

ENCLOSURE - 1

1. In case, you wish to attend the Annual Convocation, you will be required to **remain present for the rehearsal of the Annual Convocation on February 25,2022 at the Patkar Hall located in SNDT Women's University Churchgate Campus, Mumbai at 08.30 a.m. sharp.** where all the necessary instructions related to the Convocation and award of prizes will be given to you.
2. As an award winner / prize winner you will be permitted to join the Convocation Procession, for which, you will be required to **wear plain white or off-white sari with border and pallu of any colour or plain white or off - white salwar kameej with coloured border along with plain white or off white dupatta with coloured border** and **attend the rehearsal, failing which you will not be permitted to join the Convocation Procession or receive your award on the dais.**
3. A common room will be provided to the Prize Winners for the time being at the Churchgate Campus for keeping their personal belongings and for freshening up. It may be noted that, **no accommodation** facility will be provided.
4. The participation in the convocation shall be subject to strict adherence to the guidelines on Covid-19 pandemic. You are advised to confirm your participation in the Convocation, by e-mail ID Convocation@sndt.ac.in and also on whatsapp group created by Pariksha Bhavan, Juhu, latest by **February 19, 2022.**
5. It is requested to **Prize Winner Students only** (not to Gold/Silver Medal students) to give your bank A/C detail or advised to open an account in any nationalized bank and intimate the details thereof in the enclosed proforma to enable the University to deposit the prize money. **(Please refer the Enclosure no. - 1 (a) & (b)).**
 - a. Send the details on e-mail : Convocation@sndt.ac.in
 - b. And whatsapp group link <https://chat.whatsapp.com/CCmo7LPMAODLMf6td5kTYp>
6. In case, you are unable to attend the Convocation in person, you are requested to collect your Merit Certificate(s) **within one month** from the date of Convocation from the afore said address
7. Please read the instructions carefully mentioned in **Enclosure -2** and requested to follow the same.

Enclosure 1 (a)

**S.N.D.T. WOMEN'S UNIVERSITY
1, NATHIBAI THACKERSEY ROAD, MUMBAI - 400 020.**

CONFIRMATION LETTER

To,
The Director
Board of Examination and Evaluation,
SNDT Women's University,
ParikshaBhavan,
Juhu Tara Road,
Santacruz (w),
Mumbai - 400 049.

Respected Sir,

I wish to inform you that, I will be attending / will not attending the 71st Annual Convocation.

Yours faithfully,

(Signature of the student)

(Pls. write name and address in BLOCK LETTERS only)

Name : _____

Address : _____

_____ **Pin Code -** _____

Contact No. : _____

E-mail ID : _____

Name of the Exam.: _____

Final Year Seat No.: _____

**PROFORMA FOR REMITTANCE OF PRIZE MONEY TO THE
STUDENT'S BANK ACCOUNT**

1. Name of the Student : _____
2. Address of the Student : _____

Pin Code - _____
3. Name of the Examination : _____
4. Final Year Seat No. : _____
5. Contact Mobile number : 1. _____ 2. _____
6. Email Id : _____
7. PAN Number : _____
8. Bank Account Number : _____
9. Type of Bank Account (SB/CA/CC) _____
10. Name of the Bank : _____
11. Name of the Branch & Address : _____

12. Bank IFSC Code : _____
13. Bank MICR Code : _____
14. Other Particulars of Payee: _____
15. Aadhar Card Number : _____

In addition to the above information, I am enclosing herewith a cancelled cheque of the aforesaid Bank Account for confirmation and verification of the above details.

CERTIFICATE OF PAYEE

I certify that, the information provided hereinabove, is correct to the best of my knowledge and I hereby acknowledge the receipt of the amount being remitted in the said bank account.

Place :

Date :

Student's Name and signature

ENCLOSURE - 2

Instructions for students about 'Do's and Don'ts'

It is compulsory for the recipients of the prizes and awards attending the Convocation to strictly adhere to the following Do's and Don'ts'

ALL DO'S:-

1. Reach the Main Entrance of the Patkar Hall by **08:30 a.m.** sharp on February 25, 2022 and report to **Dr. Rekha Chavan, Dr. Anshu Sharma & Dr. Chandrashekhhar Gawali.** (Please bring a original photocopy of the letter addressed to you / ID Card)
2. All recipients of the prizes and awards will be required to wear scarf of the prescribed colour, which are available on rent at a cost of Rs. 50/- per scarf and refundable deposit of Rs.150/-.
3. The awarders / recipients of prizes should wear plain white or off-white sari with border and pallu of any colour or plain white or off - white salwar kameej with coloured border along with plain white or off white dupatta with coloured border.
4. Hair should be neatly tied up.
5. Comfortable footwear should be worn.
6. Arrangements are being made for live Webcast of the Convocation at same of the affiliated colleges.

DON'TS:-

1. No Plastic bags, water bottles and edibles inside the premises.
2. No late entry.
3. No. external Black Cap etc.