

USER MANUAL FOR SUPERVISOR/CO-SUPERVISOR,
DXGC, HOD, SXGC

PG FORMS

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1. Introduction

The Indian Institute of Technology Kanpur (IITK) has initiated an ERP project to automate various administrative and academic processes across the institution.

This manual serves as a step-by-step guide for processing PG-Forms through the Pingala Portal. It provides instructions for Supervisors, DPGC, HOD, PG Office, SPGC Chairperson, Examiners, and Students.



2. Prerequisites

Before proceeding with the PG-Forms process, ensure the following:

- Students should pass the eligibility criteria specified by the institute (e.g., minimum CPI requirement).
- The correct Supervisor is mapped with the student.
- PG-Forms process eligibility should be configured in the system.
- Users have access to the Pingala Portal credentials (username and password).
- In each approval, the mail will be sent to the next approval authority, and a notification will be sent, which can be found in the dashboard.



3. Actors

Actor	Description
DOAA Admin / Office	<ul style="list-style-type: none">• DOAA Admin will be able to maintain Examiner Configuration.• DOAA Admin will be able to maintain the eligibility of students either Branch-Wise or Student-Wise.• DOAA-Admin will be able to add the oral board for any student.• DOAA Admin will be able to approve/reject the project type student oral board.• DOAA admin will be able to send synopsis and thesis documents to examiners.• DOAA Admin will be able to view Oral board status details.• DOAA Admin will be able to approve student thesis documents.• DOAA Admin will be able to add student details for the Oral Board.• DOAA Admin will be able to approve/reject the oral report of the student.• The DOAA admin will be able to view the defence report of the student.• The DOAA admin will be able to send evaluation feedback and revise the thesis to the Oral Board examiner.
Supervisor / Co-Supervisor	<ul style="list-style-type: none">• Will be able to create/update oral board details.• Will be able to create/update oral exam report.
DXGC (DPGC / DUGC)	<ul style="list-style-type: none">• DXGC will be able to approve/reject Student Oral Board, Oral Result Report, and Student extension.
Head of Department (HOD)	<ul style="list-style-type: none">• HOD will be able to approve/reject the student oral board.
SXGC (SPGC / SUGC)	<ul style="list-style-type: none">• SXGC will be able to approve/reject the Student Oral Board, Oral Result Report, and Student extension.
Examiner	<ul style="list-style-type: none">• Examiners will be able to view the student's thesis document.• Examiner will be able to approve the thesis project report
PG Office	<ul style="list-style-type: none">• User will be able to view the student oral board.



4. Oral Exam Board Process

This section covers the user roles (Supervisor/Co-supervisor, DOAA Office/Admin, PG Office, DXGC, SXGC, HOD) from the initiation of the oral exam board through its approval process. Also, DOAA Admin will have the option to add the student's oral exam board without approval directly.

Note: -

- 1) Before setting up the oral board, DOAA will set the Examiner Board-Configuration, based on which the minimum number of examiners will be set.
- 2) Before setting up the oral board, DOAA will set the branch-wise eligibility/student-wise eligibility, based on which the oral exam board will be set.

4.1. Oral Exam Board created by Supervisor / Co-supervisor

To add the oral exam board of the student by the supervisor/co-supervisor, do the steps that follow:

1. Enter your login credentials.

pingala

Termination | Check Appeal/Reappeal Application Status | Faculty-Recruitment | MBA-Admission | PG-Admission | Webmail | Library | Donate Library Data | Public Library

New user register here

Sign In

User name

Password

Forgot Password ?

Forgot User Name ?

Login

Developed & Designed for
Indian Institute of Technology Kanpur
Kanpur, Uttar Pradesh, India-208016
<http://www.iitk.ac.in>

Active Sess.: 6 | App Ver.: 1 | Server Ver.:
Cookie not found

Contact Details
CC-202, Computer Centre, IIT Kanpur-208016
Email: pingala@iitk.ac.in
Contact Only For Technical Issues: +91-0512-259-6803/6805



2. On the left panel, click **PG Thesis Management > Oral Exam Board > Oral Board Examiner**.
3. Select the **faculty** role.
4. The **Oral Board Examiner Listing** page will be displayed, showing the currently created **Student Oral Board Examiner**.

Note: You can also filter records using the **Filter records** search box.

PG Thesis Management > Oral Exam Board > Oral Board Examiner

You are accessing this page as role > Faculty

Display 10 records per page

S No	Name	Roll No	Programme Department	Thesis/Project	Course Credit	CPI	Thesis/Project Supervisor	Status	Approval Status
1	Deepen Shrestha	231110061	M TECH CSE	Thesis	63	8.67	DPGCCSE	Submit	Added by DOAA Office
2	HEMANG MOHANLAL KHATRI	231110016	M TECH CSE	Thesis	54	7.83	DPGCCSE	Submit	Approved by SPGC / SUGC

1 - 2 of 2

5. Click on the **Add** button to add a student oral board examiner.

PG Thesis Management > Oral Exam Board > Oral Board Examiner

You are accessing this page as role > Faculty

Display 10 records per page

S No	Name	Roll No	Programme Department	Thesis/Project	Course Credit	CPI	Thesis/Project Supervisor	Status	Approval Status
1	Deepen Shrestha	231110061	M TECH CSE	Thesis	63	8.67	DPGCCSE	Submit	Added by DOAA Office
2	HEMANG MOHANLAL KHATRI	231110016	M TECH CSE	Thesis	54	7.83	DPGCCSE	Submit	Approved by SPGC / SUGC

1 - 2 of 2



6. Enter **Roll No.** The system will validate the roll no & eligibility criteria as defined in the system.

Add Oral Board Examiner

Roll No: *	<input type="text" value="Enter roll_no"/>	Thesis/Project: *	<input type="text" value="Thesis"/>
Name:	<input type="text" value="Enter name"/>	Department/IDP:	<input type="text" value="Enter department"/>
Course Credit:	<input type="text" value="Enter course_credit"/>	Thesis/Project Credit:	<input type="text" value="Enter thesis_credit"/>
CPI:	<input type="text" value="Enter cpi"/>		
Thesis/Project Title: *	<input type="text" value="Enter thesis_title"/>		
Thesis/Project Supervisor:	<input type="text" value="Enter thesis_supervisor"/>		

Month & Year Of First Registration In Programme:

7. Select **Thesis or project** from the drop-down menu.

Add Oral Board Examiner

Roll No: *	<input type="text" value="231110046"/>	Thesis/Project: *	<input type="text" value="Thesis"/>
Name:	<input type="text" value="SHAURYA AGARWAL"/>	Department/IDP:	<input type="text" value="CSE"/>
Course Credit:	<input type="text" value="72"/>	Thesis/Project Credit:	<input type="text" value="0.0"/>
CPI:	<input type="text" value="9.13"/>		
Thesis/Project Title: *	<input type="text" value="Enter thesis_title"/>		
Thesis/Project Supervisor:	<input type="text" value="DPGCCSE"/>		

Month & Year Of First Registration In Programme:

8. Enter the **Thesis / Project Title** in capital letters.

Add Oral Board Examiner

Roll No: *	<input type="text" value="231110046"/>	Thesis/Project: *	<input type="text" value="Thesis"/>
Name:	<input type="text" value="SHAURYA AGARWAL"/>	Department/IDP:	<input type="text" value="CSE"/>
Course Credit:	<input type="text" value="72"/>	Thesis/Project Credit:	<input type="text" value="0.0"/>
CPI:	<input type="text" value="9.13"/>		
Thesis/Project Title: *	<input type="text" value="Enter thesis_title"/>		
Thesis/Project Supervisor:	<input type="text" value="DPGCCSE"/>		

Month & Year Of First Registration In Programme:



9. Select the **Type (Internal / External)** in the Name of Examiner section. Based on the selection value in the name drop-down will come.

10. Internal Means IITK faculty & External means the external examiner defined in the master.

Roll No.: 231110046
Name: SHAURYA AGARWAL
Course Credit: 72
CPI: 9.13
Thesis/Project Title: USER MANUAL
Thesis/Project Supervisor: DPGCCSE
Month & Year Of First Registration In Programme: 2024-08-01
Thesis/Project: Thesis
Department/IDP: CSE
Thesis/Project Credit: 0.0

Name Of Examiner:
Type: --Select--
Name: Select an Option
Department: department
Email: email

11. Select the **Name** from the Name drop-down menu. User needs to select at least 3 examiners by clicking on the “+” button. To remove the latest added examiner, click on “-” or to remove any examiner, click on the **Delete** button.

Roll No.: 231110046
Name: SHAURYA AGARWAL
Course Credit: 72
CPI: 9.13
Thesis/Project Title: USER MANUAL
Thesis/Project Supervisor: DPGCCSE
Month & Year Of First Registration In Programme: 2024-08-01
Thesis/Project: Thesis
Department/IDP: CSE
Thesis/Project Credit: 0.0

Name Of Examiner:
Type: External
Name: --Select--
Department: department
Email: --Select--

ASHU
KRISHNA
Chetan
ANKIT
Shikhar
Ashish Kumar

S.No.	Type	Name	Department	Email
1	Supervisor	DPGCCSE	COMPUTER SCIENCE & ENGINEERING (CSE)	assaxena@iitk.ac.in

Showing 1 to 1 of 1 entries

Previous 1 Next

SaveDraft Submit Cancel



12. Click on “Save&Draft” to save the data in draft mode.

Quick Links ▾ Have a problem? DPGCCSE

Roll No: * 231110046
Name: SHAURYA AGARWAL
Course Credit: 72
CPI: 9.13
Thesis/Project Title: * USER MANUAL
Thesis/Project Supervisor: DPGCCSE
Thesis/Project: * Thesis
Department/IDP: CSE
Thesis/Project Credit: 0.0
Month & Year Of First Registration In Programme: 2024-08-01

Name Of Examiner:

Type: * External	Name: * Prakash Kumar	<input type="button" value="XDelete"/>
Department: * CSE	Email: * prakash_jha@unified.com	
Type: * External	Name: * Kushal Soni	<input type="button" value="XDelete"/>
Department: * AE	Email: * kushal_verma@unified.com	
Type: * External	Name: * Ashish Kumar	<input type="button" value="XDelete"/>
Department: * AE	Email: * ashishkumar1994@yopmail.com	

Show 10 entries Search:

S.No.	Type	Name	Department	Email
1	Supervisor	DPGCCSE	COMPUTER SCIENCE & ENGINEERING (CSE)	assaxena@iitk.ac.in

Showing 1 to 1 of 1 entries Previous 1 Next

13. To edit the Draft Oral Board Examiner, the user needs to select the row & click on the Edit button.

Oral Board Examiner PG Thesis Management ▾ Oral Exam Board ▾ Oral Board Examiner

You are accessing this page as role » Faculty

+Add

Display 10 records per page Filter records:

S.No	Name	Roll No	Programme Department	Thesis/Project	Course Credit	CPI	Thesis/Project Supervisor	Status	Approval Status
1	SHAURYA AGARWAL	231110046	M TECH CSE	Thesis	72	9.13	DPGCCSE	Draft	Pending by Supervisor
2	Deepen Shrestha	231110061	M TECH CSE	Thesis	63	8.67	DPGCCSE	Submit	Added by DOAA Office
3	HEMANG MOHANLAL KHATRI	231110016	M TECH CSE	Thesis	54	7.83	DPGCCSE	Submit	Approved by SPGC / SUGC



14. Update the value in the field that is necessary & click on the **submit** button to submit for approval.

Quick Links ▾ Have a problem? DPGCCSE

Roll No: * 231110046 Thesis/Project: * Thesis

Name: SHAURYA AGARWAL Department/IDP: CSE

Course Credit: 72 Thesis/Project Credit: 0.0

CPI: 9.13

Thesis/Project Title: * USER MANUAL

Thesis/Project Supervisor: DPGCCSE

Month & Year Of First Registration In Programme: 2024-08-01

Name Of Examiner:

Type: * External

Department: * CSE

Name: * Prakash Kumar ✖Delete

Email: * prakash_jha@unified.com

Type: * External

Department: * AE

Name: * Kushal Soni ✖Delete

Email: * kushal_verma@unified.com

Type: * External

Department: * AE

Name: * Ashish Kumar ✖Delete

Email: * ashishkumar1994@yopmail.com

+ -

Name Of Examiner:

Show 10 entries Search:

S.No.	Type	Name	Department	Email
1	Supervisor	DPGCCSE	COMPUTER SCIENCE & ENGINEERING (CSE)	assaxena@itk.ac.in

Showing 1 to 1 of 1 entries

Previous 1 Next

Save/Defeat Submit Cancel

15. Once submitted, data will be listed along with the status of the board created. As per the status system will tell where it is pending for approval.

S No	Name	Roll No	Programme Department	Thesis/Project	Course Credit	CPI	Thesis/Project Supervisor	Status	Approval Status
	Search Name	Search Roll No	Search Programme		Search Course Cre	Search CPI			
1	SHAURYA AGARWAL	231110046	M TECH CSE	Thesis	72	9.13	DPGCCSE	Submit	Pending by DPGC / DUGC
2	Deepen Shrestha	231110061	M TECH CSE	Thesis	63	8.67	DPGCCSE	Submit	Added by DOAA Office
3	HEMANG MOHANLAL KHATRI	231110016	M TECH CSE	Thesis	54	7.83	DPGCCSE	Submit	Approved by SPGC / SUGC

16. Click symbol to generate a pdf file of the list.

17. Click symbol to print the list.

18. Click symbol to filter columns.

19. Click symbol to refresh the list.

20. Click symbol to export the list to excel.



4.2. Oral Exam Board Examiner Approval by DXGC (DUGC / DPGC)

Once the Oral Exam Board is submitted by the supervisor/co-supervisor & Thesis / Project type is selected as Thesis, then the board details will be sent for approval to DXGC (DUGC / DPGC). In case the Thesis / Project type is Project, then DOAA will approve first, and then it will be pending at DUGC / DPGC for approval. To do the steps that follow:

1. Enter your login credentials.

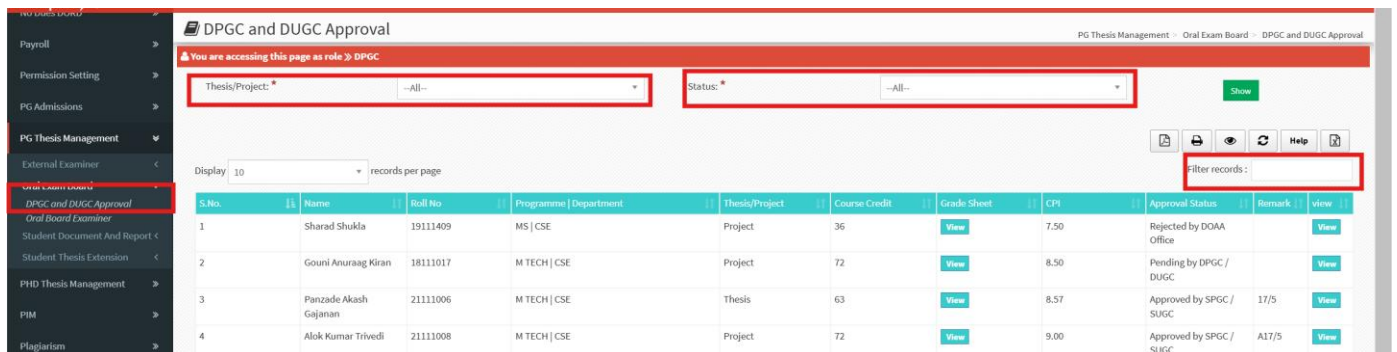


2. On the left panel, click **PG Thesis Management > Oral Exam Board > DPGC and DUGC Approval**

3. Select the **DUGC or DPGC** role as per the role assigned to the login user.

4. **DUGC and DPGC Approval** listing page will be display having filters selected as **All** by default.

Note: You can also filter records using the **Filter records** search box.





5. Click on the **View** button to approve/reject the board.

Display 10 records per page Filter records: 23

S.No.	Name	Roll No	Programme Department	Thesis/Project	Course Credit	Grade Sheet	CPI	Approval Status	Remark	view
14	HEMANG MOHANLAL KHATRI	231110016	M TECH CSE	Thesis	54	View	7.83	Approved by SPGC / SUGC	Approved as DPGC	View
15	Deepen Shrestha	231110061	M TECH CSE	Thesis	63	View	8.67	Added by DOAA Office		View
16	SHAURYA AGARWAL	231110046	M TECH CSE	Thesis	72	View	9.13	Pending by DPGC / DUGC		View
17	AAKASHDEEP SINGH	231110001	M TECH CSE	Project	63	View	7.43	Pending with DOAA Office		View

Search Name Search Roll No Search Programme | Department Search Thesis/P Search Course Search Grade S Search CPI Search Approve Si

6. The user will be able to view the approval logs in the **Approval Logs** section.

7. The user will enter the **remarks** before approving or reject the examiner board.

Roll No: * 231110046 Thesis/Project: Thesis

Name: SHAURYA AGARWAL Department/IDP: CSE

Course Credit: 72 Thesis/Project Credit: 0.0

CPI: 9.13

Thesis/Project Title: * USER MANUAL

Thesis/Project Supervisor: DPGCCSE

Month & Year Of First Registration In Programme: 2024-08-01

Name Of Examiner:

S.No.	Type	Name	Department	Email
1	External	Prakash Kumar	CSE	prakash_jha@unified.com
2	External	kushal verma	AE	abc@gmail.com
3	External	Ashish Kumar	AE	ashishkumar1994@yopmail.com
4	Supervisor	DPGCCSE	COMPUTER SCIENCE & ENGINEERING (CSE)	assaxena@iitk.ac.in

Approval Log

S.No.	User	Role	Status	Remarks	Action Date and Time
1	DPGCCSE	Faculty	Submitted by Faculty		23-12-24 17:27:11

Remarks * Enter the Remarks

[Approve](#) [Reject](#)



- Click on the **Approve** button to approve the board & details will be sent to the next approving authority.
- Click on the **Reject** button to reject the board & details will be sent to the concerned supervisor/co-supervisor to update the examiner board details.

Roll No.: 231110046
Name: SHAURYA AGARWAL
Course Credit: 72
CPI: 9.13
Thesis/Project Title: USER MANUAL
Thesis/Project Supervisor: DPGCCSE
Thesis/Project: Thesis
Department/IDP: CSE
Thesis/Project Credit: 0.0
Month & Year of First Registration In Programme: 2024-08-01

Name Of Examiner:

S.No.	Type	Name	Department	Email
1	External	Prakash Kumar	CSE	prakash_jha@unified.com
2	External	kushal verma	AE	abc@gmail.com
3	External	Ashish Kumar	AE	ashishkumar1994@yopmail.com
4	Supervisor	DPGCCSE	COMPUTER SCIENCE & ENGINEERING (CSE)	assaxena@iitk.ac.in

Approval Log

S.No.	User	Role	Status	Remarks	Action Date and Time
1	DPGCCSE	Faculty	Submitted by Faculty		23-12-24 17:27:11

Remarks: Approving as DPGC

- Once approval is obtained, the status of the student examiner board will be updated & it will show where it is pending now.

Thesis/Project: Thesis Status: --All--

Display 10 records per page Filter records: 231110046

S.No.	Name	Roll No	Programme Department	Thesis/Project	Course Credit	Grade Sheet	CPI	Approval Status	Remark	view
16	SHAURYA AGARWAL	231110046	M TECH CSE	Thesis	72	View	9.13	Pending by HOD	Approving as DPGC	View

1 - 1 of 1 (filtered from 17 total entries)

- Click symbol to generate a pdf file of the list.
- Click symbol to print the list.
- Click symbol to filter columns.
- Click symbol to refresh the list.
- Click symbol to export the list to excel.



4.3. Oral Exam Board Examiner Approval by HOD

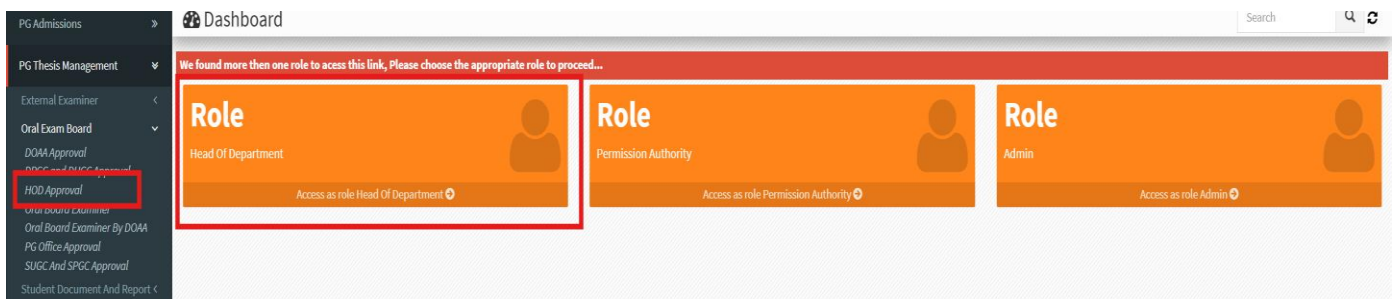
Once the Oral Exam Board is approved by the DXGC (DUGC / DPGC), then the oral exam board examiner details will be sent to the HOD of the concerned student department. To do the steps that follow:

1. Enter your login credentials.



2. On the left panel, click **PG Thesis Management > Oral Exam Board > HOD Approval**

3. Select the **Head of Department** role assigned to the login user.





4. The **HOD Approval** listing page will be displayed, having filters selected as **All** by default.

Note: You can also filter records using the **Filter records** search box.

HOD Approval PG Thesis Management > Oral Exam Board > HOD Approval

You are accessing this page as role » Head Of Department

Status: * --All-- Show

Filter records: pending

S.No.	Name	Roll No	Programme Department	Thesis/Project	Course Credit	Grade Sheet	CPI	Approval Status	Remark	view
2	Gouni Anuraag Kiran	18111017	M TECH CSE	Project	72	View	8.50	Pending by DPGC / DUGC		View
8	Nishant Kiran Valvi	21111407	MS CSE	Thesis	45	View	7.60	Pending by HOD		View
9	MAHESH SREEKUMAR RAJASREE.	16111012	M TECH CSE	Thesis	54	View	10.00	Pending by HOD		View

5. Click on **View** button to approve / reject the board.

S.No.	Name	Roll No	Programme Department	Thesis/Project	Course Credit	Grade Sheet	CPI	Approval Status	Remark	view
8	Nishant Kiran Valvi	21111407	MS CSE	Thesis	45	View	7.60	Pending by HOD		View
9	MAHESH SREEKUMAR RAJASREE.	16111012	M TECH CSE	Thesis	54	View	10.00	Pending by HOD		View
16	SHAURYA AGARWAL	231110046	M TECH CSE	Thesis	72	View	9.13	Pending by HOD		View
17	AAKASHDEEP SINGH	231110001	M TECH CSE	Project	63	View	7.43	Pending by HOD		View

Search Name Search Roll No Search Programme | Department Search Thesis/P Search Course Search Grade S Search CPI HOD C



6. The user will be able to view the approval logs in the **Approval Logs** section.

7. The user will enter the **remarks** before approving or rejecting the examiner board.

Roll No: *	231110046	Thesis/Project:	Thesis
Name:	SHAURYA AGARWAL	Department/IDP:	CSE
Course Credit:	72	Thesis/Project Credit:	0.0
CPI:	9.13		
Thesis/Project Title: *	USER MANUAL		
Thesis/Project Supervisor:	DPGCCSE		

Month & Year Of First Registration In Programme: 2024-08-01

Name Of Examiner:

S.No.	Type	Name	Department	Email
1	External	Prakash Kumar	CSE	prakash_jha@unified.com
2	External	kushal verma	AE	abc@gmail.com
3	External	Ashish Kumar	AE	ashishkumar1994@yopmail.com
4	Supervisor	DPGCCSE	COMPUTER SCIENCE & ENGINEERING (CSE)	assaxena@iitk.ac.in

Approval Log

S.No.	User	Role	Status	Remarks	Action Date and Time
1	DPGCCSE	Faculty	Submitted by Faculty		23-12-24 17:27:11
2	DPGCCSE	DPGC	Approved by DPGC	Approving as DPGC	23-12-24 17:44:01

Remarks * Enter the Remarks



- Click on the **Approve** button to approve the board & details will be sent to the next approving authority.
- Click on the **Reject** button to reject the board & details will be sent to the concerned supervisor/co-supervisor to update the examiner board details.

Roll No: * 231110046 Thesis/Project: Thesis *

Name: SHAURYA AGARWAL Department/IDP: CSE

Course Credit: 72 Thesis/Project Credit: 0.0

CPI: 9.13

Thesis/Project Title: * USER MANUAL

Thesis/Project Supervisor: DPGCCSE

Month & Year Of First Registration In Programme: 2024-08-01

Name Of Examiner:

S.No.	Type	Name	Department	Email
1	External	Prakash Kumar	CSE	prakash_jha@unified.com
2	External	kushal verma	AE	abc@gmail.com
3	External	Ashish Kumar	AE	ashishkumar1994@yopmail.com
4	Supervisor	DPGCCSE	COMPUTER SCIENCE & ENGINEERING (CSE)	assaxena@iitk.ac.in

Approval Log

S.No.	User	Role	Status	Remarks	Action Date and Time
1	DPGCCSE	Faculty	Submitted by Faculty		23-12-24 17:27:11
2	DPGCCSE	DPGC	Approved by DPGC	Approving as DPGC	23-12-24 17:44:01

Remarks * Approved as HoD

- Once approval is obtained, the status of the student examiner board will be updated & it will show where it is currently pending.

Status: * --All--

Display 10 records per page Filter records: pendin

S.No.	Name	Roll No	Programme Department	Thesis/Project	Course Credit	Grade Sheet	CPI	Approval Status	Remark	view
16	SHAURYA AGARWAL	231110046	M TECH CSE	Thesis	72	<input type="button" value="View"/>	9.13	Pending by PG Office/SPGC/SUGC	Approved as HoD	<input type="button" value="View"/>

1 - 1 of 1 (filtered from 17 total entries)

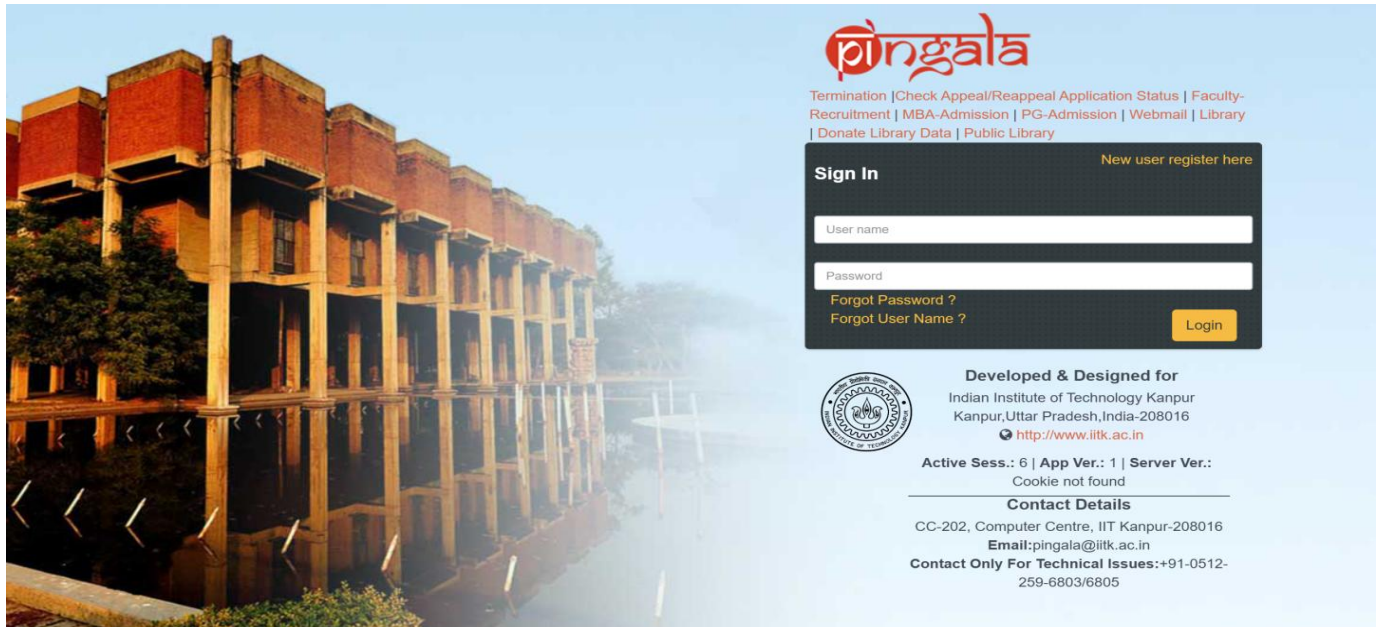
- Click symbol to generate a pdf file of the list.
- Click symbol to print the list.
- Click symbol to filter columns.
- Click symbol to refresh the list.
- Click symbol to export the list to excel.



4.4. Oral Exam Board Examiner Approval by PG Office

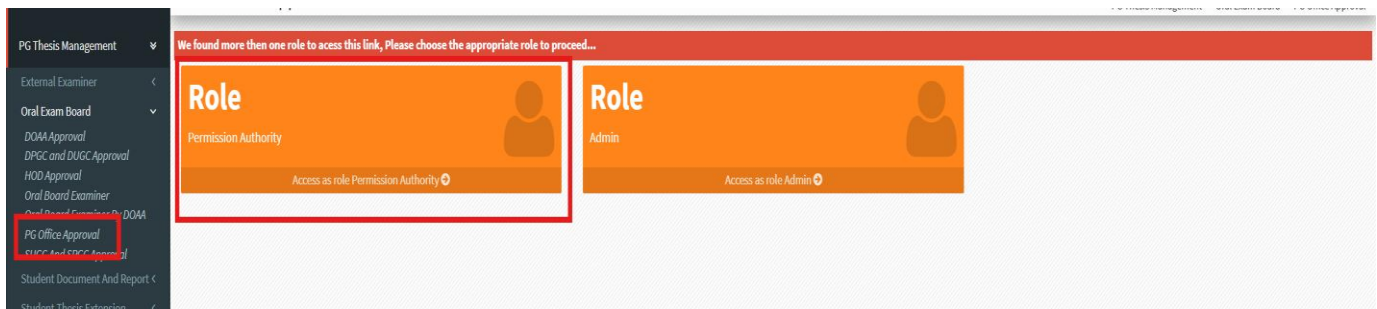
Once the Oral Exam Board is approved by the HOD, then the oral exam board examiner details will be sent to the PG Office & SXGC (SUGC / SPGC) in parallel for approval. PG Office approval is not mandatory, but the PG office can give its approval if it is pending. Once SXGC approves the oral exam board, then PG Office will not be able to approve/reject the oral exam board examiner details. To do the steps that follow:

1. Enter your login credentials.



2. On the left panel, click **PG Thesis Management > Oral Exam Board > PG Office Approval**

3. Select the **Permission Authority** role assigned to the login user.





4. **PG Office Approval** listing page will be display having filters selected as **All** by default.

Note: You can also filter records using the **Filter records** search box.

Display 10 records per page

S.No.	Name	Roll No	Programme Department	Thesis/Project	Course Credit	Grade Sheet	CPI	Approval Status	Remark	view
25	Abhinav Anand	21100261	Ph.D HSS	Thesis	54	View	9.67	Pending by PG Office/SPGC/SUGC		View
74	VAIDEHI CHANDRASHEKHAR NARE	22104121	M TECH EE	Thesis	72	View	8.50	Pending by PG Office/SPGC/SUGC		View
115	SHAURYA AGARWAL	231110046	M TECH CSE	Thesis	72	View	9.13	Pending by PG Office/SPGC/SUGC		View

Search Name Search Roll No Search Programme | Department Search Thesis/F Search Course Search Grade Search CPI pending PG offi Sr

5. Click on the **View** button to approve/reject the board.

Display 10 records per page

S.No.	Name	Roll No	Programme Department	Thesis/Project	Course Credit	Grade Sheet	CPI	Approval Status	Remark	view
25	Abhinav Anand	21100261	Ph.D HSS	Thesis	54	View	9.67	Pending by PG Office/SPGC/SUGC		View
74	VAIDEHI CHANDRASHEKHAR NARE	22104121	M TECH EE	Thesis	72	View	8.50	Pending by PG Office/SPGC/SUGC		View
115	SHAURYA AGARWAL	231110046	M TECH CSE	Thesis	72	View	9.13	Pending by PG Office/SPGC/SUGC		View

Search Name Search Roll No Search Programme | Department Search Thesis/F Search Course Search Grade Search CPI pending PG offi Sr

6. The user will be able to view the approval logs in the **Approval Logs** section.

7. The user will enter the **remarks** before approving or rejecting the examiner board.



Roll No: * 231110046 Thesis/Project: Thesis

Name: SHAURYA AGARWAL Department/IDP: CSE

Course Credit: 72 Thesis/Project Credit: 0.0

CPI: 9.13

Thesis/Project Title: * USER MANUAL

Thesis/Project Supervisor: DPGCCSE

Month & Year Of First Registration In Programme: 2024-08-01

Name Of Examiner:

S.No.	Type	Name	Department	Email
1	External	Prakash Kumar	CSE	prakash_jha@unified.com
2	External	kushal verma	AE	abc@gmail.com
3	External	Ashish Kumar	AE	ashishkumar1994@yopmail.com
4	Supervisor	DPGCCSE	COMPUTER SCIENCE & ENGINEERING (CSE)	assaxena@iitk.ac.in

Approval Log

S.No.	User	Role	Status	Remarks	Action Date and Time
1	DPGCCSE	Faculty	Submitted by Faculty		23-12-24 17:27:11
2	DPGCCSE	DPGC	Approved by DPGC	Approving as DPGC	23-12-24 17:44:01
3	A K GHOSH	Head Of Department	Approved by Head Of Department	Approved as HoD	23-12-24 18:01:38

Remarks * Enter the Remarks

8. Click on the **Approve** button to approve the board & details will be sent to the next approving authority.

9. Click on the **Reject** button to reject the board & details will be sent to the concerned supervisor/co-supervisor to update the examiner board details.

Name Of Examiner:

S.No.	Type	Name	Department	Email
1	External	Prakash Kumar	CSE	prakash_jha@unified.com
2	External	kushal verma	AE	abc@gmail.com
3	External	Ashish Kumar	AE	ashishkumar1994@yopmail.com
4	Supervisor	DPGCCSE	COMPUTER SCIENCE & ENGINEERING (CSE)	assaxena@iitk.ac.in

Approval Log

S.No.	User	Role	Status	Remarks	Action Date and Time
1	DPGCCSE	Faculty	Submitted by Faculty		23-12-24 17:27:11
2	DPGCCSE	DPGC	Approved by DPGC	Approving as DPGC	23-12-24 17:44:01
3	A K GHOSH	Head Of Department	Approved by Head Of Department	Approved as HoD	23-12-24 18:01:38

Remarks * Approved as PG Office



10. Once approval, the status of the student examiner board will be updated & it will show where it is currently pending.

Display 10 records per page Filter records: 231110046

S.No.	Name	Roll No	Programme Department	Thesis/Project	Course Credit	Grade Sheet	CPI	Approval Status	Remark	view
115	SHAURYA AGARWAL	231110046	M TECH CSE	Thesis	72	View	9.13	Pending by SPGC / SUGC	Approved as PG Office	View

Search Name Search Roll No Search Programme | Department Search Thesis/F Search Course Search Grade Search CPI Search Approva Si

1 - 1 of 1 (filtered from 116 total entries) Draw/Save Next

- 11. Click symbol to generate a pdf file of the list.
- 12. Click symbol to print the list.
- 13. Click symbol to filter columns.
- 14. Click symbol to refresh the list.
- 15. Click symbol to export the list to excel.



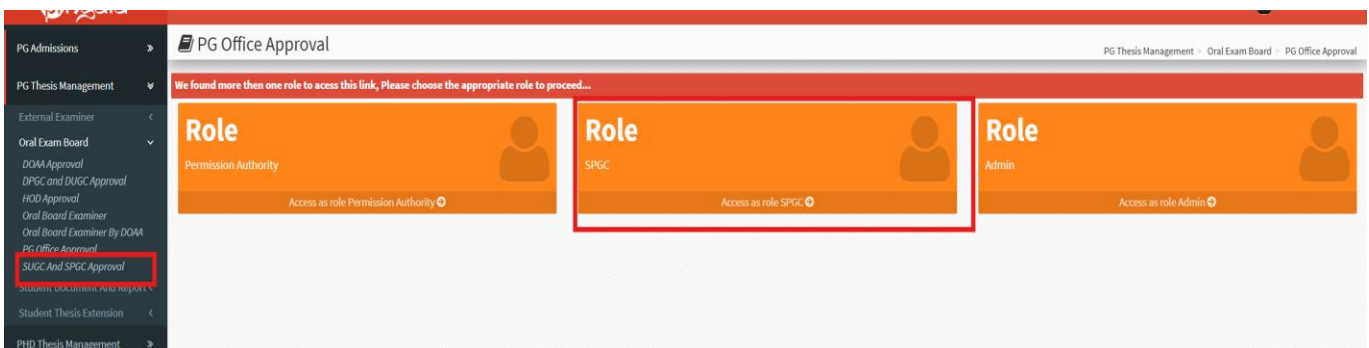
4.5. Oral Exam Board Examiner Approval by SXGC (SUGC / SPGC)

Once the Oral Exam Board is approved by the HOD, then the oral exam board examiner details will be sent to the PG Office & SXGC (SUGC / SPGC) in parallel for approval. Also, if PG Office approves the oral exam board, then SXGC will be able to approve the oral exam board details as well. To do the steps that follow:

1. Enter your login credentials.



2. On the left panel, click **PG Thesis Management > Oral Exam Board > SUGC and SPGC Approval**
3. Select the **SPGC or SUGC** role assigned to the login user.





4. **SUGC and SPGC Approval** listing page will be display having filters selected as **All** by default.

Note: You can also filter records using the **Filter records** search box.

SUGC And SPGC Approval PG Thesis Management > Oral Exam Board > SUGC And SPGC Approval

You are accessing this page as role >> SPGC

Status: * Pending by SPGC / SUGC Show

Display 10 records per page Filter records:

S.No.	Name	Roll No	Programme Department	Thesis/Project	Course Credit	Grade Sheet	CPI	Approval Status	Remark	view
1	SHAURYA AGARWAL	231110046	M TECH CSE	Thesis	72	View	9.13	Pending by SPGC / SUGC		View

1 - 1 of 1 Previous 1 Next

5. Click on the **View** button to approve/reject the board.

SUGC And SPGC Approval PG Thesis Management > Oral Exam Board > SUGC And SPGC Approval

You are accessing this page as role >> SPGC

Status: * Pending by SPGC / SUGC Show

Display 10 records per page Filter records:

S.No.	Name	Roll No	Programme Department	Thesis/Project	Course Credit	Grade Sheet	CPI	Approval Status	Remark	view
1	SHAURYA AGARWAL	231110046	M TECH CSE	Thesis	72	View	9.13	Pending by SPGC / SUGC		View

1 - 1 of 1 Previous 1 Next

6. The user will be able to view the approval logs in the **Approval Logs** section.

7. The user will enter the **remarks** before approving or rejecting the examiner board.

Name Of Examiner:

S.No.	Type	Name	Department	Email
1	External	Prakash Kumar	CSE	prakash_jha@unified.com
2	External	kushal verma	AE	abc@gmail.com
3	External	Ashish Kumar	AE	ashishkumar1994@yopmail.com
4	Supervisor	DPGCCSE	COMPUTER SCIENCE & ENGINEERING (CSE)	assaxena@iitk.ac.in

Approval Log

S.No.	User	Role	Status	Remarks	Action Date and Time
1	DPGCCSE	Faculty	Submitted by Faculty		23-12-24 17:27:11
2	DPGCCSE	DPGC	Approved by DPGC	Approving as DPGC	23-12-24 17:44:01
3	A K GHOSH	Head Of Department	Approved by Head Of Department	Approved as HoD	23-12-24 18:01:38
4	A K GHOSH	Permission Authority	Approved by Permission Authority	Approved as PG Office	23-12-24 18:13:51

Remarks *

✓ Approve ✗ Reject



8. Click on the **Approve** button to approve the board, it is finally approved & students are allowed to submit their thesis document or apply for the extension.

9. Click on the **Reject** button to reject the board & details will be sent to the concerned supervisor/co-supervisor to update the examiner board details.

Mumbai & Real Time Registration of Programme: 2023-24-01

Name Of Examiners:

S.No.	Type	Name	Department	Email
1	External	Prakash Kumar	CSE	prakash_jha@unified.com
2	External	kushal verma	AE	abc@gmail.com
3	External	Ashish Kumar	AE	ashishkumar1994@yopmail.com
4	Supervisor	DPGCCSE	COMPUTER SCIENCE & ENGINEERING (CSE)	assaxena@iitk.ac.in

Approval Log

S.No.	User	Role	Status	Remarks	Action Date and Time
1	DPGCCSE	Faculty	Submitted by Faculty		23-12-24 17:27:11
2	DPGCCSE	DPGC	Approved by DPGC	Approving as DPGC	23-12-24 17:44:01
3	A K GHOSH	Head Of Department	Approved by Head Of Department	Approved as HoD	23-12-24 18:01:38
4	A K GHOSH	Permission Authority	Approved by Permission Authority	Approved as PG Office	23-12-24 18:13:51

Remarks * Approved as SPGC

10. Once approval is obtained, the status of the student examiner board will be updated.

Display 10 records per page Filter records: 23

S.No.	Name	Roll No	Programme Department	Thesis/Project	Course Credit	Grade Sheet	CPI	Approval Status	Remark	view
6	K KARTEEK	20101023	M TECH AE	Thesis	72	View	8.50	Approved by SPGC / SUGC	Approve	View
50	HEMANG MOHANLAL KHATRI	231110016	M TECH CSE	Thesis	54	View	7.83	Approved by SPGC / SUGC	Approved as SPGC	View
51	SHAURYA AGARWAL	231110046	M TECH CSE	Thesis	72	View	9.13	Approved by SPGC / SUGC	Approved as SPGC	View

1 - 3 of 3 (filtered from 51 total entries) Previous 1 Next

- Click symbol to generate a pdf file of the list.
- Click symbol to print the list.
- Click symbol to filter columns.
- Click symbol to refresh the list.
- Click symbol to export the list to excel.



5. Thesis & Project Report Approval Process

This section allows the user (Supervisor/faculty, DXGC, SXGC, DOAA) to add the student oral exam report and process the approval flow for it.

5.1. Thesis & Project Report by Supervisor

This section allows users (Supervisor, co-supervisor/faculty) to add the thesis/project report of the student whose thesis documents have been approved by the DOAA Office.

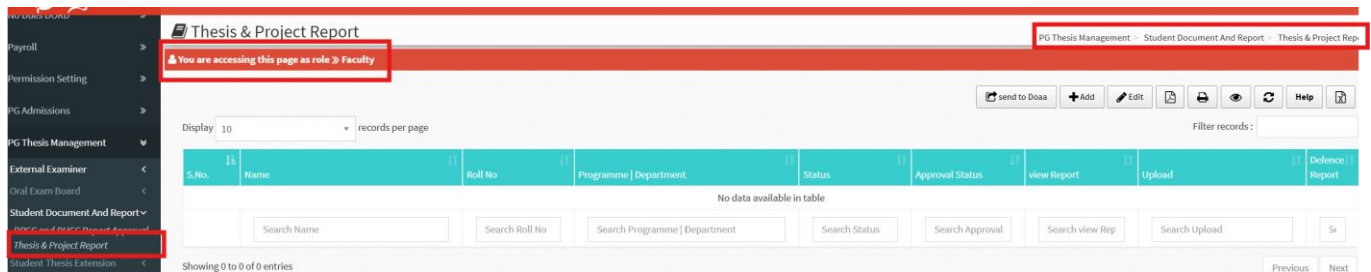
To add, do the steps that follow:

1. Enter your login credentials.



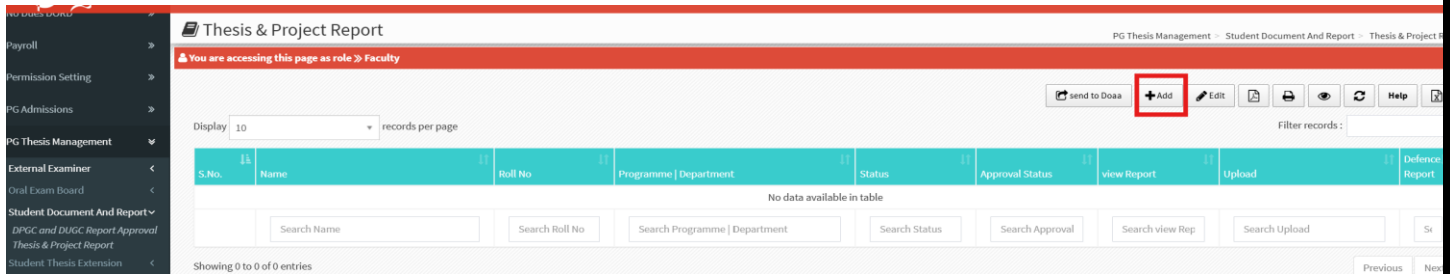
2. On the left panel, click **PG Thesis Management > Student Document & Report > Thesis & Project Report**.

3. Select the **Faculty** role.



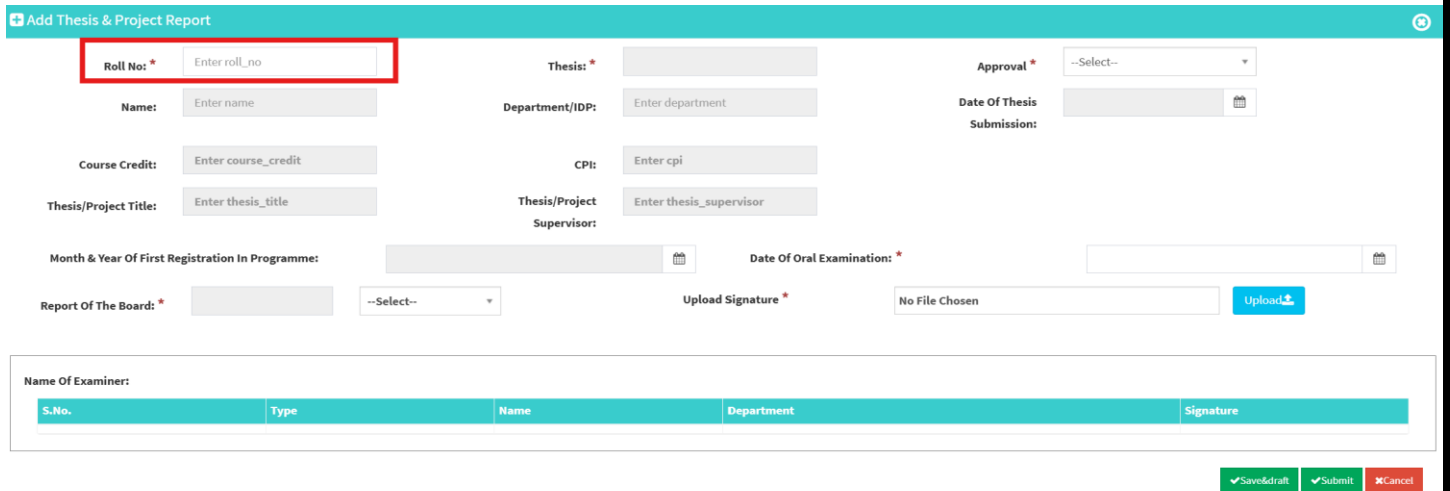


4. Click on the **Add** button to add the thesis/project report.



5. The **Add thesis & Project Report** page will be displayed.

6. Enter the student roll no in **Roll No.**. The system will validate the entered roll no & if the roll no is verified & the thesis/project document is approved by the DOAA Office, then the student's basic information will be displayed.





7. Select the **Approval** as **Manual or Automated**. If Manual is selected, then approval of this is first sent to DOAA Admin; otherwise, in case of Automate, approval will be sent to DPGC / DUGC.
8. Enter **the date of the Oral Examination** using the date picker.
9. Select **Report of the board as Acceptable or Not Acceptable** from drop down menu.
10. **Upload the signature** of the login user.

Add Thesis & Project Report

Roll No: * 231110061 Thesis: * Thesis Approval * --Select--

Name: Deepen Shrestha Department/IDP: CSE Date Of Thesis Submission: 24-12-2024

Course Credit: 63 CPI: 8.67

Thesis/Project Title: DOAA ORAL BOARD Thesis/Project Supervisor: DPGCCSE

Month & Year Of First Registration In Programme: 2024-08-01 Date Of Oral Examination: *

Report Of The Board: * Thesis --Select-- Upload Signature * No File Chosen Upload

Name Of Examiner:

Show 10 entries Search:

S.No.	Type	Name	Department	Signature
1	Supervisor	DPGCCSE	COMPUTER SCIENCE & ENGINEERING (CSE)	NA

Showing 1 to 1 of 1 entries Previous 1 Next

Save&Draft Submit Cancel

11. Click on **Save&Draft** to save the details in draft mode which can be edited later.

Add Thesis & Project Report

Roll No: * 231110061 Thesis: * Thesis Approval * Automate

Name: Deepen Shrestha Department/IDP: CSE Date Of Thesis Submission: 24-12-2024

Course Credit: 63 CPI: 8.67

Thesis/Project Title: DOAA ORAL BOARD Thesis/Project Supervisor: DPGCCSE

Month & Year Of First Registration In Programme: 2024-08-01 Date Of Oral Examination: * 30-12-2024

Report Of The Board: * Thesis Acceptable Upload Signature * IITK-12-23-2024_12_13_PM.png Upload

Name Of Examiner:

Show 10 entries Search:

S.No.	Type	Name	Department	Signature
1	Supervisor	DPGCCSE	COMPUTER SCIENCE & ENGINEERING (CSE)	NA

Showing 1 to 1 of 1 entries Previous 1 Next

Save&Draft Submit Cancel

12. Select the row & click on the **Edit** button to edit the draft status student details. If any approving authority rejects the approval, then the user will be able to edit this by selecting the row & click on the edit



button.

Display 10 records per page

Filter records:

S.No.	Name	Roll No	Programme Department	Status	Approval Status	view Report	Upload	Defence Report
1	Deepen Shrestha	231110061	M TECH CSE	Draft	Save and Draft	View		Not Approve Yet

Search Name Search Roll No Search Programme | Department Search view Ref Search Upload

13. Now the user can update the **Approval, Report of the thesis board, Date of Oral Examination, and upload the signature.**

14. Click on the **Submit** button to submit the details for approval. On the click of the **Save & Draft** button, details will be saved as a draft.

Edit

Roll No: 231110061 Thesis: Thesis Approval: Automate

Name: Deepen Shrestha Department/IDP: CSE Date Of Thesis Submission: 24-12-2024

Course Credit: 63 CPI: 8.67

Thesis/Project Title: DOAA ORAL BOARD Thesis/Project Supervisor: DPGCSE

Month & Year Of First Registration In Programme: 01-08-2024 Date Of Oral Examination: 30-12-2024

Report Of The Board: Thesis Acceptable Upload: IITK-12-23-2024_12_13_PM.png [Upload](#)

Name Of Examiner:

S.No.	Type	Name	Department	Signature
1	Supervisor	DPGCSE	COMPUTER SCIENCE & ENGINEERING (CSE)	NA

Approval Log

S.No.	User	Role	Status	Action Date and Time
-------	------	------	--------	----------------------

[Save as Draft](#) [Submit](#) [Cancel](#)

15. Once the thesis & project report are submitted, then details will be listed in the listing page along with the status. In the case of Automate, the report details will be sent to the examiners first for approval via email.

S.No.	Name	Roll No	Programme Department	Status	Approval Status	view Report	Upload	Defence Report
1	Deepen Shrestha	231110061	M TECH CSE	Submit	Pending with examiners	View		Not Approve Yet

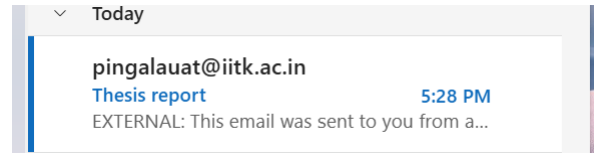
Search Name Search Roll No Search Programme | Department Search Status Search Approval Search view Ref Search Upload



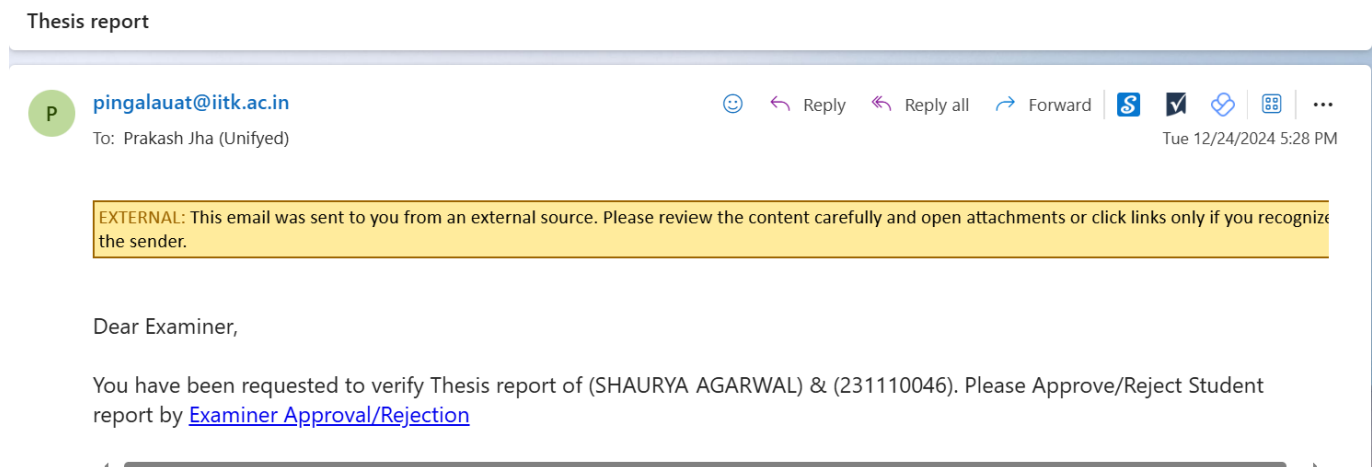
5.2. Thesis & Project Report Approved by Examiners

This section allows the student's Oral board examiners to approve or reject the student's report via email. To do the steps that follow:

1. Check the email that is added to the oral board examiner.



2. Click on the **link** available in the mail for the approval of the thesis project report uploaded by the supervisor.





- The view page will be open, & Examiner needs to enter the **Remarks & upload** the signature.
- Click on the **Approve or Reject** button. If Approve is clicked, then details will be sent to the concerned DGPC / DUGC for further approval. In case the **Reject** details are rejected & supervisor needs to update the details again.

Student Document And Report

Roll No: *	<input type="text" value="Enter roll_no"/>	Thesis: *	<input type="text" value="Thesis"/>	Approval *	<input type="text" value="Automate"/>
Name:	<input type="text" value="Enter name"/>	Department/IDP:	<input type="text" value="Enter department"/>	Date Of Thesis Submission:	<input type="text" value=""/>
Course Credit:	<input type="text" value="Enter course_credit"/>	CPI:	<input type="text" value="Enter cpi"/>		
Thesis/Project Title:	<input type="text" value="Enter thesis_title"/>	Thesis/Project Supervisor:	<input type="text" value="Enter thesis_supervisor"/>		
Month & Year Of First Registration In Programme:	<input type="text" value=""/>	Date Of Oral Examination:	<input type="text" value=""/>		
Report Of The Board: *	<input type="text" value="Thesis"/>				<input type="text" value="Not Acceptable"/>

Name Of Examiner:

S.No.	Name	Department	Signature
1	DPGCCSE	COMPUTER SCIENCE & ENGINEERING (CSE)	

Sno	Remarks *	Signature Upload
1	<input type="text" value="Approved as Examiner"/>	<input type="text" value="Choose File"/> govtdPhoto.png Upload(allowedExtensions: '.jpg', '.jpeg', '.png')

<input type="button" value="Accepted"/>	<input type="button" value="Rejected"/>
---	---



5.3. Thesis & Project Report Approved by DPGC / DUGC

This section provides users (DPGC, DUGC) will be able to approve/reject the thesis project report created by the supervisor, accepted by the examiner & pending at DPGC / DUGC.

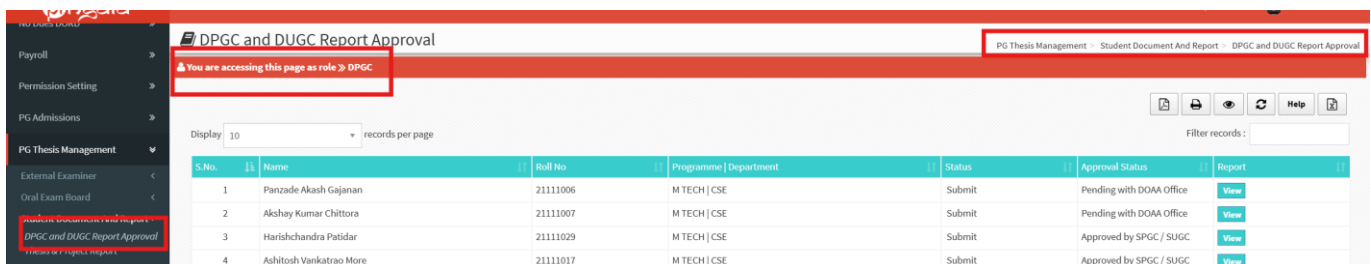
For approval, do the steps that follow:

1. Enter your login credentials.



2. On the left panel, click **PG Thesis Management > Student Document & Report > DPGC and DUGC Report Approval**

3. Select the **DPGC** role.





4. Click on the **Add** button to add the thesis/project report.

Display 10 records per page Filter records :

S.No.	Name	Roll No	Programme Department	Status	Approval Status	Report
1	Panzade Akash Gajanan	21111006	M TECH CSE	Submit	Pending with DOAA Office	View
2	Akshay Kumar Chittora	21111007	M TECH CSE	Submit	Pending with DOAA Office	View
3	Harishchandra Patidar	21111029	M TECH CSE	Submit	Approved by SPGC / SUGC	View
4	Ashitosh Vankatrao More	21111017	M TECH CSE	Submit	Approved by SPGC / SUGC	View
5	Punit Arun Chaudhari	21111050	M TECH CSE	Submit	Approved by SPGC / SUGC	View
6	Deepen Shrestha	231110061	M TECH CSE	Submit	Pending with examiners	View
7	SHAURYA AGARWAL	231110046	M TECH CSE	Submit	Pending with DPGC / DUGC	View

1 - 7 of 7 Previous 1 Next

5. The **View Thesis Project Report** page will be displayed.

6. The user will **Upload Signature** & click on the **Approve** or **Reject** Button. If approved, then details will be sent to the next approving authority, which is SPGC / SUGC; otherwise, in case of rejection, details will be sent back to the supervisor for the update. Users will be able to view the approval logs in the **Approval Log** Section.

Roll No: * 231110046 Thesis: * Thesis Approval * Automate

Name: SHAURYA AGARWAL Department/IDP: CSE

Course Credit: 72 CPI: 9.13

Thesis/Project Title: USER MANUAL Thesis/Project Supervisor: DPGCCSE

Month & Year Of First Registration In Programme: 01-08-2024 Date Of Oral Examination: 27-12-2024

Report Of The Board: * Thesis Acceptable

Upload Signature * No File Chosen [Upload](#)

Name Of Examiner:

S.No.	Type	Name	Department	Signature
1	External	Prakash Kumar	CSE	
2	External	kushal verma	AE	
3	External	Ashish Kumar	AE	
4	Supervisor	DPGCCSE	COMPUTER SCIENCE & ENGINEERING (CSE)	

Name Of Supervisor / Co-supervisor: DPGCCSE

Approval Log

S.No.	User	Role	Status	Action Date and Time
1	DPGCCSE	Faculty	Pending with examiners	24-12-24 17:28:32

[Approve](#) [Reject](#)



- 7. Click symbol to generate a pdf file of the list.
- 8. Click symbol to print the list.
- 9. Click symbol to filter columns.
- 10. Click symbol to refresh the list.
- 11. Click symbol to export the list to excel.

5.4. Thesis & Project Report Approved by SPGC / SUGC

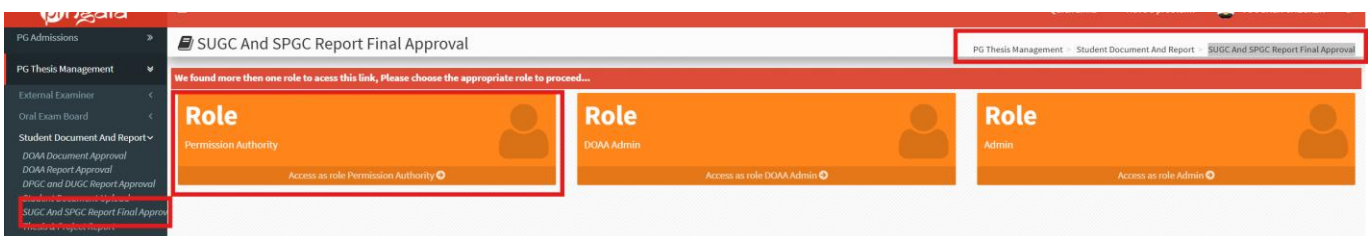
This section provides users (SPGC, SUGC) will be able to approve/reject the thesis project report created by the supervisor, accepted by the examiner, approved by DPGC / DUGC & pending at SPGC / SUGC. For approval, do the steps that follow:

- 1. Enter your login credentials.



- 2. On the left panel, click **PG Thesis Management > Student Document & Report > SUGC and SPGC Report Final Approval**

- 3. Select the **SPGC or Permission Authority** role.





4. The listing page will be open & click on the **view** button to approve/reject the thesis/project report.

S.No.	Name	Roll No	Programme Department	Status	Approval Status	view Report	Upload	Defence Report
4	K KARTEEK	20101023	M TECH AE	Submit	Approved by SPGC / SUGC	View		Defence Report
34	SHAURYA AGARWAL	231110046	M TECH CSE	Submit	Pending with SPGC / SUGC	View		Not Approve Yet

5. The **View Thesis Project Report** page will be displayed.

6. The user will **Upload Signature** & click on the **Approve** or **Reject** Button. If approved, then details will finally be approved & the **defense report** of the same will be generated; else, in case of rejection, details will be sent back to the supervisor for the update. Users will be able to view the approval logs in the **Approval Log Section**.

Roll No: * 231110046
Name: SHAURYA AGARWAL
Course Credit: 72
Thesis/Project Title: USER MANUAL
Thesis: * Thesis
Department/IDP: CSE
CPI: 9.13
Thesis/Project Supervisor: DPGCCSE
Approval * Automate
Month & Year Of First Registration In Programme: 01-08-2024
Date Of Oral Examination: 27-12-2024
Report Of The Board: * Thesis Acceptable
Upload Signature * No File Chosen [Upload](#)

S.No.	Type	Name	Department	Signature
1	External	Prakash Kumar	CSE	
2	External	kushal verma	AE	
3	External	Ashish Kumar	AE	
4	Supervisor	DPGCCSE	COMPUTER SCIENCE & ENGINEERING (CSE)	

Name Of Supervisor / Co-supervisor: DPGCCSE






S.No.	User	Role	Status	Action Date and Time
1	DPGCCSE	Faculty	Pending with Examiners	24-12-24 17:28:32
2	DPGCCSE	DPGC	Pending with SPGC / SUGC	24-12-24 18:13:10

[Approve](#) [Reject](#)

7. Once the thesis project report is approved user will be able to view the Defense Report by clicking on the **Defense Report** button in the listing page.

S.No.	Name	Roll No	Programme Department	Status	Approval Status	view Report	Upload	Defence Report
4	K KARTEEK	20101023	M TECH AE	Submit	Approved by SPGC / SUGC	View		Defence Report
34	SHAURYA AGARWAL	231110046	M TECH CSE	Submit	Approved by SPGC / SUGC	View		Defence Report



-
8. Click  symbol to generate a pdf file of the list.
 9. Click  symbol to print the list.
 10. Click  symbol to filter columns.
 11. Click  symbol to refresh the list.
 12. Click  symbol to export the list to excel.



6. Student Thesis/Project Extension Process

In the student extension process, students can apply for an extension through their login & it will be sent for approval. Once the student's oral exam board is approved, the student can apply for the extension. If a student uploads the thesis, they will not be able to apply for an extension.

6.1. Student Thesis/Project Extension Approval by Supervisor / Co-supervisor

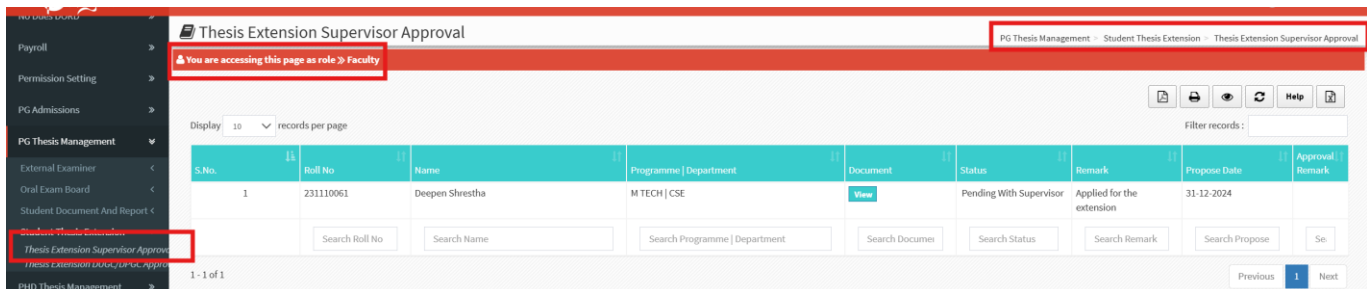
Once a student submits a thesis extension request, the details will be provided to the relevant student supervisor/co-supervisor for approval. Do the steps that follow:

1. Enter your login credentials.



2. On the left panel, click **PG Thesis Management > Student Thesis Extension > Thesis Extension Supervisor Approval**.

3. Select the **Faculty** role.





4. Click on the **View** button for the approval.

S.No.	Roll No	Name	Programme Department	Document	Status	Remark	Propose Date	Approval Remark
1	231110061	Deepen Shrestha	M TECH CSE	View	Pending With Supervisor	Applied for the extension	31-12-2024	

5. The view **PG Thesis Extension** page will be displayed.

6. User will be able to view the uploaded documents along with the extension proposed date & remarks entered by the student.

7. Enter the **Approval Remarks**.

View PG Thesis Extension

Extension Date Propose * 31-12-2024

Remarks * Applied for the extension

Document * [Upload Icon]

Approval Remarks * Enter Remarks

8. Click on **Approve** to approve the extension & send for next approving authority i.e. DXGC. In case of **Reject**, student extension request is rejected.

View PG Thesis Extension

Extension Date Propose * 31-12-2024

Remarks * Applied for the extension

Document * [Upload Icon]

Approval Remarks * Approved as Supervisor of the student

9. Once approved, status of the thesis extension will be changed to **pending with DPGC / DUGC**.

S.No.	Roll No	Name	Programme Department	Document	Status	Remark	Propose Date	Approval Remark
1	231110061	Deepen Shrestha	M TECH CSE	[Upload Icon]	Pending With DPGC / DUGC	Applied for the extension	31-12-2024	Approved as Supervisor of the student

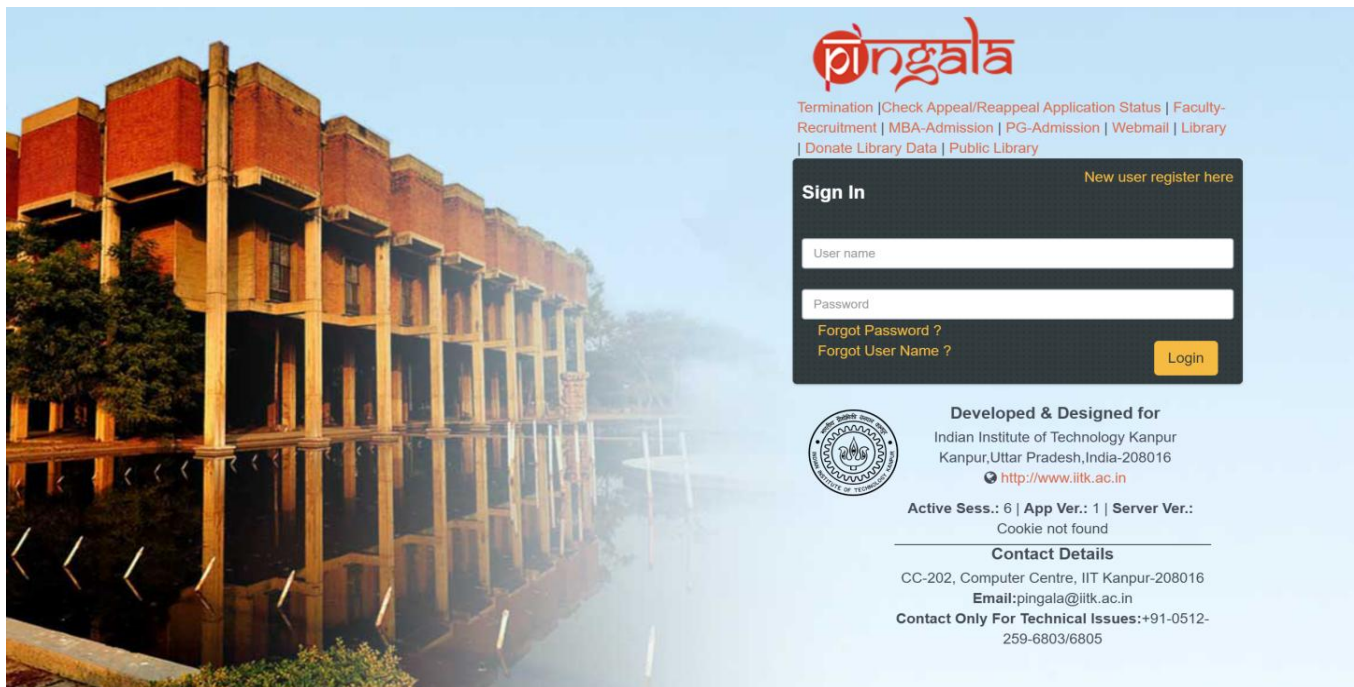


10. Click symbol to generate a pdf file of the list.
11. Click symbol to print the list.
12. Click symbol to filter columns.
13. Click symbol to refresh the list.
14. Click symbol to export the list to excel.

6.2. Student Thesis/Project Extension DPGC / DUGC Approval

To approve the extension requested by the student of their concerned department & approved by the supervisor, do the steps that follow:

1. Enter your login credentials.



2. On the left panel, click **PG Thesis Management > Student Thesis Extension > Thesis Extension DPGC/DUGC Approval**
3. Select the **DPGC or DUGC** role.





- 4. The **Thesis Extension DUGC/DPGC Approval** listing page will be displayed.
- 5. Click on the **view** button to approve the extension.

display 10 records per page

Filter records :

S.No.	Roll No	Name	Programme Department	Document	Status	Remark	Propose Date	Approval Remark
14	231110061	Deepen Shrestha	M TECH CSE	View	Pending With DPGC / DUGC	Applied for the extension	31-12-2024	Approved as Supervisor of the student
15	20104071	NIDADAVOLU VEERA VENKATA SATYANARAYANA	M TECH EE	View	Pending With DPGC / DUGC	extend the date	09-09-2023	YOU CAN EXTEND

Search Roll No Search Name Search Programme | Department Search Docume dpgc Search Remark Search Propose Sea

- 6. The **View PG Thesis Document** page will be open.
- 7. View the details submitted by the student.
- 8. Enter **Approval Remarks**.

View PG Thesis Document

Extension Date Propose * 31-12-2024

Remarks * Applied for the extension

Document *

Approval Remarks * Enter Remarks

[Approve](#) [Reject](#)

- 9. Click on **Approve** to approve the request & send the details to SPGC / SUGC for further approval. In case the **Reject** button is clicked, the extension request will be rejected.

View PG Thesis Document

Extension Date Propose * 31-12-2024

Remarks * Applied for the extension

Document *

Approval Remarks * Approved as DPGC

[Approve](#) [Reject](#)

- 10. Once approval, the status of the request will be updated on the listing page & status will be **Pending with SPGC / SUGC**.

display 10 records per page

Filter records :

S.No.	Roll No	Name	Programme Department	Document	Status	Remark	Propose Date	Approval Remark
7	21103111	Bhatt Muktesh Sugnes	M TECH CE		Pending With SPGC / SUGC	Request for extension	31-07-2023	Approved By DPGC
8	16807571	RISHANK RANJAN SINGH	BT-MT (DUAL) CE		Pending With SPGC / SUGC	Request for extension	10-08-2023	approved
14	231110061	Deepen Shrestha	M TECH CSE		Pending With SPGC / SUGC	Applied for the extension	31-12-2024	Approved as DPGC
18	17907518	PUSHKAR SINGH	BT-MT (DUAL) ME		Pending With SPGC / SUGC	Extension	20-07-2023	approved

Search Roll No Search Name Search Programme | Department Search Docume pend spgc Search Remark Search Propose Sea



11. Click symbol to generate a pdf file of the list.
12. Click symbol to print the list.
13. Click symbol to filter columns.
14. Click symbol to refresh the list.
15. Click symbol to export the list to Excel.

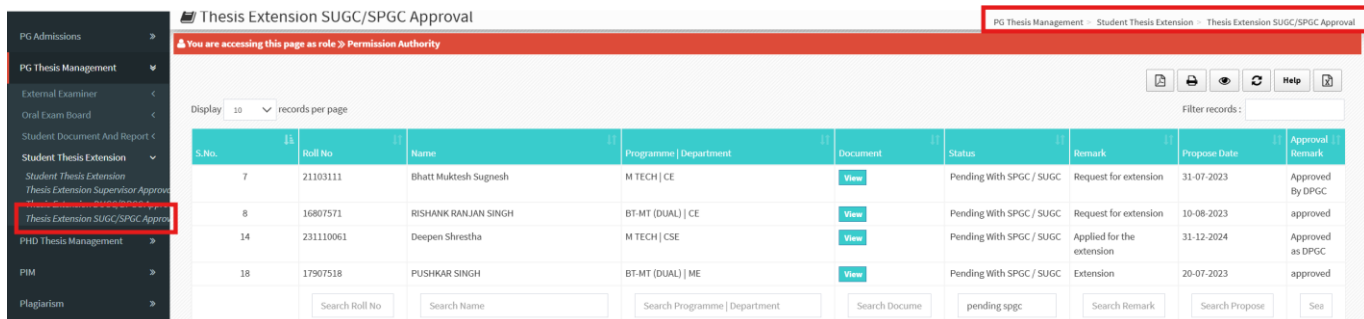
6.3. Student Thesis/Project Extension SUGC/SPGC Approval

To approve the extension requested by the student, approved by the supervisor & DPGC / DUGC, do the steps that follow:

1. Enter your login credentials.



2. On the left panel, click **PG Thesis Management > Student Thesis Extension > Thesis Extension SUGC/SPGC Approval**
3. Select the **Permission Authority or SPGC or SUGC** role.





- 4. The **Thesis Extension SUGC/SPGC Approval** listing page will be displayed.
- 5. Click on the **view** button to approve the extension.

S.No.	Roll No	Name	Programme Department	Document	Status	Remark	Propose Date	Approval Remark
7	21103111	Bhatt Muktesh Suresh	M TECH CE	View	Pending With SPGC / SUGC	Request for extension	31-07-2023	Approved By DPGC
8	16807571	RISHANK RANJAN SINGH	BT-MT (DUAL) CE	View	Pending With SPGC / SUGC	Request for extension	10-08-2023	approved
14	231110061	Deepen Shrestha	M TECH CSE	View	Pending With SPGC / SUGC	Applied for the extension	31-12-2024	Approved as DPGC
18	17907518	PUSHKAR SINGH	BT-MT (DUAL) ME	View	Pending With SPGC / SUGC	Extension	20-07-2023	approved

- 6. The **View PG Thesis Document** page will be open.
- 7. View the details submitted by the student.
- 8. Enter Approval **Remarks**.

Extension Date Propose * 31-12-2024

Remarks * Applied for the extension

Document *

Approval Remarks * Enter Remarks

[Approve](#) [Reject](#)

- 9. Click on **Approve** to finally approve the request & student will be given the extension for thesis submission as per propose date. In case **the Reject** button is clicked, the extension request will be rejected.

Extension Date Propose * 31-12-2024

Remarks * Applied for the extension

Document *

Approval Remarks * Approved as SPGC

[Approve](#) [Reject](#)



10. Once approval, the status of the request will be updated on the listing page & status will be **Approved by SPGC / SUGC.**

S.No.	Roll No	Name	Programme Department	Document	Status	Remark	Propose Date	Approval Remark
14	231110061	Deepen Shrestha	M TECH CSE		Approve by SPGC / SUGC	Applied for the extension	31-12-2024	Approved as SPGC

Display 10 records per page Filter records : 231110061

Search Roll No Search Name Search Programme | Department Search Docume Search Status Search Remark Search Propose Sea

11. Click symbol to generate a pdf file of the list.
12. Click symbol to print the list.
13. Click symbol to filter columns.
14. Click symbol to refresh the list.
15. Click symbol to export the list to excel.



7. Frequently Asked Questions (FAQs)

Q1: How do I log in to the Pingala Portal?

A: Use your institute-provided credentials (username and password) to log in at [Pingala Portal Login Page]. If you encounter login issues, reset your password or contact the IT support team.

Q2: Where can I find the PG thesis submission section?

A: After logging in, navigate to the 'PG Thesis Management' tab and select “Student Document Upload” from the dropdown menu.

Q3: How do I upload my thesis document?

A: Go to the thesis submission section, click on 'Upload Thesis', attach your PDF file, and click 'Submit'.

Q4: What file formats are accepted for thesis upload?

A: Only PDF files are accepted. Ensure your document does not exceed the size limit specified on the portal.

Q5: How can I check the status of my thesis approval?

A: Navigate to the 'Thesis Status' section under the PG Thesis tab to track your thesis status.

Q6: Can I edit my thesis after submission?

A: Once submitted, you cannot edit your thesis directly. You only update the document once rejected by the DOAA Office or once it is saved in draft mode.

Q7: What should I do if I miss the thesis submission deadline?

A: Contact the academic office or your supervisor immediately to request an extension, if applicable.



8. Troubleshooting

Issue 1: Unable to Log In

Ensure your credentials are correct.
Reset your password using the '**Forgot Password**' option.
If the problem persists, contact IT support.

Issue 2: Thesis Upload Fails

Verify that your file is in PDF format.
Check that the file size does not exceed the maximum limit.
Ensure your internet connection is stable.
Try clearing your browser cache and retrying.

Issue 3: Submission Status Not Updating

Refresh the portal page.
Log out and log back in.
If the issue continues, report it through the '**Support**' tab.

Issue 4: Deadline Extension Request Not Visible

Check with your supervisor if an extension request has been initiated.
If not, contact the academic office.

Issue 5: Unable to Access Thesis Feedback

Ensure you are logged in with the correct student profile.
Check the '**PG Thesis Management**' section.
If unavailable, contact your supervisor.

For any additional issues or unresolved problems, please reach out to the **Support Team** via the '**Support**' tab or contact your academic supervisor directly.

***** End of Document *****