MALVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR
OFFICE OF THE DEAN ACADEMIC

No. - **5369-A**   Date: **29/12/2025**

Notification for registration of Students in Even Semester Academic Session 2025-26

The students are hereby informed that they are required to register for the Even Semester academic year 2025-26 as per the table below:

Table 1: Schedule of Fee deposition, course registration and approved by programme Advisor

S. No.	Activity	Fee payment & Course Registration
1.	Without late fee	08 December 2025 to 05 January 2026
2.	With late fee of Rs.1,000/-	06 January 2026 to 12 January 2026
3.	With late fee of Rs.10,000/-	13 January 2026 to 19 January 2026

Commencement of classes: 05 January 2026

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

(1) Fee Deposition
(2) Online Course Registration by student
(3) Approval by Program Advisor (Physically)

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 **08 December 2025.** 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, 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 printout 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 at the time of registration.

Note:

1. **The payment of fee through NEFT is only allowed through ERP, No NEFT/RTGS without ERP Challan is 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 only through Net Banking/Debit Card, through ERP Portal.

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

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

DASA students and students using education loan can also pay 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 branch of MNIT, Jaipur only **and submit the Institute copy of Fee Challan along with photocopy of DD to Academic Section at the time of registration.**

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

Institute Fee - Institute fee is to be paid online through ERP by all DASA Students.

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 82.60 (as per notification No. 45/2024-Customs (N.T.) dated 20th June 2024.

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

Every UG student must register a minimum of 15 credits & not allowed to register more than 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 mentioned in UG Rules.

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. **Physical Reporting & Course Approval** –The students must contact the concerned program advisor in person for approval of the registered courses and ensure that registered courses show **'APPROVED'** status on ERP. In case, **'TEMP'** status on ERP, you are required to contact concerned program advisor to approve the course on ERP.

Note:

- All the concerned HODs and Convener DUGC/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 DUGC/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 UG to adug.acad@mnit.ac.in, for PG and Ph.D. 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 No for .
   UG   :   0141 - 2715037
   PG   :   0141 - 2715046
   Ph.D.   :   0141 - 2715038

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