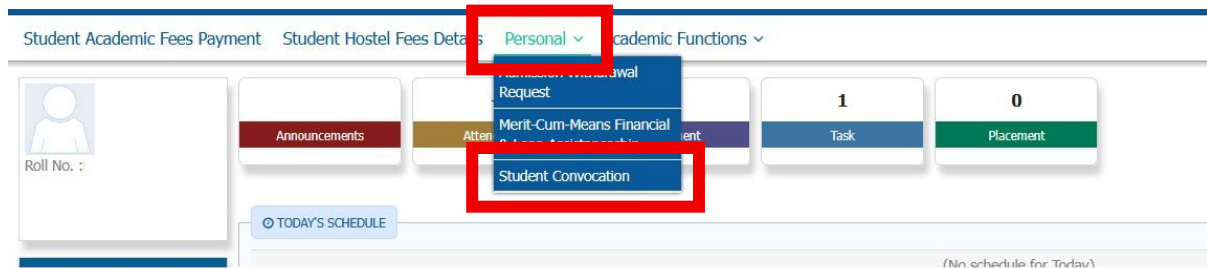


MANUAL FOR CONVOCATION REGISTRATION

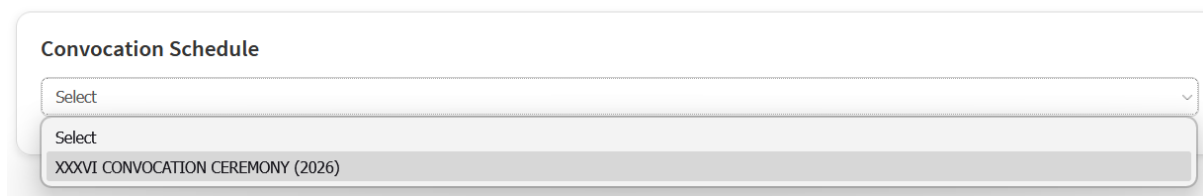
Step 1: Login to ERP (www.erpportal.bitmesra.ac.in)

Step 2: Click on the Convocation tab under the personal tab

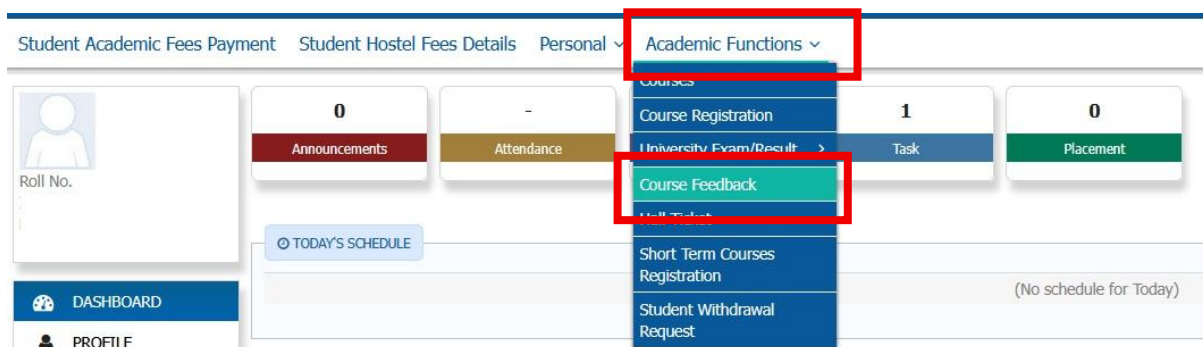


Step 3: Select 36th Convocation Ceremony from the dropdown list.

PERSONAL » STUDENT CONVOCATION

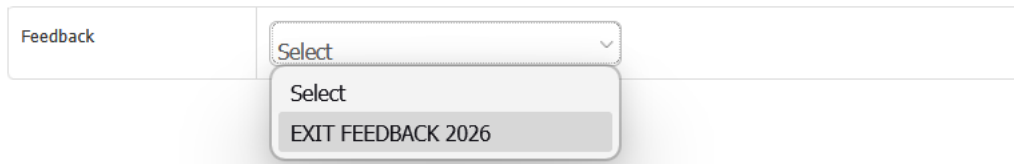


[Note if you have not given the exit feedback then it will prompt for the feedback. Click on Academic Function → Course Feedback and select Exit Feedback from the dropdown menu.]



ACADEMIC FUNCTION » COURSE FEEDBACK

Welcome, You are required to fill in your honest feedback, which will be useful to us for our improvement.
 Please be rest assured that this feed back will be kept STRICTLY CONFIDENTIAL.



Step 4: Read the instructions carefully and upload your recent passport size photo with clear background. Upload your signature also. Note: do not upload selfie.

Convocation Details

Instructions

▼ Before filling in the registration form, students are instructed to keep the following mandatory documents ready for uploading as a part of your registration for the Convocation (scanned copies in PDF)

- 1.Provisional Certificate
- 2.Professional attachment (any one which is applicable to you):
 - Offer Letter (if placed)
 - ID Card / Admission Letter of current institute (if pursuing higher studies)
 - Visiting Card (if running an enterprise)
 - DPIIT Registration Certificate / Visiting Card (if running a start-up)
 - Undertaking (if preparing for examinations or searching for a job)
- 3.Competitive Entrance Examination Score Card (Eg. GRE, TOEFL, GMAT, IELTS, LSAT, GATE, CAT, MAT, XAT, UPSC, SSC, GPAT, NET, State-level examination)

Applicant Identity

Upload Profile Photo *

Browse... No file selected.

JPG/PNG, less than 340KB

Upload Signature *

Browse... No file selected.

Sign on white paper, clear image,less than 340KB

Step 5: Your personal details will be fetched from the records. If any correction is required, click on the edit tab on the right side and fill the desired data.

Personal Details

First Name *
Aditya

Last Name *
Kumar

Gender *
Male

Email *
adishkumar.aditya@gmail.com

Mobile No. *
9001919433

Address *

Middle Name
Enter Middle Name

Mother's Name *
Nedam Kumari

Aadhaar Card No. *
910233839445

Alternate Email
btech1026721@bimmesra.ac.in

Alternate Mobile No.
9001919433



Step 6: For attending the Convocation, select the option yes. Upload your provisional Certificate Copy.

Convocation Participation

Are you interested to attend Convocation? *

☒ Yes ☐ No

Upload Provisional Certificate *

No Preview Available

Browse... No file selected.

Step 7: Fill in the required information related to your status after graduation (any one) and upload the supporting documents.

Status After Graduation

☒ Placed

Name of Organisation * CTC *

Offer Letter *

☒ Higher Studies

Name of Institute *

Program *

ID Card OR Admission Letter *

Upload Docs

☒ Entrepreneurship

Name of Enterprise *

Annual Turnover *

Visiting Card *

Upload Docs

☒ Start-up

Name of Start-up *

Year of Founding *

Annual Turnover *

DPIIT Registration Certificate / Visiting Card *

Upload Docs

☒ Preparing for Competitive Exams / Job

Self-study or Coaching *

Enter Name of Coaching Centre (If coaching)

Undertaking (signed, scanned copy) *

Upload Docs

Download Undertaking Form

[Note: For the option Preparing for competitive exam/Job you need to download the undertaking, sign it and the upload it.]

☒ Appeared for Competitive Exams (GRE, GATE, UPSC, etc.)

Have you appeared in any of the examinations listed above? *

☒ Yes ☐ No

Exam *

Select

Score *

Score Card *

Upload Docs

Step 8: Select Yes if you have appeared for any Competitive Exam and provide the details of the Competitive exam. Upload the admit card and the score card or any other document supporting your result/selection.

[Note: In case of appearing kindly upload a self-declaration stating that the result/scorecard will be submitted once published.]

The screenshot shows a web form titled "Competitive Entrance Examination". Below the title, it lists examples of exams: "E.g. GRE, TOEFL, GMAT, IELTS, LSAT, GATE, CAT, MAT, XAT, UPSC, SSC, GPAT, NET, State-level examination". The form asks "a) Have you appeared in any Competitive Entrance Examination?" with radio buttons for "Yes" (selected) and "No". Below this, a section titled "b) If yes, fill the details." contains three fields: "i) Name of the Examination:" with a text input field labeled "Enter examination name"; "ii) Registration Number / Hall Ticket:" with a text input field labeled "Enter registration number / hall ticket"; and "Upload Admit Card" with a blue "Upload Admit Card" button. Below these, there is a section for "iii) Upload score card / Result / any other supporting evidence." with a blue "Upload Doc" button.

Step 9: Save the form or you may submit and proceed for payment (only in the case of attending Convocation in present)

Step 10: After verification if any query is raised or you are asked to reupload the required document. In that case kindly delete the current document and upload the correct document and submit the form.

For any query related to filling the form mail at **help.erp@bitmesra.ac.in**