**SERVICE SEEKER'S INFORMATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SN | Activities  | Required | Who | Whom | Within | Amount |
| 1 | Student Counseling | Statement | HOD | HOD | 10 min | - |
| 2 | Admission | Mark sheet/Character/ Photo(3) | Accountant | Administration | 10min |  |
| 3 | Fee Payment | Bill | Accountant | Administration | 5min | Applicable |
| 4 | Library Card | Slip | Office Accountant | Administration | 5min |  |
| 5 | Books | Library Card | Office Accountant | Administration | 5min |  |
| 6 | Exam Form | 2 Photos | Accountant | Administration | 5min | 1500 |
| 7 | Mark Sheet | Bill Clearance | Office Accountant | Administration | 10min |  |
| 8 | Id Card | Bill | Account | Administration | 10min | 100 |
| 9 | Parents Handling | Identity | HOD/Sub.Inc | HOD | 10min |  |
| 10 | Internship | Citizenship/Application | Administration | Administration | 10min |  |
| 11 | Transfer | Acceptance | Administration |  |  | 1000 |
| 12 | Recommendation  | Application | Administration | Administration | 10 min | 500 |
| 13 | No objection letter  | Application | Administration | Administration | 10 min |  |
| 14 | Research Proposal | Forward Letter | Administration | HOD(RD) | 10min | 500 |
| 15 | Deposit Refund | Clearance All | Administration | Administration | 10min | - |
| 16 | Campus data and information/ statement | Identity / Application | Campus Chief | Administration | 30 min | - |