

Sr No	Student Status	Action to be taken by the Student	Action to be taken by the Institute
1	Blank	<p>Student enters all his/her information(GATE, Personal and Bank Details), uploads the appropriate and required attachments and clicks on 'Submit Application' button in the Student Portal(Step 3). Student status is set to 'Verification awaited by Institute' and the student record is visible in 'PG Student Verification' Screen to the Institute.</p>	<p>Student record is created by the Institute in the Student Details Screen. The Student Id is then provided to the Student to update their details in the Student Portal (Step 3). Student records are visible in the 'Student Details' Screen to the Institute.</p>
2	Verification awaited by Institute	<p>Student can edit and update Gate, Address and Bank related information, can add new attachments but cannot edit or Delete attachments. Student clicks on 'Submit Application' button and the Student status is set to 'Verification awaited by Institute' and the student record is visible in 'PG Student Verification' Screen to the Institute.</p>	<p>Student records with the Status 'Verification awaited by Institute' is visible in 'PG Student Verification' Screen. Institute can Approve a Student record by clicking on 'Approve' button and the Student status is set to 'Student Data Verified by Institute'. Student record is then visible in 'PG Student Attendance Details' Screen to the Institute. Institute can Disapprove a Student record by clicking on 'Disapprove' button and the Student status is set to 'Data Entry Error/Disapproved' and the Student record is visible in 'PG Student Reverification' Screen. Student should then Goto Student Portal and update the correct details and click on Submit Button, student status changes to 'Verification awaited by Institute' and the Student record is visible in 'PG Student Verification' Screen to the Institute. Institute should then again Approve /Disapprove the Student.</p>

3	Student Data Verified by Institute	Student can only view his/her information and add new attachments, the student record is visible in ' PG Student Attendance Details ' Screen to the Institute.	Student record is visible in ' PG Student Attendance Details ' Screen to the Institute. Institute can create students attendance records and approve the attendance record by clicking on 'Approval for Each Month' button, if Principal/DirectorApproval= 'Approved' then attendance record status is set to ' Attendance Verified by Institute ' and ' Attendance Pending ' if Principal/DirectorApproval= 'Not Approved'.
4	Data Entry Error	Student can edit and update his/her information and can add new attachments and submit the details by clicking on 'Submit Application' button. Student status is set to ' Verification Awaited by Institute ' and the student record is visible in ' PG Student Verification ' Screen to the Institute. Kindly check comments for action to be taken.	Student record with status ' Data Entry Error ' is visible in ' PG Student Reverification ' Screen. If the student updates his/her details and submits the details on the 'Student Portal' the Student status is set to ' Verification Awaited by Institute ' and the student record is visible in ' PG Student Verification ' Screen. The Institute can Approve a Student record by clicking on 'Approve' button and the Student status is set to ' Student Data Verified by Institute ' and the Student record is visible in ' PG Student Attendance Details ' Screen. In ' PG Student Attendance Details ' screen the Institute can create students attendance records and approve the attendance records by clicking on 'Approval for Each Month' button, attendance record is set to ' Attendance Verified by Institute ' if Principal/DirectorApproval= 'Approved' and ' Attendance Pending ' if Principal/DirectorApproval= 'Not Approved'

5	<p>Data Entry Error/Disapproved</p>	<p>Student can edit and update his/her information and can add new attachments and submit the details by clicking on 'Submit Application' button. Student status is set to 'Verification Awaited by Institute' and the student record is visible in 'PG Student Verification' Screen to the Institute. Kindly check comments for action to be taken.</p>	<p>Student record with status 'Data Entry Error/Disapproved' is visible in 'PG Student Reverification' Screen. If the student updates his/her details and submits the details on the 'Student Portal' the Student status is set to 'Verification awaited by Institute' and the student record is visible in 'PG Student Verification' Screen. The Institute can Approve a Student record by clicking on 'Approve' button and the Student status is set to 'Student Data Verified by Institute' and the Student record is visible in 'PG Student Attendance Details' Screen. In 'PG Student Attendance Details' screen the Institute can create students attendance records and approve the attendance record by clicking on 'Approval for Each Month' button, attendance record is set to 'Attendance verified by Institute' if Principal/DirectorApproval= 'Approved' and 'Attendance Pending' if Principal/DirectorApproval= 'Not Approved'</p>
6	<p>Attachment/Information Update Pending by Student</p>	<p>Student can edit and update his/her information only for fields that are blank and can add new attachments and submit the details by clicking on 'Submit Application' button. Student status is set to 'Student Data Verified by Institute' and the student record is visible in 'PG Student Attendance Details' Screen to the Institute. Kindly check comments for action to be taken.</p>	<p>No action has to be taken by the Institute. When Student submits records with this status Student status is set to 'Student Data Verified by Institute' and the student record is visible in 'PG Student Attendance Details' Screen to the Institute. Institute can create and approve Attendance records. The Student details are also available to Consultant RIFD to verify Student Documents. If the documents of thh students are correct Consultant accepts documents and the document status of the student is set to 'Document Verified by RIFD'. If the documents of the Student are incorrect Consultant rejects documents and the document status of the student is set to 'Document Not Approved by RIFD', Student Status is set to 'Data Entry Error/Disapproved'.</p>

	Common Issues	Actions to be taken	
1	In Student Portal if GATEGPAT details are not populated against your GATE/GPAT exam number.	In Student Portal, clear the GATE/GPAT exam Number field and save the details. Then re-enter the Exam Type, Exam number and GATE/GPAT valid from year, this will populate all the details. You can then Submit your details.	
2	Duplicate 'GATE/GPAT Exam Number' and 'GATE/GPAT Score- Valid From' exists in the system.	In Student Portal, clear the GATE/GPAT exam Number field and GATE/GPAT Valid from Year and save the details. Then re-enter the Exam Type, Exam number and GATE/GPAT valid from year, this will populate all the details. Please enter GATE/GPAT Exam Number that is unique and does not exist in System. You can then Submit your details.	