

**NOTICE****SUBJECT: VERIFICATION OF DETAILS FOR AWARD OF DEGREE  
CONVOCATION 2025**

All students who have qualified for the award of degree in the year 2025 and are to attend the forthcoming Convocation are hereby informed that the list of students qualified for award of degrees (2025) has been uploaded on the University Website (link [Convocation List 2025 for photograph.pdf](#)).

**All concerned students are hereby directed to carefully verify their details as reflected in the said list, including the following:**

1. Name (in English and Hindi)
2. Programme/Enrollment / Admission Number
3. Photograph – availability and correctness  
(Students whose photograph is missing or incorrect must submit a recent passport-size photograph in the prescribed format)
4. Any other academic or personal particulars displayed

While the University has taken utmost care and due diligence in the preparation of the above list, any inadvertent error or omission, if noticed, must be immediately brought to the notice of the University by the concerned student.

Students must ensure that the spelling, sequence, and accuracy of their names in both English and Hindi are exactly as required for printing on the Degree Certificate and Convocation records.

In case of any discrepancy, omission, or error, the concerned student must inform the Office of the Controller of Examinations (COE) immediately, and in any case not later than 12 January 2026.

All such communications, along with supporting documents and photographs (where applicable), shall be submitted ONLY through email at: [convocation@galgotiasuniversity.edu.in](mailto:convocation@galgotiasuniversity.edu.in)

**It is further notified that:**

- No request for correction shall be entertained after 12.01.2026, and
- The University shall not be responsible for any error in the Degree Certificate, Convocation records, or related documents arising due to non-verification or delayed submission of information by the student.

**All students are advised to treat this matter as most urgent and important and ensure strict compliance within the stipulated timeline.**

