

**UNIVERSITY OF MUMBAI**  
**CENTRE FOR DISTANCE AND ONLINE EDUCATION (Formerly- IDOL)**  
**Dr. Shankar Dayal Sharma Bhavan, Vidyanagari Campus,**  
**Kalina, Santacruz (East), Mumbai – 400 098.**

**Notice for Sem – V Marksheets Distribution of T.Y.B.Com.**

The Distribution of T.Y.B.Com C.B.C.S. Pattern Semester – V marksheets for the examination held on July – 2024 is started. Students can collect their marksheets between 11:00 am. To 04:00 pm. (Lunch Break-1:00 pm to 1:30 pm) on working days. Students should bring the print of online halltickets available in their respective login to collect their marksheets.

**Students should collect their marksheets from Room No.:- 100, T.Y.B.Com Section, First Floor, CENTRE FOR DISTANCE AND ONLINE EDUCATION (C.D.O.E), Dr. Shankar Dayal Sharma Bhavan, Vidyanagari Campus, Kalina, Santacruz (East), Mumbai – 400 098.**

The statement of marks will not be issued to the parents without authority letter of the candidate, if the candidate is not able to collect the same personally. Authority letter format given below.

**Prof. (Dr.) Shivaji Sargar**  
**Director**

**Date: -21<sup>st</sup> October, 2024.**

# **AUTHORITY LETTER FROM STUDENT**

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mob : \_\_\_\_\_

Date : \_\_\_\_\_

To,  
Director,  
Centre for Distance and Online Education,  
Dr. Shankar Dayal Sharma Bhavan,  
University of Mumbai,  
Vidyanagari, Kalina Campus,  
Santacruz (East), Mumbai - 400 098.

**Subject : Authority letter for collect my T.Y.B.Com CBCS Semester Pattern V / VI marksheet or Yearly (annual pattern) marksheet.**

Sir/Madam,

I am informing you that, I am student of CDOE. I have given T.Y.B.Com exam. I am unable to collect my marksheet. I am sending Authorized Person to collect my marksheet on my behalf. If any wrong thing done after collecting my marksheet, all responsibility are mine.

<b>Student Name</b>	
<b>Seat No.</b>	
<b>Month &amp; Year</b>	
<b>Reason</b>	
<b>Name of the Authorize Person</b>	
<b>Contact No of Authorize Person</b>	

Please give my marksheet to my authority person for help me to complete the procedure for the coming exam. I am really sorry for the inconvenience caused. Your Co-operation will be highly appreciated.

Thanking you.

Yours faithfully,

\_\_\_\_\_  
**Signature of Authorized Person**

\_\_\_\_\_  
**Signature of Student**

**Required documents with authority letter.**

- 1. Student hall ticket.**
- 2. Student ID proof (Aadhar Card / Pancard / Driving Licence copy).**
- 3. Authority person ID proof ( Aadhar Card / Pancard / Driving Licence copy).**