REGISTRATION PROCEDURE- R19
(for Regular Students)

Step 1 : Pay the tuition fee at bank through challana or through internet banking (use 'pay online' link at www.vignan.ac.in)

Step 2 : If paid through challana, bank will retain two copies of challana and stamped 'student copy' will be returned to the student as proof of payment.

Step 3 : Finance Office will verify the payment and send the student an 'SMS' about 'semester due is cleared' within next 48 hours, after which the student can approach the department for registration.

Step 4 : If fee is paid one or two days before the commencement of class work or after commencement of the class work, student can directly take the student copy of fee receipt to the 'Finance Office' for immediate clearance and proceed for commencing registration.

Step 5 : Show the SMS / 'no dues' stamped fee receipt at department as proof of payment of tuition fee.

Step 6 : Collect registration form and fill the details.

Step 7 : Meet the counselor and handover the registration form and start attending the class work.

Step 8 : An 'SMS' will be sent to the registered mobile number confirming the 'registration of subjects'.
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Important Note:

Registration procedure may take 24 hours' time, hence students are advised to complete the registration before the date of commencement of class work to get attendance from the first day of academic session.