Homi Bhabha National Institute, Mumbai

Standard Operational Procedure for Online Submission of Documents for issue of Provisional Degree Certificate for M.Tech. Program

1.   Type the following address http://www.anuvidhya.in/ in the Browser / click the link given for Online Submission of Thesis for Result Declaration.

2.   Select the User named "Student". The Password is "g123" ; After successful login you will goto Home Page.

3.   Then Click on "Existing Student Login" in the Main Menu, then it will display User ID, Password and Proceed Button.

4.   Enter your Enrolment No as a User ID without space

5.   First time your password will be combination of the first two letters of your Constituent Institute name (eg.for BARC : "BA" ; IGCAR :"IG" ; RRCAT : "RR" ; VECC : "VE" ; SINP : "SI" ; IPR : "IP" ; IOP : "IO" ; HRI : "HR" ; TMC : "TM" ; IMSc : "IM" ; NISER : "NI") and your Date of Birth in the YYYY-MM-DD continuous without any space. (Eg. If CI is BARC and Birth Date is 15-June-1995 then your password will be "BA1995-06-15")

6.   After your Successful Login with Enrolment No and Password, immediately Change your Password for Security.

7.   If you are logging in for the First time,"Change your Password" screen appears automatically.

8.   After your Successful Login with Enrolment No and Password , you will see the Welcome screen containing Two parts- one, the Menu on the Left-hand side and the other, on the Right side, a Portal called "Students Communication Portal" with your Name and Enrolment No.

9.   In the Left-hand side Menu options such as Submission for Result Declaration; Change Password and Logout are available.

10.   For Submission for Result Declaration, click on that label option, then you will get a page that displays in the Right side "Final Submission for Result Declaration" with Four Buttons called "Upload Thesis, "Update Fee Details", "Update Alumni form" and "Give Feedback"

11.   You can click on these one by one sequentially.

12.   **You have to upload only Signed copy of the thesis wherever applicable**.

For Uploading Thesis : Keep Full Thesis contains everything in proper order as single PDF File (if Confidential then upload a pdf file which contains 'Thesis is confidential' in a single page).

13.   Click on the Upload Thesis Button

14.   Select Thesis (pdf file) and enter the Keywords and click on "Upload Selected Files".

15.   Once Uploaded the file cannot be deleted.

16.   **After Uploading the Thesis only you will get Fee Payment ID (for Thesis Evaluation Fee).**

16.   Update your Fee Payment Details (Thesis Evaluation Fee) (Transaction Ref. No. and Date).

   a)   Copy the Payment ID only (which is in Red color).

b) Click the link which is given at the bottom of the page, for online payment through net banking. You will be taken to the website of SBI Collect.

c) In the website "State Bank Collect", click the check box for "I have read and accepted the terms and conditions stated above. (Click Check Box to proceed for payment.)" and then click the "Proceed" button.

d) In the SBI Collect page, select "All India" for "State of Corporate/Institution" and "Educational Institutions" for "Type of Corporate/Institution" and then "Go" button.

e) In the next page, select Educational Institution Name as "Homi Bhabha National Institute" and click the submit button.

f) In the next page Select Payment Category as your Fee type (Thesis Evaluation Fee) in the dropdown list; the concerned page appears.

g) Enter the details in the payment page like (Payment ID, Select the Amount which is applicable for Thesis Evaluation Fee).

h) Be careful while pasting the Payment ID which was generated in the HBNI Portal (don't type the Payment ID by seeing the printout; do only copy paste).

i) Make the payment by payment Gateway.

j) Take the Print out of Payment receipt (which is to be submitted to HBNI Office).

k) Copy the Transaction reference number which is generated in the SBI Collect Payment gateway and paste in the Anuvidhya Update Fee Details page, Enter Transaction Date and then click the "Update Fee Details" button.

16.   Next Click on "Update Alumni Form" Button.

17.   The Alumni form contains following fields important for Result Declaration.

   a. Your Name in Certificate (as per Enrollment form) (Provisional and Final)(Ensure Proper Spelling).

   b. Upload file(MS Word only) containing Thesis Title and Name in Hindi(**only in Shree Dev Font**), written the way it has to appear in the Certificate) (as per Enrollment).

   c. Update your Enrolment Date as per your letter received at the time of Enrolment.

   d. Enter the Date of Thesis Submission.

   e. Enter the Postal Address, Email ID, Landline no and Mobile No. for future communication.

   f. Upload your photo (in the JPEG / JPG format only) for printing in the Provisional and Final Certificate.

   g. Give details about your Current position (Employed / Pursuing higher studies)

18.   Next Click on "Give Feedback" button

19.   Enter your Feedback (Rate each and every attribute (if applicable) or select NA if not applicable).

20.   After Uploading of Thesis, Updating Alumni Form and given the Feedback, one more button will Appear automatically "Confirm Your Submission".

21.   Click on the Button "Confirm Your Submission" to Confirm your submission for Result Declaration.

22.   Now you will see a summary page that will display everything (List of files Uploaded, Alumni Details and Feedback details) with a self-declaration check box and a Submit button.

23.   To Finally submit your Thesis with Alumni and Feedback details , Give the confirmation on check box and press submit button.

Any wrong entries may result in delay in declaration of result. Students are advised to ensure that all entries are correct.

Incase of difficulty please mail your queries to helpdesk@hbni.ac.in 022-25597596