



SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

Pariksha Bhavan, Sir Vithaldas Thackersey Vidyavihar,
Juhu Road, Santacruz (West), Mumbai-400 049.
www.sndt.ac.in, E-mail: doee@sndt.ac.in; drexam@sndt.ac.in
E-mail: drexam1@sndt.ac.in, arexam@sndt.ac.in,

DOEE (D) : 2661 5159
Dy. Register : 2661 1524
Dy. Register 1 : 2660 3259
Asst. Register : 2661 5138
B.Ed, H.Sc, Nsg, DMLT : 2660 3322
B.A., B.Com., M.A., M.Com, Law : 2661 1595
Accounts : 2660 8374
Degree, Migm, Certi. : 2661 2877
M.Phil. Ph.D : 2660 3259
Confidential : 2661 2265
Tech.,Pharma., BCA,BMS : 2661 5985
CFC : 2660 8304 / 2661 5168

Exam : Conv. Form/2019/2019-20/124

Date:25th July, 2019.

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
69th Annual Convocation (for the academic year 2018-2019).**

**IMPORTANT – Convocation Fee Receipts must be issued separately to the
Graduating Students.**

Madam / Sir,

This is to inform you that, the prescribed Application Forms for award of Degrees / Diplomas for the academic year 2018-2019 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 and Certificate. 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, 2019**. 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 separate 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 and Certificates :

- 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 and Certificate be drawn in favour of **"The Registrar, SNT Women's University"** payable at Mumbai and the same be forwarded to the Director, Board of Examinations and Evaluations, SNT Women's University, Pariksha Bhavan, Juhu Road, Santacruz (W), Mumbai - 400 049.
- 3) In case of RTGS/NEFT, the Departments / Institutions / Colleges are requested to send the payment details while forwarding convocation forms to Pariksha Bhavan.
- 4) Application Forms should be arranged according to the **seat numbers**, while forwarding them to the Pariksha Bhavan as per the sheet enclosed.
- 5) 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.
- 6) Information about the payment of Convocation Fee and the details of the students be provided in the enclosed proforma only.
- 7) 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.
- 8) All the duly filled in Application Forms be submitted by the concerned University Department / College at once only.
- 9) The last date for submission of duly filled in Application Forms by the University Departments / Institutions/ Colleges shall be **October 15, 2019**.

The qualified students of the Centre for Distance Education may forward their applications for award of Degree / Diploma Certificate to the Director, Board of Examinations and Evaluations, SNT 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.snt.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 reevaluation of answerbooks) and qualified themselves for award of Degree / Diploma and certificate 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 Public Universities Act, 2016 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 doee@sndt.ac.in or drexam@sndt.ac.in or exam@sndt.ac.in or mcdc@exam.sndt.ac.in, sndtmcdc@gmail.com

Yours faithfully,

(Dr. Subhash Waghmare)
Director

Board of Examinations and Evaluation

Encl : As above

INFORMATION RELATED TO APPLICATION FORMS & FEES

PAYMENT DETAILS

NAME & ADDRESS : _____
 OF THE COLLEGE : _____
 CONTACT NUMBER : _____
 E-MAIL ID : _____
 COLLEGE CODE : _____
 NAME OF THE COURSE / EXAMINATION : _____
 YEAR : _____
 TOTAL NUMBER OF STUDENTS: _____

PAYMENT Through : **NEFT/RTGS/Demand Draft**
 E-Receipt Copy : Please attached a copy
 Invoice Generated by MKCL : Please attached a copy
 AMOUNT : _____
 NAME OF THE BANK : _____
 DEMAND DRAFT NUMBER : _____
 DEMAND DRAFT DATE : _____

STUDENT DETAILS (PLEASE ARRANGE ACCORDING TO SEAT NOS.)
 (in case of B.A/B.COM/M.A./M.COM arrange data according to specializationwise as well as seat numberwise)

NAME OF THE EXAMINATION / MONTH/YEAR/SPECIALISATION IF ANY,				
SR.NO.	NAME OF THE STUDENT	SEAT NUMBER	CONVOCATION FEES ACCORDING TO EXAMINATION	ISSUED RECEIPT NUMBER & DATE

To,
The Director,
Board of Examinations and Evaluation,
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:

(For 2018-19)

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 :

--	--	--	--	--

 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

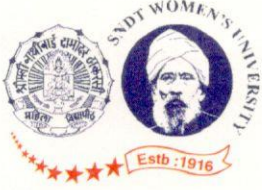
Forwarded Through Principal

(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.



SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

Pariksha Bhavan, Sir Vithaldas Thackersey Vidyavihar,
Juhu Road, Santacruz (West), Mumbai-400 049.
www.sndt.ac.in, E-mail: doee@sndt.ac.in; drexam@sndt.ac.in
E-mail : drexam1@sndt.ac.in, arexam@sndt.ac.in,

DOEE (D) : 2661 5159
Dy. Register : 2661 1524
Dy. Register 1 : 2660 3259
Asst. Register : 2661 5138
B.Ed, H.Sc, Nsg, DMLT : 2660 3322
B.A., B.Com., M.A., M.Com, Law : 2661 1595
Accounts : 2660 8374
Degree, Migm, Certi. : 2661 2877
M.Phil. Ph.D : 2660 3259
Confidential : 2661 2265
Tech.,Pharma., BCA,BMS : 2661 5985
CFC : 2660 8304 / 2661 5168

Ref : Exam/ Conv. - 2019 / 2019 - 20/ COLLEGE- DEPT / 124

AWARD OF DEGREE / DIPLOMA CERTIFICATES FOR THE ACADEMIC YEAR 2018- 19

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 2019 / January 2020. 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 2018 -19 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 you Department / Institution / College Counter

2) HOW TO CONTACT UNIVERSITY :

For any query, students can directly contact "The Director, Board of Examinations and Evaluation, 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 : doee@sndt.ac.in , drexam@sndt.ac.in , exam@sndt.ac.in , mcdc@exam.sndt.ac.in, sndtmcdc@gmail.com

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 2018-19 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 25, 2019.
Place : Mumbai

(Dr. Subhash Waghmare)
Director

Board of Examinations and Evaluation