

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY; NAGPUR

INFORMATION FOR FACULTY ADVISORS


REGARDING PRE-REGISTRATION DURING 5<sup>th</sup> MAY to 9<sup>th</sup> MAY 2016

- All students will do online registration.
  - Student can register for maximum SIX theory and FOUR laboratory courses ( including Project )
- B. Tech. B. Arch. Students with **less than 3** backlogs (FF or W Grade) upto Re Winter-15 examination will do registration online.
  - FA (Faculty Advisors) have to approve their registration online (The procedure is same as it was done previously) (**Separate sheet attached**)
- B. Tech./B. Arch. Students with **3 or more** backlogs (FF or W Grade) upto Re Winter-15 examination, will approach FA with AWR form, Course Registration form, Grade Card & Fees receipt etc.
- Faculty Advisor shall sign the AWR form after carefully examining the courses to be registered, Total No. of credits earned by the student upto Re Winter-15 exam. **Depending on Academic Performance, FA shall write comments on AWR form.** Faculty advisor will have to approve their registration online.
- After taking FA signature, students will take HOD's sign & approach Dean (Acd) .

If permitted by Dean (Acd), then, these students will approach Exam section for submission of AWR form, course registration form and all other documents. **Student's registration will be confirmed only after AWR form is submitted to Exam Section.**
- If Academic performance is weak, then, student will be required to call his/her parents to decide future course of action.

FACULTY ADVISORS SHOULD NOTE THE FOLLOWING :

- Students academic performance is available only upto Re Winter 2015 examination
- Result of Summer 2016 examination is yet to come.
- After Summer-16 result, students will be checked for termination criteria.

  
Dean (Acd)

To, All Faculty members

## For Faculty Advisors

### Some relevant Academic Rules for Registration purpose

- All students will do online registration.
- B Tech / B Arch Students with Three or more backlog will also do online registration after
- They will approach FA with AWR form, grade card and Registration form  
Student can not register more than SIX theory and FOUR laboratory courses
  - A course with 3-0-2 (L-T-P) will be treated as one Theory and one Laboratory
  - Project to be counted as lab for this purpose
  - Student with CGPA more than 8.5 can take one additional course
- Rules for termination of studentship of admission year **2013 & 2014** batch are given below (Section 4.5 of Academic Rule Book)

A student will be terminated if **any** of the following condition is encountered:

- 1) If number of active FF and W grade courses are more than seven
- 2) If student earns less than 18 credits in two consecutive semesters
- 3) If student exceeds more than 12 regular semesters .....

This implies that, Students who are approaching for the registration to 3<sup>rd</sup> Sem and 5<sup>th</sup> Sem shall be checked for the above criteria. Please note that the result of the ongoing semester is yet to come. Hence, above criteria can be applied only after the result of the ongoing semester. **However, as a precaution, we shall ask students with five or more backlog till now, to call their parents to meet FA and Dean (Acad). Their registration shall be kept on hold till that time.**

- For students of 3<sup>rd</sup> year, 4<sup>th</sup> year, and higher years i.e. admission year before 2013, following credit requirements shall be checked. **If they do not fulfill these credit requirements, then, they shall be asked to call their parents to meet FA and Dean (Acad).**

B. Tech.		B. Arch.	
By the end of	Minimum number of credits required	By the end of	Minimum number of credits required
3 <sup>rd</sup> year	56	3 <sup>rd</sup> year	28
4 <sup>th</sup> year	144	4 <sup>th</sup> year	116
5 <sup>th</sup> year	232	5 <sup>th</sup> year	204
		6 <sup>th</sup> year	292

- Please ask students if they have got W grade in any course of the ongoing semester. Crosscheck it with DEC.
- Also, ask them about expected grades in the ongoing semester. Will they fall short of above credit requirement after this semester ?
- Was any letter sent to their parents earlier? If yes, details thereof shall be asked.

**( Issued by the Dean Acad )**

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY; NAGPUR

INSTRUCTIONS FOR ONLINE REGISTRATION APPROVAL.

1. Browse through google chrome/ Mozilla Firefox
2. Link to URL 192.168.2.7:8080/exam
3. Login with user ID and Password
4. Click on Student Registration Faculty Advisor Approval link on the left side of the screen.
5. Select the year : 2016 -17
6. Select the session : W-16
7. Press **OK** button.
8. All the assigned students will appear on the left side of the screen and his registered courses will appear on the right side of the screen.
9. Select the student from the window, check whether all the courses are properly ticked or not.
10. If all the courses are appearing and ticked properly, then press **Approve** button at the top of the screen.
11. The message window will appear on the screen showing following message
  - a) Student Approved by Faculty
  - b) Student has applied for registration Winter-2016 Successfully.
  - c) Click OK
12. Download approved Registration button at the bottom will get enabled. Click on that button.
13. It will print the registration form of the student with registered courses & student can take the print out of the registration form from his login also.

(Please approach Examination Section, for any difficulty)