



Vanita Vishram Women's University

Managed by : Vanita Vishram, Surat

(Approved by the Government of Gujarat under the Provisions of the Gujarat Private Universities Act, 2009 and listed under the Section 2(f) of the UGC Act, 1956)

Ref. No.: 2024-25/VVWU/Special Convocation -Notification/1653

Date: 11-02-2025

Notification

The Special Convocation of Vanita Vishram Women's University is scheduled on 1st May 2025. All Under Graduate, Postgraduate, and Postgraduate Diploma eligible students who completed their degree programme on or before July 2024 and either did not apply or had their forms rejected for the 1st or 2nd Convocation must submit the online 'Convocation Form' by 5th March, 2025.

The Procedure for filling up of Convocation Form is as follows:

1. Prerequisites for filling the Convocation Form
 - a) Completed Under Graduation/Postgraduation/ Postgraduate Diploma requirements (course tagging and thesis/Dissertation defence where applicable)
 - b) Convocation Fees (₹ 500/- Five hundred only) paid online (non-refundable).
2. Login to: <http://117.250.140.193:8080/Default.html?mn1>
Enter Student ID and Birth Date
OR
3. Open the VVWU application and click on the "Convocation Form."
4. Instructions for filling Online Application Form:
 - **Step-1:** Fill in the Online Application Form.
 - **Step-2:** Upload legible scanned images of: Signature and Photograph
 - **Signature Requirements:**
Your signature should be on a plain, blank piece of paper with no additional decorations or details. Upload the image of your clear signature in JPG format with an aspect ratio (height: width) of 1.0 : A, where A should be between 3.25 to 3.75. After cropping to the mentioned size, the signature should cover 70-80% of the image. The signature must be in black or dark blue ink only.
 - **Photograph Requirements:** Only passport-sized photos are acceptable. Selfies or any other types of photos will not be accepted. Upload a high-quality, color passport-sized photograph (3.5 cm width x 4.5 cm height) in JPG format. The candidate's face should cover 60-70% of the photograph.
 - **Step 3:** Pay prescribed fee through Net Banking / Debit Card / Credit Card and UPI, keep proof of fee paid for future reference.
 - **Step 4:** Download, save and print copies of Confirmation Page after successful remittance of fee and keep copies safely for future reference.

If the photo and signature do not meet the specified requirements, the convocation form will be automatically rejected, and the fees will not be refunded.

Handwritten signature



Vanita Vishram, Athwa Gate, Surat - 395 001

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5. After the submission of Online Application Form (i.e., successful completion of all the Steps), Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form will be generated only after successful payment by the Candidate.
6. In case the Confirmation Page is not generated after the payment of the prescribed fee, the candidate should contact the concerned Bank/Payment Gateway integrator to ensure the payment's success or email us at convocation@vwwusurat.ac.in.
7. If, despite this, the successful transaction is not reflected on the portal, it indicates that the transaction is incomplete, and the candidate may need to make the payment again to ensure an "OK" status. Any duplicate payment received by the University during this process will be refunded, in the same payment mode used, after fee reconciliation by the University.
8. This student's degree certificates will be uploaded to DigiLocker (<https://www.digilocker.gov.in>). For this, you have to provide your name as it appears on your Aadhaar card and Aadhaar card Number. If you do not have an Aadhaar Card, you can state the name as it appears in your 12th Standard Certificates.
9. In addition, there is an optional field for entering your ABC ID (obtained from Academic Bank of Credits, Government of India).
10. Candidates are advised to visit the university website and check their e-mails regularly for latest updates.

Filling the convocation form does not ensure the issuing of the degree certificate. It is the responsibility of the student to clear all dues prior to the convocation, failing which, the degree certificate will NOT be issued.

Please note that only students who fill the duly completed Convocation Form by 5th March, 2025, will be included for the award of degrees in Special Convocation on 1st May, 2025.

Dr. R. D. Patel

Registrar

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