

# **USER MANUAL**

## **PROGRAM POSTPONEMENT**

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## 1. APPROVAL FLOW OVERVIEW

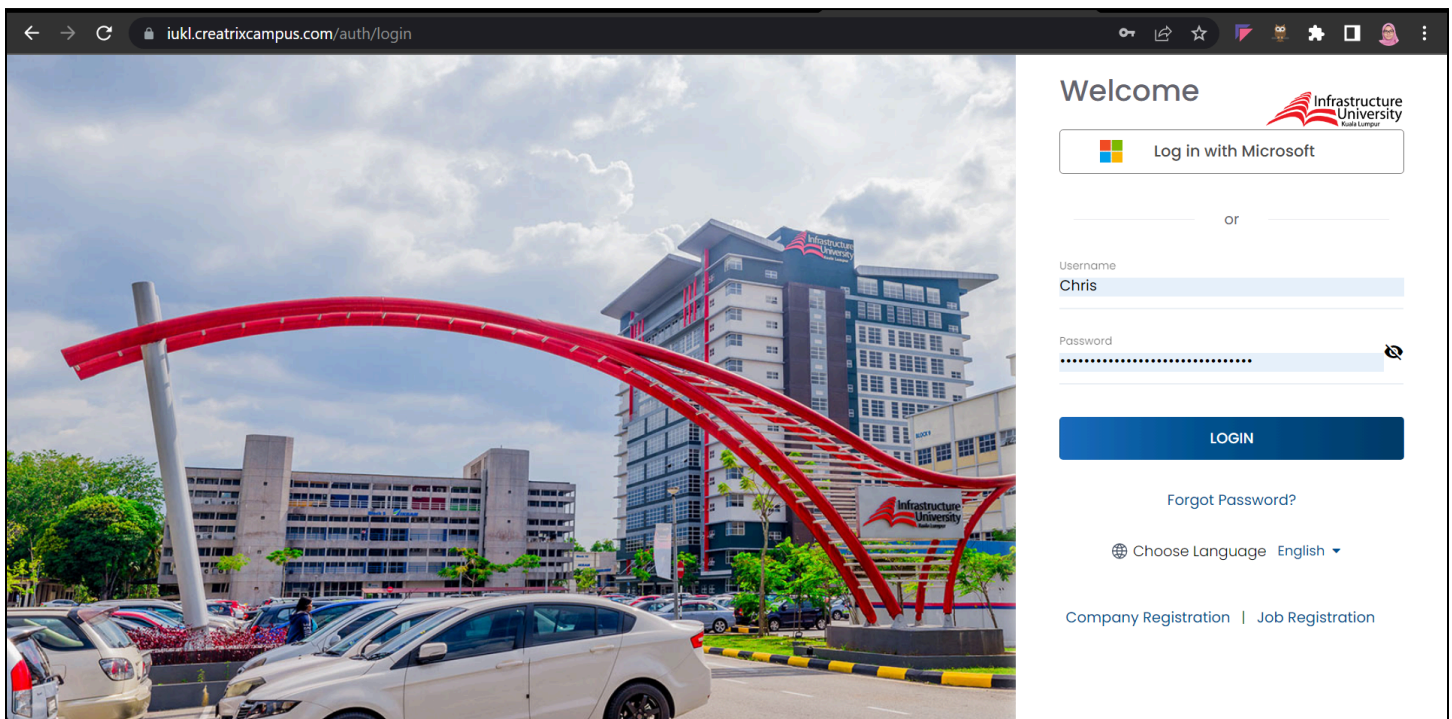
When students seek a program extension, the request is promptly redirected to the counsellor. The counsellor assesses the student's eligibility; if deemed ineligible, the request is directly communicated to the student, concluding the process. In the case of eligibility, the counsellor proceeds to forward the request to the ISMC staff for international students or directly to the Dean for domestic students. The Dean evaluates and either approves or rejects the request. Following the Dean's decision, the process advances to the Registry, where the application is scrutinised for approval, rejection, or further Postponement.

## 2. PROGRAM POSTPONEMENT REQUEST OPERATIONS

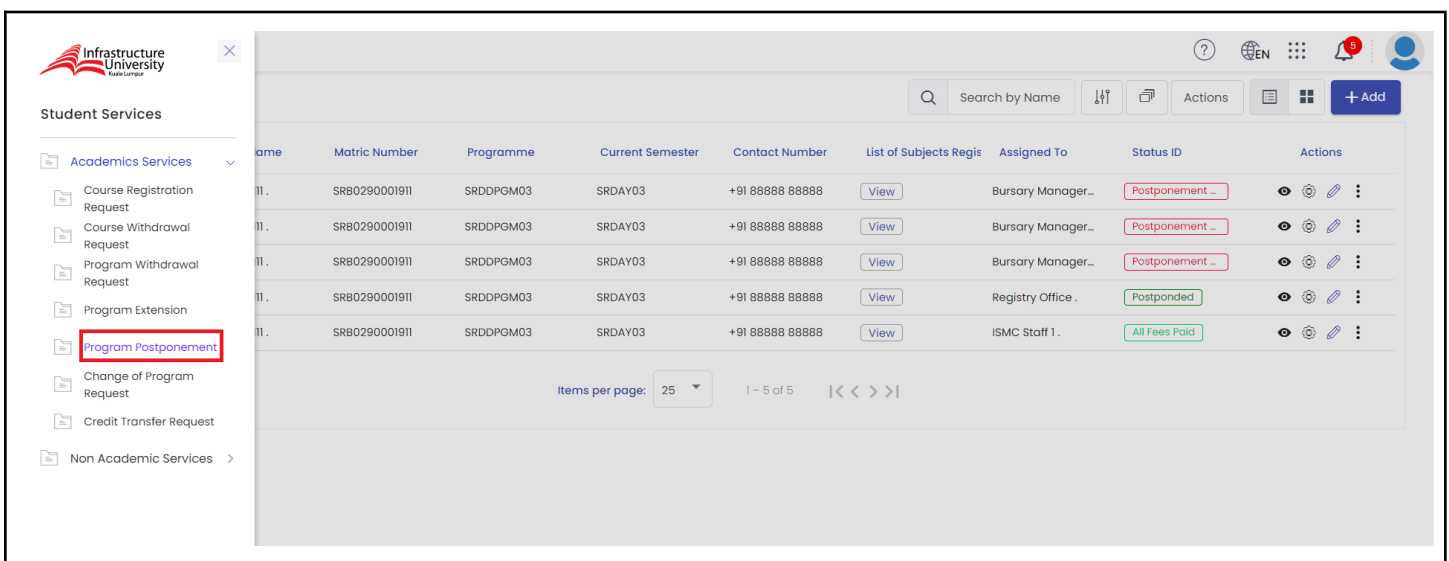
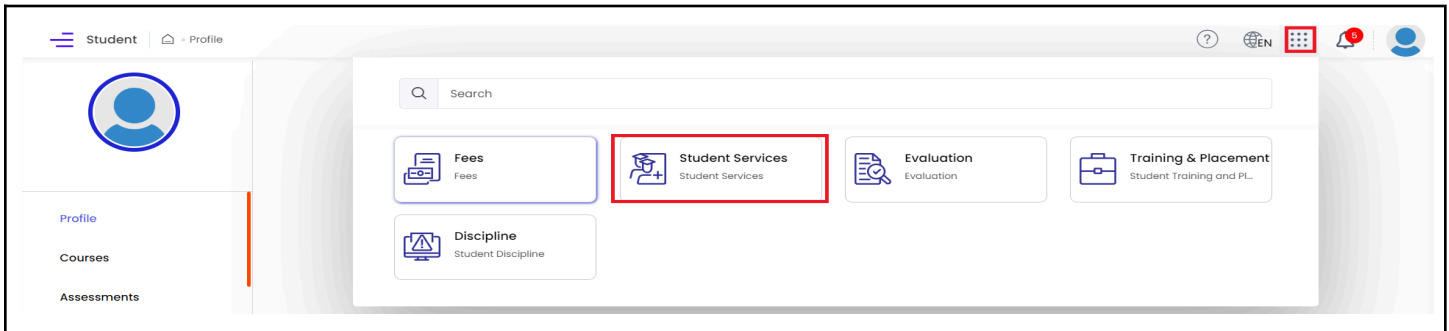
Program Postponement typically refers to the process by which a student can request a Postponement of the timeframe to complete their academic program or degree requirements.

### 2.1 Student operations

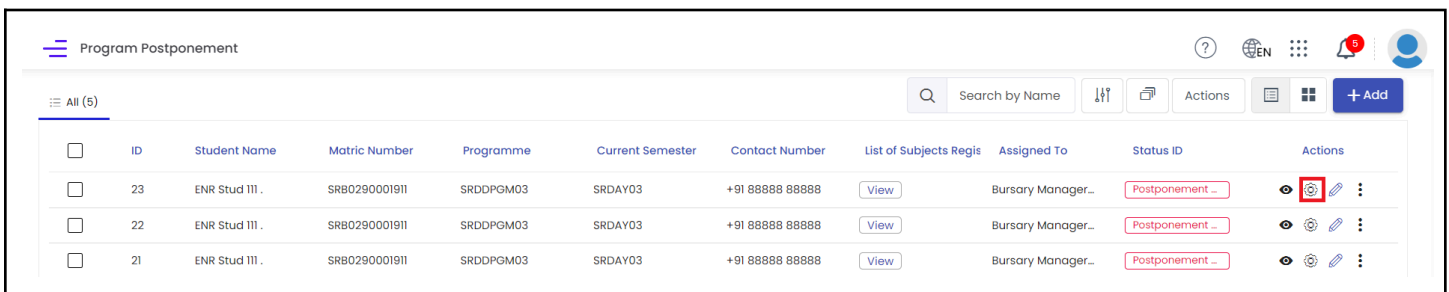
**Step 1:** To create new program Postponement request Student must first log in to the Creatrix Platform using the link: <https://iukl.creatrixcampus.com/auth/login>



**Step 2:** Click on the Main Menu button >> Student Services>>Program Postponement.



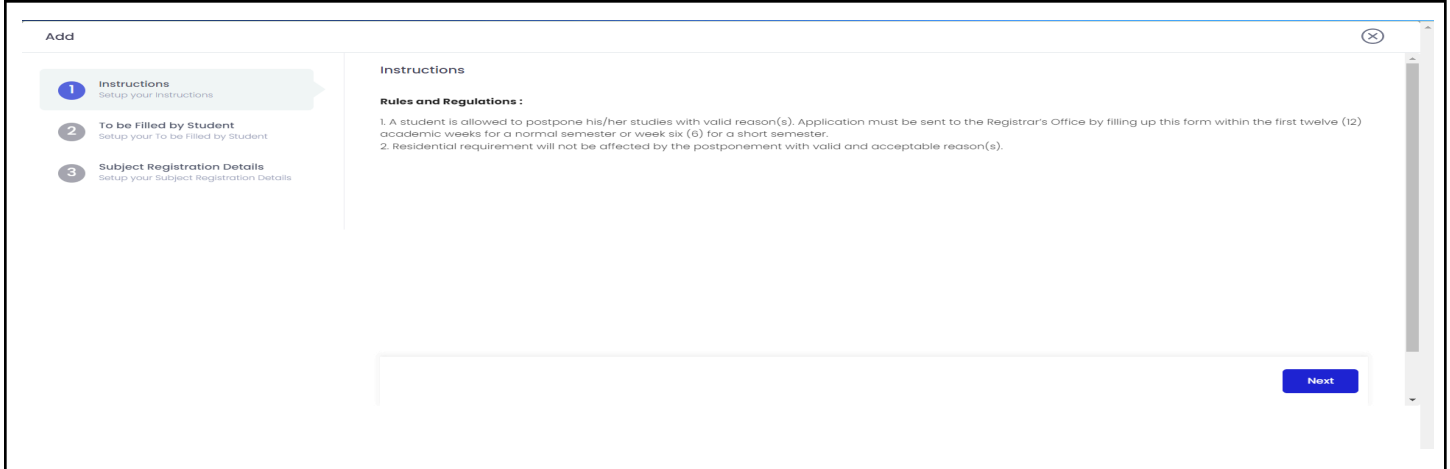
**Step 2 :** Once the Registry received the request select detail view



**Step 3:** User will be redirected to the Program Postponement request feature. Click on the ADD button to submit a new Postponement request.



**Step 4:** Click on the ADD, type on the required fields like Student Name , Semesters applied for Postponement reason , upload documents, click student agreement and Submit.



**Add**

**1 Instructions**  
Setup your instructions

**2 To be Filled by Student**  
Setup your To be Filled by Student

**3 Subject Registration Details**  
Setup your Subject Registration Details

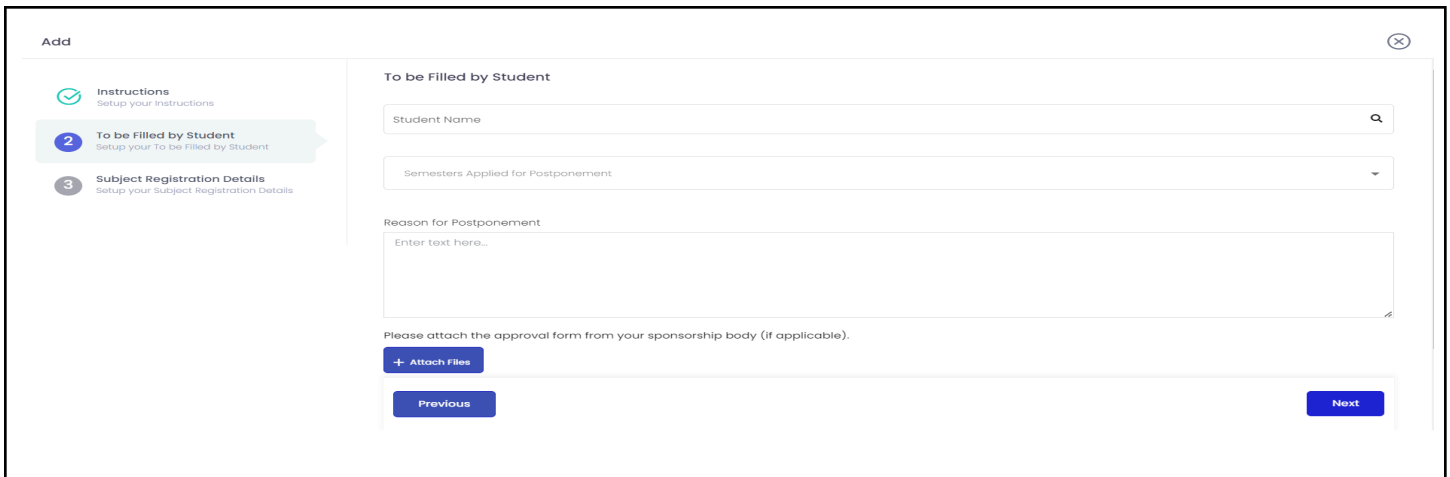
**Instructions**

**Rules and Regulations :**

1. A student is allowed to postpone his/her studies with valid reason(s). Application must be sent to the Registrar's Office by filling up this form within the first twelve (12) academic weeks for a normal semester or week six (6) for a short semester.

2. Residential requirement will not be affected by the postponement with valid and acceptable reason(s).

**Next**



**Add**

**1 Instructions**  
Setup your instructions

**2 To be Filled by Student**  
Setup your To be Filled by Student

**3 Subject Registration Details**  
Setup your Subject Registration Details

**To be Filled by Student**

Student Name

Semesters Applied for Postponement

Reason for Postponement  
Enter text here...

Please attach the approval form from your sponsorship body (if applicable).

**+ Attach Files**

**Previous** **Next**

Add

Instructions

Setup your instructions

2

To be Filled by Student

Setup your To be Filled by Student

3

Subject Registration Details

Setup your Subject Registration Details

Semesters Applied for Postponement

Reason for Postponement

Enter text here...

Please attach the approval form from your sponsorship body (if applicable).

+ Attach Files

Supporting Document

+ Attach Files

Previous

Next

Add

Instructions

Setup your instructions

✓

To be Filled by Student

Setup your To be Filled by Student

3

Subject Registration Details

Setup your Subject Registration Details

Subject Registration Details

List of Subjects Registered

Course

Lecturer

+ Add

Previous

Submit

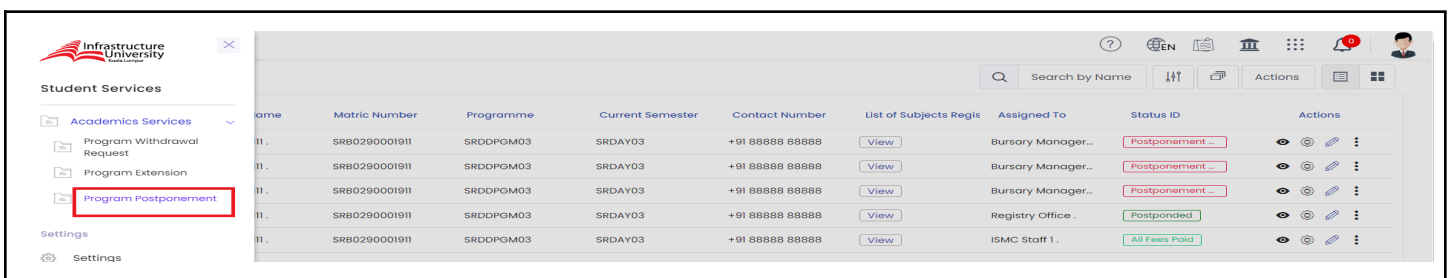
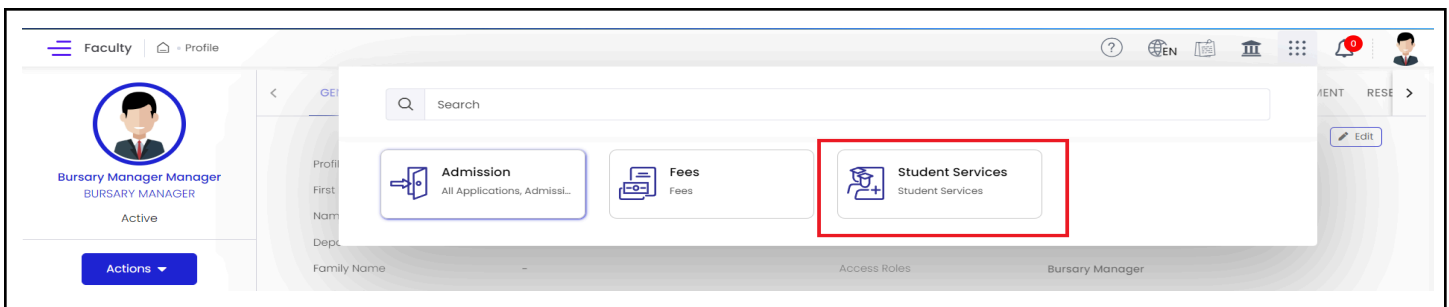
## 2.2 Bursary Operations

Upon receiving the request from the student:

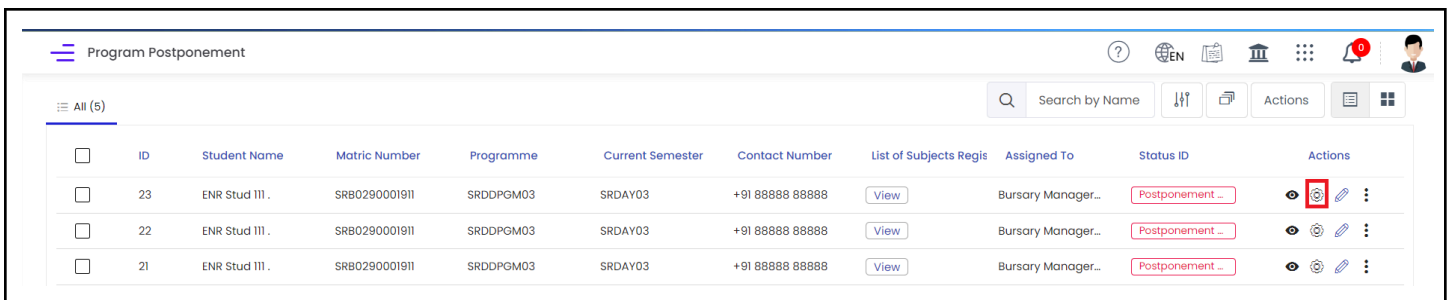
- The bursary examines both the Must Settle outstanding and Outstanding Partially paid components.
  - If either is confirmed, a notification is sent to the student.
- In case supporting documents are required, the student is notified accordingly.
- The bursary also verifies the status of Outstanding Fully Paid. If confirmed, it proceeds to recommend the next step in the process.

### Step-by-Step Process of Bursary Operations:

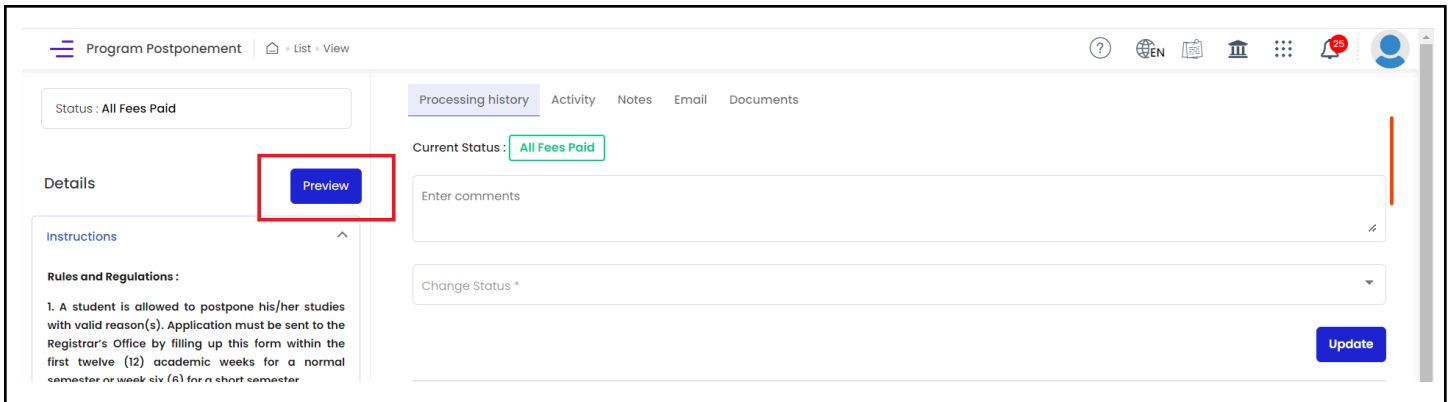
Step 1 : Click on the Main Menu button >> Student Services>>Program Postponement.



Step 2 : Once the bursary received the request select detail view

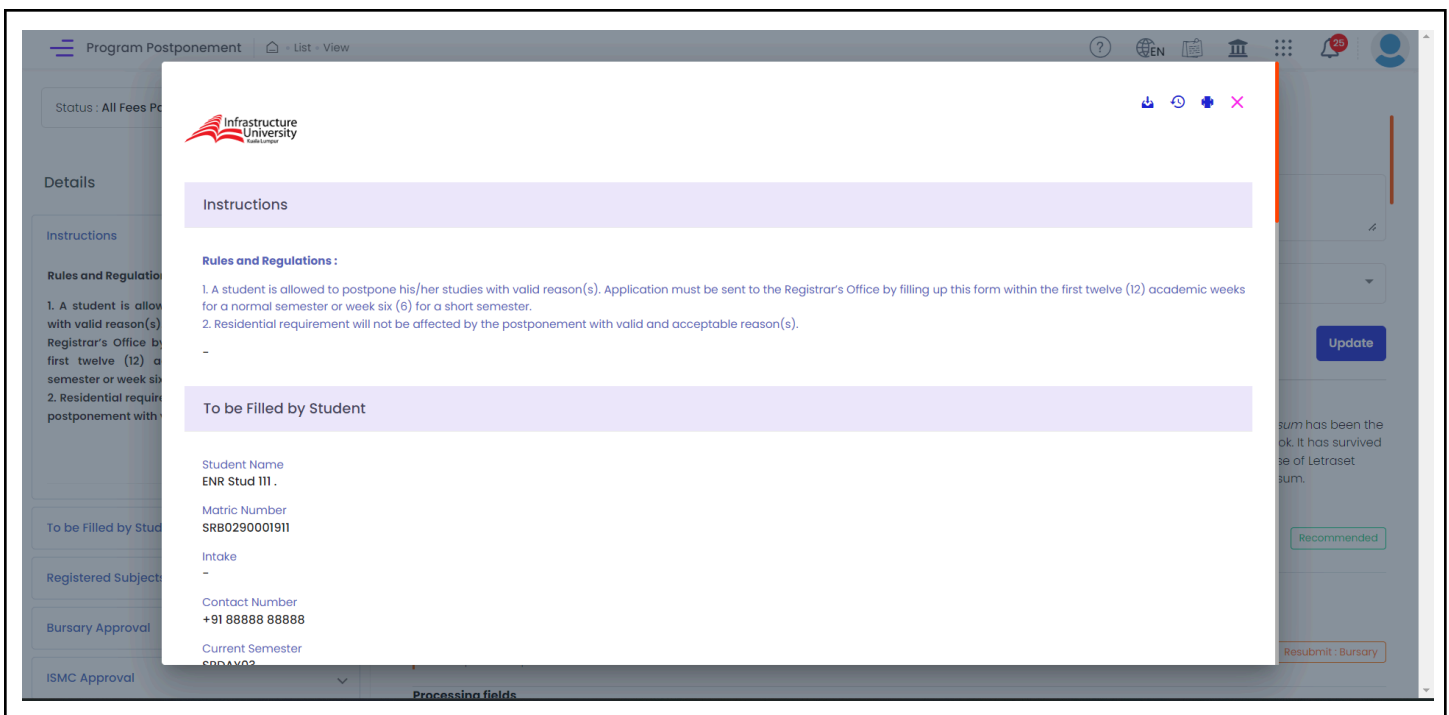


Step 3 : Select preview to see the students details of the students.



The screenshot shows the 'Program Postponement' form. The 'Status' is 'All Fees Paid'. The 'Current Status' is 'All Fees Paid'. The 'Details' section is expanded, showing 'Instructions' and 'Rules and Regulations'. The 'Preview' button is highlighted with a red box. The 'Update' button is visible at the bottom right.

Step 4 : Once you clicked the preview, the students details are shown



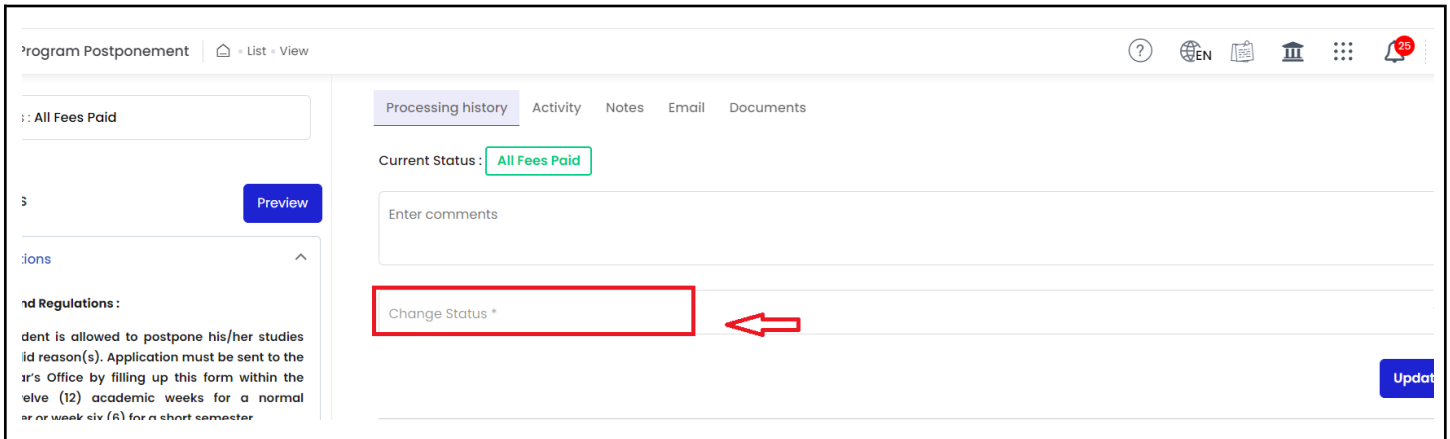
The screenshot shows the 'Program Postponement' form with a modal window displaying student details. The modal includes the 'Infrastructure University' logo, 'Instructions', 'Rules and Regulations', and 'To be Filled by Student' section. The student details are as follows:

Field	Value
Student Name	ENR Stud III.
Matric Number	SRB0290001911
Intake	-
Contact Number	+91 88888 88888
Current Semester	SPR2022

The modal also includes a 'Recommended' button and a 'Resubmit: Bursary' button.

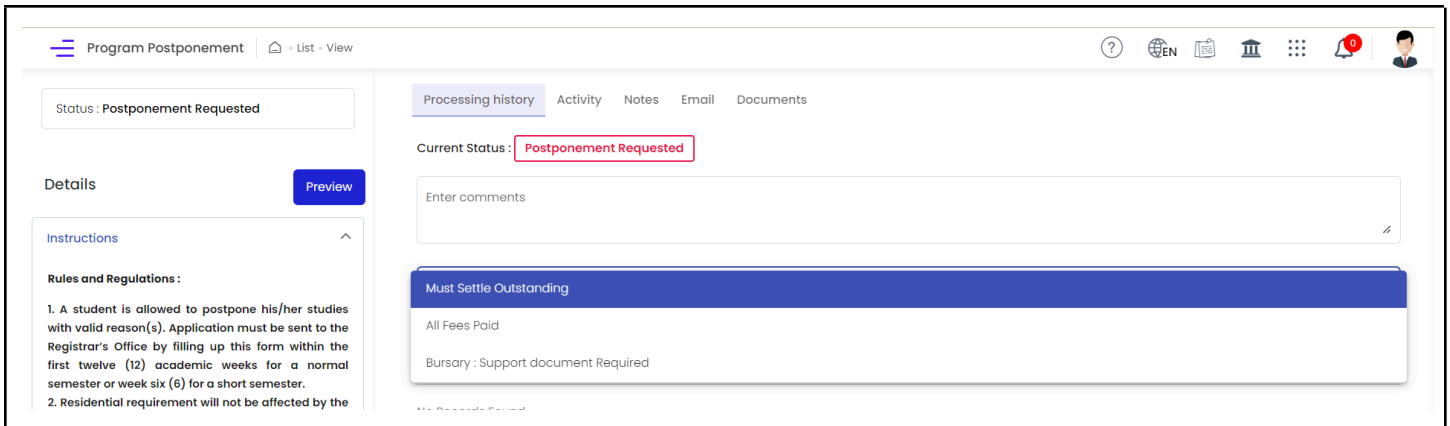


## Step 5 : Click the status dropdown to change the status



The screenshot shows the 'Program Postponement' form. On the left, there's a sidebar with 'All Fees Paid' and a 'Preview' button. The main area has tabs for 'Processing history', 'Activity', 'Notes', 'Email', and 'Documents'. The 'Current Status' is 'All Fees Paid'. Below it is a text area for 'Enter comments'. A red box highlights the 'Change Status \*' dropdown menu, with a red arrow pointing to it. An 'Update' button is visible at the bottom right.

## Step 6 : Select the status from the dropdown option



The screenshot shows the 'Program Postponement' form with the 'Status' set to 'Postponement Requested'. The 'Current Status' is also 'Postponement Requested'. A dropdown menu is open, showing options: 'Must Settle Outstanding', 'All Fees Paid', and 'Bursary: Support document Required'. The sidebar on the left includes 'Instructions' and 'Rules and Regulations'. The main area has tabs for 'Processing history', 'Activity', 'Notes', 'Email', and 'Documents'. An 'Update' button is visible at the bottom right.

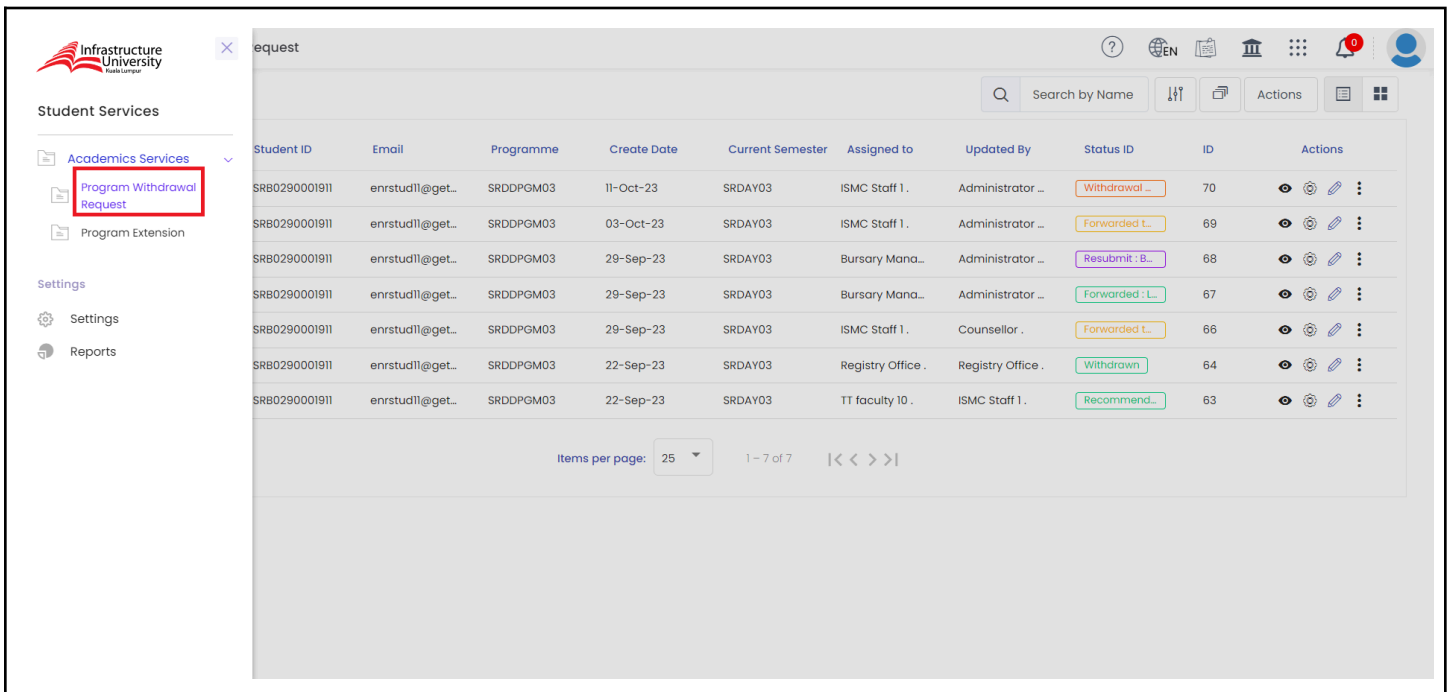
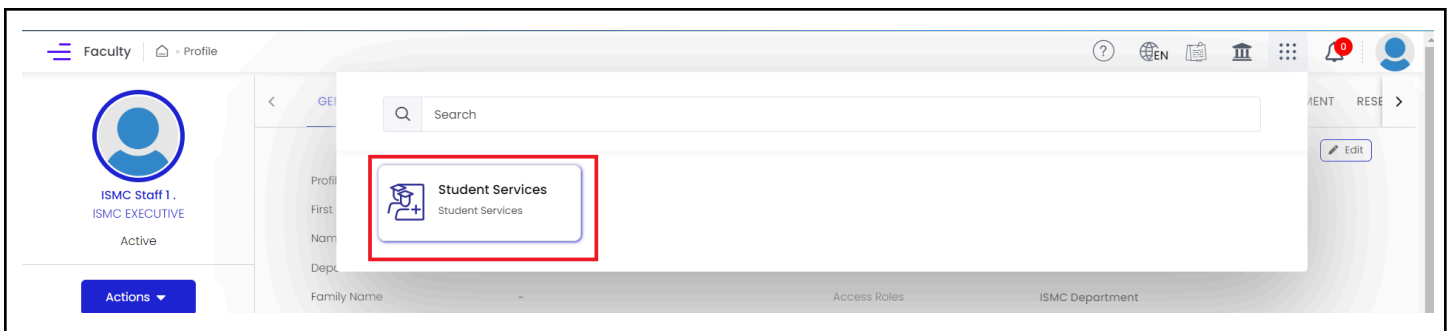
## 2.3 ISMC Operations

Upon receiving the forwarded request from the counselor:

- The ISMC reviews the student's details.
- If additional supporting documents are required, the ISMC requests them from the students.
- If the ISMC approves, they either provide a recommendation or choose not to recommend.

### Step-by-Step Process of ISMC Operations :

Step 1 : Click on the Main Menu button >> Student Services>>Program Postponement.






Step 2 : Once the ISMC received the request select detail view

Program Postponement

Search by Name

Actions

ID	Student Name	Matric Number	Programme	Current Semester	Contact Number	List of Subjects Regs	Assigned To	Status ID	Actions
23	ENR Stud III.	SRB0290001911	SRDDPGM03	SRDAY03	+91 88888 88888	<a href="#">View</a>	Bursary Manager...	Postponement ...	
22	ENR Stud III.	SRB0290001911	SRDDPGM03	SRDAY03	+91 88888 88888	<a href="#">View</a>	Bursary Manager...	Postponement ...	
21	ENR Stud III.	SRB0290001911	SRDDPGM03	SRDAY03	+91 88888 88888	<a href="#">View</a>	Bursary Manager...	Postponement ...	

Step 3: Select preview to see the students details of the students.

Program Postponement

Status: All Fees Paid

Processing history Activity Notes Email Documents

Current Status: All Fees Paid

Enter comments

Change Status \*

Update

Details

Instructions

Rules and Regulations:

1. A student is allowed to postpone his/her studies with valid reason(s). Application must be sent to the Registrar's Office by filling up this form within the first twelve (12) academic weeks for a normal semester or week six (6) for a short semester.

Preview

Step 4 : Once you clicked the preview, the students details are shown

Program Postponement

Status: All Fees Paid

Processing history Activity Notes Email Documents

Current Status: All Fees Paid

Enter comments

Change Status \*

Update

Details

Instructions

Rules and Regulations:

1. A student is allowed to postpone his/her studies with valid reason(s). Application must be sent to the Registrar's Office by filling up this form within the first twelve (12) academic weeks for a normal semester or week six (6) for a short semester.

2. Residential requirement will not be affected by the postponement with valid and acceptable reason(s).

To be Filled by Student

Student Name  
ENR Stud III.

Matric Number  
SRB0290001911

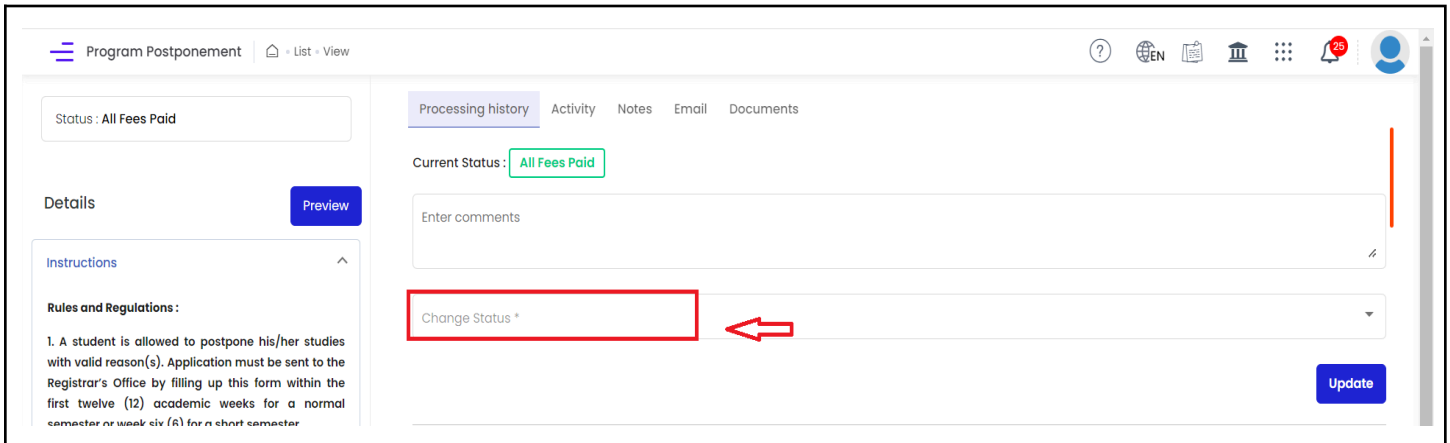
Intake  
-

Contact Number  
+91 88888 88888

Current Semester  
SRDAY03

Processing fields

## Step 5 : Click the status dropdown to change the status



Program Postponement | List View

Status: All Fees Paid

Processing history | Activity | Notes | Email | Documents

Current Status: All Fees Paid

Enter comments

Change Status \*

Update

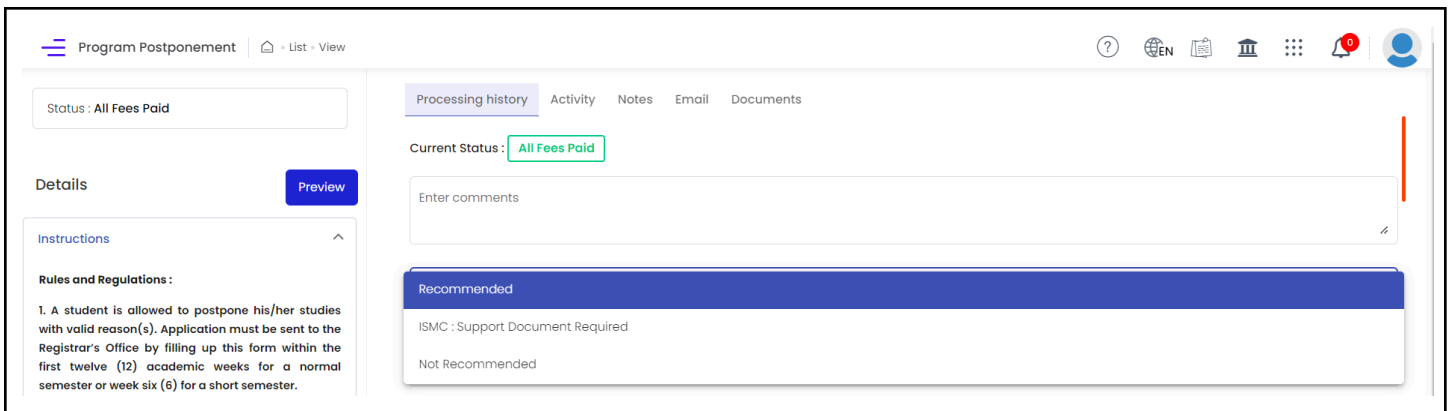
**Details** Preview

**Instructions**

**Rules and Regulations :**

1. A student is allowed to postpone his/her studies with valid reason(s). Application must be sent to the Registrar's Office by filling up this form within the first twelve (12) academic weeks for a normal semester or week six (6) for a short semester.

## Step 6 : Select the status from the dropdown option



Program Postponement | List View

Status: All Fees Paid

Processing history | Activity | Notes | Email | Documents

Current Status: All Fees Paid

Enter comments

Recommended

ISMC : Support Document Required

Not Recommended

Update

**Details** Preview

**Instructions**

**Rules and Regulations :**

1. A student is allowed to postpone his/her studies with valid reason(s). Application must be sent to the Registrar's Office by filling up this form within the first twelve (12) academic weeks for a normal semester or week six (6) for a short semester.

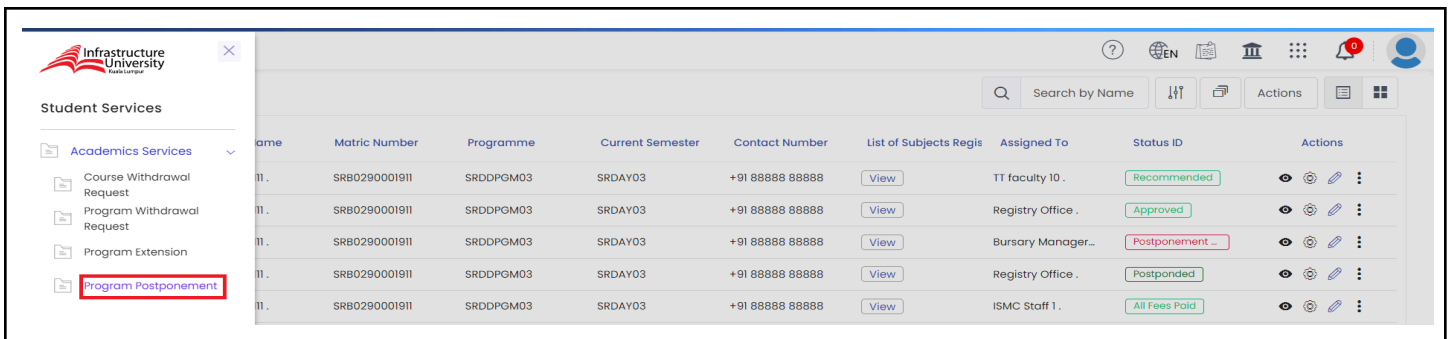
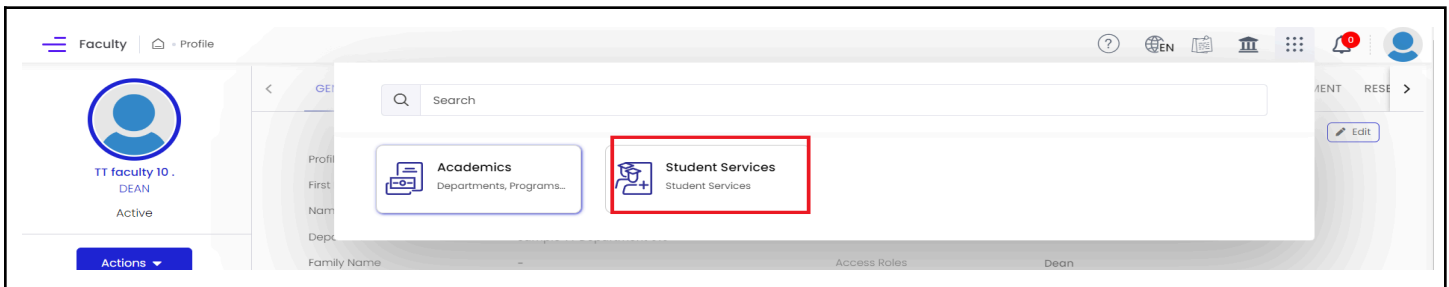
## 2.5 Dean Operations

Upon receiving the forwarded request from the Bursary or ISMC:

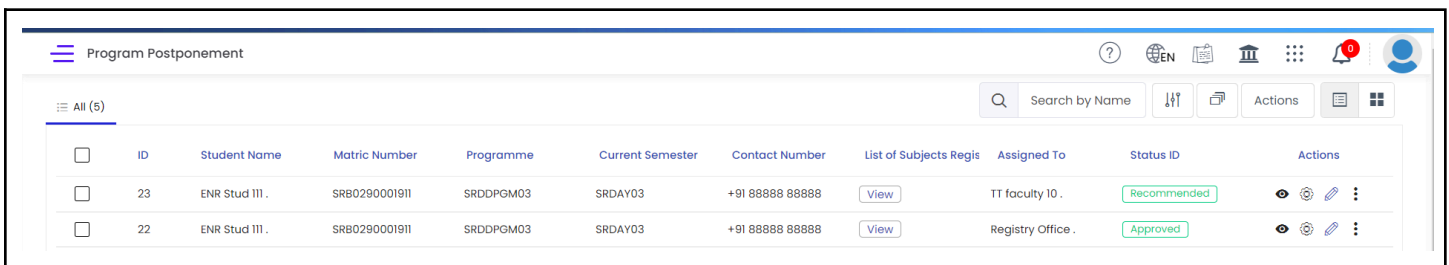
- If the dean approves, the process advances to the next stage.
- If not approved, a notification is sent to the student.

### Step-by-Step Process of Dean Operations:

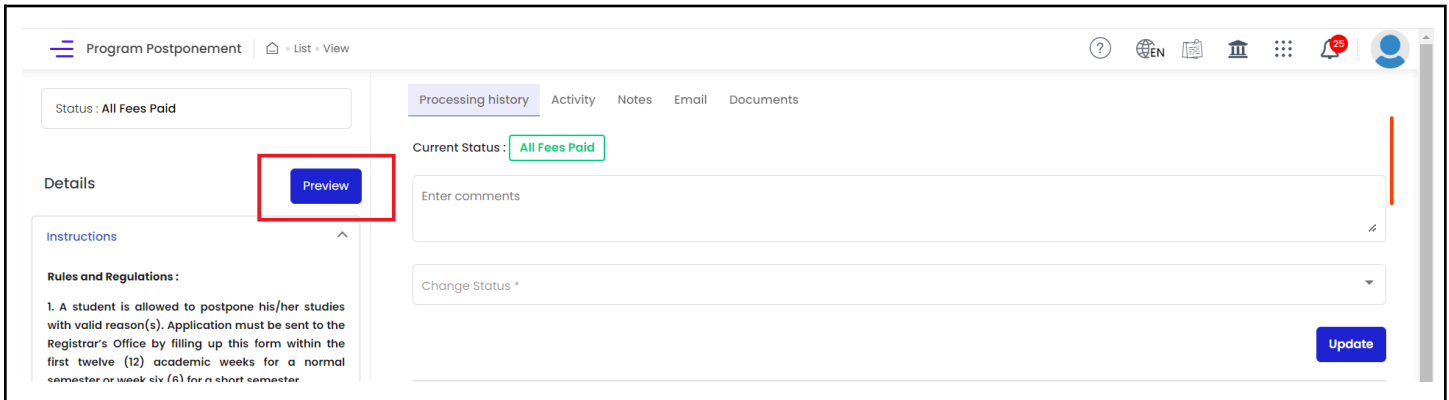
Step 1 : Click on the Main Menu button >> Student Services>>Program Postponement.



Step 2 : Once the dean received the request select detail view



Step 3 : Select preview to see the students details of the students.



The screenshot shows the 'Program Postponement' form. The 'Status' is 'All Fees Paid'. The 'Current Status' is 'All Fees Paid'. The 'Preview' button is highlighted with a red box. The 'Details' section is expanded, showing 'Instructions' and 'Rules and Regulations'.

**Program Postponement** | List View

Status: All Fees Paid

Processing history | Activity | Notes | Email | Documents

Current Status: All Fees Paid

Enter comments

Change Status \*

Update

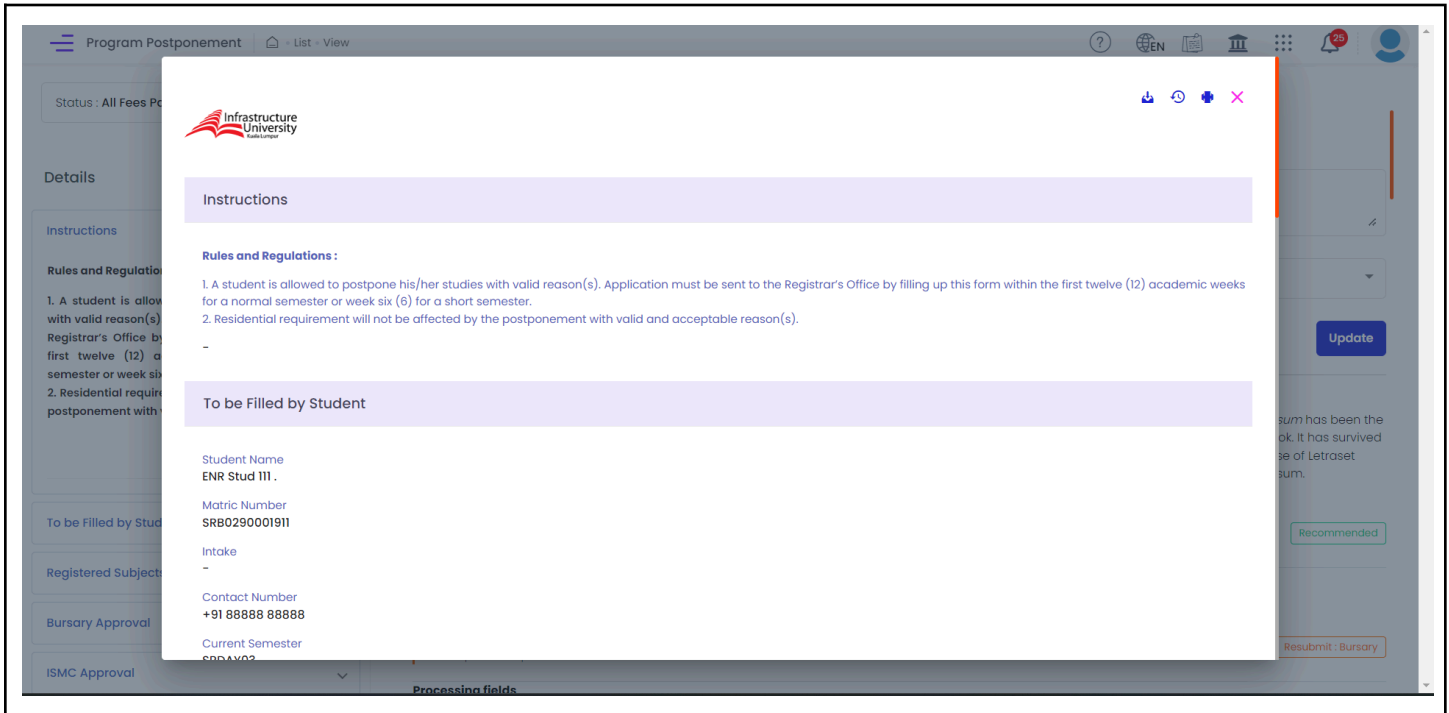
**Details**

Instructions

**Rules and Regulations :**

1. A student is allowed to postpone his/her studies with valid reason(s). Application must be sent to the Registrar's Office by filling up this form within the first twelve (12) academic weeks for a normal semester or week six (6) for a short semester.

Step 4 : Once you clicked the preview, the students details are shown



The screenshot shows the 'Program Postponement' form with a modal window displaying student details. The modal window includes the 'Infrastructure University' logo, 'Instructions', 'Rules and Regulations', and 'To be Filled by Student' section.

**Program Postponement** | List View

Status: All Fees Paid

Processing history | Activity | Notes | Email | Documents

Current Status: All Fees Paid

Enter comments

Change Status \*

Update

**Details**

Instructions

**Rules and Regulations :**

1. A student is allowed to postpone his/her studies with valid reason(s). Application must be sent to the Registrar's Office by filling up this form within the first twelve (12) academic weeks for a normal semester or week six (6) for a short semester.

2. Residential requirement will not be affected by the postponement with valid and acceptable reason(s).

-

**To be Filled by Student**

Student Name  
ENR Stud III.

Matric Number  
SRB0290001911

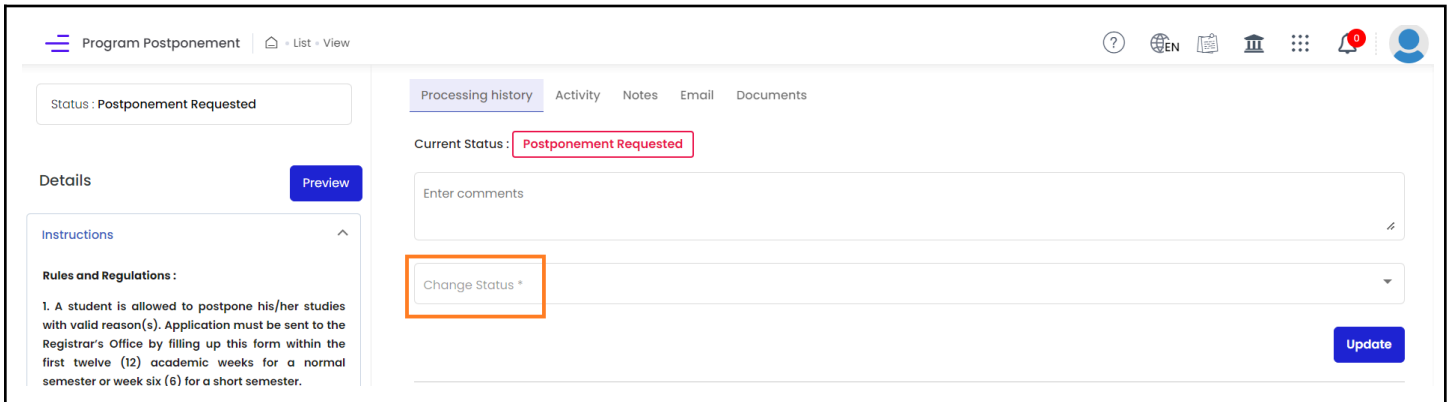
Intake  
-

Contact Number  
+91 88888 88888

Current Semester  
SPRAX02

Processing fields

## Step 5 : Click the status dropdown to change the status



Program Postponement | List View

Status: Postponement Requested

Processing history | Activity | Notes | Email | Documents

Current Status: Postponement Requested

Enter comments

Change Status \*

Update

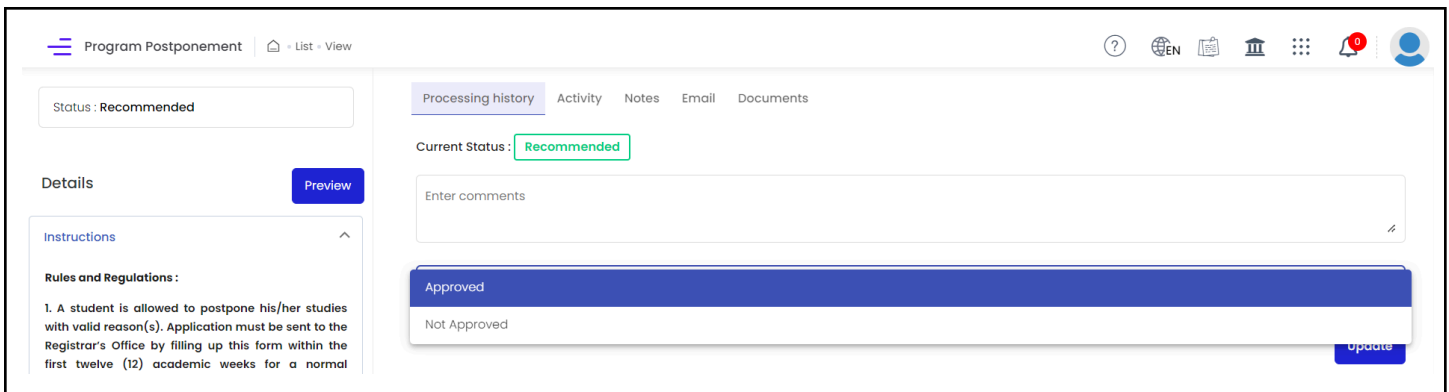
**Details** [Preview](#)

[Instructions](#)

**Rules and Regulations :**

1. A student is allowed to postpone his/her studies with valid reason(s). Application must be sent to the Registrar's Office by filling up this form within the first twelve (12) academic weeks for a normal semester or week six (6) for a short semester.

## Step 6 : Select the status from the dropdown option



Program Postponement | List View

Status: Recommended

Processing history | Activity | Notes | Email | Documents

Current Status: Recommended

Enter comments

Approved

Not Approved

Update

**Details** [Preview](#)

[Instructions](#)

**Rules and Regulations :**

1. A student is allowed to postpone his/her studies with valid reason(s). Application must be sent to the Registrar's Office by filling up this form within the first twelve (12) academic weeks for a normal semester or week six (6) for a short semester.

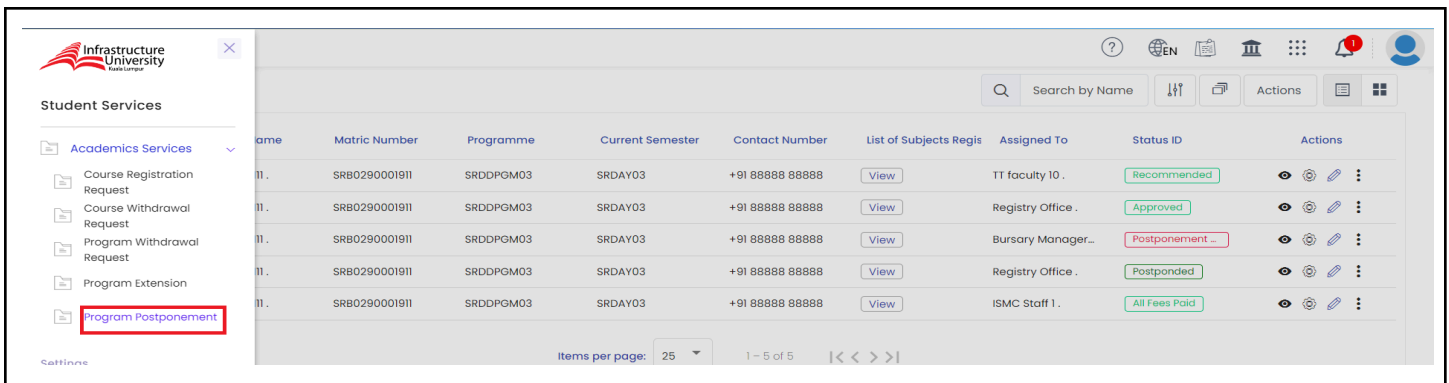
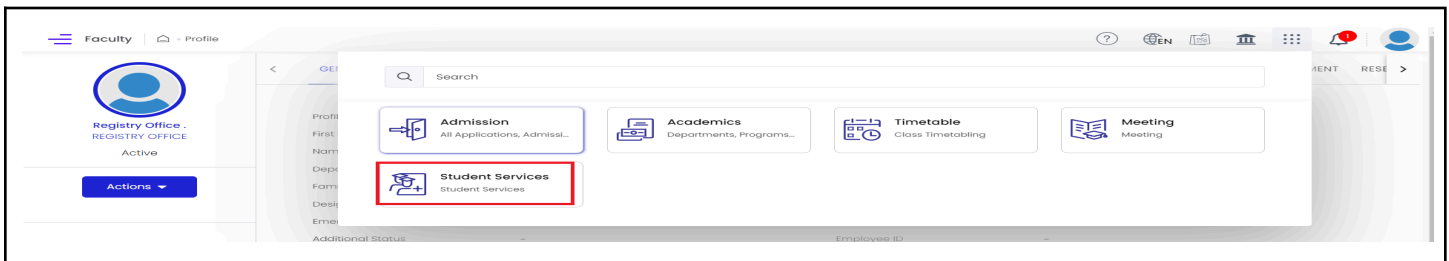
## 2.6 Registry Officer Operations

Upon receiving the forwarded request from the Dean:

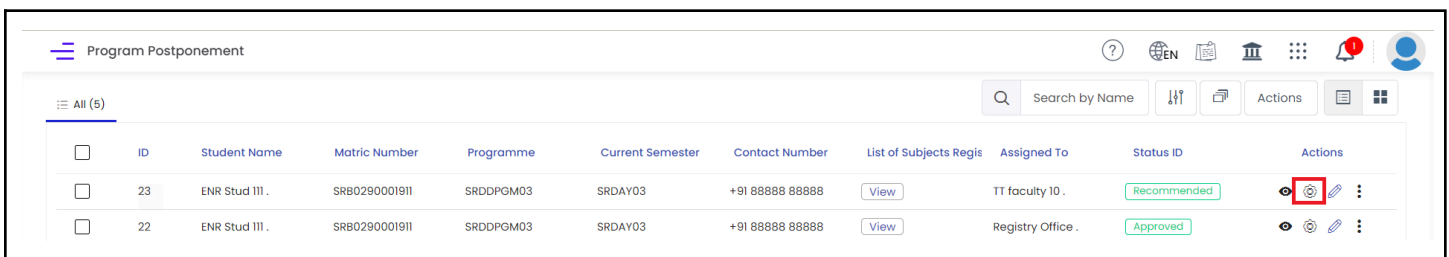
- The registry processes the request by either approving, rejecting, or postponing it.

### Step-by-Step Process of Registry Officer Operations:

Step 1 : Click on the Main Menu button >> Student Services>>Program Postponement.

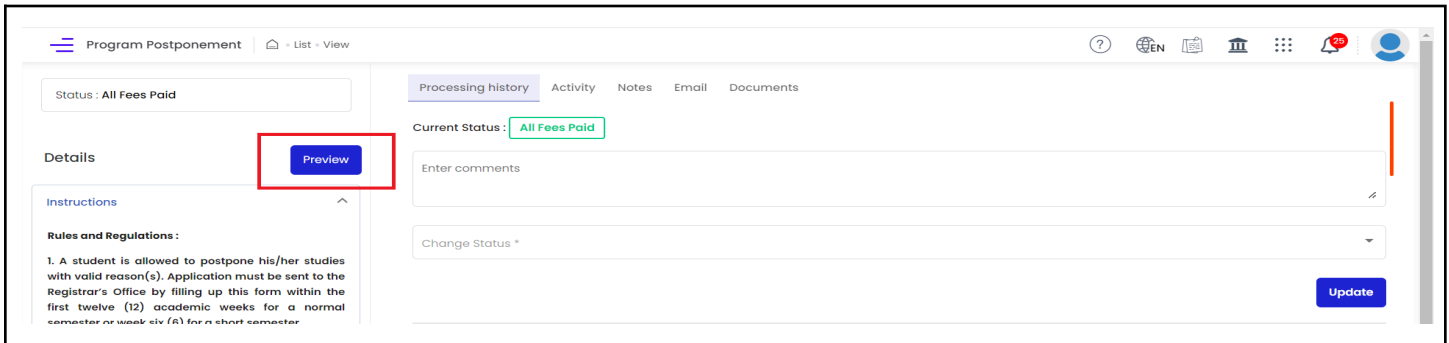


Step 2 : Once the registry officer received the request select detail view



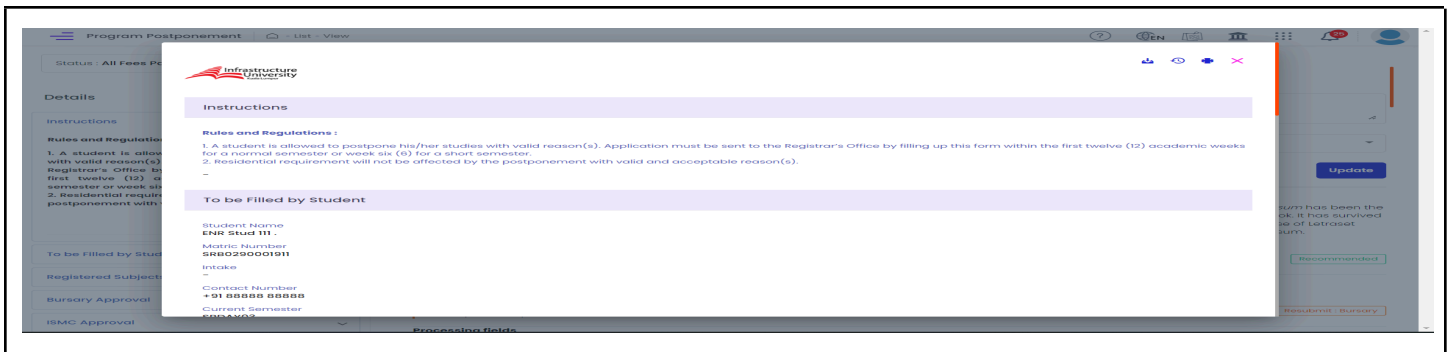


Step 3 : Select preview to see the students details of the students.



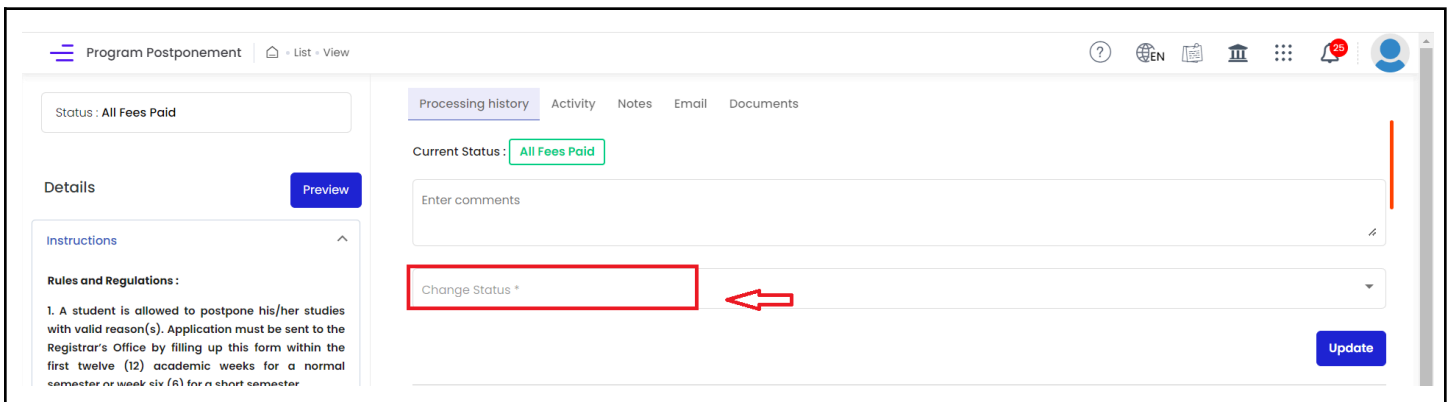
The screenshot shows the 'Program Postponement' form. On the left, under 'Details', the 'Preview' button is highlighted with a red box. The form includes a 'Status' dropdown set to 'All Fees Paid', a 'Current Status' dropdown also set to 'All Fees Paid', a 'Change Status \*' dropdown, and an 'Update' button. The 'Rules and Regulations' section is visible on the left.

Step 4 : Once you clicked the preview, the students details are shown



The screenshot shows the 'Program Postponement' form with a modal window open displaying student details. The modal includes the 'Infrastructure University' logo, 'Instructions', 'Rules and Regulations', and a section titled 'To be Filled by Student' containing fields for Student Name, Matric Number, Intake, Contact Number, and Current Semester. The 'Preview' button from the previous step is visible on the left.

Step 5 : Click the status dropdown to change the status



The screenshot shows the 'Program Postponement' form. The 'Change Status \*' dropdown is highlighted with a red box, and a red arrow points to it from the right. The 'Update' button is visible at the bottom right.

## Step 6 : Select the status from the dropdown option

Program Postponement

List
View

Processing history

Activity

Notes

Email

Documents

Current Status :

Approved

Enter comments

Approved by Registry

Rejected by Registry

Postponed

Details

Preview

Instructions

Rules and Regulations :

1. A student is allowed to postpone his/her studies with valid reason(s). Application must be sent to the Registrar's Office by filling up this form within the first twelve (12) academic weeks for a normal semester or week six (6) for a short semester.  
2. Residential requirement will not be affected by the