

ACADEMIC SECTION

No. - 2831

4 July, 2017

Notification for registration in Odd Semester of Session 2017-18

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 Odd semester academic year 2017-18 (Student ID card is must during the process of registration at the level of Programme Advisor).

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

1. **Fee Deposition:** Fee deposition will be through online mode through ERP login. The window for deposition of fee on ERP will open from 4th July, 2017. DASA Students and those using Education loan facility will be able to print fee challan from their ERP login. Students who have got approval of 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.

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 (admitted in 2016-17) students should bring DD for Tuition Fee (USD equivalent to INR 62,500 along with exchange rate certificate issued by the banker) and other DASA students should bring DD for tuition fee (both odd and even semesters tuition fee will be taken in odd semester) in US Dollars in favor of **Registrar MNIT Jaipur, payable at Jaipur.**

Students from Nepal and Bhutan can pay their fee either in US Dollars or in Equivalent Indian Rupees (if payment is made from banks in Nepal or Bhutan), however, in case of Rupee payment, they are required to get exchange rate certificate from the bankers and submit the same at MNIT Jaipur.

Fee deposition through online mode: Students are supposed to go through the list of online payment charges of Payment Gateway. The procedure for paying fee through online mode is given in "The Instructions for fee payment".

Payment Verification Link: A fee payment verification link has been activated to avoid double payment. In case amount has been 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).

Fee deposition through Challan mode: Students have to submit DD with challan at **ICICI branch of MNIT only.** After fee payment by Challan they are required to submit the Institute copy of Fee Challan along with photocopy of DD to Academic Section.

2. **Course Registration:** Login into your ERP account and fill your choice of subjects for the Odd Semester. The window for course registration will be open from 4th July, 2017.

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 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 students

- a. Pre-registration of elective courses is closed on ERP. However students can register program 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. 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. 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		
	Fee deposition		
1	Fee deposition without late fee	4 th July 2017, Tuesday	19 July 2017, Wednesday
	Fee deposition with late fee of Rs 1,000/-	20 July 2017, Thursday	21 July 2017, Friday
	Fee deposition with late fee of Rs 10,000 /-	24 July 2017, Monday	27 July 2017, Thursday
2	Filling of courses in ERP	From 04-07-2017	
3	Approval of registration in Department by program advisor		
	Approval without late fee	17 July 2017, Monday	19 July 2017, Wednesday
	Approval with late fee of Rs 1,000/-	20 July 2017, Thursday	21 July 2017, Friday
	Approval with late fee of Rs 10,000 /-	24 July 2017, Monday	27 July 2017, Thursday
	No registration after 27 th July 2017.		

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 at office of Program Advisor

Classes will begin on 24th July, 2017 and attendance shall be counted from 24th July, 2017 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 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.

Reetu Singh
Deputy Registrar