

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S

SCIENCE COLLEGE PAUNI, DIST. BHANDARA

STUDENT CHARTER

Sr. No.	Service/Document Name	Issue period	Schedule Period	Issuing authority
1	Issue of Prospectus	Same Day	As and when required	Office Clerk
2	Registration Process	Same Day	As per University Schedule	Admission Clerk
3	Provisional Admission	01 Day	As per University Schedule	Admission Committee
4	Confirmation of Admission	01 Day	As per University Schedule	Principal
5	Submission of Enrolment Form	01 Day	As per University Schedule	Examination Section
6	Issue of Identity Card (ID)	01 Day	After confirmation of Admission	Office Clerk
7	Returning of Original Mark sheet	01 Day	After Document Verification	Office Clerk
8	Submission of Scholarship Forms	01 Day	As per Government Schedule	Scholarship Section
9	Submission of Examination Form	01 Day	As per University Schedule	Examination Section
10	Issue of Character Certificate	Same Day	As and when required	Office Clerk and Principal
11	Issue of Attempt Certificate	Same Day	As and when required	Office Clerk and Principal
12	Issue of Transfer Certificate (TC)	Within 03 Days	As and when required	Office Clerk and Principal
13	Issue of Borrower's Ticket (BT)	01 Day	After confirmation of Admission	Library Attendant
14	Issue of Bonafide Certificate	Same Day	As and when required	Office Clerk and Principal
15	Book Bank Service	01 Day	Two months before Examination	Librarian
16	Document Xeroxing	Immediately	As and when required	Office Peon
17	Hall Ticket	Same day	After receipt from University	Examination Section
18	Scholarship Disbursement	01 Day	After receipt from Government	Scholarship Section
19	Issue of Mark Sheet	Same Day	After receipt from University	Examination Section
20	Nomination for NSS	Within 05 days	After confirmation of Admission	NSS Officer
21	Formation of Student Council	Within 7 days	As per University Schedule	Convener and Principal
22	Issue of Degree Certificate	Same Day	After receipt from University	Examination Section
	Feedback Collection	Within 15 days	At the time of clearance	Feedback Committee

IQAC

Principal

Science College, Pauni, Dist. Bhandara