



SANSKARDHAM KELAVANI MANDAL'S
JASHBHAI MAGANBHAI PATEL COLLEGE OF COMMERCE
STUDENT'S CHARTER

PARTICULAR	FEE IN RS.	DAYS	PERSON TO MEET	DOCUMENTS
RAILWAY CONCESSION (LOCAL)	₹. 10/-	MONDAY, WEDNESDAY & FRIDAY	SHRI. PRAVIN SIYODIA & SHRI. HEMANT PARAB	IDENTITY CARD
RAILWAY CONCESSION (LONG JOURNEY)	₹. 10/-	MONDAY, WEDNESDAY & FRIDAY	SHRI. PRAVIN SIYODIA	IDENTITY CARD
BONAFIDE CERTIFICATE	₹. 50/-	MONDAY, WEDNESDAY & FRIDAY	SHRI. DHARMESH KADAM	1. Application Letter. 2. HSC Leaving Certificate.
NO OBJECTION CERTIFICATE	₹. 100/-	MONDAY, WEDNESDAY & FRIDAY	SHRI. DHARMESH KADAM	1. Application Letter. 2. Self Attested of all Marksheets (including ATKT if any).
DUPLICATE IDENTITY CARD & LIBRARY CARD	₹. 100/-	MONDAY, WEDNESDAY & FRIDAY	SHRI. DHARMESH KADAM	Application Letter. (Signature of the Convener of Discipline Committee for ID Card & Signature of the Librarian for Library Card)
MANUAL TRANSFER CERTIFICATE (ADMISSION COLLEGE TO UNIVERSITY)	₹. 150/-	MONDAY, WEDNESDAY & FRIDAY	SHRI. DHARMESH KADAM & MS. SONALI MAHADIK	1. College/ University TC Application Form. 2. Self Attested of all Marksheets (including ATKT if any). 3. HSC Leaving Certificate
DIGITAL TRANSFER CERTIFICATE (COLLEGE TO COLLEGE)	₹. 100/-	MONDAY, WEDNESDAY & FRIDAY	SHRI. DHARMESH KADAM & MS. SONALI MAHADIK	1. Current College TC Form & Self Application. 2. Self Attested of all Marksheets (including ATKT if any). 3. HSC Leaving Certificate.

TIME: 10.00 a.m. to 12.30 p.m.



SANSKARDHAM KELAVANI MANDAL'S
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STUDENT'S CHARTER

PARTICULAR	FEE IN RS.	DAYS	PERSON TO MEET	DOCUMENTS
TRANSCRIPT RECORD	1. Per Semester ₹. 250/- Upto 3 Years (Two Copies). 2. Per Semester ₹. 300/- Above 3 Years (Two Copies). (For Additional Copy 200/- Per Semester)	MONDAY, WEDNESDAY & FRIDAY	SHRI. VINESH MATAL	1. Application Letter. 2. Self Attested of all Marksheets.
DUPLICATE MARKSHEET	₹. 100/- (Upto 1 Years) ₹. 150/- (Upto 1 to 3 Years) ₹. 300/- (Upto 3 to above Years)	MONDAY TO FRIDAY	SHRI. VINESH MATAL	1. Application Letter. 2. Police FIR (Original)
RECOMMENDATION LETTER	₹. 100/-	MONDAY TO FRIDAY	SHRI. DHARMESH KADAM & MS. SONALI MAHADIK	1. Application Letter. 2. Self Attested of all Marksheets. 3. Soft Copy of Recommendation Letter required (Should be mail on given mail id in word format not in PDF)
CONVERSION CERTIFICATE	₹. 200/- Per Semester	MONDAY TO FRIDAY	MS. BHARATI GOLAM & SHRI DHARMESH KADAM	1. Application Letter. 2. Self Attested of all Marksheets (including ATKT if any). 3. Soft Copy of Conversion Letter required (Should be mail on given mail id in word format not in PDF)
EDUCATION VERIFICATION	₹. 500/- (Upto 3 Years) ₹. 700/- (Upto 3 to 8 Years) ₹. 850/- (Upto 8 to 15 Years) ₹. 1000/- (above 15 Years)	MONDAY TO FRIDAY	SHRI. PRAVIN RAWOOL & SHRI. VINESH MATAL	1. Application Letter. 2. Copy of T.Y. Marksheet (Final Year Marksheet) of Candidate (Student)

TIME: 10.00 a.m. to 12.30 p.m.

Time Limit

- 1. BONAFIDE CERTIFICATE - 5 Working Days**
- 2. NO OBJECTION CERTIFICATE (NOC) - 5 Working Days**
- 3. DUPLICATE MARKSHEET - 15-20 Working Days**
- 4. DUPLICATE IDENTITY/LIBRARY CARD - 8 Working Days**
- 5. TRANSFER CERTIFICATE (MANUAL) - 15 Working Days**
- 6. TRANSFER CERTIFICATE (DIGITAL) - 8 Working Days**
- 7. TRANSCRIPT CERTIFICATE – 15-20 Working Days**
- 8. RECOMMENDATION LETTER - 5 Working Days**
- 9. EDUCATION VERIFICATION - 5 Working Days**
- 10. CONVERSION CERTIFICATE - 5 Working Days**

(W.E.F. 01/07/2024)