

MALVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

ACADEMIC SECTION

Date: 01-01-2021

Notification for registration of all Existing Students in Even Semester Academic Session 2020-21

All UG (except 1st year), PG, and PhD students are hereby informed that they are required to register for the even semester for the 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. Fee Deposition:

In this semester, i.e., Even Semester 2020-21, Institute has reduced the institute fee for some components of the fee structure for all degree programs. The reduced fee structure shall be applicable also for Even Semester 2020-21 except for UG Final year/PG Final year/All PhD students. They have to pay full fee.

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

- 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 **04th January 2021**. 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).*

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 to use challan facility. The fee structure is given on the website http://mnit.ac.in/academics/fee_structure.php.

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 pre-registration. The courses 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 & Engineering, Electrical Engineering and Electronics & Communication Engineering are required to register in the Basic Management (BMT499) course.

3. **Physical Reporting** – Due to COVID-19 pandemic, physical reporting is not required for B.Tech (II and III Year), B.Arch (II, III and IV Year), PG (except Final year). 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.

UG Final year students have to report physically between 13-17th January 2021, as notified earlier. On 20th Jan 2021 they will meet the program advisor for course approval.

The dates for physical reporting of PG (Final Year) and PhD scholars will be notified later.

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

S. No.	Activity	Fee payment & Course Registration
1.	Without late fee	04 th Jan to 10 th Jan 2021
2.	With late fee of Rs.1,000/-	11 th Jan to 13 th Jan 2021
3.	With late fee of Rs.10,000/-	14 th Jan to 16 th Jan 2021

Online Classes for UG (II and III Year) will begin on 11 January 2021 and attendance will be counted from 11 January 2021 irrespective of the date of registration.

Offline classes for UG Final year will begin from 21st Jan 2021. Class schedule for PG/PhD students will be notified later.

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 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 adug.acad@mnit.ac.in, for PG and Ph.D. adpg.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.

Dean, Academics