

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

ACADEMIC SECTION

No: IIT/KGP/Acad/2020

Date: 4th June, 2020

Sub: Process of Clearing of Dues and Application for Degree, Provisional Certificate & Grade Card for the graduating students in 2019-20

All students who are likely to complete all prescribed academic requirements and be awarded degree in the ensuing Convocation are requested to 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 (if not available in ERP).
- 3) Confirm the application.
- 4) Pay all necessary dues, including convocation fees, previous dues (if any), and other dues as uploaded by concerned sections (not applicable for Research and EMBA students) from the link: **Academic -> Fees -> Fee Demand and Payment**

Note : No hard copy is to be submitted in the Academic Section. The application will get processed automatically once all sections give the clearance and all the dues are cleared.

Other Requirements (through Online Mode):

- I. **Academic:** Student has to pay the dues as shown in ERP against Academic.
- II. In addition to the application for convocation, the graduating students have to take clearance from the following:
 - a) **Hall of Residence :**
 1. Students currently staying in Hall need to vacate the room and handover it to the Warden before they leave the Campus
 2. Students who have already left the campus may contact the Warden for vacating the room
 - b) **Department/Center/School:** Students may contact the Head of the Department/Centre/School for getting clearance through online mode and for approving “No Dues” in ERP
 - c) **Hall Management Centre:** Student has to pay the dues as shown in ERP against HMC.
 - d) **Central Library:** If any student has issued book(s) from the Central Library he/she/ anybody in the student’s behalf may return the book(s), in the Central Library during 10.00 AM to 1:00 PM. In case the student cannot return the book, Library will raise a demand for payment. Student not in the campus, but having dues, may pay the demand accordingly raised by the Central Library
 - e) **Gymkhana:** Contact the President, Technology Students’ Gymkhana if any due is marked/uploaded in ERP.

f) **Rajbhasha Vibhag** : Contact the Chairman, RajbhashaVibhag if any due is marked/uploaded in ERP.

g) **NSS /NCC** (Only for UG students) : Contact the Coordinator, NSS/NCC if any due is marked/uploaded in ERP

III. After confirmation of the convocation application and other clearances mentioned above, students can view clearance status of all sections.

IV. Students who will pursue doctoral studies under Joint M.Tech/MCP, M.Sc-Ph.D, MS-Ph.D. programme from next semester do not have to have to apply for clearances.

V. The Halls of Residences, HMC, Department, Central Library, Technology Students Gymkhana, Rajbhasha Vibhag, NSS, NCC are requested to upload the clearances and dues (if any) in ERP through the link **Academic -> Final Graduation Processing -> Dues Clearance and Verification.**

Note: All students must apply for dues clearance through ERP. Dues will be uploaded and subsequently cleared only if students apply through ERP. Once clearance is given, further modification is not possible.

Students can monitor the status of final graduation processing using the link **Academic -> Final Graduation Processing ->Application for Degree, Provisional Certificate, Grade Card, final dues clearance etc.**

VII. Wardens of Halls of Residences are requested to update the handover of rooms by the graduating students in ERP through the link :**HMC -> Hall Information -> Room Allocation.**

Joint Registrar (Academics)

NOTICE BOARD

To :

1. Dean (UGS)
2. Dean (PGS&R)
3. Dean (Student's Affairs)
4. Heads of the Departments/Centers/Schools
5. Charmin ERP
6. Chairman, HMC
7. Chairman, Central Library
8. Warden
9. President, Gymkhana
10. Chairman, Rajbhasha Vibhag
11. Coordinator, NSS/NCC
12. Deputy Registrar, Finance & Accounts
13. Assistant Registrar, UGS

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