MALVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

ACADEMIC SECTION

Date: 18-09-2020

<u>Notification for registration of all Existing Students in Odd Semester Academic Session 2020-21</u>

All existing (UG, PG and Ph.D.) students are hereby informed that they are required to register for the odd semester academic year 2020-21.

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

(1) Fee Deposition
(2) Online Course Registration by student
(3) Online approval by Program Advisor

1. **<u>Fee Deposition:</u>**

In this semester, i.e., Odd Semester 2020-21, Institute has reduced the institute fee for some components of the fee structure for all degree programes. The reduced fee structure shall be applicable only for Odd Semester 2020-21.

Note: All UG students are provided options to make payment of **tuition fee** in either in one installment or two equal installments. Students can opt for installments at the time of Challan creation in ERP. Student opts for two installments, are required to pay first installment at the time of registration and may pay the second installment on or before 8th Nov, 2020.

Please read the ERP manual **"How to make online fee payment?"**

a. **<u>Fee deposition through online mode:</u>** 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 **22nd September 2020.** Students are supposed to go through the list of online payment charges of Payment Gateway.

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).*

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

b. **<u>Fee deposition through NEFT (Only for students who have taken Education Loan)</u>**

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 to use challan facility. The fee structure is given on the website http://mnit.ac.in/academics/fee_struture.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 76.40 (as per notification No. 55/2020-Customs (N.T.) dated 02nd July 2020.

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 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 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 pre-registration. 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** – Due to COVID-19 pandemic, physical reporting is not required. The students shall ensure that registered courses show '**APPROVED**' status on ERP. In case, '**TEMP**' status on ERP, you are required to contact concern program advisor to approve the course on ERP.

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

S. No.	Activity	Fee payment & Course Registration
1.	Without late fee	22nd Sep to 27th Sep 2020
2.	With late fee of Rs.1,000/-	28th Sep to 30th Sep 2020
3.	With late fee of Rs.10,000/-	01st Oct to 05th Oct 2020

Classes will begin on 28 Sep 2020 and attendance will be counted from 28 Sep 2020 irrespective of the date of registration.

Note:

- All the concerned HODs and Convener DUGC/DPGC shall ensure that the respective Program Advisor approve the registered courses of the concerned students on ERP 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. The course coordinator shall ensure that students who are attending their online 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.

Note:

1. **For any query regarding registration write mail for UG to <u>adug.acad@mnit.ac.in</u>, for PG <u>adpg.acad@mnit.ac.in</u> and Ph.D. <u>adphd.acad@mnit.ac.in</u>or contact the concerned program advisor in the department.**

2. **In case of any technical assistance related to ERP write mail to <u>erp.acad@mnit.ac.in</u>.**

Dean, Academics