

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



Log On
Need help? Call: 0831 2498142

User name

Password

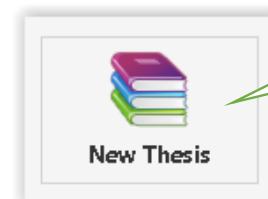
Log On

Help

[For Professor: How to Upload and Manage Thesis](#)

**Login using your
credentials**

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



New Thesis

Colleges:

Internal Professor:

Co-Guide:

Co-Guide Email ID:

Course Details

Submission Year:

Course:

Ph.D

Date of Registration:

Branch/Department:

Course Period:

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. Save

Colleges: Branch:

Professors:

Add as Indian Referee

Dr.Shantu x
Civil Engineering
TEST-Non-VTU, Bangalore

Add as Foreign Referee

Dr.ddh x
Civil Engineering
TEST-Non-VTU, Bangalore

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.

Shekhar K Computer Science and Engineering TEST-UBDTCE College, <u>Davangere</u>	TEST-Siddaganga Institute of Technology and College of Engineering, <u>Tumkur</u>
	SRM11 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!



Thank you!