



Date: 12/09/2020

Fees pay Instructions for Convocation Form through DCS

- i. **Name of the Fees:** Convocation - 2020
- ii. **Mode of Conduction:** Online
- iii. **Applicable Fees:**
 1. Rs. 1,000/- will be treated as receiving the degree in person.
 2. Rs. 1,250/- would be treated as receiving degree in absentia
- iv. **Mode of Fee payment:** Online through DCS (Digital Campus System) login
- v. **Fee payment and form submission date:** 12/09/2020 to 20/09/2020

Note:

1. To fill the online convocation form first login to your individual DCS account at: <https://admission.gsfconiversity.ac.in/> with your login and password.
2. Select the '**Convocation**' option available in left side of Menu board to fill the form.
3. Kindly select yes or no in the "**Whether Willing To Attend The Convocation In Person virtually**"

Note:

- IF Yes then, Rs. 1,000/- will be charged and it will be treated as receiving the degree in person virtually.
 - IF No then, Rs. 1,250/- will be charged and it will be treated as receiving degree in absentia.
 - Select "ZERO" in the field "Total No. of Attendees"
4. Click on the '**Save**' option and proceed to pay the fees via online payment gateway.

Note: - In case you want to change the option of "**Whether Willing to Attend the Convocation in Person**". Please change before paying the fees and update it.

5. On submission of fee payment, your convocation form automatically processed.



6. On successful payment confirmation, **go to fees – All pay fees** and download the receipt of successful payment. **Tracking id can be viewed by downloading the receipt in the bottom right corner.**
7. Now open the Google form link as under and submit the details with photograph:
<https://forms.gle/JP48mViTgNU9qGFT7>
8. Fill the details in the google form: Name, Enrollment No, Branch, and Tracking ID (as mentioned in the DCS convocation Fees receipt) as shown in the receipt, and upload passport size photograph.

Details of Passport Size Photograph:

- a. Image Size: 2x2 inch (413x531 pixels with 300 dpi)
- b. Background: White
- c. Attire: Light Color Shirt (For Boys) & Light Color top (Kurta / Dress) with Duppatta / Saree (For Girls)

Note: - Image file name must be in given format: Ex. **18BBA01022_Viral Patel**

9. In case money is deducted from your account and receipt is not generated, kindly do not pay second time. Kindly mail with screenshot on the below mentioned email id.
10. In case of any query regarding Failed transaction / fees payment issue, kindly take a screenshot of error occurred and Mail it to it@gafcuniversity.ac.in with Issue description, Name, Branch, Semester, error screenshot. Regarding any other details please contact Program Coordinator for further details.