Malaviya National Institute of Technology, Jaipur
Academic Section

Instructions for newly admitted PhD students through
Entrance Exam – Even Semester 2020-21

Online Reporting Schedule – 09th February to 10th February, 2021

Date : 02-02-2021

The newly admitted students will be reporting online for the Ph.D. admission even semester 2020-21.

You will get a system generated email containing student ID along with MNIT ERP credentials & manual from the institute by 5 PM 8th February, 2021.

To complete the registration process follows the steps given below:

1. After getting STUDENT-ID from the Institute
   a) Send documents mentioned in **Annexure-2** through mail to
      phd.acad@mnit.ac.in (Phd Admission) by mentioning
      the following in mail subject.
      "Documents of new admission 2020- - - xxxx(STUDENT ERP ID)"
   b) Undertaking for pending documents (if any). Undertaking format is given in **Annexure-1.**
      You are required to take a print, fill it and send after signing it.
      Note: Hard copy of the required documents as per **Annexure-2** is to be submitted in the Institute when the Student is asked to report physically in the Institute.

2. **Institute Fee Submission:** Using the given credentials, access the MNIT ERP to pay your fee through the online payment mode. To pay the fee online follow the steps given **"How to pay fee online through ERP?"** in **Annexure-3**

Fee Structure : **http://www.mnit.ac.in/cms/uploads/2020/08/Fee_Structure_Ph.D_._2020-21_.pdf**

3. You will be able to download Institute Provisional Admission Letter from the MNIT ERP. You can visit MNIT ERP at the following link (http://mniterp.org/mniterp/)

4. All the communication with the student will be done through the Institute Email ID. So the students are advised to regularly check their Institute email id.

5. Students are adivsed to send their quiery through their institute email ID only.

For queries write an email to:

phd.acad@mnit.ac.in : PhD admission related queries
erp.acad@mnit.ac.in : ERP related technical queries.

ACADEMIC SECTION

Malaviya National Institute of Technology Jaipur
Academic Section

Undertaking

I ………………………………. s/o d/o c/o ……………………………………….. undertake that I will submit my following pending documents latest by 28 / 02 /2021 (DD/MM/YYYY). I understand that if I fail to submit the same by due date, my admission would be cancelled and no fee would be refunded to me.

List of pending documents:

1. ……………………………………………………………….
2. ……………………………………………………………….
3. ……………………………………………………………….
4. ……………………………………………………………….
5. ……………………………………………………………….
6. ……………………………………………………………….
7. ……………………………………………………………….
8. ……………………………………………………………….

Following are my admission details:

      Name   :   …………………

      ERP ID   :   …………………

      Application ID :   …………………

      Degree   :   …………………

      Branch   :   …………………

      Signature of student

      Place :   …………………

      Date :   …………………

List of the documents (scanned copy) to be submitted through email.

1) **File 1:-** Containing recent passport size photograph in JPEG format (size 30KB).
2) **File 2:-** Containing following documents (**in one PDF file & size must be less than 2000 KB**) in the order indicating below:-

1. Photo ID proof (Aadhar Card/Voter ID/DL etc.)
2. Aadhar Card compulsory
3. Class X (High School) Board Certificate as proof of date of birth
4. Mark sheet of Class XII
5. Graduation Mark sheets and Degree Certificate
6. Post Graduation Mark sheets and Degree Certificate/Provisional.
7. NET/GATE Certificate
8. Migration Certificate issued from last institution (**to be submitted in original**)
9. Character Certificate (from the Director/Dean of Students Affairs of the Institute from where the candidate has graduated (For Full-time/Part Time candidates), issued from last institution (**to be submitted in original**).
10. Certificate of category (OBC / SC / ST), (Central Govt. Format) if applicable, issued by the competent authority. (OBC certificate must be issued after March 31st 2020).
11. Undertaking by the candidate regarding OBC status in required format**. (Annexure VIII)***
12. Certificate for Persons with Disabilities (PWD), if applicable
13. NOC from the employer for **Part Time candidates. (Annexure V)***
14. NOC from the employer for **Off Campus candidates. (Annexure VI)***
15. Service Experience Certificate for Sponsored Full Time and Part time candidate.
16. Character Certificate from the employer on the official stationary and rubber stamp of the Organization / institution (For full-time /part-time candidates only).
17. Character Certificate from two persons of repute where the candidate has been residing for the last two years (For part-time course applicants only).
18. Format for candidates whose result of the qualifying examination has not been declared **(Annexure II)**
19. Medical Certificate (**to be submitted in original**).
20. **The Institute fee will be paid by online mode only. Candidates are advised to ensure they have net banking enabled in their bank account or should have debit card to pay fee.**
21. Link of Institute fee structure-
    http://www.mnit.ac.in/cms/uploads/2020/08/Fee_Structure_Ph.D_._2020-21_.pdf

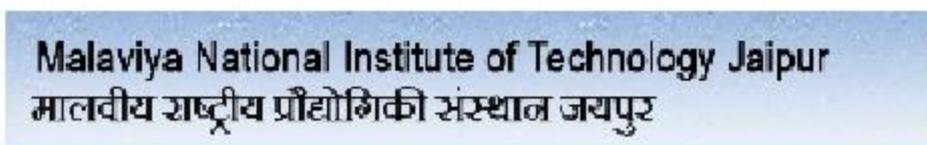*As per the Performa in Ph.D. Admission Brochure Even Semester 2020-21.

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How to pay fee online through MNIT ERP (http://mniterp.org/mniterp/)

How to login into ERP?

1. Open the URL mniterp.org in your browser.

2. System will ask LDAP security credentials. Details are given as:
    a. ID : appmnit
    b. Password : pwd8985$

3. Select the type of user to access login screen. (Student)

4. Login into ERP by using student login credentials. (Check your registered email for login details)

How to pay fee through ONLINE PAYMENT MODE?

1. Go to My Activities->My Challans

2. Select your fee challan and click on actions ('Down arrow in left of challan')
3. Select 'Pay Online' option to initiate online payment.
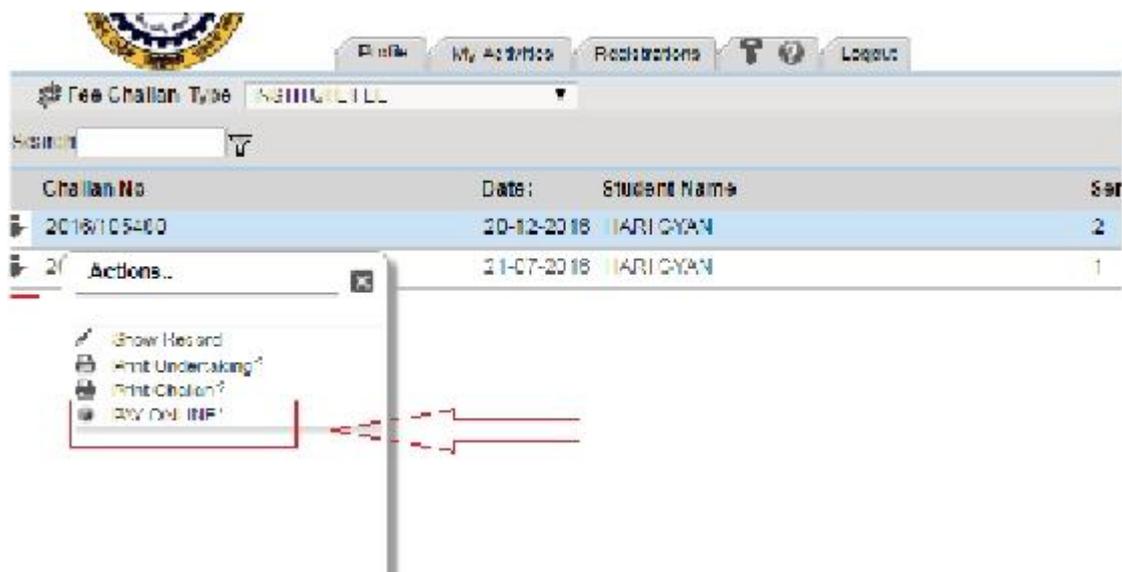
4. Select gateway from available list of gateways. Active gateways are:
    a. TPSL
    b. EazyPay
5. Follow the instructions on screen and complete your fee payment using any of available payment mode:

       a. Debit cart

       b. Net banking

Note: Steps to complete fee payment may be different as per selected gateway or your bank. You are advised to check help manual of payment gateway.

How to confirm payment status?

1. After fee payment, Gateway will redirect you to MNIT ERP. Payment successful if it shows you success message with transaction ID.

2. To confirm it on ERP, you can check transaction ID in 'Transaction ID' column of challan record.