

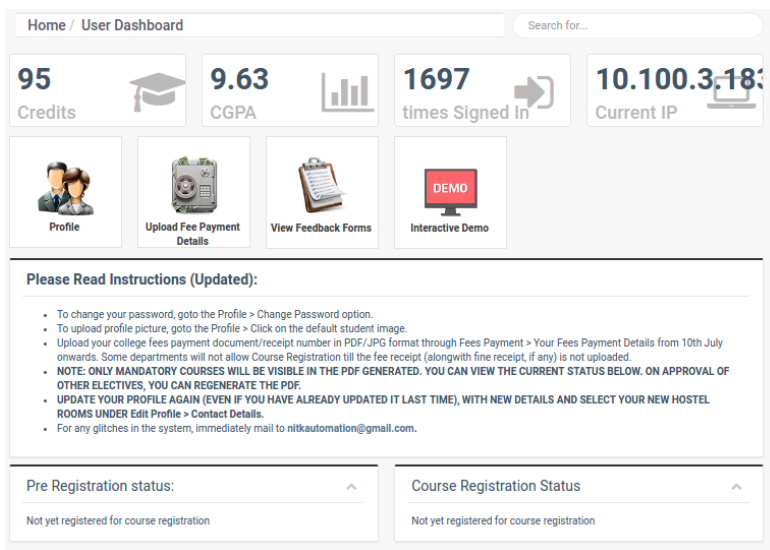
## USER MANUAL FOR THE STUDENT

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).



The screenshot displays a user dashboard with the following elements:

- Home / User Dashboard** header with a search bar.
- 95 Credits** (with a graduation cap icon)
- 9.63 CGPA** (with a bar chart icon)
- 1697 times Signed In** (with a right arrow icon)
- 10.100.3.183 Current IP** (with a laptop icon)
- Navigation buttons: **Profile** (with a person icon), **Upload Fee Payment Details** (with a document icon), **View Feedback Forms** (with a clipboard icon), and **Interactive Demo** (with a red 'DEMO' button icon).
- Please Read Instructions (Updated):**
  - To change your password, goto the Profile > Change Password option.
  - To upload profile picture, goto the Profile > Click on the default student image.
  - Upload your college fees payment document/receipt number in PDF/JPG format through Fees Payment > Your Fees Payment Details from 10th July onwards. Some departments will not allow Course Registration till the fee receipt (alongwith fine receipt, if any) is not uploaded.
  - **NOTE: ONLY MANDATORY COURSES WILL BE VISIBLE IN THE PDF GENERATED. YOU CAN VIEW THE CURRENT STATUS BELOW. ON APPROVAL OF OTHER ELECTIVES, YOU CAN REGENERATE THE PDF.**
  - **UPDATE YOUR PROFILE AGAIN (EVEN IF YOU HAVE ALREADY UPDATED IT LAST TIME), WITH NEW DETAILS AND SELECT YOUR NEW HOSTEL ROOMS UNDER Edit Profile > Contact Details.**
  - For any glitches in the system, immediately mail to [nitkautomation@gmail.com](mailto:nitkautomation@gmail.com).
- Pre Registration status:** Not yet registered for course registration
- Course Registration Status:** Not yet registered for course registration

Figure 1

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

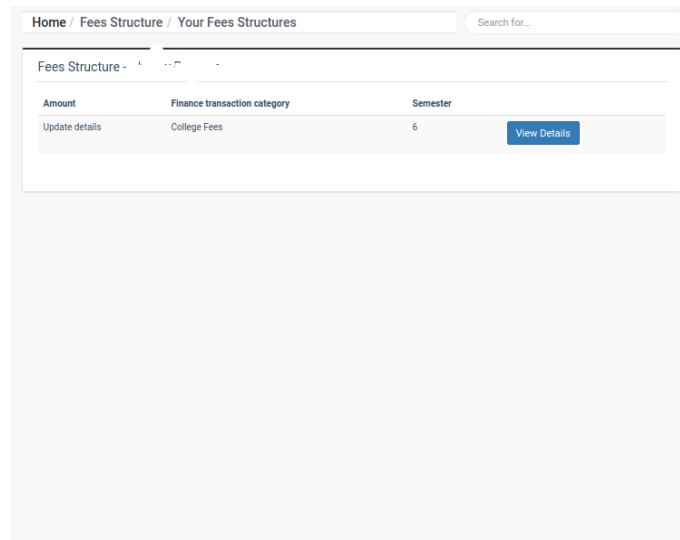


Figure 2

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

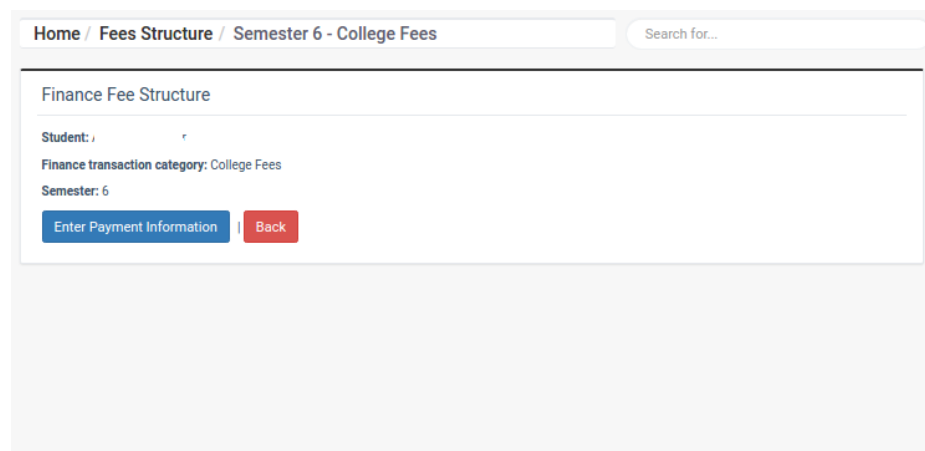


Figure 3

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

Home Search for...

Finance Transaction

Detail: College Fees - Semester 6

Amount\* (don't include Transaction charges):

Is fine included?

Transaction Date\*: 23-12-2016

Transaction Number\*: Ex: DU12345678

Bank Reference Number\*: Ex: IG0CGDEFT2 (optional)

Transaction charges\*:

Upload Fee Receipt .PDF (.JPG/.PNG) [< 3 MB]:  No file chosen

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.

Your transaction has been submitted. x

Finance Fee Structure

Student: ..

Finance transaction category: College Fees

Semester: 6

Amount: 40000.0

Fine included: false

Fine amount: 0.0

Transaction date: 2016-12-17

Txn no: ..

Bank ref no: ..

Txn charge: 11.5

Fee Receipt: [View Fee Receipt Document](#)

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 VI<sup>th</sup> sem.

View courses offered with Slot Groups

Select your courses here and select Add Elective / Mandatory Course

**Electives and Backlogs**

Electives:

Open Electives:

Backlogs:

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.