Form for Communicating Mistakes in the DEGREE CERTIFICATE.

N.B.- This form, duly filled in, should reach the University office (Examination Section – Convocation Unit) as early as possible but not later than SIX MONTHS from the date of Convocation.

To,

Director, Board of Examination and Evaluation
Savitribai Phule Pune University
Ganeshkhind, Pune-411007.

Sir,

I am in receipt of __________________ DEGREE CERTIFICATE (Convocation Number ________________ ) awarded to me at the Convocation of the University held on ___________________. I have detected mistakes, mentioned in the PART-B of this form, in my Degree Certificate. I am therefore, returning my Degree Certificate herewith.

(PART – A: Particulars of the Candidate)

Name of the candidate :_____________________________________________
Postal Address : _________________________________________________
Seat No : ___________________ (Convocation No.__________________
Month & Year of Passing :__________________________________________

(PART-B: Particulars of corrections required in my Degree Certificate) * Please tick (a,b,c,d) correct column

*(a) Correction in Name as :________________________________________
*(b) Correction in the name of college as :_______________________________
*(c) Correction in Subject :__________________________________________
*(d) Any other correction (Please specify):_____________________________

*(1) Please correct my Degree Certificate and send it by Post on above address.
OR
*(2) I will collect my corrected degree certificate from the University Office after three weeks from today.

Yours faithfully,

Date: ______________

(Name and Signature of the Candidate)

This receipt should be preserved carefully till the corrected Degree Certificate is received by the candidate.

RECEIPT

Savitribai Phule Pune University,
Ganeshkhind, Pune-411007.

Convocation No: ______________ Date: ____________

Received ______________ Degree Certificate from Shri/Smt. _________________

For correction. He/She is requested to note.

(1) That the corrected DEGREE CERTIFICATE will be sent to him/her by the Registered Post.
(2) He/She should collect the corrected Degree Certificate from the Savitribai Phule Pune University Office (Examination Branch – Convocation Unit) by presenting this receipt.

For Director, Board of Examination and Evaluation