General Instructions:

1. The students who have passed the university examination conducted from winter 2025 to summer 2026 and completed the programme successfully are eligible to apply for Convocation. Also, the students who have qualified for the award of Doctor of Philosophy (Ph.D.) degree till Nov-2026 are eligible to apply for Convocation. The students who were eligible and had not registered themselves to receive degree/diploma during previous convocations may also apply.
2. All eligible students are requested to fill online application form available on Student login of University ERP Portal (Student Login -> Convocation). Link for University ERP Portal: https://monark.icrp.in/.
3. Only online filled application form will be accepted. Applications submitted in any other format will not be accepted.
4. Application form must be complete in all respects. Incomplete and incorrect applications will not be considered by the University and no correspondence will be entertained regarding this matter.
5. Students desirous of applying for more than one Degree/Diploma/PG/PG Diploma Certificate will have to submit separate online application form for each Degree/Diploma/PG/PG Diploma Certificate with separate application fee.
6. The application fee/convocation fee can be remitted (after filling up the required details in online application form) through Online Payment (Debit Card, Credit Card, Internet Banking, UPI etc.). The convocation fee once paid will not be refunded or re-adjusted for the next convocation.
7. The students are requested in their own interest to retain a photocopy of the Online Application Form and online fee receipt for their record.
8. The last date for submission of duly filled applications is 09-12-2026.
9. Convocation fee: Rs. 3000/-
10. In case of issues, students may email convocation@monarkuni.ac.in

Before filling application form, kindly keep ready following documents:

1. Recent passport size colour photograph (preferably in white background and without mask) of the applicant without distorting background in JPEG/JPG format (within 5MB limit)
2. Scan copy of Signature in JPEG/JPG format (within 5MB limit)
3. Scan copy of Last Semester/Year Marksheet(s)/Grade Card(s) in JPEG/JPG format (within 5MB limit)
4. Scan copy of Aadhaar Card in JPEG/JPG format (within 5MB limit)
5. Copy of APAAR Card/ABC ID Card in JPEG/JPG format (within 5MB limit)

Schedule:

Sl. No.	**Particulars**	**Dates**
1.	Online application form will be available on the student login of University ERP Portal (Student Login -> Convocation) University ERP Portal Link: https://monark.icrp.in/	19-11-2026
2.	Last Date for submission of online application form	09-12-2026
3.	Date of Degree/Diploma Certificate Distribution (a) For In-Person: Students will have to remain present to collect degree certificate at: (b) For In-Absentia: Students will get their Degree/Diploma Certificate at the addressed mentioned in convocation application form.	 Venue: Monark University Campus Dispatched after convocation