

(Manual – 4)

Norms set by it for the discharge of its functions

4.1 Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes.

Norms and standard for various activities of the college are set by the competent authority such as the Academic Council and Executive Council of the University, Governing Body and Staff Council of the college.

The Staff Council is the academic body of the college. Subject to the provisions of the Delhi University Act, 1922, the Statutes and the Ordinances, it exercises control and general regulation over academic affairs. It is responsible for the maintenance of the standards of instructions, education and examination of the college and other academic matters.

S.No.	Name of Service	Tentative timeline for delivery of service
1.	Issuance of Provisional Certificate	07 working days
2.	Issuance of No Dues Certificate	07 working days
3.	Issuance of Study/Bonafied Certificate	07 working days
4.	Issuance of Character Certificate	07 working days
5.	Genuineness of marks card/Degree Certificate	As these are issued by the University of Delhi, the same does not come under the purview of the College
6.	Issuance of marks transcript	07 working days
7.	Issuance of Semester/annual marks sheet	As these are issued by the University of Delhi, the same does not come under the purview of the College
8.	Issuance of participation certificate in clubs and extracurricular activities	10 working days
9.	Issuance of Bus Pass forms duly attested	03 working days
10.	Issuance of College Leaving Certificate	05 working days
