Indian Institute of Technology Kharagpur
Academic Section

No. IIT/Academic/65th Convocation/2019
Date : April 30, 2019

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

All students 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 (if not available in ERP).
3) Confirm the application.
4) Pay all necessary dues, including convocation fees, previous dues (if any), other dues uploaded by concerned sections (not applicable for research and EMBA students) from the link: **Academic > Fees > Fee Demand and Payment**
5) Take following printouts after (1) getting clearance from all sections (not applicable for research student) and (2) paying all necessary dues:
   a) Application for Convocation.
   b) Application for Final Grade Card
   c) Application For Release of Last Month's Assistantship (if applicable)
   d) Application for Refund of Institute/Hall Caution Money
6) Submit all applications to academic section for verification

Other Requirements :

I. In addition to the application for convocation, the graduating students have to take clearance from the following:
   a) Allocated room to be handed over (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) Respective Department/Center/School
   c) Hall Management Centre
   d) Central Library
   e) Gymkhana
   f) Rajbhasha Vibhag
   g) NSS /NCC (Only for UG students)

II. After confirmation of the convocation application, the student can view clearance status from all sections.

III. The students who have accepted the offer to join Ph.D. programme under **Joint M.Tech/MCP, M.Sc-Ph.D, MS-Ph.D. programme need not submit the application form.**

IV. The Halls of Residences, HMC, Department, Central Library, Technology Students' Gymkhana, Rajbhasha Vibhag, NSS, NCC 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 till clearance is given in ERP. Once clearance is given, further modification is not possible for that student. The sample screenshot of status page is attached at the end. The student 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.**

V. 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.**

Deputy Registrar (Academic)

To

All Undergraduate, Postgraduate and Research Students

Copy to,

1. Dean Post Graduate & Research
2. Dean, Undergraduate
3. Dean, Student Affairs
4. All Heads of Department/Centre/School
5. Professor-in-Charge, Convocation
6. Chairman, ERP
7. Chairman, HMC
8. Wardens, Halls of Residences
9. President, TSG
10. Librarian, Central Library
11. Coordinator, EAA (NCC/NSS)
12. Admn. Officer, Air/EME
13. Deputy Registrar (Accounts)
14. Assistant Registrar (Accounts)
15. Hindi Officer, Rajbhasha Vibhag
16. Notice Board