

Academic Information

Sr. No	Particular	Essential Documents	Period for work
1.	Transfer Certificate (T.C.) of M.Sc. /Ph.D	1) Application with Assistant Registrar Sign 2) Transcript Xerox(Result)/Cancellation application & No Dues- For Left student/F.I.R. for Duplicate T.C if misplace 3) 10 th Board Certificate. (Birth Date Proof educational documents) 4) Rs. 500/- pay to Cashier Receipt 5) Submit the I Card in Academic Branch	3 days (according to the presence / availability of Associate Dean)
2	Refund of Caution Money	1) Printed form (Office copy) 2) Application with Assistant Registrar Sign. 3) Transcript Xerox/ Cancellation application & No Dues- for Left student 4) Original Receipt (Time of admission-I sem.) 5) Xerox- Bank Account details of student 6) After completion of degree course (from Date of Transcript) the student does claim caution money within six month	30 - 45 days
3	Submission of Rough/ Loose Thesis doc.	1) Ph. D – 3 copy / M. Sc. - 2 copy 2) Abstract, SAC, CPW/PPW, ORW, Synopsis , 3) Course Completion Certificate 4) (For Ph. D - Report of compressive examination viva –voce of Ph. D) 5) No-Dues. 6) Published Research Paper 7) Plagiarism Certificate.	3 days (according to the presence / availability of Associate Dean)
3.	Submission of Final Thesis doc.	1) Five Copy Thesis With CD- checked by library 2) Thesis viva-voce Report (All doc. In two sets) 3) Course completion Certificate. 4) Correction Certificate 5) Evaluation Report (M. Sc. - 1/ Ph. D. - 2) 6) Original Grade card with one Xerox copy of all semester 7) Research Paper Xerox – fill up Information in Registrar Title, Name of Journal, Nass Rating, ISSN No. etc. 8) Submission of final thesis within one month after Final Viva voce exam 9) No Dues	3 days (according to the presence / availability of Associate Dean)
5.	Demand of Original Document	Application with HOD sign Assistant Registrar Sign & Reason	1 - 3 days

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6	Bonafide Certificate	Application with Assistant Registrar Sign Rs. 200/-	1 - 3 days
7	Character Certificate	1. Application with Assistant Registrar Sign 2. Transcript Xerox 3. Rs. 200/-	1 - 3 days
8	Rechecking of paper	1. Printed form from Academic Department 2. Receipt -100/- (Cashier AD,PGI) 3. (Within 7 official day declaration of result)	-----
9	Re – evaluation	1. Application recommended by course teacher & HOD with Assistant Registrar Sign 2. Receipt -1000/- (Cashier AD,PGI) 3. (Within 7 official day declaration of result)	-----
10	Admission cancellation	1. Application recommended by Academic In-charge & HOD with Assistant Registrar Sign 2. No Dues (fees- if remaining)	3 days (according to the presence / availability of Associate Dean)
11	Migration Certificate	1. Fill Printed form 2. Rs. 800/- Payment through Online mode Screen shot of successful transaction, 3. Transfer Certificate Xerox (T.C/L.C) 4. Transcript Xerox(Result)(All document in 02 sets) 5. Bonafide certificate (from Admitted college)	1 - 3 days (Send To University ACD)