

## INSTRUCTIONS TO STUDENTS FOR CONVOCATION XXX

Degree certificates of students whose courses completed in 2019 shall be sent through postal mail, after the convocation ceremony on December 12, 2020. Students are directed to go through the below instructions carefully and apply for receiving their degree certificates. The application form is for students of Mesra campus and off-campus.

1. Applications are to be submitted using this link: <http://services.bitmesra.ac.in>

- All users are required to register on the portal using a valid email address and then login for filling the form. Login credentials shall be sent to the registered email id.
- All students are required to **upload scanned copies of their provisional certificate.**

2. The last date for filling the form is **31<sup>st</sup> December, 2020**

3. Due to COVID-19, processing of applications may take a while

4. The recipients of Ph.D. degree (admitted before Spring 2011) in the XXX Convocation (in person / absentia) are required to make payment of INR 2000/- , which may be done through online payment using the below link. <https://www.onlinesbi.com/sbicollect/icollecthome.htm>.

Select "[Students Section Fee](#)" in "[Payment Category](#)" option.

Further, select 'Other Miscellaneous Certificates'

Please upload the receipt generated after payment while filling the form.

5. **Students of Mesra campus** who have not received their provisional certificate may receive it by sending the following at the address below:

- a) Duly signed No Dues Certificate
- b) Original Institute Identity Card
- c) Self-addressed return envelope (with affixed postal stamps)

Address (Mesra campus students only):

Student Section  
Birla Institute of Technology, Mesra  
Ranchi (Jharkhand) – 835215

**Students of off campuses may contact their respective off campus for receiving provisional certificate**

6. In case of issues, students may email [studentsection@bitmesra.ac.in](mailto:studentsection@bitmesra.ac.in)