

**STUDENT RELATED OFFICE SERVICES**

TIME: 10.00 a.m. to 12.00 noon

**PAYMENT MODE ONLINE OR CASH**

COUNTER WORK	FEE	DAY	REQUIRED DOCUMENTS	WORK DURATION PERIOD
Railway Concession (Local)	Rs.10/-	Monday to Friday	1. Institute Appliation 2.College I-Card, Aadhar Card	First week of every month
Railway Concession (Long journey)	Rs. 5/-	Monday to Friday	1. Institute Appliation 2.College I-Card, Aadhar Card	
Bonafied Certificate	Rs. 50/-	Monday to Friday	1. Application 2. DOB Proof	Working 5 Days
No Objection Certificate (NOC)	Rs. 20/-	Monday to Friday	1. Application 2. All attempted marksheet	Working 7 Days
Duplicate Marksheet	Rs. 500/-	Monday to Friday	1. Application 2. Police FIR (original) 3. Affidavit on Stamp Paper (original) 4. Attempted Marksheet (XEROX)	Working 1 month
Marksheet name correction (Per Semester)	Rs. 50/-	Monday to Friday	1. Application 2. Attempted marksheet XEROX 3. HSC marksheet	Working 7 Days
Transference Certificate (TC)	Rs. 100/-	Monday to Friday	1. Current college TC form and ID card 2. Attested copies of all marksheets (including ATKT if any). 3. Attested copy of NOC	Working 7 Days
Transcript Certificate	Rs. 1500/- for 5 Copies (Rs. 100/- each for extra copy)	Monday to Friday	1. Application 2. Attested Copies of all marksheets (including ATKT if any)	Working 15 Days
ID card holder	Rs. 50/-	Monday to Friday	1. Application	Same Day
Duplicate ID card with holder	Rs. 250/-	Monday to Friday	1. Application	Working 7 Days
Duplicate fee receipt	Rs. 51/-	Monday to Friday	1. Application	Working 7 Days
Duplicate Leaving and Transference Certificate	Rs. 150/-	Monday to Friday	1. Application 2. Police FIR (original) 3. Affidavit on stamp paper (original) 4. Last attempted marksheet	Working 7 Days

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Fee structure letter	Rs. 51/-	Monday to Friday	1. Application	Working 7 Days
Migration Certificate			(Apply from Mumbai University website)	<a href="https://mu.migrationcertificate.in/">https://mu.migrationcertificate.in/</a>
Recommendation Letter	Rs. 200/- per copy	Monday to Friday	1. Application	Working 7 Days
			2. Soft copy of Recommendation Letter required (should bring in a pen drive)	
			3. All marksheet (attested)	
Education Verification	Passing year 2017 to 2019 = Rs. 1050/-	Monday to Friday	1. Application	Working 07 Days
	Passing year 2020 to 2025 = Rs. 750/-		2. Copy of T. Y. marksheet (final year marksheet) of the student.	
Conversion Certificate	Rs. 100/-	Monday to Friday	1. Application	Working 7 Days
			2. Attested copies of all marksheets (including ATKT if any)	
Backlog Certificate	Rs. 100/-	Monday to Friday	1. Application	Working 7 Days
			2. Attested Copies of all Marksheets (including ATKT if any)	
All marksheet & Convocation distribution		Only on Saturday	Hall ticket of the exam / Gazetted copy of result / any identity proof of student (original)	1. Semester I to semester IV marksheet ( Block No 603). 2. Third year marksheet (Admin office counter no. 1) 3. For 12th marksheet & passing certificate (Admin office counter no. 2 or 3)
			If collected by parents or relatives, authority letter signed by student and the original identity proof of both	



*Santosh*  
PRINCIPAL