

Online Registration Instructions for Institute Reporting

MSc Admission (2019-20)

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 (Colour 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 “Master of Science”, Please select Branch Allotted as “M. Sc. in – PHYSICS / CHEMISTRY / MATHEMATICS”.

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. This Registration Id is essential for Fees payment through State Bank Collect. After registering yourself & generating Registration Id & Password close the browser. Now login with Registration 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 exact Fees Category. The Registration Id (obtained in Step 1) is required for fee payment.

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Fees Category is further dived into two (2) types, as described below,

ATTENTION: *Candidates need to select “FEES CATEGORY” as follow for Fee payment through SBI Collect,*

OPEN/OBC/EWS MSc candidates should select to pay Rs. 9250

-MSc (CCMN) OP/OB/EWS Admission Fees-9250

SC/ST/PWD MSc candidates should select to pay Rs. 11750

- MSc (CCMN) SC/ST/PWD Admission Fees-11750

Candidate need to follow steps below to make payment through SBI Collect:

- *Candidate can make payment on SBI collect either by
 - Internet Banking or through
 - E-Challan (i.e. candidate need to generate e-challan from SBI Collect and can pay the CASH in any SBI Branch)*

Candidate need to attach copy of this paid Internet Banking or e-challan receipt with the admission form. In above both payment modes 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.

Candidates are instructed to pay through proper payment options available on SBI Collect as per their convenience, so that they can generate Fees Payment Receipt.

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

Fees Payment through SBI Collect will only be acceptable; other payment mode will not be accepted.

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Step 3: Candidate has to fill Educational details, Bank Account details, Fee Payment detail (State Bank 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 must bring the copy of the SBI Collect Payment Receipt at the time of Institute Reporting***
- ***Candidate will bring the 2 sets of Xerox copies of all relevant documents, along with the original for verification.***
- ***All Candidates will report to Institute's designated Reporting Venue.***

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List of Documents for Institute Reporting:

Candidate must bring the following one (2) set of documents mentioned below, along with the originals for verification.

Candidate must arrange all the documents in following mentioned sequence -

- a) **Provisional Admission Letter (PAL) (to be downloaded by candidate from www.ccmn.in)**
- b) **JAM score card.**
- c) **Photo ID proof (Aadhar/PAN/Driving license/passport etc.)**
- d) **Original Birth Certificate or Class X Board Certificate mentioning date-of-birth.**
- e) **Qualifying Examination Degree Certificates.**
- f) **Mark lists of all semesters of qualifying degree of which results are declared.**
- g) **Transfer Certificate / Institute leaving certificate.**
- h) **Mark list of XII exam.**
- i) **Original Certificate of Social Category [Caste Certificate] (OBC/SC/ST/EWS) if applicable. Caste Validity Certificate for Candidates having Caste Certificate issued by Maharashtra State. Candidates in OBC category shall bring Non Creamy Layer Certificate issued on or after 1st April 2019 as per CCMN-2019 formats Candidates not having this valid certificate will not be entertained for the admission process.**
- j) **EWS Candidate must bring the EWS certificate in format mentioned on CCMN website (If EWS certificate is based on family Income then the Financial Year mentioned in the certificate must be 2018-19 and it must be issued on or after 01-April 2019)**
- k) **Course completion certificate from the Head of the University/Institute in case result is awaited. Such candidate shall submit the proof of final B.Sc./Bachelor degree results by 15th September, 2018 failing which his / her admission stands cancelled.**
- l) **Original Certificate for Persons with Disabilities (PWD), if applicable, issued by the competent authority.**
- m) **Receipt of the fees paid at CCMN (CPF and CCF).**
- n) **Fee paid receipt of (9250/- or 11750/-) [As applicable].**
- o) **Three colour passport size photographs.**
- p) **Two sets of self-attested photocopies of all the above certificates, as applicable in the same order, along with the originals for verification**

Note: In case Original Transfer / Migration certificate is not available during Institute reporting, candidates can give an undertaking that they will submit the same by 15th September, 2019. If the candidate fails to submit the Original Transfer / Migration certificate by the specified date, his/her admission stands cancelled.

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.

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- b. Dimensions 3.5 cm x 1.5cm (preferred)
- 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.