

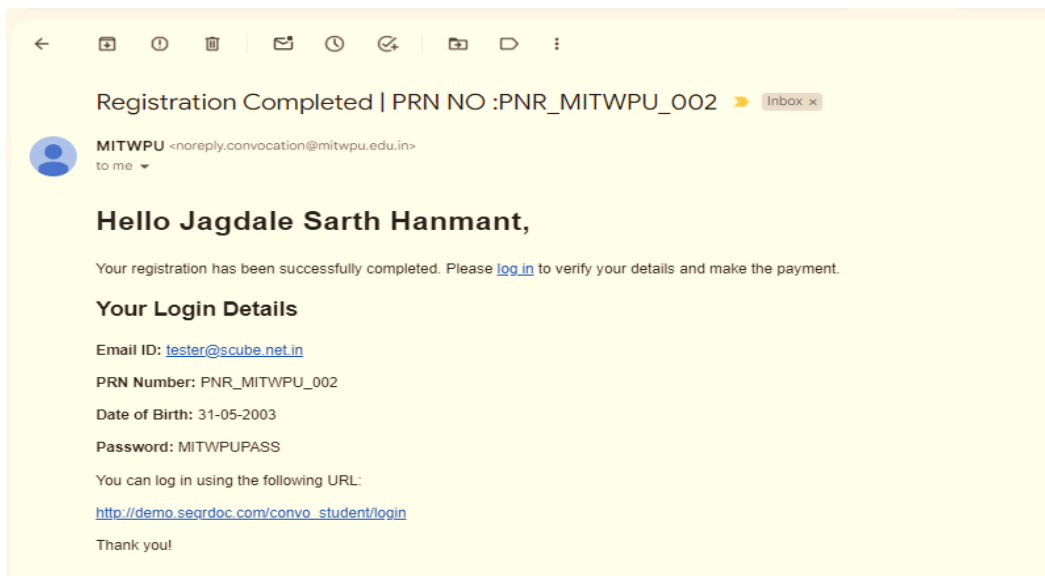


CONVOCATION 2024 APPLICATION MANUAL

Department of Examinations,
MIT WPU, Pune 411038

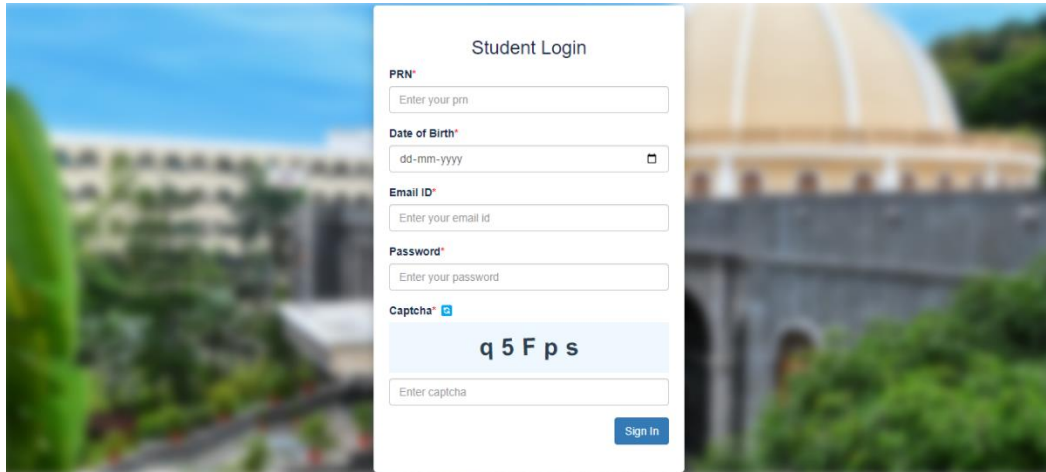
Convocation Registration Instructions for MITWPU Students:

1. **Login Credentials Email:** Your Login will be created by the Department of Examination, you will receive a confirmation email (on your official MITWPU Email id) having important details, including your login credentials and further instructions. (In case of any login queries and difficulties in accessing MITWPU email id, please email to student.support@mitwpu.edu.in with your PRN, Name, Mobile number)



Steps for login:

- 1) Students are instructed to use Laptop/desktop with latest version of the web browser. **Please do not use mobile to complete the convocation application process.**
- 2) **Open the Web site:** Click on **the URL provided** in the email/ MITWPU official website to open the web application page in your browser.
- 3) **Enter Login Details:** On the web app page, enter the login credentials provided in the email. These credentials will allow you to access your student account.



Student Login

PRN*
Enter your prn

Date of Birth*
dd-mm-yyyy

Email ID*
Enter your email id

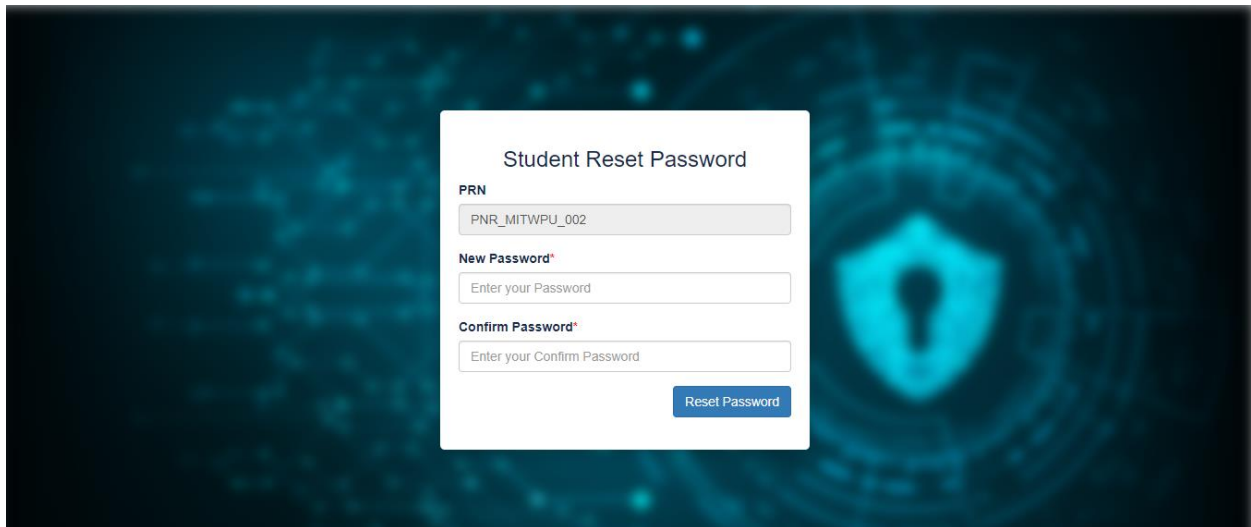
Password*
Enter your password

Captcha*
q 5 F p s
Enter captcha

Sign In

- 4) **First-Time Reset Password:** After your first successful login, you will be prompted to reset your password. Choose a strong, secure password and follow the instructions to update it.

Make sure you remember your updated password for subsequent logins.



Student Reset Password

PRN
PNR_MITWPU_002

New Password*
Enter your Password

Confirm Password*
Enter your Confirm Password

Reset Password

After login the student details page will be shown.

Student Details:

- 5) **Review Your Information:** Once you have successfully logged in, verify the following details:
- **Name as per TC (English):** Ensure that your name is correctly displayed as per the Transfer Certificate (TC) in English.
 - **Name as per TC (Hindi):** Verify that your name in Hindi is accurately reflected. (This script will be Auto Translated from English)
 - **Competency Level (English):** Check the competency level listed in English.
 - **Secondary Email ID:** Confirm a secondary email address for further communication. (Personal Email Mandatory)

Provide Additional Information:

Father's Name (English): Enter your father's name in English. (This script will be Auto Translated from English to Hindi)

Mother's Name (English): Enter your mother's name in English. (This script will be Auto Translated from English to Hindi)

Confirm Data:

- If all the information is correct, proceed to the next steps.

Choose the Mode of Collection for the Degree Certificate:

- **Select Your Preference:**
 - (a) **Attending Convocation "In Person" (Rs. 3000/-):** Choose this option if you plan to attend the convocation ceremony in person and collect your degree certificate during the event.
 - If You Select "(a) Attending Convocation in Person":
 - Choose Attire Size:
 - Dropdown Menu: You must select your attire size for the convocation ceremony. Choose from the following options.
 - Click here to view the size chart to view size details.

Size Chart of Kurta & Churidar Pyjama

SXX - 32, Length - 38

XS -34, Length - 38

S - 36, Length - 38

M - 38, Length - 40

L - 40, Length - 40

XL - 42, Length - 42

XLL - 44, Length - 42

3XL - 46, Length - 44

4XL - 48, Length - 44

5XL - 50, Length - 44

(b) Receiving Degree Certificate by Post (Within India) (Rs. 750/-): Choose this option if you prefer to have your degree certificate will be sent via courier.

Photograph: Upload a professional photo using the given guidelines.

- Guidelines:
 - File size should not exceed 200 KB.
 - Photograph should cover at least 80% of your face.
 - Use a formal photograph with a plain background.

Submit: Click on the submit button to open a new Pop screen **“Confirm Submission”**

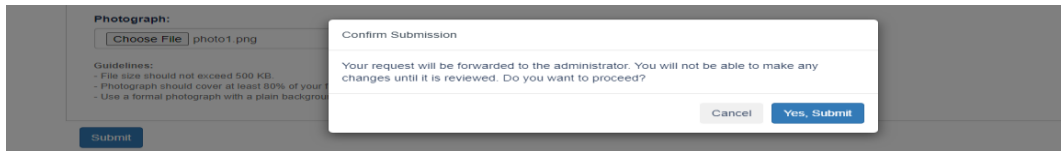
(c) Receiving Degree Certificate by Post (Outside India) (Rs. 1500/-):

Choose this option if you prefer to have your Degree Certificate will be sent via courier. (For outside India, minimum two months from the date of Convocation).

Photograph: Upload a professional photo using the given guidelines.

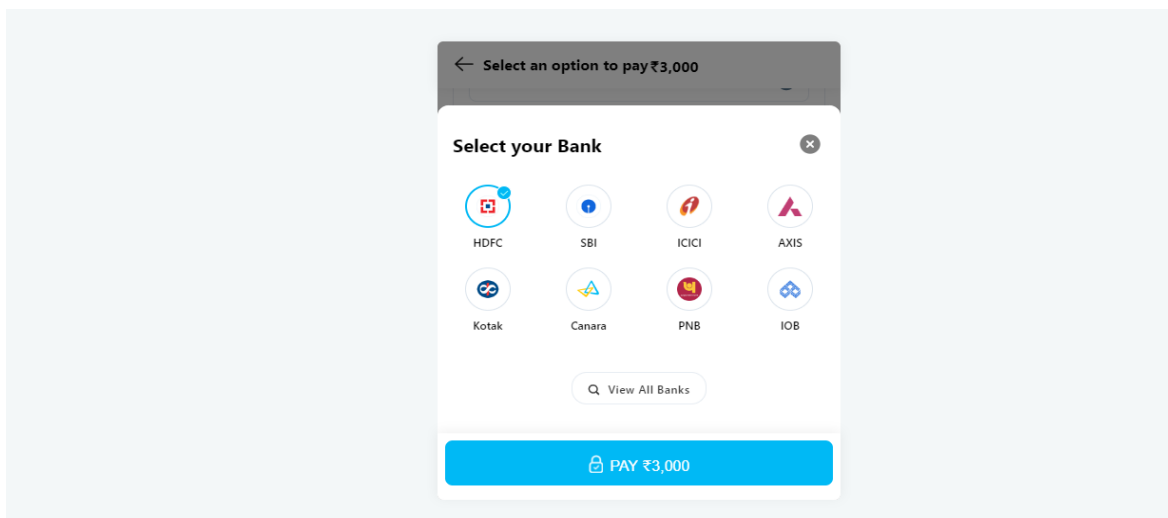
- Guidelines:
 - File size should not exceed 200 KB.
 - Photograph should cover at least 80% of your face.
 - Use a formal photograph with a plain preferably white background.

Submit: Click on the submit button to open a new Pop screen **“Confirm Submission”**



Payment:

Make the Payment: Follow the instructions to complete the required payments.



Confirmation: Once your payment is processed, you will receive a **confirmation email**. Keep this email for your records.

Transaction Successful:

Transaction Successful

Your transaction has completed successfully and details are provided below.

Order ID	MITWP_OI_63508055
Transaction ID	20240909011660000039912275110198627
Bank Transaction ID	16042171662
Date	09-09-2024 02:40 PM
Mode	NB
Amount	₹ 3000.00

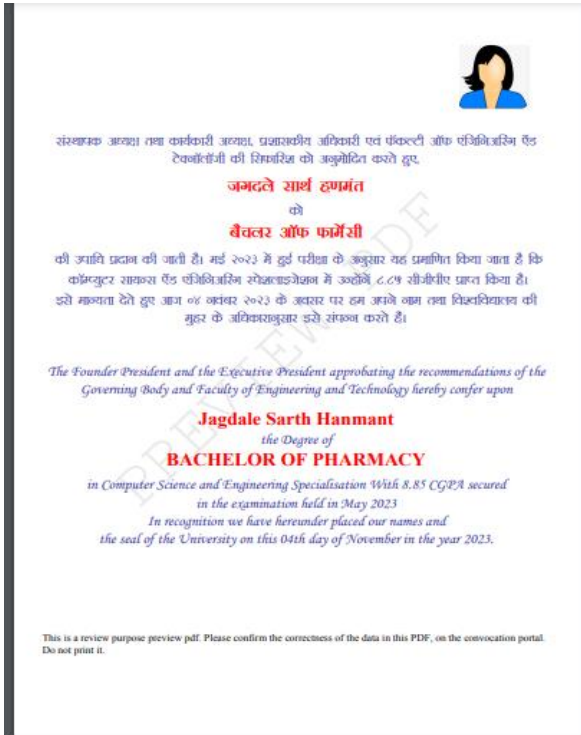
[View Details \(https://demo.seqrdoc.com/convo_student/dashboard\)](https://demo.seqrdoc.com/convo_student/dashboard)

[Print](#)

Approve PDF:

After completion of payment “preview pdf” and “**approve pdf**” option will be visible.

Click here to view PDF:



After Checking PDF, click on “Approve Pdf” Pop UP, new Page “Approve Pdf Preview”.

This step will complete the Convocation Registration Process.



Logs:

Student Ack Log: When the Student Activities updates any status, ‘Student Ack Log’ will be displayed.

ID	Name As per Tc Remark	Name As per Tc Hindi Remark	Mother's Name Remark	Mother's Name Hindi Remark	Father's Name Remark	Father's Name Hindi Remark	Competency Level Remark	Competency Level Hindi Remark	CGPA Remark	Secondary Email Remark	Date
1	Correct	Correct	Correct	Correct	Correct	Correct	Correct	Correct	Correct	Correct	09-09-24 05:20 PM

Showing 1 to 1 of 1 entries

Previous **1** Next

End of Document

Admin Ack Log: When the Examination Department updates any status, 'Admin Ack Log' will be displayed.

Admin Ack Log

ID	Student Email ID	Secondary Email ID	Gender	DOB	CGPA	Name As per Tc	Name As per Tc (Hindi)	Name As per Tc (Krutidev)	Mother's Name	Mother's Name (Hindi)	Mother's Name (Krutidev)	Father's Name	Father's Name (Hindi)	Father's Name (Krutidev)	Com Level
1	-	-	-	-	-	-	अस्कृति मोरे	-	-	-	-	-	-	-	-

Payment Details:

ID ^	Transaction ID	Amount	Date	Status	Payment Mode	Gateway
1	20240909011660000039960382145487504	3000.00	2024-09-09 05:51 PM	SUCCESS	NB	HDFC

Showing 1 to 1 of 1 entries

Previous **1** Next