



THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

DD-36, Salt Lake, Sector-1, Kolkata 700 064

Student Synopsis & Dissertation Submission Manual

V1.0

User Guide

05-12-2023

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1.1.1 Registration

To register as a student for synopsis submission, follow the steps below.

1. Click **Register**.

Synopsis & Dissertation

Students can submit their dissertation or presentation by logging in with their user ID and password. While submitting a dissertation, you need to pay the fees of Rs. 2000 in online payment mode. Only after successful payment, your dissertation will be accepted.

The screenshot shows a web interface for 'Synopsis & Dissertation'. At the top, there are two buttons: 'Login' and 'Register'. The 'Register' button is highlighted with a red border. Below these buttons is a form with two input fields: 'User Email' and 'Password'. The 'User Email' field contains the placeholder text 'Enter your Email'. The 'Password' field contains the placeholder text 'Enter your Password'. Below the 'Password' field is a blue 'Login' button and a link labeled 'Forgot Password?'.

2. Fill up the form. All fields are mandatory.

[Login](#) [Register](#)

First Name *

Last Name *

Email *

Mobile No. *

Address *

City *

Gender *

Registration No. *

Password *

Confirm Password *

I'm not a robot 
reCAPTCHA
Privacy - Terms

3. Click **Submit**.
4. A success message pops up stating that the student has successfully registered for synopsis submission.



Successfully Registered

You have registered successfully, OTP has been sent to your mobile & email has been sent to your email address



5. Once you click **Ok**, you will be taken to the OTP screen where you need to type the OTP received on your registered mobile number.

OTP

You will receive an OTP shortly. It might take a minute or two. If you do not get the OTP within 180 seconds, request for a new OTP.

OTP

6. If you have not yet received an OTP within 180 seconds of registration, request for a new OTP by clicking **Send new OTP**.
7. Click **Submit**, if you have received the OTP on your registered mobile number.
8. Once submitted, you will be taken to the synopsis submission page.

Jinia Paul Logout



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Archive Blog FAQ



- Dashboard
- Synopsis Submission
- Profile
- Change Password

Dashboard

0 Synopsis

1.1.2 Synopsis Submission

Follow the steps below to submit a synopsis as a student.

9. Log in as a student, as shown in the screenshot below.

Synopsis & Dissertation

Students can submit their dissertation or presentation by logging in with their user ID and password. While submitting a dissertation, you need to pay the fees of Rs. 2000 in online payment mode. Only after successful payment, your dissertation will be accepted.

The screenshot shows a login form titled "Synopsis & Dissertation". At the top, there are two buttons: "Login" and "Register". Below them is a form with two input fields: "User Email" containing "student@wbhus.com" and "Password" containing ".....". A "Login" button is highlighted with a red box, and a "Forgot Password?" link is visible to its right.

10. You will be redirected to the Synopsis Submission page, once you click **Synopsis Form Submission** from the left pane, as highlighted in the screenshot below.

The screenshot shows the "Synopsis Form Submission" page. On the left, a navigation menu has "Synopsis Submission" highlighted with a red box. The main content area has a dark green header "Synopsis Form Submission". Below the header, there are several form fields: "Category" (dropdown menu), "Sub Category" (dropdown menu), "Category Name" (dropdown menu), "Name of the Student" (text input field with "TULIP JANA"), "WBUHS Reg. No./ Unique Id" (text input field with "Check your Unique Id" link), and "WBUHS Reg. Year" (text input field with "Enter Registration Year").

11. Fill up the following details:
12. Category (mandatory)

13. Sub category (mandatory)
14. Category name (mandatory)
15. Name of the student (mandatory)
16. WBUHS Reg. No/Unique Id (mandatory)
17. WBUHS Reg. Year
18. Cell phone (mandatory)
19. E-mail (mandatory)
20. DOB (mandatory)
21. Guide Name (mandatory)
22. Guide Designation (mandatory)
23. Co-Guide's Name
24. Co-Guide's Designation
25. Proposed Title (mandatory)
26. Proposed place of work (mandatory)
27. Upload PDF (mandatory)
28. Signature(mandatory)

Dashboard

Synopsis Submission

Profile

Change Password

Synopsis Form Submission

Category : Ayush

Sub Category : Ayurved

Category Name : select course

Name of the Student : TULIP JANA

WBUHS Reg. No./ Unique Id : Check your Unique Id 1801011A010001

WBUHS Reg. Year : 2017

Name of the Institution : Medical College

Cell Phone : 7278776034

29. The student may click **check your unique Id** (as highlighted in blue in the screenshot above) for the system to automatically populate the student's ID.

The screenshot shows a form interface with several elements highlighted in blue and red boxes. At the top left, there is a button labeled "Upload PDF" with a red asterisk, followed by the text "(Add more PDF)" and a red plus sign icon. To the right of this is a document icon with a blue plus sign. Below the "Upload PDF" button is a "Signature" label with a red asterisk, followed by the text "(or Upload Signature)" and a red "click" label. To the right of the signature label is a large white rectangular box containing a handwritten signature in black ink. Below this box are two buttons: "Save Signature" (highlighted in red) and "Clear" (highlighted in orange). At the bottom center of the form is a large blue button labeled "Submit Synopsis" (highlighted in red).

30. Students need to upload a PDF of their synopsis as highlighted in blue in the screenshot above.
31. To add more than one PDF, click + highlighted in red in the screenshot above.
32. Add your digital signature, by moving the cursor on the white box provided (as you would normally sign on a document), highlighted in blue in the screenshot above.
33. Click Save Signature.
34. Click **Clear** (highlighted in red) to undo your signature.
35. Click **Submit Synopsis**, once through with the submission form.
36. Once submitted, the student will be redirected to the payment form.
37. Click Online Pay.

The screenshot shows a payment form interface. On the left is a vertical sidebar menu with four items: "Dashboard" (with a home icon), "Synopsis Submission" (with a document icon and highlighted in teal), "Profile" (with a person icon), and "Change Password" (with a magnifying glass icon). The main content area has a dark teal header bar labeled "Payment Form". Below the header is a light teal area containing a single button labeled "Online Pay" (highlighted in red).

38. The student needs to choose a payment mode, as shown in the screenshot below.

The screenshot displays a payment interface. On the left, a sidebar menu is visible with four options: 'Credit Card', 'Debit Card', 'Debit Card + ATM PIN', and 'Internet Banking'. The 'Credit Card' option is highlighted with a blue border. To the right, the 'Pay by Credit Card' section is active, featuring logos for VISA and Mastercard. Below the logos, there are input fields for 'Card Number', 'Expiration Date' (split into 'Month' and 'Year'), and 'CVV/CVC'. A 'Card Holder Name' field is also present. At the bottom of the form, there is a prominent yellow 'Make Payment' button and a smaller 'Cancel' button.

39. Click Make Payment.

1.1.3 Profile

The profile section allows a student to update his/her personal details.

To do this, follow the steps below:

40. Log in with your user ID and password.
41. Go to **Profile**.
42. Update the profile as required.
43. Click **Update** as shown in the screenshot below.
- 44.



- Dashboard
- Dissertation Submission
- Payment History
- Profile**
- Change Password

Profile

First Name :	<input type="text" value="Bapi"/>
Last Name :	<input type="text" value="Basak"/>
Email :	<input type="text" value="bapi@gmail.com"/>
Mobile :	<input type="text" value="6290195481"/>
Address :	<input type="text" value="ccdc"/>
Gender :	<input type="text" value="Male"/>
Image Upload:	<input type="button" value="Choose File"/> No file chosen

1.1.4 Change Password

45. To change password, follow the steps below:
46. To change password click on the **Change Password** tab on the left pane.
47. Type the new password.
48. Type the new password again in the placeholder for **Confirm Password**.
49. Click **Change**.

- Dashboard
- Dissertation Submission
- Payment History
- Profile
- Change Password**

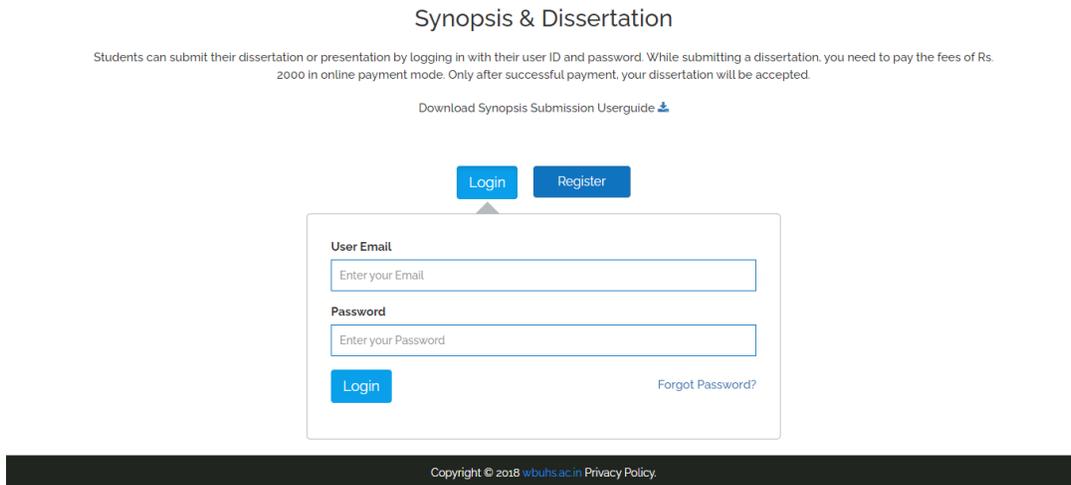
Password Change

Password:	<input type="password" value="....."/>
Confirm Password:	<input type="password" value="....."/>

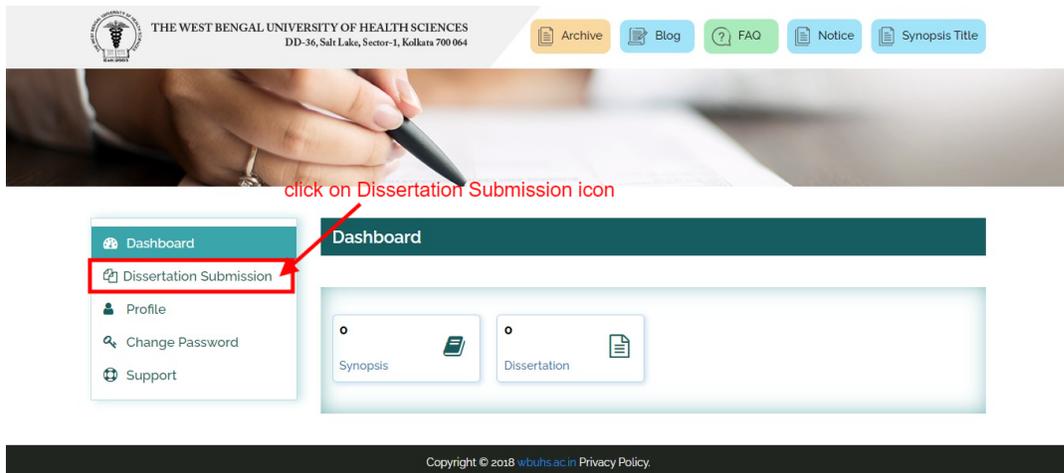
1.1.5 Dissertation Submission

Follow the steps below to submit a dissertation as a student.

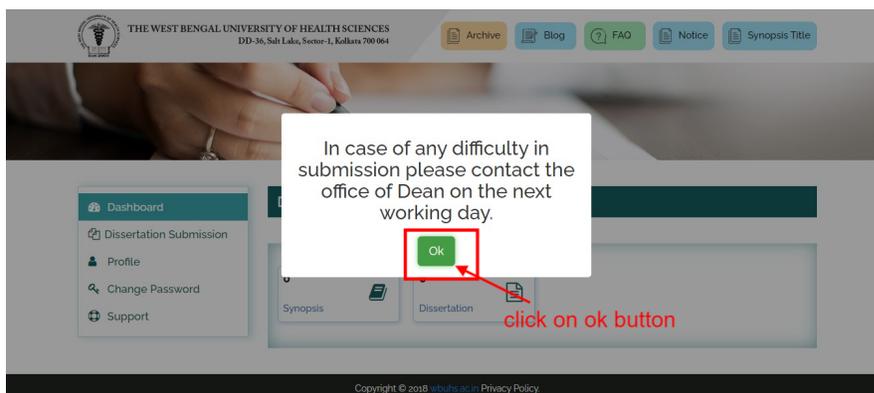
1. Log in as a student, as shown in the screenshot below.



2. Click on the Dissertation Submission icon, as shown in the screenshot below.



3. Click on Ok button, as shown in the screenshot below.



4. Dissertation Form will be open , as shown below

[Student Name](#) [Logout](#)



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[Profile](#)
[Change Password](#)
[Support](#)

Dissertation Form Submission

Category :	<input type="text" value="Select Category"/>
Sub Category :	<input type="text" value="Select Sub Category"/>
Category Name :	<input type="text" value="Select Course"/>
Name of the Student :	<input type="text" value="Student Name"/>
WBUHS Reg. No. :	<input type="text" value="1234567890"/>
WBUHS Reg. Year :	<input type="text" value="Enter Registration Year"/>
Name of the Institution :	<input type="text" value="Select College Name"/>
Cell Phone :	<input type="text" value="1234567890"/>
E-mail :	<input type="text" value="studentemail@gmail.com"/>
Guide Name :	<input type="text" value="Guide Name"/>
Guide Designation :	<input type="text" value="Guide Designation"/>
Co-Guides Name:	<input type="text" value="Co Guide 1, Co Guide 2, .."/>
Co-Guides Designation:	<input type="text" value="Co- Guide 1 Designation , Co Guide 2 Designation"/>
Proposed Title :	<input style="height: 20px;" type="text"/>
Proposed place of work :	<input style="height: 20px;" type="text"/>
Upload PDF *	<input type="button" value="Choose File"/> No file chosen
Max file size : 25 MB	
Signature : (or Upload Signature) click	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; font-size: small;">Save SignatureClear</div>
Clinical research (Yes/No):	<input type="checkbox"/>
One poster Presentation at National/State Conference :	Yes <input type="radio"/> No <input type="radio"/>
One paper Presentation at National/State Conference :	Yes <input type="radio"/> No <input type="radio"/>
One research Paper Published / Accepted for Publication / Sent. (Criteria of journal should be according to the NMC guidelines and the modifications published time to time) :	Yes <input type="radio"/> No <input type="radio"/>
<input type="button" value="Submit Dissertation"/>	

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5.Fill the below fields :

1. Category * (Mandatory)
2. Sub Category * (Mandatory)
3. Category Name * (Mandatory)
4. Name of the Student * (Mandatory : Auto fill & Non editable)
5. WBUHS Reg. No. * (Mandatory : Auto fill & Non editable)
6. WBUHS Reg. Year * (Mandatory)
7. Name of the Institution * (Mandatory)
8. Cell Phone * (Mandatory : Auto fill & Non editable)
9. E-mail * (Mandatory : Auto fill & Non editable)
10. Guide Name * (Mandatory : Auto fill & Non editable)
11. Guide Designation * (Mandatory : Auto fill & Non editable)
12. Co-Guides Name * (Mandatory : Auto fill & Non editable)
13. Co-Guides Designation * (Mandatory : Auto fill & Non editable)
14. Proposed Title * (Mandatory)
15. Proposed place of work * (Mandatory)
16. Upload PDF * (Mandatory : Only PDF are allowed & Maximum size would be 25 MB)(Thesis file)

The screenshot shows a web form with the following fields and elements:

- Guide Designation *:
- Co-Guides Name:
- Co-Guides Designation:
- Proposed Title *:
- Proposed place of work *:
- Upload PDF *: (This field is highlighted with a red border)
- Max file size : 25 MB
- Signature *: (or Upload Signature) [click](#)

[Save Signature](#) [Clear](#)
- Clinical research (Yes/No):

17. Signature

a) Add your digital signature, by moving the cursor on the white box provided (as you would normally sign on a document), highlighted in red in the screenshot below & save signature by click on save signature text (as pointed in below image)

Signature * : (or Upload Signature) [click](#)

Save your Digital signature , click here

Save Signature

Clear

Add your digital signature, by moving the cursor on the white box

Clinical research (Yes/No):

b) To upload signature Image, click on 'click button' as highlighted in below image (Image width should be between 350 - 400 pixel)

Upload PDF *

Max file size : 25 MB

Signature * : (or Upload Signature) [click](#)

click here to upload signature file

Save Signature

Clear

Proposed place of work :

Upload PDF *

Max file size : 25 MB

Upload Signature * : (or Signature) [click](#)

Choose File No file chosen

Clinical research (Yes/No):

One poster Presentation at National/ State Conference * : Yes No

One paper Presentation at National/ State Conference * : Yes No

One research Paper Published / Accepted for Publication / Sent. (Criteria of journal should be according to the NMC guidelines and the modifications published time to time) * : Yes No

upload signature Image from here Image width should be between 350 - 400 pixel

Submit Dissertation

18. Clinical research (Yes/No) (Non Mandatory)

if yes then check the checkbox , as shown in below image , if No then uncheck .

After checking checkbox fill out these filed

a)GCP Certification of the candidate (Non Mandatory : Max Size - 500 Kb , Format - JPEG/ PDF)

b)GCP certificate of the Co-Guide (Non Mandatory : Max Size - 500 Kb , Format - JPEG/ PDF)

c)GCP certificate of the Guide(Non Mandatory : Max Size - 500 Kb , Format - JPEG/ PDF)

Clinical research (Yes/No):

GCP Certification of the candidate No file chosen
Max file size : 500 Kb for each document i.e PDF or JPEG format

GCP certificate of the Co-Guide No file chosen
Max file size : 500 Kb for each document i.e PDF or JPEG format

GCP certificate of the Guide No file chosen
Max file size : 500 Kb for each document i.e PDF or JPEG format

19. One poster Presentation at National/State Conference * (Mandatory)

i) For yes , upload supporting document (Mandatory : format - PDF , Max Size : 25 MB) , shown as below Image

One poster Presentation at National/State Conference : Yes No

If Yes, upload supporting document No file chosen
Max file size : 25 MB

20. One paper Presentation at National/State Conference * (Mandatory)

i) For yes , upload supporting document (Mandatory : format - PDF , Max Size : 25 MB) , shown as below Image

One paper Presentation at National/State Conference : Yes No

If Yes, upload supporting document No file chosen
Max file size : 25 MB

21. One research Paper Published / Accepted for Publication / Sent. (* Criteria of journal should be according to the NMC guidelines and the modifications published time to time) * (Mandatory)

i) For yes , upload supporting document (Mandatory : format - PDF , Max Size : 25 MB) , shown as below Image

One research Paper Published / Accepted for Publication / Sent. (* Criteria of journal should be according to the NMC guidelines and the modifications published time to time) * : Yes No

If Yes, upload supporting document No file chosen
Max file size : 25 MB

6. After Filling up all Mandatory fields , then click on **Submit Dissertation** button to submit your form ,shown as below Image

The screenshot shows a form with the following fields and options:

- Clinical research (Yes/No):
- One poster Presentation at National/State Conference* : Yes No
- One paper Presentation at National/State Conference* : Yes No
- One research Paper Published / Accepted for Publication / Sent. (Criteria of journal should be according to the NMC guidelines and the modifications published time to time) * : Yes No

At the bottom, there is a "Submit Dissertation" button highlighted with a red box. A red arrow points to it with the text "submit by click on this button".

7. After form submission make payment by click on Online Pay Button , shown as below Image .

The screenshot shows a navigation menu on the left with the following items:

- Dashboard
- Synopsis Submission
- Profile
- Change Password

On the right, there is a "Payment Form" section with an "Online Pay" button highlighted in red.

8- Choose Payment Mode and make Payment , shown as below Image

The screenshot shows a payment form with the following fields and options:

- Payment Mode: Credit Card (highlighted in blue), Debit Card, Debit Card + ATM PIN, Internet Banking
- Pay by Credit Card
- Card Number: Enter card number
- Expiration Date: Month, Year
- CVV/CVC: [Field]
- Card Holder Name: Enter card holder name
- Buttons: Make Payment (highlighted in red), Cancel (highlighted in blue)

After Successful Payment dissertation submission is complete , and you will be redirected to to Dissertation submission Portal as shown in below image :

The screenshot displays the 'Dissertation Form' interface. On the left is a navigation menu with the following items: Dashboard, Synopsis Submission, Dissertation Submission (highlighted), Payment History, Profile, Change Password, and Support. The main content area is titled 'Dissertation Form' and includes a 'Status' section. A progress bar shows the following stages: 'Dissertation Submitted' (marked as 'Complete' with a gold dot), 'Assignend to Adjudicator' (marked as 'Not Complete' with a grey dot), and 'Accepted' (marked as 'Not Complete' with a grey dot). Below the progress bar, there are three input fields for submission details: 'Category' (Ayush), 'Sub category' (Ayurved), and 'Course' (Rog Nidhan).

Category	Value
Category	Ayush
Sub category	Ayurved
Course	Rog Nidhan