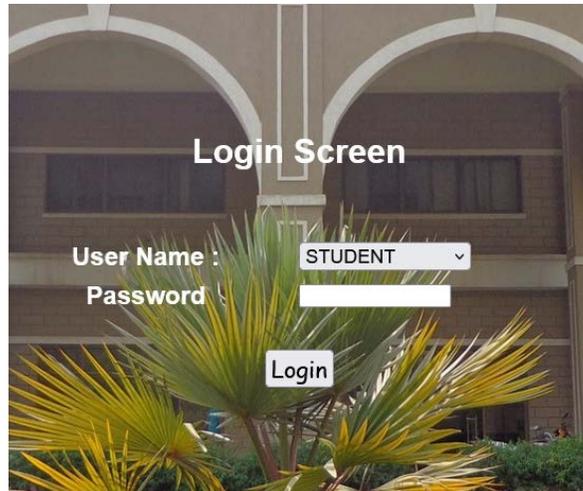


Homi Bhabha National Institute, Mumbai

SOP for Online Submission of Documents for issue of Certificat for Program (Other than Ph.D/ M.Tech)

1. Go to <http://www.anuvidhya.in/>
2. Select the User named "Student". The Password is "g123" ; After successful login you will go to Home Page.



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

Home	Online Fee Payment	Enrolment	Existing Students Login	Logout
<h3>Student Login Form</h3> <p>Remarks : Invalid User ID : (Please Enter your Enrolment No.)</p> <p>User ID (Enrolment No) <input type="text"/></p> <p>Password <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Proceed"/></p> <p style="text-align: center;">Forgot Password</p>				

5. After your Successful Login with Enrolment No and Password, immediately Change your Password for Security.
6. If you are logging in for the First time, "Change your Password" screen appears automatically.

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

Student Communication Portal
Welcome Test Student (Enrolment No :
Your are not changed your Password ; Please Change.
Change Your Password

Click an Option to Proceed

- Submission For Certificate
- Change Password
- Logout

Student Name :

Current Password

New Password

Renter New Password

- For submission of details for certificate, click on that option. You will then be directed to a page that displays ' Alumni Form' and ' Feedback Form' on the right side.

Documents Submission for Certificate

Alumni Form
 Nil

Name as it will appear in Degree Certificate :	Test Student (I Agree <input type="radio"/> Yes <input checked="" type="radio"/> No)
Upload file contains Your Name in Hindi <small>Only Ms Word (docx/doc)</small>	Browse... No file selected.
Enrollment Date :	01 / 01 / 2023
Date of Completion	17 / 01 / 2025
Permanent Address	abcd 123, chembur Mumbai - 74
Email ID	abcd@gov.in
Landline No with STD Code <small>(Optional type '-' if Not Applicable)</small>	02225533333
Mobile No	1234567890
Upload Your photo <small>click here to Read Instructions before upload</small>	Browse... Annotation 2025-01-21 103647.jpg

Employed(Organization,Package,Designation with few more details) or Pursuing higher Studies(Institute,Programme/Course name with few more details)	xyz, 40000, executive
<input type="button" value="Submit"/>	

10. Alumni form.

- Your Name in Certificate (as per Enrollment form) (Provisional and Final)(Ensure Proper Spelling).
- Upload file (MS Word only) Name in Hindi(**only in Shree Dev Font**), written the way it has to appear in the Certificate) (as per Enrollment).
- Update your Enrolment Date as per your letter received at the time of Enrolment.
- Enter the Date of Completion
- Enter the Permanent Address
- Enter the Email ID, Landline no and Mobile No. for future communication.
- Upload your photo (in the JPEG / JPG format only) for printing in the Provisional and Final Certificate.
- Provide details about your employment (organization, package, designation, and additional relevant information) or your higher studies (institute, program/course name, and additional relevant information).

Documents Submission for Certificate	
Update Alumni Form	Give Feedback
Alumni Form Updated	
Name in Certificate :	Test Student
Upload file contains Your Name in Hindi and Thesis Title	Mail(3).doc
Enrollment Date :	01/01/2023
Date of submission of thesis :	17/01/2025
Postal Address	abcd 123, chembur Mumbai-74
Email ID	abcd@gov.in
Landline No	02225533333
Mobile No	1234567890
Upload Your photo	Annotation 2025-01-21 103647.jpg
Employed / pursuing higher : studies (give details)	xyz, 40000, executive

11. After Submitting the Alumni Form you can see the preview of the Submitted Alumni Form and you can update if wanted.

12. FeedBack Form :
13. Enter your Feedback (Rate each and every attribute (if applicable) or select NA if not applicable).

Update Alumni Form		Give Feedback
Rate following each attribute (if applicable) or select NA if not applicable		
1.	The courses offered are stimulating & broadening and help in improving overall domain knowledge	Select <input type="text"/>
2.	There are adequate options for electives covering wide spectrum of subjects	Select <input type="text"/>
3.	The curriculum can be recommended to continue without change (if you recommend any change(s) please give details through mail to Dean, HBNI)	Select <input type="text"/>
4.	The curriculum provides necessary foundation and skill base for future career	Select <input type="text"/>
5.	Associated projects and tutorials are useful	Select <input type="text"/>
6.	The examination system of the course does not put in any undue stress	Select <input type="text"/>
7.	I have NOT come across any instance of ragging in my campus	Select <input type="text"/>
8.	All necessary ICT resources (eg. Computer, Internet, projector..) are available in classroom	Select <input type="text"/>
9.	State-of-the-art facilities are available to carry out research	Select <input type="text"/>

14. After filling out the feedback form, you can preview your feedback Form changes if wanted and then submit it.

Confirm Your Feedback details		Submit
1.	The courses offered are stimulating & broadening and help in improving overall domain knowledge	Strongly Agree
2.	There are adequate options for electives covering wide spectrum of subjects	Not Applicable
3.	The curriculum can be recommended to continue without change (if you recommend any change(s) please give details through mail to Dean, HBNI)	Not Applicable

15. After Submitting the Alumni Form and Feedback Form, Than you can confirm your submission by clicking on 'Confirm Your Submission

Documents Submission for Certificate		
Update Alumni Form	Give Feedback	Confirm Your Submission
List of Files Uploaded for Final Submission		
Sr. No.	Type of File	Uploaded Dt.
1	Student Photo	21-January-2025
2	Thesis Title and Hindi Name File	21-January-2025
<p>■ I declare that above information furnished by me is true and correct. If any information is found to be incorrect or false, I understand that my admission is liable to be terminated without notice.</p>		
Submit		

17. You can see the Preview of submitted document, then Select a check box and a Submit the declaration
18. After confirmation of Declaration you will see the Pages as seen in below .

Documents Submission for Certificate You Already Submitted for Result Declaration		
Uploaded Files		
Sr. No.	Type of File	Uploaded Dt.
1	Student Photo	21-January-2025
2	Thesis Title and Hindi Name File	21-January-2025

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