

Doctoral Committee Constitution Tutorial

Procedure for adding external and internal DC members of Ph.D scholars

Step 1:

- Login in as college.
- Click on "Research" tab.
- Select status as "Scholar Request Approved by KTU"
- Select academic year as (eg: 2016-17)
- Select session as (eg: July)
- Click on "Search" button.

The screenshot shows the 'Scholar Listing' page. The search filters are: Institution: COLLEGE OF ENGINEERING TRIVANDRUM, Status: Scholar Request Approved by KTU, Academic Year: 2016-2017, and Session Type: JULY. The search results table is as follows:

Full Name of Applicant	App No.	Scholar	Field of Research	Discipline/Subject	Working Place	Supervisor	Co-Supervisor	status	Action
ANU A G	2425	Part time scholar	Ph.D in Engineering/Technology, Architecture	Electrical Engineering	COLLEGE OF ENGINEERING TRIVANDRUM	USHAKUMARI S(KTU-F15055)		Scholar Request Approved by KTU	
Ambly N	2315	Part time scholar	Ph.D in Engineering/Technology, Architecture	Signal and Image Processing	GOVT. ENGINEERING COLLEGE, BARTON HILL	SURESH K(KTU-F25214)		Scholar Request Approved by KTU	
Jalmon Cletus	2228	Part time scholar	Ph.D in Engineering/Technology, Architecture	Mechanical Engineering	COLLEGE OF ENGINEERING TRIVANDRUM	RANJITH S KUMAR(KTU-F15017)		Scholar Request Approved	

Step 2:

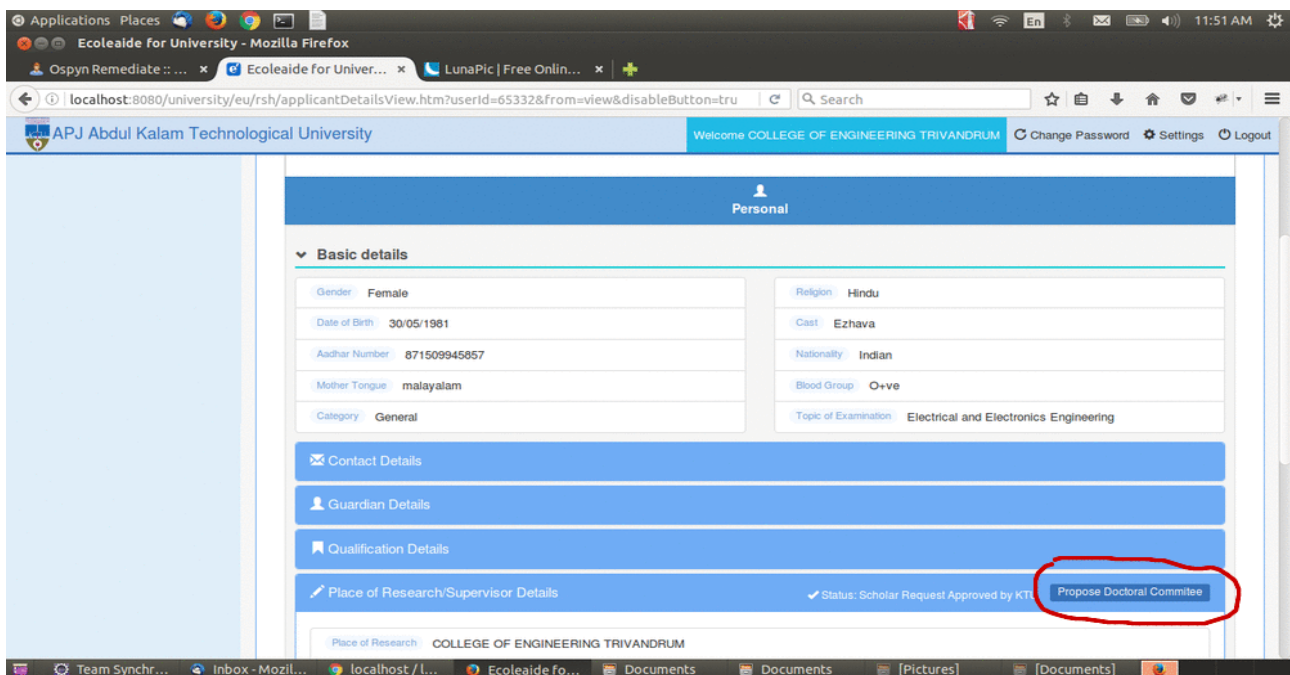
- Click on Scholar's Name.

The screenshot shows the 'applicantDetailsView.htm' page for the scholar ANU A G. The name 'ANU A G' is circled in red. The page displays the following details:

Full Name of Applicant	App No.	Scholar	Field of Research	Discipline/Subject	Working Place	Supervisor	Co-Supervisor	status	Action
ANU A G	2425	Part time scholar	Ph.D in Engineering/Technology, Architecture	Electrical Engineering	COLLEGE OF ENGINEERING TRIVANDRUM	USHAKUMARI S(KTU-F15055)		Scholar Request Approved by KTU	
Ambly N	2315	Part time scholar	Ph.D in Engineering/Technology, Architecture	Signal and Image Processing	GOVT. ENGINEERING COLLEGE, BARTON HILL	SURESH K(KTU-F25214)		Scholar Request Approved by KTU	
Jalmon Cletus	2228	Part time scholar	Ph.D in Engineering/Technology, Architecture	Mechanical Engineering	COLLEGE OF ENGINEERING TRIVANDRUM	RANJITH S KUMAR(KTU-F15017)		Scholar Request Approved by KTU	
PREM KUMAR J	2204	Full time OIP/with government fellowship	Ph.D in Engineering/Technology, Architecture	MECHANICAL	SREE CHITRA THIRUNAL COLLEGE OF ENGINEERING	RAJEEV VAMADEVAN(KTU-F15253)	KRISHNA KUMAR KOMALANGAN(KTU-F15021)	Scholar Request Approved by KTU	
Jazir S	2105	Part time scholar	Ph.D in Engineering/Technology, Architecture	Wireless Communication	ACE COLLEGE OF ENGINEERING	SURESH K(KTU-F25214)	HARIS P ABDUL KHADIR(KTU-F29462)	Scholar Request Approved by KTU	

Step3:

- Scroll down and see "Propose Doctoral Committee" button, click on it.

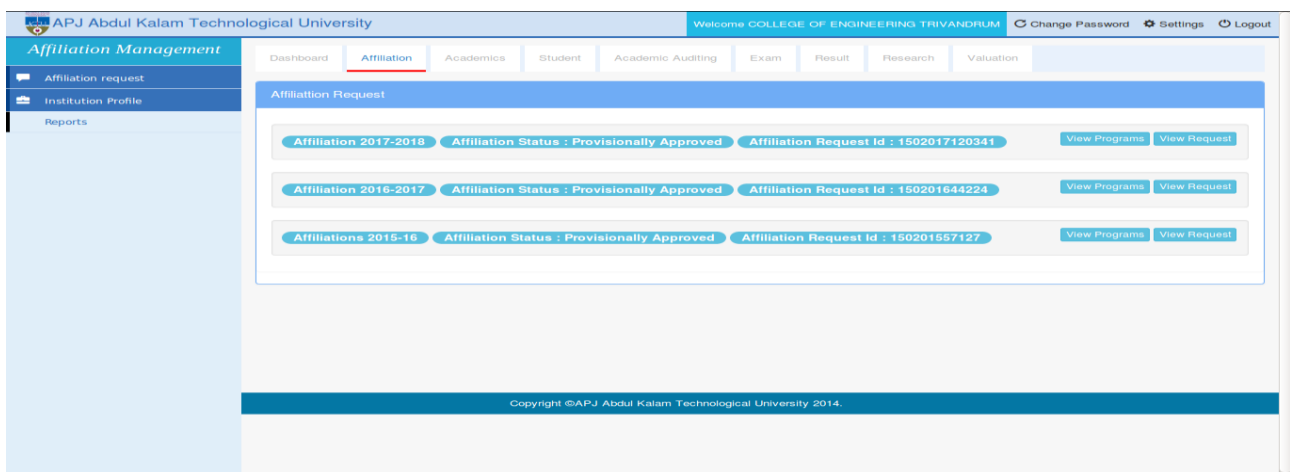


Step 4:

- Add internal and external DC members, by typing the name of DC members and you can see the name on drop down list,
- Select the name from drop down list.
- "Save" and see whether the added DC members are shown in the page.
- Then submit.
- Status of student get changed to "Doctoral Committee Proposed by College".

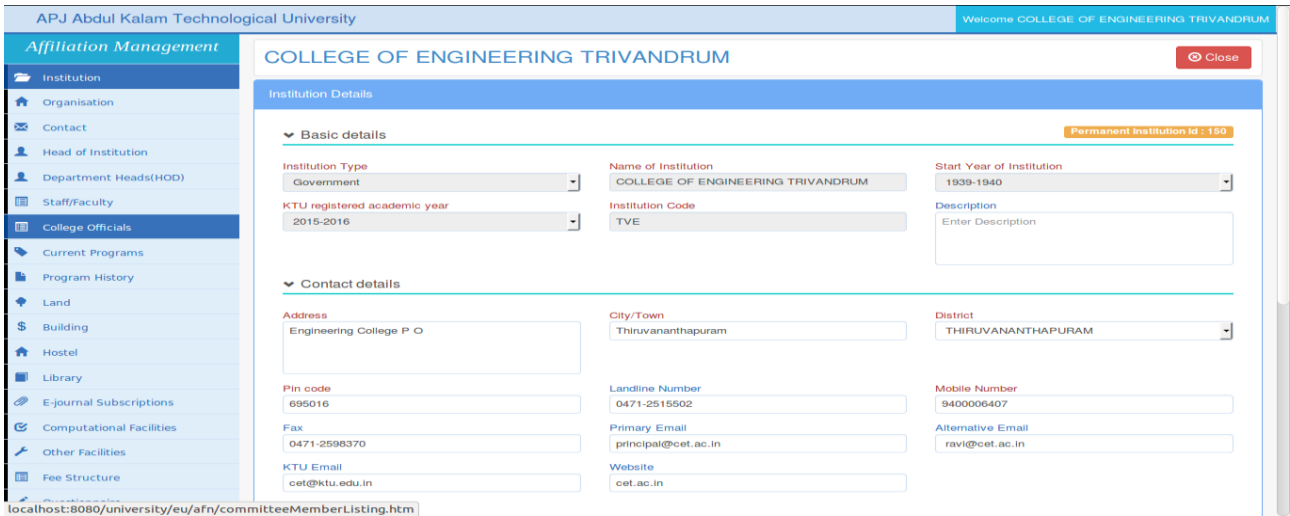
Step 5:

- If **External DC members are not seen in the drop down list**, You have to add the external DC members->Go to "Affiliation" tab and click on "Institution Profile" on left side menu.



Step 6:

- New window is opened
- Click on "College officials" on left side menu.

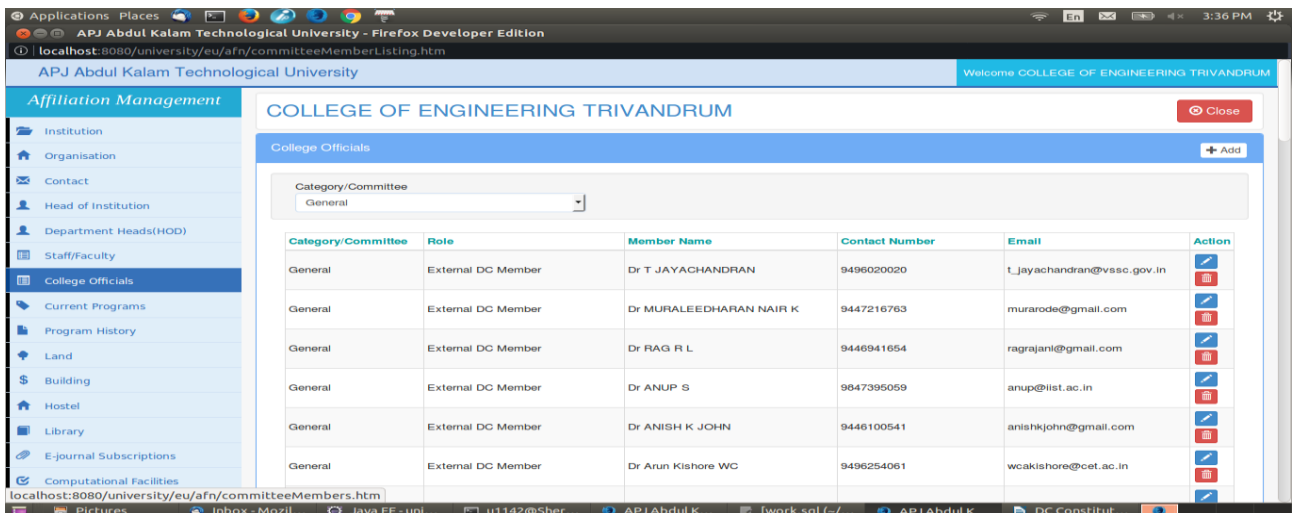


Step 7:

- Select Category/Committee as "General". You can view the already added "External DC Members".

Step 8:

- If your External DC member is not seen in the list, add the new member by clicking on "add" button on right side.



Step 9:

- Select committee name as "General"

- Select Committee Role as “External DC member”.

The screenshot displays the 'Affiliation Management' interface for APJ Abdul Kalam Technological University. The main header shows 'APJ Abdul Kalam Technological University' and 'Welcome COLLEGE OF ENGINEERING TRIVANDRUM'. The left sidebar lists various management options, with 'College Officials' selected. The main content area is titled 'COLLEGE OF ENGINEERING TRIVANDRUM' and contains a form titled 'Add College Officials'. The form includes the following fields:

- Committee Name:** A dropdown menu with 'General' selected.
- Committee Role:** A dropdown menu with 'External DC Member' selected.
- Member Name:** A text input field.
- Contact Number:** A text input field.
- Email:** A text input field.
- Profile:** A section with 'No file selected.' and a 'Browse...' button.

At the bottom right of the form, there are three buttons: 'Cancel', 'Save & Add New', and 'Save'. A 'Close' button is located in the top right corner of the main content area, and a 'Back' button is in the top right corner of the form.

- Then add other details, profile and save.

Step 10:

- Then follow the above steps 1, 2, 3 and 4 to add external DC members.