

**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY
MUMBAI – 400020.**

Affi.Gen.1/ Circular/2015-16/ 1055

August 27, 2015

CIRCULAR


In Continuation to earlier Circular Ref No.Affi.Gen.1/Circular/2015-16/660, dated 30th June 2015. This is to inform that for correction/change in student profile:

1. College to submit the request online on SNTD Women's University digital portal.
2. Make a covering letter to the undersigned mentioning the corrections to be made including following table.

Sr. No.	PRN if Available	Wrong name on portal	Corrected Name	Reason for wrong entry

3. A DD for amount equal to number of students x 100 in the name of "The Registrar SNTD Women's University" (i.e. Rs. 100 as a processing fee per student).
(Note: If the name change is due to marriage or such genuine reason then, processing fee of Rs.100 is not applicable).
4. Name proof, Date of Birth proofs etc, attested by college eg. Marriage Certificate, Pan Card, Aadhar Card, X & XIIth marksheets etc.

Colleges to send the above, to the undersigned for approval by 10th September, 2015. Failing which the request for correction/change in student profile will not be approved.


(Dr. Madhura Kesarkar)
Director

Board of College and University Development

To,
All the Principals of Affiliated Colleges.