

Summary of VNIT M.Tech Admission Process

The document provides a **step-by-step guide** for the **M.Tech in Applied Artificial Intelligence admission process** at **VNIT Nagpur**. It outlines the **self-registration process**, **document submission**, **fee payment**, and **institute reporting procedures**.

Admission Process – Step by Step Guide

Self-Registration Process at VNIT

Candidates who are allotted VNIT through the **Central Counseling Process (CCMT, JoSAA, CCMN, DASA)** must complete a **four-step self-registration process** before physically reporting to the institute.

Step 1: New Registration

- Visit the VNIT admission portal: <http://vnitreg.vnit.ac.in/vrce>.
- Click on "**New Registration**" and fill in:
 - Program and branch allotted.
 - Application number and seat allotment details.
 - GATE/JEE scores and eligibility category.
 - Personal details including full name, nationality, mobile number, and email.
 - Create a password for future logins.

Step 2: Parent & Guardian Details

- Enter details of parents including occupation, designation, and income details.
- Provide emergency contact details of two relatives or local guardians.

Step 3: Educational Qualification & Bank Details

- For **M.Tech students**, enter:
 - UG degree details (qualifying exam).
 - SSC/HSC board details.
- Provide **bank account details** (preferably in **SBI or Canara Bank**) for fee refunds and stipends.

Step 4: Uploading Required Documents

Candidates must upload **scanned copies** of the following documents:

1. Final Seat Allotment Letter (JoSAA/CCMT/CCMN/DASA).
2. Document verification letter.
3. Entrance Exam Scorecard (JEE/GATE/JAM).
4. Government-issued Photo ID.

5. Class X and XII mark sheets.
6. UG/PG degree certificates (for M.Tech/PhD students).
7. Caste/EWS/PwD Certificate (if applicable).
8. Migration and Transfer Certificate (if applicable).
9. Anti-ragging undertaking (format available on VNIT website).
10. Proof of fee payment (if applicable).

Important Notes:

- Documents must be uploaded in **PDF format**.
 - Ensure clear **scanning with a resolution of 200 dpi**.
 - Incorrect or incomplete documents **may lead to cancellation of admission**.
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Fee Payment & Reporting to Institute

Once registration is complete, students must:

1. Pay the balance fees (if any) using VNIT Pay.
2. Download the **fee payment receipt** for verification.
3. Report physically to VNIT with **original documents** for final admission confirmation.

For fee payment:

- Select **E-payment option** on the VNIT homepage.
 - Choose **Application/Admission Fee**.
 - Enter **VNIT Online Registration Number** (e.g., 202212345).
 - Complete the payment and **download the receipt**.
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Cancellation & Refund Policy

Candidates who receive a **Provisional Reporting Letter** from VNIT and wish to cancel admission must follow the **refund guidelines** provided at:

[VNIT Cancellation & Refund Policy](#).

Summary of Data Required for M.Tech Online Admission Form & Subsequent Steps

Step 1: Program and Seat Details

The student must enter details related to the admission process and seat allocation:

1. **Admissions sought for:** M.Tech (Master of Technology).

2. **Branch allotted:** The specific branch of M.Tech (e.g., Electrical Vehicle Technology for EVT summer admission).
 3. **Round of seat allotment:** Mention if applicable (for this case, "NONE").
 4. **Application Number:** Enter if applicable (for this case, "NONE").
 5. **Seat allotted through:** VNIT Entrance Test.
 6. **All India Rank (JEE/GATE/JAM):** Enter numerical rank.
 7. **JEE/GATE/JAM Score:** Enter score (default 0 if not applicable).
 8. **Marks obtained:** Enter score (default 0 if not applicable).
 9. **GATE Year:** Enter the applicable year.
 10. **Total students appeared in GATE:** Enter count (default 0 if not applicable).
 11. **GATE Registration Number:** Enter registration number (default 0 if not applicable).
 12. **GATE Paper Code:** Enter the applicable paper code (default 0 if not applicable).
 13. **State of Eligibility/Code:** Enter if applicable (default "NONE").
 14. **State of Domicile:** Enter if applicable (default "NONE").
 15. **JEE/GATE/JAM Roll Number:** Enter the roll number (default 0 if not applicable).
 16. **Quota:** Enter if applicable (default "NONE").
 17. **Allotment Category:** General/OBC/SC/ST based on seat allocation.
 18. **Candidate Category:** Select actual category from the following:
 - General
 - Physically Handicapped (GHNPH)
 - OBC (Non-Creamy Layer)
 - OBC-PH (Physically Handicapped in OBC)
 - SC (Scheduled Caste)
 - SC-PH (Physically Handicapped in SC)
 - ST (Scheduled Tribe)
 - ST-PH (Physically Handicapped in ST)
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Step 2: Personal Details

The student must enter their personal information as per their official documents:

1. **Full Name:** As per academic certificates.
 - B.Tech applicants: As per Class XII mark sheet.
 - M.Tech applicants: As per UG degree.
 - M.Sc applicants: As per B.Sc mark sheet.
 - Ph.D. applicants: As per M.Tech/M.Sc mark sheet.
 2. **Father's Full Name:** As per official records.
 3. **Mother's Full Name:** As per official records.
 4. **Email ID:** Personal and active email for communication.
 5. **Nationality:**
 - **Indian** for domestic students.
 - Foreign students must select their respective nationality.
 6. **Mobile Number:** Student's personal mobile number (not parent's).
 7. **Password Creation:** A strong password to access the VNIT admission portal.
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Step 3: Address Details

The student must enter their **permanent and correspondence address**, ensuring correctness for communication purposes.

Step 4: Registration Submission & Login

- Once all fields are filled, **click "Submit"**.
- A **Registration ID** (e.g., 2022*****) and **password** will be generated.
- Students must **log in again** to complete further registration at <http://vnitreg.vnit.ac.in/vrce> and complete the remaining steps of registration.

Kindly Note down/ remember the login credential as this will be required for future login.

☐ After completing step 1, proceed to pay the Balance fees (if any) through VNIT Pay

Procedure for Payment through VNIT Pay

Candidates must follow these steps to complete their **application/admission fee payment** through the **VNIT Pay** system:

1. Visit the **VNIT homepage** and select the **E-payment option**.
2. Choose "**Application/Admission Fee**" as the **Payment Category**.
3. Select the appropriate **options from the dropdown menu** based on the admission process.
4. Enter the **VNIT Online Registration Number** (a **9-digit number** generated after online registration, e.g., **202212345**).
5. Fill in all **mandatory fields** as required.
6. The applicable **fee amount will be auto-selected** after choosing the correct **Payment Category**. Click "**Submit**".
7. Choose the **preferred payment option** and proceed with the transaction.
8. Once the payment is completed, **download the receipt** (generated in **PDF format**).

Final Step – Completing Registration

After payment, candidates must visit [**VNIT Online Reporting Portal**](#) and log in using their **Registration ID** (e.g., 2022***). They must then **complete the remaining online registration process**.

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 (Local Guardian Details) (in case of emergency

contact).

Q: What if any of the parents is not alive?

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A: Please mention details of Parent alive in the mandatory fields “Father’s / Parent’s Occupation & Designation, Office Address” and you can skip the “Mother’s Occupation & Designation, Office Address”

Q: What if the income of Parent is Nil?

A: Mention “0”, as numeric entry is mandatory.

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 have cleared the exam.

- In Address of the School, 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:

Students need to 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 1st year UG student: if student are not having any bank account / minor account, then they can skip this entry, but they need to update their bank account details in AIMS (Academic Information Management System) by logging in AIMS (details will be displayed accordingly).

All students must have their Bank Accounts in SBI or CANARA BANK(any branch)

In any case they do not have their Bank Account in either of these banks, please open an account in any of these bank, within 30 days, for hassle free transfer of money.

Failing of creating a Bank account within a month in SBI/ CANARA will lead to discontinuation of stipend.

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, Transaction/Ref no. – NONE, Date of Transaction – ‘CURRENT DATE’ and Amount – ‘0’

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 mark the documents he / she has attached for institute reporting.

After filling all details completely, press submit button.

If you are trying to check the uploaded photograph in the same form, it will not appear. You will be able to check the uploaded photograph in “PRINT FORM” section only.

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 are to be uploaded (scanned copy of photocopied document will not 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 and will lead to problems for uploading other documents. Kindly avoid doing so.

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

List of Required Documents for Online Reporting – VNIT Admission Process

Candidates seeking admission at **VNIT** must upload **scanned copies of required documents** on the **VNIT Online Reporting Portal** (<http://vnitreg.vnit.ac.in/vrce>). Additionally, **one set of self-attested photocopies along with original documents** will be required at the time of **physical reporting for verification**.

Documents to be Uploaded Online

1. **Proof of Payment** – A **PDF copy of all payments made to INTELLIPAAT** (must be combined into a single PDF).
2. **Transfer Certificate** – Issued by the last attended institution.
3. **Photo ID Proof** – As per **Government of India norms (Aadhar Card copy is mandatory)**.
4. **Birth Certificate / Class X (SSC) Board Certificate** – Must mention the **Date of Birth**.
5. **Qualifying Examination Degree Certificate** – Final degree certificate of the qualifying exam.
6. **Mark Sheets of All Semesters** – For the **qualifying degree** (all declared results).
7. **Class XII Mark Sheet** – For undergraduate admissions.
8. **Course Completion Certificate** – Issued by the **Head of the University/Institute**, if the final result is awaited.
9. **Aadhar Card Copies** – For both the **student and parents**.

Please upload Final Seat acceptance letter with clearly mentioned (or highlighted) all the fee payment made to Central Admission authority.

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 gets 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 are required then he / she can go to that particular step and make the modification and save it. All candidate need to take Special Note that, once your online application is checked/ verified 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 be followed properly regarding Photo / Signature upload, Scan copies of Documents upload and information entered by student. This process of online registration and document uploading is to be done by the candidate before reporting to the institute.

IMP NOTE:

Procedure for Cancellation- Applicable only to the candidates who receives the Provisional Reporting Letter from VNIT, Nagpur and whose ID is generated (mentioned in Provisional Reporting Letter). For such candidates the details of cancellation are mentioned in the given link:

<https://vnit.ac.in/academic/index.php/admission-cancellation-and-refund-guidelines/>

Instructions for Scanning of Photo, Signature & Documents

Image of Your Photograph and Signature:

- Photograph must be a recent passport style color picture.
- Allowed Photo Size – 3.5 cm x 4.5 cm
- Size of file should be between 4kb-100 kb and should be in JPG/JPEG format
- 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

- The applicant has to sign on white paper with Black Ink / Jel pen.
- The signature must be signed only by the applicant and not by any other person.
- Dimensions 3.5 cm x 1.5cm (preferred)
- Size of file should be between (1KB – 30KB) and should be in JPG/JPEG format
- Ensure that the size of the scanned image is not more than 30KB

Scanning the Photograph & Signature

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- 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).
- 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 reporting Instruction.

Important Notes

- Students should visit the **VNIT website** (www.vnit.ac.in) regularly for updates regarding **Institute Reporting, Syllabus, Time Table, Academic Rules, and Fee Information**.
- For any admission-related queries, candidates can email **acadmtms@vnit.ac.in** or contact **0712-2801818 / 2801241** during **working hours (Monday to Friday)**.
- Any **legal matters** related to admission will be handled under the **jurisdiction of Nagpur District only**.