

ACADEMIC SECTION

No. Academic/MNIT/2015/23

Dated: 24-02-2015

OFFICE ORDER

As per the decision taken by the Senate in its 31<sup>st</sup> Meeting (Item No. 31-5.4) held on 02<sup>nd</sup> December 2014, the following guidelines/frame work shall be applicable to the students who come to MNIT Jaipur for some project/research work for some specific period as non-degree students.

**Category-I Indian Student (Without MoU)**

- 1) In case the stay of the student(s) in MNIT is for a period less than a semester :- Only the information shall be communicated to Dean (Academic Affairs) and Dean (SW) office regarding the student. The concerned Head of the Department shall assign a host faculty to take care of student for the entire period of his/her stay in MNIT.
- 2) In case the stay of the student(s) in MNIT is equal to or more than one semester- a prior approval of Dean (Academic Affairs) has to be obtained in this respect.

In any of the case listed above,

- a. If it requires the student to stay on campus:- charges as decided by the committee below shall be applicable to the student.
- b. If no coursework is involved:- As the student shall be utilizing the lab. /library/Internet facility of the Institute hence, the charges as decided by the committee below shall be applicable to the student.
- c. If coursework is involved:- the fee structure as decided by the committee below shall be applicable to the student.

**Constitution of the committee**

Dean (AA)	- Chairman
Chairman SPGB/SUGB	- Member
AD PG/UG-Member	- Member
HoD of the concerned Dept	- Member
DPGC/DUGC convener of the concerned Dept	- Member
Chief Warden	- Member (Incase requires stay in hostel)
Dean (SW)	- Member

(Dean (SW) may issue a visiting ID card to the student/visitor with a copy to institute security).

**Category-II Foreign Student (without MoU)**

Such cases shall be dealt by the above committee on case by case basis. Necessary papers of communication (including email etc.) should be sent by the internal faculty mentor through the concerned HoD to the above said committee for assessment of the case. The committee may seek further clarifications if need be from the proposed host faculty. The student/host faculty would be required to submit the following to the committee:-



