**Evaluator**

- Send the “project/viva evaluation report”

- Send the “communication evaluation report”

**Mentor**

- Submit mentee meeting report every weekmarks of all the trainees along with comment.

- Submit mentee evaluation sheet at the end of the training*.*

- see mentee scores*.*

**Trainer**

- Send the mini and major project marks of all the trainees along with comment.

**SME**

- View OTT scores, Mentee evaluation score, and comment on mentor, evaluator score.

**Training**

-Adding Mentees

- Add/Edit the details of Trainer, Mentor, Evaluator and SME

- Assign mentor/Evaluator to group of trainee

- Upload OTT sheet

- Receive the weekly meeting report, mentee evaluation sheet, communication evaluation report

- Perform the “final evaluation”