



Office of Research Studies

Instructions for Submitting Progress Report 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
University
(Estd. 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:

Type your username and password

Step 3:

First Time Login – Password Change Required.

The screenshot shows the 'Research Studies Office Portal' for a user named THANAM A. The left sidebar contains a 'Dashboard' menu with options: Research Scholar, Overview, My Profile, My Supervisor, My Admission Order, My Progress Reports, My Contributions, and Change Password (highlighted with a red notification icon). The main content area features a yellow banner stating 'First Time Login - Password Change Required' with a lock icon and a message: 'For security reasons, you must change your password before accessing other sections of the dashboard. Please create a strong and unique password.' Below this is a 'Change Password' section with the instruction 'Update your account password for security'. It includes 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

The screenshot shows the 'Research Studies Office Portal' for a user named REVATHI.V.S. The left sidebar is identical to the previous step, but the 'My Profile' option is now highlighted with a red notification icon. The main content area features a 'My Profile' section with the instruction 'View your academic details and update your personal information'. Below this is a yellow banner with a warning icon stating 'Profile Incomplete - Action Required!' and a message: 'Please complete all required fields marked with * to access other sections of your dashboard. All fields are mandatory for your registration.' The profile card below shows a graduation cap icon, the name 'REVATHI.V.S', and two IDs: 'Application No: 23REBT1005' and 'VTD No: VTD1367'.

Step 5:

Upload the required documents under [My Progress Reports](#) tab.

My Progress Reports (VTD: VTD1367)

Submit required progress documents every 6 months from appointment date.

All Stage

Submission History

Work Schedule

Appointment Date

February 15, 2024

Submission Frequency

Every 6 months

Next Due

2024-03-16

OVERDUE

Step 6:

If you want to upload the documents in Stage 1.1, click the [Stage 1.1 icon](#)

All Progress Report Stages (From Appointment to Current)

Click on any Stage to upload documents. Stage 1.1/1.2 requires RAC formation documents, others require meeting minutes.

Stage 1.1 FIRST

Within 30 days of Admission

OVERDUE - UPLOAD REQUIRED

Stage 1.1 Milestones:

- Scheduling and completion of First RAC meeting
- Submission of First RAC meeting minutes

Stage 1.1 - RAC Formation & Firs. Meeting

Stage 1.2

1st Semester (Year I)

OVERDUE - UPLOAD REQUIRED

Stage 1.2 Milestones:

- Comprehensive literature review initiation
- Preparation of first conference paper
- Course work registration through AMS

Upload Documents (Stage 1.2)

Step 7:

Upload all mandatory documents and click [upload all document](#) option.

Stage 1.1 - RAC Formation & First Meeting

Upload Documents

RAC Formation Document *

Choose FileNo file chosen

Appointment Order *

Choose FileNo file chosen

Meeting Schedule Document *

Choose FileNo file chosen

First Meeting Minutes *

Choose FileNo file chosen

Optional Steps:

Under [My Contributions](#), scholars can enter their research works, awards, and outreach activities.

My Contributions

Track your research works, awards, and outreach activities

Select Year: 2025

0Research Works

0Awards & Honors

0Outreach Activities

0Total Contributions (2025)

Research Works (0)

Awards & Honors (0)

Outreach Activities (0)

+ Add New

Office of Research Studies

Instructions for Approving Progress Report under Supervisor login

Step 1:

Go to mini apps login page using the below URL

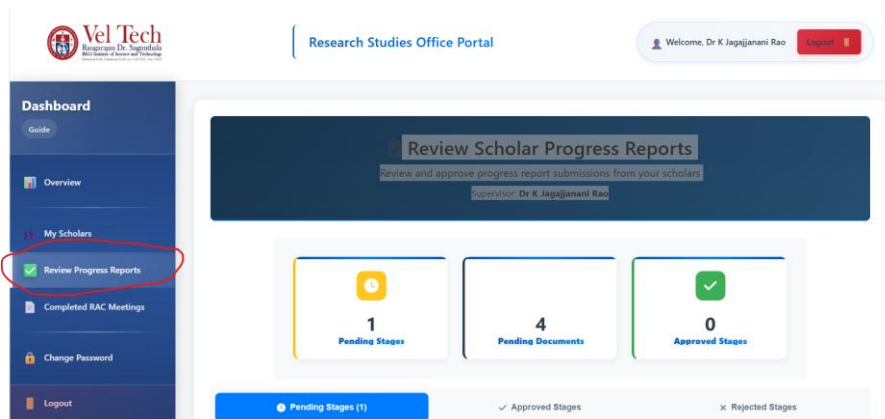
https://miniapps.veltech.edu.in/research_studies

Step 2:

Type your username and password

Step 3:

Click [Review Progress Reports](#)



Step 4:

Select [Approve](#) or [Reject](#) option

