

# MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

## ACADEMIC SECTION

4 July, 2018

### Notification for registration in Odd Semester of Session 2018-19

All the **Undergraduate** students are hereby informed that they are required to register for the Odd semester academic year 2018-19 (**Student ID card is must during registration**).

**The steps for registration for the Odd semester in sequence are as follows:**

1. **Fee Deposition:** Fee deposition will be online through ERP login as per schedule given in table. The window for deposition of fee on ERP will open from **4 July, 2018**. DASA Students and those using Education loan facility will be able to print fee challan from their ERP login. Students who have got approval of education loan from this year are required to send proof of the education loan (issued by bank) at [erp.acad@mnit.ac.in](mailto:erp.acad@mnit.ac.in) to use challan facility. The fee structure is given on the website [http://mnit.ac.in/academics/fee\\_structure.php](http://mnit.ac.in/academics/fee_structure.php).

**Fee deposition through online mode:** The charges and procedure for online fee payment is given in “The Instructions for fee payment”.

**Payment Verification Link:** In case amount has been deducted from the bank account of a student and the transaction ID is not updated on ERP, the students are advised to confirm the payment status using Payment Verification Link before initiating fresh transaction.

**For making payments through Debit card it should be ensured that sufficient transaction limit is available in card.**

#### Instructions for students using education loan facility:

Transfer fee amount to institute bank account as details given below through NEFT/RTGS. Bank officials have to send payment confirmation email to [accounts.acad@mnit.ac.in](mailto:accounts.acad@mnit.ac.in) with following details:

#### Bank account details for fee payment

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Account Name : MNIT Jaipur  
Bank Account : 676801105615  
IFSC Code : ICIC0006768  
Branch Name : MNIT JAIPUR

#### Payment Confirmation email by Bank officials

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Student ID : -----  
Student Email : -----  
Amount : -----  
Transaction ID: -----

#### Instructions for DASA students:

**Institute Fee - Institute fee is to be paid online through ERP by all DASA students.**

#### Tuition Fee:

DASA students can pay fee either in USD or equivalent INR. Payment in INR will be accepted online with exchange rate from the concerned bank. *DASA students can also pay their tuition fee through **SWIFT** by using enclosed proforma. They have to provide transaction confirmation given by bank at the time of registration.*

2. **Course Registration:** Login into your ERP account and **fill your choice** of subjects for the Odd Semester. The window for course registration will be open from **4<sup>th</sup> July, 2018** after payment of fees. .

**Every student must register a minimum of 15 credits & not allowed to register more than 30 credits except final year students and beyond. Registration for academically deficient students (Total credits <15 in previous semester) is to be done in consultation with Mentor Faculty & DUGC convener as per promotion policy approved in the 35<sup>th</sup> Senate.**

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.

**Note for VII Semester students**

- a. Pre-registration of elective courses is closed on ERP. However students can register program electives and open electives available at the time of their registration if they have not pre-registered the same during preregistration schedule. All the advance electives and open electives are available which are not filled completely during the preregistration. The courses which have been dropped due to less number of preregistration will not run.
  - b. The students of B. Tech. VII semester of the Departments of Chemical Engineering, Civil Engineering, Mechanical Engineering and Metallurgical & Material Engineering are required to register in the **Basic Management (BMT499) course**.
3. Report physically to the concerned program advisor in respective department as per schedule given in Table 1 and get courses approved. The students shall ensure that registered courses show approved status on ERP. In case "Temp" status appears in front of any registered course, it implies that the course is not approved by the program advisor yet. **You are required to ensure that you sign in the register/list kept at the office of respective Program Advisor. Duly signed list of the students who have reported for course approval, must be sent to the Dean Academic Affairs for record within 3 days of closing of registration.**

**Table 1: Schedule of Fee deposition, course registration and approval by Programme Advisor**

S. No.	Activity		
	<b>Fee deposition followed by course registration</b>	Fee Payment	Course Approval
1	Without late fee	4 July, 2018-18 July, 2018	16 July, 2018-18 July, 2018
	With late fee of Rs 1,000/-	19 July, 2018-20 July, 2018	19 July, 2018-20 July, 2018
	With late fee of Rs 10,000 /-	23 July, 2018-27 July, 2018	23 July, 2018-27 July, 2018

**Please note that the registration will be complete only if all the following three steps are completed:**

- (1) **Payment of fee**
- (2) **Course Registration by student and approval by Program Advisor**
- (3) **Signing on the list available at office of Program Advisor**

**Classes will begin on 19<sup>th</sup> July, 2018 and attendance shall be counted from 19<sup>th</sup> July, 2018 irrespective of the date of registration.**

**Note:**

- All the concerned HODs and convener DUGC shall ensure that the respective Program Advisors are available to students for course approval during the days of registration as per the schedule given in Table 1.
- The Convener DUGC may also ensure that no eligible student remains unregistered after the last date of registration. In case any student does not approach the concerned Program Adviser for course approval, he will not be registered for the course. The Course Coordinator shall ensure that students who are attending their classes, their names must appear in the attendance list of the course on ERP otherwise they may inform the same to the student and Program Advisor.

**Instructions for F Grade course registration for B. Tech. 2011**

Students of 2011 and earlier batches those need to register for F grade subjects should meet their Program Advisor and submit paper registration forms. The registered course and its equivalent course code should be mentioned in the registration form. The Convener DUGC of the department should ensure that a copy of this is retained in department, before submitting it to the academic section.

**Note:**

1. For any query regarding registration write mail to [adug.acad@mnit.ac.in](mailto:adug.acad@mnit.ac.in) or contact the concerned program advisor in the department.
2. In case of any technical assistance related to ERP write mail to [erp.acad@mnit.ac.in](mailto:erp.acad@mnit.ac.in).

**Deputy Registrar**