

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

Affi.Gen.1/ Circular/2014-15/ 1295

December 16, 2014

C I R C U L A R

All Principals of affiliated colleges are hereby informed to create an E-mail Id for their respective college in the following format.

(College code in 3 digits).(name of the college in 6 to 15 characters)@gmail.com

e.g. college code : if it is '5' then type '005' if it is '18' then type '018'.

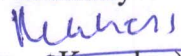
After creating the above E-mail Id fill up the proforma given below and send us on bcud@sndt.ac.in & cc to drbcud@sndt.ac.in, ar.affiliation@sndt.ac.in, affiliation@sndt.ac.in, academics@sndt.ac.in through the new E-mail Id by 31st December 2014.

College Code	
Name of the Trust	
Name of the College	
Postal address of the college with Pincode	
Two Concerned Staff names who can be contacted by the University in absence of the principal	1) 2)
College Contact No.	
Fax	
New E-mail Id	
Name of the Principal	
Contact No. of the Principal Mobile + Landline	
College affiliated since	
Details of the Programme offered at UG Level	
Details of the Programme offered at PG Level	
Details of the Programme offered at PHD Level	
Details of the Programme offered at Diploma Level	

Kindly Note:

1. Hence forth only E-mails received from the above mail id will be considered valid No other E-mail Id will be entertained. Thus college is requested to keep all the password related security answers in a file in the custody of principal.
2. The E-mail Id will be registered with the University.
3. The E-mail Id has to be only a g-mail Id only.
4. Those who have already sent new E-mail ID, please ignore.

Yours faithfully


(Dr. Madhura Kesarkar)

Director

Board of College & University Development