

Procedure for online pre-registration : 8th May 2018 to 11th May 2018

- All students will do online registration (except AWR)
 - B.Tech / B.Arch students with **THREE or more backlogs (Up-to Re-Winter 2017 i.e. July - Dec 2017)** shall select the courses **offline**, fill AWR form and approach Faculty Advisor (FA), and follow instructions at point No. 15.
 - B Tech students with more than four years stay, and B.Arch. students with more than five years stay shall also select the courses offline, approach FA along with AWR form & follow instructions at point No. 15.
 - Student with APPEC permission & unfair means / disciplinary action is not allowed online registration & shall report DEAN (ACD), with AWR form & previous registration documents like undertaking, AWR form etc.
1. Pay the fees as per instructions given in a separate Notice.
 2. Students who are not required to pay fee (under scholarship schemes) shall contact DR(Academic) at Academic Section. They will be able to login only after reporting to Academic Section.
 3. Online Registration module is available only on intranet (URL <http://192.168.2.7:8080/exam>)
 4. Refer registration forms on Student Notice board of VNIT website to know courses being offered by your Department.
 5. Then, approach your Faculty Advisor (FA) to decide the courses to be registered.
 - a. This is particularly important for students with backlog
 - b. Students with backlog courses shall carefully discuss courses to be registered with FA.
 6. Only after finalizing courses to be registered student shall proceed for online registration.
 7. **If you have been selected in any of the OC/HM type course (as per list displayed on website/notice boards), then**, while doing online registration (later for other courses) you should ensure that the number of courses including the allotted OC/HM course should not exceed 6 theory courses.
 8. Login to your area using Login Id and Password (Same as used earlier)
 9. Complete registration as per instructions & click "APPLY FOR REGISTRATION" button
 10. You will get Registration Status as : "PENDING FOR APPROVAL"
 11. Approach Faculty Advisor for confirmation of Registration. FA will do confirmation online.
 - a. Student shall remain present when FA will do online registration confirmation
 - b. Student will have to abide by the suggestions of FA on changes in the registered courses
 12. **Without confirmation of registration by FA, student's registration will remain incomplete.**
 13. After confirmation of registration by FA, student shall login to his/her area and ensure that registration status has become : "APPROVED". Else, registration will be treated as incomplete.
 14. Student should take a print of Registration form by clicking "DOWNLOAD APPROVED REGISTRATION", sign that copy and obtain signature of FA. Copy of the Registration Form is to scanned and sent to examination section by Email (Email ID : vnitsemregister@vnit.ac.in). The scanned PDF file have to be named as ??????.pdf (????? should be the ID No. of the student).


02/05/2018

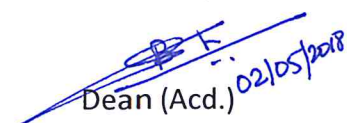
15. **AWR Registration Steps:**

- B.Tech. / B. Arch Students with **THREE or more backlogs & B.Tech. students with more than four year stay, and B. Arch Students with more than five year stay** will have to apply for registration offline after Re-exam (if any) otherwise, if AWR Students not having Re-Exam then they should apply for registration during 8/5/2018 – 11/5/2018.
- They shall meet their Faculty Advisor (FA) along with AWR Form, grade card (Till W17/RW17), copy of registration form (also attach 1st year form if registering for 1st year courses) (forms available on website) for checking courses applied for registration & internal assessment performance of current semester; to discuss the chosen courses for registration. *(FA can refer to the guidelines issued / on website).*
- Students shall change the courses as per FA's advice. Students shall take FA's signature on AWR Form. Student shall take HOD's signature on AWR form and approach Dean (Acad.) for approval. After approval from Dean (Acad.), student shall submit the (i) AWR form, (ii) Grade Card, (iii) registration form & (iv) Copy of fee payment receipt to Examination Section. **Student's registration will be confirmed only after AWR form is submitted to Exam Section. Please note that overwriting / corrections on Registration are not allowed and forms with corrections / overwriting will not be accepted.**

16. **Students opting for Summer Term:**

- If Student want to register for Summer Term (1st Year Courses), and that particular course(s) is also offered in coming winter session, then he/she must register for that course for both (Summer Term & Winter Session).
- If student clears (Pass) that course(s) in Summer Term then he/she can give request to remove that course from winter session's registration and can opt for other DC/DE course of department in place of this first year passed course(s).
- If student not able clears (Pass) that course(s) in Summer Term then he/she can continue with that course which is registered in winter session.

**NO REGISTRATION WOULD BE ALLOWED AFTER 11/5/2018 (FOR REGULAR STUDENTS)
AND 30/5/2018 (FOR AWR STUDENTS)**


Dean (Acad.) 02/05/2018

To,
All HoDs, AR(Hostel) for display on Student's Notice Board
Student's notice board (on Institute Website)