Smt Maniben MP Shah Women's College of Arts and Commerce

Standard Operating Procedures

FOR PREPARING VARIOUS DOCUMENTS

DUPLICATE MARKSHEETS

The student drafts an application for a duplicate marksheet; she attaches a photocopy of the lost original if she has it.

The student shows the letter at the fees counter and pays fees for a duplicate marksheet.

The student submits the application letter along with the fee-receipt at counter no 03; office attaches the copy of every semester's result ledger.

Principal signs the application letter and instructs the office to provide a duplicate marksheet.

If the student was registered before 2019, she belongs to the university pattern.

After the verification of the result sheets, the marksheet is printed; principal signs it and the office forwards it to the university, along with the ledger copy, for DoE's signature.

If the student is registered after 2019, she belongs to the autonomous college pattern

Examination cell checks the attached result ledger sheets

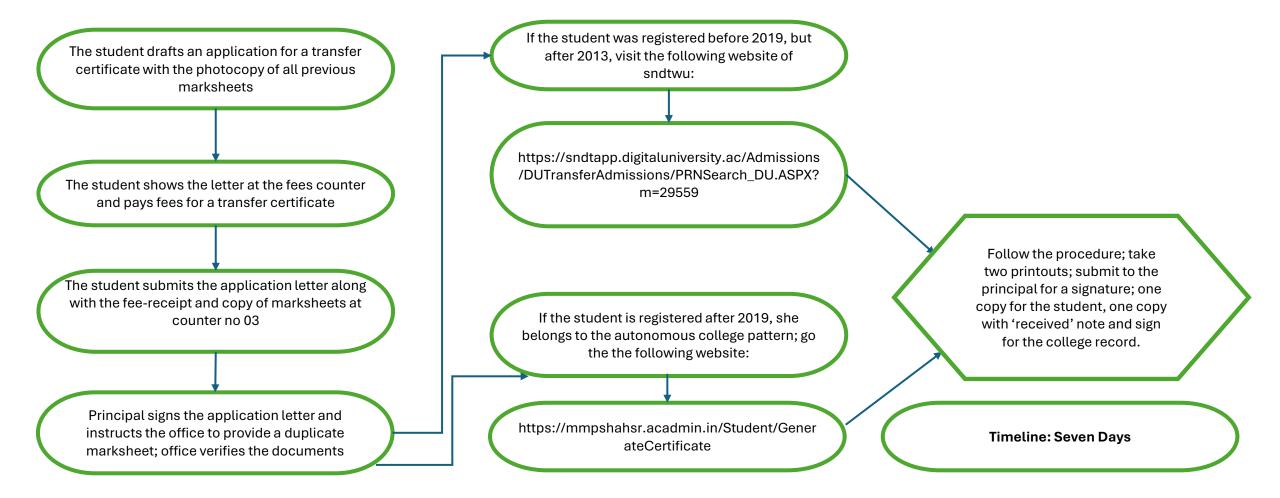
After the verification of the result sheets, the marksheet is printed; college seal and emblem are printed; CoE and principal sign the marksheet.

Handover the marksheet to the student.

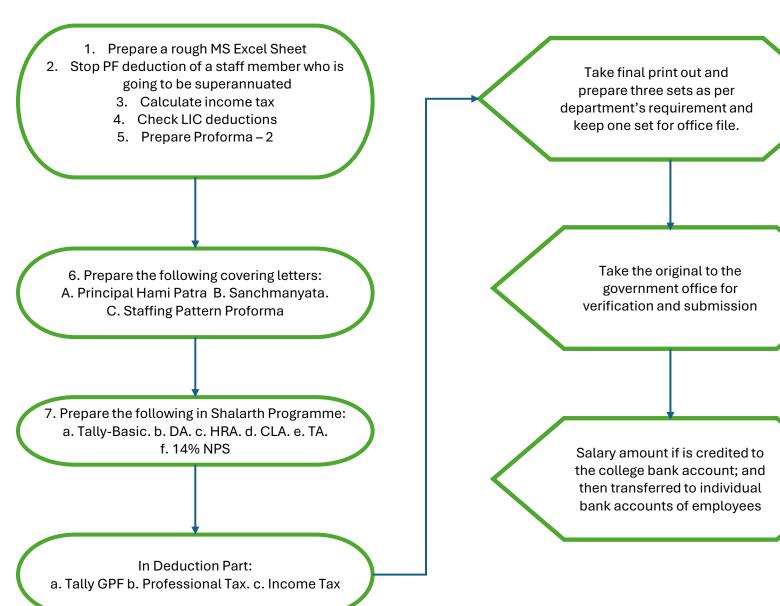
Make the student write 'received' on the application or photocopy of the marksheet; file it for office use

Timeline: The student of university pattern should receive the duplicate marksheet within one month, depending on university's exigencies. The student of autonomous college pattern receives the duplicate marksheet after 15 days

TRANSFER CERTIFICATE

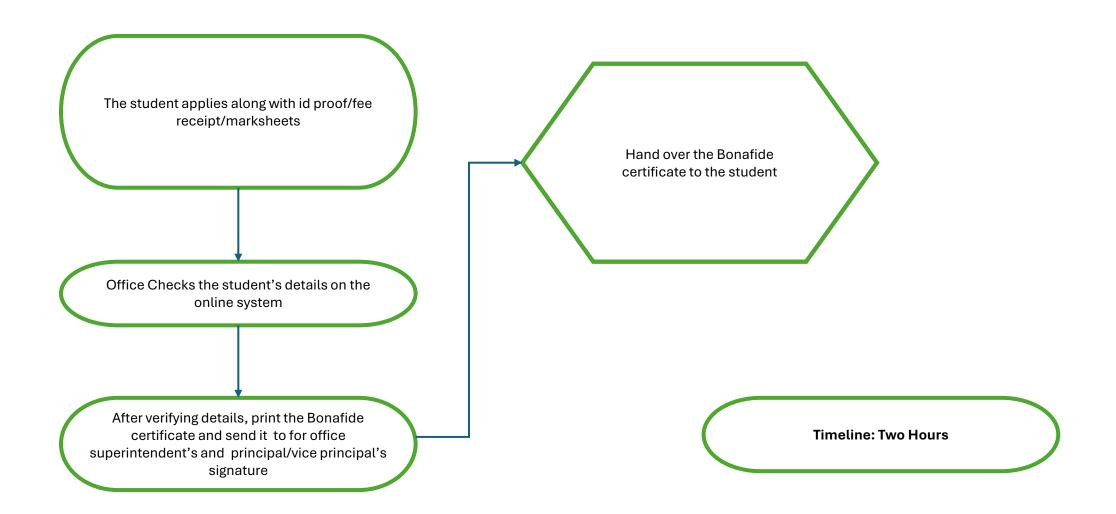


SALARY PREPARATION PROCESS



Timeline
Aided Section: Two to Four Days
Unaided Section: Two to Three Days

BONAFIDE CERTIFICATE



TRANSCRIPTS

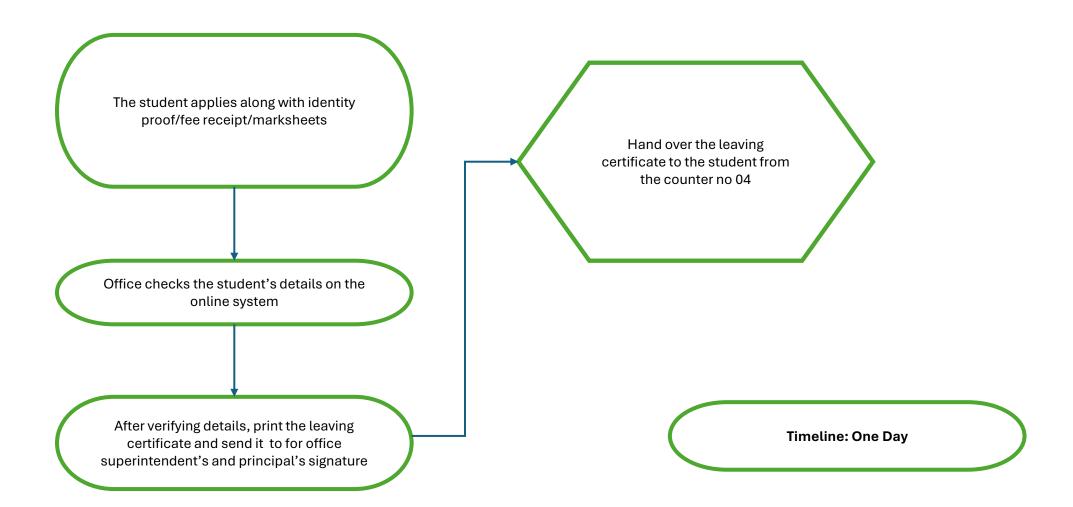
The student drafts an application for transcripts; she attaches photocopies of all the relevant marksheets The student shows the letter at the fees counter and pays fees for the transcripts The student submits the application letter along with the fee-receipt at counter no 03 Office forwards it to the principal, who signs the application letter and instructs the office to provide transcripts

If the student was registered before 2019, she belongs to the university pattern. If the student is registered after 2019, she belongs to the autonomous college pattern Enter semester wise marks/grades details on different pages Enter conversion table; take two print outs, mark the relevant seal and get principal's signature

For the university student: forward to the univ transcript department; student has to follow the procedure prescribed by the university For the college student: after principal's and CoE's signature, college will seal the transcripts and hand over to the student

Timeline: Within Seven Days

LEAVING CERTIFICATE



RAILWAY CONCESSION

Railway concession timing 10.30 am to 12.30 pm

Railway concession forms are available on counter no 04

Documents required for railway concession: student's identity card and fee receipt of the current semester

Timeline: Within Two Hours