

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY; NAGPUR

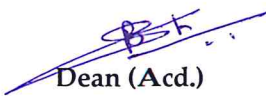
INFORMATION FOR FACULTY ADVISORS

REGARDING PRE-REGISTRATION DURING 29/11/2018 – 02/01/2018

- Online Registration for students will be available for students during 29/11/2018 – 02/01/2018. Students will be allowed to register offline with fine upto 11/1/2018. **NO REGISTRATION WOULD BE ALLOWED AFTER 11/1/2019 (FOR All UG / PG / Ph. D STUDENTS).**
- All students will do online registration (except AWR).
- Registration Schedule and other instructions / details is given as Annexure-1.
- Student can register for maximum SIX theory and FOUR laboratory courses (including OC/HM courses / Project)
- B. Tech. B. Arch. Students with **less than 3** backlogs (FF or W Grade) up to Summer Term 2018 examination will do registration online.
  - FA (Faculty Advisors) have to approve their registration online (The procedure is same as it was done previously). If student's registration is not approved by the FA, then student name will not appear in the roll list of the subject(s) student has registered. (Procedure of approval is enclosed separately along with this note)
- B. Tech. / B. Arch. Students with **3 or more** backlogs (FF or W Grade) up to Summer Term 2018 examination will approach FA with AWR form, Course Registration form, Grade Card & Fees receipt etc.
- Faculty Advisor shall carefully examine the courses to be registered, Total No. of credits earned by the student upto Summer Term 2018 exam. **Depending on Academic Performance, FA shall write comments on AWR form and sign the AWR Form.** Faculty advisor will have to approve their registration online.
- After taking FA signature, student will take HOD's comment & signature and approach Associate Dean (Exam) / Dean (Ac.). If permitted by Dean (Ac.), then, these students will approach Examination 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 and there after approval of FA.**
- 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:

- Student's academic performance is available only upto Summer Term 2018 examination as Winter 2018/ Re-Winter 2018 examination is yet to be conducted.
- It is advised that the Registration for students in AWR category to be done after declaration of Results of Re-Winter 2018.
- After Winter 2018 / Re-Winter 2018 result, students will be checked for termination criteria.
- After Winter 2018 / Re-Winter 2018 result, Eligibility for Project Phase –I allotment is to be checked.

  
Dean (Ac.)

To,  
All Faculty members


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INSTRUCTIONS FOR ONLINE REGISTRATION APPROVAL FOR FACULTY ADVISOR

1. Browse through Google chrome/ Mozilla Firefox
2. Link to URL 192.168.2.7:8080/exam or <http://aims.vnit.ac.in: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 : 2018 -19
6. Select the session : S-19
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 relevant courses to be studied 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 Summer-2019 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.

**Important Note: If student's registration is not approved by the FA, then student name will not appear in the roll list of the subject(s) student has registered.**

(Please approach Examination Section, for any difficulty)

  
Dean (Acad.)

To,  
All Faculty members



## For Faculty Advisors (Rule Book 2014)

### 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.
- 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). The parents shall meet the Dean (Acad) within a month from schedule of registration. The registration of such students 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>B. Tech.</b>		<b>B. Arch.</b>	
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 )**

## For Faculty Advisors (Rule Book 2015)

### 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 **2015 onwards** batch are given below (Section 4.5 of Academic Rule Book)

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

- 4) If number of active FF and W grade courses are more than seven
- 5) If student earns less than 10 credits in two consecutive semesters
- 6) 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).**

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- Also, ask them about expected grades in the ongoing semester. Will they fall short of above credit requirement after this semester?
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**(Issued by the Dean Acad)**