

APPROVAL OF SCHOLAR REQUEST

Procedure for the approval of Scholar request in College login

1. Click on Research Link.
2. Select the status as **Scholar request submitted**.
3. Choose Academic year and Session Type.
4. Click on search button.

The screenshot displays the 'Scholar Listing' page in the APJ Abdul Kalam Technological University system. The page features a search form with the following fields:

- Institution: COLLEGE OF ENGINEERING TRIVANDRUM
- Status: Scholar Request Submitted
- Scholar Type: -Select-
- Supervisor: Select supervisor
- Co Supervisor: Select Co-supervisor
- Academic Year: 2015-2016
- Session Type: JULY

A green 'Search' button is located below the form. Below the search form is a table with the following data:

Full Name of Applicant	App No.	Scholar	Field of Research	Discipline/Subject	Working Place	Supervisor	Co-Supervisor	status	Action
ANUPAMA KRISHNA D	2607	Full time scholar	Ph.D in Engineering/Technology, Architecture	CIVIL ENGINEERING	COLLEGE OF ENGINEERING TRIVANDRUM	NARAYANAN S (KTU-F14474)	PRIYADARSINI R S (KTU-F15087)	Scholar Request Submitted	

1 Items found, displaying 1 to 1.

5. The page shows a list of scholars who had requested.
6. Click on the name of a particular student.

The screenshot shows a web browser window displaying the 'APJ Abdul Kalam Technological University' portal. The page title is 'APJ Abdul Kalam Technological University' and the user is logged in as 'COLLEGE OF ENGINEERING TRIVANDRUM'. The main content area displays the following details:

- Scholar:** Full time scholar
- Supervisor:** NARAYANAN S (KTU-F14474) MOHANDAS COLLEGE OF ENGINEERING AND TECHNOLOGY Accepted
- Co-supervisor:** PRIYADARSINI R S(KTU-F15087) COLLEGE OF ENGINEERING TRIVANDRUM Accepted
- Status:** Scholar Request Submitted

Below the details, there are two sections:

- Experience Details:** A blue button with a circular icon.
- Declaration:** A section titled 'CERTIFICATE FROM THE HEAD OF THE INSTITUTE' containing two checkboxes:
 - a. I certify that our institution fulfills the requirements for a Place of Research as per the KTU Research Regulations.
 - b. I have verified that the Research Supervisor(s) fulfill the requirements as per the KTU Research Regulations.The name 'Principal' is visible below the checkboxes.

At the bottom right of the form, there are two buttons: a green 'Approve' button and a red 'Reject' button.

7. The page shows the details of the scholar.
8. Click the checkbox under **Declaration**.
9. Click **Approve/Reject** button.