



Prof. B. L. Swami
Dean, Academic

मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर
Malaviya National Institute of Technology Jaipur
J. L. N. Marg, Jaipur-302017 (Rajasthan) INDIA
Phone No: +91-141-2715035
Fax : + 91 - 141- 2529029 (O)
E-mail: convocation@mnit.ac.in

No. MNIT/Acad/Conv-XII/2017/356

Dated: 14/12/2017

Dear Graduating Students,

It is a pleasure to inform you that the 12th Annual Convocation of MNIT Jaipur is scheduled to be held on 06th January, 2018 (Saturday). On fulfillment of the requirements stipulated for the award of Undergraduate/Postgraduate degree (as applicable) during the academic year 2016-17, you have been issued the Provisional Degree Certificate. Hence, now you are eligible to receive your "Final Degree Certificate" in the incoming 12th 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 31st December, 2017 to fill the form. Guidelines to fill the "Convocation Form" are attached here with the invitation letter.
- 3) Payment of fee Rs. 250/- (Rupees Two Hundred Fifty only) + *Postal charges (applicable for all 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). ERP will show degree fee status, students have to deposit degree fee accordingly.
- 4) It is mandatory for all students 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.

With Regards,

Yours faithfully,


(B. L. SWAMI)

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 12th 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 your student ID, name, mobile and email at back side of DD to the following address latest by 31st December, 2017:
Office of the Dean Academic Affairs, Prabha Bhawan, Malaviya National Institute of Technology Jaipur, J.L.N. Marg, Malaviya Nagar, Jaipur(Raj.) - 302017.