

Important Instructions for Online Registration Before

“Institute Reporting”

Candidate must log on Link <http://210.212.165.248/vnitregistration/index.php> of New Registration for Filling of student information Online. Filling of online information is Mandatory before Institute Reporting. Steps to log in are given ahead. Please keep soft copy of your Pass-Port size (Colour picture) photograph, Signature and Thumb impression ready for uploading. Please read the instructions & specifications given below for Photograph, Signature and Thumb impression image.

- 1. If candidate doing first time registration they has to do “New Registration”.*
- 2. After filling & submitting New Registration a Registration ID will be generated.*
- 3. Again Candidate has to visit <http://210.212.165.248/vnitregistration/index.php> & can now log on with the Reg. ID & password generated by New Registration Procedure.*
- 4. After login candidate must fill all the details on that page (steps 1 to 3), along with the address details, Photo, Signature & Thumb Impression Upload.*
- 5. All 3 steps should be completed in all aspects, before final submit of candidate detail form.*
- 6. Above Steps 3 to 5 must be done before reporting to “Help Desk” at Institute reporting to avoid inconvenience during the reporting procedure.*
- 7. If all above procedures are done then candidate has to report “Help Desk”, at Chemical Engineering Department (23 to 26 July 2015 for B Tech & B Arch.) (23-25 July 2015 for M Tech & M Sc.).*

Instructions for Image, Photo & Thumb Impression Upload

Image of Your Photograph, Signature and Left Thumb impression

Photograph Image:

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

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

Thumb Impression Image

Boys: Left

Girls: Right

- a. The applicant has to put his/her Thumb Impression on white paper with Blue/Black Stamp Pad.

- b. Dimensions 3.5 cm x 1.5cm (preferred)
- c. Size of file should be between (1KB – 30KB) and should be in JPG/JPEG format
- d. Ensure that the size of the scanned image is not more than 30KB

Scanning the Photograph, Signature & Thumb Impression

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