H.O.D and Professor Accounts

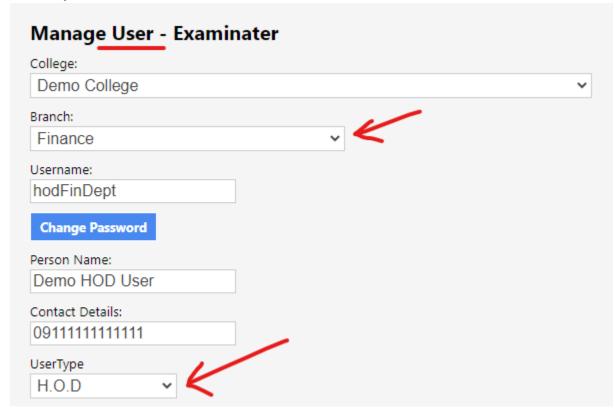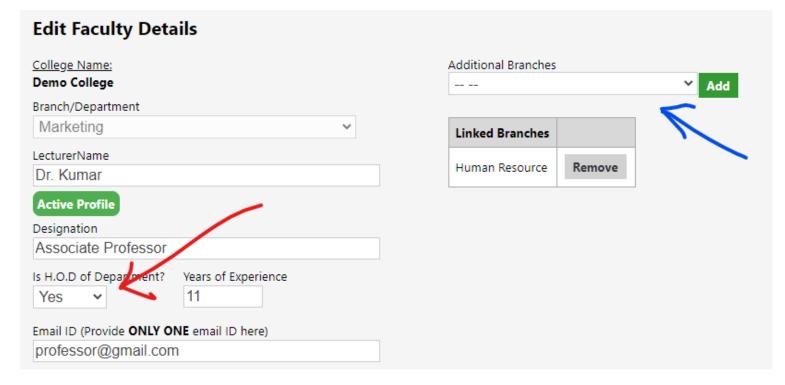| Username	UserType
professor@gmail.com	Educator
hodFinDept	H.O.D
hodMarketingDept	H.O.D

H.O.D Accounts

- H.O.D Account username **need not be** "email address" because the software does not send any notification emails to H.O.D accounts.
- H.O.D account **should not be** person specific profile
- There **should be one H.O.D account for one Department**. H.O.D account is a "**user**" account and professor account is a "**faculty**" account.

Manage User - Examinater

College:
Demo College

Branch:
Finance

Username:
hodFinDept

Change Password

Person Name:
Demo HOD User

Contact Details:
09111111111111

UserType:
H.O.D

- **H.O.D accounts are used only to "submit the student's group"** and cannot be used for any other purpose such as uploading thesis.

Professor Accounts

- The **professor (which is a "faculty" account) is used for uploading theses** and only H.O.D (which is a "user" account) of the respective branch can submit thesis for dissertation
- Only a professor profile can link with multiple branches and <u>not the H.O.D accounts</u>.
- If a professor is acting as H.O.D, then his/her **profile should be marked as H.O.D**, shown with red arrow in the below pic.

- Marking professor profile as H.O.D is required because while sending a viva exam email, the software picks up the professor profiles that are marked as H.O.D to send viva examination related emails.
- Any professor acting as both Educator and H.O.D need to operate using 2 different accounts
  - o H.O.D account is for submitting all professors' theses for dissertation
  - o Professor account is for uploading theses.
- An H.O.D account is an administrative account and should be created with a generic username (better to avoid using email address). Whenever a new professor start acting as H.O.D, H.O.D account credentials should be securely handover to the newly acting H.O.D.