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

Date: 10/11/2026

Submission of Google Form for Processing Remuneration to External RAC Members

In accordance with the implementation of the "**Standard Operating Procedure (SoP) for Processing Remuneration, Dearness Allowance and Travel Allowance for Organizing Events and Conducting Examinations**", all Research Supervisors are requested to complete the **Google Form** immediately after the completion of the Research Advisory Committee / Pre-Synopsis / Synopsis / Pre-Viva meeting.

The **Google Form** is available on the Institutional Website under **Research → Academic Research → Overview → Home → Important Links**

The Google Form must be submitted within one hour of the completion of the meeting to facilitate the timely processing and release of the applicable remuneration and allowances. The information submitted through the Google Form will enable the Office of Research Studies and the Finance Section to process and release the remuneration directly to the bank account of the External RAC Member on the same day of the meeting.

Documents to be Kept Ready

Before submitting the Google Form, the Research Supervisor shall keep the following documents ready:

1. **Attendance Certificate – PDF format**
   - It is available on the Institutional Website under Research → Academic Research → Overview → Downloads → Research Advisory Committee Meeting
2. **Geo-tagged Photograph** – for Offline Meetings

   OR

   Google Meet Screenshot – for Online Meetings

The above documents shall be uploaded along with the required details in the Google Form.

No.42, Avadi-Vel Tech Road, Vel Nagar, Avadi, Chennai – 600 062, Tamil Nadu, India. | Toll Free : 1800 212 7669
Landline : +91 44 2684 0262 / 2684 0605 | Email : registrar@veltech.edu.in | Website : www.veltech.edu.in

Ref no : LI/15000

Date: 10/11/2026

Effective Date

This procedure will come into effect from **13 October 2026** onwards.

All Research Supervisors are requested to ensure the timely submission of the Google Form and the required supporting documents to facilitate the smooth, accurate, and prompt processing of remuneration to External RAC Members.

M. Vinod Kumar.
10/11/2026.

Dean (Research Studies)

Prof. Dr. M. Vinod Kumar
Dean - Research Studies
Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
University
(Estd. u/s 3 of UGC Act, 1956)
Avadi, Chennai

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