



**VIT<sup>®</sup>**  
**Vellore Institute of Technology**  
(Deemed to be University under section 3 of UGC Act, 1956)

## **Office of Academic Research**

### **Course work allocation and uploading the Minutes of the first Doctoral Advisory Committee Meeting**

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

1. Creation of course catalogue for Guide Papers and Online courses
2. Allocation of all the DAC approved courses to the scholar
3. Uploading the minutes of DAC for the approval of Dean of the School and Dean (Academic Research)

#### **Note:**

- **Templates for Self Study Course (Guide Papers) and Online Courses are available on VTOP (In Faculty login)→Spotlight→Academic Research →Downloadable format for Faculty**
- **Formatted syllabi for Research Methodology, Research & Publication Ethics and School Level taught courses are available on VTOP (In Faculty login )→Spotlight→Academic Research→Coursework syllabus**
- **Syllabus for Regular PG Level courses may be obtained from the school concerned.**
- **It is mandatory to get DAC approval for all the Courses ( Including Research methodology and Research & Publication ethics**

#### **Step 1: Course Catalog creation**

Course catalogue is to be created only for the **Self Study Course (Guide Papers) and Online Courses.**

*(The course catalogue need not be created for Research Methodology, Research and Publication Ethics, Regular PG courses and School Level Taught Courses)*

1. **Research →Course Catalog**
2. In the **Add New Course** Page, please select the course type. (**Self Study Course or Online course**)
3. Enter the Course Title
4. Enter the LTPC  
**For self study courses,** Lecture Hours – 0, Tutorial Hours – 3, Practical Hours – 0, Credits – 3  
**For online courses,** Lecture Hours – 2, Tutorial Hours – 0, Practical Hours – 0, Credits – 2

(Minimum of 8-week courses to be taken from MOOC platforms such as NPTEL, Coursera, Khan Academy, edx, etc.)

5. Upload the DAC signed copy of syllabus

## Step 2. Course allocation to the Scholars

1. Please go to **Research → Coursework Allocation**
2. For the scholars admitted till 2017, select **Research Scholars – Pre 2018 and**  
For the scholars admitted from 2018, select **Research Scholars – 2018**
3. In the **Course Allocation by Guide** page, choose the **Register Number** of the Scholar.
4. Choose the **option ID**
  - For scholars admitted in 2019, the default **option ID is 13** and for the scholars admitted in 2020, the default **option ID is 17**.
  - **For the scholars admitted in 2018 or before**, please select the appropriate option ID from the list. (To know the available options, [Option Details - Click Here](#) )
5. Select appropriate **Course Type** for each course.

Course Type	Description
Research Methodology	Research Methodology course
Research Regular Course	Regular PG courses
Online Courses	Online Courses
Research Mandatory courses	Research Publication Ethics
Self-Study courses (Guide Paper)	Special Electives
School Taught Course	School Level Taught Courses

6. Choose the appropriate courses under **Course Code** option, and click **Submit**.
7. Repeat the procedure 1-6 to allocate all DAC approved courses to the Scholar.  
Note: Please ensure that all the DAC approved courses have been allocated to the scholar.

## Step 3. To upload the DAC minutes

1. Go to **Research → Research Student List**
2. Choose the **Meeting Request** in the **Scholar's drop-down menu**.
3. Please make sure that all the DAC approved courses are listed here.
4. Upload the minutes and **Submit**.

Once the School Dean approves the minutes, the chosen details will be available for the final approval by the office of Academic Research.

Assistant – Dean (AR)

Dean (AR)