MALVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR
ACADEMIC SECTION

No:- 101D

Date: 24-01-2022

Revised Notification for registration of Existing [PG IInd Semester(M.Tech./M.Plan./MSc./MBA) & Phd] Students in Even Semester Academic Session 2021-22

Above students of the institute are hereby informed that they are required to register for the even semester academic year 2021-22 as per the table below.

Table 1: Schedule of Fee deposition, Course registration and approval by programme Advisor

S. No.	Activity	Schedule
1.	Fee payment without late fee	24th Jan 2022 to 31st Jan 2022

Note:

1. Although fee submission for PG IInd Semester starts from 24th January, 2022 but course registration window for these students will open from 27th January, 2022 to 31st January, 2022.

2. For those paying fees after 31st January, 2022, late fees will be applicable as per the institute's rule.

Commencement of Classes: PG IInd Semester & PhD: 31st January 2022

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

(1) Fee Deposition
(2) Online Course Registration by student
(3) Online/Offline approval by Program Advisor

1. **Fee Deposition:**

Please read the ERP manual **"How to make online fee payment?"**

   a. **Fee deposition through online mode:** Fee deposition will be online through ERP login for all the students **(including DASA Students),** as per schedule given in table 1. The window for deposition of fee on ERP will open from **24th January 2022.** Students are supposed to go through the list of online payment charges of Payment Gateway.

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

   Note: For making payment through debit card it should be ensured that sufficient transaction limit is available in card.

   b. **Fee deposition through NEFT (Only for students who have taken Education Loan)**

   In order to facilitate the students, from this semester onwards, NEFT option is added in ERP for students who have taken education loan and are willing to pay their fee through NEFT. To select NEFT option, go to: ERP Login >> My Activities >> My Challans >> Pay Online >> Select NEFT option >> Download NEFT Challan.

   The below information will be generated in NEFT Challan:-

   1. Account Name: Malaviya National Institute of Technology
   2. Account Number of Institute (Confidential & unique for every student):
   3. IFSC Code:
   4. Student details (Student Name, Student Id, etc.):
   5. Amount: (Fee + Charges)

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The students are required to take a print out of NEFT Challan and submit to bank from where they have taken education loan with a request to transfer the fee as per the details of the NEFT Challan. Student are also required to confirm with the bank that the amount has been transferred to the bank account of MNIT, Jaipur and have to submit the proof of payment to academic section at the time of registration.

In case of any query for NEFT option, contact: 9449269888

Note:

a) **The payment of fee through NEFT is only allowed through ERP, No NEFT/RTGS without ERP Challan is permissible.**

b) This facility is only for those students who have availed education loan facility from the bank and other students are required to pay fee only either through Net Banking/Debit Card through ERP Portal.

Students who have taken education loan from this year are required to send proof of the education loan (issued by bank) at pg.acad@mnit.ac.in to use challan facility. The fee structure is given on the website http://mnit.ac.in/academics/fee_struture.php.

2. **Course Registration for PG and Ph.D.:** Login into your ERP account and fill your choice of subject for the Even Semester. The window for course registration will remain open from **27th January, 2022 to 31st January, 2022.**

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.

3. **Course Approval** – The students shall ensure that registered courses show '**APPROVED**' status on ERP. In case, '**TEMP**' status on ERP, you are required to contact concern program advisor to approve the course on ERP.

Note:

- All the concerned HODs and Convener DPGC shall ensure that the respective Program Advisor approve the registered courses of the concerned students on ERP during the days of registration as the schedule given in Table 1.

- The Convener DPGC may also ensure that no eligible student remains unregistered after last date of be registration. The course coordinator shall ensure that students who are attending their online/offline classes, their names must appear in the attendance list of the course on ERP otherwise they inform the same to the student and Program Advisor.

Note:

1. **For any query regarding registration write mail for PG and PhD adpg.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.**

3. **Telephone Number for help:**

   UG : 0141-2715037
   PG : 0141-2715046
   PhD : 0141 : 2715038

   ADPG, Academics
   24/01/22

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