

## Homi Bhabha National Institute, Mumbai

### Standard Operational Procedure for Online Submission of Documents for the Issue of Final Degree Certificate for Int. M.Sc. Program

1. Type the following address <http://www.anuvidhya.in/> in the Browser / click the link given for Online Submission of Alumni and Feedback Details for Result Declaration.
2. Select the User named "Student". The Password is "g123" ; After successful login, you will go to HomePage.
3. Then Click on "Existing Student Login" in the Main Menu, then it will display the User ID, Password; and Proceed Button.
4. Enter your HBNI Enrolment Number as a User ID without space. If you are not remembering your HBNI Enrolment Number, please contact [helpdesk@hbni.ac.in](mailto:helpdesk@hbni.ac.in) 022-25597596 OR Dean(Academic) at NISER.
5. The first time your password will be a combination of the first two letters of your Constituent Institute name (NISER : "NI") and your Date of Birth in the YYYY-MM-DD continuous without any space. (Eg. If your Birth Date is 15-June-1995 then your password will be "NI1995-06-15")
6. After your Successful Login with your HBNI Enrolment Number and Password, immediately Change your Password for Security.
7. If you are logging in for the First time, the "Change your Password" screen appears automatically.
8. After your Successful Login with your HBNI Enrolment Number 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, NISER roll number 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 on the Right side "Submission For Certificate" with Two Buttons called "Update Alumni form" and "Give Feedback"
11. "Update Alumni Form" Button.  
The Alumni form contains the following fields important for Result Declaration.
  - a. Your Name as you wish to appear in the final Certificate (Ensure Proper Spelling).
  - b. Enter the Postal Address, Email ID, Landline no and Mobile No. for future communication.
  - c. Upload your photo (in the JPEG / JPG format only) for printing in the Final Certificate.
  - d. Give details about your Current position (Employed / Pursuing higher studies)
12. Next, Click on the "Give Feedback" button
13. Enter your Feedback (Rate each and every attribute (if applicable) or select NA if not applicable).

14. After Updating the Alumni Form and providing Feedback, one more button will appear automatically "Confirm Your Submission".
15. Click on the Button "Confirm Your Submission" to Confirm your submission for Result Declaration.
16. Now you will see a summary page that will display everything (Alumni Details and Feedback details) with a self-declaration check box and a Submit button.
17. To Finally submit Alumni and Feedback details, Confirm the check box and press submit button.

**In case of difficulty please mail your queries to [helpdesk@hbni.ac.in](mailto:helpdesk@hbni.ac.in) 022-25597596**

