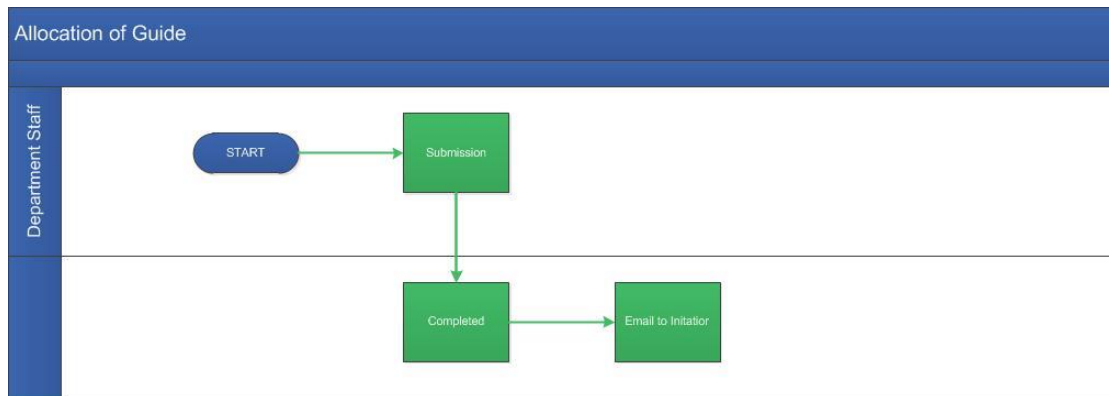



Help Doc – Allocation Of Guide- By Department Staff



1. Login Workflow <https://workflow.iitm.ac.in/employee/>
Click Academics -> Allocation-> Guide-Faculty Advisor menu
2. Select the program Ex: Ph.D
3. In the Student Guide Details Grids, Student detail with the current Guide/CoGuide will be displayed

Program * Ph.D

RollNo	Name	Guide - Faculty Advisor	Co Guide
PH18D114	SUBHAJIT CHATTERJEE	PRAHALLAD PADHAN	
PH18D113	JAKISHUN CHAURASIA	PRAHALLAD PADHAN	
PH18D112	TIWARI PRADEEP KEDAR	PREM B BISHT	
PH18D111	VIPIN K E	GNANAMOORTHY R	
PH18D054	SUMANTA KUMAR SAHU		
PH18D031	ABHIJITHA V G	RANJIT KUMAR NANDA	RAMAPRABHU S
PH18D030	SADHANA VERMA	PRAFULLA KUMAR BEHERA	
PH18D027	DINESH KUMAR S	Jayeeta Bhattacharyya	
PH18D026	RAGHUNATH PRADHAN	Prabhat	
PH18D024	SUVASHIS MAITY	SRIRAMKUMAR L	
PH18D022	AISHWARYA CHAUHAN	YASIR	
PH18D001	SARANJIT ANANT XI II KARNI		

4. To Change the Guide name, click the 'Look up'  icon button in the grid against the student Roll no and select the Guide for the Student.

Program * Ph.D

Student Guide Details


RollNo	Name	Guide - Faculty Advisor	Co Guide
PH18D114	SUBHAJIT CHATTERJEE	PRAHALLAD PADHAN	
PH18D113	JAKISHUN CHAURASIA	PRAHALLAD PADHAN	
PH18D112	TIWARI PRADEEP KEDAR	PREM B BISHT	
PH18D111	VIPIN K E	GNANAMOORTHY R	
PH18D054	SUMANTA KUMAR SAHU		
PH18D031	ABHIJITHA V G	RANJIT KUMAR NANDA	RAMAPRABHU S
PH18D030	SADHANA VERMA	PRAFULLA KUMAR BEHERA	
PH18D027	DINESH KUMAR S	Jayeeta Bhattacharyya	
PH18D026	RAGHUNATH PRADHAN	Prabhat	
PH18D024	SUVASHIS MAITY	SRIRAMKUMAR L	
PH18D022	AISHWARYA CHAUHAN	YASIR	
PH18D001	SARANJIT ANANT XI II KARNI		

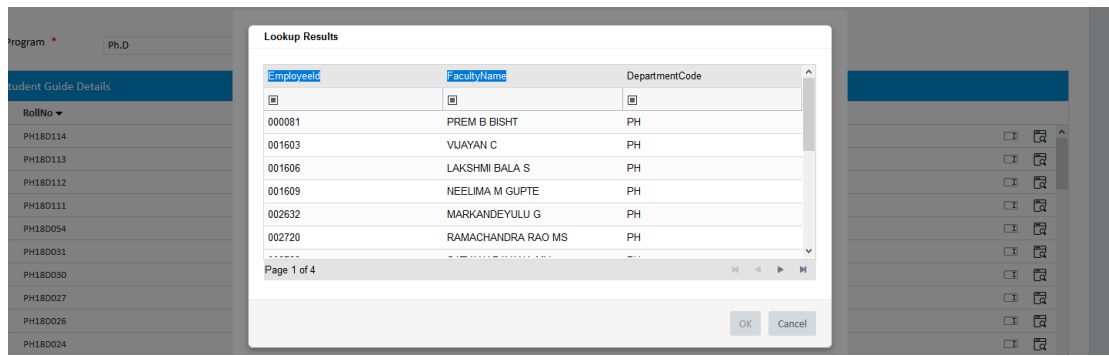
Lookup Results

EmployeeId	FacultyName	DepartmentCode
000081	PREM B BISHT	PH
001603	VJAYAN C	PH
001606	LAKSHMI BALA S	PH
001609	NEELIMA M GUPTA	PH
002632	MARKANDEYULU G	PH
002720	RAMACHANDRA RAO MS	PH

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OK Cancel

5. To Change the Co-Guide name, click the 'Look up'  icon button in the grid against the student Roll no and select the Guide for the Student.



6. Enter remarks and click the submit button once the Guide/Co-Guide has been changed

Once the Task has been submitted an email will be triggered to the Initiator