

Shri Sharda Bhavan Education Society's

**SHANKARRAO CHAVAN MAHAVIDYALAYA,  
ARDHAPUR, DIST. NANDED  
CITIZEN CHARTER**

**SERVICES RENDERED TO STUDENTS**

<b>Services</b>	<b>Duration</b> (The timings are applicable only if the application is complete in all respects)
<b>Issue of Identity Cards</b> a) FY b) SY/ TY c) Late Admission	7-10 Days after college re-opening Validity of 3 years As Prescribed by University
<b>Issue of Duplicate Identity Card</b>	02 Working Days on Payment of Rs. 50/-
<b>Issue of Transfer Certificate</b>	03 Working Days
<b>Issue of Character Certificate</b>	02 Working Days
<b>Issue of Bonafide Certificate</b>	02 Working Days
<b>Processing and forwarding of Migration Certificate</b>	03 Working Days
<b>Issue of Tour/ Vacation / Concession Forms</b>	01 Working Days
<b>Changes in Subject / Stream subsequent changes in roll call</b>	02 Working Days

