

## ACADEMIC SECTION

Noj-1638

15-Dec, 2016

## Notification for registration in Even Semester of Session 2016-17

All the Undergraduate students enrolled in various program in the institute are hereby informed that they are required to register in the enrolled program for the Even semester academic year 2016-17 (Student ID card is must during the process of registration at the level of Programme Advisor).

The steps for registration for the Even semester in sequence are as follows:

1. **Fee deposition will be through online mode in ERP login.** The window for deposition of fee will open from 20<sup>th</sup> December 2016. The procedure for paying fee is given in "The Instructions for fee payment". For special cases (Education Loan etc.) where online deposition is not possible, student is required to produce proof of education loan to academic section. On receipt of proof, Academic Section will enable challan print option in student ERP login to deposit the required fee through Challan, In this case, after deposition of fee in bank, student is required to submit the institute copy of challan with transaction ID(provided by bank) to academic section. The fee structure is given on the website <http://www.mnit.ac.in/academics/UG.php>.

Fee structure for B. Tech./B. Arch. Students admitted in the session 2016-17

S. No.	Head	Income < 1 Lakh	Income 1 Lakh to 5 Lakh	Income above 5 Lakh	PH/SC/ST	DASA/SAARC/N ON-SAARC	DASA-CIWG
1	Admission Fee	1500	1500	1500	1500	1500	1500
2	Tuition Fee per Semester	0	20834	62500	0	0	USD equivalent to INR 62500
3	Institute Fee	14800	14800	14800	14800	14800	14800
	<b>TOTAL</b>	<b>16300</b>	<b>37134</b>	<b>78800</b>	<b>16300</b>	<b>16300</b>	<b>16300+USD</b>

**Instructions for DASA students:**

**Institute Fee** - Institute fee is to be paid online through ERP by all DASA students including DASA CIWG Students.

**Tuition Fee** - In addition to above, DASA-CIWG students should bring DD for Tuition Fee (equivalent to INR 62,500) in US Dollars in favor of **Registrar MNIT Jaipur, payable at Jaipur** along with exchange rate certificate issued by the banker. For this purpose, Students have to collect the Fee Challan from academic section and deposit the same at MNIT Jaipur ICICI Branch through Fee Challan.

After fee payment by Challan they are required to submit the Institute copy of Fee Challan alongwith photocopy of DD to Academic Section and then students have to proceed to program advisor for course approval.

2. **Course Registration:** Login into your ERP account and fill your choice of subjects for the Even Semester. The window for course registration will be opened from 20<sup>th</sup> December 2016.

Every 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 for VIII Semester students**

- a. Pre-registration of elective courses is closed on ERP. However students can register advance electives and open electives available at the time of their registration if they 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 been 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. Report physically to the concerned program advisor in respective department as per schedule given in Table 1 and get courses approved. The students shall ensure that registered courses show approved status on ERP. In case "Temp" status appears in front of any registered course, it implies that the course is not approved by the program advisor yet. **You are required to ensure that you sign in the register/list kept at the office of respective Program Advisor. Duly signed list of the students who have reported for course approval, must be sent to the Dean Academic Affairs for record within 3 days of closing of registration.**

**Table 1: Course approval by Programme Advisor in the concerned Department**

S. No.	Activity		
	<b>Fee deposition</b>		
1	Fee deposition without late fee	20-12-2016 Monday	04-01-2017 Wednesday
	Fee deposition with late fee of Rs 1,000/-	05-01-2017 Thursday	06-01-2017 Friday
	Fee deposition with late fee of Rs 10,000 /-	09-01-2017 Monday	11-01-2017 Wednesday
2	<b>Filling of courses in ERP</b>	From 20-12-2016	
3	<b>Approval of registration in Department by program advisor</b>		
	Approval without late fee	02-01-2017 Monday	04-01-2017 Wednesday
	Approval with late fee of Rs 1,000/-	05-01-2017 Thursday	06-01-2017 Friday
	Approval with late fee of Rs 10,000 /-	09-01-2017 Monday	11-01-2017 Wednesday
	No registration after last date, i.e., 11-01-2017 Wednesday		

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

- (1) **Payment of fee**
- (2) **Course Registration by student and approval by Program Advisor**
- (3) **Signing on the list available office of Program Advisor**

Classes will begin on 5<sup>th</sup> January 2016 and attendance shall be counted from 5<sup>th</sup> January 2016 irrespective of the date of registration.

**Note:**

- All the concerned HODs and convener DUGC shall ensure that the respective Program Advisors are available to students for course approval during the days of registration as per the schedule given in Table 1.
- The Convener DUGC may also ensure that no eligible student remains unregistered after the last date of registration. In case any student does not approach the concerned Program Adviser 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 may inform the same to the student and Program Advisor.

**Instructions for F Grade course registration for B. Tech. 2011**

Students of 2011 and earlier batches those need to register for F grade subjects 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 ensure 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 to [adug.acad@mnit.ac.in](mailto:adug.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).

*Reetu Singh*  
Deputy Registrar