



**Sanjay Ghodawat University Kolhapur**

Established as a State Private University under Govt. of Maharashtra Act No. XL dated 3rd May 2017

*Empowering Lives Globally !*

## **CONTROLLER OF EXAMINATIONS**

Ref. No- SGU/COE/Convocation Circular/2024-25/gg

**Date- 18-07-2025**

### **Convocation Circular**

All **pass-out students of Academic Year 2024–2025** (Winter-2024 / Summer-2025 batch) are hereby informed to **submit the Convocation Form** (duly signed by the Head of the respective Department) to the **CoE Office** on or before: **11<sup>th</sup> August 2025, by 5:00 PM**

Forms submitted **after this deadline will not be considered** for the **7<sup>th</sup> Convocation -2025**.

#### **Photo Upload Instructions:**

- Upload a recent passport-size photo through your **Summer 2025 ERP login**.
- Use the **"Upload Convocation Photo"** tab available in your student login.
- Follow the detailed instructions provided on the dashboard.
- Ensure your **email ID, contact number, address, and name** are correct and updated on ERP.

#### **Important Note:**

All official **Convocation-related updates and notifications** will be communicated through the following channels:

- **SMS** – Sent to your **registered mobile number**
- **Email** – Sent to your **registered email address as updated in the ERP system**
- For any further queries, contact: **Mr. Sandip Patil – 9096573698** Examination Department

Copy to -

- 1 PA to Vice- Chancellor
- 2 The Registrar
- 3 Account Section
- 4 HoDs (All Departments)



*Patil*  
Controller of Examination  
**Controller of Examinations**  
Sanjay Ghodawat University  
Kolhapur