

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY NAGPUR

NOTICE

Date: 11-01-2019

Instructions for Semester Registration of PhD Scholars for the Summer-2019 Session **[January 2019 Admitted Batch]**

All Ph D Candidate Admitted in January 2019 for **Ph D Full Time / Ph D Full Time (Sponsored) / Ph D Part Time Program** are required to do Course Registration for the **Summer 2019 Semester**. All Ph D scholars need to follow the steps mentioned below for doing the same.

1st step (Academic Section)

- FEES PAYMENT (DD / Bankers Cheque in favour “**Director, VNIT, Nagpur**” to be Submitted at the Time of Admission)
- ADMISSION LETTER WILL BE ISSUED
- BLANK COURSE REGISTRATION FORM, JOINING REPORT AND FORM FOR FRESH SELECTION (To Be Taken From Academic Section)

2nd Step (Department)

- Fill all the forms with the consent of their supervisor,
 - Joining Report
 - Fresh Selection form
 - Course Registration Form

3rd Step (Academic Section & Dean R&C Office)

- Submit following forms
 - Joining Report to Dean R&C Office
 - Fresh Selection Form to Academic Section

4th Step (Exam Section)

- Submit (Off line) course registration form duly filled in by the candidate and signed by supervisor to Exam Section for registration

Note:

1. **All columns should be filled in correctly. Incomplete registration form will not be considered.**
2. **Candidate need to register for Credit courses along with the Progress Seminar (According to branch).**

3. Course codes will be mentioned in the registration form with consent of Supervisor & for Progress seminar Code; candidate must refer the sheet attached with this notice.

5th Step (Department)

- Online approval from the Supervisor
- Print the registration form (**Refer Point No. 6**)
- Registration form print to be Signed by students and supervisor

6th Step (Printing Registration Form)

All Candidates who got admitted in Ph D (January 2019), are required to login to their AIMS Login, (<http://aims.vnit.ac.in:8080/exam>), candidate can login on this portal by entering <Student ID> as Username and Password as PASSWORD1 (If logging in for the 1st time). Later candidate can change the password after successful login.

After successful login & password changing on the portal link given above, candidate needs to go to following path,

Browse >>Registration >> Reports >> Registration Form Print

Here candidate can take print of his/her registration form. Make sure the session selected on right top corner must be as current session like, Year – 2018-19 & Session – S19 and the registration should be approved from the faculty advisor.

7th Step (Exam Section)

- Submit the “**Final Submitted**” Registration Form to Exam Section

This will complete the registration procedure.

Last date of Registration for Ph. D (Jan 2019 Admitted) is 16th January 2019

All Candidates make a special note that 16th January 2019 is the last date for Course Registration of Ph D January 2019 Admitted Candidates.

For Admission Reporting to the Institute last date is 11-January-2019.

By Order