

# SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

Pariksha Bhavan , Juhu Campus, Mumbai – 400049.

## CITIZEN'S CHARTER

<b>Name and contact number of the Appellate Officer to whom complaint can be made in case service is not provided to a citizen.</b>	<b>Dr Sanjay Nerkar , Director , Board of Examinations &amp; Evaluation ,</b> S.N.D.T. Women's University, Pariksha Bhavan,Juhu Road, Santacruz (W), Mumbai – 400049.022-20861745 Email– <a href="mailto:doee@sndt.ac.in">doee@sndt.ac.in</a>
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## Certificate Unit , Ground Floor, Pariksha Bhavan

<b>Names of the Officers and staff providing services.</b>		Shri. Vijay Jadhav (Sr Clerk), Smt. Suvarna Maru (Senior Clerk ), Smt. Ravita Jadhav (Jr. Clerk-Cum-Typist) Shri. Aniket Rathod (Jr. Clerk-Cum-Typist) Contact Information: 022 – 20861744 E Mail ID : mcddc@exam.sndt.ac.in		
<b>Sr.No.</b>	<b>Information of services provided by the Units.</b>	<b>Prescribed fee</b>	<b>Documents required.</b>	<b>Time limit for providing the services after submission of requisite application.</b>
01	<b>*Degree/Diploma Certificate</b> (A) For Certificate/Diploma & Bachelors Degree Programmes (B) For Post Graduate Diplomas / Masters Degree and Bachelor of Education Programmes (C) For Master of Philosophy and Doctor of Philosophy	**Rs.500/-  **Rs.500/-  **Rs.550/-	**** 1.1 Photocopy of All semesters/Year Marksheet	On the day of Convocation
02	<b>*Correction in Degree/Diploma Certificate(application need to be forwarded within 6 months after the convocation)</b> (A) For Certificate/Diploma & Bachelors Degree Programmes (B) For Post Graduate Diplomas/Masters Degree and Bachelor of Education Programmes (C) For Master of Philosophy and Doctor of Philosophy	**Rs.500/-  **Rs.500/-  **Rs.550/-	2.1 Photocopy of Degree/ Diploma Certificate 2.2 Photo copy of corrected Marksheet	21 Days
03	<b>*Duplicate Degree/ Diploma Certificate</b>	**Rs.750/-	3.1 Photo copy of Final Year Marksheet 3.2 Affidavit on stamp paper of Rs. 100/- non judicial stamp paper	01 Month

04	*Migration Certificate	**Rs.255/- + 50/- postal Charge	4.1 Photo copy of All Marksheets 4.2 Photocopy of Leaving Certificate / Transfer Certificate generated on DU Portal 4.3 Original Previous University Migration Certificate (if migrate from other University)	15 Days
05	* Confirmation of Migration Certificate /Duplicate Migration Certificate	**Rs.255/- + 50/- postal Charge	5.1 Photo copy of All Marksheets 5.2 Photocopy of Leaving Certificate /Transfer Certificate generated on DU Portal 5.3 Photo copy of Previous University Migration Certificate (if migrate from other University) 5.4 Affidavit for loss of original Migration Certificate to be prepared on a Stamp Paper of Rs.100/- (non judicial Stamp Paper).	10 Days
06	*Duplicate Marksheet	**Rs.150/-	6.1 The details about examination, year, seat number etc. are compulsory need to be provided. 6.2 Affidavit for loss of original Marksheet to be prepared on a Stamp Paper of Rs.100/- (non judicial Stamp Paper)	15 Days

07	*Passing Certificate	**Rs.150/-	7.1	Photo copy of all year Marksheet	15 Days
08	*Provisional Passing Certificate	**Rs.150/-	8.1	Photo copy of all year Marksheet	15 Days
09	*Merit Certificate	**Rs.150/-	9.1	Only for Merit Rankers and Prize Winner students	➤ Once in a year at the time of convocation ➤ On request within 10 Days
10	*Rank Certificate	**Rs.150/-	10.1 10.2	Photo copy of all Year Marksheet Photocopy of Press copy duly attested by the College Institution /University Department.	10 Days
11	*Percentage Certificate	**Rs.150/-	11.1	Photo copy of all year Marksheet	15 Days
12	*Attempt Certificate	**Rs.150/-	12.1	Photo copies of all previous Marksheets	15 Days
13	*Medium of Instruction	**Rs.150/-	13.1	Photo copy of all Marksheet	15 Days

<b>Certificate Unit, Ground Floor, Pariksha Bhavan</b>				
<b>Names of the Officers and staff providing services.</b>		Shri. Vijay Jadhav (Sr Clerk), Smt. Suvarna Maru (Senior Clerk ) , Smt. Ravita Jadhav (Jr .Clerk-Cum-Typist) Shri. Aniket Rathod (Jr. Clerk-Cum-Typist) Contact Information: 022 -20861744 E Mail ID : mcdc@exam.sndt.ac.in		
<b>Sr.No.</b>	<b>Information of services provided by the Units.</b>	<b>Prescribed fee</b>	<b>Documents required.</b>	<b>Time limit for providing the services after submission of requisite application.</b>
<b>Authentication/Verification of Transcript and Educational Documents</b>				
14	*Educational Institutes / Government establishments with in India	**Rs.500/- (for two sets) **Rs. 200/- will be charged for every additional set	14.1 Original Letter issued by The Educational Institute 14.2 Photo copies of The educational qualification for Which authentication / verification is sought.	15 Days
15	*Foreign Universities / Countries / Consulates / Private / HRD & Corporate Sector (within and outside India)	**Rs.1500/- (for two sets) **Rs. 200/- will be charged for every additional set	15.1 Original letter issued by The concerned organizations. 15.2 Photo copies of The educational qualification for Which authentication/ verification is sought.	15 Days
16	*Transcript Verification/Authentication	**Rs.1000/- **Rs. 200/- will be charged for every additional set	16.1 Set of Original Transcript issued by the College / University Departments	15 Days

**Faculty of Commerce & Management Unit, Faculty of Humanities Unit, Faculty of Science and Technology Unit and Faculty of Interdisciplinary Unit; First Floor, Pariksha Bhavan**

<b>Names of the Officers and staff providing services.</b>		<b>Commerce &amp; Management Unit</b> -Shri Ramesh Ghige; Smt Asha Shetty 022 -26611595 ; E mail ID : <a href="mailto:bcom@exam.sndt.ac.in">bcom@exam.sndt.ac.in</a> ; mcom@exam.sndt.ac.in <b>Humanities Unit</b> –Shri Kamlakar Jadhav; Shri Rohit Naik& Shri Balu Harwate 022-26603322 <a href="mailto:ba@exam.sndt.ac.in">ba@exam.sndt.ac.in</a> ; ma@exam.sndt.ac.in <b>Science and Technology</b> – Smt . Trupti Gosavi ;Shri Rohan Pujare; Shri Sachin Hazare 022-26615985 <a href="mailto:bcamca@exam.sndt.ac.in">bcamca@exam.sndt.ac.in</a> ; <a href="mailto:pharmacy@exam.sndt.ac.in">pharmacy@exam.sndt.ac.in</a> ; <a href="mailto:homesc@exam.sndt.ac.in">homesc@exam.sndt.ac.in</a> <b>Interdisciplinary Unit</b> -Shri. Samit Parange; Shri Sandip Shirsath & Shri Bhika Dhadwad 022 – 26603322 <a href="mailto:bedmedma@exam.sndt.ac.in">bedmedma@exam.sndt.ac.in</a>		
17	<b>*Photo copy of Answer book</b> The student may apply for Photocopy of answer book(s) in prescribed format to the Controller of Examinations, within the period of 07 days from the date of declaration of result, of the concerned examination.	**Rs.150/-Per Answer book	***17.1 Photo copy of Marksheet	07 Days
18	<b>*Verification of Marks</b> The student may apply for verification of marks in prescribed format to the Director, Board of Examinations and Evaluation, within the period of 07 days from the date of declaration of result of the concerned examination. (A) Provided that, the student applying for verification will not be eligible for applying for revaluation in the same head or heads of the University Examination	**Rs.30/-Per Paper	***18.1 Photo copy of Marksheet	07 Days
19	<b>*Revaluation of Answer book</b> The student may apply for revaluation of answer book in prescribed format to the Director, Board of Examinations and Evaluation within 30 days from the date of declaration of the result of the concerned examination. (Maximum two answer books per semester of student can be revaluated.)	**Rs.750/- (Per Answer book)	***19.1 Photocopy of Marksheet	30 Days

\* Application form can be downloaded from University Website or from the Counter at Examinations Section.

\*\* The requisite fee revised time to time can be paid by Cash/RTGS/NEFT/QR CODE should be in favor of “**The Registrar, SNDT Women’s University**”, payable at Mumbai Bank Name :- Canara Bank, Branch SNDT, Juhu , Mumbai – 400049, Account Number:- 4634101000022, IFSC Code:- CNRB0004634. Details about QR Code please visit to our website : [sndt.ac.in](http://sndt.ac.in) click on Exam Section click on Fee Structure at the end of page QR Code is display. please send scan copy of this form on given mail ID:- [qr.rtgs.neft@exam.sndt.ac.in](mailto:qr.rtgs.neft@exam.sndt.ac.in) & [mcdc@exam.sndt.ac.in](mailto:mcdc@exam.sndt.ac.in)

\*\*\* The application form should be submitted through the Principal /Director, Head of the Institution.

\*\*\*\* Late fee will be charged for delay in collecting Degree/ Diploma certificates