



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY
Sub Post Office Kakryal, Katra-182320, J&K, India
(Recognized under section 12 (B) & 2 (f) of UGC Act, 1956)

Subject: Dispatch of Degree Certificates & other academic documents.

Ref.: Notification No. SMVDU/EXAM/17/42-59 Dated: 31-07-2017 (copy enclosed)

Dear Student,

As per our record, you have not collected your Degree Certificate and are advised to collect the same through one of the following modes:

1. **In person**: You are required to pay the fee of Rs. 1000/- (if already pay, please carry copy of receipt) and submit to the Office of AR(AA) along with an application for issue of Degree Certificate.
2. **Through parent**. In case you are unable to visit the University, you may authorize your parent to collect the same on your behalf. In this case the authorization, as per attached format, is to be submitted by the concerned parent along with ID proof and payment of Rs. 1,000/- as fee.
3. **By Post**: You can also request for sending you the Degree Certificate & other documents by registered post by submitting duly signed enclosed **Confirmation Form** to "Assistant Registrar (Academic Affairs) SMVDU" (to be submitted through email at ar.academics@smvdu.ac.in).

Kindly treat the matter as important and collect the Degree Certificate and other Academic documents well in time.

For any question/issues in this context, please contact:

Mr. Samir Vohra
Assistant Registrar (Academic Affairs)
Mobile No. 9419197672
Landline: 01991-285524, Ext. 2106/2107
email: ar.academics@smvdu.ac.in

Sd/-
I/c Associate Dean (Academic Affairs)

No. SMVDU/AA/17/598
Dated: 11th August, 2017



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SHRI MATA VAISHNO DEVI UNIVERSITY
Kakryal, Katra-182320, Jammu & Kashmir

SMVDU/ Exam/17/ 42-59

Dated: 31/07/2017

NOTIFICATION

SUB: DEGREE CERTIFICATES OF PASS OUT STUDENT

All the Students, who have successfully completed their Program by June 2015, are hereby advised to receive their Degree Certificate, after making online payment of Rs. 1000/- in the University account at the earliest. In case, student is unable to come for receipt of Degree Certificate in person, he/ she shall request dispatch of Degree Certificate to authentic Postal address at their own risk or authorize their Parents on a notarized stamp paper for collecting the Degree Certificate on their behalf.

Students are desired to send the hand written application duly signed, certifying their address and taking responsibility for sending the documents by registered post w.r.t. any loss or damage etc., to the Associate Dean/ Assistant Registrar (Academic Affair), Shri Mata Vaishno Devi University, Kakryal Katra- 182320 or by email to ar.academics@smvdu.ac.in. After receiving the application and postage fee amounting Rs. 180/- from the students, Degree will be sent within 1 week from the date of receiving, through speed post to the Postal address of the student.

This issues with the approval of Hon'ble Vice Chancellor.


Registrar

Copy to:

1. All Deans/ HoD's
2. Finance Officer, for kind information
3. I/c. website, for information and uploading on University Website
4. AR(AA) for necessary information and Compliance
5. Concerned file

