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MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY, JAIPUR

Academic Section

Instructions for newly admitted Ph.D. Students

Even Semester 2021-22

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Dated:- 25-01-2022

All newly admitted Ph.D. students will have to report online only as per the schedule given below**.**

Program & Degree	MNIT ERP ID Generation	Fee Payment (Online on MNIT ERP)	Course Registration in ERP
Ph.D.	27th January 2022	28th to 30th January 2022	01st & 02nd February 2022

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 (2021R**95**) from the Institute

    a) Upload documents on ERP (PDF file) mentioned in **Annexure-3**.

    b) Hard copy of required documents (self attested) as per **Annexure-3** along with the Undertaking format is given in **Annexure-1** is to be submitted in the Academic Section. 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).*

3. **Course Registration:**

    Using the given credentials, access the MNIT ERP to register courses for the Even Semester of session 2021-22. Course registration window in ERP will be available from 01st & 02nd February 2022**.** To submit course registration, follow the instructions manual **"How to submit semester course registration?" Annexure-2**

Commencement of the classes will start from 01st February 2022 in online mode. The links for the same will be sent on your MNIT Email ID (i.e. 2021R95**@mnit.ac.in), that will be created on 31st January 2022.**

For queries write an email to:

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

erp.acad@mnit.ac.in : ERP related technical queries (fee payment issue, course registration etc..)

Telephone Number for help:

PhD: 0141-2715038

Malaviya National Institute of Technology Jaipur
Academic Section

<u>Undertaking</u>

I …………………………….. s/o d/o c/o ……………………………………….. undertake that I will submit my following pending documents latest by 28/02/2022. 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 :		…………………
Branch	:	…………………

Signature of student

Place   :   …………………
Date   :   …………………

How to submit semester course registration?

1. Open the link: **http://mniterp.org** in Google chrome browser.
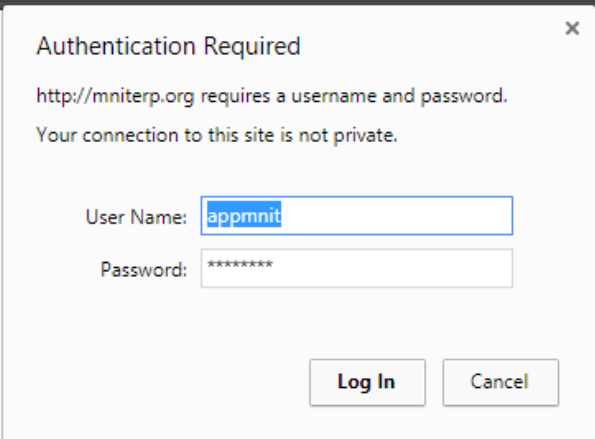
2. The system will ask you for the LDAP login credentials. Use following login details :

   User Id: **appmnit**

   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: 2021Rxx95xx).

   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.

1) **File 1:-** Containing recent passport size photograph in JPEG format (size 30KB).
2) **File 2:-** Containing following documents (**in one PDF file & size must be less than 2000 KB**) in the order indicating below:-

    1. Photo ID proof (Aadhar Card/Voter ID/DL etc.)
    2. Aadhar Card compulsory
    3. Class X (High School) Board Certificate as proof of date of birth
    4. Mark sheet of Class XII
    5. Graduation Mark sheets and Degree Certificate
    6. Post Graduation Mark sheets and Degree Certificate/Provisional.
    7. NET/GATE Certificate
    8. Migration Certificate issued from last institution (**to be submitted in original**)
    9. Character Certificate (from the Director/Dean of Students Affairs of the Institute from where the candidate has graduated (For Full-time/Part Time candidates), issued from last institution (**to be submitted in original**).
    10. Certificate of category (OBC / SC / ST), (Central Govt. Format) if applicable, issued by the competent authority. (OBC certificate must be issued after March 31st 2021).
    11. Undertaking by the candidate regarding OBC status in required format**. (Annexure VII)***
    12. Certificate for Persons with Disabilities (PWD), if applicable
    13. NOC from the employer for **Part Time candidates. (Annexure IV)***
    14. NOC from the employer for **Off Campus candidates. (Annexure V)***
    15. Service Experience Certificate for Sponsored Full Time and Part time candidate.
    16. Character Certificate from the employer on the official stationary and rubber stamp of the Organization / institution (For full-time /part-time candidates only).
    17. Character Certificate from two persons of repute where the candidate has been residing for the last two years (For part-time course applicants only).
    18. Medical Certificate (**to be submitted in original**).
    19. **The Institute fee will be paid by online mode only. Candidates are advised to ensure that they have net banking enabled in their bank account or should have debit card (with sufficient limit) to pay fee online.**
    20. Link of Institute fee structure- http://www.mnit.ac.in/cms/uploads/2021/09/PhD.pdf

 *As per the Performa in Ph.D. Admission Brochure Even Semester 2021-22.

How to login into ERP?

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

2. **System will ask LDAP security credentials. Details are given as:**
   a. **ID : appmnit**
   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)**

How to pay fee through ONLINE PAYMENT MODE?
1. Go to My Activities->My Challans
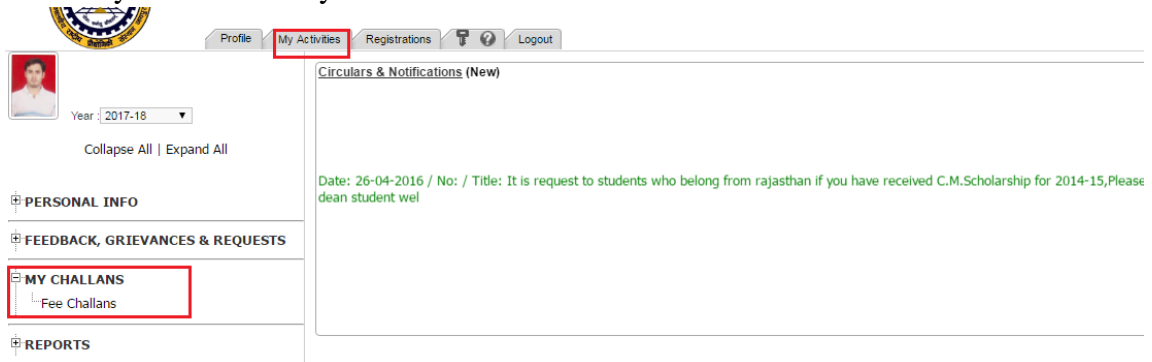
2. Select your fee challan and click on actions ('Down arrow in left of challan')
3. Select 'Pay Online' option to initiate online payment.
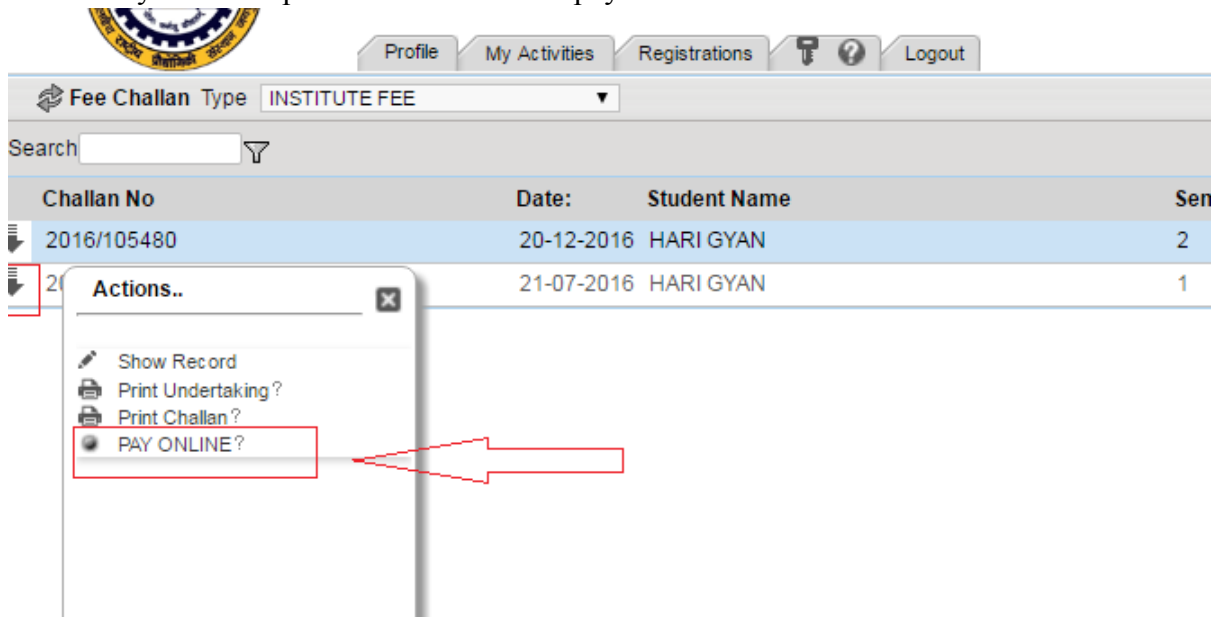
4. Select the following gateway for the online fee payment:
   a. Eazy Pay
5. Follow the instructions on screen and complete your fee payment using any of available payment mode:
   a. Debit card
   b. Net banking

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.