



श्री माता वैष्णोदेवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY
Kakryal, Katra-182320, Jammu & Kashmir
Recognized by UGC under section 2(f) & 12 (B) of UGC Act, 1956

No. SMVDU/Exam/21/905-08

Dated: 23-03-2021

Notification

Sub: Issuance of Degree Certificate to passout students.

In supersession to previous notifications 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 University on any working day and submit an application in this regard to his/her Head of School enclosing herewith a copy of his/her ID proof. The student shall have to deposit degree fee of Rs.1000/- in the University Bank account at J&K Bank Ltd. SMVDU Campus Branch. The application shall be routed to the examination wing through Head of the concerned School with remarks (if any). The examination wing shall process the application of student after verifying all the relevant details of the student.
- 2) In case the student is unable to come to the University for receiving the degree in person, he/she can submit an application in the prescribed format(as enclosed) for sending his/her degree by post on the address confirmed by the student in his/her application. The scanned application form(duly filled) in the prescribed format along with the requisite enclosures shall be sent by email to concerned Head of School on his/her official email ID for recommending the same to Examination wing for further processing.
- 3) In case the student is unable to visit the University for collecting the degree in person, he/she may authorize their parent for collecting the same on their behalf. In this case, the authorization shall have to be given by the student in the shape of an affidavit on a non-judicial stamp paper in the enclosed format to be submitted by the concerned parent alongwith ID proof and payment of Rs.1000/- as fee for the purpose. The application in this respect alongwith the affidavit shall be submitted to the Head of the concerned School and shall be forwarded to the examination wing with due recommendations.

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.


Registrar

Copy to:

1. All Heads/Ic Heads of Schools for information.
2. Finance Officer for kind information.
3. I/c Website for information and uploading on University website with a request to create a link for easy access of the student.
4. Concerned file.



श्री माता वैष्णोदेवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY
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.

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