



GRAM: UNIWOMEN PHONE : 26608462/26608493 Ext. 395

SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY

Pariksha Bhavan, Sir Vithaldas Vidyavihar, Juhu Road, Santacruz (W),
Mumbai- 400 049.

No. CONV: 2007/2007-08/

Sub: REGARDING DEGREE / DIPLOMA CERTIFICATE

Dear Student,

I am glad to know that you are eligible to receive Degree / Diploma at the next Annual Convocation which is likely to be held in the month of December / January / February. The University will intimate the date of the Convocation as and when to all its colleges / institution / departments and you may please contact your college / institution / department office to ascertain the date of Convocation.

Students who have passed in the **Academic year 2007-08 have to pay their fees & Convocation forms at their respective Colleges.** Only signal form & fees will be accepted at Pariksha Bhavan. All old year ('X' students from year 1999 to 2007) students can pay their fees at Pariksha Bhavan, Santacruz (W).

FEES:

- For original Degree / Diploma Certificate : Rs. 375/-
- For Duplicate Degree / Diploma Certificate : Rs. 750/-

HOW TO SUBMIT A DEGREE / DIPLOMA CERTIFICATE FORM:-

Required document are:

- Cash payment or DD of Rs. 375/-
- A Xerox copy of Final year Marksheet
- A self addressed envelope of 9" x 4" size.

HOW TO PAY THE FEES :

- Students can pay their fees by DD or Cash. Payment through Cheque, MO, Postal Orders is not accepted by the University. DD should be in favour of "**The Registrar SNTD Women's University, Mumbai**" (**KEEP A XEROX OF DD FOR YOUR REFERENCE**)
- Fees will be accepted only **at the Account Section**, Gr. Pariksha Bhavan, between 10.30 a.m. to 01.00 p.m. & 01.30 p.m. to 02.30 p.m. (Monday to Friday only)

HOW TO SUBMIT :

- Students can submit their forms only at **Degree Dept.** Gr. Floor, Pariksha Bhavan, between 10.15 a.m. to 01.00 p.m. & 01.45 p.m. to 03.00 p.m. (Monday to Friday only)

LAST DATE OF SUBMISSION :

- Students can submit their form with prescribed fees on or before October 31st, 2008. The forms will not be accepted after the date under any circumstance.

HOW TO CONTACT US :

- Students can come personally or send their forms on the address mentioned below:
To, The Controller of Examinations, SNTD Women's University
Pariksha Bhavan, Juhu Tara Road, Santacruz (W), Mumbai-49, Tel: 26608462 / 26608493 Ext. 395.

HOW TO COLLECT CERTIFICATE:

- Students who have passed in the academic year 2007-08 can collect their certificate with proper Payment receipt (issued by your college) & mark-sheet Xerox on any working day except Saturday after the date of Convocation. The time & period limit will be informed later on to your Colleges / Institutions / Departments.
- The other " X " students who have applied for convocation certificate will be informed letter on for the time & period.
- If students are unable to come personally then they can collect their Certificate through their relatives / friends. However in such cases please give them a letter of Authority along with the original fee receipt & mark-sheet Xerox to collect the certificate. In case of DD please send a Xerox copy of DD along with a mark-sheet.

- It students do not collect their certificate within 45 days from the day of Convocation, the Certificate would be sent to them at their risk by Registered Post & Courier Service to their address.

Adan
(DR. MADHU MADAN)

Registrar

Date : _____

Place:- _____

For College use only:

For University use only

Received Rs. : _____

Receipt No. : _____

Dated : _____

Ticking done

Remark if any _____

STUDENTS PLEASE FILL ALL THE INFORMATION IN BLOCK LETTER ONLY.

To,
The Registrar,
SNDT Women's University,
Mumbai- 400 049.

Please paste one copy of your photograph here

Application for - Original Certificate Duplicate Certificate

- ✓ Surname : _____
- ✓ First Name : _____
- ✓ Middle Name : _____
- ✓ Mother Name : _____

- Residential Address : _____

- I will collect my Degree : _____ In person Absentia In

- In this connection, I am giving following Details. (Block Letter)

1. Full name of students At the time of Examination _____
2. Name of the Examination _____
3. Month & Year of the Examination _____
4. Seat No. _____
5. Class / Grade _____
6. Specialization (if any) _____
7. Examination Centre _____

8. Name of the College / Department _____

9. Mode of payment

Please tick – mark whichever is applicable.

Cash

DD

Yours faithfully

Date _____

Signature of Student