



USER MANUAL For Convocation Registration

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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.



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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.



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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.

Saturday, September 21st, 2024,20:1:17				Apply For Convocation Registration
Mohanlal Sukhadia Universit (NAAC Accredited 'A' Grade State	y, Udaipur ^{University})	HOME AE	BOUT US DIGNITARIES	MEDALS & AWARDS GALLERY
Registration For Convocation (Ph.D)			CON	OCATION
	Passing Year : 🗹 2022 - 2023		Please ent Apply Now	er your mobile number and click on /.
	Candidate Mobile No. : 🖉			
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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



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2.1.4. Upload Documents:

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

- Passport-sized Photograph
- Signature
- Provisional Certificate

Mohanlal Sukhadia University, U (NAAC Accredited 'A' Grade State Un	Jdaipur iversity)		HOME	ABOUT US	DIGNITARIES	MEDALS & AWARDS	GALLERY
Apply For Convocation (Ph.D)							
Step1: Personal Information St Note: Once you Upload the Photo, you cannot remove it but you can change the uploaded photo	ep2: Document Upload	Step3: Fee Payment Details					
Upload Photo :	Choose File No file choser	[Photo(passport) file size should mare than 50kb and supported are jpg.jpeg.bmp.gif.and .png]	not be file types				
Upload Signature :	Choose File No file choser	Signature format (E.g. Signature File Size should not be more th and supported file types are jpg., jpg., bmp., gif, png., pdf and	e_X.jpg) ian 50kb doc]				
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2.1.5. Proceed to Payment: Once the documents are uploaded, you will be redirected to the payment page to complete the convocation fee.

Mohanlal Sukhadia Univers	i ły, Udaipur ^(te University)		HOME	ABOUT US	DIGNITARIES	MEDALS & AWARDS	GALLERY
Apply For Convocation (Ph.D)							
Step1: Personal Information	Step2: Document Upload	Step3: Fee Payment Details					
Fee Payment Details							
т	otal Amount : 2500	INR					
Pa	iyment Mode 💠 🖲 Online			Ple	ease click here to	proceed for payment	
	Bank Name : O HDFC						
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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.

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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.



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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.

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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

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- 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

5		No. of Posses For Relatives (No. of Posses are Subjected to Departity Sect Availability.)	· 142	
		Ho. Of Passes For Neurones (inc. of Passes are subjected to University Sect Producting)		1
Degree		Endowment Type	 Gold Medal 	1
Candidate Name		Degree/Diploma Name	3	Plea Ent
Father Name		Mother Name		All the
Gender :	O Male 🔍 Female 🔍 Transgender	Caste	2	deta and
Residential Address :		Pin/Zip Code		on Nex
Email Id. :		Mobile No.	1	
Year of Exam :				
Pass-Out Year				
		College Code		
Division :		Date Of Internship Completion (If Applicable)		
Obtained Marks/CGPA		RollNo		
Total Scheme/Grade Point :			Save this page before moving on the next page	
	NEXT>> UPDATE RESET			

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2.2.4. Upload Documents: After entering the required details,

click "Next" to upload the following documents:

- Passport-sized Photograph
- Signature
- Provisional Marksheet

M (N	ohanlal Sukhadia University, Udi AAC Accredited 'A' Grade State Unive	ipur sity)	HOME	ABOUT US	DIGNITARIES	MEDALS & AWARDS	GALLERY
ply For Convocation							
	Step2: Document Upload	Step3: Fee Payment Details					
: Once you Upload the Photo, y ove it but you can change the up	jou cannot ploaded photo						
	Upload Photo : Choose File No	[Photo(passport) file size should not be file chosen 50kb and supported file types are jpg.jpeg.bmp.gif,and.png]	more than				
Up	load Signature : Choose File No	[Signature file size should not be more file chosen and supported file types are jpg, jpeg, b .png]	han 50kb mp, gif,and				
Սթև	oad Marksheet : Choose File No	Marksheet format (E.g. marksheet, X.jp) file chosen supported file types are jpg, jpeg, bmp, and docl	and gif,.pngpdf			Please upload t	the document

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

Mohanlal Sukhadia University, Udaipur			ABOUT US	DIGNITARIES	MEDALS & AWARDS	GALLERY
Apply For Convocation						
Step1: Personal Information Step2: Document Uploo	d Step3: Fee Payment Details					
Fee Payment Details						
Total Amount	[™] 500 INR					
Payment Mode :	Online					
Bank Name :	HDFC					
	< <previous and="" pay="" submit<="" th=""><td></td><td></td><td></td><td></td><td></td></previous>					

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.