

Important Instructions for Online Application Form of 10th Convocation

Important Instructions :

1.	<p>Following candidates are eligible to receive their degree in 10th Convocation:</p> <p>a) Candidates whose University Qualifying Examination results have been will be declared as passed between June 01, 2018 to December 31, 2018</p> <p>b) Candidates who will complete their Internship (If Applicable) on or before December 31, 2018.</p>						
2.	<p>Important Dates:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Start of Online Application Form</td> <td>Mon, 17th December, 2018</td> </tr> <tr> <td>Last date of Application Form Submission</td> <td>Thu, 10th January, 2019 (up to 05.00 pm as per server time)</td> </tr> <tr> <td>Date of Convocation</td> <td>Sun, 27th January, 2019</td> </tr> </table>	Start of Online Application Form	Mon, 17 th December, 2018	Last date of Application Form Submission	Thu, 10 th January, 2019 (up to 05.00 pm as per server time)	Date of Convocation	Sun, 27 th January, 2019
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3.	<p>Process of Application:</p> <p>a) Candidate must enter valid Permanent Registration Number (PRN No. is available on qualifying examination mark statement) and Date of Birth submitted at the time of admission & then click on submit button. Please note that 'PRN Number' & 'Date of Birth' will be your username and password respectively for future login.</p> <p>b) On successful validation, all relevant information will appear on the screen (Pre filled Application Form). If the pre filled information is correct then the candidate needs to fill only 'blank fields' in the form and need to upload following documents:</p> <ul style="list-style-type: none"> ✓ Scanned signature and recent good quality, Full Face, Passport size, colored photo with Navy Blue background Only (Click Here for Important Guidelines for Scanning Photograph with Signature) ✓ Scanned copy of final year Mark Sheet of qualifying Examination / Passing Certificate / Copy of Result Notification for PhD students. ✓ Scanned copy of the University Internship Completion Certificate (If Applicable) ✓ Scanned copy of 'Alumni Association Registration' fee receipt. <p>c) If after entering 'PRN Number' and 'Date of Birth', error appears OR any pre filled information is incorrect & corrections required, in that case student is directed not to submit the form and he/she has to write an email from his/her email id to Registrar at registrar@mguhs.com with following details:</p> <ul style="list-style-type: none"> ✓ PRN Number: ✓ Applicant's Name: (As per last qualifying Examination) ✓ Date of Birth: ✓ Name of the Degree applying for: ✓ Month & Year of Qualifying examination: ✓ Internship Completion Date (If Applicable): ✓ Mobile No: ✓ Scanned copies of relevant documents (i.e Final Year Mark Sheet of qualifying Examination / Passing Certificate / Copy of Result Notification for PhD students) as attachment. <p>On receipt of such emails University will verify/make necessary correction & will inform candidates by email for further process.</p>						
4.	<p>On successful submission of online application form an acknowledgement receipt is generated and will be displayed on the screen. Candidates are requested to take a printout of the same for future reference.</p>						
5.	<p>Convocation Fees:</p> <p>Convocation Application fee: Candidates desirous to receive the degree 'In Person' should pay Rs.2,000/- (Rupees Two Thousand only) Candidates desirous to receive the degree 'In Absentia' should pay Rs. 4000/- (Rupees Four Thousand only)</p> <p>Payment Procedure:</p> <p>a) Candidate has to pay applicable Convocation fees through Online Payment Portal, which will be available on acknowledgement receipt generated after successful submission of online form (as mentioned in Point No.3).</p> <p>b) Candidate can also pay the Convocation fees from his/her Login on online application portal.</p> <p>c) On successful submission of online payment an acknowledgement receipt is generated and will be displayed on the screen. Candidates are requested to take a printout of the same for future reference.</p>						

	<p>d) After 2 -3 working days from submission of Online Application and Online Payment of Convocation Fees, the Completed Application Form will be available in candidate's login section for printing and future use.</p> <p>e) Candidates applying for 'In Person' need to pay additional Rs. 1000/- in cash as security deposit (refundable) at the convocation venue for Convocation Costumes on the day of Convocation.</p>
6.	In Absentia candidates will be provided with the degree after one week of 10 th Convocation Ceremony. A separate Notification will be put up for this shortly.
7.	Please note that, mere submission of online application form without Convocation fees OR Payment of convocation fee without online application form will be considered as incomplete application procedure and in such cases claim to participate in convocation will be rejected without any intimation/clarification and no further communication will be entertained in this regard.
8.	Students are requested to visit the University website www.mgmuhs.com regularly for all updates pertaining to 10 th Convocation.
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