

Student Manifesto

1	Purpose →	College Admission
	Required Documents	1) Prospectus of college 2) Prescribed Application form 3) Online Form filling 4) Hard copy of online form 5) S.S.C, H.S.C Original Marksheet and Certificate with two sets of Xerox 6) Transfer Certificate: Original with Two Attested Xerox/True copies 7). Migration Certificate: Original with Two Attested Xerox/True copies (if from other board) 8) Gap Certificate. (If there is a gap of one or more years in studies 9) No objection Certificate (In case of student coming from other college) 10) 4 Photographs with name of students on back side 11) Caste Certificate and its Xerox copy(If Candidate belongs to reserve categories).
	Fees	Prescribed fees scheduled by university of Mumbai
	Issuing Authority	University / College
2	Purpose →	Original ID
	Required Documents	Completion of Admission process(Fee Receipt)
	Fees	
	Issuing Authority	College
3	Purpose →	Bonafied Certificate (regular Students) offline/online (education loan / other purpose)
	Required Documents	1) Application form stating the reason for bonafied certificate 2) College ID
	Fees	Next day Rs 20/-
	Issuing Authority	College
4	Purpose →	Bonafied Certificate (For EX Students) offline/online
	Required Documents	1) Application form with purpose of bonafied certificate 2)Mark list of all semesters(Originals & one set of Xerox) 4) College ID or any other Photo ID Such as Aadhar card/ Election card/Driving licence / Passport original & Xerox
	Fees	Next day Rs 20/-
	Issuing Authority	College
5	Purpose →	Examination Form (online/offline) Filling
	Required Documents	1) Prescribed application form 2) Photograph 3) Mark list of all semesters (Originals & one set of Xerox) 4) College ID or any other Photo ID
	Fees	As per schedule of University / College schedule
	Issuing Authority	University / College
6	Purpose →	Scholarship Form (online/offline) for reserve Category Students
	Required Documents	1) Domicile Certificate of student (Original + Xerox) 2) S.S.C Board Marksheet and certificate (Original + Xerox) 3)H.S.C Board Marksheet and certificate (Original + Xerox) 4) Cast certificate by tahisaldar (Original + Xerox) 5) Photocopy of marksheet 6) Leaving Certificate/ Transfer Certificate (Originals & Xerox) 7) More than 75 % Present in college . 8) Gap certificate deposited in college (If gap is Present) (Originals & Xerox) 9) Income certificate by tahisaldar (Originals & Xerox) 10) Bank passbook (Number to verify and it should be operative) 11) Aadhar card (Originals & Xerox) 12) Rationing Card (Originals & Xerox) 13) Confirmation of first 2nd child in family (not 3rd or next child in family for student)
	Fees	Nil
	Issuing Authority	State Government social welfare office
7	Purpose →	Scholarship Form (online/offline) for Minority Students & financial weak
	Required Documents	1) Application form 2) Income proof & Minority community status- self certified deceleration OR income certificate from the employer, if any, 3) Photocopy of last year mark sheet 4) Copy of electricity bill 5) Copy of telephone bill 6) Copy of Ration card / leave & license agreement / Aadhar card
	Fees	Nil
	Issuing Authority	College
8	Purpose →	Cancellation of Admission
	Required Documents	1) Application form of candidate and parent stating the reason for cancellation 2) College ID 3) Fees Receipts
	Fees	Refund of fees as per UG/412 of 2008 of university of Mumbai
	Issuing Authority	College
	Time Required	15-30 days

9	Purpose →	Transfer Certificate (online/offline)
	Required Documents	1) Application form 2) Letter of that college where the Student is admitted 3) Mark lists of all semesters (original & one set of Xerox) 4) College id or any other photo ID Such As Aadhar card/ Election card/Driving license etc. 5) Confirmation of no dues.
	Fees	Rs 100/-
	Issuing Authority	College
	Time Required	4-5 days
10	Purpose →	Duplicate Mark sheet (FY/SY Classes)
	Required Documents	1) Application form 2) copy of FIR 3) College id or any other photo id such as Aadhar card/ Election card/ Driving licence etc
	Fees	Rs 500/- per semester
	Issuing Authority	College
	Time Required	Seven days
11	Purpose →	Duplicate Mark sheet (TY Classes)
	Required Documents	1) Application form 2) Mark lists of all semesters (Except the missing mark list) 3) College id or any other photo id such as Aadhar card/ Election card/ Driving licence etc 4) Confirmation of no dues.
	Fees	Rs 100 X no. of years + 500/- Processing fee (to bring from University)
	Issuing Authority	University
	Time Required	Depends on university office (upto 1 to 2 months)
12	Purpose →	Character Certificate
	Required Documents	1) Application form 2) Confirmation of no dues.
	Fees	Rs 50/-
	Issuing Authority	College
	Time Required	2 days
13	Purpose →	Revaluation & Photo copy of Answer sheet (College exam)
	Required Documents	1) Application form 2) Xerox of concern exam paper 3) Mark lists of concern semester (one set of Xerox)
	Fees	Revaluation Rs 250/- per subject, Photocopy of answer sheet Rs 50/- + Rs 10/- application form fees
	Issuing Authority	College
	Time Required	Seven Days
14	Purpose →	Revaluation & Photo copy of Answer sheet (University exam)
	Required Documents	1) Application form 2) Xerox of concern exam paper 3) Mark lists of concern semester (one set of xerox)
	Fees	Revaluation Rs 250/- per subject, Photocopy of answer sheet Rs 50/- + Rs 10/- application form fees
	Issuing Authority	University
	Time Required	Depends on university office
15	Purpose →	Train Concession
	Required Documents	1) Prescribed application form of Railway department 2) Photocopy of Aadhar card(student)
	Fees	Nil
	Issuing Authority	College
	Time Required	Immediate/ Next day
16	Purpose →	Transcripts
	Required Documents	1) Application Form 2) Photocopies of Marksheet of all Semesters attached with Application
	Fees	Rs. 1000/- (4 pages)
	Issuing Authority	College
	Time Required	1 Week
17	Purpose →	Letter of Recommendation
	Required Documents	1) Application Form 2) Approved LOR from Respective Teachers
	Fees	Nil
	Issuing Authority	College
	Time Required	1 Week
18	Purpose →	Medium of Instruction certificate
	Required Documents	Application Form
	Fees	Rs.100/-
	Issuing Authority	College
	Time Required	Immediate
19	Purpose →	Attestation of Documents
	Required Documents	Application Form
	Fees	Nil
	Issuing Authority	College
	Time Required	Immediate
20	Purpose →	Demand letter for education loan purpose
	Required Documents	1) Application form ; Justification for purpose
	Fees	Rs. 20/-
	Issuing Authority	College
	Time Required	Same / Next day

21	Purpose →	Bifurcation of fees for education loan / income tax
	Required Documents	1) Application form ; Justification for purpose
	Fees	Rs. 20/-
	Issuing Authority	College
	Time Required	Same / Next day
22	Purpose →	Any Relevant Requirement
	Required Documents	1) Application form ; Justification for purpose
	Fees	Depends on Requirement
	Issuing Authority	College
	Time Required	Depends on Requirement