Steps for Admitting and Registering PhD Students To KTU
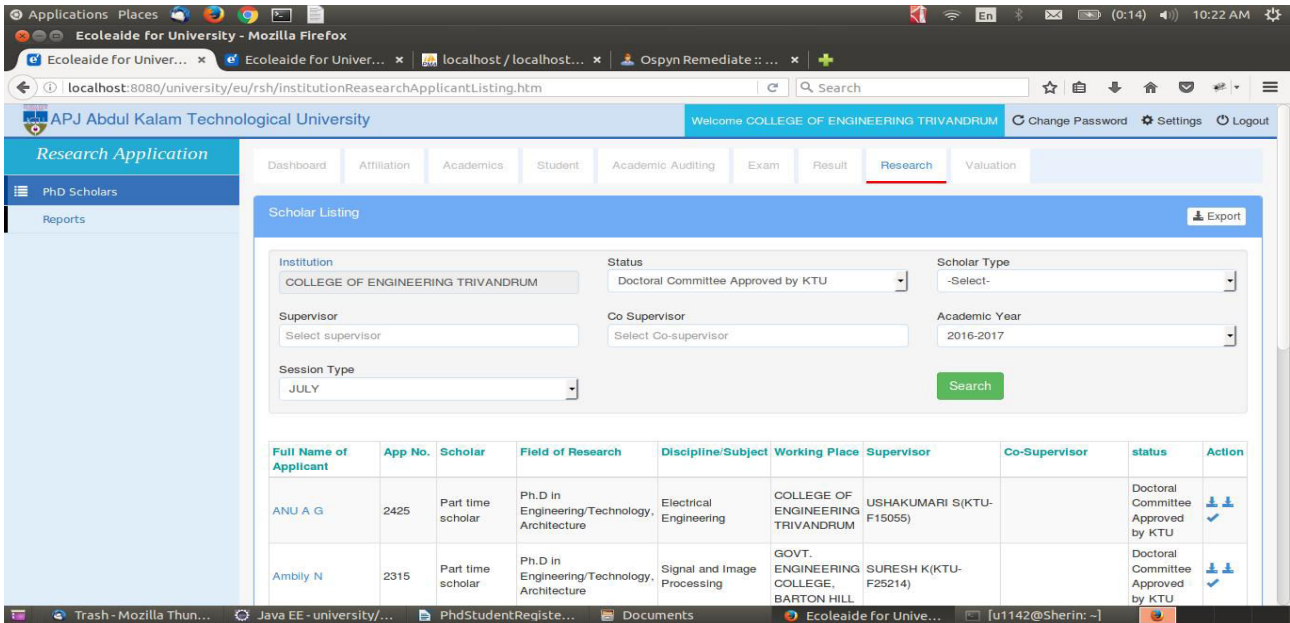
Step 1

> In `Ph.D Scholars` link in `Research` tab, search for applicants whose Doctoral committee has been approved by KTU by selecting status **Doctoral Committee Approved by KTU.**
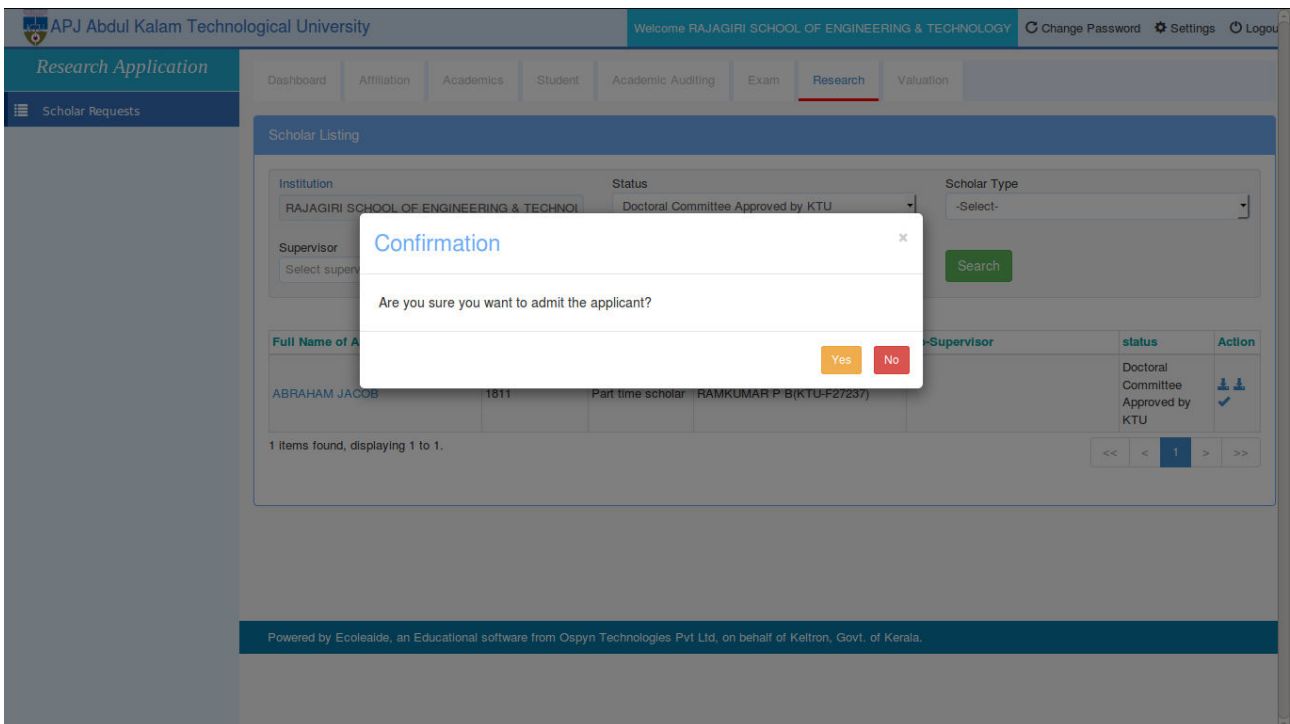
> Against each student there are 3 icons one to download the R-02 form, one to download the R0-3 form, and a **tick** button to admit the applicant to college.

> Click on the **tick** icon a messege will popup asking "Are you sure you want to admit the applicant?" click yes to admit the applicant to college

Step 2
> After admitting the applicant to college search for **Applicants admitted by College**

> Against each applicant there will be a "**+**" icon click on that a popup will appear asking "**Are you sure you want to add this student to this college?**" click on that.

> After clicking yes a new screen appears with the details of the student, you can make changes in the student details if required, add admission number and save to register the student to the college.

Step 3

> After registering the student to the college you will redirected to the student details view page from there you have to enter the curriculum details and dc minute details. Status of student get changed to "**Student Registeration in Process**".

Curriculum Details:-

In student details page click on curriculum tab, there will be an assign courses button click on that button to assign courses to students. There should be 2 mandatory courses and atleast 2 elective courses.
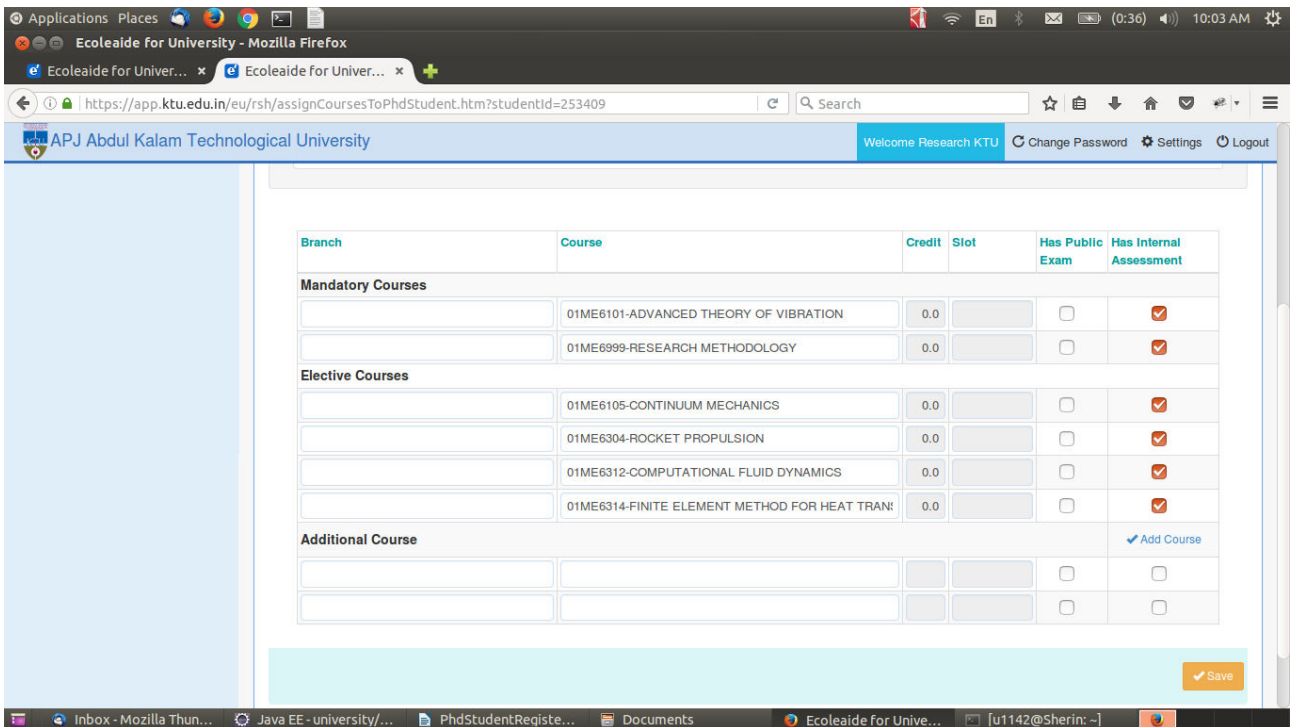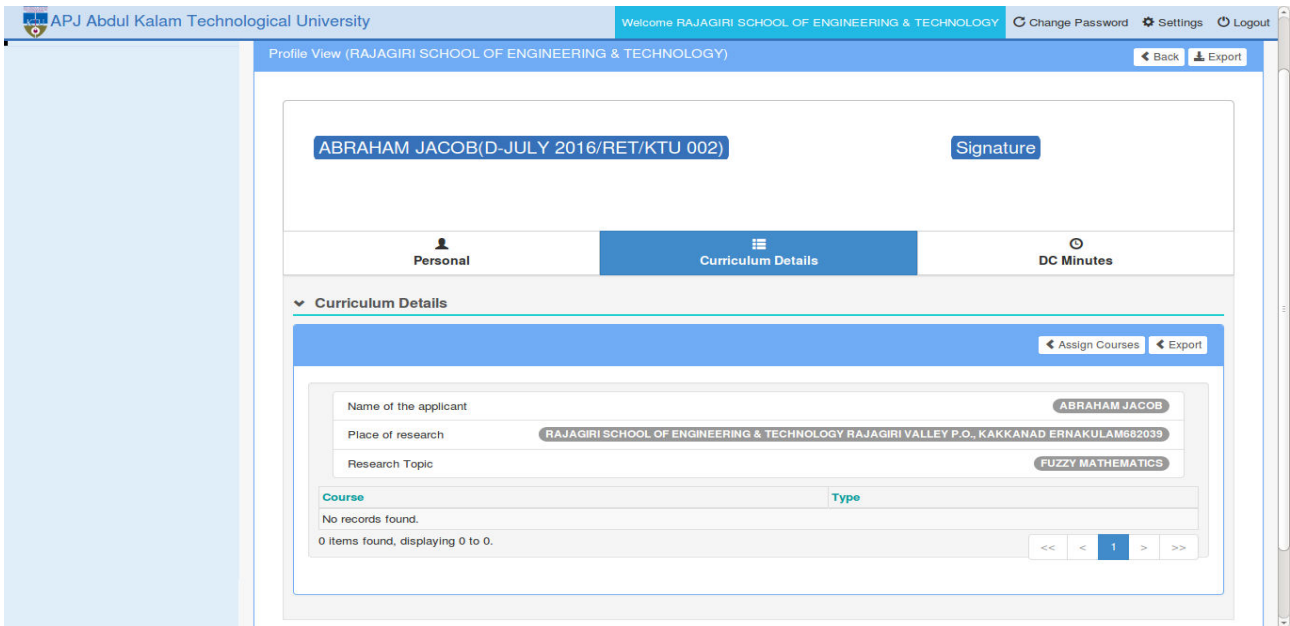
DC Minutes Details:-

To add DC minutes details click on the DC Details tab there will be **Add DC minutes** button. Click on that to enter the DC details you have to provide date on which dc meeting was done, give remarks and upload documents if any.

DC Mi...

❮ Export

Add DC Minutes ✕

Date

▦

Remarks

Choose Attachment

No file selected.　Browse...

✔ Save

Na...　ABRAHAM JACOB
Pl...　...ALLEY P.O., KAKKANAD ERNAKULAM682039
Su...　RAMKUMAR P B(KTU-F27237)
Ch...　Dean (Research),KTU/or Nominee
Na...　UNNIKRISHNAN A
Int...　...U-F12725) VINODKUMAR P B(KTU-F12790)
Ex...　...THUMBAKARA Dr SUNNY KURIAKOSE A

Add DCMinutes

Date	Remarks	Report	Action
No records found.			

0 items found, displaying 0 to 0.

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