

Attention Existing PG/PhD students

Registration for Academic Session 2017-18, Odd Semester for Continuing Students

General Instructions

All the postgraduate students enrolled in various program in the institute are hereby informed that they are required to follow the following procedure in respect of their registration in the concerned enrolled program for the Odd semester academic year 2017-18 (**Student ID card is must during the process of registration at the level of Programme Advisor & Academic Section**).

The steps for registration for the Odd semester are as follows:

1. Fee deposition will be through online mode through ERP login. The window for the same will be open from 4th July 2017. The procedure for paying fee is given in “The Instructions for payment of fee”. The fee structure is given on the website http://www.mnit.ac.in/academics/fee_structure.php students from Nepal and Bhutan can pay their fee either in US Dollars or in Equivalent Indian Rupees (if payment is made from banks in Nepal or Bhutan), however, in case of Rupee payment, they are required to get exchange rate certificate from the bankers and submit the same at MNIT Jaipur.
2. **Course Registration:** login into your ERP account and **fill your choice** of subjects for the Odd Semester from 13th July to 19th July 2016.
3. On any day between 17th to 19th July 2017, go to your **Program Advisor** in your Department and get your courses approved for Odd semester. **The student should sign in the registration roll list available with the program advisor.**
4. The student should ensure that the word **Approved** appears against the choice of courses filled by them for Odd semester in ERP. In case word “**Temp**” appears, it implies that the course has not been approved. The students may kindly note that in case word ‘**Temp**’ persist after the closure of registration process, they shall not be considered registered for that particular course and would not be permitted to appear in the Mid Term and End Term Examination for the said course.
5. Registration of continuing students with late fee of Rs 1,000/- from 20th July 2017 to 21st July 2017 and with a late fee of Rs. 10,000/- from 24th July 2017 to 27th July 2017.

Note: Students are required to submit undertaking through ERP only before submitting course registration by checking ‘I Undertake’ and they are not required to submit undertaking in hardcopy.

Classes will begin on 24th July 2017 and attendance shall be counted from 24th July 2017 irrespective of date of registration.

Please note that the registration will be complete only if all the following three steps are complete by the due date i.e: to be considered without late fee, all the steps should be completed by 19th July 2017.

- (1) Payment of fee**
- (2) Course Registration by student and approval by Program Advisor**
- (3) Signing on the register available at with the Program Advisor. PhD students shall sign in the roll list with convener DPGC of the department.**

Academic Section

CC: All HoDs, Convener DPGC and Faculty members

Note: In case of ERP related query send a mail to erp.acad@mnit.ac.in

For other query email pg.acad@mnit.ac.in