

**SHREEMATI NATHIBAI DAMODAR THACKERSEY  
WOMEN'S UNIVERSITY**

Pariksha Bhavan, Sir Vithaldas Vidyavihar, Juhu Road,  
Santacruz (W), Mumbai 400 049.

TEL : 022-26612877 (Direct) / 022-26608462/93 EXTN. : 395

E-mail : mcdc@exam.sndt.ac.in

**APPLICATION FORM FOR DUPLICATE MARKSHEET  
(Only for Examinations conducted by University)**

To,  
The Director,  
Board of Examinations and Evaluation,  
S.N.D.T. Women's University,  
Pariksha Bhavan,  
Sir Vithaldas Thackersey Vidyavihar,  
Juhu Road, Santacruz (West),  
Mumbai 400 049.

Amt. of Fees (Rs.) : \_\_\_\_\_  
Receipt No. : \_\_\_\_\_  
Date : \_\_\_\_\_  
Mode of Payment : Cash / D.D.

Name of the Student : \_\_\_\_\_  
(As per Marksheet/Degree Certificate)

Address for Correspondence: \_\_\_\_\_  
(Within India only)

\_\_\_\_\_ Pin Code : \_\_\_\_\_

Contact Numbers : 1. \_\_\_\_\_ 2. \_\_\_\_\_

E-mail Id : \_\_\_\_\_

**DETAILS OF DUPLICATE STATEMENT OF MARKS / LOSS MARKSHEET**

Name of the Examination: \_\_\_\_\_ Semester / Year \_\_\_\_\_

Seat Number: \_\_\_\_\_ Month and Year \_\_\_\_\_

Name of College/Institute/Dept. \_\_\_\_\_

Mode of Study: Regular \_\_\_\_\_ OR Distance \_\_\_\_\_

Reasons for obtaining Duplicate Marksheet \_\_\_\_\_

\_\_\_\_\_  
Signature of the Student / Guardian / Parent

**INSTRUCTIONS :**

1. Duplicate marksheet is issued only for examinations conducted by University.
2. Fee for Duplicate Marksheet : Rs. 150/- per marksheet  
Fee can be paid by Demand Draft. Demand Draft should be drawn in favour of "The Registrar, SNDT Women's University, Mumbai", payable at Mumbai.
3. In case, the Duplicate Marksheet is to be sent by post, an additional amount of **Rs.50/-** towards postal charges be remitted.
4. **List of Documents to be enclosed with application form :**
  - a. Receipt for fee paid – **UNIVERSITY COPY** (If fee paid at Accounts Unit Counter of Pariksha Bhavan, Juhu)
  - b. Photocopies of all **Marksheets – front and back both sides** – (other than misplaced marksheet) - individual as well as consolidated (including ABSENT/FAIL/ATKT/PASS) marksheets and the same **should be readable and be serially attached as Semester I, II, etc.**
  - c. Photocopy of **College Ledger** (for lost of marksheet) as available at College/Department/Institute duly stamped and signed by Principal/HoD/Director
  - d. An affidavit on **Rs.100/- stamp paper** for "loss of original marksheet" .
5. **Processing Time** : Usually takes 15 working days.
6. Fee once paid will not be refunded.
7. Incomplete and wrong details in application will not be entertained and no correspondence will be made in that behalf.
8. In case of incomplete document or less fee paid the working days will be calculated after the completion of the document or payment of fee.
9. As soon the student receive the Duplicate Marksheet, she should check whether the details printed on the Duplicate Marksheet and see if they are correct. If case of any corrections/mistake, the same be intimated to the University within 10 days. In case of delay, the penalty of Rs. 150/- will be charged per marksheet.