

**A  
REPORT  
ON  
DIFFERENT FUNCTIONALITIES  
AND  
OTHER DETAILS  
OF  
PhD THESIS SUBMISSION PORTAL**

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## INTRODUCTION

The motive of the Project is to design a system which can reduce the amount of effort, energy and resources used in the process of Thesis submission by Phd Students. The process of thesis submission involves various stages: -

1. Student submits the synopsis for thesis to his main/lead Supervisor
2. Supervisor submit the synopsis for DRC Approval
3. After DRC approval, Synopsis will be sent for Dean Approval
4. Dean will send mails to examiners for examining the thesis. Examiners can decides to examine or not based on the Synopsis.
5. Onces we got two examiners, one from India and one from abroad, Now the student will submit his thesis to supervisor.
6. Supervisor will submit thesis to DRC and then DRC to Dean.
7. Dean will send the thesis to both the examiners.
8. After we got reviews from Examiners, A meeting is arranged for thesis defense.

I tried to make a portal where all this hassle could be solved. As this is very large process, I have not completed this but I have built the whole structure which can be further furnished for the improvements.

Here is the mention of software tools used and languages used in building this portal: -

Software Used:

Web development tool	: Adobe Dreamweaver
Front End/Language	: PHP,HTML,CSS, JavaScript
Back End/Database	: MySQL phpMyAdmin
Additional Tools	: WampServer
Operating System	: All (Browsers Support)

## PORTAL FUNCTIONALITY

There are 4 different user types in the portal: -

1. Supervisor
2. DRC Chair
3. Dean
4. Examiner

Each one of the user types have their part in the process of thesis submission.

**Role and Funtioning of Different User type : -**

### **Synopsis workflow**

**Supervisor :** - The process of thesis submission begins with students submitting the synopsis to their supervisors. After this, Supervisor will login into the portal, their will be an option “Submit new Synopsis”. Here the Supervisor just need to provide to provide the details of synopsis like title of thesis, Details of student, name and details of all supervisors and attaching a pdf of synopsis. Pressing the next button will submit all this information and direct the supervisor to “Add examiners” webpage. The supervisor may get here by Clicking on synopsis and then selecting “add examiner” option. All those synopsis where examiners details have not been filled up will be listed here. And there is an option corresponding to each synopsis for adding the examiners details. Once

the supervisor filled all the details of examiners and submitted it, the synopsis will be directed to “submitted synopsis” section available in “synopsis” menu. Here the supervisor can see all submitted synopsis and their status. Supervisor can also see whether or not the synopsis is approved by DRC or Dean, and the details of examiners assigned to examine the thesis. Also the reviews submitted by Examiners on synopsis can be seen here by the supervisor.

**DRC Chair :** - There is one DRC assigned for each department. When the supervisor submit a new synopsis, it is sent for DRC approval. DRC can approve or reject based on his understanding. DRC can view all pending synopsis, in pending synopsis for approval option available in synopsis menu. DRC is just the approval body. Once DRC approves a synopsis, it is sent for Dean approval.

**Dean :** - Once the synopsis have been approved by DRC Chair, It is sent for Dean approval. Dean can see the synopsis in pending for approval section in synopsis menu. Once Dean approves the synopsis, the synopsis is transferred from “pending for approval” section to “approved” section. In the approved section, dean can assign the priority order (order in which dean wants to send mail to examiners) for the examiners. I am planning to send the mails to examiner automatically (not done as of now). Once the examiners accepts to examine the thesis, they will submit their reviews on synopsis which will be visible to dean only. Once both examiners submitted their reviews on synopsis, these review can be made visible to supervisor by Dean.

**Examiner :** - Examiner will receive a mail for examining the thesis. In the mail there will be login id and password for the examiner and an activation link. If the examiners wants to examine the thesis, he can click on the activation link and then login into the portal with the login id and password provided. In the portal, Examiners can the synopsis and can give their reviews on synopsis.

Once Dean approve the examiners reviews, the synopsis is automatically transferred to thesis section.

#### **Thesis workflow : -**

**Supervisor :** - Now as the synopsis has been transferred to thesis section, Supervisor can find it in pending thesis section in thesis menu. In “pending thesis” section, there will be list of all pending thesis, by clicking on corresponding “submit thesis” button. On the “submit thesis” webpage, the supervisor will attach two pdf files – one thesis draft file and other turnitin report file of thesis. After the supervisor submitted above mentioned file, the particular thesis will be transferred to submitted thesis section on his portal. And it is sent for DRC Chair approval of the concerned department.

**DRC Chair :** - Once the supervisor submitted thesis, It will be here for DRC approval. DRC can see these thesis submission in “pending for approval” section in thesis menu. There is an option to view details of thesis. Once DRC approves, thesis will be sent for Dean approval.

**Dean :** - After DRC approval, thesis will be waiting for Dean approval. Dean can see the thesis in “pending for approval” section in thesis section. Once the Dean approved thesis, the examiners can now view the thesis on their portal. Examiners can now login into the portal and see the thesis draft and give their reviews on it. Once both examiners have submitted their reviews, Dean can approve their reviews so that supervisor can see the reviews on his portal.

**Examiner :** - Once the dean approved, Examiner can see the thesis in thesis section. Examiner can see thesis draft and turnitin report and give their reviews on it.