

**ACHARYA NARENDRA DEV COLLEGES
(UNIVERSITY OF DELHI)**

**STUDENT SERVICES AVAILABLE UNDER SERVICE LEVEL
AGREEMENT (e-SLA)**

S.No.	Name of the service	Time limit under which application is to be disposed off	Remarks	List of document to be attached for services under e-SLA
1.	Issuance of Provisional Certificate	05 days	From the date of receipt of gazette result notification from University of Delhi.	Application only
2.	Issuance of No dues Certificate	02 days	-	Clearance certificate on the prescribed format from concerned Department(s). Prescribed format is available with the concerned dealing assistant in the college office.
3.	Issuance of study certificate (Bonafide)	02 days	-	Application only
4.	Change of the college (inter college migration)	12 days	For each college (06 days each for parent college and the college in which the student is seeking migration). Migrations are in accordance with the University of Delhi rules/discretion of the college)	Application with marksheet of the last examination passed to begin with.
5.	Issuance of Character Certificate	02 days	-	Application only.

The students who want to avail the above services under e-SLA are required to apply on the prescribed application form available with the concerned dealing assistant and get the acknowledgement slip for the application. The applicant may collect requisite certificate from the concerned dealing assistant within the time limit prescribed above.

Dealing Assistant for services under e-SLA:

Window 1:

1. B.Sc. (H) Electronics/Bachelor with Honours in Electronics
2. B.Sc. (H) Mathematics/Bachelor with Honours in Mathematics
3. B.Sc. (H) Physics/Bachelor with Honours in Physics
4. B.Sc. (H) Zoology/Bachelor with Honours in Zoology
5. B.Com.(H)/Bachelor with Honours in Commerce.
6. All Foreign Language Courses are taught in the college.

Window 4:

- 1 B.Sc. (H) Biomedical Science
- 2 B.Sc. (H) Computer Science
- 3 B.Sc. (H) Botany/Bachelor with Honours in Botany
- 4 B.Sc. (H) Chemistry/Bachelor with Honours in Chemistry
- 5 B.Sc. Physical Science in Computers
- 6 B.Sc. Physical Science in Electronics
- 7 B.Sc. Physical Science in Chemistry
- 8 B.Sc in Life Sciences
- 9 M.Sc. Chemistry
- 10 M.Sc. Mathematics
- 11 All Foreign Language courses are taught in the college.

In case of delay in delivery of above services as per e-SLA, a sum of Rs. 10/- per day subject to the maximum limit of Rs. 200/- is payable to the applicant in cash as compensatory cost.

The name of the Nodal Officer: V.S. Rao, Administrative Officer

Services Integration Officer: Vice-Principal

Appellate Authority: Principal


Principal
14/5/14

The Principal/Vice-Principal/Administrative Officer
Acharya Narendra Dev College
Govindpuri, Kalkaji, New Delhi 110019.

Dear Sir/Madam,

I am/was student of B.Sc. (H) / Bachelor with Honours in _____ /B.Sc.in _____ /B.Com
(H)/Bachelor with Honours in Commerce during the academic session _____.

Kindly issue me the certificate marked as under for the purpose of _____.

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|--|-------------------------|----------------------------------|
| 3. Provisional Certificate | 2. No dues Certificate. | 3. Study Certificate (Bonafide). |
| 3. No Objection Certificate for Inter College migration. | | 4. Character Certificate. |

Name and Signature of the student:

Address: _____

Contact No. _____ E-mail ID: _____

ACKNOWLEDGEMENT FOR APPLICATION

Received an application from Mr/Ms. _____, Course _____ for Issuance of
_____ certificate vide application No. _____ dated _____.

Dealing Assistant