



**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY**
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Exam : Conv. Form/2016/2016-17/203

Date: 07th July, 2016.

To,

1. The Heads of University Departments / Institutions, Churchgate, Juhu and Pune Campus,
2. The Principals of the Conducted, Affiliated and Autonomous Colleges,
3. The I/C Director, Centre for Distance Education, Mumbai.

**Sub : Application Forms for award of Degrees / Diplomas at the Annual Convocation,
(for the academic year 2015-2016)**

Madam / Sir,

This is to inform you that, the prescribed Application Forms for award of Degrees / Diplomas for the academic year 2015-2016 are available on the University website i.e. www.sndt.ac.in. You are requested to download the same and provide the copies thereof to the students who have qualified themselves for the award of Degrees / Diplomas. The duly filled in Application Forms alongwith requisite documents and prescribed Convocation Fee should be forwarded by the University Departments/ Institutions/ Colleges to this office **on or before September 30, 2016**. The Convocation Fee and the Late Fee for collecting the Degree/Diploma Certificates as prescribed by the Management Council are as under:

Sr. No.	Type of Degree	Fees to be charged	Late Fee for Collecting Degree /Diploma certificate
01	<ul style="list-style-type: none"> • First Certificate/Diploma/Degree: 1.1 Certificate Programmes 1.2 Diploma Programmes 1.3 Bachelor's Degree Programmes 	Rs. 375/- in person & Rs. 375/- + Rs. 50/- by post	Rs. 375/- for delay of every 02 years from the date of convocation
02	<ul style="list-style-type: none"> • Second Certificate/Diploma / Degree: 2.1 Post Graduate Diploma Programmes 2.2 Master's Degree Programmes 2.3 Bachelor of Education Degree Programmes 	Rs. 450/- in person & Rs. 450/- + Rs. 50/- by post	Rs. 450/- for delay of every 02 years from the date of convocation
03	<ul style="list-style-type: none"> • Third Degree Programmes: 3.1 Master of Philosophy (M.Phil) 3.2 Doctor of Philosophy (Ph.D.) 	Rs. 550/- in person & Rs. 550/- + Rs. 50/- by post	Rs. 550/- for delay of every 02 years from the date of convocation

(As prescribed by the Management Council vide Resolution no. 08 (3) dated 08.08.2014)

It may be kindly brought to the notice of the concerned students that, the Application Forms directly sent by them through courier or by Regd AD Post will not be entertained. The University Departments / Institutions / Colleges are requested to put up a notice for the information of concerned students.

Secondly, It has been noticed that, some of the University Departments / Institutions / Colleges have not been providing Convocation Fees Receipts / Acknowledgement to the students even after the payment of the prescribed fees. All the Heads of the University Departments / Institutions / Principals of the Colleges are therefore requested to issue a **separate Convocation Fee Receipt / Acknowledgement** mentioning the qualifying examination, year of passing and the seat number of the graduating student.

All the Heads of University Departments / Institutions / Principals of the Colleges are further requested to check the following documents while sending the Applications Forms for award of Degrees/ Diplomas :

- 1) Each and every Application Form should be duly endorsed by the Head of the concerned University Department / Institution/ Principal of the concerned College with office stamp and signature.
- 2) A consolidated Demand Draft for payment of Convocation Fee, as per the number of students who have applied for the Degree / Diploma Certificates be drawn in favour of "**The Registrar, SNDT Women's University**" payable at Mumbai and the same be forwarded to the Controller of Examinations, SNDT Women's University, Pariksha Bhavan, Juhu Road, Santacruz (W), Mumbai - 400 049.
- 3) Application Forms should be arranged according to the **seat numbers**, while forwarding them to the Pariksha Bhavan.
- 4) Application Form should be filled in duplicate. One copy be sent to the University and other be retained by the concerned University Department / Institution / College, for record.
- 5) Information about the payment of Convocation Fee and the details of the students be provided in the enclosed proforma only.
- 6) A separate receipt/ acknowledgement for payment of Convocation Fee be issued to each student. The name of qualifying examination, year of passing and Seat number must be mentioned on the Receipt / Acknowledgement.
- 7) All the duly Application Forms be submitted by the concerned University Department / College at once only.
- 8) The last date for submission of duly filled in Application Forms by the University Departments / Institutions/ Colleges shall be **September 30, 2016**.

The qualified students of the Centre for Distance Education may forward their applications for award of Degree / Diploma Certificate to the Controller of Examinations, SNDT Women's University, Pariksha Bhavan, Juhu Road, Santacruz (W), Mumbai - 400 049 or they may submit the same in person. The Convocation Form for award of Degree / Diploma is available at the University website www.sndt.ac.in

The Heads of University Departments / Institutions/ Principals of the Colleges are also requested to ensure that, the Application Forms of only those students who have passed the concerned examination (including students who are declared to have passed after verification of marks or revaluation of answerbooks) and qualified themselves for award of Degree / Diploma are forwarded.

In case of any correction in an Original Diploma / Degree Certificate, the student / College / Institution / University Department may contact the Pariksha Bhavan urgently mentioning the details of proposed corrections. The cases of correction in Degrees / Diplomas received after 6 months from the date of Convocation will be charged extra fee as per the University rules.

All other relevant information has been mentioned in the enclosed Application Form for ready reference. For any queries related to submission of Application Form, the Heads of the University Departments / Institutions / Principals of the Colleges may contact the Pariksha Bhavan on the telephone numbers (022) 26608462/93 Ext. 395, Direct line - (022)266 128 77.

It may be noted that, no Extra Fee or amount, other than the prescribed Convocation Fee be charged from students. In case, it is found that, any University Department / Institution / College has charged more fee than the fee prescribed by the University, the disciplinary action as per the provisions of Maharashtra Universities Act, 1994 will be initiated against such University Departments / Institutions / Colleges.

The detailed information about the Convocation and distribution of Degree / Diploma Certificates will be intimated in due course of time and the same will be made available on the University website. The queries, if any, may be sent through email to coe@sndt.ac.in or drexam@sndt.ac.in or exam@sndt.ac.in or mcdc@exam.sndt.ac.in

Yours faithfully,


(Vinod Dahate)

I/C Controller of Examinations

Encl : As above