

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY; NAGPUR

INFORMATION FOR FACULTY ADVISORS

REGARDING PRE-REGISTRATION DURING 5th MAY to 9th MAY 2017

- All students will do online registration.
 - Student can register for maximum SIX theory and FOUR laboratory courses (including Project)
- B. Tech. B. Arch. Students with **less than 3** backlogs (FF or W Grade) upto Re Winter-16 examination will do registration online.
 - FA (Faculty Advisors) have to approve their registration online (The procedure is same as it was done previously) (**Separate sheet attached**)
- B. Tech./B. Arch. Students with **3 or more** backlogs (FF or W Grade) upto Re Winter-16 examination, will approach FA with AWR form, Course Registration form, Grade Card & Fees receipt etc.
- Faculty Advisor shall sign the AWR form after carefully examining the courses to be registered, Total No. of credits earned by the student upto Re Winter-16 exam. **Depending on Academic Performance, FA shall write comments on AWR form.** Faculty advisor will have to approve their registration online.
- After taking FA signature, student will take HOD's sign & approach Dean (Acad) If permitted by Dean (Acad), then, these students will approach Exam section for submission of AWR form, course registration form and all other documents. **Student's registration will be confirmed only after AWR form is submitted to Exam Section.**
- If Academic performance is weak, then, student will be required to call his/her parents to decide future course of action.

FACULTY ADVISORS SHOULD NOTE THE FOLLOWING :

- Students academic performance is available only upto Re Winter 2016 examination
- Result of Summer 2017 examination is yet to come.
- After Summer-17 result, students will be checked for termination criteria.
- After Summer-17 result, Eligibility for Project Phase –I allotment is to be checked.


Dean (Acad)

To, All Faculty members

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INSTRUCTIONS FOR ONLINE REGISTRATION APPROVAL.

1. Browse through google chrome/ Mozilla Firefox
2. Link to URL 192.168.2.7:8080/exam
3. Login with user ID and Password
4. Click on Student Registration Faculty Advisor Approval link on the left side of the screen.
5. Select the year : 2017 -18
6. Select the session : W-17
7. Press **OK** button.
8. All the assigned students will appear on the left side of the screen and his registered courses will appear on the right side of the screen.
9. Select the student from the window, check whether all the relevant courses to be studied are properly ticked or not.
10. If all the courses are appearing and ticked properly, then press **Approve** button at the top of the screen.
11. The message window will appear on the screen showing following message
 - a) Student Approved by Faculty
 - b) Student has applied for registration Winter-2017 Successfully.
 - c) Click OK
12. Download approved Registration button at the bottom will get enabled. Click on that button.
13. It will print the registration form of the student with registered courses & student can take the print out of the registration form from his login also.

(Please approach Examination Section, for any difficulty)



Dean (Acad)

To, All Faculty members