

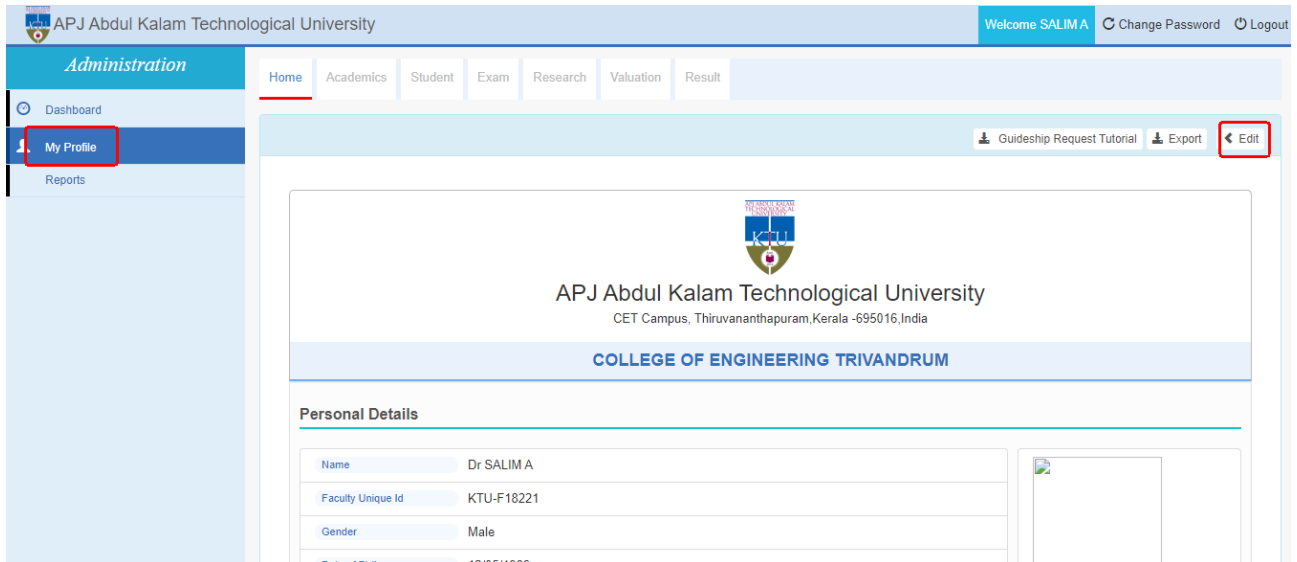
# User Manual for Ph.D Guideship Registration

If a faculty member needs to become a research guide(supervisor or co- supervisor), he/ she should submit guide-ship request to university from their profile.

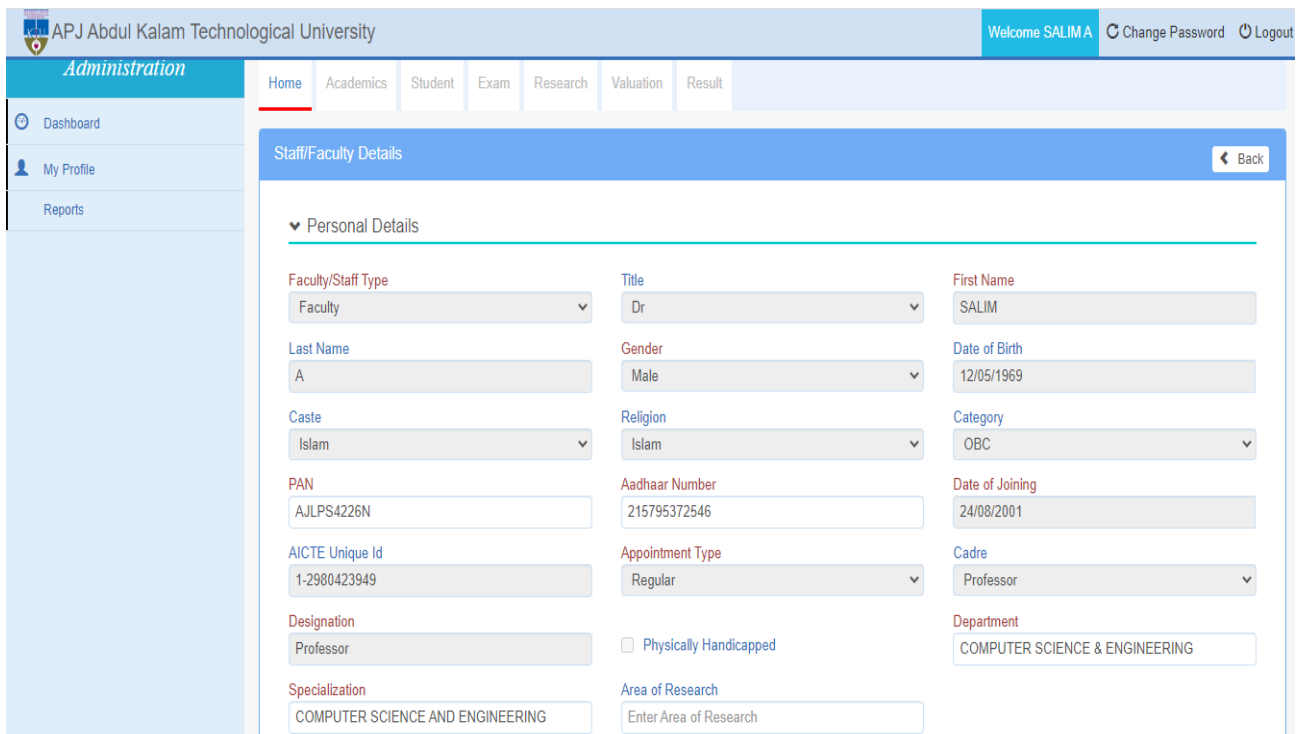
## Steps to be followed

### Step 1

Click on **My Profile** menu under **Dashboard** tab to view below screen.



Click on the **Edit** button on top of the screen. Then page will navigates to Staff/Faculty details page.



Fill all the following mandatory details

i) Upload Certificates(Doctorate Degree, Masters Degree etc.) & fill if any Other Qualification details under **Educational Details** tab ,

▼ Educational Details

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**Doctorate Degree**

Degree	Specialization	Degree Certificate
Ph.d	COMPUTER SCIENCE & ENGINEERING	Ph.DCertificate.pdf <input type="button" value="Browse..."/>

**Masters Degree**

Degree	Specialization	Degree Certificate
M.Tech	COMPUTER SCEINCE & ENGINEERING	No file selected. <input type="button" value="Browse..."/>

**Bachelors Degree**

Degree	Specialization	Degree Certificate
B.Tech	COMPUTER SCIENCE	No file selected. <input type="button" value="Browse..."/> <input type="button" value="-"/>

**Other Qualification**

Degree	Specialization
<input type="text"/>	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

ii) **Name of University/Institution, Effective Date of PhD award & Upload Proof For effective date (Degree Certificate / Provisional Certificate / Notification** fields are mandatory under **PhD Details** tab

▼ PhD Details

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(Please refer to research regulations)

Name of University/Institution <input type="text"/>	Effective Date of PhD award <input type="text"/> <input type="button" value="⋮"/>	Upload Proof For effective date (Degree Certificate / Provisional Certificate / Notification) Max upload size 5MB,pdf format No file selected. <input type="button" value="Browse..."/>
Latest NIRF ranking (if applicable) <input type="text"/>	Url to NIRF ranking <input type="text"/>	
Latest QS/THE/ARWU global ranking (if applicable) <input type="text"/>	Url to QS/THE/ARWU global ranking <input type="text"/>	
Equivalency/Recognition Certificate (if applicable) Max upload size 40960 kb,pdf format No file selected. <input type="button" value="Browse..."/>		

iii) **Date of Acquisition of PhD, Years of experience in Teaching/Research after PhD** and upload **Post Phd Teaching Experience Certificate & Teaching experience certificate** under **Experience details** tab or else check **No prior experience ( Experience Details and 'No prior experience' cannot be provided together)** & add **Designation** details.

▼ Experience Details

(Please refer to research regulations)

Date of Acquisition of PhD  Total Teaching Experience(years)  Years of experience in Teaching/Research after PhD

Post Phd Teaching Experience Certificate   Teaching experience certificate

▼ Designation

From Date	To Date	Designation		
01/03/1995	23/08/2001	Lecturer- Polytechnics	<input type="button" value="+"/>	<input type="button" value="-"/>
24/08/2001	05/06/2009	Selection grade lecturer	<input type="button" value="+"/>	<input type="button" value="-"/>
06/06/2009	08/03/2019	Associate Professor	<input type="button" value="+"/>	<input type="button" value="-"/>
08/03/2019		Professor	<input type="button" value="+"/>	<input type="button" value="-"/>

No prior Experience

iv) Upload at-least one journal paper details with SCI,SSCI,SCOPUS or SCOPUS(Unpaid) indexing under **Publications/Journals** tab.

▼ Journals/Patents

Publication Type	Title Of The Paper/Patent	Name of the Journal/Patent	ISSN/Patent Number	Index	Facing Sheet of Journal Paper/Patent Document(PDF)	
Journal	An approach to	BMC Cancer	1471-2407	SCI	<input type="text" value="BMCcancer.pdf"/> <input type="button" value="Browse..."/>	<input type="button" value="+"/>
Patent		Enter publication name		SSCI	<input type="text" value="No file selected."/> <input type="button" value="Browse..."/>	<input type="button" value="+"/>

v) Upload **full journal paper/patent document (PDF)** under “**Details of Eligible Journal Publication for Supervisorship/Co-supervisorship**” tab

▼ Details of Eligible Journal Publication for Supervisorship/Co-supervisorship

\*\* APC-Article Processing Charge

Publication Type	Title of the Journal/patent	Name of the Journal/Patent	ISSN/Patent Number	Index	Url for No APC ** (for Scopus indexed Journals)	Upload full journal paper/patent document (PDF)
-Select	<input type="text" value="Title of the Jour"/>	<input type="text" value="Name of the Jour"/>	<input type="text" value="ISSN/Patent Nui"/>	-Select-	<input type="text" value="Url for index"/>	<input type="text" value="No file selected."/> <input type="button" value="Browse..."/>

vi) Upload **full journal paper/patent document (PDF)** , **Self Declaration** form is Mandatory for **Scopus with no APC Journals** and upload attachments like **Photograph,Signature, Biodata ,Experience certificate, PAN card & Bank Passbook**. Here **Bank pass book and Pan card** are mandatory.

Self Declaration (for Scopus with no APC Journals)  
 Max upload size 5MB, pdf format

No file selected. [Browse...](#)

Attachments (Bank pass book and Pan card are mandatory)

Document Type	Attachment	
Photograph Maximum Document Size permitted 35.0 Kb Supported Document File Types (.jpeg, gif, png)	SALIM.jpg <a href="#">Browse...</a>	<a href="#">+</a> <a href="#">-</a>
Signature Maximum Document Size permitted 35.0 Kb Supported Document File Types (.jpeg, gif, png)	SALIM1.jpg <a href="#">Browse...</a>	<a href="#">+</a> <a href="#">-</a>
Biodata Maximum Document Size permitted 5120.0 Kb Supported Document File Types (.pdf, octet-stream, octet/stream)	BiodataORCID.pdf <a href="#">Browse...</a>	<a href="#">+</a> <a href="#">-</a>
Experience Certificate Maximum Document Size permitted 5120.0 Kb Supported Document File Types (.pdf, octet-stream, octet/stream)	ExpereinoCertificates.pdf <a href="#">Browse...</a>	<a href="#">+</a> <a href="#">-</a>
Pan Card Maximum Document Size permitted 5120.0 Kb Supported Document File Types (.pdf)	oo-op.pdf <a href="#">Browse...</a>	<a href="#">+</a> <a href="#">-</a>
Bank Pass Book Maximum Document Size permitted 5120.0 Kb Supported Document File Types (.pdf)	oo-op.pdf <a href="#">Browse...</a>	<a href="#">+</a> <a href="#">-</a>

Activate Windows

[Save](#)

Click on **Save** button to save all the details.

## Step 2

After filling all above details click on **Guideship** menu under **Research** tab to view below page.

Research Application

Dashboard | Academics | **Research** | Valuation

Guideship

Research Guideship

Instructions: If you wish to be a research supervisor and are eligible for it, please mark it here. Research applicants can choose you as a research supervisor only if you mark this and have the required qualifications and experience.

Do you wish to be a research guide or supervisor?

Research Scholar	University	Action
No records found.		

0 items found, displaying 0 to 0.

<< < 1 > >>

Powered by Ecoleaide, an Educational software from Ospyn Technologies Pvt Ltd, on behalf of Kettron, Govt. of Kerala.

Check the check-box **Do you wish to be a research guide or supervisor?** If you meet all the requirements for becoming a research guide, your request will be sent.

Home Academics Student Exam **Research** Valuation Result

**Research Guideship**

Instructions: If you wish to be a research supervisor and are eligible for it, please mark it here. Research applicants can choose you as a research supervisor only if you mark this and have the required qualifications and experience.

Do you wish to be a research supervisor?

Now you have the provision to add the research scholars of other universities currently being guided by you. [Click here to add.](#)

Please upload necessary certificates for enabling Guideship. Ignore the message if already done.

Your supervisor status has been Enabled by KTU. [Click Here to view details](#)

**+ Add Scholars from other Universities**

Research Scholar	University	Action
No records found.		

0 items found, displaying 0 to 0.

<< < 1 > >>

After this, the Research Section will approve your guideship request if the uploaded journal papers and details are valid.

Supervisors can also add Scholars From Other University Details by clicking Button “Add Scholars From other Universities”.

APJ Abdul Kalam Technological University Welcome SALIM A Change Password Logout

Home Academics Student Exam **Research** Valuation Result

**Research Application**

- Guideship
- Guideship Request
- Phd Attendance/Internals
- View FAQ
- Thesis Evaluation
- Reports

**Add Currently Guiding Research Scholar** ← Back

Research Scholar

University