

INSTRUCTIONS TO GRADUATES FOR XXXII CONVOCATION

APPLICABLE TO MESRA CAMPUS UNDERGRADUATES, POSTGRADUATES AND PHD RECIPIENTS

The 32nd Convocation Ceremony shall be held on 04th December, 2022 at Birla Institute of Technology, Mesra. Undergraduates, Postgraduates and PhD recipients of **Mesra campus** who have completed their course by 30th September, 2022 shall be awarded their Degree Certificates and are invited to attend the Convocation Ceremony at Mesra campus. Students of off campuses should contact their respective campus for information on their Degree Distribution Ceremony. Students are directed to collect their Provisional Certificates (PC) as it is a mandatory requirement for receiving Degree Certificate, and PC should be uploaded while filling the forms.

Students are required to fill **only one** out of the below, i.e., either “In Attending” OR “In Absentia”. **Do not fill both forms simultaneously.**

All users are required to register on the portal using a valid email address and then login for filling the form. Login credentials shall be sent to their registered email id. Please choose “XXXII Convocation” carefully in the drop-down list.

In Attending Form - For students who shall physically attend the convocation (Only Mesra Campus Graduates)

1. Undergraduates, Postgraduates, and PhD recipients of Mesra campus are invited to attend the Convocation Ceremony at BIT Mesra.
2. The students who plan to attend are requested to fill the form “**In Attending**” through this link: <https://services.bitmesra.ac.in> latest by 30th November, 2022.
3. The Undergraduate, Postgraduate, and PhD recipients of Off-Campuses shall receive their Degree Certificates through the Degree Distribution Ceremony that shall be held in their respective campuses. Please contact your respective Off-Campus for information on the same.
4. Applications should be submitted carefully and correctly, and **only once**. Multiple submissions, submissions without the attachment of Provisional Certificate and Fee Receipt (where applicable) shall be rejected.
5. Students are required to be present dressed as per the following base attire code. **Base attire shall not be provided by the Institute:**
Boys: White Kurta Pyjama
Girls: White saree with red /orange border or white salwar kurta
Students shall then be handed over their supplementary attire (Jharkhand Handloom Jacket) to be worn over the base attire for the convocation and are also required to undertake that an amount of Rs. 1000/- towards Convocation Attire shall be deducted from their Caution Money, already deposited. The attire shall belong to the student after the convocation.
6. In addition to the above, a fee of Rs. 3000/- is applicable to PhD Scholars admitted before 2011

In Absentia Form - For graduates who shall not attend the Convocation / Degree Distribution Ceremony at their respective Campus (All campuses)

1. Graduates / Post Graduates / Diploma / PhD recipients (Mesra & all other campuses) who cannot attend the Convocation ceremony at BIT Mesra or the Degree Distribution Ceremony at their respective off campuses may apply to receive their Degree / Diploma certificates through postal mail. **It may take a few months for Degree Certificates to be sent by post.**
2. Such students should fill the form “**In Absentia**” through this link: <https://services.bitmesra.ac.in> latest by _____.
3. Applications should be submitted carefully and correctly, and **only once**. Multiple submissions, submissions without the attachment of Provisional Certificate and Fee receipt (where applicable) shall be rejected.
4. Payment related Instructions:
 - a. A fee of Rs. 3000/- is applicable to PhD Scholars admitted before 2011.
 - b. A fee of Rs. 2000/- is applicable to University Polytechnic graduates

Registrar