

## **55<sup>th</sup> Annual Convocation-Instructions**

**(Candidates who had completed the degree program latest by June 2019)**

### **Steps Completed:**

- Applied for the 55<sup>th</sup> Annual convocation in March 2019.
- Paid the convocation fee in the college office / Bank.
- Your application form and convocation fee has not yet been submitted to Bangalore University by the college as they have changed the convocation application procedure.
- The convocation fee paid to the college will be refunded to the candidates (Explained separately in the portal)

### **Steps left to be completed:**

- As per circular dated 16/05/2019, Bangalore University has decided to issue digital degree certificates from the 2018-19 academic year. For this purpose, you are requested to register in the NAD (National Academic Depository) portal at the earliest. (The NAD registration procedure is given separately in along with this notice). You will receive an acknowledgment.
- Enter all your academic details in the Convocation handle given on the student's login. You must have all the marks cards with you before starting this process. You must enter the maximum marks, marks scored and the month and year of passing for all core subjects except Language and English courses.
- Submit the Acknowledgement to the college office in person to **Ms.Alice** of Admin office or by mail with your college registration number, name and date of birth clearly mentioned. The e-mail id is [sjcnad@sjc.ac.in](mailto:sjcnad@sjc.ac.in)
- The college will verify the authenticity of the student and will approve the registration.
- Now, the student has registered in the NAD portal as a student at St. Joseph's College (Autonomous) under Bangalore University.
- The student can now pay the convocation fee in the Bangalore University's online payment portal
- Once the Bangalore University convocation is over, you must be able to download/see the convocation certificate in the NAD portal.

## **55<sup>th</sup> Annual Convocation-Instructions**

**(Candidates who completed the degree program years back but have not yet applied for their convocation)**

- As per Bangalore University's circular dated 16/05/2019, you are requested to register in NAD (National Academic Depository) portal at the earliest. (The NAD registration procedure is given separately along with this notice). You will receive an acknowledgment.
- Enter all your academic details in the handle given on the student's login. You must have all the marks cards with you before starting this process. You must enter the maximum marks, marks scored and the month and year of passing for all core subjects except Language and English courses.
- If you belong to the non-semester batch (annual stream), kindly enter your 1st-year marks in the 2<sup>nd</sup>-semester field(s), 2nd-year marks in the 4th-semester field(s) and 3rd-year marks in the 6th-semester field(s) respectively.
- Submit the Acknowledgement to the college office. You must also submit a soft copy of your recent passport size photo in JPG format. You must also bring the original certificates like Adhar card or 10th standard marks card.
- The college will verify the authenticity of the student and will approve the registration.
- Now, the student has registered in the NAD portal as a student at St. Joseph's College (Autonomous) under Bangalore University.
- The student can now pay the convocation fee in the Bangalore University online payment portal.
- Once the Bangalore University convocation is over, you must be able to download/see the convocation certificate in the NAD portal.