



Prof. K. R. Niazi
Dean, Academic

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Dated: 10/12/18

Dear Graduating Students,

It is my pleasure to inform you all that the 13th Annual Convocation is scheduled on 29th December 2018 (forenoon). It will be appreciated if all eligible students receive their degrees in person. In case, you are unable to attend the Convocation on the scheduled date and time for any reason, please let us know on ERP. In such case you can get your degree in absentia through authorization letter available at <http://www.mnit.ac.in/academics/formats.php> or collect personally later.

Please note that admission to the event and issuance of the Final Degree Certificate is subject to fulfillment of the following conditions:

- 1) Clearing of your outstanding dues by applying "No Dues" on ERP. (if "No Dues" not obtained earlier)
- 2) All the graduating students must fill the "Convocation Form" through their ERP login. The ERP Accounts are enabled up to 20th December, 2018 to fill the form. Guidelines to fill the "Convocation Form" are attached here with the Invitation Letter.
- 3) Submission of fee Rs. 250/- (Rupees Two Hundred Fifty only) + *Postal charges (applicable for all if option of degree by post selected 'Yes') in the form of DD drawn in the favour of the Registrar, MNIT Jaipur payable at Jaipur (if not submitted earlier). ERP will show degree fee status, students have to deposit degree fee accordingly.
- 4) On this occasion it is mandatory to wear **Male: White Kurta Pajama; Female: Cream Salwar Suits/Sari;** (Stoles of different colours with Institute logo for undergraduate, postgraduate and Ph.D. students shall be issued by the Institute). The arrangement for the dress to be worn in the Convocation is to be made by individual students themselves.
- 5) Rehearsal of the convocation will be held one day before i.e. 28th December 2018 (after noon). **It is mandatory for all students to present in rehearsal.**

With Regards,

Yours faithfully,

K.R. Niazi
DEAN, ACADEMICS

Note:

1. The students are advised to kindly see the website for detailed information regarding the Convocation Venue & Schedule <http://www.mnit.ac.in/academics/convocation.php>.
2. In case of any query you may kindly send a mail at convocation@mnit.ac.in
3. The final list of students who are eligible to receive degree in the 13th Convocation is available at <http://www.mnit.ac.in/academics/convocation.php>, you are advised to kindly go through the same and report discrepancy (if any) regarding your name in Hindi/English in the same at the email convocation@mnit.ac.in.
4. In case you wish to bring any 'guest' to attend the Convocation ceremony, we shall be very happy to invite him/her (to be limited to one guest per candidate). However, the information regarding the same should be produced in the "Convocation Form" in student ERP login.
5. The students may kindly note that the provisional degree certificate is valid only till the final degree certificate is awarded.
6. *Postal Charges applicable in case a student requests for posting the final degree certificate are :
(i) Within India: Rs 100/- (Rs. Hundred only) (ii) For overseas: Rs 1000/- (Rs. One Thousand only)
7. Students have to post DD of requisite degree fee (if not submitted earlier) by writing their student ID, name, mobile and email at back side of DD to the following address latest by 15th December, 2018:
Office of the Dean Academic Affairs, Prabha Bhawan, Malaviya National Institute of Technology Jaipur, J.L.N. Marg, Malaviya Nagar, Jaipur(Raj.) – 302017.