

**MALVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR**  
**OFFICE OF THE DEAN ACADEMIC**

No. 4370

Date: 16-12-2024

**Notification for registration of Students in Even Semester Academic Session 2024-25**

The students are hereby informed that they are required to register for the Even Semester academic year 2024-25 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             | 06 December 2024 to 02 January 2025 |
| 2.     | With late fee of Rs.1,000/-  | 03 January 2025 to 07 January 2025  |
| 3.     | With late fee of Rs.10,000/- | 08 January 2025 to 13 January 2025  |

**Commencement of classes: 02 January 2025**

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

- (1) **Anti-Ragging Undertaking with provided Reference Number of ERP**
- (2) **Fee Deposition**
- (3) **Online Course Registration by student**
- (4) **Approval by Program Advisor (Physically)**

**1. Anti-Ragging Undertaking with provided Reference Number of ERP**

Anti-Ragging Undertaking to be filled mandatorily by all UG/PG/Ph.D. student in every semester prior to course Registration for existing students and at the reporting time by new students.

Step by Step Instructions are as under: -

1. Please click on the below link to fill an online Anti-Ragging undertaking (in the UNIVERSITY Segment) at Anti-Ragging Portal of UGC. [www.antiragging.in/affidavit\\_registration\\_disclaimer.html](http://www.antiragging.in/affidavit_registration_disclaimer.html)
2. On submission of Anti-Ragging Undertaking at Anti-Ragging Portal of UGC, students will get a PDF of "Anti-Ragging Affidavit" on their email.
3. "Anti-Ragging Affidavit by the student" contains a **reference number** on the top left corner which is to be filled mandatorily on ERP in the given section and the received PDF is to be sent at [antiragging@mnit.ac.in](mailto:antiragging@mnit.ac.in)
4. Read the instruction given at [www.antiragging.in](http://www.antiragging.in).

**Note:** All students are ordered to provide **true information** on the undertaking and the correct reference number of the undertaking on ERP. If the information is found false, the authority will take necessary action

5. Following additional details will helps while filling the undertaking form
  - (a) Institute ID: U-0410
  - (b) Director's Name: Prof. Narayana Prasad Padhy
  - (c) Institute Phone Number (Security supervisor): 9549891442
  - (d) Nearest police Station: Malviya Nagar police station Jaipur-302017

## 2. **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 **06 December 2024**. 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 added 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.

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.**

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](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** - 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 20<sup>th</sup> June 2024).

**DASA Students (SAARC and NON - SAARC)** - Payment in INR will be accepted online with exchange rate from the concerned bank.

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

**Table 2: 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<br>ICICI Bank Ltd. Prabha Bahawan MNIT Campus Jaipur<br>Account No. 676801105615<br>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:** 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 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](mailto:adug.acad@mnit.ac.in), for PG and Ph.D. [adpg.acad@mnit.ac.in](mailto: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](mailto:erp.acad@mnit.ac.in).
3. Telephone No for

UG : 0141 - 2715037

PG : 0141 - 2715046

Ph.D. : 0141 - 2715038

for  
Dew  
16/12/2024  
DEAN ACADEMIC (I/C)