

Student Manifesto / Office Charter

Admission Related Services

Imp. Notes

1. The college preserves the details of the below listed documents for the maximum of **05 (five)** years from the year it was received by the college office.
2. After the aforesaid period, the college has no responsibility about the document or the details related to these documents.
3. The student needs to follow the concerned Board / University offices with their due process of his / her own for it's new/duplicate copy.

The Documents Are

* The Board Exam - Marksheet, Passing Certificate, Eligibility Certificate

* The University Exam - Results Gazette copy, Marksheet, Passing Certificate, Convocation

| 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/- |

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/- |

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|-----|---|---|--------------------|---------------------|
| 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) | <p>Documents Required for Convocation Certificate</p> <p>1. Submit the self-certified Xerox copy of Placement order/Service/Job appointment letters with details - name of the company, compensation, etc.</p> <p style="text-align: center;">OR</p> <p>Submit the self-certified Xerox copy of the admission fee receipt of progressing for higher education.</p> <p style="text-align: center;">OR</p> <p>Submit the details about the self-employment /entrepreneurship - firm name, work details, monthly income, etc. (Attach the latest colour photographs of the same.)</p> <p>2. Last year's I-card/Fees Receipt</p> | Admin. (Office) | Per Documents 200/- |
| 16. | Collection of Degree Mark-sheet / Convocation (Within the acad. year it will be received by the college) | <p>Documents Required for Convocation Certificate</p> <p>1. Submit the self-certified Xerox copy of Placement order/Service/Job appointment letters with details - name of the company, compensation, etc.</p> <p style="text-align: center;">OR</p> <p>Submit the self-certified Xerox copy of the admission fee receipt of progressing for higher education.</p> <p style="text-align: center;">OR</p> <p>Submit the details about the self-employment /entrepreneurship - firm name, work details, monthly income, etc. (Attach the latest colour photographs of the same.)</p> <p>2. Last year's I-card/Fees Receipt</p> | 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/- |

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: www.slrtdc.in | Exam. Dept. | Rs. 10/- |
| 2. | Additional Internal/ External Exam Form | As given in academic calendar available on the college website: www.slrtdc.in | 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 / 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/- |

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 |

