

MALVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

OFFICE OF THE DEAN ACADEMIC

No. 3245

Date: 19-12-2023

Notification for registration for Even Semester 2023-24

It is COMPULSORY for all the UG, PG and Ph.D. students to register for each semester at the beginning of a new semester. Registration involves Fee deposition, Course registration and Physical reporting which are also called three steps of registration and are to be completed in this sequence only.

1. **Fee Deposition:** The fee structure for different category of students as well as for students of different batches/programmes is given on the MNIT Jaipur website and is available at the link http://mnit.ac.in/academics/fee_structure.php. The Institute and Hostel fee can be deposited online, through ERP login. The schedule for fee deposition is given in table 1 below. Students opting for education loan will be able to print fee challan from their ERP login. **Students who have taken education loan from this year are required to send proof of the education loan (issued by bank) at erp.acad@mnit.ac.in to use/create challan option.**

Fee deposition through online mode: The procedure for making online fee payment is given in the attached file "The Instructions for fee payment". Students shall carefully check the schedule of charges of Payment Gateway for payment through different modes. [Note: charges for payment through Net Banking are lesser than charges for payment through debit/credit card].

Fee deposition through Challan mode: Students opting for education loan are required to submit DD with challan at **ICICI branch of MNIT only**. After fee payment by Challan they are required to submit the Institute copy of Fee Challan along with photocopy of DD to the Academic Section.

Payment Verification Link: A fee payment verification link has been activated for payment confirmation. In case amount has been deducted from the bank account but the transaction ID is not updated on ERP, *the students are advised to confirm the payment status using Payment Verification Link (Available in actions of fee challan) before making the payment again.*

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

Course Registration: The window for course registration will open after successful fee payment. The Students can login to their ERP account and choose the courses that they want to study during a particular semester. It is important to check the academic requirements for the particular semester that the students have to register. Normally, a student shall register for all the courses those are being offered to the students of their batch. In addition to that the student shall also register for any backlog courses. Every UG student must register a minimum of 15 credits. Maximum credits that can be registered in any semester are 30 (Except beyond VIII semester B. Tech./ X semester B.Arch.). The students shall take help of their Program Advisor for completing course registration. 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.

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 physical copy of undertaking (in hardcopy).

2. **Physical Reporting:** All students are required to report to the concerned program advisor of the respective semester of the respective department. The students shall sign in the Reporting list available with the Program Advisor as well as get the Course registration approved. The students shall also ensure that the status of all registered courses is shown, on ERP, as APPROVED. In case the status is visible as "Temp", then the student shall contact the Program Advisor for getting the course

registration approved. Various deadlines for completing the steps of Fee deposition and course registration are given in table 1. The DUGC/DPGC Conveners of all departments shall forward the reporting list to the Academic Section, on the next working day after the respective deadlines.

Table 1: Deadlines for completion of Fee deposition and course registration by students

S. No.	Fee deposition followed by course registration	From Date	To Date
1.	Without late fee	04 th December 2023	03 rd January 2024
2.	With late fee of Rs.1000/-	04 th January 2024	08 th January 2024
3.	With late fee of Rs.10000/-	09 th January 2024	15 th January 2024

The course registration window on ERP shall be available from 28th December 2023 to 03rd January 2024.

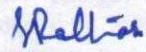
All classes will begin from 03rd January 2024 and attendance will be counted from 03rd January 2024 irrespective of the date of registration.

Note:

- All the concerned HODs and DUGC/DPGC Conveners shall ensure that the respective Program Advisor are available for physical reporting of the students.
- The Convener DUGC/DPGC may also ensure that no eligible student remains unregistered after last date of be registration. In case a student does not complete physical reporting, his/her course registration may not be approved by the concerned Program Advisor. The course coordinators shall ensure that the name of each and every student who is attending their classes must appear in the attendance list of the course on ERP otherwise they inform the same to the student and Program Advisor.

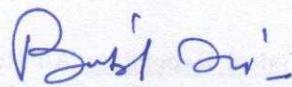
Note:

1. For any query regarding registration write mail for UG to ugone.acad@mnit.ac.in, ugtwo.acad@mnit.ac.in, for PG & PhD pg.acad@mnit.ac.in, phd.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. If your queries/problem remains unresolved for more than two working days, then you must forward the previous email to adug.acad@mnit.ac.in (for UG students) and to adpg.acad@mnit.ac.in for (for PG & PhD students).


Dy. Registrar (Academic)

Copy to:

1. All Head of the Departments.
2. Dean, Academic.
3. Associate Dean (PG)\(UG).
4. All Conveners DUGC/DPGC.
5. Concerned Dealing assistant.
6. Webmaster for upload on Institute Website.
7. Guard File.


Assistant Registrar (Academic)

