

16th Convocation 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 mnterp.org
2. LDAP Login details are as :
 - a. Username : appmnit
 - b. Password : pwd8985\$Note: System may ask you LDAP login twice.
3. Select Student login to open login window.
4. Use your login credentials to login into ERP

Malaviya National Institute of Technology Jaipur
मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

Welcome to Students of MNIT



Please Login

User ID

Password

Fin Year: **2016-17**

Enter Security No (19783) in the box below

[Forgot / Reset Password](#)

Please do not share your password
You will be responsible for all activities.

5. If you don't remember your login credentials or ERP shows “password expired” message then you can use forgot password option to reset password. [In case of any other problem in login write an email to erp.acad@mnit.ac.in]
6. 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 with your account no, branch name and IFSC code (snapshot of passbook or cheque book as attachment).
7. Open “**Convocation Form**” by selecting “**My Activities->Personal-> Convocation Form**”. ERP will show your basic information in the form.

CONVOCATION FORM	
Convocation Year: *	2016-17
Student ID: *	2012RMT9046
Student Name: *	VATSALA CHATURVEDI
Department: *	METALLURGICAL AND MATERIALS ENGINEERING
Mobile (Latest): *	<input type="text"/>
Email (Latest): *	<input type="text" value="e.g user@domain.com"/>
Attending Convocation: *	YES ▼
Accommodation Required: *	YES ▼
Remarks:	<input type="text"/>
Guest Details	
Attending with Guest: *	YES ▼
Guest Name: *	<input type="text"/>
Relationship with Guest: *	<input type="text"/>

8. Fill the following information in the form:

- Attending willingness for convocation
- Guest information (if any)
- Postal address and DD details for postal charges if opt "Degree by Post"

Attending Convocation: *	NO ▼
Postal Details	
Degree by Post: *	YES ▼
Postal Address: *	<input type="text"/>
Country: *	Select ... ▼
Pin Code: *	<input type="text"/>
Postal DD Details	
DD No.: *	<input type="text"/>
DD Date:(dd-mm-yyyy) *	00-00-0000
Bank Name: *	<input type="text"/>
Amount: *	<input type="text" value="0.00"/>
DD Details	
DD No.:	503733
DD Date:	06-10-2017
Bank Name:	ICICI
Amount:	250.00

9. Select the checkbox to confirm your details in Hindi/English as given on <http://mnit.ac.in/academics/convocation.php>

<input type="checkbox"/> 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.
<input type="button" value="Submit"/>

10. After providing the required information click on "Submit" button to save. [Note: Check your details carefully before submitting the form. After submitting form you will not be able to edit the information.]

11. Note: In case of any problem related to the form write an email to convocation@mnit.ac.in or erp.acad@mnit.ac.in