

SOP ON DIFFERENT TYPES OF CERTIFICATE

TIMELINE FOR GENERATION OF DIFFERENT TYPE OF CERTIFICATE

To ease and simplify the procedure for refund google form have been created College and Hostel Refunds / Adjustments links of which are given below:

Different types of refund/Excess fees: -

S. No	Type of Refunds	Documents Required	Timeline	Person responsible to process
1.	Bonafide Certificate	1. Student name 2. Father name 3. University roll no 4. Branch	Within 01 Week	Registrar Hostel Warden Account
2	Fees Structure	5. Year 6. Batch		
3	Income Tax Rebate Certificate	7. Student mobile no 8. Mode of admission		
4	Character Certificate	9. Day scholar / hostler		
5	Transfer Certificate			

Process to Obtain Certificates: -

STEP-1

Generate mail to registrar office for the requirement of certificates as per the format given Below: - Different types of certificates Certificate are required by the students for different purposes which includes applying for Education Loan, opening a Bank Account, Scholarship, passport, MST, Railway Pass, admission letter, Fee structure, character certificate and transfer certificate

APPLICATION FORM	
DOCUMENT REQUIRED: (Please Mention Name of Documents)	1. Bonafide Certificate 2. Fee Structure 3. Income Tax Rebate Certificate 4. Character Certificate 5. Transfer Certificate
REQUIREMENT OF ABOVE DOCUMENT FOR: (Please Mention Purpose of Documents)	
STUDENT NAME:	
FATHER NAME:	
UNIVERSITY ROLL NO:	
BRANCH:	
YEAR: (Please Mention Year 1/ 2/ 3/ 4)	
BATCH:	
STUDENT MOBILE NO:	
Mode of Admission (DIRECT/ UPSEE/ UPSEE(P/W))	
Day Scholar / Hostler Semter 1/2/3 AC/Non AC	
<p>Note: Type of Documents</p> <p>6. Bonafide Certificate 7. Fee Structure 8. Income Tax Rebate Certificate 9. Character Certificate 10. Transfer Certificate</p>	

STEP-2

Registrar office will inform the student when the documents are prepared

STEP-3

Student will collect the signed copy by the registrar as per the laid down timings