

# INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

## ACADEMIC SECTION

No: IIT/KGP/Acad/2021

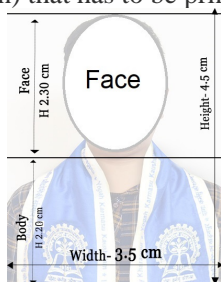
Date: 26<sup>th</sup> May, 2021

### Sub: Process of Clearing of Dues and Application for Degree, Provisional Certificate & Grade Card for the graduating students in 2020-21

All students who are likely to complete the prescribed academic requirements and eligible to be awarded degree in the ensuing Convocation are requested to fill details for graduation processing in the ERP and follow the process indicated below: Open the Link **Academic -> Final Graduation Processing -> Application For Degree, Grade Card, Final Dues Clearance**.

Steps to be followed:

1) Fill 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. The photo should have the following specification



It is suggested that student take the photograph wearing a White Shirt/ Kameez or Kurta

- 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) using 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 confirm that the dues are cleared. It is the responsibility of the student to ensure that dues are cleared and no dues clearance is approved by each unit.

#### 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 on or before 31<sup>st</sup> July 2021.
    2. Students who have already left the campus may contact the Warden for vacating the room
  - b) **Department/Center/School:** Students may contact the Office/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, either the student or any authorised person of behalf of the student may return the book(s), in the Central Library during 10.00 AM to 1:00 PM on or before 31<sup>st</sup> July 2021.. In case the student cannot return the books, Library will raise a demand for payment. Students 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

While taking clearance , various units may ask the student to submit an undertaking before giving clearance 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 need not 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.**

**Important information related to Minor & Micro Specialization:**

All the queries regarding Minor or Micro-Specialization should be appealed to AR-UGS duly approved by the Department, by 3<sup>rd</sup> June 2021. No queries will be entertained beyond this period. Once the Provisional Certificate is issued, the same will not be changed under any circumstance

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 (Academic)**

## NOTICE BOARD

To :

1. Dean (FoE&A)/ Dean (FoS)/ Dean (BT&BS)
2. Associate Dean (FoE&A)/ Associate Dean (FoS)/ Associate Dean (BT&BS)
3. Dean (Students' Affairs)
4. Heads of the Departments/Centers/Schools
5. Charmin ERP
6. Chairman, HMC
7. Chairman, Central Library
8. Chairman, Rajbhasha Vibhag
9. Warden, All halls of Residence
10. President, Gymkhana
11. Coordinator, NSS/NCC
12. Deputy Registrar, Finance & Accounts
13. Assistant Registrar, UGS
14. Assistant Registrar, PGS&R

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3. Secretary, Registrar's Office
4. Circular File