

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

OFFICE OF THE DEAN, ACADEMIC

No. F.4/N-VIII-1/21-22-Acad-OS

1285

Date: 20-04-2022

**Notification for online registration of Existing Students of I Semester B.Tech./B.Arch. in II Semester (Even Semester, Academic year 2021-22).**

Existing I Semester B. Tech. & B.Arch. students of the institute are hereby informed that they are required to register for the II Semester through ERP:

**Table 1: Schedule of fee deposition, course registration and approval by programme advisor**

S. No.	Activity	Fee payment & Course approval	
		From	To
1.	Without fine	Monday, April 25, 2022	Tuesday, April 26, 2022
2.	With fine of Rs. 1,000/-	Wednesday, April 27, 2022	Friday, April 29, 2022
3.	With fine of Rs. 10,000/-	Saturday, April 30, 2022	Friday, May 06, 2022

Commencement of classes: (Offline mode): **Wednesday, April 27, 2022.**

Please note that the registration is complete only after all the following three steps have been completed:

- (1) Fee Deposition
- (2) Online Course Registration by the students
- (3) Course approval by the 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 25<sup>th</sup> April 2022. Students are advised 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 but the transaction ID is not updated on ERP, *the students are advised to confirm the payment status using Payment verification Link before making the payment again (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, NEFT option is provided 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)

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. Students 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 through email or hard copy by hand / post.

In case of any query for NEFT option, contact: 8094015998 (Bank)

**Note:**

1. **The payment of fee through NEFT is only allowed through ERP. NEFT/RTGS without ERP Challan is not permissible.**
2. This facility is only for those students who have availed education loan facility from the bank and other students are required to pay fee either through Net Banking/Debit Card through ERP Portal only.

**c. Fee deposition through Challan mode:**

DASA students and students availing education loan can also pay fee through Demand Draft. These students will be able to print fee challan from their ERP login. For the purpose, they are required to submit DD with challan at ICICI bank branch of MNIT, Jaipur only **and submit the Institute copy of Fee Challan along with photocopy of DD to Academic Section.**

**Students who have taken education loan this year are required to send proof of the education loan (issued by bank) at [erp.acad@mnit.ac.in](mailto: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](http://mnit.ac.in/academics/fee_structure.php).

**d. Fee Deposition through SWIFT/DD (Instructions for DASA students)**

**Institute Fee-** All DASA Students are required to pay Institute fee online through ERP.

**Tuition Fee:** DASA students can pay fee either in USD (Either through DD or SWIFT) or equivalent INR (the conversion rate applicable will be 1 USD = INR 75.40 (as per notification No. 02/2022-Customs (N.T.) dated 06<sup>th</sup> January 2022.

DASA students can also pay their tuition fee through SWIFT (Details as below). They have to provide transaction confirmation given by bank to Academic Section.

Table 3: Bank Details for fee payment

To	Bank Name	JP MORGAN CHASE, NEW YORK
Field 56	Swift Code/BIC	CHASUS33XXX
(Intermediary bank)	Bank Clearing Code	FED ABA 021000021
For credit to	Account Number	400808595 USD
Field 57	Beneficiary Bank	Malaviya National Institute of Technology Jaipur ICICI Bank Ltd. Prabha Bhawan, MNIT Campus Jaipur Account No. : 676801105615 IFSC CODE : ICIC0006768
Field 70/72	Purpose of remittance	COLLEGE FEES
Narration		<b>Pl request your Bank to mention student ID and Name of student in narration column</b>

3. **Course Registration for UG:** Login into your ERP account and fill your choice of subjects for Even Semester. The window for course registration will open after payment of fee.

Every UG student must register for a minimum of 15 credits & maximum 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 35<sup>th</sup> 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.

4. **Course Approval:** The students shall ensure that registered courses show "APPROVED" status on ERP. In case, 'TEMP' status is displayed on ERP, you are required to contact concerned program advisor to approve the course on ERP.

**Note:**

- All the concerned HODs and Conveners DUGC shall ensure that the respective Program Advisor approves the courses registered by the students on ERP within the deadline given in table 2.
- The Convener DUGC may also ensure that no eligible student remains unregistered after last date of registration.

**Note:**

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

  
Associate Dean (UG)

**Copy to:**

1. Dean Academic
2. All Heads of the Departments
3. All DUGC Conveners
4. 1<sup>st</sup> Year Coordinator, Coordinator, Institute Time Table
5. Deputy Registrar (Academic)
6. Assistant Registrar UG (Academic)
7. Deputy Registrar (Accounts)
8. PS to Director for kind information to Director
9. PA to Registrar
10. Webmaster MNIT Jaipur for uploading on Institute website
11. Dealing assistant
12. All Notice Boards (Institute/Hostels)
13. ICICI Bank, MNIT Campus Branch, Jaipur
14. Guard File