



# 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. No. GO/Estb/XXXV-CONV/25-26/2463

25<sup>th</sup> September 2025

## **INSTRUCTIONS TO GRADUATES FOR XXXV CONVOCATION**

[Applicable to Mesra Campus, All Off-Campuses & University Polytechnic]

### **DIPLOMA, UNDERGRADUATES, POSTGRADUATES AND PHD RECIPIENTS**

Dear Graduating Students,

The **XXXV Convocation Ceremony** shall be held on **15<sup>th</sup> October 2025 (Wednesday)** from **9:30 a.m. onwards** at **G.P. Birla Auditorium, Birla Institute of Technology, Mesra, Ranchi**.

Diploma, Undergraduates, Postgraduates and PhD recipients of **Mesra Campus, All Off-Campuses** who have completed their course by **15<sup>th</sup> September 2025** shall be awarded their Degree/Diploma Certificates. Students are invited to collect their Degree Certificates during the Convocation Ceremony at Mesra Campus and should fill out the **Registration Form on ERP** and **make payment of ₹1000/-** towards Convocation Attire.

Students who cannot attend the Convocation ceremony may apply to receive their Degree Certificates through postal mail by filling out the "Registration Form on ERP" and selecting the option for receiving the Degree in absentia. Students interested in receiving the Degree in Absentia are not required to make payment for Convocation attire.

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

All degree recipients are required to **register on the ERP portal** by using the link available on this page:

<https://bitmesra.ac.in/show/footer/details/1/80>

For clarifications/queries, mail to [help.erp@bitmesra.ac.in](mailto:help.erp@bitmesra.ac.in) or call (0651-2275573).

**The last date to fill out the "In Person" form is 10<sup>th</sup> October 2025.**

#### **Note:**

##### **1. Dress Code**

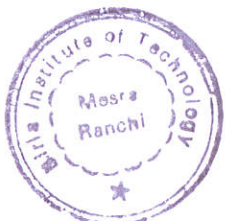
###### **a) Base attire (not provided by the Institute):**

- Boys: White Kurta Pyjama
- Girls: White Saree with red/orange border OR White Salwar Kurta
- Footwear (Boys & Girls): Covered or semi-covered footwear.  
(Slippers are strictly restricted)

###### **b) Supplementary attire:**

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

- ₹1000/- 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 **14 October 2025** to collect their supplementary attire during **10:30 a.m. – 5:30 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 submissions without the attachments of **the Provisional Certificate, the fee receipt** (where applicable) and **other mandatory documents** shall be rejected.
5. Degree recipients shall take their designated seats on 15<sup>th</sup> October 2025 before 9.15 am.
6. Degrees will be awarded to only the recipient candidates and not to their relatives or representatives.
7. Due to limitations of seats in the GP Birla Auditorium, **only Degree recipients will be permitted in the auditorium in the 1<sup>st</sup> half of the Convocation**. There will be a separate seating arrangement with LED screens outside the auditorium for accompanying persons. However, the accompanying persons will be permitted inside the Auditorium in 2<sup>nd</sup> half of 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 rooms.
  - I. Students need to fill out the accommodation request form  
**<https://forms.gle/8EQijntqTBxF2e7o6>**
  - II. Accommodation will be provided only to the Degree Recipients in the common rooms of hostels (limited accommodation).
  - III. Accommodation will be available only for the nights of 14th and 15th October 2025.
  - IV. Degree Recipients arriving before 14th October 2025 or wishing to stay beyond 16th October 2025 (afternoon) are required to make their own arrangements for accommodation.
  - V. Lodging charges are Rs. 200/- per night (non-refundable).
  - VI. Payment is to be made online through the link: SBI Collect. Alternate Link: <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=322526>
  - VII. Students should select the category "Convocation Accommodation for Student 2025" while making payment and pay Rs. 200/- (for 1 night) or Rs. 400/- (for 2 nights).
  - VIII. The payment receipt must be saved and uploaded in the Google form along with the transaction details.
  - IX. Food coupons, if required, can be purchased from the allotted hostel during check-in.
  - X. Hostel allotment details will be shared on the website before 15th October 2025.
  - XI. The Google form for accommodation must be filled out and submitted by 10 October 2025. No forms will be accepted after this date.



*[Handwritten signature]*

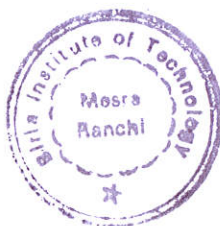


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XII. Students may contact Mr Basudev at 7644856183 between 9:00 a.m. and 5:00 p.m. only in case of any accommodation-related clarification.

9. The **Degree** / Diploma in absentia will be issued to students or else dispatched through speed post from **1 November 2025 onwards**. It may take a few months for Degree / Diploma certificates to be sent by post.

**Any further guidelines/instructions/information related to convocation will be available on the Institute website. Kindly keep visiting the website for time-to-time updates.**



25/9/25  
Registrar (Acting)

Copy to:

1. All Deans/Director-IQAC/Controller of Examination/ All Associate Dean(s)
2. All HoD(s)/In-charge(s), Academic Department(s)/ Section(s)
3. Director(s)/ In-charge(s) BIT Off-Campuses/PIC-SBACA(Lalpur Unit)
4. Director(s), University Polytechnic/ BIT (STEP)
5. Dy. Comptroller/ Dy. Finance Officer
6. Dy. Registrar(s) / Administrative Officer (E&HR)
7. Assistant Registrar(s)
8. P.S. to Vice Chancellor
9. File