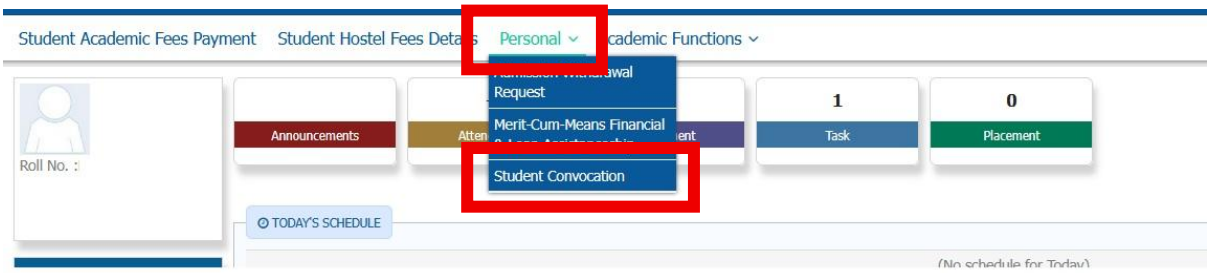
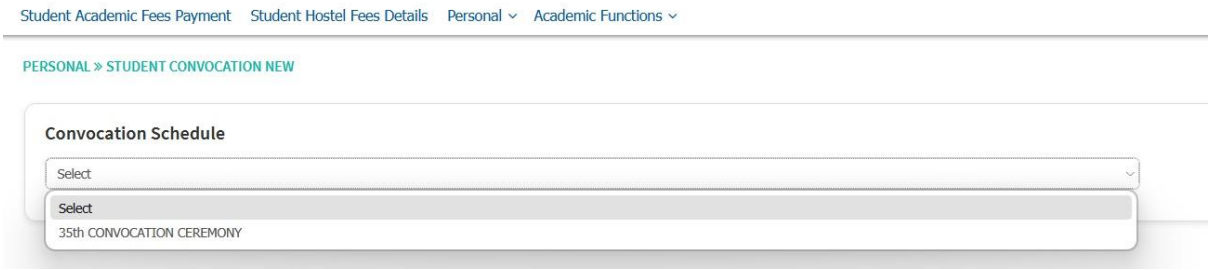
MANUAL FOR CONVOCATION REGISTRATION

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

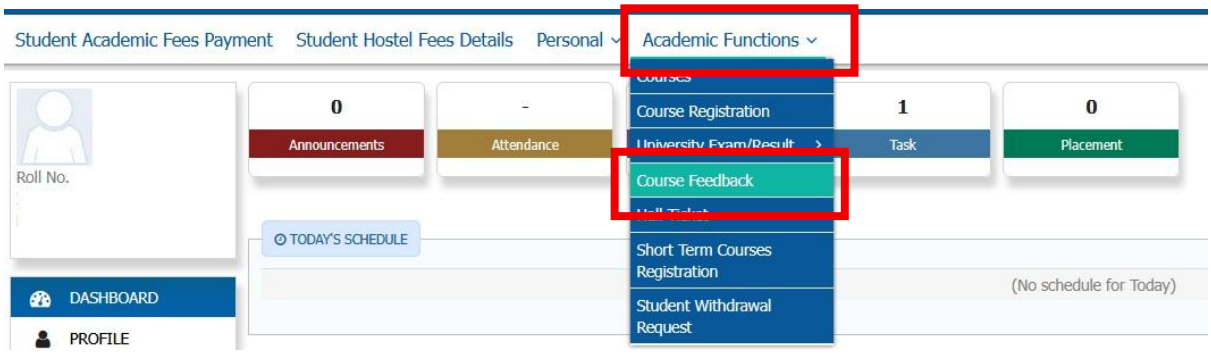
Step 2: Click on the Convocation tab under the personal tab



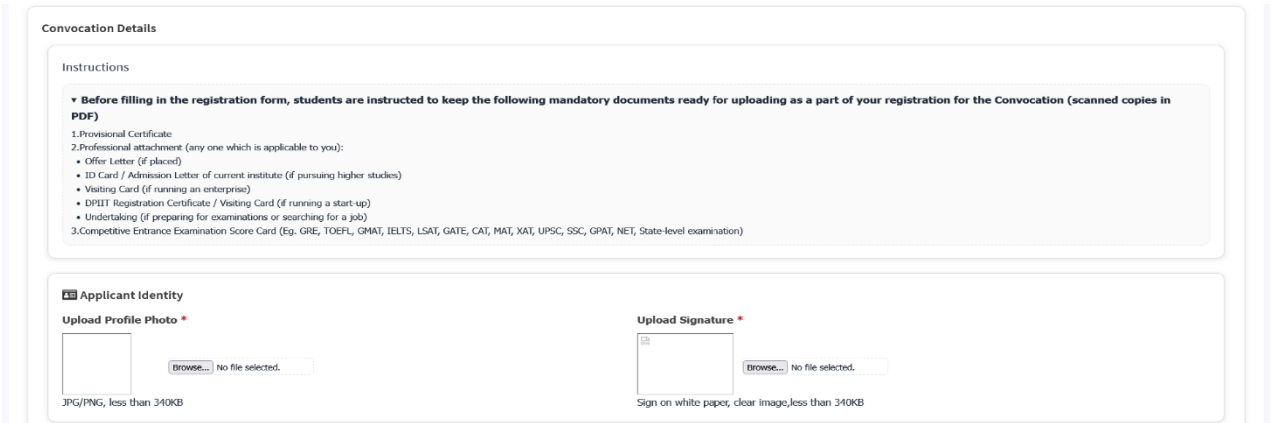
Step 3: Select 35th Convocation Ceremony from the dropdown list.



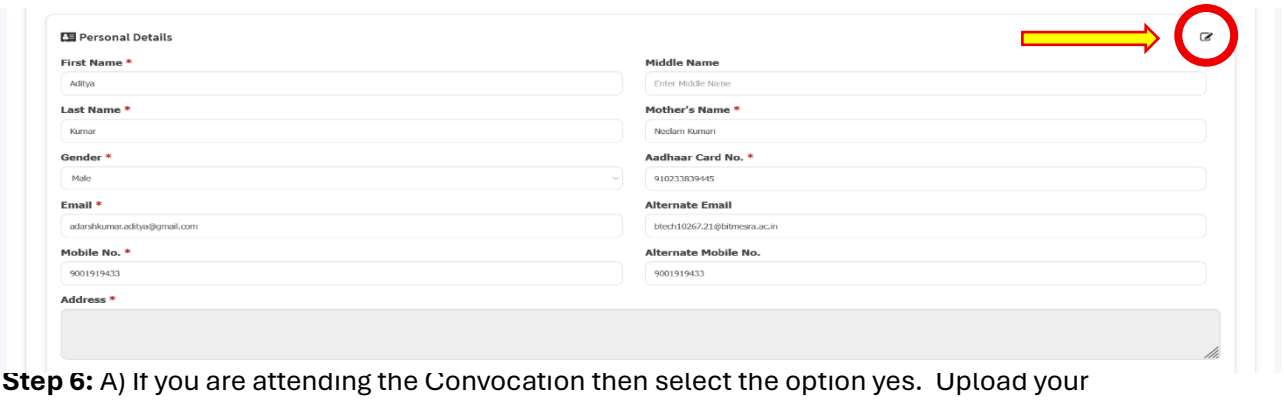
[Note if you have not given the exit feedback then it will prompt for the feedback. Click on Academic Function ⟹ Course Feedback and select Exit Feedback from the dropdown menu.]



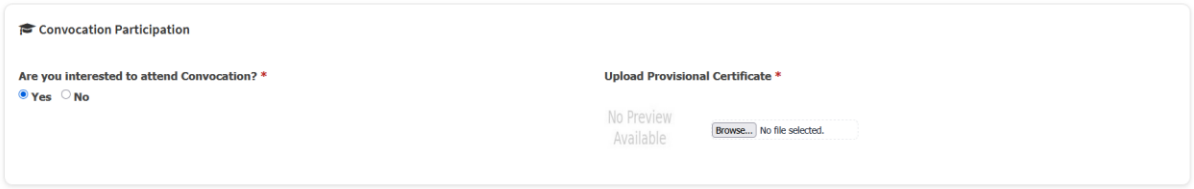
Step 4: Read the instructions carefully and upload your recent passport size photo with clear background. Upload your signature also. Note: do not upload selfie.



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

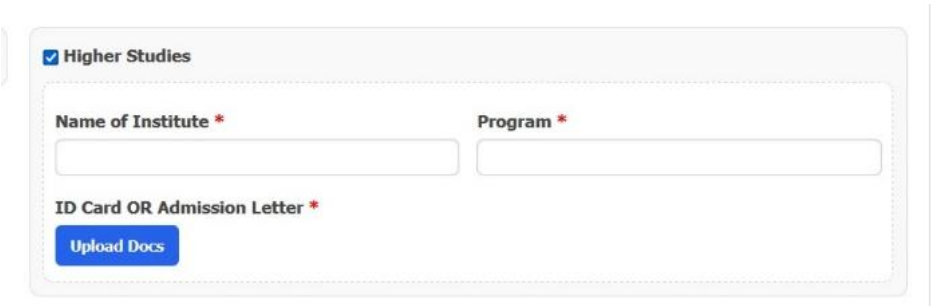


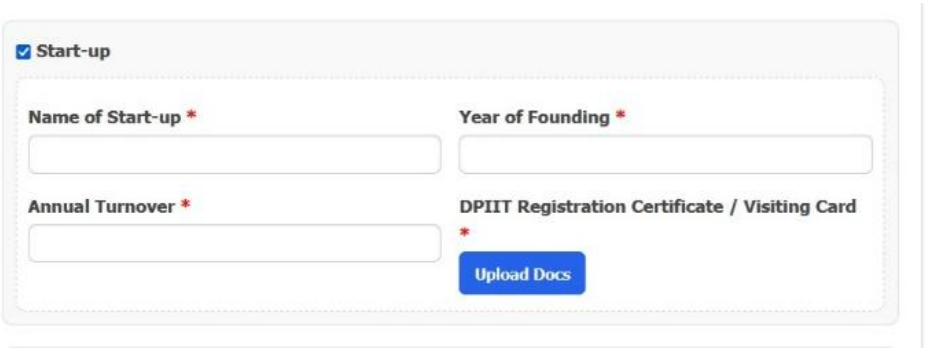
Step 6: A) If you are attending the Convocation then select the option yes. Upload your provisional Certificate Copy.



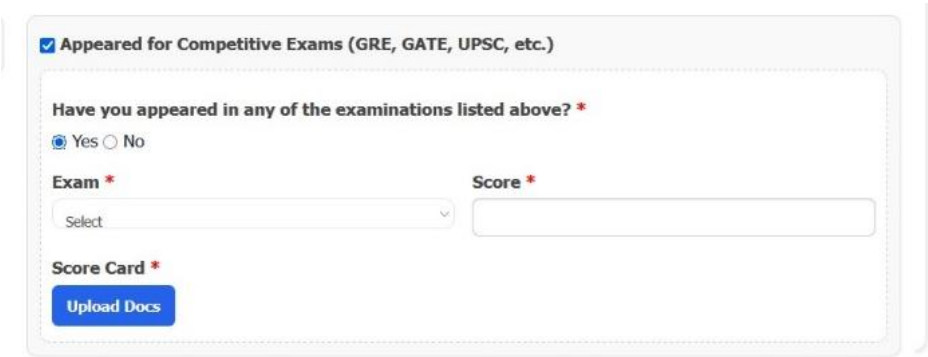
Step 6: B) For obtaining degree in Absentia please select No. Upload your provisional Certificate Copy. Kindly fill the address for the delivery of the degree.

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





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



Step 8: Save the form or you may submit and proceed for payment (only in the case of attending Convocation in present)

Step 9: 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**