

# VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY; NAGPUR

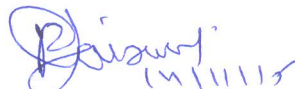
## INFORMATION FOR FACULTY ADVISORS

REGARDING PRE-REGISTRATION DURING 26<sup>th</sup> Nov. to 1<sup>st</sup> Dec. 2015

- All students will do online registration.
- For all the students, FA has to approve the courses online (**Separate sheet attached**).
- For UG students with more than **THREE (3)** backlogs, FA shall approve the course carefully after assessing the academic performance, credit earned upto Summer 15 exam etc.
  - For such students FA shall also sign AWR form, with the registration form, which has been approved by FA.
  - FA shall advice the student to register the backlog courses first. FA shall also see the internal assessment performance for the ongoing semester & then decide the courses to be register for next semester.
- After taking FA signature, students will take HOD's signature & approach Dean (Acd).
- If permitted by Dean (Acd), then, these students will approach to Exam section for submitting the AWR Form along with Grade Card & Course Registration Form (Registration Form Duly Signed by FA & Dean Academic).
- Only after submission of AWR form in Exam Section after completing all above procedure student registration will then confirmed by 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:

- Student's academic performance is available only upto Summer Term 2015 examination.
- Result of Winter- 2015 examination is yet to come.
- After Winter- 2015 result, students will be checked for termination criteria.

  
Dean (Acd)

To, All Faculty members

## INSTRUCTIONS FOR ONLINE REGISTRATION APPROVAL

Browse through Google Chrome / Mozilla Firefox

- Link to URL <http://192.168.2.7:8080/exam>
- Login with user ID and Password
- Click on Student Registration Faculty Advisor Approval link on the left side of the screen.
- Select the year : 2015 -16
- Select the session : S-16
- Press **OK** button.
- 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. [AWR Student will appear in different color].
- Select the student from the window, check whether all the courses are properly ticked or not.
- If all the courses are appearing and ticked properly, then press **Approve** button at the top of the screen.
- The message window will appear on the screen showing following message
  - a) Student Approved by Faculty
  - b) Student has applied for registration [2016.....] Successfully.
  - c) Click OK
  - d) Download approved Registration button at the bottom will get enabled. Click on that button.
  - e) 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)**