



Office of Research Studies

Instructions for submitting RAC formation and generating RAC order in Mini-Apps under Supervisor 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. as 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:

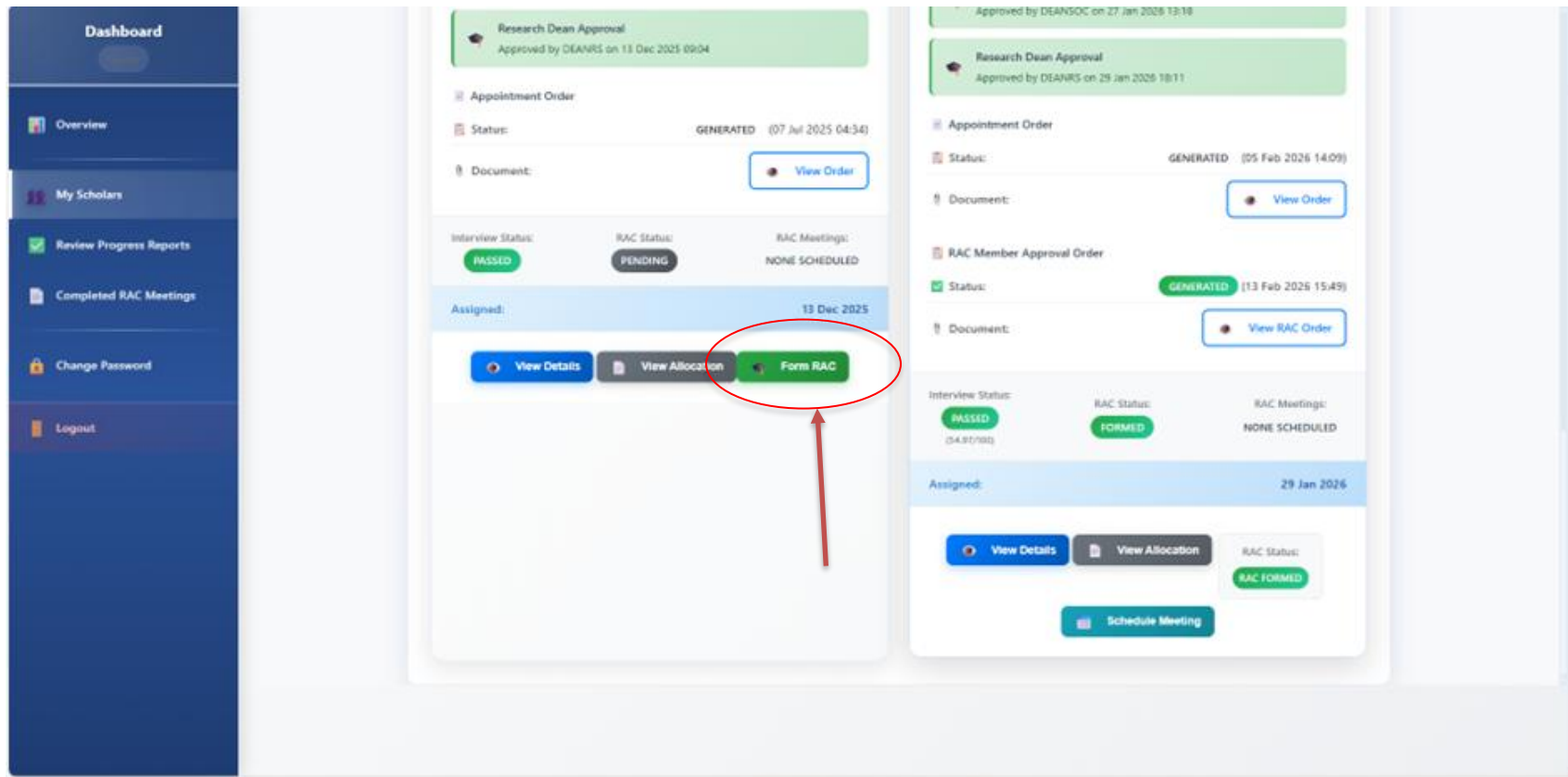
Type your username and password

Step 3:

First Time Login – Password Change Required.

Step 4:

Click [My Scholars](#) tab. Then, click [Form RAC icon](#) under your scholar details.



Step 5:

Fill the Internal and External RAC Members.

Guidelines for the Nomination of RAC Members

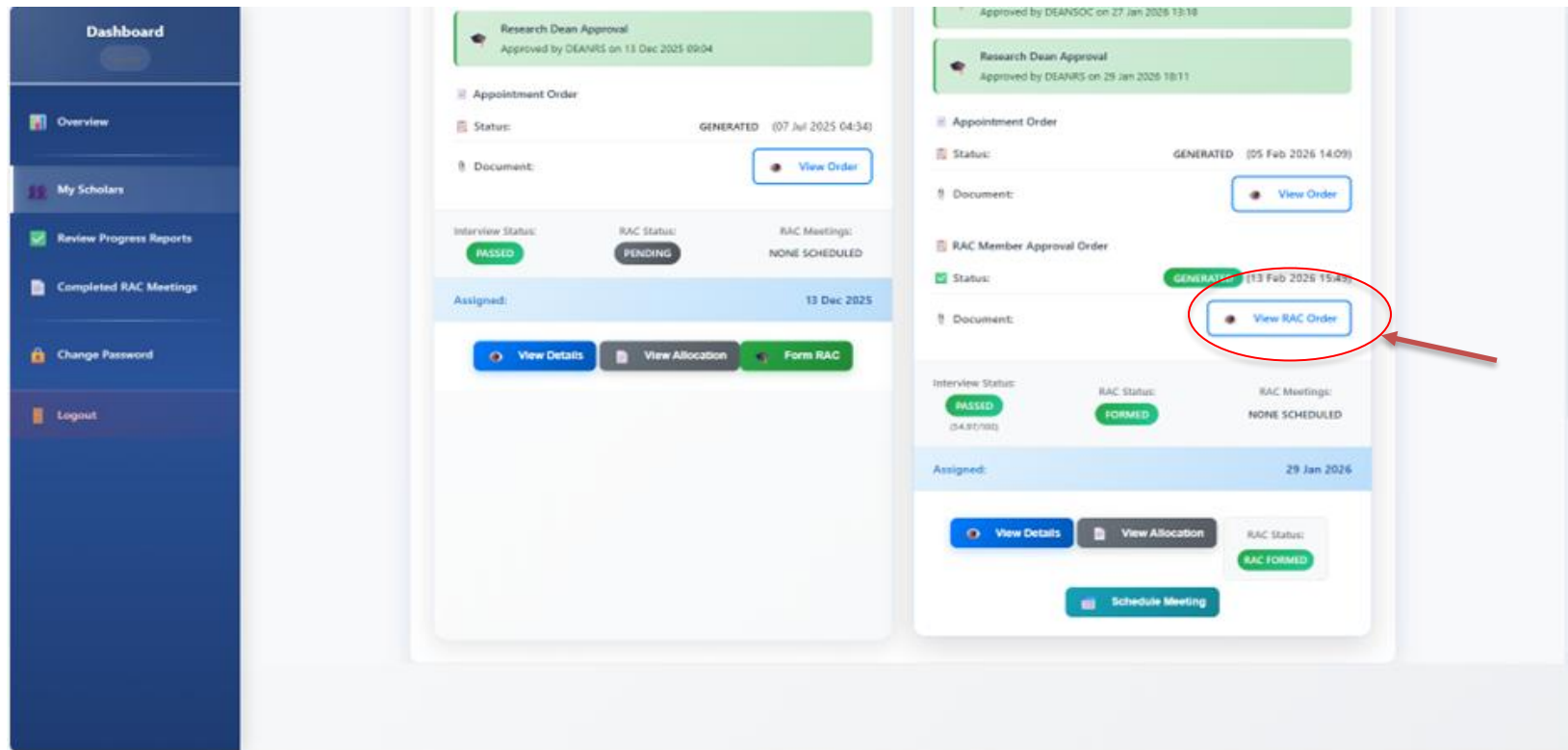
- Among the **three External RAC Members**, at least **two members must be from Government Institutions**, and they should be selected from **different geographical zones**.
- All nominated Internal & External RAC Members must hold a minimum designation of **Associate Professor or Professor**.
- For all departments, the nominated Internal & External RAC Members must have a **minimum of 10 publications** in their research profile. For English, MBA, Law, Commerce, and Media departments, the publication count shall be verified through the **Google Scholar** or **Scopus** profile. For remaining departments, the publication count shall be verified through the **Scopus** profile.
- The **number of publications** entered during the nomination process must exactly **match** the publication count displayed in **the respective Scopus or Google Scholar profile**. Any discrepancy in the publication count may result in the rejection of the nomination.

The screenshot displays the 'Research Studies Office Portal' for Vel Tech University. The user is logged in as Dr. B. Senthikumar. The main form is titled 'Form RAC for THIRUPATHI SUNDARARAJULU' with application number VTDWS2025520. It prompts the user to 'Select 3 Internal RAC Members (From Supervisor Database)'. A dropdown menu for 'Internal Member 1' is open, showing 'Dr A Bhagyalakshmi - Professor - Computer Science and Engineering'. Below this, the 'Publication Details' section contains input fields for 'Scopus Publications (Count):' (5), 'Scopus Profile Link:' (na), 'Non-Scopus Publications (Count):' (5), and 'Non-Scopus Profile Link:' (https://miniapps.veltech.edu.in). A small black box obscures part of the 'Completed RAC Meetings' link in the left sidebar.

Step 6:

Upon approval by the Honorable Vice Chancellor sir, the **RAC Formation Order** will be generated under both the Scholar and Supervisor login.

Under Supervisor login:



Under Scholar login:

The screenshot displays the Research Studies Office Portal for a user named THIRUPATHI SUNDARARAJULU. The portal is titled "Research Studies Office Portal" and shows a welcome message. The user's profile is visible at the top right, indicating they are logged in. The main content area is titled "THIRUPATHI SUNDARARAJULU" and "Research Advisory Committee Formation Order". It includes a section for "RAC Formation Details" with a status of "GENERATED" and a generated date of "13-02-2026 15:49:24". Below this is a "Document Access" section showing a PDF icon and the text "RAC Member Approval Order" and "Your official RAC formation document". A red circle highlights the "View RAC Order" button, with a red arrow pointing to it. A "Download PDF" button is also visible. At the bottom, an important notice states: "Important: Your Research Advisory Committee has been successfully formed. Please save this formation order safely for your records. The committee will guide your research work throughout your Ph.D. journey."

Dashboard

- Overview
- My Profile
- My Supervisor
- My Admission Order
- My Progress Reports
- My Contributions
- Change Password
- Logout

Research Studies Office Portal

Welcome, THIRUPATHI SUNDARARAJULU

THIRUPATHI SUNDARARAJULU
Research Advisory Committee Formation Order

✓ RAC Formation Details

STATUS: **GENERATED**

GENERATED DATE: 13-02-2026 15:49:24

Document Access

RAC Member Approval Order
Your official RAC formation document

[View RAC Order](#) [Download PDF](#)

Important: Your Research Advisory Committee has been successfully formed. Please save this formation order safely for your records. The committee will guide your research work throughout your Ph.D. journey.

Status Checking Procedure

Once the RAC formation form is submitted under the Mini-Apps login, **the supervisor can periodically check the status of the RAC formation**. It is the Supervisor's responsibility to monitor the status using the following path:

Supervisor Login → My Scholar → RAC Status

The RAC status icon will display any one of the following stages:

Stage 1 – Form RAC

Indicates that the supervisor needs to initiate the RAC formation.

Stage 2 – Pending HoD Approval / School Dean Approval / Dean (RS) Approval / VC Approval

Indicates that the RAC formation has been initiated and is awaiting approval from the respective higher authority.

Stage 3 – RAC Formed

Indicates that the Hon'ble VC has approved your RAC nomination. You may download the RAC Order under the **“View RAC Order”** icon.

Note:

If, during Stage 2, **any higher authority rejects the RAC formation, the status will automatically revert to Stage 1**. In such cases, the Supervisor must initiate the RAC formation again.