

Time taken for taking various decisions in various sections		
S. No.	Details of the Service	Processing time
<b>1</b>	<b>Registration/Enrollment to B.Des Programme(1st Sem)</b>	Within 2-3days as soon as the student reports to the campus
1.1	Submission of Pending / Deficient Documents pertaining to S. No.1	Within 1 month from the date of registration
<b>2</b>	<b>Registration for higher semesters(2nd Sem to 8th Sem)</b>	within 3 weeks from the date of issuance of payment of fees order
2.1	Re-Registration incase of drop-out students/ failed students in the previous semester	within 7 days
2.2	Semester drop by the student by choice	within 7 days
2.3	Termination from B.des Programme	within 2-3days
2.4	Refund of Security Deposit(for terminated students)	within 2-3days
<b>3</b>	<b>Discipline Allocation</b>	within 7 days
<b>4</b>	<b>Graduation Degree Project Registration for 8th Semester students</b>	within 2-3 days
4.1	Re-registration of Graduation Degree Project	within 7 days
4.2	Jury of Graduation Degree Project	within 7 days
<b>5</b>	<b>Conduct of Jury</b>	within 7 days
<b>6</b>	<b>Result Declaration</b>	within 7 days
<b>7</b>	<b>Documents / Certificates</b>	
7.1	Bonafide Certificate	within 1day
7.2	Migration Certificate	within 7 days
7.3	Course Completion Certificate	within 7 days
7.4	Provisional Certificate	within 1-2 days
7.5	Refund of Security Deposit	within 1-2 days
<b>8</b>	<b>Visiting Faculty</b>	
8.1	Invitation To Visting Faculty	within 1-2 days
8.2	Travel Requistion of Visting Faculty	within 1-2 days
8.3	Hotel Accomodation of Visiting Faculty	within 1-2 days
8.4	Honorarium Of Visiting Faculty	within 1-2 days
8.5	TA & Food Bills of Visiting Faculty	within 7 days
<b>9</b>	<b>Committees under Academic Section</b>	
9.1	Student's Disciplinary Committee Meetings	within 7 days
9.2	Academic Grievance Committee Meetings	within 7 days
9.3	Credit & Evaluation Committee	
<b>10</b>	<b>Scholarship</b>	
<b>11</b>	<b>Intellectual Property Rights</b>	within 2 days
<b>12</b>	<b>National Education Policy</b>	
<b>13</b>	<b>Educational Tour</b>	within 7 days
<b>14</b>	<b>Issuance of Duplicate Identity Card</b>	within 2-3 months
<b>15</b>	<b>Permission for Student Research/Project work</b>	within 1 day
<b>16</b>	<b>Insurance</b>	within 7 days