

MALVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

ACADEMIC SECTION

Date: 21-12-2018

Notification for registration in Even Semester of Academic session 2018-19

All the UG, PG and Ph.D. students are hereby informed that they are required to register for the Even semester academic year 2018-19 (**Student ID card is must during registration**).

The steps for registration for the Even 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 **22 December 2018**. DASA students and students using Education loan facility will be able to print fee challan from their ERP login. **Students who have taken education loan from this year are required to send proof of the education loan (issued by bank) at 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.

Fee deposition through online mode: Students are supposed to go through the list of online payment charges of Payment Gateway. The procedure for paying fee through online mode is given in “The Instructions for fee payment” [Note: Online charges for Net Banking are lesser than debit card].

Fee deposition through Challan mode: DASA students and students using Education loan facility are required to submit DD with challan at **ICICI branch of MNIT only**. After fee payment by Challan they are required to submit the Institute copy of Fee Challan along with photocopy of DD to Academic Section.

Payment Verification Link: A fee payment verification link has been activated to avoid double payment. In case amount is deducted from the bank account of a student however the transaction ID is not updated on ERP, *the students before making the payment again are advised to confirm the payment status using Payment Verification Link (Available in actions of fee challan).*

For making payment 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 and email id of concerned student with following details.

Bank account details for fee payment	Payment Confirmation email by Bank officials	Details to be collected from ICICI Bank Ltd., MNIT Branch, Jaipur
Account Name : MNIT Jaipur	Student ID :.....	Student ID :.....
Bank Account : 676801105615	Student Name :.....	Student Name :.....
IFSC Code : ICIC0006768	Student Email :.....	Student Email :.....
Branch Name : MNIT Jaipur	Amount Transferred :.....	Amount Received:.....
	Transaction ID :.....	Transaction ID :.....

Note: Students opting for NEFT Facilities through Bank are required to ensure that their students ID should reflect in NEFT remitted by the Bank.

Instruction for DASA students:

DASA Students (other than CIWG)

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

DASA Students (CIWG)

DASA CIWG students, is paying fee in INR can pay total fee (tuition fee and Institute fee) through ERP. However, in case they are paying fee in USD, either through DD or SWIFT, they are required to submit exchange rate certificate from the concerned bank. **DASA students can pay tuition fee through SWIFT by using enclosed performa. They have to provide transaction confirmation by bank alongwith exchange rate certificate at the time of registration.**

2. **Course Registration for UG, PG and Ph.D.:** Login into your ERP account and **fill your choice** of subject for the Even Semester. The window for course registration will open after payment of fee.

Every UG 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 35th 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 VIII semester UG students

- a. Pre-registration of elective course is closed on ERP. However students can register program electives and open elective available at the time of their registration if 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 course which have dropped due to less number of preregistration will not run.
 - b. The students of B.Tech. VIII semester of the Departments of Computer Science and Engineering, Electrical Engineering and Electronics & Communication Engineering are required in the **Basic Management (BMT499) course**.
3. Report physically to the concerned program advisor respective department as per schedule given in Table 1 and get course approved. The students shall ensure that registered course show approved status on ERP. In case "Temp" **You are required to ensure that you sign in the register/kept at the office of respective program Advisor. Duly signed list of the students who have reported for course approved, must be sent to the Dean Academic Affairs for record within 3 days of closing registration.**

Table 1: Schedule of Fee deposition, course registration and approved by programme Advisor

S. No.	Activity	Fee payment	Course Approved
	Fee deposition followed by course registration		
1.	Without late fee	22 Dec 2018 to 04 Jan 2019	02 Jan 2019 to 04 Jan 2019
	With late fee of Rs.1,000/-	05 Jan 2019 to 08 Jan 2019	07 Jan 2019 to 08 Jan 2019
	With late fee of Rs.10,000/-	09 Jan 2019 to 11 Jan 2019	09 Jan 2019 to 11 Jan 2019

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 approved by program Advisor**
- (3) **Signing in the list available at office of program Advisor**

Classes will begin on 07th January 2019 and attendance be counted from 7th January 2019 respective of the date of registration.

Note:

- All the concerned HODs and convener DUGC/DPGC shall ensure that the respective Program Advisor are available to students for course approved during the days of registration as the schedule given in Table 1.
- The Convener DUGC/DPGC may also ensure that no eligible student remains unregistered after last date of registration. In case any student dose not approach the concerned Program Advisor 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 inform the same to the student and Program Advisor.

Instruction for 'F' Grade course registration for B.Tech. 2011

Students of 2011 and earlier batches those need to register for F grade subject 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 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 for UG to adug.acad@mnit.ac.in, for PG adpg.acad@mnit.ac.in and Ph.D. adphd.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.