

Alumni – in - Need

## How to get your original degree *in case not collected thus far*

The Original Degree you didna collect at the appointed time is, most likely, with the **DU Examination Branch IV / Degree Section** see <www.du.ac.in / Useful Links / Alumni - Related ExamBranch Service Windows or with **your College / Centre / Department**

The laiddown procedure is that the graduand – *You !!* – should send an application to the Head / Principal / Director / OSD of your College / Centre / Department stating the facts, which the Head / Principal / Director / OSD will then verify from College / Centre / Department records and forward to

Professor Vinay Gupta  
Dean Examinations  
< dean\_exam@du.ac.in > Tel : 91 11 27667934 F : 91 11 27667336

and the file / your letter will reach

The concerned Branch Examinations IV (hereunder) to trace your Degree, if it's there, hand it over to you or to your *authorized, identified nominee*

Mr Umesh Chand  
Section Officer  
DU Examination Branch IV / Degree Section  
Tel + 91 11 27667833 < exam4@exam.du.ac.in > .

For further help / guidance

contact

Professor Sydney R Rebeiro  
Adviser / Dean Alumni Affairs  
< dean\_alumni@du.ac.in > < Tel 91 11 27666665 >

**nota bene** In the case of SCC (now) Faculty of Law and SOL the alumna / nus can receive the Degree him / herself or send a letter to the OSD SOL / Dean Fo Law duly signed by the alumna / nus to send the Degree by courier / speedpost while **indemnifying** the SOL / Fo Law of any loss in the eventuality of the Degree being misplaced / lost .