

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR
ACADEMIC SECTION

No. Academic/MNIT/2015/

Dated: May, 11, 2015

OFFICE ORDER

As per the decision taken by the Senate in its 31st Meeting (Item No. 31-5.4) held on 02nd December 2014 and the approval of the competent authority following guidelines/frame work shall be applicable to the students who come to MNIT Jaipur for some project/research work for some specific period as non-degree students.

Category-I Indian Student (Without MoU)

- 1) In case the stay of the student(s) in MNITJ is for a period less than a semester-Only the information shall be communicated to Dean (Academic Affairs) and Dean (SW) office regarding the student. The concerned Head of the Department shall assign a host faculty to take care of student for the entire period of his/her stay in MNITJ.
- 2) In case the stay of the student(s) in MNITJ is equal to or more than one semester- a prior approval of Dean (Academic Affairs) has to be obtained in this respect.

In any of the case listed above,

- If it requires the student to stay on campus-charges as decided by the committee below shall be applicable to the student.
- If no coursework is involved, as the student shall be utilizing the lab facility/library/Internet facility of the Institute hence, the charges as decided by the committee below shall be applicable to the student.
- However, if coursework is involved, the fee structure as decided by the committee below shall be applicable to the student.

Constitution of the committee

Dean (AA)	- Chairman
Chairman SUGB/SPGB	- Member
AD PG/UG-Member	- Member
HoD of the concerned Dept	- Member
DPGC/DUGC convener of the concerned Dept	- Member
Chief Warden	- Member (Incase requires stay in hostel)
Dean (SW)	- Member

Dean (SW) may issue a visiting ID card to the student/visitor with a copy to institute security.

Category-II Foreign Student (without MoU)

Such cases shall be dealt by the above committee on case by case basis. Necessary papers of communication (including email etc.) should be sent by the internal faculty mentor through the concerned HoD to the above said committee for assessment of the case. The committee may seek



further clarifications if need be from the proposed host faculty. The student/host faculty would be required to submit the following to the committee:-

- Official clearance from the host country and affiliating University.
- MEA, MHA and/or MHRD clearance for the visit of the country (since MNITJ will need to issue a visa support letter to the visitor).
- Medical clearance etc.
- Any other requirement deemed to be fulfilled for such students as laid down by the said committee.

The student would required to pay fee as decided by the above said committee (on case by case basis depending upon the fact that it would require course work or not). Further, charges (if any) for the facilities to be used by the student, may either be paid by the student or may be debited from the project funds of the host faculty member on his/her request/written consent.

The above conditions need be applied only in category I & II [i.e. cases not covered by any of the standing MoUs of MNITJ with Indian/foreign Institute(s)].

Category-III in case of MoU between MNITJ & the Sponsoring Organization/Institute

In case there is a standing MoU between the MNITJ and the sponsoring organization/ institute (Indian/Foreign partner):

- 1) Student(s) should be cleared at the department level itself if no credit transfer is envisaged with information to Dean (AA) and Dean (SW) offices through MNITJ host faculty of the student and concerned HoD.
- 2) In case it involves course/research work at MNITJ, as part of Institute MoU, then the student shall be asked to register for the courses as per MNITJ norms.

The fee and other charges to be paid by the student(s) shall be governed by the clause(s) of the MoU.

Category-IV In case of a Collaborative Project Between MNIT & the Sponsoring Organization/Institute

In case of any student who is on visit for some taught course/research work at MNITJ as part of collaborative project(s), then he/she will need to process due diligence with PI and Head of the concerned department only if it does not involve any credit transfer. It expected that his/her stay and accommodation shall be covered by MNITJ PI through respective project.

Notwithstanding the rules mentioned above, in all the cases involving an outside student/scholar visiting MNITJ for course work/research work/project work, the final approval rests with Chairman Senate & Director MNITJ.



Documents and the fee to be submitted in respect of the Non-degree students permitted in MNIT Jaipur under CATEGORY -I & II above

A. STUDENT

1. Official clearance from the concerned University on the University's letter head.
2. Appropriate valid visa (Student visa for entire duration of stay of Non Degree Student at MNIT Jaipur)
3. Proof of Travel/Medical Insurance of the student for his/her entire duration of stay at MNIT Jaipur.
4. The Fee structure applicable to a Non Degree Student shall be as under:

S. No.	Head of Fees	Fee applicable to Non Degree students (without MoU) (in Rupees)
A. Admission/Tuition Fees		
1.	Admission Processing Fee	2000 (1000+1000**)
2.	Tuition Fee*	7500.00
	Total (A)	8500.00
B. Institute Fees		
3.	Library & Book Bank	500.00
4.	Computer/Internet	1800.00
5.	Sports & Creative Arts Society	1000.00
6.	Students Welfare	500.00
7.	Examination*	500.00
	Total (B)	4300.00
	Total (A+B)	12800.00
C. One Time Payment		
8.	Institute Caution Money (refundable after submission of No Dues certificate)	10000.00
9.	Identity Card Charges	100.00
	Total (C)	10100.00
	Total (A+B+C)	22900.00

*Note: * Tuition Fee and Examination Fee applicable only in case the coursework is involved.*

*** Shall be given to staff as remuneration for processing the formalities of Non Degree Students.*



5. In case a Non Degree student requests for accommodation in the Institute, he/she shall be required to pay the Hostel fee as detailed below. However, the hostel accommodation shall depended upon its availability.

A. Hostel Fees		(In Rupees)
1.	Room Rent& Mess charges	As per the prevailing rate, at the time of joining
2.	Hostel Caution Money (refundable after submission of No Dues certificate)	10000.00

B. Host Supervisor

1. The host supervisor shall be responsible for the code and conduct of the Non Degree Student during his/her stay in the institute. An undertaking in prescribed format for the same shall be given by host supervisor to Dean Academic while forwarding the case of Non Degree student(format enclosed).
2. The academic section shall issue bonafide certificate, C/S form (applicable to foreign students only) or any other certificate as required in respect of Non Degree student. However, all the matter regarding opening of bank account, registration in FRO office (applicable to foreign students) or any other formality in respect of Non degree student shall be done by the host supervisor.
3. The host supervisor shall submit the documents/certificates of Non-degree student to concerning department/HOD for placing it in DPGC at least 45 days prior to date of arrival of Non-degree student to the institute.

C. Department

1. The department shall forward the case of Non Degree student to Academic Section for consideration and further processing with the recommendation of DPGC/DUGC, as the case may be, of the concerned department.
2. The DPGC of the concerning Department shall forward the case of Non-degree student after its recommendation to Dean Academic at least one month prior to date of arrival of the Non-degree student to institute .


Dy. Registrar (Academic)

Copy to:

1. All HODs
2. All Faculties
3. Guard File.

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

(PERFORMA FOR NON DEGREE STUDENT)

PART - I (General Details regarding Non-Degree Student)

1. Name of the Non-Degree Student: _____
2. Nationality:_____ 3. Date of Birth:_____ Gender (Male/Female):_____
3. Contact Details : Residence Address _____

Contact No._____ Email ID_____
4. Passport No. (for Foreign student only): _____
5. Course presently enrolled in: _____
6. Any Present funding Source: _____

7. Name & Address of the University in which the student is presently enrolled: _____

PART - II (Details regarding Work to be undertaken at MNIT Jaipur by the student)

8. Nature of the work to be undertaken at MNITJ: Course work / Project work / Research work
9. Area of Course work / Project work / Research work: _____

10. Duration of the Course work / Project work / Research work at MNITJ: _____
11. Name of the Department at which the student shall be coming: _____
12. Name of the Host Supervisor: _____

I(Name of the Non Degree Student) hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Signature of Student

UNDERTAKING BY SUPERVISOR

I Prof./ Dr. (name of the host supervisor), department of.....
hereby undertake that I shall be responsible for the code and conduct of
.....(Name of Non Degree Student),
from..... (name of the Institute and country) during his/her stay
(i.e. to.....)in the institute and I shall inform Dean Academic Affairs about his/her status
from time to time.

Signature of Supervisor

PART - III For Official Use (Department)

13. Recommendation of the DPGC * Recommended / not recommended

*the Non Degree student shall be considered in MNIT only after the it is recommended by DPGC of the concerned department)

PART - IV For official Use (Academic Section)

14. Recommendation of Dean Academic Approved/not approved

15. ID No. allotted to the Non Degree student _____