

Academic Certificates

S No	Details of the Service	Maximum Processing time for the office
1	Issuance of Bonafide Certificate to the students	3-7 working Days
2	Issuance of Fee Estimation Certificate to the students	3-7 working Days
3	Issuance of Transcripts to the students	3-7 working Days
4	Issuance of No Objection Certificate (Internship/ Passport verification/Passport renewal) to the students	3-7 working Days
5	Issuance of Grade Sheets to the students	3-7 working Days
6	Issuance of Course Completion Certificate to the students	3-7 working Days
7	NSP Bonafide Certificate	3-7 working Days
8	Railway Concession Forms	3-7 working Days
9	Issuance of Transfer Cum Migration Cum Conduct Certificate to the students	5-10 working Days
10	Issuance of Provisional Certificate to the students	
11	Issuance of Consolidated Grade Sheet to the students	
12	Issuance of Degree Certificate to the students	
13	On Duty Order to the Ph.D. Scholars	3-7 working Days

**** Note:** In case of an unavoidable situation or where insufficient details are provided and application is incomplete, the applicant will be intimated within 3 working days for seeking information.



K. Sathya Babu
Associate Dean
(Academics & Research)