



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



SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, J&K, India

(Recognized under section 12 (B) & 2 (f) of UGC Act, 1956)

CONFIRMATION FORM

(for Sending the Original Degree Certificate by Post)

I _____ S/D/o _____, having completed my Degree Program in year _____ under Entry No. _____ from the Department / School of _____, hereby authorize the University Authorities to dispatch my Degree Certificate & Other academic awards to following address _____
_____ Pin- _____
by registered post.

I have deposited the requisite charges of Rs. 1,180/- (Rs. 1,000 as Degree Fee & Rs. 180/- as Postage Charges) in University account No. 0477040100000023, J&K Bank Ltd. vide Challan No/Ticket No. _____ dated: _____ / Vide Online (Credit/Debit/Net-banking) Challan No. _____ / RTGS/NEFT/DD/ Cash.

For making Online payment please visit University Website (<http://smvdu.net.in/jklogin/public>)

I assume complete responsibility in case the documents are lost / damaged etc. in transit and will not hold the University liable for same. I am also attaching a copy of my Photo ID as proof for verification purposes.

Signature of Applicant

Name of the Applicant: _____

Entry No. under which registered: _____

Department/School from where passed: _____

- Encl.: 1. Photo ID proof.
2. Scanned Copy of Challan.

Note: Completely fill the form, sign it, scan it and send by email along with scanned copy of enclosures to ar.academics@smvdu.ac.in

AFFIDAVIT

I _____ S/D/O _____

R/O _____

do hereby solemnly and declare as under:-

1. That I was a bonafide student of Shri Mata Vaishno Devi University enrolled in _____ program offered by Department/School of _____, from the Academic Session _____ to _____.
2. That I had successfully completed the _____ Degree program during the year _____.
3. That I have not collected my Degree Certificate/Other Certificates from the University till date.
4. That I am not in a position to collect the Degree Certificate in person from the University.
5. That I hereby authorize my Parent Mr./Mrs. _____ to collect the Degree Certificate/Other Certificates in Original on my behalf from the University.
6. That I shall be fully responsible for any loss/damage/forgery etc. of my Degree Certificate/Other Certificates, once collected by my parent.

Deponent

Verified that averments made on this affidavit are true and nothing has been concealed.

Deponent