



ACADEMIC OFFICE
NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA

Procedure for Thesis Online Evaluation System_Examiner

Step 1: Activation Mail

- A profile activation mail will be sent to your **webmail account** from *Thesis Online Evaluation System_Examiner*.

Step 2: Profile Activation

- Open the mail and click on **“Click here to activate your profile.”**
- Your **Username and Password** will be sent to the webmail.
- **Note:** Keep these credentials safe. They will serve as your *permanent login details* for the Thesis Online Evaluation System (Examiner).

Step 3: Login and Access

- Log in using your provided credentials.
- Login with user credential, the dashboard window, you could view **organized, track, accomplish, computerized thesis tracking system.**

Step 4: Enter Thesis Details

- Click on **“New Thesis.”**
- Fill in the following details:
 - a) Student details
 - b) Candidate's branch and course details
 - c) Course-wise completion details
 - d) Comprehensive examination details
 - e) Upload mandatory additional documents (*Forms 4B, 5, and 6 — less than 30 MB, without supporting documents*)
 - f) Thesis title
 - g) Upload synopsis (*less than 10 MB*)

Step 5: External Examiner Nomination (Indian / Foreign Referee)

- To nominate external examiners:
 - a. Click **“Enroll New Professor”** if your preferred professor is not available in the list.
 - b. Otherwise, use **Search by Email ID** to find existing professors. From the search results, select the appropriate professor.
 - c. Add the professor as either an **Indian Referee** or **Foreign Referee**.

Step 6: Enrolling a New Faculty Member

- If enrolling a new professor, provide the following details:
 - a. University / Institution / Organisation
 - b. Department
 - c. Course
 - d. Professor Name
 - e. Designation
 - f. Scopus Index, Scopus ID, Number of Research Publications, Post-Ph.D. Experience
 - g. Area of Research Interest
 - h. Publication Type – Scopus webpage link
 - i. Role of this professor – *To act as an examiner*
 - j. E-mail ID (*only one valid email address*)
 - k. Contact Address
 - l. Current Institution
 - m. Phone Number
 - n. Click **Save and Back**
- Now, **search by Email ID**, select the appropriate professor, and **add as Indian Referee / Foreign Referee**.

Step 7: Final Submission

- After completing all entries, **Save** the details.
- **Download the Panel of Adjudicators.**
- Submit the **signed copy** to the **Academic Office** for further processing.