

GUIDE RECOGNITION

User Manual

For

Principal

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1. Introduction

Guide recognition application is useful for evaluating an applicant, with all uploaded proof of documents and data, in order to **recognize the applicant as a guide or not** for the requested subject discipline by the university.

1.1 How to Use

- To access the guide recognition application go to website link **<http://budca.in/erp/guiderecognition>**
- Click the specific tab to login with username and password

1.2 Who Can Use

- At the **College level** Principal can use, and the faculties of particular college can make use of it after registration by principal (with due rights).
- At the **University level** Subject Expert, HOD and Director in particular department can use. ASO, SO, AR, DR, PRE, Registrar and VC of the university can use this application for verification and forwarding

1.3 System Requirements

Please ensure that your computer meets or exceeds the following system requirements before using the guide recognition application.

Components	Rating
CPU	Intel Celeron 800 MHZ (Intel Core 2 Duo 2 GHZ recommended)
RAM	2 GB
Available Disk Space	250 MB
Operating System	Windows 10, Windows 7/ Vista/ XP

1.4 Supported Web Browser's

- Google Chrome
- Mozilla Firefox
- Microsoft IE8 or greater

2. Applicant Registration

The applicant has to register by filling the details in a given link from a particular college after getting username and password from a corresponding college principal after registration.

A candidate can apply for guide recognition by following the steps:

1. The Principal of the respective college has to initially approve the candidate (Step2.1)
2. The candidate can then apply for guide recognition (Step2.2)

2.1 Principal Approval of Applicant

The Principal has to initially make sure that the candidate is working under the respective institution. The Principal can then approve the candidate to apply for guide recognition with the following steps:

1. From the guide recognition main page select the **Principal** tab and login with the respective username and password.
2. From the dashboard of the home page select **Applicant List** button. This opens the **Applicant List** page.
3. Select the **Add Guide** button. The **Add Person** popup window (as in Figure2.1) appears.
4. Enter the details of the respective candidate and select the **Save** button.
5. The candidate gets listed in the **Applicant List** table.
6. Click on the **Log Out** button to return to the guide recognition main page.
7. Provide the registered username and password to the candidate.

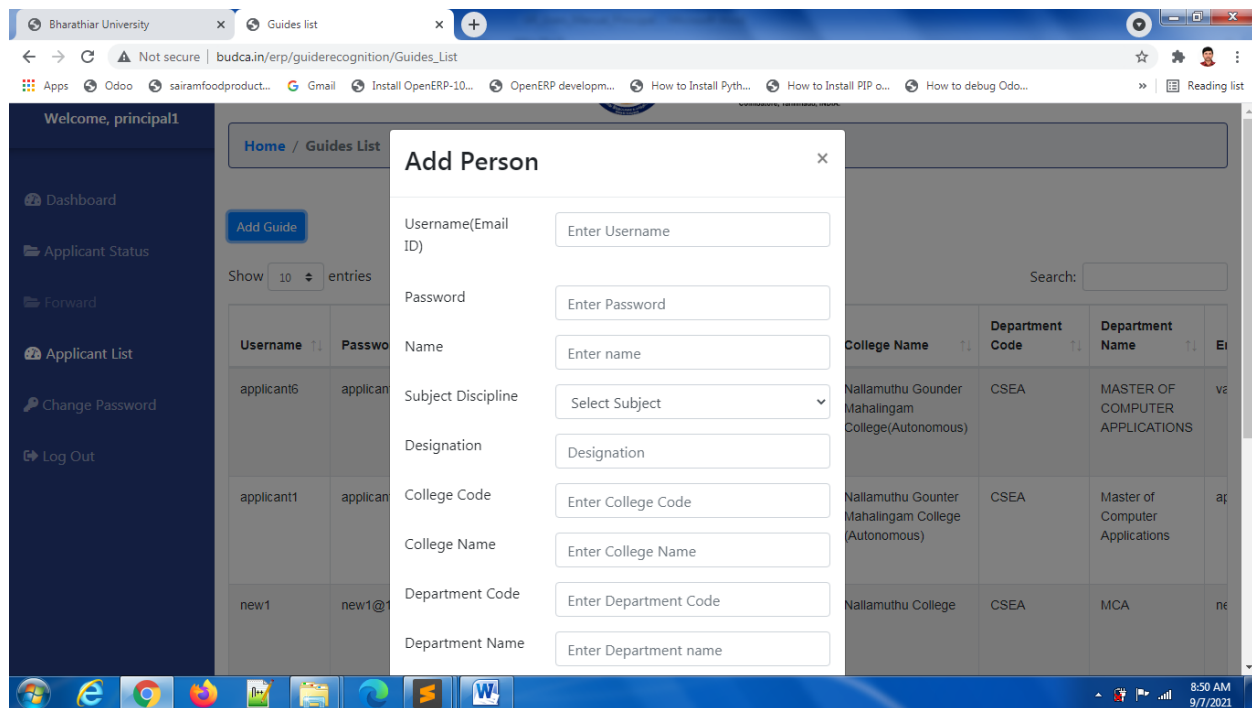


Figure 2.1: Adding faculty as applicant by principal

2.2 Steps Involved in Applicant Registration

After receiving the username and password from the Principal, the candidate can apply for guide recognition with the following steps.

1. From the guide recognition main page select the **Applicant** tab and login with his/her username and password. The **Welcome** page appears.
2. From the dashboard of the home page select **Application Entry** button. This opens the **Applicant Register** page (as in Figure2.2(a)).

The screenshot shows a web browser window with the URL `budca.in/erp/guiderecognition/guide/GuideRegController`. The page header includes the Bharathiar University logo and name in Tamil and English. The main content area is titled "GUIDE RECOGNITION APPLICATION FORM FOR M. PHIL., AND PH.D. PROGRAMME". The form contains the following fields:

- 1. a) Program for which guide recognition sought : M.Phil. Ph.D. Both
- b) Guide recognition sought for the Discipline :
- c)
- The University from which the applicants Ph.D. degree was awarded
- Date of Award
- Enter Qualification Approval Letter Number

Figure 2.2(a): Applicant Upload data's

3. Fill-in all the particulars and click on the **Save and Continue** button.
4. You will be directed to the **Applicant Publications** page (as in Figure2.2(b)).
5. Enter your publication details (Minimum 2).
6. Click on the **Save and Continue** button.
7. You will be directed to the **Applicant Uploads** page (as in Figure2.2(c)).
8. Upload all the documents and click on the **Save** button.
9. A popup window notifying the status of the upload appears. Click on **Ok**.
10. The **Applicant Register** page appears notifying the status of the submission on the page.
11. Click on the **Log Out** button to return to the guide recognition main page.

2.3 Download Sample Application

Applicant can click on **Sample Application(PDF)** button in the dashboard of his/her **Welcome** page, to download the sample application format and data which can be used to better understand the details to be filled in the application.

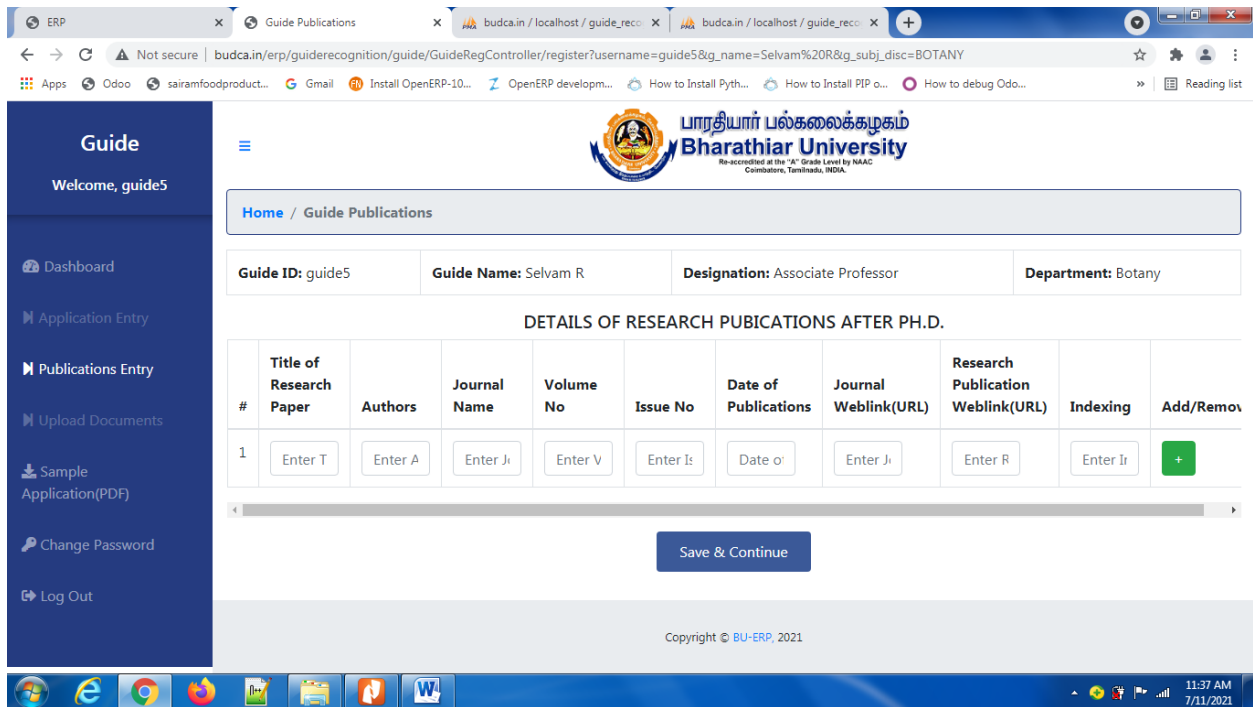


Figure 2.2(b): Applicant Upload Publication's Details

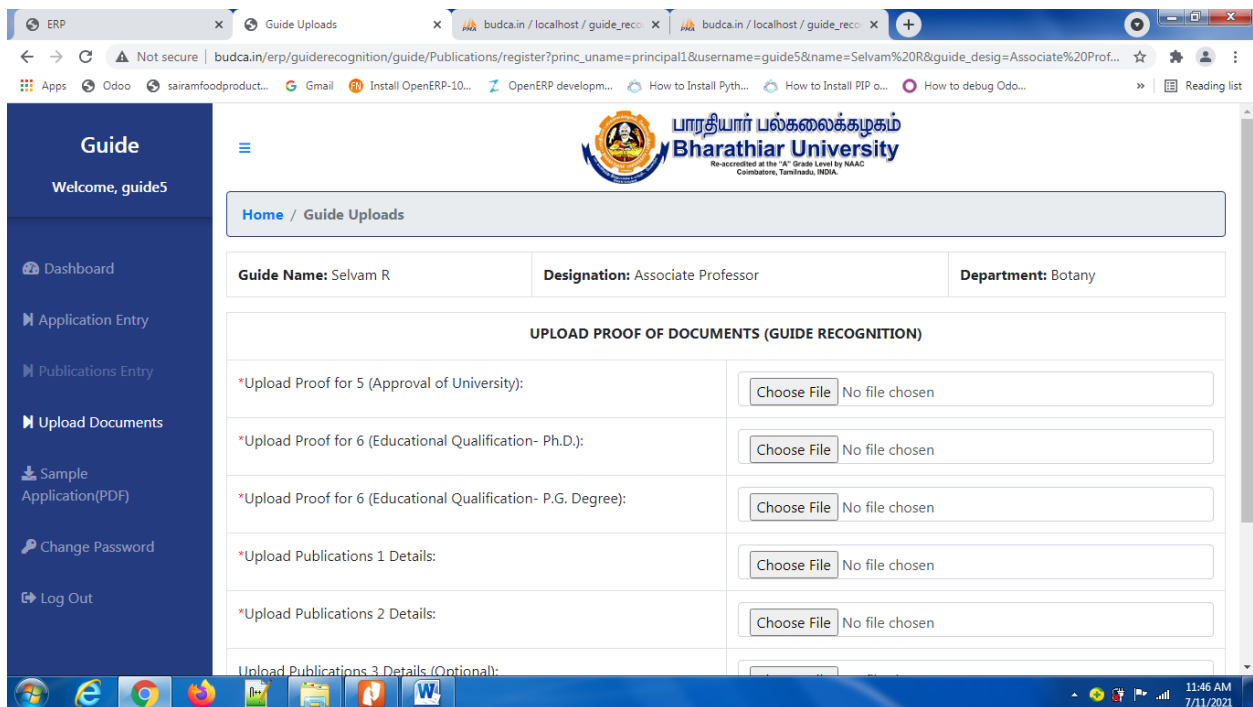


Figure 2.2(c): Applicant Upload Proof of Documents

3. Principal Verification and Forwarding

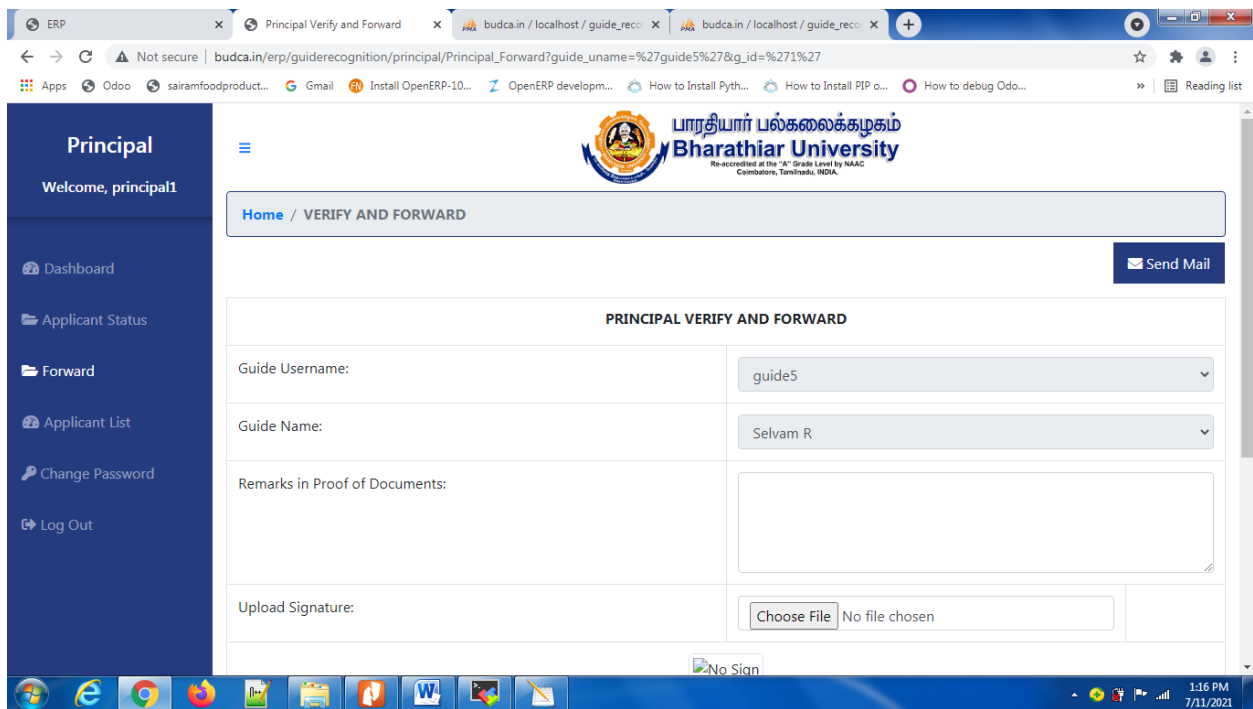
After the candidate successfully submits the application the corresponding college principal has to verify and forward the applicants' detail to the University. This may be performed as follows.

3.1 Download Applicant's Documents

1. From the guide recognition main page select the **Principal** tab and login with the respective username and password.
2. From the dashboard of the home page select **Applicant Status** button. This opens the **Applicant Status List** page.
3. Click on the buttons Application, Evidence(5), Evidence(6), Publication1, publication2, etc. of a particular candidate to download and verify the documents uploaded by the candidate.

3.2 Verify and Forward to University

1. After duly verifying the documents uploaded by the candidate click on the **Forward** button for that candidate. The **Verify And Forward** page (as in Figure3.1) appears.
2. Provide the remarks regarding the proofs in the respective text box.
3. Upload the Principals' signature and seal by clicking on the respective **Choose File** button.
4. Click on the **Forward** button.
5. The forwarding status is notified in the popup window. Click **OK**.



The screenshot displays the 'Principal Verify and Forward' interface. On the left, a dark blue sidebar contains navigation links: 'Principal' (selected), 'Dashboard', 'Applicant Status', 'Forward', 'Applicant List', 'Change Password', and 'Log Out'. The main content area has a header with the Bharathiar University logo and name in Tamil and English. Below the header, there's a breadcrumb trail 'Home / VERIFY AND FORWARD' and a 'Send Mail' button. The main form is titled 'PRINCIPAL VERIFY AND FORWARD' and includes the following fields:

- Guide Username: A dropdown menu showing 'guide5'.
- Guide Name: A dropdown menu showing 'Selvam R'.
- Remarks in Proof of Documents: A large text area for entering remarks.
- Upload Signature: A 'Choose File' button next to the text 'No file chosen'.

A 'No Sign' button is located at the bottom of the form area. The browser's address bar shows the URL: 'budca.in/erp/guiderecognition/principal/Principal_Forward?guide_uname=%27guide5%27&g_id=%271%27'. The taskbar at the bottom shows various application icons and the system clock indicating 1:16 PM on 7/11/2021.

Figure 3.1: Principal Forwarding

3.3 How to Know the Status of Applicant

The Principal can know the status of a candidate in the **Applicant Status** page from the columns **Forward Status** and **University Status**. A tick mark in the Forward Status column indicates successful submission. The University Status column shows 4 different status:

- a. Not Submitted
- b. Submitted

- c. In Progress
- d. Approved/ Not Approved

4. Managing the Account

Now we'll see how to manage the user's account such as VC, registrar, PRE, Director, Staff in CRE, ASO, SO, AR, DR, HOD's, Subject Expert, Principal and the Applicant users.

- Figure12.1 shows the login page.
- The users get username and password from admin users. This can be further used to manage the respective users' account.

4.1 How to Change Password

After a user gets logged in click on **Change Password** button. Enter the old password, new password and confirm password and click on the **Submit** button (as in Figure12.2).

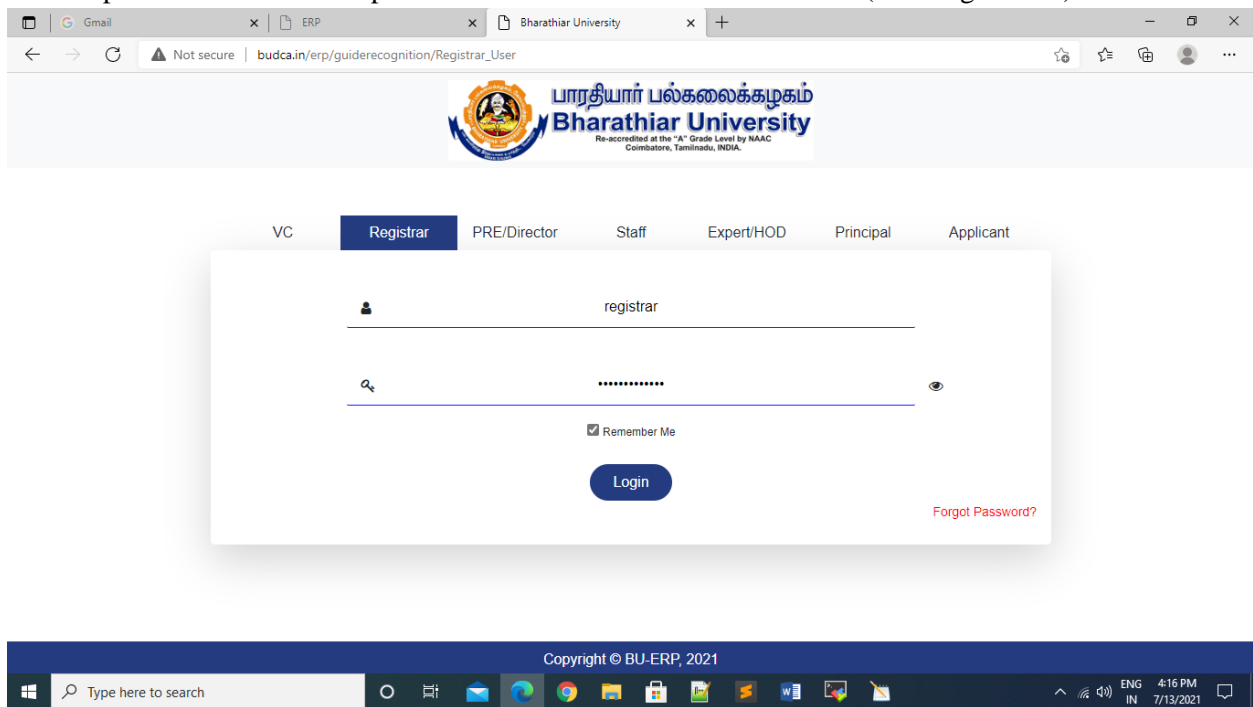


Figure 12.1: Different Users in Login Page

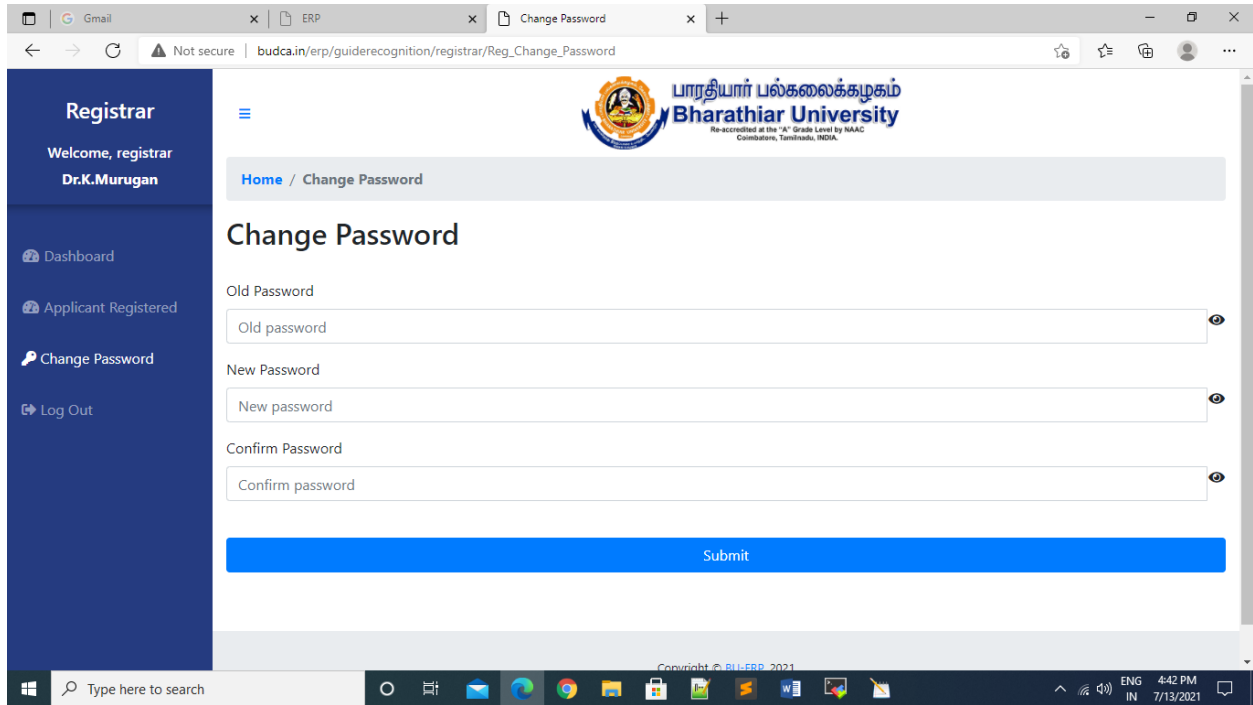


Figure 12.2: Change Password

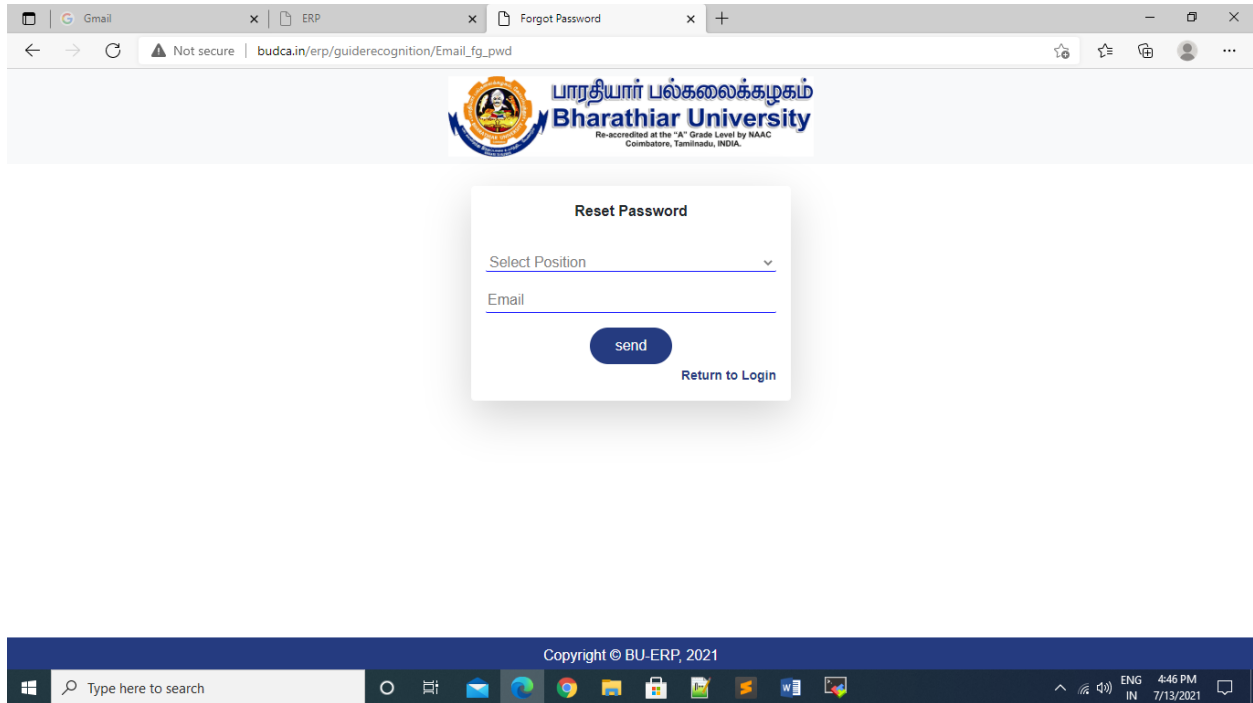


Figure 12.2: Forgot Password

4.2 Forgot Password

1. From the login page click on the **Forgot Password** link. It opens the **Reset Password** page.
2. Select your role and email id and click on **Send** button.
3. The new password is sent to your email-id which can be used for further login.

4.3 How to Communicate with Users

After login, in most of the pages users can click Send Mail button to communicate with other users.