

# MALVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

## ACADEMIC SECTION

Date: 05-07-2019

### **Notification for registration of all Existing Students in Odd Semester Academic Session 2019-20**

All existing (UG, PG and Ph.D.) students are hereby informed that they are required to register for the odd semester academic year 2019-20 (**Student ID card is must during registration**).

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

- (1) Fee Deposition**
- (2) Course Registration by student and approval by program Advisor**
- (3) Signing in the list available at office of program Advisor**

#### 1. **Fee Deposition:**

- a. **Fee deposition through online mode:** Fee deposition will be online through ERP login for all the students (**including DASA Students**), as per schedule given in table. The window for deposition of fee on ERP will open from **5<sup>th</sup> July 2019**. 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".

**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).*

**Note: For making payment through debit card it should be ensured that sufficient transaction limit is available in card.**

#### b. **Fee deposition through NEFT (Only for students who have taken Education Loan)**

In order to facilitate the students, from this semester onwards, NEFT option is added in ERP for students who have taken education loan and are willing to pay their fee through NEFT. To select NEFT option go to: ERP Login >> My Activities >> My Challans >> Pay Online >> Select NEFT option >> Download NEFT Challan.

The below information will be generated in NEFT Challan:-

1. Account Name : Malaviya National Institute of Technology
2. Account Number of Institute (Confidential & unique for every student):
3. IFSC Code:
4. Student details (Student Name, Student Id, etc.):
5. Amount: (Fee + Charges)

The students are required to take a print out of NEFT Challan and submit to bank from where they have taken education loan with a request to transfer the fee as per the details of the NEFT Challan. Student are also required to confirm with the bank that the amount has been transferred to the bank account of MNIT, Jaipur and have to submit the proof of payment to academic section at the time of registration.

In case of any query for NEFT option, contact: 9549650757

**Note:**

- 1. The payment of fee through NEFT is only allowed through ERP, No NEFT/RTGS without ERP Challan is permissible.**
2. This facility is only for those students who have availed education loan facility from the bank and other students are required to pay fee only either through Net Banking/Debit Card through ERP Portal.

**c. Fee deposition through Challan mode:**

DASA students and students using education loan can also pay through Demand Draft, these students will be able to print fee challan from their ERP login. For the purpose they are required to submit DD with challan at ICICI branch of MNIT, Jaipur only **and submit the Institute copy of Fee Challan along with photocopy of DD to Academic Section at the time of registration.**

**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](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).

**d. Fee Deposition through SWIFT/DD (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 (Either through DD or SWIFT) or equivalent INR (the conversion rate applicable will be 1 USD = INR 70.40 (as per notification No. 45/2019-Customs (N.T.) dated 20<sup>th</sup> June 2019).

**DASA Students (SAARC and NON - SAARC)** - Payment in INR will be accepted online with exchange rate from the concerned bank.

DASA students can also pay their tuition fee through SWIFT (Details as below). They have to provide transaction confirmation given by bank at the time of registration in Academic Section.

To:	Bank Name:	JP MORGAN CHASE, NEW YORK
Field 56	Swift Code / BIC :	CHASUS33XXX
(Intermediary bank)	Bank Clearing Code	FED ABA 021000021
For credit to:	Account Number:	400808595 USD
Field 57	Beneficiary Bank :	Malaviya National Institute of Technology Jaipur ICICI Bank Ltd. Prabha Bhawan MNIT Campus Jaipur Account No. 676801105615 IFSC CODE – ICIC0006768
Field 70/72	Purpose of remittance:	COLLEGE FEES
Narration		Pl request your Bank to mention student ID and Name of student in narration column

2. **Course Registration for UG, PG and Ph.D.:** Login into your ERP account and **fill your choice** of subject for the Odd 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 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 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 courses which have 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. **Physical Reporting** – The candidates are required to report 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		
1.	Fee deposition followed by course registration	Fee payment	Course Approval
2.	Without late fee	05 <sup>th</sup> July to 19 July 2019	17 July to 19 July 2019
	With late fee of Rs.1,000/-	20 July to 23 July 2019	22 July 2019 to 23 July 2019
	With late fee of Rs.10,000/-	24 July to 26 July 2019	24 July to 26 July 2019

**Classes will begin on 22 July 2019 and attendance be counted from 22 July 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 be registration. In case any student does 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](mailto:adug.acad@mnit.ac.in), for PG [adpg.acad@mnit.ac.in](mailto:adpg.acad@mnit.ac.in) and Ph.D. [adphd.acad@mnit.ac.in](mailto: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](mailto:erp.acad@mnit.ac.in).**

**Dean, Academics**