



ST. VINCENT PALLOTTI COLLEGE OF ENGINEERING & TECHNOLOGY
(AN AUTONOMOUS INSTITUTE)
 GAVSI MANAPUR, WARDHA ROAD NAGPUR – 441108

ACADEMIC SESSION:
PROCESS SHEET FOR STUDENT REGISTRATION CUM ADMISSION
TO B.TECH. / B. VOC. / M. TECH. 2ND/ 3RD/ 4TH YEAR

STUDENT ACADEMIC STATUS	REGULAR	EX STUDENT
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*Tick √ for appropriate

PROGRAM	B. TECH.	B. VOC.	M. TECH.
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*Tick √ for appropriate

DEPARTMENT: _____ SEMESTER: _____

UID NO.: _____ STUDENT NAME: _____

OFFICIAL EMAIL ID: _____ MOB. NO.: _____

DATE OF BIRTH: _____ FATHER'S MB. NO.: _____ MOTHER'S MB. NO.: _____

STEP NO.	PROCESS	ACTIVITY	SIGNATURE	REMARK
01	MIS ENTRY VERIFICATION (TPDC Cell)	Check for student details in MIS and update if required		
02	ADMINISTRATION CELL	MIS Entry Reverification / Confirmation		
03	SCHOLARSHIP SECTION	Scholarship Eligibility and registration		
04	ACCOUNTS SECTION	College tuition fees payment and Exam Fees payment		
05	LIBRARY ENTRY	Old ID card submission & Issue of New ID Card		
06	HEAD OF DEPARTMENT	Final Reporting and process sheet submission		

** Student must ensure that all process mentioned here are done and sheet will then be submitted to department.

- ACKNOWLEDGEMENT COPY TO STUDENT -

Student Name:

HoD Signature.....

Branch / Semester:

Date: