Gujarat Technological University



Project Monitoring and Mentoring System (PMMS)

USER MANUAL FOR HOD

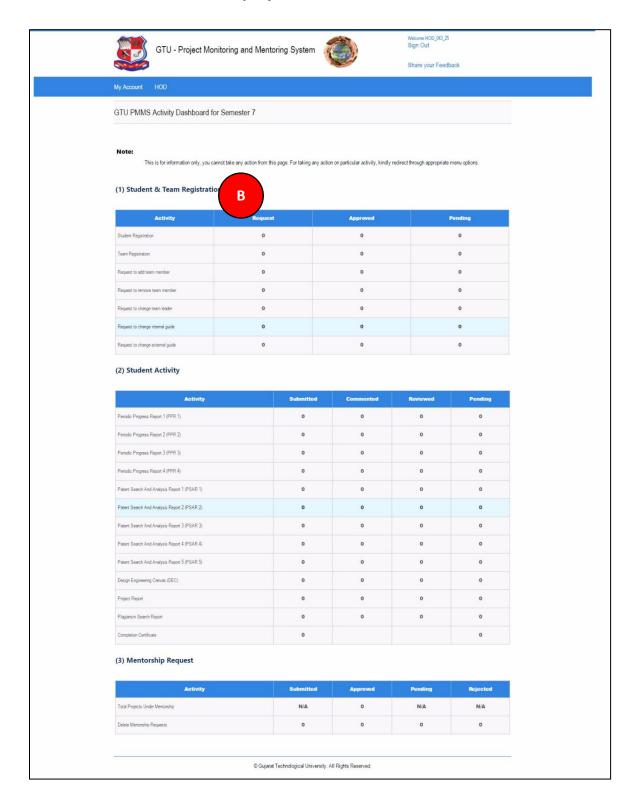
Table of Contents

1.	HOD Dashboard	3
2.	Change Password	5
3.	Student Registration Request	7
4.	Team Approval Requests	9
5.	Request for Add Team Member	12
6.	Student Removal Request	14
7.	Guide Change Request	16
8.	Student Activity Analysis by Authority	18
9.	Team Leader Change Request	20
10.	List of Projects Approval for Mentorship	22
11.	Send Invitation for Project Mentorship	24
12.	Student Activity Analysis by Authority	26
13.	Periodic Progress Report (PPR)	28
14.	Design Engineering Canvas	32
15.	PSAR	36
16.	Plagiarism Report	41
17.	Project Report	45
18.	Completion Certificate	49
19.	HOD Dashboard	51
20.	Active Projects	53
21.	HOD Dashboard	56
22.	BE 8 Detain Student Registration	58
23.	List of Business Model Canvas (BMC)	60
24.	PDE Reports	63
25.	BE8 Completion Certificate	66

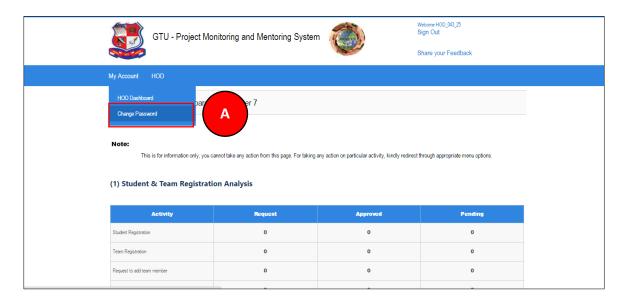
- 1. HOD Dashboard
- 1. Go to HOD Dashboard tab from My Account menu as shown in below screen.



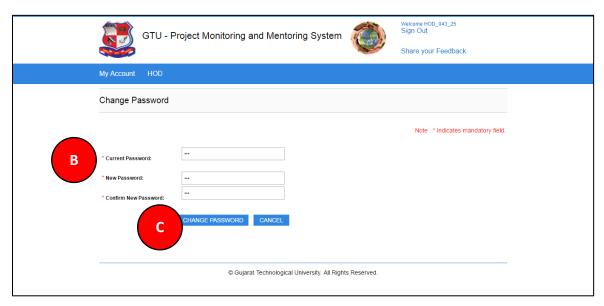
2. Dashboard will be displayed.



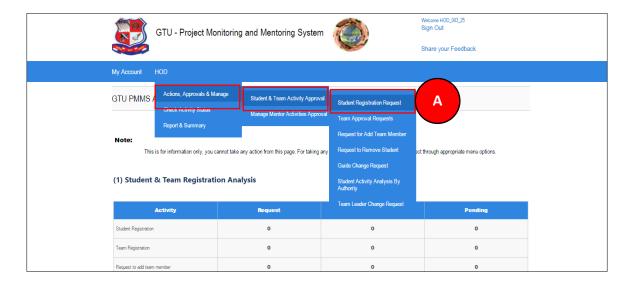
- 2. Change Password
- 1. Go to Change Password tab from My Account menu as shown in below screen.



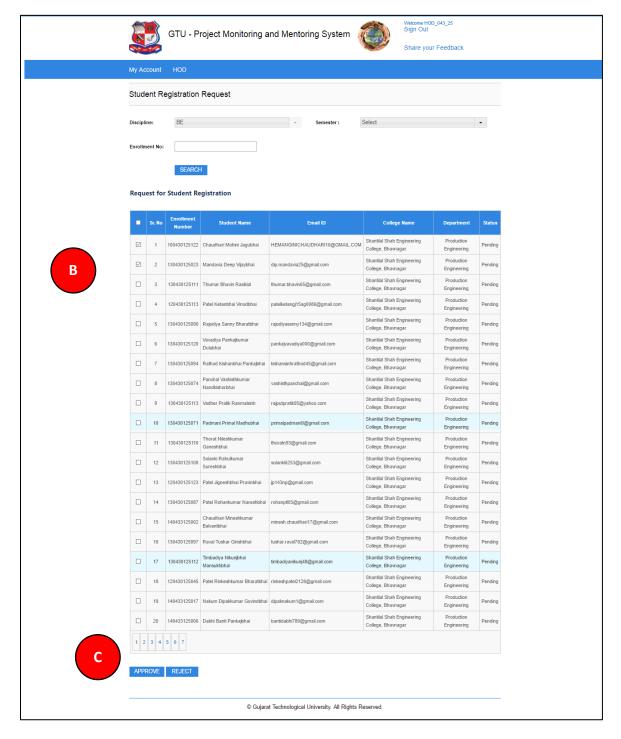
- 2. Fill the required details as shown in figure below
- 3. Click on Change Password Button



- 3. Student Registration Request
- 1. Go to Student Registration Request tab from HOD menu as shown in below screen.



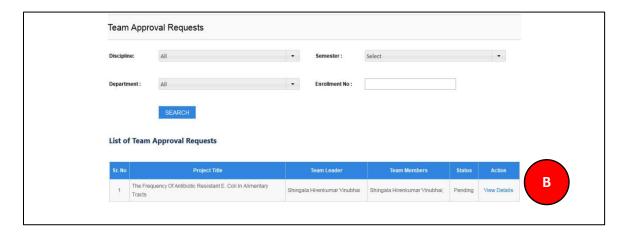
- 2. Select students you want to approve the request for registration.
- 3. Approve/Reject the students by selecting the Approve/Reject button.



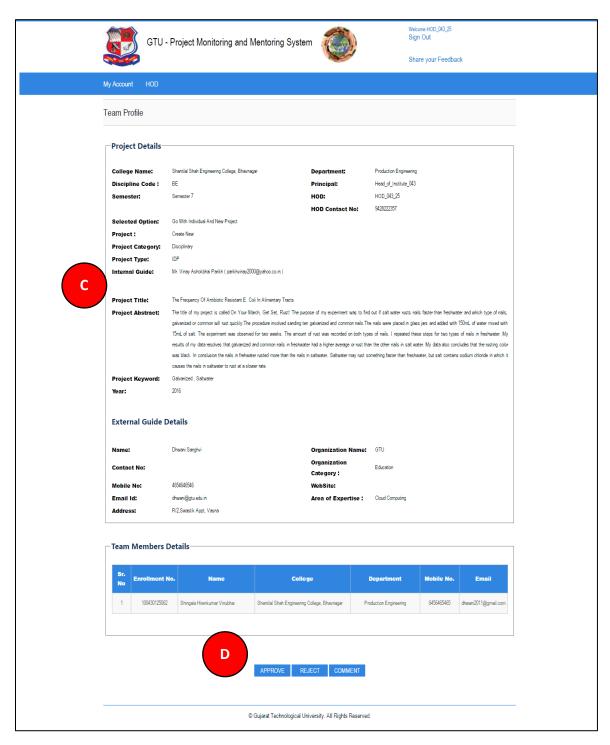
- 4. Team Approval Requests
- 1. Go to Team Approval Requests tab from HOD menu as shown in below screen.



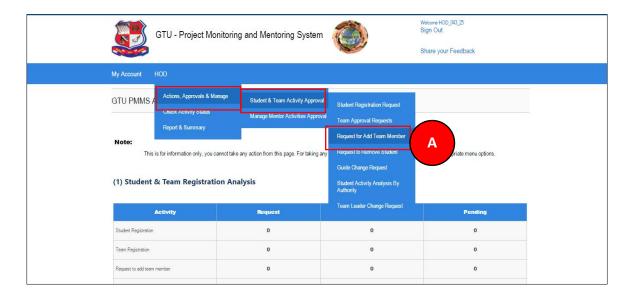
2. Click on View Details link



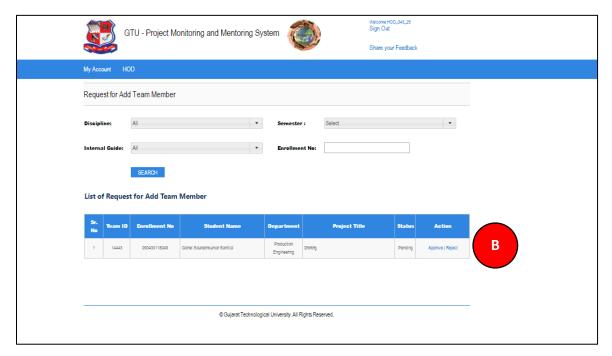
- 3. View team details
- 4. Approve/Reject team as per your desired



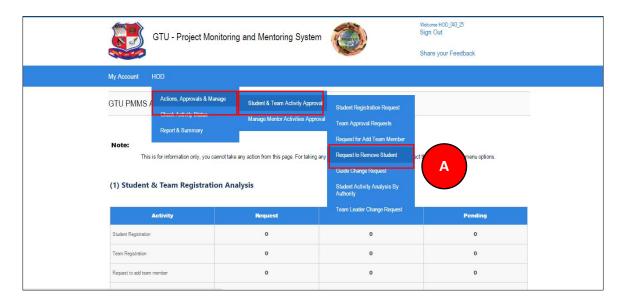
- 5. Request for Add Team Member
 - 1. Go to Request for Add Team Member tab from HOD menu as shown in below screen.



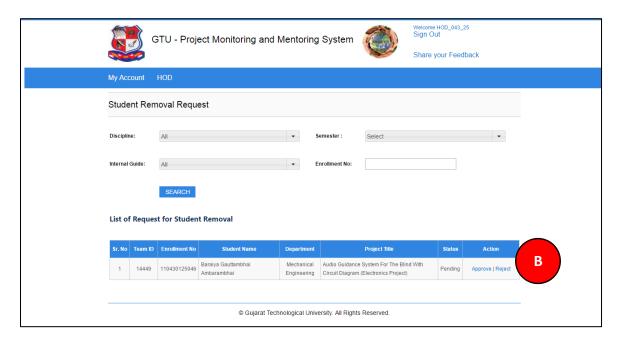
2. Approve/Reject request for Add Team Member submitted by Team Leader of the team under your guidance



- 6. Student Removal Request
 - 1. Go to Student Removal Request tab from HOD menu as shown in below screen.



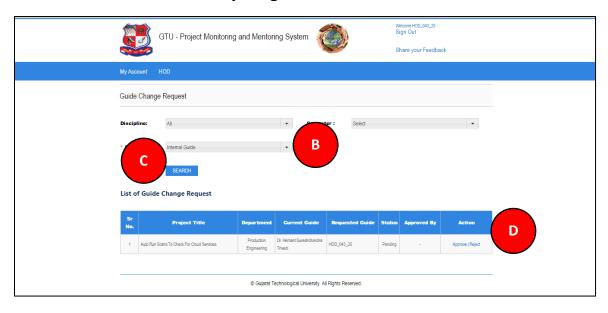
2. Approve/Reject Request to Remove Students submitted by Team Leader of the team under your guidance



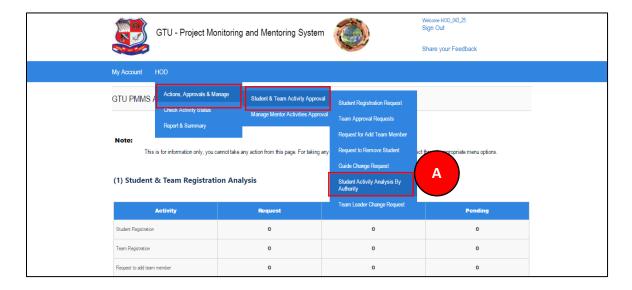
- 7. Guide Change Request
 - 1. Go to Guide Change Request tab from HOD menu as shown in below screen.



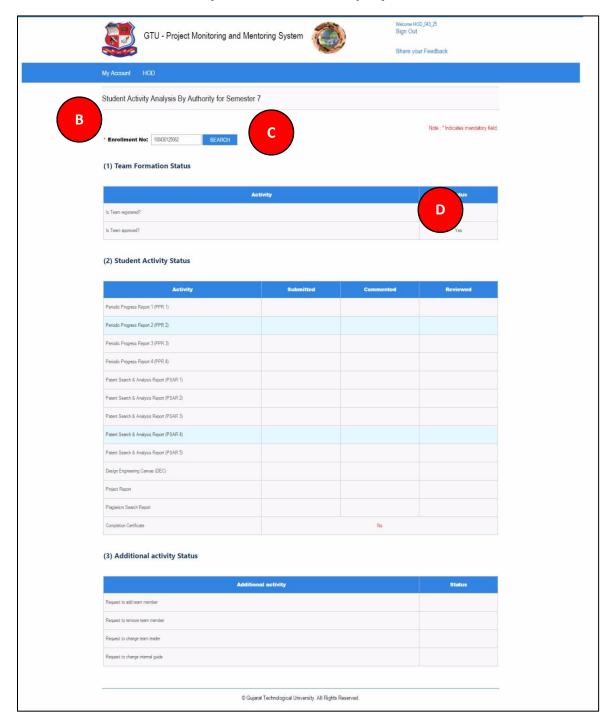
- 2. Select Project Name
- 3. Click Search Button
- 4. Approve/Reject to Guide Change Request submitted by Team Leader of the team under your guidance



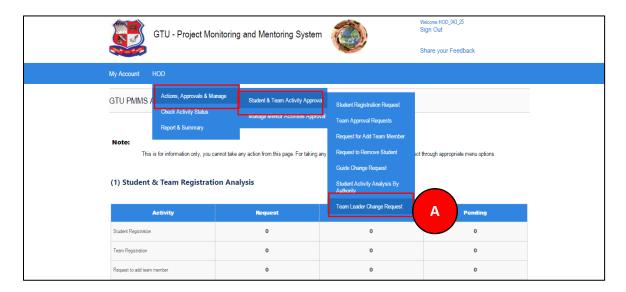
- 8. Student Activity Analysis by Authority
 - 1. Go to Student Activity Analysis by Authority tab from HOD menu as shown in below screen.



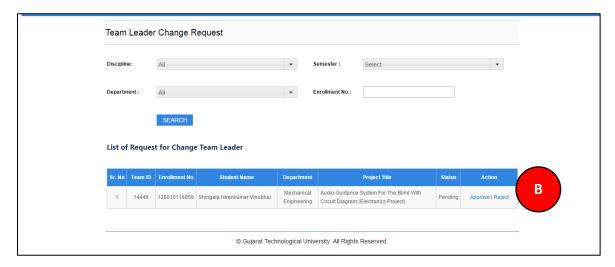
- 2. Enter student's enrollment number
- 3. Click Search Button.
- 4. Students activity details will be displayed



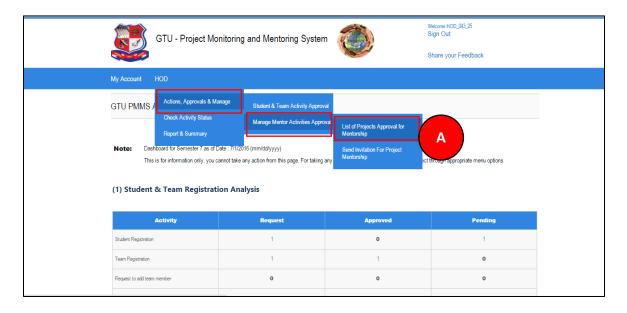
- 9. Team Leader Change Request
 - 1. Go to Student Team Leader Change Request tab from HOD menu as shown in below screen.



2. Approve/Reject the list of all Requests to Change Team Lead



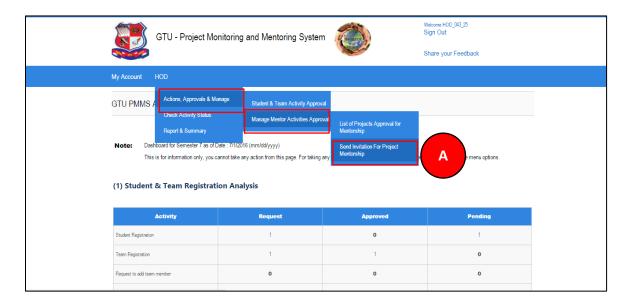
- 10. List of Projects Approval for Mentorship
 - 1. Go to List of Projects Approval for Mentorship tab from HOD menu as shown in below screen.



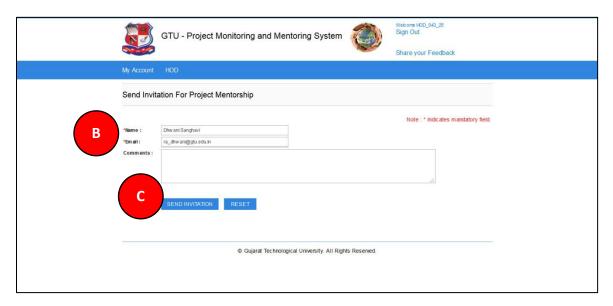
2. Click on Search Button



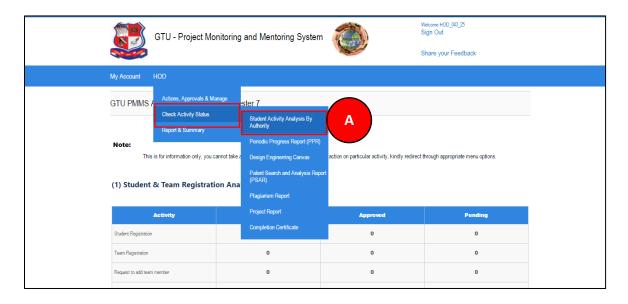
- 11. Send Invitation for Project Mentorship
 - 1. Go to Send Invitation for Project Mentorship tab from HOD menu as shown in below screen.



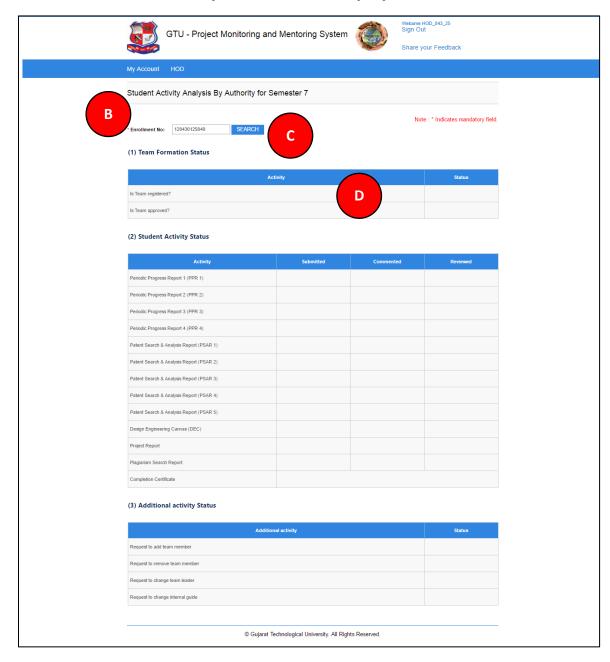
- 2. Fill the form for sending mentorship request
- 3. Click on SEND REUEST button



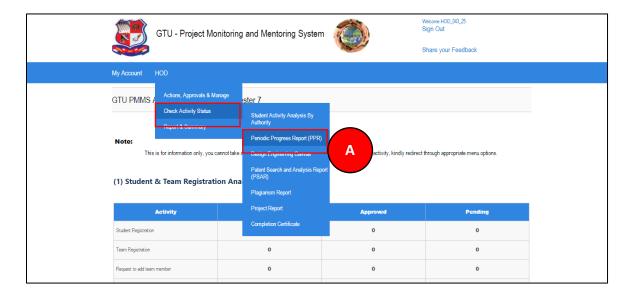
- 12. Student Activity Analysis by Authority
 - 1. Go to Student Activity Analysis by Authority tab from HOD menu as shown in below screen.



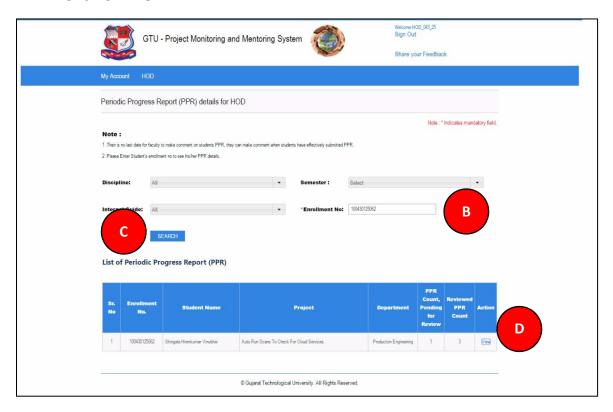
- 2. Enter student's enrollment number
- 3. Click Search Button.
- 4. Students activity details will be displayed



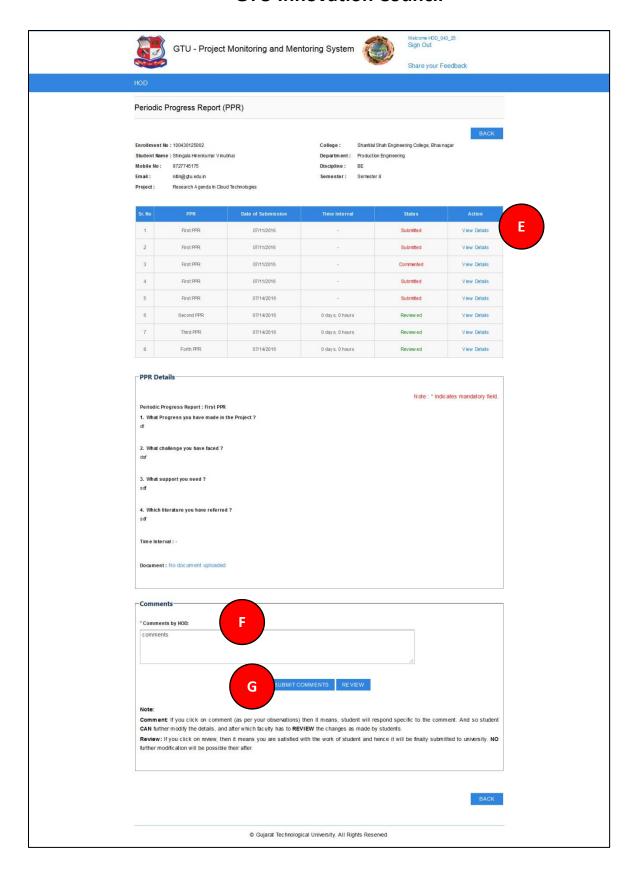
- 13. Periodic Progress Report (PPR)
- 1. Go to Request Periodic Progress Report (PPR) tab from HOD menu as shown in below screen.



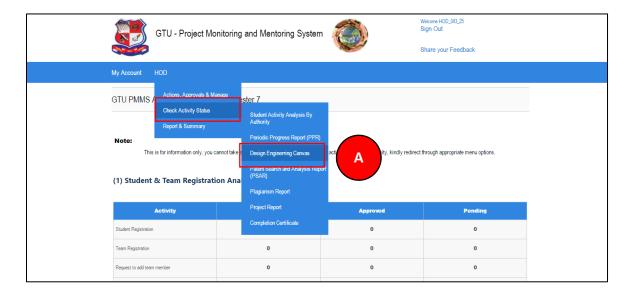
- 2. Enter student's enrollment number
- 3. Click Search Button.
- 4. Click on View Link



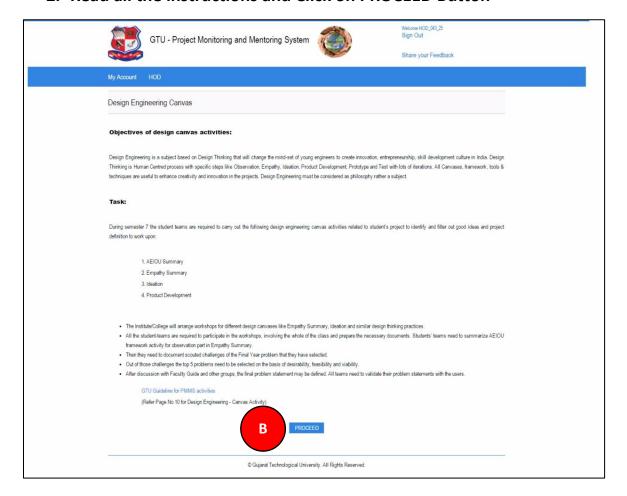
GTU Innovation Council 5. Click on View Details Link



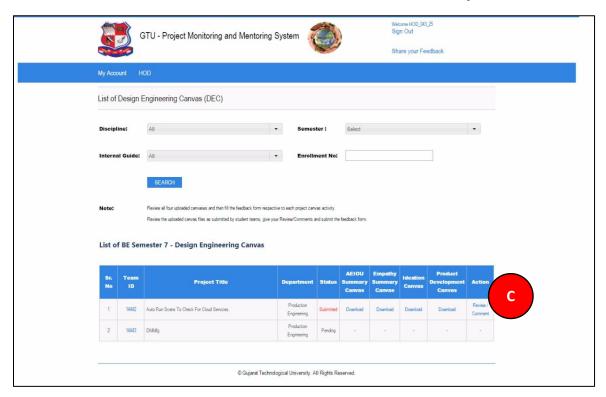
- 14. Design Engineering Canvas
- 1. Go to Design Engineering Canvas tab from HOD menu as shown in below screen.



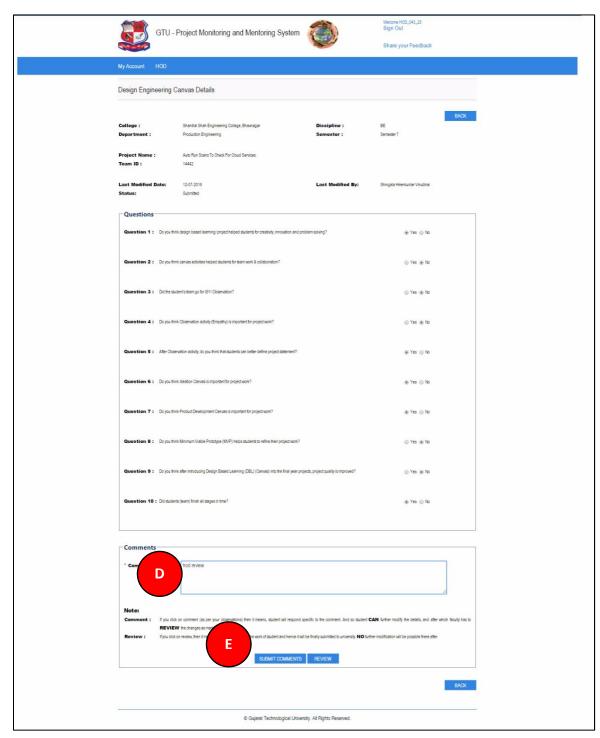
2. Read all the instructions and Click on PROCEED Button



3. Click on Review/Comment Link to review/comment your students activity

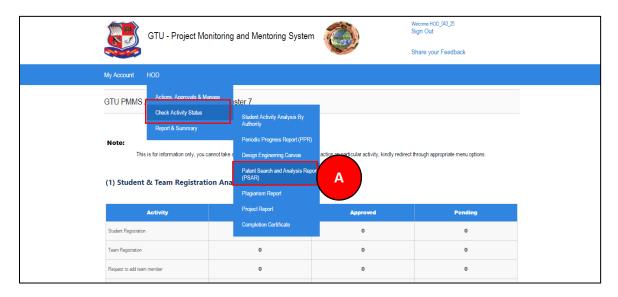


- 4. Fill desired Comments on Activity
- 5. Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity



15. PSAR

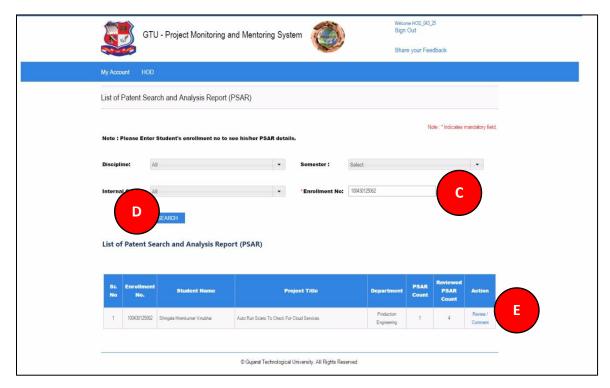
1. Go to Request for PSAR tab from HOD menu as shown in below screen.



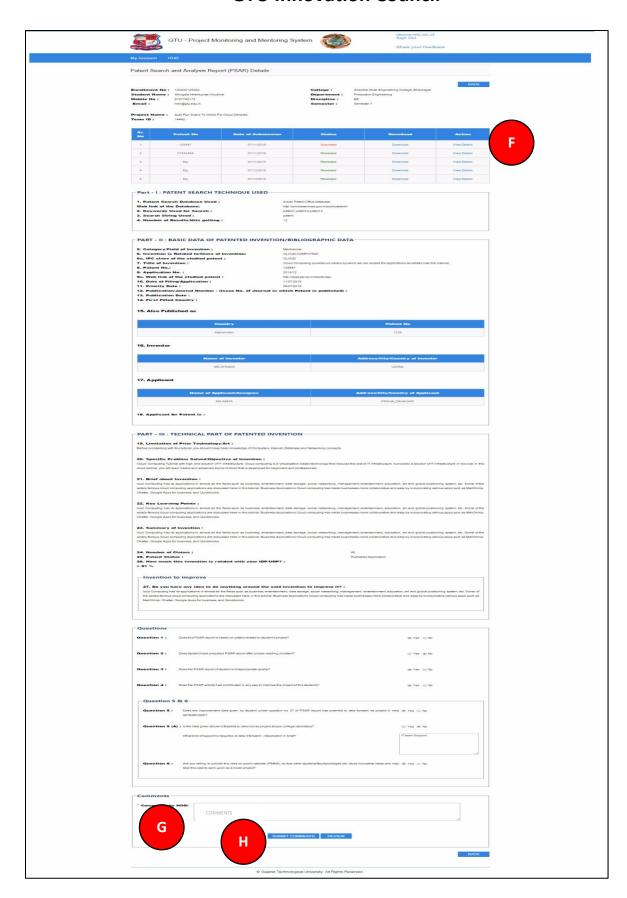
2. Read all the instructions and Click on PROCEED Button



- 3. Enter desired Enrollment number
- 4. Click on Search Button
- 5. Click on Review/Comment Link to review/comment your students activity

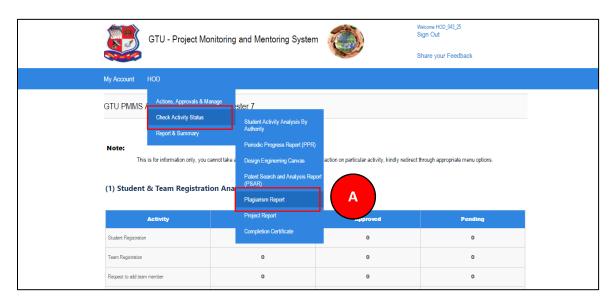


GTU Innovation Council	
7.	Click on View details link Fill Comment as per desired Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity

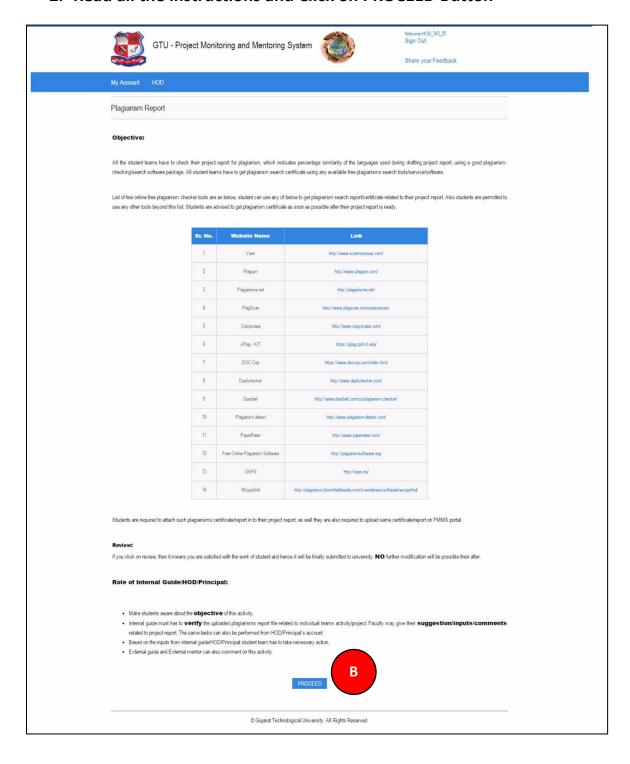


16. Plagiarism Report

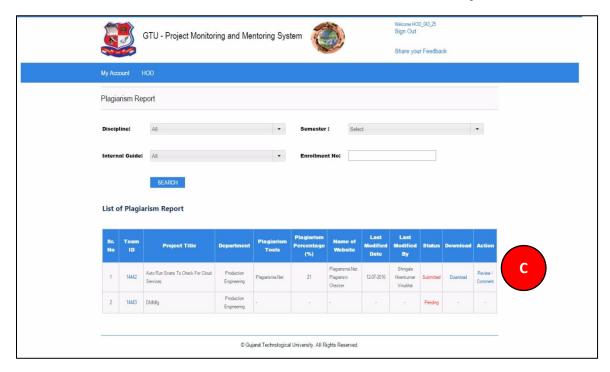
1. Go to Plagiarism Report tab from HOD menu as shown in below screen.



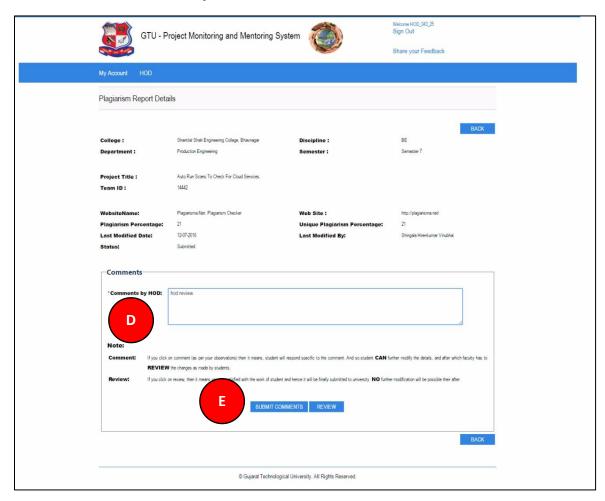
2. Read all the instructions and Click on PROCEED Button



3. Click on Review/Comment Link to review/comment your students activity

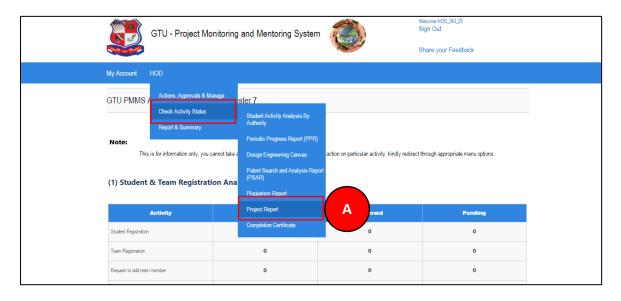


- 4. Fill desired Comments on Activity
- 5. Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity

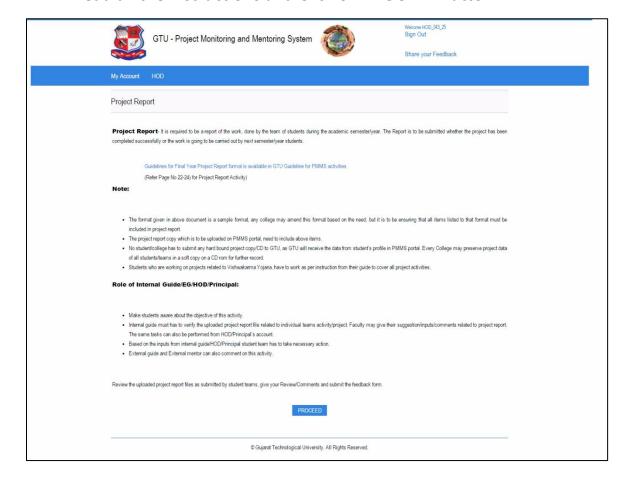


17. Project Report

1. Go to Project Report tab from HOD menu as shown in below screen.



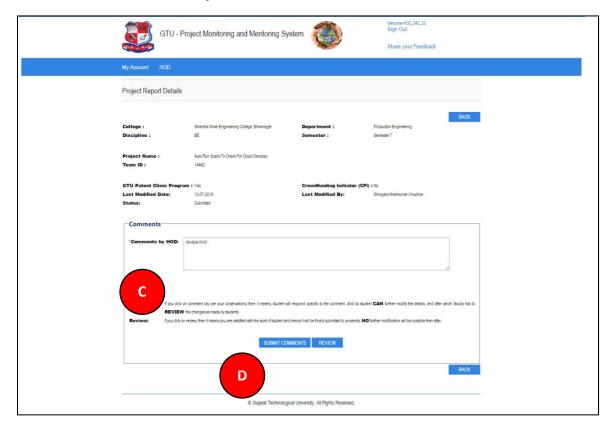
2. Read all the instructions and Click on PROCEED Button



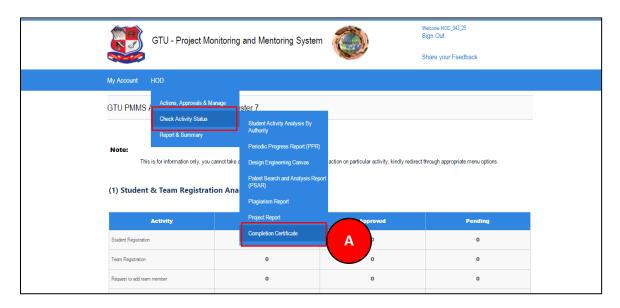
3. Click on Review/Comment Link to review/comment your students activity



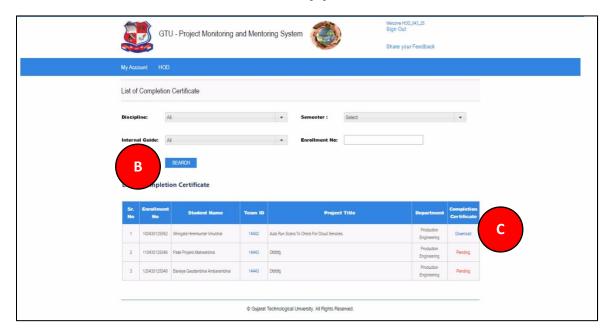
- 4. Fill desired Comments on Activity
- 5. Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity



- 18. Completion Certificate
- 1. Go to Completion Certificate tab from HOD menu as shown in below screen.

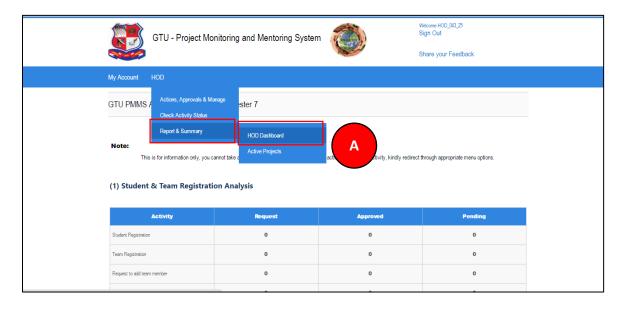


- 2. Click Search button
- 3. Download Certificate of each and every student under you whose all activities have been reviewed by you.

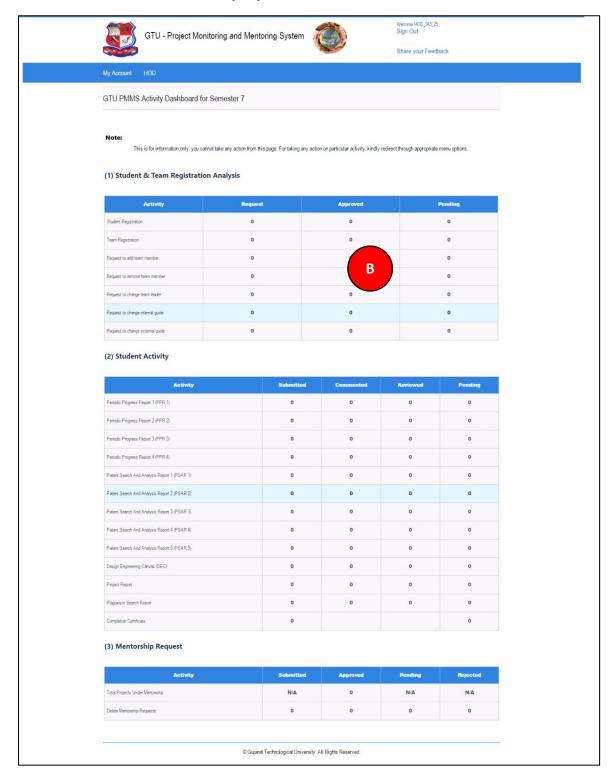


19. HOD Dashboard

1. Go to HOD Dashboard tab from HOD menu as shown in below screen.

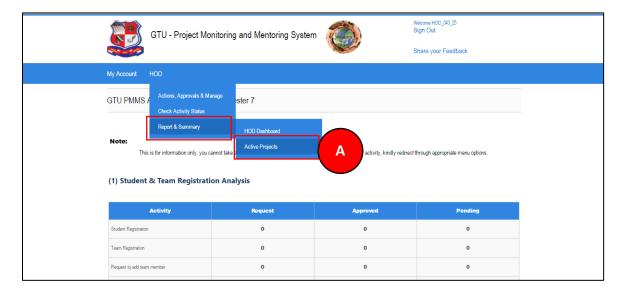


2. Dashboard will be displayed

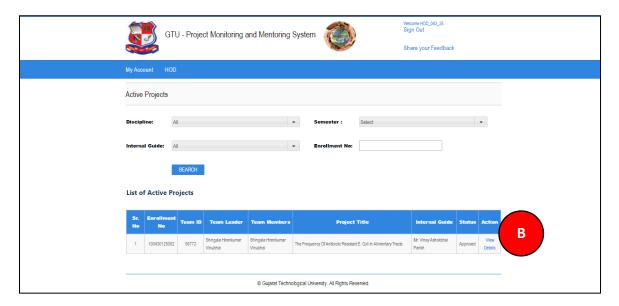


20. Active Projects

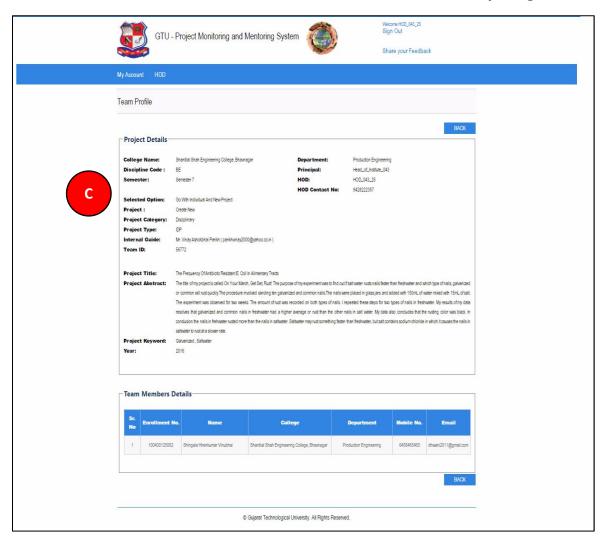
1. Go to Active Projects tab HOD menu as shown in below screen and all active projects list that are currently under your guidance will be listed.



2. Click on View details link

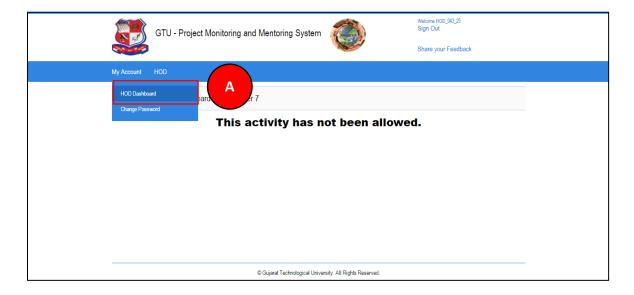


3. You can View Team Profile of the students team under your guidance

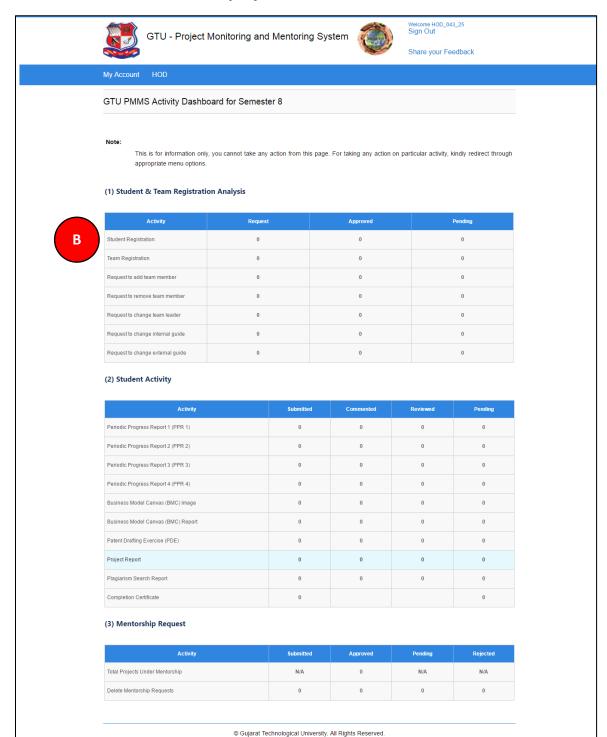


BE 8 semester

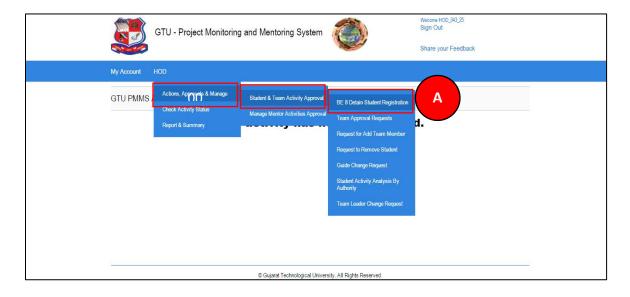
- 21. HOD Dashboard
- 1. Go to HOD Dashboard tab from My Account menu as shown in below screen.



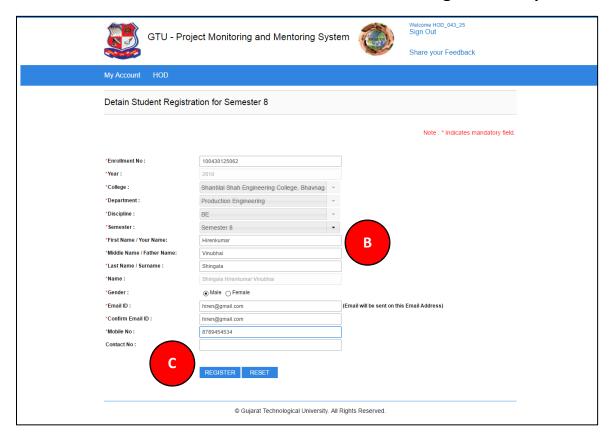
2. Dashboard will be displayed



- 22. BE 8 Detain Student Registration
- 1. Go to BE 8 Detain Student Registration tab HOD menu as shown in below screen



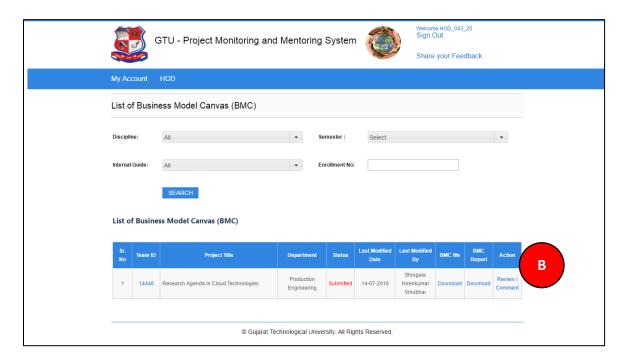
- 2. Fill the detain student details.
- 3. Click on Submit button and the student will be registered on portal



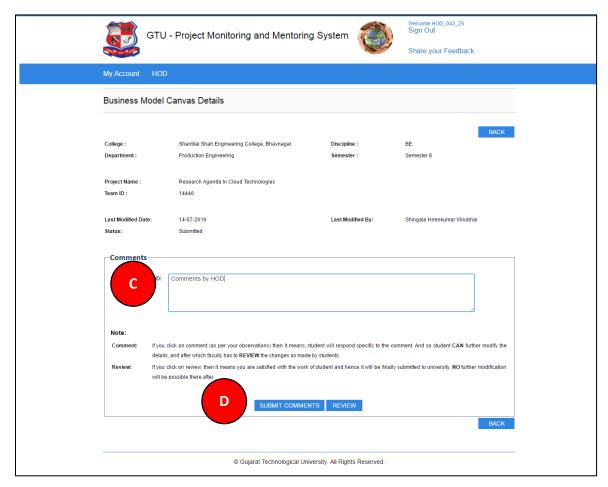
- 23. List of Business Model Canvas (BMC)
- 1. Go to List of Business Model Canvas (BMC) tab from HOD menu as shown in below screen.



2. Click on Review/Comment Link to review/comment your students activity



- 3. Comment on respective Activity
- 4. Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity

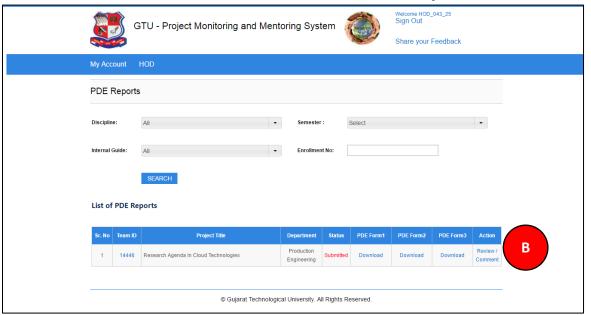


24. PDE Reports

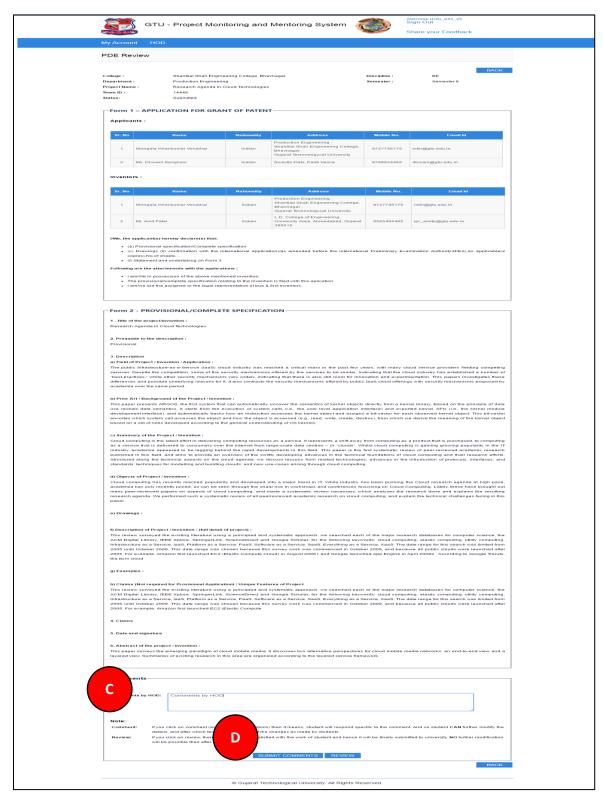
1. Go to PDE Reports tab from HOD menu as shown in below screen.



2. Click on Review/Comment Link to review/comment your students activity



- 3. Comment on respective Activity
- 4. Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity



- 25. BE8 Completion Certificate
- 1. Go to List of Completion Certificate tab from HOD menu as shown in below screen.



2. Download Certificate of each and every student under you whose all activities have been reviewed by you.

