USER MANUAL
For
Convocation Registration

1. Introduction:

The Convocation is a formal ceremony where eligible Ph.D. holders and gold medalists are awarded their degrees and honors. It celebrates the completion of their academic journey and recognizes outstanding achievements. The convocation registration process allows students to apply, provide details, upload documents, and complete payments to secure their participation in this important event.
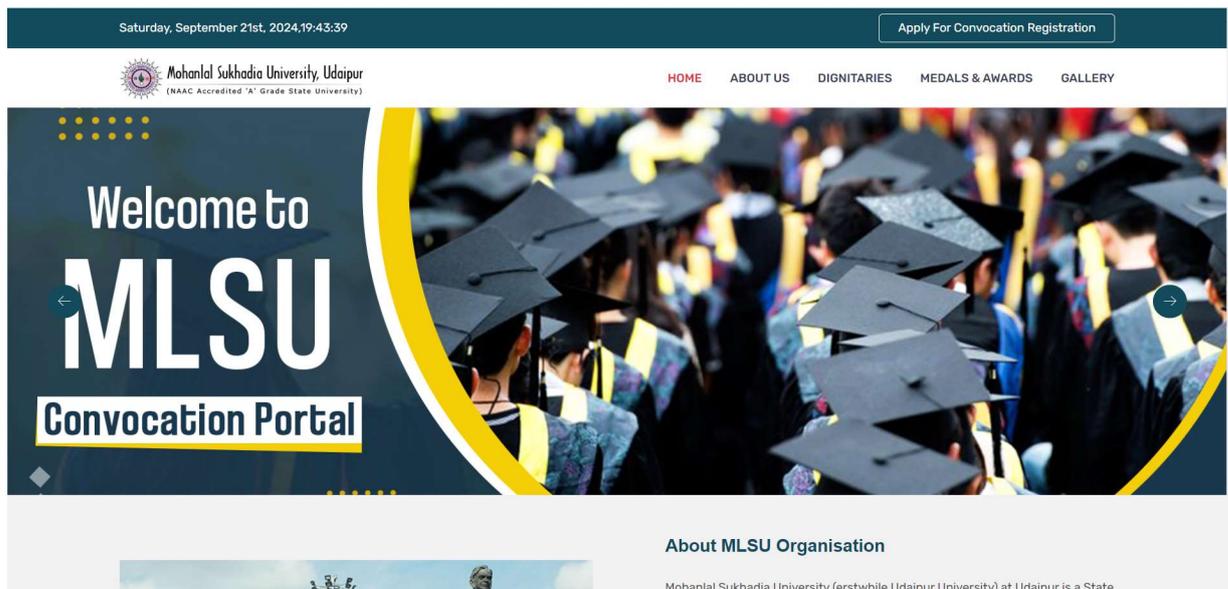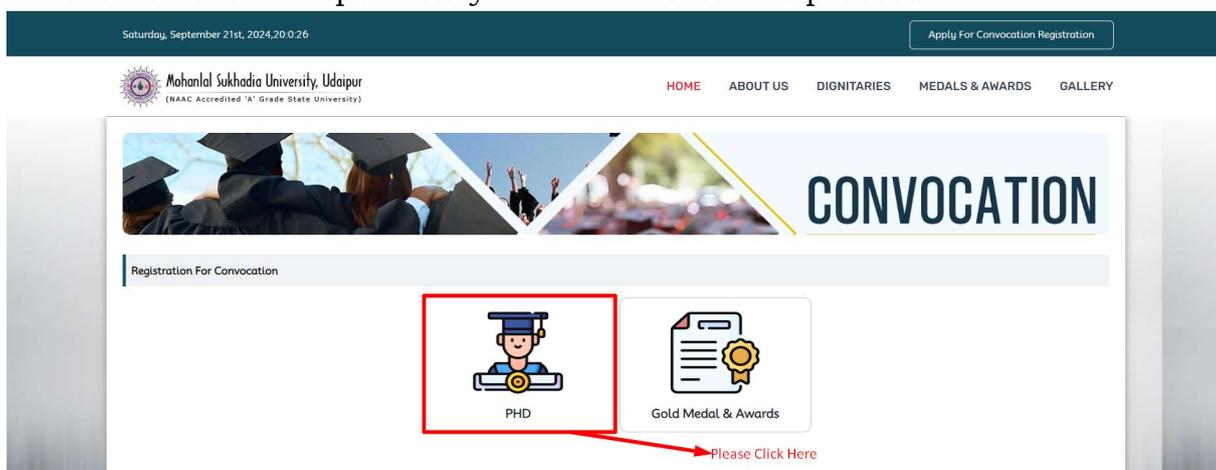
2. Steps to register for convocation:

2.1.   Click on "Apply for Convocation Registration": Begin by accessing the convocation module and selecting the "Apply for Convocation Registration" option.
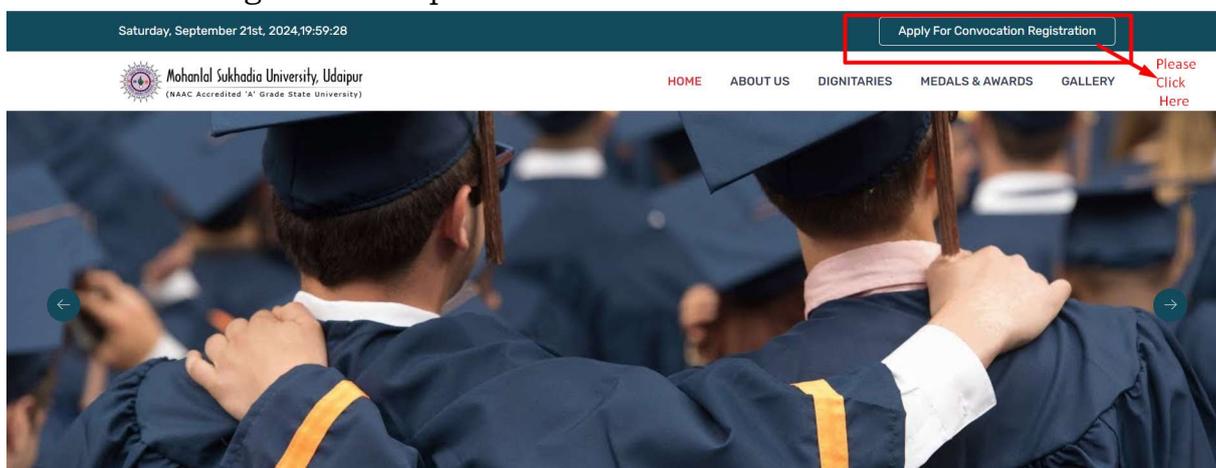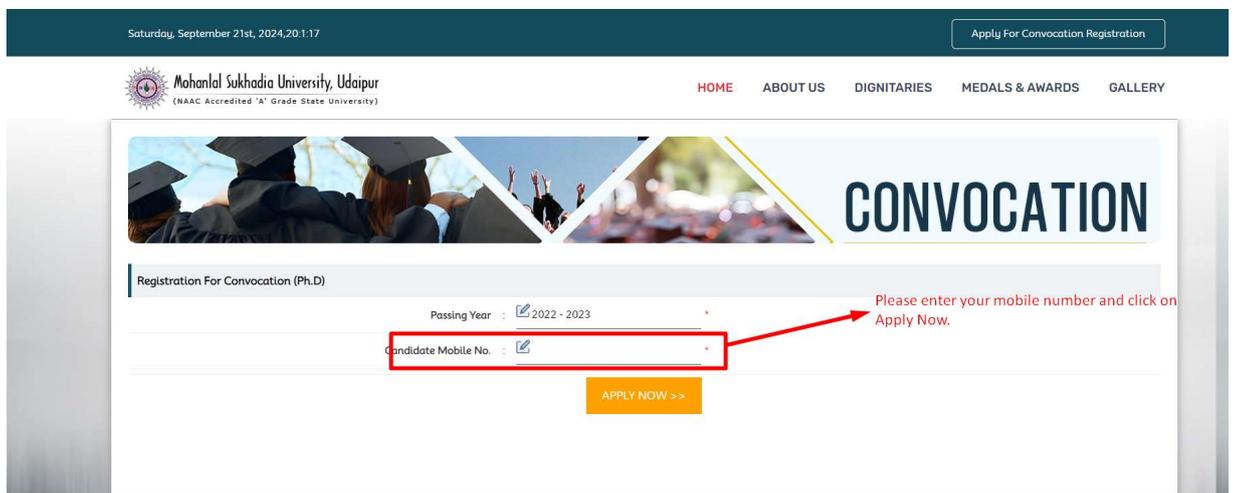

2.1.1.   Select Ph.D. Holder Section: On the next page, click on the link specifically for Ph.D. holders to proceed.

2.1.2. **Enter Credentials:** You will be prompted to enter your Mobile Number. After filling in this field, proceed to click on apply now. If you are eligible to apply for convocation, you will be redirected to the next page.

2.1.3.   Fill in Personal and Academic Details: On this page, you will be required to provide the following information:

- Number of Passes for Relatives
- Candidate Name
- Degree/Diploma Name
- Father's Name
- Mother's Name
- Gender
- Caste
- Residential Address
- Pin/Zip Code
- Email ID
- Mobile Number
- Pass-Out Year
- Viva-Voce Date
- Faculty

2.1.4.   **Upload Documents:**

After entering the required details, click "Next" to upload the following documents:

- Passport-sized Photograph
- Signature
- Provisional Certificate

2.1.5. **Proceed to Payment:** Once the documents are uploaded, you will be redirected to the payment page to complete the convocation fee.

2.1.6. **Download Application Form:** After successful payment, you will land on a page where you can download the application form, which can be submitted to the degree section.
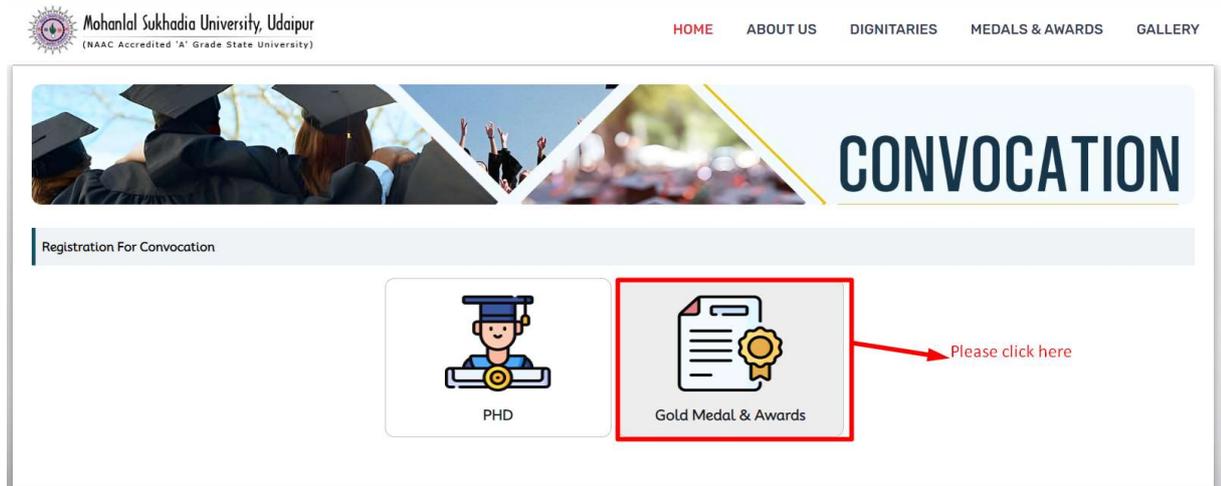
Below mentioned steps are for Degree Gold Medalists

2.2. Click on "Apply for Convocation Registration": Start by accessing the convocation module and selecting the "Apply for Convocation Registration" option.
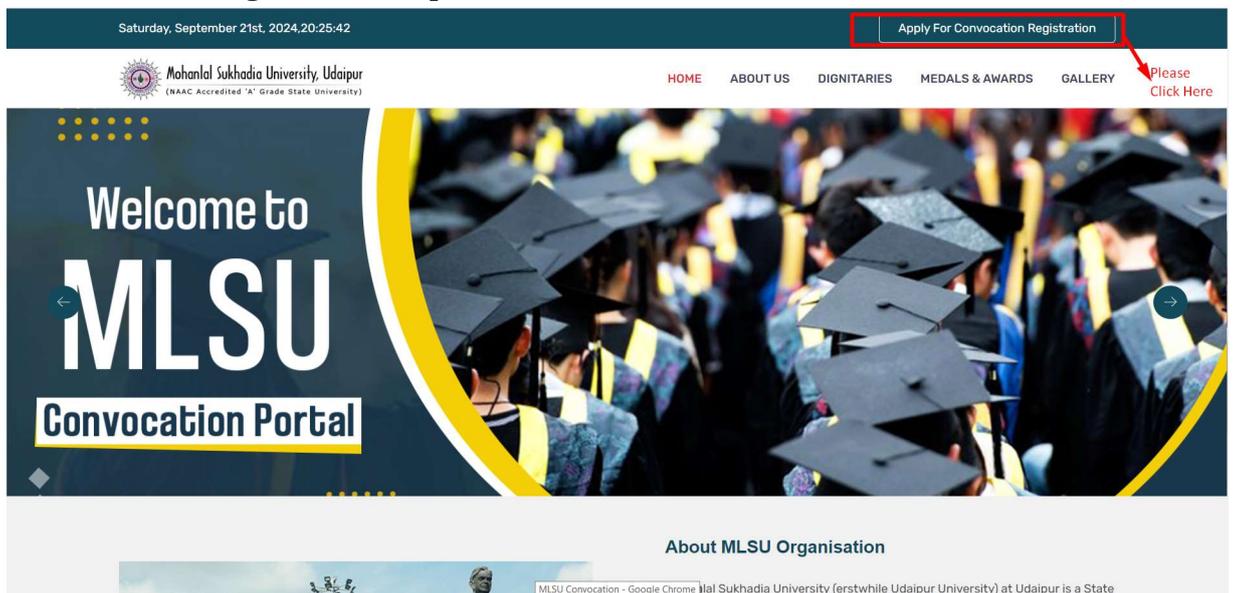
2.2.1. Select Gold Medal and Awards Section: On the next page, click on the link for gold medallists to proceed.

2.2.2. Enter Credentials: You will be asked to provide your Enrollment Number. After entering this detail, proceed to click on apply now. If you are eligible to apply for the convocation, you will be redirected to the next page.

2.2.3.   **Fill in Personal and Academic Details:** On this page, provide the following information:

- Candidate Enrollment No.

- Number of Passes for Relatives (Subject to University Seat Availability)

- Degree

- Endowment Type

- Candidate Name

- Degree/Diploma Name

- Father's Name

- Mother's Name

- Gender

- Caste

- Residential Address

- Pin/Zip Code

- Email ID
- Mobile Number
- Year of Exam
- Pass-Out Year
- College Code
- Division
- Date of Internship Completion (If Applicable)
- Obtained Marks/CGPA
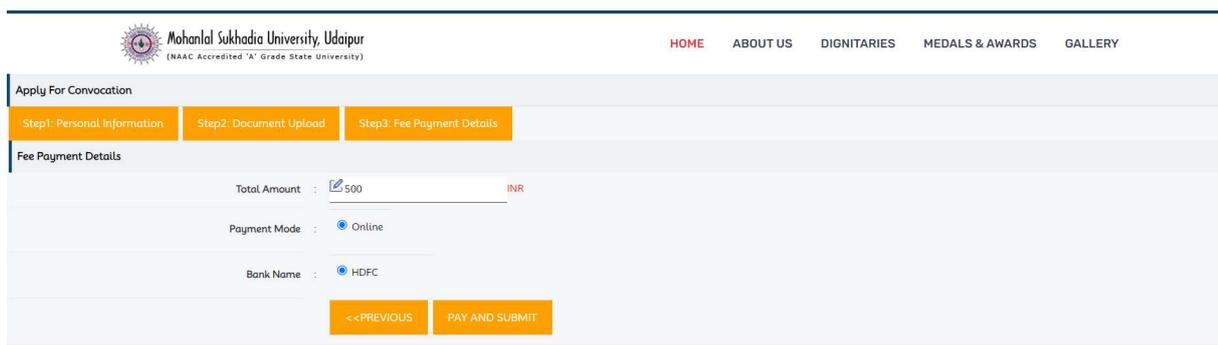- Roll Number
- Total Scheme/Grade Point

2.2.4. **Upload Documents:** After entering the required details, click "Next" to upload the following documents**:**
- Passport-sized Photograph
- Signature
- Provisional Marksheet
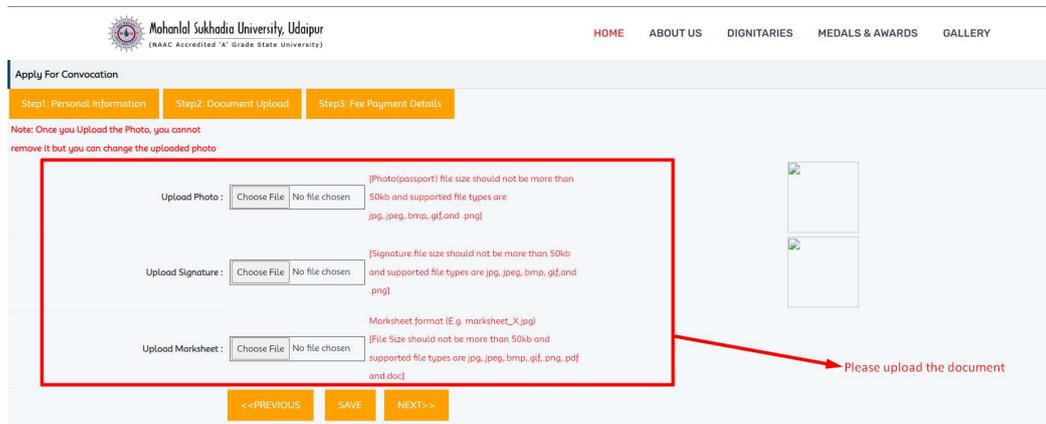
2.2.5. **Proceed to Payment:** Once the documents are uploaded, you will be redirected to the payment page to complete the convocation fee.

2.2.6. **Download Application Form:** After successful payment, you will be redirected to a page where you can download the application form, which will be submitted to the degree section.