Gujarat Technological University



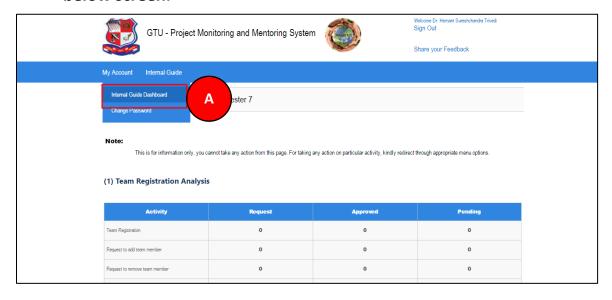
Project Monitoring and Mentoring System (PMMS)

USER MANUAL FOR INTERNAL GUIDE

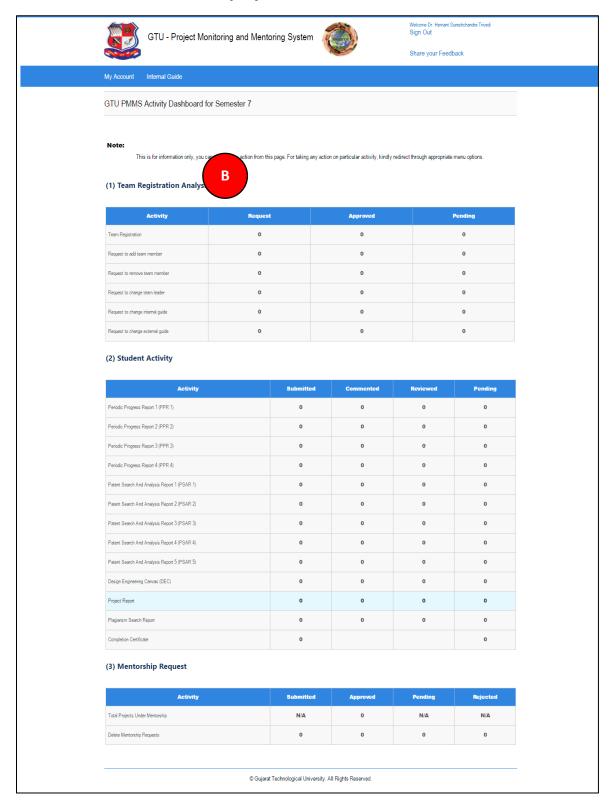
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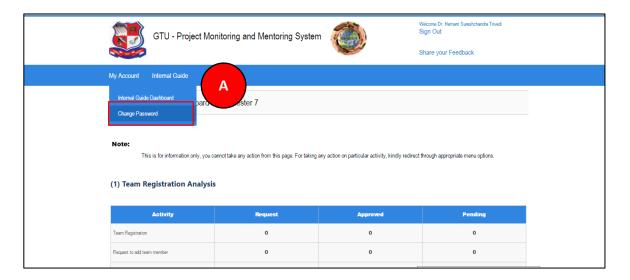
- 1. Internal Guide Dashboard
- 1. Go to Internal Guide Dashboard tab from My Account menu as shown in below screen.



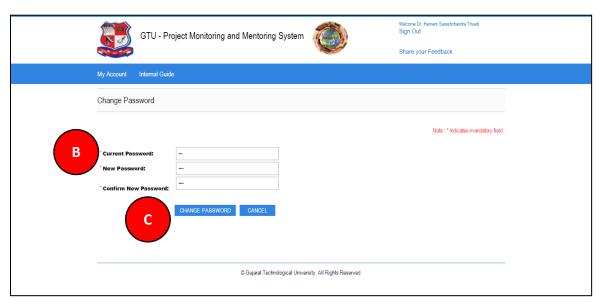
2. Dashboard will be displayed.



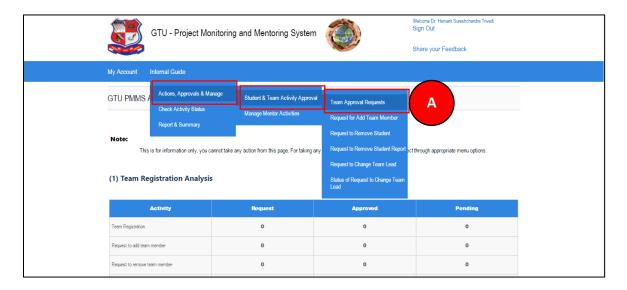
- 2. Change Password
- 1. Go to Change Password tab from My Account menu as shown in below screen.



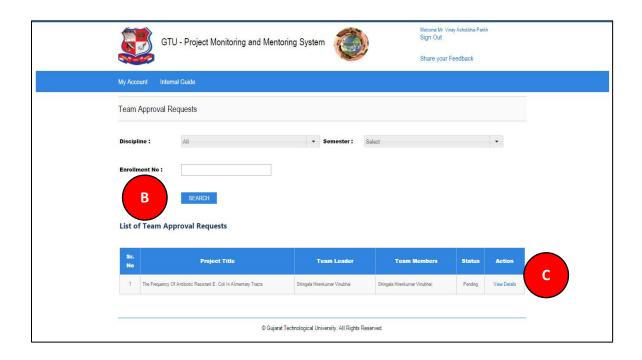
- 2. Fill the required details as shown in figure below
- 3. Click on Change Password Button



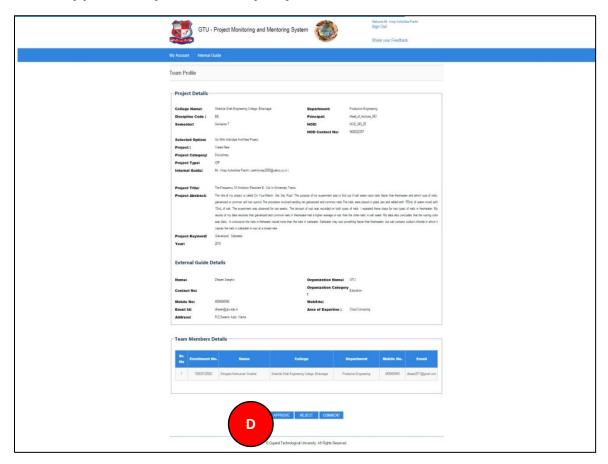
- 3. Team Approval Requests
- 1. Go to Team Approval Requests tab from Internal Guide menu as shown in below screen.



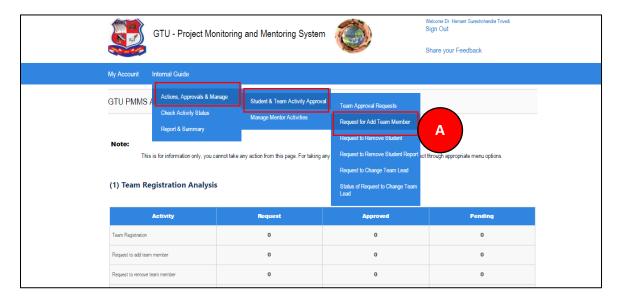
- 2. Click on Search Button
- 3. Click on View Details link



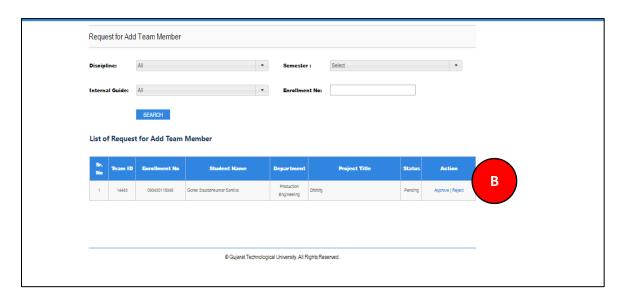
4. Approve/Reject team as per your desired



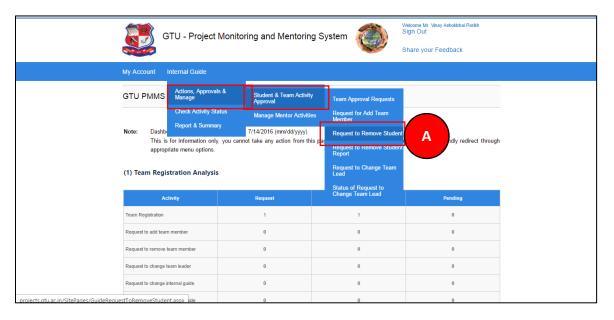
- 4. Request for Add Team Member
- 1. Go to Request for Add Team Member tab from Internal Guide menu as shown in below screen.



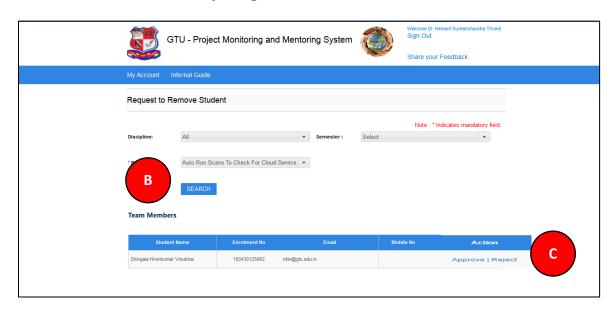
2. Approve/Reject request for Add Team Member submitted by Team Leader of the team under your guidance



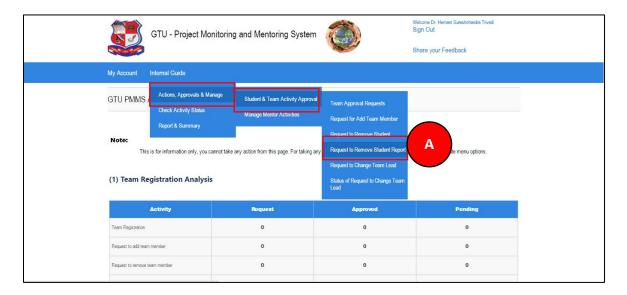
- 5. Request to Remove Students
- 1. Go to Request to Remove Students tab from Internal Guide menu as shown in below screen.



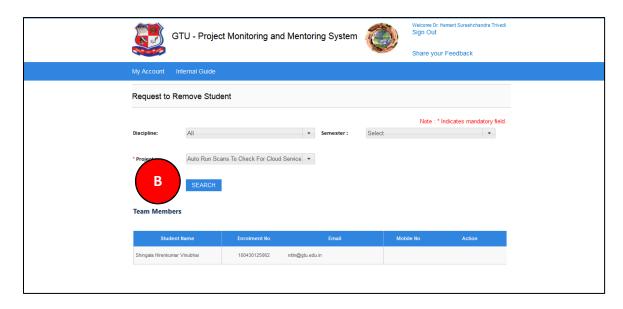
- 2. Select Project Name
- 3. Approve/Reject Request to Remove Students submitted by Team Leader of the team under your guidance



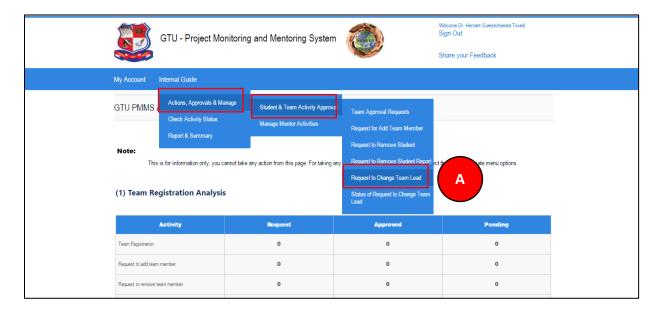
- 6. Request to Remove Students Report
- 1. Go to Request to Remove Students Report tab from Internal Guide menu as shown in below screen.



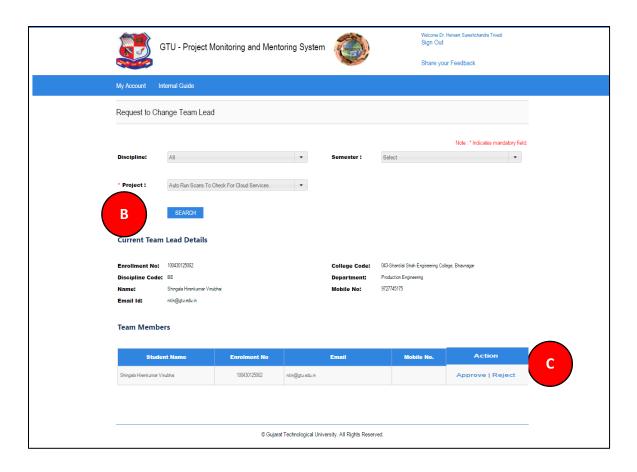
- 2. Select Project Name
- 3. List will be displayed with status (i.e. Pending or Approved)



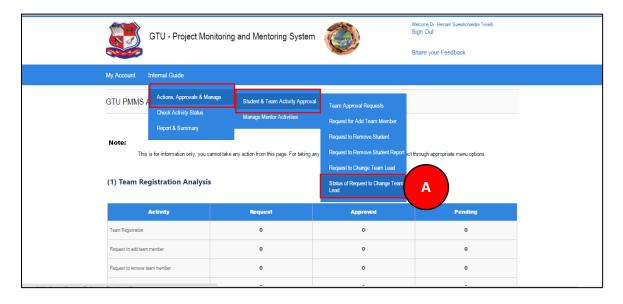
- 7. Request to Change Team Lead
- 1. Go to Request for Request to Change Team Lead tab from Internal Guide menu as shown in below screen.

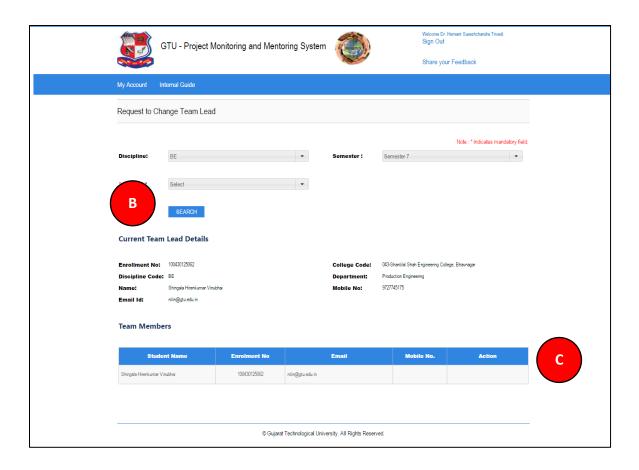


- 2. Select Project Name Click on Search Button
- 3. Approve/Reject the list of all Requests to Change Team Lead

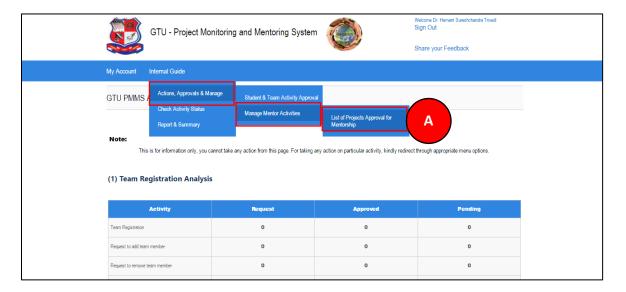


- 8. List of Request to Change Team Leader
- 1. Go to List of Request to Change Team Leader tab from Internal Guide menu as shown in below screen.
- 2. Select Project Name
- 3. List of Request to Change Team Leader will be displayed with its status

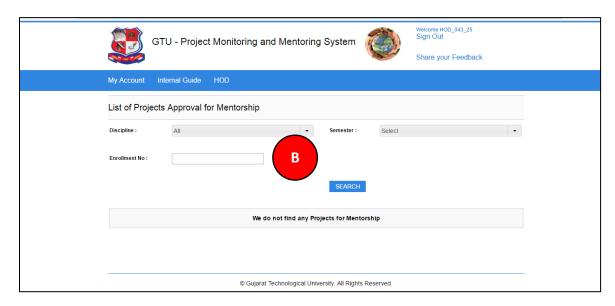




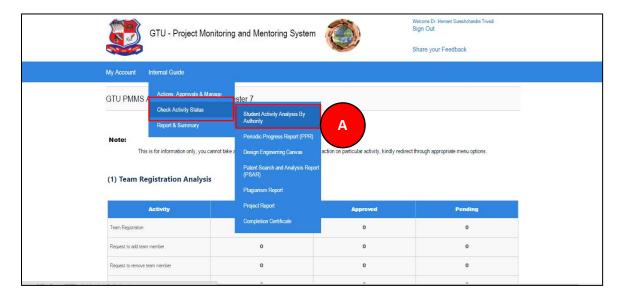
- 9. List of Projects Approval for Mentorship
- 1. Go to List of Projects Approval for Mentorship tab from Internal Guide menu as shown in below screen.



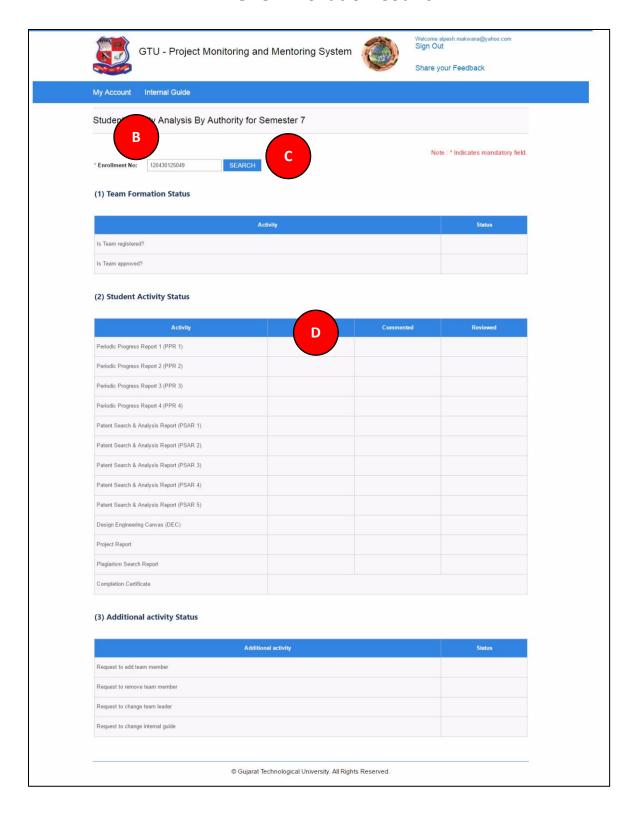
2. Click on Search Button



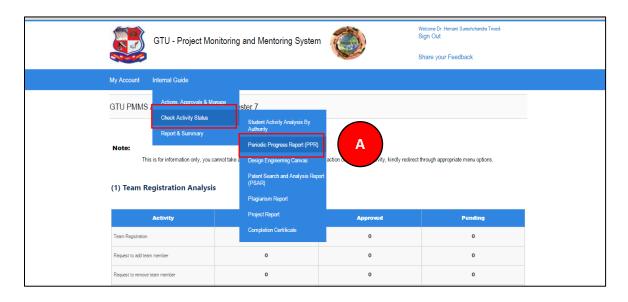
- 10. Student Activity Analysis by Authority
- 1. Go to Student Activity Analysis by Authority tab from Internal Guide menu as shown in below screen.



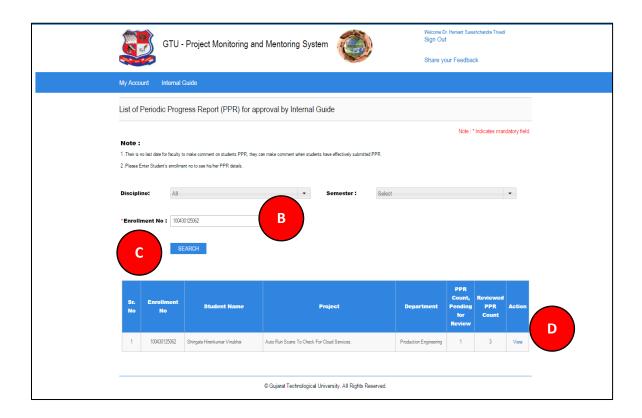
- 2. Enter student's enrollment number
- 3. Click Search Button.
- 4. Students activity details will be displayed



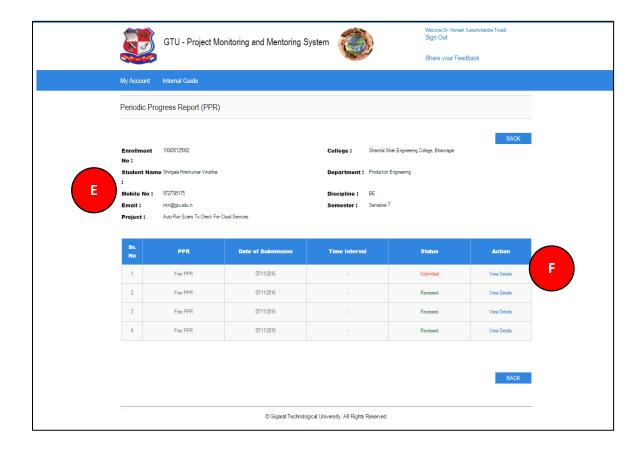
- 11. Periodic Progress Report (PPR)
- 1. Go to Periodic Progress Report (PPR) tab from Internal Guide menu as shown in below screen.



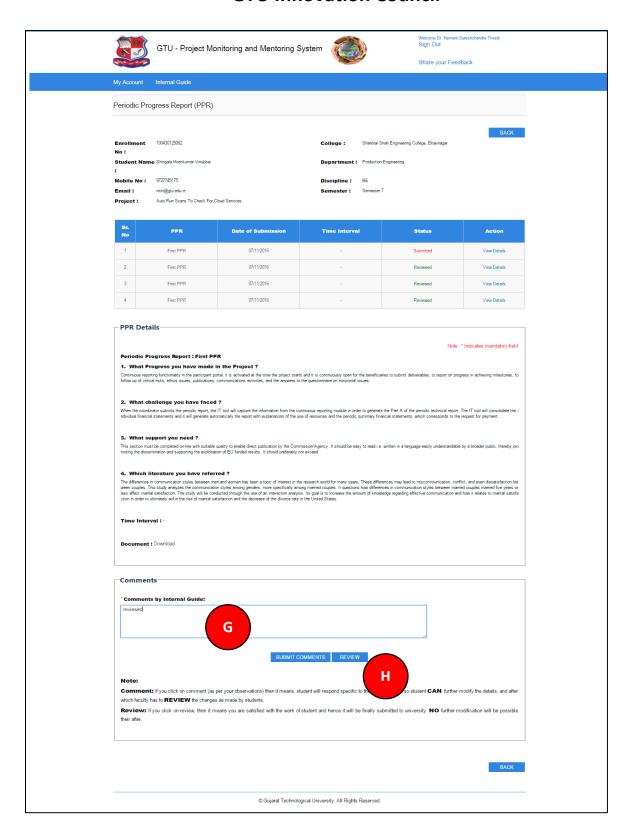
- 2. Enter student's enrollment number
- 3. Click Search Button.
- 4. Click on View Link



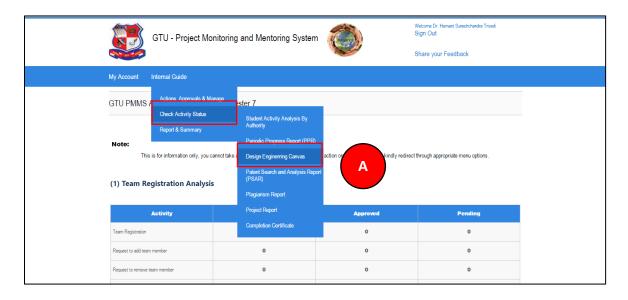
- 5. All students submitted/commented ppr list will be displayed
- 6. Click on Review/Comment Link to review/comment your students activity



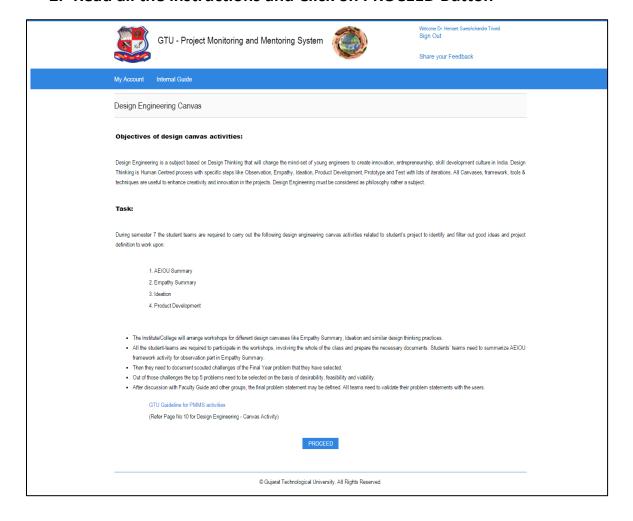
	GTU Innovation Council
7.	Fill desired Comments on Activity
8.	Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity
	·



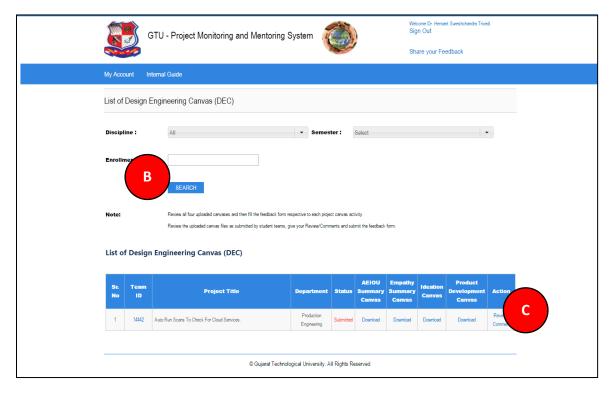
- 12. Design Engineering Canvas
- 1. Go to Design Engineering Canvas tab from Internal Guide menu as shown in below screen.



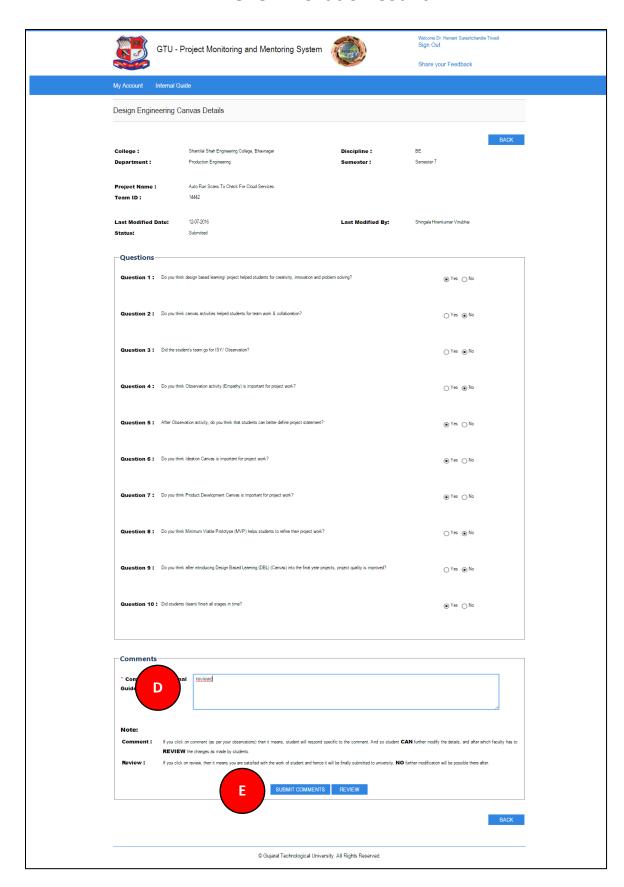
2. Read all the instructions and Click on PROCEED Button



- 3. Click Search Button.
- 4. Click on Review/Comment Link to review/comment your students activity

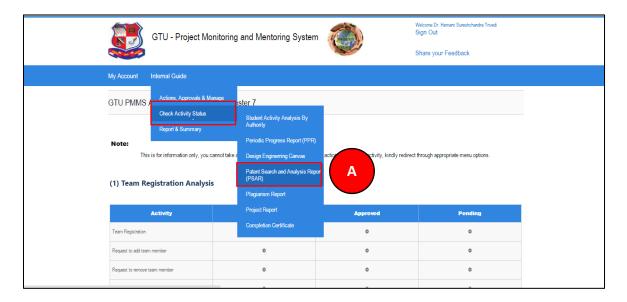


	GTU Innovation Council
5.	Fill desired Comments on Activity
6.	Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity



13. PSAR

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



2. Read all the instructions and Click on PROCEED Button



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Patent Search and Analysis Report (PSAR)

The Objective of PSAR activity is to increase awareness regarding palents among students and faculty by making them familiar with patent websites & palent documents. PSAR activity is designed to motivate students for innovative thinking.

In PSAR activity every student of final year BE who is doing project individually or in team are required to do patent search related to their IDP/UDP/Final year projects and submit a report of their such work online.

During PSAR generation activity, every student within a team has to study at least five (5) patents related either to his/her IDP/UDP or related to his/her area of interest. Analysed data of each of these five patents is to be submitted online at PMMS portal.

STUDENTS CAN USE ANY FREE/OPEN SOURCE AVAILABLE PATENT DATABASES FOR PATENT SEARCH, few of open source patent databases are as below:

Sr. No.	Database	Web link
1	Indian Patent Office Database	http://ipindiaservices.gov.in/publicsearch/
2	European Patent Office Database (Espacenet) http://worldwide.espacenet.com/advanc	
3	WIPO Patent Database (PATENTSCOPE)	http://patentscope.wipo.int/search/en/search.jsf
4	US patent database (USPTO)	http://patft.uspto.gov/
5	Google Patents	https://patents.google.com/
6	Free Patents Online http://www.freepatentsonline	
7	Directory of Country Wise Intellectual Property Offices http://www.wipo.int/directory/en/urls.js	

PSAR reports of patent search work by each team will also be made online along with comment and suggestions of the guide. Data will be made available online for creating lateral learning opportunities within and across various branches/sectors of engineering students at GTU.

Note: To scale up the PSAR activity, this year GTU is also introducing the PSAR review process by faculty in PMMS. Faculty are advised to motivate students for giving best possible extensions/add on features in each studied patent by every student. These data of PSAR reports will be made online for lateral learning by other faculty and students. And after review of each innovative idea (answer of PSAR question no. 27), by faculty best ideas can be identified and transformed/taken into really innovative projects to build novel product or processes in next semester or year. This will enhance the level of innovative idea/projects and mitigate the duplication of work.

Responsibility of Guide:

It will be the responsibility of the faculty-guide to ensure that each student (learn member) will study the different patents related to their IDP/UDP. No student of the same team/same class has to repeat the same patent as studied by another team member/student of the same projectIDP/UDP or class.

Role of Internal guide/EG/HOD/Principal:

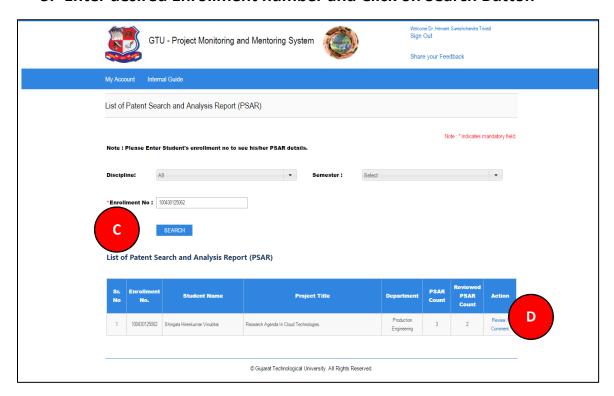
- Make students aware about the objective of this activity.
- Internal guide must has to verify the uploaded carvas files related to individual teams activity/project. Faculty may give their suggestion/inputs/comments related to carvas and report.
 The same tasks can also be performed from HODIP/incipal's account.
- Based on the inputs from internal guide/HOD/Principal student team has to take necessary action.
- External guide and External mentor can also comment on this activity.



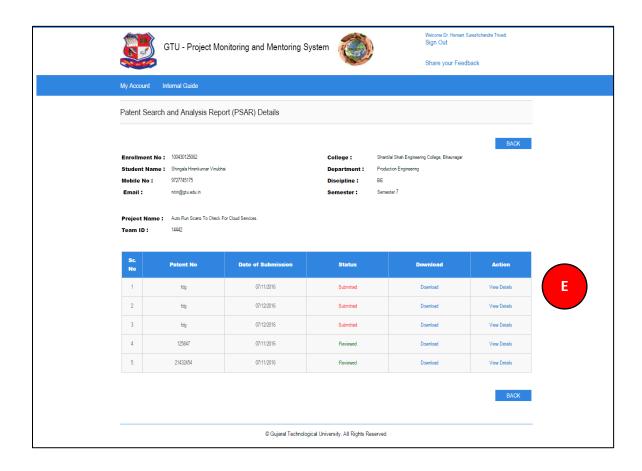
PROCEED

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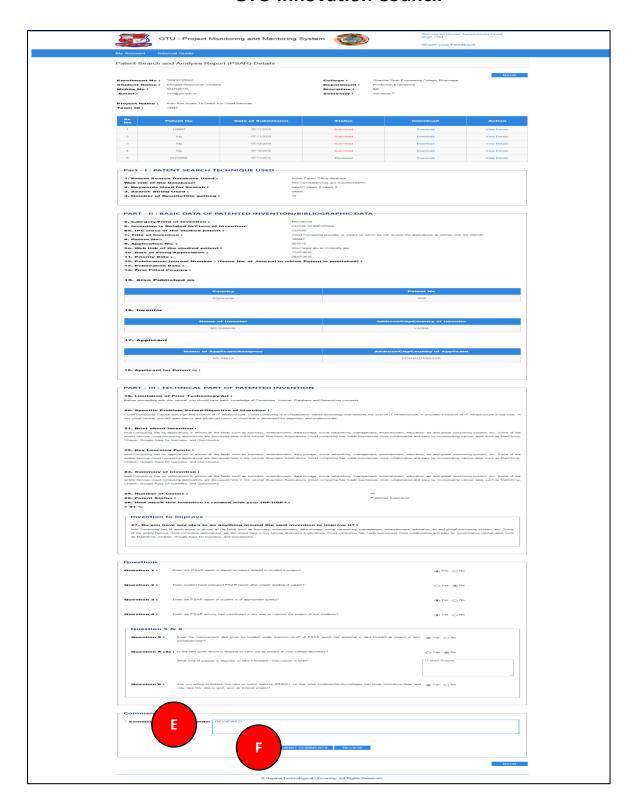
3. Enter desired Enrollment number and Click on Search Button



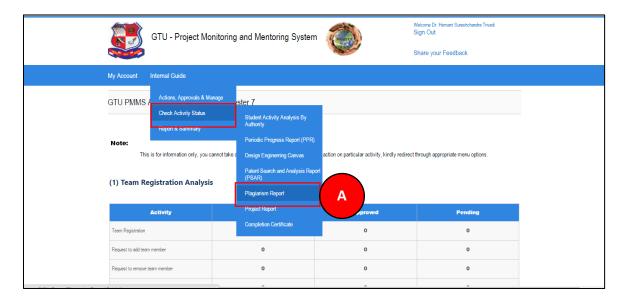
- 4. Click on Review/Comment Link to review/comment your students activity
- 5. Click on View details link



GTU Innovation Council				
6.	Fill desired Comments on Activity			
7.	Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity			



- 14. Plagiarism Report
- 1. Go to Plagiarism Report tab from Internal Guide menu as shown in below screen.



2. Read all the instructions and Click on PROCEED Button



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Plagiarism Report

Objective:

All the student teams have to check their project report for plagiarism, which indicates percentage similarity of the languages used during drafting project report, using a good plagiarism-checking/search software package. All student teams have to get plagiarism search certificate using any available free plagiarisms search tools/service/software.

List of few online free plagiarism checker tools are as below, student can use any of below to get plagiarism search report/certificate related to their project report. Also students are permitted to use any other tools beyond this list. Students are advised to get plagiarism certificate as soon as possible after their project report is ready.

Sr. No.	Website Name	Link
1	Viper	http://www.scanmyessay.com/
2	Plagium	http://www.plagium.com/
3	Plagiarisma.net	http://plagiarisma.net/
4	PlagScan	http://www.plagscan.com/seesources/
5	Copyscape	http://www.copyscape.com/
6	JPlag - KIT	https://jplag.ipd.kit.edu/
7	DOC Cop	https://www.doccop.com/index.html
8	Duplichecker	http://www.duplichecker.com/
9	Dustball	http://www.dustball.com/cs/plagiarism.checker/
10	Plagiarism detect	http://www.plagiarism-detect.com/
11	PaperRater	http://www.paperrater.com/
12	Free Online Plagiarism Software	http://plagiarismsoftware.org/
13	OAPS	http://oaps.eu/
14	Wcopyfind	http://plagiarism.bloomfieldmedia.com/z-wordpress/software/wcopyfind/

Students are required to attach such plagiarisms certificate/report in to their project report, as well they are also required to upload same certificate/report on PMMS portal.

Review:

If you click on review, then it means you are satisfied with the work of student and hence it will be finally submitted to university. NO further modification will be possible their after.

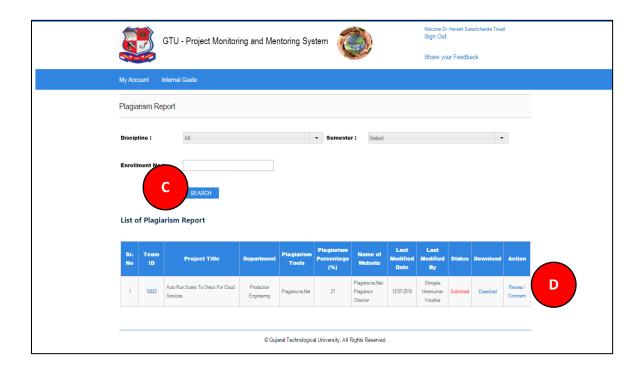
Role of Internal Guide/HOD/Principal:

- Make students aware about the **objective** of this activity.
- Internal guide must has to verify the uploaded plagiarisms report file related to individual teams activity/project. Faculty may give their suggestion/inputs/comments
 related to project report. The same tasks can also be performed from HODIPrincipal's account.
- Based on the inputs from internal guide/HOD/Principal student team has to take necessary action.
- External guide and External mentor can also comment on this activity.

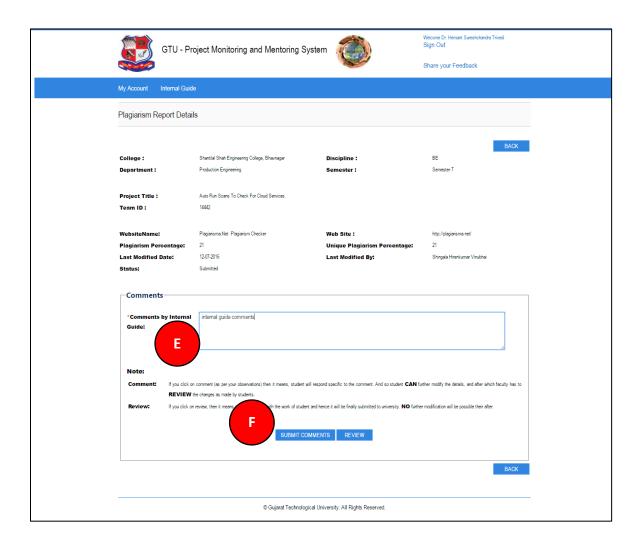


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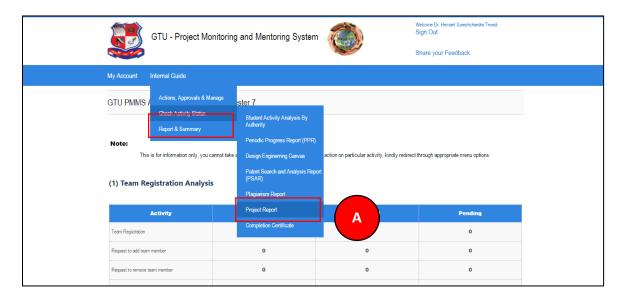
- 3. Click Search Button
- 4. Click on Review/Comment Link to review/comment your students activity



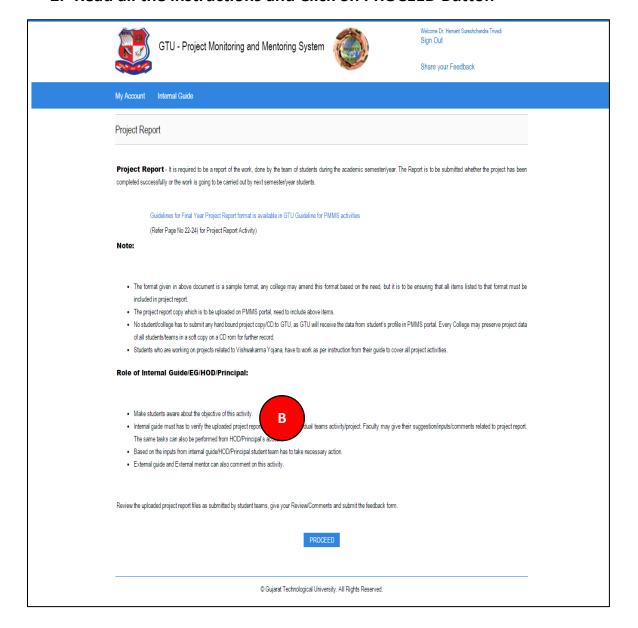
- 5. Fill desired Comments on Activity
- 6. Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity



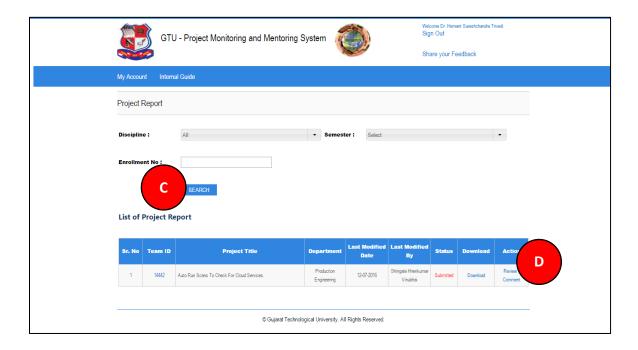
- 15. Project Report
- 1. Go to Project Report tab from Internal Guide menu as shown in below screen.



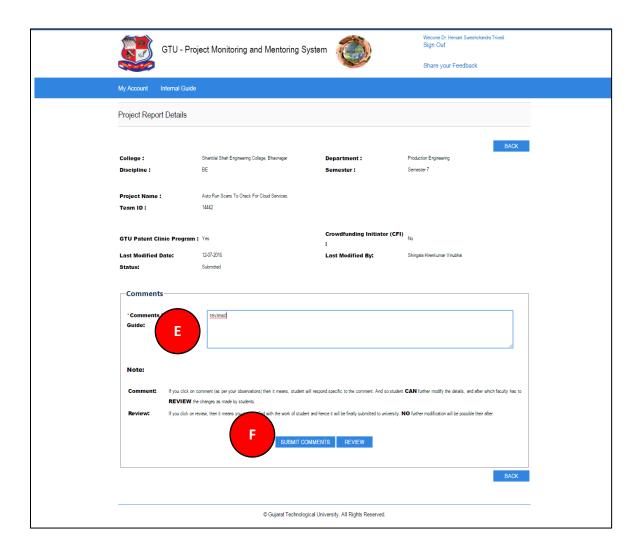
2. Read all the instructions and Click on PROCEED Button



- 3. Click on Search Button
- 4. Click on Review/Comment Link to review/comment your students activity

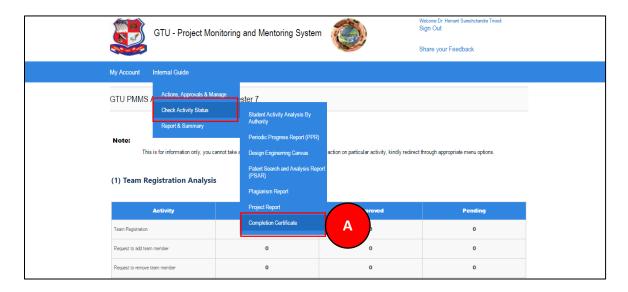


- 5. Fill desired Comments on Activity
- 6. Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity

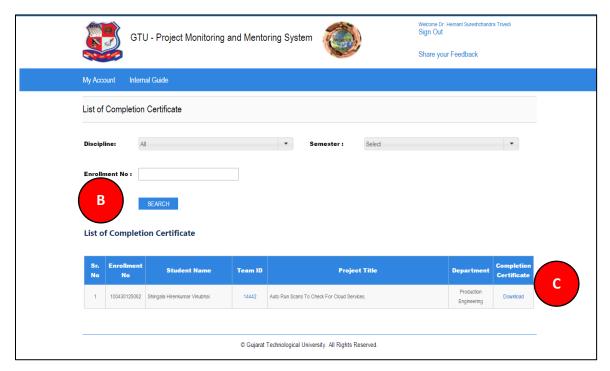


16. Completion Certificate

1. Go to Completion Certificate tab from Internal Guide menu as shown in below screen.

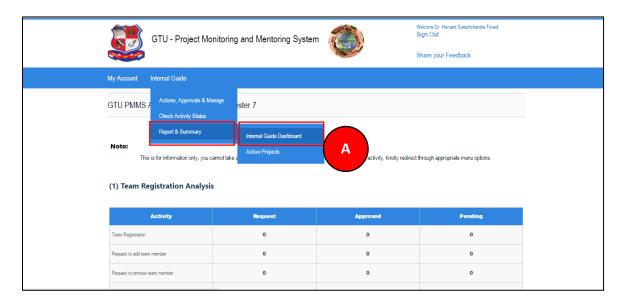


- 2. Click Search button
- 3. Download Certificate of each and every student under you whose all activities have been reviewed by you.

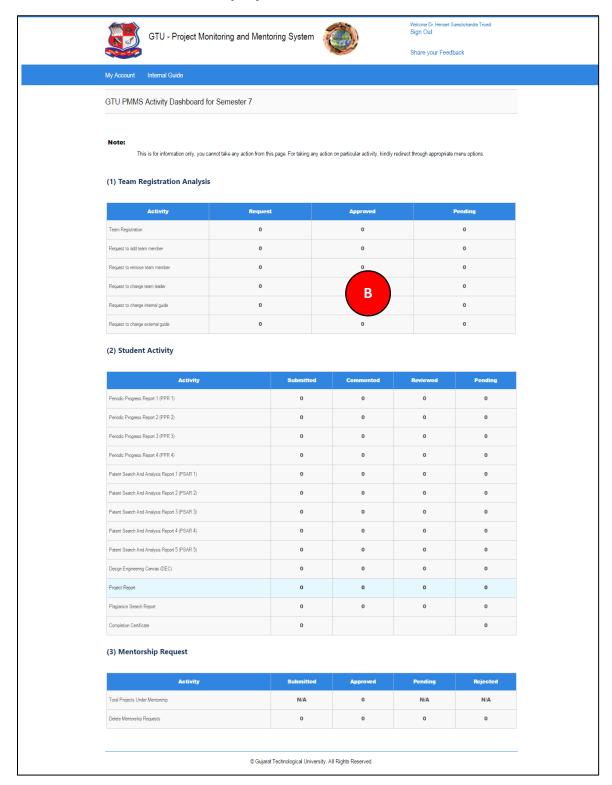


17. Internal Guide Dashboard

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

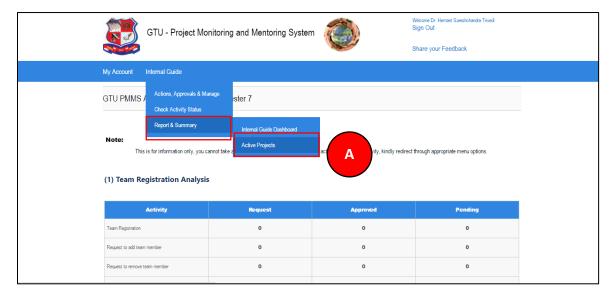


2. Dashboard will be displayed

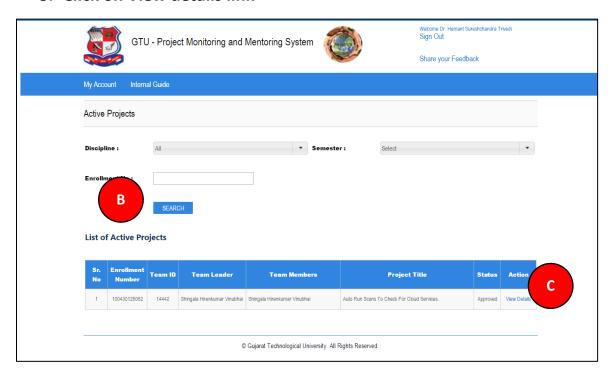


18. Active Projects

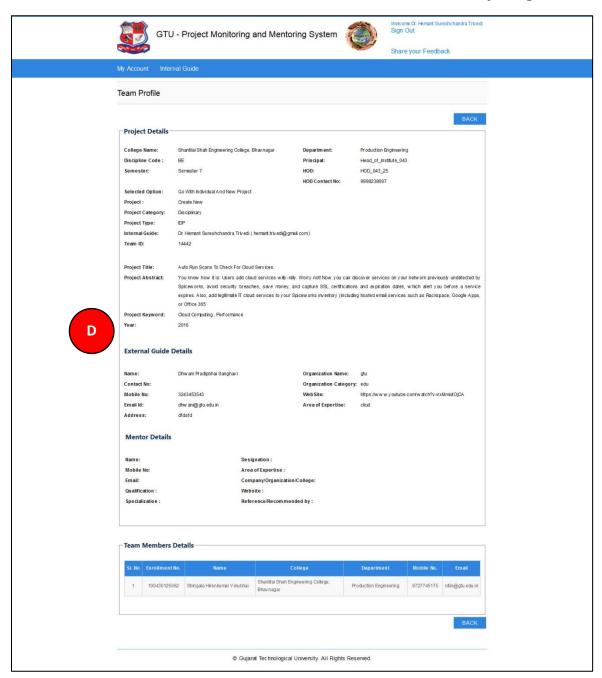
1. Go to Active Projects tab from Internal Guide menu as shown in below screen and all active projects list that are currently under your guidance will be listed.



- 2. Click on Search Button
- 3. Click on View details link

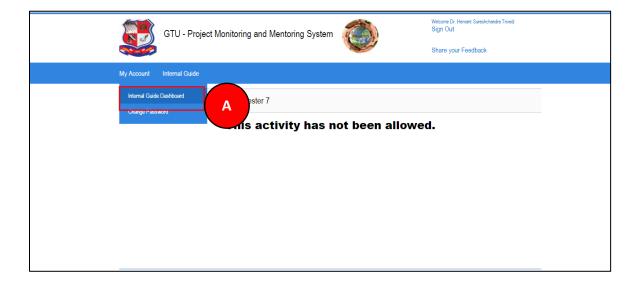


4. You can View Team Profile of the students team under your guidance

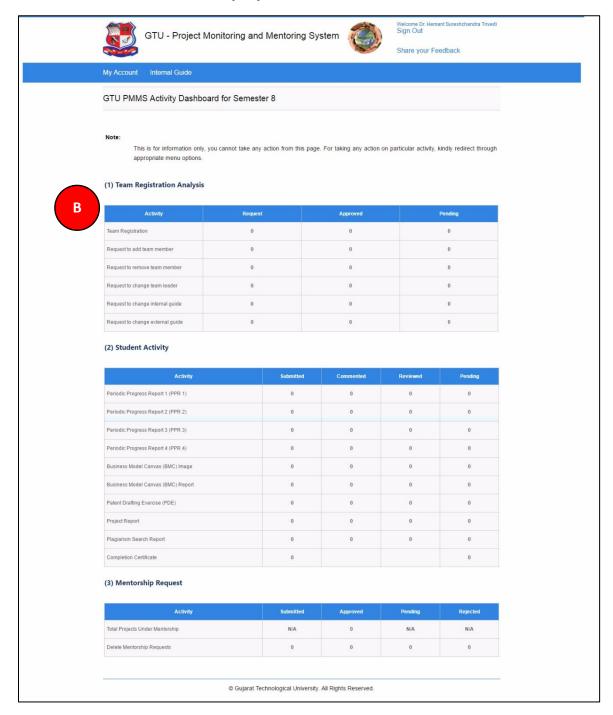


BE 8 semester

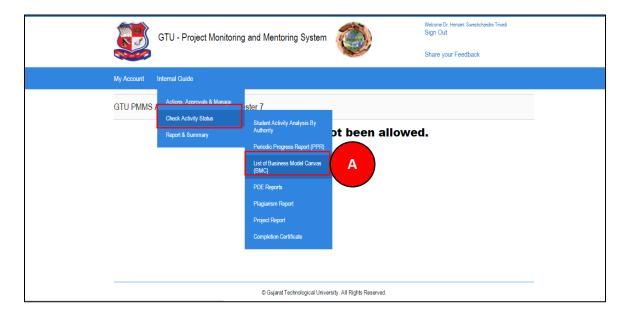
- 19. Internal Guide Dashboard
- 1. Go to Internal Guide Dashboard tab from My Account menu as shown in below screen.



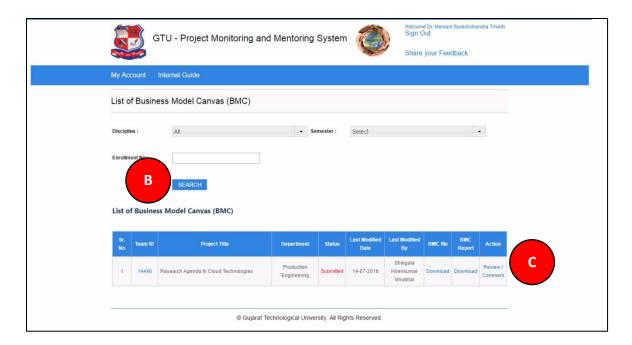
2. Dashboard will be displayed



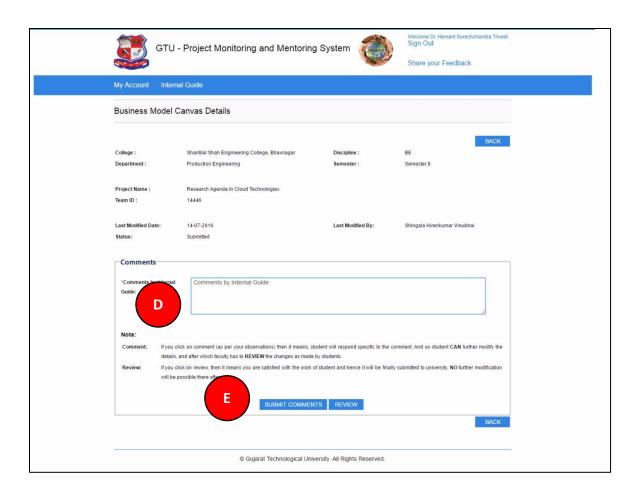
- 20. List of Business Model Canvas (BMC)
- 1. Go to List of Business Model Canvas (BMC) tab from Internal Guide menu as shown in below screen.



- 2. Click on Search Button
- 3. Click on Review/Comment Link to review/comment your students activity

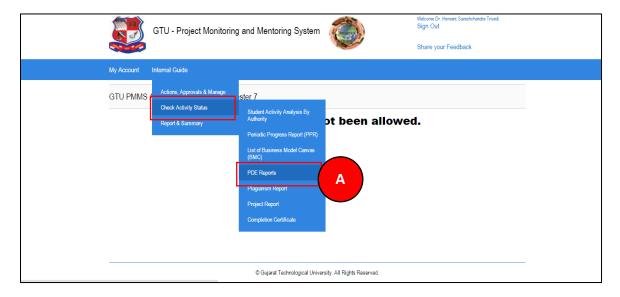


- 4. Comment on respective Activity
- 5. Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity

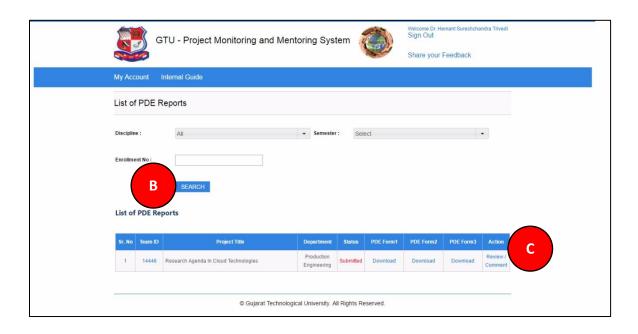


21. PDE Reports

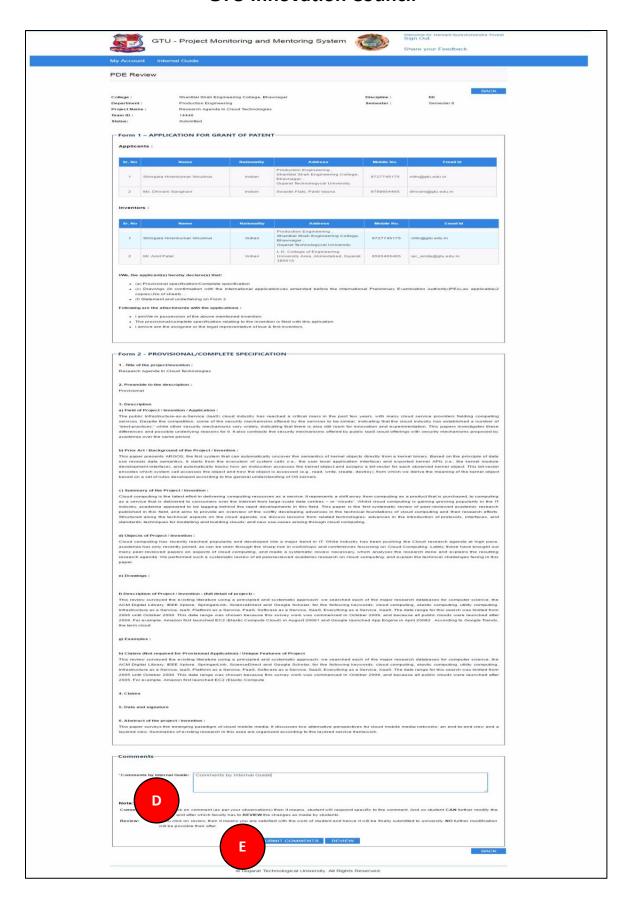
1. Go to List of PDE Reports tab from Internal Guide menu as shown in below screen.



- 2. Click on Search Button
- 3. Click on Review/Comment Link to review/comment your students activity

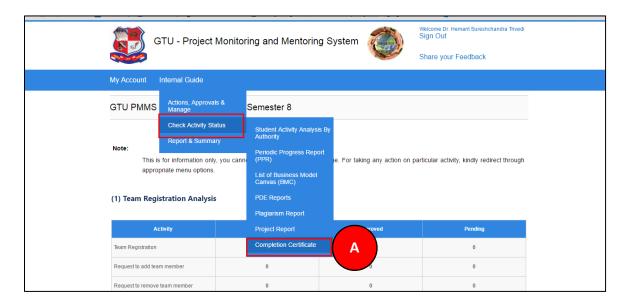


GTU Innovation Council	
	4. Comment on respective Activity
	5. Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity



22. Completion Certificate

1. Go to List of Completion Certificate tab from Internal Guide 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.

