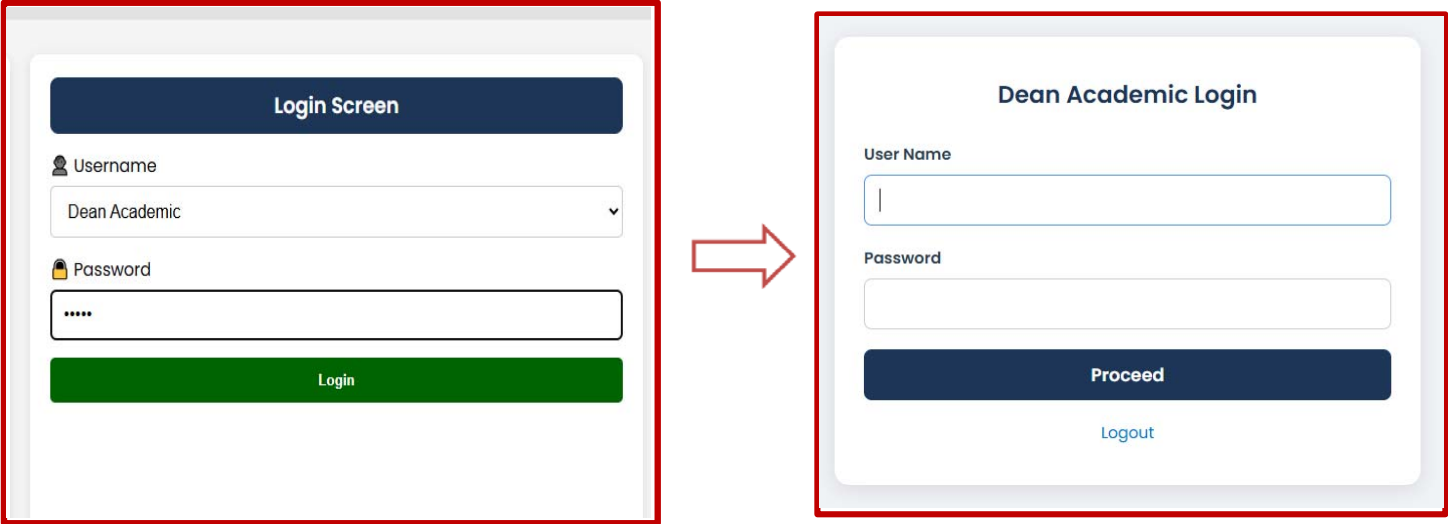


Dean Academic Module Workflow

- **1st Level Login:** Select “**Dean Academic**” as the user, enter the password “**dn123**”, and click the “**Login**” button.
- **2nd Level Login:** Enter your User ID and enter your password, then click “**Proceed**”.



- **Monitoring Dashboard:** The dashboard displays the “**Thesis Submission**” option. Upon clicking this option, the **Pending Thesis** and **Thesis Approved** tabs will appear. The **Pending Thesis** tab displays the list of students along with their thesis submission status, indicating whether the thesis has been uploaded or not.

HBNI Dean Academic Communication Portal NEW

Welcome Prof. A. K. Tyagi

Click an Option to Proceed

Extension Requests

Submission of Examiners List

Thesis Submission

Change Password

Logout

Uploading of External Reviewers — Dean View NEW

Pending ThesisThesis Approved

- **Monitoring Dashboard:** The dashboard displays the "Days Remaining to Submit Thesis" column for each student.

Click an Option to Proceed

Extension Requests

Submission of Examiners List

Thesis Submission

Uploading of External Reviewers — Dean View NEW

Pending Thesis

Thesis Approved

S.No

Name

Enrollment No

Synopsis Submitted On

Days Remaining to Submit Thesis

Thesis Submitted

1

TEST STUDENT

ENGG00202304999

6 Jun 2026

20 days left

N

2

PAWAR YOGESH RAMESH

ENGG0020204001

9 Jul 2025

Overdue by 311 days

N

Notification: Once the student uploads the Final Ph.D. Thesis and Approval Letter from Gudie, the Dean Academic receives an automated email notification indicating that the documents have been submitted.

Approval Process: The Dean Academic reviews the submitted Final Ph.D. Thesis and Approval Letter.

Reviews the documents and may approve or reject the submission.

On time Submission and Approval: For submissions made within the prescribed 90-day period, the Dean Academic

Student: Test Student

Enrolment No: ENGG00202304999

Review Documents

FINAL PH.D. THESIS

PREVIEW THESIS

APPROVAL LETTER

PREVIEW APPROVAL LETTER

Thesis Verification Status

Thesis Submission Date (Recorded):

27 Aug 2026

SUBMITTED ON TIME

Is the Thesis document uploaded properly?

☐ Yes – Proper & Accepted

☐ No – Improper or Rejected

Save Submission Review

Late Submission and approval

Student: Test Student
Enrolment No: ENGG00202304999

Review Documents

FINAL PH.D. THESIS

PREVIEW THESIS

APPROVAL LETTER

PREVIEW APPROVAL LETTER

Thesis Verification Status

Thesis Submission Date (Recorded):

27 Aug 2026 SUBMITTED ON TIME

Is the Thesis document uploaded properly?

Yes – Proper & Accepted

No – Improper or Rejected

Reason for Rejection / Improper Document:

e.g., PDF is blurred, wrong document uploaded, etc.

Please specify clearly why the document is rejected.

Save Submission Review

↗ For submissions made after the prescribed 90-day period, the Dean Academic reviews the documents and records the appropriate remarks/decision regarding the delayed submission.

After Approval: Once the Dean Academic approves the submission, the status is displayed as "Thesis Approved."

Uploading of External Reviewers – Dean View NEW

Help Manual

Download Excel

Pending Thesis

Thesis Approved

S.No	Name	Enrollment No	Thesis Upload Date	Final Status	Dean Remarks / Decision	Files
1	SUNNY PRAJAPATI	TEST00200604002	14 Aug 2026	Verified & Accepted	Proper and Accepted	VIEW THESIS VIEW APPROVAL LETTER
2	REMAN RANA	CHEM00202104001	23 Apr 2026	Verified & Accepted	Proper and Accepted	VIEW THESIS VIEW APPROVAL LETTER