

Shikshanmaharshi Dr.Bapuji Salunkhe Mahavidyalaya, Miraj

| A. SERVICES RENDERED TO STUDENTS | | |
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| SERVICES | | DURATION (The timings mentioned are applicable only if the application is complete in all respects) |
| 1 | Issue of Identity cards | : Within 15 days |
| 2 | Issue of Duplicate Identity Card | : 15 days as per Principal direction |
| 3 | Issue of Transfer Certificate | : Maximum 5 working days |
| 4 | Issue of Character Certificate | : Maximum 5 working days |
| 5 | Issue of Bonafide Certificate | : Maximum 3 working days |
| 6 | Issue of Attempt Certificate | : Maximum 3 working days |
| 7 | Change in subject/stream and subsequent Changes in the Roll Call | : Maximum 3 days on receiving the application. The last date for application will be intimated by an office note. Once the changes are approved by the Class Counsellor and Principal or Vice-Principal, the changes will be incorporated in the Roll Call within a maximum period of 2 days. |
| 8 | Processing and forwarding migration certificate | : 2 Working days |
| 9 | Issue of Monthly Bus concession forms | : 5 Working days |
| 10 | Issue of Tour concession forms | : 3 Working days |
| 11 | Processing and forwarding application forms for Scholarship /Freeship /Fellowship | : 3 Working days |
| 12 | Displaying of consolidated results FY and SY | : Under University Regulations |
| 13 | Issue of Marksheet (First time) | : Under University Regulations |
| 14 | Issue of Duplicate Marksheets | : Under University Regulations |
| 15 | Verification of Marks | : Ten days from the declaration of results on payment of the stipulated fee to university |
| 16 | Issue of Hall Tickets | : Before examination by university |
| 17 | Issue of Duplicate Hall Ticket | : As per Principal direction |
| 18 | Issue of Fee Certificate | : 5 days of submitting the application form |