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MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY, JAIPUR

Academic Section

Instructions for newly admitted Ph.D. Students

Even Semester 2024-25

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Dated:- 19-12-2024

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All newly admitted Ph.D. students will have to make fees payment and report as per the schedule given below.

MNIT ERP ID Generation	Fees Payment (Online on MNIT ERP)	Physical Reporting and document verification	Course Registration in ERP
20th December 2024	20th December 2024 to 26th December 2024	01st January 2025	01st January 2025

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 (**2024Rxx95xx**) from the Institute

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

   b) You are required to bring self-attested photocopies of all the academic and other relevant documents as per **Annexure-3** and Undertaking (format is given in **Annexure-1)** along with the original documents for verification.

2. **Institute Fees 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**

   Fees Structure: https://mnit.ac.in/academics/fee_structure

   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 2024-25. **"How to submit semester course registration?" Annexure-2**

Commencement of the classes -02nd January 2025.

For queries write an email to:

phd.acad@mnit.ac.in	:	**Ph.D. 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**

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ACADEMIC SECTION

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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 31/01/2025. 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   :   …………………

Student ID   :   …………………

Department

Signature of student
Place   :   …………………
Date   :   …………………

How to submit semester course registration?

Ph.D. Course registration :-

You are advised to do course registration in consultation with your Supervisor and Convener DPGC at the time of physical reporting.

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: 2024Rxx95xx).

   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 2024).**
11. EWS Certificate as per central government format for the year 2024-25 (issued after 31st March 2024).
12. Undertaking by the candidate regarding OBC status in required format**. (Annexure VIII)***
13. Certificate for Persons with Disabilities (PWD), if applicable
14. NOC from the employer for **Part Time candidates. (Annexure V)***
    (NOC and Experience certificate required at the time of registration)

15. NOC from the employer for **Off Campus candidates. (Annexure VI)***
    (NOC and Experience certificate required at the time of registration)

16. Sponsorship Certificate for Full Time Sponsored candidates. (**Annexure IV)***
17. Service Experience Certificate for Sponsored Full Time and Part time candidate.
    (Sponsorship certificate and Experience certificate required at the time of registration)

18. Character Certificate from the employer on the official stationary and rubber stamp of the Organization / institution (For full-time /part-time candidates only).
19. Character Certificate from two persons of repute where the candidate has been residing for the last two years (For part-time course applicants only).
20. Medical Certificate (**to be submitted in original**).
21. **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.**
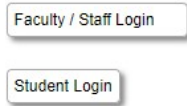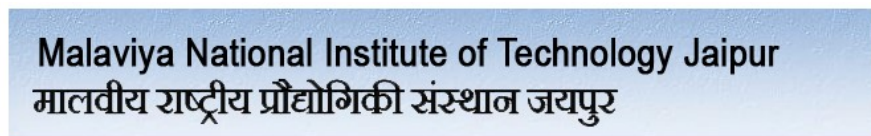22. Link of Institute fee structure- https://mnit.ac.in/academics/fee_structure.

 *As per the Performa in Ph.D. Admission Brochure Even Semester 2024-25.

How to login into ERP?
1. **Open the URL mniterp.org in your browser.**
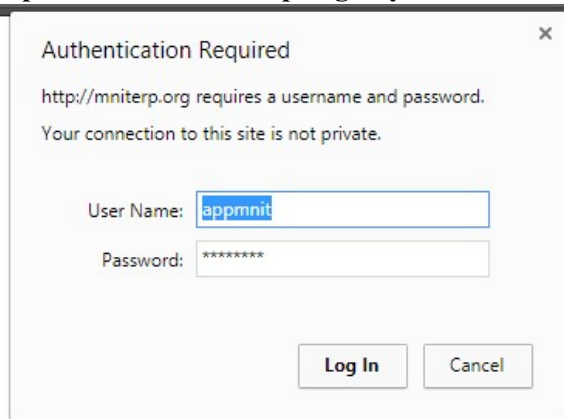
2. **System will ask LDAP security credentials. Details are given as:**
   a. **ID : appmnit**
   b. **Password : pwd8985$**
3. **Select the type of user to access login screen. (Student)**

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
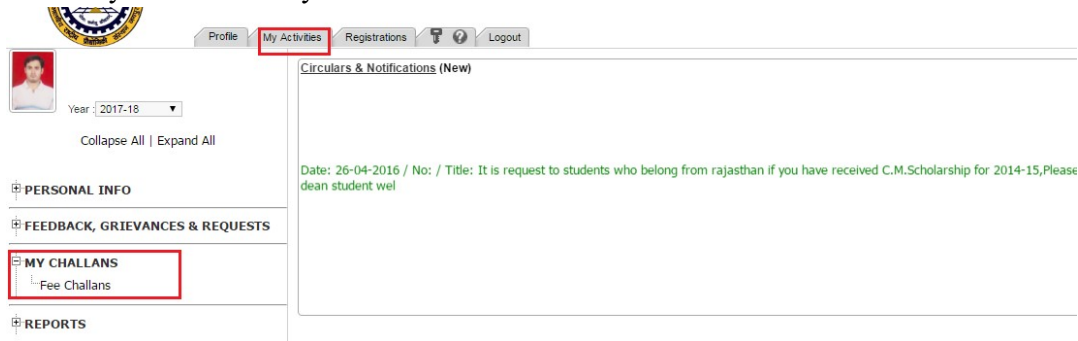
2. Select your fee challan and click on actions ('Down arrow in left of challan')
3. Select 'Pay Online' option to initiate online payment.
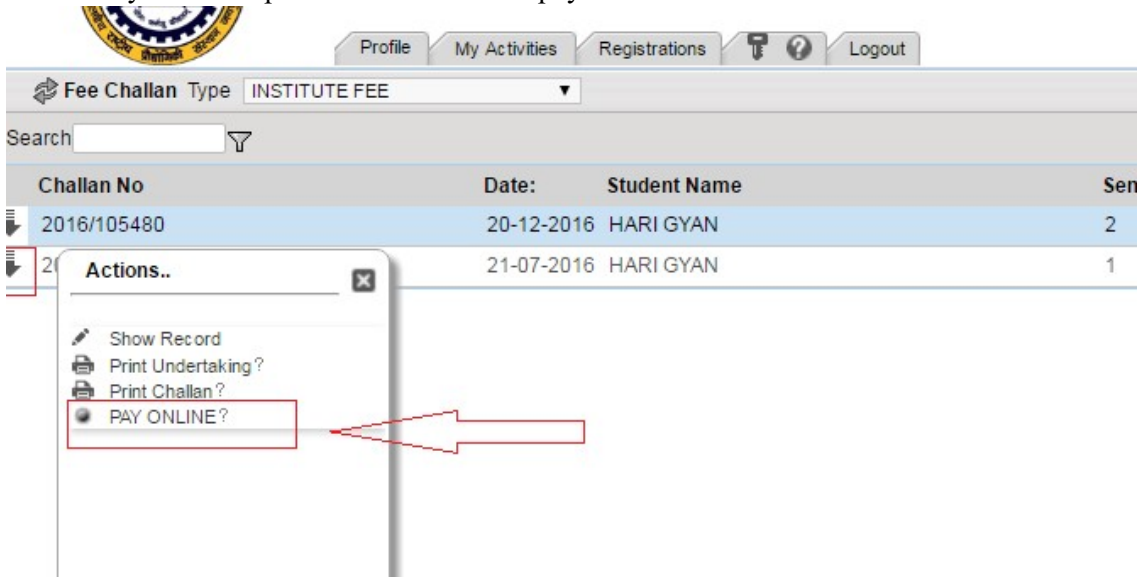
4. Select the following gateway for the online fee payment:
   a. Eazy Pay
5. Follow the instructions on screen and complete your fee payment using any of available payment mode:
   a. Debit card
   b. Net banking

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.

NO OBJECTION CERTIFICATE

(Required from Candidates Seeking Admission on PART-TIME Basis)
(On a letterhead of the sponsoring organization & enclosed with application for admission)

The undersigned is pleased to permit Mr./Ms. .... who is working in this organization for the last .... years and is presently holding the rank/position of .... for pursuing the programme (course) at MNIT Jaipur in the Department of .... with specialization in the following areas:

1. ....
2. ....
3. ....

His/her conduct and character is good. We are ready to relieve him/her during study hours (usually 8-10 hours of classroom instructions in a week) to undergo the Masters' programme / (usually about 6 hours of classroom instructions in a week) to undergo the Ph.D. programme as per time-table of the Institute, which follows slot system. We understand that the duration of course work is expected to be 4 semesters for Part-Time M.Tech. programme/ 5 semesters for part-time Ph.D. programme, while total duration is expected to be 3 years for part time M.Tech./ 6 years for part-time Ph.D.

Place: ....   Signature of Head of the Institution/Organization with seal
Date:....................   Name ....
                                  Designation ....

NO OBJECTION CERTIFICATE

(Required from Candidates Seeking Admission on OFF CAMPUS Basis)
(On a letterhead of the sponsoring organization & enclosed with application for admission)

The undersigned is pleased to permit Mr./Ms. .... who is working in this organization for the last **(must be more than two year)** .... Years and is presently holding the rank/position of .... for pursuing the programme (course) at MNIT Jaipur in the Department of .... with specialization in the following areas:

1. ....
2. ....
3. ....

His/her conduct and character is good. We are ready to relieve him/her to stay on the campus to enable the candidate to complete the "Course work", "Comprehensive Examination" and "State of Art Seminar" and at the end of every semester for the semester evaluation. The organization has the **research and library facilities** available and the same would be available to him/her for carrying out research.

Place: ....   Signature of Head of the Institution/Organization with seal
Date:....................   Name ....
                                  Designation ....

SPONSORSHIP CERTIFICATE
(Required from Full-time Sponsored Candidates only)

(This should be typed on the letterhead of the Sponsoring Organization and enclosed with application for admission)

To,
The Director
MNIT, Jaipur
Sub: Sponsoring of an employer for Ph.D. Programme.

We hereby Sponsor the candidature of Mr./Ms. .... who is working in this organization for the last ....years and is presently holding the rank/position of .... for joining his/her Ph.D. programme in .... at your Institute as a Full Time candidate in the Department of .... with specialization in the following areas:
1...............................
2..
3.......................................

His/her conduct and character is good.

The Institution/Organization would relieve him/her immediately for joining the above course, if selected for admission. We shall fully relieve him/her duties in the organization to devote sufficient time for Ph.D.

Place: ....   Signature of Head of the Institution/Organization with seal
Date:........................   Name ....
                                        Designation ....

*Candidate should also give a separate undertaking that he would fulfill the attendance requirements of all the courses undertaken by him for fulfillment of the course pursued.