



# श्री माता वैष्णो देवी विश्वविद्यालय

## SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal-182320, Katra, J&K (INDIA)  
(Recognized under section 12(B) & 2 (f) of UGC Act.1956)

NO. SMVDU/EXAM/24/ 838  
Dated: 18-01-2024

### Notification

**Sub: Procedure for issuance of Degree Certificates to passout students.**

In supersession of the previous notification on the subject matter, the following procedure is hereby re-notified for issuance of degree certificates to the passout students of this University who were unable to attend the Convocation.

1. For collecting the degree in person, the student is required to visit the Examination Wing of the University on any working day and submit an application in this regard alongwith a copy of his/her ID proof. The student shall have to deposit fee of ₹ 1000/- in the University Bank account no. SB-0477040100000023 at J&K Bank Ltd. SMVDU Campus Branch and obtain No dues from the Finance Section. The Examination Wing shall process the application of the student after verifying all the relevant details and issue the degree certificate there and then.
2. In case the student is unable to come to the University for receiving the degree in person, he/she can submit an ink signed application in the prescribed format (as enclosed) and deposit ₹ 1180/- in the University Account mentioned at para 1 above for sending the degree by post on the address mentioned by the student in his/her application. The scanned application form (duly filled) in the prescribed format alongwith the requisite enclosures are to be sent by email to [examinationwing@smvdu.ac.in](mailto:examinationwing@smvdu.ac.in) . After proper verification, the degree certificate shall be dispatched by registered post.
3. Students may also authorize their parents for collecting the degree certificates on their behalf in exceptional circumstances, when a student is unable to visit the University in person and does not want the degree certificate to be dispatched by post. In this case, the authorization shall have to be given by the student in the shape of an undertaking in the enclosed format to be submitted by the concerned parent alongwith the ID proof of both student and parent and payment of ₹ 1000/- as fee for the purpose. The application in this respect alongwith the undertaking shall be submitted to the Examination Wing for further processing. After due verification, the degree certificate shall be issued to the authorized parent of the student.

For any update/clarification by the student regarding status of his/her application, the student may contact examination wing through the email Id: [examinationwing@smvdu.ac.in](mailto:examinationwing@smvdu.ac.in).

  
Registrar

Copy to:

1. All Deans for Information
2. All Heads/Ic Heads of Schools for information.
3. Finance Officer for information
4. I/c Website for uploading on the University website.
5. AR (VC Secretariat) for information of Hon'ble Vice Chancellor.
6. Concerned file.



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Kakryal, Katra-182320, Jammu & Kashmir  
Recognized by UGC under section 2(f) & 12 (B) 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 Original Degree Certificate to the  
address \_\_\_\_\_  
\_\_\_\_\_ Pin \_\_\_\_\_  
by registered post.

I have deposited the requisite charges of Rs.1180/- (Rs.1000 as Degree Fee & Rs.180/- as  
Postage Charges) in University account No. SB-0477040100000023, IFSC Code: JAKA0SMVDUN,  
J&K Bank SMVDU Vide Challan No./online payment (RTGS, NEFT etc.) \_\_\_\_\_  
dated: \_\_\_\_\_.

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: \_\_\_\_\_

Contact Number : \_\_\_\_\_

Entry No. under which registered: \_\_\_\_\_

Department/School from where passed: \_\_\_\_\_

**Encls: 1. Photo ID proof.**

**2. Scanned Copy of Challan.**

**UNDERTAKING**

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 parents 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 Certificate, once collected by my parents.

**Signature of student**