

STUDENT WELCOME GUIDE

PG (MTech/MPlan/MSc/MBA)

&

PhD (All Disciplines)



Malaviya National Institute of Technology Jaipur

Jawahar Lal Nehru Marg, Jaipur – 302017, Rajasthan

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Message from the Director

Dear Students

On behalf of the Malaviya National Institute of Technology, I heartily congratulate you on your admission and welcome you to the institution!

MNIT Jaipur has been educating and nurturing young minds for over sixty years. We have endeavoured to transform our students into responsible citizens and world-class leaders. Our students today work in leading positions in the industry, academia, government, and other sectors. This has been made possible due to the combined efforts of the institution's different stakeholders, including students, faculty members, staff, alumni, and parents, to develop an inclusive, agile and resilient value system over the years.

As you begin your journey in this institution, I urge you to live by the values of this institution. Our vision is to impart education of international standards to meet the current and future challenges of an uncertain and volatile environment. We strive for excellence through our mission of developing leadership qualities, an eye for growth and sensitivity to social development in our students. For this, we are committed to providing state-of-the-art infrastructure, excellent research and teaching environment, and a culture of support and collaboration; your journey here shall be the foundation of our long-lasting relationship.

In this journey, we seek your active participation in building a smart campus and a sustainable institute with a positive social and environmental impact. We hope that as students of one of the best institutes in the country, you try your best to give back to society through science and humanitarian efforts, especially for rural development and upliftment of the marginalized and vulnerable communities.

From the very beginning, we expect you to immerse yourself fully in the institute's environment to utilize the opportunities coming your way. These include all academic and other activities, including sports, cultural and literary activities, and social and community service, to help you realize your true potential. It would be best to feel at home during all your years at the institution and be a part of the process that allows reaching closer to your goals.

With these words, I welcome you once again. May you find your life's purpose while going through a heartening and exhilarating learning journey here!

Prof. Narayana Prasad Padhy

About MNIT JAIPUR

MNIT Jaipur was jointly established in 1963 as Malaviya Regional Engineering College Jaipur by the Government of India and the Government of Rajasthan. Subsequently, on 26 June 2002, the college was given the status of National Institute of Technology. On 15 August 2007, it was recognized as the Institute of National Importance through an Act of Parliament. The institute is fully funded by the Ministry of Education (Shiksha Mantralaya), the Government of India.

The institute lies in the heart of the pink city, imaginatively laid out with a picturesque landscape of 317 acres. It presents a spectacle of harmony in modern architecture and natural beauty. The campus is located close to Jaipur airport, railway station, major hospitals, and shopping malls. It consists of academic and administrative buildings, hostels, and on-campus accommodation for faculty and staff. The campus provides all essential amenities for community living like a staffclub, primary health center (dispensary), bank, post office, shopping complex, gymnasium, playing fields, guest houses, and canteen.





Vision

To create a center for imparting technical education of international standards and conducting research at the cutting edge of technology to meet the current and future challenges of technological development.

Mission

To create technical manpower for meeting the current and future demands of the industry: To recognize education and research in close interaction with the industry with emphasis on the development of leadership qualities in the young men and women entering the portals of the institute with sensitivity to social development and eye for opportunities for growth in the international perspective.

Key Objective

MNIT shall strive to impart knowledge in such a manner as to achieve total satisfaction of students, parents, employers, and society.

Institute Motto

योग: कर्मसु कौशलम्

Registration Guidelines

All newly admitted students will get a system-generated email containing a student ID, MNIT ERP credentials, and a manual from the institute, followed by payment of fees, physical reporting and course registration.

Important Dates for PhD Students

MNIT ERP ID Generation	Fee Payment (Online on ERP)	Physical Reporting	Course Registration
August 10, 2022	August 10 to 16, 2022	August 16, 2022	August 16 and 17, 2022

Important Dates for PG Students

SNo	Program	Admitted through	MNIT ERP ID Generation	Fee Payment (Online on ERP)	Physical Reporting	Course Registration
1.	MTech AndMPlan	CCMT, QIP, ICCR, CPHEEO, and Departmental Exam.	August 10, 2022	August 10 to 16, 2022	August 12 and 13, 2022	August 16 and 17, 2022
2.	MBA	Departmental Exam	August 10, 2022	-	August 16, 2022	August 16 and 17, 2022
3.	MSc	CCMN	August 10, 2022	August 10 to 16, 2022	August 16, 2022	August 16 and 17, 2022

Before You Arrive

- Please complete **online registration** before you arrive on the campus for physical reporting.
- After getting a STUDENT ID from the institute, please follow the steps below.
- Upload documents on ERP (PDF file) mentioned in **Annexure- 1**.
- Undertaking for pending documents as per the format in **Annexure-2** is to be submitted.
- Using the given credentials, access the MNIT ERP to pay the fees through the online mode. To pay the fees, follow the steps given in **Annexure-3**.
- Fee Structure is available here https://mnit.ac.in/academics/fee_structure
- For making payment through a debit card, please ensure that a **sufficient transaction limit** is available. You are advised to activate/enable the net banking facility as payment charges are lesser in net banking than debit cards.
- A fee **payment verification link** will be activated to avoid double payment. In case the amount is deducted from the bank account of the student, but the transaction ID is not updated on ERP, the students, before making the payment again, are advised to confirm the payment status using the Payment Verification Link (available in actions of fee challan). If you have already paid the fees in advance, ignore this step.
- A **provisional admission letter** must be downloaded from the MNIT ERP after fee payment.
- After downloading the provisional letter, the student can apply for an **Institute ID card** on the ERP. To apply for ID card, follow the guidelines given in **Annexure 5**.

Information Regarding Hostel Allotment

- The hostel **facility is available** for the newly admitted **girls in all the programs**. Limited hostel facility is available for **1st Year boys of MTech** (including on sharing basis).
- Based on the priorities mentioned in the POLICY FOR HOSTEL ALLOTMENT (see **Annexure 4**) available at the Malaviya National Institute of Technology Jaipur (mnit.ac.in), the hostel room will be allotted to 1stYear (2022 batch)**boys of M Tech** only as per the availability.
- Before the student physically reports to the institute, the hostel office will prepare allotment lists (sequentially). Priority-wise, students will be asked to report to the hostel office for accommodation physically. On allotment of the hostel, students must deposit the hostel fee mentioned below. Guidelines for paying fees are included in **Annexure 4**.

Mess Advance per semester and adjusted in the Mess Bill at actual at the time of leaving the hostel	INR 20,000/-
Hostel Caution Money for new entrants to be deposited only at the first time allotment of hostel (Refundable at the time of leaving hostel)	INR 12,000/-
One Time Admission fee for Hostel & Mess (Non-Refundable)	INR 3,000/-
Room Rent charge 6000/- per semester	INR 12000/-
Light & Water Charges 6000/- per semester	
Total	Rs. 47,000/-

- The portal for depositing hostel fees shall be opened on August 10, 2022 and closed on August 16, 2022 for 1st Priority and 2nd Priority (see Annexure-4) students. Students may deposit hostel fees through Internet Banking Debit/ Credit Card or Demand Draft in favour of MNIT Mess Council, Payable at Jaipur. Payments in cash shall not be entertained in any case.
- Students who are allotted a hostel room, but are not willing to take possession, are required to intimate the hostel office through an email to hosteloffice@mnit.ac.in; otherwise, the diet charges would be applicable for which the student shall be liable. Request for change hostel/room shall not be entertained in any case. However, the room will be offered to students in the next Priority list.

Physical Reporting

- All the admitted **PhD students** are advised to reach the campus for physical reporting on **16 August, 2022**. The reporting dates for **MTech and MPlan** students are **August 12 and 13, 2022**. The reporting date for **MBA and MSc students** is **16 August, 2022**.
- The venue for reporting is **APJ Abdul Kalam Hall**, Vivekananda Lecture Theatre Complex, MNIT Jaipur.
- The students must bring **original and self-attested hard copies** of the required documents (as per Annexure-1), along with undertakings, if any, at the time of reporting.
- After document verification and submission, the **students must report to their respective departments** on Tuesday, **August 16, 2022**, at 11.00 AM for the orientation program, where they will be guided about the course registration process.
- For **course registration** for the odd semester of session 2023-23, students can access the MNIT ERP using the credentials given to them. Course registration window on ERP will be **August 16, 2022 to August 20, 2022**. For detailed instructions, refer to **Annexure-6**.
- The students can access the **library** through Institute ID Card.
- All the students must submit the **Covid-19 Vaccination certificate** along with the list of documents. If the student is not vaccinated, he/she must carry the **RTPCR report** (conducted in the last 72 hours) at the time of physical reporting. As the pandemic is not over, please follow the **Covid appropriate norms** of wearing masks and social distancing.

List of the documents to be uploaded by PG and PhD Students

File 1: Recent photograph (size 30KB in JPEG format)

File 2: Containing the following documents (**in one PDF file of size less than 2000 KB**) in the order indicated below.

- Document Verification Certificate and Provisional Admission Letter/Confirmation Letter
- Aadhar Card (Mandatory)
- Class X (High School) Marks sheet and Certificate
- Class XII Marks sheet
- Graduation/PG Degree (As applicable) with all semester mark sheets
- NET/JRF/GATE (As applicable) Score Card/Certificate
- Migration/Transfer Certificate issued by the last institution (**original**)
- Character Certificate issued by the last institution (**original**)
- [Medical Certificate](#) (**original**)
- Course completion certificate (by result awaiting candidates)
- Certificate of category (SC/ST/OBC/EWS/PWD), if applicable, as per Government of IndiaCCMT guidelines, issued by the competent authority
- In the case of the **OBC category**, the Certificate must be issued on or after **April 1, 2022**. Otherwise, an undertaking regarding the OBC status must be submitted in **the required format**(Refer <http://ccmt.nic.in>--> Certificate Formats)
- Service Experience Certificate for Sponsored Full Time or Part time candidates (as applicable)
- Covid-19 Vaccination Certificate

Additional Documents for PhD Candidates

- NOC from the employer for Part Time candidates (Annexure IV)*
- NOC from the employer for Off Campus candidates (Annexure V)*
- Service Experience Certificate (as applicable)
- Character Certificate from the employer on the official stationary and rubber stamp of the organization (as applicable)

*As per the Performa in PhD Admission Brochure Odd Semester 2022-23.

Malaviya National Institute of Technology Jaipur

Academic Section

Undertaking

I s/o d/o c/o undertake that I will submit the following pending documents latest by 15/09/2022. I understand that if I fail to submit the same by the due date, my admission would be cancelled and no fees would be refunded to me. List of pending documents:

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

Following are my admission details:

Name :

Student ID :

Department :

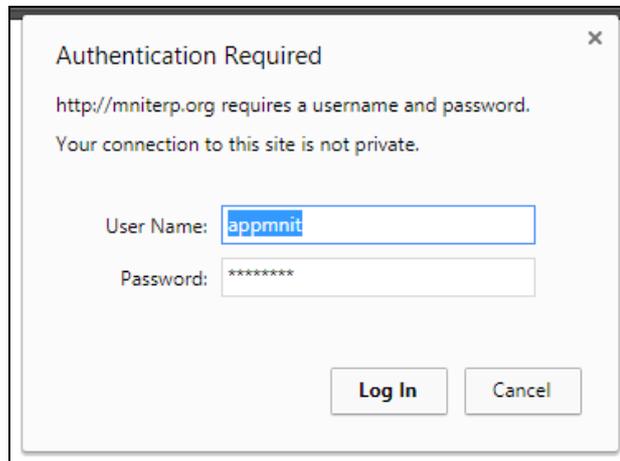
Signature of student

Place :

Date :

How to login into ERP?

1. **Open the URL mnterp.org in your browser.**



2. **System will ask LDAP security credentials. Details are given as:**

- a. **ID :apmnit**
- b. **Password : pwd8985\$**

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

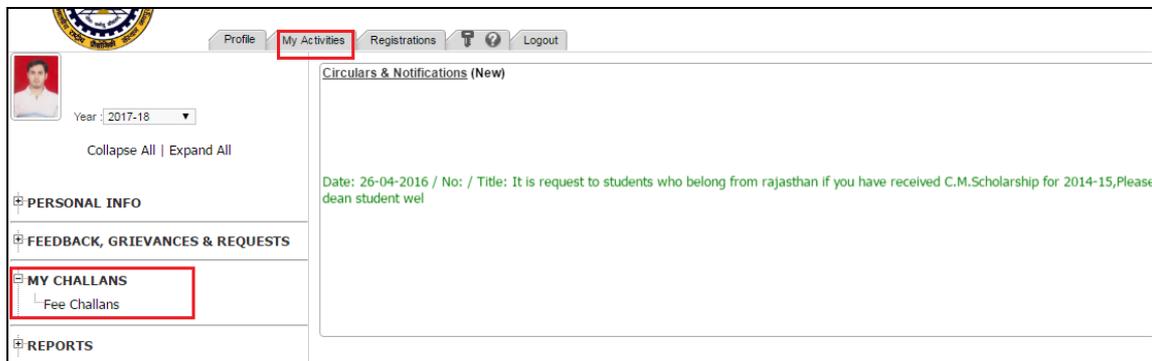


4. **Login into ERP by using login credentials. (Check your registered email for login details)**

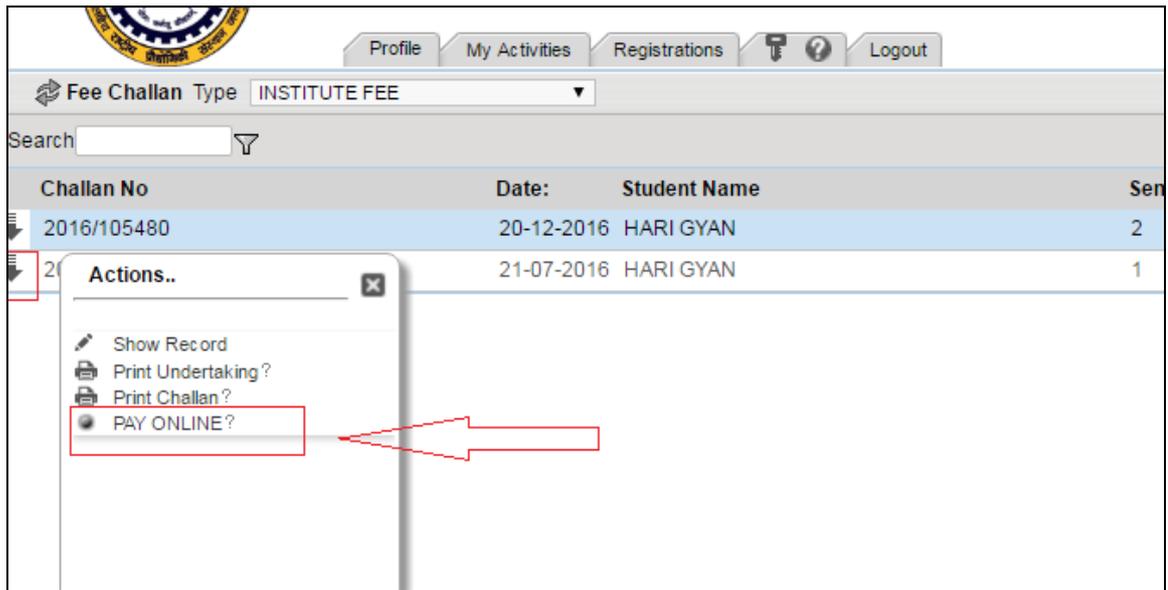


How to pay the fee through ONLINE PAYMENT MODE?

1. Go to My Activities->My Challans



2. Select your fee challan and click on actions ('Down arrow on the left of challan').
3. Select the 'Pay Online' option to initiate online payment.



4. Select the following gateway for the online fee payment:

- a. Eazy Pay

5. Follow the instructions on the screen and complete your fee payment using any of the available payment modes:

- a. Debit card
- b. Net banking

How to confirm payment status?

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

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

POLICY FOR HOSTEL ALLOTMENT FOR BOYS

1. Following shall be the Priority for Hostel Allotment **for Male Students**

- 1st Priority: People with Differential-ability (PWD)
- 2nd Priority: Persons from Outside India
- 3rd Priority: Persons from Outside Rajasthan
- 4th Priority: Persons from Outside Jaipur

2. Instructions

- For taking possession after allotment, the students must contact the concerned warden/caretaker along with Identity Card/Admission letter and Residence proof.
- Any allotment done to any student from Jaipur should be treated as cancelled, and the fee shall be refunded.
- The current allotment is liable to be cancelled, if possession is not taken within the time frame.

3. Note

- Currently, there is a shortage of accommodation in Male Students Hostels; hence the priority as mentioned shall be strictly followed.
- Students, who could not get hostel accommodation in the current round, may write to hosteloffice@mnit.ac.in; their case shall be considered as and when a vacancy arises.

SCHEDULE FOR TAKING POSSESSION AFTER ALLOTMENT

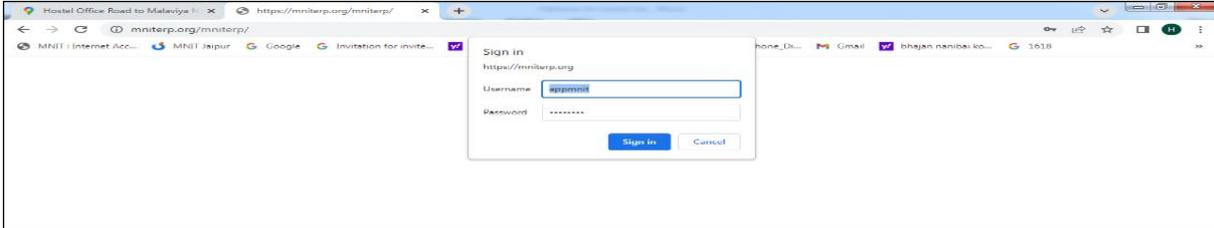
Existing Students	As per Academic Calendar
New Admission*	As per the Student Welcome Guide

*In the case of New Admissions, priority shall be given to UG students. For taking possession, submit the Challan, after verification from the Hostel Office, to the concerned hostel caretaker.

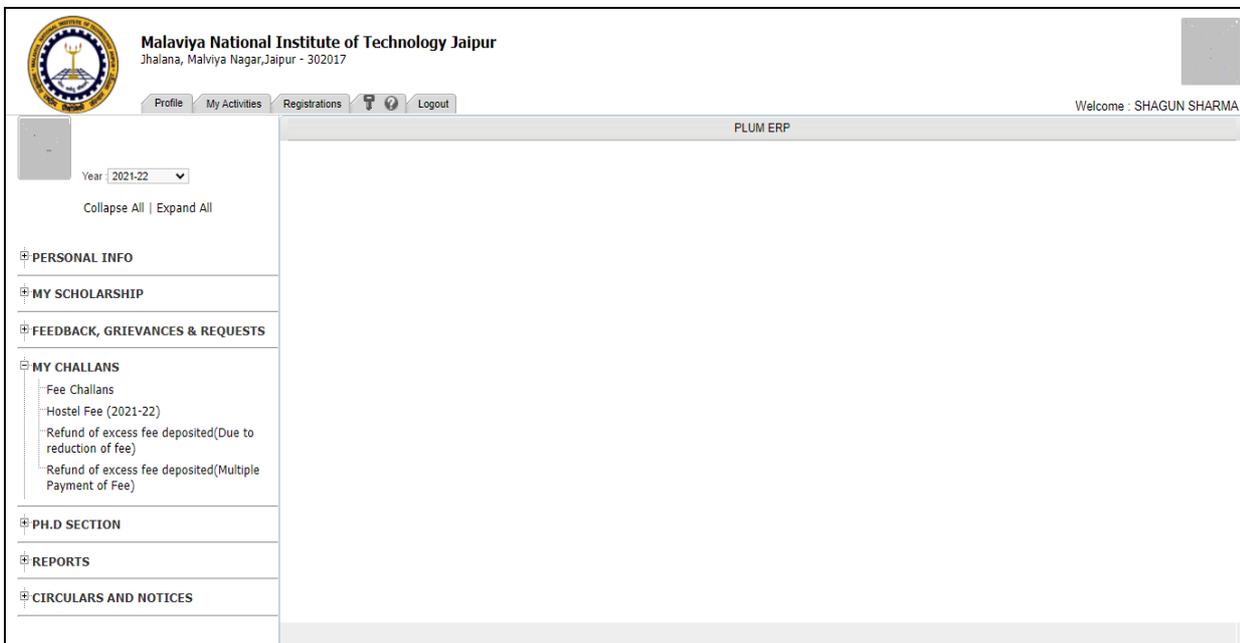
Contact No: 09549891444 (M)

HOW TO PAY HOSTEL FEES?

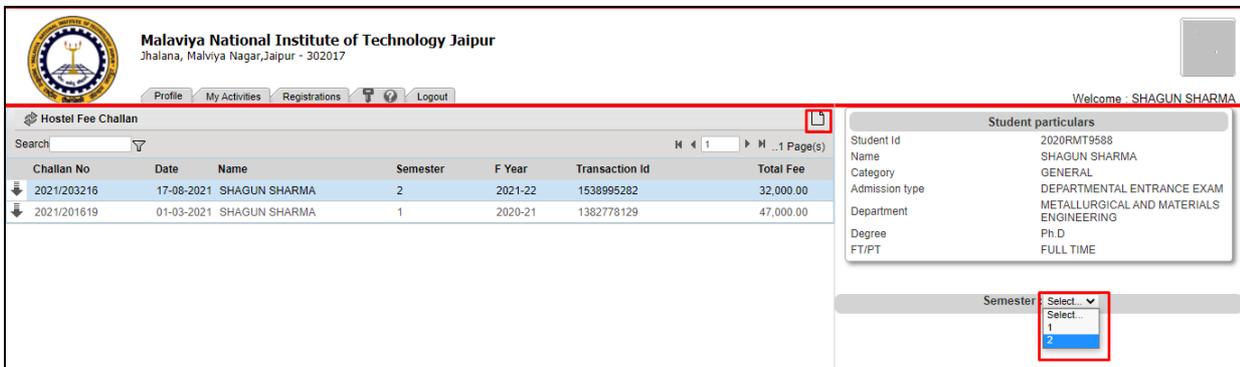
1. Open the URL mniterp.org in your browser.



2. Student Login > My Activities > My Challans > Hostel Fee



3. Click on Hostel Fee and create a new challan as follows.



4. To pay online, click on Pay Online under Actions as follows.

The screenshot displays the Malaviya National Institute of Technology Jaipur website. The header includes the institute's logo and name, along with navigation tabs for Profile, My Activities, Registrations, and Logout. The main content area is titled 'Hostel Fee Challan' and features a search bar and a table of fee records. The table has the following data:

Challan No	Date	Name	Semester	F Year	Transaction Id	Total Fee
2021/203216	17-08-2021	SHAGUN SHARMA	2	2021-22	1538995282	32,000.00
2021/203216	17-08-2021	SHAGUN SHARMA	1	2020-21	1382778129	47,000.00

An 'Actions..' dropdown menu is open for the first record, showing the following options: Show Record, Print Challan?, and Pay Online? (highlighted with a red box).

5. How to confirm payment Status?

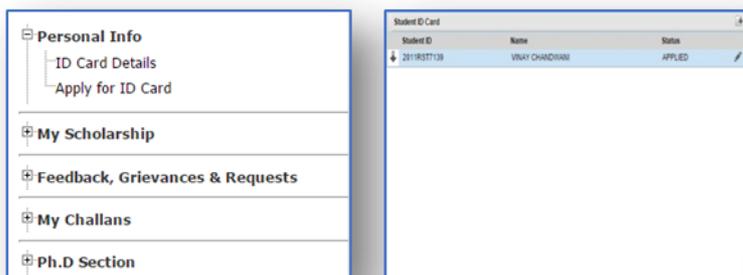
After fee payment, Gateway will redirect you to MNIT ERP. Payment is successful if it shows a success message with the transaction ID.

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

How to apply for an ID Card?

1. Follow the following flow chart to apply for an ID Card on ERP:

Student Login >> My Activities >> Personal Info >> Apply for ID Card



Click the plus button (If ERP profile not update it show this message "Please update your profile" so here require to update ERP profile with all detail).

If the message is not showing click the save button which given in lower side of ID-Card window. After this status of your ID-card will show "APPLIED" in window.

2. The following fields are to be filled by students on ERP for Identity cards other than default details:

- a. Passport size photograph (In Jpeg format)
- b. Father's Email Address.
- c. Father's Contact No.
- d. Mother's Contact No.
- e. Student Blood Group
- f. Permanent Address with pin code/zip code
- g. Whether PWD : YES/NO
- h. City/ District of Permanent Residence (as per certificate issued by Revenue Authorities)

3. The students can collect ID cards on the day of physical reporting in the institute.

How to complete semester course registration?

- Open the link: <http://mniterp.org> in the Google Chrome browser.
- The system will ask you for the LDAP login credentials. Use the following login details :
 - User Id: **appmnit**
 - Password: **pwd8985\$**
 - Note: The system may ask you to enter the above credentials more than one time.
- After successful LDAP login, select the user type 'STUDENT' from the screen.
- You will see the student login window on ERP. Enter the following login credentials
 - Student Id: STUDENT-ID (For Example: 2022Rxx90xx).
 - Password: password received in your personal email.
- Go to Registration tab and select the '**Course Registration**' button.
- Select the semester from the drop-down list.
- Select the courses along with preferences (required for elective courses) and submit the course registration. Initially, student course registration is considered temporary (TEMP).
- After submitting course registration, the concerned program advisor will approve your course registration, which updates course registration status as 'APPROVED' on ERP.

Campus Routes and Map

The Institute is in Malviya Nagar on the Jawahar Lal Nehru Marg, Jaipur. Jaipur is situated in Northern India at a distance of around 260 km south of Delhi.

Connectivity by Road

- National Highway 8 connects Jaipur to Delhi, Ajmer, Udaipur, Ahmedabad, Vadodara, Mumbai
- National Highway 11 connects Jaipur to Agra-Jaipur-Bikaner
- National Highway 12 connects Jaipur to Jabalpur-Bhopal-Khilchipur-Aklara-Jhalawar-Kota-Bundi-Devli-Tonk-Jaipur

One must reach Sindhi Camp Bus Stand, which is 10 km from the MNIT campus, and board Bus no. 7 or 17 to reach the campus. One can also get prepaid taxis for the MNIT campus.

Connectivity by Train

Indian railways connect Jaipur to almost all major cities of the country. There are three stops close to MNIT: Durgapura, about 3 km from MNIT, from where one can hire a taxi to reach MNIT; another at Gandhinagar, 1 km away from MNIT, from where one can hire a cab or take bus no. 7 or 17. The main railway station is about 13 km from MNIT, from where one can take a taxi or bus no 7 to reach MNIT.

Connectivity by Air

MNIT is roughly five km from Sanganeer airport; one can either hire a taxi to reach MNIT or take bus no. 13 to reach Tonk Phatak and then bus no. 7 or 17 to come to MNIT.

Accommodation

There are many hotels in nearby areas such as Malviya Nagar, Gandhi Nagar, Barkat Nagar, and Raja Park for comfortable stay arrangements.

Some nearby hotels are:

1. Red Fox Hotel, Jaipur

Jawahar Lal Nehru Marg, Opp. MNIT College, Bajaj Nagar, Jaipur, Rajasthan
302017•0141 412 0101

<https://www.google.com/travel/hotels/s/kLnB2mDWrSfPpXs6>

2. Hotel Rang Mahal, Jaipur

Plot No, C39, Hari Marg, opposite Kardhani Shopping Centre, Block C, Malviya Nagar,
Jaipur, Rajasthan 302017•0124 620 1526

<https://www.google.com/travel/hotels/s/NamUxuG1ttEqy9wV8>

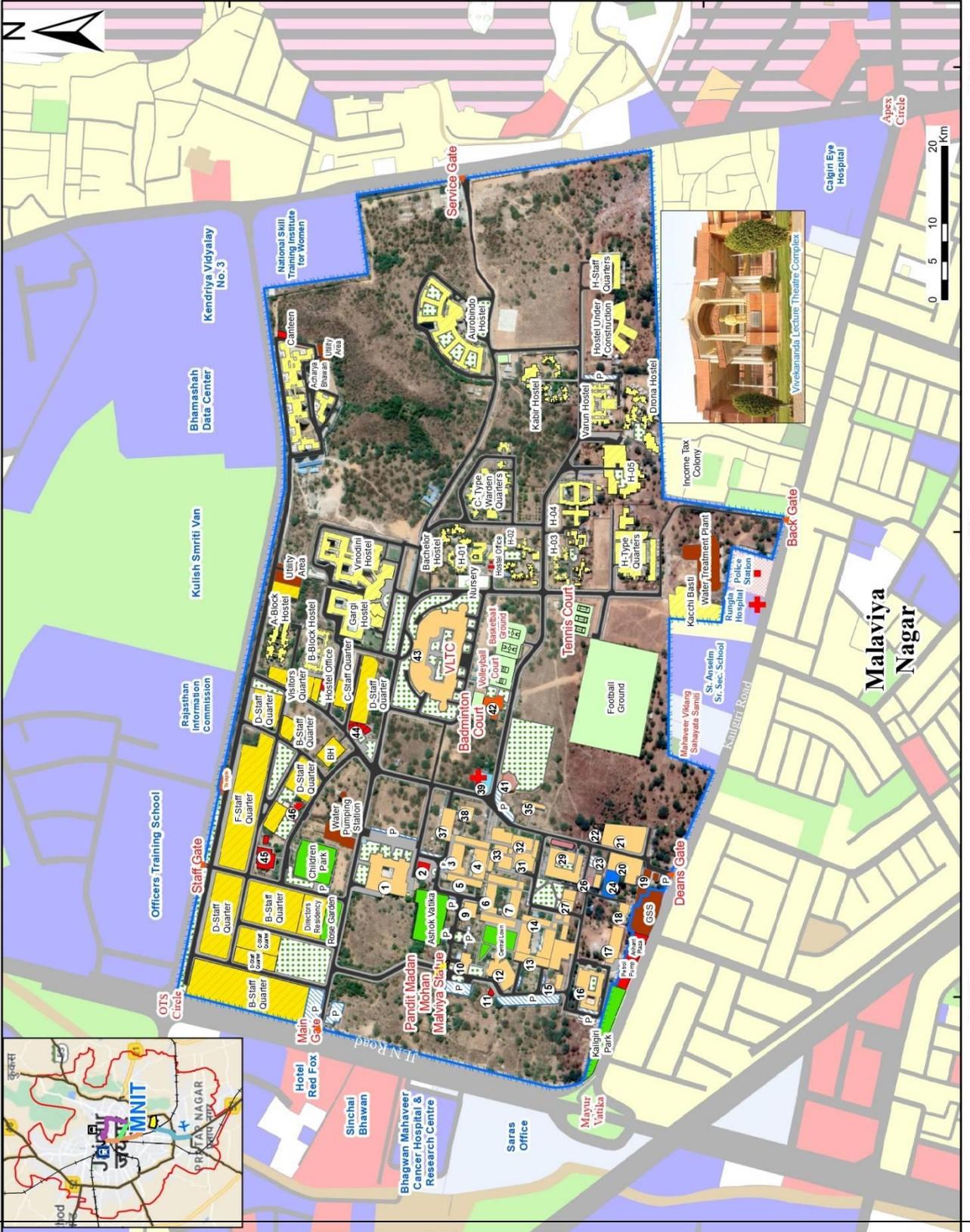
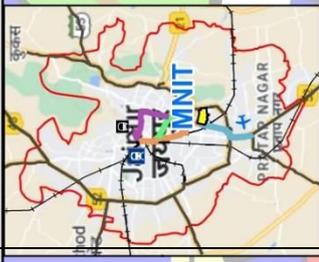
3. Hotel Yulia- Le Amour Inn

S 33 34, Tonk Rd, Flyover, Mahaveer Nagar, Gopal Pura Mode, Jaipur, Rajasthan
302018•0141 272 4414.

<https://www.google.com/travel/hotels/s/dJcz2bxqJvRvBJB7>



Malaviya National Institute of Technology Jaipur (An Institute of National Importance)



26°52'0"N

26°51'30"N

75°49'30"E

75°49'0"E

75°48'30"E

Campus Map

Important Places



- 1 Prabha Bhawan
- 2 Directors Office
- 3 Registrar Office
- 4 Dean's Office
- 5 Centralized Computer Lab
- 6 Post Office
- 7 ICI Bank
- 8 SBI Bank
- 9 Central Canteen
- 10 Department of Computer Science & Engineering
- 11 Department of Chemical Engineering
- 12 Department of Metallurgy & Physics
- 13 Department of Electrical Engineering
- 14 Department of Humanities & Social Sciences
- 15 Lecture Theater 1 To 4
- 16 Department of Management Studies
- 17 Library
- 18 Department of Civil Engineering
- 19 Department of Mechanical Engineering
- 20 MNIT Innovation & Incubation Centre
- 21 Faculty Lab
- 22 Advance Research Lab- Tibiology
- 23 Power House
- 24 Alumni Association
- 25 Estate Section
- 26 Scrap Yard
- 27 Motor Garage
- 28 Govt. Primary School
- 29 Department of Chemistry
- 30 Central Store
- 31 GIS Lab
- 32 Fluid Mechanics Lab
- 33 Mechanical Workshop
- 34 Building Material Store
- 35 Department of Metallurgical and Materials Engg.
- 36 Materials Research Center
- 37 Lecture Theater Room
- 38 Department of Chemical Engineering
- 39 Department of Chemical Engineering East Wing
- 40 Department of Architecture & Planning
- 41 Department of Electronics and Communication Engg.
- 42 Architecture Annex Block
- 43 Dispersary
- 44 Control Room
- 45 Open Air Theater
- 46 Sports Complex
- 47 Virekarama Lecture Theatre Complex
- 48 Department of Mathematics
- 49 Lecture Hall's
- 50 Student activity center
- 51 Gym
- 52 MNIT Shopping Center
- 53 Indradhansu Guest House
- 54 Suryodaya Guest House



Address and Contact Details

Official Address: Malaviya National Institute of Technology Jaipur, Jawahar Lal Nehru Marg,
Jaipur - 302017 (Rajasthan)

SNo	Name	Work/Area	Official Email ID	Contact No.
For General Queries				
1	Dr. Suman Rathore	Deputy Registrar	dr.acad@mnit.ac.in	9549657321
2	Rohan Mathur	Sr. Superintendent (Accounts)	accounts.acad@mnit.ac.in	9549650448
ERP Queries				
1	Hari Gyan	ERP (Academic Module)	erp.acad@mnit.ac.in	9549650136
Queries related to PhD				
1	Deepak Atolia	PhD	phd.acad@mnit.ac.in	0141-2715038
2	Sanjay Kumar	PhD	phd.acad@mnit.ac.in	0141-2715038
3	Jasbir Singh, Junior Assistant	PhD	phd.acad@mnit.ac.in	0141-2715038
Queries related to PG (MTech/MPlan/MBA/MSc)				
1	Yuvraj Singh Rathore	PG	pg.acad@mnit.ac.in	0141- 2715046
2	Pradeep Saini	PG	pg.acad@mnit.ac.in	9887012390
Queries related to Hostels				
1	Assitant Registrar (Hostels)	Hostel Management	hosteloffice@mnit.ac.in	9549891444
2	Hostel Office Staff	Hostel Room Allotment	hosteloffice@mnit.ac.in	9549659750

Note: There are two banks on campus. Internet Banking, ATM, and loan facilities are available.

SNo	Bank	Contact Information
1.	State Bank of India SBI Bank, MNIT Campus Branch JLN Marg, Jaipur-302017	+91-9636961859 +91-141-2529111 sbi.15921@sbi.co.in
2.	ICICI Bank ICICI Bank Ltd. Prabha Bhawan, MNIT Campus JLN Marg, Malviya Nagar, Jaipur- 302017	+91-8696924225 chetan.bose@icicibank.com

About Jaipur

Jaipur is the capital and the largest city of the state of Rajasthan, India. It was founded in 1727 by Maharaja Sawai Jai Singh II, the ruler of Amber, after whom the city is named. It is known as the Pink City. Originally the city was built as per the grid plan interpreted in light of Vedic architecture. Some consider Jaipur as the first planned city of India. Jaipur, enriched by a culture of vibrance, valour and grandeur, is home to some of the most magnificent pieces of architecture in the country. With architectural marvels like Amber Fort, Nahargarh Fort, Jaigarh Fort, Jal Mahal, Hawa Mahal, City Palace, and Jantar Mantar, along with a vibrant and colourful culture, Jaipur is a must-visit on the itinerary of any domestic/international tourist. Recently, the old part of the city (popularly called Pink/Walled City) was named a World Heritage Site by UNESCO. UNESCO, while inscribing it as a World Heritage site, mentioned its heritage value owing to a city of exemplary "amalgamation of and interchange of Hindu, Mughal and contemporary western ideas that resulted in the form of the city".

