

Malaviya National Institute of Technology, Jaipur
Academic Section
Instructions for newly admitted PG & PhD Students
Odd semester 2021-22

15 Sep 2021

All newly admitted PG and PhD students will have to report as per the schedule given below **in their respective departments.**

S. No.	Program & Degree	Admitted through	MNIT ERP ID Generation	Fee Payment (Online on MNIT ERP)	Physical Reporting & Orientation Programme Date
1.	Part Time M. Tech. & M. Plan	Departmental Exam	15 th Sep 2021	16 th Sep to 20 th Sep 2021	27 th Sep 2021
2.	PG (M. Tech.)	QIP	15 th Sep 2021	16 th Sep to 20 th Sep 2021	27 th Sep 2021
3.	MBA	Departmental Exam	15 th Sep 2021	--	27 th Sep 2021
4.	PhD	Departmental Exam	15 th Sep 2021	16 th Sep to 20 th Sep 2021	27 th Sep 2021
5.	PhD	QIP	15 th Sep 2021	16 th Sep to 20 th Sep 2021	27 th Sep 2021
6.	M. Tech., M. Plan	CCMT	23 rd to 24 th Sep 2021	--	27 th Sep 2021
7.	M.Sc.	CCMN	23 rd to 24 th Sep 2021	--	27 th Sep 2021

You will get a system generated email containing student ID along with MNIT ERP credentials & manual from the institute as per the dates given in above table.

To complete the registration process follow the steps given below:

1. After getting STUDENT-ID from the Institute
 - a) Upload documents on ERP (PDF file) mentioned in **Annexure-3A for PG and Annexure-3B** for PhD.
 - b) Undertaking for pending documents (if any). Undertaking format is given in **Annexure-1**. You are required to take a print, fill it and send after signing it.
Note: Hard copy of required documents is to be submitted in the Institute. A separate notification will be issued for the same.
 - c) You will be able to download Institute Provisional Admission Letter from the MNIT ERP.
2. **Institute Fee Submission:** Using the given credentials, access the MNIT ERP to pay your fee through the online payment mode. To pay the fee online follow the steps given "**How to pay fee online through ERP?**" in **Annexure-4**

Fee Structure: http://mnit.ac.in/academics/fee_structure.php

Note: For making payment through debit card it should be ensured that sufficient transaction limit is available in card. Students are advised to activate/enable Net Banking facility as payment charges are lesser in Net Banking as compared to Debit Card.

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: Please ignore step no 2, if fee already paid in advance.

3. Department orientation & Course Registration:

a) All students must report to their respective departments on 27th Sep 2021, Monday 11:00 AM for orientation programme where they will be guided about course registration process on ERP.

b) Using the given credentials, access the MNIT ERP to register for the odd semester of session 2021-22. Course registration window on ERP will be available from **27th Sep 2021 to 29th Sep 2021**. To submit course registration follow the instructions manual **"How to submit semester course registration?" Annexure-2**

Commencement of the classes: - **29th Sep 2021**

For queries write an email to:

pg.acad@mnit.ac.in : PG admission related queries

phd.acad@mnit.ac.in : PhD admission related queries

erp.acad@mnit.ac.in : ERP related technical queries.

Telephone Number for help:

PG: 0141-2715046

PhD: 0141-2715038

ACADEMIC SECTION

Malaviya National Institute of Technology Jaipur

Academic Section

Undertaking

I s/o d/o c/o undertake that I will submit my following pending documents latest by -- / -- /2021 (DD/MM/YYYY). I understand that if I fail to submit the same by due date, my admission would be cancelled and no fee would be refunded to me. List of pending documents:

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

Following are my admission details:

Name :

ERP ID :

Application ID :

Degree :

Branch :

Specialization :

Signature of student

Place :

Date :

How to submit semester course registration?

1. Open the link: <http://mniterp.orgin> in Google chrome browser.
2. The system will ask you for the LDAP login credentials. Use following login details :
User Id: **apmmit**
Password: **pwd8985\$**
Note: System may ask you to enter the above credentials more than one time.
3. After successful LDAP login, select the user type 'STUDENT' from the screen.
4. You will see the student login window on ERP. Enter the following login credentials
Student Id: STUDENT-ID (For Example: 2021PCPxxxx)
Password: password received in your personal email.
5. Go to Registration tab and select '**Course Registration**' button.
6. Select the semester from the drop down list.
7. Select the courses along with preferences (required for elective courses) and submit the course registration. Initially student course registration is considered temporary (TEMP).
8. After submitting course registration, the concerned program advisor will approve your courses registration, which updates course registration status as 'APPROVED' on ERP.

List of the documents to be submitted by PG students at the time of physical reporting

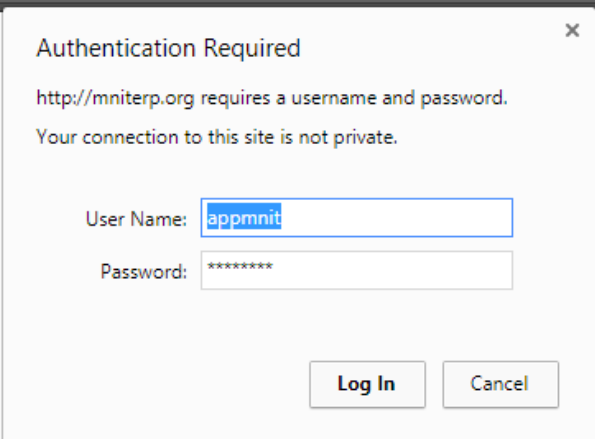
1. File 1:- Recent photograph (size 30KB in **JPEG** format)
2. File 2:- The following documents in the order indicating below in a single file (**PDF** format):-
 - a) DVC and Provisional Admission Letter/Confirmation Letter
 - b) Aadhar Card. (Mandatory)
 - c) Class X (High School) Mark sheet and Certificate.
 - d) Mark sheet of Class XII
 - e) Graduation/Post Graduation Mark sheets and Degree Certificate (Qualifying Degree) with all semester mark sheets.
 - f) GATE Score Card/Certificate.
 - g) Migration Certificate
 - h) Transfer Certificate.
 - i) Character Certificate (from the Director/Dean of Students Affairs of the Institute from where the candidate has graduated For Full-time course applicants only).
 - j) Course completion certificate (by result awaiting candidates).
 - k) Certificate of category (SC/ST/OBC/EWS), if applicable, as per Government of India/CCMT guidelines, Issued by the competent authority. Refer "<http://ccmt.nic.in>--> Certificate Formats for certificate "for formats. In case of OBC category, the certificate must be issued on or after April 1, 2021.
 - l) Undertaking by the candidate regarding OBC status in required format (<http://ccmt.nic.in>--> Certificate Formats for certificates).
 - m) Certificate for Persons with Disabilities (PWD), if applicable
 - n) Medical Certificate

List of the documents to be submitted by PhD students at the time of physical reporting

1. File 1:- Recent photograph (size 30KB in **JPEG** format)
2. File 2:- The following documents in the order indicating below in a single file (**PDF** format):-
 - a) DVC and Provisional Admission Letter/Confirmation Letter
 - b) Aadhar Card. (Mandatory)
 - c) Class X (High School) Mark sheet and Certificate.
 - d) Mark sheet of Class XII
 - e) Graduation/Post Graduation Mark sheets and Degree Certificate (Qualifying Degree) with all semester mark sheets.
 - f) GATE Score Card/Certificate.
 - g) Migration Certificate
 - h) Transfer Certificate.
 - i) Character Certificate (from the Director/Dean of Students Affairs of the Institute from where the candidate has graduated For Full-time course applicants only).
 - j) Course completion certificate (by result awaiting candidates).
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 - l) Undertaking by the candidate regarding OBC status in required format (<http://ccmt.nic.in>--> Certificate Formats for certificates).
 - m) Certificate for Persons with Disabilities (PWD), if applicable
 - n) Medical Certificate

How to login into ERP?

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



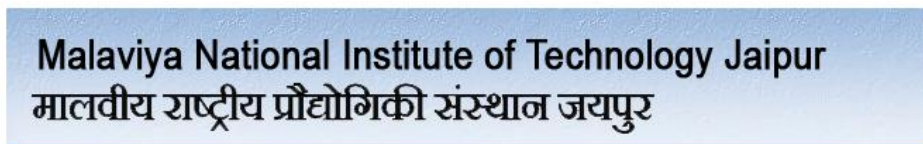
Authentication Required

<http://mniterp.org> requires a username and password.
Your connection to this site is not private.

User Name:

Password:

2. System will ask LDAP security credentials. Details are given as:
 - a. ID : apmmit
 - b. Password : pwd8985\$
3. Select the type of user to access login screen. (Student)



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

Welcome to Students of MNIT



Please Login

User ID

Password

Fin Year: **2017-18**

Enter Security No in the box below

74&3

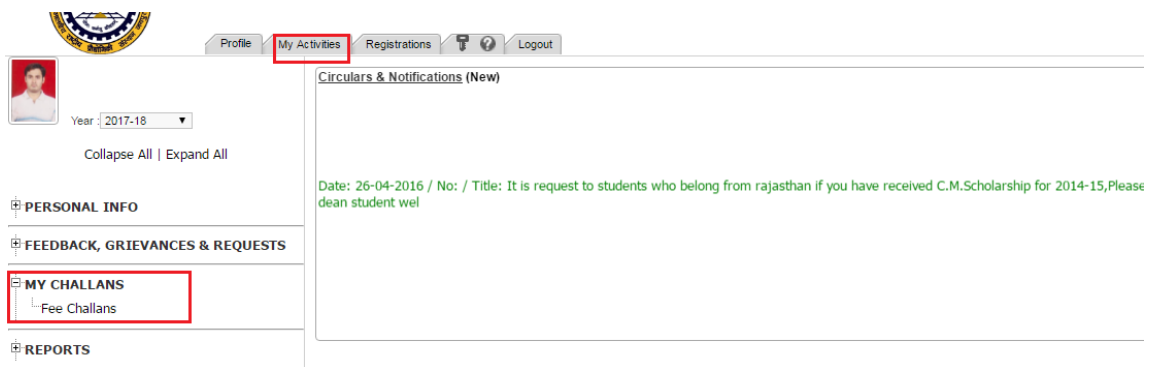


[Forgot / Reset Password](#)

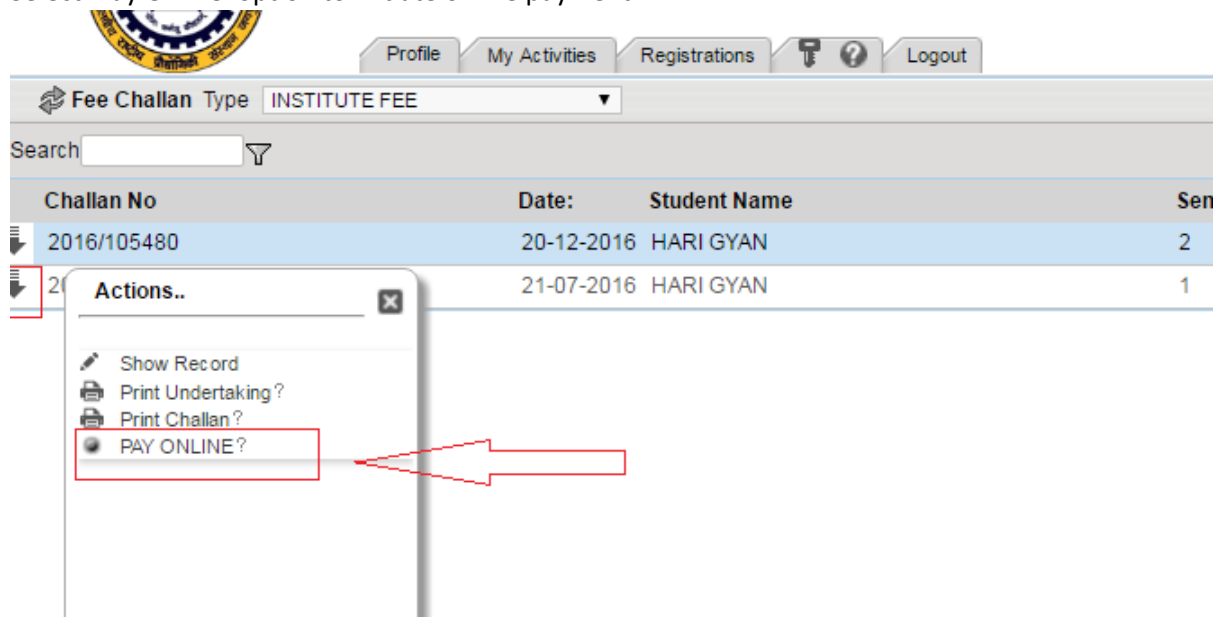
Please do not share your password
You will be responsible for all activities.

How to pay fee through ONLINE PAYMENT MODE?

1. Go to My Activities->My Challans



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



4. Select gateway from available list of gateways. Active gateways are:
 - a. TPSL
 - b. EazyPay
5. Follow the instructions on screen and complete your fee payment using any of available payment mode:
 - a. Debit card
 - b. Net banking

Note: Steps to complete fee payment may be different as per selected gateway or your bank. You are advised to check help manual of payment gateway.

How to confirm payment status?

1. After fee payment, Gateway will redirect you to MNIT ERP. Payment successful if it shows you success message with transaction ID.
2. To confirm it on ERP, you can check transaction ID in 'Transaction ID' column of challan record.