

# **USER MANUAL**

**LOGIN ACCOUNTS OF ONLINE PhD THESIS EVALUATION SYSTEM**

**&**

**STUDENT PROFILE CREATION AND SYNOPSIS UPLOAD**

## Login Accounts of Online Ph.D. Thesis Evaluation System

There are 3 important accounts in the system, (1) The Principal Account (2) H.O.D account (3) Professor / Supervisor account. Their roles and usage explained below.

### Step-1

University provides a "Principal" account and share the credentials in a secured form to the college "Principal"

### Actions to be performed by the "College Principal"

The Principal of the college, Using the *Principal Account credentials* shared by the University, then create H.O.D accounts for each branch.

After logging to the Ph.D online system select user accounts option as show below and then proceed with creating H.O.D accounts.



Following are the necessary details Principal must take care while creating H.O.D account.

Examinater  
Online Ph.D Thesis Evaluation System

Welcome College Principal | Change Password | Log Off  
Need help? Call: 0831 2498142

### Manage User - Examinater

College:  
The Engineering College, Muddenahalli, Karanataka

Branch:  
Automobile Engineering ← Branch must be selected for H.O.D account

Username:  
os\_college\_ae\_hod ← The username for the H.O.D must NOT be email ID

Password:  
\*\*\*\*\*

Person Name:  
Prof. Ram Kumar

Contact Details:  
912345670

UserType:  
HOD ← The user type must be H.O.D

EmailAddress:  
\_\_\_\_\_

Save Cancel

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Please note, Principal account is helpful in performing following activities.

1. Creating H.O.D accounts
2. Can reset the password of the H.O.D accounts in-case it is forgotten.

**Actions to be performed by the “H.O.D Accounts”**

After creating the H.O.D accounts by the principal of the college, the credentials will be securely communicated by the Principal to the H.O.Ds of the respective branches in the college. It is the responsibility of Principal of the college and the H.O.Ds of the college to maintain the complete confidentiality of these credentials.

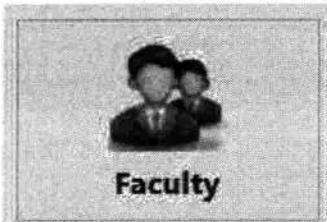
H.O.D of the branch can now create professor (faculty) accounts under their branch, who are supervising research scholars.

1. H.O.D need to login using the credential provided by the college principal. After successful login the welcome page greets them with the options as shown below.

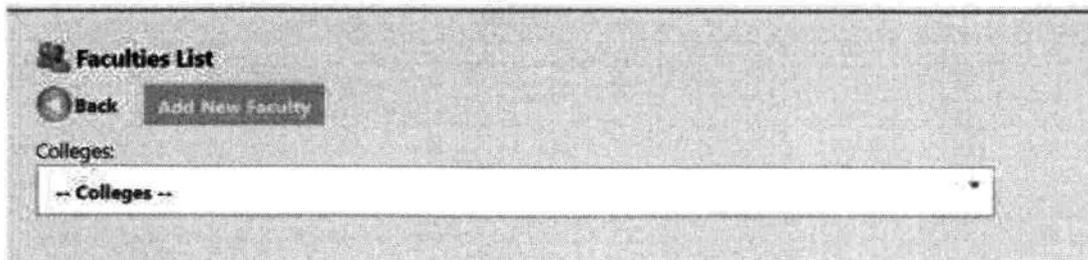


Examinater - (c) 2021 StudtSoft

2. To create a professor profile, click on Faculty option.



3. And then click on “Add New Faculty” orange button



- Fill suitable details in the upcoming screen properly. Also please take note of the important notifications we shown on the screen capture below.

### Enroll New Faculty

College:  Not finding required college entry?

Department/Course Branch:

Course:

Professor Name:  Inactive Profile

Designation:

Email ID (Provide **ONLY ONE** email ID here):  Auto Activate Email?  (Must set 'No' if the professor is from VTU affiliated college)

Contact Address:

Country Location:

Phone Number(s):

Other important info:  
 PAN No: XDF839333  
 Bank Account No: 39239839  
 Name of the beneficiary: Dr. Mukunda K  
 IFSC Code: CF0293933  
 Bank Name: Canara Bank  
 Branch: Muddenahalli Brnach.

Never create duplicate college entry while enrolling new professor profile from your College Department

If not appeared automatically, select your college entry properly, if not found or for any confusions, please always check with College Principal as they will be having the right information.

Do not alter this option.

- As guided through on the above screenshot, after filling the all the details properly, click "Save an Send Activation email" green button. Below message will be shown after pressing the save button.

### Edit Faculty Details

Profile is saved and email is sent. The 'Lecturer Activation' email should reach faculty's Inbox in less than 5 minutes, if not, the email ID might be wrong and enter valid email ID, save the profile and resend activation email.

6. "Save and Send Activation email" - will send an activation email to the professor email account (in the example above, an email will be sent to the mukunda@gmail.com account).
7. The professor whom the profile is created above, should now login to their email account, check for the email sent by the Examinater system and follow the instructions given in the email.
8. This completes the professor profile creation procedure.

F.A.Q

1. How to recover password of the professor / research supervisor account when forgotten?

- o **The professor must consult the H.O.D of the branch**
- o H.O.D can use her/his **H.O.D credentials** to login to the system and follow the steps given below to reset the password.
- o Select following option from the welcome screen



- o Locate the professor entry in the list of professor entries. If the entries are more, you may press CTRL + F and search by name as well.

**User Accounts**

[Back](#)

Username	UserType	Email	Last Login	Display Name	Edit	Delete
ae_hod	H.O.D		3/18/2021 8:08:26 PM	Prof. Ram Kumar	Edit	Delete
	Educator		10/21/2019 11:36:58 AM		Edit	Delete
Mukunda@gmail.com	Educator	Mukunda@gmail.com	3/18/2021 8:47:25 PM	Dr.Mukunda K	Edit	Delete
	Educator		2/4/2021 4:36:47 AM		Edit	Delete

- o Click on the "Change Password" button

**Manage User - Examinater**

College: Osmannia University Hyderabad

Branch: Choose Branch only for HOD accounts

Username: Mukund@gmail.com

**Change Password**

Person Name: Dr. Mukund K

Contact Details: 912345678

UserType: Educator

Email Address: Mukund@gmail.com

Save Cancel

Only click this button and ***do not alter any other information***

- Enter new password in the pop-up screen and click save.

**Password Change**

New Password

Confirm New Password

Save

V.Y.J.J. Belgium (C) SriLankSoft

## 2. How to recover password of the H.O.D account when forgotten?

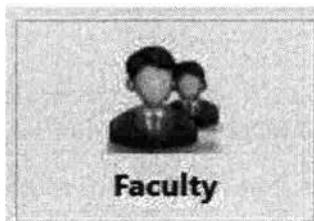
- H.O.D must consult the principal and s/he should be able to set new password in the system using their principal credentials.

## 3. How to recover password of the Principal Account when forgotten?

- Only principal need to contact the university to reset their account password.

## 4. If professor wish to change his login email ID, what should they do? Whom should they contact?

- Professor / supervisor must contact H.O.D
- H.O.D can use their H.O.D credentials and follow below steps to change the email ID
  - Select "Faculty" option



- If not selected automatically, select your college from the drop down list.

**Faculties List**

[Back](#) [Add New Faculty](#)

Colleges:  
The Engineerin College, Muddenahalli, Karanataka

Professor Name	Contact Details	Course	Branch Name	Profile	
Dr.Mukunda K	912345678	Ph.D	Automobile Engineering	Yes	<a href="#">Edit</a>

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- Click "Edit" button next to the professor profile entry in the list.

Ph.D

Professor Name:  **Active Profile**

Designation:

Email ID (Provide **ONLY ONE** email ID here):  Auto Activate Email?  (Must set 'No' if the professor is from VTU affiliated college)

Contact Address:

Country Location:

Phone Number(s):

- Change the email and **Set Auto Activate email setting to "No"** so that system can re-validate the newly entered email
- As soon as professor login to their new email account and follows instructions in the email, account will be activated and started working normally.
  - Please note that, when the email ID is changed, login username for the professor login will be the new email ID supplied.

## Student profile creation and Synopsis upload

- Login with your professor login and password
- In the welcome screen click **"New Thesis"**
- You will be navigated to "New thesis" screen that will have all fields required to enter student details. Fill all information accordingly and click **"Save"** button. This will upload the synopsis and create student profile.
  - Synopsis submission is mandatory for student profile creation, so please make sure soft copy of synopsis is available at the time of thesis enrollment.
  - Thesis can be uploaded in the later and not mandatory to create student profile.
- After successful save operation, you will be prompted to upload 6 Indian and 6 foreign examiners panel. To do so, scroll down to the bottom of the screen and view the **"External Nomination"** section.
- Select the college and branch from dropdown options and click **"Go"**
  - You will be get the list of all professors from the selected college in the **"Professors"** dropdown box.
- Select the professor from dropdown menu and click **"Add as Indian Referee"** for Indian examiner's panel, **"Add as Foreign Referee"** for non-VTU/foreign examiner's panel.
- Please note, only professors with valid email ID and activated profile are displayed in the Professors drop down list.
- In case, if you don't find the required professor's profile, Click **"Enroll New Professor"** button, this will take you to the professor profile creation screen. Please provide all required information and click save.
  - Please note, at the time professor profile creation, **"valid Email ID"** is must. Always make sure to verify email ID twice before entering into the system. Entry of wrong email ID fail to communicate during examination notifications and may result in delayed thesis evaluation process.
  - Please make sure to select **"yes"** for Auto activate email option *only if you are very sure about the "email ID" of the professor is proper and valid.*
- At the time of professor profile creation, if you don't find required college, then look for **"Create College"** located next to the Colleges dropdown list on the professor profile creation screen.

## How to edit student profile

- Login with your credentials
- Click **"Thesis Tracker"** button on the welcome screen.
- Make sure proper year value is selected and Click **"Go"** button.
- From the list of thesis, choose your desired candidate entry, and click **"Edit"** button.
  - The Edit button may not be seen when thesis is uploaded and submitted for examination.

## How to upload thesis and submit for evaluation

- Follow the procedures given in the *"How to edit student profile"*
- Upload the thesis file and click **"Save"** button
- Scroll to the bottom of the student profile page and click **"Submit"** button to officially submit thesis for evaluation. This button appear only after successful upload of thesis.

# How to Upload a Thesis



**Login using your credentials**

**After you login, Choose New Thesis from the main menu screen**



### New Thesis

Colleges:

-- Chose Colleges --

Internal Professor:

Co-Guide:

Co-Guide Email ID:

### Course Details

Submission Year:

2015

Course:

Ph.D

Date of Registration:

Branch/Department:

Aeronautical Engineering

Course Period:

Submission Year

### Course Completion Details

### Student Details

StudentName

USN Number:

ContactNumbers

PostalAddress

### Thesis Details

Approval taken from VTU for thesis title change? Upload Certificate:

Thesis Title:

**Synopsis:** (should be zipped & less than 10MB)

Enter details and upload thesis of a student and finally click "Save" button.

After successful upload of Synopsis and student profile is saved, you will be shown External examiner recommendation screen in the bottom of the student profile screen and it looks like as shown here.

**Exteranls Nomination** **Enroll New Professor** **only if you are NOT finding** your preferred professor from below search.

Colleges:  Branch:  **Go**

Professors:

**Add as Indian Referee** **Add as Foreign Referee**

<b>Dr.Shantu</b> Civil Engineering TEST-Non-VTU, <u>Bangalore</u>	<b>Dr.ddh</b> Civil Engineering TEST-Non-VTU, <u>Bangalore</u>
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Select college and branch and click "Go" button to get list of Professors

Professors list of selected college and branch are populated here. Click the dropdown and choose one To confirm and click "Nominate"

Just in case if want cancel the selection, click small red "X" button.

You will find system recording your selection here.

<b>Shekhar K</b> x Computer Science and Engineering TEST-UBDTCE College, <u>Davangere</u>	TEST-Siddaganga Institute of Technology and College of Engineering, <u>Tumkur</u>
	<b>SRM11</b> x Computer Science and Engineering TEST-Non-VTU, <u>Bangalore</u>

**Submit** **Close**

**Only after thesis upload, Guide will have access to the submit button. Guide must click this button to submit thesis for evaluation.**

Thesis guide need to perform above said procedures to upload students synopsis and thesis.

Please note,  
Only after thesis submission by Guide, student thesis will be considered for evaluation until then system consider it as in 'draft' state.

# Color coded status and their meaning

**Gray – status with gray color means “Guide has not submitted thesis for the examination”. Please make sure to “Submit” the thesis after student profile creation and uploading of thesis completed by guide.**

## Status

Thesis is not yet 'Submitted', Not ready for exam!

**Red – status with red color confirms that, thesis is submitted properly and awaiting to start evaluation process.**

Initiate thesis exam

**Blue – status with blue color confirms that, thesis in the process of evaluation.**

Internal examiner not submitted theory marks

**Green – status with green color confirms that, dissertation and viva-voce exams are finished and marks are uploaded by professors successfully.**

Exam conducted and Viva-Voce marks allotted!



**Examiner**

**Online Ph.D Thesis Evaluation System**

Thank you!