



Prof. Ravindra Nagar  
Dean, Academic

मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

Malaviya National Institute of Technology Jaipur  
J. L. N. Marg, Jaipur-302017 (Rajasthan) INDIA

Fax : + 91 – 141- 2529029 (O)

E-mail: convocation2016@mnit.ac.in

No. MNIT/Acad/Conv-XI/2016/1701

Dated: 27/12/16

Dear Graduating Students,

It is a pleasure to inform you that the 11<sup>th</sup> Annual Convocation of MNIT Jaipur is scheduled to be held on 21<sup>st</sup> January, 2017 (Saturday). On fulfillment of the requirements stipulated for the award of Undergraduate/Postgraduate degree (as applicable) during the academic year 2015-16, you have been issued the Provisional Degree Certificate. Hence, now you are eligible to receive your "Final Degree Certificate" in the incoming 11<sup>th</sup> Annual Convocation.

We would appreciate your presence on the occasion to receive your degree in person. However, in case you are unable to attend the Convocation on the scheduled date and time, please let us know and arrange to receive the degree in absentia through authorization letter available at <http://www.mnit.ac.in/academics/formats.php>. or later personally.

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

- 1) Clearing of your outstanding dues by applying No Dues on ERP. (if not submitted earlier)
- 2) All the graduating students must fill the "**Convocation Form**" through their ERP login. Graduating students ERP accounts are enabled up to 5 Jan, 2017 to fill the form. Guidelines to fill the "Convocation Form" are attached here with the invitation letter.
- 3) Payment of fee Rs. 250/- (Two Hundred Fifty only) + \*Postal charges (If 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).

With Regards,

Yours faithfully,

  
(Ravindra Nagar)

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 [convocation2016@mnit.ac.in](mailto:convocation2016@mnit.ac.in)
3. The final list of students who are eligible to receive degree in the 11<sup>th</sup> 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 [convocation2016@mnit.ac.in](mailto:convocation2016@mnit.ac.in) latest by 29 December, 2016.
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. It is **mandatory for all students to wear the academic gowns for entry to the Convocation rehearsal and Convocation venue** (the students may collect the academic gown from the institute as per the details/schedule available at <http://www.mnit.ac.in/academics/convocation.php>.)
6. The students may kindly note that the provisional degree certificate is valid only till the final degree certificate is awarded.
7. \*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)
8. Students have to post DD of requisite degree fee (if not submitted earlier) by writing your student ID, name, mobile and email at back side of DD to the following address latest by 10<sup>th</sup> January 2017:

Office of the Dean Academic Affairs, Prabha Bhawan, Malaviya National Institute of Technology Jaipur, J.L.N. Marg, Malaviya Nagar, Jaipur(Raj.) - 302017