



SHRI VILE PARLE KELAVANI MANDAL'S
USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE
Bhakti Vedanta Swami Marg, North-South Road No. 1,
Juhu Scheme, Vile Parle (West), Mumbai 400 056.
NAAC Accredited "A" Grade

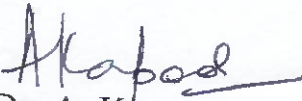


15th February, 2022

- NOTICE -

All students are hereby informed that those who required "Letter of Recommendation" are required to follow the following procedure:

1. They should apply to the regular faculty members and visit the college after consulting with the faculty.
2. The concerned faculty member should approve the letter.
3. The student should produce approved copy of recommendation along with application to the office mentioning the number of copies required and pay the necessary fees in the college office between 10:00 a.m. to 1:00 p.m.
4. After payment they should submit hard and soft copy in the library and collect duly signed print out from the library on the next working day between 2:00 p.m. to 4:00 p.m.


Dr. A. Kapoor
Principal.

C.C. 1) Librarian.

2) All faculty members : All are requested to check and sign the final copy of the letter in the Library only.

SVKM'S USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE & COMMERCE

FEE CHART

Sr. No.	PARTICULAR	AMOUNT		PROCESSING PERIOD
		U.G.	P.G.	
1	TRANSFER CERTIFICATE	100	100	8 WORKING DAYS
2	BONIFIDE CERTIFICATE	20	150	2 WORKING DAYS
3	TRANSCRIPT FOR 5 COPIES	1000	1000	10 WORKING DAYS
	*TRANSCRIPT ADDL. RS. 50/- EACH.			
4	NO OBJECTION CERTIFICATE	20	150	2 WORKING DAYS
5	DUPLICATE MARKSHEET	100	-	15 WORKING DAYS
6	DUPLICATE FEE RECEIPT	100	100	NEXT WORKING DAY
7	DUPLICATE I- CARD	250	250	7 WORKING DAYS
8	PROVISIONAL DEGREE CERTIFICATE	100	150	2 WORKING DAYS
9	PERCENTAGE CERTIFICATE	100	150	2 WORKING DAYS
10	SPECIAL CERTIFICATE	100	150	2 WORKING DAYS
11	RECOMMENDATION [PER LETTERHEAD & ENVELOPE]	15	15	NEXT WORKING DAY
12	NO BACKLOG CERTIFICATE	100	150	2 WORKING DAYS

* FOR NRI STUDENTS KINDLY CONTACT TO OFFICE.

* FOR THE EX- STUDENT GST 18% ON THE FEE.

DATE :- 15/02/2022.

Akash