

**Instructions to the Candidates Selected for Ph.D Programme  
during July 2022 Session at 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 **15 July, 2022 (Friday)**, before which the following chain of actions are to be done.
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) over phone/by email and get his/her consent for guiding you. This will make the process smooth.
4. You can use the following link to select the faculty as your guide and submit for further process. **The link will be available and enabled on 29-06-2022** [athttps://chennai.vit.ac.in/schools-centres-list-research-guides/](https://chennai.vit.ac.in/schools-centres-list-research-guides/)
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 come 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 July 8, 2022 (Friday).** Thereafter the invoice for online fee payment will be generated and you can pay online from July 8, 2022 (Friday) till July 15, 2022 (Friday). If you fail to pay the payment before the deadline, this provisional admission offer will stand cancelled automatically. No more extension will be given.

6. All the applicants selected for Ph.D will be appointed as Teaching cum Research Assistant (TRA) for a period of three years and during this period, they will get a fellowship as given below.

| <b>VIT Fellowship</b> | <b>GATE Qualified<br/>(Above 60 Percentile)</b> | <b>Others</b> |
|-----------------------|---|---------------|
| First year            | ₹ 31000   | ₹ 25000       |
| Second year           | ₹ 35000   | ₹ 31000       |
| Third year            | ₹ 35000   | ₹ 31000       |

7. This is to inform you that only double dose vaccinated students to submit the following certificates/Documents in photocopies (One Set) after the commencement of the class.

1. Copy of email intimation for admission to Research program July 2022.
2. Marks List-X
3. Marks List- HSC /+2
4. UG and PG degree Year / Semester wise, Consolidated Marks list & Provisional degree certificate or Degree certificate
5. Original Transfer Certificate/Migration Certificate/ School or College Leaving Certificate
6. Community Certificate for SC/ST only
7. Nativity certificate for North and Eastern States of India.
8. Aadhaar Card
9. Certificate of Physical Fitness (Original) format available in URL [https://vit.ac.in/files/admissions/PhysicalFitness\\_Certificate.pdf](https://vit.ac.in/files/admissions/PhysicalFitness_Certificate.pdf)
10. COVID19 Vaccination certificates (both First and Second dose)
11. Affidavit by parent (Original) format available in URL [https://vit.ac.in/files/admissions/Affidavit\\_Parent.pdf](https://vit.ac.in/files/admissions/Affidavit_Parent.pdf)
12. Affidavit by Student(Original) format available in URL [https://vit.ac.in/files/admissions/Affidavit\\_Student.pdf](https://vit.ac.in/files/admissions/Affidavit_Student.pdf)
13. Undertaking in the enclosed format URL <https://vit.ac.in/sites/default/files/Undertaking.pdf>
14. Student Profile in URL <https://vtop.vit.ac.in/studentprofile/>
15. Passport size photo color recently taken – 2 Nos.

8. **The fellowship will be given only after you physically report to the institute.**

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.

