

Niramaya

Feature PRD

Registration Module

V3

August 2023

Version Control of PRD

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1. Overall purpose and vision

The Dept of Medical Education, Govt of UP has undertaken a set of reforms to improve the quality of healthcare professionals in the state. The main lever of change is the regulatory body in UP - the UP SMF - responsible for affiliation of institutes, conducting exams of candidates and providing license to registered healthcare practitioners. To enable these reforms, an Ayushman Bharat Digital Mission compliant digital platform is being developed using open-source code. The platform will have a core system in the center that would be accessible through APIs from various modules. The users will interact with modules with their frontend portals - websites and progressive web apps.

A critical component of this vision is to enable users to leverage the UP HRH tech platform to claim registration certificates, good standing certificates and foreign verification, etc.. Currently, there is no digital platform for handling these user scenarios and are handled manually by the UP SMF authorities. Under the registration module, this is implemented as a web app and will be primarily used by the candidates claiming these certificates and UP SMF staff handling the admin management scope of these flows.

2. Scope of Registration Module

The registration module development aims to allow the following use cases to be enabled:

1. Enable the students passing out of UP SMF affiliated institutes to raise registration & other certificate requests for degree and diploma courses
2. Enable the candidates of non - UP SMF affiliated institutes to raise registration certificate requests for degree and diploma courses
3. Enable the professionals registered with UPSMF to raise a good standing & other certificate request(s)
4. Enable the students studying at UPSMF affiliated institutes to raise a request for verification of SMF candidacy to foreign councils
5. Enable the candidates to view issued certificates through SMS/Email, Digilocker, and on the portal

Main Roles involved in the module

#	Role	Users
1	User	Candidates/Students/Working Professionals practicing in and outside UP
2	Super Admin	UPSMF Nodal Officer & Secretary
3	Council Admin	Nodal officers of respective councils (Medical, Dental, Nursing, Paramedical) within UPSMF

4	External council	Other state regulators
5	Examining Body / Institute	ABVMU (another regulatory body under DoME&T), Medical, Dental, selected Nursing and Paramedical Colleges

Role-based access to portal relevant for the module

1. **Admin Portal** - This is the HRH portal accessed by the Admin
2. **Candidate Portal** - This is the HRH portal accessed by the Candidates
3. **Examining Body / Institute Portal** - This is the HRH portal accessed by examining body / institute

Key terms

Claim/Request – Claim and Request are used interchangeably for a claim that the candidate raises on the portal

Other Certificate – Certificates other than registration certificates, issued by a council proving candidature of a candidate

Foreign Verification – Verification of the candidacy of the student under admin to a foreign council

The document details the flows and use cases of the features that will enable the claim process for registration (and other) certificates in the UPHRH tech platform.

3. Overall Workflow

Programmatic Workflow: [Link](#)

Portal Workflow: [Link](#) (Screenshots in Appendix [B - Portal Workflow](#))

4. Overview of Use Cases

Use Case Group 1 – Claim Management (User)

#	Use Case	Description
1.1	View “Claim Certificate” in landing page	As a user, I should be able to view an option to “Claim Certificate” on the user portal of UP HRH after logging in
1.2	View existing claims raised by candidate	As a user, I should be able to view list of existing claims raised by me, along with their status (pending/rejected/issued), on the portal
1.3	View existing claim information	As a user, I should be able to open each of the existing claims and view their information

1.4	Apply for correction of any certificate	As a user, I should be able to apply for correction/updating of certain fields (selected by council admin) in my certificate(s)
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*In future, users should also be able to raise claims for different certificates from an external portal mandated by the Government of UP (known as the Integrated Services Portal)

Use Case Group 2 – Registration Certificate Claim (UP Candidate)

#	Use Case	Description
2.1	Create new claim for registration certificate	As a user, I should be able to create a new claim for registration certificate
2.2	Fill form for registration certificate	As a user, I should be able to fill a form with the required information and upload proof documents to file for a registration certificate claim

Based on the form filled by user in Use Case 2.2, the user would select either “Diploma” (Use Case 2A) or “Degree” (Use Case 2B) and “From UP” (Use Case 2) or “Outside UP” (Use Case 3)

Use Case Group 2A – Diploma Registration Certificate Claim (UP Candidate)

#	Use Case	Description
2A.1	View pre-populated information	As a user, I should be able to view pre-populated information about my candidature by giving my roll number
2A.2	Edit pre-populated information	As a user, I should be able to edit some of the pre-populated information (controlled by admin)
2A.3	View passing details verification status	As a user, I should be able to see if my passing details were verified successfully by the system
2A.4	Pay required fees	As a user, I should be able to pay the required fees for filing a registration certificate claim on the portal
2A.5	Download registration certificate	As a user, I should be able to download the registration certificate from the portal if the portal is able to verify that my passing details are above the required threshold
2A.6	Get registration certificate over SMS/Email	As a user, I should be able to get the registration certificate over SMS/Email
2A.7	Get registration certificate on Digilocker	As a user, I should be able to get the registration certificate after approval on Digilocker

2A.8	See claim in existing claims	As a user, after creating a registration claim, I should be able to see it in the list of existing claims raised by me
2A.9	See rejection reason	As a user, if my registration claim is rejected, I should be able to see the appropriate reason for that

Use Case Group 2B – Degree Registration Certificate Claim (UP Candidate)

#	Use Case	Description
2B.1	Fill form for registration claim	As a user, I should be able to fill a form as per admin's information required for filing a registration certificate claim for Degree
2B.2	View passing details verification response	As a user, I should be able to see if the passing details were successfully verified by the system or not
2B.3	Submit appeal	As a user, if the passing details were not verified in 2B.2, I should be able to submit an appeal to the admin who can view it in their portal to manually verify and approve the request
2B.4	View status of claim	As a user, I should be able to view the status of the claim in the View Claim Information page and the Existing Claims List page (the status of the claims can be according to Appendix Table A)
2B.5	Pay required fees	As a user, I should be able to make the required payment by going inside the claim when the status changes to "Payment pending"
2B.6	See rejection reason	As a user, if my registration claim is rejected, I should be able to see the appropriate reason for that
2B.6.1	Re-apply for certification after making the required changes to the application	As a user, if my registration claim is rejected, I should be able to make the required changes to my application & re-apply/re-submit it for approval after paying the necessary fee (if any)
2B.7	Download registration certificate	As a user, I should be able to download the registration certificate from the portal if the portal is able to verify that my passing details are above the required threshold
2B.8	Get registration certificate over SMS/Email	As a user, I should be able to get the registration certificate over SMS/Email
2B.9	Get registration certificate on Digilocker	As a user, I should be able to get the registration certificate after approval on Digilocker

Use Case Group 3 – Registration Certificate Claim (Outside UP)

#	Use Case	Description
3.1	Fill form for registration claim	As a user, I should be able to fill a form as per admin's information required for filing a registration certificate claim for Degree
3.2	Pay required fees	As a user, I should be able to make the required payment for the claim
3.3	View status of the claim	As a user, I should be able to view the status of my submitted claim (Status of the claim can be as per Appendix Table A)
3.4	See rejection reason	As a user, if my registration claim is rejected, I should be able to see the appropriate reason for that
3.5	Download registration certificate	As a user, I should be able to download the registration certificate from the portal if my claim is approved by UPSMF and my home/other state council
3.6	Get registration certificate over SMS/Email	As a user, I should be able to get the registration certificate over SMS/Email
3.7	Get registration certificate on Digilocker	As a user, I should be able to get the registration certificate after approval on Digilocker

Use Case Group 4 – Other (Good Standing / Renewal / CME / CDE, etc.) Certificate Claim

#	Use Case	Description
4.1	Create claim for good standing certificate	As a user, I should be able to create a new claim for good standing / renewal certificate, etc.
4.2	Fill form for good standing certificate	As a user, I should be able to fill a form as per admin's information required for filing a good standing / renewal / CME / CDE, etc. certificate claim
4.3	Pay required fees	As a user, I should be able to make the required payment for the claim
4.4	View status of the claim	As a user, I should be able to view the status of my submitted claim (Status of the claim can be as per Appendix Table A)

4.5	See rejection reason	As a user, if my good standing certificate / renewal / CME / CDE, etc. claim is rejected, I should be able to see the appropriate reason for that
4.6	Download good standing certificate	As a user, I should be able to download the good standing / renewal / CME / CDE, etc. certificate from the portal if the system is able to verify my candidature
4.7	Get good standing certificate over SMS/Email	As a user, I should be able to get the certificate over SMS/Email
4.8	Get good standing certificate on Digilocker	As a user, I should be able to get the good standing certificate after approval on Digilocker

Use Case Group 5 – Foreign Verification / Transfer to other state Request

#	Use Case	Description
5.1	Create request for foreign verification	As a user, I should be able to create a new request for foreign verification
5.2	Fill form for foreign verification	As a user, I should be able to fill a form as per admin's information required for filing a foreign verification request
5.3	Pay required fees	As a user, I should be able to make the required payment for the claim
4.4	View status of the request	As a user, I should be able to view the status of my submitted request (Status of the request can be as per Appendix Table A)
4.5	See rejection reason	As a user, if my request is rejected, I should be able to see the appropriate reason for that

Use Case Group 6 – Admin Management

#	Use Case	Description
6.1	View "Registration Requests Management"	As a council-wise admin, I should be able to see an option of "Registration Requests Management" on the HRH Admin Portal
6.2	Set up dynamic application forms	As a council-wise admin, I should be able to set up dynamic form fields for different courses & different certificates issued by my council

6.3	View all claims of different types	<p>As a council-wise admin, I should be able to view all claims of the different types relevant to my councils:</p> <ul style="list-style-type: none"> • UP Registration Requests (appeal requests for degree courses; for all others, I should only be able to view a log/list of the certificates issued) • Outside UP Registration Requests • Good Standing / Renewal / CME / CDE, etc. Certificate Requests (I should only be able to view a log/list of the certificates issued) • Foreign Verification Requests
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Use Case Group 6A – Managing UP Registration Requests

#	Use Case	Description
6A.1	Approve pending claims	As a council wise admin, for all the requests pending approval from admin, I should be able to open the request and approve the request moving the status of the claim from “Approval Pending” to “Approved”

Use Case Group 6B – Managing Outside UP Registration Requests

#	Use Case	Description
6B.1	Send email for pending claims	As a council-wise admin, I should be able to auto-send email from the portal to an external council with a link which redirects to an approval page
6B.2	Download PDF for letter template to be sent to other state council	As a council-wise admin, I should be able to download PDF of the letter template to be sent to an external council with a QR code that redirects to an approval page
6B.3	Approve links	As an external council, I should be able to visit a page (from the email approval link in 6B.2 or from the QR code in 6B.1) where I can review details of the student requesting registration certificate
6B.4	Send Nudge	As a council-wise admin, I should be able to send a nudge to the external council through email (if applicable)
6B.5	View status of claim requests	As a council-wise admin, I should be able to view the status of submitted requests (Status of the request can be as per Appendix Table A)

Use Case Group 6C – Managing Other (Good Standing / Renewal / CME / CDE, etc.) Certificate Requests

#	Use Case	Description
6C.1	Defining Business Logic	As a council-wise admin, I should be able to define the business logic (criteria) for issuance of each certificate <i>For example: Good Standing certificate is issued only if the candidate has a valid registration at the respective council.</i>

Use Case Group 6D – Managing Foreign Verification / Transfer to other state Requests

#	Use Case	Description
6D.1	Send email for requests	As a council-wise admin, I should be able to auto-send an email to foreign councils for requests which are in “Pending Admin Action” state
6D.2	Download PDF of letter to be posted	As a council-wise admin, I should be able to download a PDF of the letter to be posted to the foreign council for the requests in “Pending Admin Action” state
6D.3	Mark as Completed	As a council-wise admin, I should be able to mark a request completed moving the state of the claim to “Completed Request”

Use Case Group 6E – Dashboard view

#	Use Case	Description
6E.1	View dashboard	As an admin user, I should be able to see a dashboard of all the different types of claims raised, their current state, resolution datetime and other important data
6E.2	Set time range of output	As an admin user, I should be able to set the time range (start date to end date) to filter the information displayed in the dashboard

Use Case Group 7 – User Management for Module

#	Use Case	Description
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7.1	Adding users	As a super admin, I am able to add users & council admins to the platform and assign them to their user roles so that they can perform the actions of their role
7.2	Edit / Deactivate users	As an admin, I am able to edit user information / role and deactivate users after adding them
7.3	Login	As an admin user of the portal, I should be able to login to the portal using email ID and password or OTP generated on my email or through biometric login (using fingerprint as password)
7.4	View and edit fields in 'My Profile'	As a user, I am able to edit fields in 'My Profile' so that I can record any changes in my profile
7.5	Self-service login	As a candidate or external council, I should be able to login to the portal by creating an account with my email and password

Use Case Group 8 – Examining Body / Institute Management

#	Use Case	Description
8.1	Upload student marks & data	As an examining body / institute, I am able to upload the names, marks and other relevant details of students on the examining body / institute portal
8.2	Edit / Delete data	As an examining body / institute, I am able to edit student marks/data on the examining body / institute portal
8.3	Digitally sign data upload	As an examining body / institute, I am able to submit the student data & marks with a DSC digital sign by the head of my organisation
8.4	Verify photographs of students	As an examining body / institute, I am able to verify only the photographs & signatures of students, who have raised claims / submitted registration applications, on the examining body / institute portal if Aadhar based auto-authentication of the photograph fails

5. Overall component functionality

This section defines the functionality that the portal is expected to fulfill in the background which is not visible to the user. The functionality is listed under the specific macro use case where the functionality is expected.

#	Description
1	The portal is expected to maintain an audit trail of information related to change in the state of claims, the user responsible for changing the state, and the date/time of the change made
2	In the future, the entire module will need to be embedded into the Integrated Services Portal along with being served out of the UP HRH portal. The functionality will not be changed as part of this requirement.

Use Case Group 2&3 – Registration Certificate Claim (UP & non-UP Candidate)

#	Description
1	The portal should fetch the details of the candidate from registry when the candidate fills the roll number (for UP candidates)
2	<p>The portal should verify the passing details, latest photo identity (with Aadhar[^]) & other details* of the candidate (as specified by the admin for each council, type of certificate) when the candidate submits all the information</p> <p>*Approval may be needed from multiple external bodies for some of the councils (as specified by council-wise admin) <i>For example: Medical council needs approvals from 2 to 3 external bodies before the final registration certificate is issued.</i></p> <p>[^]In case a student does not have Aadhar (foreign national) or their auto-verification through Aadhar fails, the details can be verified by the respective institute on the institute portal.</p>
3	For degree related appeals claims, the passing details of all candidates should be updated in the backend
4	All credentials issued by the system/portal shall be digitally signed (DSC) automatically upon verification from the system database
4.1	Certificate credentials to be issued by the system after fulfilment of certain criteria laid down by the respective council

	<i>For example: For Medical & Dental Councils, the students which have obtained a certain threshold of passing marks & are on recognised seats (only) will be issued a certificate credential. The data for whether a student is on a recognised or permitted seat will be provided by the institute</i>
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Use Case Group 4 – Other Certificate Claim

#	Description
1	The portal should verify the candidature of the candidate by checking the information in registry

Use Case Group 5 – Foreign Verification / Transfer to other state Request

#	Description
1	The portal should verify the candidature of the candidate by checking the information in registry
2	The portal should mark the professional who has been issued a transfer certificate as inactive & should be reflected so if any request for verification is made to it in the future (based on the requirement of the council)

6. Appendix

A - Claim States possible in each flow

Use Case	Type of Request	Possible States of Claim	Requires Admin Action	Requires User Action
2A	UP Registration Claim (Diploma)	Approved		
		Payment Pending		Yes
		Rejected		
2B	UP Registration Claim (Degree)	Approval Pending from external body	Yes	
		Payment Pending		Yes
		Approved		
		Rejected		
3	Outside UP Registration Claim	Approval Pending from external body	Yes	
		Payment Pending		Yes
		Approved		

		Rejected		
4	Other Certificate Claim	Approved		
		Payment Pending		Yes
		Rejected		
5	Foreign, etc. Verification Request	Pending Admin Action	Yes	
		Payment Pending		Yes
		Completed Request		

B - Portal Workflow (Only for reference)

Diagrams are indicative and specific data/buttons/UI/options will be different in the actual portal as per inputs from UPSMF



UP HRH Registration Portal Workflow

Contents:

- Use Case 1: Claim Management (User)**
- Use Case 2: Registration Certificate Claim (UP candidate)**
 - Use Case 2.1: Degree Registration Certificate Claim (UP candidate)**
 - Use Case 2.2: Diploma Registration Certificate Claim (UP candidate)**
- Use Case 3: Registration Certificate Claim (Outside UP candidate)**
- Use Case 4: Other Certificate Claim**
- Use Case 5: Foreign Verification Request**
- Use Case 6: Claim Management (Admin)**
 - Use Case 6A: Managing UP Registration Requests**
 - Use Case 6B: Managing Outside UP Registration Requests**
 - Use Case 6C: Managing Other Certificate Requests**
 - Use Case 6D: Managing Foreign Verification Requests**
- Use Case 8: Examining Body / Institute Management**



Use Case 1: Claim Management

UP HRH Candidate Portal

View Exam Results View Hall Ticket **Claim Certificate**

Candidates can see "Claim Certificate" option in the main UP HRH portal after logging in

Claim Registration Certificate

Registration Certificate Claim Other Certificate Claim Foreign Verification Request Renewal Certificate Claim

Claim	Status	Type	Creation Date
Claim-0034	Degree-Reg Cert	Approved	02/07/2023
Claim-0098	Good Standing Cert	Approval pending	02/07/2023

Candidates can view existing claims raised by them

Candidates can raise new claims for registration certificate, other certificates, renewal certificate (flow similar to other certificates) or for foreign verification request

Claim Registration Certificate

Claim-0034

Status: Approved Download Send Email/SMS again

Candidates can view information about an existing claim. If the claim was earlier approved, the candidate can download the registration certificate and also get an email/SMS sent again

Candidates can also make pending payments on this page if the claim is pending payment

Use Case 2: Registration Certificate Claim (UP candidate)

Claim Certificate

Registration Certificate Other Certificate Foreign Verification Request Renewal Certificate Claim

Candidate clicks on "Registration Certificate"

Claim Registration Certificate

Council: Medical/Dental/Paramedic/Nursing

Type: Permanent/Additional/Provisional (visible for MC/DC/NC)

Origin: From UP / Outside UP

If from UP, select type of course: Degree / Diploma

Next Page

Candidates see the first page of the form with the fields and options as shown

Candidate selects "From UP" and depending on selection "Degree" or "Diploma", goes into Use Case 1.1 or Use Case 1.2

Candidate clicks on "Next Page"

Use Case 2A: Diploma Registration Certificate Claim (UP candidate)

Claim Registration Certificate

Previous Page

Roll Number

Claim Registration Certificate

Previous Page

Roll Number

Name

Date of Birth

Course

..

Next Page

Candidate fills the roll number. Upon filling roll number, portal fetches student data from CASA to populate the page.

Candidate views all the pre-populated data on the portal and can edit the information if they want

Upon click "Next Page", the portal verifies passing details of students by fetching them from CASA

If the student has passed over a threshold, the portal will proceed to the next step.

If not, the portal will return an error - "Registration Certificate cannot be issued because your candidature does not meet the minimum passing requirements".

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Claim Registration Certificate

Previous Page

Payment Required

Claim Registration Certificate

Claim-0034

Download Registration Certificate

Send Registration Certificate to SMS/Email

Registration Certificate can also be downloaded on Digilocker

If passing verification in step 1.1.3 succeeds, the portal will prompt a payment request from the candidate

Once payment is successful, the portal will allow the candidate to download the registration certificate

Once payment is successful, the portal will send a SMS/Email to the candidate with the registration certificate

Once payment is successful, the portal will push the registration certificate to the candidate's Digilocker account

Once payment is successful, the portal will generate a claim id for the claim and show it in the list of claims raised by the candidate

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Use Case 2B: Degree Registration Certificate Claim (UP candidate)

Claim Registration Certificate

[Previous Page](#)

Roll Number

Name

Date of Birth

Course

..

[Next Page](#)

Candidate fills the form required for claiming degree registration certificate

Upon click "Next Page", the portal verifies passing details of students by fetching them from CASA

Claim Registration Certificate

Passing details verified by system

[Next Page](#)

If the student passing details were verified by the system, the portal will proceed to the next step

Claim Registration Certificate

Passing details not verified by the system

[Submit appeal for manual verification](#)

If the student has passed over a threshold, the portal will proceed to the next step.

Claim Registration Certificate

Registration Certificate Claim	Other Certificate Claim	Foreign Verification Request	Renewal Certificate Claim
Claim	Type	Status	Creation Date
Claim-0034	Degree-Reg Cert	Payment Pending	02/07/2023
Claim-0098	Good Standing Cert	Approved	02/07/2023

After approval of the passing details (automated or manually verified), the claim would show "Payment Pending" on the claim list

Claim Registration Certificate

[Previous Page](#)

Payment Required

Candidate can open the claim and make required payment for the registration certificate

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Claim Registration Certificate

Claim-0034

Download Registration Certificate

Send Registration Certificate to SMS/Email

Registration Certificate can also be downloaded on Digilocker

- Once payment is successful, the portal will allow the candidate to download the registration certificate
- Once payment is successful, the portal will send a SMS/Email to the candidate with the registration certificate
- Once payment is successful, the portal will push the registration certificate to the candidate's Digilocker account
- Once payment is successful, the portal will generate a claim id for the claim and show it in the list of claims raised by the candidate

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Use Case 3: Registration Certificate Claim (Outside UP candidate)

Claim Certificate

Registration Certificate Other Certificate Foreign Verification Request Renewal Certificate Claim

Claim Registration Certificate

Council: Medical/Dental/Paramedic/Nursing

Type: Permanent/Additional/Provisional (visible for MC/DC/NC)

Origin: From UP / Outside UP

If from UP, select type of course: Degree / Diploma

Next Page

- Candidate clicks on "Registration Certificate"
- Candidates see the first page of the form with the fields and options as shown
- Candidate selects "Outside UP"
- Candidate clicks on "Next Page"

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Claim Registration Certificate

[Previous Page](#)

Roll Number

Name

Date of Birth

Course

..

[Next Page](#)

Candidate fills the form for claiming registration certificate as an Outside UP candidate

Claim Registration Certificate

[Previous Page](#)

Payment Required

Upon click "Next Page", the portal shows the request for making payment of the required amount

Claim Registration Certificate

Registration Certificate Claim

Other Certificate Claim

Foreign Verification Request

Renewal Certificate Claim

Claim	Type	Status	Creation Date
Claim-0034	Degree-Reg Cert	Approval Pending	02/07/2023

After payment, the claim shows up as "Approval pending" in the claim list for the user

Claim Registration Certificate

Registration Certificate Claim

Other Certificate Claim

Foreign Verification Request

Renewal Certificate Claim

Claim	Type	Status	Creation Date
Claim-0034	Degree-Reg Cert	Approved	02/07/2023

After approval from admin side, the claim shows approved and can be viewed for downloading registration certificate

Claim Registration Certificate

Claim-0034

Download Registration Certificate

Send Registration Certificate to SMS/Email

Registration Certificate can also be downloaded on Digilocker

- 1.1.5 - Once payment is successful, the portal will allow the candidate to download the registration certificate
- 1.1.6 - Once payment is successful, the portal will send a SMS/Email to the candidate with the registration certificate
- 1.1.7 - Once payment is successful, the portal will push the registration certificate to the candidate's Digilocker account
- Once payment is successful, the portal will generate a claim id for the claim and show it in the list of claims raised by the candidate

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Use Case 4: Other Certificate Claim

Claim Certificate

Registration Certificate **Other Certificates** Foreign Verification Request Renewal Certificate Claim

Candidate clicks on "Other Certificates"

Claim Other Certificate

Registration No: #####

Name: Enter Name

Date of Birth: Enter DOB

...

Next Page

Candidates see the first page of the form for Other Certificate

After filling the form, candidate clicks on "Next Page"

Upon clicking "Next Page", portal will check the details of the student in CASA. If not found, portal will display an error.

Claim Other Certificate

Previous Page

Payment Required Pay Rs.1000

If student details are found in CASA, the portal shows the request for making payment of the required amount

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Claim Other Certificate

Claim-0034

Download Other Certificate

Send Other Certificate to SMS/Email

Other Certificate can also be downloaded on Digilocker

Once payment is successful, the portal will allow the candidate to download the registration certificate

Once payment is successful, the portal will send a SMS/Email to the candidate with the registration certificate

Once payment is successful, the portal will push the registration certificate to the candidate's Digilocker account

Once payment is successful, the portal will generate a claim id for the claim and show it in the list of claims raised by the candidate

Use Case 5: Foreign Verification Request

Claim Certificate

Registration Certificate Other Certificate **Foreign Verification Request** Renewal Certificate Claim

Candidate clicks on "Foreign Verification Request"

Request Foreign Verification

Registration No: #####

Name: Enter Name

Date of Birth: Enter DOB

... ...

Next Page

Candidates see the first page of the form for "Request Foreign Verification"

After filling the form, candidate clicks on "Next Page"

Upon clicking "Next Page", portal will check the details of the student in CASA. If not found, portal will display an error.

Request Foreign Verification

Previous Page

Payment Required Pay Rs.1000

If student details are found in CASA, the portal shows the request for making payment of the required amount

Request Foreign Verification

Registration Certificate Claim

Other Certificate Claim

Foreign Verification Request

Renewal Certificate Claim

Claim	Type	Status	Creation Date
Claim-0034	Foreign Verification	Pending Admin Action	02/07/2023
Claim-0098	Good Standing Cert	Approved	02/07/2023

After payment, admin will perform manual actions to complete the foreign verification

The claim will show "Pending Admin Action" until the admin sends clearance letter after which it will show "Completed Request"

Use Case 6: Claim Management (Admin)

UP HRH Admin Portal

Affiliation

Exam Management

Registration Requests Management

Registration Requests Management

UP Registration
Outside UP Registration
Other Certificate
Foreign Verification

Claim	Status	Creation Date
Claim-0034	Approved	02/07/2023
Claim-0098	Approval Pending	01/07/2023
Claim-0148	Payment Pending	04/07/2023

Admin sees the option of "Registration Requests Management" after logging into the UP HRH Admin portal

Admin can view claims for UP registration requests, outside UP registration requests, other certificates and foreign verification requests

Use Case 6A: Managing UP Registration Requests

Registration Requests Management			
UP Registration	Outside UP Registration	Other Certificate	Foreign Verification
Claim	Status	Creation Date	
Claim-0034	Approved	02/07/2023	
Claim-0098	Approval Pending	01/07/2023	
Claim-0148	Payment Pending	04/07/2023	

Admin finds the UP candidates registration certificates request under "UP Registration" tab

For all the claims showing "Approval Pending", the admin can open the claim to view its information and manually verify the passing details of the student claiming the registration certificate

After manual verification, the admin will click on "Approve" inside the claim to move it from "Approval Pending" to "Approved" and will allow candidates to download registration certificate

Use Case 6B: Managing Outside UP Registration Requests

Registration Requests Management			
UP Registration	Outside UP Registration	Other Certificate	Foreign Verification
Claim	Status	Creation Date	
Claim-0034	Approved	02/07/2023	
Claim-0098	Approval Pending	01/07/2023	

Admin finds the Outside UP candidates registration certificates request under "Outside UP Registration" tab

For all the claims showing "Approval Pending", the admin will open the claim to view its information

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Claim Registration Certificate	
Claim 0098	
Roll Number	
Name	
Date of Birth	
...	
Send Email	Download PDF of letter template

Admin views the information of the registration certificate request of the candidate

If email address of other state council is available, admin will send an email to the other State Council with the approval link and the student's information

When the other state council staff clicks on the approval link in the email, it will move the claim from "Approval Pending" to "Approved" and will allow

If email address of other state council is not available, admin will download a PDF of the letter that will be manually posted to the other state's council

The PDF will contain a QR code which can be scanned to go to the same approval link as the email template

Use Case 6C: Managing Other Certificate Requests

Other certificates will be automatically approved and the claims page will just allow the admin to view requests made but will not require any action from them

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Use Case 6D: Managing Foreign Verification Requests

Registration Requests Management

UP Registration Outside UP Registration Other Certificate **Foreign Verification**

Claim	Status	Creation Date
Claim-0034	Pending Admin Action	02/07/2023
Claim-0098	Completed Request	01/07/2023

Admin finds the Outside UP candidates registration certificates request under "Outside UP Registration" tab

For all the claims showing "Pending Admin Action", the admin will open the claim to view its information

Foreign Verification Request

Claim 0098

Roll Number

Name

...

Send Email Download PDF of letter template

If email for foreign council is available, admin will send email for foreign verification request

If email for foreign council is not available, admin can download letter template that can be posted to the foreign council

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Use Case 8: Examining Body / Institute Management

Student Data & Marks Management

Student Data & Marks Photo ID Verification

Course 1 **Course 2** Course 3

Name	DOB	Marks	Aadhar #	Seat type
Ram	31 Jul 2003	12	XXXXX	Permitted
Shanti	09 Sep 2002	89	XXXXX	Recognised
Bhuvi	18 Jan 2003	76	XXXXX	Permitted

Submit

Institute finds the Students Data & Marks tab as one of the tabs when they login

Institute can upload data for n number of students for different courses. The data will be a mix of required & optional fields. In addition to that, Institutes will also be allowed to edit / delete / duplicate rows

After clicking on submit, the user will be asked to upload a DSC digital sign, post which the data will be submitted

Phot ID Verification

Student Data & Marks **Photo ID Verification**

Course 1 **Course 2** Course 3

Name	DOB	Passout Yr	Photo	Photo Verified
Ram	31 Jul 2003	2022		<input checked="" type="checkbox"/>
Shanti	09 Sep 2002	2023		<input type="checkbox"/>

Submit

Institute finds the Photo ID Verification tab as one of the tabs when they login

After manual verification of students photo, the admin will check the verified checkbox for all verified students

After clicking on submit, the user will be asked to upload a DSC digital sign, post which the data will be submitted

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– END –

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