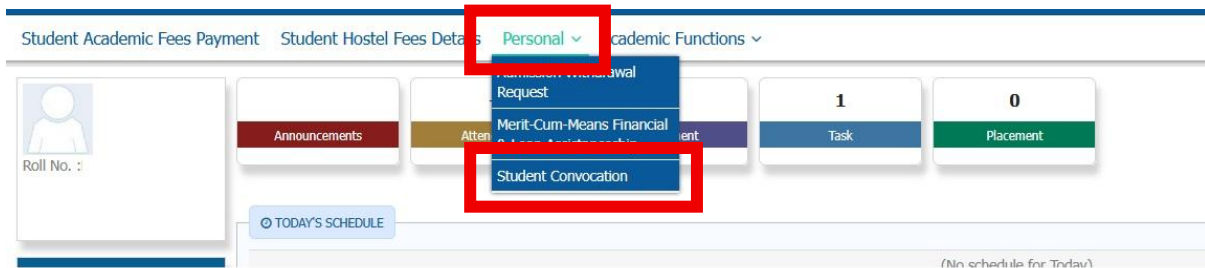


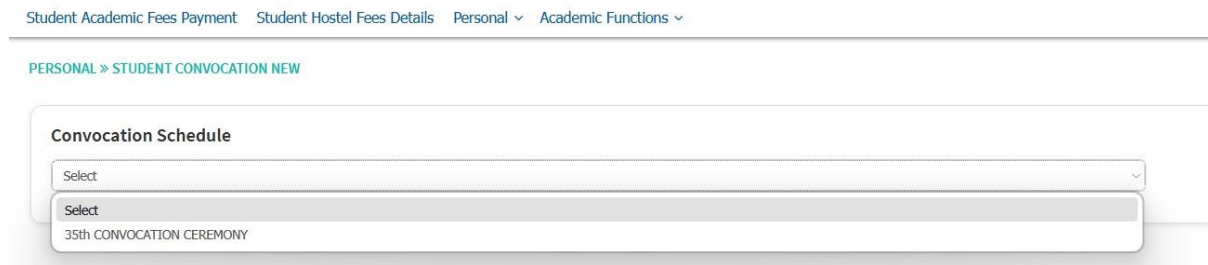
MANUAL FOR CONVOCATION REGISTRATION

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

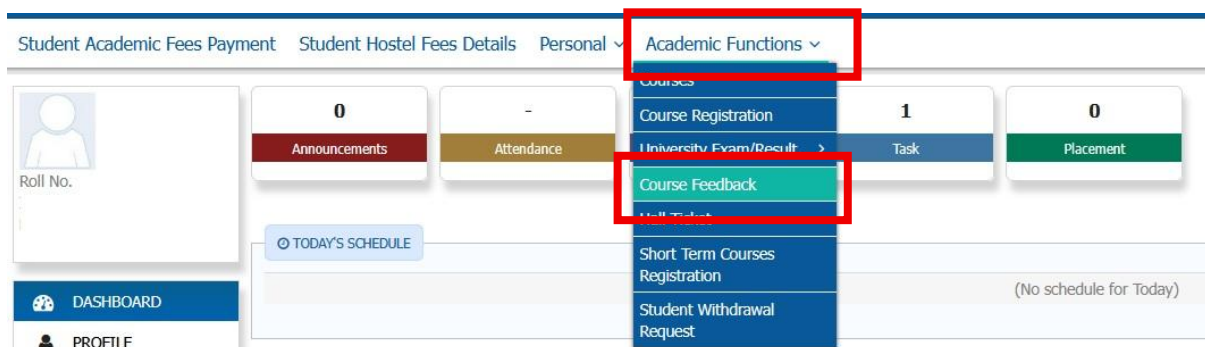
Step 2: Click on the Convocation tab under the personal tab



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.

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)
 - DPIT 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.

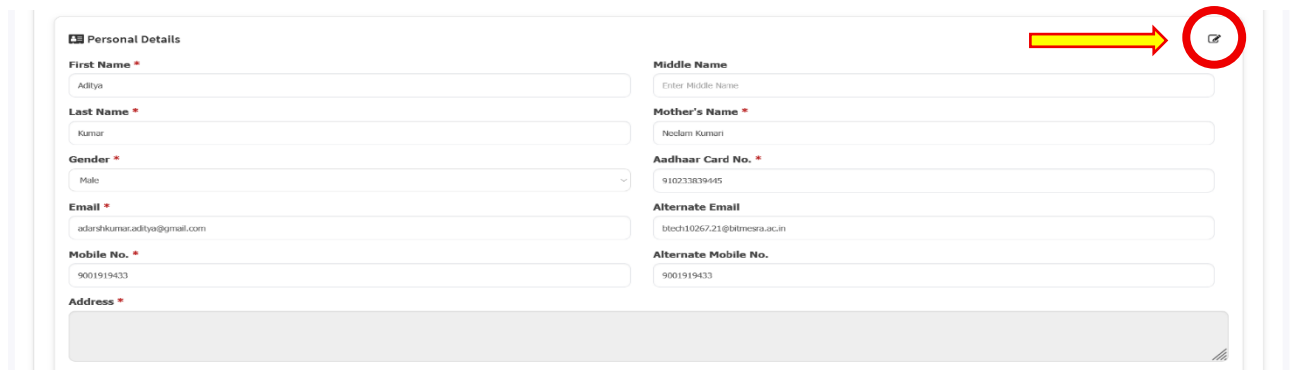
JPG/PNG, less than 340KB

Upload Signature *

Browse... No file selected.

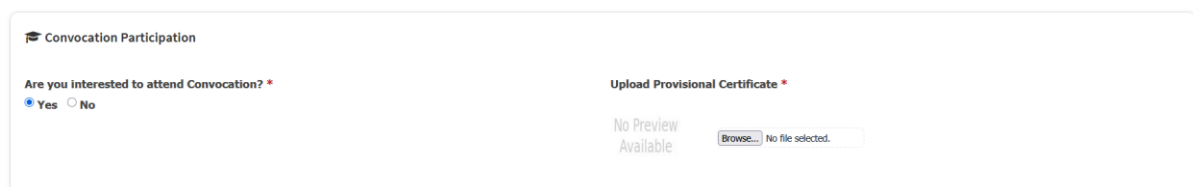
Sign on white paper, clear image, less than 340KB

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.



The screenshot shows a 'Personal Details' form with fields for First Name, Last Name, Gender, Email, Mobile No., Address, Middle Name, Mother's Name, Aadhaar Card No., Alternate Email, and Alternate Mobile No. A yellow arrow points from the text above to a red circle containing an edit icon (a pencil) in the top right corner of the form.

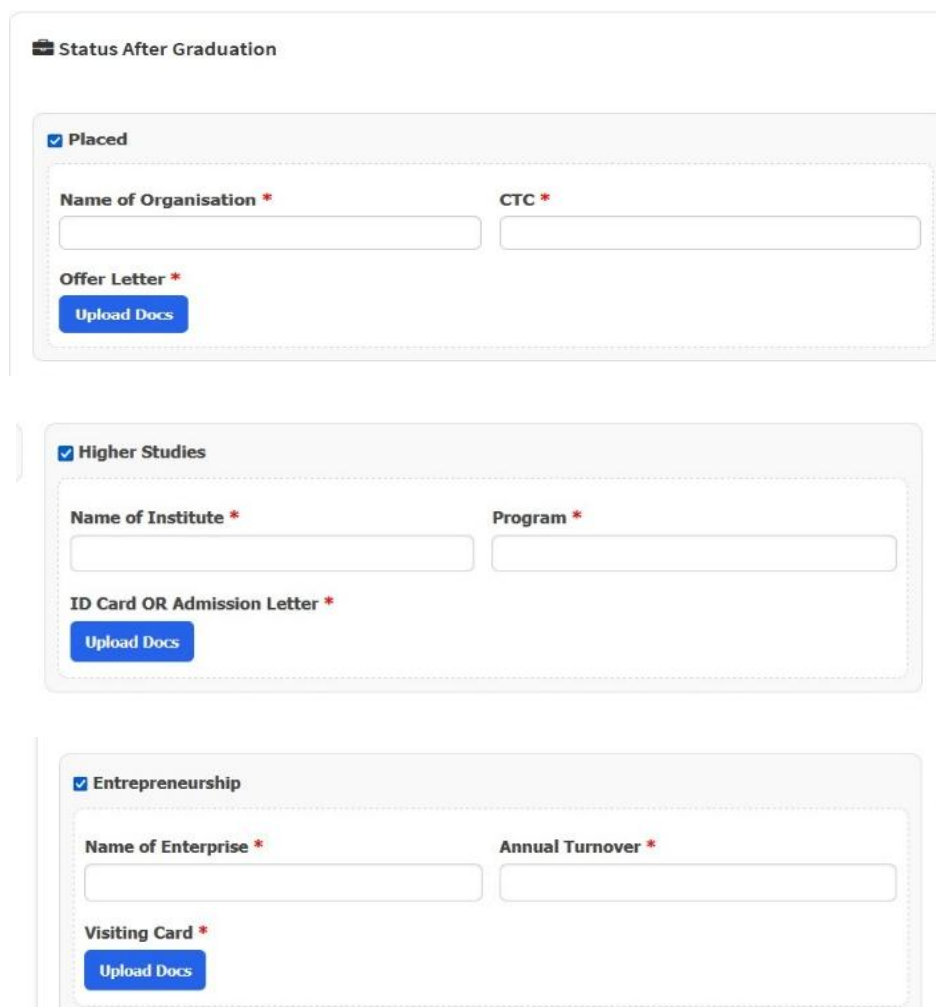
Step 6: A) If you are attending the Convocation then select the option yes. Upload your provisional Certificate Copy.



The screenshot shows a 'Convocation Participation' form. It has a question 'Are you interested to attend Convocation?' with radio buttons for 'Yes' (selected) and 'No'. To the right, there is a section for 'Upload Provisional Certificate' with a 'Browse...' button and the text 'No file selected.' Below this, it says 'No Preview Available'.

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.



The screenshot shows a 'Status After Graduation' form with three sections, each with a checkbox and a dashed border:

- Placed:** Includes fields for 'Name of Organisation' and 'CTC', an 'Offer Letter' field, and an 'Upload Docs' button.
- Higher Studies:** Includes fields for 'Name of Institute' and 'Program', an 'ID Card OR Admission Letter' field, and an 'Upload Docs' button.
- Entrepreneurship:** Includes fields for 'Name of Enterprise' and 'Annual Turnover', a 'Visiting Card' field, and an 'Upload Docs' button.

☒ **Start-up**

Name of Start-up *

Year of Founding *

Annual Turnover *

DPIIT Registration Certificate / Visiting Card *

☒ **Preparing for Competitive Exams / Job**

Self-study or Coaching *

Enter Name of Coaching Centre (If coaching)

Undertaking (signed, scanned copy) *

[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 *

Score *

Score Card *

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**