

## GENERAL INSTRUCTIONS FOR GRADUATING STUDENTS

1. Apply for the cumulative transcript by sending email to **transcript@mlcuniv.in** for online clearance by mentioning Name, Registration Number and Course.

**N.B:-** For students from the Associate Institutions kindly send an email to: **accreditation.association@mlcuniv.in**

2. After receiving the Cumulative Transcript hard or soft copy students can apply for the Graduation Certificate by sending email to **graduation@mlcuniv.in** by mentioning the following details:

1. Name
2. Registration No
3. Degree applied for
4. Attach pass port size photograph in formal attire with white background, scan copy of the Cumulative Transcript and receipt/transaction details(Payment applies only for 2017 batch below)
5. Confirm whether coming in person or in absentia (**for the Convocation 2022**)

**N.B:-** For students from the Associate Institutions kindly send an email to: **accreditation.association@mlcuniv.in**

3. **Convocation:**

(i) **Convocation Date: September 29, 2022, 11:00 a.m.**

(ii) **Venue:** Windermere Resort, Umpling, Shillong, Meghalaya

(iii) **Last date for students applying in person: September 09, 2022.**

(iv) Students attending the convocation in person are to collect the traditional robe from the Main Campus, 4th Floor **from August 18, 2022 to September 20, 2022 from 2:00 p.m. to 5 p.m.**

**N.B:-** Only for students from outside the Meghalaya State **they can collect the Convocation robes from the Evaluation and Examinations Department on the 27<sup>th</sup> and 28<sup>th</sup> September, 2022 from 10.30 a.m to 4.30 p.m.**

(v) All students will receive their **Official Graduation Certificate** upon returning their robes immediately after the convocation in the designated tables in the venue. A fine of Rs 2500 only will be charged for lost or damage of the robes.

(vi) All students attending the convocation in person are to come for rehearsal on the **28th September, 2022** at the venue. Rehearsal timing is at **2 p.m SHARP**. The allotment of seat numbers will be done on the rehearsal day.

(vii) Students applying in absentia can collect their certificates from the Evaluation and Examinations Department at Nongrah, Shillong after the Convocation Day. If the students require their certificates to be sent to their addresses, they can write an application requesting for the same and indicating the reason and send an additional postal fee of Rs. 150 within India and if outside India, postal fee as applicable.

4. Students who cannot collect their own original documents are to issue an authorization letter/email attached a copy of their student's ID after the Convocation day.