

General Instructions to the selected candidates
for the July 2025 Research Admission, VIT Chennai.

1. You are required to make the **online** payment of a fee of **Rs.43,000/-** (Annual Tuition fee of Rs.40,000 plus a one-time caution deposit of Rs.3000/-) on or before **10 June 2025 (Tuesday)** after completing the guide selection as described from point #2 onwards.
2. You are advised to look into the research credentials of eligible guides in the school to where you applied for the admission. You can also choose the guide from research centre related to your field of interest. You can access these details with the following link: <https://chennai.vit.ac.in/schools-centres-list-research-guides>
3. You are advised to contact the faculty member (listed in the above link) through email and get his/her consent for guiding you. This will make the process smooth.
4. You can use the **GUIDE - SELECTION PANEL** to select the faculty as your guide and submit for further process.
5. Now, your proposed guide will either accept or decline. If the guide accepts, the request will go to the Dean of the School. Once the Dean approves it, the request will go to Dean, Academic Research, for final approval. If your request gets rejected by the guide/School Dean/Research Dean, for any reason, you will be notified through email, and you can choose another guide by the same procedure. **However, be reminded that the said procedure in getting attached to a guide should be done before 10 June 2025 (Tuesday) and you are advised to make the payment before 10 June 2025-Tuesday.**
6. On Dean-Academic Research Approval, online fee payment will be auto generated in VTOP and you can make the payment. If you fail to pay the payment before the deadline, this provisional admission offer will stand cancelled automatically. No more extension will be given.
7. All the applicants selected for Ph.D. will be appointed as Teaching cum Research Assistant (TRA) for a period of three years and Direct Ph.D. will be for a period of 4 years and during this period, they will get a fellowship as given below **subjected to submission of all required documents to the Office of Admissions.**

Research Fellowship (Ph.D.)

Research Fellowship	GATE qualified (above 60 Percentile)	Others
First Year	Rs. 35,000/-	Rs. 31,000/-
Second Year	Rs.40,000/-	Rs. 35,000/-
Third Year	Rs.40,000/-	Rs. 35,000/-

Research Fellowship (Direct Ph.D.)

Research Fellowship	GATE qualified (above 60 Percentile)	Others
First Year	Rs. 26,000/-	Rs. 21,000/-
Second Year	Rs.26,000/-	Rs. 21,000/-
Third Year	Rs. 35,000/-	Rs. 30,000/-
Fourth Year	Rs.35,000/-	Rs. 30,000/-

The fellowship will be given only after you physically report to the institute i.e **9th July 2025 (Wednesday)** and submit the necessary documents.

8. Certificates/Documents in Original along with one set of photocopies to be submitted at VOC Auditorium, 5th Floor, Admin Block, VIT Chennai **9th July 2025 (Wednesday)** between 10.00 AM and to 04.00 PM

The following documents are required to be submitted at the time of reporting:

- i. Copy of X & HSC /+2 Mark sheets
- ii. Copy of UG (Degree / Provisional Certificate and Mark sheets -Year wise / Semester wise or Consolidated Marks sheet)
- iii. Original PG (Degree / Provisional Certificate and Mark sheets -Year wise / Semester wise or Consolidated Marks sheet)
- iv. Transfer Certificate/Migration Certificate/ College Leaving Certificate (Original)
- v. Copy of NET/UGC/GATE Score card (if Qualified)
- vi. Nativity certificate for the candidates hailing from North-eastern States of India (if applicable)
- vii. Student Profile
- viii. Affidavit (Original) by Research Scholar format available in URL
<https://chennai.vit.ac.in/files/Affidavit%20Student.pdf>
(Signed & Notarized)
- ix. Affidavit (Original) by Parent/Guardian format available in URL
https://chennai.vit.ac.in/files/Affidavit_Parent-or-Guardian.pdf
(Signed & Notarized)
- x. Certificate of Physical Fitness format available in URL: (Original)
https://chennai.vit.ac.in/files/PhysicalFitness_Certificate.pdf
- xi. Undertaking in the enclosed format URL: (Original)
<https://chennai.vit.ac.in/wp-content/uploads/2023/02/Undertaking.pdf>
- xii. Aadhar Copy
- xiii. Passport size photo colour recently taken – 2 Nos.
- xiv. Bank passbook (Indian Bank) first page with details (Copy)
- xv. Tuition fee payment receipt (Copy)

Note:

- *Get the Parent's signature wherever required.*
 - *The fellowship period starts only after the submission of all the required documents.*
 - *Those who are waiting for the final year/semester results should submit the original qualification certificate on or before 31st August 2025. For those who fail to submit the required certificates/documents, your provisional Ph.D. admission stands cancelled.*
9. Meanwhile, after securing the admission, you are advised to keep in touch with your guide on a daily basis and carry out the work as suggested by your guide despite being away.
 10. Once a guide is allotted, the request for change of guide is not possible thereafter.
 11. Change of category from Internal Full Time (IFT) to External Part Time (EPT) is not allowed.
 12. At any cost, change of campus is not allowed.
 13. Irrespective of your guide selection either in the School / Research Centre, your Ph.D. registration shall be in one of the School based on your PG degree qualification.
