MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

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8/2/22

OFFICE OF THE DEAN, ACADEMIC

08th February, 2022

Instructions for Document Verification B. Tech./B.Arch. 2021 Batch

(A) Documents verification schedule

All the students admitted to MNIT Jaipur are advised to reach the venue (as given in table- below) on the scheduled date and time, with original documents (List in Point B and C) for document verification. The document verification will be performed in VLTC from 10th February 2022 to 11th February 2022.

Table-1: Schedule of Document Verification of I Semester students

Date	Name of branch	Reporting and File collection	Room No.	Room No. for parents
10-02-2022, Thursday	Electrical Engineering	10.00 A.M. to 11.00 AM	VLTC 007	VLTC 006
	Architecture	10.00 A.M. to 11.00 AM	VLTC 008	VLTC 009
10-02-2022, Thursday	Computer Science & Engineering	2.00 P.M. to 3.00 PM	VLTC 007	VLTC 006
	Mechanical Engineering	2.00 P.M. to 3.00 PM	VLTC 008	VLTC 009
11-02-2022, Friday	Civil Engineering	10.00 A.M. to 11.00 AM	VLTC 007	VLTC 006
	Electronics & Communication Engineering	10.00 A.M. to 11.00 AM	VLTC 008	VLTC 009
11-02-2022, Friday	Metallurgical & Materials Engineering	2.00 P.M. to 3.00 PM	VLTC 007	VLTC 006
	Chemical Engineering	2.00 P.M. to 3.00 PM	VLTC 008	VLTC 009

(B) List of original documents along with one set of photo copy to be brought for document verification. The documents (both originals and photocopies) shall be arranged in order as given below:

I. Students admitted through JoSAA/CSAB:

(1) Provisional Seat Allotment Letter.
(2) DVC issued by Reporting Centre,
(3) Copy of Admit Card of JEE (Main) 2021.
(4) Score Card of JEE (Main) 2021 issued by NTA/CBSE/JEE (Main) (downloaded score card is acceptable).
(5) Class X marks sheet as proof of date of birth and name of candidate.
(6) Class XII (High School) Board Certificate and Marks sheet of qualifying examination as proof of State code of Eligibility.
   (a) If the candidate has passed the qualifying examination from outside India then passport is required for determining the 'State code of eligibility'.
   (b) For Indian nationals passing the Class XII (or equivalent) examination from Nepal/Bhutan, the state code of eligibility will be determined on the basis of permanent address in India as given the passport of the candidate.
   (c) Proof of place of examination center of the final examination from the National Open School for candidates having Senior Secondary Certificate; this is required for determining the 'State code of eligibility'.
(7) Original Character Certificate.
(8) Transfer Certificate and Migration Certificate to be submitted in original.
(9) Medical Report on the format given on JoSAA website.
(10) Category (SC/ST) certificate, in the format issued by Central Govt. or given on JoSAA website (issued by competent authority).

Certificate of category of OBC-NCL (Central list)/EWS, if applicable, is to be issued by the competent authority in the prescribed format given on JoSAA website and should clearly mention that the candidate belongs to Non Creamy Layer. It must be issued on or after 1st April 2021.

(11) Certificate for Personals with Disabilities (PwD), if applicable. The certificate should be issued by the Competent Medical Authority as per JoSAA guidelines/format.

(12) Aadhaar Card as Photo ID proof. In case of Aadhaar Card is not available Photo ID proof issued by Central Govt./State Govt./last attended School/12th Admit Card.

(13) One passport size photograph identical to the one pasted on the JEE (Main)-2021 application form.

(14) Income Certificate (Annual Family Income from all sources for financial year 2020-21) duly issued from the prescribed competent Revenue Officer not below the rank of Tehsildar (if remission is claimed). It must be issued on or after 1st April 2021. **(if not submitted earlier)**

II. Students admitted through DASA/MEA:

(1) Provisional admission letter and DVC issued by DASA.

(2) Applicant's Passport, VISA, Citizenship Card, PIO Card, OCI Card (Nationals of Nepal who do not have a passport, copy of Authenticated Citizenship Card has to be submitted).

(3) Proof for date of birth (Secondary Education Board / University Certificate [Class X or equivalent] or any certificate issued by the Government authorities).

(4) Mark Sheet of 10th, 11th and 12th (or) Equivalent examination(s). Prescribed admission criteria for Indian Nationals (NRIs including CIWG) shall be at least two years of education, inclusive of 11th & 12th or equivalent (not beyond), in a foreign country and must pass the qualifying examination from abroad.

(5) School certificate issued by competent authorities of the passing out school/college (11th and 12th Standard) or equivalent from any system of education as recognized by the Association of Indian University (www.aiuweb.org), Appendix-I and III (if applicable).

(6) Proof of fee payment.

(7) Transfer Certificate and Character/Conduct Certificate/Leaving Certificate from School/College last studied.

(8) Migration Certificate from the board.

(9) JEE Main final score card showing rank/SAT Score Card.

(10) One latest photograph.

(11) Medical Certificate from Govt. Hospital in India (especially in respect of AIDS TEST from competent authority).

(12) Student Visa (applicable for foreign nationals).

(13) Proof of education in foreign country in case of PIO/OCT/NRI (School leaving certificate/Marksheets/Study Certificate as in appendix III).

(14) For CIWG category- Passport of parent working in gulf, Visa of parent working in gulf as per Appendix-II, copy of parent's work permit (if any), Letter from company of parent working in gulf.

(15) In addition to above if required any other documents mentioned in Appendix.

If the original certificates are not in Hindi/English translation of such certificates in Hindi/English (duly certified) will be required at the time of document verification.

NOTE:

1. The students are required to self attest all the **photocopies of documents.**

2. If the personal data viz. category/subcategory/state of eligibility/gender submitted by the candidates during document verification is found incorrect at the time of document verification their allotment is liable to be cancelled.

(C) Classes Schedule

The classes shall commence from 14th February 2022 Monday.

(D) Hostel Fee and Accommodation

For Hostel related queries contact details are:
Mobile No. Hostel 9549891444, 9549659750, 9549659195
email: hosteloffice@mnit.ac.in

(E) How to reach MNIT Jaipur

The Institute is located south of Jaipur near Malaviya Nagar on Jawahar Lal Nehru Marg. The nearest railway station is Gandhinagar Railway Station approximately 2 KM from MNIT. The main railway station and Bus stand are approximately 10 KM from the Institute. The Airport is about 3 KM away. Frequent city transport and private transport services are available for the Institute from every point of the city.

REPORTING CENTRE DURING Document Verification in MNIT JAIPUR

VLTC (Vivekanand Lecture Theatre Complex), Ground Floor
(Room No. 006 & 009 for parents etc. and Room No. 007 & 008 for student's branch wise),
Malaviya National Institute of Technology Jaipur,
Jaipur-302017 (Rajasthan) India

"All students and their parents/guardians are required to strictly follow COVID-19 guidelines and standard operating procedure (SOP) issued/published by the Institute and Governments (Central/State) time to time. It is mandatory to carry hard copy of vaccination certificate of (at least one dose) COVID vaccination"

Note:

1. For any query regarding document verification write mail to adug.acad@mnit.ac.in.
2. In case of technical assistance related to ERP write mail to erp.acad@mnit.ac.in.
3. For any other query write email to :-
   (i) For Architecture, Chemical, Civil, Computer branch – ugone.acad@mnit.ac.in
   (ii) For Electrical, ECE, Mechanical, Metallurgy branch - ugtwo.acad@mnit.ac.in
4. Telephone Number for help:
   UG: 0141-2715037

ASSOCIATE DEAN (UG)

Copy to:

1. All Deans
2. All Heads of the Departments
3. 1st Year Coordinator, Coordinator, Institute Time Table
4. Deputy Registrar (Academic)
5. Assistant Registrar UG (Academic)
6. PS to Director for kind information to Director
7. PA to Registrar
8. Webmaster MNIT Jaipur for uploading on Institute website
9. Dealing assistants (UG Team)
10. All 1st Year students UG
11. Chief Warden/Hostel Office
12. All Notice Boards (Institute/Hostels)
13. Guard File

**Certificate from School as proof of completion of 11th and 12th Standard or equivalent
(on School letter head)**

Date:…………..

Study Certificate

This is to certify that …………………………………. S/o or D/o ……………………… was a bonafide

student of the institution from ………………..…….. to ………………………..…………… (from Class…… to

Class……).

He/she appeared/is appearing for the ………………… Examination conducted by ……………………….

(Board) in ……………. (Month) 20…. (Year) in the following subjects.

1.

2.

3.

4.

5.

6.

The medium of instruction in Class XI and XII was………………

Signature, Name & Seal of Head of School/Institution

*Note: School name and complete address must be given clearly in the letter head. In case it is not in English or
Hindi, please translate it.*

**Certificate from the company/organization as proof that parent is working in gulf country
(for CIWGC category only)**

Date: …………..

TO WHOM IT MAY CONCERN

This is to certify that …………………………………..………………………...…….... father of /mother of

………..……………….…. (select any one of the following as appropriate).

1. is presently working in …………………………………………………………………………….

    (company name & address) since …………………..(date/month/year)

2. was working in ……………………………………………………………. (Company name & address)

    from ……………… (date/month/year) to …………………………..(date/month/year).

He/she is an Indian citizen & his/her passport number is …………………………………………………….

……………………………………………………………...

Signature and seal with date,

Name of the company/organization

Address of the company

Certificate from School as proof of education (on School letter head)

Date:…………..

Study Certificate

This is to certify that …………………….…………… S/o or D/o ……………………….………… was

bonafide student of the institution from ………..…….. to ………………………….(from Class…… to

Class……).

Signature, Name & Seal of Head of School/Institution

Note: School name and complete address must be given clearly in the letter head. In case it is not in English or Hindi, please translate it.

	MEDICAL CERTIFICATE **(to be issued by a Registered Medical Practitioner)**

GENERAL EXPECTATIONS

Candidates should have good general physique. In particular,

- Chest measurement should not be less than 70 cm, with satisfactory limits of expansion and contraction.
- Vision should be normal. In case of defective vision, it should be corrected to 6/9 in both eyes or 6/6 in the better eye. Colour blind and uni-ocular (having vision in only one eye) persons are restricted from admission to certain courses.
- Hearing should be normal. Defective hearing should be corrected.
- Heart and lungs should not have any abnormality and there should be no history of mental illness and epileptic fits.

1	Name of the candidate:				
2	Identification Mark (a mole, scar or birthmark), if any				
3	Major illness/operation, if any (specify nature of illness/operation)				
4	Height in cm:	Weight in kg:		Blood Group:	
5	Past History	(a) Mental illness (b) Epileptic Fit			
6	Chest (a) Inspiration in cm		(b) Expiration in cm		
7	Hearing				
8	Vision with or without glasses:	Right Eye	Left Eye	Colour Blindness	Uniocular vision (having vision in only one eye)
9	Respiratory System				
10	Nervous System				
11	Heart (a)Sounds		(b) Murmur		
12	Abdomen (a) Liver (b) Spleen	Hernia		Hydrocele	
13	Any other defects:				

Certificate of Medical Fitness

☐ The candidate fulfils the prescribed standard physical fitness, medical fitness and is FIT for admission to Engineering/Architecture/ Pharmaceutics/ Science Course

☐ The candidate does not fulfil the prescribed standard of physical fitness/medical fitness and is unfit/temporarily unfit for admission due to following defects:

Name of the Doctor	Signature	Registration number	Seal