Examinater
Online Ph.D Thesis Evaluation System

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.