

**Expected Time (Academics)**

SI No	Details of the Service	Requirement from the stake holders	Check List	Maximum processing time for the office	Contact details of the staff concerend	Contact details of the concerned official
1	Registration/Enrollment to program	Offer letter from JoSSA/ CCMT	10,12 th mark sheet, (and degree certificates for PG admissions) JoSSA allotment letter in case of B. Tech, IMT,IMG, Category / OBC Non creamy layer certificate, necessary medical reports, fee payment receipt	within 3-5 working days	<b>0751-2449704</b>	<b>Academic Section</b>
2	Registration for higher semesters	Manual Registration	Fee payment reciept	within 2-3 working days	<b>0751-2449704</b>	<b>Academic Section</b>
2.1	Preregistration phase	Time table of semester	Application to be submitted by the student	within 7 working days	<b>0751-2449704</b>	<b>Academic Section</b>
2.2	Semester Enrollment Phase		Application to be submitted by the student	within 7 working days	<b>0751-2449704</b>	<b>Academic Section</b>
2.3	Add/Drop phase		Application to be submitted by the student	within 7 working days	<b>0751-2449704</b>	<b>Academic Section</b>
2.4	Drop phase		Application to be submitted by the student	within 7 working days	<b>0751-2449704</b>	<b>Academic Section</b>
3	Degree Certification Verifications	Request for the same over email mentioning the name and roll no of the student. A copy of the transcript or degree awarded would be an added advantage	Nil	within 2-3 working days	<b>0751-2449704</b>	<b>Joint Registrar (A&amp;A)</b>
4	Student Data Verification for Third party agencies	Name and institute roll no of student	The certificate to be verified have to be shared over email	within 2-3 working days	<b>0751-2449720</b>	<b>Joint Registrar (A&amp;A)</b>
5	Documents / Certificates	Purpose of document/ certificate is collected	Supporting documents based on request	within 2-3 working days	<b>0751-2449720</b>	<b>Academic Section</b>
5.1	Course Completion Certificate	Purpose of issue of CCC, whether is for higher studies , employment opportunities	Nil	within 2-3 working days	<b>0751-2449704</b>	<b>Academic Section</b>
5.2	Medium of Instruction Certificate	Purpose of issue	Nil	within 2-3 working days	<b>0751-2449704</b>	<b>Academic Section</b>
5.3	Bonafide Certificates / Other Certificates	The purpose of bonafide certificate shall be mentioned clearly over email/ google form designed to serve the purpose whether it is for passport, educational loan, scholarships, higher education or some other purposes	Nil	within 2-3 working days	<b>0751-2449704</b>	<b>Academic Section</b>
5.4	No Objection Certificate for Internships	Request for the same over email mentioning the name of firm and period of internship	Nil	within 2-3 working days	<b>0751-2449704</b>	<b>Academic Section</b>

6	WES Verification	Request for the same over email	The certificate to be verified	within 2-3 working days	<b>0751-2449704</b>	<b>Academic Section</b>
7	Other State Scholarship	Request from the respective state authority via their Scholarship portal/email	Supporting documents for the Scholarship viz. Income Certificate, Course related details etc.	within 7 working days	<b>0751-2449704</b>	<b>Academic Section</b>
8	Disbursement of Scholarship	Application from the student form	Annual income certificate, Undertaking by student and No scheme available details from NSP Portal, Institute Scholarship application form,	45 days approximately from deadline	<b>0751-2449704</b>	<b>Academic Section</b>
9	Disbursement of Fellowship	Approval is collected from department coordinators	Nil	within 7 working days	<b>0751-2449704</b>	<b>Academic Section</b>
10	Fee Payment Gateway	Link will be shared to students with a deadline to make payment	Scholarship status	within 7 working days	<b>0751-2449704</b>	<b>Academic Section</b>
11	Fee Reconciliation	Report generated from Portal	Nil	within 7 working days	<b>0751-2449704</b>	<b>Academic Section</b>
<b>M Tech/ PhD</b>						
1	Registration/Enrollment	Have to satisfy the Eligibility criteria published by the institute	10,12 th marklists, (and degree certificates for MS/PhD admissions) , Category / OBC Non creamy layer certificate, necessary medical reports, fee payment receipt	within 2-3 working days	<b>0751-2449704</b>	<b>Academic Section</b>
2	Bonafide Certificates / Other Certificates	The purpose of bonafide certificate shall be mentioned clearly over email whether it is for passport, educational loan, scholarships, higher education or some other purposes	Nil	within 2-3 working days	<b>0751-2449704</b>	<b>Academic Section</b>
3	Course Completion Certificate	Purpose of issue of CCC, whether is for higher studies , employment opportunities	Nil	within 2-3 working days	<b>0751-2449704</b>	<b>Academic Section</b>