



Ref. No. : Exam/75<sup>th</sup> Convo/2025-26/227  
To,

Date : 03.09.2025

1. The Principals of Autonomous Colleges.

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

Respected Sir/Madam,

It is requested to all Autonomous Colleges to **collect the Degree/Diploma Certificates for the examination held in Oct/Nov 2024 and Mar/Apr/May 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. If the fees for Degree/Diploma certificates have not been paid to Pariksha Bhavan, please do the same.

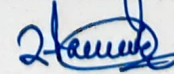
**Fees :** a. For Certificate / Diploma & Bachelor's Degree : Rs. 500/-  
b. For P.G.Dip./Master's & B.Ed : Rs. 500/-

3. 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 in **Oct/Nov 2024 and Mar/Apr/May 2025**, duly stamped and signed by the Principal/Head/Director of concerned colleges/department/institutions.
4. Authorized person should carry photo identity proof.
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**.
6. **Please submit the Details of Students in following format in binding form**

Sr. No.	Seat Number	Name of the Students	Grade/Class	Specialization

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