			Turnaround Time		
S. No.	**Details of the Service**	**Requirement from the stake holders**	**Check List**	**Processing time**	**Contact Number**
1	**Registration/Enrollment to program (On boarding)**	Offer letter from JoSSA/ JAM/ COAP MS/PhD. Have to satisfy the Eligibility criteria as mandated by the institute for the admission pertaining to the Academic Year	Marks Sheets of 10,12th, Degree Certificates (as applicable to the program of study), JoSSA allotment letter in case of BTech, JAM/COAP/GATE score card in case of MSc/ MTech, Category / OBC Non-Creamy Layer certificate, neccessary medical certificates (as applicable), PwD certificate, fee payment reciept. Offer Letter issued by the institute, Mark Sheet of of 10,12th, Degree Certificates (as applicable to the program of study) and with a valid GATE score for MS (By Research), Marks Sheets of 10,12th, Degree, PG Certificates (as applicable to the program of study) and/or GATE score or similar National Level Fellowships or equivalent qualification.	Two-Three Weeks	-
1.1	Submission of Pending / Deficient Documents pertaining to S. No.1	As per the Checklist submitted at the time of Registration		45 days (following up with the students/scholars)	-
2	**Registration for higher semesters**	Online registration through the Records portal	Institute Fee Payment report downloaded from the SBI I-Collect Portal	within 7 working days	**+91 491 209 2035/36**
2.1	Preregistration Phase	Students can register/add/drop for a course after the remittance of the fee for the semester. Course registration will be complete after the approval from CoT and FA	Time Table of the running semester. Approval from CoT and FA for the registered course.	within 7 working days	**+91 491 209 2035/36**
2.2	Semester Enrollment Phase			within 7 working days	**+91 491 209 2035/36**
2.3	Add/Drop Phase			within 7 working days	**+91 491 209 2035/36**
2.4	Drop Phase			within 7 working days	**+91 491 209 2035/36**
3	**Third Party Verification**	Mail from the Agency which seeks to verify the degree certificate indicating the name and institute roll no of student/alumni and remit the charges for the verification as per the extant guidelines	The certificate/document to be verified have to be shared over email along with proof for remittance of the appropriate charges	within 2-4 working days	**+91 491 209 2035/36**
4	**Documents / Certificates**	-	-	-	**+91 491 209 2035/36**
4.1	Course Completion Certificate	Upon general request	Records available with the section	within 2-4 working days	**+91 491 209 2035/36**
4.2	Medium of Instruction Certificate	Upon general request	-	within 2-4 working days	**+91 491 209 2035/36**
4.3	Bonafide Certificate / Other Certificates / Documents	The purpose of bonafide certificate shall be mentioned clearly over email/ google form provided for the same	Records available with the section	within 2-4 working days	**+91 491 209 2035/36**

S. No.	Details of the Service	Requirement from the stake holders	Check List	Processing time	Contact Number
				Turnaround Time		
4.4	No Objection Certificate	Request for the same over email mentioning the name/place of the agency/firm, nature of internship (paid or unpaid), offer letter and period of internship, in case of internships and purpose to be mentioned for other requirements.	Records available with the section and the consent of the FA/HoD, as applicable	within 2-4 working days	**+91 491 209 2035/36**
4.5	Provisional Certificate	Request for the same over email mentioning the purpose clearly.	Records available with the section and ensuring that Senate has approved for issuing the provisional certificate	within 2-4 working days after the Senate approval	**+91 491 209 2035/36**
4.6	CGPA to Percentage Conversion document	Upon general request	Records available with the section	within 2-4 working days	**+91 491 209 2035/36**
4.7	Certificate indicating the position of a student in a class	Name and institute roll no. of the student	Records available with the section	within 2-4 working days	**+91 491 209 2035/36**
4.8	Dispatch of Documents through Speed Post or Courier	Name, institute roll no., address and contact number of the student	Proof of Payment	within 7 working days	**+91 491 209 2035/36**
4.9	Providing details to accounts for verification and confirmation	Payment proof submitted by the student	Reference number, amount	within 2-4 working days	-
5	**Responding to RTI and queries from the ministry/parliament**	As per the details sought	Source data available with the Academics Section	As per the prescribed timeline	-
6	**Other State Scholarships**	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	**+91 491 209 2036/35**
7	**Processing for the disbursement of Institute Scholarships (Fresh)**	Application from the student via Google form	Annual income certificate, Undertaking by the student and no scheme available details from the NSP Portal, Filled-in institute scholarship application	45 days (approximately) from the closing date of the submission of applications	**+91 491 209 2036/35**
8	**Disbursement of Pocket Money (Monthly basis)**	-	Scholarship status, On Roll status and ensuring that the students are not on a semester or year breaks/long leaves	Within a week of each month	**+91 491 209 2036/35**
9	**Verifying and forwarding scholarship applications in the National Scholarship Portal (NSP)**	Student Profile in NSP, Relevant documents as per the guidelines of each scheme, Submission of online applications in the National Scholarship Portal (NSP)	Validity and authenticity of uploaded documents, Academic Performance, Institute Scholarship Status, On Roll records, Fee details of various programs	As per the timelines provided by NSP	**+91 491 209 2036/35**
10	**Processing for the disbursement of Fellowship for the MTech students (HTTA) (Monthly basis)**	Approval from the faculty (Satisfactory / Not Satisfactory report)	Nature of internship (paid or unpaid), On Roll status and ensuring that the students are not on a semester or year breaks/long leaves	within 7 working days	**+91 491 209 2035/36**

		Turnaround Time			
S. No.	**Details of the Service**	**Requirement from the stake holders**	**Check List**	**Processing time**	**Contact Number**
11	**Processing of disbursement of various Fellowships for the Research Scholars (Monthly basis)**	Approval from the guides (Satisfactory / Not Satisfactory report)	On Roll status and ensuring that the students are not on a semester or year breaks/long leaves	within 7 working days	**+91 491 209 2035/36**
12	**Creation of Fee Payment Interface for remittance of Institute Fee and Hostel Fee**	-	Status of availing of the Institute Scholarship based on the records available	As per the Academic Calendar	**+91 491 209 2036/35**
13	**Reconcilation Report of the Institute Fee Collection**	-	NEFT Payments, Withdrawals, Course Completion status and Fee Amendments	Within 3 weeks from the closing date of the window for the fee remittance	-
14	**Renewal of Institute Scholarships**	-	Status of availing of the Institute Scholarship and On Roll status	During the Creation of Data for Fee Collection pertaining to the Semester	-
15	**Creation of ABC (APAAR) ID**	Aadhar Number, name and phone number matching with Aadhar Card	Name, Phone number, Date of Birth, Gender as per Aadhaar	within 2-4 working days	-
16	**Publication of Results in Records Portal**	-	Records available with the section	As per the Academic Calendar	-
17	**Thesis Submission Certificate - MS/PhD**	Upon general request	Records available with the section	within 2-4 working days	**+91 491 209 2035/36**