

MECHANISM FOR ISSUE OF DOCUMENTS FROM ACADEMIC BRANCH

- 1. The students are advised to follow the procedure as displayed at prominent places.**
- 2. The applications of the students are processed by the dealing hand in Academic Branch.**
- 3. The dealing hand issue the certificate/required documents after verifying the facts and put up the same to his/her Section-Incharge with his/her initials.**
- 4. The Section-Incharge after scrutinizing the same, put the same to the Dean (Academic), who acts as Head of Academic Branch.**
- 5. The Dean (Academics) after verifying the facts, put his signatures.**
- 6. After the signatures of Dean (Academics), the document is numbered as per official dispatch register.**
- 7. In absence of Dean (Academics), The Assistant Registrar (Academics) performs the duty of Dean (Academics)**