# **Gujarat Technological University**



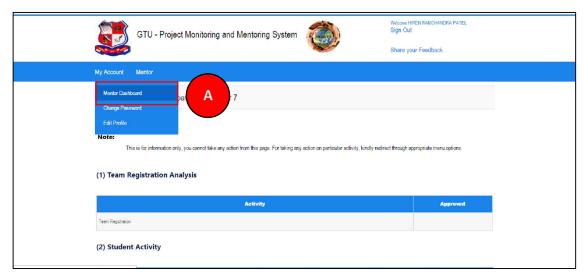
Project Monitoring and Mentoring System (PMMS)

**USER MANUAL FOR MENTOR** 

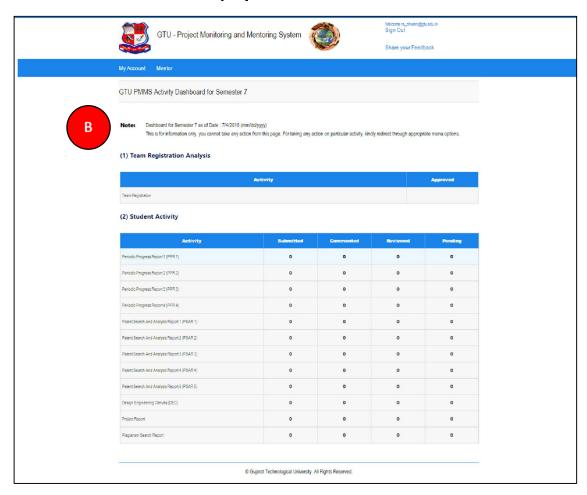
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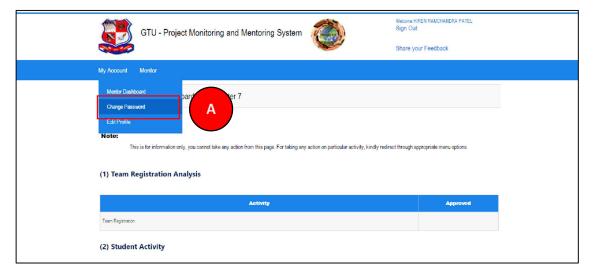
- 1. Mentor Dashboard
- 1. Go to Mentor Dashboard tab from My Account menu as shown in below screen.



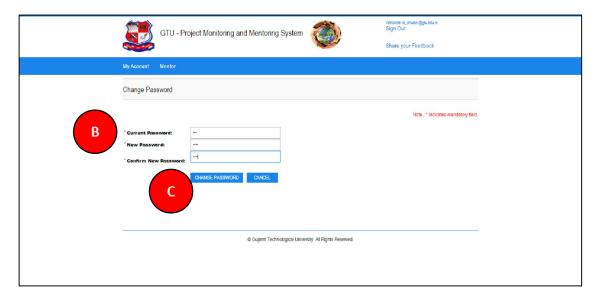
# 2. Dashboard will be displayed.



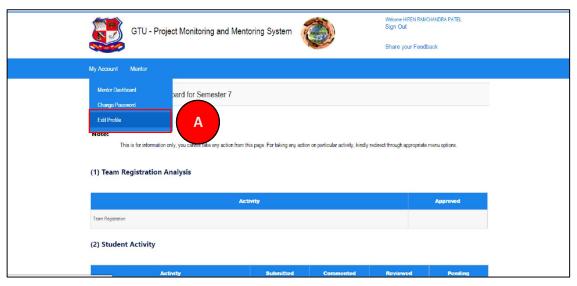
- 2. Change Password
- 1. Go to Change Password tab from My Account menu as shown in below screen.



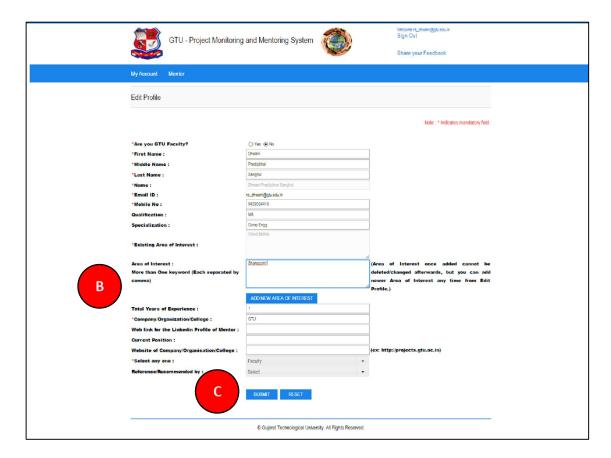
- 2. Fill details
- 3. Click Submit Comments



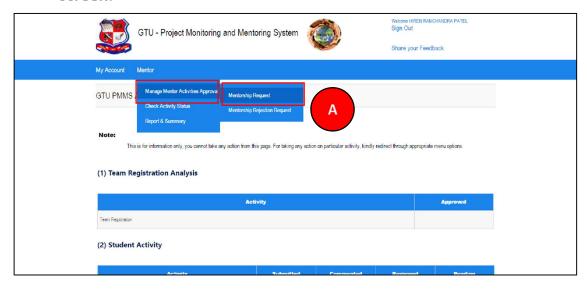
- 3. Edit Profile
- 1. Go to Edit Profile tab from My Account menu as shown in below screen.



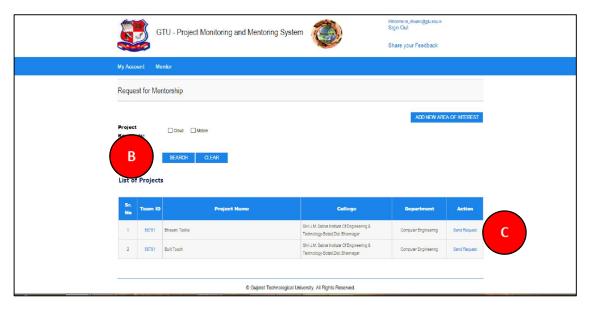
- 2. Edit required Details
- 3. Click on Submit button



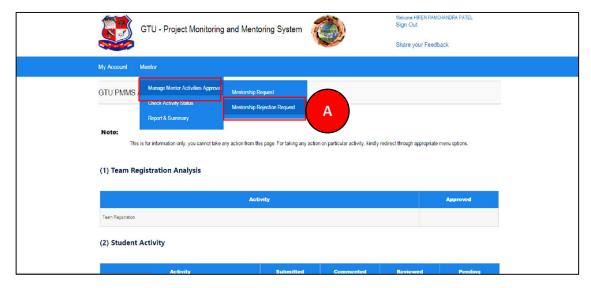
- 4. Mentorship Request
- 1. Go to Mentorship Request tab from Mentor menu as shown in below screen.



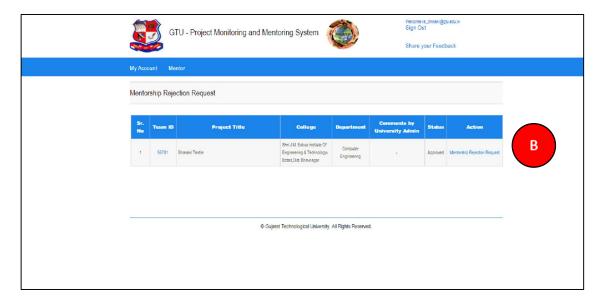
- 2. Select the Project Keywords and click Search Button
- 3. Send request for project mentorship and you will be assigned as Mentor for that project



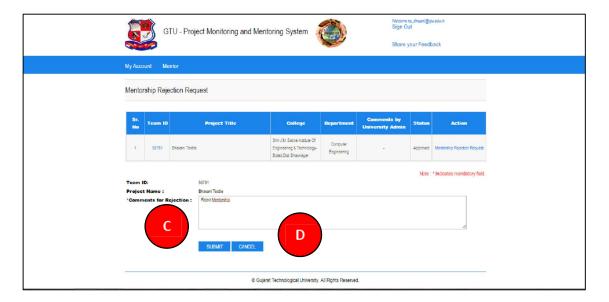
- 5. Mentorship Rejection Request
- 1. Go to Mentorship Rejection Request tab from Mentor menu as shown in below screen.



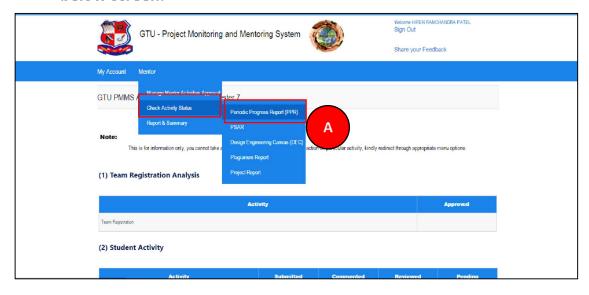
# 2. Select mentorship reject request



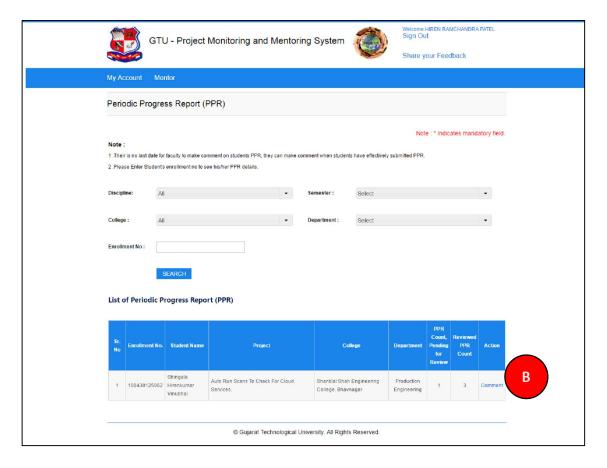
- 3. Fill comments for rejection
- 4. Click on Submit Button



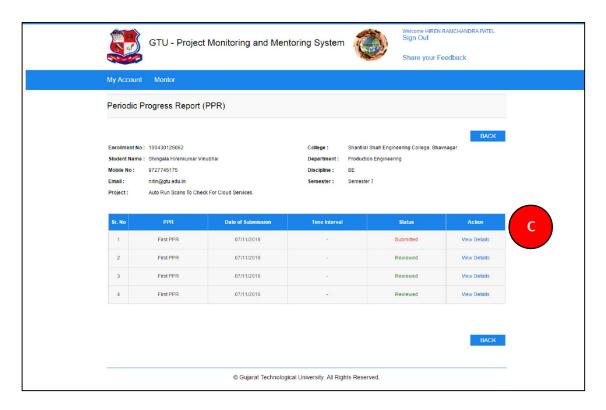
- 6. Periodic Progress Report (PPR)
- 1. Go to Periodic Progress Report (PPR) tab from Mentor menu as shown in below screen.



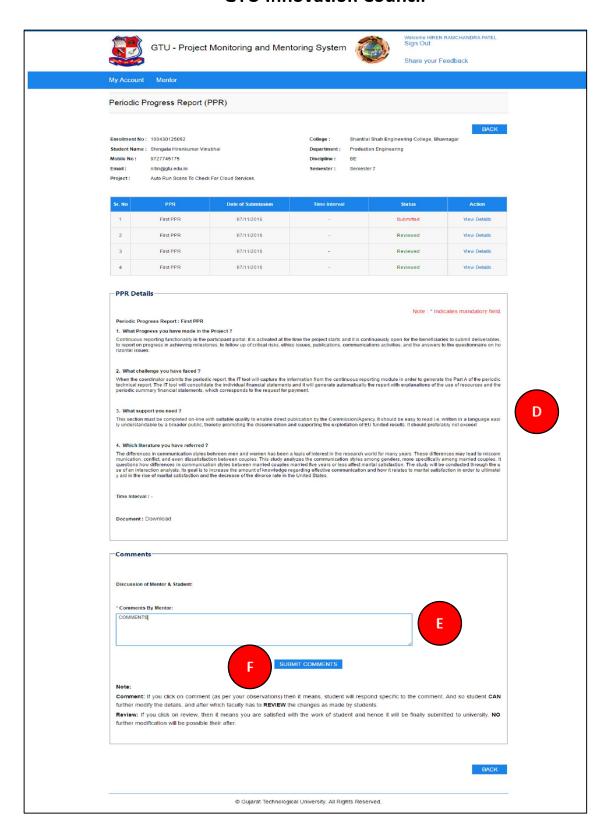
# 2. Click on Comment Link to comment your students activity



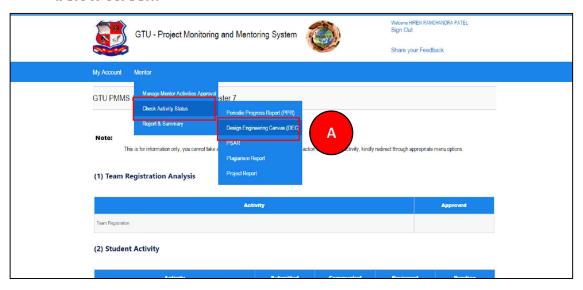
#### 3. Click on View Details Link



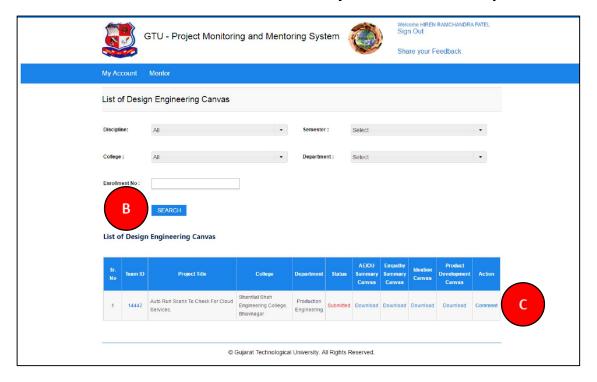
GTU Innovation Council				
4. Read PPR details filled by respective student				
omment on respective Activity				
ick SUBMIT COMENTS Button to respectively comment the desired tivity				



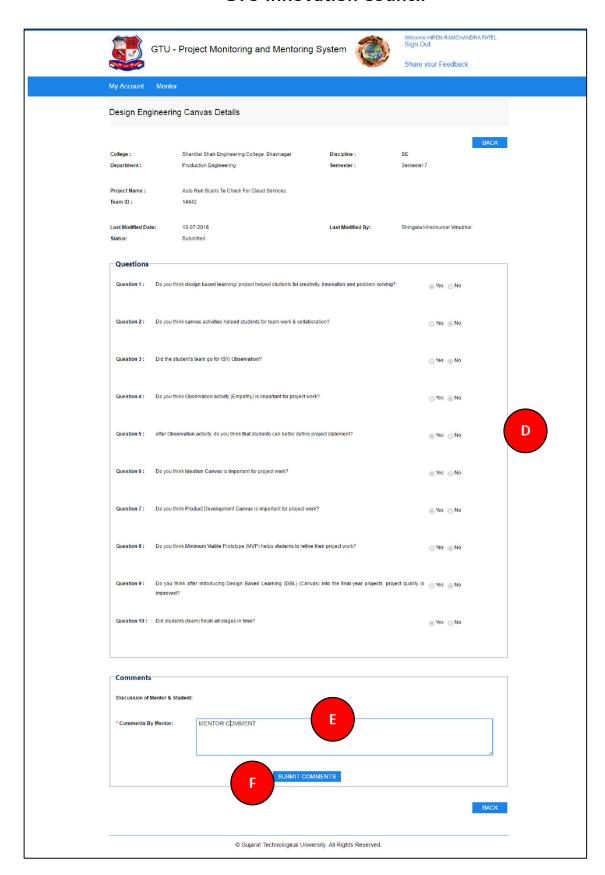
- 7. Design Engineering Canvas
- 1. Go to Design Engineering Canvas tab from Mentor menu as shown in below screen.



- 2. Click Search Button
- 3. Click on Comment Link to comment your students activity

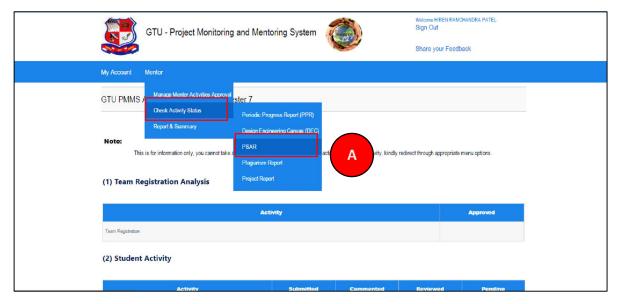


GTU	J Innovation Counc	il	
. Fill the Form			
. Comment on respective			
c. Click SUBMIT COMENTS activity	Button to respectively	y comment the desire	∌d

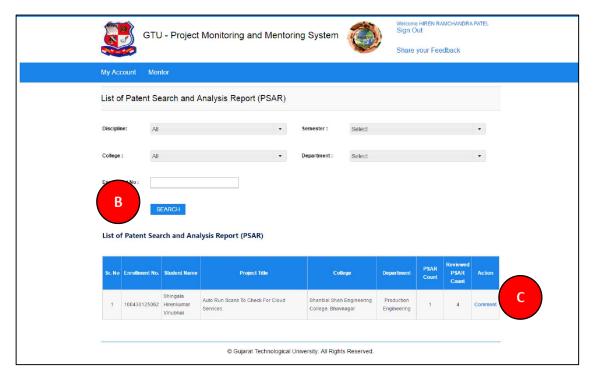


**PMMS – User Manual for Mentor** 

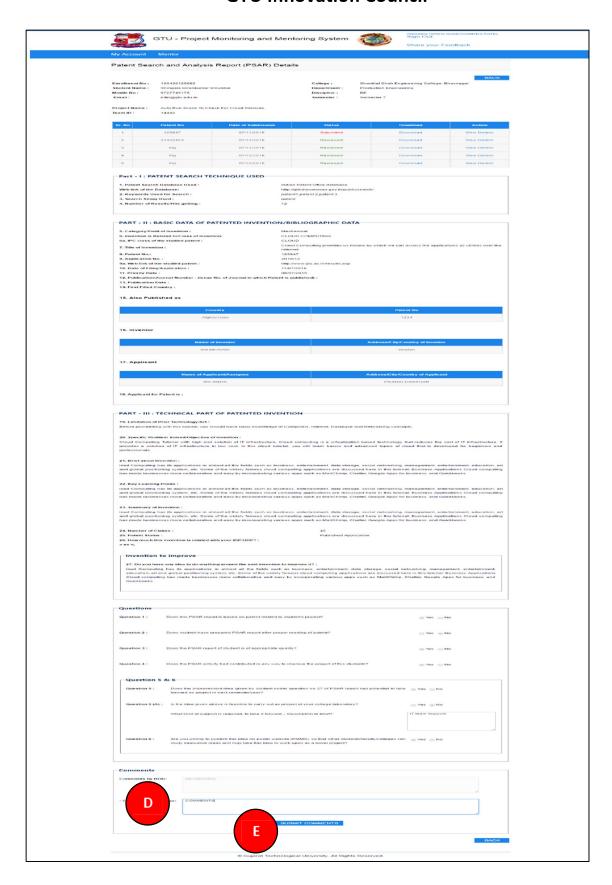
- 8. PSAR
- 1. Go to PSAR tab from Mentor menu as shown in below screen.



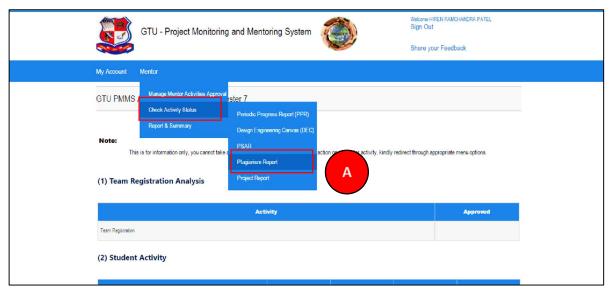
- 2. Click Search Button
- 3. Click on Comment Link to comment your students activity



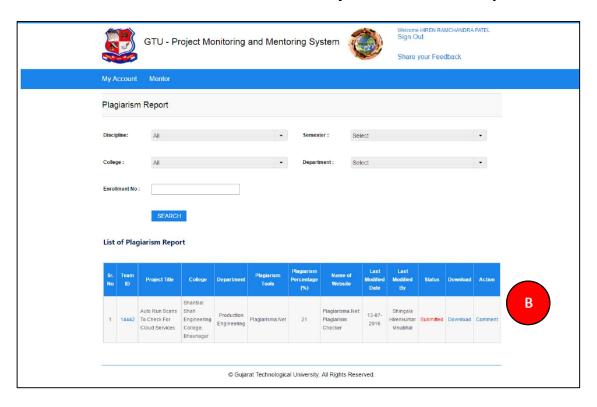
GTU Innovation Council						
<ul><li>4. Comment on respective Activity</li><li>5. Click SUBMIT COMENTS Button to respectively comment the activity</li></ul>	desired					
PMMS – User Manual for Mentor	Page 25   45					



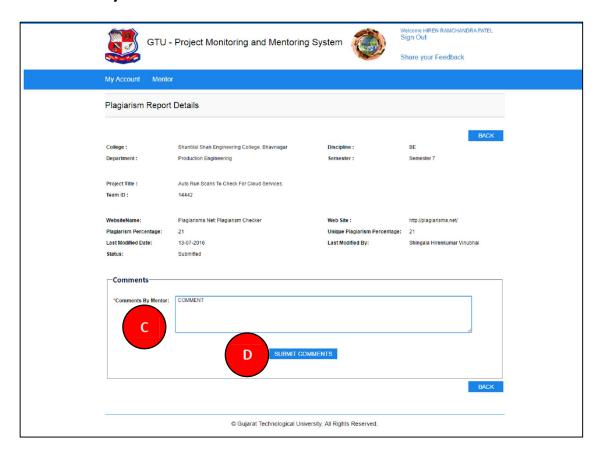
- 9. Plagiarism Report
- 1. Go to Plagiarism Report tab from Mentor menu as shown in below screen.



# 2. Click on Comment Link to comment your students activity

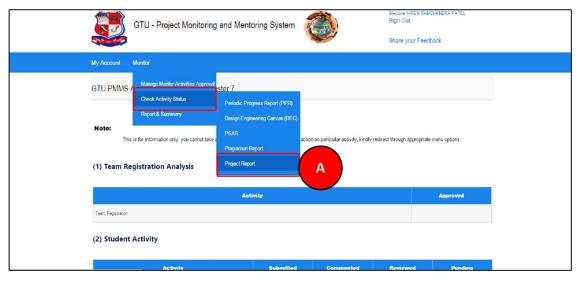


- 3. Comment on respective Activity
- 4. Click SUBMIT COMENTS Button to respectively comment the desired activity

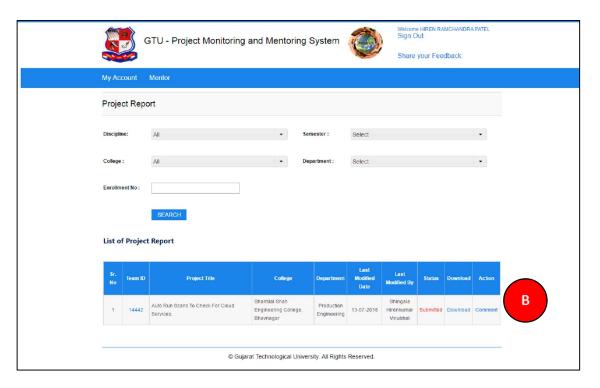


# 10. Project Report

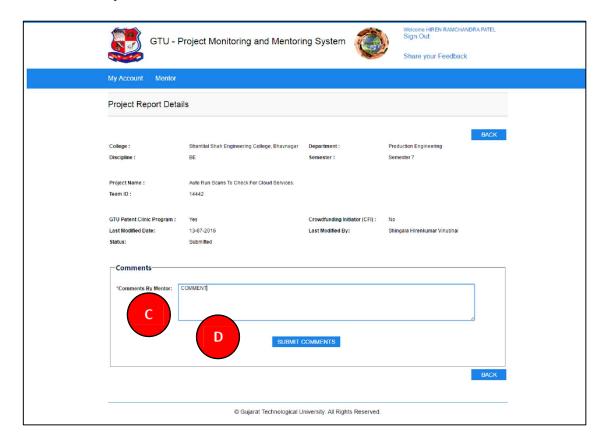
1. Go to Project Report tab from Mentor menu as shown in below screen.



2. Click on Comment Link to comment your students activity

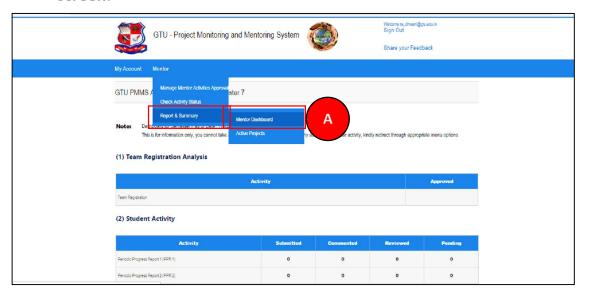


- 3. Comment on respective Activity
- 4. Click SUBMIT COMENTS Button to respectively comment the desired activity

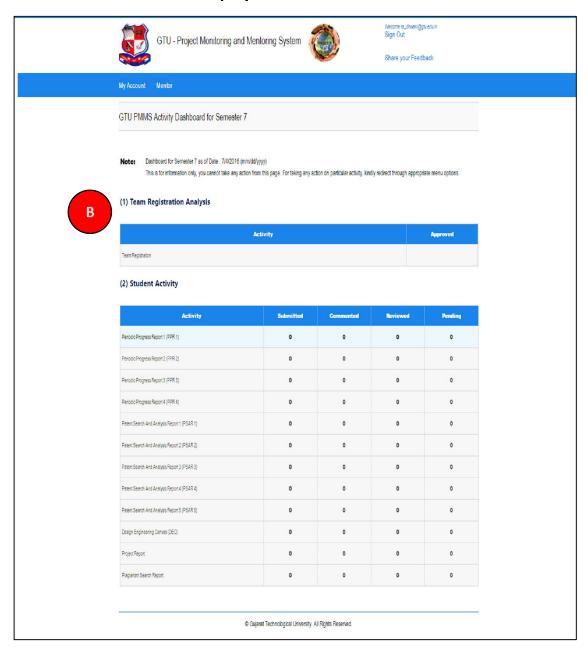


#### 11. Mentor Dashboard

1. Go to Mentor Dashboard tab from Mentor menu as shown in below screen.

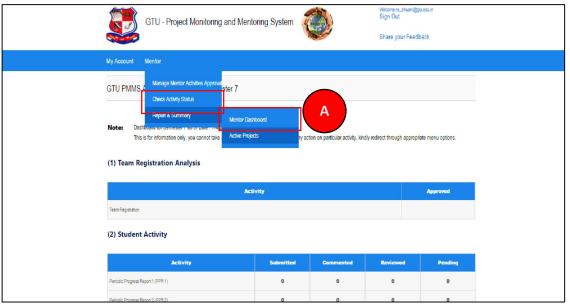


# 2. Dashboard will be displayed

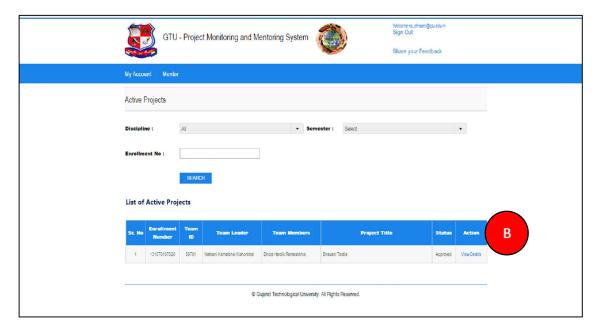


# 12. Active Projects

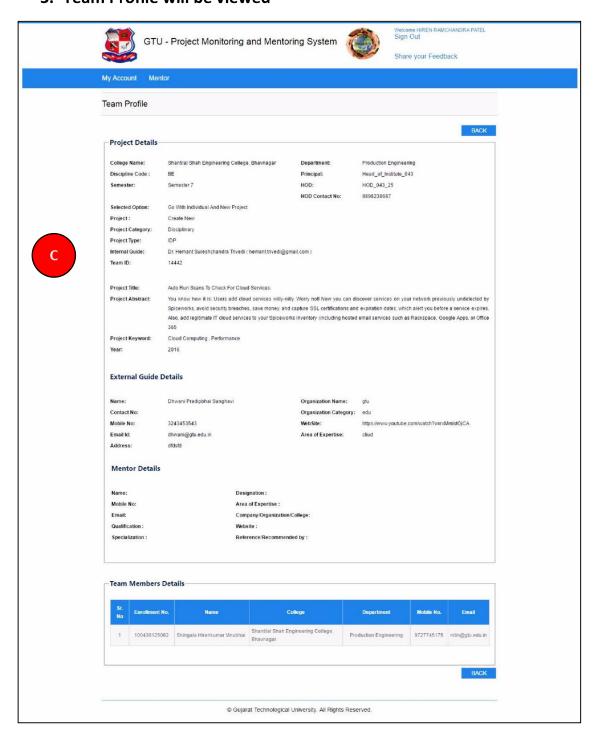
1. Go to Active Projects tab from Mentor menu as shown in below screen.



2. Click on View Details Link to view your students team profile



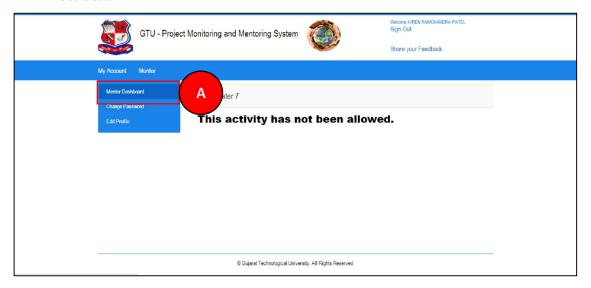
#### 3. Team Profile will be viewed



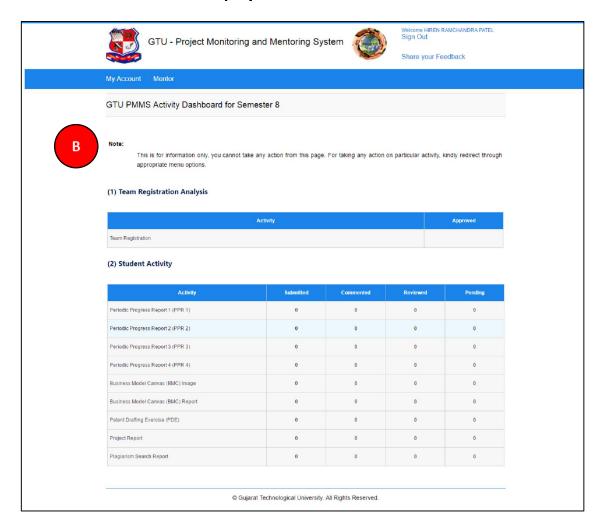
# **BE 8 semester**

#### 13. Mentor Dashboard

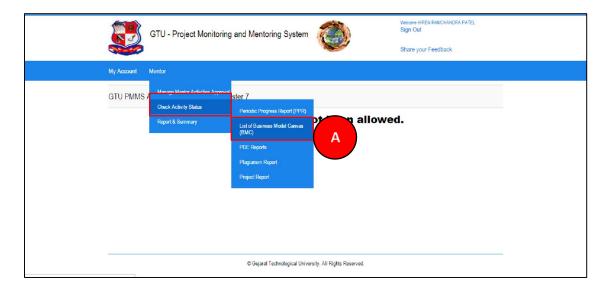
1. Go to Mentor Dashboard tab from Mentor menu as shown in below screen.



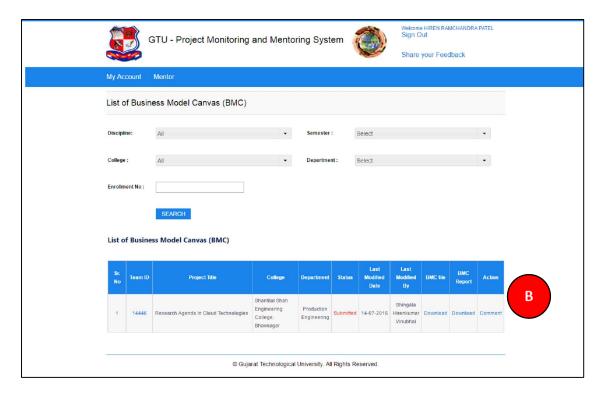
# 2. Dashboard will be displayed



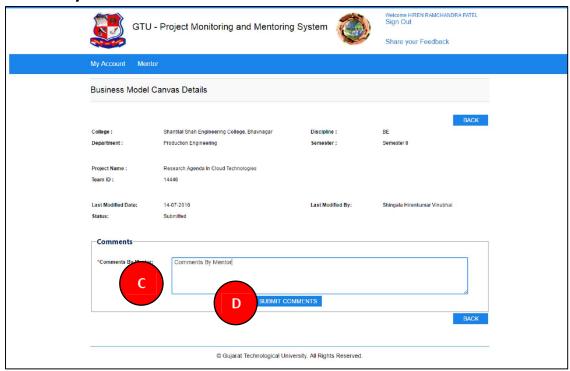
- 14. List of Business Model Canvas (BMC)
  - 1. Go to List of Business Model Canvas (BMC) tab from Mentor menu as shown in below screen.



# 2. Click on Comment Link to comment your students activity

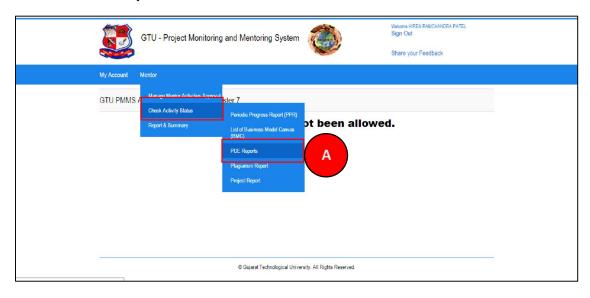


- 3. Comment on respective Activity
- 4. Click SUBMIT COMENTS Button to respectively comment the desired activity

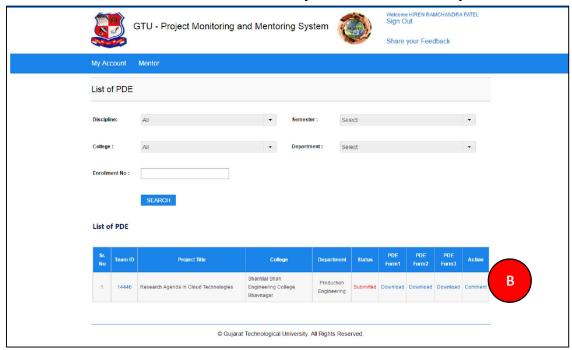


# 15. PDE Reports

1. Go to PDE Reports tab from Mentor menu as shown in below screen.



2. Click on Comment Link to comment your students activity



- 3. Comment on respective Activity
- 4. Click SUBMIT COMENTS/REVIEW Button to respectively comment/review the desired activity

