

## SOP for Convocation Form

Step1. After Login in iCloud click on student services



Step2. Select Convocation form(2024)

The screenshot shows the 'Student Services' menu. On the left is a vertical sidebar with various icons. The main menu on the right has a 'MAIN MENU' section with 'Administrative Services' expanded. Under 'Administrative Services', the 'Convocation Registration (2023)' option is highlighted with a red box. This option has two sub-options: 'Convocation Form' and 'Convocation Guest Details'. Other sections like 'Transport Services' and 'Library Services' are also listed.

Step3. Click on convocation Form and Guest Details

The image consists of two screenshots of the Galgotias University website, likely from a mobile or tablet device. Both screenshots show the main menu on the left and a specific form on the right.

**Screenshot 1 (Top): Convocation Form**

- Left Side (Main Menu):** Shows 'Administrative Services' expanded, with 'Convocation Registration (2023)' highlighted by a red box. Other options under Admin Services include 'Apply For ID Card', 'Edit ID Card', 'Convocation Form', and 'Convocation Guest Details'. Below Admin Services are 'Transport Services', 'Library Services', 'Training Services', and 'Placement Services'.
- Right Side (Form):** Titled 'Convocation Form'. It contains fields for: Admission No \* (input field), Student Name \* (input field), Father Name \* (input field); Date of Birth \* (input field with calendar icon), School \* (input field), Program \* (input field); Enrollment No \* (input field), Email \* (input field), Mobile \* (input field); and Registration Fee \* (input field). A 'Save' button is at the bottom right. A note 'No data added' is displayed.

**Screenshot 2 (Bottom): Convocation Guest Details**

- Left Side (Main Menu):** Similar to Screenshot 1, with 'Convocation Registration (2023)' highlighted in the 'Administrative Services' menu.
- Right Side (Form):** Titled 'Convocation Guest Details'. It contains fields for: Name of the Guest \* (input field), Relationship \* (input field with note 'Please fill out this field.'), Designation/Occupation (input field); Email (input field), Mobile (input field), Address (input field). A 'Save' button is at the bottom right. A note 'No data added' is displayed.