

USER MANUAL

PROGRAM POSTPONEMENT

TABLE OF CONTENT

1. Approval flow	3
2. Program Postponement Request	4
2.1 Student operations	4
2.2 Bursary Operations	7
2.3 ISMC Operations	9
2.4 Dean Operations	12
2.5 Registry Officer Operations	14

1. APPROVAL FLOW OVERVIEW

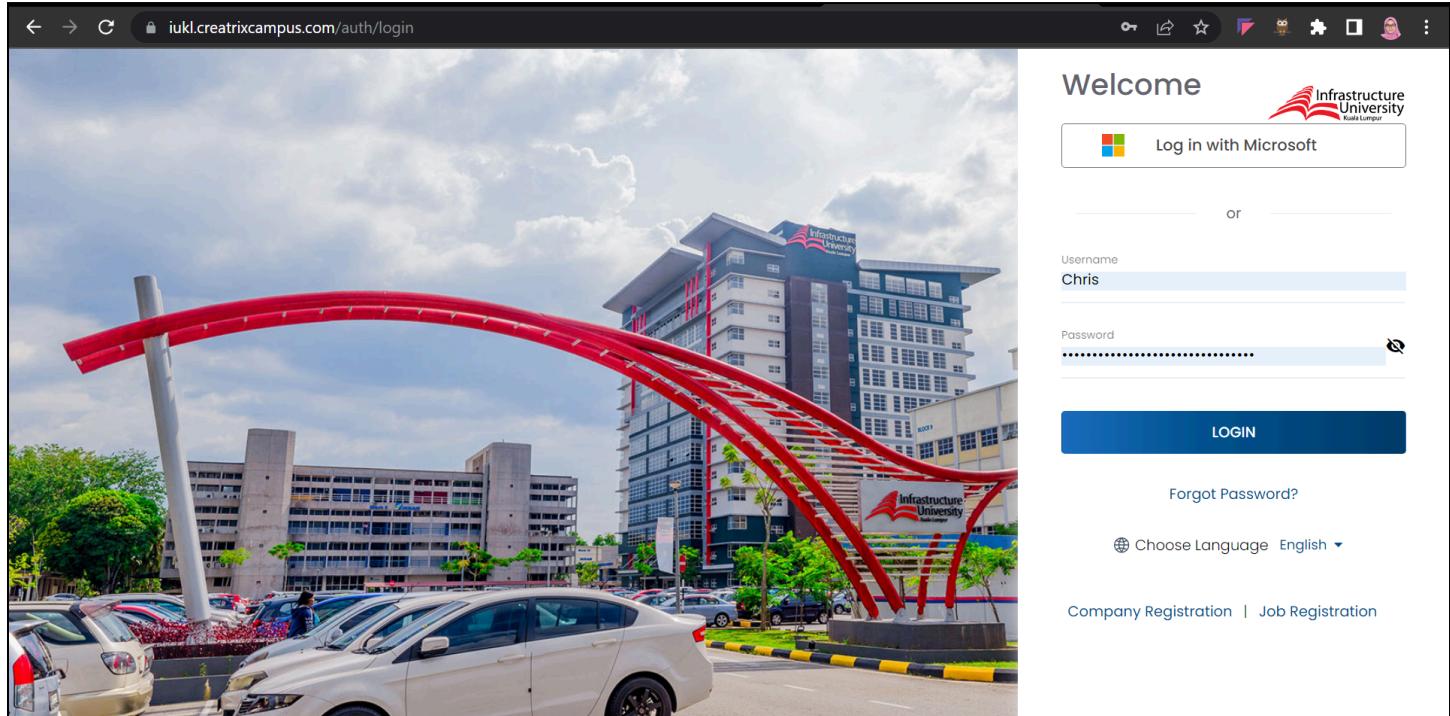
When students seek a program extension, the request is promptly redirected to the counsellor. The counsellor assesses the student's eligibility; if deemed ineligible, the request is directly communicated to the student, concluding the process. In the case of eligibility, the counsellor proceeds to forward 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

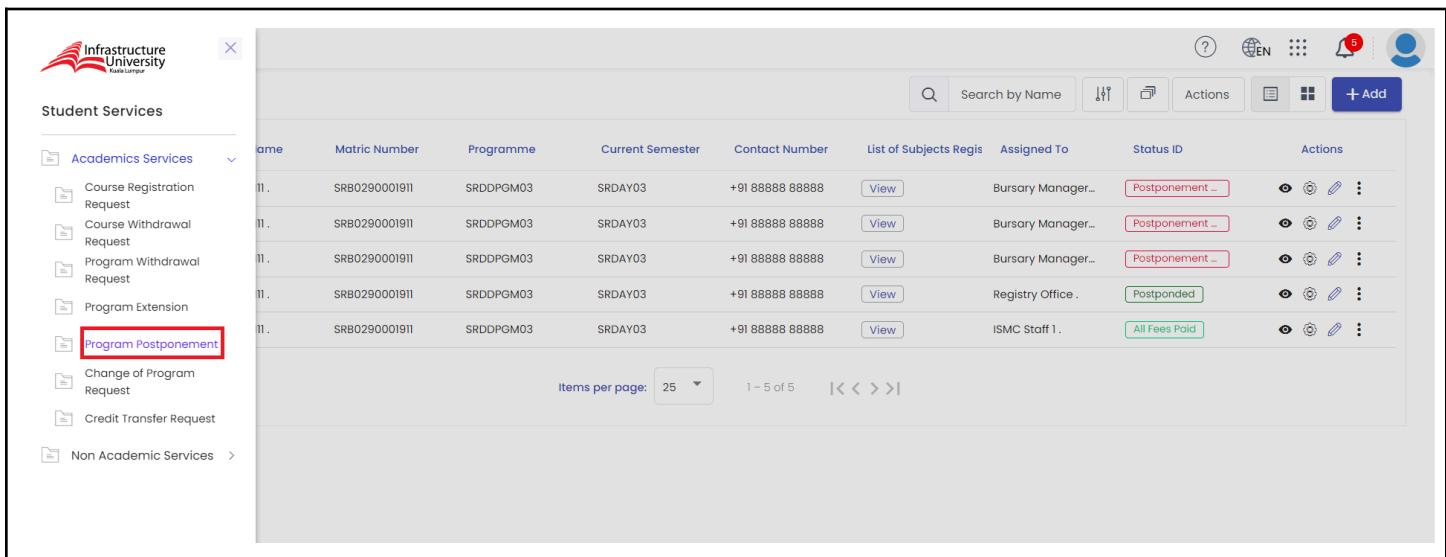
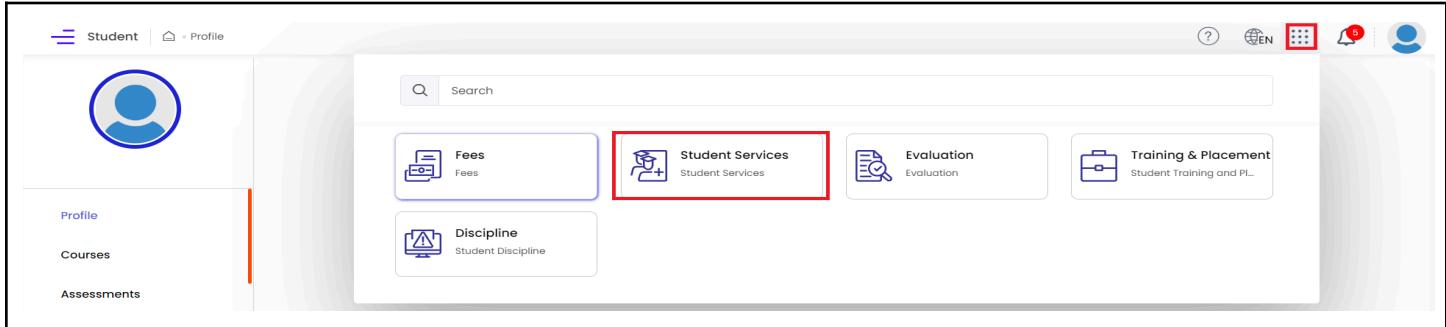
Program Postponement typically refers to the process by which a student can request a Postponement of the timeframe to complete their academic program or degree requirements.

2.1 Student operations

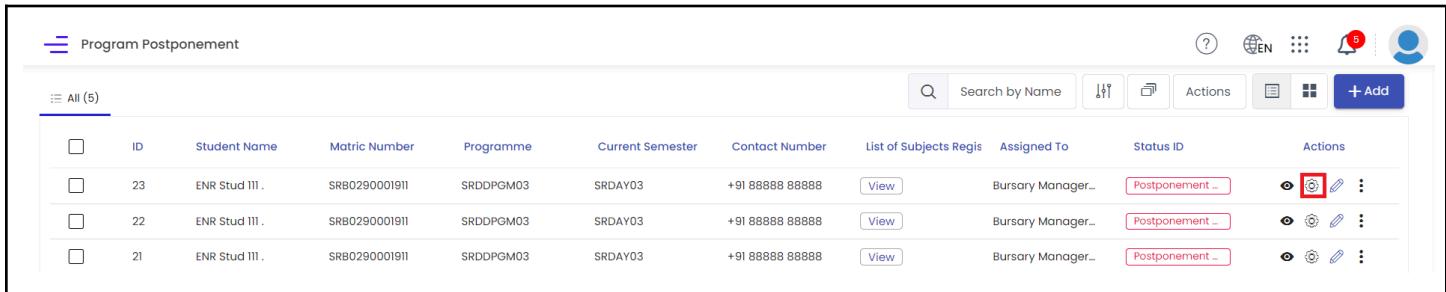
Step 1: To create new program Postponement request Student must first log in to the Creatrix Platform using the link: <https://iukl.creatrixcampus.com/auth/login>



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



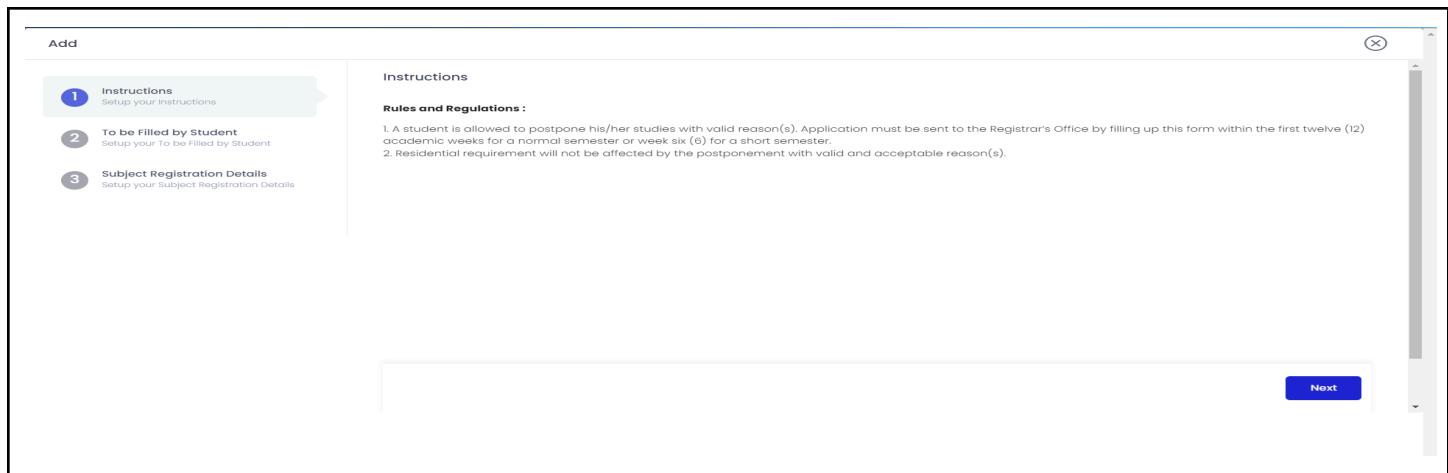
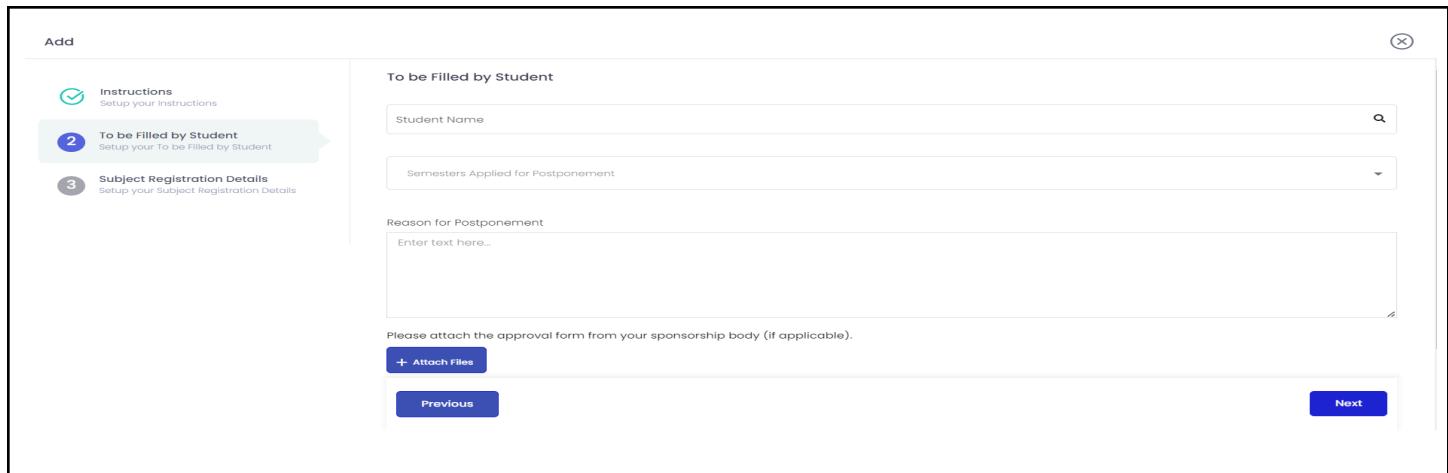
Step 2 : Once the Registry received the request select detail view



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

+ Add

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

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...

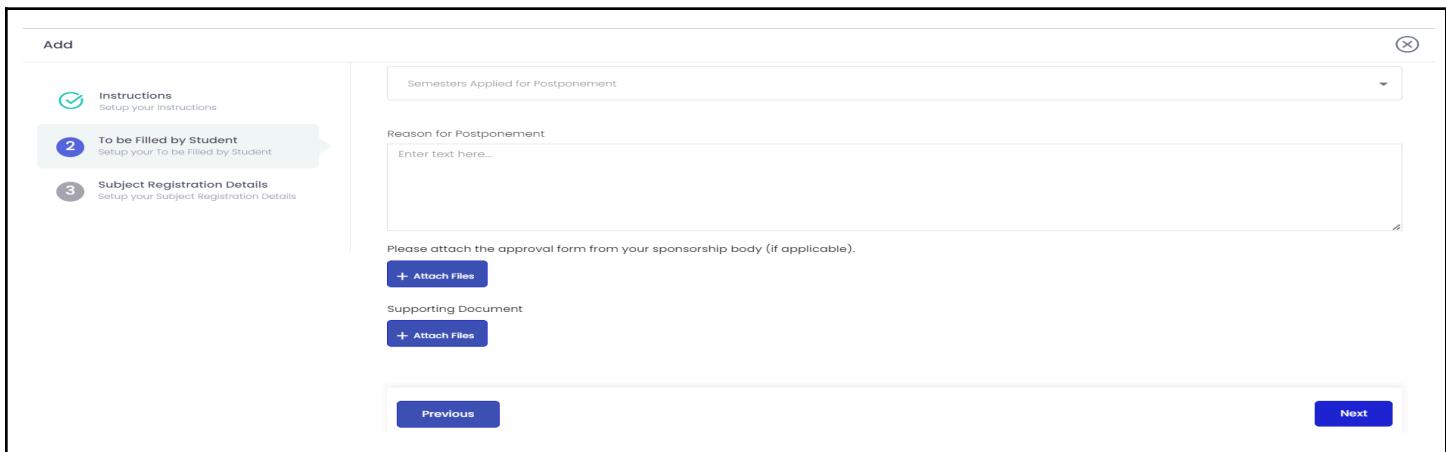
Please attach the approval form from your sponsorship body (if applicable).

+ Attach Files

Supporting Document

+ Attach Files

Previous **Next**



Add

Instructions
Setup your Instructions

2 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**



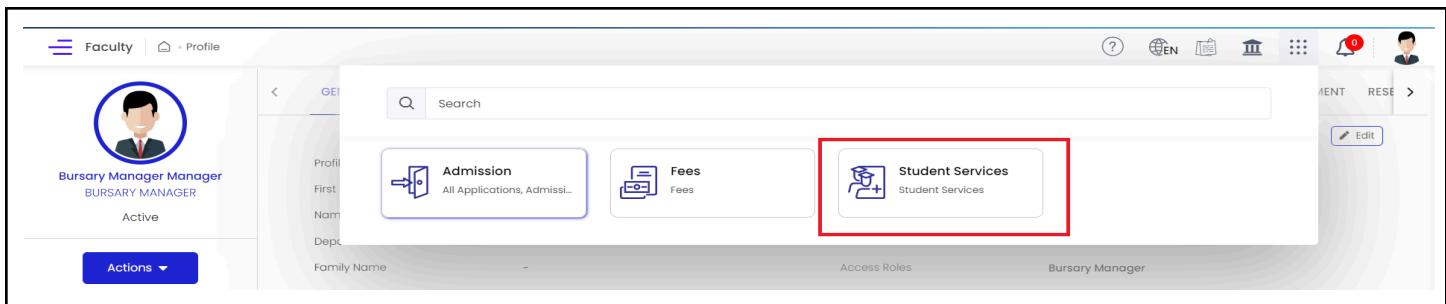
2.2 Bursary Operations

Upon receiving the request from the student:

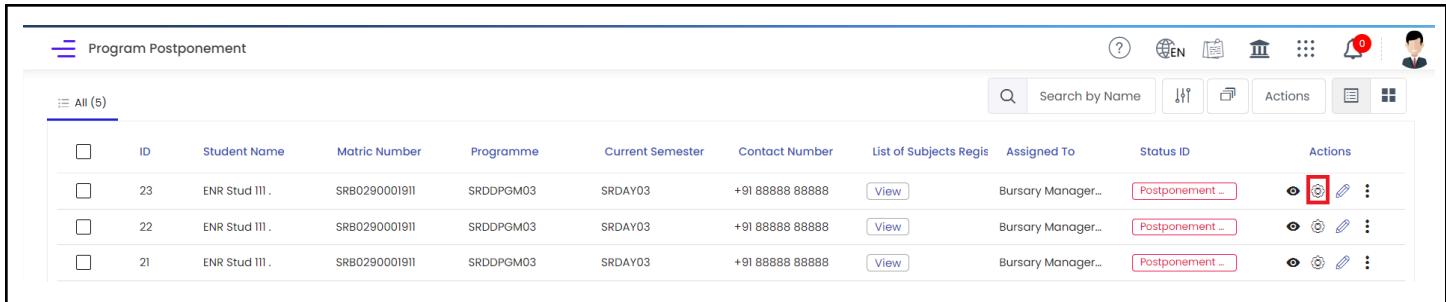
- The bursary examines both the Must Settle outstanding and Outstanding Partially paid components.
 - If either is confirmed, a notification is sent to the student.
- In case supporting documents are required, the student is notified accordingly.
- The bursary also verifies the status of Outstanding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

Step-by-Step Process of Bursary Operations:

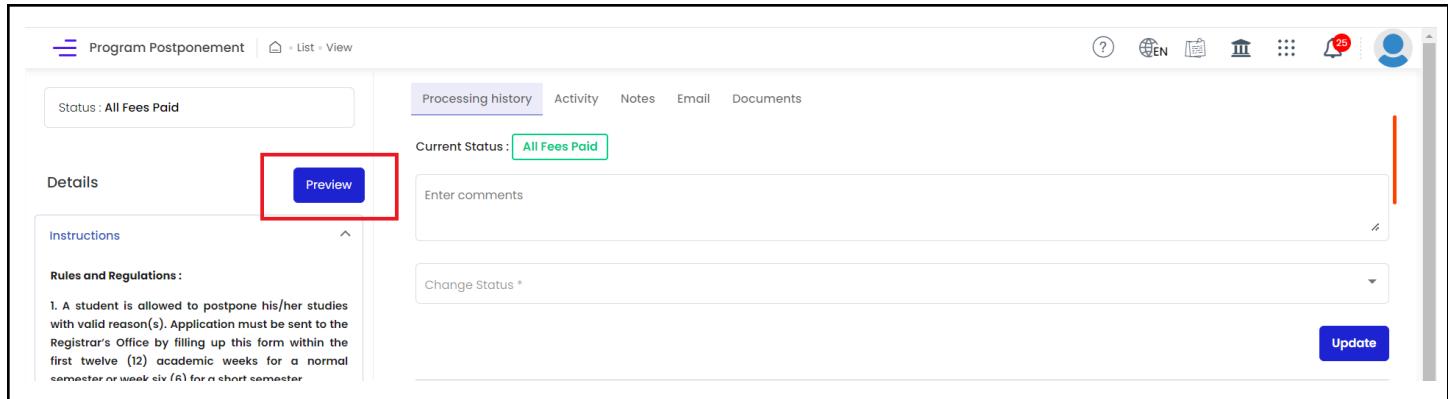
Step 1 : Click on the Main Menu button >> Student Services>>Program Postponement.




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

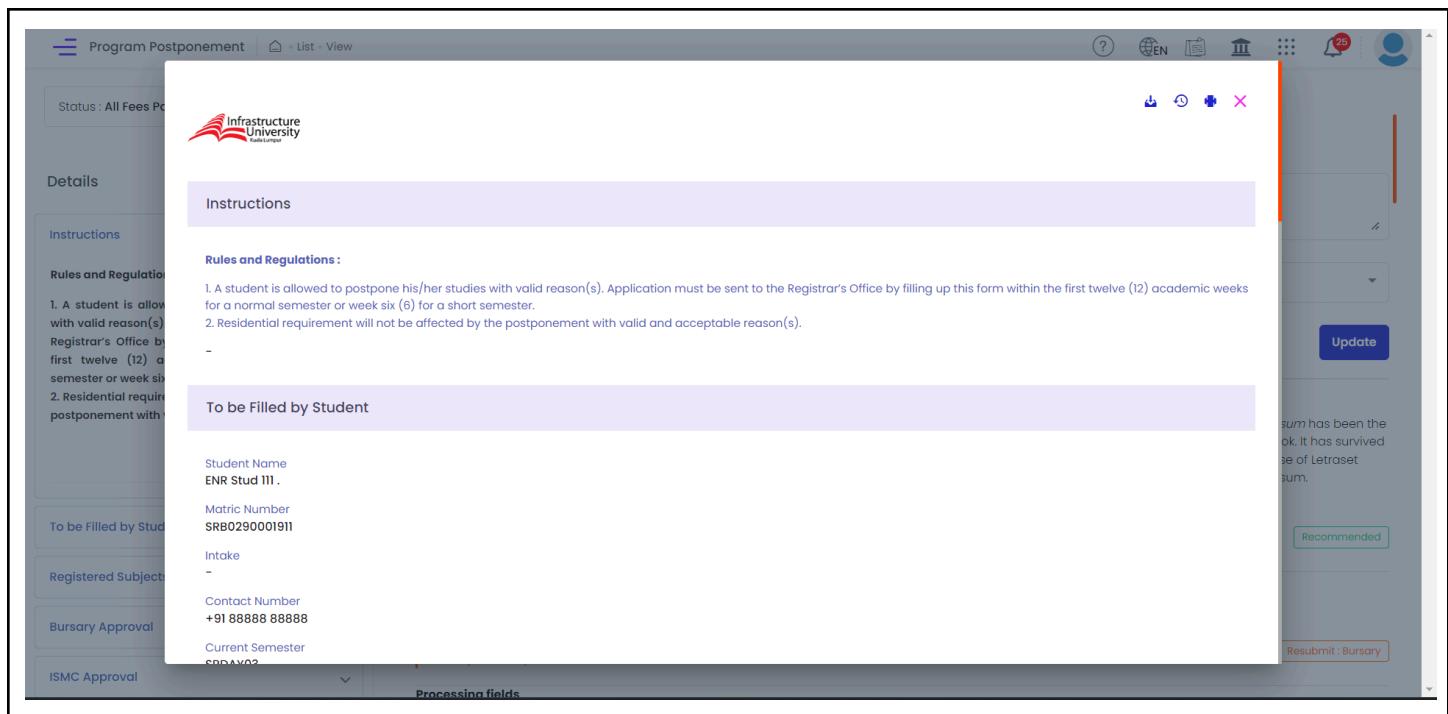


Step 3 : Select preview to see the students details of the students.



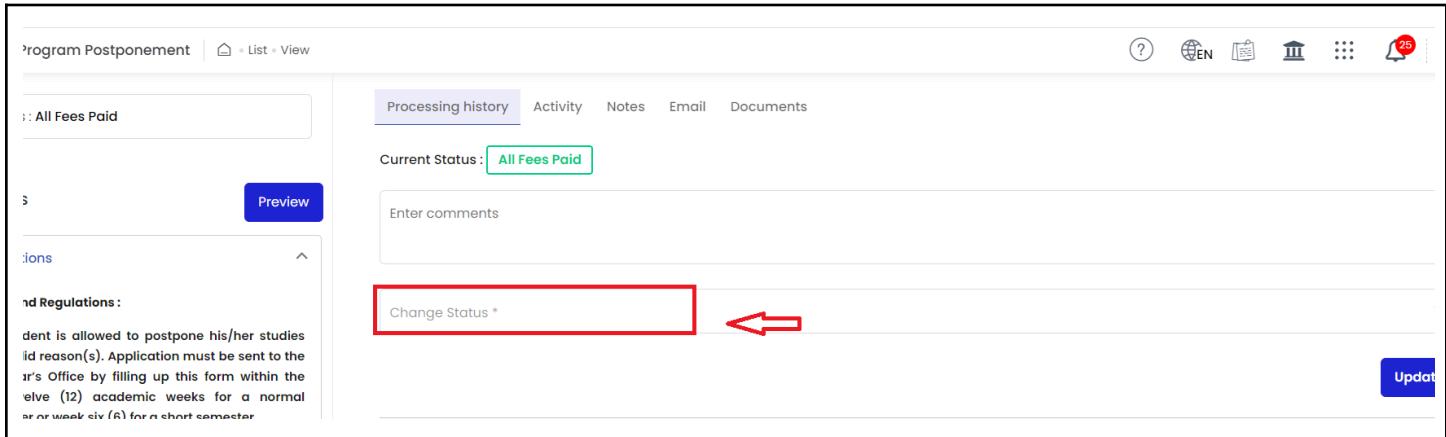
The screenshot shows the 'Program Postponement' form. At the top, there are tabs for 'Processing history', 'Activity', 'Notes', 'Email', and 'Documents'. The 'Processing history' tab is selected. Below the tabs, the 'Current Status' is shown as 'All Fees Paid'. There is a 'Preview' button with a red box around it. To the right of the preview button is a text input field for 'Enter comments' and a dropdown for 'Change Status'. At the bottom right is a blue 'Update' button.

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



The screenshot shows the 'Program Postponement' form with the 'Preview' button clicked. The 'Instructions' section is highlighted in purple. It contains the 'Rules and Regulations' section, which includes two points: 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). Below this is a section titled 'To be Filled by Student' in purple, which contains fields for 'Student Name' (ENR Stud 111), 'Matric Number' (SRB0290001911), 'Intake' (-), 'Contact Number' (+91 88888 88888), and 'Current Semester' (SPDAK02). To the right of the form, there is a sidebar with a message about the document's survival and a 'Resubmit: Bursary' button.

Step 5 : Click the status dropdown to change the status



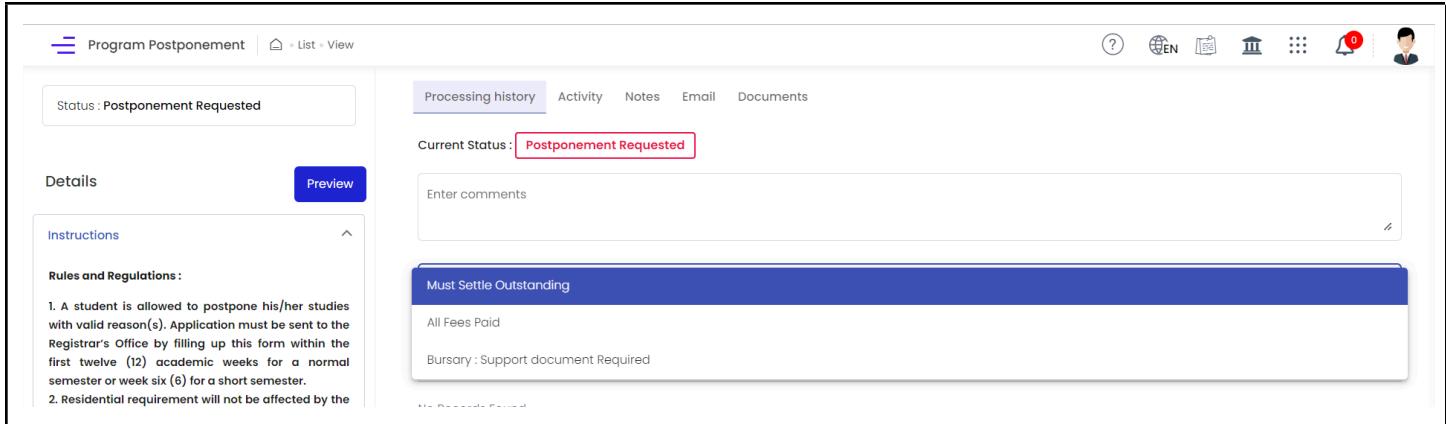
Program Postponement | List View

Current Status : **All Fees Paid**

Change Status *

Update

Step 6 : Select the status from the dropdown option



Program Postponement | List View

Current Status : **Postponement Requested**

Must Settle Outstanding

All Fees Paid

Bursary : Support document Required

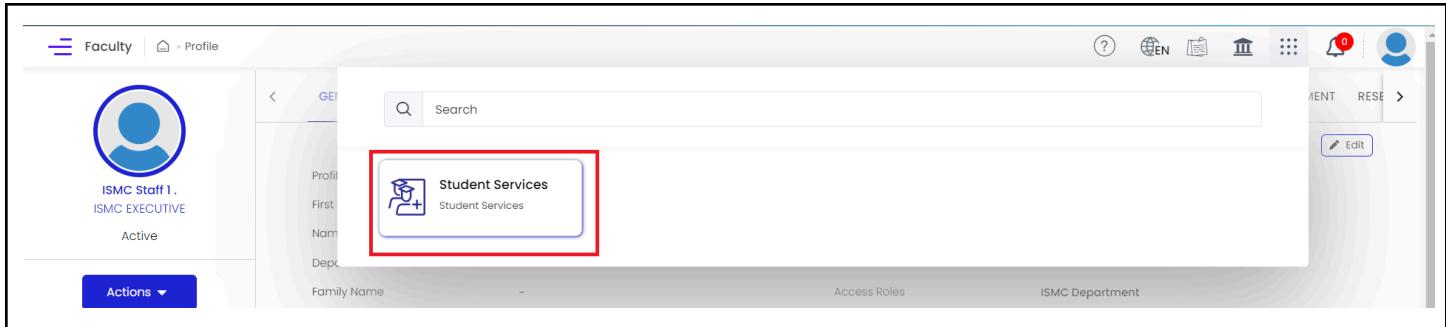
2.3 ISMC Operations

Upon receiving the forwarded request from the counselor:

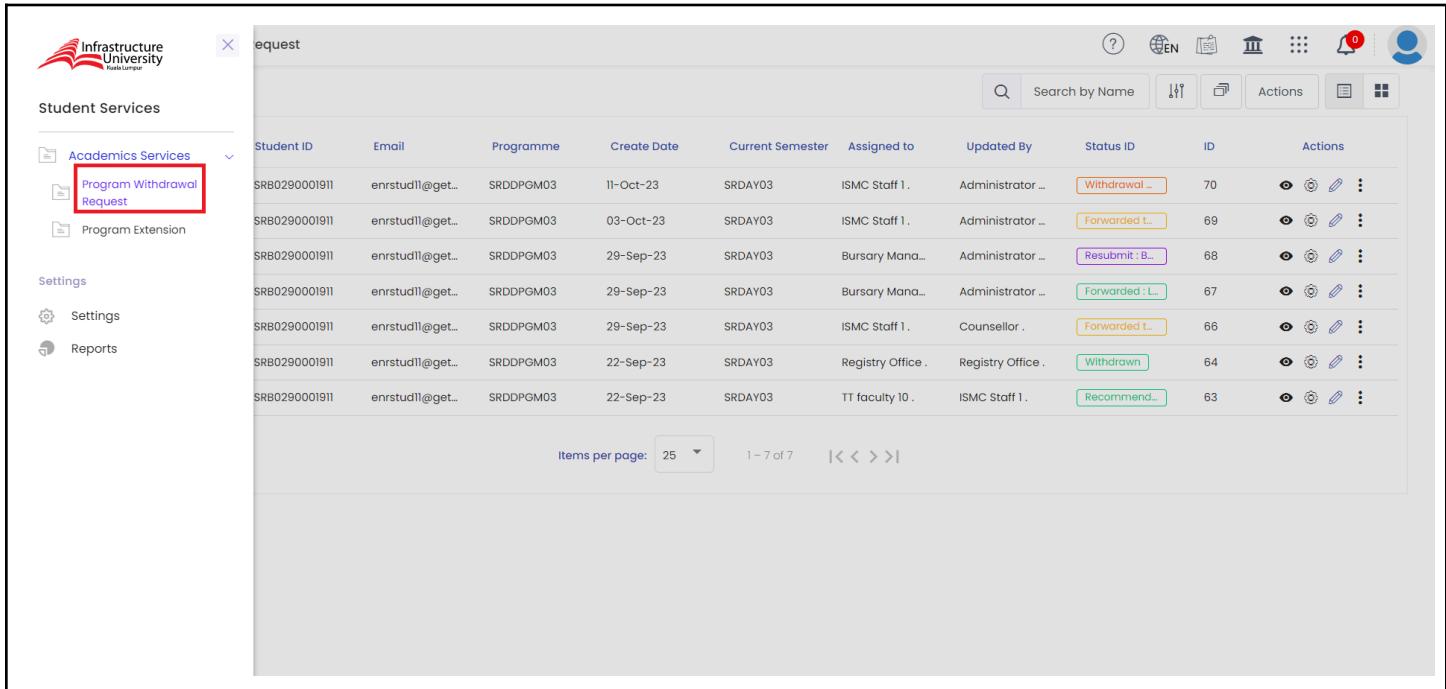
- The ISMC reviews the student's details.
- If additional supporting documents are required, the ISMC requests them from the students.
- If the ISMC approves, they either provide a recommendation or choose not to recommend.

Step-by-Step Process of ISMC Operations :

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



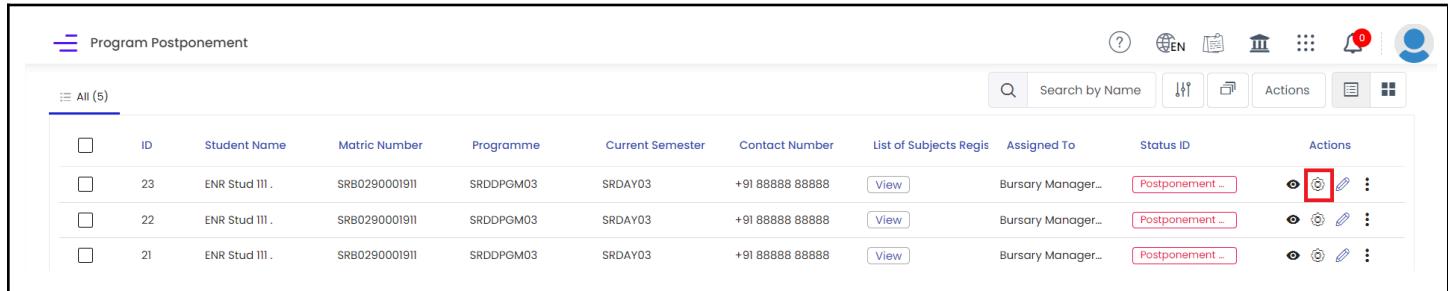
The screenshot shows the main menu of the application. On the left, there is a sidebar with a user profile for 'ISMC Staff 1, ISMC EXECUTIVE' and an 'Actions' dropdown. The main content area has a search bar and a list of menu items. The 'Student Services' item is highlighted with a red box. The menu items include 'Profile', 'First Name', 'Name', 'Dept', 'Family Name', 'Access Roles', and 'ISMC Department'. The top navigation bar includes icons for help, language, and user profile.



The screenshot shows the 'Program Postponement' list page. On the left, there is a sidebar with 'Student Services' selected, showing 'Academics Services' with 'Program Withdrawal Request' highlighted with a red box, 'Program Extension', 'Settings', 'Settings', and 'Reports'. The main content area displays a table of student requests. The table columns are: Student ID, Email, Programme, Create Date, Current Semester, Assigned to, Updated By, Status ID, ID, and Actions. The table contains 7 rows of data. At the bottom, there are pagination controls for 'Items per page: 25', '1 - 7 of 7', and navigation arrows.

Student ID	Email	Programme	Create Date	Current Semester	Assigned to	Updated By	Status ID	ID	Actions
SRB0290001911	enrstud11@get...	SRDDPGM03	11-Oct-23	SRDAY03	ISMC Staff 1.	Administrator ...	Withdrawal ...	70	View Print Edit More
SRB0290001911	enrstud11@get...	SRDDPGM03	03-Oct-23	SRDAY03	ISMC Staff 1.	Administrator ...	Forwarded to ...	69	View Print Edit More
SRB0290001911	enrstud11@get...	SRDDPGM03	29-Sep-23	SRDAY03	Bursary Mana...	Administrator ...	Resubmit : B...	68	View Print Edit More
SRB0290001911	enrstud11@get...	SRDDPGM03	29-Sep-23	SRDAY03	Bursary Mana...	Administrator ...	Forwarded : L...	67	View Print Edit More
SRB0290001911	enrstud11@get...	SRDDPGM03	29-Sep-23	SRDAY03	ISMC Staff 1.	Counsellor ...	Forwarded L...	66	View Print Edit More
SRB0290001911	enrstud11@get...	SRDDPGM03	22-Sep-23	SRDAY03	Registry Office ...	Registry Office ...	Withdrawn	64	View Print Edit More
SRB0290001911	enrstud11@get...	SRDDPGM03	22-Sep-23	SRDAY03	IT faculty 10.	ISMC Staff 1.	Recommend...	63	View Print Edit More

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

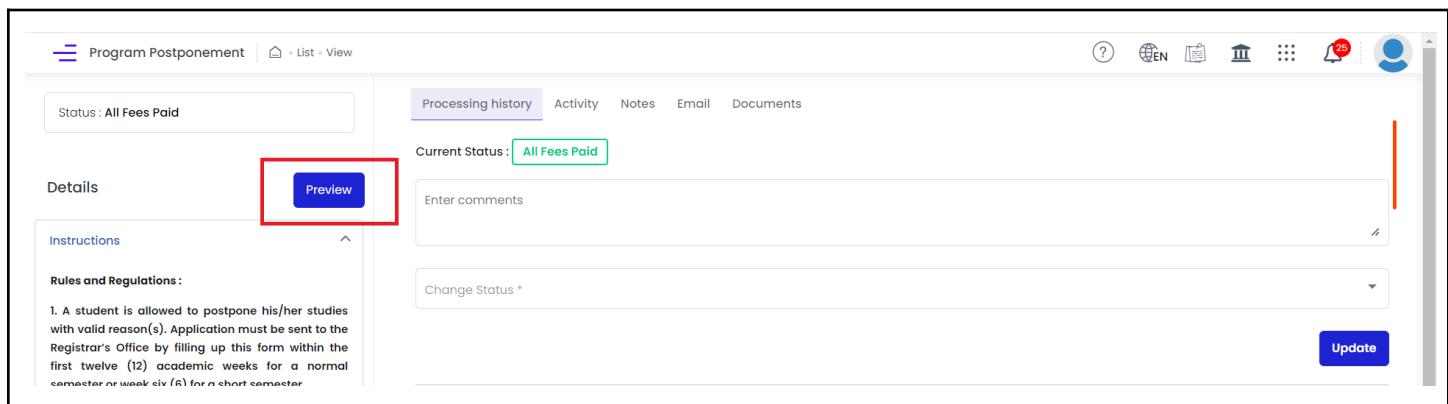


Program Postponement

All (5)

	ID	Student Name	Matric Number	Programme	Current Semester	Contact Number	List of Subjects Regis	Assigned To	Status ID	Actions
<input type="checkbox"/>	23	ENR Stud III .	SRB02900019II	SRDDPGM03	SRDAY03	+91 88888 88888	View	Bursary Manager...	Postponement ..	
<input type="checkbox"/>	22	ENR Stud III .	SRB02900019II	SRDDPGM03	SRDAY03	+91 88888 88888	View	Bursary Manager...	Postponement ..	
<input type="checkbox"/>	21	ENR Stud III .	SRB02900019II	SRDDPGM03	SRDAY03	+91 88888 88888	View	Bursary Manager...	Postponement ..	

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



Program Postponement | List - View

Status : All Fees Paid

Processing history Activity Notes Email Documents

Current Status : All Fees Paid

Details

Instructions

Preview

Rules and Regulations :

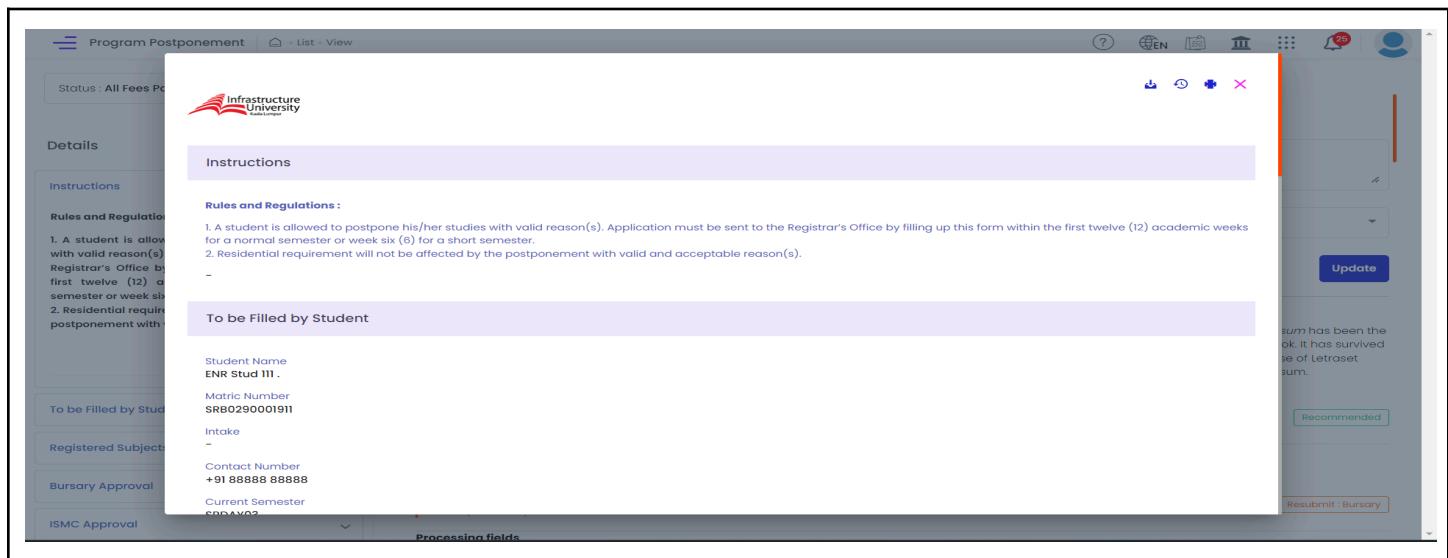
1. A student is allowed to postpone his/her studies with valid reason(s). Application must be sent to the Registrar's Office by filling up this form within the first twelve (12) academic weeks for a normal semester or week six (6) for a short semester.

Enter comments

Change Status *

Update

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



Program Postponement | List - View

Status : All Fees Paid

Infrastructure University

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
SRB02900019II

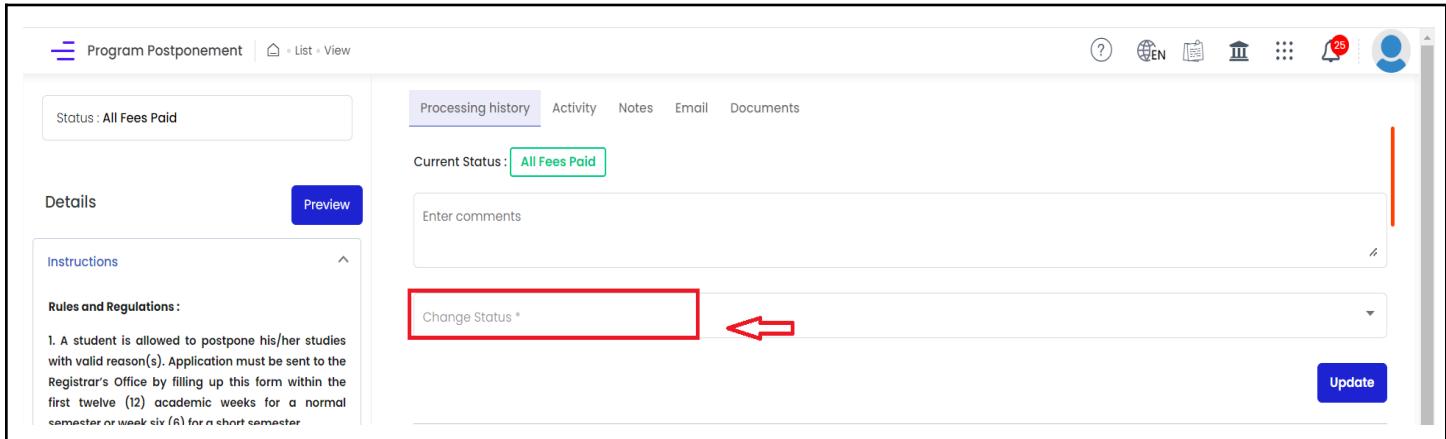
Intake
-

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

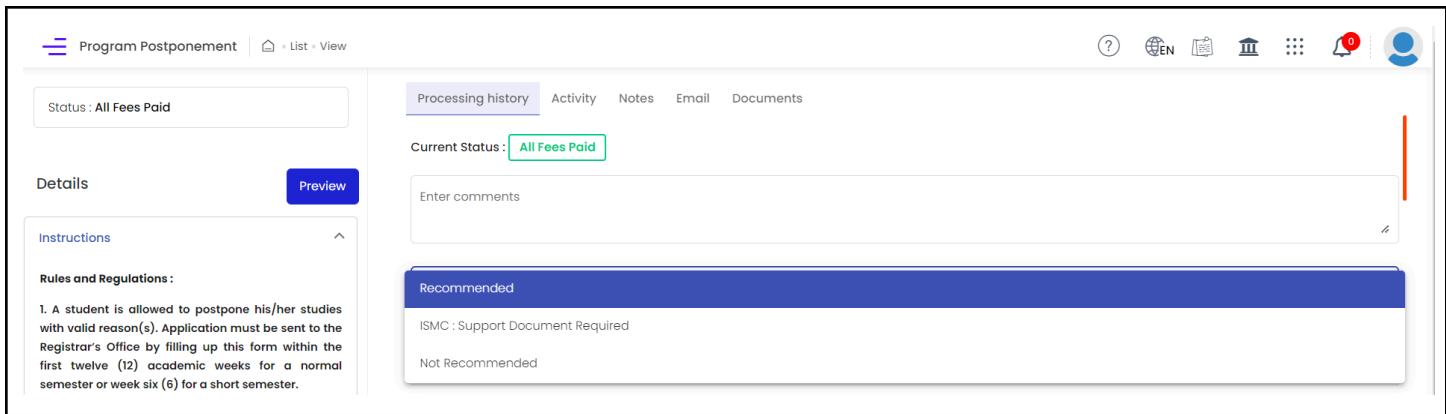
Change Status *

ISMC : Support Document Required

Not Recommended

Update

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

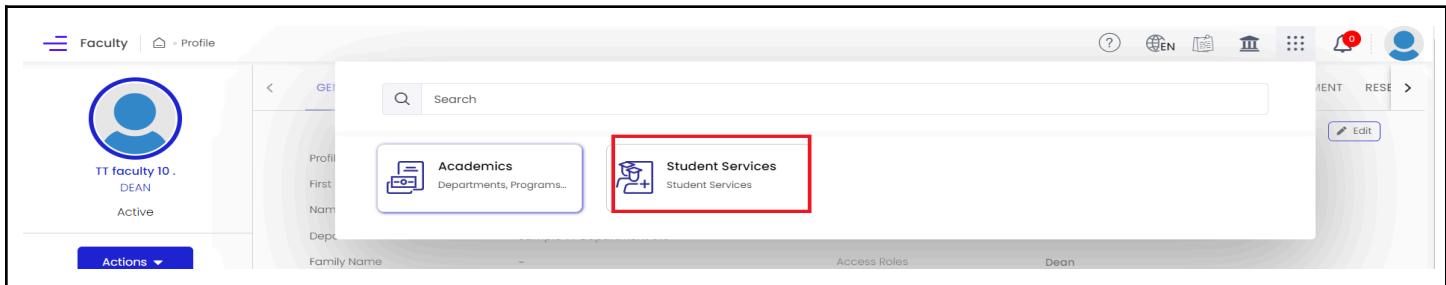
2.5 Dean Operations

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.

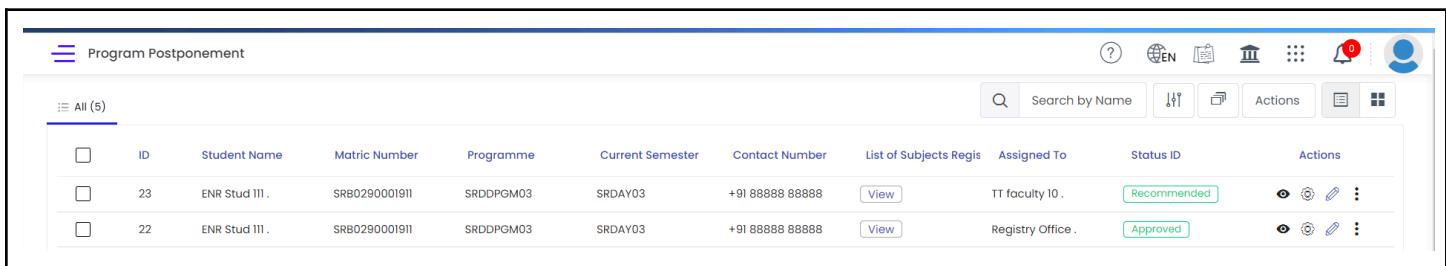


The screenshot shows the main menu interface. On the left, there is a user profile for 'TT faculty 10 . DEAN' with the status 'Active'. Below the profile, there is a 'Actions' button. The main menu has several categories: 'Academics' (highlighted with a red box), 'Student Services' (also highlighted with a red box), and 'Student Support'. On the right, there are various system icons and a search bar.



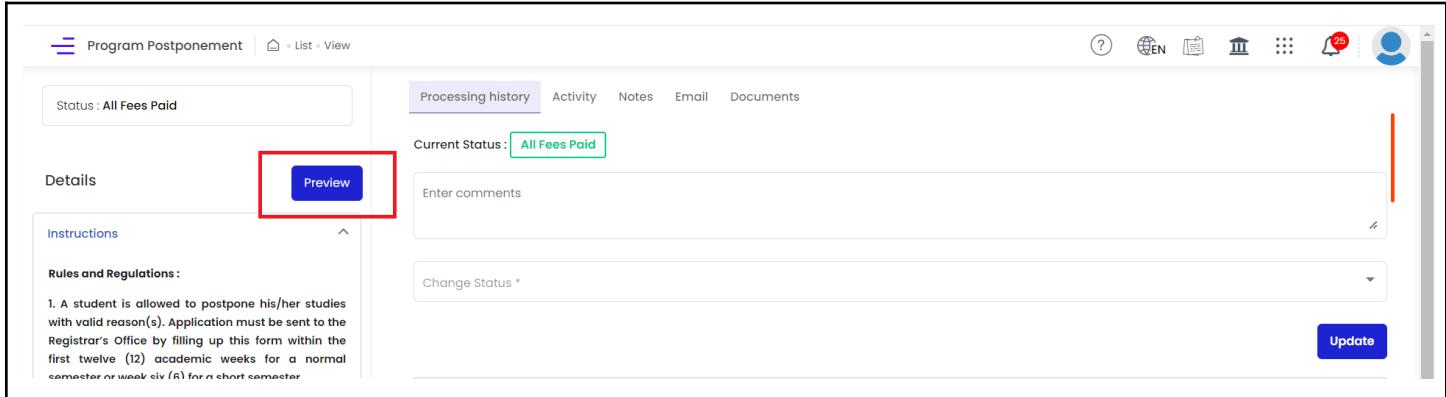
The screenshot shows the 'Student Services' module. On the left, there is a sidebar with 'Academics Services' expanded, showing 'Course Withdrawal Request', 'Program Withdrawal Request', 'Program Extension', and 'Program Postponement' (highlighted with a red box). The main table lists student records with columns: Name, Matric Number, Programme, Current Semester, Contact Number, List of Subjects Regis, Assigned To, Status ID, and Actions. The 'Program Postponement' row has a status of 'Postponement ...' and is assigned to 'ISMC Staff 1.'.

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



The screenshot shows the 'Program Postponement' detail view. The table lists five records with columns: ID, Student Name, Matric Number, Programme, Current Semester, Contact Number, List of Subjects Regis, Assigned To, Status ID, and Actions. The first two records have a status of 'Recommended' and are assigned to 'TT faculty 10 .'. The third record has a status of 'Approved' and is assigned to 'Registry Office .'.

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



Program Postponement | List - View

Status : All Fees Paid

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.

Processing history Activity Notes Email Documents

Current Status : All Fees Paid

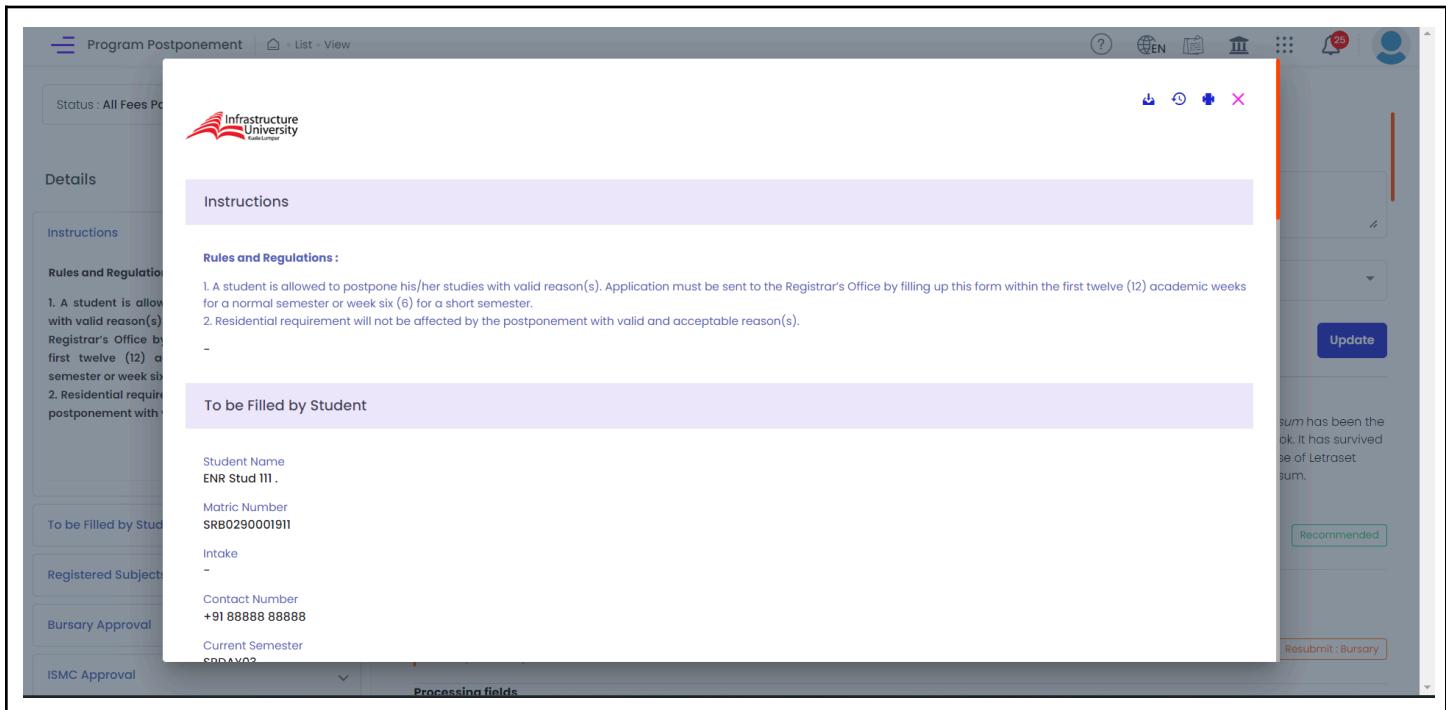
Preview

Enter comments

Change Status *

Update

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



Program Postponement | List - View

Status : All Fees Paid

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 111 .

Matric Number
SRB0290001911

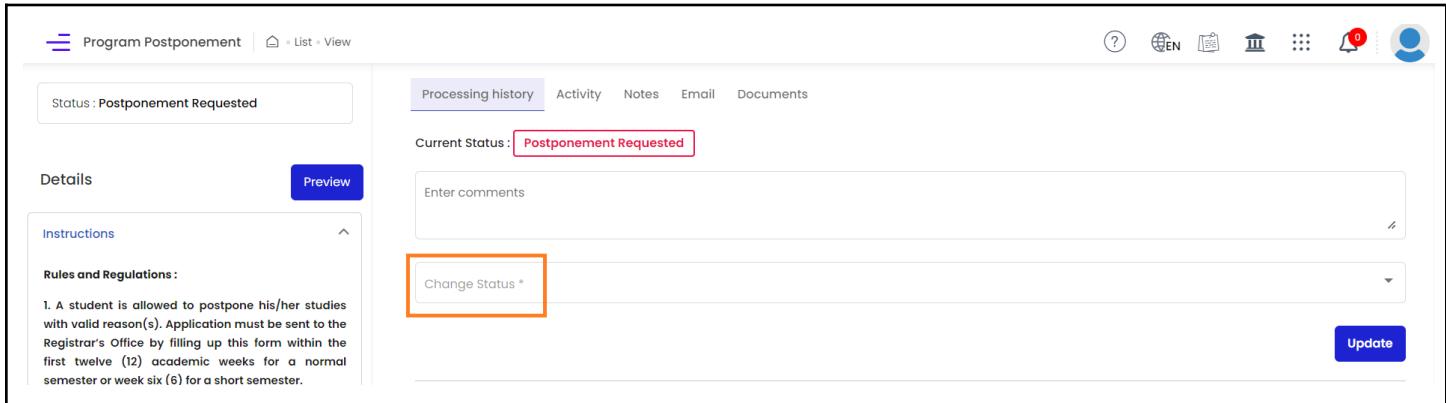
Intake
-

Contact Number
+91 88888 88888

Current Semester
S0DAY02

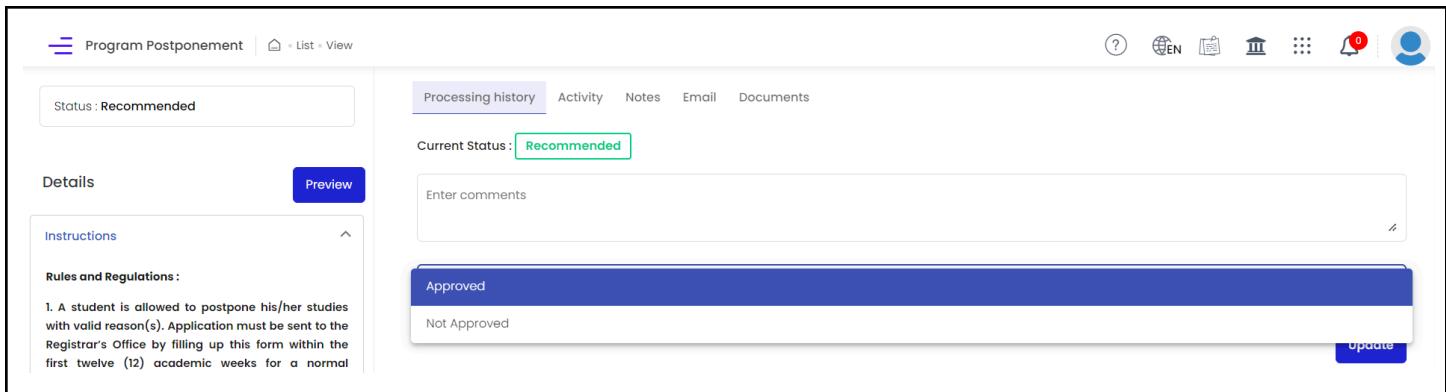
Processing fields

Step 5 : Click the status dropdown to change the status



The screenshot shows a software interface for a 'Program Postponement' application. At the top, there are tabs for 'Processing history', 'Activity', 'Notes', 'Email', and 'Documents'. The 'Processing history' tab is selected. Below the tabs, the 'Current Status' is displayed as 'Postponement Requested' in a red-bordered box. To the right of the status is a text input field labeled 'Enter comments' and a dropdown menu labeled 'Change Status *' which is highlighted with an orange box. At the bottom right of the form is a blue 'Update' button.

Step 6 : Select the status from the dropdown option



The screenshot shows the same software interface for a 'Program Postponement' application. The 'Processing history' tab is selected. The 'Current Status' is now 'Recommended' in a green-bordered box. The 'Change Status *' dropdown menu is open, showing two options: 'Approved' (which is highlighted with a blue background) and 'Not Approved'. At the bottom right of the form is a blue 'Update' button.

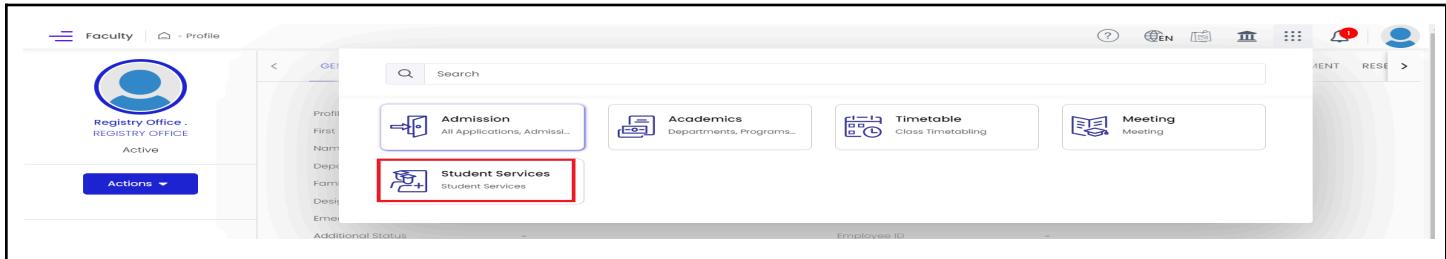
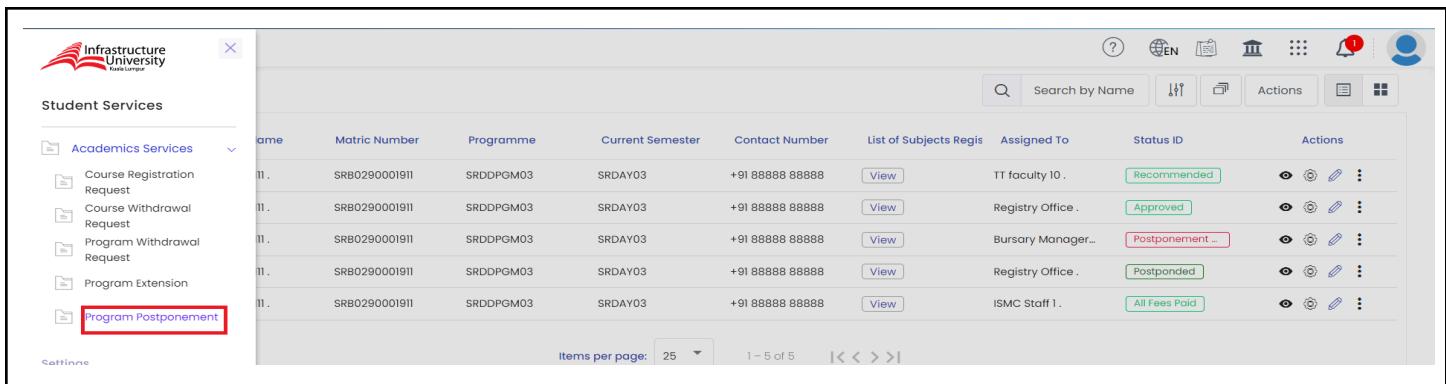
2.6 Registry Officer Operations

Upon receiving the forwarded request from the Dean:

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

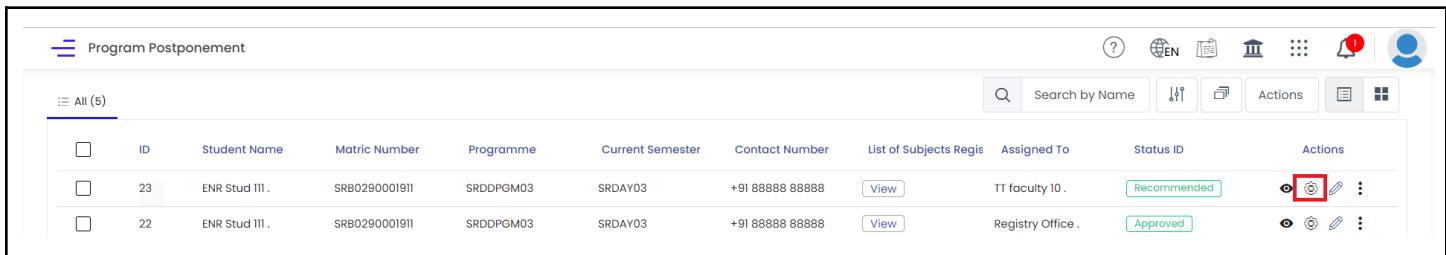
Step-by-Step Process of Registry Officer Operations:

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

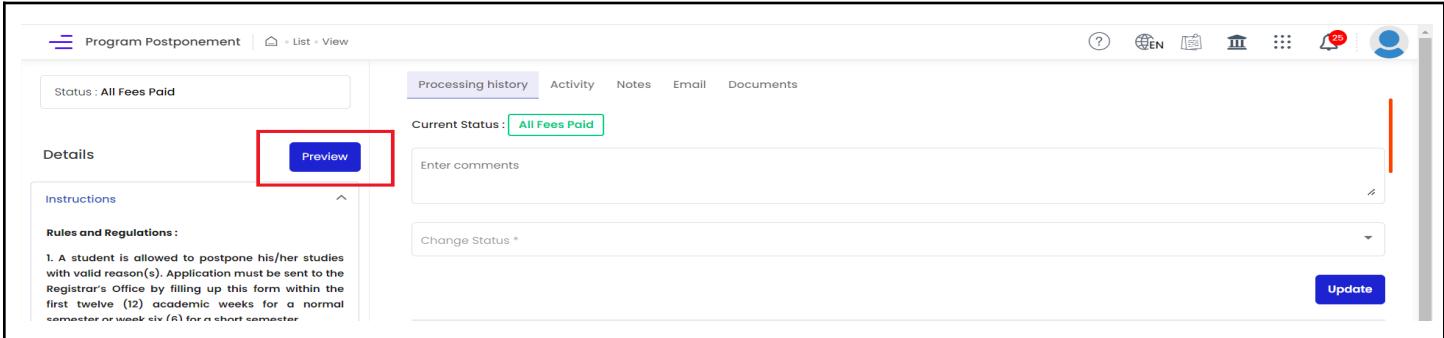
Name	Metric Number	Programme	Current Semester	Contact Number	List of Subjects Regis	Assigned To	Status ID	Actions
Course Registration Request	SRB02900019II	SRDPGM03	SRDAY03	+91 88888 88888	View	TT faculty 10 .	Recommended	View Edit Delete More
Course Withdrawal Request	SRB02900019II	SRDPGM03	SRDAY03	+91 88888 88888	View	Registry Office .	Approved	View Edit Delete More
Program Withdrawal Request	SRB02900019II	SRDPGM03	SRDAY03	+91 88888 88888	View	Bursary Manager...	Postponement	View Edit Delete More
Program Extension	SRB02900019II	SRDPGM03	SRDAY03	+91 88888 88888	View	Registry Office .	Postponed	View Edit Delete More
Program Postponement	SRB02900019II	SRDPGM03	SRDAY03	+91 88888 88888	View	ISMCS Staff 1 .	All Fees Paid	View Edit Delete More

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



ID	Student Name	Metric Number	Programme	Current Semester	Contact Number	List of Subjects Regis	Assigned To	Status ID	Actions
23	ENR Stud III .	SRB02900019II	SRDPGM03	SRDAY03	+91 88888 88888	View	TT faculty 10 .	Recommended	View Edit Delete More
22	ENR Stud III .	SRB02900019II	SRDPGM03	SRDAY03	+91 88888 88888	View	Registry Office .	Approved	View Edit Delete More

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



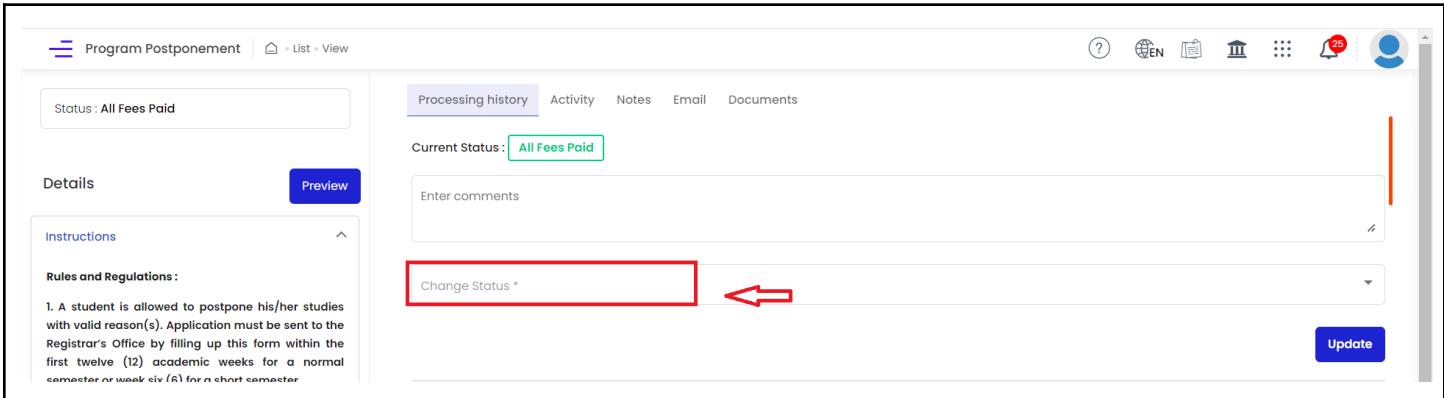
The screenshot shows the 'Program Postponement' form. At the top left, there is a status dropdown set to 'All Fees Paid'. Below it, there is a 'Details' section with a 'Preview' button highlighted by a red box. The 'Preview' button is located in the 'Instructions' section. To the right of the 'Preview' button, there is a 'Current Status' dropdown also set to 'All Fees Paid'. Below the status dropdowns, there is a 'Change Status' dropdown with a red arrow pointing to it. At the bottom right of the form, there is a blue 'Update' button.

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



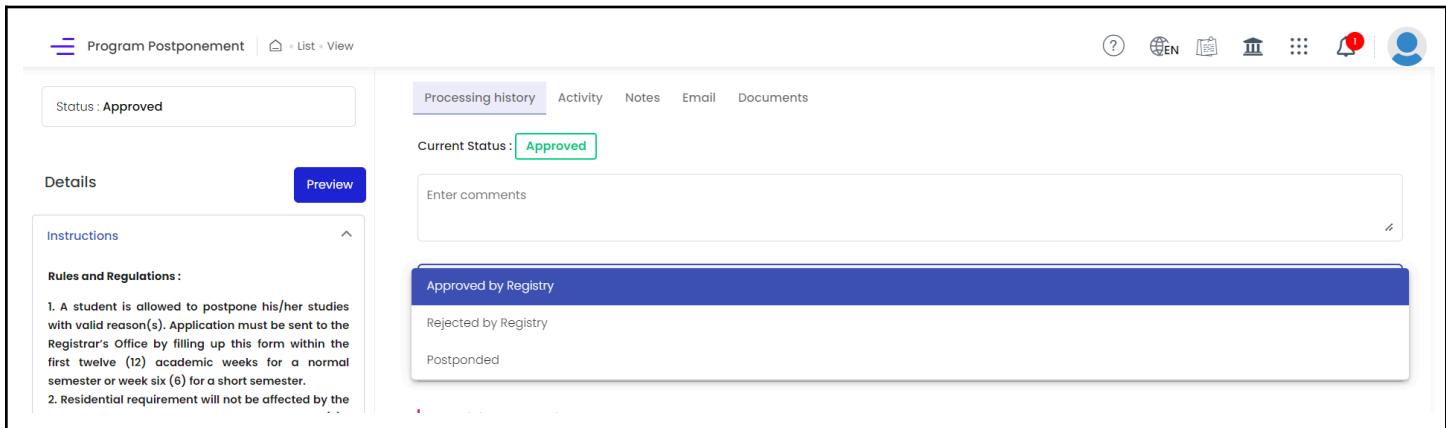
The screenshot shows the 'Program Postponement' form after clicking 'Preview'. The 'Details' section on the left is expanded, showing the 'Rules and Regulations' and 'To be Filled by Student' sections. The 'Rules and Regulations' section contains the following text: '1. A student is allowed to postpone 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).'. The 'To be Filled by Student' section contains the following text: 'Student Name: ENR Stud 111. Metric Number: 5680299001011. Intake: Current. Contact Number: +91 8888 8888. Current Semester: ENR AKA 2'. On the right side of the form, there is a large preview window showing the student details. The preview window has a red arrow pointing to the 'Change Status' dropdown in the bottom right corner.

Step 5 : Click the status dropdown to change the status



The screenshot shows the 'Program Postponement' form. The 'Details' section is expanded, showing the 'Rules and Regulations' and 'To be Filled by Student' sections. The 'Change Status' dropdown in the 'To be Filled by Student' section is highlighted with a red box and a red arrow pointing to it. The 'Current Status' dropdown is set to 'All Fees Paid'. At the bottom right of the form, there is a blue 'Update' button.

Step 6 : Select the status from the dropdown option



The screenshot shows a software interface for managing program postponements. At the top, there is a navigation bar with icons for help, language (EN), and other system functions. The main title is "Program Postponement" with sub-links "List" and "View". Below the title, the status is displayed as "Status : Approved". A "Processing history" tab is active, showing the current status as "Approved". There is a text input field for "Enter comments". A dropdown menu is open, listing three options: "Approved by Registry" (which is highlighted in blue), "Rejected by Registry", and "Postponed".