

[Online Registration Instructions for Institute Reporting](#)

[National Spot Round M Tech 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 Technology”, & Please select Branch Allotted.

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.

For Step 3 candidate need to pay Fees through DD. The amount to be paid through DD mentioned in the Separate Sheet of Institute Reporting Instructions (Please refer).

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Candidate need to submit DD with the admission form. The DD Number is required in [Step 3](#) of online registration to fill fee payment details.

[Step 3](#): Candidate has to fill Educational details, Bank Account details, Fee Payment detail (DD 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 has to take print of the VNIT Registration form after completing all above 3 Steps & attach all the relevant documents with the form*
- Candidate must bring the DD of said amount at the time of Institute Reporting*
- Candidate will bring the two (2) sets of Xerox copies of all relevant documents, along with the originals for verification.*
- All Candidates will report to Institute's designated Reporting Venue.*
- If candidate finding difficulty to calculate the DD amount, candidate can report to Institute Reporting Venue and take help of admission officer to solve the issue. Please don't bring DD OF WRONG AMOUNT, it may create problem to process the admission in given time.*

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List of Documents for Institute Reporting:

Candidate must bring the following two (2) set copies (along with originals for verification) of documents mentioned below in the same sequence:

- 1) Admission confirmation letter (to be downloaded from candidates login)*
- 2) Original Document Verification Certificate (DVC) issued by Reporting Centre (applicable for allotment up to last round – All category)*
- 3) GATE Score Card (2017 or 2018 or 2019)*
- 4) Photo ID Proof as per Govt of India Norms (Copy of Aadhar card is must)*
- 5) Original Certificate for Date of Birth issued by Competent Authority / Class X (SSC) Board Certificate as Proof for Date of Birth*
- 6) Original Mark Sheet of Class XII*
- 7) Original Grade Card / Mark sheet of Qualifying Degree Examination for all semesters. If result of Qualifying Degree is awaited, course completion certificates mentioning the declaration date for the Final Year results.*
- 8) Original Degree / Provisional certificate*
- 9) Original Certificate of Social Category (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 in the format given on CCMT website*
- 10) Original certificate for persons with disabilities (PwD), if applicable*
- 11) Original Transfer / Migration Certificate*
- 12) Receipt of Fees payment (as per instructions mentioned in attached sheet)*
- 13) Colour Passport size photographs 4 Nos.*

Note - Transfer / Migration Certificate will remain submitted with the Institute. Please arrange of all documents as per sequence above in two sets. If the original certificates are not in English/Hindi, English/Hindi version/translation of such certificates, duly certified by the Principal/Director of the graduating Institute will be required.

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.