



SHRI VILE PARLE KELAVANI MANDAL's
USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE
 (Autonomous Affiliated to University of Mumbai)
 Bhakti Vedanta Swami Marg, North-South Road No. 1
 Juhu Scheme, Vile Parle (West), Mumbai 400 056.
 NAAC Re-accredited "A+" Grade WITH CGPA 3.27



Date: 05.08.2024

The rates of various services rendered to the students are changed from 7th August, 2024 which as follows:-

Sr. No.	PARTICULAR	AMOUNT	PROCESSING PERIOD
1	TRANSFER CERTIFICATE	100	8 WORKING DAYS
2	TRANSCRIPT CERTIFICATE [3 COPIES] & SUBSEQUENT COPIES THEREAFTER Rs. 300/-PER COPY]	1000	10 WORKING DAYS
3	DUPLICATE MARKSHEET / PASSING CERTIFICATE* * [Per Copy]	500	15 WORKING DAYS
4	NAME/PHOTO CORRECTION IN MARKSHEET /PASSING CERTIFICATE		
5	DUPLICATE FEE RECEIPT	100	NEXT WORKING DAY
6	DUPLICATE ID CARD	250	SAME DAY
7	DUPLICATE LIBRARY CARD	100	SAME DAY
8	LETTER OF RECOMMENDATION [Per Letter head & ENVELOPE]	15	NEXT WORKING DAY
9	BONAFIDE CERTIFICATE/M.O.I. [Per Certificate on Printed Form]	100	2 WORKING DAYS
	BONAFIDE CERTIFICATE/M.O.I. [Per Certificate on Letterhead]	200	
10	NO OBJECTION CERTIFICATE [Per Certificate on Letter head]	100	2 WORKING DAYS
11	PROVISIONAL DEGREE CERTIFICATE [Per Copy]	200	2 WORKING DAYS
12	PERCENTAGE CERTIFICATE [Per Semester, Per Exam]	200	
13	SPECIAL CERTIFICATE	200	
14	NO BACKLOG CERTIFICATE	100	2 WORKING DAYS
15	EDUCATIONAL VERIFICATION FOR HIGHER STUDIES	500	8 WORKING DAYS
16	VERIFICATION OF DOCUMENTS FOR EMPLOYMENT		Period required for verification 15 Days
	Year of Passing		
*	Up to 5 years per document for one copy	885	
*	Last 5 to 10 years per document for one copy	1239	
*	More than 10 years per document for one copy	1505	
*	More than 15 years per document for one copy	1770	
	Additional Copies per document per additional copy.	236	
*	Urgently Charges 50% of the Normal Fee in addition to normal fee		Period required for urgent copies 8 working days as per priority

** Required FIR & Affidavit

Dr. A. Kapoor
 Principal