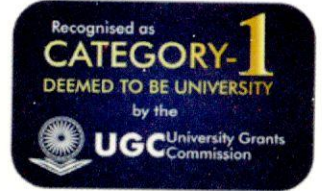
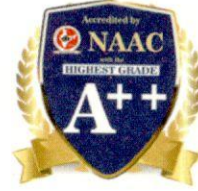




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Ref.No.VT/R/C/Ph.D.Sem.Registration-Reg/26-27/11

Date:
11.08.2026

CIRCULAR

Sub: Ph.D. Semester Registration for Summer Semester 2026–2027 (SS2627) – Reg.

It is hereby notified that all Full-Time and Part-Time Ph.D. Research Scholars are required to complete their Semester Registration through the online portal for the Summer Semester of the Academic Year 2026–2027 (SS2627) upon payment of the prescribed tuition fee.

The Semester Registration shall be completed within the following timelines:

Without Penalty	05.09.2026
With Penalty	20.09.2026

Online Registration Portal

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

Upon successful completion of the online registration, the Research Scholar shall download the Semester Progress Report, obtain the required signatures of the Research Supervisor, Head of the Department and School Dean and submit the duly signed report to the Office of Research Studies, along with the prescribed supporting documents.

The step-by-step procedure for completing the online Semester Registration is provided in the Annexure to this Circular.

All Research Scholars are advised to complete the registration process strictly within the prescribed timeline. Failure to complete the Semester Registration within the stipulated period may result in the scholar being placed under dormant status and/or cancellation of registration, as applicable, in accordance with the relevant provisions of the Ph.D. Regulations.

All Research Supervisors, Heads of Departments and School Deans are requested to communicate this Circular to all concerned Research Scholars and ensure strict compliance with the prescribed schedule.

Copy to:

1. Office of the Vice-Chancellor
2. Dean – Research Studies
3. School Deans
4. Controller of Examinations
5. Heads of Departments
6. Finance Officer
7. Web Administrator

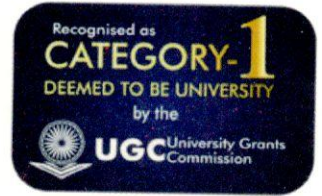
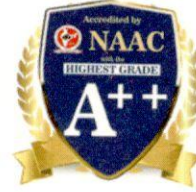
REGISTRAR

Prof. Dr. E.Kannan
Registrar

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Date:

ANNEXURE

PROCEDURE FOR Ph.D. SEMESTER REGISTRATION

1. Access the Registration Portal

Research Scholars shall access the Ph.D. Semester Registration Portal:

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

The login credentials are as follows:

- Username: VTD No.
- Password: Registration Number

2. Verify Fee Status

After login, the Research Scholar shall verify the Fee Status and ascertain the applicable semester fee / outstanding dues.

3. Pay the Prescribed Fee

The applicable fee can be viewed and paid through the following menu:

Dashboard → Fee Hive → My Fee Kart → Pay the Fees

Research Scholars shall ensure that the prescribed fee is paid successfully before proceeding with Semester Registration.

4. Confirm Payment Status

After successful payment, the registration status will be displayed as:

“CONTINUE TO REGISTER”

If the prescribed fee has not been paid, the following status will be displayed:

“PAY YOUR FEES AND CONTINUE”

5. Complete the Semester Progress Report

After successful fee payment, the **Semester Progress Report Form** will be enabled.

The Research Scholar shall:

- Enter details of the research work carried out during the semester.
- Provide the required particulars relating to research progress.
- Complete all mandatory fields in the registration form accurately.

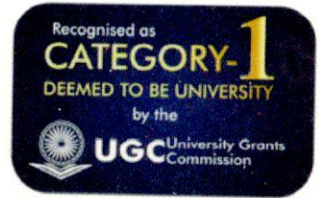
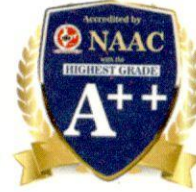
6. Download the Progress Report

After completing the required details, the Research Scholar shall download the duly filled **Semester Progress Report / Registration Form**.

Prof. Dr. E. Kannan
Registrar



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Date: _____

7. Obtain the Required Approvals

The downloaded report shall be submitted for obtaining the signatures of:

1. Research Supervisor
2. Head of the Department
3. School Dean

8. Submit the Required Documents

The duly signed Semester Progress Report shall be submitted to the Office of Research Studies along with the following:

- a. Copy of the Fee Receipt
- b. Proof of Publications, wherever applicable
- c. Consent Letter from the Employer Organization / Working Institution, in the case of Part-Time External Research Scholars

9. Completion of Semester Registration

Research Scholars shall ensure that both the online registration and submission of the duly signed documents are completed within the prescribed timeline.

Any delay or failure to complete the registration within the stipulated period shall be dealt with as per the applicable provisions of the Ph.D. Regulations.

10. Clarification / Assistance

For any clarification or assistance regarding the Semester Registration process, Research Scholars may contact the Office of Research Studies.

[Signature] 11/08/2024
REGISTRAR
Prof. Dr. V. Kannan
Registrar

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