



**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. 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

Ref. No. : Exam/72<sup>nd</sup> Convo/2022-23/527

Date : 14.02.2023

To,

1. The Principals of Affiliated/Conducted Colleges,
2. The Heads of Recognised Institutions/Departments.

**Sub. : Distribution of Degree/Diploma Certificates for examination held on  
Oct/Nov 2021 and Mar/Apr/May 2022**

Respected Sir/Madam,

It is requested to all Affiliated/Conducted Colleges and Recognised Institutions/Departments to **collect the Degree/Diploma Certificates for the examination held on Oct/Nov 2021 and Mar/Apr/May 2022 from Pariksha Bhavan, Juhu Campus, Santacruz West, Mumbai 400 049 from on 21.02.2023 to 24.02.2023 between 10.30 a.m. to 01.00 p.m. and 01.45 p.m. to 3.30 p.m.**

**Please bring along :**

1. Fee Receipt : Fees details i.e. fees paid for concerned students for Degree/Diploma certificates along with the list of concerned student's.
2. Authority Letter : Letter should be original and should be printed on college letter head mentioning the person's name, designation who is authorized to collect the Degree/Diploma certificates for the examination held on Oct/Nov 2021 and March/April/May 2022, duly stamped and signed by the Principal/Head/Director of concerned colleges/department/institutions.
3. Authorized person should carry photo identity proof.
4. Please Do not send the sweepers or peons, who cannot read or write to collect the Degree/Diploma Certificates.

**Important Note :**

1. Please check the details mentioned in Degree/Diploma Certificate i.e.
  - a. Name of the student – should be identical in all documents issued by College and University i.e. in all Marksheets, Passing, Transfer, Migration, Degree/Diploma Certificates etc.  
As per Maharashtra Government, Higher and Technical Education, Department, Mantralaya, Mumbai-32, G.R.No.:1103/(173/03)/Vishi-2 dated 11.03.2005 and SNDT Women's University Circular no.:Estb./Gen-15/2005-2006/84 dated 07.04.2005 regarding to include the name of the mother along with father's name in the application forms (While taking admission in the college) Mark-list, Degree and other documents of the candidates.
  - b. Name of the examination
  - c. Specialization if any
  - d. Month and year of examination held on

**If found any discrepancy please inform us on or before 28.02.2023 with all supporting documents.**

**If name corrections is found in marksheets then penalty for Rs. 500/- per marksheet and Rs. 500/- for degree/diploma certificate will impose as per Circular No. exam/Mgt.C/Penalties/2015-16/445 dt. September 22, 2015.**

Thanking you,

Yours faithfully,

(Dr. Sanjay Shedmake)  
Director

Board of Examinations and Evaluation  
(Addl. Charge)