

- **Please read all instruction. They will help for convocation form filling.**



SHIVAJI UNIVERSITY, KOLHAPUR शिवाजी विद्यापीठ, कोल्हापूर

Established on 18th November 1962 - recognized by UGC U/s 2(f) and 12 (B)
"A" Grade Re-accredited by NAAC (2014) with CGPA - 3.16

Welcome

6 0 4 8

Refresh

I have read all the instructions and I agree to them. Please confirm following things before submitting the application form

login

[forgot password?](#)

[New Registration for Convocation](#)

Help corner

[-> Notification / Circular of convocation](#)

[-> Sample application form](#)

[-> Annexure 'P' \(फोटो नसलेले विद्यार्थींच्या साठी\)](#)

Important Instructions

1. Document Required :-

- Attested copy of Final Year Marklistand receipt of successful payment is compulsory with this form.
- Students who have passed under improvement scheme should submit their earlier Original Degree Certificate.
- In case of non availabilityof photo in system the student may upload his/her photo and this photo must be certified by the respective college. (The Annexure 'P' is compulsory in such case)It is available with the form itself.

2. Submission of Form :-

- The complete filled application with successful payment receipt should sent to University office on following address.

The Director, Board of Examinations And Evaluation, Shivaji University, Kolhapur 416004

OR may submit in person at Convocation section Room No 110 Exam bldg. No 01Shivaji University, Kolhapur

3. Mode of Payment :-

- Only Payment Gateway through **Axis bank** – IFSC Code UTIB00000134 A/c 915020055386875 (Please wait for while as the fee process is going on, do not click again and again for payment)

In case of failure in payment pl. wait for 1 hour, check the receipt & then only retry for payment.

4. Rules and Regulations :-

- Please ensure the bank details /faculty/course /subject/ class details while submitting the form. In case of any discrepancy please submit student grievance form available online in this module.
- Forms with incomplete incorrect, insufficient information and without fee will not be accepted No correspondence will be made in that regard.
- Student who have passed under the following **scheme will not be issued degree certificate.** (i) RBE. , (ii) R.B.Sc.-10 , (iii) OBBS.iii (A), (iv) RB.A. 11 (i) , (v) For IMP-I Class , (vi) R.B.com-12, (vii) Form DIDD.
- Degree certificate will be conferred for the courses enlisted in statute No. 548.
- Each Application will be entered with separate User Name.

Note:-

- Each Application will be entered with separate User Name.
- If you already submitted convocation form you will not submit again.

Step-1 New Registration for Convocation

- For creating new user click on new registration for convocation button.



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New Registration for Convocation

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UTIB00000134 A/c 915020055386875
do not click again and again for payment)
the receipt & then only retry for payment.

Subject/ class details while submitting the form. In case of any discrepancy please submit student grievance form available online in this module. No correspondence will be made in that regard.

III. Student who have passed under the following scheme will not be issued degree certificate. (i) RBE , (ii) R.B.Sc.-10 , (iii) OBCE.iii (A), (iv) RB.A. 11 (i) , (v) For IMP-I Class , (vi) R.B.com-12, (vii) Form DIDD.

IV. Degree certificate will be conferred for the courses enlisted in statute No. 548.

V. Each Application will be entered with separate User Name.

Click New Registration .For create new User

Step-2 Student Registration-Convocation

Welcome

6 9 1 1

Refresh

I have read all the instructions and I agree to them. account details with you to fill the form.

login

New Registration for Convocation

Student Registration - Convocation

Password must be 6 character

Submit

Enter User name

just take the following documents along with him/her i.e. class book. Mark Sheet.

Enter Password.

Rules of Password

1. Must be 6 characters.
2. At least One Capital letter.
3. At least one small letter.
4. At least one special symbol or characters.

Click on submit button.

Step-3 Login Page



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Welcome

Enter User name.

Enter Password.

Enter security code.

Select check

Click Login Button.

If you forgot password Click here

Help desk or Help links

Important Instructions

1. Document Required :-
 I. Attached copy of Final Year Marksheet receipt of successful payment is compulsory with this
 II. Student who have passed under the following scheme should submit their earlier Original Degree Certificate.
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Help corner
 -> Notification / Circular of convocation
 -> Sample application form
 -> Annexure 'P'(फोटो नसलेले विद्यार्थींच्या साठी)

Forgot Password: -

SHIVAJI UNIVERSITY, KOLHAPUR

Enter Details

Help desk or Help links

Help desk or Help links

Click on Submit. Password details will send on registered mobile number by text message.

Important Instructions

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Step-4 Convocation Registration entry

- Here we need to select type

The screenshot shows the Shivaji University website interface. On the left is a blue sidebar menu with options: Dashboard, Convocation Form (highlighted), Grievance Form, and Logout. The main content area is titled 'Convocation Registration Entry' and contains a 'Select Type -' section with five radio button options: 'PRN NO (Regular/Distance Student)', 'M.Phil./Ph.D. Student', 'Students of Autonomous College', 'Students of improvement of class', and 'Manual Application For- Other than student'. A red 'Submit' button is located below the options. Six green callout boxes provide instructions: 1. 'Click on Convocation Form menu link .' points to the sidebar menu. 2. 'If have PRN No. Then Select PRN No (Regular /Distance student)' points to the first option. 3. 'If you M.Phil. /Ph.D. Student then selects second option.' points to the second option. 4. 'If student is autonomous college then select third option.' points to the third option. 5. 'If student is improvement then select fourth option.' points to the fourth option. 6. 'If you none of above then select fifth option.' points to the fifth option. A seventh callout box, 'After select one of them click on Submit', points to the Submit button. The footer of the page contains the URL '14.139.121.222/FORMS/admin.html#/ConvocationForm' and the copyright notice '© 2019 Shivaji University. All Rights Reserved'.

1. PRN No (Regular /Distance student) :-

☰

Shivaji University
Welcome

Convocation Registration Entry

PRN NO * Enter PRN NO and press TAB key Enter PRN No and Press Tab Key.

Full Name *

Mother Name * If Photo not display upload your Photo.

Gender * Male Female Enter Mobile Number.

Mobile No. *

Email ID. * Enter Email Id.

Passing Year *

Passing Month *

Degree Type * Through College By Post In University (Only for university department or MPhil/PhD student)

College *

Faculty *

Course *

Branch * Select two branches.

Select two special subjects which are on your final mark list.

Class/Grade Applicable * Class Grade

Class/Grade *

Select Degree Type.

1. If you want degree at college then select first option.
2. If want by post then select second.
3. If you distance student then select By Post or In University.
4. If you want degree at university then select third option.

Shivaji University
Welcome

Class/Grade * B: GOOD
Seat No * 1897

Bank Name * Bank Name
Bank Account Number * Bank Account Number
IFSC Code * Enter IFSC code

Account Holder Name * AKIWATE SANDEEP GUNDHAR
IFSC Code * Enter IFSC code

Address * A/P SHADSHAL
SHADSHAL
Enter Taluka
Kolhapur
Enter State
416105

Check acc. holder name or enter name.
Check address or enter address.
Check or enter State name.
Check or enter Pin code.
Check or enter District.
Check or enter Taluka.
Check or enter city.
Enter Bank name.
Enter Bank account no.
Enter IFSC code.

Proceed

Fee Details
Fee Rs. * 0
 By Cash **Online**
Enter Receipt No **Date *** **Enter Receipt Date**

After fill form then click on proceed.

- If you click **Proceed** button then display below alert message. Click on **Yes** button.

The screenshot shows the Shivaji University online convocation form. A white alert box with an orange exclamation mark icon is centered on the screen, asking "Are you sure to submit?". Below the text are two buttons: "No, cancel ptxl" and "Yes!". The background form is partially visible, showing fields for Bank Name (SBI), Bank Account Number (1652365985), Account Holder Name (AKIWATE SANDEEP GUNDHAR), IFSC Code (658526), and Address (A/P SHADSHAL). The "Fee Details" section shows a fee of 0, "By Cash" selected as the mode of payment, and empty fields for receipt number and date.

- If you click on **Yes** button then you application saved successfully and generated application Id. So know you can do payment.

The screenshot shows the Shivaji University online convocation form after successful submission. A white alert box with a green checkmark icon is centered on the screen, displaying the message: "Please note this application no for further reference. Your application no. is TC100202". Below the text is an "OK" button. The background form is partially visible, showing fields for Seat No (1897), Bank Name (SBI), Bank Account Number (1652365985), Account Holder Name (AKIWATE SANDEEP GUNDHAR), IFSC Code (658526), and Address (A/P SHADSHAL). The "Fee Details" section shows a fee of 250, "By Cash" selected as the mode of payment, and empty fields for receipt number and date. A "Submit" button is visible at the bottom of the form.

2. M.Phil./Ph.D. Student :-

- In M.Phil. /Ph.D. Student you need to input **Registration No.** instead of **PRN. No.**

Shivaji University
W E L C O M E

Enter Registration No.

Convocation Registration Entry

Registration No *	<input type="text" value="SUK/1920/200012"/>	<small>Enter Registration No and press TAB key</small>
Full Name *	<input type="text" value="ABCD"/>	<small>Starting with last name</small>
Mother Name *	<input type="text" value="XYZ"/>	<input type="button" value="Upload Photo"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	
Mobile No. *	<input type="text" value="9865321475"/>	
Email ID. *	<input type="text" value="abc@gmail.com"/>	
Declaration Year *	<input type="text" value="2019"/>	
Passing Month *	<input type="text" value="MAY"/>	
Degree Type *	<input type="radio"/> Through College <input type="radio"/> By Post <input checked="" type="radio"/> In University (Only for university department or MPhil/PhD student)	
College *	<input type="text" value="18 - Shri. Hanamantrao [B.G. Kharade] College of Education"/>	
Faculty *	<input type="text" value="LAW"/>	
Course *	<input type="text" value="516 - Law-Certificate Courses Entrance Exam"/>	
Class/Grade Applicable*	<input checked="" type="radio"/> Class <input type="radio"/> Grade	
Class/Grade *	<input type="text" value="GOOD"/>	

- If you proceed above form then you can make payment by using following options.

1. By Cash
2. Online

1. By Cash :-

The screenshot shows the Shivaji University online convocation form. The header includes the university name and a 'Welcome' message. A left sidebar contains navigation links: Dashboard, Convocation Form, Grievance Form, and Logout. The main form area is divided into two sections: a personal details section and a 'Fee Details' section. The personal details section includes fields for Name, Address, SHADSHAL, Karveer, Kolhapur, Maharashtra, and 416105, with 'Update' and 'Print' buttons. The 'Fee Details' section includes a 'Fee Rs.' field with the value 250, a 'Mode Of Payment' section with radio buttons for 'By Cash' (selected) and 'Online', and 'Receipt No.' and 'Date' fields. A red 'Submit' button is located below the 'Receipt No.' field. Annotations in green callouts provide instructions: 'Select Mode of payment' points to the radio buttons; 'Click on submit.' points to the Submit button; 'If you select by cash then need to enter receipt no.' points to the Receipt No. field; and 'If you select by cash then need to enter receipt date.' points to the Date field. The footer contains the copyright notice: © 2019 Shivaji University. All Rights Reserved.

- If you click on **submit** button, It display alert message. Select **Yes**.

Shivaji University
Welcome

Dashboard
Convocation Form
Grievance Form
Logout

Name *
Address *
A/P SHADSHAL
SHADSHAL
Karveer
Kolhapur
416105

Fee Details
Fee Rs. *
Mode Of Payment *
Receipt No. *
23/08/2019

Submit

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- If you click on **submit** button, It display alert message, Select **Yes**. Display below message

“Fee details updated successfully...”

Fee Details updated successfully....

Account Holder Name *
AKIWATE SANDEEP GUNDHAR
Address *
A/P SHADSHAL
SHADSHAL
Karveer
Kolhapur
Maharashtra
416105

IFSC Code *
658526

Print

Fee Details
Fee Rs. *
250
Mode Of Payment *
 By Cash Online
Receipt No. *
123456
Date *
23/08/2019

© 2019 Shivaji University. All Rights Reserved

“You convocation form submitted successfully.”

2. Online:-

- Select Online and click on **Submit** button.

- If you click on **submit** it display alert message click on **Yes**.

- If you click on **submit** it display alert message click on **Yes**. Know you came on Axis bank payment gateway.
- Check all detail as well as **Terms and conditions**.

SHIVAJI UNIVERSITY

AXIS BANK

Unique Ref No. : 19201020086345 Permanent Reg No. : 2015015500196281

Student Name : NANDIWALE BAJIRAO YALLAPPA Phone/Mobile : 9988774455

Email : me@gmail.com Course : 388 - B. A. (Semester)

College : - Purpose Code : 102

Tran ID : 19201020086345 Receipt No. : 19201020086345

AMOUNT : 250

URN : 53696784 (SAVE FOR FUTURE REFERENCE)

Terms and Conditions :
I accept the Terms and Conditions contained herein that shall apply to any person using the services of Easypay provided by Axis Bank for making payments through an online payment gateway service. Each User is therefore deemed to have read and accepted these Terms and Conditions. General Terms and Conditions for Online-Payments 1. Axis Bank.

Payment Options

INTERNET BANKING CREDITCARD/DEBITCARD

Pay at Axis Billdesk - Other Banks/Rupay Card

➤ Payment Options

- Internet Banking

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Payment Options

INTERNET BANKING CREDITCARD/DEBITCARD

Pay at Axis Billdesk - Other Banks/Rupay Card

Amount:	Rs. 250.00
Convenience fees:	Rs. 0.00
Goods and Service Tax :	Rs. 0.00
Total Amount :	Rs. 250.00

Confirm Payment at Axis Cancel

Inquire URN URN Number >

- Credit card or Debit card

Payment Options

INTERNET BANKING CREDITCARD/DEBITCARD

Proceed to Pay

Click here.

Enquire URN URN Number

- If you click on proceed to pay then open below page. Enter you card details and submit Payment will process.

AXIS BANK Remaining Time in this page 3:23

Merchant Name : Shivaji University

Reference No: 53696784 Transaction Amount: 250.00 INR

CARD NUMBER

Valid Card Number

Card Name

Select

Month Year CVV CODE

--Select-- --Select-- CVV

Cancel Submit

Your transaction is processed through a secure 256 bit https internet connection based on secure socket layer technology. For security purposes, your IP address 14.139.121.212, 14.139.121.212 and access time have been logged.

ISG MasterCard VISA

✓

Your Payment is successful. Now you can take final printout & submit to university

OK

Online payment successful message.

Note:-

- After successful payment your convocation application form successfully submitted.
- So you print the application form and submit to university.

➤ **Grievance Form**

- If you have any issue regarding convocation form filling then you can fill Grievance form.
- After submitted this form university will inform you regarding your issue status by text message on registered mobile number.

The screenshot shows the Shivaji University website's Grievance Form. The left sidebar contains navigation links: Dashboard, Convocation Form, Grievance Form (highlighted), and Logout. A green callout box points to the 'Grievance Form' link with the text 'Click here.' The main content area is titled 'Grievance Details' and contains the following fields and options:

- PRN NO ***: A text input field containing '1204377292'. A green callout box above it says 'Enter PRN. No'. Below the field, a note reads 'Enter PRNNo and press TAB key'.
- Full Name**: A text input field containing 'AKIWATE SANDEEP GUNDHAR'. A green callout box above it says 'Select Problem'.
- Problem Selection**: A list of checkboxes:
 - Problem in payment confirmation.
 - Correction in branch or subject
 - Correction in Class/Grade
 - Correction in mother name
 - Correction in passing year or month
 - Other Problem (Please Specify...)
- Problem Details ***: A text area for entering details. A green callout box above it says 'Enter Problem detail.'.
- Submit**: A red button at the bottom. A green callout box next to it says 'Click Submit'.

At the bottom left of the page, the URL '14.139.121.222/FORMS/admin.html#/logout' is visible. At the bottom center, the copyright notice '© 2019 Shivaji University. All Rights Reserved' is present.