



St. Francis

College for Women
Begumpet, Hyderabad-500016
(Autonomous & Affiliated to Osmania University)

Circular No : 107A/STU/EB/2025

Date :01.07.2025


Instructions for PG Certificates:2023 batch & Supplementary

PG students can collect the TC, Bonafide, Semester IV memo, Supplementary memos and Consolidated Certificate from Exam branch counter.

S.No	Course	Date	Time	Venue
1	M.Sc – Microbiology	04.07.2025	9.00-9.30	Exam branch Counter
2	M.Sc – Mathematics	04.07.2025	9.30-10.00	
3	M.Sc- Computer Science	04.07.2025	10.00-10.30	
4	M.Sc – Organic Chemistry	04.07.2025	10.30-11.00	
5	M.A – Mass Communication & Journalism	04.07.2025	11.00-11.30	
6	M.COM – Applied Finance	04.07.2025	11.30-12.00	
7	M.Sc – Applied Psychology	04.07.2025	12.00-12.30	
8	M.A English	04.07.2025	12.30-1.00	
9	M.Sc Data Science	04.07.2025	1.30-2.00	
10	M.Sc Nutrition	04.07.2025	2.00-2.30	

NOTE:

1. Kindly register in Francis Alumnae Association, link to register (<https://faa.sfc.ac.in/user/signup.dz>). Membership is mandatory to receive the Certificates for all PG students. PG students who studied UG in other college should pay Alumnae Registration fee.
2. Students can collect the Original Certificates with the help of below required documents.
 - Student ID card
 - UG Convocation Certificate copy
 - Alumnae Membership Fee Receipt (Order confirmation copy from Email)
3. Parents can collect the Certificates with the help of their Aadhar card copy, Authorization letter from the student(with Signature) and above documents.
 - Student should Email the Authorization letter to verification@sfc.ac.in
4. Kindly check the Certificates before you leave the counter.
(Supplementary memos, Semester IV memo, TC, Bonafide & Consolidated Certificate)
5. Provisional Certificate will be issued from August.
6. **KINDLY FOLLOW THE TIMINGS.**


Controller of Examinations
St. Francis College for Women