



## **TIME-FRAME FOR DELIVERY OF SERVICES AGAINST SUBMITTED REQUEST**

**(W.E.F. 1<sup>ST</sup> OCTOBER, 2025)**

<b>S.N</b>	<b>WORK</b>	<b>TIME FRAME</b>	<b>REMARK</b>
1	QUERY REPLY	3-7 WORKING DAYS	
2	NEW ADMISSION CONFIRMATION	7 WORKING DAYS	SUBMISSION OF ONLINE APPLICATION & CONFIRMATION OF PAYMENT FROM BANK & FULFILLING OF ELIGIBILITY CRITERIA.
3	RE-REGISTRATION CONFIRMATION	3-5 WORKING DAYS	SUBJECT TO SUBMISSION OF ONLINE APPLICATION & CONFIRMATION OF PAYMENT FROM BANK.
4	ADMISSION CANCELLATION (DUE TO ELIGIBILITY ISSUE)	7 WORKING DAYS	AFTER SUBMITTING ONLINE CANCELLATION APPLICATION & CONFIRMATION OF PAYMENT FROM BANK.
5	ADMISSION CANCELLATION (BY THE STUDENT)	15 WORKING DAYS	AFTER SUBMITTING ONLINE CANCELLATION APPLICATION & CONFIRMATION OF PAYMENT FROM BANK.
6	PAYMENT FAIL TICKET	3-4 WORKING DAYS	SUBMISSION OF ONLINE APPLICATION & CONFIRMATION OF PAYMENT FROM BANK .
7	DATA CORRECTION	7 WORKING DAYS	SUBMISSION OF ONLINE APPLICATION & CONFIRMATION OF PAYMENT FROM BANK & RECEIPT OF REQUIRED DOCUMENTS.
8	ONLINE PROVISIONAL-MIGRATION	3-7 WORKING DAYS	SUBMISSION OF ONLINE APPLICATION & CONFIRMATION OF PAYMENT FROM BANK & RECEIPT OF DOCUMENTS.
9	DUPLICATE MARKSHEET	15 WORKING DAYS	SUBMISSION OF ONLINE APPLICATION & CONFIRMATION OF PAYMENT FROM BANK & ON RECEIPT OF HARD COPY MARKSHEETS.
10	DUPLICATE DEGREE		(a) IF APPLIED BEFORE 30 SEP DEGREE WILL BE AVAILABLE BY 15 JAN. (b) IF APPLIED BEFORE 15 MAR DEGREE WILL BE AVAILABLE BY 30 MAY.
11	TRANSCRIPT	15 WORKING DAYS	SUBMISSION OF ONLINE APPLICATION & CONFIRMATION OF PAYMENT FROM BANK & RECEIPT OF ALL ACADEMIC DOCUMENTS.

**NOTE: TIME FRAME MAY EXCEED IN CERTAIN CONDITIONS.**