



Prof. K. R. Niazi
Dean, Academic

मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

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No. F4(12)Acad/MNIT/2019/654

Dated: 26/12/2019

Dear Graduating Students,

It is my pleasure to inform you all that the 14th Annual Convocation is scheduled on 19th January 2020 (Afternoon). 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 or get at your address by post⁶.

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 10th January, 2020 to fill the form. Guidelines to fill the "Convocation Form" are attached here with the Invitation Letter.
- 3) On this occasion it is mandatory to wear **Male: White Kurta Pajama; Female: Cream Colour 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.
- 4) Rehearsal of the convocation will be held one day before i.e. 18th January 2020 (after noon). **It is mandatory for all students to present in rehearsal.**

With Regards,

Yours faithfully,


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 14th 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)
*Postal charges (applicable 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.
Students have to post DD of requisite postal charges by writing their student ID, name, mobile and email at back side of DD to the following address:
Office of the Dean Academic Affairs, Prabha Bhawan, Malaviya National Institute of Technology Jaipur, J.L.N. Marg, Malaviya Nagar, Jaipur(Raj.) – 302017.