

**Manual – 4**

**Norms set by it for the discharge of its functions**

**4.1 Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes.**

Calendar (the Act, Statutes and Ordinances) Volume 1 and Volume 2 of the University of Delhi.

<b>S.No.</b>	<b>Name of Service</b>	<b>Tentative timeline for delivery of service</b>
1.	Issuance of Provisional Certificate	15 days
2. *	Issuance of No Dues Certificate	07 days
3. *	Issuance of Study/ Bonafied Certificate	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 marks transcript	07 days
7.	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
8.	Issuance of participation certificate in clubs and extracurricular activities	10 days
9.	Issuance of Bus Pass forms duly attested	03 days
10.	Issuance of College Leaving Certificate	05 days