

ANNUAL GRADUATION DAY FOR GRADUANDS OF 2020 & 2022 (B.Tech., M.Tech. & MBA Graduands)

16th November, 2024 (Saturday) @ 09.30 am

The Annual Graduation Day for conferring Degree Certificates for the graduands of class of 2020 & 2022 will be held on 16th November, 2024 (Saturday) and the graduands are required to register online, to receive DEGREE IN-PERSON.

Online Registration

- **On-Line registration ends on 30th October, 2024 (Wednesday) at 11.59 pm**
- Registration Fee Rs.700/- (Rupees Seven Hundred Only)
- Degrees will be awarded to only those who have registered Online and submitted application for issue of PC & CGS in the Examination Branch along with necessary no due certificate

Graduating Candidates are required to pay registration fee through the following payment method.

PAYMENT METHOD

1. Use Exam branch Login Credentials to Login to KITSW Exam portal @ <https://www.kitswexams.com/BET%20E-PORTAL/Login.aspx> .
2. Click "Online Fee Payments"
3. Select "Other Fee Payment"

Basic Information	Other Fee Payment																			
Academic Information	Receipt Date: 21-10-2024																			
Exam Time Tables	Certificates: -Select Certificates-	Copies: -SELECT-		ADD																
Online Fee Payments	Total Fee:																			
Instructions	Total Fee:																			
Regular Fee Payment	Show Details																			
Supply Fee Payment	<table border="1"><thead><tr><th></th><th>Certificates</th><th>NoOfCopies</th><th>Sem</th><th>ExamType</th><th>MonthYear</th><th>Amount</th></tr></thead><tbody><tr><td>Select</td><td>Delete</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>							Certificates	NoOfCopies	Sem	ExamType	MonthYear	Amount	Select	Delete					
	Certificates	NoOfCopies	Sem	ExamType	MonthYear	Amount														
Select	Delete																			
Re-Evaluation Fee Payment	Grand Total:	Grand Total:	Total in Words:	Grand Total:	Submit Fee Detail															
Regular/Supply Fee Receipts																				
Re- Evaluation Fee Receipts																				
Other Fee Payment																				
Other Fee Receipts																				

4. Select "Graduation Fee" from the "Certificates drop down"

The screenshot shows a web form with the following elements:

- Receipt Date: 21-10-2024
- Certificates: -Select Certificates- (dropdown menu)
- Total Fee: (input field)
- Total Fee: (input field)
- Show Details (link)
- Table with columns: Certificates, Copies
- Buttons: Select, Delete
- Grand Total: Grand (input field)
- Grand Total: Su (input field)

The dropdown menu for 'Certificates' is open, showing the following options:

- Select Certificates-
- Duplicate Grade Memo
- Duplicate CMM
- Duplicate PC
- Transcript for Grade Memo
- Transcript for CMM
- Transcript for PC
- Corrections in Grade Cards
- Corrections in CMM
- Corrections in PC
- Corrections in Migration
- Duplicate Migration
- PC/CMM/Migration
- Graduation Fee** (highlighted)

5. Select "1" From Copies / No. Drop Down and Click "ADD" Button

The screenshot shows a web form with the following elements:

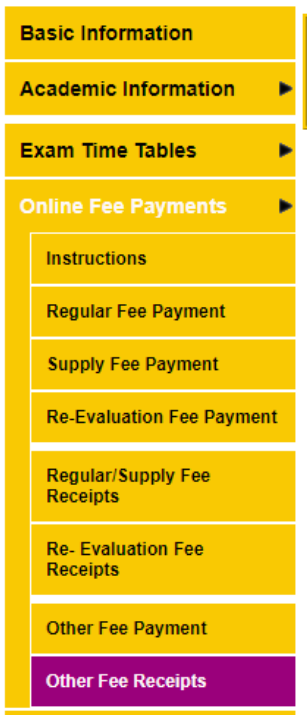
- Copies: 1 (dropdown menu)
- ADD (button)

The dropdown menu for 'Copies' is open, showing the following options:

- SELECT-
- 1** (highlighted)

6. Click "Submit Fee Details" and enter "Type the Characters you seen in the Picture Box " .
7. Click "Go to Payment" for Payment Gate way.
8. Complete the Payment
9. After completion of the payment, download the receipt by using the following steps.

10. Click on “Online Fee Payments” and select “Other Fee Receipts”.



The image shows a vertical navigation menu with several yellow buttons. The buttons are: 'Basic Information', 'Academic Information', 'Exam Time Tables', 'Online Fee Payments', 'Instructions', 'Regular Fee Payment', 'Supply Fee Payment', 'Re-Evaluation Fee Payment', 'Regular/Supply Fee Receipts', 'Re-Evaluation Fee Receipts', 'Other Fee Payment', and 'Other Fee Receipts'. The 'Other Fee Receipts' button at the bottom is highlighted in purple.

11. Choose “Graduation Fee Payment” from the “Certificates” Dropdown and download the receipt.

12. Register and Upload the relevant documents using the below Link

Registraion Link

https://script.google.com/a/macros/kitsw.ac.in/s/AKfycbylWP3kpEFNZU9KFC5bWmAxLi7ZsZj-gxMmTpULopphU_z6w7-Jo77L-ss_zRNDAN3c/exec

Last Date for Fee Payment and Registration

30-10-2024 (Wednesday)

Degrees will be awarded to only those who have registered Online and submitted application for issue of PC & CGS in the Examination Branch along with necessary no due certificate.

On the Graduation Day

- For all Online registered graduands, reporting @ registration desk starts at 08.00 am and ends at 09.00 am on 16th November 2024 (Saturday)
- No candidate is allowed to register to receive DEGREE IN-PERSON after 09.30am.

Procession & Academic Costume:

Candidates who have applied for receiving their Degree Certificates in person and desire to join the procession are required to be in attendance at the place of procession at the notified time punctually, on the Graduation Day and must wear the below mentioned Academic Costume.

For male : **White Kurta with collar, White Pyjama**

For female : **White Kurta with collar, White Salwar/Chudidar**

Last date for registering for the Annual Graduation Day through online is 30th October, 2024 (Wednesday).

Registrations with incomplete, incorrect and insufficient information, without application for issue of PC & CGS in the Examination Branch along with no due certificate will not be accepted and further no correspondence will be entertained in this regard.

In case, if any technical difficulty, candidate can approach through email agd.coe@kitsw.ac.in

With best regards,

Sd/-

Controller of Examinations

Kakatiya Institute of Technology & Science,
Warangal.

<https://www.kitsw.ac.in/>