



BRAITIAN CHARTER

S.NO	LIST OF SERVICES	PRE-REQUISITE	MAX NO. OF DAYS
1	Transfer Certificate 1) Pass out students 2) Discontinued student	Completed No dues certificate	Two working days
2	Bonafide Certificate	Requesting format	Two working days
3	Exam appearance certificate /Course completion	Final semester exam appeared and result awaited status along with their hall tickets.	Two working days
4	Issue of Mark sheet #	Should have appear in Term End Exam	Every working Saturday(regular students) For pass out as and when the students come.
5	Issue of Diploma Certificate#	Submitting of no dues certificate in academic cell along with 2 passport size photograph	<ul style="list-style-type: none"> ▪ 45 days after declaration of result ▪ On all working days after 2:30 pm to 3:30 pm)
6	Migration Certificate(Diploma) #	Filled in format along with 100 Rs. DD in favor of Secretary MSBTE along with copy of Transfer Certificate and 6 th sem mark sheet/AOD/Provisional certificate.	15 days after receipt of filled format along with enclosures.
7	Migration Certificate(Degree)	Application form as prescribed in the university web site can be obtained from Academic Cell or from University site(www.pondiuni.edu.in/downloads)	Issued by University to students address on fulfilling of pre-requisite.
8	Issue Of CDC (PDME)#	Submission of fully filled form and required documents	Two months

Subject to receipt from Board/University / DG Shipping

If the number of days for issue is not adhered to:

Student can complain to

- **First Level** - Report to Academic In-charge-I/II (if no response is received for within two working days then)
- **Second Level** – Report to Dean Academics (If no response is received within one working days)
- **Third Level** – Report to Principal

WE TREAT YOU AS INSTITUTE CUSTOMER. CUSTOMER DELIGHT IS OUR MANDATE. DO FOLLOW THE SAME PHILOSOPHY WHEN YOU HANDLE CUSTOMER AS PROFESSIONALS