Outlook

FW: Regarding ScholarTrack App

From Siddalingaswamy P.C. [MAHE-MIT] <pcs.swamy@manipal.edu>

Date Wed 10/15/2025 9:30 PM

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Dear All,

FYI

Regards,

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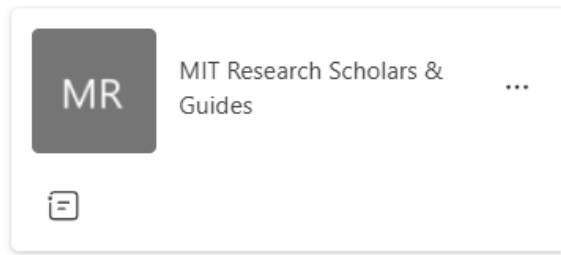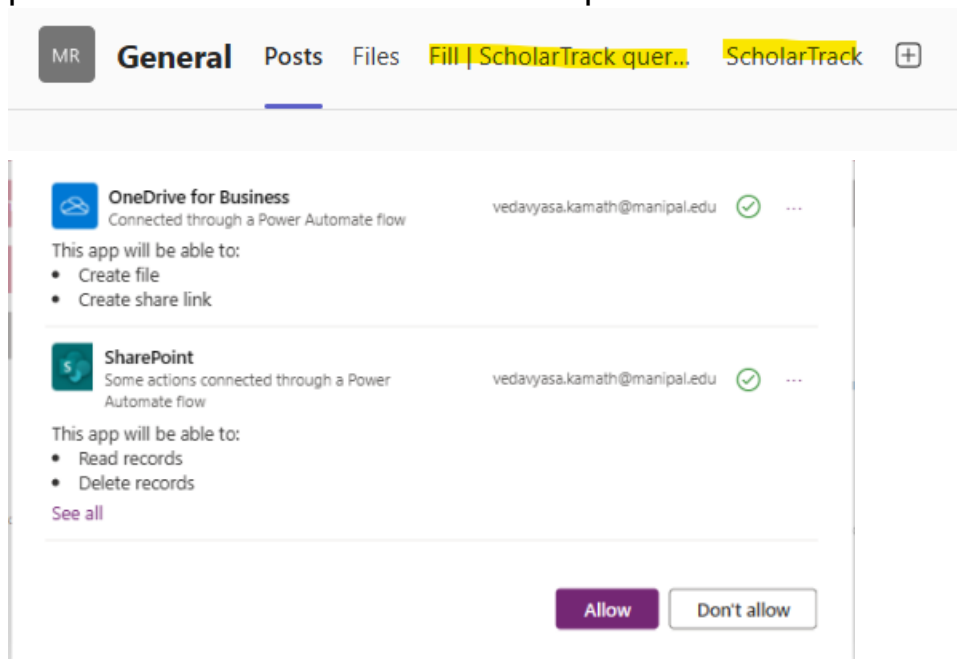**Subject:** Regarding ScholarTrack App

Dear all,

Please forward the following mail to all guides in your department.

We are excited to announce the launch of "ScholarTrack," a new application within the MS Teams environment. This tool is designed to effectively track the progress of research scholars registered for PhD programs at MIT, Manipal. You have been added to the MS Teams group "Research Scholars & Guides," which will now be managed by the Research and Consultancy office at MIT - Manipal.

∨ Teams

MR MIT Research Scholars &
Guides   ...

In the general channel of this team, you will find two tabs of particular interest. When you click on the 'ScholarTrack' tab, a window may pop up asking for permission. Please click "Allow" to proceed.

The ScholarTrack app is designed to facilitate the following:
Proctoring DAC meeting progress:

- Scholars must update their DAC meeting dates in their profiles. These dates need to be approved by their guides, after which the data will be locked.

Collecting research publication and research related patent details:

- Whenever you publish a paper (article, review paper, book chapter, or conference paper) related to your PhD work, or file/publish a patent related to your PhD work, you must enter the details in the app. Your guide will then approve the entry, making it an official record for the R & C office.
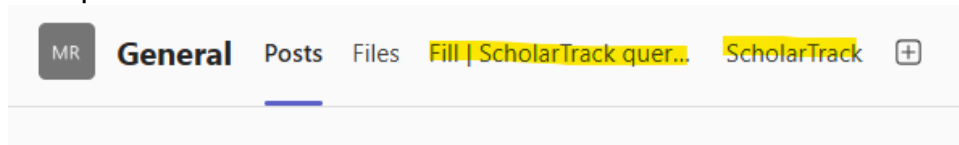
The guide's roles include,

- Ensuring the accuracy of their student's personal information, such as email ID, contact number, research title, scholarship details, and co-guide information. This data should be updated in consultation with the student.

- The guide must approve key dates like the admission date, IPAC approval date, registration date, and DAC dates, synopsis date, defense date. Ideally, the student will enter these details, and the guide will then approve them. Guides also have editing and creating rights.
  - ○ ideal DAC dates (refer letter from DoR to ensure correctness... student cannot edit this date!... Ideal dates get automatically populated based on registration date... Can be manually updated too)

Furthermore, the guide is responsible for approving their student's PhD-related publications and patents. Again, students can enter these details, and guides should approve them with editing rights.

If you encounter any bugs or issues with the app, please report them using the "Fill | ScholarTrack Queries" MS Forms available in the General tab.

Kindly keep the records of your PhD scholar updated before requesting for DAC dates.

We seek your active involvement in maintaining your student's records!

Thanks
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