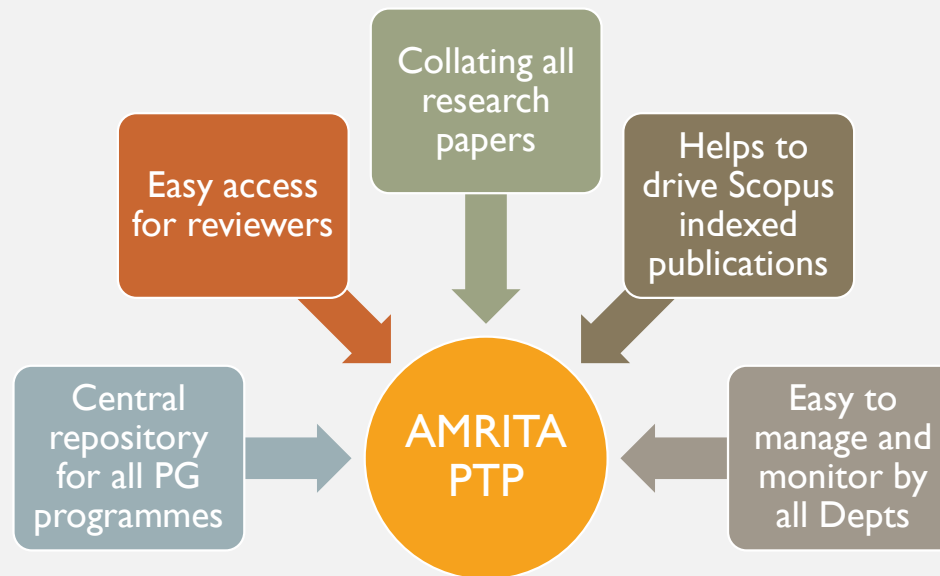# AMRITA
PUBLICATION TRACKING PORTAL
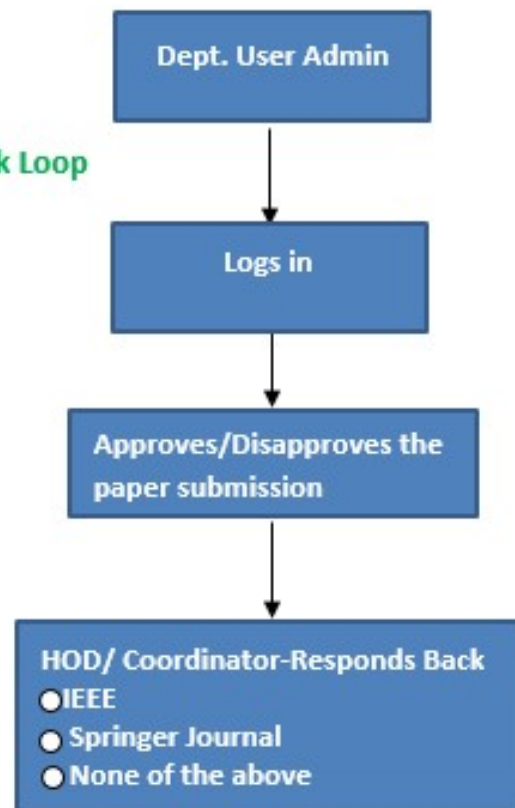
User Guide for HOD/Coordinator

ABOUT PORTAL

- The portal is internal to Amrita. Users who don't have an Amrita email address or direct login to PTP will not be able to see or edit any information in the portal.

- The PTP will be accessible only through AUMS(eventually). All the pages will be checked for login status, if not logged in prompt to login, without showing the details of the webpage.

- The web crawlers will be restricted from crawling the site. Appropriate robot configuration should be maintained.
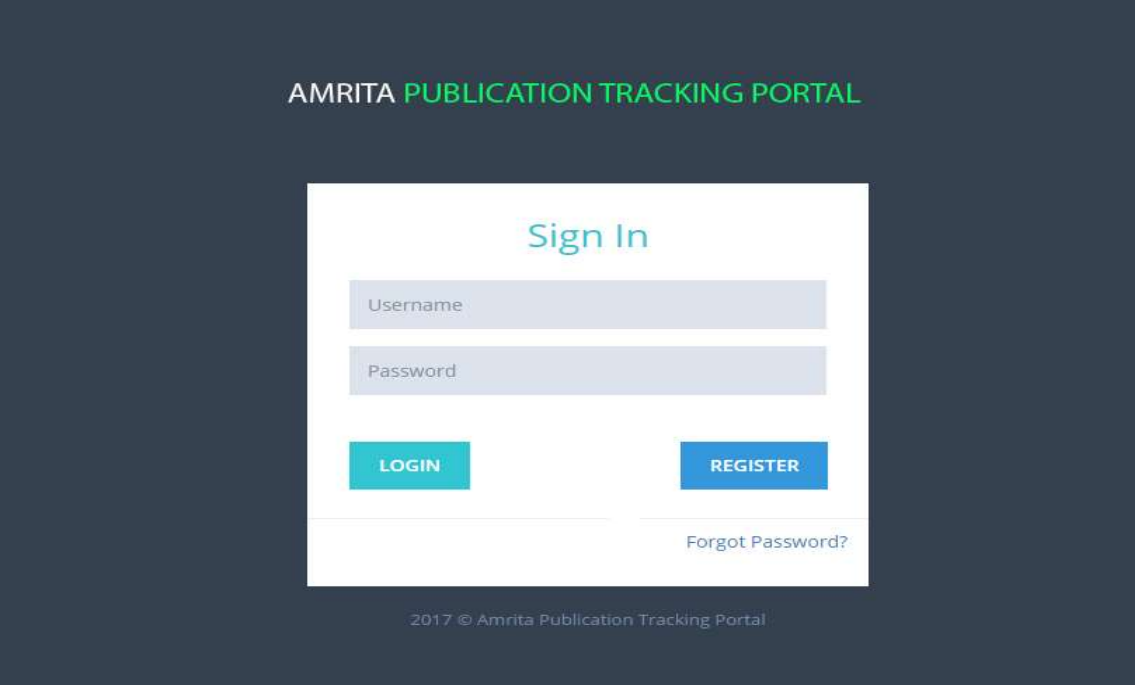
BENEFITS

PTP WORK FLOW- FOR HOD/COORDINATOR

Function: Scopus-Check Loop

Dept. User Admin

↓

Logs in

↓

Approves/Disapproves the paper submission

↓

HOD/ Coordinator-Responds Back
- IEEE
- Springer Journal
- None of the above

LOGIN SCREEN

The Amrita Publication Tracking Tool can be accessed using below URL.
https://ptp.amrita.edu

HOD DASHBOARD

FACULTY LIST WITH PAPER DETAILS

Click on the Department Summary >>Faculties

SELECT A FACULTY WHO HAVE WRITTEN PAPER

- Watch who all have approval form under "*Written*" status
- To view the submission form **waiting for recommendation** click one of the faculty name to see the list of papers under that faculty
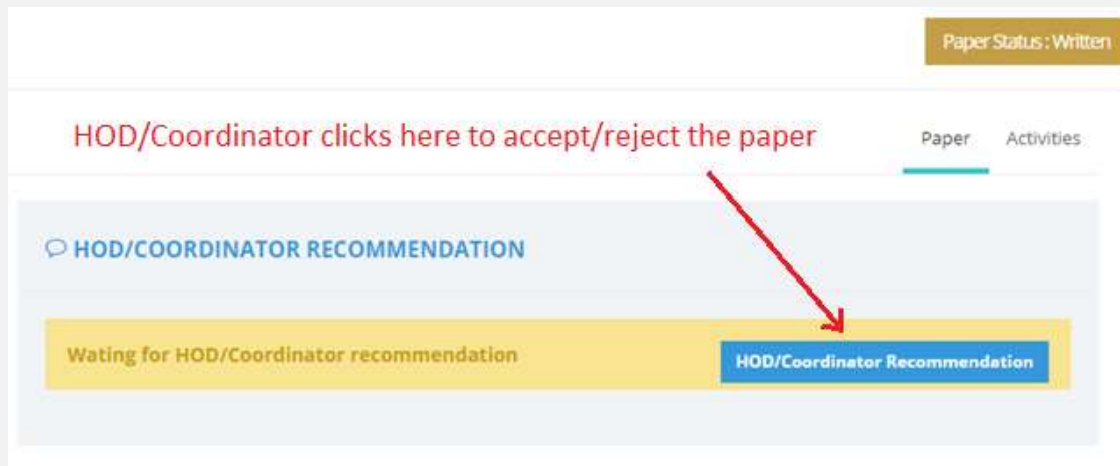
SELECT THE RESEARCH PAPER

Click on a paper title with status as "Written" to view the details

Paper Title	Authors	Department	Paper Status	Amrita #	Self #	Author Precedence
TestDocument Summarization Using Dictionary in Python	Anija Sameesh	Amrita TBI	Hod Approved	0	1	Author 1
Test Paper 103	Anija Sameesh	Amrita TBI	Presented	1	0	Author 1
Test paper 104	Padmakumar GS , Anija Sameesh	Amrita TBI	Indexed in scopus	1	0	Author 2
Test paper 105	Padmakumar GS , Anija Sameesh	Amrita TBI	Written	1	0	Author 1

HOD RECOMMENDATION

- HOD verifies all the relevant datas and If HOD/Publication coordinator approves the submission, then the author can go for submission
- If the HOD/Publication coordinator rejected the paper. Then the user have to go the paper and revise it based on the HOD/Publication coordinator suggestions.

HOD APPROVED

Once the HOD/Coordinator approves, the status will get changed as "HOD Approved" at the applicant user side

HOD RECOMMENDATION REJECTED

If the HOD rejects the recommendation, the applicant will get an option to revise the application and resubmitted as a new paper revision for HOD recommendation.

SECOND LEVEL RECOMMENDATION

Once the HOD approves, the application form need to go through a second level recommendation. Second level recommendation is usually done by the Dean / School Admin.

THANK YOU

🌐 http://ptp.amrita.edu

✉ ptp@amrita.edu