



St. Francis

College for Women

Begumpet, Hyderabad-500016

(Autonomous & Affiliated to Osmania University)

Circular No: 01/STU/CONV/EB/2021

Date: Sept 25th, 2021

41st CONVOCATION NOTIFICATION

The 41st Convocation of St. Francis College for Women for conferment of Degrees and Gold Medals will be held tentatively in the Second week of November, 2021. Qualified candidates of all programmes of the batch 2018-2021(UG) and 2019-2021(PG) are eligible to apply by paying the prescribed convocation fee (**non-refundable**).

Documents to be submitted at Exam Counter:

1. Passport size photo with 12-digit Roll No printed on the bottom of the photo
2. Copy of 10th / SSC Memorandum of Marks
3. Copy of 12th / Inter Memorandum of Marks
4. Copy of UG Consolidated Grade Sheet
5. Copy of PG Consolidated Grade Sheet(for PG candidates)
6. Copy of Provisional Certificate
7. Printed and duly filled-in Application Form
8. Paytm Transaction Receipt
9. Copy of Aadhaar Card

Fee Particulars:

Particulars	Fee
In-Person	1500/-
Absentia	1600/-

Note:

- Convocation applications are invited only for the batch 2018-2021(UG) and 2019-2021(PG).
- **The candidates who have already taken their Degree Certificates, in absentia, are not eligible to apply. If they do so, the fee paid will not be refunded.**
- Candidates who want to collect their Degree Certificates, in absentia can receive their Degree Certificates through Postal service within 7 working days after the convocation ceremony by paying the prescribed fee.
- Convocation Application form is available on the college website under Examination → downloads section.
- Candidates should print and fill the Application form for submission.
- Candidates should make the payment on Paytm and fill the Google form before submitting the documents at the counter.



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- Parents/ relatives/ friends can also submit the documents at the counter.
- Online Application commences from **27th September 2021 - 7th October 2021.**
- Exam Branch Counter is open for submission from **9:30 AM-3:30 PM** on all working days.

Payment Details:

- Scan the QR code to pay the convocation fee.



- After scanning select Convocation fee, enter the Roll No and the convocation fee (1500 or 1600) depending on the mode you prefer for the convocation.
- After payment of fee copy the Transaction reference number and the mobile number through which you are making the payment.
- Print the transaction receipt for submission.

Online Application form:

- Click on the form link to fill your details.
<https://forms.gle/3rA1W2Hz5Xmg3RUc7>
- Ensure you are ready with your transaction details and jpg file of your passport size photo.
- Passport size photo should be in color with your 12-digit Roll No(121318XXXXXX) printed on the bottom .



- Maximum file size of photo is 50KB
- After submitting the online form, submit all the above mentioned documents at the counter.