

## FREQUENTLY ASKED QUESTIONS FOR ADMISSION REGISTRATION PORTAL

These Frequently Asked Questions (FAQ'S) are for those students who are allotted VNIT as finally allotted institute in Central Counseling process of Admission (B Tech / B Arch / M Tech / M Sc / Ph D) and need to register before actual Physical Reporting to VNIT, Nagpur.

**IMP: Student Registration on this portal is mandatory before Institute Reporting (OFFLINE / ONLINE). Students make sure that data entered in this portal must be correct.**

**Q: How many steps are involved in this Self Registration Process?**

**A: There are total "4" (Four) steps involved,**

- 1. New Registration**
- 2. Parent Contact Details**
- 3. Qualifying Exam & Other Details**
- 4. Upload Documents**

**Q: How to start self registering in VNIT Admission Portal?**

**A: Go to Link <http://vnitreg.vnit.ac.in/vrce> and press "New Registration"**

**Q: What is main Information to be filled in the Step 1?**

**A: Step 1 includes 3 (Three) Part information filling.**

### **Part 1 Student Registration**

In this part, Student need to give information related to the program he has allotted seat and related information. Information in this part changes Program wise, please see in detail below,

**Admission Sought To:** In this field student need to select the Program he sought admission, field below will changes as per student selection.

If student select, "**Bachelor of Architecture**" / "**Bachelor of Technology**" then he / she need to select proper "**Branch Allotted**" in the field below.

Remaining Fields explained below as per "**Bachelor of Architecture**" / "**Bachelor of Technology**"

**Round in Which Seat Allotted:** Select the Round in which Finally VNIT allotted (1-6), SPOT for Special Round (if any).

**Seat Allotted Through (For UG):** Select the Central Admission Agency Name, JEE – for Indian Nationals, DASA / MEA / ICCR – for Foreign Nationals admissions.

**State of Eligibility / Code:** Select the State of Eligibility, Maharashtra – for Home State Quota and other State – for Other State Quota. All Foreign Nationals should select NONE.

**State of Domicile:** Select NONE (for everyone, including Home State / Other State and Foreign Nationals)

**JEE Marks:** Please enter Final Score (Based on the Best of the two in total), for Foreign Nationals – put '0'

**JEE / GATE Roll No:** Please enter JEE Mains Application number, for Foreign Nationals – put '0'

**Quota:** Please select Home / Other State accordingly, for Foreign Nationals – Select NONE

**Allotment Category:** Please select the category in which Seat is allotted, for Foreign Nationals – Select 'DASA'

**Name of Counseling Center:** For everyone select 'Visvesvaraya National Institute of Technology Nagpur'

**Application No:** Please enter JEE Mains Application number, for Foreign Nationals – put '0'

**All India Rank JEE:** Please enter CRL Rank, for Foreign Nationals – put '0'

**JEE State Rank:** For everyone enter '0'

**Candidate Category:** Please select the actual category of the student, for Foreign Nationals – Select 'DASA'

If student select, “**Doctor of Philosophy**” then he / she need to select proper “**Branch Allotted**” as mentioned below,

**PHD FULLTIME S / PHD PART TIME S** – if PhD Fulltime / Part Time Candidate taking admission in January session.

**Ph.D FULLTIME / Ph.D PARTIME** - if PhD Fulltime / Part Time Candidate taking admission in July session.

If student select, “**Master of Technology**” and “**Master of Science**” then he / she need to select proper “**Branch Allotted**” in the field below.

Remaining Fields explained below as per, **“Doctor of Philosophy”, “Master of Technology” and “Master of Science”**

**Round in Which Seat Allotted:** Select the Round in which Finally VNIT allotted (1-6), SPOT for Special Round (if any).

**Seat Allotted Through (For PG):** Select the Central Admission Agency Name, GATE – for M Tech, JAM – for M Sc and VNIT ENTRANCE TEST – Ph D .

**GATE/JAM Score:** For M Tech & Ph D – Enter GATE Score, For M Sc - Please enter the Marks scored out of 100

**GATE Year:** For everyone enter; please enter the Year of qualifying Exam (GATE / JAM) accordingly

**GATE Registration No:** For everyone enter; please enter the Registration Number of qualifying Exam (GATE / JAM) accordingly

**State of Eligibility / Code:** For everyone (M Tech. M Sc & Ph D) – Select NONE

**State of Domicile:** For everyone select NONE

**JEE / GATE Roll No:** For everyone enter; please enter the Registration Number of qualifying Exam (GATE / JAM) accordingly

**Quota:** For everyone select All India

**Allotment Category:** Please select the category in which Seat is allotted, For Ph D – select NONE

**Name of Counseling Center:** For everyone select **‘Visvesvaraya National Institute of Technology Nagpur’**

**Application No:** For everyone enter; please enter the Registration Number of qualifying Exam (GATE / JAM) accordingly

**All India Rank GATE/JAM:** For everyone enter; please enter the All India Rank of qualifying Exam (GATE / JAM) accordingly

**Marks:** For Everyone - Please enter the Marks scored out of 100

**No. of Students Appeared in GATE: For Everyone** – Please enter the number of student appeared for that paper student had attempted

**GATE Paper Code:** For M Tech & Ph D – Enter GATE Paper Code, For M Sc – Enter JAM Paper Code

**Candidate Category:** Please select the actual category of the student

### **Part 2 Personal Details**

**In this part, Student need to give information related to his Full Name, Fathers Full Name, Mothers Full name etc. Details of Information to be filled in this part please see below,**

**Email Id:** Candidate must enter his / her own Mail Id; all communication will be done through this mail id. Make sure you enter correct mail id, if any loss of communication happened on this given mail id, VNIT is not responsible.

**Nationality:** All candidates must enter proper Nationality. For Foreign Nationals – select as per their Nationality.

**Mobile No.:** Candidate must give his / her correct Mobile Number for getting correct information on his / her mobile. Please do not enter Parent Mobile number. Separate information field is available for Parent Contact information. VNIT assures that, we are not sharing student's contacts with any other organization for any advertising purpose etc.

**Password:** Student need to create own password, please see the Directives mentioned to make strong and safe password. This password is Important to login and fill further steps in this registration process.

### **Part 3 Address Details:**

In this part, Student need to give information related to his address, contact details etc. All Fields are self-explanatory (but mostly mandatory). Please fill correct address so that exact communication may be done.

**Finally,** Student needs to submit the filled form by pressing the “**Submit**” Button. Please wait after submitting the form, it will finally generate and show Registration Id (viz. **2021\*\*\*\*\***) and Password for Login to complete the remaining registration process.

After you receive Registration Id (viz. **2021\*\*\*\*\***) and Password, login again to the link: <http://vnitreg.vnit.ac.in/vrce> and complete the remaining steps of registration.

**Q: What is main Information to be filled in the Step 2?**

**A:** In this step, student needs to submit information related to his / her parent, viz. “**Father's / Parent's Occupation & Designation, Office Address**”, “**Mother's Occupation & Designation, Office Address**” (if available) and in “**Other Details**” – **Income details of Father & Mother** also short details (including contact No.) of 2 relatives (**in case of emergency contact**).

**Rest of the fields are self-explanatory, student must fill all the available information related to this Step.**

**Q: What is main Information to be filled in the Step 3?**

**A:** In step 3, Student needs to enter qualifying exam or education details.

**For UG:** Student only needs to fill HSSC / SSC Details.

- In Board Name, write the name of the education board from which they said exam was cleared.
- In Address of the School, no need to write complete address, student can write city name.

**For PG:** All PG Student (M Tech, M Sc & Ph D) needs to enter all the HSSC / SSC Details also the qualifying exam degree details in the fields mentioned in the step 3.

**For M Tech & M Sc** - Qualifying Exam is UG Degree.

**For Ph D** – Qualifying Exam is PG Degree.

**All PG students take note that they will enter respective details in the given fields.**

#### **Bank Account Details:**

All students must enter their own account details. These details are necessary for transfer of money regarding any refund of fees / Scholarship / Academic Excellence Cash prizes etc.

For 1<sup>st</sup> year UG student: if student are not having any bank account / minor account, then they can skip this entry, but later on after starting of college they need to update their bank account details in AIMS (Academic Information Management System) by logging in AIMS (details will be displayed accordingly).

#### **Institute Reporting Fees Payment Details:**

In this field, student need to enter fees details paid to VNIT for institute reporting (For fees amount refer separate notice or see **Institute Reporting Instructions / Instructions for Portal Registration**). **If student are not required to pay any fees at the time of institute reporting then he / she can put, DU No / DD No – NONE, Date of Transaction – 'CURRENT DATE' and Amount – '0'**

#### **Other Details & Enclosures:**

In this student need to upload Passport Size Photo (Size mentioned) and Signature (Size mentioned). Make sure that the Photo & Signature must be clear and with White Background.

Further, students need to tick the documents he / she are attaching for institute reporting.

After filling all details completely, press submit button.

**Q: What is Information to be filled in the Step 4?**

**A:** In step 4, Student needs to upload all scan copies of ***Educational certificates and all other relevant documents*** required for admission. Make sure that scan copy is of only original documents only are to be uploaded (no Xerox copies scan will be accepted).

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

Following are the list of documents to be uploaded in scan:

- **Final Seat Allotment Letter (JoSAA / CCMT / CCMN / DASA)**
- **Document Verification Letter** – Seat acceptance letter from Admission Authority
- **JEE / GATE / JAM / SAT Score Card** – Score card of Entrance Exam
- **Photo ID Proof** – As per Govt. of India Norms
- **Date of Birth Proof** – Birth Certificate / 10<sup>th</sup> Std Passing Certificate (Mentioning DOB)
- **Class X Mark sheet**
- **Class XII Mark sheet**
- **All UG (Semester/Year) Mark sheets (one pdf file)** – Scan all Semester / Year Mark sheets in one file. This is for M Tech / M Sc / Ph D.
- **UG Degree** - This is for M Tech / M Sc / Ph D.
- **All PG (Semester/Year) Mark sheets (one pdf file)** - This is for Ph D.
- **PG Degree** - This is for Ph D.
- **Caste Certificate (SC/ST/OBC -NCL)** – Must be as per norms
- **Caste Validity (for Maharashtra Candidate)** - Must be as per norms
- **EWS Certificate** - Must be as per norms
- **PwD Certificate (if applicable)** - Must be as per norms
- **Leaving / Transfer Certificate** – Issued by last attended School / College / Institute
- **Migration Certificate for (PG Candidates)** - Issued by last attended College / Institute
- **Fees Payment Copy (JoSAA / CCMT / CCMN / DASA)** – If receipts of fees payment (to Central Admission Authority) are not available, please upload Final Seat acceptance letter with clearly mentioned (or highlighted) all the fee payment made to Central Admission authority.
- **Fees Payment Copy (VNIT)**
- **Undertaking - Anti ragging** – To be downloaded filled by candidate then scan it original then upload (See VNIT website, <http://vnit.ac.in> for Format)
- **Undertaking - Non-Submission of Documents** - To be downloaded filled by candidate then scan it original then upload (See VNIT website, <http://vnit.ac.in> for Format)
- **Undertaking - PwD candidates** - To be downloaded filled by **all PwD candidate** then scan it original then upload (See VNIT website, <http://vnit.ac.in> for Format)
- **Annexure V:** Format for Affidavit regarding Participation in Special Rounds (if any).
- **Other Relevant Document 1 (Ex: Gap Certificate [if applicable])**

- **Other Relevant Document 2**
- **Other Relevant Document 3**
- **Other Relevant Document 4**
- **Other Relevant Document 5**

All JoSAA 2021 Candidate take Special Note that please upload the fee receipt of **40000/- or 20000/-** under "**Other Relevant Documents**".

If receipts of fees payment (to Central Admission Authority) are not available, please upload Final Seat acceptance letter with clearly mentioned (or highlighted) all the fee payment made to Central Admission authority.

All Foreign Candidate (DASA Admissions), make sure they need to upload Scan Copy of their Passport / PIO/ OCI / Parent Employers Certificate for CIWG Category etc, under **Other Relevant Documents**.

Candidate can upload and preview the documents he / she have uploaded. If any wrong document uploaded, he / she can delete and again upload correct document. **Student make sure that submission of wrong documents or incomplete documents leads to cancellation of his / her candidature and he / she may lose the seat, so be careful while uploading the documents.**

After upload completes, just press submit.

Candidate can check his filled form by pressing "**Print Form**". Check all the information entered and if any changes needed then he / she can go to that particular step and make modification and save it.

**All candidate Take Special Note that, once your online application is checked by VNIT, Nagpur no changes will be allowed. So make sure the entries done by you are double cross checked. Also please make sure that all instructions must follow properly regarding Photo / Signature upload, Scan copies of Documents upload and information entered by student.**

These processes need to be done before institute reporting.