

Procedure for Duplicate Marksheet.

1. Fill the APPLICATION FORM FOR DUPLICATE MARKSHEET CERTIFICATE

- Click on sndt.ac.in
- Click on Home
- Click on Examination Section
- Click on Downloads Forms
- Click on Application Form For Duplicate Marksheet Certificate Form

2. Payment for Duplicate Marksheet to Pariksha Bhavan, Juhu

- Fees for Duplicate Marksheet at Pariksha Bhavan, Juhu
 - Fees : Rs. 150/- per duplicate marksheet
 - Application for Duplicate Marksheet should be sent by registered post, an additional amount of **Rs. 50/-** towards postal charges be remitted.
 - Cash Counter Time of Pariksha Bhavan : 10.00 a.m. to 03.00 p.m. (Excluding Lunch Break : 01.00 p.m. to 01.45 p.m.)
 - Fee can be paid by Cash or by Demand Draft. Demand Draft should be drawn in favour of "**The Registrar, SNDT Women's University, Mumbai**", payable at Mumbai.

3. Enclosure

- Duly Filled Application form for Duplicate Marksheet
- Receipt for fee paid – **UNIVERSITY COPY** (if fee paid at Accounts Unit Counter of Pariksha Bhavan, Juhu)
- Photocopies of all **Marksheets – front and back both side** – (other than misplaced marksheet) - individual as well as consolidated (including ABSENT/FAIL/ATKT/PASS) **marksheets should be readable and the same serially attached Semester I, II, etc.**
- Photocopy of **College Ledger** (for lost marksheet) as available at College/Department/Institute duly stamped and signed by Principal / HoD / Director
- An affidavit on **Rs.100/- stamp paper** for "loss of original marksheet".

4. Processing Time for Duplicate Marksheet

- Usually takes 15 working days
- Any query regarding the status of application for Duplicate Marksheet submitted to Pariksha Bhavan, Juhu please contact only after 15 working days : Contact Number 022-26612877 / 022-26608462 Extn. 2395

Important Note

1. Duplicate marksheet is issued only for examinations conducted by University.
2. Fee once paid will not be refunded.
3. Incomplete and wrong details in application will not be entertained and no correspondence in that behalf will be made.
4. In case of incomplete document or less fee paid, the working days for issuance of duplicate marksheet will be calculated after the completion of the document or payment of fee.
5. As soon the student receives the Duplicate Marksheet, she should check whether the details printed on the Duplicate Marksheet are correct. If case of any corrections/mistake, the same be intimated to the University within 10 days. In case of delay in reporting the correction, penalty of Rs. 150/- per marksheet will be charged.