



J. C. BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY, YMCA, FARIDABAD

STUDENT CHARTER (ACADEMIC SECTION)

Student Window Services



TIMINGS : 10.00 am - 12.00 Noon & 2.00 pm - 4.00 pm

FOLLOWING FEE STRUCTURE SHALL BE IMPLEMENTED FOR VARIOUS SERVICES
PROVIDED BY THE ACADEMIC BRANCH.

w.e.f : Dec, 2019

Sr. No.	Description of Services	Fee/Charges Payable	Processing time after receipt of Application (Approx)
1	Re-Admission / Re-Joining (if name was struck-off by any reason i.e. Detention / Fee not submission etc.)	Rs. 5000/- + applicable fine on semester fee	As per notification
2	Issue of Migration Certificate (After completion of Course/left the University by any reason) UTD & Affiliated Institutes	Rs. 100/-	3 days after receipt of fee
		Rs. 500/-	1 day after receipt of fee
3	Issue of Identity Card (after submitting all required Documents)	No Charges	As per notification
	Replacement of Damaged Identity Card / Issue of Duplicate Identity Card	Rs. 200/-	2 days after receipt of fee
4	Late submission of Migration Certificate* (Migration Certificate not required for Haryana Technical Education Board Students admitted under LEET Category)	As per notification	As per notification
5	Character Certificate (To be issued by the O/O Proctor)	No charges	Processing within 2 days
6	Bonafide Certificate*	Rs. 100/- (for same day)	3 days (Without Charges)
7	Verification of Miscellaneous Scholarship forms / Issue of Bonafide (Specific) Certificate for Scholarship	No Charges	2 days
8	Preparation / Processing of Haryana Roadways Bus-passes for Boys Students. (No Charges for Girls Students)	As per Govt. Rates	As per notification
9	Preparation / Processing of SC / BC Scholarship Forms for Students	No Charges	As per notification
10	Correction of Particulars of Students (Name / DOB / Photo etc.)	Rs. 500/-	3 days after receipt of fee
11	Student Certificate Verification	Rs. 500/-	3 days after receipt of fee
12	Submission of No Dues Certificate	No Charges	Processing within 1 month (To Accounts Section)

* In case certificate is required through post Rs. 100/- will charged extra as postal charges.

Dy. Registrar (Academic)