



Manual – 4

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

S.No.	Name of Service	Tentative timeline for delivery of service
1	Issuance of Provisional Certificate	15 days
2	Issuance of No dues certificate	07 days
3	Issuance of Study/Bonafied Certificated	07 days
4	Issuance of Character Certificate	07 days
5	Genuineness of marks card/Degree Certificate	As these are issued by the University of Delhi, the same does not come under the purview of the College.
6.	Issuance of semester/annual marks sheet	As these are issued by the University of Delhi, the same does not come under the purview of the College.
7.	Issuance of participation certification in clubs and extracurricular activities	10 days
8.	Issuance of Bus Pass forms duly attested	03 days
9.	Issuance of College Leaving Certificate	05 days

Ref. No. 30.09.2021

Calendar (the Act, Statues and Ordinances) Volumes I and Volumes 2 of the University of Delhi.

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