# TIME-FRAME FOR DELIVERY OF SERVICES AGAINST SUBMITTED REQUEST

**(W.E.F. 1ST OCTOBER, 2025)**
**(MODIFIED ON 6TH OCTOBER 2026)**

| S.N | WORK | *TIME FRAME |
|---|---|---|
| 1 | QUERY REPLY | 3-7 WORKING DAYS |
| 2 | NEW ADMISSION CONFIRMATION | 7 WORKIG DAYS |
| 3 | RE-REGISTRATION CONFIRMATION | 3-5 WORKING DAYS |
| 4 | NEW ADMISSION CANCELLATION (DUE TO ELIGIBILITY ISSUE) | 7 WORKING DAYS |
| 5 | NEW ADMISSION CANCELLATION (BY THE STUDENT) | 15 WORKING DAYS |
| 6 | PAYMENT FAIL TICKET | 3-4 WORKING DAYS |
| 7 | ONLINE DATA CORRECTION CONFIRMATION | 3-7 WORKING DAYS |
| 8 | ONLINE PROVISIONAL-MIGRATION | 3-7 WORKING DAYS |
| 9 | DUPLICATE MARKSHEET | 15 WORKING DAYS |
| 10 | DUPLICATE DEGREE / DEGREE CORRECTION | (a) IF APPLIED BEFORE 30 SEP DEGREE WILL BE AVAILABLE BY 15 JANUARY<br>(b) IF APPLIED BEFORE 15 MARCH DEGREE WILL BE AVAILABLE BY 30 MAY. |
| 11 | TRANSCRIPT | 15 WORKING DAYS |

***(EXCLUDES QUERY POSTING DATE)**

**IMPORTANT:**

**(1) NO NEW ADMISSION CANCELLATION REQUEST WILL BE ENTERTAINED AFTER CLOSING OF NEW ADMISSIONS.**

**(2) IF ALL FORMALITIES WILL NOT BE COMPLETED NO REQUEST WILL BE ENTERTAINED.**

**(3) TIME FRAME MAY EXCEED IN CERTAIN CONDITIONS.**