

Savitribai Phule Pune University

Ganeshkhind Pune -411007

Form for Communicating Mistakes in the DEGREE CERTIFICATE.

N.B.- This form, dully 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.

R E C E I P T

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