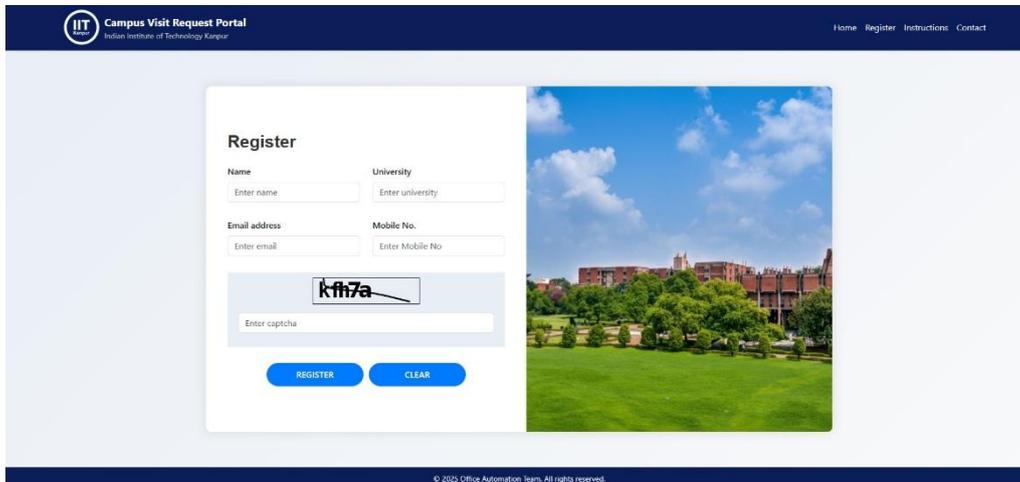


Help Document

CAMPUS VISIT REQUEST (CVR) PORTAL
OFFICE AUTOMATION

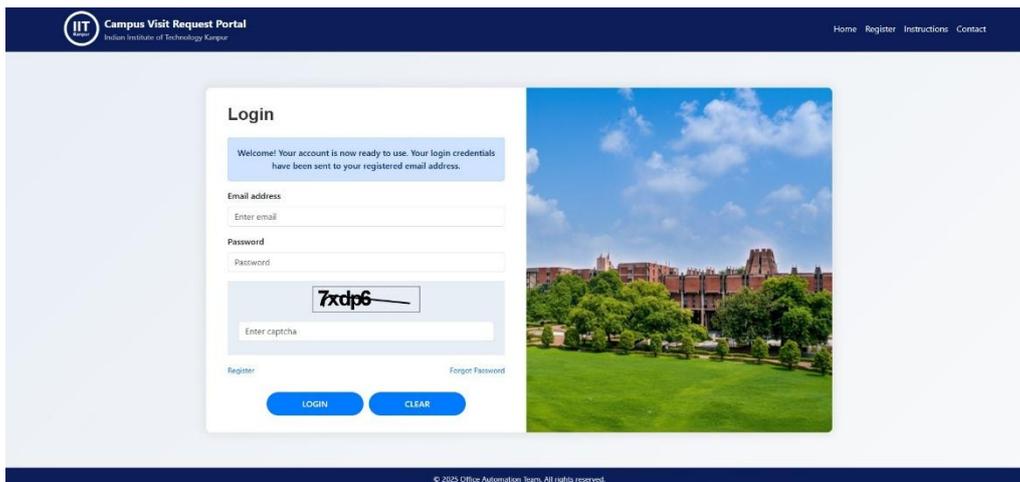
Campus Visit Request (CVR) Portal

1. The requester first needs to register for the Campus Visit Request (CVR) Portal using <https://oars.iitk.ac.in/cvrportal/jsp/login/register.jsp>



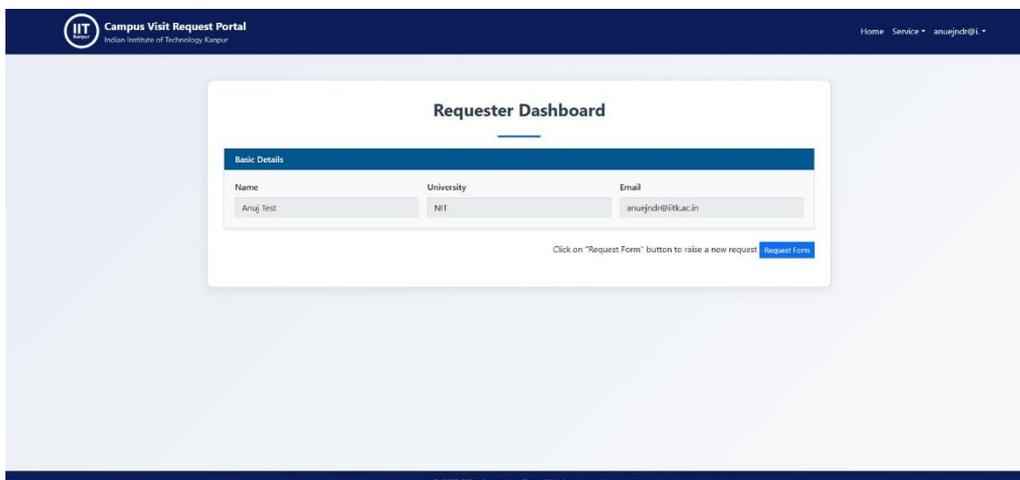
The screenshot shows the 'Register' page of the Campus Visit Request Portal. The page has a dark blue header with the IIT logo and navigation links: Home, Register, Instructions, Contact. The main content area is white and features a registration form on the left and a large image of a green lawn with a building in the background on the right. The form includes fields for Name, University, Email address, Mobile No., and a captcha. Below the form are 'REGISTER' and 'CLEAR' buttons. A copyright notice at the bottom reads: © 2025 Office Automation team. All rights reserved.

2. On successful registration, the requester will receive an email with user credentials to log in to this portal (<https://oars.iitk.ac.in/cvrportal/>).



The screenshot shows the 'Login' page of the Campus Visit Request Portal. The page has a dark blue header with the IIT logo and navigation links: Home, Register, Instructions, Contact. The main content area is white and features a login form on the left and a large image of a green lawn with a building in the background on the right. The form includes fields for Email address, Password, and a captcha. Below the form are 'LOGIN' and 'CLEAR' buttons. A message above the form states: 'Welcome! Your account is now ready to use. Your login credentials have been sent to your registered email address.' A copyright notice at the bottom reads: © 2025 Office Automation team. All rights reserved.

3. On login, the requester will be greeted with the following dashboard. The requester can start the filling of the CVR request form by clicking the "Request Form" button.



The screenshot shows the 'Requester Dashboard' of the Campus Visit Request Portal. The page has a dark blue header with the IIT logo and navigation links: Home, Service, anuejnd@i. The main content area is white and features a dashboard card with the title 'Requester Dashboard'. The card displays 'Basic Details' in a table format:

Name	University	Email
Ariuj Test	NIT	anuejnd@iitk.ac.in

Below the table, there is a message: 'Click on "Request Form" button to raise a new request' and a 'Request Form' button. A copyright notice at the bottom reads: © 2025 Office Automation team. All rights reserved.

4. Please find below the sample request form.

Request Form for Campus visit of Students of other Institutes/Universities/Colleges/Schools

Section 1: Institutes/Universities/Colleges/Schools Details

Name of the Institute *	Registration No. of the Institute *	Institute Type *
<input type="text" value="Name"/>	<input type="text" value="Registration/Establishment No."/>	<input type="text" value="SELECT"/>
Institute Address Line 1 *	Institute Address Line 2 *	Institute Address Line 3
<input type="text" value="Enter Institute Address Line 1"/>	<input type="text" value="Enter Institute Address Line 2"/>	<input type="text" value="Enter Institute Address Line 3"/>
City *	State *	Country *
<input type="text" value="Enter City"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>
Pin Code *	<input type="text" value="Enter Pin Code"/>	

Section 2: Groups Main Coordinator's Details

Name of the Coordinator *	Email ID of the Coordinator *	Mobile No. of the Coordinator *
<input type="text" value="Enter Name of the Coordinator"/>	<input type="text" value="Enter Email ID of the Coordinator"/>	<input type="text" value="Enter Mobile No. of the Coordinator"/>

Section 3: Head of the Institute/University/College/School Details

Institute Head Name *	Institute Head Email ID *	Institute Head Phone No. *
<input type="text" value="Name"/>	<input type="text" value="Email ID"/>	<input type="text" value="Phone No."/>

Section 4: Date & Time the Visit

* Please select the "From" and "To" dates to indicate your preferred time window. The authorities will pick a date & time of the visit from this window.

From *	To *	Labs to Visit
<input type="text" value="dd-mm-yyyy --:--"/>	<input type="text" value="dd-mm-yyyy --:--"/>	<input type="text" value="SELECT"/>

Section 5: Upload Documents

(a) Download the .xlsx file from this link, fill the details of the person(s) escorting the students and upload the same file. [Download Template *](#)

No file chosen

(b) Download the .xlsx file from this link and upload the list of students. [Download Template *](#)

No file chosen

(c) Upload request letter from the Institute Head to the Dean, Academic Affairs (IIT Kanpur) for the permission visit (Scanned PDF) *

No file chosen

I agree to the instructions * [\(Click to Read Instructions\)](#)

The form contains five sections: (1) Section 1: Institutes/Universities/Colleges/Schools Details, (2) Section 2: Groups Main Coordinator's Details, (3) Section 3: Head of the Institute/University/College/School Details, (4) Section 4: Date & Time the Visit, and (5) Section 5: Upload Documents.

Most of the fields in this form are self-explanatory and must be filled out.

- After clicking on the submit button in the request form page, the requester will receive an email, and the request can be viewed from the dashboard. The requester can log in at any time and check the request status from this page.

Requester Dashboard

Basic Details

Name	University	Email
Anuj Test	NIT	anujndr@iitk.ac.in

Click on "Request Form" button to raise a new request! [Request Form](#)

Previously Submitted Requests

Request No.	Name of the Institute	Date & Time of Visit	Person(s) Escorting the Students	List of Students	Request Letter from the Institute Head	Created On	Request Status
100027	Anuj	2026-02-21 11:55				2026-02-05	PENDING

Click on "Full Details" button to view all the previously raised requests! [Full Details](#)

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- The requester can view the complete details by clicking on the full details button.

Previous Requests

Select Columns | Generate Excel | Refresh List

Show 10 entries | Search:

Request No.	Name of the Institute	Visit's Window	Labs to Visit	Doc 1	Doc 2	Doc 3	Created On	Allotted Date	Approved By	Approved Date	Remark	Status
100027	Anuj	2026-02-21 11:55 To 2026-03-24 11:55	CC				2026-02-05 11:56					PENDING

Showing 1 to 1 of 1 entries | Previous 1 Next

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