

F.52(13)/Misc./Std.Cell/USAR/EDC

Date-27.09.2024

CIRCULAR

The Charter for Activities of Student Cell, USAR & USDI, East Delhi Campus are as under:-

Charter for Activities of Student cell, USAR & USDI		
Sr. No.	Brief Activities of Student Cell, USAR & USDI	Time frame for completion of activities (Working days)
1.	Bonafide cum fee Certificate	Two days
2.	Fee Structure for all years	Two days
3.	D.T.C. Student concession bus pass	Same day
4.	Scholarship verification form received from various NGOs/Banks/Govt. Offices etc.	Two days
5.	State Govt. Education loan verification form (online/offline)	Two days
6.	Tuition fee reimbursement verification	Two days
7.	Defence/Police verification form pertains to students	Two days
8.	Verification of result with counter sign for Scholarship/Loan etc.	Same day
9.	Distribution of Examination Admit Card	Three days
10.	Library cum Identity card forms	Three days
11.	Bank Education loan verification form (online/offline)	Three days
12.	N.G.O. Education Loan verification form (online/offline)	Two days
13.	Verification of N.C.C. sportmeet/N.S.S. etc	Two days
14.	Recommendation/N.O.C. for internship in various Govt./PSU/Private Organisation etc	Three days
15.	N.O.C. for paper presentation in conference in India	Four days
16.	N.O.C. for participation in conference/seminar/paper presentation outside India	Four days
17.	N.O.C. for visa/passport for Foreign Visit	Three days
18.	N.O.C. for participation in Tech events/sport event in other University/IITs	Four days
19.	Application for Rechecking/Inspection/Certified copy etc. (#)	Two days (#)



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20.	Forwarding of Application to Dwarka Campus for Correction in mark sheet i.e. marks not updated (discrepancies in marks, paper code, paper name, course name), Name correction etc.	Four days
21.	Forwarding of Application to Dwarka Campus for Correction in name of student (father's name/mother's name/address change etc)	Four days
22.	Recommendation for rectification of discrepancies in marks (to be forwarded to Dwarka Campus)	Four days
23.	Distribution of mark sheet of various semester and various programme	Four days
24.	Students club activities required permission of Competent Authority	Two days
25.	Students vehicle entry pass	Two days


Note:- 1. The above mentioned time frame (working days) is subject to submission of duly filled up application in prescribed format verified by faculty incharge and course co-ordinator along with requisite documents. The above said time frame will be counted leaving the day of submission of application by the students.

2. Mark sheets will be distributed as per the schedule date and time, prescribed time to time for Semester wise / programme wise.

3. (#) Forwarded within two days, after last date of submission of application.


4. Students may contact to Section Officer, Student Cell during any working day for their specific problems, if any.

All the students are hereby conveyed to follow the above said time frame for completion of Activities of Student Cell, USAR & USDI in smooth manner.


(Prof. Arvinder Kaur)
Dean, (USAR & USDI)

Copy for information to the students:-

1. Notice Board USAR
2. Notice Board USDI
3. All Course Co-ordinator of USAR
4. All Course Co-ordinator of USDI
5. A.R. to Hon'ble Vice Chancellor (East Delhi Campus Sectt.)
6. P.A. to Director In-charge, East Delhi Campus
7. A.R. to Dean Office (USAR & USDI)
8. Guard File


(Kapil Kr. Sharma)
Section Officer