

INSTRUCTIONS TO GRADUATES FOR XXXIII CONVOCATION

APPLICABLE TO MESRA CAMPUS , ALL OFF CAMPUSES & UNIVERSITY POLYTECHNIC

DIPLOMA, UNDER GRADUATES, POSTGRADUATES AND PHD RECIPIENTS

Dear Graduating Students,

The 33rd Convocation Ceremony shall be held on 01st October, 2023 (Sunday) at Birla Institute of Technology, Mesra.

Diploma, Undergraduates, Postgraduates and PhD recipients of Mesra Campus, All Off-Campuses & University Polytechnic who have completed their course by 16th August, 2023 shall be awarded their Degree /Diploma Certificates either “**In Person**” or “**In Absentia**” and are invited to attend the Convocation Ceremony at Mesra campus. Students are directed to collect their Provisional Certificates (PC) well in advance since PC should be uploaded while filling the forms and it is a mandatory requirement for receiving Degree / Diploma Certificate.

Students are required to fill **only one** out of the below, i.e., either “In Person” OR “In Absentia”. **Do not fill both forms simultaneously.**

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 their registered email id. Please choose “XXXIII Convocation” carefully in the drop-down list.

In Person Form - For students who shall physically attend the Convocation (Mesra Campus, All Off-Campuses & University Polytechnic Graduates)

1. Diploma, Undergraduates, Postgraduates, and PhD recipients of Mesra campus, All Off-Campuses & University Polytechnic are invited to attend the Convocation Ceremony at BIT Mesra.
2. The students who plan to attend are requested to fill the form “In Person” through this link: <https://services.bitmesra.ac.in> latest by 20th September, 2023.
3. Applications should be submitted carefully and correctly, and **only once**. Multiple submissions, submissions without the attachment of Provisional Certificate and Fee Receipt (where applicable) shall be rejected.
4. Degree / Diploma recipients must STRICTLY follow the dress code as per the following base attire code. **Base attire shall not be provided by the Institute:**

Boys: White Kurta Pyjama

Girls: White saree with red /orange border or white salwar kurta

Students shall then be handed over their supplementary attire (Jharkhand Handloom Jacket) to be worn over the base attire for the convocation and are also required to undertake that an amount of Rs. 1000/- towards Convocation Attire shall be deducted from their Caution Money, already deposited. The attire shall belong to the student after the convocation.

5. Payment related Instructions:
 - a. A fee of Rs. 3000/- is applicable to PhD Scholars admitted before 2011.
 - b. A fee of Rs. 2000/- is applicable to University Polytechnic graduates.

In Absentia Form - For Graduates who shall not attend the Convocation (Mesra Campus, All Off-Campuses & University Polytechnic)

1. Diploma / Graduates / Post Graduates / PhD recipients (Mesra Campus, All Off campuses & University Polytechnic) who cannot attend the Convocation ceremony at BIT Mesra may apply to receive their Degree / Diploma certificates through postal mail. **The Degree / Diploma in absentia will be issued to students or else dispatched through speed post from 09th October 2023 onwards. It may take a few months for Degree / Diploma Certificates to be sent by post.**
2. Such students should fill the form “**In Absentia**” through this link: <https://services.bitmesra.ac.in>
3. Applications should be submitted carefully and correctly, and **only once**. Multiple submissions, submissions without the attachment of Provisional Certificate and Fee receipt (where applicable) shall be rejected.
4. Payment related Instructions:
 - a. A fee of Rs. 3000/- is applicable to PhD Scholars admitted before 2011.
 - b. A fee of Rs. 2000/- is applicable to University Polytechnic graduates.

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

Registrar