

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR
ACADEMIC SECTION

No. Academic/MNIT/2015/

Dated: May, 11, 2015

OFFICE ORDER

As per the decision taken by the Senate in its 31st Meeting (Item No. 31-5.4) held on 02nd December 2014 and the approval of the competent authority 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 MNITJ 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 MNITJ.
- 2) In case the stay of the student(s) in MNITJ 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,

- If it requires the student to stay on campus-charges as decided by the committee below shall be applicable to the student.
- If no coursework is involved, as the student shall be utilizing the lab facility/library/Internet facility of the Institute hence, the charges as decided by the committee below shall be applicable to the student.
- However, 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 SUGB/SPGB	- 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:-

- Official clearance from the host country and affiliating University.
- MEA, MHA and/or MHRD clearance for the visit of the country (since MNITJ will need to issue a visa support letter to the visitor).
- Medical clearance etc.
- Any other requirement deemed to be fulfilled for such students as laid down by the said committee.

The student would required to pay fee as decided by the above said committee (on case by case basis depending upon the fact that it would require course work or not). Further, charges (if any) for the facilities to be used by the student, may either be paid by the student or may be debited from the project funds of the host faculty member on his/her request/written consent.

The above conditions need be applied only in category I & II [i.e. cases not covered by any of the standing MoUs of MNITJ with Indian/foreign Institute(s)].

Category-III in case of MoU between MNITJ & the Sponsoring Organization/Institute

In case there is a standing MoU between the MNITJ and the sponsoring organization/ institute (Indian/Foreign partner):

- 1) Student(s) should be cleared at the department level itself if no credit transfer is envisaged with information to Dean (AA) and Dean (SW) offices through MNITJ host faculty of the student and concerned HoD.
- 2) In case it involves course/research work at MNITJ, as part of Institute MoU, then the student shall be asked to register for the courses as per MNITJ norms.

The fee and other charges to be paid by the student(s) shall be governed by the clause(s) of the MoU.

Category-IV In case of a Collaborative Project Between MNIT & the Sponsoring Organization/Institute

In case of any student who is on visit for some taught course/research work at MNITJ as part of collaborative project(s), then he/she will need to process due diligence with PI and Head of the concerned department only if it does not involve any credit transfer. It expected that his/her stay and accommodation shall be covered by MNITJ PI through respective project.

Notwithstanding the rules mentioned above, in all the cases involving an outside student/scholar visiting MNITJ for course work/research work/project work, the final approval rests with Chairman Senate & Director MNITJ.

