

Online Registration Instructions for Institute Reporting

PhD Admission (2019-20) - JULY 2019

*Candidate who are allotted seat at VNIT, Nagpur has to visit online registration link <http://vnitreg.vnit.ac.in/vrce> for filling student information Online.*

*Online Filling of student information is MANDATORY before Institute Reporting*

*Before online form filling, Please keep soft copy of your Pass-Port size (Color picture) photograph, Signature and Thumb impression ready for uploading.*

*Please read the instructions & specifications given at the end of this document for Photograph, Signature and Thumb impression image.*

*The Steps for Online form filling are given below: -*

*Registration link <http://vnitreg.vnit.ac.in/vrce>*

*Important Note: In Step 1 after selecting Admission Sought To as “Doctor of Philosophy”, Please select Branch allotted as “PHD FULL TIME / PHD PART TIME”.*

*Candidate are instructed to select proper “Branch Allotted” field at the time of online registration as per their selection mentioned in the provisional list.*

*All PHD Full Time Candidates (Including Sponsored Candidates) must select “PHD FULL TIME”*

*All PHD Part Time Candidates must select “PHD PART TIME”*

*Step 1: Candidate has to register on the above registration link. After filling the details, Registration Id & password will be generated. Candidate should note down the Registration Id & password. After registering yourself & generating Registration Id & Password close the browser. Now login with new Id & Password on <http://vnitreg.vnit.ac.in/vrce> & follow the steps mention below.*

*Step 2: Candidate has to fill address details along with parents details & address with contact numbers.*

*Before proceeding to Step 3, Candidate to visit SBI Collect, for fees payment. On SBI Collect Search for “PhD-July 2019 ADMISSION FEES”. The Registration Id (obtained in Step 1) is required for fee payment.*

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*On SBI Collect candidate can make payment by the various options available on the SBI Collect Portal that includes mainly Internet Banking or e-Challan (i.e. candidate need to generate e-challan from SBI Collect and can pay the CASH in any SBI Branch), candidates are instructed to pay through proper payment options available on SBI Collect so that they can generate Fees Payment Receipt.*

*Candidate need to attach copy of this fees paid receipt of Internet Banking or e-challan with the admission form. After making payment, SBI Collect will generate payment reference number (viz. DU123456); this reference number is required in Step 3 of online registration to fill fee payment details.*

### Fee Payment Amount as mentioned in the Admission Boucher (Check for Details)

- Ph.D. Full Time with Teaching Assistantship – 22100/-*
- Ph.D. Full Time (Sponsored) – 33200/-*

*Note: above both category fees Includes 1<sup>st</sup> Semester Fees + Onetime Fees*

- Ph.D. Part Time – 50000/- (Per Semester Fees)*

*Step 3: Candidate has to fill Educational details, Bank Account details, Fee Payment detail (SBI Collect Information), and upload photograph, signature & thumb impression.*

- Above procedure should be completed in all respect before institute reporting in the scheduled dates to avoid inconvenience during the reporting procedure*
- Candidate to take print of the admission form after completing all above 3 Steps & attach all the relevant documents with the form*
- Candidate need to attach the fees receipt with the admission form at the time of Institute Reporting*
- Candidate will bring the 1 set of Xerox copies of all relevant documents, along with the original for verification*

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- *All Candidates will report to Academic Section on the scheduled dates given in the Admission Boucher (Check for details)*

*Important: Make sure your fee payment receipt shows “Payment Successfully Done”. Fee Receipts with “Pending Status” Will not be accepted.*

### *List of Documents for Institute Reporting:*

*Candidate must bring the following one (1) set of documents (Photocopies) mentioned below,*

- 1. Admission Form (Print of the Form obtain after Online Registration)*
- 2. Transfer Certificate (Optional)*
- 3. Gate Score Card*
- 4. M. Tech / M Sc. Degree & All Year / Semester Mark Sheets*
- 5. B. Tech / B Sc. Degree & All Year / Semester Mark Sheets*
- 6. 12<sup>th</sup> Std. Mark Sheet*
- 7. 10<sup>th</sup> Std. Mark Sheet*
- 8. Identity Proof ( Aadhar Card / PAN Card)*
- 9. JRF Order Copy (If Applicable)*
- 10. Passport Size Photos (4 Nos.)*
- 11. Sponsor Certificate (If Applicable) (Must for Sponsored candidates)*
- 12. Copy of Fee payment receipt (SBI Collect receipt)*
- 13. Caste Certificate / Caste Validity (If Applicable)*
- 14. Candidate will report to Academic Section from 01-July-2019 to 05-July-2019.*

*Jt. Registrar  
(Academic)  
VNIT, Nagpur*

## Instructions for Image, Photo & Thumb Impression Upload

### Image of Your Photograph, Signature and Left Thumb impression

#### Photograph Image:

- a. Photograph must be a recent passport style color picture.
- b. Allowed Photo Size – 3.5 cm x 4.5 cm
- c. Size of file should be between 4kb-100 kb and should be in JPG/JPEG format
- d. Ensure that the size of the scanned image is not more than 100KB. If the size of the file is more than 100 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning.

#### Signature Image

- a. The applicant has to sign on white paper with Black Ink / Jel pen.
- b. The signature must be signed only by the applicant and not by any other person.
- c. Dimensions 3.5 cm x 1.5cm (preferred)
- d. Size of file should be between (1KB – 30KB) and should be in JPG/JPEG format
- e. Ensure that the size of the scanned image is not more than 30KB

#### Thumb Impression Image

**Boys: Left**

**Girls: Right**

- a. The applicant has to put his/her Thumb Impression on white paper with Blue/Black Stamp Pad.
- b. Dimensions 3.5 cm x 1.5cm (preferred)

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- c. Size of file should be between (1KB – 30KB) and should be in JPG/JPEG format
- d. Ensure that the size of the scanned image is not more than 30KB

### **Scanning the Photograph, Signature & Thumb Impression**

- a. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- b. Set Color to True Color
- c. File Size as specified above
- d. Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- e. The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.