Gujarat Technological University



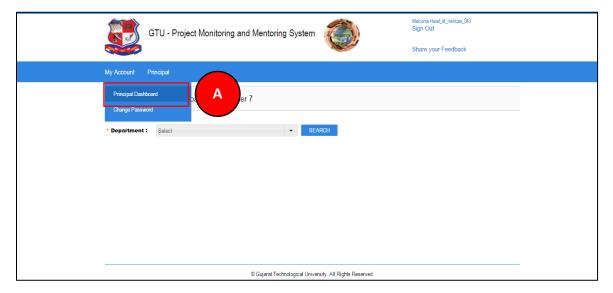
Project Monitoring and Mentoring System (PMMS)

USER MANUAL FOR PRINCIPAL

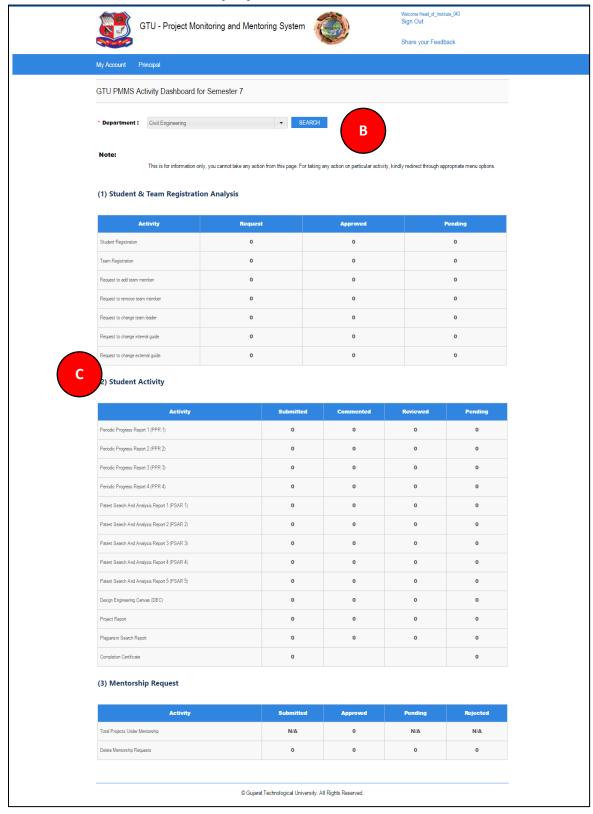
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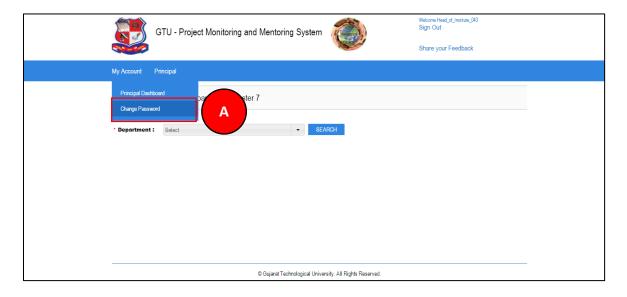
- 1. Principal Dashboard
- 1. Go to Principal Dashboard tab from My Account menu as shown in below screen.



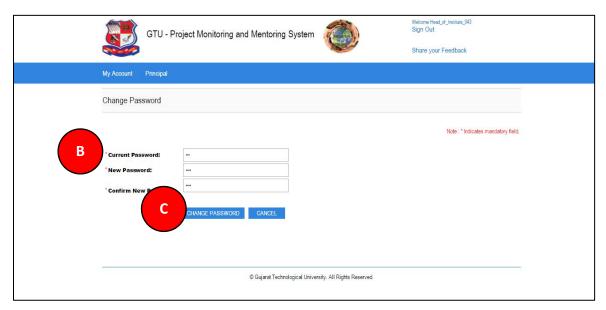
2. Dashboard will be displayed.



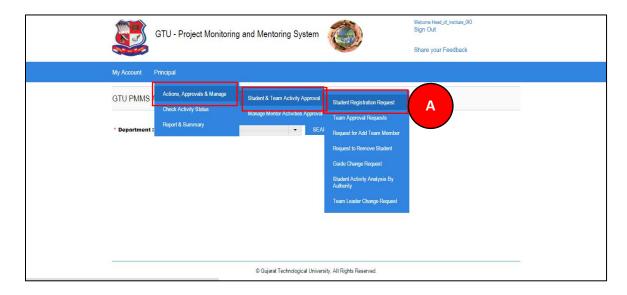
- 2. Change Password
- 1. Go to Change Password tab from My Account menu as shown in below screen.



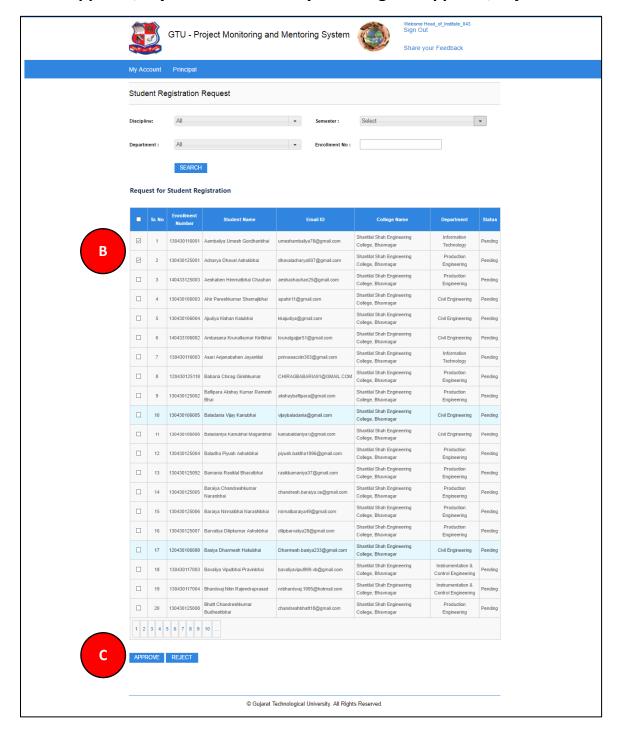
- 2. Fill the required details as shown in figure below
- 3. Click on Change Password Button



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



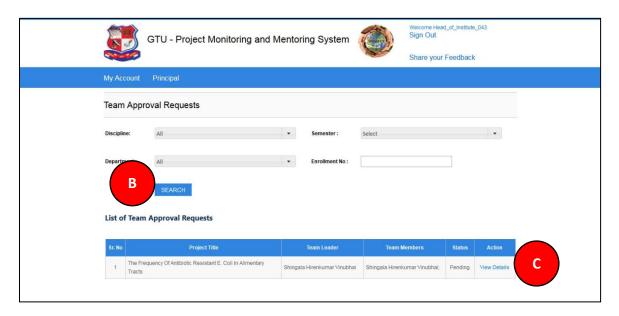
- 2. Select students you want to approve the request for registration.
- 3. Approve/Reject the students by selecting the Approve/Reject button.



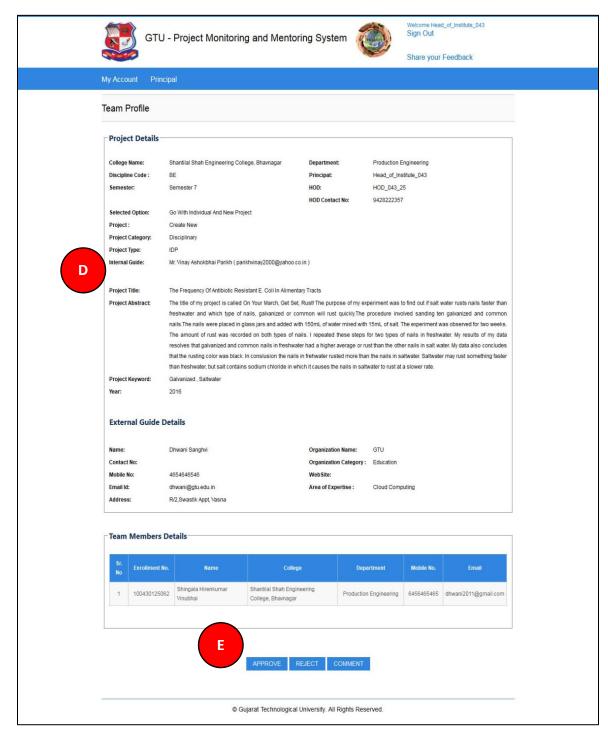
- 4. Team Approval Requests
- 1. Go to Team Approval Requests tab from Principal menu as shown in below screen.



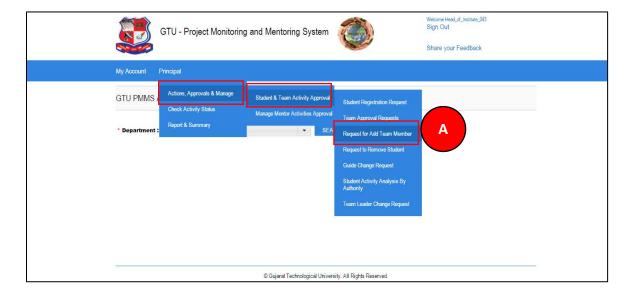
- 2. Click Search Button
- 3. Click on View Details link



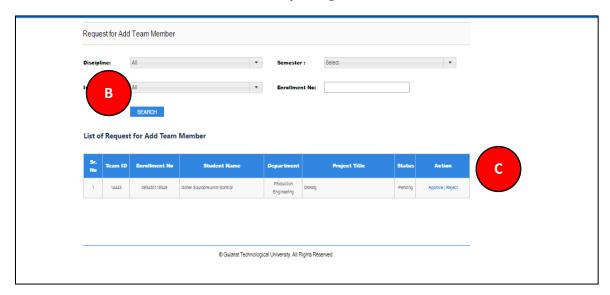
- 4. View team details
- 5. Approve/Reject team as per your desired



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



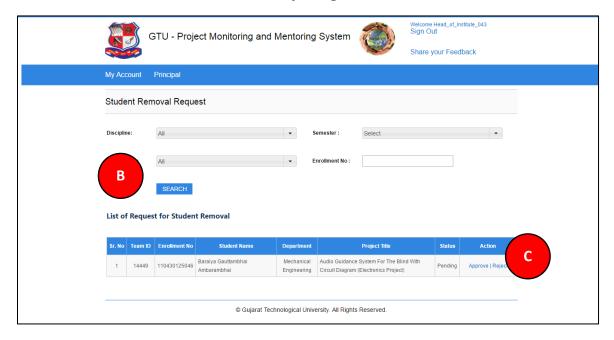
- 2. Click Search button
- 3. Approve/Reject request for Add Team Member submitted by Team Leader of the team under your guidance



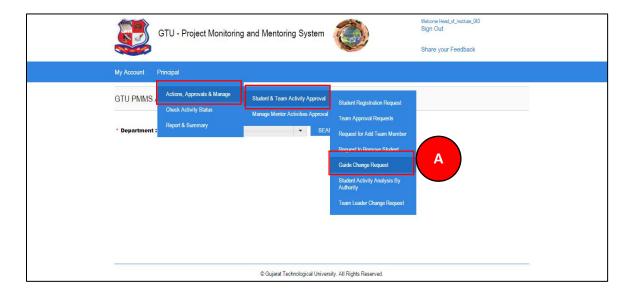
- 6. Student Removal Request
 - 1. Go to Student Removal Request tab from Principal menu as shown in below screen.



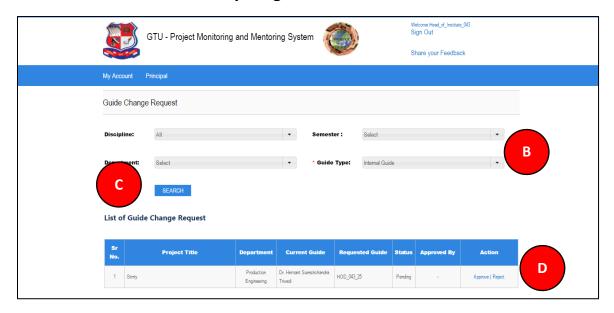
- 2. Click Search button
- 3. Approve/Reject Request to Remove Students submitted by Team Leader of the team under your guidance



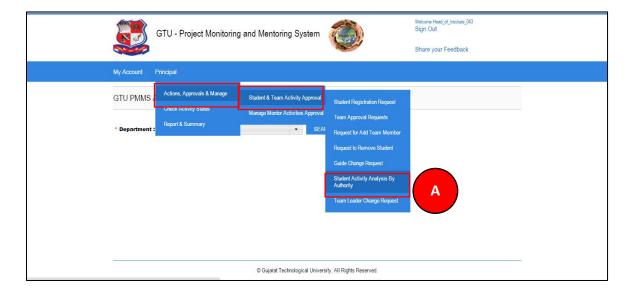
- 7. Guide Change Request
 - 1. Go to Guide Change Request tab from Principal menu as shown in below screen.



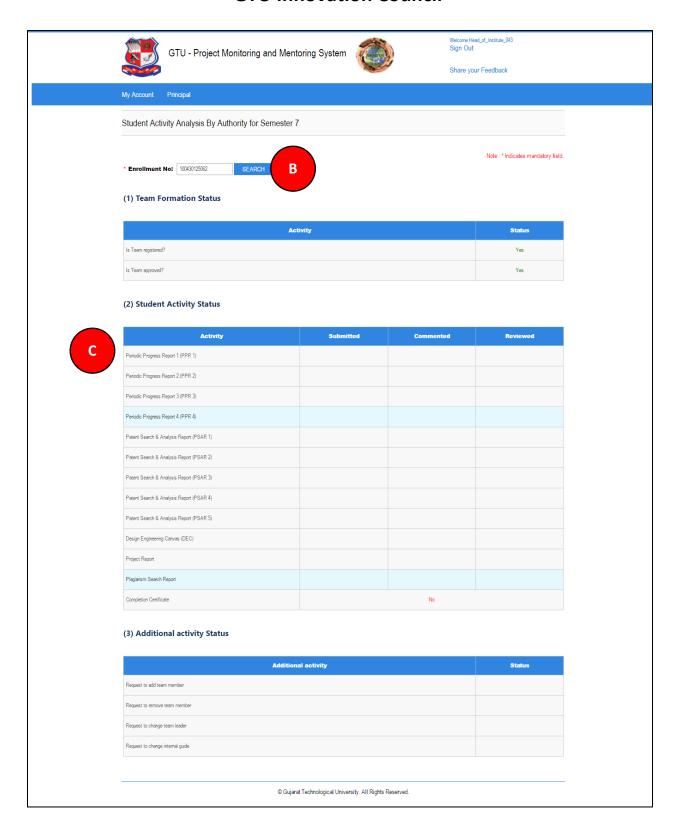
- 2. Select Guide(Internal/External) type
- 3. Click Search Button
- 4. Approve/Reject to Guide Change Request submitted by Team Leader of the team under your guidance



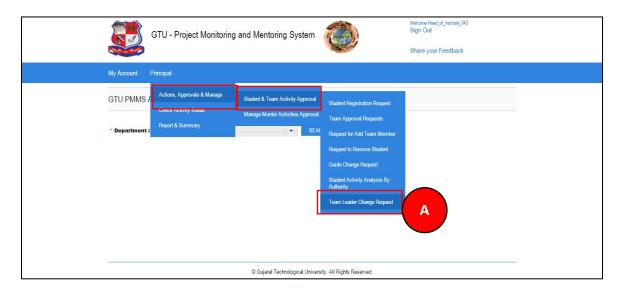
- 8. Student Activity Analysis by Authority
 - 1. Go to Student Activity Analysis by Authority tab from Principal menu as shown in below screen.



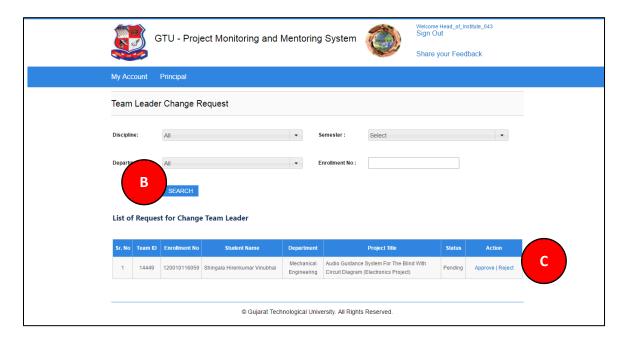
- 2. Enter student's enrollment number
- 3. Click Search Button.
- 4. Students activity details will be displayed



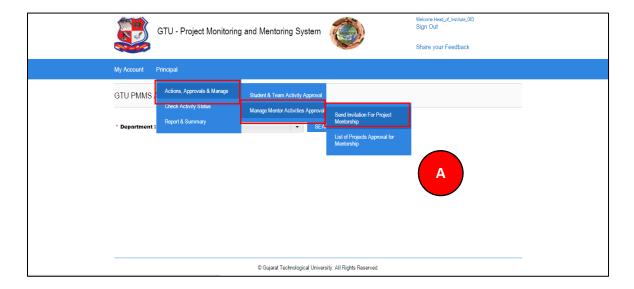
- 9. Team Leader Change Request
 - 1. Go to Student Team Leader Change Request tab from Principal menu as shown in below screen.



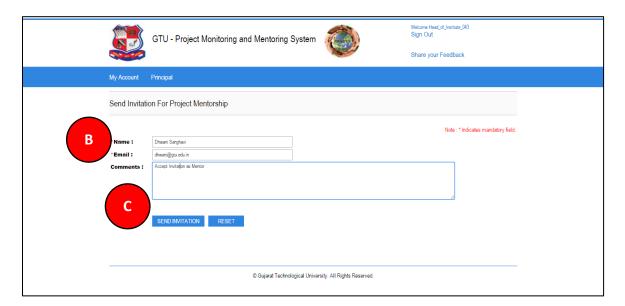
- 2. Click Search Button
- 3. Approve/Reject the list of all Requests to Change Team Lead



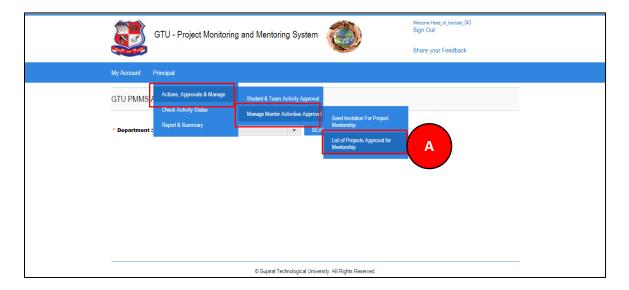
- 10. Send Invitation for Project Mentorship
 - 1. Go to Send Invitation for Project Mentorship tab from HOD menu as shown in below screen.



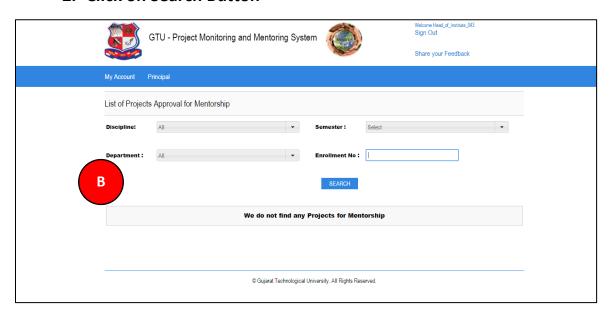
- 2. Fill the form for sending mentorship request
- 3. Click on SEND REUEST button



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



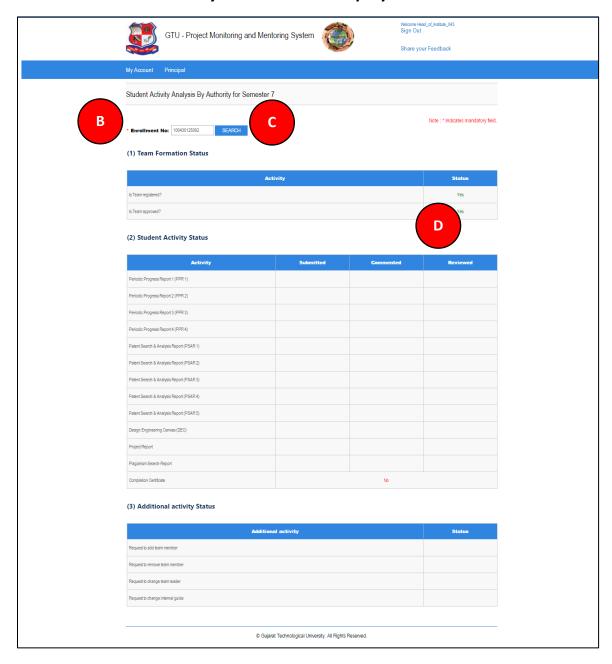
2. Click on Search Button



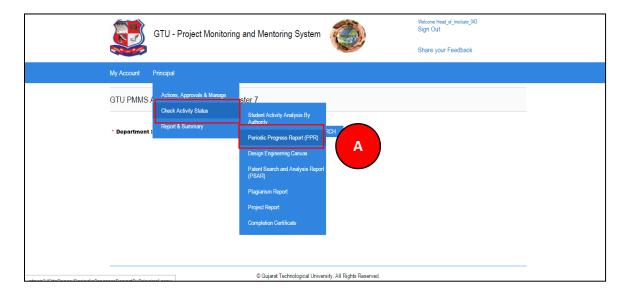
- 12. Student Activity Analysis by Authority
 - 1. Go to Student Activity Analysis by Authority tab from HOD menu as shown in below screen.



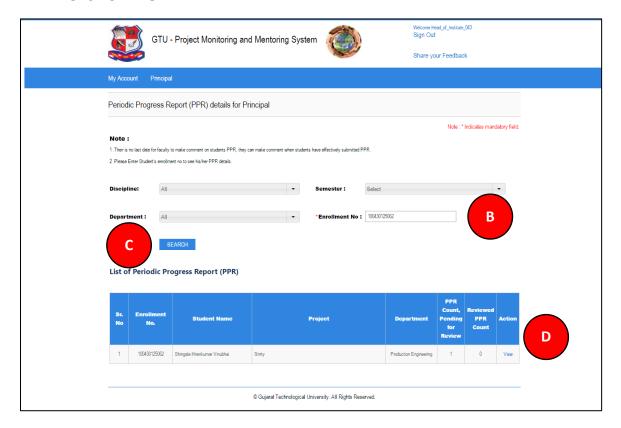
- 2. Enter student's enrollment number
- 3. Click Search Button.
- 4. Students activity details will be displayed



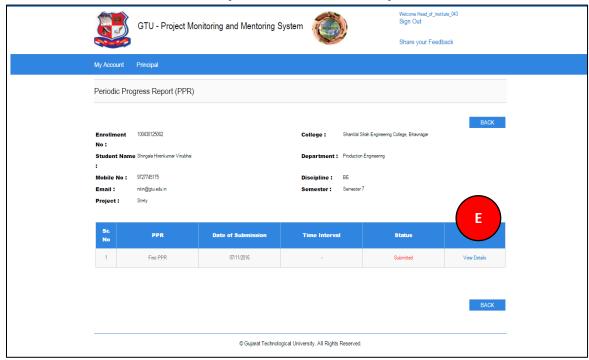
- 13. Periodic Progress Report (PPR)
- 1. Go to Request Periodic Progress Report (PPR) tab from Principal menu as shown in below screen.



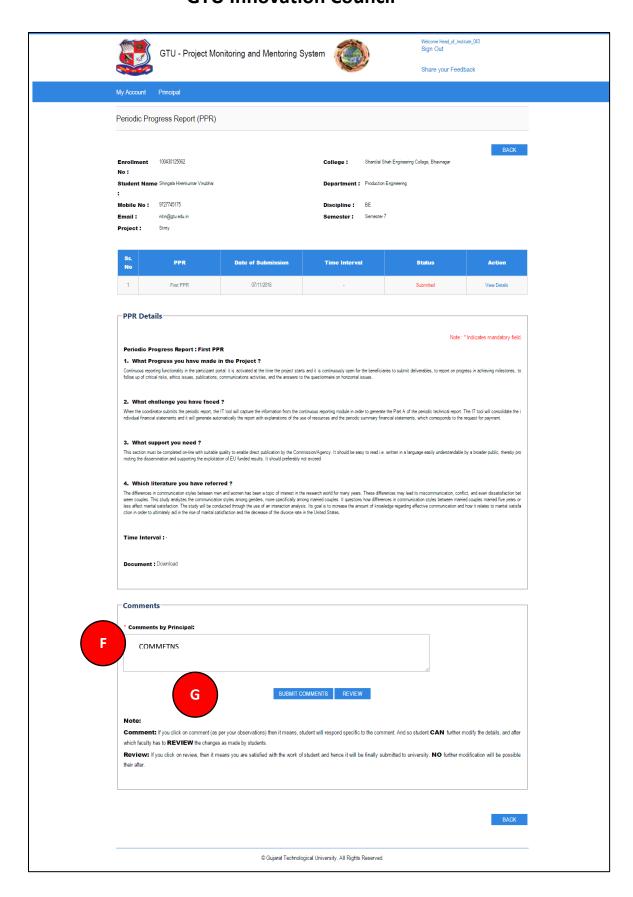
- 2. Enter student's enrollment number
- 3. Click Search Button.
- 4. Click on View Link



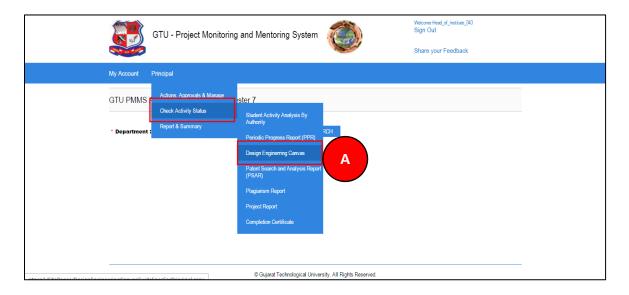
5. Click on View Details Link to your students activity



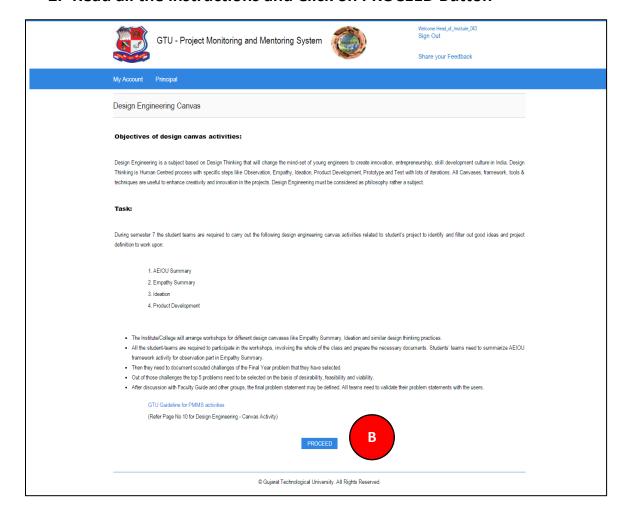
GTU Innovation Council			
6. Fill desired Comments on Activity7. Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity			



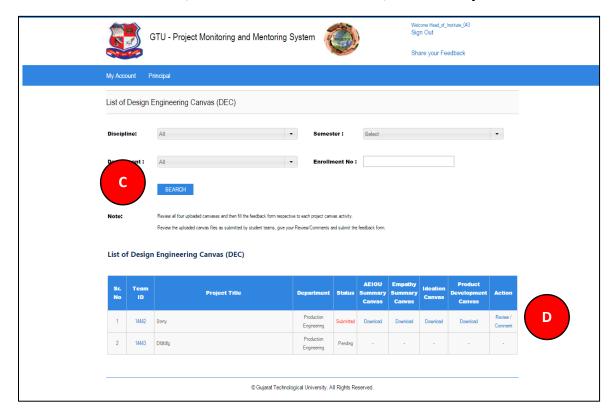
- 14. Design Engineering Canvas
- 1. Go to Design Engineering Canvas tab from HOD menu as shown in below screen.



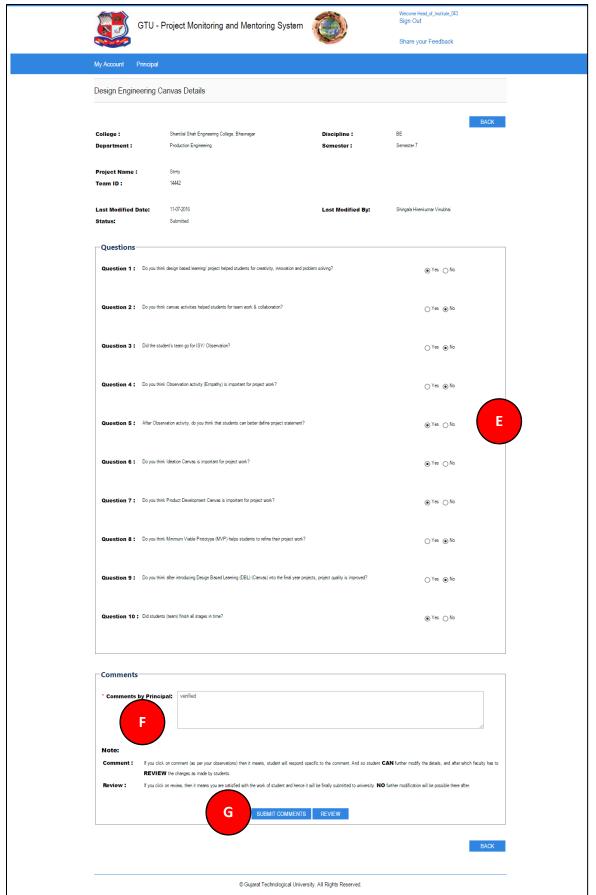
2. Read all the instructions and Click on PROCEED Button



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



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

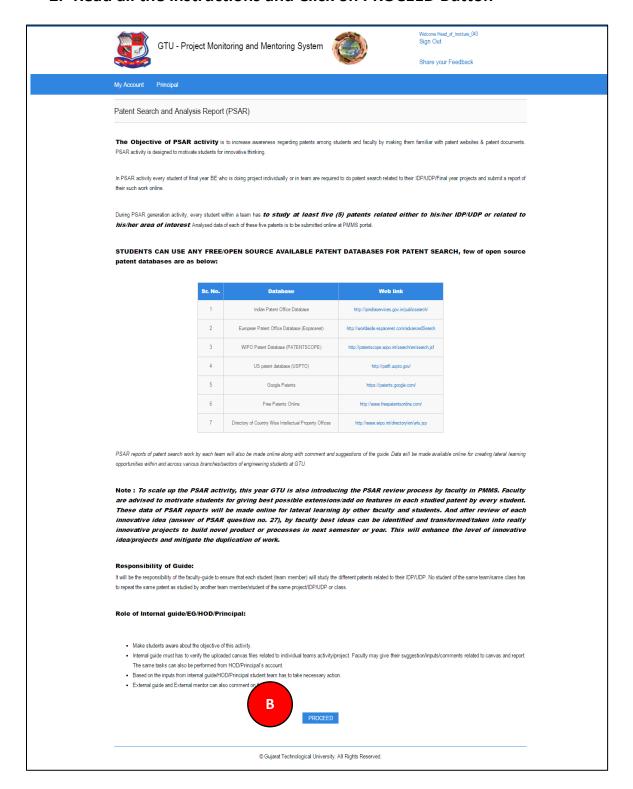


15. PSAR

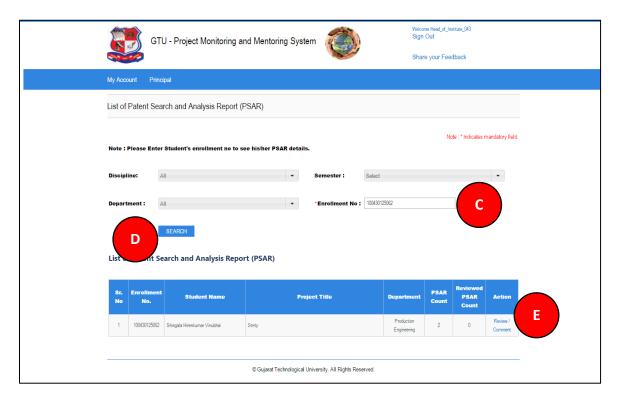
1. Go to Request for PSAR tab from Principal menu as shown in below screen.



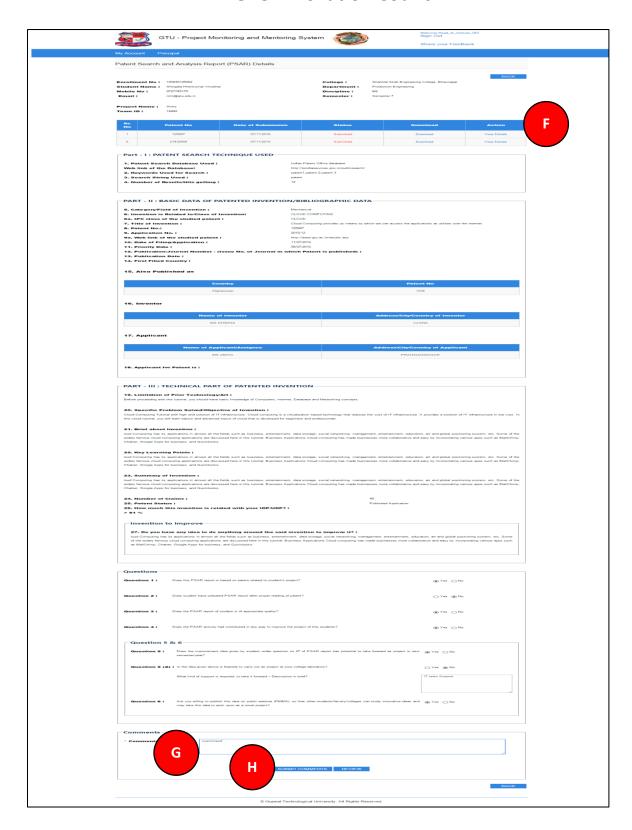
2. Read all the instructions and Click on PROCEED Button



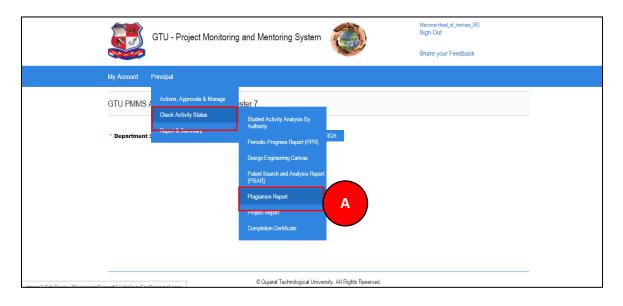
- 3. Enter desired Enrollment number
- 4. Click on Search Button
- 5. Click on Review/Comment Link to review/comment your students activity



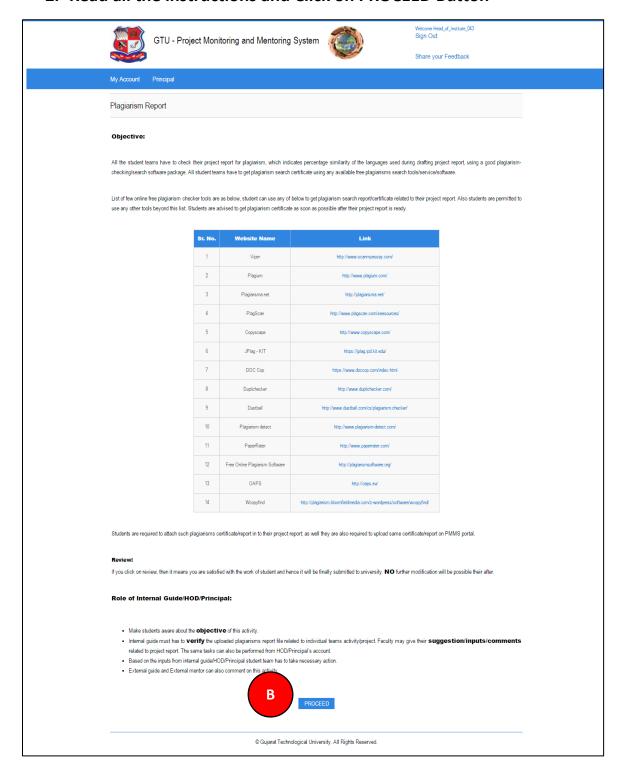
- 6. Click on View details link
- 7. Fill Comment as per desired
- 8. Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity



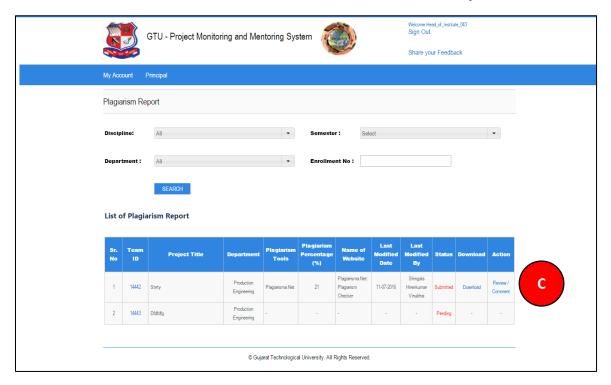
- 16. Plagiarism Report
- 1. Go to Plagiarism Report tab from Principal menu as shown in below screen.



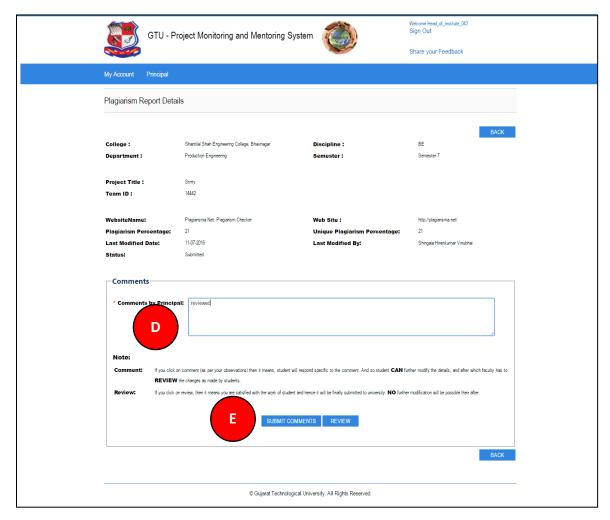
2. Read all the instructions and Click on PROCEED Button



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

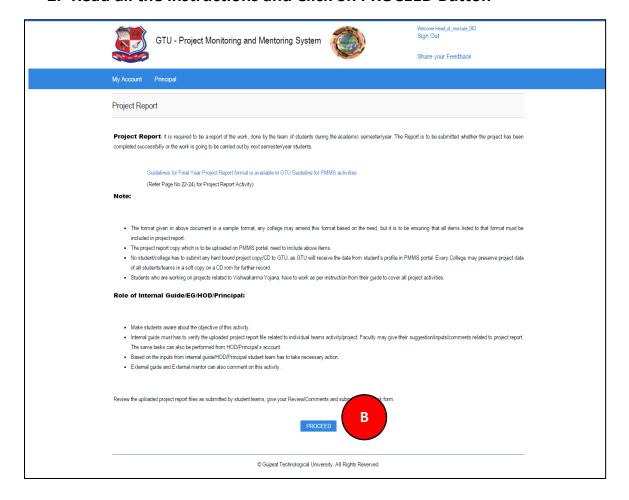


17. Project Report

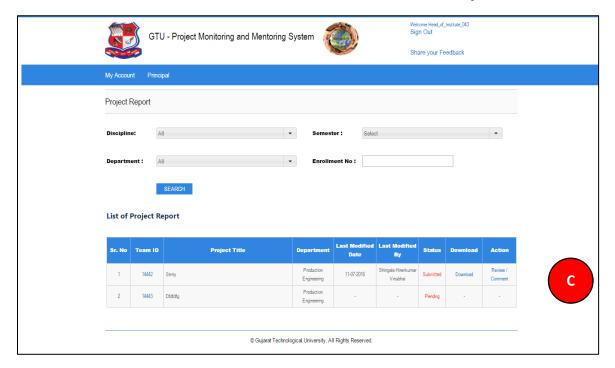
1. Go to Project Report tab from Principal menu as shown in below screen.



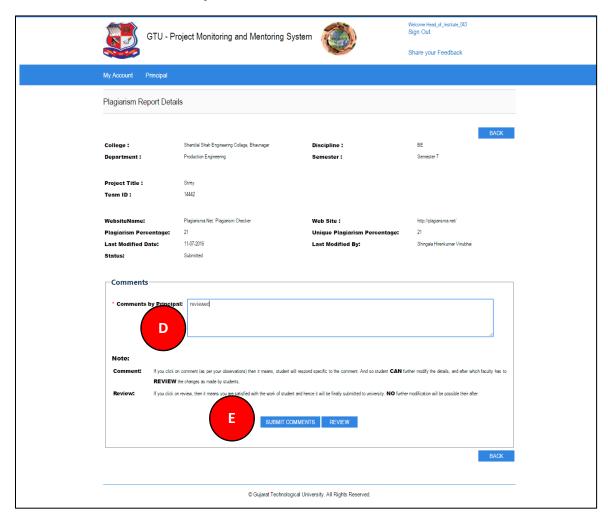
2. Read all the instructions and Click on PROCEED Button



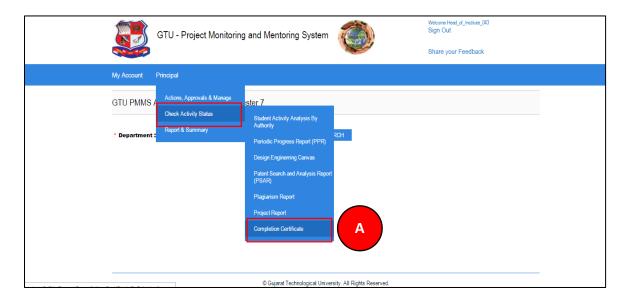
3. Click on Review/Comment Link to review/comment your students activity



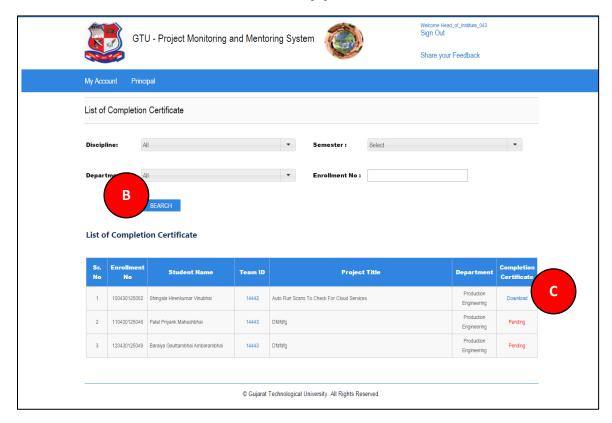
- 4. Fill desired Comments on Activity
- 5. Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity



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

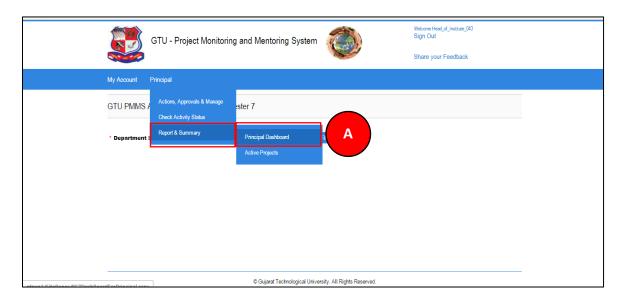


- 2. Click Search button
- 3. Download Certificate of each and every student under you whose all activities have been reviewed by you.

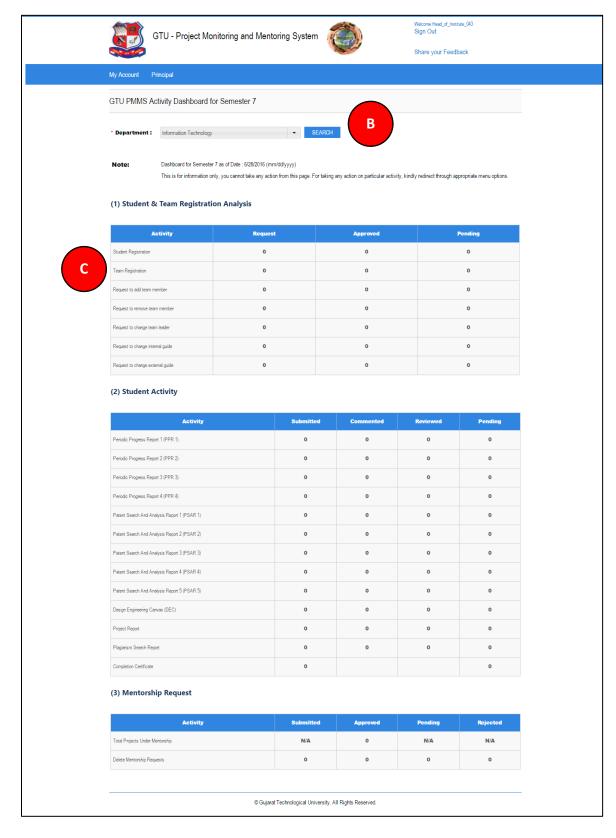


19. Principal Dashboard

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

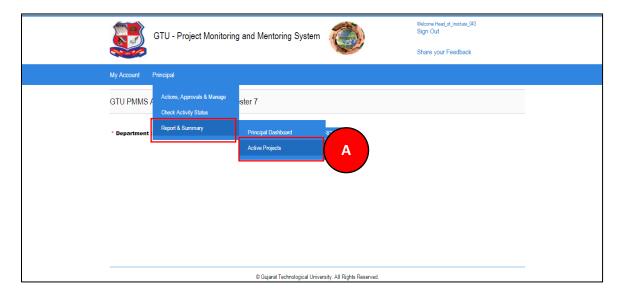


- 2. Select desired Department to view progress department wise
- 3. Dashboard will be displayed as per department

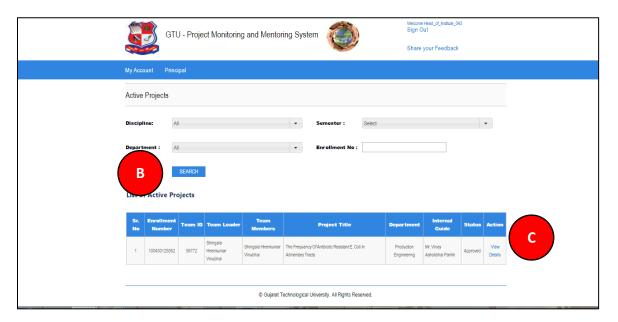


20. Active Projects

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

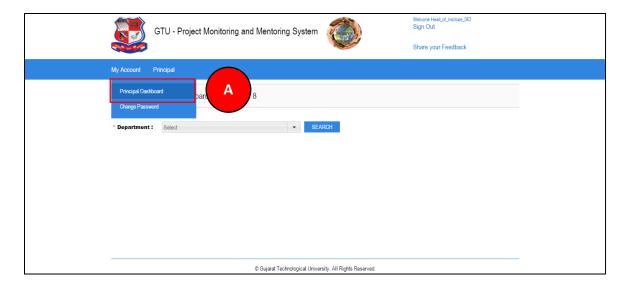


2. Click on View details link

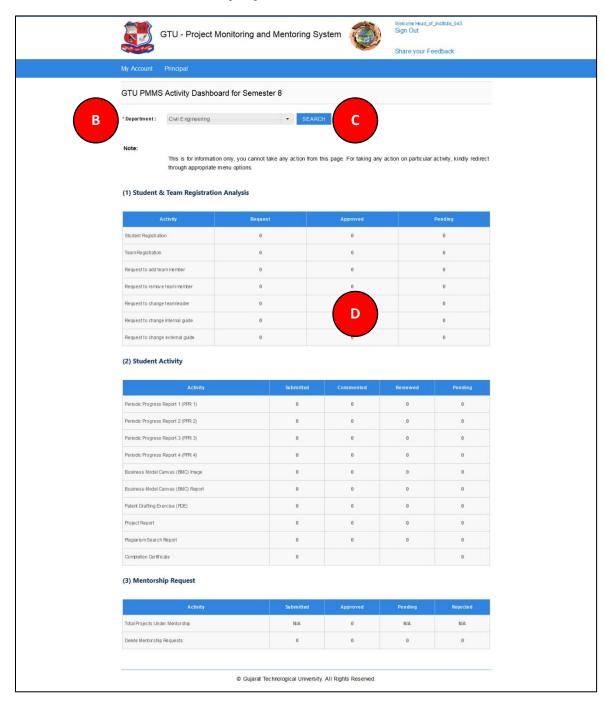


Semester 8

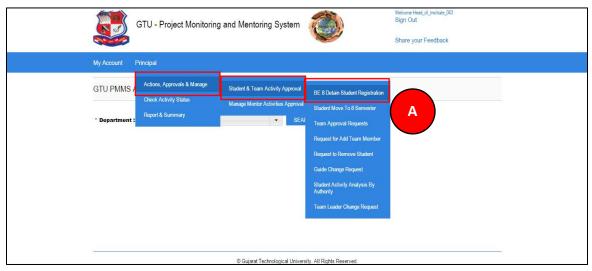
- 21. Dashboard
- 1. Go to Principal Dashboard tab from My Account menu as shown in below screen.



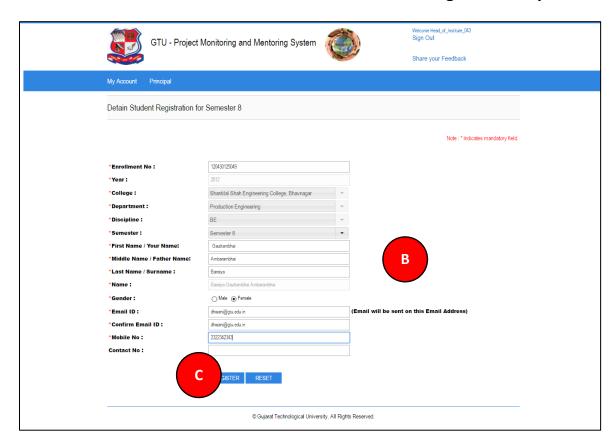
- 2. Select Discipline
- 3. Click Search Button
- 4. Dashboard will be displayed



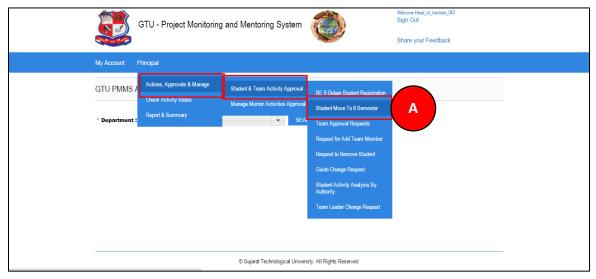
- 22. BE 8 Detain Student Registration
- 1. Go to BE 8 Detain Student Registration tab Principal menu as shown in below screen



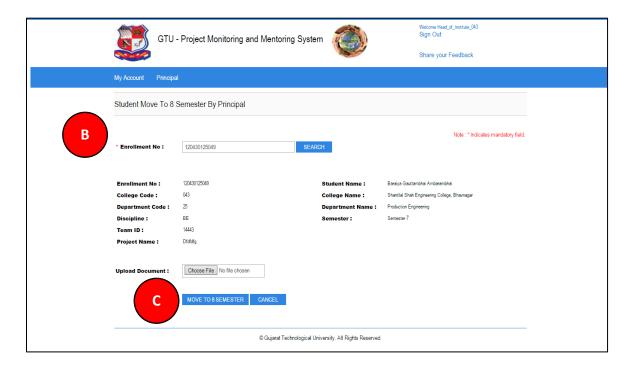
- 2. Fill the detain student details.
- 3. Click on Submit button and the student will be registered on portal



- 23. Student Move to 8 Semester
 - 1. Go to Student Move to 8 Semester tab Principal menu as shown in below screen



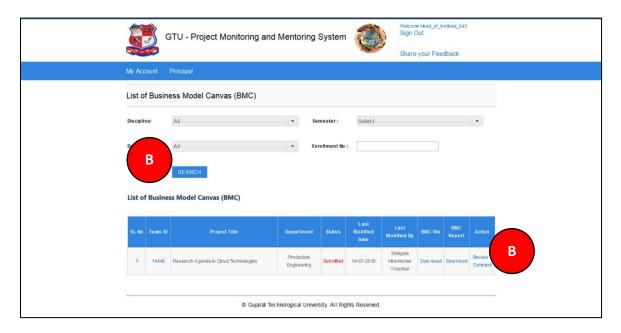
- 2. Enter Enrollment Number of student you want to move to semester 8 and Click Search Button
- 3. Click on MOVE TO SEMESTER 8



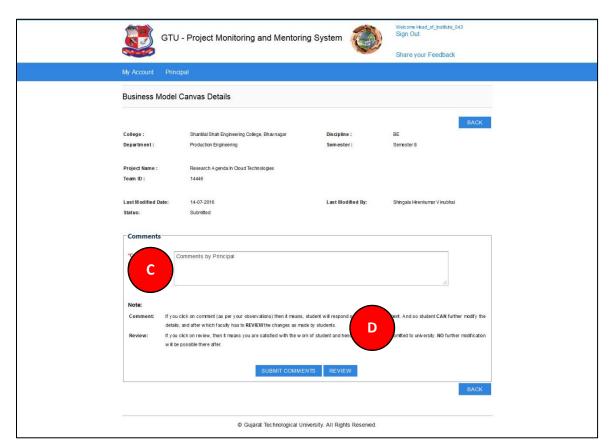
- 24. Business Model Canvas (BMC)
- 1. Go to List of Business Model Canvas (BMC) tab from Principal menu as shown in below screen.



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

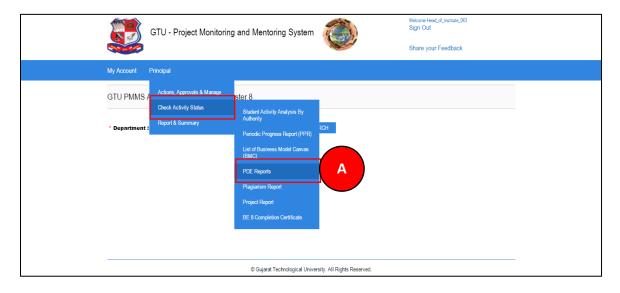


- 3. Comment on respective Activity
- 4. Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity

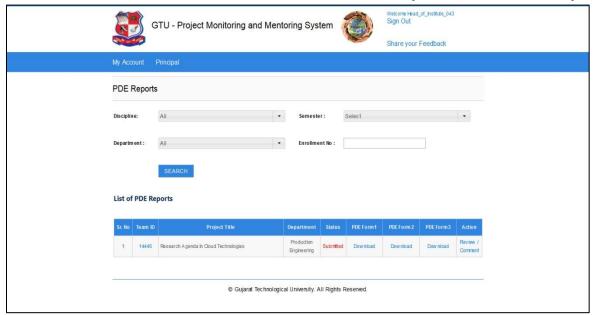


25. PDE Reports

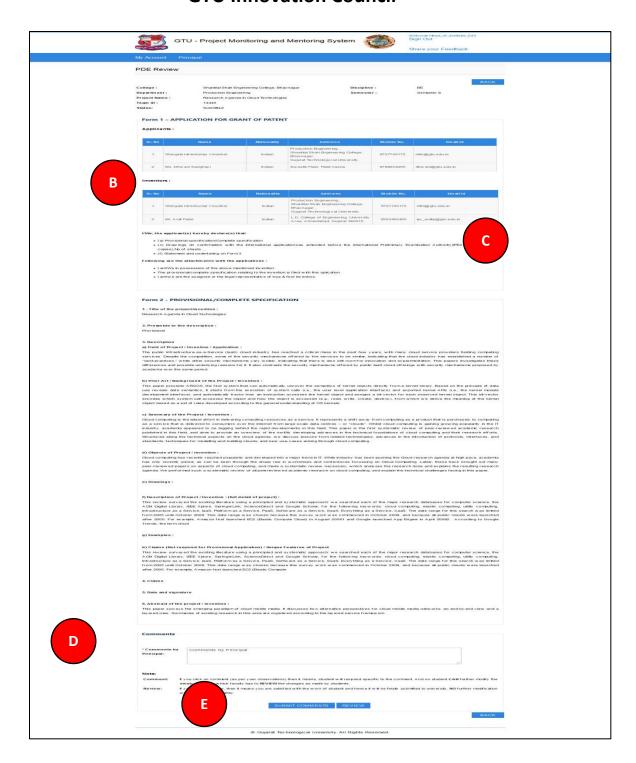
1. Go to PDE Reports tab from Principal menu as shown in below screen.



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

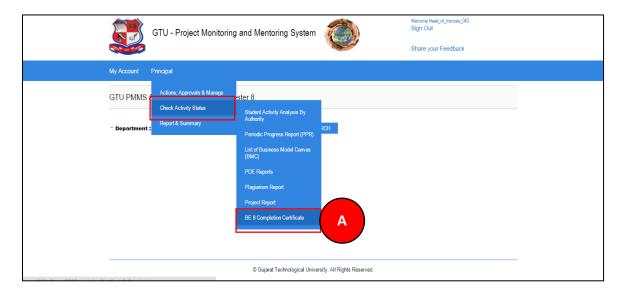


- 3. Form Will be displayed
- 4. View Form
- 5. Comment on respective Activity
- 6. Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity



26. BE 8 Completion Certificate

1. Go to List of Completion Certificate tab from Principal menu as shown in below screen.



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

