

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”

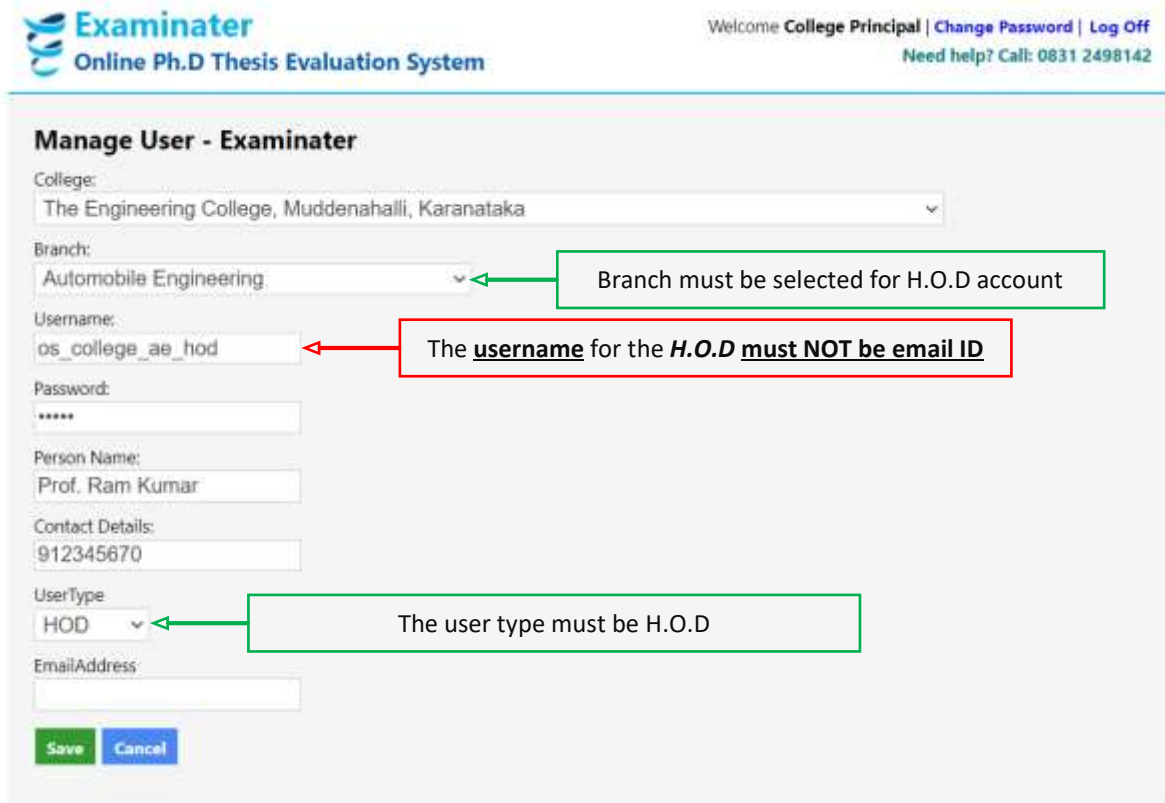
Actions to be performed by the “College Principal”

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.



The screenshot shows the "Manage User - Examinater" web interface. At the top left is the "Examinater Online Ph.D Thesis Evaluation System" logo. At the top right, it says "Welcome College Principal | Change Password | Log Off" and "Need help? Call: 0831 2498142". The form has the following fields:

- College: The Engineering College, Muddenahalli, Karnataka
- Branch: Automobile Engineering (highlighted with a green box and arrow: "Branch must be selected for H.O.D account")
- Username: os_college_ae_hod (highlighted with a red box and arrow: "The username for the *H.O.D* must NOT be email ID")
- Password: *****
- Person Name: Prof. Ram Kumar
- Contact Details: 912345670
- UserType: HOD (highlighted with a green box and arrow: "The user type must be H.O.D")
- EmailAddress: (empty field)

At the bottom of the form are "Save" and "Cancel" buttons.

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.



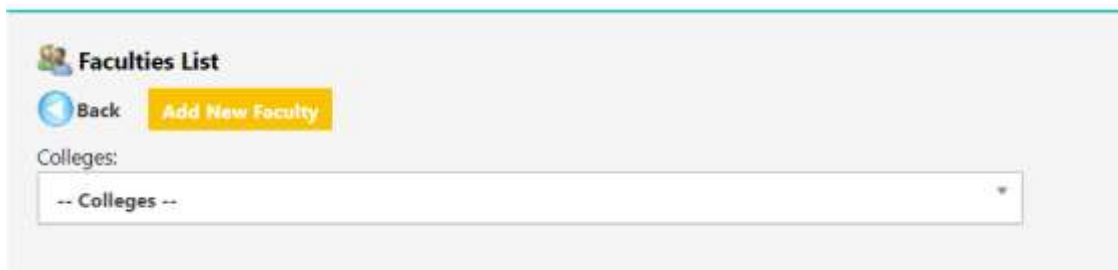
The screenshot shows the Examinater dashboard. At the top left is the logo and name 'Examinater Online Ph.D Thesis Evaluation System'. At the top right, it says 'Welcome ae_hod | Change Password | Log Off' and 'Need help? Call: 0831 2498142'. Below this is a banner with the text 'Organise, Track and Accomplish Computerised thesis tracking system' over an image of a desk with a laptop, pens, and a cup. The main dashboard area contains several data cards: 'Colleges' with value 6853, 'Departments' with value 33, 'Professors' with value 17861, and 'Thesis' with value 2810. There are also two buttons: 'Faculty' with a person icon and 'User Accounts' with a group icon.

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




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



The screenshot shows the 'Faculties List' page. It has a title 'Faculties List' with a person icon. Below the title are two buttons: 'Back' with a blue circular arrow icon and 'Add New Faculty' in an orange box. Underneath is a label 'Colleges:' followed by a dropdown menu showing '-- Colleges --'.

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



Examinater
Online Ph.D Thesis Evaluation System

Welcome **ae_hod** | [Change Password](#) | [Log Off](#)
Need help? Call: 0831 2498142

Enroll New Faculty

College

Department/Course Branch

Course

Professor Name
 Inactive Profile

Designation

Email ID (Provide **ONLY ONE** email ID here)

Contact Address:

Country Location:

Phone Number(s):

Other Important Info:

Not finding required college entry?

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.

Auto Activate Email?
 (Must set 'No' if the professor is from VTU affiliated college)

Do not alter this option.

5. 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?

- **The professor must consult the H.O.D of the branch**
- 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.
- Select following option from the welcome screen



- 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

- Click on the "Change Password" button

Manage User - Examinater

College: Osmania University Hyderabad

Branch: - Choose Branch only for HOD accounts -

Username: Mukunda@gmail.com

Change Password

Person Name: Dr. Mukunda K

Contact Details: 912345678

UserType: Educator

Email Address: Mukunda@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

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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	Edit

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

Course: Ph.D

Professor Name: Dr.Mukunda K **Active Profile**

Designation: Professor

Email ID (Provide **ONLY ONE** email ID here): Mukunda@gmail.com

Auto Activate Email? Yes (Must set 'No' if the professor is from VTU affiliated college)

Contact Address: Address of the college

Country Location: India

Phone Number(s): 012345678

- 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.