Instructions for Convocation Registration/No-Dues Form Submission

1. **Login to EIMS**
   Visit https://eims.iitbbs.ac.in and log in with your credentials.
2. **Navigate to the Final Dues Section**
   Go to: **Academic > Final Graduation Processing > Application for Degree, Grade Card, Final Dues Clearance**
3. **Career option Form**
   The **Career option Form** will be displayed. Fill in all the required fields carefully.
4. **Convocation Registration Form Display and Completion**
   After confirm the career option form, the Convocation Registration/No-Due form will be displayed. Fill in all the required fields carefully.
5. **Save the Form**
   After completing the form, click **Save** to proceed.
6. **Confirm Submission**
   Once the form is saved, a **Confirm** button will appear.
   ⚠ **Note:** After clicking **Confirm**, the form cannot be modified.
7. **Dues Update by Departments**
   Your dues status will be updated by the respective department, section, or hostel.
8. **Payment of Pending Dues**
   If you have any outstanding dues ,they must be paid through the designated fee payment portal like semester fees.
9. **Convocation Registration Fee**
   You have to pay Convocation Registration Fee following the steps:
   Go to: **Academic > Fee > Payment Channel > Select Option- Semester Fee**
   Please ensure payment is made **on or before Last Date of Registration in the EIMS,** as per the communicated instructions.

Note: The graduates who have paid the convocation fee, no need to pay again.

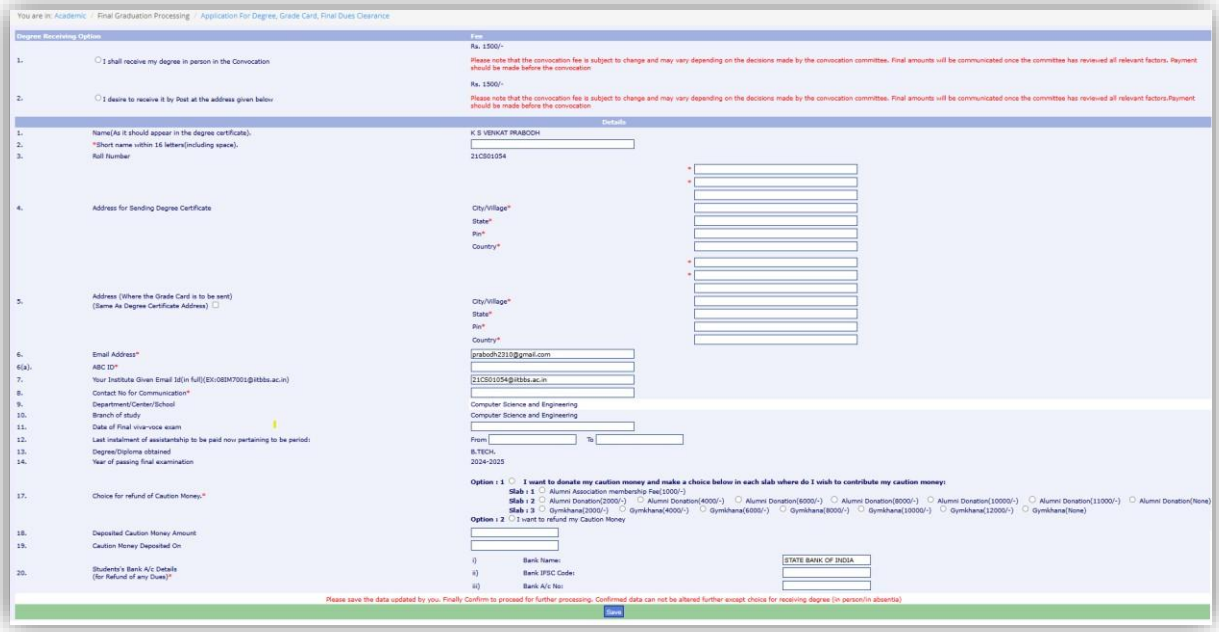
In case of any Technical Issues Please write to : erp.acad@iitbbs.ac.in , make sure Email subject is **“Convocation Tech Support”**

Other Career Option Details

* Choose Alternate Career Option : [1] Off-Campus Placement/VGSOM

* Name of Organization :	Please enter organisation name	* Designation Offered:	Please enter the designation
* Place of Posting :	Please enter place of posting	* Offered CTC (INR):	Please enter offered CTC
* Organization URL :	Please enter official url	* Name of the HR :	Please enter name of HR
* Organization Email :	Please enter organization email	Organization Contact:	Please enter organization contact no
* Probable Date of joining :	Click To Select Joining Date	* Would you like to be a mentor for your juniors ?	○Yes ○No

Save



You are in: Academic / Final Graduation Processing / Application For Degree, Grade Card, Final Dues Clearance

Degree Receiving Option — Fee

1. ○ I shall receive my degree in person in the Convocation — Rs. 1500/- Please note that the convocation fee is subject to change and may vary depending on the decisions made by the convocation committee. Final amounts will be communicated once the committee has reviewed all relevant factors. Payment should be made before the convocation
2. ○ I desire to receive it by Post at the address given below — Rs. 1500/- Please note that the convocation fee is subject to change and may vary depending on the decisions made by the convocation committee. Final amounts will be communicated once the committee has reviewed all relevant factors.Payment should be made before the convocation

Details

1.	Name(As it should appear in the degree certificate).	K S VENKAT PRABODH
2.	*Short name within 16 letters(including space).	
3.	Roll Number	21CS01054
4.	Address for Sending Degree Certificate	City/Village*, State*, Pin*, Country*
5.	Address (Where the Grade Card is to be sent) (Same As Degree Certificate Address) ☐	City/Village*, State*, Pin*, Country*
6.	Email Address*	prabodh2310@gmail.com
6(a).	ABC ID*	
7.	Your Institute Given Email Id(in full)(EX:08EM7001@iitbbs.ac.in)	21CS01054@iitbbs.ac.in
8.	Contact No for Communication*	
9.	Department/Center/School	Computer Science and Engineering
10.	Branch of study	Computer Science and Engineering
11.	Date of Final viva-voce exam	
12.	Last instalment of assistantship to be paid now pertaining to be period:	From To
13.	Degree/Diploma obtained	B.TECH.
14.	Year of passing final examination	2024-2025
17.	Choice for refund of Caution Money.*	Option : 1 ○ I want to donate my caution money and make a choice below in each slab where do I wish to contribute my caution money: Slab : 1 ○ Alumni Association membership Fee(1000/-) Slab : 2 ○ Alumni Donation(2000/-) ○ Alumni Donation(4000/-) ○ Alumni Donation(6000/-) ○ Alumni Donation(8000/-) ○ Alumni Donation(10000/-) ○ Alumni Donation(11000/-) ○ Alumni Donation(None) Slab : 3 ○ Gymkhana(2000/-) ○ Gymkhana(4000/-) ○ Gymkhana(6000/-) ○ Gymkhana(8000/-) ○ Gymkhana(10000/-) ○ Gymkhana(12000/-) ○ Gymkhana(None) Option : 2 ○ I want to refund my Caution Money
18.	Deposited Caution Money Amount	
19.	Caution Money Deposited On	
20.	Students's Bank A/c Details (for Refund of any Dues)*	i) Bank Name: STATE BANK OF INDIA; ii) Bank IFSC Code:; iii) Bank A/c No:

Please save the data updated by you. Finally Confirm to proceed for further processing. Confirmed data can not be altered further except choice for receiving degree (in person/in absentia)

Save



◉ I shall receive my degree in person in the Convocation ○ I desire to receive degree by Post Change

Please pays all previous dues and convocation fees(1500/-) from the link Academic>>>Fees>>>Fee Demand & Payment

You can monitor the status of the clearance from following sections from here. Once clearance has been given by all sections and fee payment for convocation and other previous dues have been done successfully, the application will only be verified automatically. If applicable, the dues are to be paid using the link Academic>>>Fees>>>Fee Demand & Payment. Note: For departmental clearance, you can contact Departmental Office / ERP Representative / Head for uploading clearance. For Hall clearance, please contact Hall Office Staff / Warden / Assistant Warden

The application can only be verified when (1) all sections have given the clearance (2) the convocation fees and all previous dues are cleared.

Dues	Amount	Remarks	Clearance Given (Subject to Payment of Dues, if any)
Hall (BHR)	Not Yet Given	-	N
Department	Not Yet Given	-	N
HMC	Not Yet Given	-	N
Central Library (Dues)	Not Yet Given	-	N
Central Library (Books)	N		
Gymkhana	Not Yet Given	-	N
Account Section	Not Yet Given	-	N
Total Amount of Dues(including all previous dues and convocation fee)	**1501.0**	**Total Dues Amount Paid Status**	N
		Convocation Fee Payment Status	N
		Convocation and Grade Card Application Hardcopy with Payment Slip Verification(By Academic Section) Status	N
		Curricula Completion Status (Only for UG & PG)	N