

33rd Convocation Feb. 2024

Procedure to fill the convocation application form

Step-1: Click on the following link: <https://dhsgsu.samarth.edu.in/convocation/>

Step-2: Read the instructions carefully.

(Note: Only students who completed their degree after Feb. 2024 are eligible to fill out this convocation form.)



Dr. Harisingh Gour Vishwavidyalaya, Sagar (MP)
Convocation Application
दीक्षांत समारोह आवेदन



HomeRegistered User

Instructions and Procedure for online submission of Application

Already Registered Users

ONLINE Application are Invited for the 33rd convocation, which will be Held on February 2025.
(Only students who completed their degree after Feb. 29, 2024, are eligible to fill out this convocation form.)

Instruction :-

- The 33rd Convocation of Doctor Harisingh Gour Vishwavidyalaya, Sagar (MP) will be held in February 2025. All Graduates and Post Graduates (regular candidates) who have passed out under the Choice Based Credit System (CBCS) / National Education Policy (NEP) in the year 2023-24 and those candidates who have been awarded Ph.D., D.Sc. or D.Litt. Degree after 29 February 2024 are required to register themselves through online mode for the award of degree in Convocation on the University Website www.dhsgsu.edu.in or dhsgsu.samarth.edu.in/convocation from 21.12.2024 (10:00 AM) to 20.01.2025 (11.59 PM) by depositing a non-refundable Registration Fee of Rs. 1000/- (Rs. One Thousand only)
- Prescribed Dress Code: Boys: White Kurta and Payjama; Girls: White Salwar and Kurta. The dress is to be arranged by the candidates on their own. An Uparni (stole) and Bundeli Satrangi-Pagdi will be provided by the Vishwavidyalaya.
- The candidates who wish to receive their Degree-in-Absentia have to register by depositing a non-refundable fee of Rs 600/- (Rs. Six Hundred only). Their degree will be sent by speed post to their respective addresses after the convocation ceremony.
- It will be mandatory for all the candidates who wish to participate in the convocation to attend in person the rehearsal of the event, the schedule of which shall be uploaded at the university website subsequently.
- Be careful in filling out the form details; no request to change the details is entertained.
- Keep your scanned copy of your Document to upload
 - The dimension of photograph must be 3.5*4.5 cm (width*height) Recent passport-size colour photograph (without mask) within 10KB to 500KB limit in jpeg/jpg format.
 - Your final semester marksheet in PDF format (up to 500KB).
 - An email ID must be provided and active till completion of the event, as all the communication completed through it.
- NAD/digilocker, ABC student ID required in this form.
- The applicant can make payment of fees online through a QR code, UPI, credit card, debit card, etc. Payment through challan or DD will not be accepted.
- No registration request will be allowed after the last date is over.
- After successful payment, acknowledgement will be generated. Keep the acknowledgement form printed for future reference.
- Only students who completed their degree after Feb. 29, 2024, are eligible to fill out this convocation form. If any student who completed their degree before Feb 2024 filled the form accidentally, they are not eligible for a refund as well as to receive the degree.

☐ I have read all the instructions mentioned above and am certified that I have completed the prescribed course of study and passed all the examinations. As I have not received the same original degree till date, I want to apply to issue the original certificate.

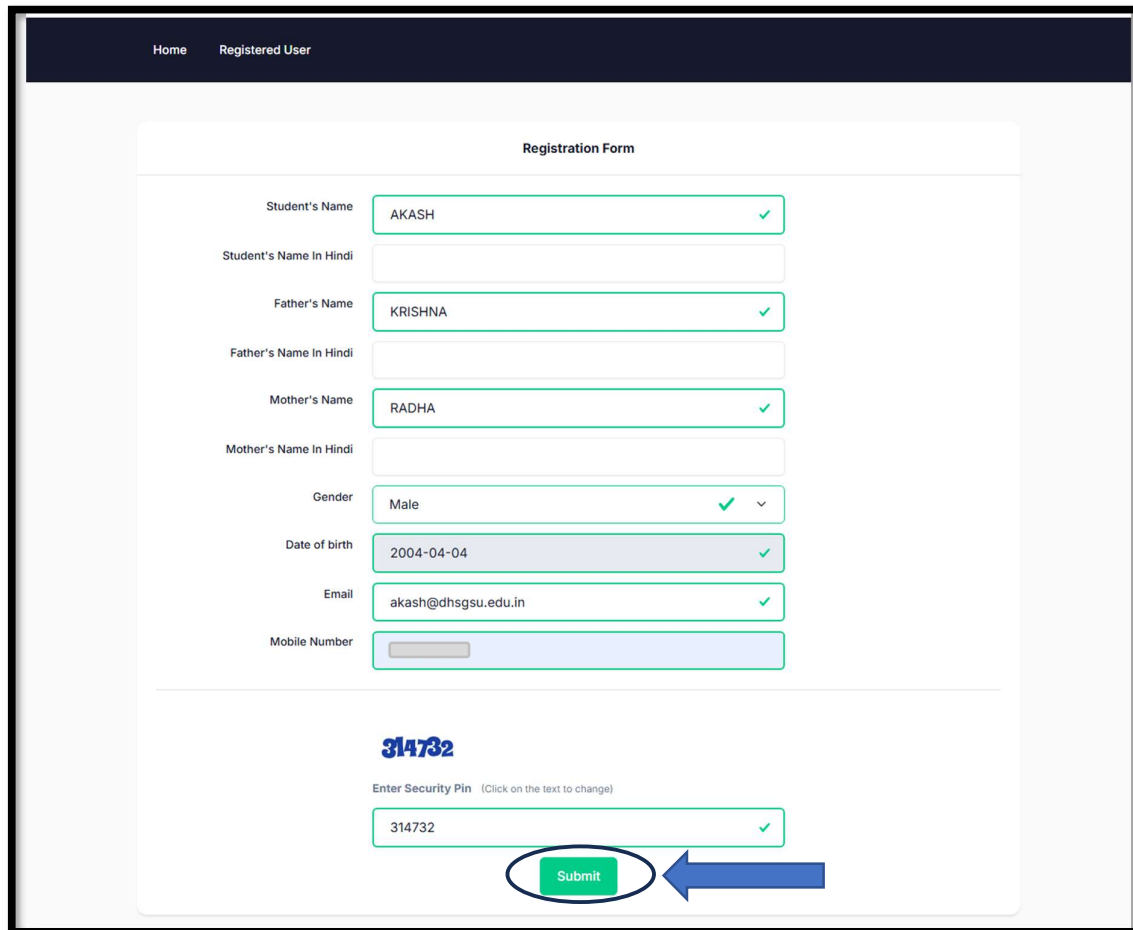
Click here to Proceed

Step-3: After carefully reading the declaration, select the checked box and then click on the "Click here to Proceed" (green) button.

☒ I have read all the instructions mentioned above and am certified that I have completed the prescribed course of study and passed all the examinations. As I have not received the same original degree till date, I want to apply to issue the original certificate.

Click here to Proceed

Step-4: Fill the details in the registration form carefully and then click the (green) button **"Submit."**
(**Note:** - Name must be in capital letters)

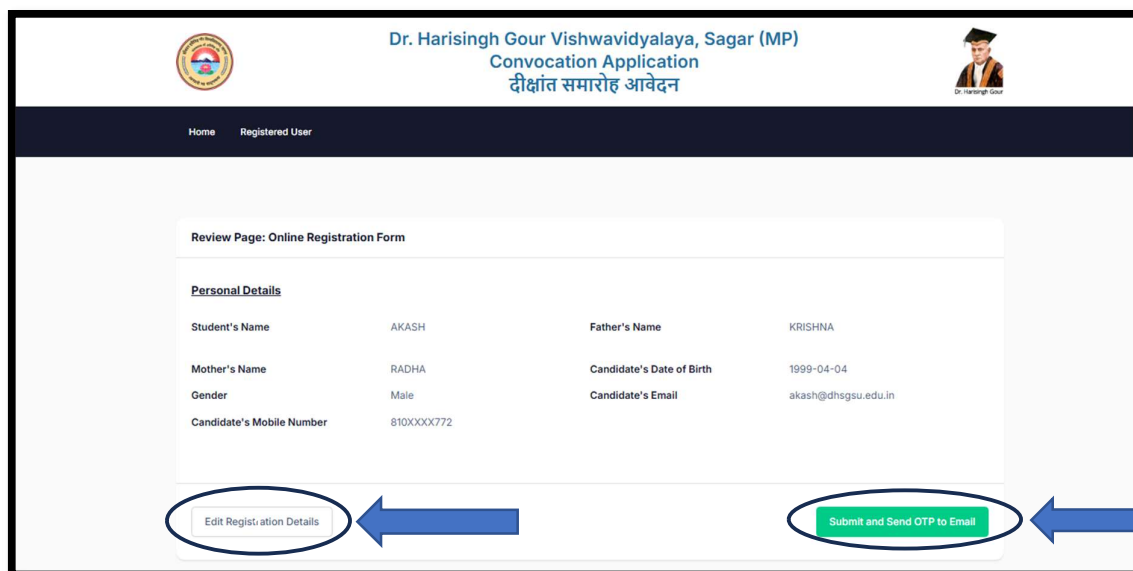


The screenshot shows a web interface for a registration form. At the top, there is a dark blue header with 'Home' and 'Registered User' links. Below the header, the form is titled 'Registration Form'. It contains several input fields with green checkmarks indicating successful validation: 'Student's Name' (AKASH), 'Father's Name' (KRISHNA), 'Mother's Name' (RADHA), 'Gender' (Male), 'Date of birth' (2004-04-04), and 'Email' (akash@dhsgsu.edu.in). The 'Mobile Number' field is empty. Below the form, there is a security pin section with the number '314732' and a 'Submit' button. A blue arrow points to the 'Submit' button.

Field	Value	Status
Student's Name	AKASH	✓
Student's Name In Hindi		
Father's Name	KRISHNA	✓
Father's Name In Hindi		
Mother's Name	RADHA	✓
Mother's Name In Hindi		
Gender	Male	✓
Date of birth	2004-04-04	✓
Email	akash@dhsgsu.edu.in	✓
Mobile Number		

314732
Enter Security Pin (Click on the text to change)
314732 ✓
Submit

Step-5: If you want to change any information filled in the previous form, then click on **"Edit Registration Details."**
Otherwise, click here to **"Submit send OTP to Email."**



The screenshot shows a 'Review Page: Online Registration Form'. It displays the personal details of the user, including 'Student's Name' (AKASH), 'Father's Name' (KRISHNA), 'Mother's Name' (RADHA), 'Candidate's Date of Birth' (1999-04-04), 'Gender' (Male), and 'Candidate's Email' (akash@dhsgsu.edu.in). The 'Candidate's Mobile Number' is 810XXXX772. At the bottom, there are two buttons: 'Edit Registration Details' and 'Submit and Send OTP to Email'. Blue arrows point to both buttons.

Personal Details			
Student's Name	AKASH	Father's Name	KRISHNA
Mother's Name	RADHA	Candidate's Date of Birth	1999-04-04
Gender	Male	Candidate's Email	akash@dhsgsu.edu.in
Candidate's Mobile Number	810XXXX772		

Edit Registration Details **Submit and Send OTP to Email**

Step-6: Please make sure your email address is correct because after you click on the **"submit"** button for your registration information, a 6-digit OTP will be sent to the email address.

The screenshot shows a web interface with a dark blue header containing 'Home' and 'Registered User'. The main content area is titled 'Review Page: Online Registration Form'. Below this is a section titled 'Personal Details' containing a table of registration information. At the bottom left is an 'Edit Registration Details' button. At the bottom right is a green 'Submit and Send OTP to Email' button, which is circled in blue with a blue arrow pointing to it from the left.

Personal Details			
Student's Name	AKASH	Father's Name	KRISHNA
Mother's Name	RADHA	Candidate's Date of Birth	1999-04-04
Gender	Male	Candidate's Email	akash@dhsgsu.edu.in
Candidate's Mobile Number	810XXX772		

Step-7: Check your email, submit a 6-digit OTP to the Samarth portal, then click the **"Submit"** button (green).

The screenshot shows the 'Review Page: Enter OTP' section. At the top, a green notification bar states: 'A verification code has been sent to your given Email ID akash@dhsgsu.edu.in'. Below this is a table with the same personal details as in Step 6. Under the table, a pink box contains the text: 'Please do not refresh this page. Time remaining to enter the verification code : 13 min 23 sec'. There are two input fields: 'Enter One Time Password(OTP) (Sent on given Email ID akash@dhsgsu.edu.in)' with the value '581599' and a green checkmark, and 'Enter Security Pin (Click on the text to change)' with the value '8638143' and a green checkmark. Above the Security Pin field, the number '8638143' is displayed in large blue digits. At the bottom right is a green 'Submit' button, which is circled in blue with a blue arrow pointing to it from the left.

Personal Details			
Student's Name	AKASH	Father's Name	KRISHNA
Mother's Name	RADHA	Candidate's Date of Birth	1999-04-04
Gender	Male	Candidate's Email	akash@dhsgsu.edu.in
Candidate's Mobile Number			

Step-8: select the "Already Registered User" button in blue by clicking here.

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Home Registered User

Email verified. Login to complete your Application form.

Instructions and Procedure for online submission of Application

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Instruction :-

1. The 33rd Convocation of Doctor Harisingh Gour Vishwavidyalaya, Sagar (MP) will be held in February 2025. All Graduates and Post Graduates (regular candidates) who have passed out under the Choice Based Credit System (CBCS) / National Education Policy (NEP) in the year 2023-24 and those candidates who have been awarded Ph.D., D.Sc. or D.Litt. Degree after 29 February 2024 are required to register themselves through online mode for the award of degree in Convocation on the University Website www.dhsgsu.edu.in or dhsgsu.samarth.edu.in/convocation from 21.12.2024 (10:00 AM) to 20.01.2025 (11:59 PM) by depositing a non-refundable Registration Fee of Rs. 1000/ (Rs. One Thousand only)
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6. Keep your scanned copy of your Document to upload
 1. The dimension of photograph must be 3.5*4.5 cm (width*height) Recent passport-size colour photograph (without mask) within 10KB to 500KB limit in jpeg/jpg format.
 2. Your final semester marksheet in PDF format (up to 500KB).
 3. An email ID must be provided and active till completion of the event, as all the communication completed through it.
7. NAD/digilocker, ABC student ID required in this form.
8. The applicant can make payment of fees online through a QR code, UPI, credit card, debit card, etc. Payment through challan or DD will not be accepted.
9. No registration request will be allowed after the last date is over.
10. After successful payment, acknowledgement will be generated. Keep the acknowledgement form printed for future reference.
11. Only students who completed their degree after Feb. 29, 2024, are eligible to fill out this convocation form. If any student who completed their degree before Feb 2024 filled the form accidentally, they are not eligible for a refund as well as to receive the degree.

☐ I have read all the instructions mentioned above and am certified that I have completed the prescribed course of study and passed all the examinations. As I have not received the same original degree till date, I want to apply to issue the original certificate.

Click here to Proceed

Step-9: in convocation login page, please enter your email address, fill the CAPTCHA, then click the "Send OTP" button (blue).

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Home Registered User

Login

Enter email address to continue

akash@dhsgsu.edu.in

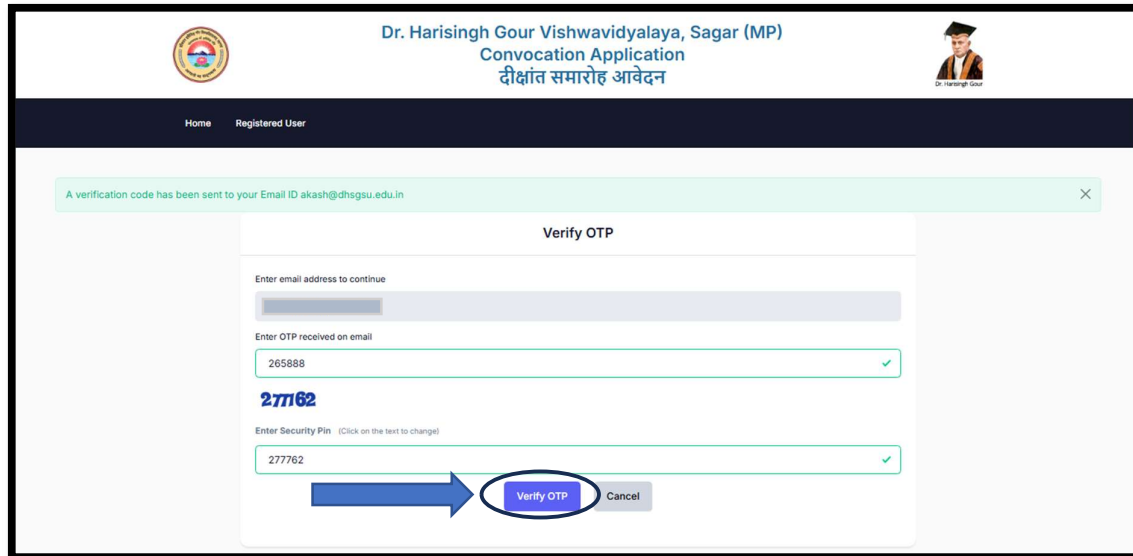
8638143

Enter Security Pin (Click on the text to change)


8638143

Send OTP Cancel

Step-10: Check your email and get the OTP received, After entering your email address and OTP, click the "**Verify OTP**" button in blue.



Step-11: Click the "**Complete Application**" (red) button.



Step-12: Fill out the Convocation application. (Note: Verify the "**Receipt Mode**" part of your form.)

Receipt Mode in two categories

- a. In-person (the student can choose to attend convocation in person).
- b. In absentia (choose the student degree choice to post the degree at your location).

And press the "**Save**" button (blue).



Convocation Degree Application

Personal Details

Name of the student (in English)	AKASH
छात्र का नाम (हिंदी में)	अकाश
Father's name (in English)	KRISHNA
छात्र के पिता का नाम (हिंदी में)	कृष्ण
Mother's name (in English)	RADHA
छात्र की माँ का नाम (हिंदी में)	राधा
Gender	Male
Date of Birth	1999-04-04
Mobile number	
Category	OBC
Person Count (If in person and with parents)	1
Person Name (If in-person and with parents)	Krishna & Radha

Program Details

Enrollment Number	Y24241612
NAD DigLocker Username	akash@abc
ABC ID	ABC1234
Programme Name	1004-1 : Bachelor of Science(Math's-Group)
Month of passing *	October
Year of passing *	2024
Receipt Mode	In-absentia
Occupation	Academics
Position	Software Engineer

Mailing Address


Mailing Address Line 1	Sagar
Mailing Address Line 2	sagar
Mailing Country	India
Mailing State	MADHYA PRADESH
Mailing City	SAGAR
Mailing Pincode	470003

Permanent Address ☐ Click if Same As Mailing Address


Permanent Address Line 1	Sagar
Permanent Address Line 2	sagar
Permanent Address Country	India
Permanent Address State	MADHYA PRADESH
Permanent Address City	SAGAR
Permanent Address Pincode	470003

Save Cancel

Step-13: To update previous data, click the **"Update"** button; if not, click the **"Proceed to Upload Section"** (green) button.



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Dashboardakash@dhgsu.edu.in

Application Form for Degree

Personal Details

Student Name	AKASH	Student Name In Hindi	आकाश
Father Name	KRISHNA	Father Name In Hindi	कृष्ण
Mother Name	RADHA	Mother Name In Hindi	राधा
Candidate's Date of Birth	1999-04-04	Gender	Male
Mobile No	{	Email	{
Category	OBC	Occupation	Academics
Position	Software Engineer	Person Count (If in person and with parents)	1
Person Name (If in-person and with parents)	Krishna & Radha		

Program Details

Enrollment Number	Y24241612	Year of Passing	2024
Programme	Bachelor of Science(Math's-Group)	Receipt Mode	In-absentia
Parents Coming	Yes		

Mailing Address

Mailing Address Line 1	Sagar	Mailing Address Line 2	sagar
Mailing City	SAGAR	Mailing State	MADHYA PRADESH
Mailing Pincode	470003	Mailing Country	India

Permanent Address

Permanent Address Line 1	Sagar	Permanent Address Line 2	sagar
Permanent Address City	SAGAR	Permanent Address State	MADHYA PRADESH
Permanent Address Pincode	470003	Permanent Address Country	India

Fee

Amount	₹2
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Update

Proceed to Upload Section

Step-14: Add Documents (Note: The photo must be 3.5 x 4.5 cm (width x height) and be a recent passport-size color photo (without a mask) that is between 10 and 500 KB in size.) You can upload your final year's grade report here. Additionally, click the **"Proceed to Preview Section"** button (green).

And click the **"Proceed to Preview Section"** (green) button if all the information is filled in and verified; if not, click **"Preview Section."**

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Dashboard akash@dhgsu.edu.in

Upload Documents

The dimension of photograph must be 3.5*4.5 cm (width*height) Recent passport size colour photograph (without mask) within 10KB to 500KB limit.
Here you can Upload Your Final Year Marksheet.

Student's Photograph Accepted formats: jpg, jpeg	Select file		Delete
Final Semester Marksheet Accepted formats: jpg, jpeg	Select file		Delete

Previous Section Proceed to Preview Section

Step-15: Preview the details, and if there are any updates, click the **"Update"** button. If not, proceed to the next step, the **"Submit Details"** (green) button, which opens to confirm "Yes" or "No" If "Yes" you can open the payment page; if "No" you can stay in the same page.

Step-16: Next, click the (blue) button "Proceed to Fee Payment".

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Dashboard akash@dhgsu.edu.in

Dashboard

Welcome, Applicant!

You can apply for Convocation application and track your application here.

Your Application Status is **SAVED**

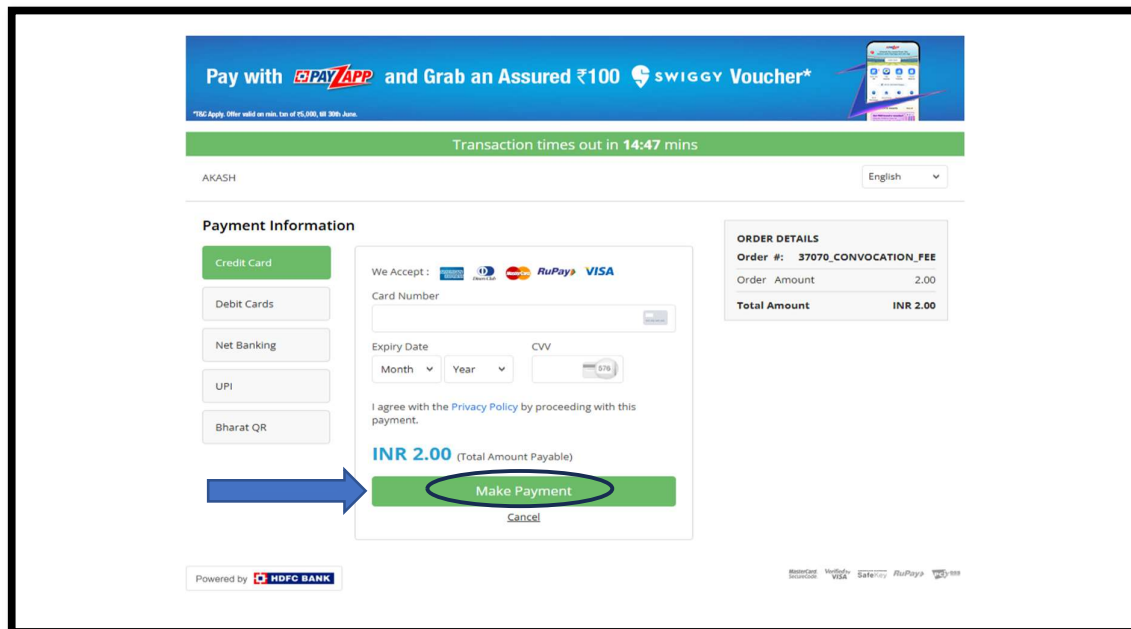
Fee: ₹2

Proceed To Fee Payment

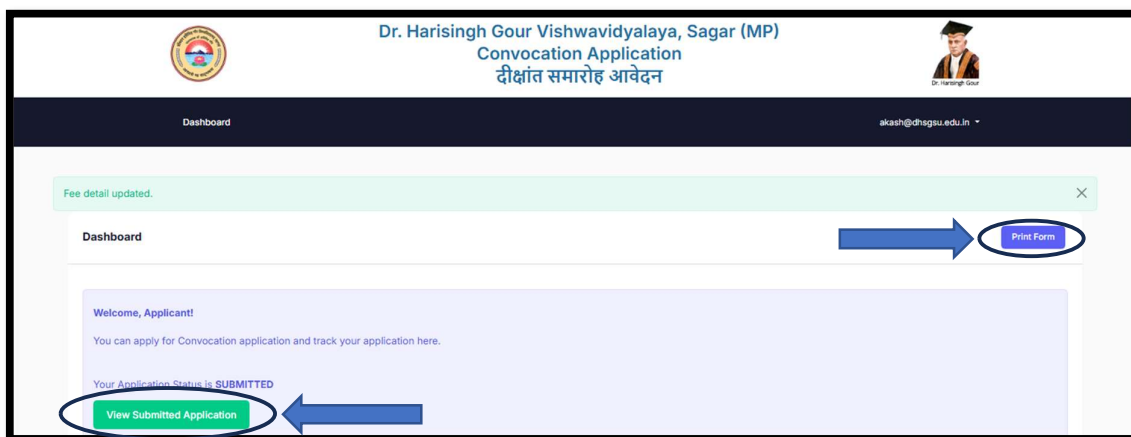
Step-17: And then click the "arrow" button to enter the "Payment Gateway" page.



Step-15: On this screen, choose from a variety of payment methods, including credit card, debit card, net banking, UPI, and Bhart QR. Then, click the green "Make Payment" button to complete the transaction.



Step-18: On this screen, click the green button to examine the details you have submitted, then click the blue button to print the page.



-----#-----#-----#-----#----- Thank You -----#-----#-----#-----#-----