



Office of Research Studies

Instructions for Generating Admission Order in Mini Apps under Scholar login

Step 1:

Go to mini apps login page using the below URL

https://miniapps.veltech.edu.in/research_studies

Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
DEEMED TO BE
(Estbl. u/s of UGC Act, 1956)
Avadi, Chennai

Research Studies Office Portal

Welcome
Login to access your account

Username
Enter your username

Password
Enter your password

SIGN IN

System Overview
Real-time statistics

456 RESEARCH SCHOLARS	539 RESEARCH SUPERVISORS	281 ACTIVE ALLOCATIONS
39 PENDING APPROVALS	17 DEPARTMENTS	320 RECENT ACTIVITY (7 DAYS)

Step 2:

Enter your username and password

Step 3:

First Time Login – Password Change Required.

The screenshot shows the Vel Tech Research Studies Office Portal. The user is logged in as THANAM A. The dashboard sidebar on the left includes links for Overview, My Profile, My Supervisor, My Admission Order, My Progress Reports, My Contributions, and Change Password. The main content area displays a yellow alert box stating 'First Time Login - Password Change Required' with a warning icon. Below this, the 'Change Password' section prompts the user to 'Update your account password for security'. It contains two input fields: 'Current Password:' (with masked characters) and 'New Password:'. A note at the bottom states 'Password must be at least 6 characters long'.

Step 4:

Update the scholar profile.

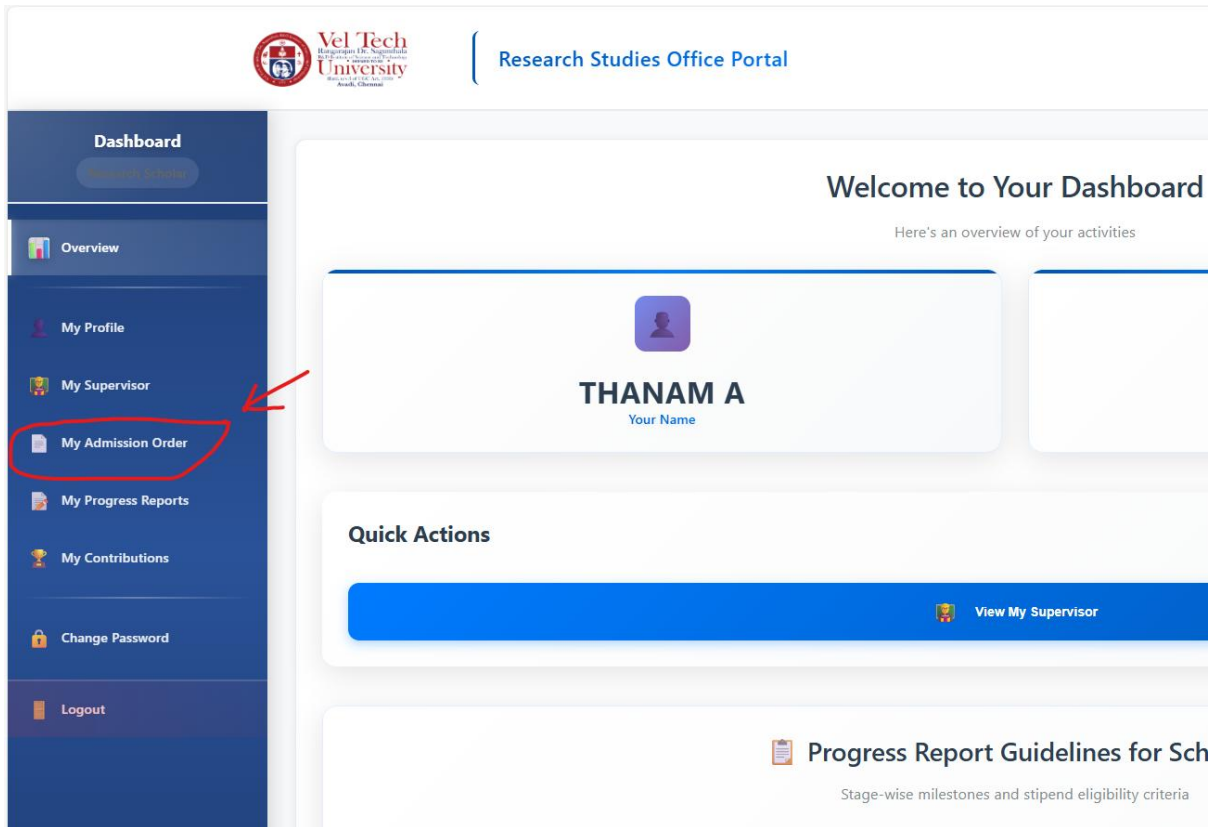
Note:

- 1) First fill the data related information.
- 2) At last, upload the profile photo. Kindly upload the professional photo with better resolution.

The screenshot shows the Vel Tech Research Studies Office Portal with the user logged in as REVATHI.V.S. The dashboard sidebar on the left is the same as in Step 3. The main content area displays the 'My Profile' section with the subtext 'View your academic details and update your personal information'. A yellow alert box indicates 'Profile Incomplete - Action Required!' and states 'Please complete all required fields marked with * to access other sections of your dashboard. All fields are mandatory for your registration.' Below the alert, the user's profile information is shown: a profile icon, the name 'REVATHI.V.S', 'Application No: 23REBT1005', and 'VTD No: VTD1367'.

Step 5:

Download the Admission Order under [My Admission Order](#) tab.



The screenshot displays the Research Studies Office Portal dashboard. At the top, the Vel Tech University logo and the portal name are visible. The left sidebar contains a navigation menu with the following items: Dashboard, Overview, My Profile, My Supervisor, My Admission Order (highlighted with a red circle and a red arrow), My Progress Reports, My Contributions, Change Password, and Logout. The main content area features a welcome message, a user profile card for 'THANAM A', a 'Quick Actions' section with a 'View My Supervisor' button, and a 'Progress Report Guidelines for Sch' section.