

SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY
Pariksha Bhavan, Sir Vithaldas Vidyavihar, Juhu Road, Santacruz (W), Mumbai 400 049.
Tel.No.: 022-26612877 (Direct) / 022-26608462/93 E-mail : mcdc@exam.sndt.ac.in
APPLICATION FORM FOR DUPLICATE MARKSHEET
(Only for Examinations conducted by University)

To,
The Director,
Board of Examinations and Evaluation,
S.N.D.T. Women's University,
Pariksha Bhavan,
Sir Vithaldas Thackersey Vidyavihar,
Juhu Road, Santacruz (West),
Mumbai 400 049.

Amt. of Fees (Rs.) : _____
Receipt No. : _____
Date : _____
Mode of Payment : Cash / Online

Name of the Student : _____
(As per Marksheet/Degree Certificate)
Address for Correspondence: _____
(Within India only)
_____ Pin Code : _____

E-mail Id: _____ Contact Numbers: _____

DETAILS OF DUPLICATE STATEMENT OF MARKS / LOSS MARKSHEET

Name of the Examination: _____ Semester / Year _____
Seat Number: _____ Month and Year _____
Name of College/Institute/Dept. _____
Mode of Study: Regular / Distance
Reasons for obtaining Duplicate Marksheet _____

Signature of the Student / Guardian / Parent

From Last attended College/Department/ Institute

I am to forward herewith an application of Ms. _____ for Duplicate Marksheet. The applicant has not been restricted or debarred by the University and I have no objection to issue her Duplicate Marksheet by the University.

Signature and Seal
Principal/HoD/Director

INSTRUCTIONS :

1. Duplicate marksheet is issued only for examinations conducted by University.
2. Fee for Duplicate Marksheet : Rs. 150/- per marksheet
3. In case, the Duplicate Marksheet is to be sent by post, an additional amount of **Rs.50/-** towards postal charges be remitted.
4. Fees can be paid by Cash/RTGS/NEFT/QR Code should be in favour of "The Registrar SNDT Women's University, Mumbai."

(a) Details about RTGS/NEFT: BANK NAME: CANARA BANK, BRANCH: SNDT,

JUHU MUMBAI - 400049, ACCOUNT NUMBER: 463410100022, IFSC CODE:
CNRB0004634, Details about QR Code please visit to our website: sndt.ac.in click
on Exam Section click on Fee Structure at the end of page QR Code is display.



(b) Payment details of the students:

From Account Name: _____

Reference Id / UTR Number : _____ Date _____

From Account Number: _____ Bank Name: _____

and please send scan copy of this form on given mail ID
qr.rtgs.neft@exam.sndt.ac.in

5. **List of Documents to be enclosed with application form :**
 - a. Receipt for fees paid - **UNIVERSITY COPY** (If fees paid by cash at Accounts Unit Counter of Pariksha Bhavan, Juhu)
 - b. Photocopies of **all** Marksheets - front and back both sides - (other than misplaced marksheet) - individual as well as consolidated (Including ABSENT/FAIL/ATKT/PASS) marksheets and the same **should be readable and be serially attached as Semester I, II, etc.**
 - c. Photocopy of College Ledger (for lost of marksheet) as available at College/Department/Institute duly stamped and signed by Principal/HoD/Director (**COMPULSORY**)
 - d. An affidavit on **Rs.100/- stamp paper** for "loss of original marksheet."
6. **Processing Time** : Usually takes 20 working days.
7. **Fee once paid will not be refunded.**
8. Incomplete and wrong details in application will not be entertained and no correspondence will be made in that behalf.
9. In case of incomplete document or less fee paid the working days will be calculated after the completion of the document or payment of fee.
10. As soon the student receive the Duplicate Marksheet, she should check whether the details printed on the Duplicate Marksheet and see if they are correct. If case of any corrections/mistake, the same be intimated to the University within 10 days. In case of delay, the penalty of Rs. 150/- will be charged per marksheet.

