



AMRITA PUBLICATION TRACKING PORTAL

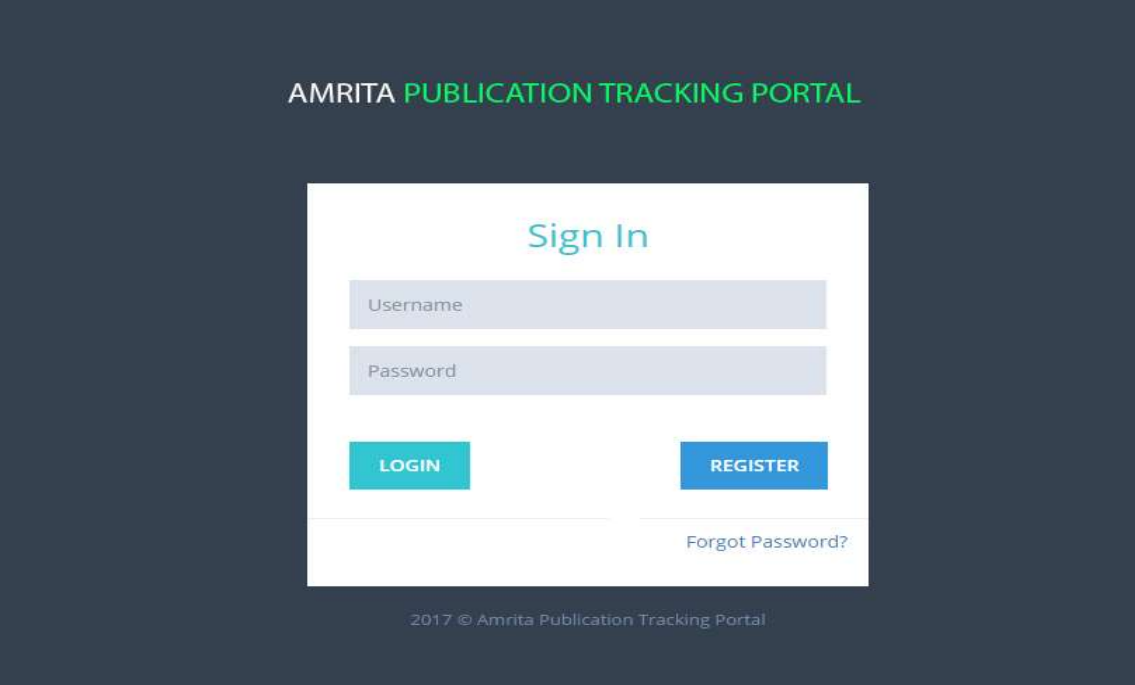
User Guide for Faculty

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.

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 a white central box. At the top of the box, the text 'AMRITA PUBLICATION TRACKING PORTAL' is displayed in green. Below this, the heading 'Sign In' is centered in a light blue font. There are two input fields: 'Username' and 'Password', both with light blue borders and placeholder text. Below the input fields are two buttons: a teal 'LOGIN' button and a blue 'REGISTER' button. At the bottom right of the white box, there is a link for 'Forgot Password?'. At the very bottom of the dark blue background, the copyright notice '2017 © Amrita Publication Tracking Portal' is visible.

FACULTY USER DASHBOARD

AMRITA PUBLICATION TRACKING PORTAL About Us | Sukanya Lal V S

Home . My Dashboard

Dashboard

MY PAPER LIST

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

MY UNDERTAKING LIST

Pending	0
HOD Approved	0
HOD Rejected	0

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USER PROFILE

AMRITA PUBLICATION TRACKING PORTAL About Us | Anija Sameesh ▾

Home . My Profile

Profile information

User can reset the login password

Profile Password

Name : Anija Sameesh	Department : Amrita TBI	Edit
Employee ID : EMP056	Designation : Technical Associate	
Gender : Female	Email : anijasameesh@am.amrita.edu	Click to edit profile information
Campus : Amritapuri	Mobile : 9633310250	

RESEARCH PAPER UPLOAD DETAILS

Mandatory details needed:

- ❖ Paper title
- ❖ Keywords
- ❖ Scopus/SCI/PubMed indexed :Yes/No
- ❖ ABDC category
- ❖ Research paper with correct affiliation
- ❖ Plagiarism report
- ❖ Avenues of publishing -URL and Date of submission
- ❖ Author details

Optional

- ❖ DOI number
- ❖ Date of acceptance
- ❖ Registration cost

MANUSCRIPT SUBMISSION APPROVAL FORM

- Click on “Manuscript Submission Approval Form”
- Fill all the relevant details and upload the required files

AMRITA PUBLICATION TRACKING PORTAL About Us | Anija Sameesh

Home • My Research Paper Upload

Manuscript Submission Approval Form

UPLOAD PAPER DETAILS

Paper Title *	<input type="text" value="Paper Title"/>	Keywords *	<input type="text" value="Keywords"/>	DOI No	<input type="text" value="DOI Number"/>
Scopus Indexed	<input type="radio"/> Yes <input type="radio"/> No	Pub Med	<input type="radio"/> Yes <input type="radio"/> No	Web of Sciences	<input type="radio"/> Yes <input type="radio"/> No
Scopus Indexed	<input type="button" value="Choose File"/> No file chosen <small>Please upload proof of scopus index in .docx, .doc, .pdf format</small>	Pub Med	<input type="button" value="Choose File"/> No file chosen <small>Please upload proof of Pub Med in .docx, .doc, .pdf format</small>	SCI Indexed	<input type="radio"/> Yes <input type="radio"/> No
Paper Type *	<input type="text" value="Journal Article"/>	Other	<input type="text" value="Other Journal-Indexes"/>	ABDC Category *	<input type="text" value="NA"/> <small>For Business schools</small>
Book Chapter	<input type="text" value="Book Chapter"/>	SJR Quartile	<input type="text" value="Scimago Journal Quartile"/> <small>Click here for guidelines on SJR and SJR Impact factor</small>	SJR Impact Factor	<input type="text" value="SJR Impact Factor"/>
Scopus Percentile	<input type="text" value="Scopus Percentile"/>	Scopus Citescore	<input type="text" value="Scopus Citescore"/>		
Upload Paper *	<input type="button" value="Choose File"/> No file chosen <small>Please upload in .docx, .doc, .pdf format</small>	Plagiarism Report *	<input type="button" value="Choose File"/> No file chosen		

ADDING REFERENCES

- References details needs to be added
- To search any of the amrita papers, click on “[here](#)” link just below to the table.
- Applicant can add more details by clicking the button “[For Additional paper details Click here](#)”

REFERENCES - FROM MANUSCRIPT

Title of the paper *	Author Name *	Affiliation *	Amrita/Self *	More
<input type="text" value="Title of Paper"/>	<input type="text" value="Author Name"/>	<input type="text" value="Affiliation in Paper"/>	<input type="text" value="NA"/>	

Please search for Amrita papers [here](#)



[For Additional Paper Details Click here](#)



Amrita Vishwa Vidyapeetham affiliation is listed correctly under names of authors *

Yes No

Is official E-mail ID of corresponding author provided *

Yes No

Is this to be counted towards 10 additional marks per paper *

Yes No

Is this part of directed research to be counted towards UG 25% attendance *

Yes No

Is this part of Master's degree *

Yes No

Is this part of Ph.D. annual progress *

Yes No

Is this part of Faculty appraisal or performance *

Yes No

AVENUE OF PUBLICATION

For Conference Category

TARGETED AVENUE OF PUBLICATION

URL *	Targeted Date of Submission *	Estimated cost associated with publication (INR) *	Category *	Category Details *
<input type="text" value="URL"/>	<input type="text"/>	<input type="text" value="Estimated cost ass"/>	<input type="radio"/> Publication <input checked="" type="radio"/> Conference	<input type="text" value="Title of Conference"/>



For Publication Category

TARGETED AVENUE OF PUBLICATION

URL *	Targeted Date of Submission *	Estimated cost associated with publication (INR) *	Category *	Category Details *
<input type="text" value="URL"/>	<input type="text"/>	<input type="text" value="Estimated cost ass"/>	<input checked="" type="radio"/> Publication <input type="radio"/> Conference	<input type="text" value="Journal Title"/> <input type="text" value="Journal Publisher"/>



AUTHOR SELECTION

- User who submits the paper will be considered as one of the author and it is mandatory to select their name
- User can add both Internal and external author. Also the faculty or student authors.
- While selecting faculty author a drop down will show the suggestions with mail id of the faculty author, for student roll number will be shown along with the name
- If external author is in the paper, user can add the Author details
- Mark whether the faculty/student is a corresponding author

AUTHOR SELECTION – STAFF (INTERNAL)

- Select Internal / External
- Select Faculty / Student
- Upon typing the Author name, matching faculty name will be listed in the drop-down to select
- To add more authors, click on the button “[For Additional Authors Click here](#)”

Author precedence *	Internal/ External *	Faculty/ Student *	Corresponding author *	More
Author 1	<input checked="" type="radio"/> Internal <input type="radio"/> External	<input checked="" type="radio"/> Staff <input type="radio"/> Student	<input type="text" value="p"/> Ms.Preetha .P.K,preethapk@am.amrita.edu Dr. P. Kanakasabapathy,sabapathy@am.amrita.e Dr.Ravikumar Pandi V,ravikumarpandiv@am.amrita.edu Ms.Jayasree .P.R,jayasreepr@am.amrita.edu Ms. Ganapathy, Ganapathy@am.amrita.edu	<input type="text"/> For Additional Author(s) Click here
		<input type="button" value="Submit"/>		

AUTHOR SELECTION - STUDENT

- Upon typing the Author name, matching student name will be listed in the drop-down to select
- If you want to add a new student who doesn't exist in the drop-down, click "**Add new Student**" button
- To add more authors, click on the button "*For Additional Authors Click here*"

PAPER AUTHOR DETAILS Add new Student

Author precedence *	Internal/ External *	Faculty/ Student *	Corresponding author *	More
Author 1	<input checked="" type="radio"/> Internal <input type="radio"/> External	<input type="radio"/> Staff <input checked="" type="radio"/> Student	<input type="text" value="Author Name"/>	<input type="checkbox"/>


[For Additional Author\(s\) Click here](#)

ADD NEW STUDENT

- Fill all details and click Submit to add a new student

Home . My Research Paper Upload . Create Student

Create User

 Create User

Campus Name *

Specialisation Name *

Batch Name *

Name *

Roll No *

Gender * Male Female

Mobile *

Email *

Password *

AUTHOR SELECTION - EXTERNAL

For adding External author, type the name, organization, country and email id.

Author precedence *	Internal/ External *	Faculty/ Student *				Corresponding author *	More
Author 1	<input type="radio"/> Internal <input checked="" type="radio"/> External	<input type="text" value="Author Name"/>	<input type="text" value="Organization"/>	<input type="text" value="Country"/>	<input type="text" value="Email ID"/>	<input type="checkbox"/>	

[For Additional Author\(s\) Click here](#)

RESEARCH PAPER UPLOAD - EDIT DETAILS

To edit the paper

- Go to **my paper list**
- Filter the paper list as **Written** using the paper status drop down in the top right corner
- **Select** the paper
- Select the option given in the bottom **“Click here to view the details of this paper..”**
- It will show the details of the paper. Then click the appropriate **Edit** buttons wherever you want to edit

AMRITA PUBLICATION TRACKING PORTAL

Home . My Paper List

My Paper List

Paper Status: All

SI No	Paper Title	Keywords	Scopus Indexed	Paper Status	Paper uploaded on
1	TestDocument Summarization Using Diction...	DSP	Yes	Written	01 March 2021 11:49 am
2	Test Paper 103	Solar Energy Sun Thermal	Yes	Hod Approved	07 May 2021 10:50 pm

Click the paper to view the paper details

TO EDIT THE PAPER DETAILS

The screenshot displays a web application interface with two main sections. On the left, under 'PAPER INFORMATION', there is a list of paper details: Paper Title (TestDocument Summarization Using Dictionary in Python), Keywords (DSP), DOI Number (DSP001), Scopus Indexed (Yes), SCI Indexed (Yes), Pub Med (Yes), Web of Sciences (Yes), Other (:), Paper Type (Book Chapter), ABDC Category (A+), Book Chapter (:), and Paper Submitted By (Anija Sameesh). Below this is a 'Campus & Department' section with a table showing 'Amritapuri' for both Campus and Department. At the bottom left, there are two buttons: 'Download paper' and 'Download Plagiarism Report'. A blue button labeled 'click here to view more details of this paper....' has a red arrow pointing to it from the text 'Click to view and edit the paper information'. On the right, under 'HOD/COORDINATOR RECOMMENDATION', a yellow bar contains the text 'Waiting for HOD/Coordinator recommendation', which is circled in red. A red arrow points from this text to the red text 'Faculty need to wait until the HOD recommendation to proceed further.' at the bottom right.

PAPER INFORMATION

Paper Title : TestDocument Summarization Using Dictionary in Python
Keywords : DSP
DOI Number : DSP001
Scopus Indexed : Yes
SCI Indexed : Yes
Pub Med : Yes
Web of Sciences : Yes
Other :
Paper Type : Book Chapter
ABDC Category : A+
Book Chapter :
Paper Submitted By : Anija Sameesh

Campus & Department

Campus	Department
Amritapuri	Amrita TBI

[Download paper](#) [Download Plagiarism Report](#)

[click here to view more details of this paper....](#) ← Click to view and edit the paper information

HOD/COORDINATOR RECOMMENDATION

Waiting for HOD/Coordinator recommendation

Faculty need to wait until the HOD recommendation to proceed further.

PAPER REVISION

HOD Recommendation Rejected

HOD Recommendation

Recommendation Approved Rejected

Please select Publication URLs to submit the paper

Comments: Rejected

Close Save

HOD selects Rejected option to reject the recommendation

User can add new paper revision after making necessary changes and resubmit for recommendation.

Paper Status : Rejected

Paper Activities

HOD/COORDINATOR RECOMMENDATION

HOD/Coordinator Recommendation status : Paper Recommendation Rejected By Padmakumar GS on 8th of May 2021 10:56:26 AM

Comment : Rejected

Add new paper revision

SECOND LEVEL RECOMMENDATION

Once the HOD approves, need to complete 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	: https://www.scopus.com/record/display.uri?eid=2-s2.0-85080955439&origin=resultsli
Comment	: ok approved

Waiting for Second level recommendationSecond level Recommendation

READY FOR SUBMISSION

Once the Second level is approved, user needs to submit the paper

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

Second Level Recommendation status : **Approved** By **ARCHANA** on **8th of May 2021 11:09:51 AM**

Comment : Second level approved.

PAPER SUBMISSION

Waiting for Paper submission

PAPER ACCEPTANCE

- Dashboard
- Profile
- Manuscript Submission Approval Form
- My Paper List
- Refer Amrita Citation
- Undertaking Form
- My Undertakings
- Level paper List

Dashboard » Paper List » 7267

Paper Details Test Paper 103

Paper Status: Submitted

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
Scopus Citescore : 5
SJR Quartile : Q3
SJR Impact Factor : 2.3
Paper Submitted By : Anija Sameesh

Campus & Department

Campus	Department
Amritapuri	Amrita TBI

Download paper

Download Plagiarism Report

[click here to view more details of this paper...](#)

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

Second Level Recommendation status: **Approved By ARCHANA on 8th of May 2021 11:09:51 AM**

Comment : Second level approved.

PAPER SUBMISSION

Paper submitted

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

PAPER PUBLICATION ACCEPTANCE

Waiting for Paper Publication Acceptance

[Paper Publication Acceptance](#)

PAPER ACCEPTANCE

User need to select one of the option whether the paper publication got accepted or rejected to update the status

Paper Publication Acceptance

Publication Acceptance Accepted Paper Rejected

PAPER ACCEPTANCE

Once the paper publication is accepted, user needs to upload the

- Paper acceptance letter
- Registration fee payment receipt
- Claim form

Submit them one by one, recommends to upload pdf file.

PAPER PUBLICATION ACCEPTANCE

Paper Publication Acceptance status : **Accepted**

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

Add Attachments

Paper acceptance letter	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Submit"/>
Registration Fee Payment Receipt	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Submit"/>
Claim Form	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Submit"/>

PAPER PUBLICATION

Once the paper got published in the Journal/Conference the user should mark it as presented.

Enter the publication details and upload the final paper. Department coordinator can also update the status if the user is not available

The screenshot displays two sections of a web interface. The top section, titled 'PAPER PRESENTATION', features a yellow bar with the text 'Not Presented' on the left and a blue button labeled 'Mark as Presented' on the right. A red arrow points from the yellow bar towards the button. The bottom section, titled 'PAPER PUBLISHING DETAILS', features a yellow bar with the text 'Waiting for Publishing' on the left and a blue button labeled 'Click here to publish and enter your Final paper' on the right. A red arrow points from the button back towards the yellow bar.

PUBLISHED PAPER DETAILS

Final Paper for paper ID: 7267

← Go to paper

Final Paper

Paper Title *

PAPER AUTHOR DETAILS

Author precedence	Type	Internal/ External Author details		Corresponding author
		Internal Type	Name	
Author 1	Internal	Faculty	Anija Sameesh (anijasameesh@am.amrita.edu)	No

Book/Journal/Conference

Publisher

Series

Volume Number

Page Number

Year

DOI Number

Final Paper Upload * No file chosen

Plagiarism Report Upload No file chosen

Add

Cancel

PUBLISHED PAPER DETAILS

Dashboard • Paper list • Paper ID:7265 • Final Paper

Final Paper for paper ID: 7265

[← Go to paper](#)

Final Paper

FINAL PAPER INFORMATION

[Edit](#)

Paper Title	: Test Paper 102
Book/Journal/Conference	: Test Journal
Publisher	: Test publisher
Series	: A1
Volume Number	: 1001
Page Number	: 101
Year	: 2021
DOI Number	: 10.1093/amr-col/ase545

FINAL PAPER FILE INFORMATION

[Edit](#)


[Download paper](#)

[Download Plagiarism Report](#)


MARK AS INDEXED

Mark it as Indexed in Scopus.

Add the publication URL and the date of indexed.

 PAPER SCOPUS INDEXING

Waiting for Scopus Indexing

[Mark as Indexed in Scopus](#)  Click here to add the indexed details

SCOPUS Index

Publication URLs	<input type="text" value="https://scopus.com/abcd/efg"/>
Date of Indexed	<input type="text" value="2021-05-08"/>

INDEXED IN SCOPUS/SCI/PUBMED

Status of Paper is marked as “Indexed in Scopus/SCI/PubMed”.

Dashboard • Paper List • 7265

Paper Details Test Paper 102 Paper Status : Indexed in Scopus/SCI/PubMed

Paper Activities

PAPER INFORMATION

Paper Title	: Test Paper 102
Keywords	: Test 102
DOI Number	:
Scopus Indexed	: Yes
SCI Indexed	: No
Pub Med	: No
Web of Sciences	: No
Other	:
Paper Type	: Journal Article
ABDC Category	: NA
Book Chapter	:

HOD/COORDINATOR RECOMMENDATION

HOD/Coordinator Recommendation status : **Approved By Padmakumar GS on 6th of May 2021 06:04:29 PM**

Publications	: www.google.com
Comment	: ok

Second Level Recommendation status : **Approved By ARCHANA on 8th of May 2021 12:44:22 PM**

Comment	: second level approved
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FACULTY DASHBOARD

AMRITA PUBLICATION TRACKING PORTAL

Dashboard

Profile

Manuscript Submission Approval Form

My Paper List

Refer Amrita Citation

Undertaking Form

My Undertakings

Level paper List

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	1
Paper Rejected	0



THANK YOU

 <http://ptp.amrita.edu>

 ptp@amrita.edu