Office of Academic Research

Research Coursework Enrolment and Registration for FAT

Types of courses available to the Scholars:

1. Research Methodology (RM) (*Mandatory* course)
2. Research and Publication Ethics (RMC) *(Mandatory for the scholars admitted from July 2020 session onwards)*
3. Regular PG course (RRC)
4. School Level Taught course (STC)
5. Special Electives (SSC) (Guide Papers /Self Study course)
6. Online Course (ONL)

Course Catalogue creation and Allocation of courses to the scholar:

Once the first Doctoral Advisory Committee (DAC) meeting is over, the guide shall do the following on VTOP for the approval of minutes of DAC meeting:

1. To allocate ***Research Methodology*** *and* ***Research and Publication Ethics*** courses to the research scholar. This can be done even before the conduct of first DAC meeting.
2. To create a course catalogue for self-study courses (guide papers) and online courses by uploading the syllabi approved by the Doctoral Advisory Committee. However, for Regular PG courses and School Level Taught courses, course catalogue need not be created on VTOP.
3. To allocate the remaining DAC approved courses to the scholar on VTOP (Regular PG courses, School Level Taught Courses, and Online courses).
4. To upload the minutes of DAC for the approval of Dean (Academic Research) through the School Dean.
5. Thereafter, the research scholar can enrol for the courses and register for Final Assessment Test for the courses approved by DAC.
6. However, enrolment and registration for the courses ***Research Methodology*** *and* ***Research and Publication Ethics*** can be done even prior to the approval of the DAC members.
7. Please note that after registering for FAT, the scholar has to make an online payment for the registered courses before the deadline.

Course work Enrolment with the School

1. **Regular PG course**:
   a. Enrolment for Regular PG course to be done along with regular PG students on VTOP as and when offered. The details relating to this registration will be from the office of Dean – Academics. For any clarification on course registration, the scholar may contact the School Dean.
   b. All the regulations such as attendance requirement, schedule of instructions, internal assessment, Lab/Project activities, Continuous Assessment Test (CAT) and Final Term End Exam (FAT) pertaining to regular PG course is applicable to research scholars also.
   c. The office of Academic Research does not have any role relating to the registration of Regular PG courses.

2. **Research Methodology, Research and Publication Ethics, and School Level Taught Courses**:
   a. The scholar shall enrol for the above course(s) in the respective schools as and when the course is offered and attend the classes.
   b. Course faculty in consultation with School Dean shall decide the internal assessment.
   c. The details relating to the registration for Final Assessment Test (FAT) will be communicated by Dean (Academic Research) to all the research scholars through e-mail twice in a year.
   d. The scholar has to register for FAT and pay the exam fee before the deadline that will be informed in the mail.
   e. Only those scholars who enrol for attending classes conducted by the respective school will be eligible to register for ***Research Methodology, Research and Publication Ethics*** and ***School level Taught courses***.
   f. Scholars who register for FAT without attending classes will not be allowed to appear for FAT.
   g. The Controller of Examination will schedule and conduct the exams, and publish the results thereafter.

3. **Online Course**:
   a. Scholars can enrol for the DAC approved online course in the respective MOOC platform, attend the classes, receive the grades and earn the certificate.
   b. Upon receiving the certificate, the scholar has to register on VTOP to receive course equivalence from VIT (*Registration on VTOP is possible only twice in a year, i.e. along with FAT registration for Research Methodology, Research and Publication Ethics and Self-study courses*).
   c. Thereafter, the guide will submit the foil card along with the following supporting documents to the O/o Academic Research through the School Dean.
      i. Online course certificate obtained from MOOC platform
      ii. Grade sheet from MOOC platform
      iii. Minutes of the first DAC meeting
      iv. Proof for the online registration of the Scholar on VTOP

    d. O/o Academic Research will verify and forward all the supporting documents to the O/o CoE to include the online course in the gradesheet.

Procedure to Register for FAT on VTOP

1. Login to VTOP and navigate to **Research → Coursework Registration**
2. All the courses allocated by the guide will be available on this page. If the DC meeting is not completed then, only '**Research methodology**' and 'Research **and Publication Ethics courses** will be shown on this page *(In case, courses intended for FAT registration are not available on this page, the scholar is advised to contact his/her guide for allocating the said courses).*
3. Click '**Register**' against the course(s) for which the scholar wishes to appear for Final Assessment Test in that semester.
4. Once registered, the invoice will be generated and the scholar has to make an online payment for the registered courses before the deadline.

Important Note:

- Only those scholars who enrol for attending classes conducted by the respective school will be eligible to register for *Research Methodology, Research and Publication Ethics* and *School level Taught courses*.
- Scholars who register for FAT without attending classes will not be allowed to appear for FAT.

In case of scholars facing any difficulty in the registration for FAT or fee payment, they can contact helpdesk.sdc@vit.ac.in for necessary guidance.

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