



# **IISc – Automated PhD Thesis Processing On **ScholarOne Manuscripts™** Platform**

## **Student's Guide User Guide**

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## 1. Objectives

The objective of this document is to explain the roles of Guide and various activities, he/she needs to perform during the entire cycle of PhD Thesis Submission till its final approval. The Guide checks and approves the documents submitted by student and does a sanity check on these documents and completes Guide Checklist enabling the Academic Administrator to invite Examiners for reviewing the thesis.

## 2. Assumptions/Pre-conditions and General Guidelines

- Student has submitted Synopsis & Thesis together
- Academic Administrator has completed "Admin Checklist"
- Guide & Dean has been assigned by Academic Administrator

## 3. Guide Checklist

### 3.1 Guide receives notification mail to complete the Checklist

Upon completion of Admin checklist by Academic Admin, email notification is sent to the Guide to check thesis document submitted by students. The sample mail to guide is shown in Figure 1.



Figure 1: Sample Mail to Guide



## 3.2 Guide Center

The Guide can log into the tool using the credentials and access guide's dashboard as shown in Figure 2.

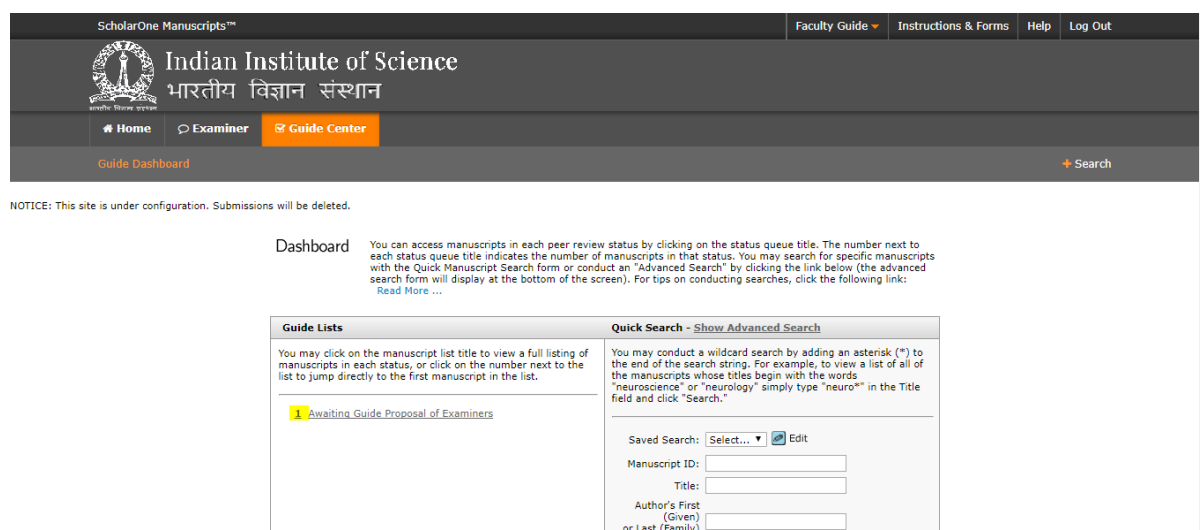


Figure 2: Guide Dashboard

1. Clicks the **1 Awaiting Guide Proposal of Examiners** link. The View Manuscripts screen appears as shown in Figure 3.

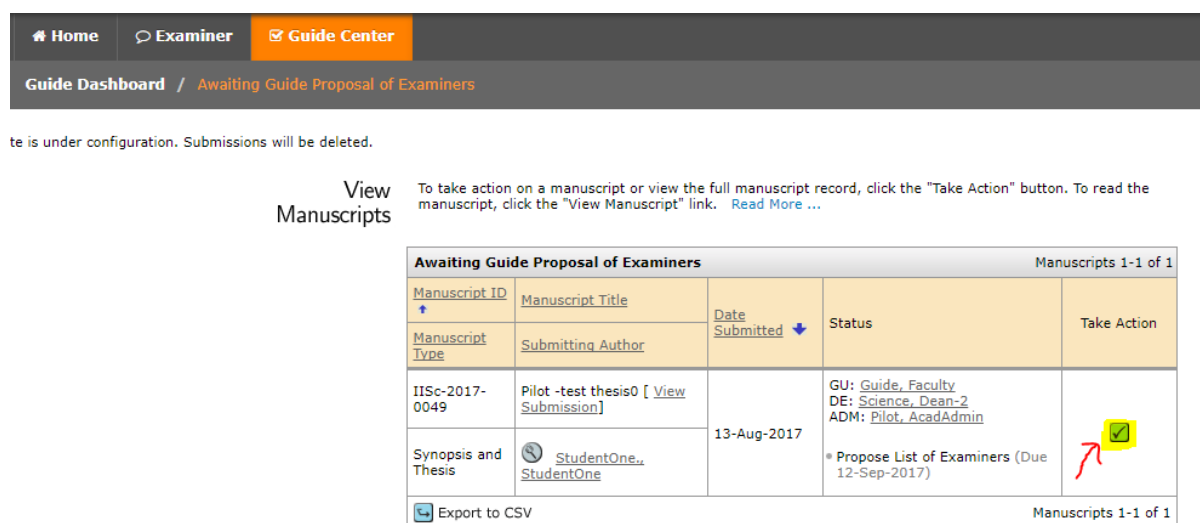


Figure 3: View Manuscripts Screen

### 3.3 Guide Completes Checklist

The screenshot shows the 'Guide Checklist' screen in the IISc Automated PhD Thesis Processing system. At the top, the submission ID is 'IISc-2017-0052', submitted on 22-Aug-2017, and last updated on 22-Aug-2017, with 0 days and 9 hours in review. The tasks list includes: 'Type Name of Thesis Title Here..', 'StudentOne., StudentOne (contact)', 'Synopsis and Thesis', and 'Propose List of Examiners (Due 21-Sep-2017)'. The user roles are listed as GU: Guide, Faculty; DE: Engineering, Dean-1; and ADM: Pilot, AcadAdmin. The file upload section shows PDF, Supplementary Files, Original Files, Abstract, Cover Letter, and External Searches. The 'Guide Checklist' section contains instructions to move the paper to the next step by clicking 'Checklist Complete' and to click 'Save' to save changes. A requirement (req) states: 'Please suggest the List of Examiners for this submission. Please include first and last name, e-mail address and University.' Below this, a text field contains the word 'Approved'. At the bottom right, there are two buttons: 'Checklist Complete' (highlighted) and 'Save'.

Figure 4: Guide Checklist Screen

The Guide reviews all the uploaded documents and enters *Approved* in the text field. Finally, the Guide clicks the **Checklist Complete** button to complete the checklist.

Dean receives notification for Checklist completion by Guide

Email notification is sent to the corresponding Dean with guide's comments post submission of the checklist by the Guide. A sample mail is shown in Figure 5.

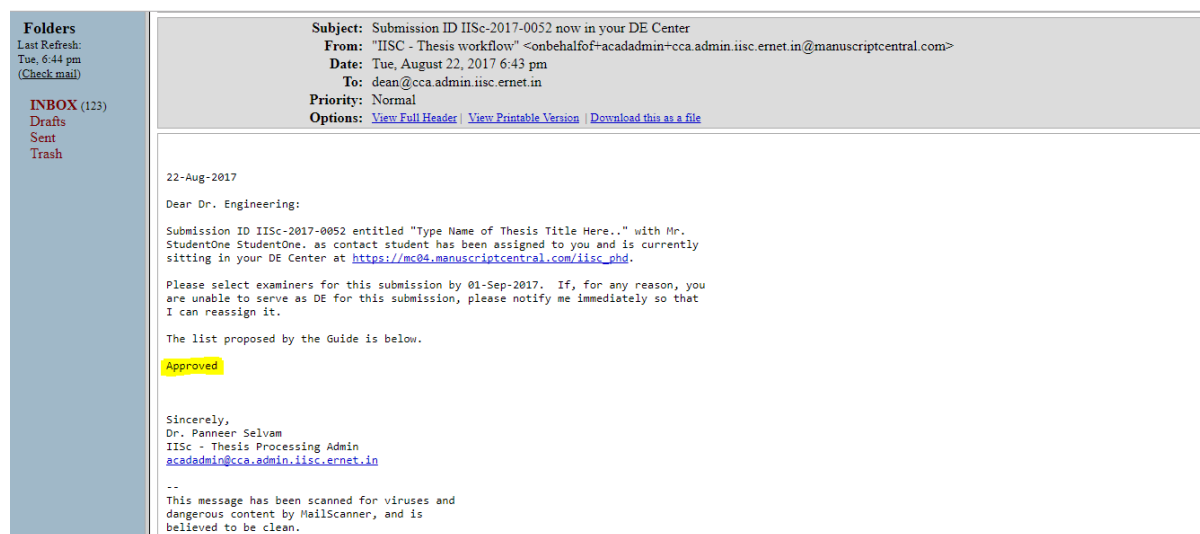


Figure 5: Sample Mail to Dean

This completes Guide Checklist.