

Citizen Charter

Citizen Charter is a document which represents a systematic effort to focus on the commitment of the examination cell towards the students with respect to standard of services, information, grievance redressal, courtesy and value for money. The following is the citizen charter for various services:

S. No.	Certificate/Service	Fee Rs/-	Maximum Time of Delivery	Remarks
1	Memorandum of Grades (Original)	Free of Cost	6 working days	From the date of receipt of application
2	Consolidated Grade Memo (Original)	500/-	6 working days	From the date of receipt of application
3	Provisional Certificate (Original)	500/-	6 working days	From the date of receipt of application
4	Provisional Certificate (Original) (Tatkal)	3000/-	1 working day	From the date of receipt of application
5	Memorandum of Grades (Name Correction)	100/-	2 working days	From the date of receipt of application
6	Consolidated Grade Memo (Name Correction)	500/-	2 working days	From the date of receipt of application
7	Provisional Certificate (Name Correction)	500/-	2 working days	From the date of receipt of application
8	Memorandum of Grades (Duplicate)	200/-	2 working days	From the date of receipt of application
9	Consolidated Grade Memo (Duplicate)	1000/-	3 working days	From the date of receipt of application
10	Provisional Certificate (Duplicate)	2000/-	3 working days	From the date of receipt of application
11	Photo Correction in PC & CMM	Rs.10,000/-	3 working days	From the date of receipt of application
11	Transcripts	100/- per sheet	1 working day	From the date of receipt of application
12	Medium of Instruction	Free of cost	1 working day	From the date of receipt of application
13	Duplicate Hall Ticket	100/-	Immediate	From the date of receipt of application
14	Equivalent Percentage	100/-	2 working days	From the date of receipt of application
15	Backlog Summary	100/-	2 working days	From the date of receipt of application
16	Any Discrepancy	--	14 working days	From the date of receipt of application