



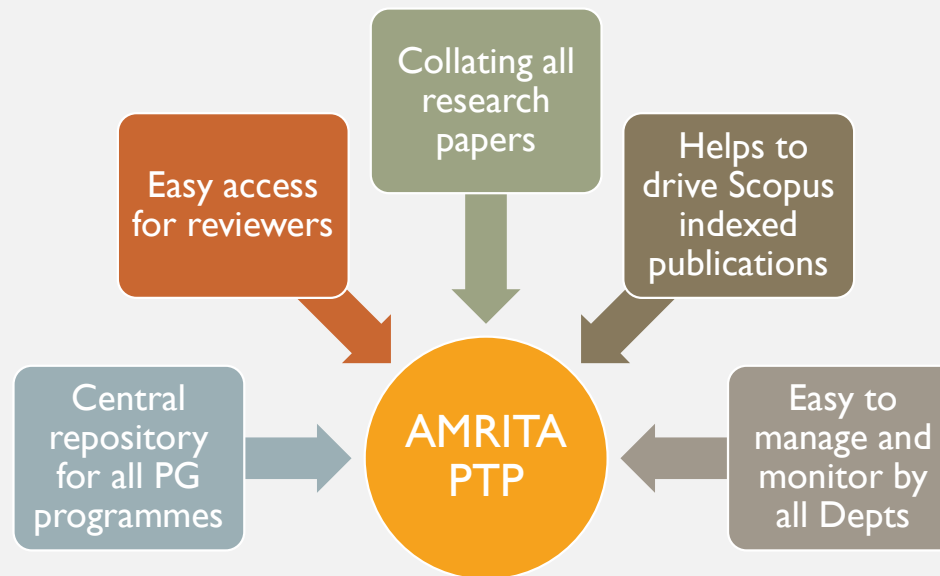
# AMRITA PUBLICATION TRACKING PORTAL

User Guide for HOD/Coordinator

## ABOUT PORTAL

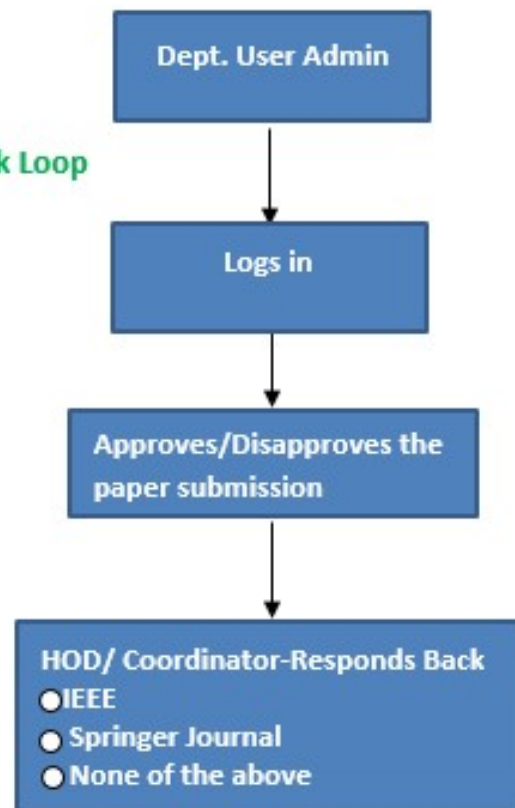
- The portal is internal to Amrita. Users who don't have an Amrita email address or direct login to PTP will not be able to see or edit any information in the portal.
- The PTP will be accessible only through AUMS(eventually). All the pages will be checked for login status, if not logged in prompt to 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



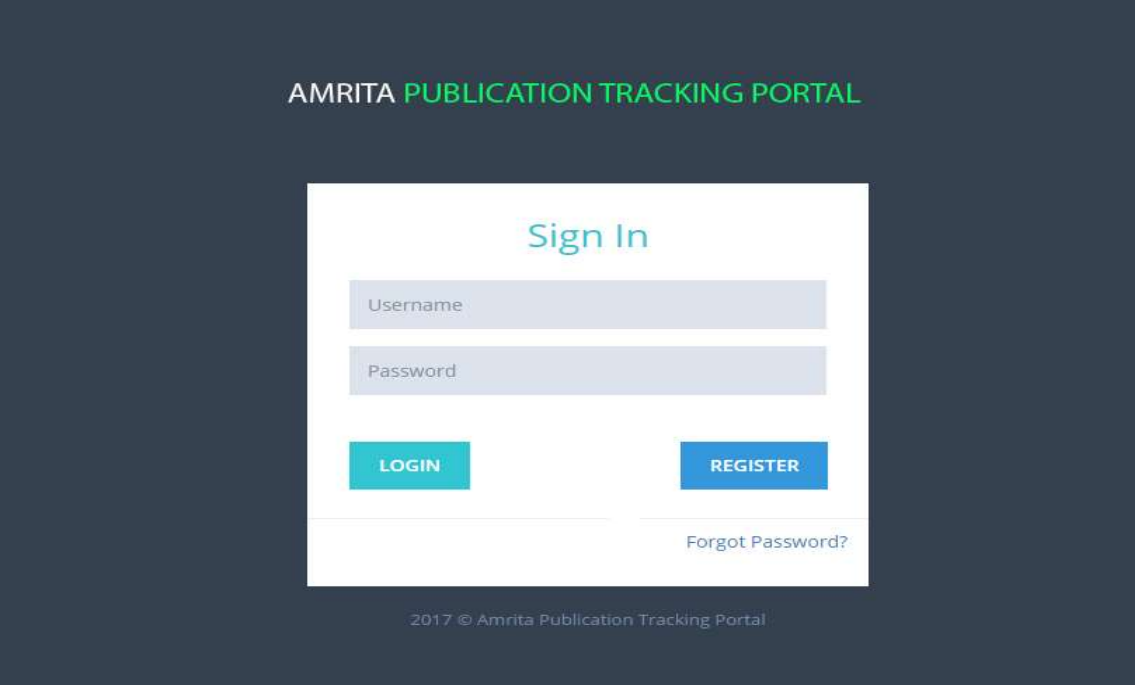
## PTP WORK FLOW- FOR HOD/COORDINATOR

Function: Scopus-Check Loop



# LOGIN SCREEN

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



AMRITA PUBLICATION TRACKING PORTAL

Sign In

Username

Password

[LOGIN](#) [REGISTER](#)

[Forgot Password?](#)

2017 © Amrita Publication Tracking Portal

The screenshot shows a dark blue background with the text 'AMRITA PUBLICATION TRACKING PORTAL' at the top. Below this is a white box containing the 'Sign In' form. The form has two input fields: 'Username' and 'Password'. Below the fields are two buttons: 'LOGIN' (teal) and 'REGISTER' (blue). At the bottom right of the form is a link 'Forgot Password?'. At the very bottom of the dark blue area is the copyright notice '2017 © Amrita Publication Tracking Portal'.

# HOD DASHBOARD

AMRITA PUBLICATION TRACKING PORTAL About Us | Padmakumar GS

Home . My Dashboard

### Dashboard

#### MY PAPER LIST

Paper under Process	2
Hod Approved	0
Hod Rejected	0
Submitted	0
Accepted	0
Presented	0
Published	1
Indexed in Scopus/SCI/PubMed	2

#### DEPARTMENT PAPER LIST

Paper under Process	27
Hod Approved	5
Hod Rejected	13
Submitted	6
Accepted	10
Presented	6
Published	3
Indexed in Scopus/SCI/PubMed	12

- Dashboard
- Profile
- Manuscript Submission Approval Form
- My Paper List
- Refer Amrita Citation
- Undertaking Form
- My Undertakings
- Level paper List
- Department Summary
- Faculties
- Students
- Department Papers
- Department Citations
- Department Undertakings

# FACULTY LIST WITH PAPER DETAILS

Click on the Department Summary >>Faculties

AMRITA PUBLICATION TRACKING PORTAL

Home » Faculty List

Faculty List

Campus Name: Amritapuri

Status: All

Select date range: [ ] to [ ]

**FACULTY LIST** [Count Report](#) [Full Data Report](#)

100 records

Search: [ ]

ID	Faculty Name	Email	Department	Campus	Written	Hod Approved	Submitted	Accepted	Published	Indexed in Scopus/SCI/PubM
1628	Sukanya Lal V S	sukanyalal@am.amrita.edu	Amrita TBI	Amritapuri	0	0	0	0	0	0
1627	Anija Sameesh	anijasameesh@am.amrita.edu	Amrita TBI	Amritapuri	0	1	0	0	0	1
1626	Padmakumar GS	padmakumargs@am.amrita.edu	Amrita TBI	Amritapuri	2	0	0	0	1	2
1623	ARCHANA	bv_archana@cb.amrita.edu	Amrita TBI	Amritapuri	10	0	0	2	0	2
1622	Arun A	aruna@am.amrita.edu	Amrita TBI	Amritapuri	2	0	0	0	0	0
1599	Ramkumar	ramkumarrp@am.amrita.edu	Amrita TBI	Amritapuri	6	0	0	0	0	0

# 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

AMRITA PUBLICATION TRACKING PORTAL About Us | Padmakumar GS

Home » Faculty List

Faculty List

Campus Name:  Status:  Select date range:  to

**FACULTY LIST**

100 records Search:

ID	Faculty Name	Email	Department	Campus	Written	Hod Approved	Submitted	Accepted	Published	Indexed in Scopus/SCI/PubMed	HOD
1628	Sukanya Lal V S	sukanyalal@am.amrita.edu	Amrita TBI	Amritapuri	0	0	0	0	0	0	0
1627	Anija Sameesh	anijasameesh@am.amrita.edu	Amrita TBI	Amritapuri	1	1	0	0	0	1	0
1626	Padmakumar GS	padmakumargs@am.amrita.edu	Amrita TBI	Amritapuri	3	0	0	0	1	2	0
1623	ARCHANA	bv_archana@cb.amrita.edu	Amrita TBI	Amritapuri	10	0	0	2	0	2	5
1622	Arun A	aruna@am.amrita.edu	Amrita TBI	Amritapuri	2	0	0	0	0	0	1
1599	Ramkumar	ramkumarrp@am.amrita.edu	Amrita TBI	Amritapuri	6	0	0	0	0	0	5



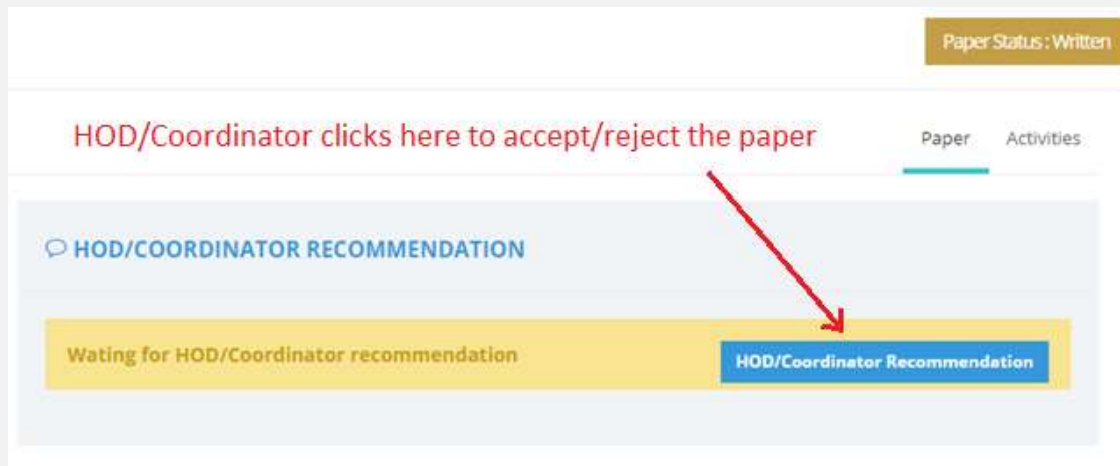
## SELECT THE RESEARCH PAPER

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

Faculty Paper List							Excel Export
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	
<a href="#">Test paper 105</a>	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 Recommendation

Recommendation  Approved  Rejected

Please select Publication URLs to submit the paper:

Publication URLs	Date of Submission	Date of Acceptance	Cost Incurred for Presentation (INR)
<input type="checkbox"/> http://117.193.77.239/ptp_2021/public/client/paper-upload	2021-03-03		200

Comments

Close Save

## HOD APPROVED

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

The screenshot displays a user interface with a blue header bar on the right containing the text "Paper Status : Hod Approved". Below this, there are two tabs: "Paper" and "Activities", with "Paper" being the active tab. The main content area is titled "HOD/COORDINATOR RECOMMENDATION" and features a prominent teal-colored message box that reads: "HOD/Coordinator Recommendation status : Approved By Padmakumar GS on 7th of May 2021 11:07:19 PM". Below the message box, there are two rows of information: "Publications" with a URL "https://www.scopus.com/record/display.uri?eid=2-s2.0-85080955439&origin=resultsli" and "Comment" with the text "ok approved".

Paper Status : Hod Approved

Paper Activities

HOD/COORDINATOR RECOMMENDATION

HOD/Coordinator Recommendation status : Approved By Padmakumar GS on 7th of May 2021 11:07:19 PM

Publications : <https://www.scopus.com/record/display.uri?eid=2-s2.0-85080955439&origin=resultsli>

Comment : ok approved

# 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.

The screenshot displays a user interface for a recommendation system. At the top right, a red box indicates "Paper Status : Rejected". Below this, there are two tabs: "Paper" (which is active and underlined) and "Activities". The main content area is titled "HOD/COORDINATOR RECOMMENDATION" with a speech bubble icon. A prominent red message box states: "HOD/Coordinator Recommendation status : Paper Recommendation Rejected By Padmakumar GS on 17th of May 2021 07:23:23 PM". Below this, a comment field shows the text: "Comment : Needs to be polished."

# 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.

Paper Details Test Paper 103 Paper Status : Hod Approved

Paper Activities

### PAPER INFORMATION

Paper Title	: Test Paper 103
Keywords	: Solar Energy Sun Thermal
DOI Number	: 10.1093/amr-col/ase543
Scopus Indexed	: Yes
SCI Indexed	: No
Pub Med	: No
Web of Sciences	: No
Other	:
Paper Type	: Journal Article
ABDC Category	: NA
Book Chapter	:
Scopus Percentile	: 1

### HOD/COORDINATOR RECOMMENDATION

HOD/Coordinator Recommendation status : **Approved By Padmakumar GS on 7th of May 2021 11:07:19 PM**

Publications	: <a href="https://www.scopus.com/record/display.uri?eid=2-s2.0-85080955439&amp;origin=resultsli">https://www.scopus.com/record/display.uri?eid=2-s2.0-85080955439&amp;origin=resultsli</a>
Comment	: ok approved

**Waiting for Second level recommendation** **Second level Recommendation**



---

# THANK YOU

---

 <http://ptp.amrita.edu>

 [ptp@amrita.edu](mailto:ptp@amrita.edu)