



SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road, Churchgate, Mumbai - 400 020.
Telegram : UNIWOMEN • Telephone : 2203 1879 • Fax : 2201 8226
Website : www.sndt.ac.in

Ref. No.
Ac/F.& A./Mgt./2014-15/ **331.**

S.N.D.T. WOMEN'S UNIVERSITY
PARIKSHA BHAVAN,
JUHU ROAD, SANTACRUZ (W),
MUMBAI - 400 049.

DATE: 11 OCT 2014

INWARD No.: 5019

Section: _____ Sign.: _____

Date :- 24-09-2014

The Controller of Examination
University Exam Section
S.N.D.T. Women's University
Juhu Campus
Mumbai - 400 049.

Subject :- The proposal for revision of the Convocation Degree/Diploma Certificate Fees and to prescribe the Late Fee for not collecting Degree/Diploma Certificates in time, as recommended by the Board of Examinations vide resolution no.5 dated 28-11-2014.

Sir,

With reference to your proposal no.Exam/Fee Revision/2014-15/ dated 03-05-2014 regarding the proposal for revision of the Convocation Degree/Diploma Certificate Fees and to prescribe the Late Fee for not collecting Degree/Diploma Certificates in time, as recommended by the Board of Examinations vide resolution no.5 dated 28-11-2014. This is to inform you that your proposal was placed before the Management Council at it's meeting held on 22-08-2014.

The Management Council vide it's agenda item no. 8 (3) (Finance & Accounts Committee agenda item no.3 dated 08-08-2014) has considered the proposal and has passed the following resolution :-

RESOLUTION:

RESOLVED that, the proposal for revision of the Convocation Fee and for charging the Late Fee for delay in collecting the Degree Certificates be approved as under :-

Sr. No.	Charges	Fees to be charged w.e.f. 2014-15	Penalty to be charged w.e.f. 2014-15
1.	Under Graduate Degree/Diploma of the University	Rs.375/- in person Rs.375 + Rs.50 by post	Rs.375/- for delay of every 2 years from the date of convocation
2.	Post Graduate Degree/PG Diploma of the University	Rs.450/- in person Rs.450 + Rs.50 by post	Rs.450/- for delay of every 2 years from the date of convocation
3.	M.Phil & Ph.D. Degree of the University	Rs.550/- in person Rs.550 + Rs.50 by post	Rs.550/- for delay of every 2 years from the date of convocation



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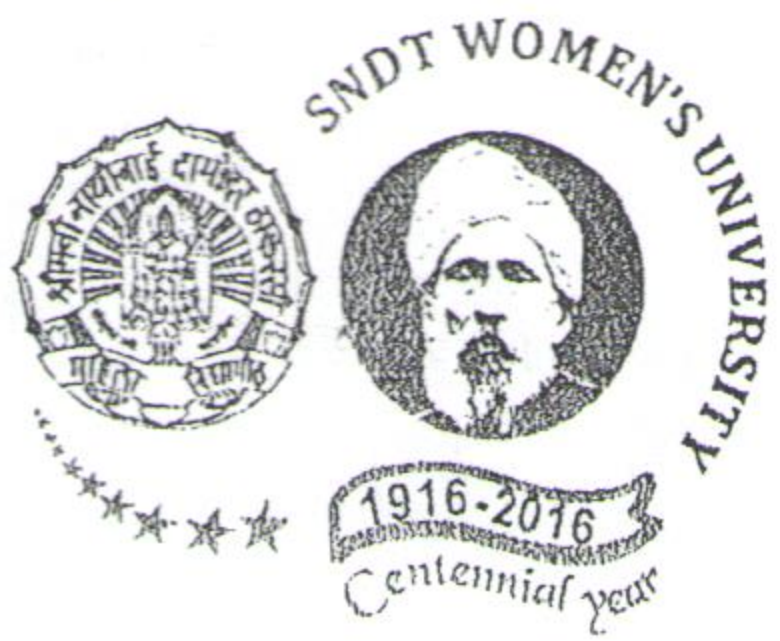
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You are requested to take necessary action as per the above resolution under intimation to this office.

Yours faithfully,

(Dr. S. Kumudhavalli)

Registrar & Finance & Accounts Officer (Addl. Charge)



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; dexam@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, Migm. : 2661 2877
M.Phil., Ph.D : 2660 3259

Exam : Conv. Form/2017/2016-17/110

Date: 18th May, 2017.

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 Form for award of Degrees / Diplomas at the
67th Annual Convocation (for the academic year 2016-2017).**

**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 2016-2017 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, 2017**. 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, SNTD Women's University**" payable at Mumbai and the same be forwarded to the Controller of Examinations, SNTD 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 filled in 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, 2017**.

The qualified students of the Centre for Distance Education may forward their applications for award of Degree / Diploma Certificate to the Controller of Examinations, SNTD 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 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 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 mcddc@exam.sndt.ac.in

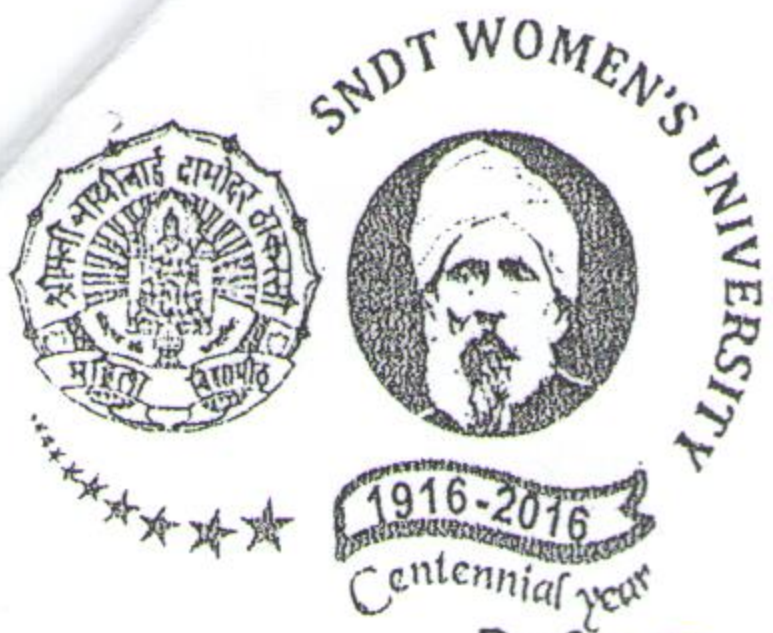


Yours faithfully,

(Dr. Subhash Waghmare)
Director

Board of Examinations and Evaluation

Encl : As above



**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**

Ref : Exam/ Conv. - 2017 / 2016 -17/ COLLEGE- DEPT /110

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AWARD OF DEGREE / DIPLOMA CERTIFICATES FOR THE ACADEMIC YEAR 2016- 17

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 2017 / January 2018. 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 2016 -17 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 2016-17 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 : May 18, 2017.
Place : Mumbai

(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 : Demand Draft Only
 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)

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



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 :

--	--	--	--	--

 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 ☐

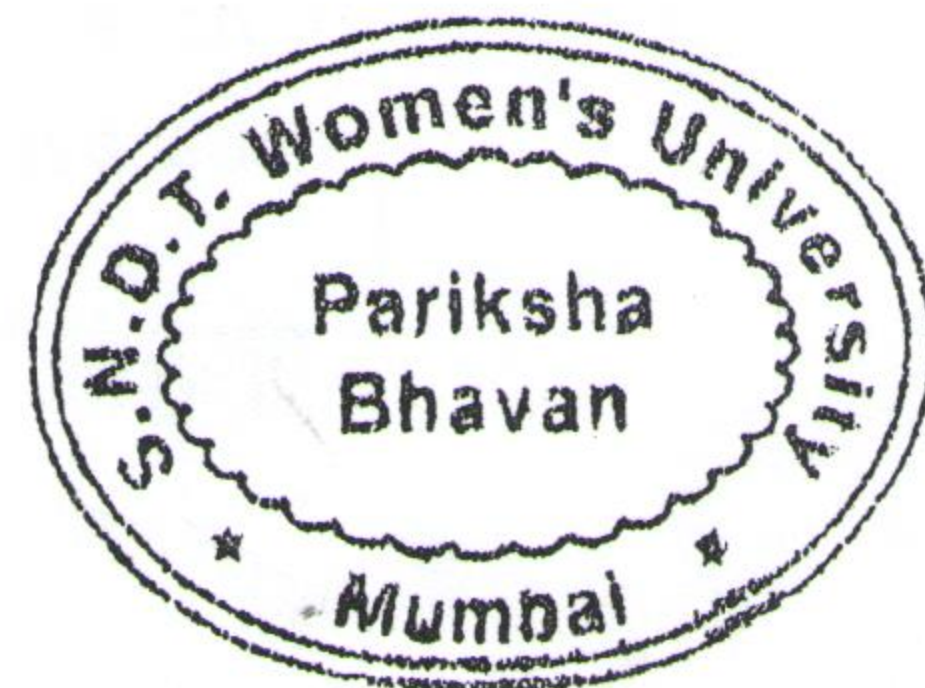
Forwarded Through Principal

(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.



**CALCULATION TABLE FOR CHARGING CONVOCATION FEE WITH LATE FEE
FPR COLLECTING DEGREE / DIPLOMA CERTIFICATES**

Sr. No.	Convocation on year	Convocation Date	Difference of year up to 2021	Difference as on Apr-21	Free structure from June 2015 onwards (as per Mgnt. Council Resolution No.08(3) dated 08.08.2014)			Fee and Late fee From April 2021		
					For first Certificate /Diploma & Bachelor's Degree	For Second Degree Master's P.G. and B Ed. Degree	For Third Degree M.Phil & Ph.D Degree	For First Certificate Degree & Bachelor's Degree	For Second Degree Master's/ P.G. and B Ed Degree	For Third Degree M.Phil& Ph.D. Degree
1	1971	25.09.1971	50	25.0	375	450	550	9375	11250	13750
2	1972	23.09.1972	49	24.0	375	450	550	9000	10800	13200
3	1973	08.09.1973	48	24.0	375	450	550	9000	10800	13200
4	1974	12.10.1974	47	23.0	375	450	550	8625	10350	12650
5	1975	01.12.1975	46	23.0	375	450	550	8625	10350	12650
6	1976	22.02.1977	45	22.0	375	450	550	8250	9900	12100
7	1977	30.11.1977	44	22.0	375	450	550	8250	9900	12100
8	1978	01.01.1979	43	21.0	375	450	550	7875	9450	11550
9	1979	11.11.1979	42	21.0	375	450	550	7875	9450	11550
10	1980	20.12.1980	41	20.0	375	450	550	7500	9000	11000
11	1981	12.12.1981	40	20.0	375	450	550	7500	9000	11000
12	1982	30.12.1982	39	19.0	375	450	550	7125	8550	10450
13	1983	25.11.1983	38	19.0	375	450	550	7125	8550	10450
14	1984	24.11.1984	37	18.0	375	450	550	6750	8100	9900
15	1985	11.02.1986	36	18.0	375	450	550	6750	8100	9900
16	1986	22.11.1986	35	17.0	375	450	550	6375	7650	9350
17	1987	21.11.1987	34	17.0	375	450	550	6375	7650	9350
18	1988	26.11.1988	33	16.0	375	450	550	6000	7200	8800
19	1989	20.11.1989	32	16.0	375	450	550	6000	7200	8800
20	1990	15.12.1990	31	15.0	375	450	550	5625	6750	8250
21	1991	21.12.1991	30	15.0	375	450	550	5625	6750	8250
22	1992	19.12.1992	29	14.0	375	450	550	5250	6300	7700
23	1993	07.01.1994	28	14.0	375	450	550	5250	6300	7700
24	1994	09.01.1995	27	13.0	375	450	550	4875	5850	7150
25	1995	05.01.1996	26	13.0	375	450	550	4875	5850	7150
26	1996	20.12.1996	25	12.0	375	450	550	4500	5400	6600
27	1997	23.12.1997	24	12.0	375	450	550	4500	5400	6600

**CALCULATION TABLE FOR CHARGING CONVOCATION FEE WITH LATE FEE
FPR COLLECTING DEGREE / DIPLOMA CERTIFICATES**

Sr. No.	Convocation on year	Convocation Date	Difference of year up to 2021	Difference as on Apr-21	Free structure from June 2015 onwards (as per Mgnt. Council Resolution No.08(3) dated 08.08.2014)			Fee and Late fee From April 2021		
					For first Certificate /Diploma & Bachelor's Degree	For Second Degree Master's P.G. and B Ed. Degree	For Third Degree M.Phil & Ph.D Degree	For First Certificate Degree & Bachelor's Degree	For Second Degree Master's/ P.G. and B Ed Degree	For Third Degree M.Phil& Ph.D. Degree
28	1998	28.12.1998	23	11.0	375	450	550	4125	4950	6050
29	1999	21.12.1999	22	11.0	375	450	550	4125	4950	6050
30	2000	26.12.2000	21	10.0	375	450	550	3750	4500	5500
31	2001	05.01.2002	20	10.0	375	450	550	3750	4500	5500
32	2002	04.02.2003	19	9.0	375	450	550	3375	4050	4950
33	2003	28.01.2004	18	9.0	375	450	550	3375	4050	4950
34	2004	16.03.2005	17	8.0	375	450	550	3000	3600	4400
35	2005	28.01.2006	16	8.0	375	450	550	3000	3600	4400
36	2006	27.02.2007	15	7.0	375	450	550	2625	3150	3850
37	2007	05.02.2008	14	7.0	375	450	550	2625	3150	3850
38	2008	07.02.2009	13	6.0	375	450	550	2250	2700	3300
39	2009	30.03.2010	12	6.0	375	450	550	2250	2700	3300
40	2010	04.01.2011	11	5.0	375	450	550	1875	2250	2750
41	2011	07.12.2011	10	5.0	375	450	550	1875	2250	2750
42	2012	18.12.2012	9	4.0	375	450	550	1500	1800	2200
43	2013	23.12.2013	8	4.0	375	450	550	1500	1800	2200
44	2014	09.01.2015	7	3.0	375	450	550	1125	1350	1650
45	2015	17.02.2016	6	3.0	375	450	550	1125	1350	1650
46	2016	20.01.2017	5	2.0	375	450	550	750	900	1100
47	2017	07.03.2018	4	2.0	375	450	550	750	900	1100
48	2018	11.02.2019	3	1.0	375	450	550	375	450	550
49	2019	18.01.2020	2	1.0	375	450	550	375	450	550
50	2020	17.02.2021	1	1.0	500	500	550	500	500	550

Rs.50/- will be charges additionally for posting the Degree / Diploma Certificate at student's address