



**SRI SIVASUBRAMANIYA NADAR COLLEGE OF
ENGINEERING**

(An Autonomous Institution)
Kalavakkam – 603 110

SELF STUDY REPORT

6.2.2.3: Institution implements e-governance in its operations.

Student Admission and Support

Submitted to

The National Assessment and Accreditation Council

February 2024

SSN Institutions

User Guide

Payment Process

22 Dec 2022

Version 0.1

1 Document Revisions

Date	Version Number	Document Changes
22/12/2022	0.1	Initial Draft

2 Approvals

Role	Name	Title	Signature	Date
Created by				
Reviewed by				
Approved by				

Contents

1 Document Revisions1

2 Approvals.....1

3 Introduction.....3

3.1 ... *Scope Summary*3

3.1.1 Primary Objectives.....3

4 Payment Process3

3 Introduction

3.1 Scope Summary

Students should be able to login to the ERP application using Active Directory ID (AD). Once logged in, the student should be able to view his/her own profile which will be pulled from the onboarding process done by the student at the time of joining. Also, the student should be able to make payment against the invoice raised against him/her.

3.1.1 Primary Objectives

- To provide students with greater flexibility to make online fee payment through payment gateway
- To generate and issue the receipt immediately after successful payment of fees

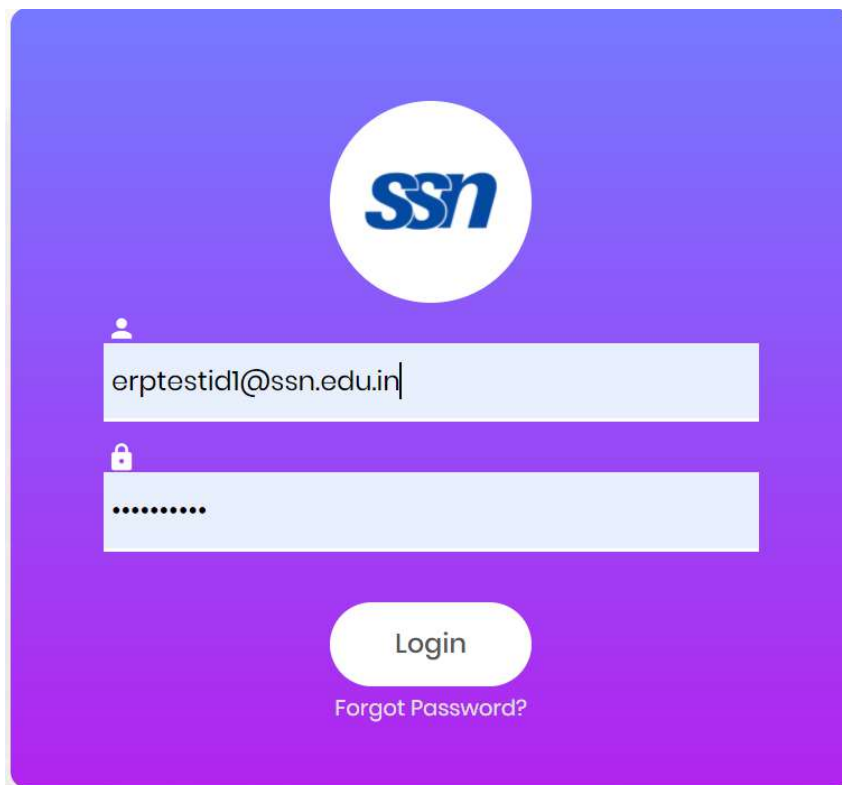
4 Payment Process

The payment of fee process is illustrated as given below

Use the below URL to access the ERP application

<https://academicerp.ssn.edu.in>

Login to ERP application using Active Directory (AD) username and password



SSN

erptestid1@ssn.edu.in

.....

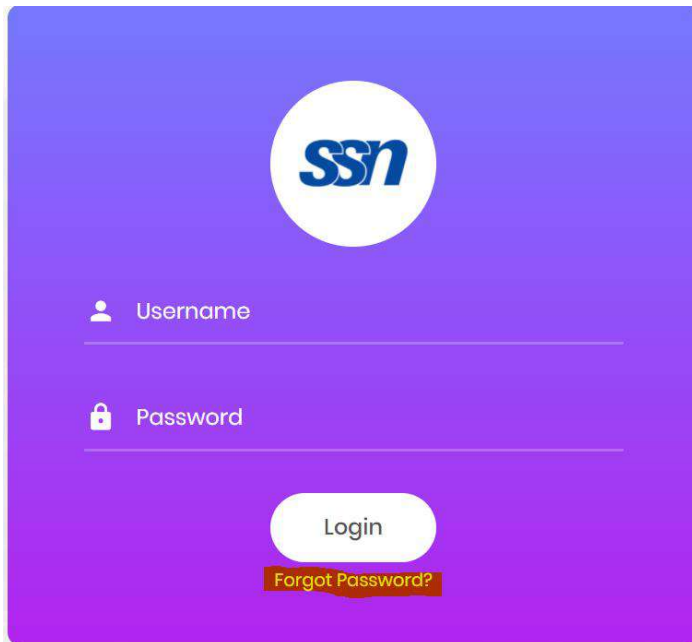
Login

[Forgot Password?](#)

SSN Payment Process

BRD

If the user, forgot the password for active directory, then click on the 'Forgot Password' link.



A login form with a purple gradient background. At the top center is the SSN logo in a white circle. Below it are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A white 'Login' button is centered below the fields. A red 'Forgot Password?' link is positioned below the 'Login' button.

The system will redirect to the below screen to reset your AD password



The SSN Digital ID Self-Service Portal interface. The header features the SSN logo and the text 'Welcome to the SSN Digital ID Self-Service Portal'. Below the header is a navigation bar with three tabs: 'Change Password', 'Forgot Password' (which is active), and 'Help'. Under the 'Forgot Password' tab, there is a section titled 'SSN DIGITAL ID Verify' with a text input field labeled 'SSN Digital ID : Type SSN Digital Id' and a red 'Submit' button. On the right side, a panel titled 'Forgot Password' shows a progress indicator for 'Step 1: SSN Digital ID Verify' and a status message 'Regenerate Password is in Progress...'.

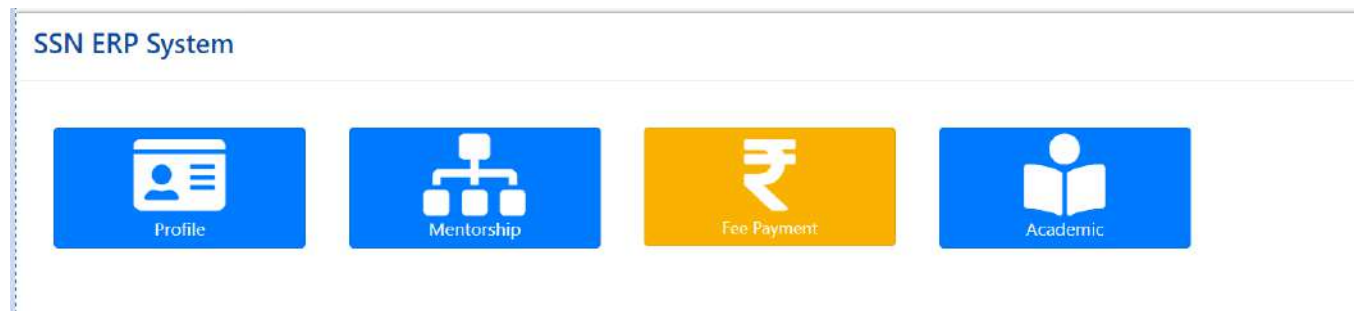
SSN Payment Process

BRD

On successful login to the ERP application using AD credentials, the system will navigate to the user's dashboard as shown below



Click on 'Payment' icon to view the invoices generated for the student



The screenshot displays the "Payment" page within the SSN ERP System. On the left is a blue sidebar with navigation links: "DashBoard", "Payment" (highlighted in orange), "Mentorship", and "Academic". The main content area has a header with the SSN logo and "SSN ERP System", and a user profile icon with the email "erptestid3@ssn.edu.in". Below the header, there is a white box showing "Due Amount 102". Underneath, there are tabs for "Invoice" and "Receipt". A yellow message box states: "Please find the below payment dues. Click on the 'Verify and pay' button to make a payment against an invoice due". This is followed by a table of payment dues:

Id	Date	Total Amount	Due Amount	Actions
IN2022-23/000001	14-NOV-2022	100	100	View Pay
IN2022-23/000003	22-DEC-2022	2	2	View Pay

Below the table, another yellow message box states: "Please find the below invoice histories." This is followed by a table of invoice histories:

Id	Date	Status	Amount	Action
IN2022-23/000002	21-DEC-2022	paid	1	View

SSN Payment Process

BRD

If there are multiple invoices generated for a student then the student should make payment one by one for each invoice by clicking on the 'Pay' button. For instance, the payment is initiated for the below highlighted invoice of INR 2

SSN

SSN ERP System

erpctestid3@ssn.edu.in

Dashboard

Payment

Mentorship

Academic

Due Amount

102

Invoice

Receipt

Please find the below payment dues. Click on the "Verify and pay" button to make a payment against an invoice due

Id	Date	Total Amount	Due Amount	Actions
IN2022-23/000001	14-NOV-2022	100	100	View Pay
IN2022-23/000003	22-DEC-2022	2	2	View Pay

Please find the below invoice histories.

Id	Date	Status	Amount	Action
IN2022-23/000002	21-DEC-2022	paid	1	View

On clicking on the 'Pay' button the screen will redirect to payment details screen

SSN

SSN ERP System

erpctestid3@ssn.edu.in

Dashboard

Payment

Mentorship

Academic

Your payment details

Invoice Id

IN2022-23/000003

Order Id

order_KuowChHAXcfIKd

Amount

2

*No Additional Charges Will Be Incurred For Any Mode Of Payment

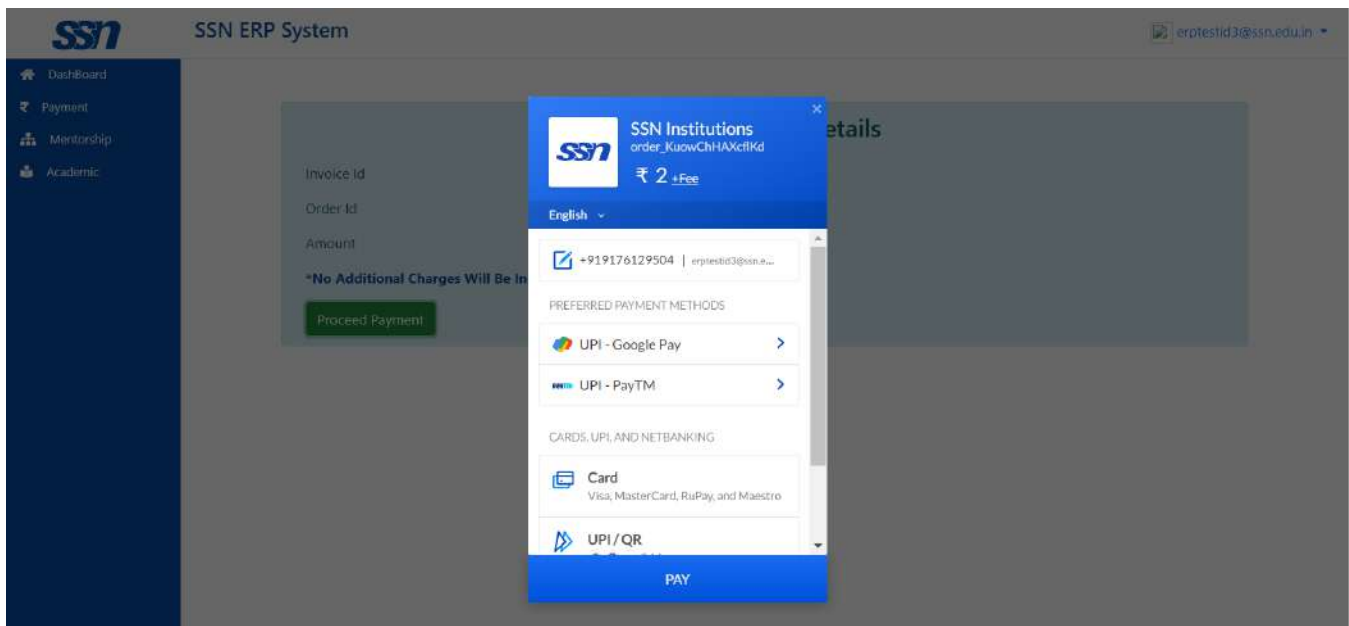
Proceed Payment

Cancel

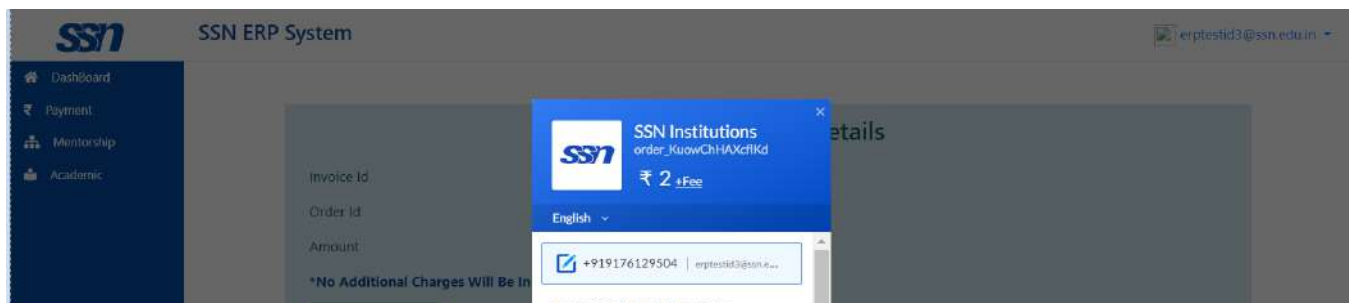
SSN Payment Process

BRD

Click on the 'Proceed Payment' button and the screen will redirect to payment gateway screen



User may click on the mobile number field and enter the mobile number and email address for reference as shown below and click on proceed



SSN Payment Process

BRD

The screenshot shows the SSN ERP System interface. On the left is a dark blue sidebar with navigation links: Dashboard, Payment, Mentorship, and Academic. The main content area has a grey background. A modal window titled "SSN Institutions" is open, displaying "order_KuowCHtIAxctfKd" and a fee of "₹ 2 +Fee". Below this, there are input fields for "Country" (set to +91), "Phone Number" (9999999999), and "Email" (erptestid3@ssn.edu.in). A green "Proceed Payment" button is visible in the background. At the bottom of the modal, it states "This payment is secured by Razorpay." and has a blue "PROCEED" button.

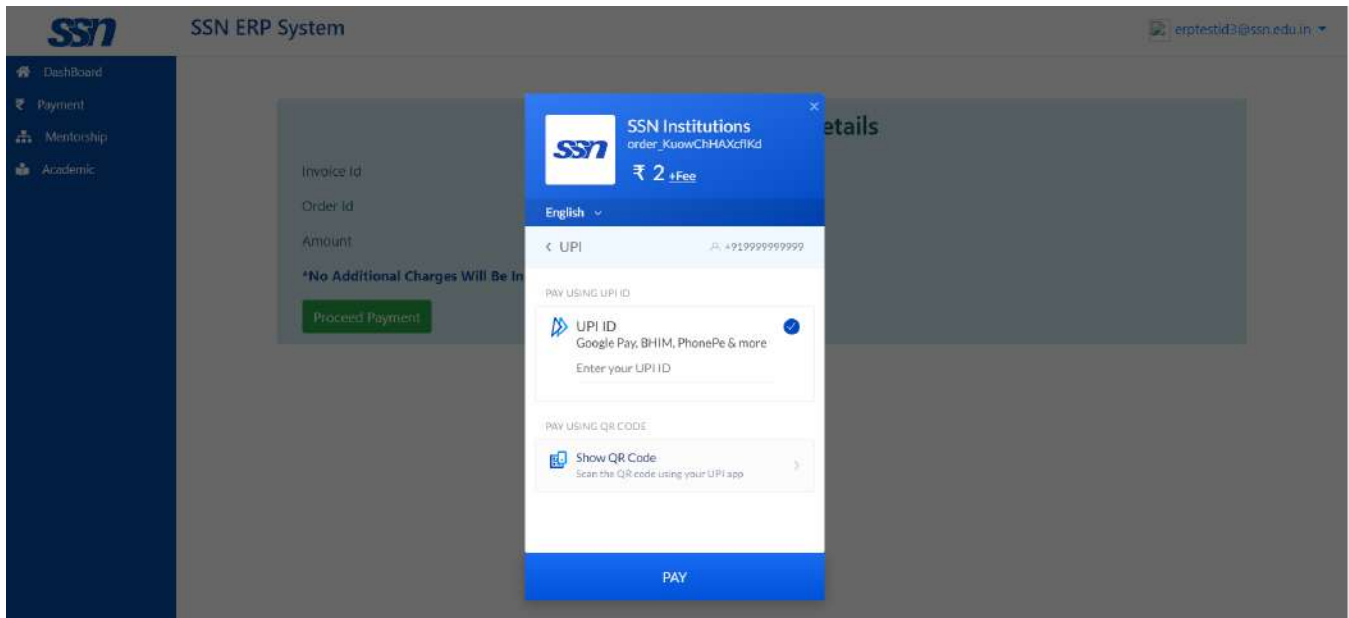
Following payment modes will be displayed and user may select the payment mode of their choice

This screenshot shows the same SSN ERP System interface, but the modal window now displays a list of "PREFERRED PAYMENT METHODS". The methods are categorized into "UPI - Google Pay", "UPI - PayTM", "CARDS, UPI, AND NETBANKING", "Card" (listing Visa, MasterCard, RuPay, and Maestro), "UPI / QR" (with a "More" link), and "Netbanking" (listing "All Indian banks"). The background elements, including the sidebar and the "Proceed Payment" button, remain the same.

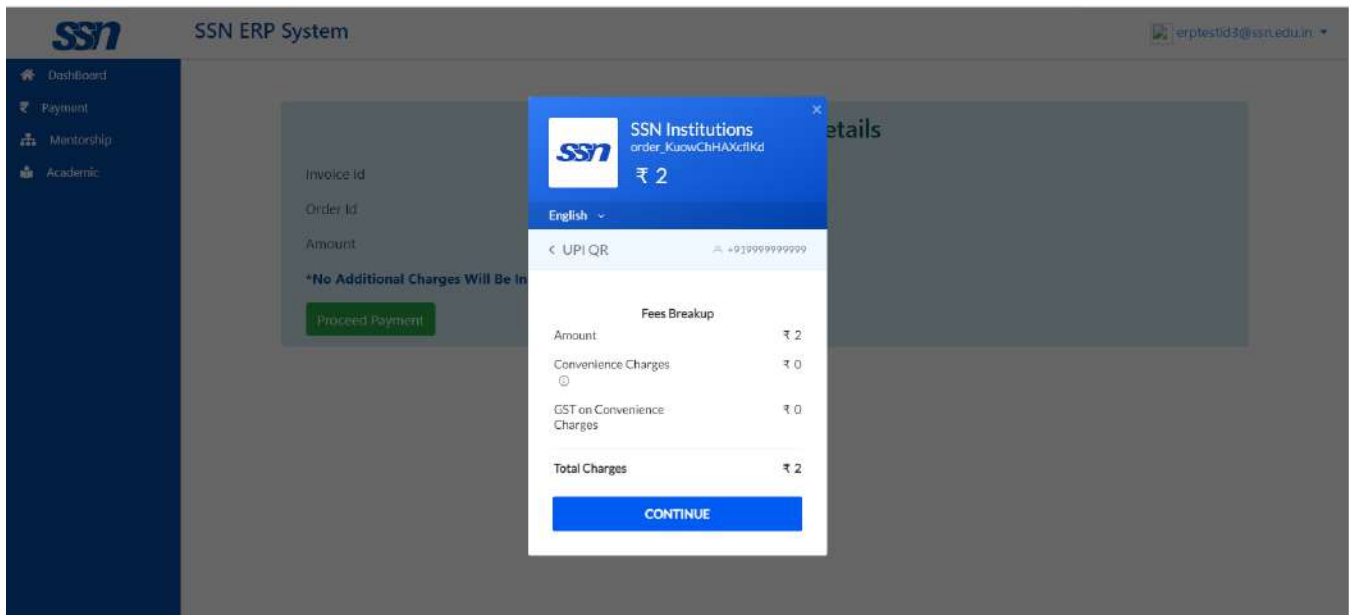
SSN Payment Process

BRD

For illustration purpose, UPI/QR is selected for making the payment. The payment gateway screen will have the below 2 options for making the payment



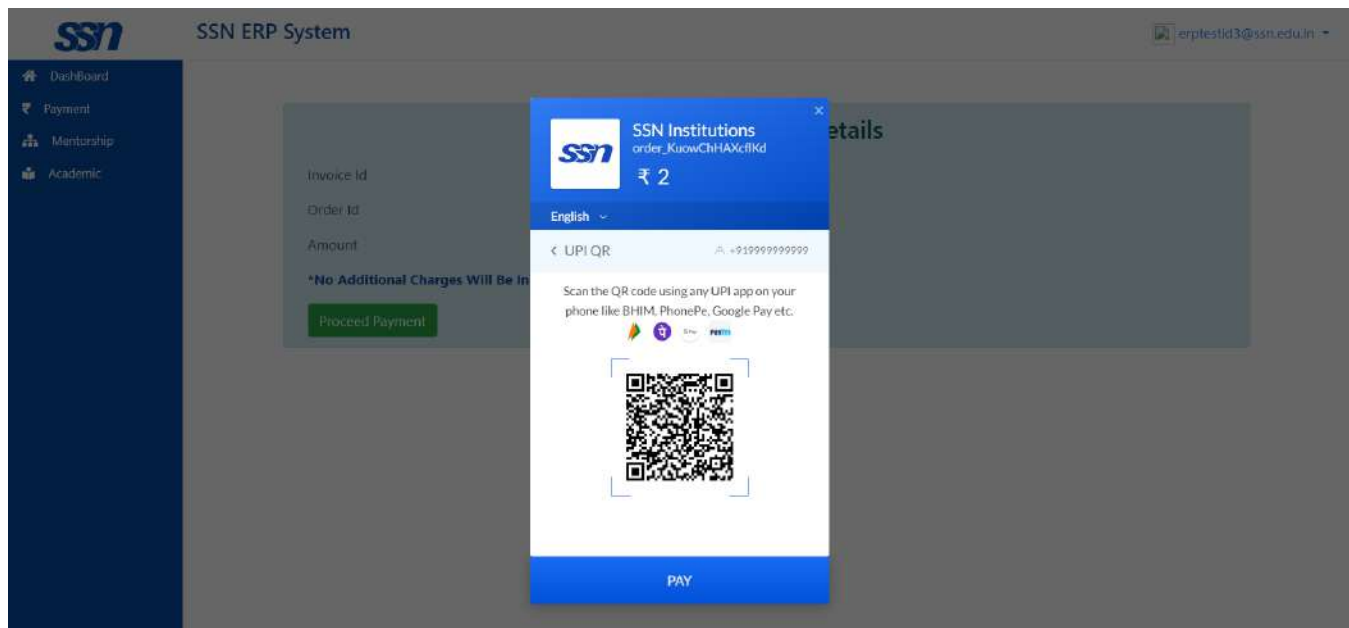
The 'Show QR Code' is selected for illustration purpose and the payment gateway screen will show the breakup of the fee to be paid



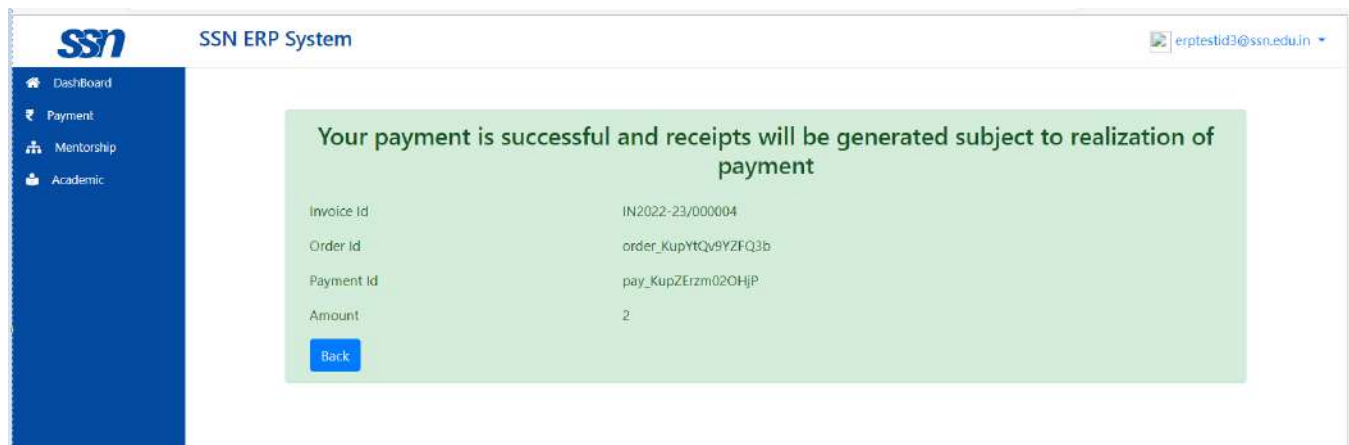
SSN Payment Process

BRD

Click on 'Continue' and the payment gateway screen will generate a QR code for the invoice amount of INR 2



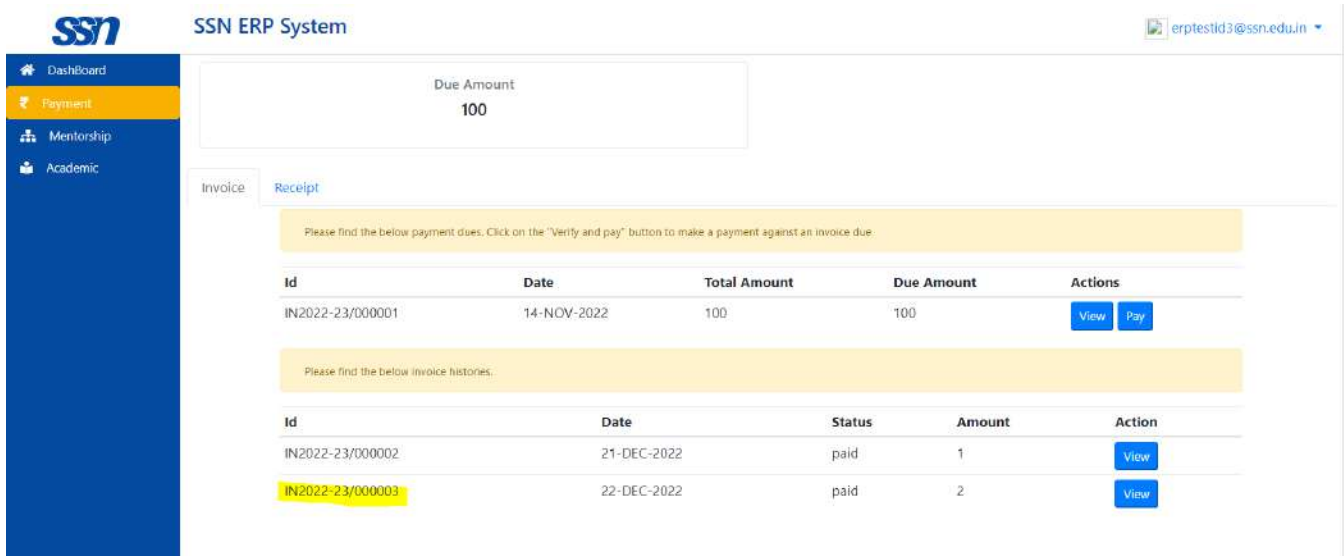
Scan the QR to make the payment. Once the payment is successful, the system will display the below message



SSN Payment Process

BRD

Click on 'Back' button and the screen will navigate to the list of invoice page. The invoice for which the payment is made, is now moved to the history list as shown below



SSN ERP System

Due Amount
100

Invoice Receipt

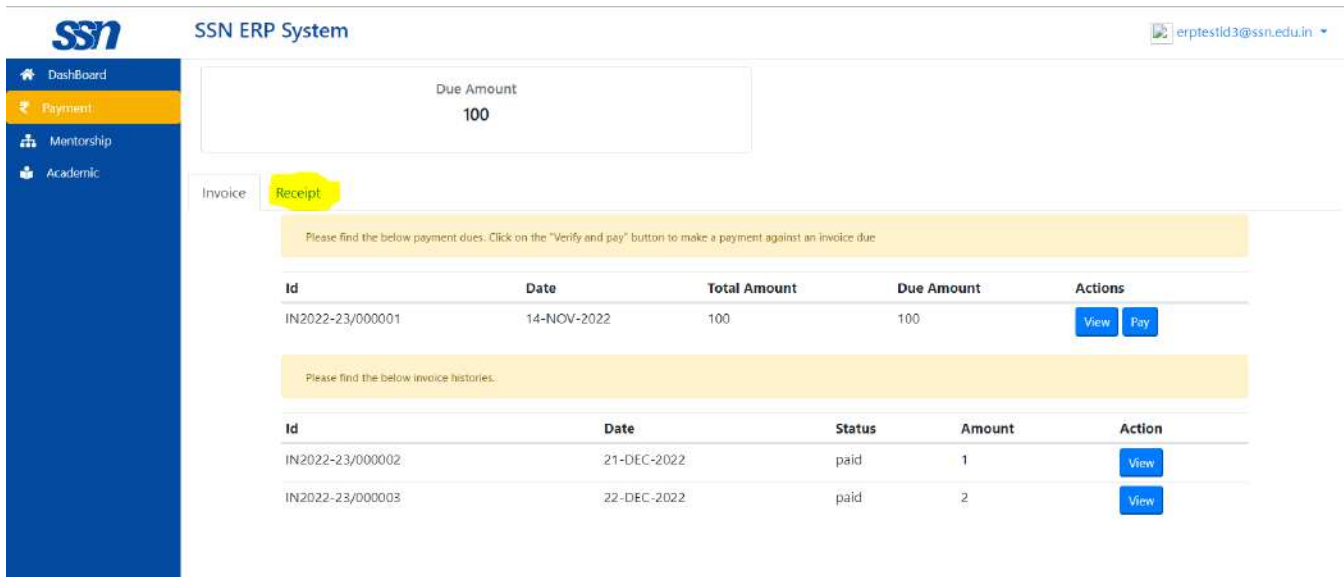
Please find the below payment dues. Click on the "Verify and pay" button to make a payment against an invoice due.

Id	Date	Total Amount	Due Amount	Actions
IN2022-23/000001	14-NOV-2022	100	100	View Pay

Please find the below invoice histories.

Id	Date	Status	Amount	Action
IN2022-23/000002	21-DEC-2022	paid	1	View
IN2022-23/000003	22-DEC-2022	paid	2	View

Click on the 'Receipt' tab to view and download the receipt for the payments made



SSN ERP System

Due Amount
100

Invoice Receipt

Please find the below payment dues. Click on the "Verify and pay" button to make a payment against an invoice due.

Id	Date	Total Amount	Due Amount	Actions
IN2022-23/000001	14-NOV-2022	100	100	View Pay

Please find the below invoice histories.

Id	Date	Status	Amount	Action
IN2022-23/000002	21-DEC-2022	paid	1	View
IN2022-23/000003	22-DEC-2022	paid	2	View

SSN Payment Process

BRD

SSN

SSN ERP System

erpctestid3@ssn.edu.in

Dashboard

Payment

Mentorship

Academic

Due Amount

100

Invoice

Receipt

Please find the below list of receipts for your payment. Kindly note that these provisional receipts are subject to realization of payment.

Id	Date	Amount	Mode	Action
R2022-23/008306	21-DEC-2022	1	Razorpay	View
R2022-23/008307	22-DEC-2022	2	Razorpay	View

Click on 'View' button to view the receipt

SSN

SSN ERP System

erpctestid3@ssn.edu.in

Dashboard

Payment

Mentorship

Academic

Due Amount

100

Invoice

Receipt

Please find the below list of receipts for your payment. Kindly note that these provisional receipts are subject to realization of payment.

Id	Date	Amount	Mode	Action
R2022-23/008306	21-DEC-2022	1	Razorpay	View
R2022-23/008307	22-DEC-2022	2	Razorpay	View

SSN Payment Process

BRD

The screenshot shows the SSN ERP System interface. A modal window titled 'R2022-23/008307' is displayed, showing a receipt for SSN College of Engineering. The receipt includes the college's logo, name, address, and contact information. It also displays the receipt number, date, and a table of payment details.

SSN College of Engineering			
Rajiv Gandhi Salai (OMR), Kalavakkam Chengalpattu-603110 Ph No.: +91 44 24414276, 24411656 PAN: AAATS2240Q GST Number: 33AAATS2240Q1ZD			
RECEIPT # R2022-23/008307 Receipt Date 22-DEC-2022			
Receipt To Sample name B.Tech Information Technology Management - General 2021-2025			
Payment Mode	Online	Payment Type	Razorpay
Bank Name / Payment Gateway	Razorpay	DD/CHQ/PMT REF NO	pay_KupH3ZpZ8wHg22
Date(DD/CHQ)	22-DEC-2022	Amount Revd (Rs.)	2.0
Deposit To	AxisBank	Balance Amount	0
Applied Amount	2		

Buttons: Download, Close

Click on 'Download' button to download the receipt as pdf

This screenshot is similar to the previous one, but it includes a 'Downloads' notification window in the top right corner. The notification shows that the file 'R2022-23_008307.pdf' has been downloaded and provides links to 'Open file' and 'See more'.

SSN College of Engineering			
Rajiv Gandhi Salai (OMR), Kalavakkam Chengalpattu-603110 Ph No.: +91 44 24414276, 24411656 PAN: AAATS2240Q GST Number: 33AAATS2240Q1ZD			
RECEIPT # R2022-23/008307 Receipt Date 22-DEC-2022			
Receipt To Sample name B.Tech Information Technology Management - General 2021-2025			
Payment Mode	Online	Payment Type	Razorpay
Bank Name / Payment Gateway	Razorpay	DD/CHQ/PMT REF NO	pay_KupH3ZpZ8wHg22
Date(DD/CHQ)	22-DEC-2022	Amount Revd (Rs.)	2.0
Deposit To	AxisBank	Balance Amount	0
Applied Amount	2		

Buttons: Download, Close

Downloads notification: R2022-23_008307.pdf, Open file, See more

Thanks, you may

SSN Institutions

User Guide

Mentoring Process

03 March 2022

Version 0.1

1 Document Revisions

Date	Version Number	Document Changes
03/03/2022	0.1	Initial Draft

2 Approvals

Role	Name	Title	Signature	Date
Created by				
Reviewed by				
Approved by				

Contents

1 Document Revisions1

2 Approvals.....1

3 Introduction.....3

3.1 ... *Project Summary*3

3.1.1 Primary Objectives.....3

4 Business Process Flow Overview3

5 Mentor Login4

3 Introduction

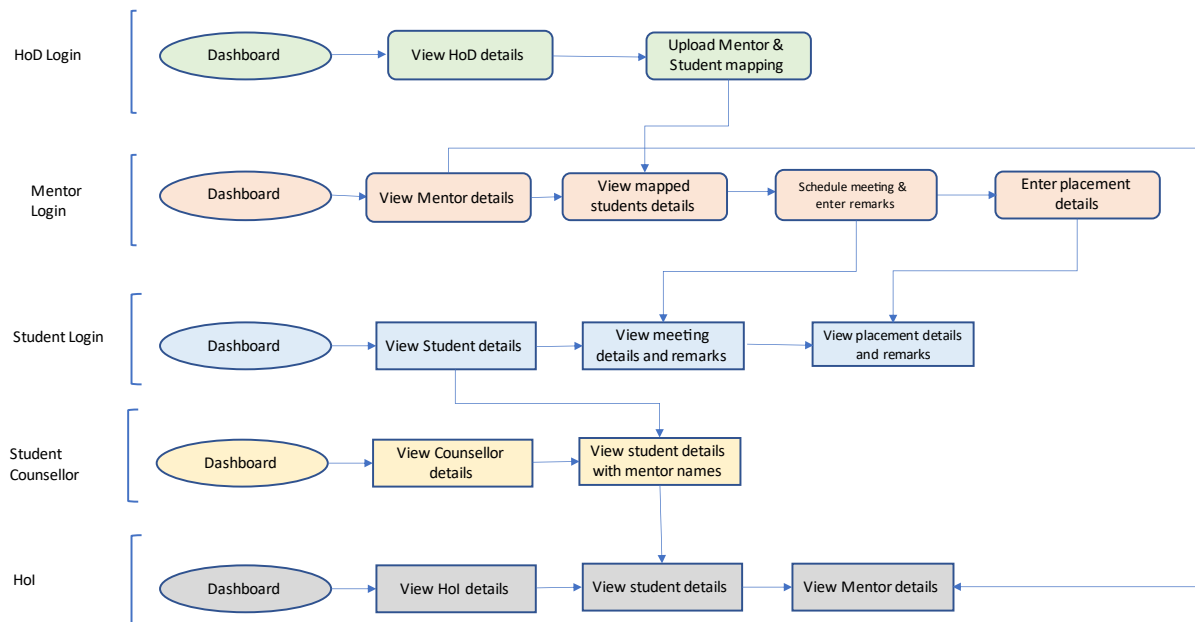
3.1 Project Summary

SSN college of Engineering (SSN) is one of the leading professional educational institution in India. SSN offers various streams of engineering programs. Apart from providing best in class carrier education, SSN also cares about students visions and ideologies. Thus, SSN has a mentorship program where the students will be assigned to a mentor who guides the students to accomplish their vision. The mentorship maintains a constant relationship between the faculty and the students and it helps the mentors to closely monitor the students and helps to provide the support they need during all the semesters. If required, a mentor can refer a student to a counselor for betterment of his / her inner strength

3.1.1 Primary Objectives

- To provide students with greater flexibility to view the academic performance, mentor meetings & remarks which helps to nurture the students
- To provide HoDs (Head of Department) to manually map or bulk upload of mentor and students mapping and should be able to view their profile, details of mentor and mentees
- To enable Mentors to view the assigned students details and capture meeting timings and to enter remarks. The mentor should be able to view their profile, details of their mentees
- To enable student counsellor to view the student details and the mentor names assigned for them
- To enable Head of Institution (Hol) to view the student and mentor details

4 Business Process Flow Overview



5 Mentor Login

A mentor will be assigned for a group of students. The mentor and the students assigned to that mentor will belong to the same department. Mentors should be able to login to the ERP application using Active Directory ID (AD). Once logged in, the mentor should be able to view his/her profile which will be pulled from AD. Also, the mentor should be able to see the list of mentees assigned to him/her by the HoD. When the mentor selects a mentee then a dashboard should be presented where the mentor can manage the mentee details.

The Mentor's view and roles are described in the below steps

Step 1

User the below URL to access the ERP application

<https://academicerp.ssn.edu.in>

Step 2

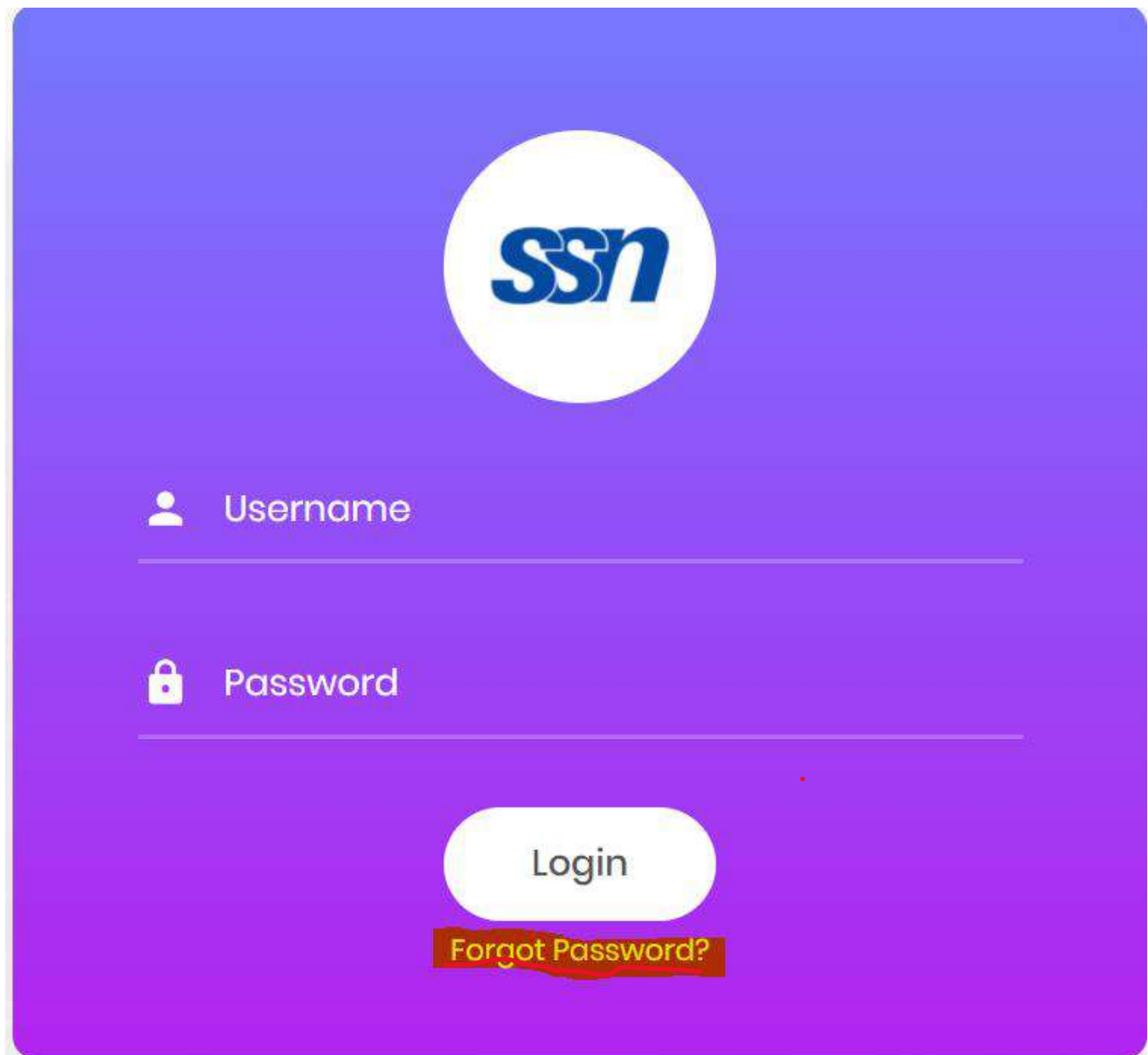
Login to ERP application using Active Directory (AD) username and password



The screenshot shows the login interface of the SSN ERP application. It features a purple gradient background. At the top center is the SSN logo. Below the logo are two input fields: the first for the username 'erptestid2@ssn.edu.in' and the second for the password, represented by dots. A 'Login' button is at the bottom, with a 'Forgot Password?' link below it.

Step 3

If the user, forgot the password for active directory, then click on the 'Forgot Password' link.



The image shows a login form for the SSN Mentoring Process. It features a purple gradient background. At the top center is a white circle containing the blue 'ssn' logo. Below the logo are two input fields: the first is labeled 'Username' with a person icon, and the second is labeled 'Password' with a lock icon. Both fields have horizontal lines indicating where to enter text. Below these fields is a white rounded rectangular button labeled 'Login'. At the bottom center, there is a red rectangular button with the text 'Forgot Password?' in yellow.

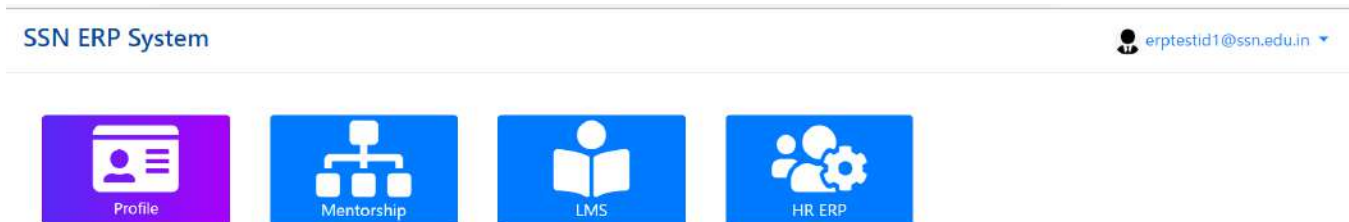
Step 4

The system will redirect to the below screen to reset your AD password

The screenshot displays the 'SSN Digital ID Self-Service Portal'. At the top, there's a header with the SSN logo and the text 'Welcome to the SSN Digital ID Self-Service Portal'. Below this, a row of links includes 'SNF HR ERP', 'SSN ERP', 'SSN LMS', 'SSN Library', 'SSN Mail', 'SSN Web', and 'SSN Intranet'. A navigation bar contains three buttons: 'Change Password', 'Forgot Password' (which is highlighted), and 'Help'. The main content area is titled 'SSN DIGITAL ID Verify' and features a form with a label 'SSN Digital ID :', a text input field containing 'Type SSN Digital Id', and an orange 'Submit' button. On the right side, a sidebar titled 'Forgot Password' shows '→ Step 1' and 'SSN Digital ID Verify'. A message at the bottom of the sidebar states 'Regenerate Password is in Progress..'

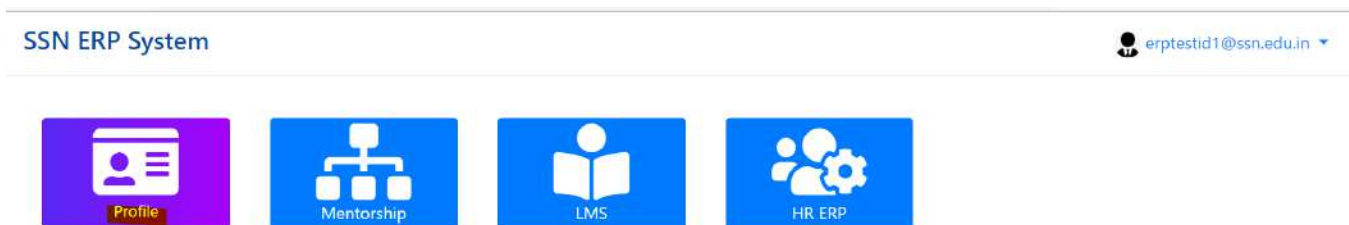
Step 5

On successful login to the ERP application using AD credentials, the system will navigate to the user's dashboard as shown below



Step 6

Click in 'Profile' icon to view the user's profile details as per the AD



 SSN ERP System

erptestid2@ssn.edu.in

Dashboard
Mentorship
LMS
HR ERP

Welcome, Test Mentor

Personal Info

Name as in Aadhar	Test Mentor
Aadhar / Passport Number	111111111111
First name	Test
Last name	Mentor
Department	Information Technology
Mobile	9176129504
Designation	Assistant professor
Digi Id	erptestid2@ssn.edu.in
Employee Id	20200439
Postal Code	603105
Postal Address	SSN College of Engineering

Step 7

Click on 'Dashboard' and the system will navigate back to dashboard screen.

 SSN ERP System

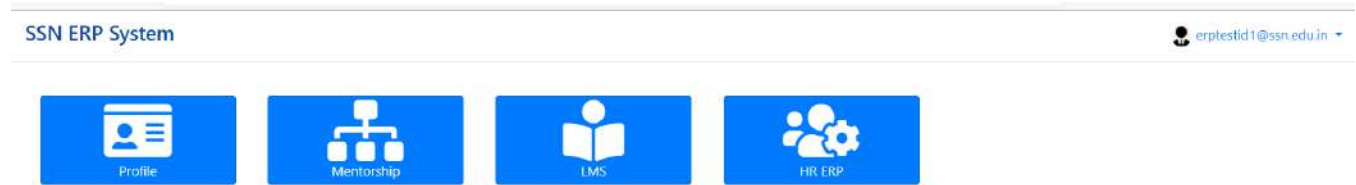
erptestid2@ssn.edu.in

Dashboard
Mentorship
LMS
HR ERP

Welcome, Test Mentor

Personal Info

Name as in Aadhar	Test Mentor
Aadhar / Passport Number	111111111111
First name	Test
Last name	Mentor
Department	Information Technology
Mobile	9176129504
Designation	Assistant professor
Digi Id	erptestid2@ssn.edu.in
Employee Id	20200439
Postal Code	603105
Postal Address	SSN College of Engineering



Step 8

Click on 'Mentorship' icon and the system will navigate to mentorship module and displays the number of mentees mapped by the department HoD for the logged in mentor



The screenshot shows the SSN ERP System Mentorship module. On the left is a sidebar with 'Dashboard', 'Mentorship', 'LMS', and 'HR ERP'. The 'Mentorship' option is selected. The main area shows a table of 10 students. At the top, it says 'SSN ERP System' and 'erptestid2@ssn.edu.in'. Below this is a search bar and a 'Show 10 entries' dropdown. The table has columns: S.No, Unique ID, Student Name, Program, and Batch. The bottom of the table shows 'Showing 1 to 10 of 412 entries' and a pagination bar with 'Previous', '1', '2', '3', '4', '5', '...', '42', and 'Next'.

S.No	Unique ID	Student Name	Program	Batch
1	185002089	SNEHA S	B.Tech Information Technology	2018-2022
2	1910135	GOWTHAM PRAKASH S	B.Tech Information Technology	2019-2023
3	1910365	ABHISHEK KUMAR YADAV	B.Tech Information Technology	2019-2023
4	185002033	HARSHAVARDHINI G	B.Tech Information Technology	2018-2022
5	185002055	MADHUMITA L	B.Tech Information Technology	2018-2022
6	185002015	ARUN K S	B.Tech Information Technology	2018-2022
7	2010982	Saravanan J	B.Tech Information Technology	2020-2024
8	2012024	Ashuthosh	B.Tech Information Technology	2020-2024
9	185002089	SARAVANAN V	B.Tech Information Technology	2018-2022
10	2010629	Rahith S	B.Tech Information Technology	2020-2024

Step 9

When the Mentor clicks on any one of the students, then system will navigate to that student's mentorship page and defaults on the 'Profile' tab

SSN ERP System

Student Name : MONESH KUMAR V A Mentor Name : Test Mentor

Profile Self Assessment Goals & Challenges Academic Profile Meeting Other Activities

MONESH KUMAR V A

Personal Info +

Admission Details +

Academic Details +

Address +

Parents / Guardian Details +

Step 10

There will be 5 sections and when HoD click on each section, then the system will expand show the details under each section as illustrated below

SSN ERP System

Student Name : MONESH KUMAR V A Mentor Name : Test Mentor

Profile Self Assessment Goals & Challenges Academic Profile Meeting Other Activities

MONESH KUMAR V A

Personal Info

Name as in Aadhar	MONESH KUMAR V A
Aadhar / Passport Number	8103189817
Registration	MONESH
Last Name	KUMAR
Batch	2021-2025
School	moneshm@gmail.com
Mobile Number	9443333333
Blood Group	O+ve
Date of Birth	2003-09-24
Gender	Male
Nationality	INDIAN
Religion	HINDUISM
Differently Abled	No
Type of Disability	NA
Community Category	SC
Marital Status	Unmarried

Admission Details +

Academic Details +

Address +

SSN Mentoring Process

BRD

SSN

Dashboard

Mentorship

IMS

HR ERP

SSN ERP System

erpstudent@ssn.edu.in

Student Name : MONESH KUMAR V A Mentor Name : Test Mentor

Profile Self Assessment Goals & Challenges Academic Profile Meeting Other Activities

MONESH KUMAR V A

Personal Info

Admission Details

Academic Details

Address

Parents / Guardian Details

Program Name	B.E Mechanical Engineering
Associated department	Mechanical Engineering
Mode of Admission	Management
Admission Category	General
Home / Day scholar	Home
Room / Bio-Route	Shared room

SSN

Dashboard

Mentorship

IMS

HR ERP

SSN ERP System

erpstudent@ssn.edu.in

Student Name : MONESH KUMAR V A Mentor Name : Test Mentor

Profile Self Assessment Goals & Challenges Academic Profile Meeting Other Activities

MONESH KUMAR V A

Personal Info

Admission Details

Academic Details

Address

Parents / Guardian Details

School Address	SSNHS SCHOOL, HOSSUR, HOSSUR, TAMIL NADU
Year of passing 12th class	2021
12th year board	CBSE
Cut Off marks in 12th class	80

https://erp-test.ssn.edu.in/#/facMentorship

BRD

SSN ERP System

ngptester1@ssn.edu.in

Student Name : MONESH KUMAR V A
Mentor Name :
Test Mentor

Profile
Self Assessment
Goals & Challenges
Academic Profile
Meeting
Other Activities

MONESH KUMAR V A

Personal Info								
Admission Details								
Academic Details								
Address								
Parents / Guardian Details								
<table style="width: 100%;"> <tr> <th colspan="2">Father Details</th> </tr> <tr> <td>Occupation/Degregation</td> <td>VJANNA SUTRANT - JAGGULLU20197vjansua@gmail.com Lecturer/Hospital Professor</td> </tr> <tr> <td>Annual Income</td> <td>\$- \$4krs</td> </tr> </table>			Father Details		Occupation/Degregation	VJANNA SUTRANT - JAGGULLU20197vjansua@gmail.com Lecturer/Hospital Professor	Annual Income	\$- \$4krs
Father Details								
Occupation/Degregation	VJANNA SUTRANT - JAGGULLU20197vjansua@gmail.com Lecturer/Hospital Professor							
Annual Income	\$- \$4krs							
<table style="width: 100%;"> <tr> <th colspan="2">Mother Details</th> </tr> <tr> <td>Occupation/Degregation</td> <td>AJIBSAPADU-03402440334aribansapadu@gmail.com Teacher/School Teacher</td> </tr> <tr> <td>Annual Income</td> <td>\$- \$4krs</td> </tr> </table>			Mother Details		Occupation/Degregation	AJIBSAPADU-03402440334aribansapadu@gmail.com Teacher/School Teacher	Annual Income	\$- \$4krs
Mother Details								
Occupation/Degregation	AJIBSAPADU-03402440334aribansapadu@gmail.com Teacher/School Teacher							
Annual Income	\$- \$4krs							
<table style="width: 100%;"> <tr> <th colspan="2">Guardian Details</th> </tr> <tr> <td>Occupation/Degregation</td> <td>N/A/N/A/N/A</td> </tr> <tr> <td>Annual Income</td> <td>N/A</td> </tr> </table>			Guardian Details		Occupation/Degregation	N/A/N/A/N/A	Annual Income	N/A
Guardian Details								
Occupation/Degregation	N/A/N/A/N/A							
Annual Income	N/A							

Step 11

Click on the 'Self-Assessment' tab to view the questioners answered by the student

The screenshot displays the SSN ERP System interface. On the left is a purple sidebar with navigation links: Dashboard, Mentorship, LMS, and HR ERP. The main content area has a header 'SSN ERP System' and a user profile 'erptestid1@ssn.edu.in'. Below the header, the student's name 'MONESH KUMAR V A' and mentor's name 'Test Mentor' are shown. A tabbed interface includes 'Profile', 'Self Assessment' (highlighted), 'Goals & Challenges', 'Academic Profile', 'Meeting', and 'Other Activities'. Under the 'Self Assessment' tab, a list of assessment questions and answers is displayed:

Question	Answer
1. Briefly tell me about yourself and your dreams about future?	
03-03-2022	sample answer for q1
03-03-2022	sample test anseswe
03-03-2022	sample answer
03-03-2022	test answer for question 1
03-03-2022	test answer for question 1
28-02-2022	test answer for Q1 4
28-02-2022	test answer for Q1 3
28-02-2022	test answer for Q1 2
28-02-2022	test ans
2. How is your relationship with your parents/siblings/relatives?	
3. Who is the person in your life to whom you are the closest?	

 SSN ERP System  erptestid1@ssn.edu.in

[Dashboard](#)
[Mentorship](#)
[LMS](#)
[HR ERP](#)

Student Name : MONESH KUMAR V A Mentor Name : Test Mentor

[Profile](#) [Self Assessment](#) [Goals & Challenges](#) [Academic Profile](#) [Meeting](#) [Other Activities](#)

2. How is your relationship with your parents/siblings/relatives?

3. Who is the person in your life to whom you are the closest?

4. What motivates you in life?

5. What area of life would you like to improve with the help of mentor?

6. What do you like to do in your spare time?

7. Do you have any problems that might prevent you from meeting your mentor?

8. What are the extra curricular activities in which you participate?

9. Have you thought about beyond a degree in graduation

10. What do you like most about yourself?

11. What do others like most about you?

12. Whom do you admire or who is your idol / role model in life?

Step 12

Click on the 'Goals & Challenges' tab to enter the goals and challenges for the mentee

 SSN ERP System  erptestid2@ssn.edu.in

[Dashboard](#)
[Mentorship](#)
[LMS](#)
[HR ERP](#)

Student Name : GOWTHAM PRAKASH S Mentor Name : Sandanakaruppan Ammavasai

[Profile](#) [Self Assessment](#) [Goals & Challenges](#) [Academic Profile](#) [Meeting](#) [Other Activities](#)

Goals Grid

Domain	Goal	Plan of action	Edit
Acquire (Don't have, but want)	NA	NA	
Eliminate (Have but Don't want)	NA	NA	
Avoid (Don't have and Don't want)	NA	NA	
Sustain (Have and want)	NA	NA	

Challenges and Sources of Support:

Domain	Challenges	Sources of support	Edit
Academic	NA	NA	
Relationship	NA	NA	

Step 13

To enter the goal, click on the edit icon against a domain and enter the details as illustrated below

SSN ERP System erptestid2@ssn.edu.in

Student Name : GOWTHAM PRAKASH S Mentor Name : Sandanakaruppan Ammavasai

Profile Self Assessment Goals & Challenges Academic Profile Meeting Other Activities

Goals Grid

Domain	Goal	Plan of action	Edit
Acquire (Don't have, but want)	NA	NA	
Eliminate (Have but Don't want)	NA	NA	
Avoid (Don't have and Don't want)	NA	NA	
Sustain (Have and want)	NA	NA	

Challenges and Sources of Support:

Domain	Challenges	Sources of support	Edit
Academic	NA	NA	
Relationship	NA	NA	

SSN ERP System erptestid2@ssn.edu.in

Student Name : GOWTHAM PRAKASH S Mentor Name : Sandanakaruppan Ammavasai

Profile Self Assessment Goals & Challenges Academic Profile Meeting Other Activities

Goals Grid

Domain	Goal	Plan of action	Edit
Acquire (Don't have, but want)	Good Communication Skills	To undergo training	 
Eliminate (Have but Don't want)	NA	NA	
Avoid (Don't have and Don't want)	NA	NA	
Sustain (Have and want)	NA	NA	

Challenges and Sources of Support:

Domain	Challenges	Sources of support	Edit
Academic	NA	NA	
Relationship	NA	NA	

Step 14

Save the details by clicking on the tick icon

SSN ERP System

erptestid2@ssn.edu.in

Dashboard
Mentorship
LMS
HR ERP

Student Name : GOWTHAM PRAKASH S
Mentor Name : Sandanakaruppan Ammavasai

Profile
Self Assessment
Goals & Challenges
Academic Profile
Meeting
Other Activities

Goals Grid

Domain	Goal	Plan of action	Edit
Acquire (Don't have, but want)	Good Communication Skills	To undergo training	☒ ☐
Eliminate (Have but Don't want)	NA	NA	☐
Avoid (Don't have and Don't want)	NA	NA	☐
Sustain (Have and want)	NA	NA	☐

Challenges and Sources of Support:

Domain	Challenges	Sources of support	Edit
Academic	NA	NA	☐
Relationship	NA	NA	☐

SSN ERP System

erptestid2@ssn.edu.in

Dashboard
Mentorship
LMS
HR ERP

Student Name : GOWTHAM PRAKASH S
Mentor Name : Sandanakaruppan Ammavasai

Profile
Self Assessment
Goals & Challenges
Academic Profile
Meeting
Other Activities

Goals Grid

Domain	Goal	Plan of action	Edit
Acquire (Don't have, but want)	Good Communication Skills	To undergo training	☐
Eliminate (Have but Don't want)	NA	NA	☐
Avoid (Don't have and Don't want)	NA	NA	☐
Sustain (Have and want)	NA	NA	☐

Challenges and Sources of Support:

Domain	Challenges	Sources of support	Edit
Academic	NA	NA	☐
Relationship	NA	NA	☐

Step 15

As mentioned in step 13 and step 14, enter the challenges details as illustrated below

SSN ERP System erptestid2@ssn.edu.in

Student Name : GOWTHAM PRAKASH S Mentor Name : Sandanakaruppan Ammavasai

Profile Self Assessment Goals & Challenges Academic Profile Meeting Other Activities

Eliminate (Have but Don't want)	NA	NA	
Avoid (Don't have and Don't want)	NA	NA	
Sustain (Have and want)	NA	NA	

Challenges and Sources of Support:

Domain	Challenges	Sources of support	Edit
Academic	NA	NA	
Relationship	NA	NA	
Health	NA	NA	
Financial	NA	NA	

SSN ERP System erptestid2@ssn.edu.in

Student Name : GOWTHAM PRAKASH S Mentor Name : Sandanakaruppan Ammavasai

Profile Self Assessment Goals & Challenges Academic Profile Meeting Other Activities

Eliminate (Have but Don't want)	NA	NA	
Avoid (Don't have and Don't want)	NA	NA	
Sustain (Have and want)	NA	NA	

Challenges and Sources of Support:

Domain	Challenges	Sources of support	Edit
Academic	Difficult to understand the subject	Addition monitoring required	
Relationship	NA	NA	
Health	NA	NA	
Financial	NA	NA	


SSN ERP System
erptestid2@ssn.edu.in

Dashboard
Mentorship
LMS
HR ERP

Student Name : GOWTHAM PRAKASH S
Mentor Name : Sandanakaruppan Ammavasal

Profile | Self Assessment | Goals & Challenges | **Academic Profile** | Meeting | Other Activities

Eliminate (Have but Don't want)	NA	NA	
Avoid (Don't have and Don't want)	NA	NA	
Sustain (Have and want)	NA	NA	

Challenges and Sources of Support:

Domain	Challenges	Sources of support	Edit
Academic	Difficult to understand the subject	Addition monitoring required	
Relationship	NA	NA	
Health	NA	NA	
Financial	NA	NA	

Step 16

Click on the 'Academic Profile' tab to view the academic details uploaded by the CoE for that mentee


SSN ERP System
erptestid1@ssn.edu.in

Dashboard
Mentorship
LMS
HR ERP

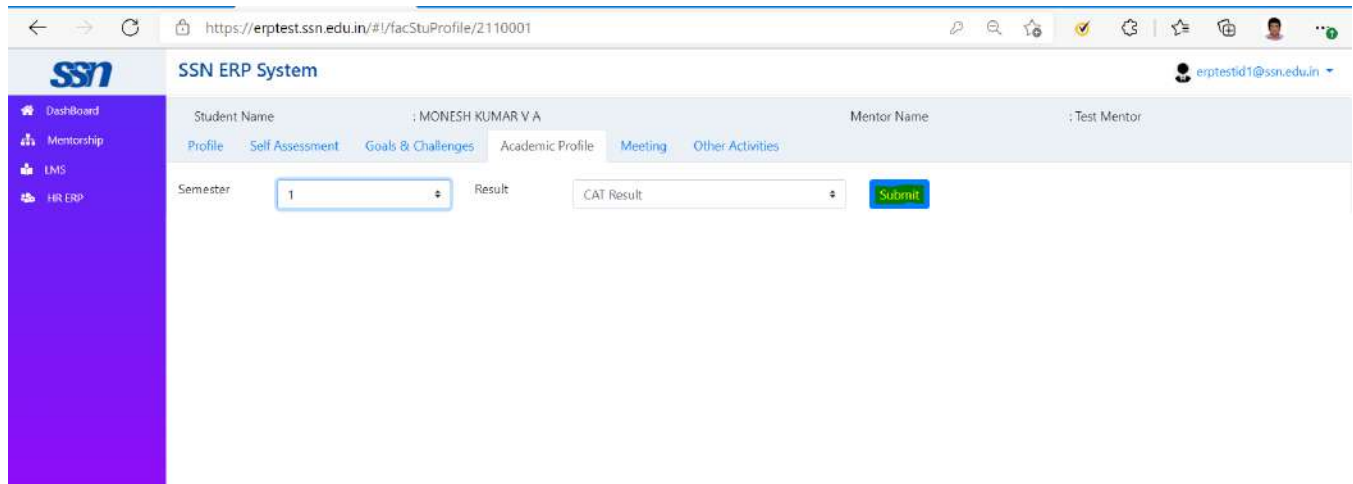
Student Name : MONESH KUMAR V A
Mentor Name : Test Mentor

Profile | Self Assessment | Goals & Challenges | **Academic Profile** | Meeting | Other Activities

Semester: Result:

Step 17

To view the CAT result, select the semester and the type of result as 'CAT Results' from the drop down and click on 'Submit'

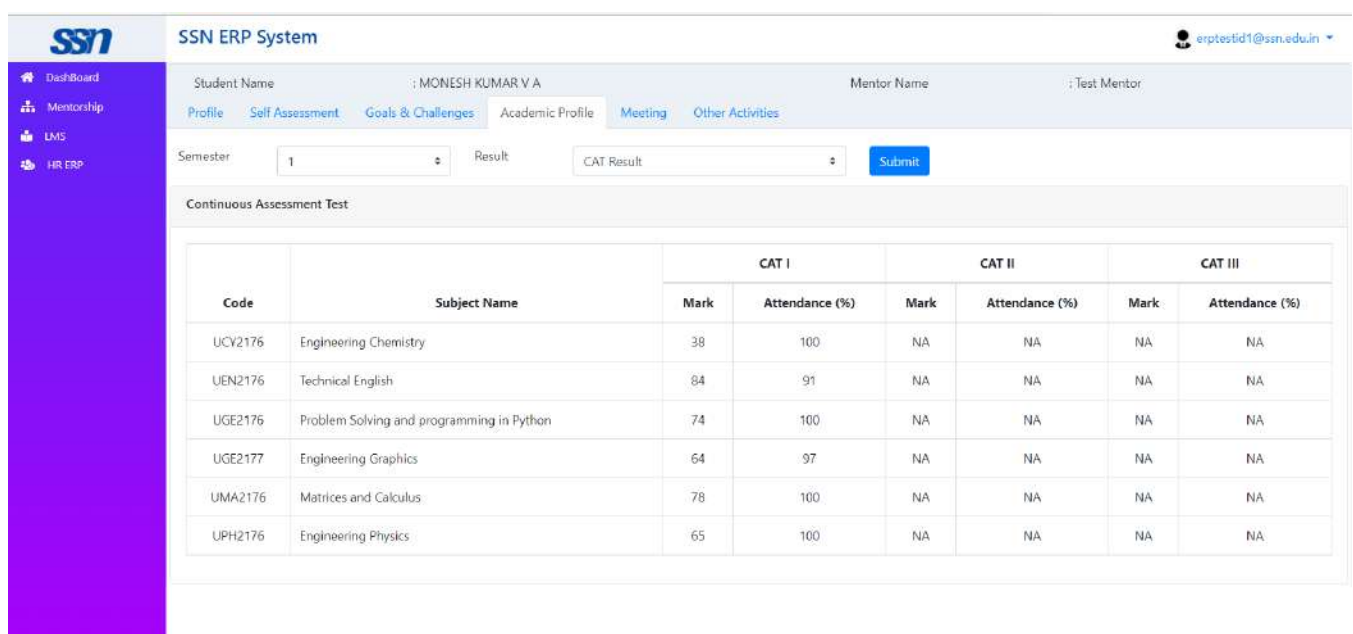


SSN ERP System

Student Name : MONESH KUMAR V A Mentor Name : Test Mentor

Profile Self Assessment Goals & Challenges Academic Profile Meeting Other Activities

Semester: 1 Result: CAT Result Submit



SSN ERP System

Student Name : MONESH KUMAR V A Mentor Name : Test Mentor

Profile Self Assessment Goals & Challenges Academic Profile Meeting Other Activities

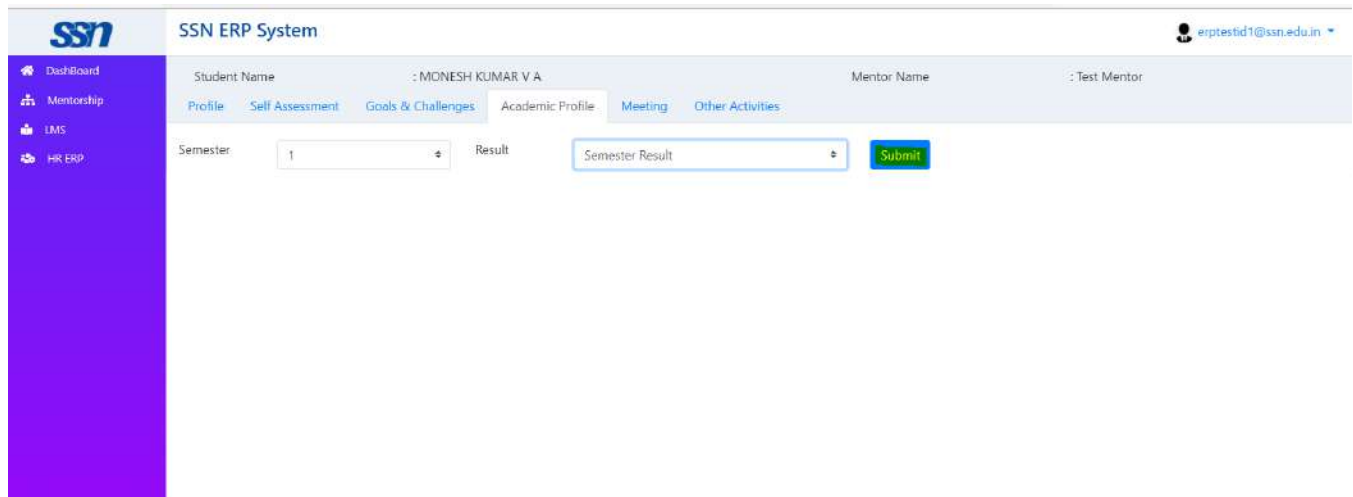
Semester: 1 Result: CAT Result Submit

Continuous Assessment Test

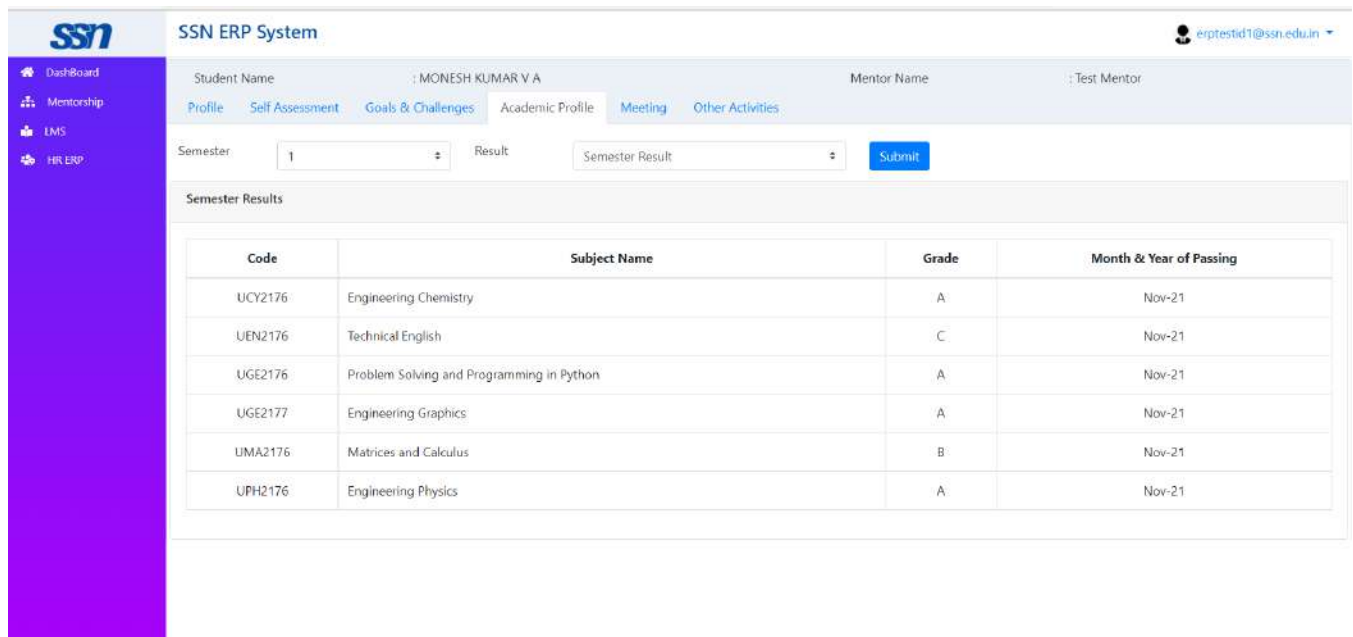
Code	Subject Name	CAT I		CAT II		CAT III	
		Mark	Attendance (%)	Mark	Attendance (%)	Mark	Attendance (%)
UCV2176	Engineering Chemistry	38	100	NA	NA	NA	NA
UEN2176	Technical English	84	91	NA	NA	NA	NA
UGE2176	Problem Solving and programming in Python	74	100	NA	NA	NA	NA
UGE2177	Engineering Graphics	64	97	NA	NA	NA	NA
UMA2176	Matrices and Calculus	78	100	NA	NA	NA	NA
UPH2176	Engineering Physics	65	100	NA	NA	NA	NA

Step 18

To view the end of semester result, select the semester and the type of result as 'Semester Results' from the drop down and click on 'Submit'



The screenshot shows the SSN ERP System interface. On the left is a purple sidebar with navigation links: Dashboard, Mentorship, LMS, and HR ERP. The main header area includes the SSN logo, the text 'SSN ERP System', and a user profile icon with the email 'erpsted1@ssn.edu.in'. Below the header, the student's name 'MONESH KUMAR V A' and the mentor's name 'Test Mentor' are displayed. A series of tabs (Profile, Self Assessment, Goals & Challenges, Academic Profile, Meeting, Other Activities) are present, with 'Self Assessment' currently selected. The form contains two dropdown menus: 'Semester' set to '1' and 'Result' set to 'Semester Result'. A green 'Submit' button is located to the right of the 'Result' dropdown.



The screenshot shows the SSN ERP System interface with the 'Semester Results' table displayed. The table has four columns: Code, Subject Name, Grade, and Month & Year of Passing. The data is as follows:

Code	Subject Name	Grade	Month & Year of Passing
UCY2176	Engineering Chemistry	A	Nov-21
UEN2176	Technical English	C	Nov-21
UGE2176	Problem Solving and Programming in Python	A	Nov-21
UGE2177	Engineering Graphics	A	Nov-21
UMA2176	Matrices and Calculus	B	Nov-21
UPH2176	Engineering Physics	A	Nov-21

Step 19

Click on 'Meeting' tab to enter the meeting details after discussing with the mentee

 SSN ERP System  erptestid2@ssn.edu.in

 Dashboard

 Mentorship

 LMS

 HR ERP

Student Name : GOWTHAM PRAKASH S Mentor Name : Sandanakaruppan Ammavasai

Profile Self Assessment Goals & Challenges Academic Profile **Meeting** Other Activities

Sem	Date&Time	Description	Remark	Confidential Remark	Entered By
No Meeting found					
					

Step 20

Click on 'Add' button to enter the meeting details

 SSN ERP System  erptestid2@ssn.edu.in

 Dashboard

 Mentorship

 LMS

 HR ERP

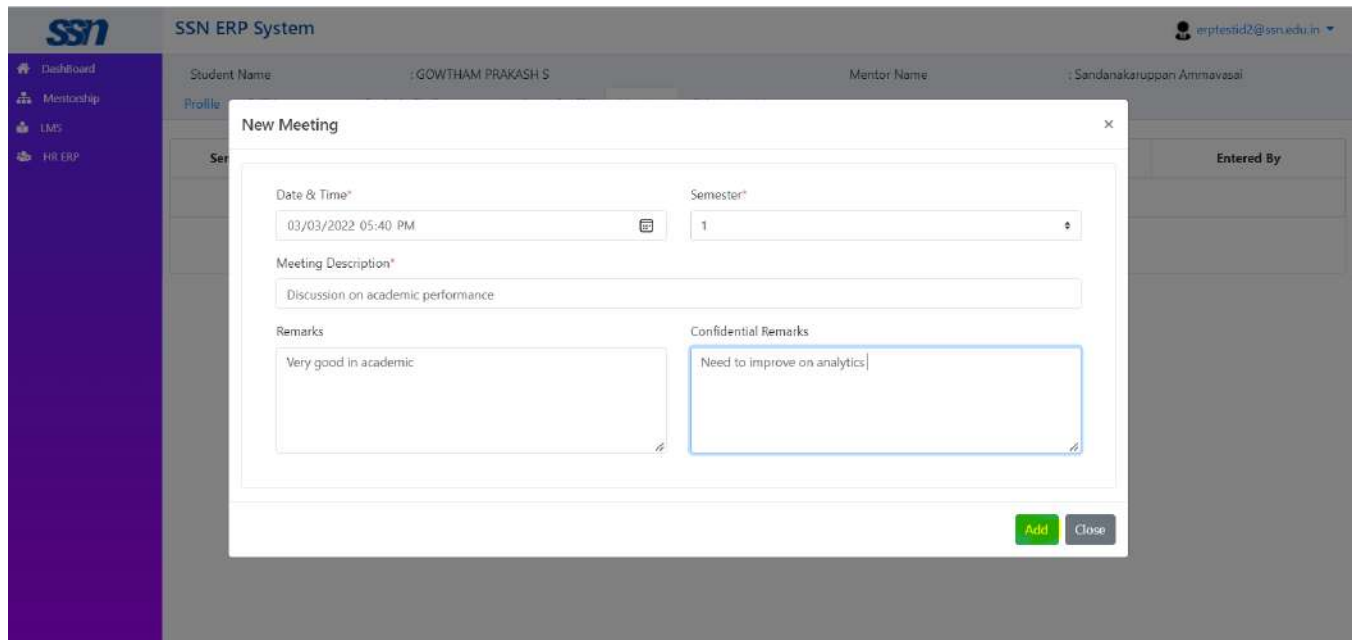
Student Name : GOWTHAM PRAKASH S Mentor Name : Sandanakaruppan Ammavasai

Profile Self Assessment Goals & Challenges Academic Profile **Meeting** Other Activities

Sem	Date&Time	Description	Remark	Confidential Remark	Entered By
No Meeting found					
					

Step 21

Enter the date & time of the meeting, semester, meeting description, remarks and confidential remarks after having meeting with the mentee and click 'Add' button as illustrated below



SSN ERP System

Student Name : GOWTHAM PRAKASH S

Mentor Name : Sandanakaruppan Ammavasai

New Meeting

Date & Time* : 03/03/2022 05:40 PM

Semester* : 1

Meeting Description* : Discussion on academic performance

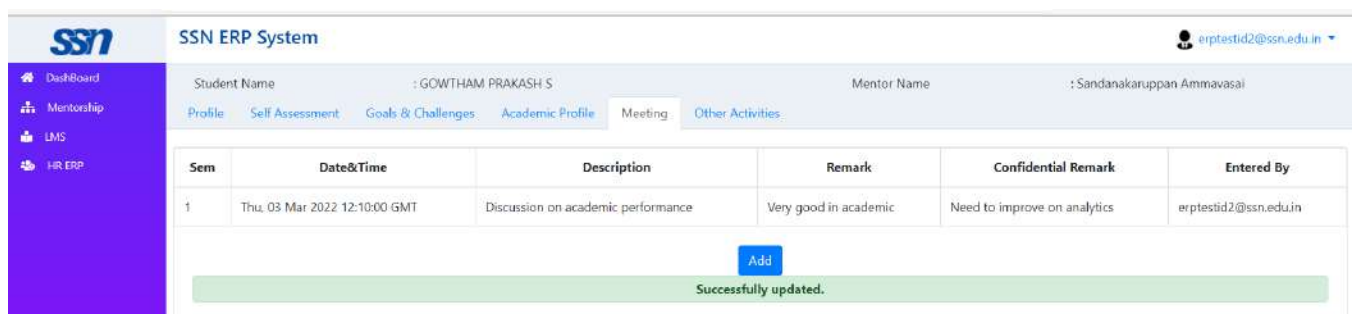
Remarks : Very good in academic

Confidential Remarks : Need to improve on analytics

Add **Close**

Step 22

The meeting details will be saved as below



SSN ERP System

Student Name : GOWTHAM PRAKASH S

Mentor Name : Sandanakaruppan Ammavasai

Profile | Self Assessment | Goals & Challenges | Academic Profile | **Meeting** | Other Activities

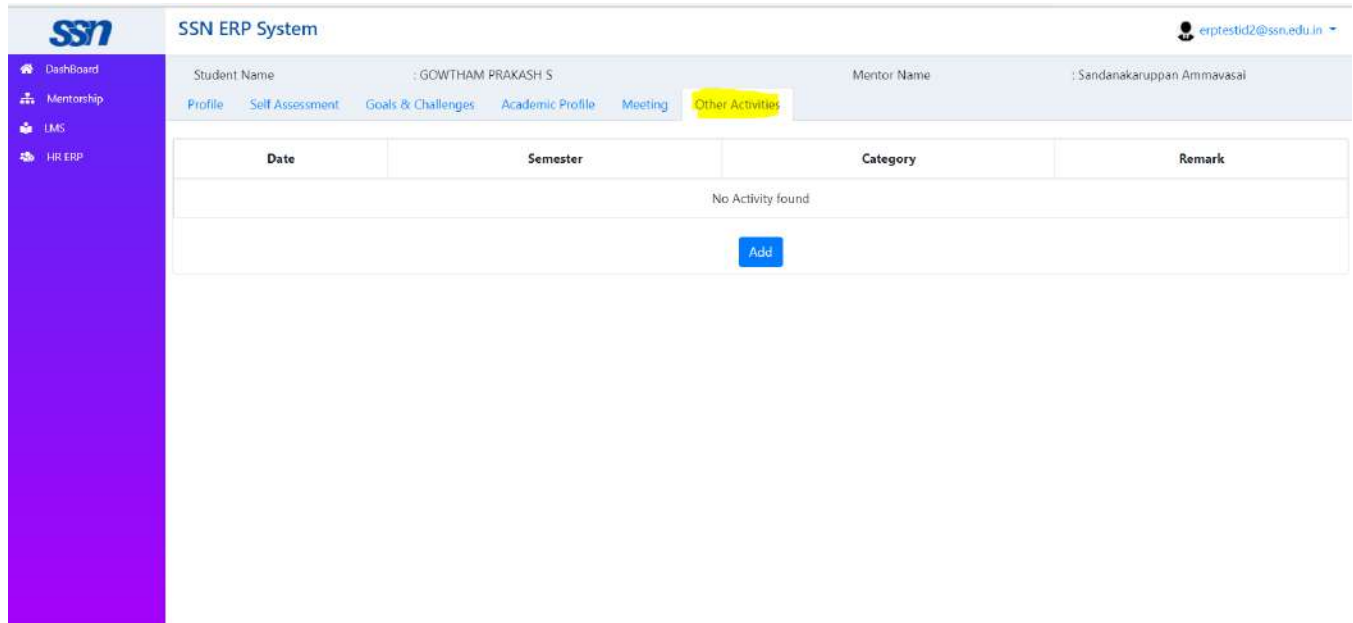
Sem	Date&Time	Description	Remark	Confidential Remark	Entered By
1	Thu, 03 Mar 2022 12:10:00 GMT	Discussion on academic performance	Very good in academic	Need to improve on analytics	erptestid2@ssn.edu.in

Add

Successfully updated.

Step 23

Click on 'Other Activity' tab to enter the other activity details like extracurricular activities

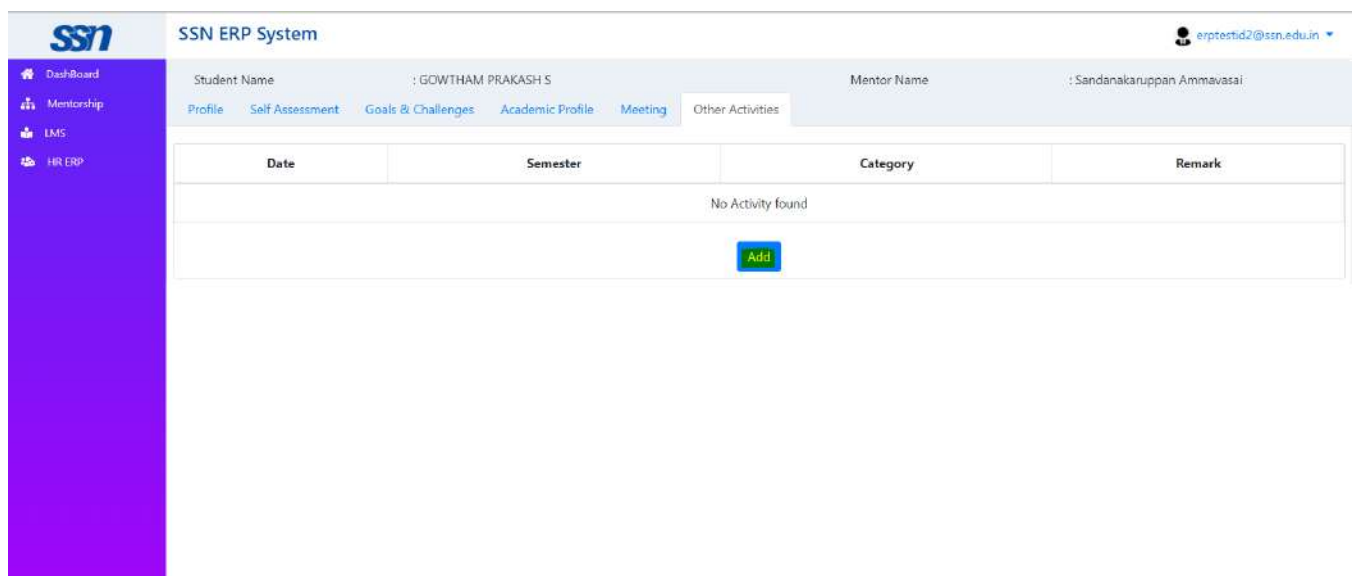


The screenshot displays the SSN ERP System interface. On the left is a blue sidebar with navigation links: Dashboard, Mentorship, LMS, and HR ERP. The main header area shows the system name 'SSN ERP System' and the user 'erptestid2@ssn.edu.in'. Below the header, the student's name 'GOWTHAM PRAKASH S' and mentor's name 'Sandanakaruppan Amavasai' are listed. A series of tabs (Profile, Self Assessment, Goals & Challenges, Academic Profile, Meeting, Other Activities) are present, with 'Other Activities' highlighted in yellow. Below the tabs is a table with columns: Date, Semester, Category, and Remark. The table currently contains the text 'No Activity found' and an 'Add' button at the bottom center.

Date	Semester	Category	Remark
No Activity found			
Add			

Step 24

Click on 'Add' button and a pop-up window will appear to enter the activity



This screenshot is identical to the one in Step 23, showing the SSN ERP System interface with the 'Other Activities' tab selected. The 'Add' button at the bottom of the table is highlighted with a green border, indicating it is the next step in the process.

Date	Semester	Category	Remark
No Activity found			
Add			

SSN ERP System

Student Name : GOWTHAM PRAKASH S

Mentor Name : Sandanakaruppan Ammavasai

Profile Self Assessment Goals & Challenges Academic Profile Meeting Other Activities

New Activity

Semester*

Category*

Remarks*
Type Your Remarks Here...

Add Close

Step 25

Select the semester, category, sub category from the drop down and enter the respective remarks. Click 'Add' button to save the details as illustrated below. Please note that multiple entries can be created for various semesters, categories and sub categories

SSN ERP System

Student Name : GOWTHAM PRAKASH S

Mentor Name : Sandanakaruppan Ammavasai

Profile Self Assessment Goals & Challenges Academic Profile Meeting Other Activities

New Activity

Semester*

Category*

Sub Category*

Remarks*
Basketball state level player

Add Close

SSN Mentoring Process

BRD

SSN

SSN ERP System

erpsted2@ssn.edu.in

Dashboard

Mentorship

LMS

HR ERP

Student Name : GOWTHAM PRAKASH S

Mentor Name : Sandanakaruppan Ammavasai

Profile

Self Assessment

Goals & Challenges

Academic Profile

Meeting

Other Activities

Date	Semester	Category	Remark
03-03-2022	1	Sports	Basketball state level player

Add

Successfully updated.

SSN Institutions

User Guide

Mentoring Process

28 Feb 2022

Version 0.1

1 Document Revisions

Date	Version Number	Document Changes
28/02/2022	0.1	Initial Draft

2 Approvals

Role	Name	Title	Signature	Date
Created by				
Reviewed by				
Approved by				

Contents

1 Document Revisions1

2 Approvals.....1

3 Introduction.....3

3.1 ... *Project Summary*3

3.1.1 Primary Objectives.....3

4 Business Process Flow Overview3

5 HoD Login4

3 Introduction

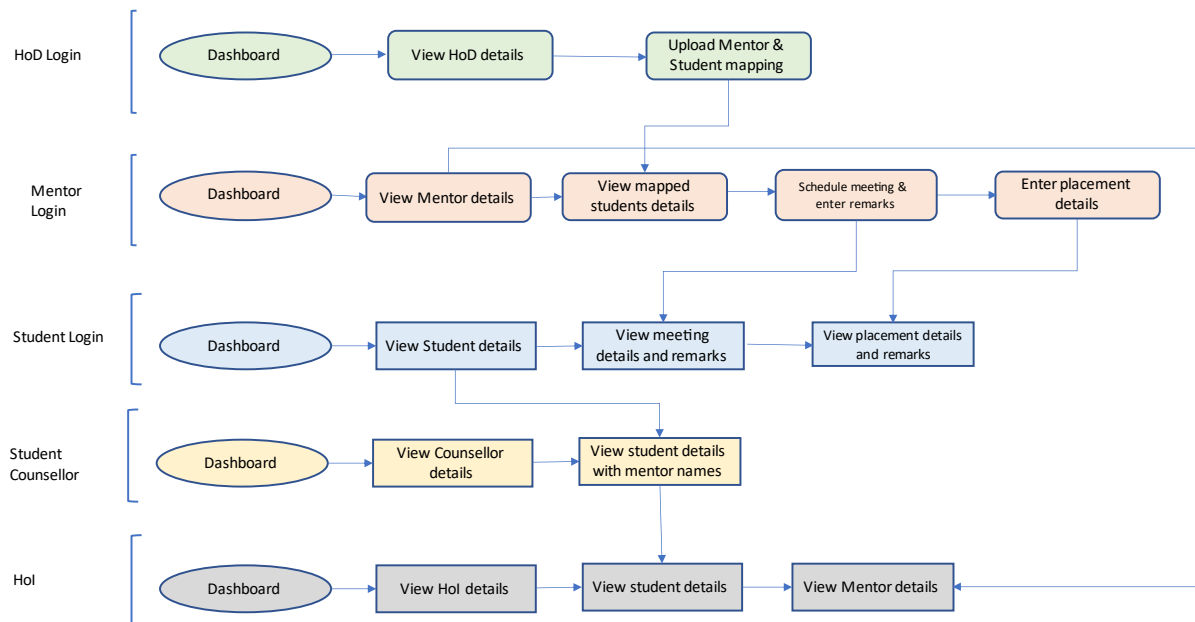
3.1 Project Summary

SSN college of Engineering (SSN) is one of the leading professional educational institution in India. SSN offers various streams of engineering programs. Apart from providing best in class carrier education, SSN also cares about students visions and ideologies. Thus, SSN has a mentorship program where the students will be assigned to a mentor who guides the students to accomplish their vision. The mentorship maintains a constant relationship between the faculty and the students and it helps the mentors to closely monitor the students and helps to provide the support they need during all the semesters. If required, a mentor can refer a student to a counselor for betterment of his / her inner strength

3.1.1 Primary Objectives

- To provide students with greater flexibility to view the academic performance, mentor meetings & remarks which helps to nurture the students
- To provide HoDs (Head of Department) to manually map or bulk upload of mentor and students mapping and should be able to view their profile, details of mentor and mentees
- To enable Mentors to view the assigned students details and capture meeting timings and to enter remarks. The mentor should be able to view their profile, details of their mentees
- To enable student counsellor to view the student details and the mentor names assigned for them
- To enable Head of Institution (Hol) to view the student and mentor details

4 Business Process Flow Overview



5 HoD Login

HoDs should be able to login to the ERP application using Active Directory ID (AD). Once logged in, they should be able to view their own profile and the profile details should be pulled from AD. The HoD should be able to do mentor and mentee mapping of his/her department. The mapping can be done manually or through a bulk upload. When doing the bulk upload, validation screen should be enabled where the HoD can cross the data which is being uploaded and confirm. On successful upload, the system should overwrite the current mentor and mentee mapping (if any) and update with the new mentor and mentee mapping.

The HoD's view and roles are described in the below steps

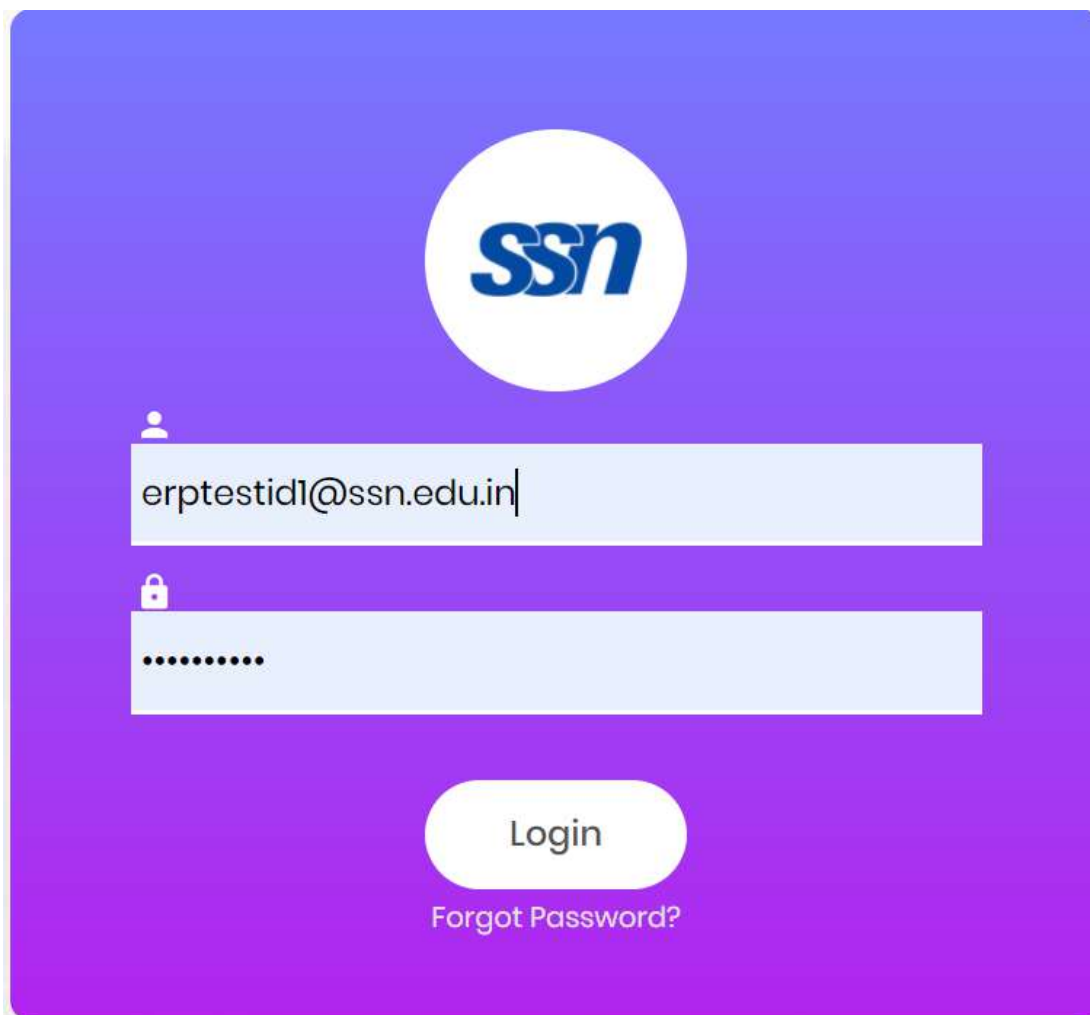
Step 1

User the below URL to access the ERP application

<https://academicerp.ssn.edu.in>

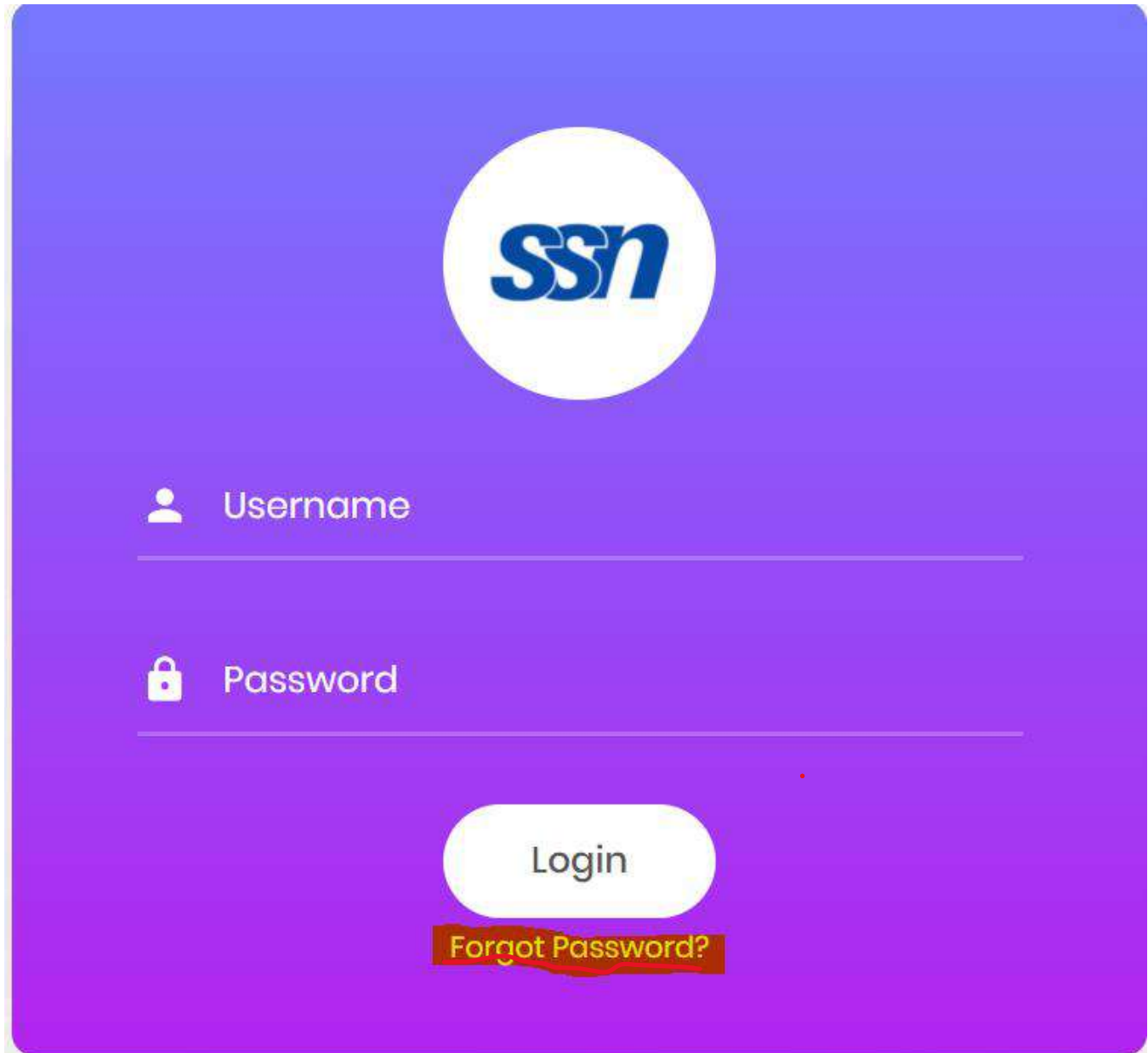
Step 2

Login to ERP application using Active Directory (AD) username and password

The image shows a login form for the SSN ERP application. It has a purple gradient background. At the top center is the SSN logo in a white circle. Below it are two input fields: the first for the username, which contains 'erptestid1@ssn.edu.in', and the second for the password, which is masked with dots. To the right of the password field is a 'Forgot Password?' link. At the bottom center is a white 'Login' button.

Step 3

If the user, forgot the password for active directory, then click on the 'Forgot Password' link.



The image shows a login form for the SSN Mentoring Process. It features a purple gradient background. At the top center is a white circular logo with the blue text 'ssn'. Below the logo are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A white 'Login' button is centered below the fields. At the bottom, a red button with yellow text says 'Forgot Password?'.

ssn

 Username

 Password

Login

Forgot Password?

Step 4

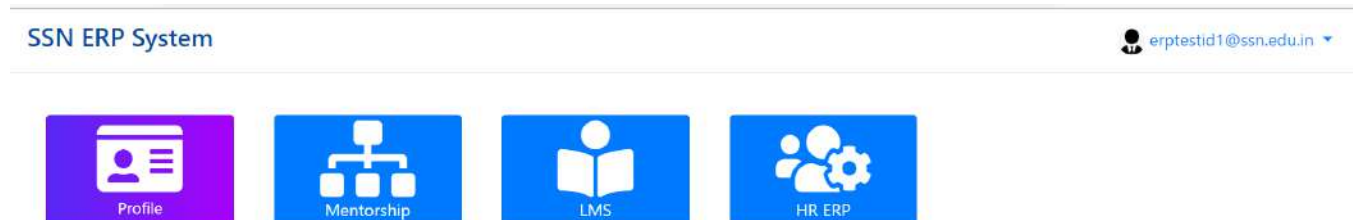
The system will redirect to the below screen to reset your AD password



The screenshot displays the 'SSN Digital ID Self-Service Portal'. At the top, there's a header with the SSN logo and the text 'Welcome to the SSN Digital ID Self-Service Portal'. Below this, a row of links includes 'SNF HR ERP', 'SSN ERP', 'SSN LMS', 'SSN Library', 'SSN Mail', 'SSN Web', and 'SSN Intranet'. A navigation bar contains three buttons: 'Change Password', 'Forgot Password' (which is highlighted), and 'Help'. The main content area is titled 'SSN DIGITAL ID Verify' and features a text input field labeled 'SSN Digital ID : Type SSN Digital Id' with a 'Submit' button below it. On the right side, a sidebar titled 'Forgot Password' shows '→ Step 1' and 'SSN Digital ID Verify'. A message at the bottom of the sidebar states 'Regenerate Password is in Progress..'

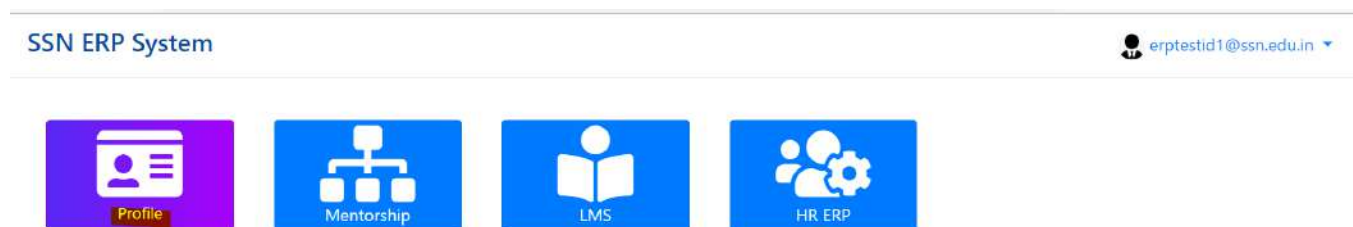
Step 5

On successful login to the ERP application using AD credentials, the system will navigate to the user's dashboard as shown below



Step 6

Click in 'Profile' icon to view the user's profile details as per the AD



SSN ERP System

erpctestid1@ssn.edu.in

DashboardMentorshipLMSHR ERP

Welcome, Test HOD

Personal Info	
Name as in Aadhar	Test HOD
Aadhar / Passport Number	111111111111
First name	Test
Last name	HOD
Department	Information Technology
Mobile	9176129504
Designation	Professor & Head
Digi Id	erpctestid1@ssn.edu.in
Employee Id	20200432
Postal Code	603105
Postal Address	SSN College of Engineering

Step 7

Click on 'Dashboard' and the system will navigate back to dashboard screen.

SSN ERP System

erpctestid1@ssn.edu.in

DashboardMentorshipLMSHR ERP

Welcome, Test HOD

Personal Info	
Name as in Aadhar	Test HOD
Aadhar / Passport Number	111111111111
First name	Test
Last name	HOD
Department	Information Technology
Mobile	9176129504
Designation	Professor & Head
Digi Id	erpctestid1@ssn.edu.in
Employee Id	20200432
Postal Code	603105
Postal Address	SSN College of Engineering



Step 8

Click on 'Mentorship' icon and the system will navigate to mentorship module and defaults on the 'Faculty List' tab where it shows the list of faculties (mentors) who are mapped for the department HoD who logged in to the system



 SSN ERP System

erptestid1@ssn.edu.in

Dashboard

Mentorship

LMS

HR ERP

Faculty List

Student List

Unallocated Students

Bulk Upload

Show 10 entries

Search:

S.No	First Name	Last Name	Department	mentees
1	Vidhusha	S	Information Technology	0
2	Vinobchander	Ramaswamypillai	Information Technology	0
3	Test	HOD	Information Technology	0
4	Test	Mentor	Information Technology	10
5	Test	Student	Information Technology	0
6	Ashwinth	Janarthanan	Information Technology	22
7	Gayathiri	K.S	Information Technology	22
8	Aravindan	C	Information Technology	0
9	Ammavasai	Sandanakaruppan	Information Technology	0
10	Arulkumar	Venkatachalam	Information Technology	0

Showing 1 to 10 of 34 entries

Previous1234Next

Step 9

When the HoD clicks on any one of the Mentor, then system will pop-up a window and displays the list of mentees who are mapped under that Mentor

SSN ERP System

Faculty List Student List Unallocated Students Bulk Upload

Show 10 entries Search:

S.No	First Name	Last Name	Department	mentees
1	Vidhusha	S	Information Technology	0
2	Vinobchander	Ramaswamypillai	Information Technology	0
3	Test	HOD	Information Technology	0
4	Test	Mentor	Information Technology	10
5	Test	Student	Information Technology	0
6	Ashwinth	Janarthanan	Information Technology	22
7	Gayathri	K.S	Information Technology	22
8	Aravindan	C	Information Technology	0
9	Ammavasai	Sandanakaruppan	Information Technology	0
10	Arulkumar	Venkatachalam	Information Technology	0

Showing 1 to 10 of 34 entries Previous 1 2 3 4 Next

Student List

Show 10 entries Search:

S.No	Unique ID	Student Name	Program	Batch
1	2110001	MONESH KUMAR V A	B.E Mechanical Engineering	2021-2025
2	2110058	ABDUL BASITH NAGOOR MEERAN	B.E Electrical and Electronics Engineering	2021-2025
3	2110008	SAGARRIKA RAJESH	B.Tech Chemical Engineering	2021-2025
4	2110005	B ADVAITH SAARANGA	B.E Bio-Medical Engineering	2021-2025
5	2110006	SREERAM L V	B.E Mechanical Engineering	2021-2025
6	2110011	SAURABH KUMAR RAI	B.Tech Information Technology	2021-2025
7	2110012	BALAKUMAR G	B.E Mechanical Engineering	2021-2025
8	2110015	vishal gogineni	B.E Computer Science Engineering	2021-2025
9	2110016	AADITYA SARIN	B.Tech Chemical Engineering	2021-2025
10	2010001	Maria Gladhina Antony Dhinakara Selvan	B.E Electronics and Communication Engineering	2020-2024

Showing 1 to 10 of 10 entries Previous 1 Next

Add Student

Step 10

When the HoD clicks on any one of the students, then system will navigate to that student's mentorship page and defaults on the 'Profile' tab

Student List

Show 10 entries Search:

S.No	Unique ID	Student Name	Program	Batch
1	2110001	MONESH KUMAR V A	B.E Mechanical Engineering	2021-2025
2	2110058	ABDUL BASITH NAGOOR MEERAN	B.E Electrical and Electronics Engineering	2021-2025
3	2110008	SAGARRIKA RAJESH	B.Tech Chemical Engineering	2021-2025
4	2110005	B ADVAITH SAARANGA	B.E Bio-Medical Engineering	2021-2025
5	2110006	SREERAM L V	B.E Mechanical Engineering	2021-2025
6	2110011	SAURABH KUMAR RAI	B.Tech Information Technology	2021-2025
7	2110012	BALAKUMAR G	B.E Mechanical Engineering	2021-2025
8	2110015	vishal gogineni	B.E Computer Science Engineering	2021-2025
9	2110016	AADITYA SARIN	B.Tech Chemical Engineering	2021-2025
10	2010001	Maria Gladhina Antony Dhinakara Selvan	B.E Electronics and Communication Engineering	2020-2024

Showing 1 to 10 of 10 entries Previous 1 Next

Add Student

SSN ERP System

Student Name : MONESH KUMAR V A Mentor Name : Test Mentor

Profile Self Assessment Goals & Challenges Academic Profile Meeting Other Activities

MONESH KUMAR V A

Personal Info +

Admission Details +

Academic Details +

Address +

Parents / Guardian Details +

Step 11

There will be 5 sections and when HoD click on each section, then the system will expand show the details under each section as illustrated below

SSN ERP System

Student Name: MONESH KUMAR V A | Mentor Name: Test Mentor

Profile | Self Assessment | Goals & Challenges | Academic Profile | Meeting | Other Activities

MONESH KUMAR V A

Personal Info	
Name as in Aadhar	MONESH KUMAR V A
Aadhar / Passport Number	8123 4567 89
Registration	NO1854
Last name	KUMAR
Batch	2021-2023
E-Mail	moneshv@gmail.com
Mobile Number	984567890
Blood Group	O+ve
Date of Birth	2003-09-24
Gender	Male
Nationality	INDIAN
Religion	HINDUISM
Differently Abled	No
Type of Disability	NA
Community Category	SC
Marital Status	Unmarried

Admission Details

Academic Details

Address

SSN ERP System

Student Name: MONESH KUMAR V A | Mentor Name: Test Mentor

Profile | Self Assessment | Goals & Challenges | Academic Profile | Meeting | Other Activities

MONESH KUMAR V A

Personal Info	
Name as in Aadhar	MONESH KUMAR V A
Aadhar / Passport Number	8123 4567 89
Registration	NO1854
Last name	KUMAR
Batch	2021-2023
E-Mail	moneshv@gmail.com
Mobile Number	984567890
Blood Group	O+ve
Date of Birth	2003-09-24
Gender	Male
Nationality	INDIAN
Religion	HINDUISM
Differently Abled	No
Type of Disability	NA
Community Category	SC
Marital Status	Unmarried

Admission Details	
Program Name	B.Tech Mechanical Engineering
Associated department	Mechanical Engineering
Mode of Admission	Management
Admission Category	General
Hostel / Day scholar	Hosteller
Room / Bus route	Shared room

Academic Details

Address

Parents / Guardian Details

SSN Mentoring Process

BRD

SSN

SSN ERP System

esistadef@ssn.edu.in

Dashboard

Mentorship

IMS

HR DPT

Student Name

MONESH KUMAR V A

Mentor Name

Test Mentor

Profile

Self Assessment

Goals & Challenges

Academic Profile

Meeting

Other Activities

MONESH KUMAR V A

Personal Info

+

Admission Details

+

Academic Details

-

School Address

SSNVA SCHOOL,HOSSUR, HOSSUR, TN, IN

Year of passing 12th class

2021

12th roll board

0205

CUET Off marks in 12th class

0

Address

+

Parents / Guardian Details

+

https://erp-test.ssn.edu.in/#/facMentorship

SSN

SSN ERP System

esistadef@ssn.edu.in

Dashboard

Mentorship

IMS

HR DPT

Student Name

MONESH KUMAR V A

Mentor Name

Test Mentor

Profile

Self Assessment

Goals & Challenges

Academic Profile

Meeting

Other Activities

MONESH KUMAR V A

Personal Info

+

Admission Details

+

Academic Details

+

Address

-

Current Address

L-35/85, Jalahalli Thiruv, Old temple land Hubballi, Hosur, TN, IN - 532109

Permanent Address

L-35/85, Jalahalli Thiruv, Old temple land Hubballi, Hosur, TN, IN - 532109

Parents / Guardian Details

+

SSN

SSN ERP System

erpsted1@ssn.edu.in

Dashboard

Mentorship

LMS

HR ERP

Student Name

MONESH KUMAR V A

Mentor Name

Test Mentor

Profile

Self Assessment

Goals & Challenges

Academic Profile

Meeting

Other Activities

MONESH KUMAR V A

Personal Info

Admission Details

Academic Details

Address

Parents / Guardian Details

Name Details

Occupation/Designation

Annual Income

Phone Details

Occupation/Designation

Annual Income

Guardian Details

Occupation/Designation

Annual Income

UJAYA KUMAR JIRAJGODDARI@rediffmail.com

Lecturer/Associate Professor

\$5,000

908574015042455584@rediffmail.com

Scruming in team

D-Quora

NA/NA/NA

NA/NA

NA

Step 12

Click on the 'Self-Assessment' tab to view the questioners answered by the student

SSN

SSN ERP System

erpsted1@ssn.edu.in

Dashboard

Mentorship

LMS

HR ERP

Student Name

MONESH KUMAR V A

Mentor Name

Test Mentor

Profile

Self Assessment

Goals & Challenges

Academic Profile

Meeting

Other Activities

MONESH KUMAR V A

Personal Info

Admission Details

Academic Details

Address

Parents / Guardian Details

SSN Mentoring Process

BRD

SSN ERP System

erptestid1@ssn.edu.in

Dashboard

Mentorship

LMS

HR ERP

Student Name : MONESH KUMAR V A

Mentor Name : Test Mentor

ProfileSelf AssessmentGoals & ChallengesAcademic ProfileMeetingOther Activities

1. Briefly tell me about yourself and your dreams about future?

03-03-2022sample answer for q1

03-03-2022sample test anseswe

03-03-2022sample answer

03-03-2022test answer for question 1

03-03-2022test answer for question 1

28-02-2022test answer for Q1 4

28-02-2022test answer for Q1 3

28-02-2022test answer for Q1 2

28-02-2022test ans

2. How is your relationship with your parents/siblings/relatives?

3. Who is the person in your life to whom you are the closest?

SSN ERP System

erptestid1@ssn.edu.in

Dashboard

Mentorship

LMS

HR ERP

Student Name : MONESH KUMAR V A

Mentor Name : Test Mentor

ProfileSelf AssessmentGoals & ChallengesAcademic ProfileMeetingOther Activities

2. How is your relationship with your parents/siblings/relatives?

3. Who is the person in your life to whom you are the closest?

4. What motivates you in life?

5. What area of life would you like to improve with the help of mentor?

6. What do you like to do in your spare time?

7. Do you have any problems that might prevent you from meeting your mentor?

8. What are the extra curricular activities in which you participate?

9. Have you thought about beyond a degree in graduation

10. What do you like most about yourself?

11. What do others like most about you?

12. Whom do you admire or who is your idol / role model in life?

Step 13

Click on the 'Goals & Challenges' tab to view the goals and challenges entered for the mentee by his /her mentor after having discussion with the mentee

SSN ERP System

Student Name : MONESH KUMAR V A Mentor Name : Test Mentor

Profile Self Assessment **Goals & Challenges** Academic Profile Meeting Other Activities

Goals Grid

Domain	Goal	Plan of action
Acquire (Don't have, but want)	Gain Confidence	Improve communicative English.
Eliminate (Have but Don't want)	Short temper	Meditation and yoga
Avoid (Don't have and Don't want)	Introvertness	Mingle with other department students
Sustain (Have and want)	Consistent effort	Hard work

Challenges and Sources of Support:

Domain	Challenges	Sources of support
Academic	Difficulty in learning chemistry	Professors in college & tutorial videos
Relationship	No difficulty	Not applicable
Health	No health ailments	Not applicable
Financial	No issues	Stable

Step 14

Click on the 'Academic Profile' tab to view the academic details uploaded by the CoE for that mentee

SSN ERP System

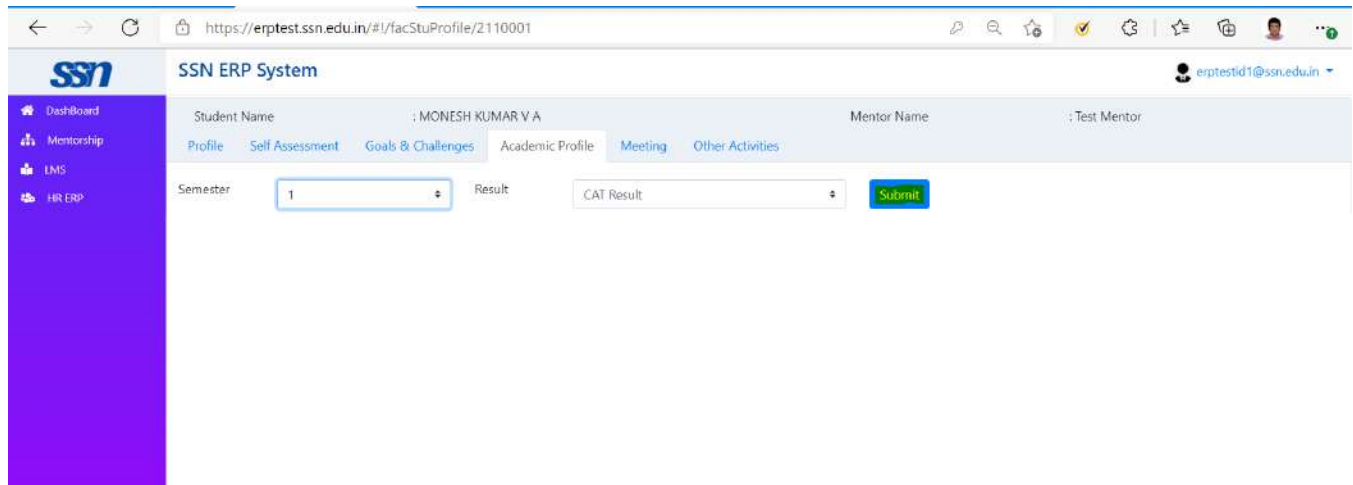
Student Name : MONESH KUMAR V A Mentor Name : Test Mentor

Profile Self Assessment Goals & Challenges **Academic Profile** Meeting Other Activities

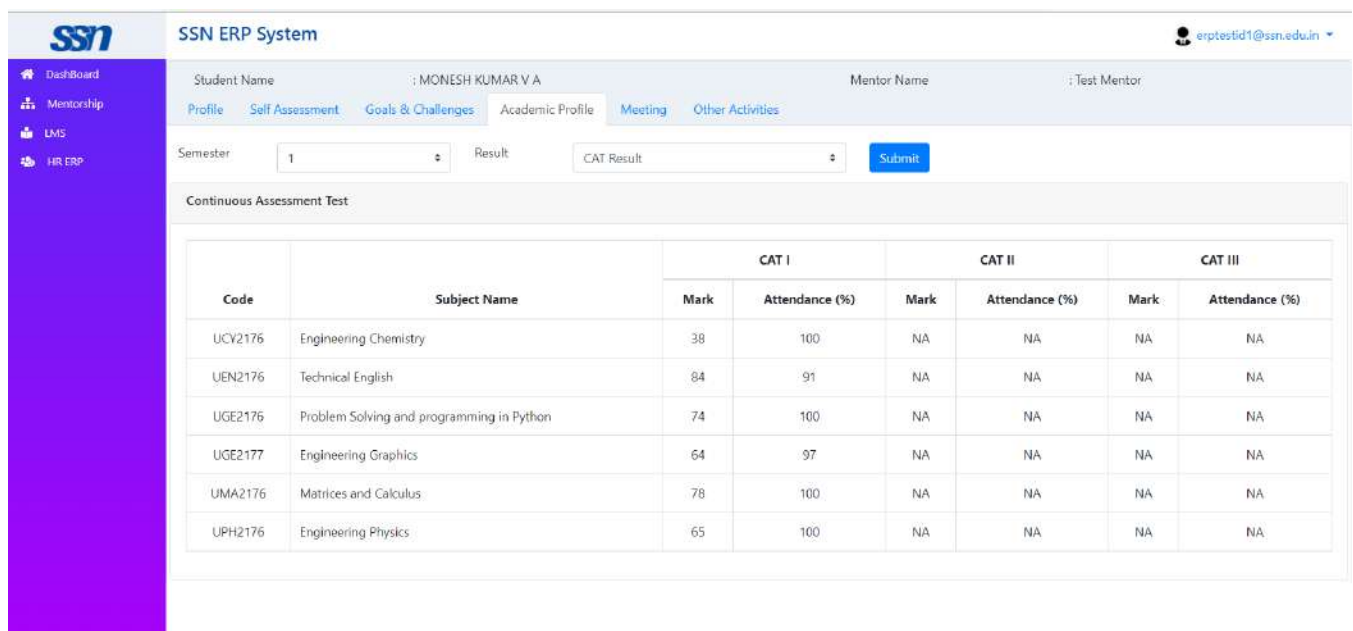
Semester 1 Result CAT Result Submit

Step 15

To view the CAT result, select the semester and the type of result as 'CAT Results' from the drop down and click on 'Submit'



The screenshot shows the SSN ERP System interface. The top navigation bar includes the SSN logo and the text 'SSN ERP System'. The user profile 'erptestid1@ssn.edu.in' is visible in the top right. The left sidebar contains links to Dashboard, Mentorship, LMS, and HR ERP. The main content area displays the 'Meeting' tab for student 'MONESH KUMAR V A' and mentor 'Test Mentor'. The 'Semester' dropdown is set to '1' and the 'Result' dropdown is set to 'CAT Result'. A 'Submit' button is located next to the 'Result' dropdown.

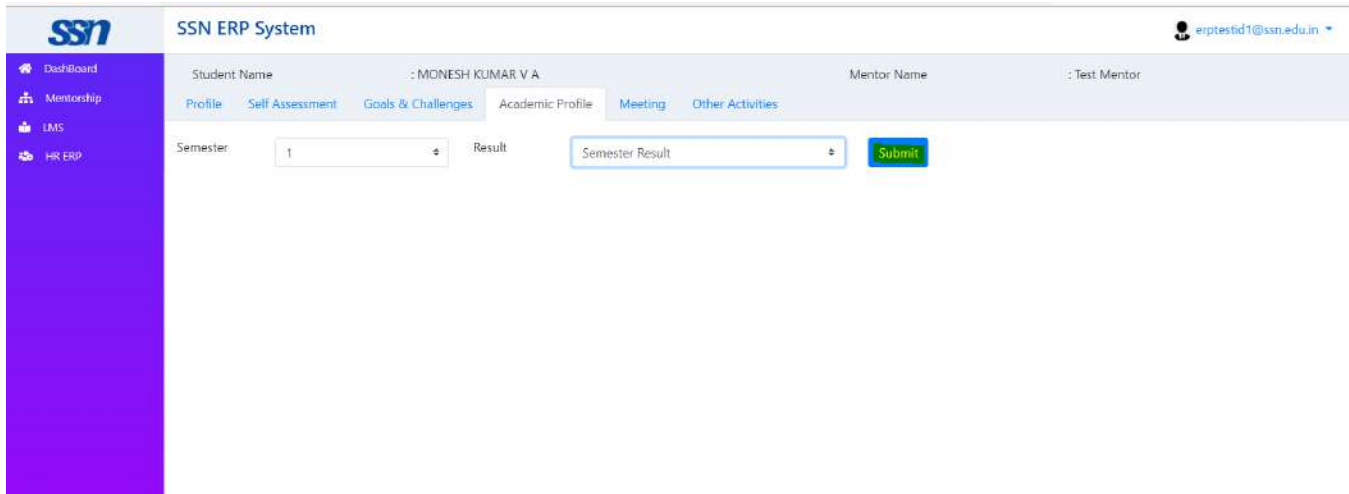


The screenshot shows the SSN ERP System interface. The top navigation bar includes the SSN logo and the text 'SSN ERP System'. The user profile 'erptestid1@ssn.edu.in' is visible in the top right. The left sidebar contains links to Dashboard, Mentorship, LMS, and HR ERP. The main content area displays the 'Meeting' tab for student 'MONESH KUMAR V A' and mentor 'Test Mentor'. The 'Semester' dropdown is set to '1' and the 'Result' dropdown is set to 'CAT Result'. A 'Submit' button is located next to the 'Result' dropdown. Below the form, a table titled 'Continuous Assessment Test' displays the results for various subjects.

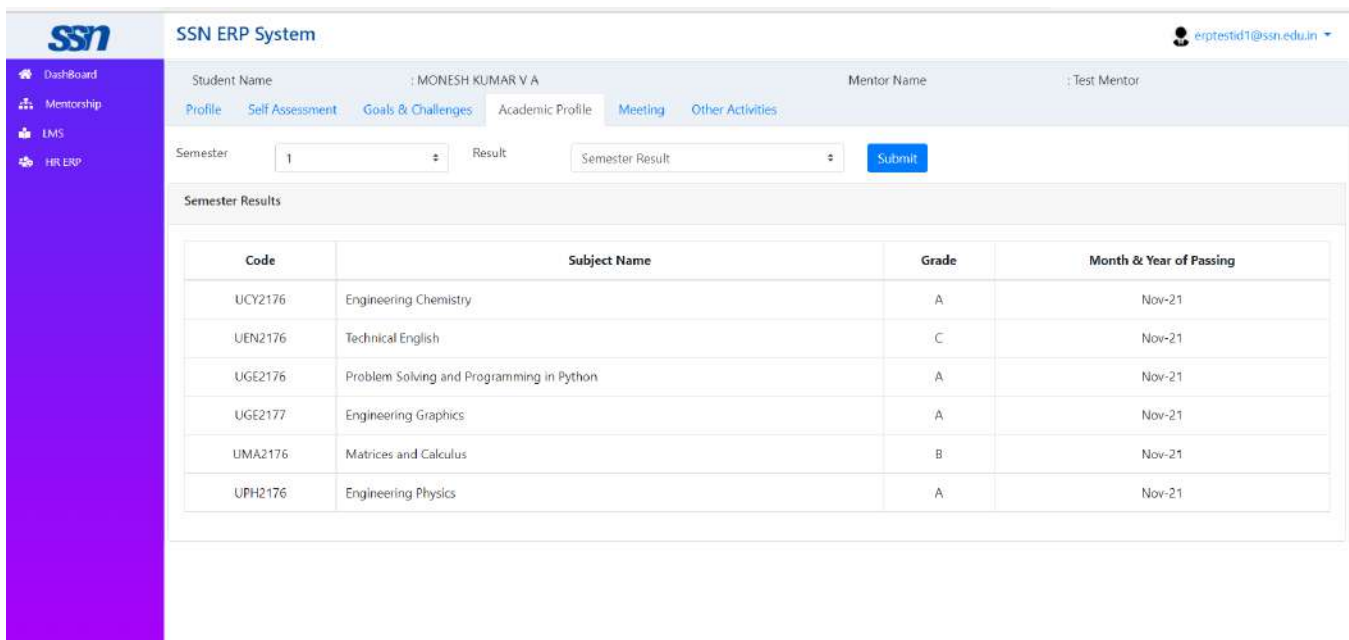
Code	Subject Name	CAT I		CAT II		CAT III	
		Mark	Attendance (%)	Mark	Attendance (%)	Mark	Attendance (%)
UCV2176	Engineering Chemistry	38	100	NA	NA	NA	NA
UEN2176	Technical English	84	91	NA	NA	NA	NA
UGE2176	Problem Solving and programming in Python	74	100	NA	NA	NA	NA
UGE2177	Engineering Graphics	64	97	NA	NA	NA	NA
UMA2176	Matrices and Calculus	78	100	NA	NA	NA	NA
UPH2176	Engineering Physics	65	100	NA	NA	NA	NA

Step 16

To view the end of semester result, select the semester and the type of result as 'Semester Results' from the drop down and click on 'Submit'



The screenshot shows the SSN ERP System interface. On the left is a blue sidebar with navigation links: Dashboard, Mentorship, LMS, and HR ERP. The main header area includes the SSN logo, the text 'SSN ERP System', and a user profile icon with the email 'erptestid1@ssn.edu.in'. Below the header, the student's name 'MONESH KUMAR V A' and the mentor's name 'Test Mentor' are displayed. A series of tabs (Profile, Self Assessment, Goals & Challenges, Academic Profile, Meeting, Other Activities) are present, with 'Academic Profile' being the active tab. Within this tab, there are two dropdown menus: 'Semester' set to '1' and 'Result' set to 'Semester Result'. A green 'Submit' button is located to the right of these dropdowns.



This screenshot shows the same SSN ERP System interface as above, but with the 'Semester Results' table displayed below the form. The table has four columns: Code, Subject Name, Grade, and Month & Year of Passing. It contains six rows of data for Semester 1.

Code	Subject Name	Grade	Month & Year of Passing
UCY2176	Engineering Chemistry	A	Nov-21
UEN2176	Technical English	C	Nov-21
UGE2176	Problem Solving and Programming in Python	A	Nov-21
UGE2177	Engineering Graphics	A	Nov-21
UMA2176	Matrices and Calculus	B	Nov-21
UPH2176	Engineering Physics	A	Nov-21

Step 17

Click on 'Meeting' tab to view the meeting details entered by the mentor for that mentee

 SSN ERP System  erptestid1@ssn.edu.in

[Dashboard](#)
[Mentorship](#)
[LMS](#)
[HR ERP](#)

Student Name : MONESH KUMAR V A

Mentor Name : Test Mentor

[Profile](#) [Self Assessment](#) [Goals & Challenges](#) [Academic Profile](#) [Meeting](#) [Other Activities](#)

Sem	Date&Time	Description	Remark	Confidential Remark	Entered By
1	Mon, 31 Jan 2022 05:57:00 GMT	Discussion on goals	Has a strong aspiration towards higher studies	Less hesitant to talk than previous meet. Can improve on communication	arunluizt@ssn.edu.in
1	Thu, 10 Feb 2022 06:53:00 GMT	Academic Achievement	Showed a good progress in all the courses	Need to work on communication skills	erptestid2@ssn.edu.in
1	Thu, 24 Feb 2022 04:45:00 GMT	CAT 1 marks discussion	Discussion on reasons for low marks in Chemistry.	Recommended to watch tutorial videos and note down technical terms.	erptestid2@ssn.edu.in

Step 18

Click on 'Other Activity' tab to view the other activity details like extracurricular activities entered by the mentor for that mentee

 SSN ERP System  erptestid1@ssn.edu.in

[Dashboard](#)
[Mentorship](#)
[LMS](#)
[HR ERP](#)

Student Name : MONESH KUMAR V A

Mentor Name : Test Mentor

[Profile](#) [Self Assessment](#) [Goals & Challenges](#) [Academic Profile](#) [Meeting](#) [Other Activities](#)

Date	Semester	Category	Remark
31-01-2022	1	Sports	National level tennis champion
31-01-2022	1	Club activities	Active in NSS
11-02-2022	1	Hobbies	playing cricket
16-02-2022	1	Hobbies	Painting
22-02-2022	1	Strengths	Persistent efforts
22-02-2022	1	Strengths	Focused towards constant improvements
10-02-2022	1	Hobbies	Very good at singing. He can participate in inter-college cultural programs

Step 19

Click on 'Mentorship' to go back to mentorship module for HoD

SSN ERP System erpsted1@ssn.edu.in

Student Name : MONESH KUMAR V A Mentor Name : Test Mentor

Profile Self Assessment Goals & Challenges Academic Profile Meeting Other Activities

Date	Semester	Category	Remark
31-01-2022	1	Sports	National level tennis champion
31-01-2022	1	Club activities	Active in NSS
11-02-2022	1	Hobbies	playing cricket
16-02-2022	1	Hobbies	Painting
22-02-2022	1	Strengths	Persistent efforts
22-02-2022	1	Strengths	Focused towards constant improvements
10-02-2022	1	Hobbies	Very good at singing. He can participate in inter-college cultural programs

SSN ERP System erpsted1@ssn.edu.in

Faculty List Student List Unallocated Students Bulk Upload

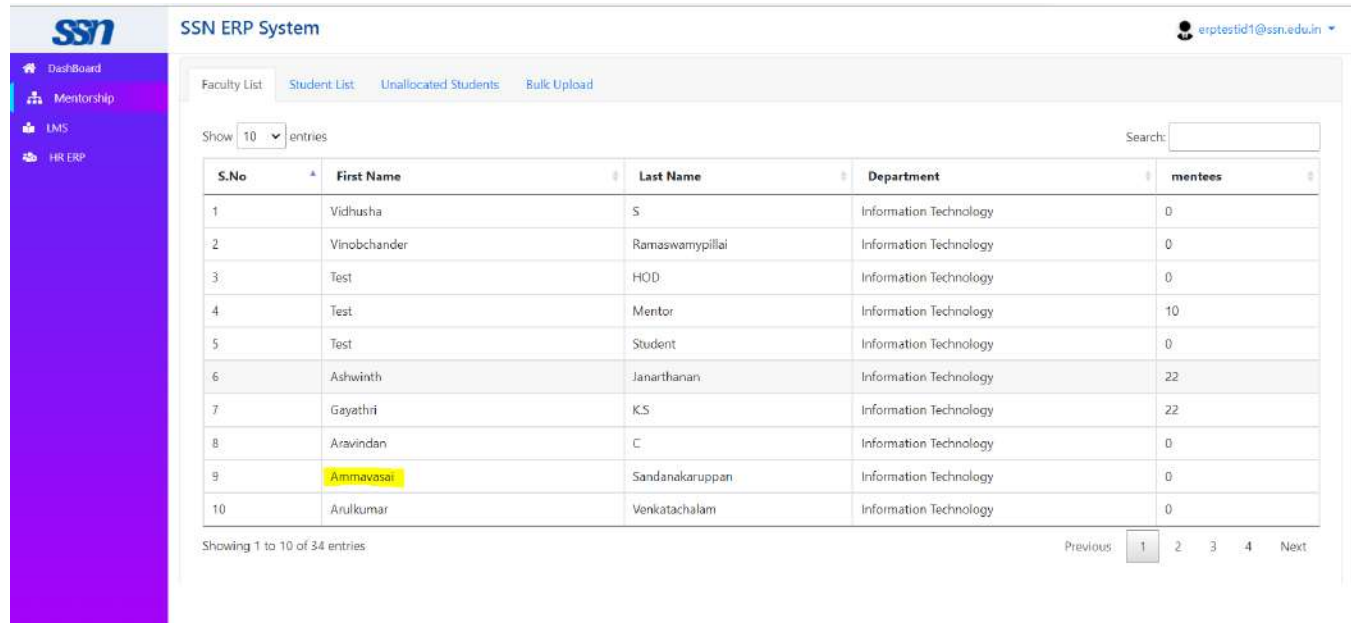
Show 10 entries Search:

S.No	First Name	Last Name	Department	mentees
1	Vidhusha	S	Information Technology	0
2	Vinobchander	Ramaswamy Pillai	Information Technology	0
3	Test	HOD	Information Technology	0
4	Test	Mentor	Information Technology	10
5	Test	Student	Information Technology	0
6	Ashwinth	Janarthanan	Information Technology	22
7	Gayathri	KS	Information Technology	22
8	Aravindan	C	Information Technology	0
9	Ammavasai	Sandanakaruppan	Information Technology	0
10	Anulkumar	Venkatachalam	Information Technology	0

Showing 1 to 10 of 34 entries Previous 1 2 3 4 Next

Step 20

To add a mentee to a mentor individually, select a mentor and a pop-up window will display



SSN ERP System

Faculty List | Student List | Unallocated Students | Bulk Upload

Show 10 entries

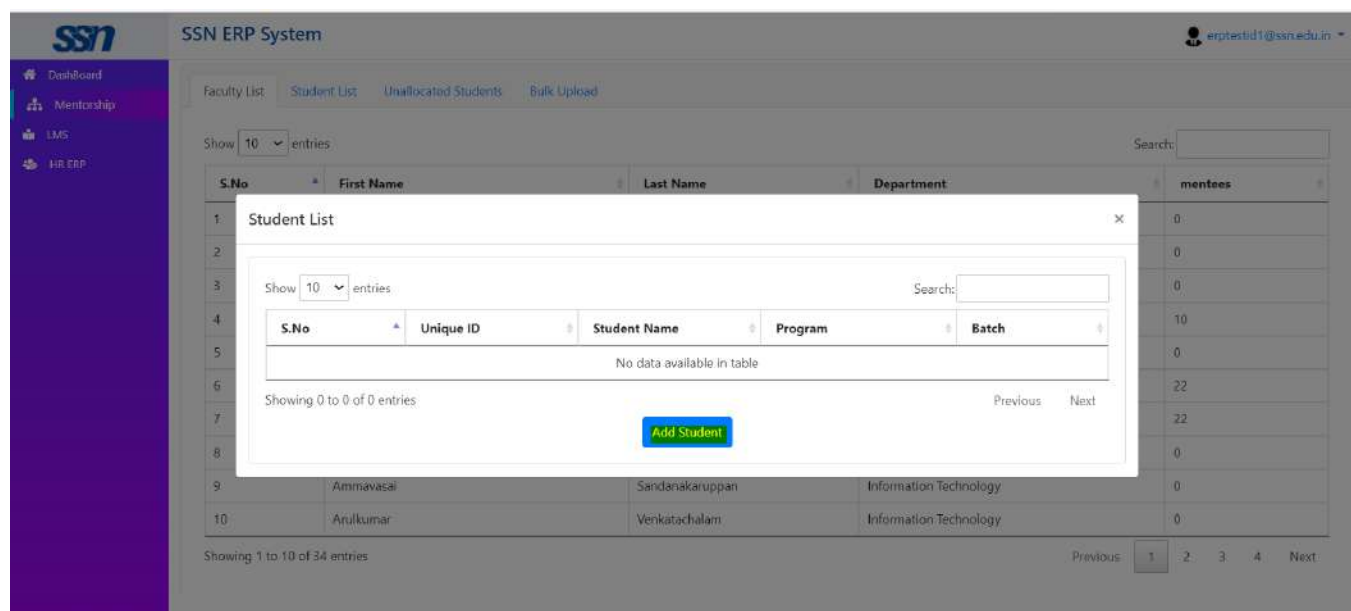
S.No	First Name	Last Name	Department	mentees
1	Vidhusha	S	Information Technology	0
2	Vinobchander	Ramaswamy Pillai	Information Technology	0
3	Test	HOD	Information Technology	0
4	Test	Mentor	Information Technology	10
5	Test	Student	Information Technology	0
6	Ashwinth	Janarthanan	Information Technology	22
7	Gayathri	K.S	Information Technology	22
8	Aravindan	C	Information Technology	0
9	Ammevasai	Sandanakaruppan	Information Technology	0
10	Anulkumar	Venkatachalam	Information Technology	0

Showing 1 to 10 of 34 entries

Previous 1 2 3 4 Next

Step 21

Click on 'Add Student' button in the pop-up window as illustrated below and a pop-up window will appear enter the mentee's 7-digit unique ID



SSN ERP System

Faculty List | Student List | Unallocated Students | Bulk Upload

Show 10 entries

S.No	First Name	Last Name	Department	mentees
1				0
2				0
3				0
4				10
5				0
6				22
7				22
8				0
9	Ammevasai	Sandanakaruppan	Information Technology	0
10	Anulkumar	Venkatachalam	Information Technology	0

Showing 1 to 10 of 34 entries

Previous 1 2 3 4 Next

Student List

Show 10 entries

S.No	Unique ID	Student Name	Program	Batch
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

Add Student

The screenshot shows the SSN ERP System interface. A modal window titled "Student List" is open, displaying a table with columns: S.No, First Name, Last Name, Department, and mentees. The table shows 10 entries. Below the table, there is a search bar and a "Batch" dropdown. A "Add Student" button is visible at the bottom of the modal. The background shows the main dashboard with a sidebar containing links to Dashboard, Mentorship, LMS, and SSN ERP.

S.No	First Name	Last Name	Department	mentees
1				0
2				0
3				0
4				10
5				0
6				22
7				22
8				0
9	Arumugam	Sandhanakuruppan	Information Technology	0
10	Anilkumar	Venikatchalam	Information Technology	0

Step 22

Enter the mentee's unique ID and click on 'Add' button

This screenshot shows the same SSN ERP System interface as the previous one, but with the "Add Student" form filled out. The "Unique ID" field now contains the value "1910135". The "Add" button is highlighted in green, indicating it is ready to be clicked. The background dashboard and sidebar remain the same.

S.No	First Name	Last Name	Department	mentees
1				0
2				0
3				0
4				10
5				0
6				22
7				22
8				0
9	Arumugam	Sandhanakuruppan	Information Technology	0
10	Anilkumar	Venikatchalam	Information Technology	0

Step 23

Now that student will be mapped under the selected mentor as illustrated below

The screenshot shows the SSN ERP System interface. On the left is a sidebar with navigation links: Dashboard, Mentorship, LMS, and HR ERP. The main header displays 'SSN ERP System' and a user profile 'erpsted1@ssn.edu.in'. Below the header, there are tabs: Faculty List, Student List (selected), Unallocated Students, and Bulk Upload. A search bar is present. The main content area shows a table with columns: S.No, First Name, Last Name, Department, and mentees. A modal window titled 'Student List' is open, displaying a table with columns: S.No, Unique ID, Student Name, Program, and Batch. The modal shows one entry for S.No 1, Unique ID 1910135, Student Name GOWTHAM PRAKASH S, Program B.Tech Information Technology, and Batch 2019-2023. Below the table in the modal is an 'Add Student' button. The main table shows entries for S.No 9 and 10, with names Ammarasai, Sandanakaruppan, Arulkumar, and Venkatachalam, all in the Information Technology department.

S.No	First Name	Last Name	Department	mentees
1				0
2				0
3				0
4				10
5				0
6				22
7				22
8				0
9	Ammarasai	Sandanakaruppan	Information Technology	0
10	Arulkumar	Venkatachalam	Information Technology	0

Step 24

Click on the 'Student List' tab to view all the students under the logged in HoD's department

The screenshot shows the SSN ERP System interface with the 'Student List' tab selected. The main content area displays a table with columns: S.No, Unique ID, Student Name, Program, and Batch. The table lists 10 students, all in the B.Tech Information Technology program. The bottom of the table shows 'Showing 1 to 10 of 412 entries' and pagination controls.

S.No	Unique ID	Student Name	Program	Batch
1	185002099	SNEHA S	B.Tech Information Technology	2018-2022
2	1910135	GOWTHAM PRAKASH S	B.Tech Information Technology	2019-2023
3	1910365	ABHISHEK KUMAR YADAV	B.Tech Information Technology	2019-2023
4	185002033	HARSHAVARDHINI G	B.Tech Information Technology	2018-2022
5	185002055	MADHUMITA L	B.Tech Information Technology	2018-2022
6	185002015	ARUN K S	B.Tech Information Technology	2018-2022
7	2010982	Saravanan J	B.Tech Information Technology	2020-2024
8	2012024	Ashuthosh	B.Tech Information Technology	2020-2024
9	185002089	SARAVANAN V	B.Tech Information Technology	2018-2022
10	2010629	Rohith S	B.Tech Information Technology	2020-2024

Step 25

Click on 'Unallocated Students' to view all the mentees who are not mapped under any mentor of the logged in HoD's department

SSN ERP System

Faculty List Student List Unallocated Students Bulk Upload

Show 10 entries Search:

S.No	Unique ID	Student Name	Program	Batch
1	185002099	SNEHA S	B.Tech Information Technology	2018-2022
2	1910365	ABHISHEK KUMAR YADAV	B.Tech Information Technology	2019-2023
3	185002033	HARSHAVARDHINI G	B.Tech Information Technology	2018-2022
4	185002055	MADHUMITA L	B.Tech Information Technology	2018-2022
5	185002015	ARUN K S	B.Tech Information Technology	2018-2022
6	2012024	Ashuthosh	B.Tech Information Technology	2020-2024
7	185002089	SARAVANAN V	B.Tech Information Technology	2018-2022
8	1910430	ANNI PRISCILLA A	B.Tech Information Technology	2019-2023
9	185002306	RAMAMOORTHY R	B.Tech Information Technology	2018-2022
10	185002109	SWATHI A	B.Tech Information Technology	2018-2022

Showing 1 to 10 of 279 entries Previous 1 2 3 4 5 ... 28 Next

Step 26

To do the bulk upload of mentor and mentee mapping, click on the 'Bulk Upload' tab

SSN ERP System

Faculty List Student List Unallocated Students Bulk Upload

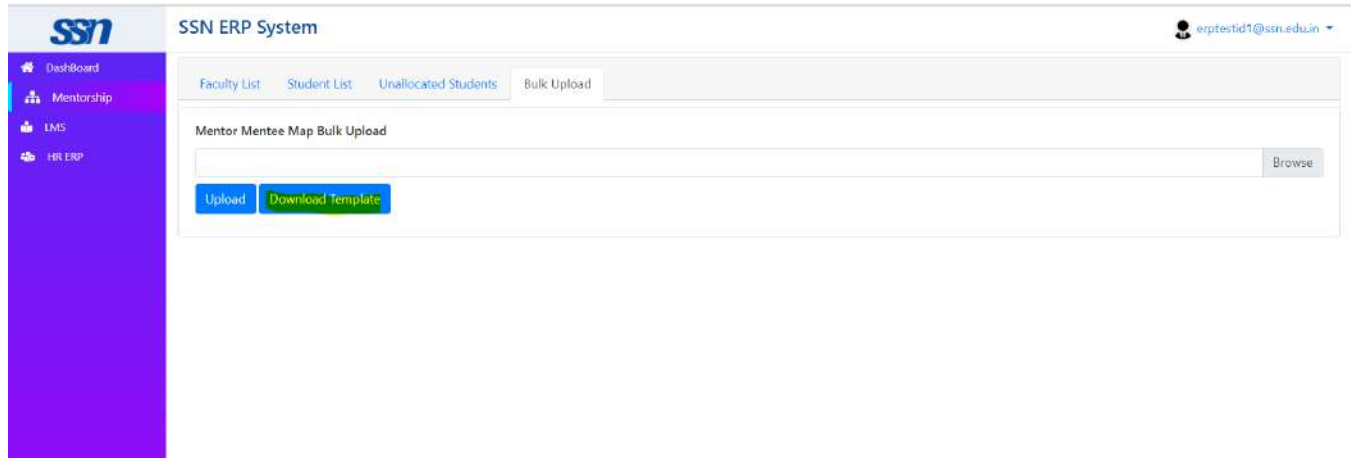
Mentor Mentee Map Bulk Upload

Browse

Upload Download Template

Step 27

Click on 'Download Template' to download the bulk upload template format



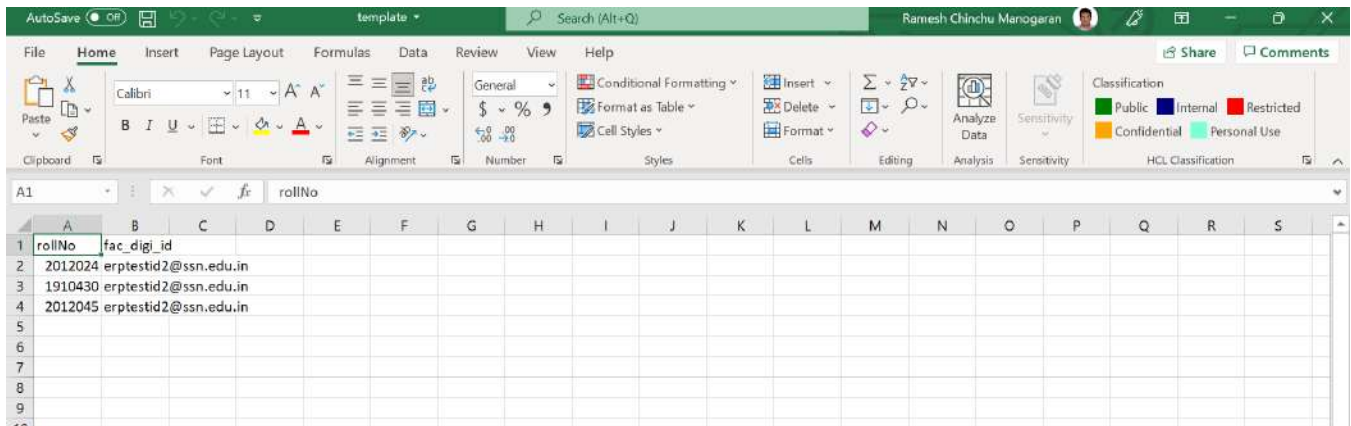
Step 28

The template will be downloaded in the local machine



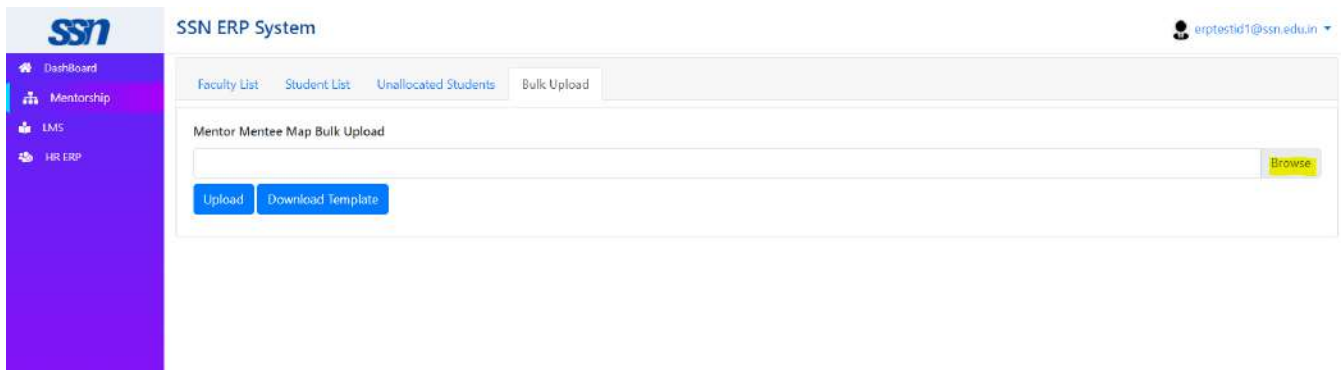
Step 29

Open the template and enter the mentor and mentee mapping details



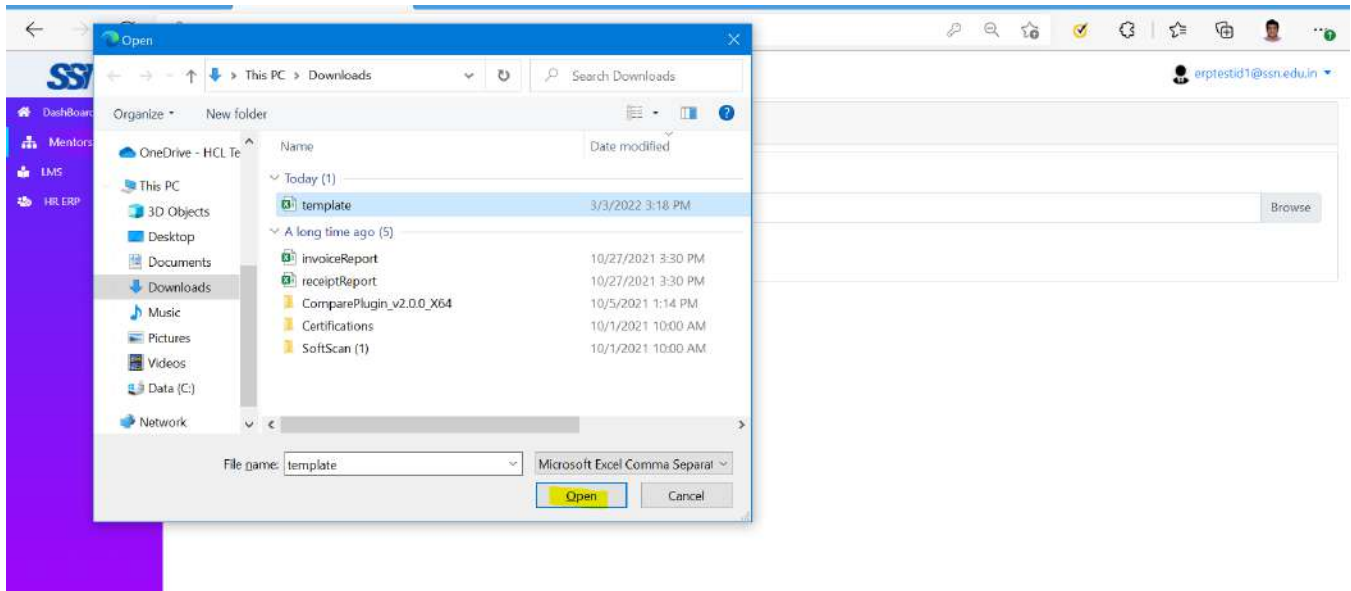
Step 30

Save the file and click on 'Browse' button to upload the mentor and mentee mapping file as illustrated below



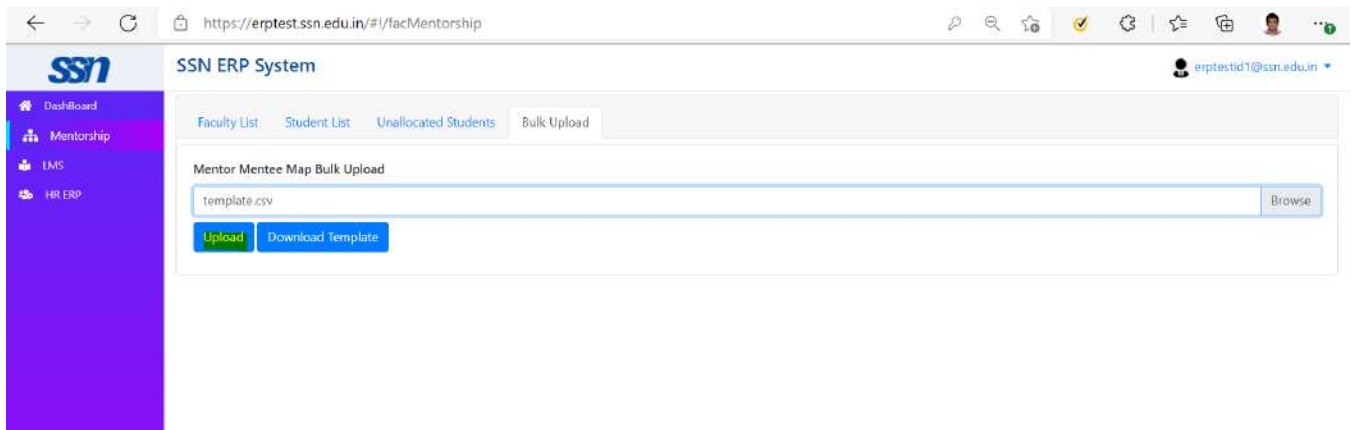
Step 31

Select the file from downloads and click 'Open'



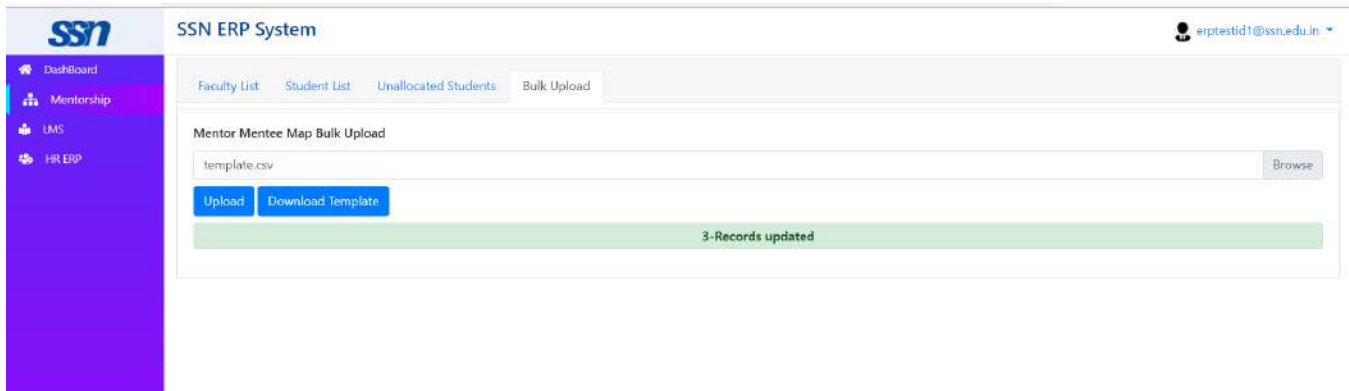
Step 32

Now click on 'Upload' button



Step 33

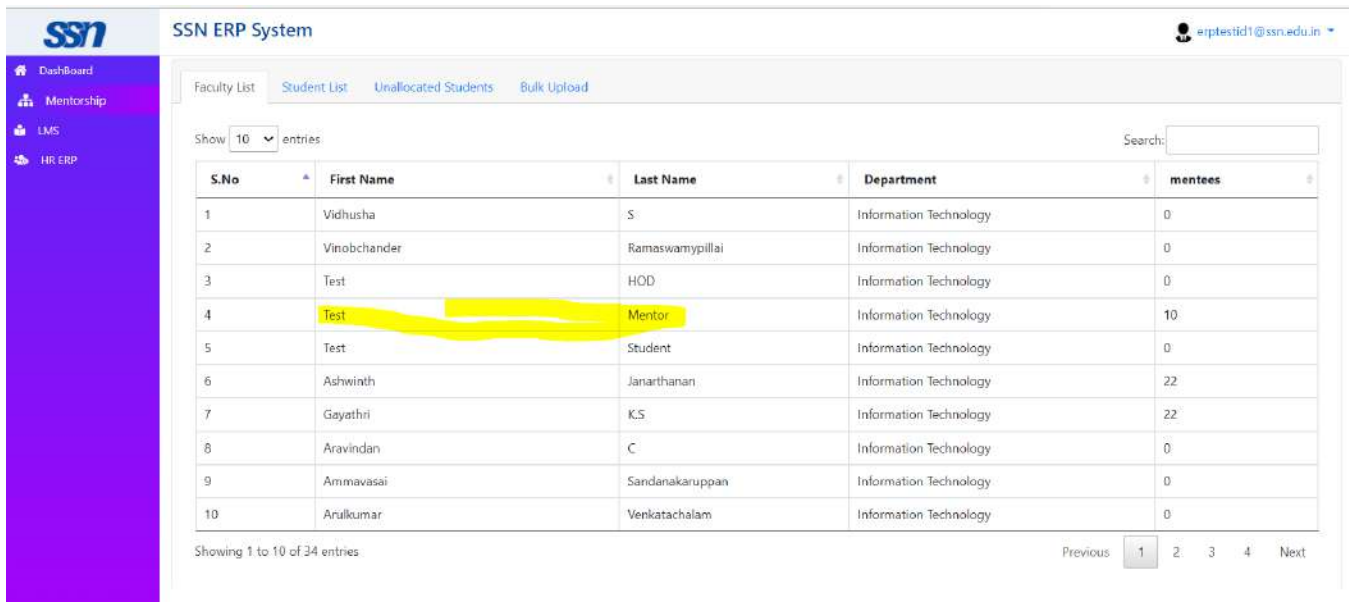
File is successfully uploaded



The screenshot shows the SSN ERP System interface. On the left is a purple sidebar with navigation links: Dashboard, Mentorship, LMS, and HR ERP. The main header is 'SSN ERP System' with a user profile 'erptestid1@ssn.edu.in'. Below the header are tabs: Faculty List, Student List, Unallocated Students, and Bulk Upload. The 'Bulk Upload' tab is active, showing the 'Mentor Mentee Map Bulk Upload' section. It includes a text input field with 'template.csv', a 'Browse' button, and 'Upload' and 'Download Template' buttons. A green status bar at the bottom indicates '3-Records updated'.

Step 34

Now select the mentor from faculty list and you can see the uploaded mentees to that mentor



The screenshot shows the SSN ERP System interface with the 'Faculty List' tab selected. It displays a table of faculty members with columns: S.No, First Name, Last Name, Department, and mentees. The table contains 10 entries. The 4th entry is highlighted in yellow, showing a 'Test' first name and 'Mentor' last name, with 10 mentees. The 5th entry shows a 'Test' first name and 'Student' last name, with 0 mentees. The table is paginated, showing 1 to 10 of 34 entries.

S.No	First Name	Last Name	Department	mentees
1	Vidhusha	S	Information Technology	0
2	Vinobchander	Ramaswamy Pillai	Information Technology	0
3	Test	HOD	Information Technology	0
4	Test	Mentor	Information Technology	10
5	Test	Student	Information Technology	0
6	Ashwinth	Janarthanan	Information Technology	22
7	Gayathri	K.S	Information Technology	22
8	Aravindan	C	Information Technology	0
9	Ammavasai	Sandenakaruppan	Information Technology	0
10	Anilkumar	Venkatachalam	Information Technology	0