

# VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

## Process of Physical Reporting at VNIT Nagpur

**Date :** JoSAA / CSAB (4<sup>th</sup> to 9<sup>th</sup> November 2022)

**Venue :** 6<sup>th</sup>Floor, Room no. 61,62 & 63, New Academic Building,  
VNIT Nagpur

**Timing :** 10.00 am to 4.00 pm

**All notices / instructions will be available on Admission Page of Institute Website (<https://vnit.ac.in/admission/#ffs-tabbed-13>)**

For Physical reporting to VNIT, all students are required to fill the details on VNIT online admission portal before coming to VNIT. Following are the steps to complete Institute Reporting:

### BEFORE COMING TO VNIT

STEP 1: Download the latest / updated “Provisional Offer and Seat Acceptance Letter” from JoSAA/CSAB/DASA (compulsory to complete VNIT Reporting).

STEP 2: Log in on VNIT online admission portal (link <http://vnitreg.vnit.ac.in/vrce>)  
Fill all the details on VNIT online admission portal and upload the documents. Students are requested to go through the FAQs before logging on online portal. (available on website)

PLEASE NOTE THAT, IN ORDER TO AVOID INCONVENIENCE AND DELAY, ALL CANDIDATES ARE INSTRUCTED TO COMPLETE THE VNIT ONLINE ADMISSION PORTAL PROCEDURE AND THEN ONLY REPORT TO VNIT.

STEP 3: Pay the Balance fees (if any) through VNIT E Payment. Instruction regarding the same are available on website. Demand Draft / Cash is not accepted

## AT VNIT

STEP 4: After completely filling up the information on VNIT online admission portal, **report physically at VNIT (room No. 61/62) and collect a token** from the security guard.

For verification: **Admission form** (generated through online portal of VNIT) and along with all the **documents in original and 1 set of self-attested photocopies** of all documents. Copy of documents is **to be arranged in the sequence mentioned** in VNIT Institute Reporting Instructions Notice.

Counter 1 Activity: Candidates will be called for the **physical verification of the Admission form and the Documents enclosed**. (only hard copy of the form will be checked at this stage).

Counter 2 Activity: **Online verification of the Admission form, details/data Entered** by the student and the documents uploaded by them will be done.

Counter 3 Activity: Generation of **Students ID, Provisional Reporting Letter and online admission confirmation on CSAB Portal** will be done.

Counter 4 Activity : QR Code scanning of PRL and listing of pending documents for submission will be done.

Counter 5 Activity: Signing and **Issue of Provisional Reporting Letter** to the candidate.

After collecting the Provisional Reporting letter, the process of Physical reporting for the confirmation of JOSSA / CSAB Admission is completed.

Candidate can **report to Counter of Hostel Section, if Hostel is required**. Details for hostel admission process is under finalization and would be informed in due course of time / would be displayed in the Hostel Webpage on VNIT website (<https://vnit.ac.in/hostel/index.php/notices/>).

Please Note that actual **processing time for one candidate is approx. 20 minutes** (after submission of form at reporting counter). However, total time required for reporting will depend on the number of candidates reported before the candidate at the reporting counter(s).