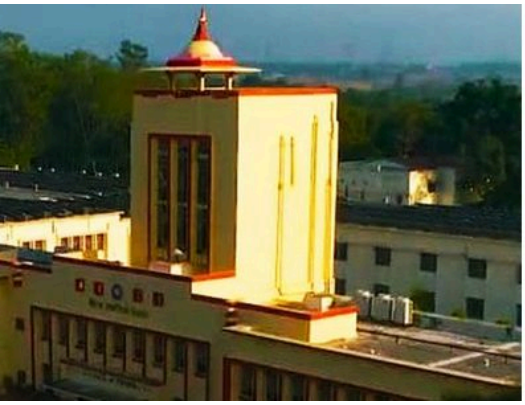
बिरला प्रौद्योगिकी संस्थान
Birla Institute of Technology
Mesra, Ranchi (India) - 835215





FACULTY GUIDE

Getting started with DARP

Activate your account, complete your profile, add your publications, books and chapters, and share work with your co-authors.

Internal Quality Assurance Cell (IQAC)
Birla Institute of Technology, Mesra, Ranchi – 835215
November 2026

START HERE

Before you begin

Your e-mail	Your BIT Mesra inbox holds the activation code from IQAC.
Evidence	The first page of each paper, as a PDF or photo up to 2 MB.
Your files	The DOI files IQAC sends you, for adding many records at once.

> A red number 1 on a picture matches the same number in the step. The pictures show a sample person, **Neha Sharma**.

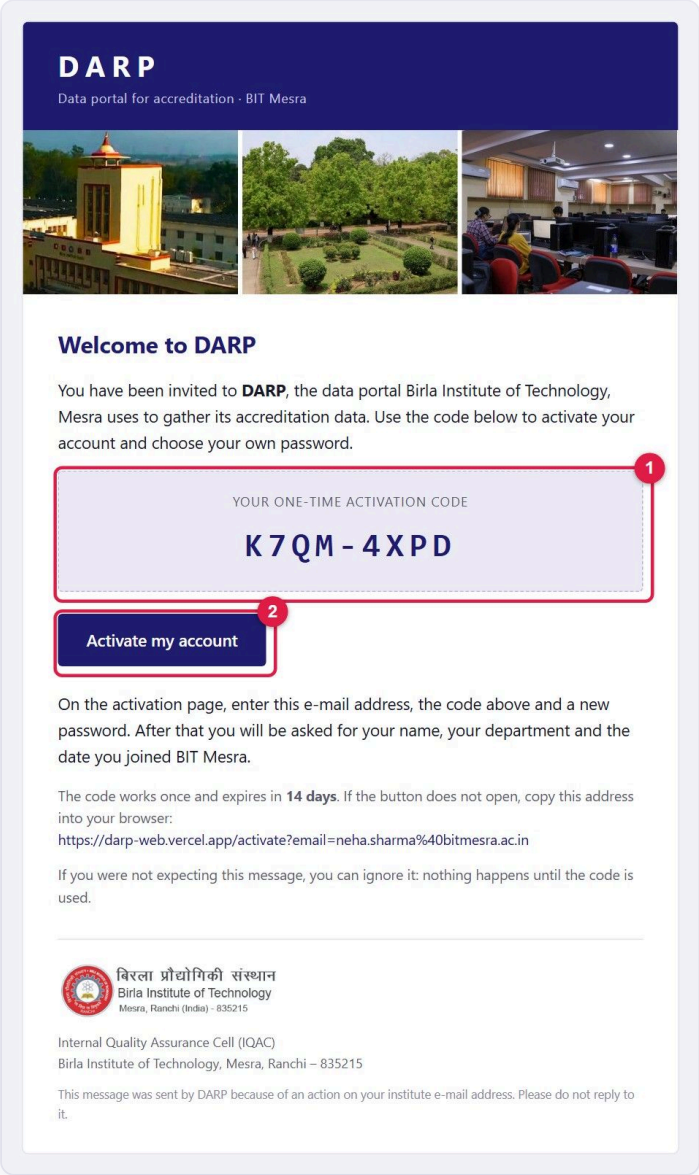
PART 1	Activate your account	3
PART 2	Complete your profile	6
PART 3	Know the menu	9
PART 4	Add a paper	10
PART 5	Add a book, chapter or conference paper	13
PART 6	Add many at once	15
PART 7	Papers with colleagues	20
HELP	Questions and who to ask	25
TEAM	Developers and mentors	26

PART 1

Activate your account

IQAC sends you a mail. You choose your own password.

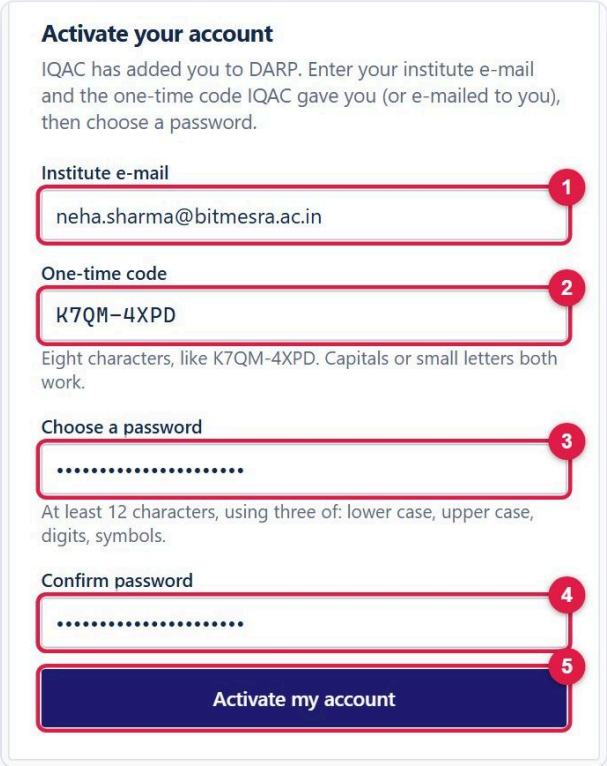
1. Open the mail **"Your DARP activation code"** from IQAC.
2. Note your code (1), then press **Activate my account** (2).



The code works once and lasts 14 days.

Choose a password

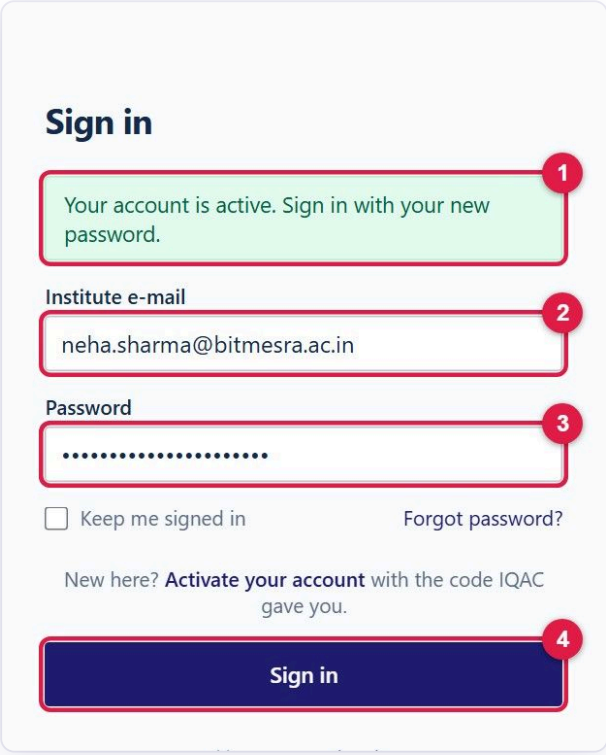
3. Type the code 2.
4. Choose a password 3 and type it again 4.
5. Press **Activate my account** 5.



At least 12 characters, with three kinds: small letters, capitals, numbers, symbols.

Sign in

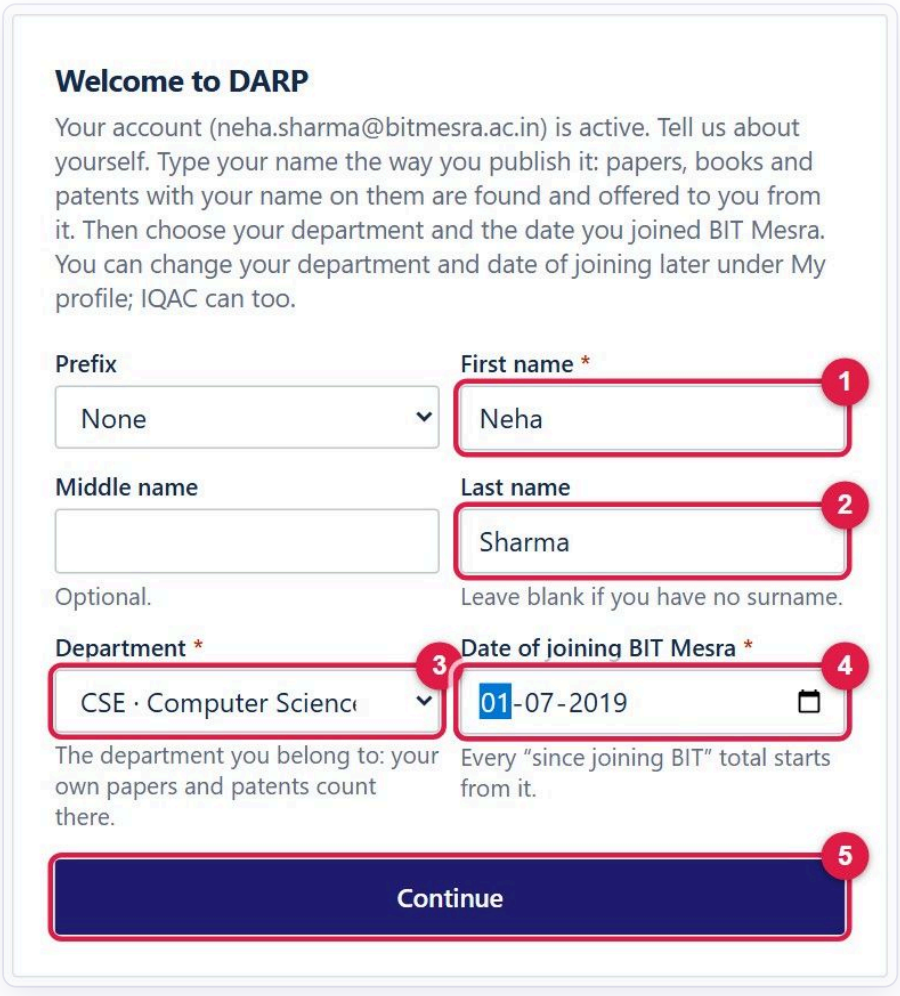
6. Your account is active 1.
7. Type your e-mail 2 and new password 3.
8. Press **Sign in** 4.



The first time you sign in

9 Type your name 1 2, choose your department 3 and the date you joined BIT 4.

10 Press **Continue** 5.



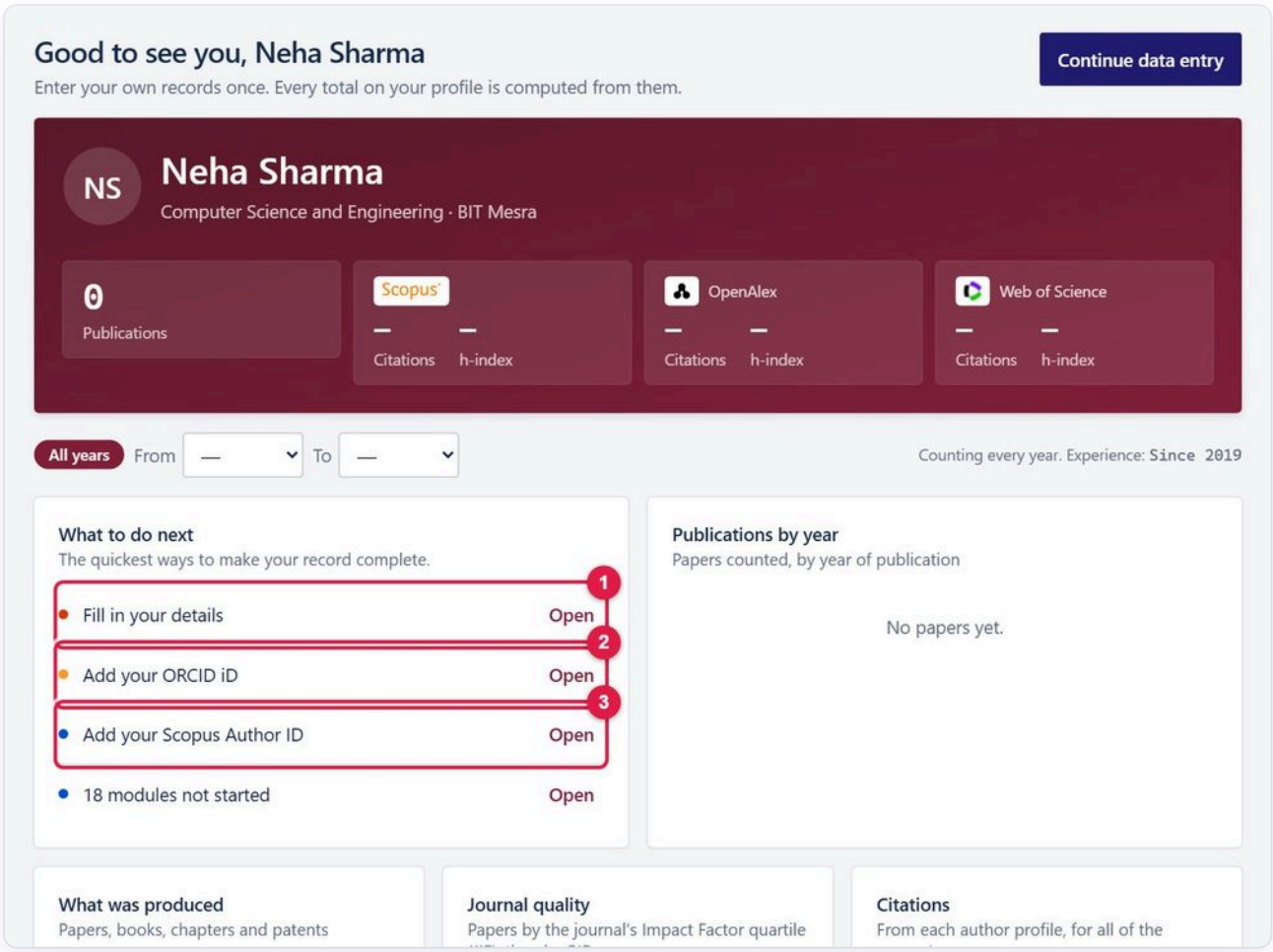
You can change the department and date later under My profile.

PART 2

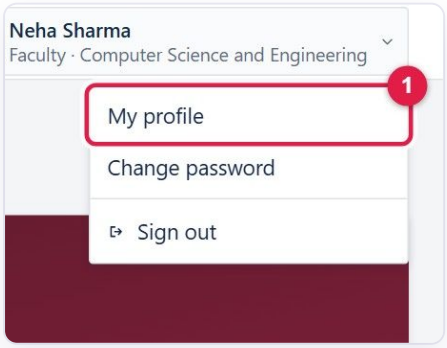
Complete your profile

The Overview page lists what to do next.

1 Press **Open** beside a line in **What to do next** 1 2 3.



2 Any time, press your name, then **My profile** 1.

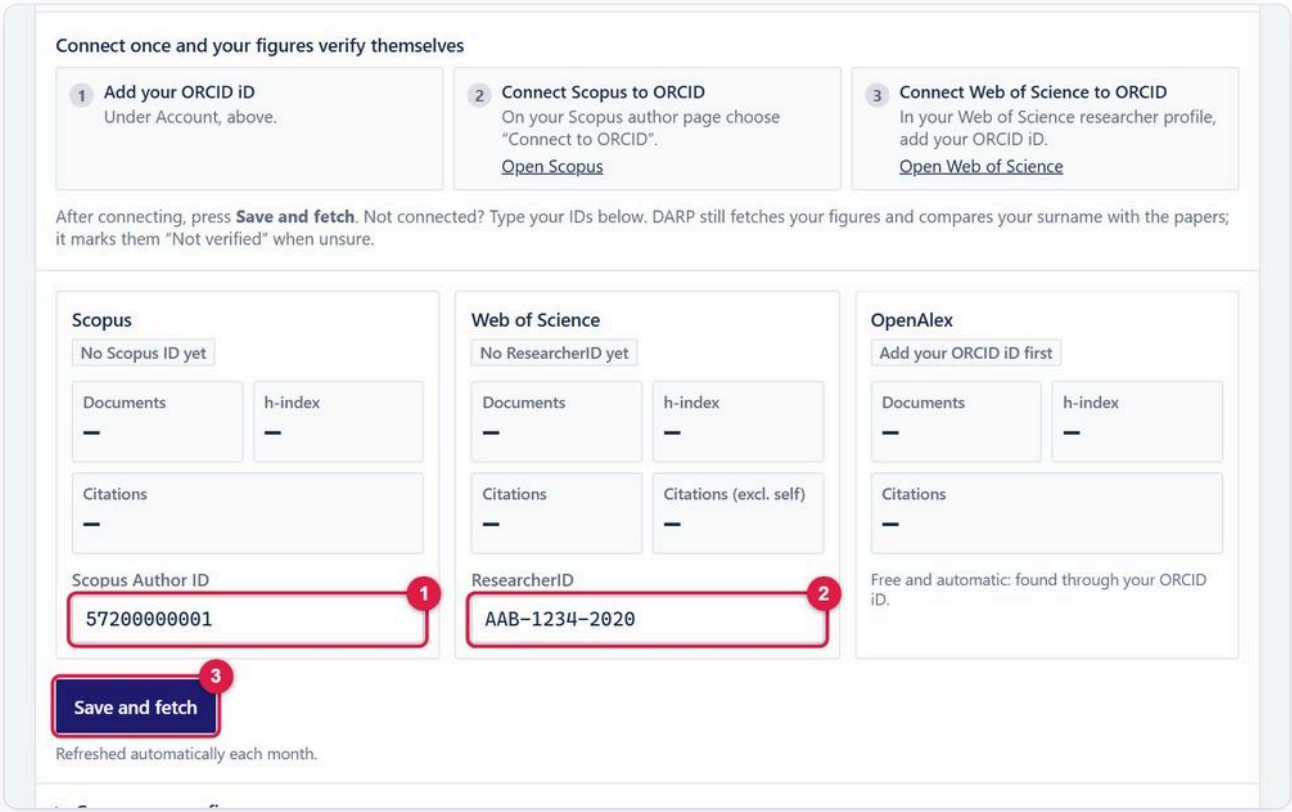


3 Type your **ORCID iD** 1 and press **Save** 2.



4 Type your **Scopus Author ID** 1 and, if you have it, your **ResearcherID** 2.

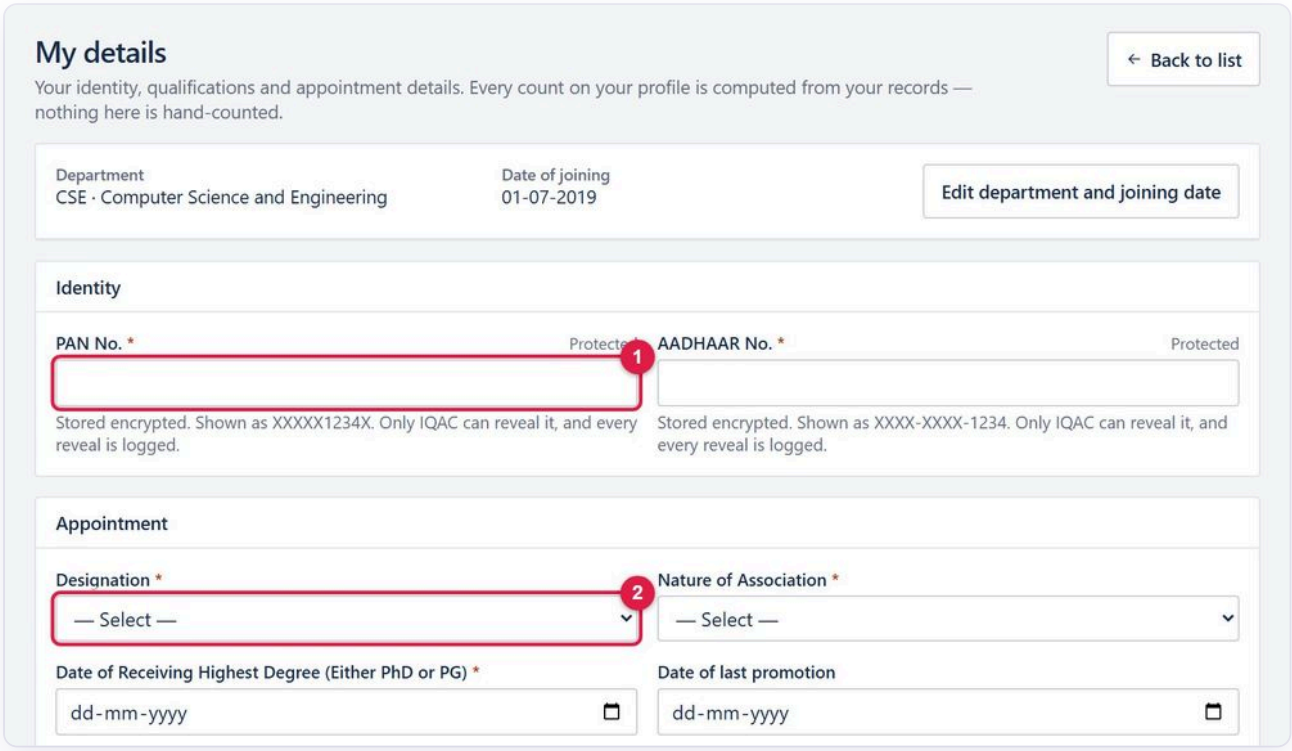
5 Press **Save and fetch** 3.



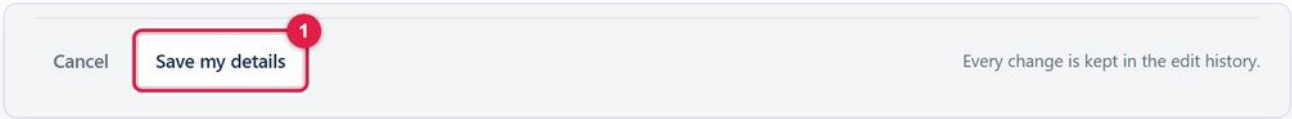
> No ID yet? Leave the box empty and carry on.

6 Press **Complete my details** on your profile page.

7 Fill in the boxes with a red star 1 2.



8 At the bottom, press **Save my details** 1.



> PAN and Aadhaar are stored encrypted. Only IQAC can read them in full.

PART 3

Know the menu

Everything you can enter is in the menu on the left.



1 Faculty	Your details, awards, FDPs, outreach.
2 Research	Publications, patents, books, chapters and conference papers, grants.
3 Students	Students guided, mentorship.
4 Teaching	E-content.
5 Department	MoUs and activities.

Each record is

Draft	Saved, not counted.
Approved	Submitted and counted.
Returned	Sent back with a note. Fix it and submit again.

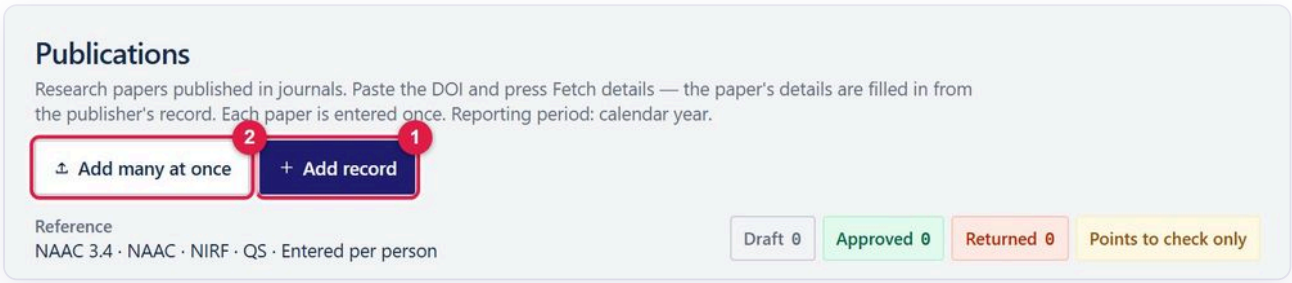
> Nothing to add in a module? Tick **Nothing to report** at its bottom.

PART 4

Add a paper

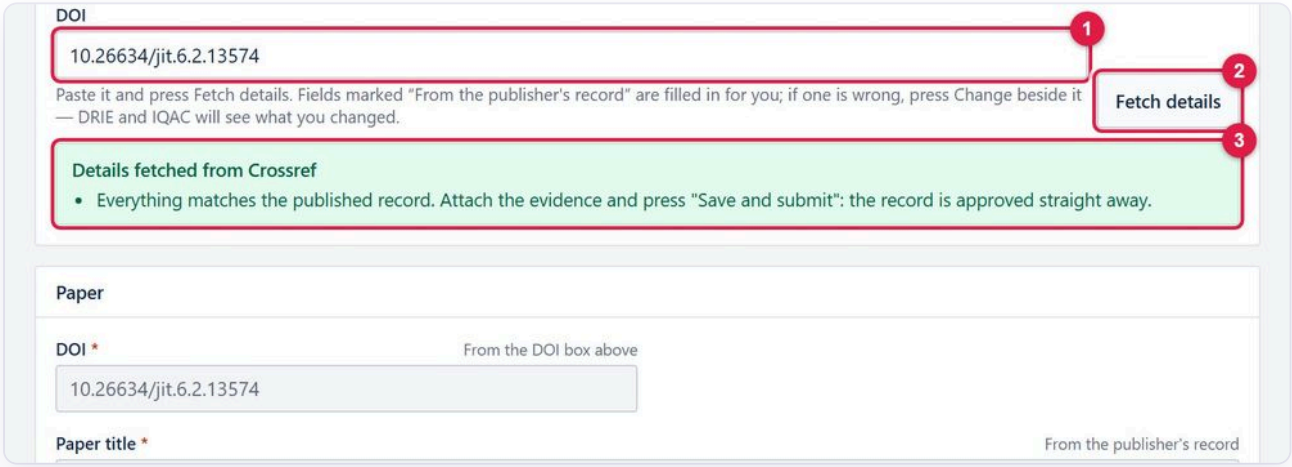
Use the paper's DOI, like **10.26634/jit.6.2.13574**. DARP fills in the rest.

1. Open **Research** → **Publications**, then press **Add record** 1.



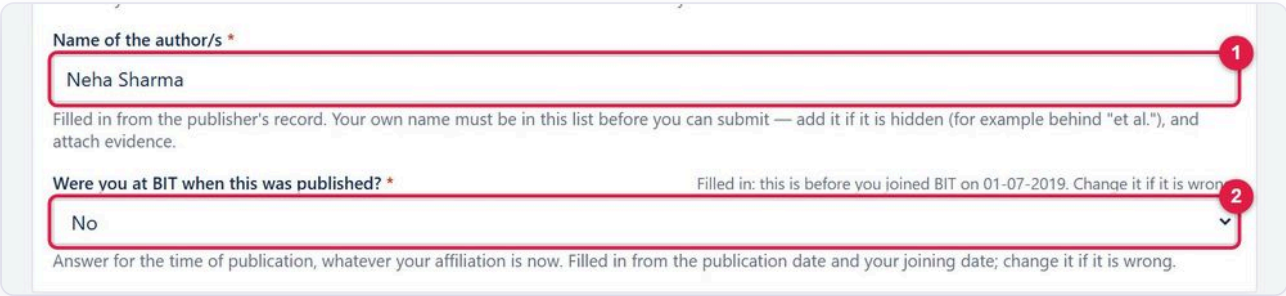
2. Paste the DOI 1 and press **Fetch details** 2.

3. Read the green box 3.



4 Check that **your name** is in the authors 1.

5 Check **"Were you at BIT?"** 2. DARP fills it in.



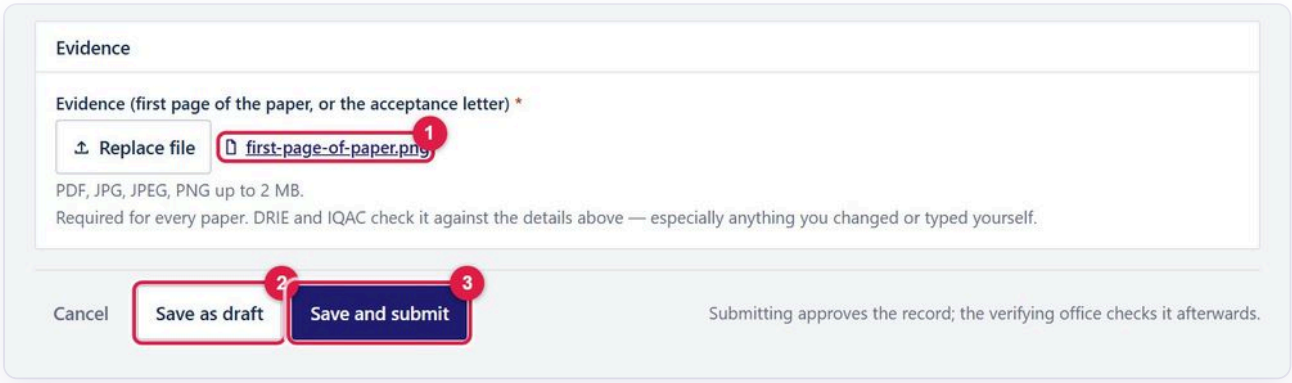
> If the answer is **No** (published before you joined), the paper is kept but not counted for BIT.

6 The **Journal ranking** is filled in for you.

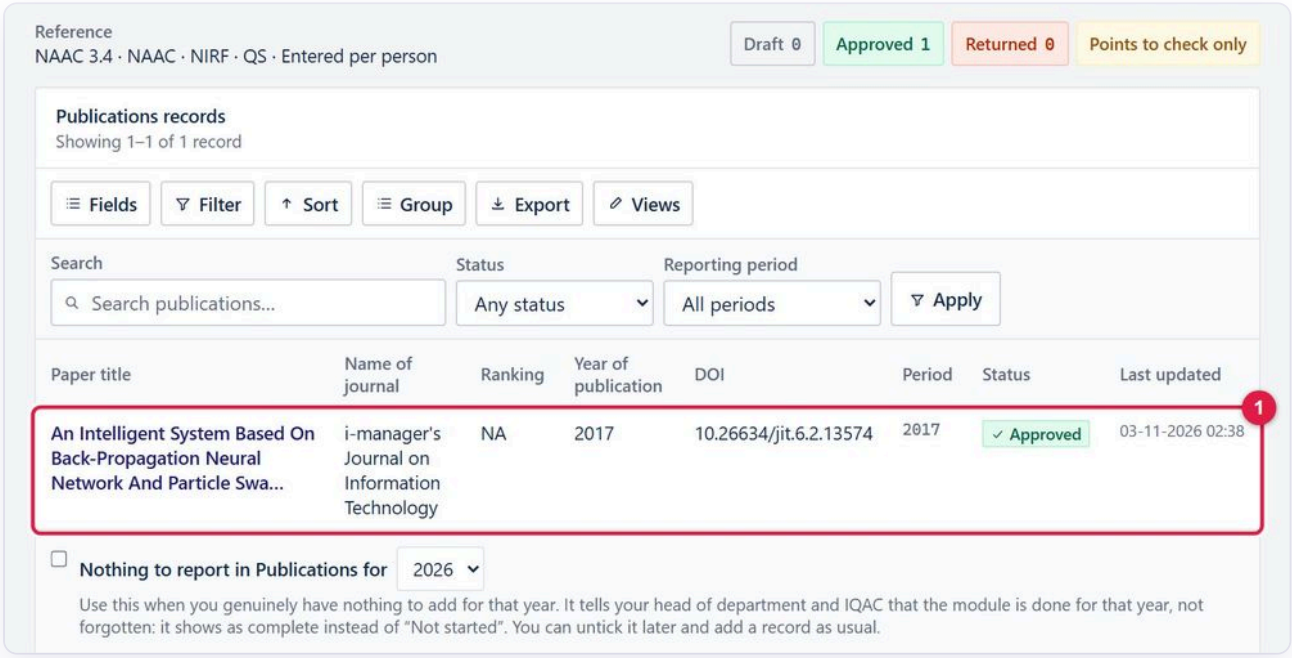


7 Attach the first page of the paper 1.

8 Press **Save and submit** 3. Not ready? Press **Save as draft** 2.



9 Your paper appears in the list as **Approved** 1.

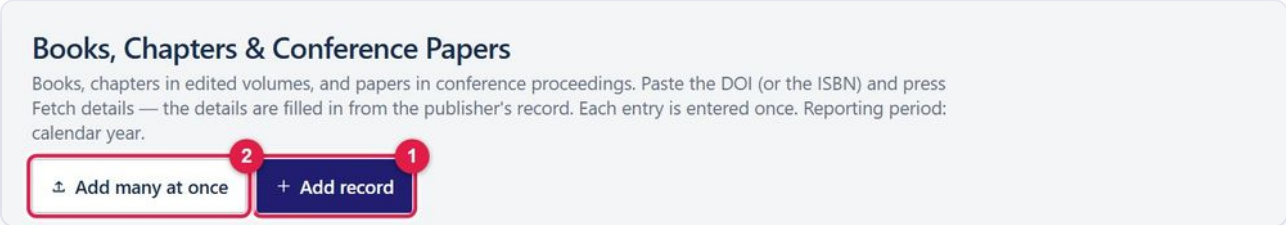


PART 5

Add a book, chapter or conference paper

One module holds all three. Use a DOI, or the ISBN of a book.

1. Open **Research** → **Books, Chapters & Conference Papers**
2. Press **Add record** 1.

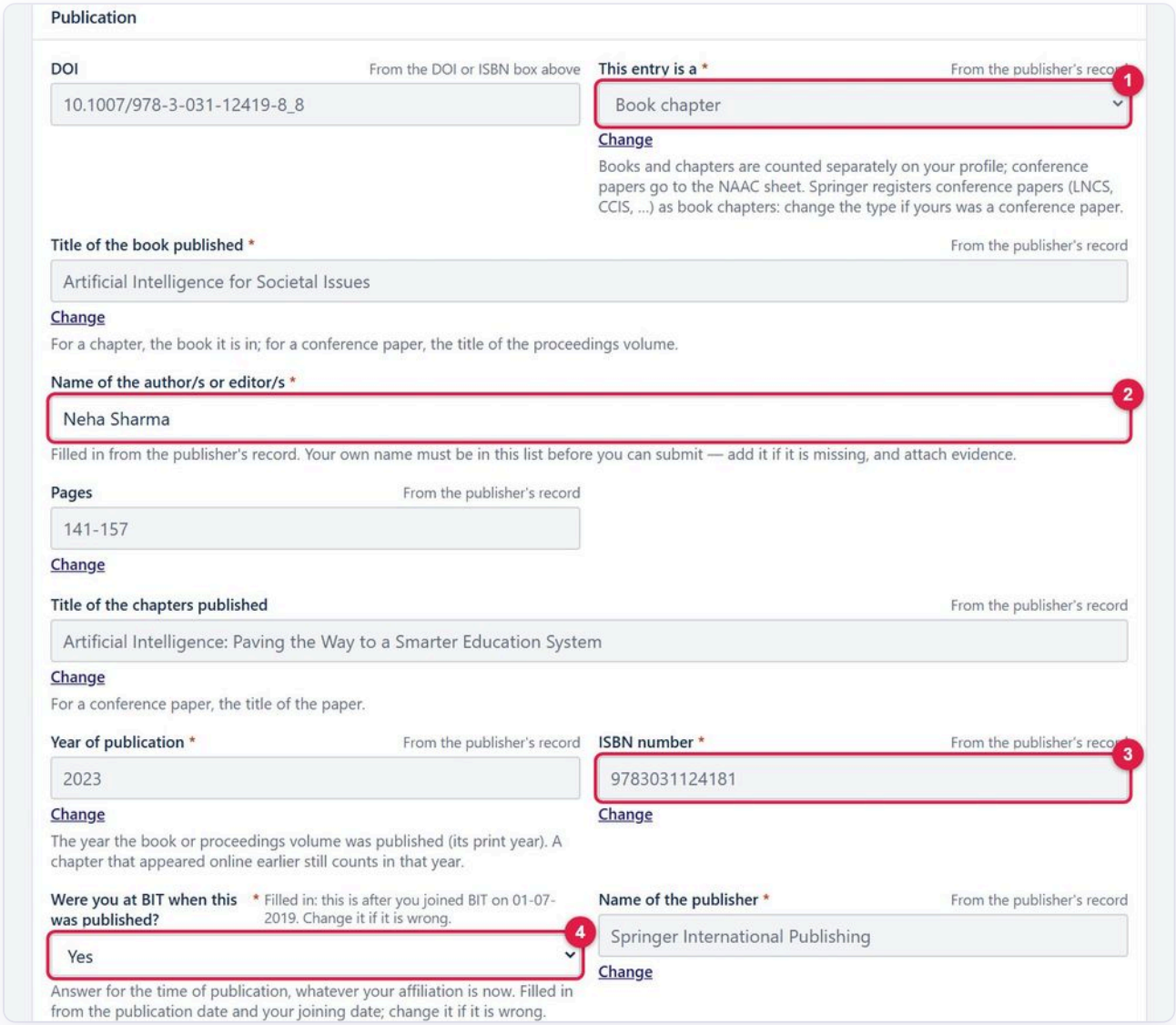


3. Paste the DOI or ISBN 1 and press **Fetch details** 2.



4 Check **This entry is a** 1: Book, Book chapter or Conference paper.

5 Check your name 2, the ISBN 3 and the BIT question 4.



6 Attach the first page and press **Save and submit**, as for a paper.

PART 6

Add many at once

IQAC sends you a file of your DOIs. DARP fetches every one.

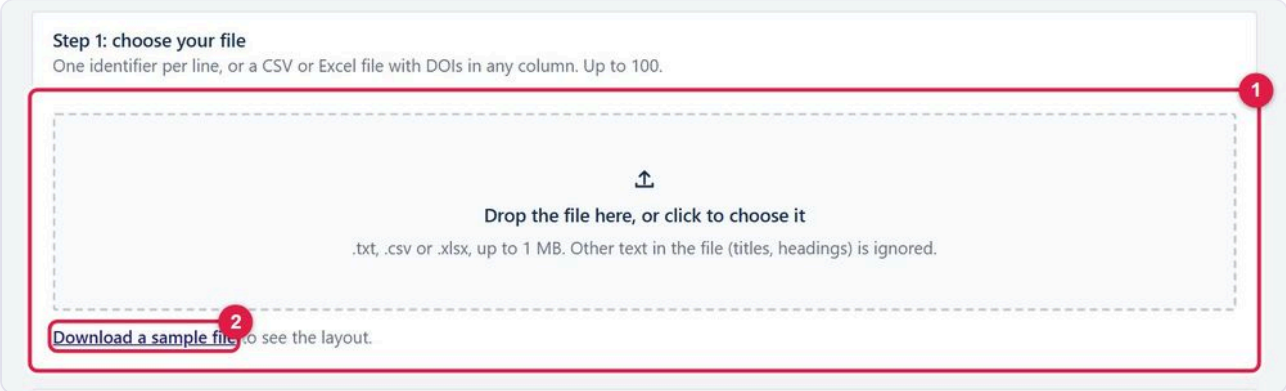
1. Save the file IQAC sent you.
2. Open **Research** → **Publications** → **Add many at once**.
3. Drop the file on the box 1.

papers-your-name.xlsx

	DOI
1	10.26634/jit.6.2.13574
2	10.5373/jardcs/v12sp4/20201616
3	10.1016/j.biteb.2026.102588
4	…

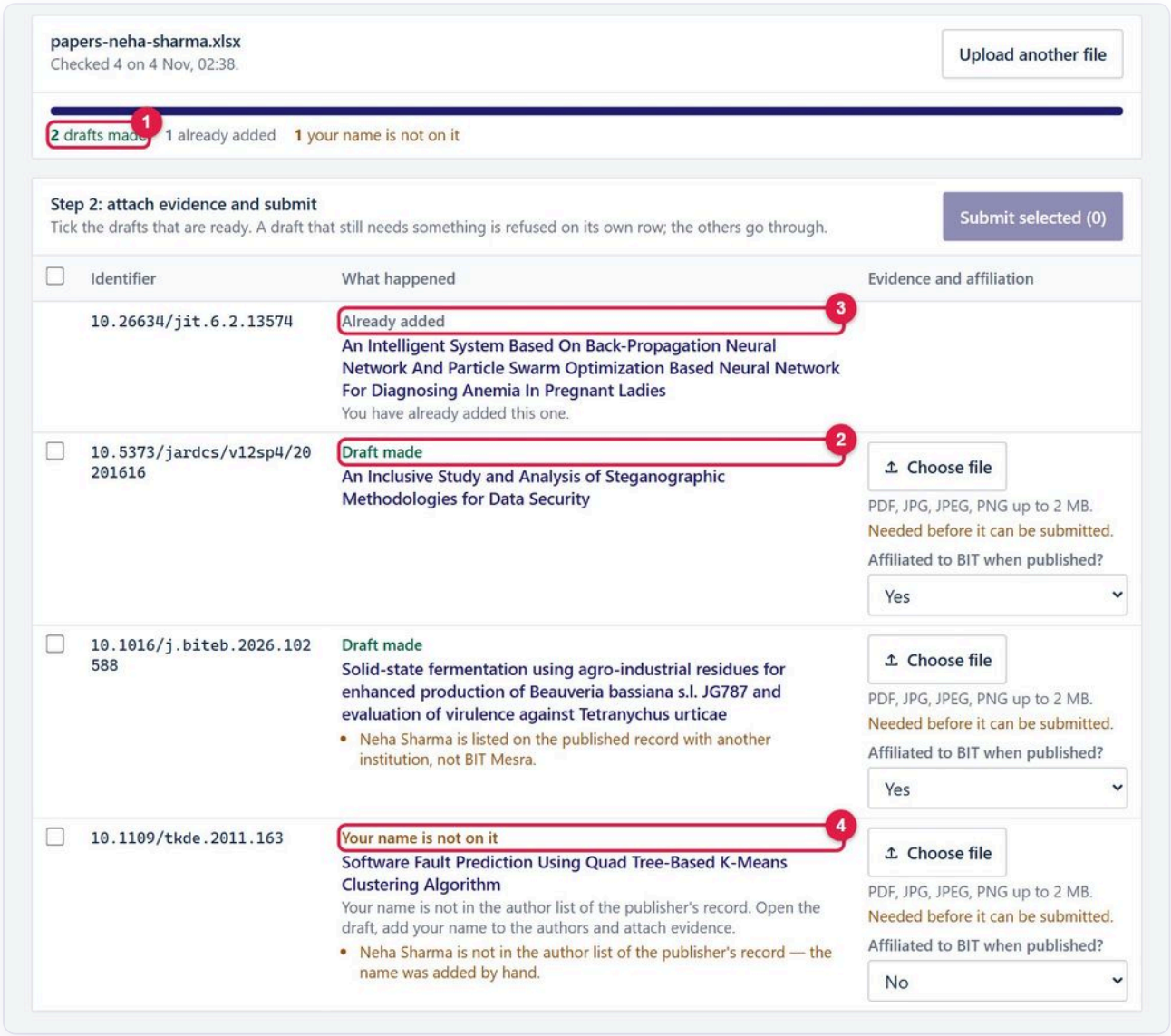
One DOI on each line

An example file



> One file for one module: **papers** go to Publications, **books-chapters-conf** to Books, Chapters & Conference Papers.

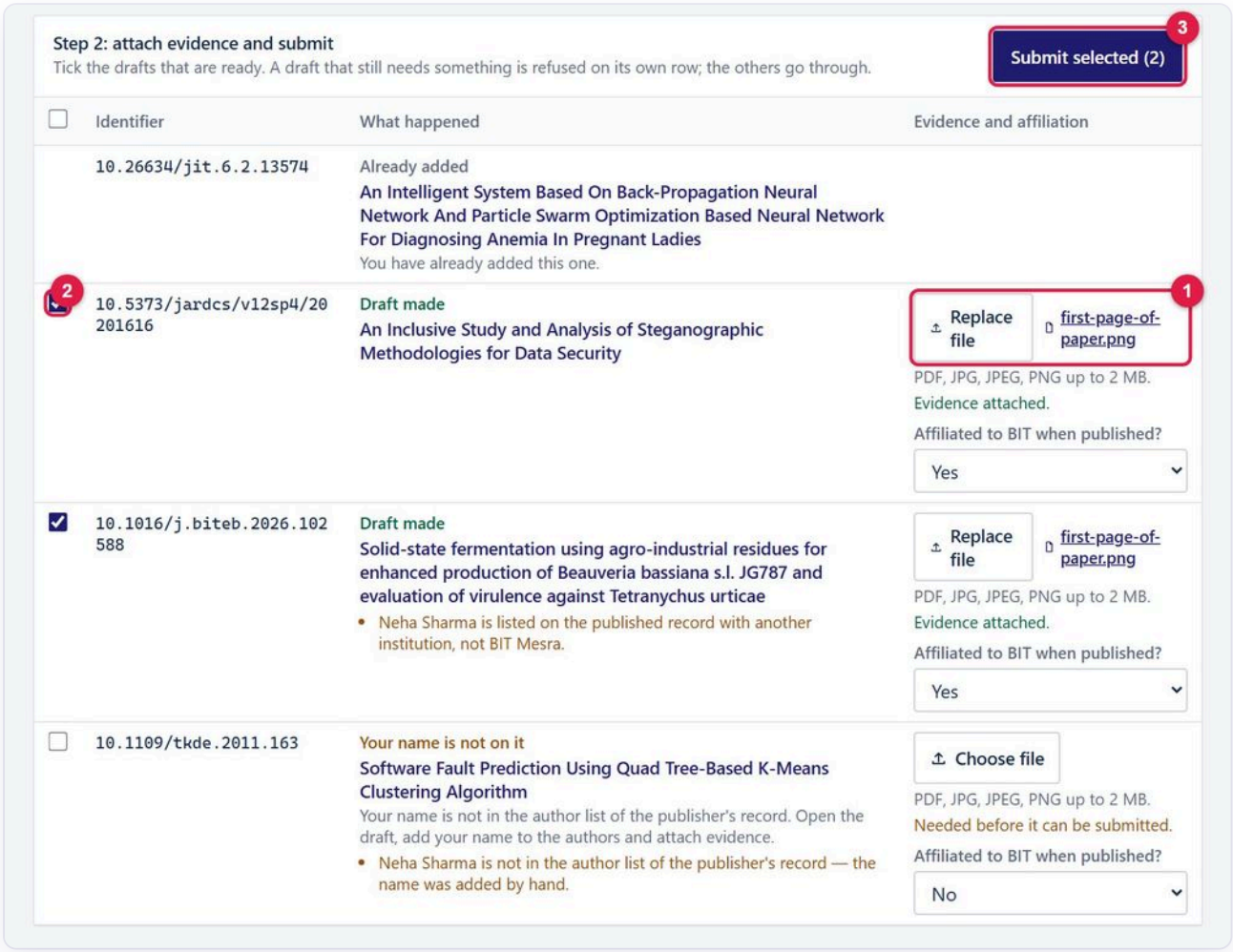
4 Wait while DARP checks each DOI, then read the result **1**.



2 Draft made	Ready. Go on.
3 Already added	Nothing to do.
4 Name not on it	Yours? Open the draft, add your name to the authors, attach the evidence and submit. Not yours? Leave it unticked.

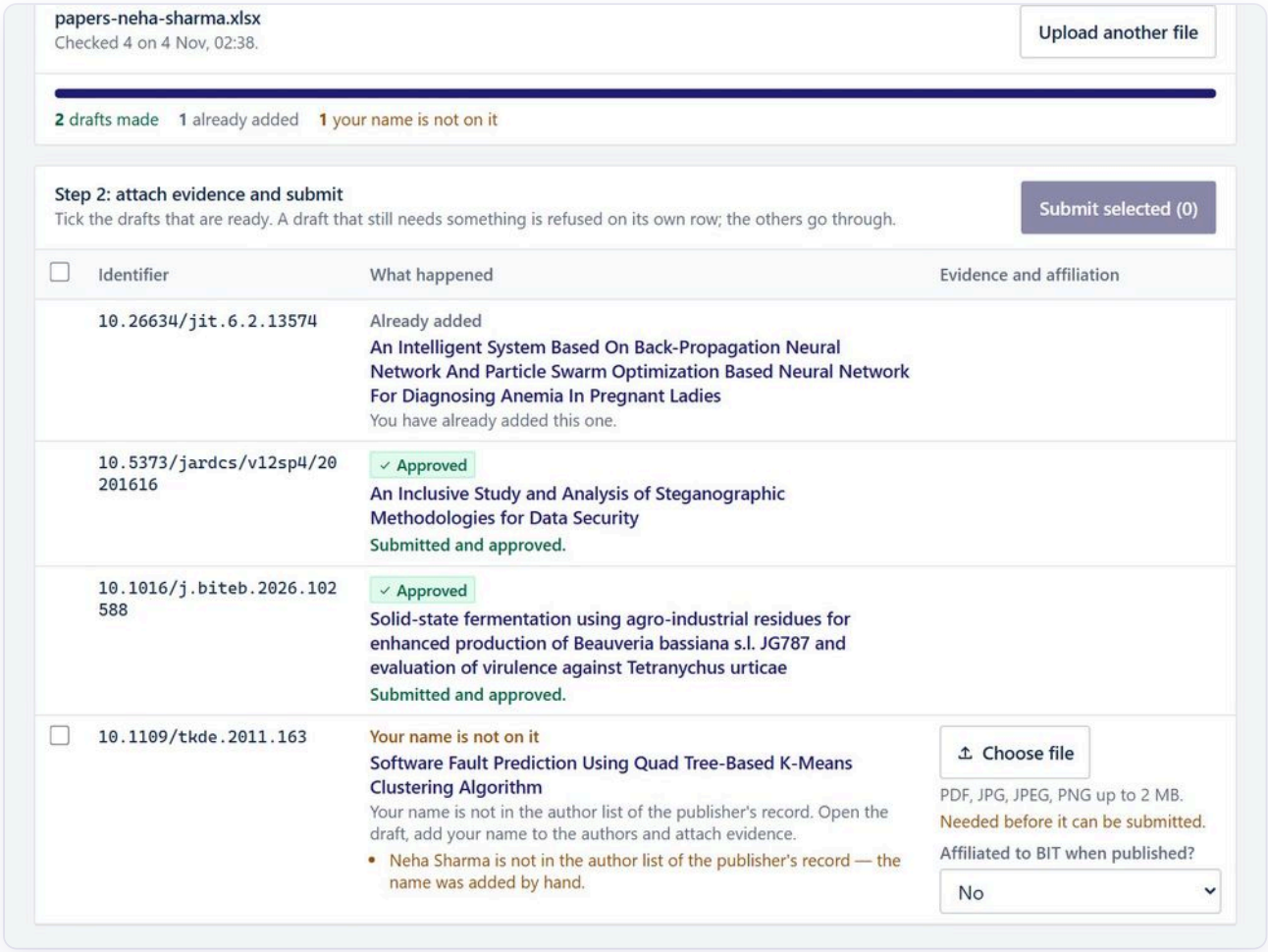
5 On each draft, attach the first page of the paper 1.

6 Tick the rows 2 and press **Submit selected** 3.



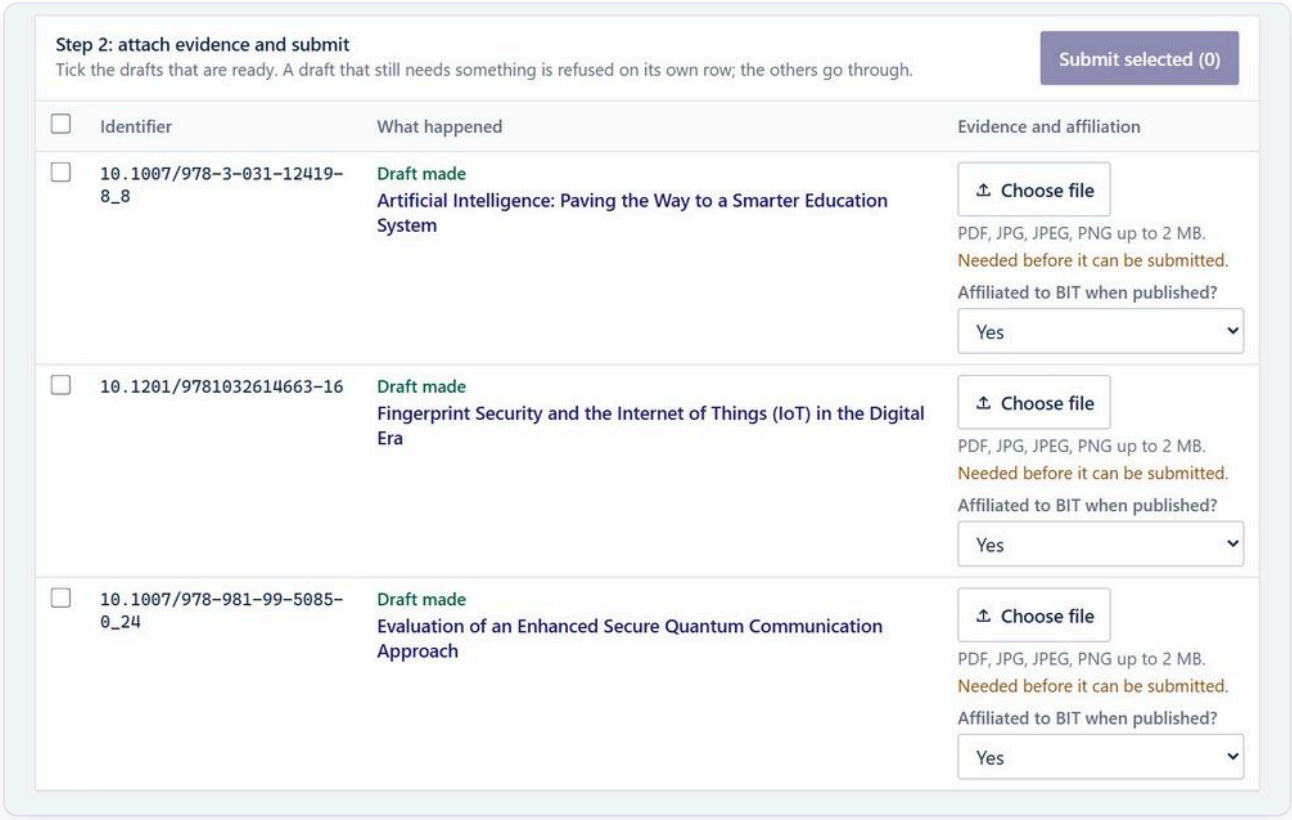
> A row that is not ready stays a draft. Finish it any time.

7 Your papers now say Approved and are counted.



> A file has up to 100 lines. A longer list comes as several files: upload them one by one.

8 Do the same for your books: **Research** → **Books, Chapters & Conference Papers** → **Add many at once**.



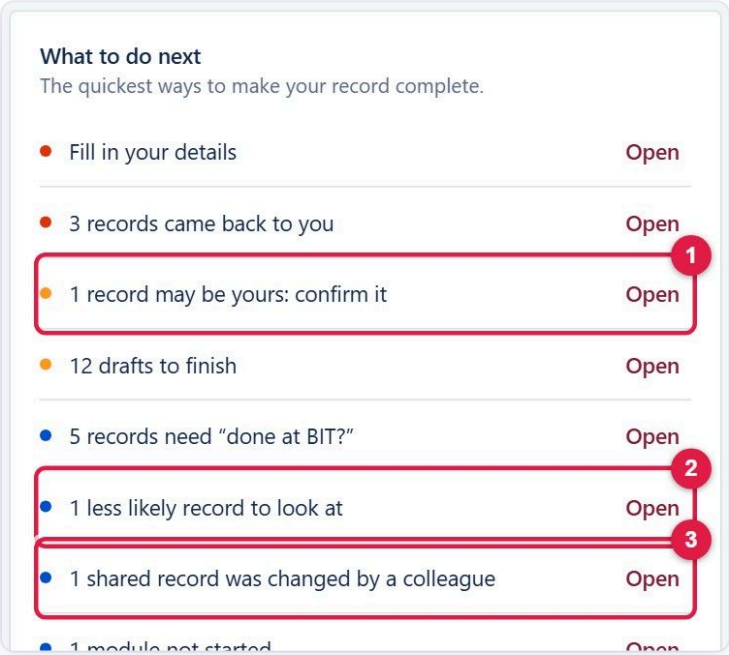
> Springer lists many conference papers as book chapters. To correct the type, open the record and change **This entry is a**.

PART 7

Papers with colleagues

DARP keeps **one copy** of each paper and shares it among its BIT authors. Nobody types it twice, and the college counts it once.

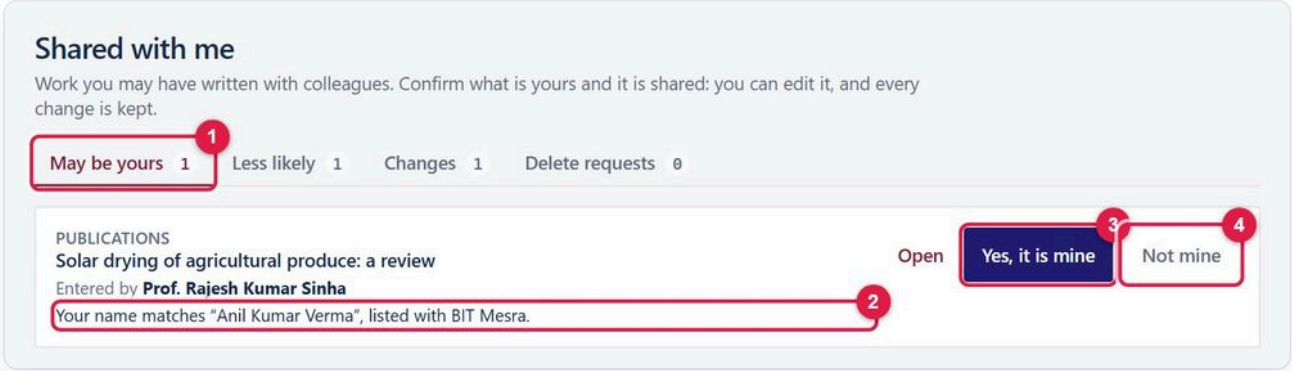
1. In **What to do next**, a line appears when a colleague has entered a paper with your name on it (1). Less certain matches (2) and changes by a colleague (3) have their own lines.



> The pictures in this part show sample colleagues, so the names differ from the earlier pages.

2. Press **Open**, or choose **Shared with me** in the menu. Each paper says why it was offered (2).

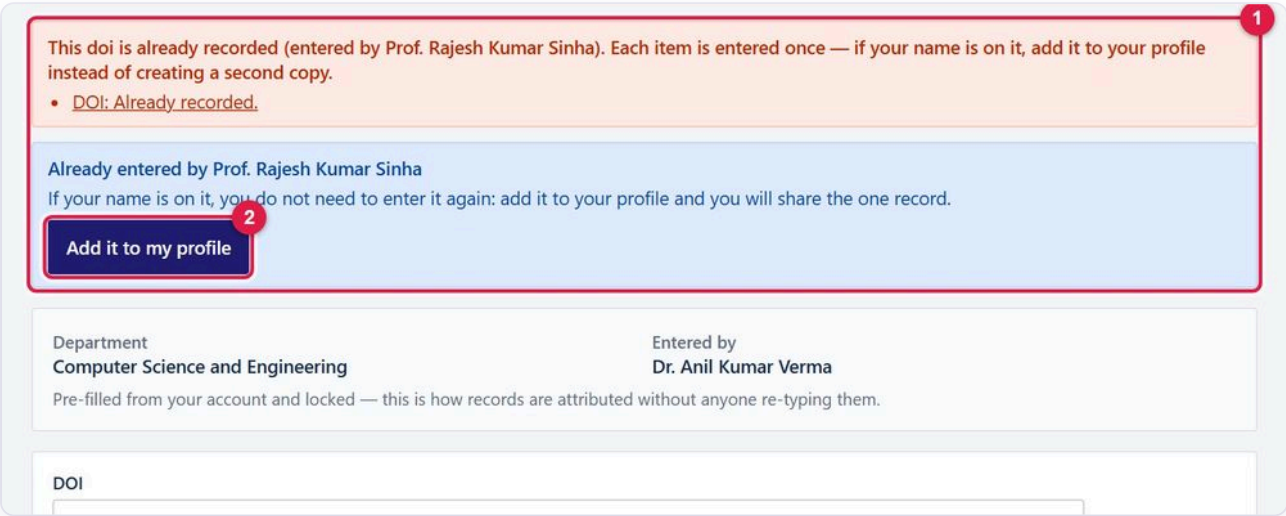
3. If it is yours, press **Yes, it is mine** (3). If not, press **Not mine** (4) and it is not offered again.



If a colleague was quicker

4. Type the DOI of a paper a colleague already entered. DARP says **"Already entered by …"** 1.

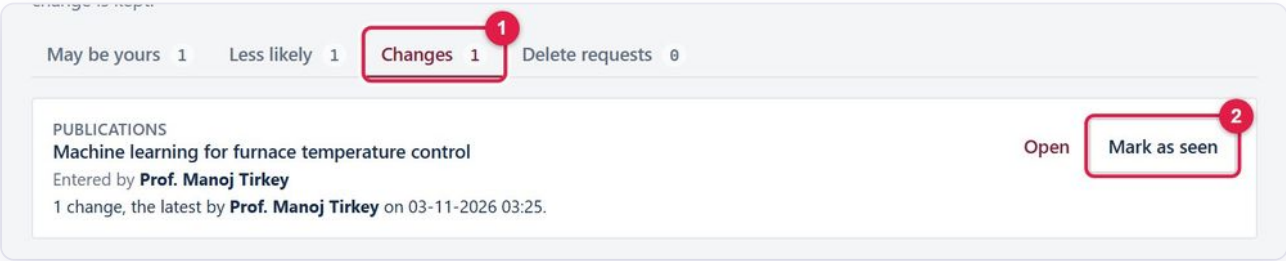
5. If your name is on it, press **Add it to my profile** 2. You now share the one record.



> If your name is not on the paper, DARP refuses. A bulk file does this by itself: the line says it was added to your profile.

If a colleague changes it

6. It appears under **Changes** 1 in Shared with me. Open it to see what changed, then press **Mark as seen** 2.

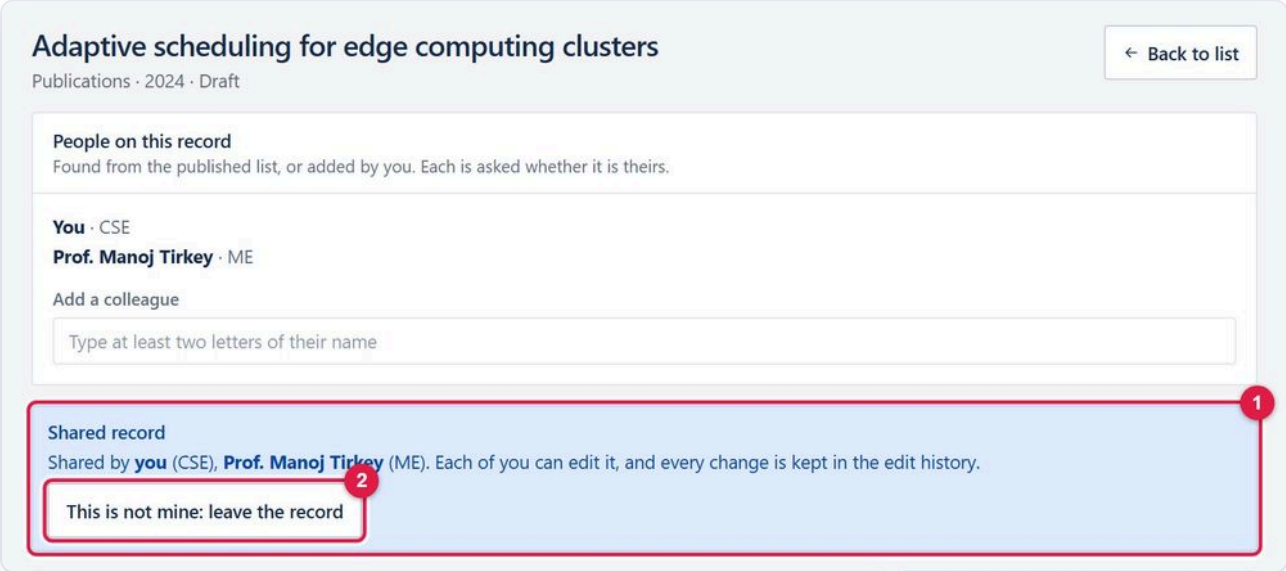


> Every change keeps the old and the new text in the **Edit history** at the foot of the record.

Editing a shared record

7 Open the paper from your Publications list. The note 1 names everyone on it.

8 Each of you can edit and save as usual. If two of you save at the same moment, the second is stopped; reopen the record and change it again.



What stays true

Counted once	The college counts the paper once; each author's department counts it once.
Your answer	"Were you at BIT when this was published?" is yours. A colleague's answer never changes it.
Names	You cannot remove a colleague's name from the authors.
Leaving	Not a co-author after all? Press **This is not mine: leave the record** 2. The others keep it; the last person cannot leave.

Adding a colleague yourself

For a paper whose list does not show a BIT co-author, and for patents, grants and consultancy.

9 In **People on this record**, type at least two letters of the name 1 and press **Add** 2.



10 They are listed as **"asked, not yet answered"** 1 and answer in their own Shared with me.



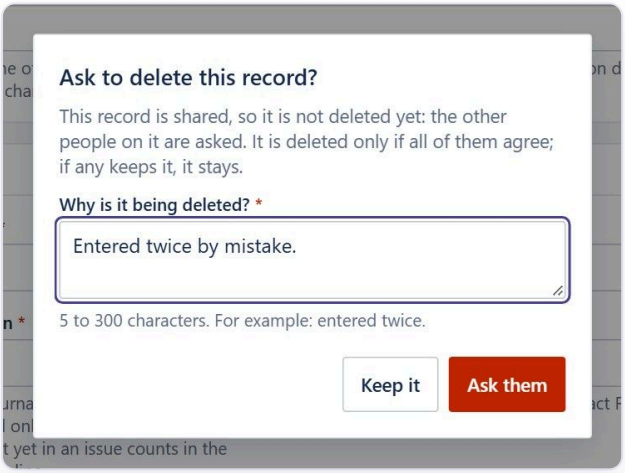
> For a grant or consultancy, the colleague then sets their own role, such as Co-PI. The money is still counted once.

Deleting a shared record

One person cannot delete a record that others share. The others are asked first.

11 Press **Ask to delete this record**

12 Write a short reason and press **Ask them**.



Colleagues see the question first in **What to do next** and answer **Delete it** or **Keep it**.

If **everyone** agrees, it is deleted for all. If anyone keeps it, it stays.

You can **withdraw** your request at any time.

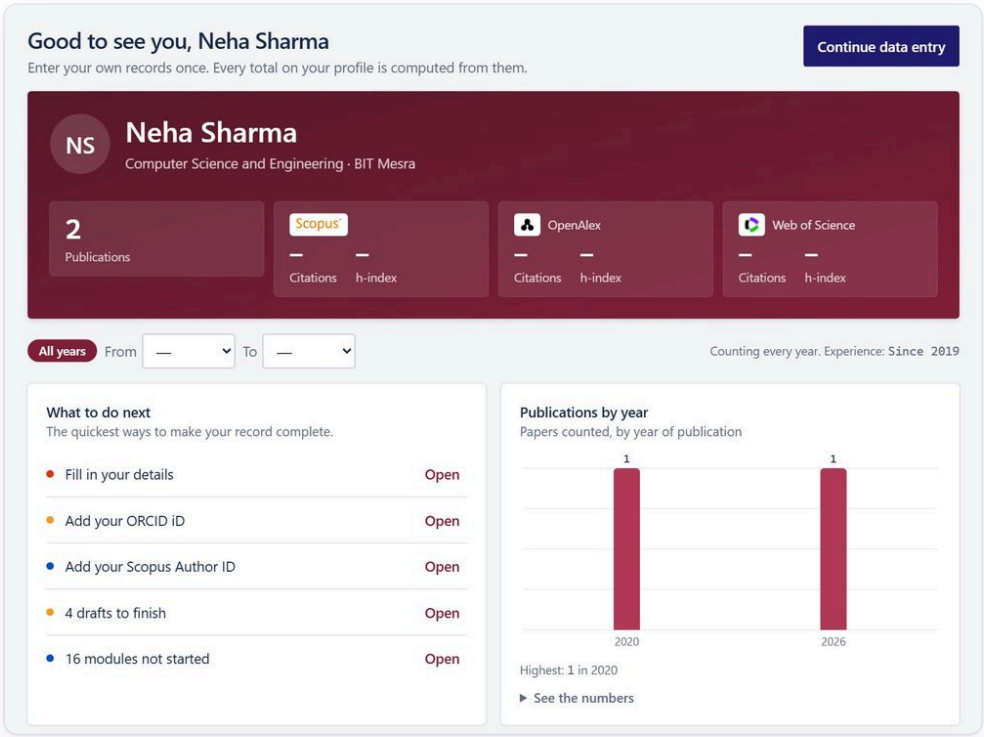
No answer in 14 days? It goes to IQAC. **Nothing is deleted by silence.**

IQAC can bring a deleted record back.

> A record that only you have is different: **Delete this record** removes it at once, and IQAC can still restore it.

ALL DONE

Your Overview shows your work



Papers from before you joined BIT are kept but not counted.

My name is missing on my paper	Open the draft, add your name to the authors, attach the evidence and submit.
A paper is not mine	Leave that row unticked.
A paper of mine is missing	Add it by its DOI (Part 4).
A colleague changed my paper	See Part 7. The old text is kept in the edit history.
My code does not work	Ask IQAC for a new one.

Need help?

Write to **dir.iqac@bitmesra.ac.in**

IQAC, extension **2411**, Monday to Friday, 10:00 to 17:00

THE TEAM

Built at BIT Mesra

DARP was developed at Birla Institute of Technology, Mesra, with the guidance of the mentors named below.

Developers

Abhineet Anand — ROLL NO: **BTECH/10112/23**

Md Saquib Jawed — ROLL NO: **BTECH/10260/23**

Kushaagra Bhatnagar — ROLL NO: **BTECH/10489/24**

Mentors

Dr. Suvendu Kanungo

Assistant Professor

Department of Computer Science and Engineering

Birla Institute of Technology, Mesra

Dr. Animesh Ghosh

Professor

Department of Pharmaceutical Sciences & Technology

Director, Internal Quality Assurance Cell

Birla Institute of Technology, Mesra

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