



Ref. No. : Exam/73nd Convo/2023-24/340

Date : 29.01.2024

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 2022 and Mar/Apr/May 2023.

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 2022 and Mar/Apr/May 2023 from Pariksha Bhavan, Juhu Campus, Santacruz West, Mumbai 400 049 from on 22.02.2024 to 28.02.2024 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 2022 and March/April/May 2023, 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 05.03.2024 with all supporting documents.

If name corrections is found in marksheets then penalty for Rs. 500/- per maksheet and Rs. 500/- for degree/diploma certificate will impose as per Circular No. exam/Mgt.C/Penalties/2015-16/445 dt. September 22, 2015. and no.: 381 dt. 21.11.2022.

Thanking you,

Yours faithfully,

(Dr. Sanjay Nerkar)

Director

Board of Examinations and Evaluation