



# 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)

SMVDU/EXAM/25/124

Date: 30-06-2025

## Notification

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

**Ref: SMVDU/Exam/24/838 dated 18-01-2024.**

In Supersession of the above referred 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 (**Annexure- A**) in this regard alongwith a copy of his/her ID proof. The student shall have to deposit fee of ₹ 1,000/- in the University account either in online mode by using the link [smvdu.samarth.edu.in/feeportal](http://smvdu.samarth.edu.in/feeportal) or through a challan at J&K bank Ltd. SMVDU campus Branch and submit a copy of the receipt/challan to the Examination Wing alongwith No dues clearance obtained 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 (**Annexure-B**) and deposit ₹ 1,180/- through the above mentioned link for sending the degree by post on the address mentioned by the student in his/her application. The scanned application form (duly filled) in prescribed format alongwith the requisite enclosures is 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 (**Annexure-C**) to be submitted by the concerned parent alongwith the ID proof of both student and parent and payment of ₹ 1,000/- 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).

**This issues with the approval of the Competent Authority**

  
Registrar

**Copy to:**

1. All Deans for information.
2. All Heads/I/c Heads of School 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

**Application for issuance of Degree Certificate.**

**The Faculty I/c Examination  
Shri Mata Vaishno Devi University  
Kakryal, Katra**

**Subject: Issuance of Degree Certificate in person.**

Respected Sir/Madam,

I \_\_\_\_\_ Entry No. \_\_\_\_\_ have completed (name of the program) \_\_\_\_\_ from SMVD University in the academic year \_\_\_\_\_. I could not attend the Convocation. It is requested that my degree Certificate may be issued to me in person.

I have enclosed all the necessary documents required for issuance of Degree Certificate including my ID proof and receipt of payment of fee vides order no. /challan no. /Transaction ID \_\_\_\_\_ dated \_\_\_\_\_.

Thanking you

Your Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Entry No. \_\_\_\_\_

School \_\_\_\_\_

Date: \_\_\_\_\_

**No Dues Status:** Dues Pending/No Dues \_\_\_\_\_

(From Finance Section)



**Application for sending the Original Degree Certificate by post.**

The Faculty I/c Examination  
Shri Mata Vaishno Devi University  
Kakryal, Katra

**Subject: 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 ₹ 1,180/- (₹ 1,000/- as Degree fee and ₹ 180/- as postal charges)  
through online mode [smvdu.samarth.edu.in/feeportal](http://smvdu.samarth.edu.in/feeportal) vide order no. \_\_\_\_\_ Transaction ID  
\_\_\_\_\_ dated \_\_\_\_\_.

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

**Signature of Applicant**

Name of the Applicant: \_\_\_\_\_

Contact No. \_\_\_\_\_

Entry no.: \_\_\_\_\_

Department /School: \_\_\_\_\_

**Encls: 1. Photo Id proof  
2. Receipt of payment**

## UNDERTAKING/AUTHORIZATION

Annexure- C

**The Faculty I/c Examination  
Shri Mata Vaishno Devi University  
Kakryal, Katra**

**Subject: Authorizing parent for collection degree certificate.**

I \_\_\_\_\_ Entry No \_\_\_\_\_  
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 Certificate 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.
7. That fee of ₹ 1,000 has been deposited vide order no. /Transaction ID/Challan no. \_\_\_\_\_ dated \_\_\_\_\_.

### **Signature of Applicant**

Name of the Applicant: \_\_\_\_\_

Contact No. \_\_\_\_\_

Entry no.: \_\_\_\_\_

Department /School: \_\_\_\_\_

**Encls: 1. Photo Id proofs (Student & Parent)  
2. Receipt of payment.**