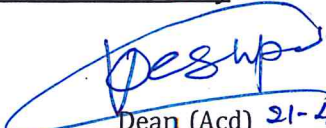


# VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

## Procedure for online pre-registration : 5<sup>th</sup> May 2017 to 9<sup>th</sup> May 2017

- All students will do online registration
  - B.Tech / B.Arch students with **more than THREE backlog (Up-to July - Dec 2016)** shall select the courses online, 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 online, approach FA along with AWR form & follow instructions at point No. 15.
  - Student with APPEC permission & unfair means / disciplinary action are 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.
  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 to take an OC/HM type course, then, first approach the Course Co-ordinator**
    - a. **Take consent of Course Co-ordinator & enroll your name with him/her**
    - b. **Consent shall also be taken by those who register this course as DE**
    - c. **Only those who get consent shall register for OC type courses online.**
    - d. **Course coordinator may not allow more than Ninety (90) students.**
    - e. **Registration for OC/HM without course co-ordinator's consent will be cancelled subsequently**
    - f. **Students should note that the registration made for OC course with consent of Course Coordinator shall not be cancelled in any circumstances.**
  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 : "APPLIED FOR REGISTRATION"
  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 : "REGISTRATION CONFIRMED". Else, registration will be treated as incomplete.
  14. Student can save .pdf file of Registration form and take a print, if desired.
  15. B.Tech. / B.Arch Students with **more than THREE backlogs & B.Tech. students with more than four year stay, also B.Arch Students with more than five year stay** will have to login & Choose courses and apply for registration online. Then, they shall meet their Faculty Advisor (FA) along with AWR Form, grade card, copy of registration form (available in their login area after checking courses & applied for registration) & internal assessment performance of current semester, to discuss the chosen courses for registration. Students shall change the courses as per FA's advice. After taking online approval from FA for registration, 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 AWR form, grade card, registration form to Examination Section. **Student's registration will be confirmed only after AWR form is submitted to Exam Section.**

  
Dean (Acad) 21-4-17