



SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY
Pariksha Bhavan, Sir Vithaldas Vidyavihar,
Juhu Road, Santacruz (West), Mumbai-400 049.
www.sndt.ac.in • E-mail : coe@sndt.ac.in; drexam@sndt.ac.in

Tele. CoE (D) : 2661 5159
Dy. Registrar : 2661 1524
Asst. Registrar : 2661 5138
M.A., B.Ed., H. Sc. : 2660 3322
B.A., B. Com., Law, Tech. : 2661 1595
Accounts : 2660 8374
Telefax Degree, Migr. : 2661 2877
M.Phil., Ph.D : 2660 3259

To,
The Controller of Examinations
SNDT Women's University,
Pariksha Bhavan, Juhu, Santacruz (W),
Mumbai - 400 049.

For College use Only

Amount Paid Rs.: _____

Receipt No.: _____

Date : ___ / ___ / ___

APPLICATION FOR DEGREE / DIPLOMA CERTIFICATE

To be filled by Student in BLOCK LETTERS only:

A} Personal Details

1] Name of the Student at the time of Examination : _____
(Surname) (First Name) (Middle Name) (Mother's Name)

2] Complete Postal Address : _____

Pin Code - _____

3] Contact Details : Mobile No. _____ Telephone No. _____

B} Academic Details

1] Examination : _____

2] Seat Number :

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 Month & Passing Year: _____

3] Class / Grade : _____ Specialization (if any): _____

4] Centre Name : _____ Institution Code: _____

5] Mode of Study : As Regular Student By Distance Education

6] Name of the College / Department : _____

7] I will collect my Degree / Diploma Certificate : IN PERSON IN ABSENTIA

Forwarded Through Principal

(Stamp & Signature)

Date : ___ / ___ / ___

Signature of the Student

Note - No Convocation form will be accepted at pariksha bhavan office sent by student through post / courier other than students of Centre for Distance Education, Santacruz, Mumbai.



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Ref : Exam/ Conv. - 2016 / 2016 -17/ COLLEGE- DEPT /203

**AWARD OF DEGREE / DIPLOMA CERTIFICATES FOR THE ACADEMIC
YEAR 2015- 16**

Dear Student,

I am glad to know that, you are eligible to receive Degree / Diploma at the ensuing Annual Convocation which is likely to be held either in the month of December 2016 / January 2017. The University will intimate the exact date of the Convocation to all the University Departments / Institutions / Colleges, as and when it is finalized by the Chancellor. You are advised to be in contact with your University Department / Institution / College Office to ascertain the date of Convocation. The date and other details of the ensuing Annual Convocation will also be uploaded on the website of the University i.e, www.sndt.ac.in

Students who have passed the qualifying examinations held during the Academic year 2015 -16 are required to pay the Convocation Fee at their respective University Departments / Institutions / Colleges along with the duly filled in Application Form for obtaining the Degree / Diploma Certificate. No Application Form or Fee directly sent by the student will be accepted by University Office.

- 1) **Fees** : As prescribed by the University
Documents : A photocopy of final year Marksheet
Timings : According to your College Counter

2) **HOW TO CONTACT UNIVERSITY :**

For any query, students can directly contact "The Controller of Examinations, SNDT Women's University, Pariksha Bhavan, Sir Vithaldas Vidyavihar, Juhu Road, Santacruz (w), Mumbai - 400 049". Telephone number - 022- 26608462 / 93, Ext - 395 OR Direct Line - 266 128 77 and also through email : coe@sndt.ac.in , drexam@sndt.ac.in , exam@sndt.ac.in , mcdc@exam.sndt.ac.in

3) **HOW TO COLLECT A DEGREE / DIPLOMA CERTIFICATE :**

A) **For in person - (Only on the Convocation Day)**

Students who have passed the qualifying examination during the academic year 2015-16 can collect their Degree/Diploma certificates on the Convocation Day on production of Original Convocation Fee Receipt / Acknowledgement (issued by the concerned University Department / Institution / College) and a photocopy of Marksheet, Photo Identity Proof. The timing of distribution of Degrees / Diploma will be informed to the University Departments / Institutions / Colleges, in due course of time.

B) **For in absentia -**

Students who are unable to come personally on the Convocation day can collect their Degree / Diploma Certificates from their respective University Departments / Institutions / College. The concerned University Departments / Institutions / Colleges will have to collect Degree / Diploma Certificate on behalf of students from the Pariksha Bhavan, as per the schedule which will be intimated to them after the declaration of Convocation Date.

Date : July 07, 2016.

Place : Mumbai


(Vinod Dahate)

I/C Controller of Examinations