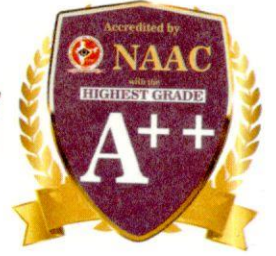




Vel Tech
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R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)



Date:

Ref. No. VT/R/C/Ph.D. Sem. Registration/23-24/160

19.06.2024

CIRCULAR

It is, by direction, all the Full-time / Part-time Ph.D. Scholars are asked to complete the process of the semester registration through online according to the step-by-step process as elucidated in the attached Annexure for Winter Semester of the Academic year 2023-24 (WS2324) after the payment of tuition fee on or before 29.06.2024. After completion, they can download the filled-in semester registration report and submit the same to the Center for Academic Research duly signed by the Supervisor, HoD & Dean. The registration link is

<https://apps.veltech.edu.in/phd-sem-reg/>

In the event of failure on the part of the research scholars to do so, their registration will be cancelled as per the appropriate clause of the Ph.D. Regulations.

This may please be brought to the immediate notice of the research supervisors and scholars of this Institution.

[Handwritten signature]
19/06/2024

REGISTRAR

Prof. Dr. E. Kannan
Registrar

Attachment: ANNEXURE

Copy to

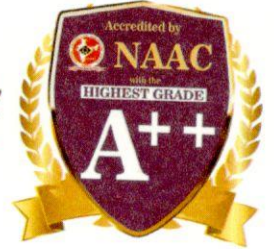
1. Office of the Vice Chancellor
2. Dean Research Studies
3. Deans
4. Controller of Examinations
5. Heads of the Departments / Sections
6. Finance Officer
7. Web Admin

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Date:

ANNEXURE

STEP-BY-STEP PROCESS INVOLVED IN THE Ph.D. SEMESTER REGISTRATION

1. The Scholar has to login the url: <https://apps.veltech.edu.in/phd-sem-reg/> using (Username = **VTD No.** and Password = **Registration Number**)
2. There is a menu option in the link to find out the FEE STATUS.
3. Research Scholar can check their current due amount here and make the payment.
Go To Dashboard, Click Fee Hive and then click My Fee Kart and Pay the Fees
4. If the scholar has paid the fees, the status will be shown as "CONTINUE TO REGISTER".
5. If the scholar has not paid the fees, the status will be shown as "PAY YOUR FEES AND CONTINUE".
6. The Semester Progress report form will appear.
7. The scholar has to type the report on the work carried out during that period.
8. Further the scholar has to furnish the particulars related to research progress wherever required.
9. The scholar has to download the filled-in semester registration form.
10. The scholar has to get the signatures of the Supervisor, Dean & HoD on the registration form and submit the same to the Center for Academic Research.
 - a) Copy of the Fee Receipt
 - b) Copy of the proof of the publications.
 - c) Consent letter from the employer organization / working Institution (For Part Time External Candidates)
11. In case of any other clarifications, the scholar has to contact the Center for Academic Research.

REGISTRAR

Prof. Dr.E. Kannan
Registrar

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