

**S.N.D.T. WOMEN'S UNIVERSITY**  
**PARIKSHA BHAVAN**

Sir Vithaldas Thackersey Vidyavihar,  
Juhu Road, Santacruz (West), Mumbai - 400 049.



**श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ**

परीक्षा भवन

सर विठ्ठलदास ठाकरसी विद्याविहार,  
जुहू रोड, सांताक्रुझ (पश्चिम), मुंबई - ४०० ०४९.

Date : 03.09.2025

Ref. No. : Exam/75<sup>th</sup> Convo/2025-26/228

To,

1. The Principals of Affiliated/Conducted Colleges,
2. The Heads of Recognised Institutions/Departments.

**Sub. : Distribution of Degree/Diploma Certificates for examination held in Oct/Nov 2024 and Mar to August 2025.**

Respected Sir/Madam,

It is requested to all Affiliated/Conducted Colleges and Recognised Institutions/Departments to **collect the Degree/Diploma Certificates for the examination held in Oct/Nov 2024 and Mar to August 2025 from Pariksha Bhavan, Juhu Campus, Santacruz West, Mumbai 400 049 from 30.09.2025 to 03.10.2025 between 10.30 a.m. to 01.00 p.m. and 01.45 p.m. to 3.30 p.m.**

**Please bring along :**

1. Fee Receipt : Fees details i.e. fees paid for concerned students for Degree/Diploma certificates along with the list of concerned student's.
2. Authority Letter : Letter should be original and should be printed on college letter head mentioning the person's name, designation who is authorized to collect the Degree/Diploma certificates for the examination held on Oct/Nov 2023 and March/April/May 2024, duly stamped and signed by the Principal/Head/Director of concerned colleges/department/institutions.
3. Authorized person should carry photo identity proof.
4. Please Do not send the sweepers or peons, who cannot read or write to collect the Degree/Diploma Certificates.
5. It is also instructed that, as per UGC guidelines creation of "**ABC ID**" (Academic Bank of Credits ID) is **compulsory**. Hence University will not issue the degree / diploma certificates if the ABC IDs of all the students are not **updated on the portal**. Hence it is requested to **update the ABC IDs of all students on the admission portal well in advance.**

**Important Note :**

1. Please check the details mentioned in Degree/Diploma Certificate i.e.
  - a. Name of the student - should be identical in all documents issued by College and University i.e. in all Marksheets, Passing, Transfer, Migration, Degree/Diploma Certificates etc.  
As per Maharashtra Government, Higher and Technical Education, Department, Mantralaya, Mumbai-32, G.R.No.:1103/(173/03)/Vishi-2 dated 11.03.2005 and SNDT Women's University Circular no.:Estb./Gen-15/2005-2006/84 dated 07.04.2005 regarding to include the name of the mother along with father's name in the application forms (While taking admission in the college) Mark-list, Degree and other documents of the candidates.
  - b. Name of the examination
  - c. Specialization if any
  - d. Month and year of examination held on

**If found any discrepancy please inform us on or before 06.10.2025 with all supporting documents.**

**If name corrections is found in marksheets & degree certificate then penalty for Rs. 500/- per maksheet and Rs. 500/- for degree/diploma certificate will be imposed as per Circular No. exam/Mgt.C/Penalties/2015-16/445 dt. September 22,2015 and No. 381 dt. 21.11.2022**

Thanking you,

Yours faithfully,

(Dr. Sanjay Nerkar)

Director

Board of Examinations and Evaluation

Web-Site : [www.sndt.ac.in](http://www.sndt.ac.in) ; Email : [doee@sndt.ac.in](mailto:doee@sndt.ac.in) ; [arexam@sndt.ac.in](mailto:arexam@sndt.ac.in) ; [ar2@exam.sndt.ac.in](mailto:ar2@exam.sndt.ac.in)

DOEE : 20861745 / Asst. Registrar : 20861750 / Asst. Registrar - 2 : 20861746 / Senior Steno : 20861747 / Degree, Migration, Certifi : 20861744, Ph.D. Unfair Means : 20861748  
Confidential Unit : 20861749 / Faculty of Interdisci. / Humanities 2660 3322 / Faculty of Com. & Mangt : 2661 1595 / Faculty of Scie. & Tech : 2661 5985 / CFC / MKCL Centre : 2660 8304