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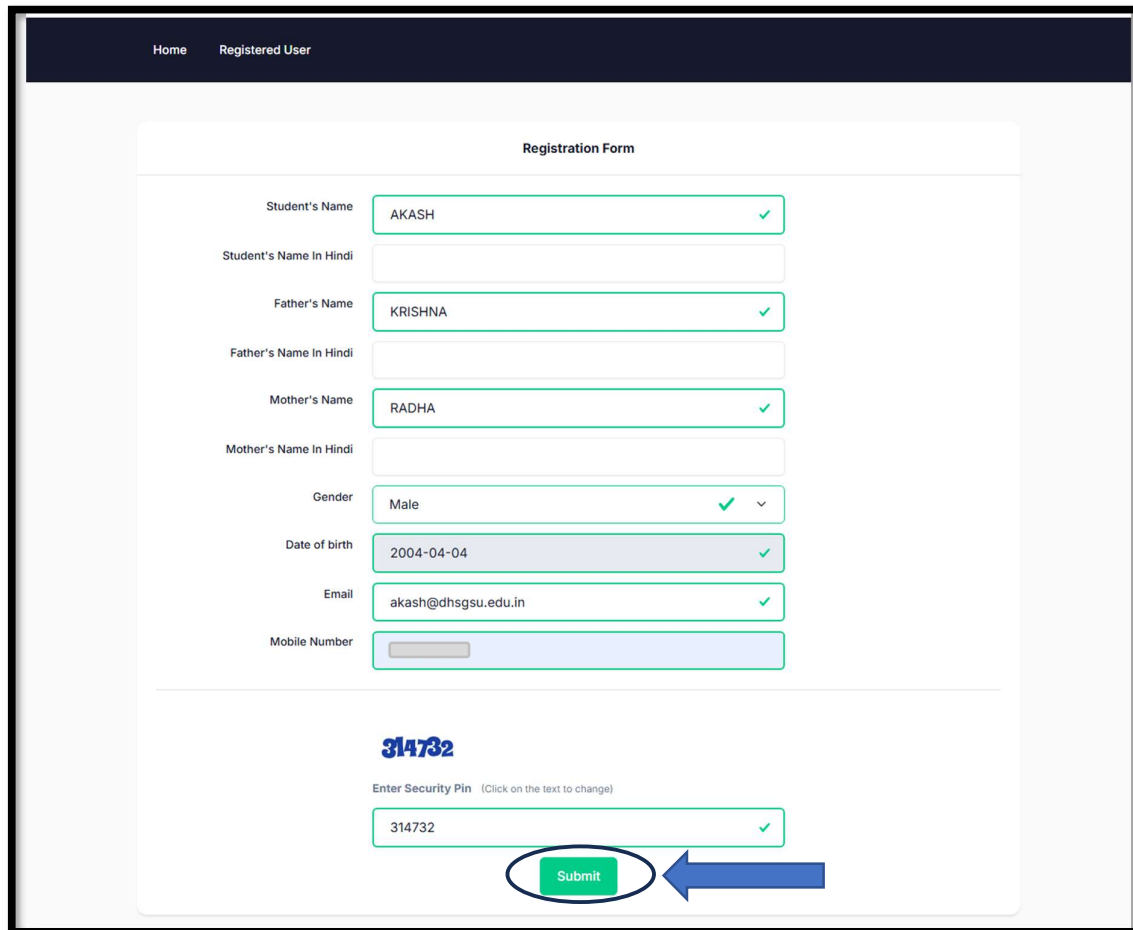
Step-3: After carefully reading the declaration, select the checked box and then click on the **"Click here to Proceed"** (green) button.

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

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."**

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.

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

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

Step-9: in convocation login page, please enter your email address, fill the CAPTCHA, then click the **"Send OTP"** button (blue).
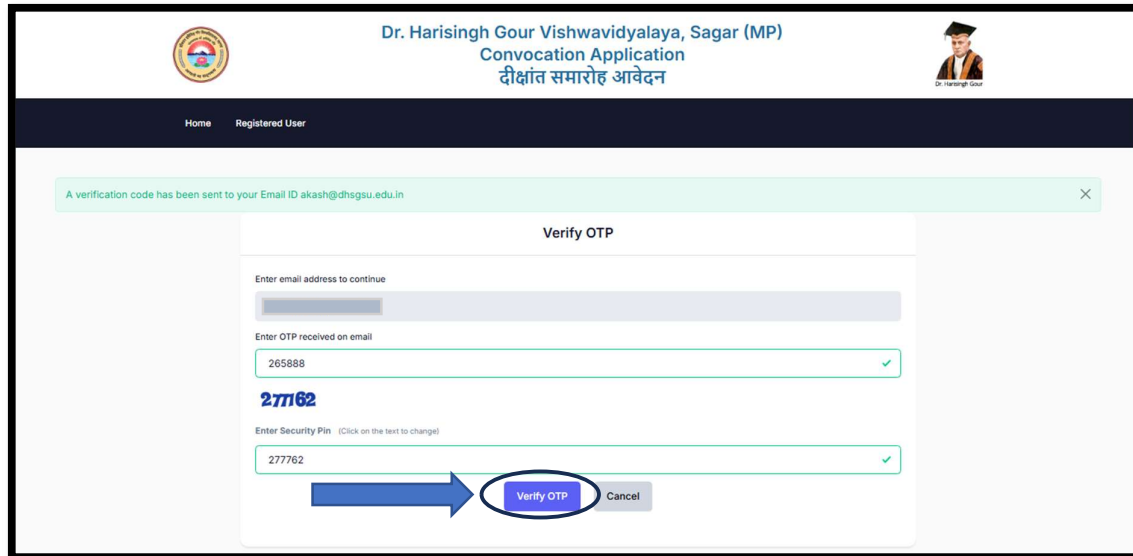
Step-10: Check your email and get the OTP received, After entering your email address and OTP, click the **"Verify OTP"** button in blue.

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)	आकाश
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 Digilocker 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.

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."**

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.

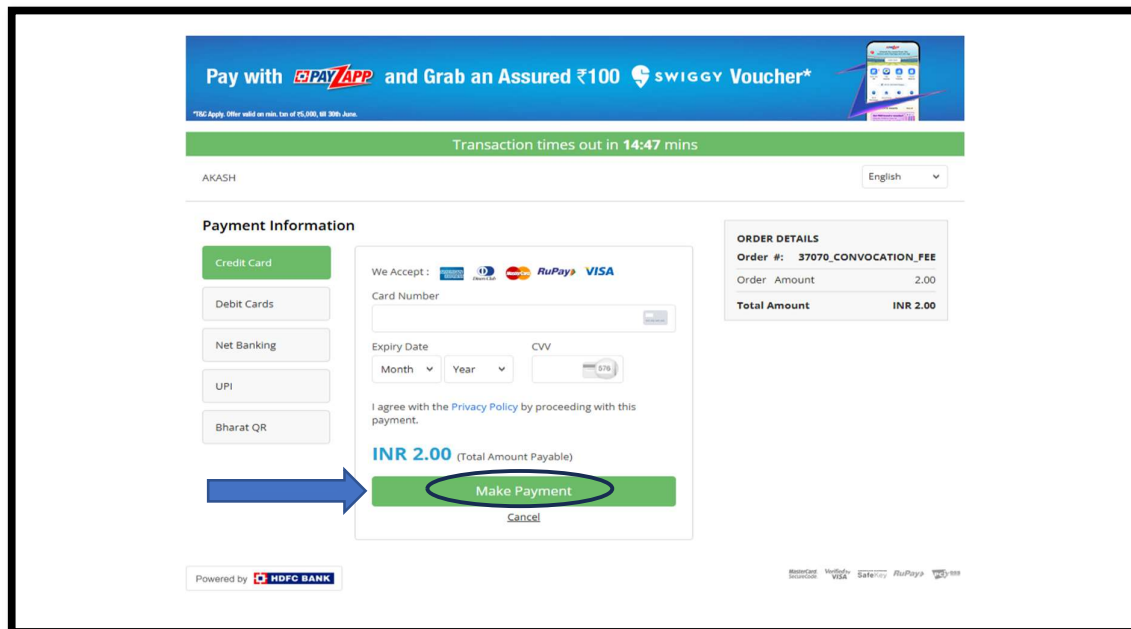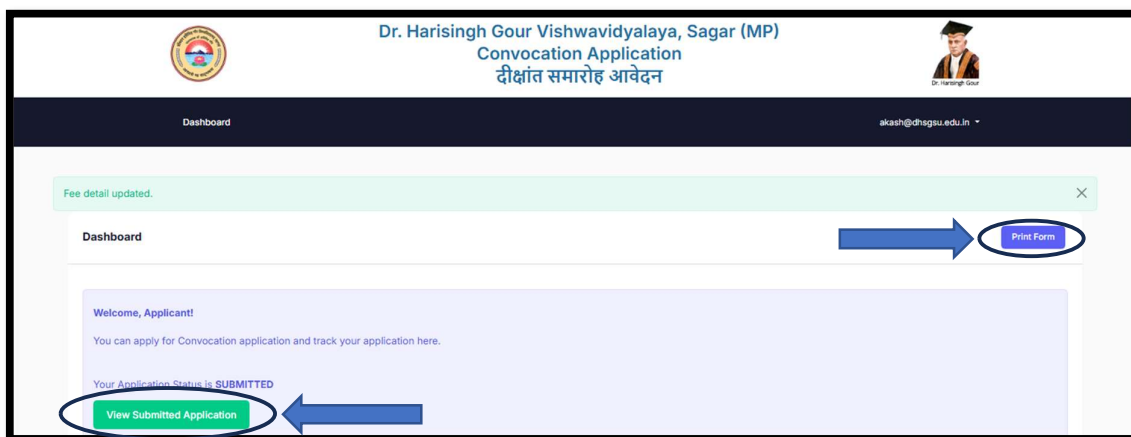**Step-16:** Next, click the (blue) button "Proceed to Fee Payment".

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** -----#-----#-----#-----#-----