned by the applicant, with highlighted changes	Admin
<b>5</b>	<b>Submission of assessment fee by applicant</b>	As an applicant, I am able to submit the required monetary fee online to the regulator and generate a receipt of the transaction	Applicant
<b>6</b>	<b>Creation &amp; viewing of assessment schedules by admin</b>		
6.1	Creation of assessment schedule	As an admin, I am able to assign applications, whose desktop assessment has been completed, to assessors for on-ground assessment	Admin
6.2	Viewing assessment schedule	As an admin and the government, I am able to view the assessment schedule for all applications and sort / filter all applications by date, status of assessment, district, type of application, assessor	Admin / Government
<b>7</b>	<b>Conduction of on-ground assessments by assessors</b>		
7.1	View assessment schedule	As an assessor, I am able to view my assessment schedule, and the district / location for upcoming assessments, and details of the applications assigned for today's assessments	Assessor

7.2	Verification of the application	As an assessor, I am able to open the application, assigned to me, to view the details filled in by the applicant to verify them based on my observation on-ground	Assessor
7.2.1	Verification of the application	As an assessor, I am able to verify fields in an application, assigned to me, and upload photo proof of things that are verified / not verified	Assessor
7.2.2	Filling fields in the application	As an assessor, I am able to fill response in fields assigned to me on the application based on my observations on-ground	Assessor
7.2.3	Offline form filling	As an assessor, I am able to verify and fill the form offline and sync the data to the servers when I am online	Assessor
7.2.4	Saving progress	As an assessor, I am able to save my progress on the app, without necessarily filling all required fields	Assessor
7.2.5	Submitting the application after verification	As an assessor, I am able to submit the application after verification on the date of assessment itself	Assessor
<b>8</b>	<b>Scrutiny of on-ground assessment report(s)</b>		
8.1	Viewing the assessment report of the application	As an admin / government, I am able to view the entire filled application, along with responses from the desktop and on-ground assessors highlighted in different colours	Admin / Government
8.1.1	Adding comments	As an admin / government, I am able to add, edit, delete comments to different items, sections, forms in the application	Admin / Government
8.1.2	Approval of applications	As an admin / government, I am able to approve / not approve applications	Admin / Government
<b>9</b>	<b>Issuance of documents by government</b>	As an admin / government, I am able to issue relevant documents to the applicant	Admin / Government
<b>10</b>	<b>Viewing results</b>		

10.1	Status of applications	As a user, I am able to view the status of an application	All users
10.2	Viewing comments	As an applicant, I am able to view anonymised comments by assessors / scrutiny committee members on my application	Applicant
10.3	Viewing documents	As an applicant, I am able to view all the relevant documents issued to me by the admin / government	Applicant
<b>11</b>	<b>Notifications</b>	As a user, I am able to receive in-app, email and / or text notifications upon successful completion of task(s)	All users

## C. Details of Use Cases

### 1. User Management

#### 1.1 Adding Users

##### User Stories

1. In the logged in home screen, the admin clicks on 'User Management' in the toolbar menu where they can view the list of added users
2. Admin can view existing users and their information in a list table view (with ID, Name, Role, Email ID, Mobile Number and Status (active / inactive))
3. The admin can filter / sort the list of users based on the following criteria
  - A. Name
  - B. User role
  - C. Email ID
  - D. Mobile Number
  - E. Status (activated / deactivated)



4. The admin also has the option to activate / deactivate a user, one user at a time, by clicking on the toggle that is visible under the Status column
5. Upon clicking on the 'Add users' button on the top right corner of the page, the admin receives the following 2 options in a pop-over window so as to generate credentials:
  - a. Add a single user: To generate credentials for a single user
  - b. Bulk add users: To generate credentials by uploading a csv file
6. On selecting 'Add a single user', a pop up window should open with the details to type in all user fields, post which the admin clicks 'Save'
  - a. ID
  - b. First Name
  - c. Last Name
  - d. Role
  - e. Email id
  - f. Mobile No
7. On clicking on 'Bulk add users', a CSV template gets downloaded onto the local system of the admin, who can then upload the updated file with user information
8. After adding a single user or uploading a CSV to bulk add users, the admin can click on "Save and Send Login Instructions" so that the users get added and a templated SMS / Email notification, with the login instructions explaining the OTP based login process, is triggered and sent to the newly created user(s)

## 1.2 Edit / Delete users

### User Stories

1. In the logged in home screen, the admin clicks on 'User Management' in the toolbar menu where they can view the list of added users
2. Admin can view existing users and their information in a list table view (with ID, Name, Role, Email ID, Mobile Number and Status (active / inactive))
3. Admin can click on edit user and delete user buttons towards the right of details each of the user displayed in the list
4. Upon clicking the "edit user" button, admin can edit and save information in all fields of the user

5. Upon clicking “delete user” button, admin gets a in-app pop-up notification to confirm deleting the user(s)
6. Admin can also filter and select multiple users to delete them together (especially for deleting assessor logins after inspections are completed)

### 1.3 User registration

#### User Stories

1. Users can land on the login page of the portal where they see two options - “Login” and “Register”
2. Upon clicking on “Register”, user is taken to a new screen where they are asked to input their (1) Name, (2) Email ID, (3) Mobile Number, and (4) Aadhar No.
3. After clicking on “Submit”, an OTP is sent to their entered email address and mobile number for verification which is valid for 5 minutes
4. After user enters the correct OTP, an in-app notification pops-up with a message: “Registration Successful” and the user is returned to the Login screen, where they can use their registered email ID / mobile number to log into the portal
5. Any user which registers through the portal is assigned the role of an “Applicant” by default

#### Corner Cases

##### 1. User enters wrong OTP

1. If the user enters a wrong OTP, a pop-up with the following message will be displayed on the screen:  
*“Wrong OTP. Please check your messages/ inbox and enter the correct OTP.”*
2. The user then types the correct OTP within the stipulated time which makes them log in successfully

##### 2. The user fails to type the OTP within the stipulated time

1. If the user fails to enter the OTP within the stipulated time period, then a pop-up with the following message will be displayed on the screen:  
*“OTP expired. Please click again on ‘Generate OTP’ to generate a new OTP.”*
2. The user will receive a new OTP after clicking on 'Generate OTP' and successfully log in after entering the right details within the stipulated time

## 1.4 OTP based login by users

### User Stories

1. As a user, I am able to see the login panel when I open the UPHRH platform
2. As a user, I enter my Email ID / Mobile Number (username) and click on the 'Generate OTP' button in the login panel so that I can receive an OTP through which I can login into my profile
3. As a user, I enter the OTP I receive over my Email/ Contact Number (which is mapped to my user details) within 5 minutes
4. The OTP won't be valid after the stipulated time

### Corner Cases

#### 1. User enters wrong OTP

3. If the user enters a wrong OTP, a pop-up with the following message will be displayed on the screen:

*"Wrong OTP. Please check your messages/ inbox and enter the correct OTP."*

4. The user then types the correct OTP within the stipulated time which makes them log in successfully

#### 3. The user fails to type the OTP within the stipulated time

3. If the user fails to enter the OTP within the stipulated time period, then a pop-up with the following message will be displayed on the screen:

*"OTP expired. Please click again on 'Generate OTP' to generate a new OTP."*

4. The user will receive a new OTP after clicking on 'Generate OTP' and successfully log in after entering the right details within the stipulated time

## 1.5 View and edit fields in 'My Profile'

### User Stories

1. As a user, I can see a Profile icon on the top right corner of the page with 'My Profile' written against it
2. On clicking 'My Profile', I am directed to a page which displays the basic information of my profile

For example: Name, Phone Number, Email ID, etc.

3. There would be editable (like Phone Number, E-Mail Address) and non-editable fields within the basic information
4. As a user, I can click on the editable fields and change the details and it will get automatically updated in the user information maintained by the admin under 'Manage Users'

## 2. Creation & Publication of forms by admin

### 2.1 Creation of forms

#### User Stories

1. In the logged in home screen, the admin clicks on 'Affiliation' in the toolbar menu and selects 'Application Forms' from the dropdown and can see the forms created so far in a list view
2. The page has an "Add Form" option. On clicking the same, a pop-up window appears in which the admin needs to fill the following fields:
  - a. Form title
  - b. Select the application type (New Institute / New Course / Seat Enhancement)
  - c. Select the round number (Round 1 / Round 2)
  - d. Selects the course name
    - I. Nursing (ANM/ GNM/ PBBSc / BSc Nursing/ MSc Nursing)
    - II. Paramedical (Paramedical)
  - e. Form Label: Infrastructure/ Teaching Learning Processes/ Objective Structured Clinical Examination (OSCE)
  - f. Assignee (Applicant / Admin / Government / Desktop Assessor / On-ground Assessor)
3. User clicks save and sees the form editable page opened up with the form attributes at the top next to Form title
4. On the editable page - there is an option to add a question / item
5. Admin can then mention item label, type and mention options (if type is that of MCQ)
6. User can save form at any point and come back to it
7. As an admin, I can click on the "Edit" button against the form in the list view, which opens the form, enabling me to edit the questions / items in it
8. As an admin, I am able to choose the order in which the forms appear on the applicant's screen by clicking on the (•••) button, clicking on "Order" from the dropdown menu, and filling in the number at which the form should appear

9. As an admin, I am able to create duplicate copies of the form with same attributes by clicking on the (•••) button and clicking on “Duplicate” from the dropdown menu
10. As an admin, I am able to delete forms by clicking on the (•••) button and clicking on “Delete” from the dropdown menu

## 2.2 Creation of Section / Items

### User Stories

1. As an admin, I am led to the page where I can create items, after clicking on ‘Save’ in the form creation pop-up or by simply clicking on the form name in the list view
2. As an admin, I am able to see the following pane



3. On clicking the (+) icon, a pop-up is displayed where I have to select the following options to create an item
  - a. Item title
  - b. Item description (if any)
  - c. Scoring type (Binary/ Differential/ None) (formula based)
 

*[This field would be visible only in the On-ground Assessment form]*

    - If the scoring type is binary, the score assigned would be the maximum score under the scoring framework when the assessor clicks ‘Yes’ and the score assigned would be the minimum score (i.e., 0) when the assessor clicks ‘No’
    - If the scoring type is differential, the range for each score can be configured
    - For example, 5 marks if 80% or more students are present; 4 marks if 60% to 80% students are present and so on
    - If the scoring type is none, then that item won’t be scored
  - d. Item type
  - e. Display if response for item x of an application form is received (item number can be selected from a dropdown or manually entered by the admin)
  - f. Mandatory/ Non-Mandatory
  - g. Assign item for on-ground assessment after desktop analysis (yes / no)
 

*[This field would be visible only in the forms labelled as ‘Round 1’ forms]*
  - h. Item response options as per the following table:

Item Type	Response Option
Date	Calendar picker opens
Number/Text	Data validation
Checkboxes	<ol style="list-style-type: none"> <li>1. Add checkbox items</li> <li>2. Provide option for single / multiple selection</li> </ol>
Dropdown	Add list items
File upload	<ol style="list-style-type: none"> <li>1. Image upload: JPG, PNG</li> <li>2. Document upload: pdf, excel, word</li> </ol>
Table	<ol style="list-style-type: none"> <li>1. Add required number of rows and columns</li> </ol>
Slider	Slider with two options of Yes / No
Read-only	No response will be added. Data will be pulled from the response to a particular question in the primary data form

4. After this, the admin clicks on 'Save' in the pop-up to complete the creation of an item
5. The admin creates multiple such items within a form
6. The admin has the option to duplicate items from an already created form or a form-in-progress
7. The admin can also edit or delete already created items within the form
8. After adding the items, the admin can see two options at the bottom of the page
  - A. Save Form
  - B. Save & Publish Form
9. When the admin clicks on 'Save Form', the admin will be able to save the form and access the form again to make any edits
10. When the admin clicks on 'Save & Publish Form', the form will be previewed and after confirming, will get published to the users. The forms will be enabled for the assessors once the desktop analysis for an allotted application is complete

### 2.3 Extraction of forms

#### User Stories

1. In the logged in home screen, the admin clicks on 'Affiliation' in the toolbar menu and selects 'Application Forms' from the dropdown and further clicks on 'Extract' button available against the forms in the list of forms which has been published to be able to download them as an excel / csv
2. After the above step, the csv can be converted to an ODK and uploaded back into the platform for the institute and assessors

### 3. Filling of application by applicant

#### User Stories

1. In the logged in home screen, the applicant clicks on 'Affiliation' in the toolbar menu and selects 'New Application' from the dropdown
2. The homepage of 'New Application' will have three options to choose from:
  - a. New Institute
  - b. New Course in an existing institute
  - c. Seat enhancement for an existing course
3. Based on the option selected by the applicant, they will be redirected to a list of forms that need to be filled
4. The list of forms will be color coded bases on their progress/ status
  - a. Completed forms - Green
  - b. Forms in progress - Yellow
  - c. Forms requiring update - Red
  - d. Pending forms - White
  - e. Forms to be unlocked - Grey (unselectable)
5. Applicant will be asked to mark their choice of course type (Nursing Diploma / Nursing Degree / Paramedical Diploma / Paramedical Degree), followed by the selection of course they want to apply for
6. Based on the response in previous step, applicant will be asked to fill different forms, requiring basic information, infrastructure details, statutory documents, etc. to complete their application

#	Form Title	Course Type	Course Name	Status
1	Basic	Nursing	BSc	Submitted

	Information			
2	Infrastructure	Nursing	BSc	Returned for update
3	Statutory Documents	Nursing	BSc	In progress
4	Clinical Requirements	Nursing	BSc	To be filled
5	Teaching faculty details	Nursing	BSc	To be unlocked

7. A unique 4 digit code will be assigned to each new application in the institute registry (not visible to the applicant), with the affiliation status being “Pending”, based on the following schema:
  - a. **For ‘New Institute’:** A new parent training centre code assigned
  - b. **For ‘New Course’:** A new child training centre code assigned, mapped to the parent training centre code of the existing institute (entered by the applicant)
  - c. **For ‘Seat Enhancement’:** No new code is assigned. The application is processed against the child training centre code of the existing course (entered by the applicant), whose seats are to be enhanced

*[After the entire process, if approved for affiliation, this 4 digit code will become the institute’s parent / child training centre code and the affiliation status will be updated to “Affiliated”]*

8. The applicant can filter/ sort items based on the course name, course type, part and status
9. As an applicant, I can open a form by clicking on its name and respond to the items based on their type *(as described in the item type & response options table)* - all items at this stage are in 'edit' status
10. As an applicant, I can navigate to different sections of the form by clicking on the relevant section header displayed on the left hand side margin of the application window (without filling in all the mandatory fields)
11. The applicant has the option to click on the 'Save' button to save progress made on filling in item details and revisit the form later to continue filling it
12. Once all item details are filled in, the applicant clicks on the 'Save and Submit' button
13. After clicking on ‘Save and Submit’, applicant gets to preview the form before finally clicking on ‘Submit’



14. The applicant gets a warning message after clicking on 'Submit' which reads: "You will not be able to make any changes to your application after submission. Do you want to continue?" If the applicant responds "Yes", the form is submitted; if "No", then the applicant is redirected to the form filling window.
15. The applicant has the option to edit the item details only prior to clicking on the 'Submit' button
16. If the applicant has not filled one or more of the mandatory items of the form, then a pop-up with the message "Please fill all the items before submission" will be displayed. This process will continue till the applicant fills all the mandatory items
17. When an applicant clicks on a form which has been returned for update, the applicant will be able to see the entire form but only edit those items which were rejected in the Desktop Analysis stage
18. Against items which were rejected, the applicant will also be able to see the reason for rejecting the item so that they can respond appropriately while re-uploading the response

## 4. Desktop assessment of the applications by assessors

### 4.1 Verification of application

#### User Stories

1. In the logged in home screen, the admin clicks on 'Affiliation' in the toolbar menu and selects 'Desktop Analysis' from the dropdown
2. The admin is directed to Affiliation > Desktop Analysis page where the admin can view the list of all applications (all three types included) made by applicants, who have the below three status (eg: New Institute: GNM - Sample College of Nursing **OR** New Course: BSc - Test University )
  - a. 'Pending verification' (*which have to undergo desktop analysis*)
  - b. 'Returned to applicant' (*for which have been returned to the applicant for correction*)
  - c. 'Verified for assessment' (*for which the desktop analysis has been completed*)
3. The admin can sort/ filter the list of institutes based on the status & the type of application (New Institute / New Course / Seat Enhancement)
4. The admin views the list of institutes with 'pending verification' status and clicks on the name of the application
5. This leads the admin to a page with responses of the application to specific items in the application form which were assigned for desktop analysis

6. Against each item, the admin can see an option to approve or reject
7. After approving or rejecting the responses of the institute, the admin clicks on 'Complete Desktop Analysis'
  - A. If all the items are approved, the form will be submitted and the respective application will be verified for assessment and marked in green in the list view
  - B. If there are one or more items that were rejected, the admin will be able to see a pop-up which displays the items that were rejected, along with a dropdown where the reason for rejection can be selected before clicking on the 'Return Application' button in the pop-up. The respective application will be marked in red to indicate that the admin has returned the application to the applicant for making the mentioned corrections. After submission, the application form will be returned for update to the applicant. This process will repeat till all the forms are approved
  - C. If the admin had not filled one or more of the items during desktop analysis, then a pop-up with the message "Please verify all the items before submission" will be displayed. This process will continue till the admin approves / rejects all the items

## 4.2 Viewing returned application

### User Stories

1. After an institute re-submits the item(s) which got rejected, the status of the institute will change to 'pending verification'
2. As an admin, I can click on the name of the application which leads the admin to a page with responses of the application with the changes items highlighted in yellow
3. As an admin, I can see an option to approve or reject the changes made by the applicant against each of the highlighted items
4. After all items are approved, the application form will be coloured in green in list view and marked as 'Verified for assessment'
5. The process of returning application to the applicant and re-desktop verification will continue till all items are approved OR the deadline for application has passed, whichever is sooner

## 5. Submission of assessment fee by applicant

### User Stories

1. As an applicant, once all forms in my application have been 'Verified for assessment', I can see a pop-up on my homepage which requires me to submit the assessment fee to proceed with my the first on-ground assessment of my application
2. After clicking on "Pay and Proceed" in the pop-up bloc, the applicant is redirected to the payment gateway site where the payment of the stipulated amount can be made
3. After the payment is successful, an in-app pop-up notification appears on the screen, which reads: "Your payment has been successfully made. The receipt of the transaction will be sent to your email"
4. An auto-email is triggered to the applicant's registered email ID with the transaction ID and the receipt of fee payment

## 6. Creation & viewing of assessment schedules by admin

### 6.1 Creation of assessment schedule

#### User Stories: Method 1

1. In the logged in home screen, the admin clicks on 'Affiliation' in the toolbar menu and selects 'Assessment Schedule' from the dropdown
2. The admin is directed to Affiliation > Assessment Schedule page where the admin can view the list of applications, which have been verified for assessment, in the format detailed in the following table:

Notify Assessors				Upload Schedule		Download	
#	District	Parent centre code	Child Centre Code	Institute Name	Type	Date of assessment	Assessor IDs
1	Agra	sample1	sample2	New College of Nursing	Nursing - Diploma	Assign	Assign
2	Meerut	test1	test2	Test Paramedical Institute	Paramedical - Degree	4 Mar 2023	E348

3. The admin can download a csv template of the assessment schedule from the download button on the top right corner, above the assessment schedule table, to fill it in excel format (locally on the computer)
4. The admin can upload the filled excel / csv file with the assessment schedule using the 'Upload Schedule' button adjacent to the 'Download' button and click on save to sync the assessment schedule on the portal as per the information in the excel / csv file
5. The admin can click on "Notify Assessors", on the top left corner, above the assessment schedule table, to trigger an automated email to all assessors notifying them about the date and districts for assessments assigned to them

## User Stories: Method 2

1. In the logged in home screen, the admin clicks on 'Affiliation' in the toolbar menu and selects 'Assessment Schedule' from the dropdown
2. The admin is directed to Affiliation > Assessment Schedule page where the admin can view the list of applications, which have been verified for assessment, in the format detailed in the following table:

#	District	Parent centre code	Child Centre Code	Institute Name	Type	Date of assessment	Assessor IDs
1	Agra	sample1	sample2	New College of Nursing	Nursing - Diploma	<a href="#">Assign</a>	<a href="#">Assign</a>
2	Meerut	test1	test2	Test Paramedical Institute	Paramedical - Degree	4 Mar 2023	E348 R887

3. When the admin can click on the "Assign" button under the 'Date of Assessment' column of the assessment schedule, a pop-up window appears to choose date of assessment
4. After choosing the date from a calendar widget, the admin can click on "Save" button in the pop-up window, saving the changes made and closing the pop-up window
5. After that, the "Assign" button under the 'Assessor IDs' column of the assessment schedule, will be enabled for clicking by the admin

6. After clicking on the “Assign” button under the ‘Assessor IDs’ column of the assessment schedule, a pop-up window appears to choose assessors, which are not previously assigned for any other assessment on the same day
7. The admin can pick a minimum of 1 (one) and a maximum of 3 (three) assessors per application
8. After choosing the assessor(s) for an application, the admin can click on “Save” button in the pop-up window, saving the changes made and closing the pop-up window
9. The saved changes will be updated against the respective columns (date of assessment and Assessor IDs) in the assessment schedule.

## 6.2 Viewing Assessment Schedule

### User Stories

1. In the logged in home screen, the admin / government clicks on ‘Affiliation’ in the toolbar menu and selects ‘Assessment Schedule’ from the dropdown
2. The admin / government is directed to Affiliation > Assessment Schedule page where the admin can view the list of applications, which have been verified for assessment, in the format detailed in the following table:

#	District	Parent centre code	Child Centre Code	Institute Name	Type	Date of assessment	Assessor IDs	Status
1	Agra	sample1	sample 2	New College of Nursing	Nursing - Diploma	7 Mar 2023	X853 Q134	Scheduled
2	Meerut	test1	test2	Test Paramedical Institute	Paramedical - Degree	4 Mar 2023	E348 R887	Completed

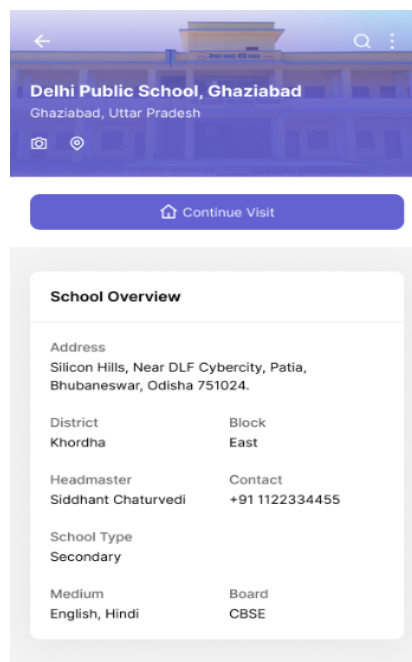
3. The admin / government can filter / sort the assessment schedule for all applications by date, status of assessment, district, type of application, assessor in the table view shown above

## 7. Conduction of on-ground assessments by assessors

### 7.1 View assessment schedule

#### User Stories

1. In the logged in home screen, the assessor clicks on 'Affiliation' in the toolbar menu and selects 'On-ground Assessments' from the dropdown
2. Under the 'On-ground Assessments' page, the user selects 'View Schedule' tab
3. The schedule will be visible in the format of the calendar to the assessor
4. The calendar will display the entire schedule in it, with only the name of the district to be visited
5. For today, the calendar would be marked by a block with the name of the institute
6. As an assessor, on clicking the name of the institute, I will be taken to a page with all the basic details of the institute



*(similar to this illustration)*

8. The page would include the following details:
  - A. Name of the (proposed) institute
  - B. Parent Training Center Code
  - C. Child Training Center Code
  - D. Address of the institute
  - E. Geotagged coordinates of the institute

- F. District
- G. Applicant's Name
- H. Registered Contact Number
- I. Registered Email ID
- J. Type of application (New institute / new course / seat enhancement)
- K. Type of the institute (Nursing / Paramedical / Both)
- L. Name of the courses in the institute (example: ANM, GNM etc.)

## 7.2 Verification of the application

### User Stories

1. The assessor clicks on the name of the institute in their calendar which leads them to a page with basic details about the institute
2. The page will have a 'Start Assessment/ Continue Assessment' option. On clicking the same, the assessor will be asked to turn on the location of the device being used to fill out the form, if it is not already turned on. After enabling the location, the assessor will be required to click a selfie which is geo-tagged (i.e., captures the live location of the assessors) and will then be directed to a page where they can see a list of forms to be filled by them, if the assessor's coordinates are within 250m of the geotags of the institute they are visiting
3. The forms for assessment will be colour coded based on their status as follows:
  - I. Green - Form has been filled and submitted
  - II. Yellow - Form in progress
  - III. White - Yet to begin
4. On clicking the name of the form, the respective form will open and the assessor can start filling the form based on the nature of the item / question
5. The assessor has to record responses for two different type of questions in the form
  - (i) Verifying information filled by the applicant on the application form
  - (ii) Filling in information where data would be put in based on the observation of the assessor
6. In questions / items where the assessor has to verify the application form filled by the applicant, the assessor will have the option to approve or reject (by clicking Yes / No) based on their on-ground observation. The response of the applicant from the application form for the relevant item will be pulled (pre-filled) to the assessment form so that the assessor can view and verify

the same. The assessor will have to upload a photographic proof of all the information that is approved / rejected

7. In questions/ items where the assessor has to fill in information, the assessor will observe various factors based on the requirements of the question and record the same in the forms
8. The assessor will be able to verify / fill the form offline as well, wherein all the data will be stored on their device locally and be synced with the servers when the assessor gets internet access on their device
9. Once the assessor has filled all the items in a form, they can click on the 'Save and Submit' button at the bottom of the form and the respective form will be marked in green in the list view of forms
10. If the assessor has not filled one or more of the mandatory items in the form, then a pop-up with the message "Please fill all the items before submission" will be displayed while clicking the 'Submit' button. This process will continue till the assessor fills all the mandatory items

### Corner Case

#### 1. The user hasn't enabled Location and Camera permissions to the platform

- a. If the assessor tries to turn on location and take geo-tagged selfie without enabling permissions to the platform, then a pop-up saying 'Allow camera and location permission' option and a message saying "Please enable location/ camera permissions to the platform" will be displayed
- b. On clicking the same, the assessor's location and camera permissions will be enabled and the assessor can take a geo-tagged selfie successfully



## 8. Scrutiny of on-ground assessment report(s)

### 8.1 Viewing the assessment report of the application

#### User Stories

1. In the logged in home screen, the admin / government clicks on 'Affiliation' in the toolbar menu and selects 'Assessment Reports' from the dropdown
2. The admin / government is directed to Affiliation > Assessment Reports page where the admin / government can view the list of applications (all three types included), for which the on-ground assessments have been completed by the assessors



3. When the admin / government clicks on the name of a particular application form, the form opens up, showing all the questions / items. Questions filled by different users appear to be highlighted in different colours as per the schema below:
  - a. Filled by applicant - No highlight (White)
  - b. Filled by desktop assessor - Light Grey
  - c. Filled by on-ground assessor - Light Blue
4. Questions / items that are filled by the applicant and verified by the desktop assessor will carry a () icon and those verified by the on-ground assessor will carry a () icon
5. The admin / government will be able to click on any question / item in the form and add any comment (text / picture) for the applicant to see
6. After reviewing the entire application, the admin / government clicks on 'Complete scrutiny of on-ground assessment'
  - a. If no comments are there on the application, then status of the application changes to 'Approved' and relevant documents issued to / options enabled for the applicant
  - b. If there are one or more items that have comments, the items will be selected for returning to the applicant
  - c. Once the application has been returned to the applicant, the applicant will have to make the required changes and re-submit it for on-ground assessment (this will include the scheduling of the assessment again)
  - d. This can be repeated for a total of 3 (three) iterations or until the application deadline, whichever is sooner

## 9. Issuance of documents by government

### User Stories

*[An application needs 2 (two) rounds of approvals from the admin / government before their affiliation is approved. In the first round, availability of basic infrastructural requirements is checked. In the second round, availability of teaching faculty, library infrastructure, equipments, etc. are checked. These rounds happen sequentially. An application must be approved in both rounds to get recognition as an institute.]*

1. In the logged in home screen, the admin / government clicks on 'Affiliation' in the toolbar menu and selects 'Issue Documents' from the dropdown

2. The admin / government is directed to Affiliation > Issue Documents page where the admin can view the list of applications, which have been approved / enabled for round 2 / documents issued, in the format detailed in the following table:

#	District	Parent centre code	Child Centre Code	Institute Name	Type	Round	Status	Document Issued
1	Agra	sample1	sample2	New School of Nursing	Nursing - Diploma	Round 2	Approved	<a href="#">Issue Affiliation</a>
2	Meerut	test1	test2	Test Paramedical Institute	Paramedical - Degree	Round 1	Enabled for Round 2	<a href="#">NOC*</a> <small>*hyperlink to the NOC document</small>
3	Gonda	trail1	trail2	Blue Nursing College	Nursing - Degree	Round 1	Approved	<a href="#">Issue NOC</a>
4	Basti	eg1	eg2	Brand University	Paramedical - Diploma	Round 2	Documents Issued	<a href="#">Affiliation Letter*</a> <small>*hyperlink to the affiliation letter</small>

3. The admin / government can sort / filter the list of applications by all the columns
4. The admin / government can take action on the applications whose status is 'Approved'
  - a. **For Round 1 applications:** The government issues a No Objection Certificate to the applicant by clicking on the 'Issue NOC' button. Upon clicking the button, an auto-email is triggered to the applicant with a templated NOC, sent as an attachment, alongside informing them of the next steps for Round 2 of the application. The application form for round 2 is also enabled for filling on the applicant's dashboard.
  - b. **For Round 2 applications:** The admin issues an Affiliation Letter to the applicant by clicking on the 'Issue Affiliation' button. Upon clicking the button, an auto-email is triggered to the applicant with a templated affiliation letter, sent as an attachment, alongside a list of Do's and Don'ts post gaining affiliation with UPSMF. The status of affiliation against the unique parent / child training centre code assigned to the application is also changed to 'Affiliated' in the institute registry.
5. For applications with status other than 'Approved', the admin / government can click on the hyperlinked document to view / download them

## 10. Viewing results

### User Stories

1. As a user, I can view the status of an application below the application title in the following way:

The diagram illustrates the visual representation of application statuses. It consists of two columns of cards. Each card has a title 'Application Title' and a status label in a colored arrow pointing right. The statuses shown are: New (grey), Submitted (orange), Returned (red), Resubmitted (orange), Assessment Scheduled (blue), Assessment Done (yellow), and Approved (green).

2. Upon opening any form, filled by the applicant, the applicant can view anonymised comments made on the opened form by an assessor / scrutiny committee
3. In the logged in home screen, the applicant clicks on 'Affiliation' in the toolbar menu and selects 'View Documents' from the dropdown
4. The applicant is directed to Affiliation > View Documents page where the applicant can view the list of applications made by them, in the format detailed in the following table:

#	District	Parent centre code	Child Centre Code	Institute Name	Type	Round	Status	Document Issued
1	Agra	sample1	sample2	New School of Nursing	Nursing - Diploma	Round 2	Approved	Document to be issued
2	Agra	sample1	sample2	New School of Nursing	Nursing - Diploma	Round 1	Enabled for Round 2	<a href="#">NOC</a> * <small>*hyperlink to the NOC document</small>

5. The applicant can click on the hyperlinked documents under the 'Document Issued' column of the above table and is able to view / download the document issued by the admin / government

## 11. Notifications

Notifications will be triggered for the Affiliation module in the case of following events:

#	Use Case	Event	Recipient	Type
1	User management	Creation of an user role	Admin	In-app
2	User management	Adding users to the platform	Admin & User	In-app
3	User management	Delivery of OTP based login instructions to the users by the admin	Admin & User	In-app
4	User management	Changes made to “My Profile” by the users	Applicant/ Assessors	In-app/ Mail
5	Creation of forms	Creation of tools and forms	Admin	In app/ Mail
6	Creation of forms	Assigning user roles to forms	Admin	In app
7	Form filling by applicant	Submission of application form	Applicant	In app/ Mail
8	Form filling by applicant	Reminder for submission of application form before the deadline	Applicant	In app/ Mail
9	Completion of desktop assessment	Desktop assessment completed and application verified for on-ground assessment	Admin & Applicant	In app
10	Set up assessment schedule	Creation of assessment schedule for an assessor	Admin & Assessor(s)	In app
11	On-ground assessment by the assessors	Reminder to visit X district in Y days	Assessor	In app/ Mail
12	On-ground assessment by the assessors	Submission of a form by an assessor	Assessor	In app/ Mail
13	Scrutiny of on-ground assessment reports	Approval of application by the admin / government	Admin, Government & Applicant	In app/ Mail

