

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 three sets of Xerox & 5 Photographs with name of students on back side 6) Caste Certificate and its Xerox copy(If Candidate belongs to reserve categories).
	Fees	Prescribed fees scheduled by university of Mumbai
	Issuing Authority	University / College
	Time Required	One hour
2	Purpose →	Original ID
	Required Documents	Completion of Admission process(Fee Receipt)
	Fees	-----
	Issuing Authority	College
3	Purpose →	Bonafied Certificate (regular Students) offline/online
	Required Documents	1) Application form stating the reason for bonafied certificate 2) One Passport size photographs 3) College ID
	Fees	Next day Rs 20/- , Next hour Rs 50/-
	Issuing Authority	College
4	Purpose →	Bonafied Certificate (For EX Students) offline/online
	Required Documents	1) Application form with purpose of bonafied certificate 2) one passport size photograph 3) 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/- , Next hour Rs 50/-
	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) Appeared for 1st term/ IIIrd term Vth term Exam) 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) Aadhar card link with bank account (Letter by bank manager) (Originals & Xerox) 13) Rationing Card (Originals & Xerox) 14) Confirmation of first 2nd child in family (not 3rd or next child in family for student 15) Undertaking of student and parent refund of scholarship if discontinued the education (Original to deposited in college)
	Fees	Nil if filled by candidate or Rs 100/- if filled by Scholarship volunteer
	Issuing Authority	State Government social welfare office
7	Purpose →	Scholarship Form (online/offline) for Minority Students
	Required Documents	1) Attested Certificates of Educational qualification as filled up in para 2 (Originals & Xerox) 2) Deceleration of Family Income & Minority community status- self certified deceleration OR income certificate from the employer, if any, 3) proof of permanent address (Domicile Certificate / Ration card / driving licence / electricity bill / Indian passport / Election Id / Telephone Bill etc. (Originals & Xerox)
	Fees	Nil if filled by candidate or Rs 100/- if filled by Scholarship volunteer
	Issuing Authority	State Government social welfare office
	Time Required	processing by college in a day, Sanctioning authority is government therefore depends on Hon. Government

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	One day
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 licence etc. 5) Confirmation of no dues.
	Fees	Rs 100 X no. of years.
	Issuing Authority	College
	Time Required	One day
10	Purpose →	Duplicate Mark sheet (FY/SY 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)
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 →	Migration Certificate
	Required Documents	1) Application form 2) Prescribed form of university 3) H.S.C Marksheet (Original + xerox) 4) Mark list of all semester (Original + xerox) 5) College id or any other photo id such as Aadhar card/ Election card/ Driving licence etc 6) Confirmation of no dues.
	Fees	Rs 300/- University fee + Rs 500 Processing fee (to bring from University)
	Issuing Authority	University
	Time Required	Depends on university office (upto 1 to 2 months)
13	Purpose →	Rechecking Revaluation Xerox copy of Answer sheet (College exam)
	Required Documents	1) Application form 2) Xerox of concern exam paper 3) Mark lists of all semester (Original & one set of Xerox)
	Fees	Rechecking Rs 100/- per paper , Revaluation Rs 500/- per paper , Xerox copy Rs 500/- per paper
	Issuing Authority	College
	Time Required	Seven Days
14	Purpose →	Rechecking Revaluation Xerox copy of Answer sheet (University exam)
	Required Documents	1) Application form 2) Xerox of concern exam paper 3) Mark lists of all semester (Original & one set of xerox)
	Fees	Rechecking Rs 100/- , Revaluation Rs 500/- , Xerox copy Rs 500/- + Rs 500/- Processing (to bring from university)
	Issuing Authority	University
	Time Required	Depends on university office
15	Purpose →	S.T Bus/Train Concession
	Required Documents	1) Prescribed application form of S.T department 2) Two Photographs 3) Valid ID of college
	Fees	Nil
	Issuing Authority	College
	Time Required	Immediate
16	Purpose →	Transcripts
	Required Documents	1) Application Form 2) Xerox Marksheet of all Semesters attached with Application
	Fees	Rs. 500/- Per semester.
	Issuing Authority	College
	Time Required	1 Week
17	Purpose →	Letter of Recommendation
	Required Documents	1) Application Form 2) Approved LOR from Respective Teachers
	Fees	Rs. 100 per copy
	Issuing Authority	College
	Time Required	1 Week
18	Purpose →	Letter of Conduct
	Required Documents	Application Form
	Fees	Nil
	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 →	Any Relevant Requirement
	Required Documents	1) Application form ; Justification for purpose
	Fees	Depends on Requirement
	Issuing Authority	College
	Time Required	Depends on Requirement