

## INSTRUCTIONS FOR THE STUDENTS APPLYING FOR CERTIFICATES

The students/applicants desiring any of the following certificates are advised to carefully read the below mentioned instructions.

1. Bonafide Certificate,
  2. Fee Structure,
  3. Tuition fee certificate,
  4. C & S Form for foreign students,
  5. Original/duplicate Migration Certificate
  6. Provisional Degree Certificate
  7. Original/duplicate grade sheet.
  8. Original/duplicate final degree certificate.
  9. Medium of Instruction certificate
  10. Transcripts
  11. Verification of degree.
  12. If any other document pertaining to Academic Section.
- The students/applicants are advised to apply for the required certificate in the **prescribed format**.
  - Further the student's dealing timings in Academic Section are **3.00 p.m. to 5.00 p.m.** Hence, they are advised to submit their application during the said time.
  - The students may kindly note that for preparing any of the required document(s) excluding transcripts & duplicate documents, the minimum time period required will be **3 to 4 working days**. Hence, they may kindly apply for certificates in advance, in accordance with this.
  - In case a student/applicant is deputing some person for collection of the documents applied for, he/she is required to send "**Letter of Authority**" available at <http://www.mnit.ac.in/new/academics/format.php> with the person authorized to collect the documents.
  - **In case a student request for sending the document by post, the Academic Section, MNIT Jaipur, shall not be responsible for loss or damage of documents during transit.**
  - Students may kindly note that no fee shall be charged for issue of Original grade sheet, medium of instruction certificate, Bonafide Certificate, Fee Structure, Tuition fee certificate, C & S Form, Migration Certificate and Provisional Degree Certificate. However, fee as per the details mentioned in <http://www.mnit.ac.in/new/academics/Notice.php> shall be charged for issuance of duplicate grade sheets, duplicate degree, Verification of degree and Transcripts.
  - For issuance of Identity Card, Character Certificate and Railway Concession Form, the students are advised to approach the office of Dean, Students Welfare.
  - The detailed procedure/guideline regarding issuance of Transcripts, Duplicate documents, Verification Certificate and original certificates is given below:

**PROCEDURE FOR OBTAINING TRANSCRIPTS**  
(Required for higher studies in foreign Universities)

Request for Transcripts can be made by way of submitting following documents:

1. Application in the **prescribed format** clearly mentioning number of sets of transcripts required.
2. Requisite **fee (notices)** in the form of cash or Demand Draft drawn in favour of Registrar MNIT Jaipur Payable at Jaipur.
3. The names and addresses of the Universities for which the transcript is required applying for .
4. Legible Photocopies (both front & back side) of Final Degree Certificate and Grade Sheet for the number of sets required + one additional set.
5. Proof of identify of the applicant.
6. Envelop –A 4 size. No. of envelopes required is as per the number of the transcripts sets required.
7. In case the applicant requests to send the documents by post a Self addressed envelope and postal charges as indicated below are also required to be submitted In the form of DD or cash drawn in favour of Registrar MNIT Jaipur Payable at Jaipur ;
  - To be posted within India:- Rs. 100 upto 5 sets & Rs. 200 for 5 - 10 sets
  - To be posted overseas :- Rs. 1000 upto 5 sets & Rs. 1500 for 5 -10 sets
8. Letter of Authority in prescribed format in Original along with the ID proof of the person authorized in case the applicant is deputing some person to receive the transcripts on his/her behalf.

**Note:-**

**Normal required time for the issue of Transcripts shall be at least 15 days from the date of submission of application.**

**PROCEDURE FOR OBTAINING DUPLICATE CERTIFICATES**

Duplicate certificate(s) may be issued to students, if the student

- i. loses the certificate
- ii. Accidentally damages the certificate beyond recognition and the student produces an affidavit declaring that he/she has accidentally (cause should be mentioned) damaged the original certificate beyond recognition.
- iii. Accidentally damages the certificate which is still recognizable, but cannot be used as a certificate any more, and sends the damaged certificate to the Institute

**In case the student loses the certificate/documents he/she can make a request for the duplicate documents by way of submitting following documents:**

- (a) Application in the **prescribed format.**
- (b) Requisite **fee (notices)** in the form of cash or Demand Draft drawn in favour of Registrar MNIT Jaipur Payable at Jaipur.
- (c) Copy of FIR lodged in the police station of the area where the student lost the certificate
- (d) Copy of advertisement given in newspaper in this respect.

**In case the student accidentally damages the certificate beyond recognition he/she can make a request for the duplicate documents /certificates by way of submitting following documents:**

- (a) Application in the **prescribed format.**
- (b) Requisite **fee (notices)** in the form of cash or Demand Draft drawn in favour of Registrar MNIT Jaipur Payable at Jaipur.
- (c) An affidavit on Rs 10 STAMP PAPER declaring that he/she has accidentally (cause should be mentioned) damaged the original certificate beyond recognition.
- (d) The damaged certificate

**In case the student accidentally damages the certificate which is still recognizable, but cannot be used as a certificate any more, he/she can make a request for the duplicate documents / certificates by way of submitting following documents:**

- (a) Application in the **prescribed format.**
- (b) Requisite **fee (notices)** in the form of cash or Demand Draft drawn in favour of Registrar MNIT Jaipur Payable at Jaipur.
- (c) The damaged certificate

**Note:**

- Letter of Authority in prescribed format in Original along with the ID proof of the person authorized in case the applicant is deputing some person to receive the documents on his/her behalf **and** photocopy of the documents in respect of which duplicate documents are requested, **required to be submitted additionally.**
- **Normal required time for the issue of the Duplicate documents shall be atleast 15 days from the date of submission of application.**
- in case the applicant requests to send the documents by post a Self addressed envelope and postal charges as indicated below is also required to be submitted In the form of DD or cash drawn in favour of Registrar MNIT Jaipur Payable at Jaipur ;
  - To be posted within India :- Rs 100/-
  - To be posted overseas :- Rs 800/-

## PROCEDURE FOR ISSUE OF DEGREE VERIFICATION CERTIFICATE

The data pertaining to the pass out students is available at <http://www.mnit.ac.in/new/academics/passout.php> for the convenience of the stake holders. However in case a student / organization requires a written certificate from the institute certifying that the degree of the student is authentic. Then the concerned can make a request for the same by way of submitting following documents:

- 1) Application in the **prescribed format**.
- 2) Requisite **fee (notices)** in the form of cash or Demand Draft drawn in favour of Registrar MNIT Jaipur Payable at Jaipur.
- 3) In case the applicant requests to send the Verification certificate by post a Self addressed envelope and postal charges as indicated below is also required to be submitted In the form of DD or cash drawn in favour of Registrar MNIT Jaipur Payable at Jaipur ;
  - To be posted within India:- Rs 100/-
  - To be posted overseas :- Rs 800/-
- 4) **Letter of Authority** in prescribed format in Original along with the ID proof of the person authorized in case the applicant is deputing some person to receive the verification certificate on his/her behalf.

## ISSUE OF ORIGINAL CERTIFICATES

1. Original Grade sheets are issued to all the enrolled students of the institute after the end of each semester or after he/she has appeared in the supplementary examination. The Provisional Degree Certificate is issued to the students on successful completion of their enrolled program. These documents are issued without charging any fee from the student.

The students are advised to inform the Academic Section regarding any correction in their name, their Father's / Mother's name, Student ID etc after the receipt of the first semester Grade Sheet, so that the necessary corrections may be incorporated in the records and he/she may be issued the revised Grade Sheet.

However, in case the student does not inform the Academic section as advise to above and request for revised grade sheets after he/she has been issued grade sheet for more than one semester, then the student would be required to pay fee as applicable for the issuance of the duplicate documents, for getting the revised grade sheets.

2. The Fee for the Final degree Certificate is Rs 250/- (Rs. Two hundred fifty only). The students may kindly note that in case they are unable to come to institute to personally collect their Final degree Certificate:
  - They may depute a representative on their behalf for collection of the Certificate with the '**Letter of Authority**' and requisite fee in cash or Demand Draft, in favour of Registrar, MNIT, Jaipur payable at Jaipur,

**Or**

- They may send a self Addressed Envelope alongwith a (a) covering letter, (b) Fee for final degree certificate + Postal charges of Rs 100/- (Rupees Hundred Only) for within India and Rs 800/- (Rupees eight hundred only) for overseas, in the form of Demand Draft, in favour of Registrar, MNIT, Jaipur payable at Jaipur and (c) recent ID Proof.

In case of any problem, students may contact the following persons at the below mentioned email.

### **CONTACT PERSONS**

<b>Name</b>	<b>Dr. Aradhana Chopra Dy. Registrar (Academic)</b>	<b>Sh. Ravi Sharma Superintendent</b>	<b>Dr. Lava Bhargava (w.r.t. matter related to UG programme)</b>	<b>Prof. D. Boolchandani (w.r.t. matter related to PG programme)</b>
<b>Email</b>	<a href="mailto:chopraexpert69@gmail.com">chopraexpert69@gmail.com</a>	<a href="mailto:ravi.sharma@mnit.ac.in">ravi.sharma@mnit.ac.in</a>	<a href="mailto:associate.dean.ug.mnitj@gmail.com">associate.dean.ug.mnitj@gmail.com</a>	<a href="mailto:dboolchandani.ece@mnit.ac.in">dboolchandani.ece@mnit.ac.in</a>