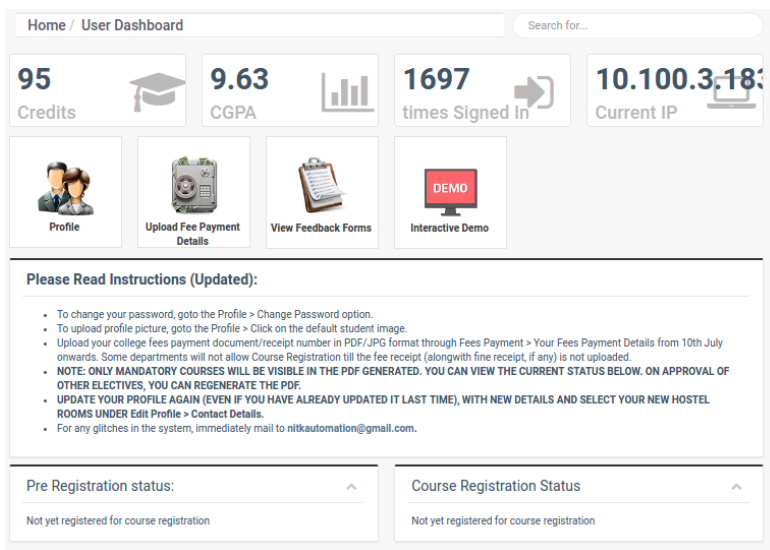# USER MANUAL FOR THE STUDENT

As a part of Management Information System (MIS), the online registration module version 0.1 is developed and launched for this academic session (Even semester of 2016-17). This module will be integrated to the MIS in the due course. This will enable the students to register the courses online, and the academic committees to automate the registration, course allotment and approval activities. The module will be used for generation of academic related database for processing and archival. The stake holders of this module are the Dean(Academic), Head of the Departments, academic committees in the departments, course instructors and students of the institute. The manual will explain the actions to be performed during the course registration using this module.

The students are responsible for filling their personal details, Institute fee payment details and the choices of courses that they would like to register for this academic session before the specified deadline (as per Institute academic calendar). Further the students must meet the respective faculty adviser and the course instructors for confirmation and approval of their registration.

ACTIONS TO BE PERFORMED AT THE PORTAL

- After login with the valid password, the following screen appears. Click Upload Fee Payment Details (Figure 1).

Figure 1

- You are lead to the subsequent page as shown in Figure 2.
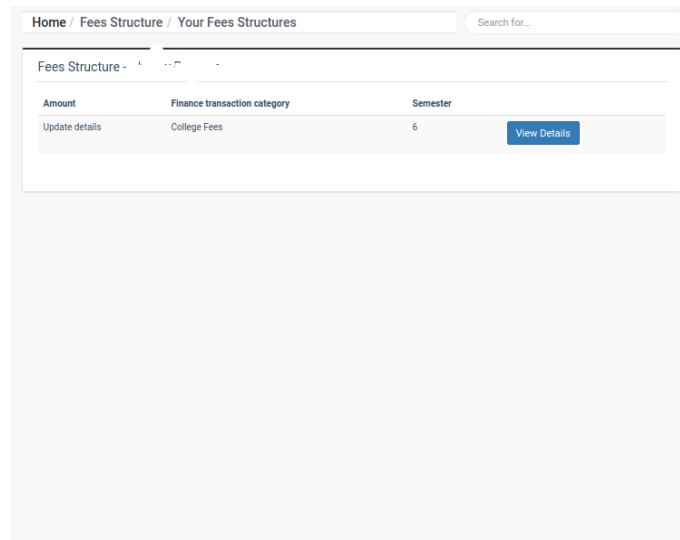
Figure 2

- Click 'View Details' button. This will lead to the screen as shown in Figure 3.
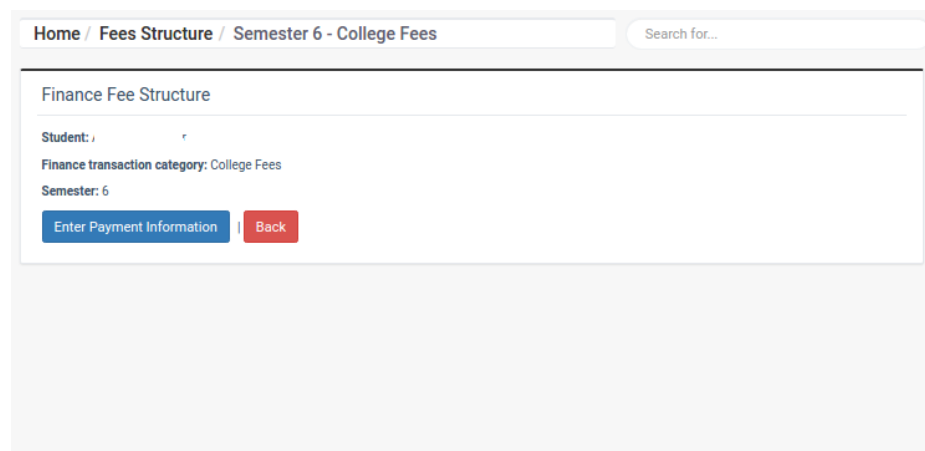
Figure 3

- Click on 'Enter Payment Information'. This will lead to a screen as shown in Figure 4.

- Fill the necessary details of the form and click on *'choose file'* to upload the image of the fee receipt. Then click on the 'Submit Payment' button to submit the information. In case the fine payment (Late registration fine) is made, you need to upload the fine payment details and receipt copy also.

- Successful submission leads to screen as shown in Figure 5.

- Click on 'Home' button and on the next screen, click on the 'Course Registration'. This leads to a screen similar to Figure 6.

Registration for VIth sem.

View courses offered with Slot Groups

Select your courses here and select Add Elective / Mandatory Course

Electives and Backlogs

Electives: Select

                    Select

Open Electives: EC384 - Adhoc And Sensor Networks

                    CE829 - MIMO Communication Systems

                    EC447 - Pattern Recognition And Machine Learning

Backlogs: EC435 - VLSI Systems And Architecture

                    EC339 - Mini Project In Analog System Design

                    EC338 - Mini Project In Microprocessor & Embedded System

Course Code	Course Name
EC370	VLSI Design
EC371	RF And Microwave Engineering
EC390	Seminar
EC372	VLSI Design Lab
EC373	Communication Lab - II

Register

Figure 6

- Core courses are displayed and automatically added to your course list. You have to select from the "Electives", "Open Electives", "Backlogs" drop down list (as applicable to you). As you choose electives, the selected elective gets added to the list at the bottom. If needed you may delete an elective added to the list by clicking on the 'Delete' button. Once you have chosen the required courses, submit your registration by clicking on the 'Register' button. This process of adding and deleting of the courses may be carried out till the date of closure of the registration process. *Please note that your registration process is not complete till you submit the list of selected courses by clicking on the 'Register' button.* Your registration will be confirmed only after the approval from the faculty advisor and the course

instructor. To get this approval, you need to meet the Faculty advisor and the course instructors personally.

- If you wish to drop any of the courses before the deadline, you need to meet the respective course instructor and drop the course in his presence.

- For the courses which have first-come-first-serve constraint, the priority is based on the personal registration (offline with the faculty) and not based on the time at which online registration was carried out.