

## Student Manifesto / Office Charter - Admission Related Services

Sr. No.	Documents Required by the Students	Documents Required by College Authorities	Where to submit	Fees Applicable (Rs.)
1.	Admission Form	No document required	Admin. (Office)	100/-
2.	Transference Certificate	Submit TC Application Form of the previous college with photocopies (Xerox copies) of all mark-sheet.	Admin. (Office)	100/-
3.	No Objection Certificate	Submit an Admission Cancellation Form/Application and Photocopies (Xerox copies) of all mark sheet and original fee receipts.	Admin. (Office)	200/-
4.	Fee Details Certificate	Submit Application along with Photocopy of paid Fees Receipt & I-card	Admin. (Office)	100/-
5.	Duplicate Fee Receipts	Submit Application along with Photocopy of I-card	Admin. (Office)	100/-
6.	Attempt Certificate	All mark sheet (Xerox copies) and original fee receipts.	Admin. (Office)	200/-
7.	Eligibility Status Report	Submit an Admission Cancellation Form/Application and Photocopies (Xerox copies) of all mark sheet and original fee receipts.	Admin. (Office)	200/-

## Student Manifesto / Office Charter - Other Services

Sr. No.	Documents Required by the Students	Documents Required by College Authorities	Where to submit	Fees Applicable (Rs.)
1.	Bonafide Certificate	Application with photocopies (Xerox copies) of I-Card/ Fee Receipt	Admin. (Office)	50/-
2.	Duplicate I-Card	Application with Department Coordinator's signature and photocopies (Xerox copies) of fee receipts & FIR from Police Station	Admin. (Office)	200/-
3.	ID card holder	Application with Department Coordinator's signature	Admin. (Office)	50/-
4.	Education Verification	Company's letter with last year's marks sheet of concerned students		1000/-
5.	Character Certificate	Application with photocopies (Xerox copies) of I-Card/Fee receipt	Admin. (Office)	100/-
6.	Indiscipline Fine	No document required		Depending upon the punishment
7.	Recommendation / Reference Letter (LoR)	Submit Application with photocopies of all mark sheets	HoD / Co-ordinator	500/-
8.	Project Recommend Letter	Submit Application with photocopy of I-Card	HoD / Co-ordinator	100/-
9.	Letter for getting sponsors	Submit Application with Photocopy of I-Card	HoD / Co-ordinator	Nil
10.	Railway Concession	Form to be filled in by students and railway statement for monthly/ quarterly, only with I-Card	Admin. (Office)	10/-
11.	Bus Concession	Form to be filled in by students and BMT/MBMT statement for monthly/quarterly, only with I-Card	Admin. (Office)	10/-
12.	Attestation of Documents	Maximum 2 copies will be given (Original required for verification)	Admin. (Office)	Nil
13.	Submission of Medical Application	Application, Doctor's Unfit & Fitness Certificate along with necessary supporting Lab. Reports etc.	HoD / Co-ordinator	Nil



14.	Student's Grievance Attendance Queries	Submit an application after the attendance position/ detention list is declared	HoD / Co-ordinator	Nil
15.	Collection of any Old Document, Mark-sheets, Passing Certificate, Convocation Certificate etc. (After the aforesaid academic year)	Last year's I-card / Fees Receipt	Admin. (Office)	Per Documents 200/-
16.	Collection of Degree Mark-sheet / Convocation	I-card Fees / Receipt	Admin. (Office)	Nil
17.	Collection of Junior Mark-sheet / Passing Certificate	I-card Fees / Receipt	Admin. (Office)	Nil
18.	Eligibility Form	I-card / Fees Receipt	Admin. (Office)	200/-
19.	Duplicate Hall Ticket	Last year's I-card / Fees Receipt	Admin. (Office)	100/-
20.	RLE Form	Last year's I-card / Fees Receipt	Admin. (Office)	10/-
21.	Backlog Summary	Submit Application with photocopies of all mark sheets	Admin. (Office)	500/-
22.	Certificate of Medium of Instruction (MoI)	All the previous Semester Mark-sheet Along with the Application	Admin. (Office)	100/-

### Student Manifesto / Office Charter - Examination Related Services

Sr. No.	Documents Required by the Students	Documents Required by College Authorities	Where to submit	Fees Applicable (Rs.)
1.	Internal/ External ATKT Exam Form	As given in academic calendar available on the college website: <a href="http://www.slrtdc.in">www.slrtdc.in</a>	Exam. Dept.	Rs. 10/-
2.	Additional Internal/ External Exam Form	As given in academic calendar available on the college website: <a href="http://www.slrtdc.in">www.slrtdc.in</a>	Exam. Dept.	Nil
3.	Hall Ticket for ATKT Exam	I-Card, Paid Receipt of Exam Fee	Exam. Dept.	Nil
4.	Photocopy of Answer Book	Submit application with photocopies of mark sheet and Question paper	Exam. Dept.	250/- + Rs. 10/-
5.	Revaluation	Submit application with photocopies of mark sheet and Question paper	Exam. Dept.	250/- per subject + Rs. 10/-
6.	Verification of Marks	Submit application with photocopies of mark sheet and Question paper	Exam. Dept.	100/- per subject + Rs. 10/-
7.	Backlog summary	Submit application with photocopies of all semester mark-sheet	Exam. Dept.	500/-
8.	Mark sheet	I-card/ Hall ticket	Exam. Dept.	Nil
9.	Duplication Mark sheet	Submit application along with FIR from Police Station and photocopies of mark sheet.	Exam. Dept.	200/-
10.	Transcript	All the previous Semester Mark-sheet Along with the Application	Admin. (Office)	1000/-
11.	Leaving Certificate / Convocation Certificate / Passing Certificate	I-card / Fees Receipt	Admin. (Office)	Per Documents 200/-
12.	Marks Conversion (Grade to Marks)	All the previous Semester Mark-sheet Along with Application	Admin. (Office)	500/-
13.	GPA Correction	All the previous Semester Mark-sheet Along with the Application	Admin. (Office)	500/-



14.	Name Correction	All the previous Semester Mark-sheet Along with the Application	Admin. (Office)	200/-
15.	Letter for Duplicate Marksheet Vashi Board	Submit application along with I-card / Fees Receipt	Admin. (Office)	100/-

### Student Manifesto / Office Charter - Refund Related Services

Sr. No.	Documents Required by the Students	Documents Required by College Authorities
1.	Refund of Fees (Process time : Minimum 1 month)	Submit the application with fee receipts, A/C. details of the students / Parent for NEFT Payment i.e. Bank Name, Branch, A/C. No. and IFSC Code
2.	Library Deposit and Caution Money	Submit admission cancelled form with original fee receipts and photocopies of all mark-sheets

