



**IISc – Automated PhD Thesis Processing
On **ScholarOneManuscripts™** Platform**

Dean User Guide

Prepared By
DIGITS IISc

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1. Objectives

The objective of this document is to explain the roles of Dean and various activities, he/she needs to perform during the entire cycle of PhD Thesis Submission till its final approval. The Dean prioritizes the examiner list (offline-outside ScholarOne) and requests the Academic Administrator to proceed for further processing. Dean makes final decision on the approval or rejection of the thesis after receiving three reviews from the examiners.

2. Assumptions/Pre-conditions and General Guidelines

- 3 Examiners have given their review recommendations for the thesis

3. Dean Receives e-mail notification to make decision

Email notification is sent to the dean after submission of reviews by 3 examiners. The sample mail is shown in Figure 1.



Figure 1: Sample Mail to Dean

3.1 The Dean logs into ScholarOne and views the dashboard

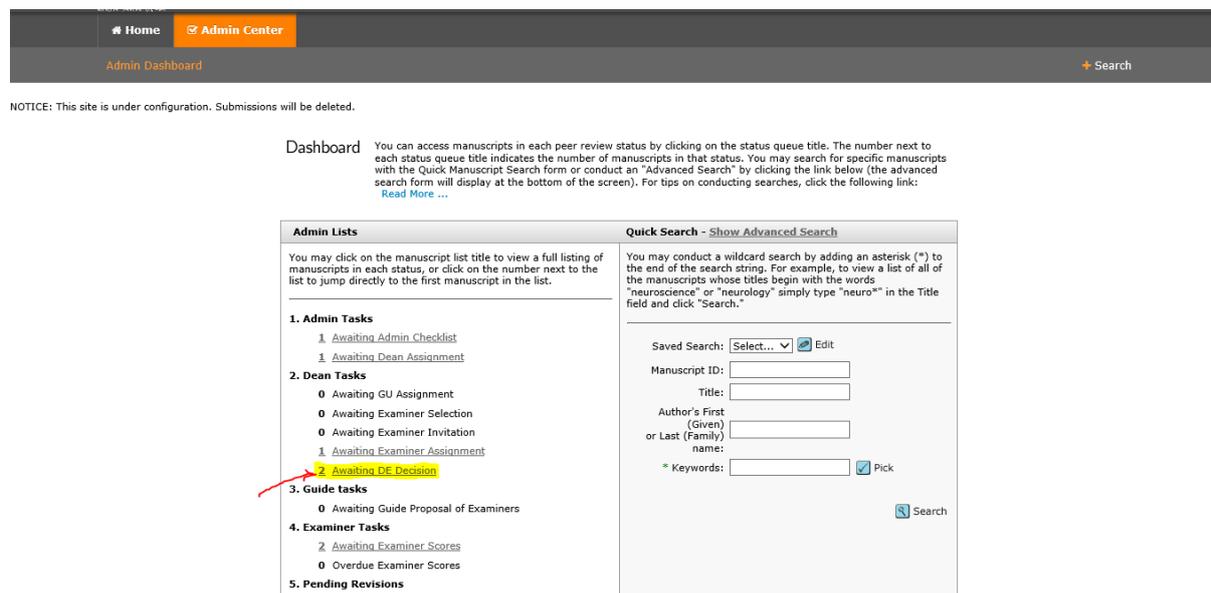


Figure 2: Dean's Dashboard

1. Clicks the **Awaiting DE Decision** link under **Dean Tasks** as shown in Figure 2. The View Manuscripts screen appears as shown in Figure 3.

3.2 Take action based on reviewers' comments

View Manuscripts

Awaiting DE Decision				Manuscripts 1-2 of 2
Manuscript ID	Manuscript Title	Date Submitted	Status	Take Action
IISc-2017-0048	Test Thesis & Synopsis-1 [View Submission]	09-Aug-2017	GU: Guide, Faculty (proxy) DE: Engineering, Dean ADM: K, Panneer Selvam	<input checked="" type="checkbox"/>
Synopsis and Thesis	StudentOne., StudentOne (proxy)		• Make Decision (Due 20-Sep-2017)	
IISc-2017-0042	A Periodic Scheduling Problem in Flow Control for Data Communication Networks [View Submission]	04-Jul-2017	GU: Guide, Faculty (proxy) DE: Engineering, Dean ADM: K, Panneer Selvam	<input checked="" type="checkbox"/>
Synopsis and Thesis	Mukherji, Utpal (proxy)		• Make Decision (Due 07-Sep-2017)	

Export to CSV Manuscripts 1-2 of 2

Figure 3: View Manuscripts Screen

Select the **Take Action** check boxes shown in Figure 3. The Manuscripts Details screen appears as shown in Figure 4.

3.3 Analysing reviews

Manuscript Details

1 / 2
Make Decision

IISc-2017-0048 Submitted: 09-Aug-2017; Last Updated: 21-Aug-2017; 12 days, 6 hours in review

- Test Thesis & Synopsis-1
- [StudentOne., StudentOne \(proxy\)](#) (contact)
- Synopsis and Thesis
- Make Decision** (Due 20-Sep-2017)

GU: [Guide, Faculty \(proxy\)](#)
DE: [Engineering, Dean \(proxy\)](#)
ADM: [K, Panneer Selvam \(proxy\)](#)

PDF
Supplementary Files
Original Files
Abstract
Cover Letter
External Searches

DE Decision

Make a Decision

Accept /

Minor Revision

Major Revision

Reject

Decision Comments (internal use only):

Accepted

Create Draft E-Mail Save **Commit Decision**

Reviews

reviews required to make decision:

- [examiner., examiner](#)
 - I recommend acceptance of the thesis in its present form.
 - [view review](#)
 - [rescind](#)
- [examiner1, examiner1](#)
 - I recommend acceptance of the thesis in its present form.
 - [view review](#)
 - [rescind](#)
- [Guide, Faculty](#)
 - I recommend acceptance of the thesis in its present form.
 - [view review](#)
 - [rescind](#)

Figure 4: Manuscript Details Screen



3.4 Committing Decision

1. After analysing the reviews, select the appropriate **Make a Decision** radio button.
2. Enter the comments in the **Decision Comments(internal use only)** text field.
3. To commit the decision taken, click the **Commit Decision** button as shown in Figure 4.

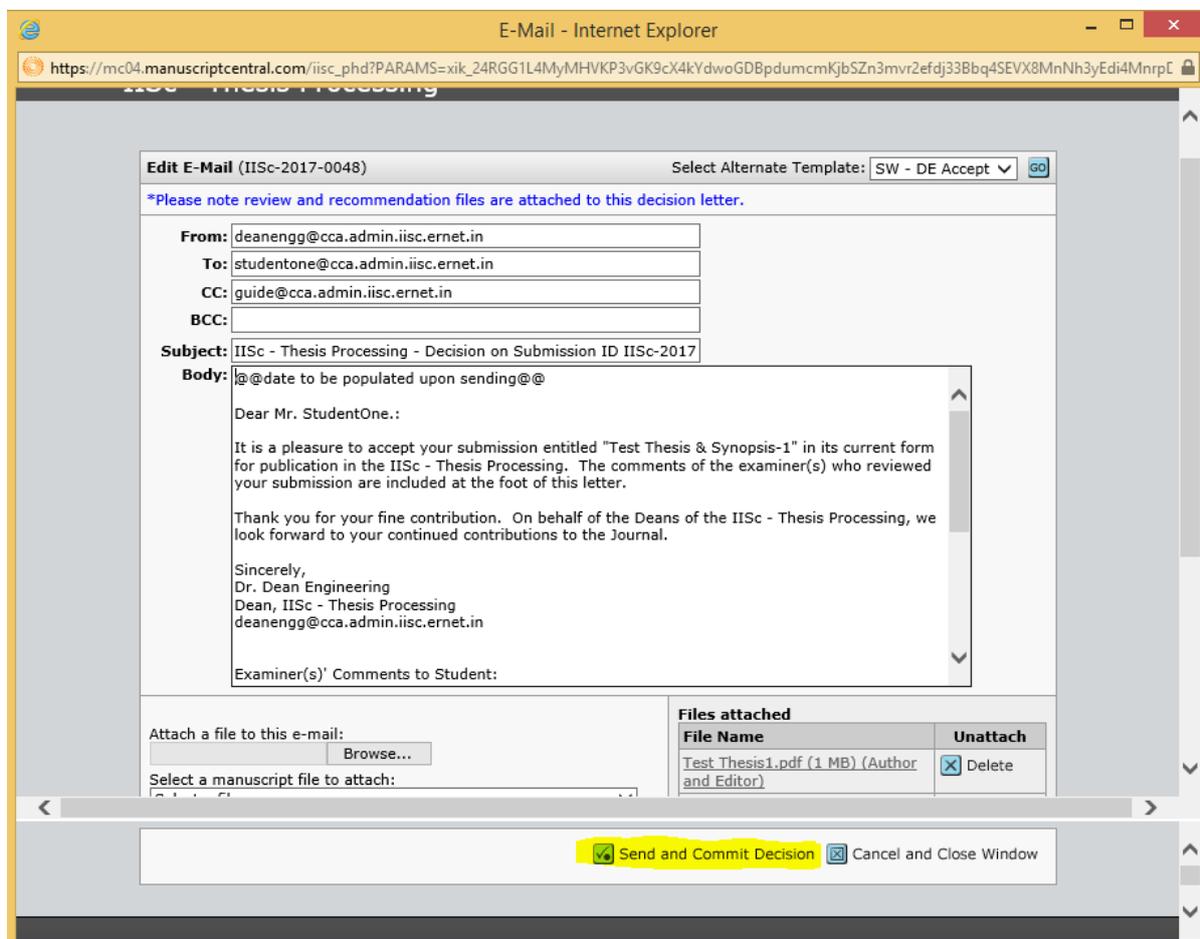


Figure 5: Sample Mail sent to Students

4. Click the **Send and Commit Decision** button as shown in Figure 5.

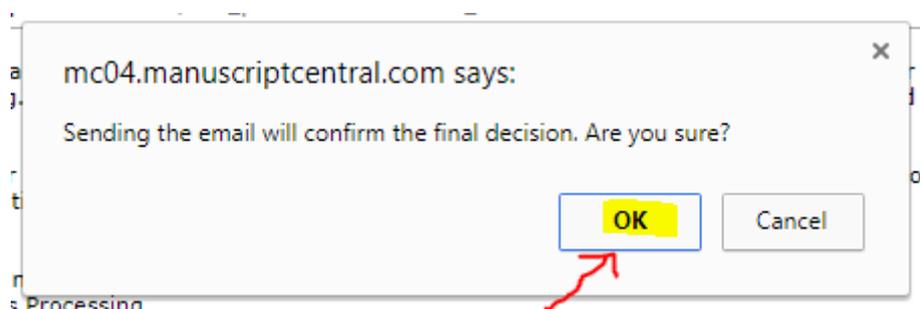


Figure 6: Pop-up Window

5. To confirm the final decision, click the **OK** button as shown in Figure 6.

4 Accessing review comments prior to Dean's Decision

4.1 Accessing review comments prior to Dean's Decision

The review comments of the examiners can be accessed only after the dean's decision. If the Dean or Admin needs to view the review recommendations prior submission of reviews by all the 3 examiners, the Dean or Admin can still access the review comments.

The review recommendations of examiners are shown in Figure 7.

Manuscript ID:	IISc-2017-0048
Manuscript Type:	Synopsis and Thesis
Keywords:	
Date Submitted:	09-Aug-2017
Manuscript Title:	Test Thesis & Synopsis-1
Date Assigned:	21-Aug-2017
Date Review Returned:	21-Aug-2017
Authors:	StudentOne., StudentOne E-Mail:studentone@cca.admin.iisc.ernet.in

Recommendation	
<input checked="" type="checkbox"/>	I recommend acceptance of the thesis in its present form.
	I recommend acceptance of the thesis. I would like the candidate to furnish satisfactory clarifications to my queries during the thesis defense, and incorporate corrections indicated in the report, but the corrected thesis need to be sent back to me.
	I have some queries. Before I send my recommendations, I want the candidate to respond in writing.
	I am not able to make my recommendation at this stage. I have several comments and queries. Before I send my recommendation, I want the thesis to be revised and sent back.
	I do not recommend acceptance of this thesis for the reasons set out in detail in my report.

Comments	
Confidential Comments	
Confidential Comments Confidential Comments Confidential Comments Confidential Comments	
Comments to Student	
Comments to Student	

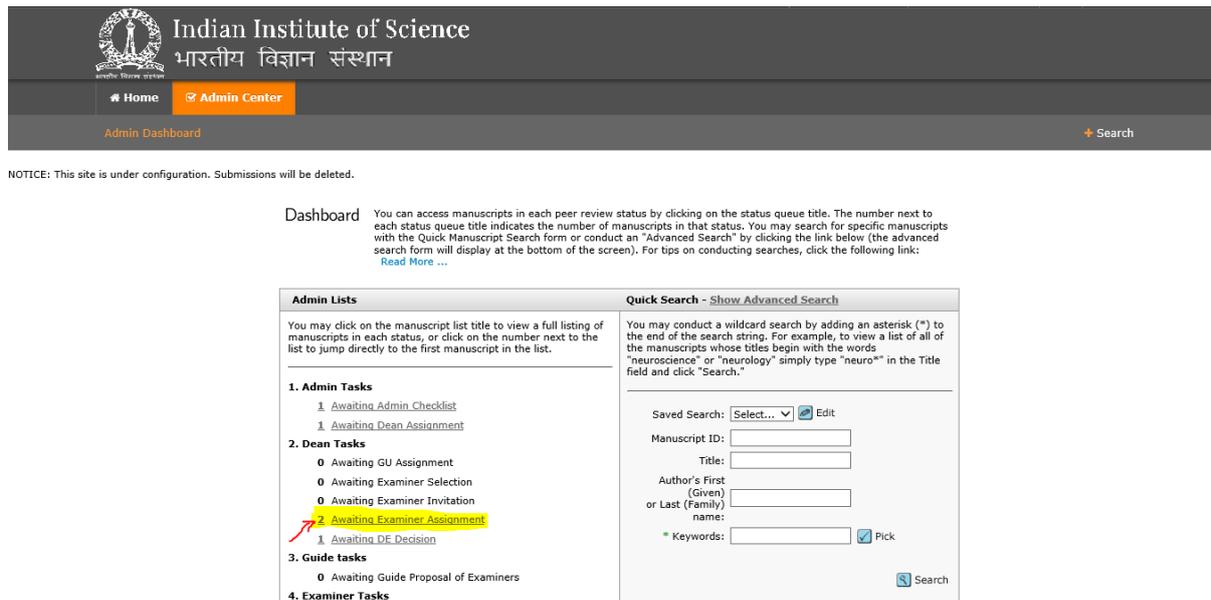
Attach a File	Files attached
<input type="text"/> Browse... <input type="button" value="Attach"/>	<ul style="list-style-type: none"> • Test_Thesis1.pdf PDF - [remove] • <input type="radio"/> This file is for the Student and Dean • <input type="radio"/> This file is for the Dean only • Examiner's Guide.docx PDF HTML - [remove] • <input type="radio"/> This file is for the Student and Dean • <input type="radio"/> This file is for the Dean only • InviteExaminer1b.PNG - [remove]

Figure 7: Review Recommendations

Note: - Prior to dean's decision only dean and academic admin can view the review comments.

Following are the steps to access the review comments from the dashboard:

4.2 Step 1: Awaiting Examiner Selection



Indian Institute of Science
भारतीय विज्ञान संस्थान

Home Admin Center

Admin Dashboard Search

NOTICE: This site is under configuration. Submissions will be deleted.

Dashboard You can access manuscripts in each peer review status by clicking on the status queue title. The number next to each status queue title indicates the number of manuscripts in that status. You may search for specific manuscripts with the Quick Manuscript Search form or conduct an "Advanced Search" by clicking the link below (the advanced search form will display at the bottom of the screen). For tips on conducting searches, click the following link: [Read More ...](#)

Admin Lists You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

Quick Search - Show Advanced Search You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."

1. Admin Tasks

- 1 Awaiting Admin Checklist
- 1 Awaiting Dean Assignment

2. Dean Tasks

- 0 Awaiting GU Assignment
- 0 Awaiting Examiner Selection
- 0 Awaiting Examiner Invitation
- 2 Awaiting Examiner Assignment**
- 1 Awaiting DE Decision

3. Guide tasks

- 0 Awaiting Guide Proposal of Examiners

4. Examiner Tasks

Saved Search:

Manuscript ID:

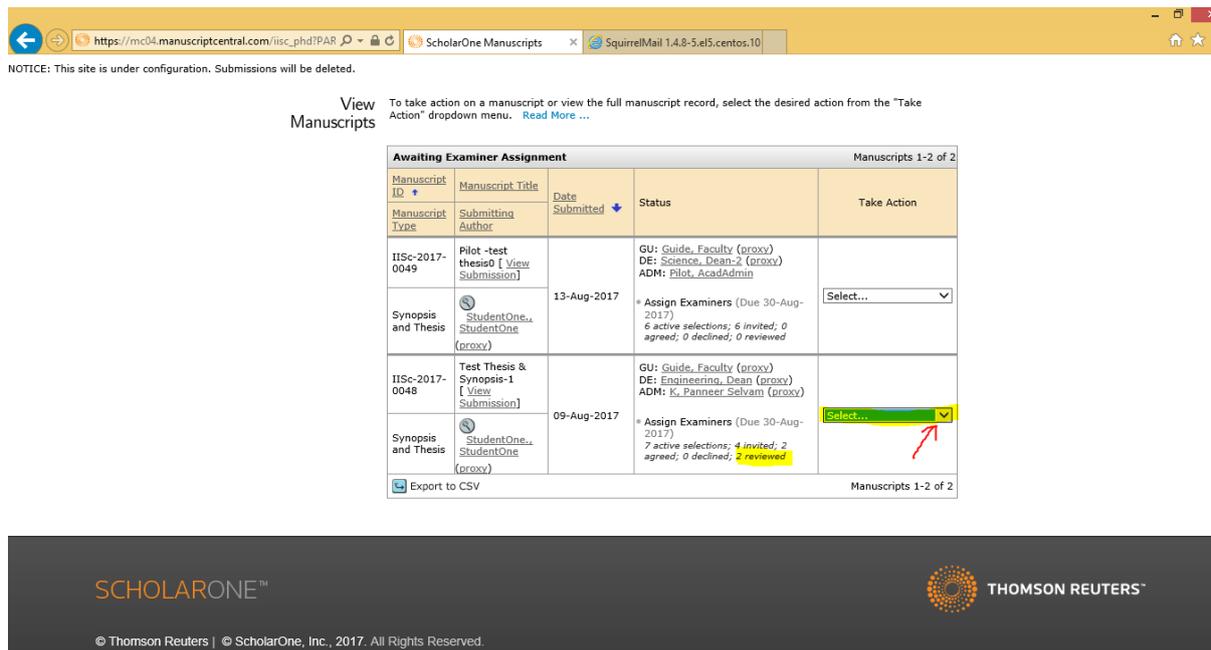
Title:

Author's First (Given) or Last (Family) name:

* Keywords: Pick

Figure 8: Dashboard Screen

4.3 Step 2: Awaiting Examiner Selection



View Manuscripts To take action on a manuscript or view the full manuscript record, select the desired action from the "Take Action" dropdown menu. [Read More ...](#)

Awaiting Examiner Assignment				Manuscripts 1-2 of 2
Manuscript ID	Manuscript Title	Date Submitted	Status	Take Action
IISc-2017-0049	Pilot -test thesis0 [View Submission]	13-Aug-2017	GU: Guide_Faculty (proxy) DE: Science_Deans (proxy) ADM: Pilot_AcadAdmin	Select...
Synopsis and Thesis StudentOne, StudentOne (proxy)				* Assign Examiners (Due 30-Aug-2017) 6 active selections; 6 invited; 0 agreed; 0 declined; 0 reviewed
IISc-2017-0048	Test Thesis & Synopsis-1 [View Submission]	09-Aug-2017	GU: Guide_Faculty (proxy) DE: Engineering_Deans (proxy) ADM: K_Panneer Selvam (proxy)	Select...
Synopsis and Thesis StudentOne, StudentOne (proxy)				* Assign Examiners (Due 30-Aug-2017) 7 active selections; 4 invited; 2 agreed; 0 declined; 2 reviewed

Export to CSV Manuscripts 1-2 of 2

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Figure 9: View Manuscripts Screen

1. Select the **Assign Examiners** option from the drop-down list as shown in Figure 9.

4.4 Step 3:View Review

The screenshot shows the 'Examiner List' interface. It features a table with columns for Order, Name, Status, History, and Remove. The first three rows show examiners with various statuses (Invited, I recommend acceptance of the thesis in its present form) and history details. A red arrow points to the 'View Review' link in the third row, which is highlighted in yellow. Below the main table is an 'Alternates' section with three rows. On the right side, there is a 'Progress' summary, a 'Create Examiner Account' form, and a 'Version History' section.

Figure 10: Examiner List Screen

1. Click the View Review link as shown in Figure 10.

4.5 Step 4: Review recommendation

The following screen displays the review recommendations as shown in Figure 11.

The screenshot displays the 'Review recommendation' screen. It includes a header with manuscript details: Manuscript ID: IISc-2017-0048, Manuscript Type: Synopsis and Thesis, Date Submitted: 09-Aug-2017, Manuscript Title: Test Thesis & Synopsis-1, Date Assigned: 21-Aug-2017, Date Review Returned: 21-Aug-2017, and Authors: StudentOne., StudentOne (E-Mail: studentone@cca.admin.iisc.ernet.in). The main section is titled 'Recommendation' and contains a radio button for 'I recommend acceptance of the thesis in its present form.' followed by three text boxes for providing feedback. Below this is a 'Comments' section with sub-sections for 'Confidential Comments' and 'Comments to Student'. At the bottom, there is an 'Attach a File' section with a file list including 'Test Thesis1.pdf', 'Examiner's Guide.docx', and 'InvstExaminer1b.PNG'.

Figure 11:



The following information are accessible: -

- Examiners recommendations
- Confidential comments to Dean
- Comments to Student
- Files attached (3 files in the screen shot attached)

The attachments can be downloaded, viewed or printed as per the requirement.

The following screen is displayed, (which is broken into multiple pages for the convenience of display purpose)

1 / 2

Manuscript Information

IISc-2017-0048 Submitted: 09-Aug-2017; Last Updated: 21-Aug-2017; 12 days, 7 hours in review

- Test Thesis & Synopsis-1
- [StudentOne., StudentOne \(proxy\) \(contact\)](#)
- Synopsis and Thesis
- Accept (21-Aug-2017)
- Complete Production Checklist (Due 20-Sep-2017)

GU: [Guide, Faculty \(proxy\)](#)
 DE: [Engineering, Dean](#)
 ADM: [K, Panneer Selvam](#)

Audit Trail

PDF Supplementary Files Original Files Abstract Cover Letter External Searches

Scroll To... ?

Manuscript Files

Peer Review Milestones

Date Submitted:	09-Aug-2017		
Admin:	K, Panneer Selvam ST EX ADM	Date to Admin:	09-Aug-2017
Dean:	Engineering, Dean ST DE	Date to Dean:	09-Aug-2017
Guide:	Guide, Faculty ST EX GU <small>proxy</small>	Date to Guide:	09-Aug-2017

▲ top

Version History

	Manuscript ID	Manuscript Title	Date Submitted	Decision Letter & Response	Switch Details
you are viewing ▶	IISc-2017-0048	Test Thesis & Synopsis-1	09-Aug-2017	<ul style="list-style-type: none"> • view decision letter <small>view the decision letter for IISc-2017-0048</small> 	

▲ top

Author-Supplied Data

Manuscript Type:	Synopsis and Thesis
------------------	---------------------

Version History

	Manuscript ID	Manuscript Title	Date Submitted	Decision Letter & Response	Switch Details
you are viewing ▶	IISc-2017-0048	Test Thesis & Synopsis-1	09-Aug-2017	<ul style="list-style-type: none"> • view decision letter <small>view the decision letter for IISc-2017-0048</small> 	

▲ top

Author-Supplied Data

Manuscript Type:	Synopsis and Thesis	
Title:	Test Thesis & Synopsis-1	
Manuscript ID:	IISc-2017-0048	
Submitting Author:	<input type="text" value="StudentOne., StudentOne"/> <input checked="" type="checkbox"/> Save <input type="text" value="StudentOne., StudentOne (proxy)"/>	
Authors & Institutions:	<ul style="list-style-type: none"> • StudentOne., StudentOne <small>proxy</small> • Indian Institute of Science ✓ - ECE Bangalore , Bangalore 560012 India 	
Contact Author (populates the ##PROLE_AUTHOR_.,## e-mail tags):	<input type="text" value="StudentOne., StudentOne"/> <input checked="" type="checkbox"/> Save Current Contact Author: StudentOne., StudentOne (proxy)	
Keywords:		
Author's Cover Letter:	covering Letter	
Custom Questions:	Show	

Save

▲ top

Date: 24-August-2017 Document Version: 1.2
DIGITS, IISc

[top](#)

Guide List

Order	Name	Status	History	Remove
	Guide, Faculty proxy	Assigned (09-Aug-2017)		<input type="checkbox"/>

DE Decision

Decision made by Engineering, Dean on 21-Aug-2017

Decision: **Accept**

Comments: **Accepted**

Decision Letter: [view decision letter](#)

Reviews

reviews required to make decision

- [examiner, examiner](#)
 - I recommend acceptance of the thesis in its present form.
 - [view review](#)
- [examiner1, examiner1](#)
 - I recommend acceptance of the thesis in its present form.
 - [view review](#)
- [Guide, Faculty](#)
 - I recommend acceptance of the thesis in its present form.
 - [view review](#)

Save

[top](#)

Examiner List					Progress	
Order	Name	Status	History	Remove	# reviews required to make decision	
1 ▼	Guide, Faculty Indian Institute of	I recommend acceptance of the thesis in its present form.	Invited: 20-Aug-2017 Agreed : 21-Aug-2017 Due Date: 20-Sep-2017 Review Returned: 21-Aug-2017	<input type="checkbox"/>	# reviews required to make decision	<input style="width: 40px;" type="text" value="3"/>
					# active selections	7 <input checked="" type="checkbox"/>
					# invited	4 <input checked="" type="checkbox"/>
					# agreed	3 <input checked="" type="checkbox"/>

[top](#)

Guide List

Order	Name	Status	History	Remove
	Guide, Faculty proxy	Assigned (09-Aug-2017)		<input type="checkbox"/>

DE Decision

Decision made by Engineering, Dean on 21-Aug-2017

Decision: **Accept**

Comments: **Accepted**

Decision Letter: [view decision letter](#)

Reviews

reviews required to make decision

- [examiner, examiner](#)
 - I recommend acceptance of the thesis in its present form.
 - [view review](#)
- [examiner1, examiner1](#)
 - I recommend acceptance of the thesis in its present form.
 - [view review](#)
- [Guide, Faculty](#)
 - I recommend acceptance of the thesis in its present form.
 - [view review](#)

Save

[top](#)

Examiner List					Progress	
Order	Name	Status	History	Remove	# reviews required to make decision	
1 ▼	Guide, Faculty Indian Institute of	I recommend acceptance of the thesis in its present form.	Invited: 20-Aug-2017 Agreed : 21-Aug-2017 Due Date: 20-Sep-2017 Review Returned: 21-Aug-2017	<input type="checkbox"/>	# reviews required to make decision	<input style="width: 40px;" type="text" value="3"/>
					# active selections	7 <input checked="" type="checkbox"/>
					# invited	4 <input checked="" type="checkbox"/>
					# agreed	3 <input checked="" type="checkbox"/>



Examiner List					Progress	
Order	Name	Status	History	Remove	# reviews required to make decision	
1 ▼	Guide, Faculty Indian Institute of Science proxy	I recommend acceptance of the thesis in its present form. View Review	Invited: 20-Aug-2017 Agreed : 21-Aug-2017 Due Date: 20-Sep-2017 Review Returned: 21-Aug-2017 Time in Review: 0 Days. # in Decision Letter: 3 view full history	<input checked="" type="checkbox"/>	<input type="text" value="3"/>	
2 ▼	examiner, examiner proxy	I recommend acceptance of the thesis in its present form. View Review	Invited: 20-Aug-2017 Agreed : 20-Aug-2017 Due Date: 19-Sep-2017 Review Returned: 21-Aug-2017 Time in Review: 0 Days. # in Decision Letter: 1 view full history	<input checked="" type="checkbox"/>	7	<input checked="" type="checkbox"/>
3 ▼	examiner1, examiner1 proxy	I recommend acceptance of the thesis in its present form. View Review	Invited: 20-Aug-2017 Agreed : 21-Aug-2017 Due Date: 20-Sep-2017 Review Returned: 21-Aug-2017 Time in Review: 0 Days. # in Decision Letter: 2 view full history	<input checked="" type="checkbox"/>	4	<input checked="" type="checkbox"/>
4 ▼	fexaminer, fexaminer proxy	Invited	Invited: 21-Aug-2017 view full history	<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>
Alternates						
Alternate 1 ▼	examiner2, examiner2 proxy			<input checked="" type="checkbox"/>		
Alternate 2 ▼	examiner3, examiner3 proxy			<input checked="" type="checkbox"/>		
	examiner4, examiner4 proxy			<input checked="" type="checkbox"/>		

Save

Figure 12:

This completes the Dean’s workflow.

