



Dr. D. Y. Patil Pratishthan's
**COLLEGE OF
ENGINEERING**

Salokhenagar, Kolhapur - 416007

Office Charter



Office Charter- Admission Related Services

Sr. No.	Documents Required by the Student	Documents Required by College Authorities Applicable	Fees Applicable (Rs.)	No. of Days	Counter No.
1	Transfer Certificate	Submit Application with Photocopies (Xerox copies) of all mark sheets and Provisional admission letter of newly admitted institute.	-	2	1
2	No Objection Certificate	Submit Admission Cancellation Form and Photocopies (Xerox copies) of all mark sheets and original fee receipts.	-	1	1
3	Transcript Certificate	Application along with Photocopies (Xerox copies) of all Mark Sheets	-	2	1
4	Fee Details Certificate	Submit Application along with photocopy of I-card	-	1	2
5	Duplicate Fee Receipts	Submit Application along with of I-card.	-	1	2

Office Charter-Other Services

Sr. No.	Documents Required by the Student	Documents Required by College Authorities Applicable	Fees Applicable (Rs.)	No. of Days	Counter No.
1	Bonafide Certificate	Application with Photocopies (Xerox copies) copy of I-Card/ Fee receipt	-	1	1
2	Duplicate I-Card	Application with HoD signature and Photocopies (Xerox copies) copies of fee receipt	-	1	1
3	Education Verification	Company's letter with last year's Mark sheet of concerned student	-	1	1
4	Character Certificate	Application with Photocopies (Xerox copies) I-card/fees receipt	-	1	1
5	Indiscipline Fine	No documents required	Depending upon the punishment	-	1



Office Charter- Other Services

Sr. No.	Documents Required by the Student	Documents Required by College Authorities Applicable	Fees Applicable (Rs.)	No. of Days	Counter No.
6	Recommendation/ Reference letter	Submit Application with Photocopies of all Mark sheets	-	1	1
7	Project Recommendation. Letter	Submit Application with Photocopies of I-Card	-	1	1
8	Letter of getting Sponsors	Submit Application with Photocopies of I-Card	-	1	1
9	Other	Any Other Application/ Request	-	-	-

Office Charter- Examination Related Services

Sr. No.	Documents Required by the Student	Documents Required by College Authorities Applicable	Fees Applicable (Rs.)	No. of Days	Counter No.
1	Exam Form (Oct/Nov or March/April)	Last exam mark sheet	As per Uni. Circular	As per Uni. Circular	3
2	Photocopy/Re-verification/ Revaluation	Apply Online website : www.unishivaji.ac.in	As per university Circular	As per university Circular	3
3	Hall Ticket	I-card/ Full fees paid fees receipt	Nil	As per Circular	3
4	Mark sheet	No-Dues Certificate	Nil	-	3
5	Convocation Certificate	Apply Online website : www.unishivaji.ac.in	As per university Circular	As per university Circular	3

Office Charter- Scholarship Related Services

Sr. No.	Documents Required by the Student	Documents Required by College Authorities Applicable	No. of Days	Counter No.
1	Scholarship/ Freeship (for Reserved Category Only)	Apply online website: https://mahadbt.maharashtra.gov.in	As per Circular	4
2	Dr. Babasaheb Ambedkar Swadhar Yojana (for SC Category Only)	As per Circular (Offline form)	As per Circular	4
3	EBC/Hostel Maintenance Allowance/Minority	Apply online website: https://mahadbt.maharashtra.gov.in	As per Circular	4

Office Charter- Scholarship Related Services

Sr. No.	Documents Required by the Student	Documents Required by College Authorities Applicable
1	Scholarship/ Freeship	<p>Upload all Original documents - Cast Certificate, Cast Validity, Income certificate, Domicile Certificate, 10th Mark sheet, 12th Mark sheet/ Diploma final year mark sheet (for new registration form), Last year University result (for Renewal form) CAP Certificate, Leaving certificate, Ration Card, Aadhar card, Gap certificate (if applicable)</p>
2	Dr. Babasaheb Ambedkar Swadhar Yojana (only for SC Category)	<p>Offline form- Attach all Xerox documents (form available in college Xerox center)</p> <p>Eligibility Criteria – 1) The parents/Guardian annual income shall be less than or equal to Rs. 2, 50,000. 2) Distance between College to village – 20Km</p> <p>Documents – 10th mark sheet, 12th mark sheet/ diploma final year mark sheet (for new registration form), Last year University Mark sheet (for renewal form), Cast Certificate, Cast Validity, Income certificate, Domicile Certificate Rent Agreement, Aadhar Card</p>

Office Charter- Scholarship Related Services

Sr. No.	Documents Required by the Student	Documents Required by College Authorities Applicable
3	EBC	<p>Upload all Original documents</p> <p>Documents- Income certificate, Domicile Certificate, 10th Mark sheet, 12th Mark sheet/ Diploma final year mark sheet (for new registration form), Last year University result (for Renewal form) CAP Certificate, Leaving certificate, Ration Card, Aadhar card, Gap certificate (if applicable)</p>
4	<p>Dr. Panjabrao Deshmukh Vasatigruh Nirvah Bhatta Yojna. (only for Open Category Students)</p>	<p>Upload all Original documents</p> <p>Eligibility Criteria – 1)The parents/Guardian annual income shall be less than or equal to Rs. 2,50,000. 2) Distance between College to village – 20Km</p> <p>Documents- Father Alpabhudharak Certificate or Father Registered Labor Certificate, Income certificate, Domicile Certificate, 10th Mark sheet, 12th Mark sheet/ Diploma final year mark sheet (for new registration form), Last year University result (for Renewal form) CAP Certificate, Leaving certificate, Ration Card, Aadhar card, Gap certificate (if applicable), Rent Agreement</p>



Office Charter- Refund Related Services

Sr. No.	Documents Required by the Student	Documents Required by College Authorities Applicable	No. of Days	Counter No.
1	Refund of Fees	Submit application with fee receipts, A/c details of students/ parent for NEFT payment i.e. Bank name, Branch, A/c No. & IFSC code	05	2