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:
   a. Fee Payment Challan
   b. Application for Convocation (to be printed only when all Sections give clearance)
   c. Application for Final Grade Card (to be printed only when all Sections give clearance)
   d. 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)

4) Pay the fees at the bank using the fee payment challan and get it verified by F&A Section

**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 process for Final Graduation Processing is shown in the attached workflow. The student can monitor the state of final graduation processing using the same link (as given in para 2 of memo) for Degree, Grade Card, Final Dues Clearance page in ERP (A-II).

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

Encl. 1. Work Flow Chart

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

Sd/-

Assistant Registrar (UGS)

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. Admin. 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
A-II

Academic->Final Graduation Processing - >Application for Degree, Grade Card,

Final Dues Clearance

Print Documents
Convocation Fees Payment Challan

Final Dues Clearance Processing
The clearance would be from following sections and you can monitor the status from here. Once clearance has been given by all sections, the student has to print Application for Final Grade Card, Application for Final Convocation, Application for Release of Last Month's Assistantship and Demand/No-Demand Certificate and Challan for Payment of Dues (if any). Even if there are no dues outstanding, a receipt has to be generated with NO DEMAND from the section 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 along with challan has to be submitted at the Academic Section after verification by FRM section. Notes: For departmental clearance, you can contact Departmental Office / ERP Representative / Head for uploading clearance. For final clearance, please contact Hall Office Staff / Warden / Assistant Warden

Print Documents
Print Demand/No-Demand Certificate and Challan for Payment of Dues
Application for Final Grade Card  Application for Final Convocation  Application for Release of Last Month's Assistantship

<table>
<thead>
<tr>
<th>Dues</th>
<th>Amount</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAU (PH)</td>
<td>0.0</td>
<td>Y</td>
</tr>
<tr>
<td>Department</td>
<td>0.0</td>
<td>Y</td>
</tr>
<tr>
<td>HRC</td>
<td>0.0</td>
<td>Y</td>
</tr>
<tr>
<td>NCC</td>
<td>0.0</td>
<td>No Dues</td>
</tr>
<tr>
<td>Central Library (Dues)</td>
<td>0.0</td>
<td>No Dues</td>
</tr>
<tr>
<td>Central Library (Books)</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ISS</td>
<td>0.0</td>
<td>No Dues</td>
</tr>
<tr>
<td>Gymkhana</td>
<td>0.0</td>
<td>nil</td>
</tr>
<tr>
<td>Hostel</td>
<td>0.0</td>
<td>-</td>
</tr>
</tbody>
</table>

Total Amount of Dues  0.0

Payment Verification (by Hall Section) Status
Demand/No-Demand Cert. and Convocation Application Handover with Payment Slip Verification (by Academic Section) Status
Curriculum Completion Status

Y