

**Attention Existing PG/PhD students**

**Registration for Academic Session 2017-18, Even Semester for Continuing Students**

**General Instructions**

All the postgraduate students enrolled in various program in the institute are hereby informed that they are required to follow the following procedure in respect of their registration in the concerned enrolled program for the Even semester academic year 2017-18 (Student ID card is must during the process of registration at the level of Programme Advisor & Academic Section).

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

1. Fee deposition will be through online mode through ERP login. The window for the same will be open from 20<sup>th</sup> Dec, 2017. The procedure for paying fee is given in "The Instructions for payment of fee". The fee structure is given on the website [http://www.mnit.ac.in/academics/fee\\_structure.php](http://www.mnit.ac.in/academics/fee_structure.php) 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.
2. **Course Registration:** login into your ERP account and fill your choice of subjects for the Even Semester from 20 Dec, 2017 to 4 Jan, 2018.
3. On any day between 2<sup>nd</sup> to 4<sup>th</sup> January 2018, go to your **Program Advisor** in your Department and get your courses approved for Even semester. **The student should sign in the registration roll list available with the program advisor.**
4. The student should ensure that the word **Approved** appears against the choice of courses filled by them for Even semester in ERP. In case word "**Temp**" appears, it implies that the course has not been approved. The students may kindly note that in case word '**Temp**' persist after the closure of registration process, they shall not be considered registered for that particular course and would not be permitted to appear in the Mid Term and End Term Examination for the said course.
5. Registration of continuing students with late fee of Rs 1,000/- from 5<sup>th</sup> January, 2018 to 6<sup>th</sup> January, 2018 and with a late fee of Rs. 10,000/- from 10<sup>th</sup> January 2018 to 12<sup>th</sup> January 2018.

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.

Classes will begin on 5<sup>th</sup> January 2018 and attendance shall be counted from 5<sup>th</sup> January 2018 irrespective of date of registration.

Please note that the registration will be complete only if all the following three steps are complete by the due date i.e: to be considered without late fee, all the steps should be completed by 4<sup>th</sup> January 2018.

- (1) Payment of fee
- (2) Course Registration by student and approval by Program Advisor
- (3) Signing on the registration roll list available at with the Program Advisor. PhD students shall sign in the roll list with convener DPGC of the department.

CC: All HoDs, Convener DPGC and Faculty members

Note: In case of ERP related query send a mail to [erp.acad@mnit.ac.in](mailto:erp.acad@mnit.ac.in)

For other query email [pg.acad@mnit.ac.in](mailto:pg.acad@mnit.ac.in), [phd.acad@mnit.ac.in](mailto:phd.acad@mnit.ac.in)

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