

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

SERVICES RENDERED TO STUDENTS

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

