

**Indian Institute of Technology Kharagpur
Academic (UG) Section**

**No. IIT/Acad(UG)/Final Year/2015-2016
Date : March 9, 2016**

Sub : Application for Degree, Provisional Certificate, Grade Card, etc.

All Undergraduate students (4-year B. Tech./5 year B. Arch/ 5 year Dual degree/ 5 year Integrated M.Sc./ 2 year Joint M.Sc.-Ph.D.), who are likely to complete all prescribed academic requirements and be awarded degree in the ensuing Convocation, are requested to immediately fill up all the details for graduation processing in the ERP and follow the steps given below:

Open the Link **Academic** → **Final Graduation Processing** → **Application For Degree, Grade Card, Final Dues Clearance**. The following steps are to be followed:

- 1) Fill up the details (instruction given in the application) and upload the recent passport size photograph (as per instruction) that has to be printed on Grade Card.
- 2) Scan the **signature in full** and save as **.jpg** format and upload.
- 3) Take printout of: (After successful payment online using same link)
 - a. Application for Convocation (to be printed only when all Sections give clearance)
 - b. Application for Final Grade Card (to be printed only when all Sections give clearance)
 - c. Application for Refund of Institute/Hall Caution Money (only be printed when all sections give clearance and if opted to take refund of caution money)

Other Requirements:

- I. In addition to the application for convocation, the graduating students have to take clearance from their respective:
 - a. Allocated Hall to hand over the room (This includes all who are staying outside and attached to a certain hall). If hall is not allocated in ERP, please contact HMC to allocate the hall first for further processing.
 - b. Department/Center/School
 - c. HMC
 - d. Central Library
 - e. Gymkhana
 - f. Rajbhasha Vibhag
 - g. NSS
 - h. NCC
- II. **After application for Final Dues Clearance through the link in part I, the student can view clearance from all sections from the same link. Once clearance has been given by all Sections, the student has to print Demand/No-Demand Certificate and Challan for Payment of Dues (if any). Even if there are no dues outstanding, NO-DEMAND certificate has to be submitted at the Academic (UG) Section. If applicable, the dues are to be paid at the bank using the challan and the DEMAND certificate along with challan to be submitted to the Academic (UG) Section after verification by F&A Section.**

After fees payment submit all hardcopies to the Academic (UG) Section along with a **self addressed A3 size cloth lined/laminated envelope for sending Final Grade Card and Provisional Certificate.**

III. The Halls of Residences, HMC, Department, Central Library, Technology Students' Gymkhana, Rajbhasha Vibhag, NCC and NSS are requested to upload the clearance and dues (if any) in ERP through the link **Academic → Final Graduation processing → Dues Clearance and Verification.**

The dues can be uploaded and clearance can be given only after the student applies for dues clearance through ERP.

The above sections can update the dues amount and remarks in ERP till such time the clearance is given to a student. Once clearance is given, further update is not possible for that student.

The student can monitor the status of final graduation processing using the link Academic → Final Graduation Processing → Application for Degree, Grade Card, final dues clearance.

IV. The Halls of Residences are requested to update the handover of rooms by graduating students in ERP through the link : **HMC → Hall Information → Room Allocation**

Sd-

Assistant Registrar (UGS)

Encl:

1. Status of Convocation application & dues clearance (for students)

To

Notice Board

Copy To:

1. All Deans
2. All Heads of Department/Centre/School
3. Professor in Charge, Convocation
4. Chairman, ERP
5. Chairman, HMC
6. Wardens, Halls of Residences
7. President, TSG
8. Librarian, Central Library
9. Coordinator, EAA (NCC/NSS)
10. Admn. Officer, Air/EME
11. Deputy Registrar (F&A)
12. Assistant Registrar (Accounts)
13. Hindi Officer, Rajbhasha Vibhag
14. Secretary to Director
15. Secretary, Office of Deputy Director
16. Secretary, Office of the Registrar

Academic >>> Final Academic Processing >>> Application For Degree, Grade Card, Final Dues Clearance

Final Graduation Processing > 01. Application For Degree, Grade Card, Final Dues Clearance

I shall receive my degree in person in the Convocation I desire to receive degree by Post [Change](#)

Processing

From following sections and you can monitor the status from here. Once clearance has been given by all sections and fee payment for convocation has been done successfully, the student has to submit Grade Card, Application for 62nd Convocation, Application For Release of Last Month's Assistantship and Demand/No-Demand Certificate and Challan for Payment of Dues (if any). Even if the receipt has to be generated with NO-DEMAND from here and has to be submitted at the Academic section. If applicable, the dues are to be paid at the bank using the challan and the DEMAND Certificate has to be submitted at the Academic Section after verification by F&A section. Note: For departmental clearance, you can contact Departmental Office / ERP Representative / Head for upgradation, please contact Hall Office Staff / Warden / Assistant Warden

[Demand Certificate and Challan for Payment of Dues](#) [Application for Refund of Institute/Hall Caution Money](#)

[Grade Card](#) [Application for 62nd Convocation](#) [Application For Release of Last Month's Assistantship](#)

Amount	Remarks	Clearance Given (Subject to Payment of Dues, if any)
Hall (MSH)	0.0	Y
Department	0.0	Y
HMC	0.0	Y
NCC	0	Y
Central Library (Dues)	0.0	Y
Central Library (Books)	Y	No Dues
NSS	0	Y
Gymkhana	0.0	Y
Rajbhasha	0	Y
Total Amount of Dues	0.0	
Convocation Fee Payment Status		Y IIT-KGP-Ref-No : CONFEE-11MF10024-2015-10 SBI-transaction_id : IGOBIEKMM2
Demand/No-Demand Cert. and Convocation Application Hardcopy with Payment Slip Verification(By Academic Section) Status		N
Curricula Completion Status (Only for UG & PG)		Y

S. K. Sharma
9/3/16