



बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि० अनु० आ० अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय || A Deemed to be University u/s 3 of UGC Act, 1956)
मेसरा, राँची ८३५२१५ (भारत) || MESRA, RANCHI 835 215 (INDIA)

Ref: RO/Convo/2026-27/2441

16th September 2026

XXXVI CONVOCATION

INSTRUCTIONS TO GRADUANDS

DIPLOMA, UNDERGRADUATE, POSTGRADUATE AND Ph.D. DEGREE RECIPIENTS

(Applicable to the BIT Mesra Campus and all its Off-Campuses and University Polytechnic)

Dear Graduating Students,

The XXXVI Convocation Ceremony shall be held on **10th October 2026 (Saturday)** from **09:30 A.M. onwards** at **G.P. Birla Auditorium**, Birla Institute of Technology, Mesra, Ranchi.

Diploma, Undergraduate, Postgraduate and Ph.D. Degree recipients of **BIT Mesra Campus and all its Off-Campuses**, who have completed their course by **22nd September 2026** shall be awarded their Diploma/Degree Certificates. Students are invited to collect their certificates during the Convocation Ceremony at Mesra Campus and should fill the "**Registration Form**" on **ERP** and make payment of **Rs.1,000/-** (Rupees One Thousand Only) (**non-refundable**) for Convocation Attire.

Students who cannot attend the Convocation Ceremony may apply to receive their Diploma/Degree Certificates through postal/mail and should fill the "**Registration Form**" on **ERP** i.e., the option for receiving the certificates in absentia will open **on or after 20th October 2026**. Students interested in receiving a Degree in Absentia are not required to make payment for Convocation Attire.

All Diploma/Degree recipients are required to register on the **ERP Portal** by using the link available on this page: <https://bitmesra.ac.in/content/1/600> from **16th September 2026**.

Students are directed to collect their Provisional Certificates well in advance, since uploading the Provisional Certificates is a mandatory requirement for receiving the Diploma/Degree Certificate.

For any further clarifications/queries, mail to help.erp@bitmesra.ac.in or call to (0651-2711500).

(*) The last date to fill out the Registration Form is 05th October 2026.

Note:-

1. **Dress Code**

a) **Base Attire (not provided by the Institute)**

- Boys: White Kurta-Pajama
- Girls: White Saree with red/orange border 'or' White Salwar Kurta
- Footwear (Boys & Girls): Covered 'or' Semi-covered footwear.



Tapas

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b) **Supplementary Attire**

Students shall be handed over supplementary attire (Jharkhand Handloom Jacket & Stole) to be worn over the base attire for the convocation.

- Rs.1,000/- (Rupees One Thousand Only) (*non-refundable*) towards Convocation Attire must be paid during registration.
- The attire will belong to the student after the convocation.

2. Students applying for “**In Person**” must reach the campus on **09th October 2026** to collect their supplementary attire during 10:30 A.M. – 05:30 P.M. at G.P. Birla Auditorium.
3. Students must mandatorily participate in a “**Stage Rehearsal**” of the degree collection after receiving the attire.
4. Application should be submitted carefully and correctly and only once. Multiple submissions ‘or’ submission without the attachment of the “**Provisional Certificate**”, the “**Fee Receipt**” (*where applicable*) and “**other mandatory documents**”, shall be rejected.
5. Diploma/Degree recipients shall take their designated seats on **10th October 2026** before **09:15 A.M.**
6. Diploma/Degree will be awarded to only the recipient candidates and not to their relatives or representatives.
7. Due to limitations of seats in the G.P. Birla Auditorium, only Degree recipients will be permitted in the auditorium in the first half of the Convocation. However, parents/accompanying persons of **Gold Medalists** and **Ph.D Degree** awardee will be permitted in the **first half** of the Convocation. There will be separate seating arrangements with LED screens outside the auditorium for accompanying person(s), however, the accompanying person(s) will be permitted inside the Auditorium in **second half** of the Convocation.
8. Limited accommodation only for students is available on a request basis at the hostel dormitories. Parents accompanying students may stay in nearby hotels due to the acute shortage of Guest House room.
 - a) Students need to fill the Accommodation Request Form (ARF) through the link : <https://forms.gle/8EQjntqTBxF2e7o6>
 - b) Accommodation will be provided only to the Degree Recipients in the common rooms of the hostels (*limited accommodation*).
 - c) Accommodation will be made available only for the night of 09th & 10th of October 2026 to the degree recipient only. Any request to provide accommodation before 09th and after 11th October 2026 (*afternoon*) ‘or’ to anyone other than the degree recipient will not be entertained.
 - d) In case degree recipients are arriving before 09th October 2026 ‘or’ wish to stay after 11th October 2026 (*afternoon*) are required to make their own arrangements for accommodation.
 - e) The charges for lodging will be Rs.220/- (Rupees Two Hundred Twenty Only) per night (*non-refundable*).



- f) Degree recipients are required to pay the lodging charges “**Online**” through the link: **SBI Collect**. Alternate Link: <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=322526>.
- g) Students should select the category “**Convocation Accommodation for Student 2026**” while making payment of Rs.220/- (for 1 night) ‘or’ Rs.440/- (for 2 nights) accommodation. Do ‘SAVE’ the payment receipt, as it is important to upload the same along with the ‘Form’.
- h) The “Google Form” for accommodation must be filled and submitted by **05th October 2026**. No forms will be accepted thereafter.
- i) Food Coupons (*if required*) can be purchased from the allotted hostel during the time of their Check-in into the hostel.
- j) The details regarding hostel allotment will be shared on the website on ‘or’ before **9th October 2026**.
- k) The “**Google Form Link**” is as under: <https://forms.gle/zvRSFGaLm4awHi786>
- l) Students may contact **Mr. Basudev** at **+91 7644856183** between 09:00 A.M. to 05:00 P.M. only in case of any accommodation-related clarification.
9. The Diploma/Degree in absentia will be issued to students or/ else dispatched through Speed Post from **01st November 2026** onwards. It may take a few months for Diploma/Degree Certificates to be sent by post.

Note: Further guidelines/instructions/information related to ‘**Convocation**’ will be available on the Institute website. Kindly keep visiting the website time-to-time for the updates.

This is issued with the approval of Competent Authority.




(Dr. Rajesh Jain) 16/9/26
Registrar

Copy forwarded to:

1. All Dean(s)/ Director (IQAC)/ CoE/ Associate Dean(s)/ HoD(s)/ In-charge(s) Academic Department(s)/Section(s)
2. Director(s)/ Prof. In-charge, BIT Off-Campuses/SBACA (Lalpur Unit)
3. Director (Univ. Polytechnic)/ BIT (STEP)
4. Finance Officer/ Sr. Advisor (F&A)
5. Registry Officer(s)/ Medical Officer (I/c)
6. HoS (ICT-Cell)/ Webmaster
7. OSD to Vice Chancellor
8. Record/File