

# 11<sup>th</sup> Convocation 21<sup>st</sup> January 2016

## MNIT Jaipur

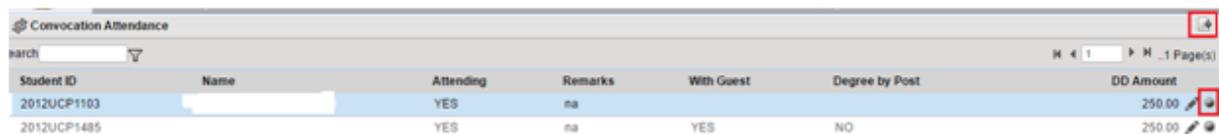
### Guidelines to fill Convocation Form through ERP

All graduating students must fill the “Convocation Form” from their ERP login. To complete the process please follow the steps given below:

1. Open mniterp.org
2. Use your login credentials to login into ERP



3. If you didn't remember your login credentials then use forgot password option to reset your password.
4. It is mandatory to submit “No Dues” form through ERP before proceeding to fill “Convocation Form” (if not submitted earlier). If your Personal bank details are not updated on ERP, send an email to [erp.acad@mnit.ac.in](mailto:erp.acad@mnit.ac.in) with your account no, branch name and IFSC code.
5. Open “Convocation Form” by selecting “My Activities->Personal-> Convocation Form”.
6. Your information is listed in the record. Click on Edit (second from left) button to update the form. Fill the form and click on “Submit” button to save.



Student ID	Name	Attending	Remarks	With Guest	Degree by Post	DD Amount
2012UCP1103		YES	na			250.00
2012UCP1485		YES	na	YES	NO	250.00



Edit button

7. Fill the form and submit by selecting the checkbox to confirm your details in Hindi/English as given on <http://mnit.ac.in/academics/convocation.php>

**General**

**Convocation Attendance**

Student ID

Name

Department

Year

Attending

Remarks

**Guest Details**

With Guest

Guest Name

Relation

**Postal Details**

Degree by Post

Postal Address

Country

Zip Code

I have thoroughly checked my name (in Hindi/English) and student ID etc. in the list available at <http://www.mnit.ac.in/academics/convocation.php> and confirm that the same are correct to best of my knowledge.

8. If you have submitted DD of Rs. 250/- already to the Academic Section, then you don't need to submit DD again.
9. If DD not submitted then click on the button given in image below to fill details of your Demand Draft and submit.

Student ID	Name	Attending	Remarks	With Guest	Degree by Post	DD Amount
2012UCP1103		YES	na	YES	NO	250.00
2012UCP1485		YES	na	YES	NO	250.00

10. After filling the form and submitting the DD details send DD at the address as given in "Convocation Invitation Letter" by writing your Student ID, Name, Mobile and Email at back side of DD.

DD Details	
DD NO	<input type="text"/>
DD Date(dd-mm-yyyy)	<input type="text"/>
Bank Name	<input type="text"/>
Amount	<b>250.00</b>
<input type="button" value="Submit"/>	

Note: In case of any problem related to the form write an email to [convocation2016@mnit.ac.in](mailto:convocation2016@mnit.ac.in) or [erp.acad@mnit.ac.in](mailto:erp.acad@mnit.ac.in)