

This is to inform all Students and Ex-Students that upon submission of an application for any required document, the College Office will levy the applicable charges and issue the requested document within the stipulated time and as per the fee structure mentioned below.

DOCUMENT CHARGES				
Sr. No.	Documents	Regular Charges (in ₹)	Processing Time	Tatkal Charges (Within 5 Working Days)
1	First Transcript (Junior College, Senior College & Postgraduate Students)	Indian Students – ₹1000/- Foreign/NRI Students – ₹1000/- Foreign Postage & Other expenses – Extra	15 Working Days	Indian Students – ₹1500/- Foreign/NRI Students – ₹1500/- Foreign Postage & Other expenses – Extra
2	Every Additional Copy	Indian Students – ₹100/- Foreign/NRI Students – ₹100/-	—	Indian Students – ₹500/- Foreign/NRI Students – ₹5000/-
3	Transfer Certificate / Duplicate Transfer Certificate	Indian Students – ₹100/- Foreign/NRI Students – ₹100/- Duplicate Transfer Certificate - ₹300/-	10 Working Days	Indian Students – ₹500/- Foreign/NRI Students – ₹500/- Duplicate Transfer Certificate - ₹800/-
4	Duplicate Leaving Certificate	Indian Students – ₹100/- Foreign/NRI Students – ₹100/-	10 Working Days	Indian Students – ₹500/- Foreign/NRI Students – ₹500/- Duplicate Leaving Certificate - ₹800/-
5	Bona fide Certificate	Indian Students – ₹100/- Foreign/NRI Students – ₹100/-	10 Working Days	Indian Students – ₹500/- Foreign/NRI Students – ₹500/-
6	No Objection Certificate	Indian Students – ₹100/- Foreign/NRI Students – ₹100/-	10 Working Days	Indian Students – ₹500/- Foreign/NRI Students – ₹500/-
7	Document Verification Fees for students passed Higher Secondary Education from other than Maharashtra State	Indian Students – ₹400/- Foreign/NRI Students – ₹400/-	15 Working Days	—
8	Project Fees/ Project as per the Syllabus: ₹. 500/- for 100 marks project and ₹. 100/- for 20 marks for UG Program Project and proportionately otherwise			
9	Eligibility-cum-Enrollment Fee (Other than Maharashtra State Board)	Indian Students – ₹500/- Foreign/NRI Students – ₹500/-	—	—
10	Prospectus + Information Brochure		₹100/-	
11	Duplicate Mark Sheet	Indian Students – ₹500/- Foreign/NRI Students – ₹500/-	10 Working Days	Indian Students – ₹750/- Foreign/NRI Students – ₹750/-
12	Duplicate Diploma	Indian Students – ₹400/- Foreign/NRI Students – ₹500/-	10 Working Days	Indian Students – ₹600/- Foreign/NRI Students – ₹1000/-
13	Grade Conversion Certificate	Indian Students – ₹500/- Foreign/NRI Students – ₹500/-	10 Working Days	Indian Students – ₹1000/- Foreign/NRI Students – ₹1000/-
14	Provisional Mark sheet	Indian Students – ₹500/- Foreign/NRI Students – ₹500/-	10 Working Days	Indian Students – ₹1000/- Foreign/NRI Students – ₹1000/-
15	Reference / Recommendation Letter / Testimonials / Character Certificate	Indian Students – ₹500/-	15 Working Days	—
	Every Additional Copy	₹250/-		—
16	Tracing Old Records (Archived Documents)	Upto 5 years – ₹1000/- Above 5–10 years – ₹2000/- Above 10–15 years – ₹3000/- Above 15–20 years – ₹4000/- Beyond 20 years – ₹10,000/-	20 Working Days	—
17	Attestation	₹100/-		—
18	Document Verification for Job	Indian Students – ₹1500/- Foreign/NRI Students – ₹2000/-	15 Working Days	—
19	Syllabus	Indian Students – ₹1000/-	15 Working Days	—
20	Internship Letter (without syllabus)	₹200/-	10 Working Days	—
21	Fee Structure (Accounts Office)	₹100/-	10 Working Days	—
22	Duplicate ID Card	₹500/-	10 Working Days	—
23	Charge for Not Carrying ID Card (Accounts Office)	₹100/-	—	—
24	For Using Mobile Phone During Class	₹500/-	—	—
25	For Not Carrying Hall Ticket in Examination Hall	₹100/-	—	—
26	Lost & Found Charges (Laptop, smart watch, phone, earphones, or valuables such as gold/silver/platinum)	₹500/-	—	—
27	University Verification Letters (Eligibility Cases)	₹400/-	—	—

Please note that the charges are subject to revision as and when required.

Ms. Noella Dias
Manager 14/11/2025



Dr. Asha Mathew
Principal