



**SHREEMATI NATHI BAI 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
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DOEE (D) : 2661 5159
Dy. Registrar : 2661 1524
Dy. Registrar 1 : 2660 3259
Asst. Registrar : 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 : 69th Convocation/2019/2018-19/ 297

21st January, 2020.

To,

1. All the Heads of the University Departments / Institutions.
2. The Principals of the conducted & affiliated Colleges.

Sub : Distribution of Degree / Diploma Certificates for academic year 2018-2019.

Sir/ Madam,

You are hereby informed that, the Degree/ Diploma Certificates of qualified students who have been conferred the respective Degrees/ Diplomas at the 69th Annual Convocation held on 18th January, 2020 should be collected by the concerned Colleges/ Institutes / Departments. The concerned Heads of the University Departments/ Institutions/Principals of the Colleges are requested to ensure that, the Degree /Diploma Certificates so collected from the Examinations Section are handed over to the concerned students.

The Heads of the University Departments/ Institutions /Principals of the Colleges are requested to collect the Degree/Diploma Certificate on behalf of students, from the Pariksha Bhavan – Degree Unit, **between 11:00 am and 01:00 pm & 01:45 pm and 03:30 pm, Monday to Friday on working days between 27th January, 2020 to 28th February, 2020.** It is necessary for all Heads of the University Departments / Institutions and the Principals of the conducted and affiliated Colleges to send confirmation by email on mcdc@exam.sndt.ac.in before deputing any staff member to collect the degree/diploma certificates. It is also necessary to carry an **authority letter** and a **Photo Identity Proof as issued by the University Department / College** by the staff who is so authorized by the Institution, College or University Department.

- **Required documents for those Colleges/ Institutes & Departments who have remitted the Convocation Fee at Pariksha Bhawan, Juhu, Santacruz (w), Mumbai.**

1. List of students with College Code, Seat Number and Month and Year of Passing (The list should be arranged Seat number wise only).
 - i) In case of B.A./M.A./ B.COM/M.COM, the list of the students should be arranged subjectwise as well as seat numberwise.
 - ii) Degree/Diploma Certificates of previous years students (Ex- students) will not be handover to College staff who will be coming to collect certificate for the academic year 2018-19. The Principals / Directors/ Heads are requested to provide detailed address of students of earlier years, who have not collected the Degree / Diploma Certificates, with proper payment details. The University will send Degree/ Diploma Certificate directly to student.
2. Photocopy of consolidated Demand Draft or Original Receipt of payment of Convocation fee for Degree/ Diploma Certificate. (as per the Management Council Resolution no. 08(3) dated 08.08.2014 (i.e. Rs.375/- for First Certificate/Diploma & Bachelor's Degree, Rs. 450/- for Master's/Post Graduates Dip. and B.Ed. and Rs. 550/- For M. Phil & Ph.D. Degree Certificate)
3. The Undertaking (Format as per attached).

4. Authority letter required from concerned Heads of the University Departments / Institutions and the Principals of the Colleges with proper seal and stamp. The name of authorized person should be mentioned with designation. **Identity Card** issued by the competent authority is compulsory while collecting the Degree/Diploma Certificates.

• **Required documents for those Colleges/ Institutes/ Departments who have not paid the Convocation Fee till date (pls. check attachment)**

1. A consolidated Demand Draft of payment of Convocation fee for Degree/Diploma Certificate as per the Management Council Resolution no. 08(3) dated 08.08.2014 (i.e. Rs. 375/- for First Certificate/Diploma & Bachelor's Degree, Rs. 450/- for Master's/Post Graduates and B.Ed. and Rs. 550/- for M. Phil & Ph.D. Degree Certificate in favour of "The Registrar S.N.D.T. Women's University" payable at Mumbai.
2. List of students with College Code, Seat Numbers and Year of Passing (List should be arranged seat numberwise).
 - i) In case of B.A./M.A./ B.COM/M.COM, The list of the students should be arranged subjectwise as well as seat numberwise.
 - ii) Degree/Diploma Certificates of previous years students (Ex- students) will not be handover to College staff who will be coming to collect certificate for the academic year 2017-18. The Principals / Directors/ Heads are requested to provide detailed address of students of earlier years, who have not collected the Degree / Diploma Certificates, with proper payment details. The University will send Degree/ Diploma Certificate directly to student.
3. The undertaking (Format as per attached)
4. Authority letter required from concerned Heads of the University Departments / Institutions and the Principals of the Colleges with proper seal and stamp. The name of authorized person should be mentioned with designation. Identity Card issued by the competent authority is compulsory while collecting the Degree/Diploma Certificates.

The Director, Centre for Distance Education is requested to inform the qualified students to either come personally to collect the Degree or Diploma certificate from **Pariksha Bhavan – Degree Unit, between 11:00 am and 01:00 pm & 01:45 pm and 03:30 pm, Monday to Friday on working days from 30th January, 2020** or can send their application form by post for getting the Degree/ Diploma Certificate at their address through Speed Post. Convocation Form is available on University website with all details.

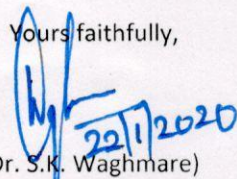
All the Ex- students other than those who qualified during Oct/Nov/Dec/Jan - 2018 and Mar/Apr/May/June – 2019, can send their applications with a copy of marksheet and Demand Draft of requisite fee in favour of "The Registrar S.N.D.T. Women's University" Payable at Mumbai, directly to this office with a new Degree/ Diploma form which is available on University website.

It may kindly be noted that, **No Extra Fee or amount to be charged from students.** If such incidence of extra charges being collected is reported or noticed, the University will initiate a strict action against Heads of the University Departments / Institutions and the Principal of the College. The Degree/ Diploma Certificates will be issued to authorized person only, on the basis of submission of above mentioned documents. In case of non receipt of Degree/Diploma Certificates and/ or if there is an error, in the name / class or grade / faculty or subject etc., the students are advised to submit an application for rectification within six months from the date of Convocation at the Examination Section – Degree Unit, Juhu Campus, Santacruz (w), Mumbai – 400 049 through the concerned University Department/College. In case of any query please contact Degree Section on

Board line 022-26615168 Ext. 103 or on direct line 022-26612877. You can also email your queries on mcdc@exam.sndt.ac.in

It may further be noted that, the formats of Migration Certificate, Passing Certificate, Duplicate Marksheet and Convocation Forms which can be downloaded from the University website - www.sndt.ac.in

Yours faithfully,


(Dr. S.K. Waghmare)
Director

Encl : As above

Board of Examinations and Evaluation

(To be filled by Colleges/Departments/ Institutes)

INFORMATION RELATED TO CONVOCATION FEES

NAME AND ADDRESS : _____
OF COLLEGE : _____
E-MAIL ID : _____
COLLEGE CODE : _____
NAME OF THE COURSE/
EXAMINATION : _____
PASSING YEAR : _____
TOTAL NO. OF STUDENTS : _____
PAYMENT DETAILS - : Demand Draft / Cash
AMOUNT : _____
NAME OF THE BANK : _____
DEMAND DRAFT NO. : _____
DEMAND DRFT DATE : _____

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

SR.NO.	NAME OF THE STUDENT	NAME OF THE EXAM.	PASSING MONTH & YEAR	SEAT NUMBER	CONVOCATION FEES	RECEIPT NUMBER & DATE

(Please type the same on your College/Department Letter Head)

Exam : Convocation/2018/2018-19/

Date:

To,
The Director,
Board of Examinations and Evaluation,
SNDT Women's University,
Pariksha Bhavan,
Juhu Campus,
Mumbai - 400 049

UNDERTAKING

I am to state that the Degree/Diploma Certificates received from the Director, Board of Examinations and Evaluation, S.N.D.T. Women' University, Pariksha Bhavan for _____ Degree/Diploma Course will be distributed to the students without delay and without charging any extra fees. I also further state that if such things are noticed, the Principal and Management of the College will be abide for the disciplinary action taken by the University and shall be liable for any punishment imposed by the University.

Yours faithfully,

(Stamp & Signature of the College Principal/
Director of University Dept. / Authorized Sign)

Authority Letter Format

(Please type the same on your College/Department Letter Head)

Ref :

Date :

To,

The Director,
Board of Examinations and Evaluation
SNDT Women's University,
Pariksha Bhavan,
Juhu Campus,
Mumbai - 400 049.

Subject :

Reference :

Sir,

With reference to your letter no..... dated...../...../..... I hereby authorize, our staff member Shri/Smt. _____ to collect Degree/Diploma certificate(s) for _____ examination for the academic year 2018-19 of our College/Institute/ University Department. The seat numberwise list of students, information of payment, undertaking are enclosed herewith for your ready reference. The specimen signature of our staff is as mentioned below.

Signature : _____

Name : _____

Thanking you.

Yours faithfully,

(Stamp and Signature of the College Principal/
Head of the University Department/Institution)