

Online Registration Instructions for Institute Reporting

B Tech / B Arch Admission JoSAA (2020-21)

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

*Candidate who are allotted seat at VNIT and “Freezed” can complete the online registration of VNIT for Institute Reporting.*

*Link for online registration <http://vnitreg.vnit.ac.in/vrce> for filling student information Online.*

*Before online form filling, Please keep soft copy (scan copies) of all your educational documents, Caste Certificate, Caste Validity (if applicable) and other relevant documents along with Pass-Port size (Color picture) photograph (with white background) and Signature ready for uploading.*

*It is recommended to SCAN the documents into PDF using a suitable scanner application and then upload them. Taking pictures of Educational certificates and other documents and converting into PDF, leads to bigger file size.*

*Please read the instructions & specifications given at the end of this document for Photograph, Signature and scanned copy of Educational certificates & other documents.*

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

*Registration link <http://vnitreg.vnit.ac.in/vrce> (For Detail field wise description read FAQs – Frequently Asked Questions, available on Admission Page of VNIT Website)*

*Important Note: In Step 1 after selecting Admission Sought To as “Bachelor of Technology / Bachelor of Architecture”, & 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*

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*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.*

***ATTENTION:** Candidate need to select “FEES CATEGORY” as describe below for Fee payment through SBI Collect:*

*Open-OBC-EWS B Tech candidates should select to pay **Rs. 9350***

***B Tech (JEE) OPEN-OBC-EWS Admission Fees-9350***

*Open-OBC-EWS B Arch candidates should select to pay **Rs. 10650***

***B Arch (JEE) OPEN-OBC-EWS Admission Fees-10650***

*As the amount for SC/ST/PwD Candidates comes out to be negative, THEY ARE NOT REQUIRED TO PAY ANY FEES at the time of Institute reporting.*

- *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 CASH in any SBI Branch)*

*Candidate need to attach copy of this paid Internet Banking or e-challan receipt with the admission form. In either payment modes, SBI Collect will generate payment reference number (*viz.* **DUB123456**); this reference number is required in **Step 3** of online registration to fill fee payment details.*

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*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.*

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

*Step 4: Upload scan documents, candidates has to upload the scan copies of documents (listed in the step 4, Please refer FAQs for details instructions for Uploading scan documents)*

- Above procedure should be completed in all respect before One day prior to the last date of Institute Reporting to avoid inconvenience during the reporting procedure.*
- Candidate can take print of the VNIT Registration form after completing all above 4 Steps or save a PDF copy of registration form for future process.*
- All Candidates are requested to visit VNIT Website regularly for updates regarding JoSAA Admissions 2020.*

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## *List of Documents for Institute Reporting:*

*Candidate must bring the following one set of self attested photo copies (along with originals for verification) of documents in the sequence mentioned below at the time of Physical Reporting to the Institute (Dates to be notified later). These documents are to be uploaded while filling the information for students registration for online reporting.*

- 1. Seat Allotment letter & Document Verification Note issued by JoSAA 2020*
- 2. JEE Rank Card*
- 3. Photo ID Proof Aadhar card, if AADHAR Card is not available any photo ID as per Govt of India Norms*
- 4. Original Certificate for Date of Birth issued by Competent Authority / Class X (SSC) Board Certificate as Proof for Date of Birth*
- 5. Mark Sheet of Class X and XII*
- 6. 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 2020 in the format given on JoSAA website.*
- 7. EWS Candidate must bring the EWS certificate in format mentioned on JoSAA website (If EWS certificate is based on family Income then the Financial Year mentioned in the certificate must be 2019-20 and it must be issued on or after 01-April 2020)*
- 8. Certificate for persons with disabilities (PwD) – if applicable*
- 9. Transfer / Migration Certificate*
- 10. JoSAA Fees payment receipt (Rs. 35000 (Open/OBC/EWS) / Rs. 15000 (SC/ST/PwD))*
- 11. Institute Reporting Fee (for VNIT) payment receipt through SBI Collect*
- 12. Colour Passport size photographs 6 Nos. (at the time of Actual Reporting)*
- 13. Gap Certificate (If applicable) – Upload this document in “Other Relevant Documents” during online registration.*

*Note –Original Transfer / Migration Certificate will remain submitted with the Institute*

## Instructions for Image & Photo Upload

### **Image of Your Photograph and Signature:**

- 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

### **Scanning the Photograph & Signature**

- 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.

**[Scanning Educational certificates and other documents Upload](#)**

***In Step 4 of Registration, student needs to upload scan documents. Some important instructions regarding document uploading.***

- *Students are advised to scan the documents in PDF format only.*
- *Use a suitable scanner scans the original documents. They can also use smart phone to scan the documents, but make sure the image quality will not be degraded (image must be bright and all the information mentioned must be seen clearly)*
- *Scanning from the photocopy is not advisable, scan and upload only original documents.*
- *Ensure that the size of the scanned file is not more than 500KB*

***Taking picture (image) of **Educational certificates and other documents** and converting into PDF, leads to bigger file size. It is recommended to SCAN and COMBINE into PDF using a suitable scanner application / Scan with actual scanner machine to avoid bigger size and then upload the documents.***

***Details of documents to be scanned are available in FAQs (Frequently Asked Questions) and FAQs are available along with these instructions.***