

Registration in Odd Semester Academic Session 2016-17 for Continuing Students

General Instructions

All the Undergraduate students enrolled in various program in the institute are hereby informed that they are required to follow the following procedure in respect of their registration in the concerned enrolled program for the Odd semester academic year 2016-17 (**Student ID card is must during the process of registration at the level of Programme Advisor & Academic Section**).

The steps for registration for the Odd semester are as follows:

1. **Fee deposition will be through online mode in ERP login.** The window for the same will be open from 14th July 2016. The procedure for paying fee is given in “The Instructions for fee payment”. The fee structure is given on the website <http://www.mnit.ac.in/academics/UG.php>.

Instructions for DASA students:

DASA students should bring DD for tuition fee (both odd and even semesters tuition fee will be taken in odd semester) in US Dollars in favour of **Registrar MNIT Jaipur, payable at Jaipur** and deposit the same at MNIT Jaipur ICICI Branch. Students from Nepal and Bhutan can pay their fee either in US Dollars or in Equivalent Indian Rupees (if payment is made from banks in Nepal or Bhutan), however, in case of Rupee payment, they are required to get exchange rate certificate from the bankers and submit the same at MNIT Jaipur. After fee payment by Challan and course approved by program advisor they are required to report along with photocopy of DD and fee challan at the reporting desk as per schedule mentioned in Table 2.

2. **Course Registration:** Login into your ERP account and **fill your choice** of subjects for the Odd Semester. The window for course registration will be open from 14th July 2016. However the approval by program advisor will be as per schedule given in Table 1.

A late fee of Rs. 1000/- will be applicable on reporting from 25th to 26th July 2016. On Reporting 27th to 29th July 2016 the late fee of Rs. 10,000/- will be applicable.

Note for VII Semester students

- a. The registration for open elective courses will be based on first come first serve basis in their ERP login. The list of open electives is given on the website in Student’s Corner.
 - b. The students of B. Tech. VII semester of the Departments of Mechanical Engineering, Chemical Engineering, Civil Engineering, and Metallurgical and Materials Engineering are required to choose one course of **Basic Management (BMT499)**.
3. Meet your respective **Program Advisor** as per schedule in your Department and get courses approved for the Odd semester. The student should ensure that against the choice of courses filled by them for Odd semester it is shown as “**Approved**” in ERP. In case word “**Temp**” appears, it implies that the course has not been approved. The students may kindly note that in case word ‘temp’ persist after the closure of registration process, they shall not be considered registered for that particular course and would not be permitted to appear in the Mid Term and End Term Examination for the said course.
 4. Report physically to the Academic Section at the designated place as per the schedule given in Table 2. You are required to ensure that you **sign in the register kept at the Reporting Desk**.

Table 1: Course approval by Programme Advisor in the concerned Department

18 th to 19 th July 2016	10.00 AM to 12.00 Noon	Course approval by Programme Advisor
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Table 2: Physical Reporting schedule at 2nd Floor, Prabha Bhawan

Date/ Time Slots	09:30 AM to 11:30 AM	11:30 AM to 01:30 PM	1.30 PM to 2 PM	02:30 PM to 05:00 PM
20 th July 2016	UG III Semester Architecture Chemical Engg. Electrical Engg. ECE	UG III Semester Civil Engg. Computer Engg. Mechanical Engg. Metallurgical Engg.	Lunch	UG V Semester Architecture Chemical Engg. Electrical Engg. ECE UG IX Semester Architecture
	UG V Semester Civil Engg. Computer Engg. Mechanical Engg. Metallurgical Engg.	UG VII Semester Architecture Chemical Engg. Electrical Engg. ECE		UG VII Semester Civil Engg. Computer Engg. Mechanical Engg. Metallurgical Engg.
22 nd July 2016	Other Students including B. Tech. 2011 and earlier batches		Lunch	

Classes will begin on 25th July 2016 and attendance shall be counted from 25th July 2016 irrespective of date of registration.

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

- (1) Payment of fee
- (2) Course Registration by student and approval by Program Advisor, DUGC & APEC
- (3) Signing on the register available at Academic Section

Registration for academically deficient students ($SGPA \leq 4.5$ or $CGPA < 5$ but above 4.5 or $SGPA > 4.5$ & $CGPA < 5$) is to be done in consultation with APEC & DUGC as per section 6.5 of RR (UG Regulations) and promotion policy. The schedule of the APEC meeting will be provided on the website separately. The academically deficient students are required to register for courses only after recommendation of APEC meeting.

Note:

- All the concerned HODs and convener DUGC shall ensure the respective Program Advisors are available to student for course approval during the days of registration as per the schedule given in Table 1 & 2.
- The Convener DUGC may also ensure that no eligible student remain unregistered after last date of registration. In case any student doesn't approach the concerned Program Adviser for course approval, he will not be registered for the course. The Course Coordinator shall ensure that students who are attending their classes, their names must appear in the attendance list of the course on ERP otherwise they may inform the same to the student and Program Advisor.

Instructions for F Grade course registration for B. Tech. 2011

Students of 2011 and earlier batches those need to register for F grade subjects should meet their Program Advisor and submit paper registration forms. The registered course and its equivalent course code should be mentioned in the registration form. The Convener DUGC of the department should ensure that a copy of this is retained in department, before submitting to academic section.

Note: In case of any query write mail to erp.acad@mmit.ac.in