

Amrutvahini College of Engineering, Sangamner

Services to Internal Stakeholders (Students)


Student Section (Examinations)

Sr. No.	What service I need?	What is the office name /Contact Person/email address, URL for the service?	How much time is required?	What process I need to follow?	To whom I should appeal for not receiving the service?
1.	Online exam form filling	exam.unipune.ac.in/ Examination Section Mr. Dengale S.R. Mr. Tope R.T.	As per University schedule	<ul style="list-style-type: none"> Apply online – exam.unipune.ac.in -> Exam Forms Online For queries contact examination section. 	College Exam Officer ->Registrar->Principal
2	<ul style="list-style-type: none"> Issue of hall ticket Duplicate hall ticket in case lost 	Examination Section Mr. Dengale S.R. Mr. Tope R.T.	04 hours	<ul style="list-style-type: none"> Collect hall ticket from the department, subject to clearance of dues. Issue of duplicate hall ticket- Submit filled and duly signed application in prescribed format. 	HOD -> College Exam Officer-> Registrar->Principal
3	<ul style="list-style-type: none"> Photocopy & Verification, Revaluation of assessed answer booklets of the University Exam 	exam.unipune.ac.in/ Exam Section Mr. Dengale S.R. Mr. Tope R.T.	As per University schedule	<ul style="list-style-type: none"> Apply online - exam.unipune.ac.in ->Photo/Scan-copy-Revaluation For queries contact examination section. 	College Exam Officer->Registrar->Principal
4	Issue of Mark sheet	Concerned Department/ Exam Section Mr. Dengale S.R. Mr. Tope R.T.	01 day	<ul style="list-style-type: none"> 1st to 7th semester mark sheet- Issued by the department. Final semester mark- Issued by exam section. Acknowledge by signing in the register. 	HOD->Registrar ->Principal
5	Issue of duplicate mark sheet in case of a loss	unipune.ac.in	As per University process	Apply online - unipune.ac.in	University -> Institute
5	Degree Certificate (Convocation)	convocation.unipune.ac.in	01 day	<ul style="list-style-type: none"> Apply online - convocation.unipune.ac.in Degree certificate distributed during Graduation Ceremony. If not able to attend, collect from the department within 15 days After that institute will send it by postal service. 	Department Exam coordinator-> College Exam Officer->Principal
6	Verification of Degree	principal@avcoe.org and CC to- tpo@avcoe.org	02 days	Whomsoever needs to verify Student's degree, send an email to- principal@avcoe.org and CC to- tpo@avcoe.org	TPO->HOD ->Principal
7	Transcripts for higher studies	unipune.ac.in	As per University process	<ul style="list-style-type: none"> Apply online – unipune.ac.in -> certificate section -> Transcripts Send a copy of transcripts to tpo@avcoe.org 	University->Institute

Sd /--
Mr. Badhe B.S.
Office Superintendent


Sd /--
Prof. Waghe V. P.
Registrar

Sd /--
Dr. M.A. Venkatesh
Principal



Amrutvahini Sheti & Shikshan Vikas Sanstha's Amrutvahini College of Engineering, Sangamner

● **Services to Internal Stakeholders (Students)** ●



● Student Section (Admissions) ●

Sr. No.	What service I need?	What is the office name / Contact Person / email address, URL for the service?	How much time is required?	What process I need to follow?	To whom I should appeal for not receiving the service within time?
1	Student Registration	Admission section Mr. Badhe B.S. Mr. Gadakh J.J. erp.avcoe.org	As per the schedule given by the college	Fill up registration form online on erp.avcoe.org as per the instructions given by class teacher/HOD.	Office Superintendent & Registrar & Principal
2	Issue of fee structure	Admission section Mr. Gadakh J.J. Mr. Thorat S.B.	04 hrs.	Submit filled and duly signed application in prescribed format.	Office Superintendent & Registrar & Principal
3	Bonafide Certificate Appearing Certificate Character Certificate	Admission Section Mr. Dighe S.B.	04 hrs.	Submit filled and duly signed application in prescribed format.	Office Superintendent & Registrar & Principal
4	Leaving Certificate/ Transference Certificate	Admission Section services@avcoe.org Mr. Dighe S.B.	04 hrs.	Obtain no dues certificate. Submit filled and duly signed application in prescribed format. Send an email to services@avcoe.org	Office Superintendent & Registrar & Principal
5	Branch Change	Admission section Mr. Gadakh J.J.	As per DTE Circular	Submit filled and duly signed application in prescribed format.	Office Superintendent & Registrar & Principal
6	College Transfer	Admission section Mr. Badhe B.S.	01 week	As per DTE/University rules and after clearance of dues if any.	Office Superintendent & Registrar & Principal
7	Cancellation of admission	Admission section Mr. Badhe B.S.	03 days	Obtain No-dues certificate. Submit filled and duly signed application in prescribed format.	Office Superintendent & Registrar & Principal
8	Migration Certificate	unipune.ac.in	As per University process	Apply online - unipune.ac.in Certificate Section Migration	University/Office Superintendent / Registrar / Principal

Sd/-
Mr. Badhe B.S.
Office Superintendent

Sd/-
Prof. Wagh V. P.
Registrar

Sd/-
Dr. M.A. Venkatesh
Principal

● Student Section (Examinations) ●

Sr. No.	What service I need?	What is the office name / Contact Person / email address, URL for the service?	How much time is required?	What process I need to follow?	To whom I should appeal for not receiving the service?
1	Online exam form filling	exam.unipune.ac.in / Examination Section Mr. Dange S.R. Mr. Tape R.T.	As per University schedule	Apply online - exam.unipune.ac.in Exam Forms Online For queries contact examination section.	College Exam Officer & Registrar & Principal
2	Issue of hall ticket	Examination Section Mr. Dange S.R. Mr. Tape R.T.	04 hours	Collect hall ticket from the department, subject to clearance of dues. Issue of duplicate hall ticket. Submit filled and duly signed application in prescribed format.	HOD & Registrar & Principal
3	Photocopy & Verification of answer booklets of the University Exam	exam.unipune.ac.in / Exam Section Mr. Dange S.R. Mr. Tape R.T.	As per University schedule	Apply online - exam.unipune.ac.in Photo / Scan copy Evaluation For queries contact examination section.	College Exam Officer & Registrar & Principal
4	Issue of Mark sheet	Concerned Department / Exam Section Mr. Dange S.R. Mr. Tape R.T.	01 day	1 st to 7 th semester mark sheet issued by the department. Final semester mark sheet issued by exam section. Acknowledgment by signing in the register.	HOD & Registrar & Principal
5	Issue of duplicate mark sheet in case of a loss	unipune.ac.in	As per University process	Apply online - unipune.ac.in	University & Institute
5	Degree Certificate (Convocation)	convocation.unipune.ac.in		Apply online - convocation.unipune.ac.in Degree certificate distributed during Graduation Ceremony. If not able to attend, collect from the department within 15 days. After that institute will send it by postal service.	Department Exam coordinator & College Exam Officer & Registrar & Principal
6	Verification of Degree	principal@avcoe.org and CC to info@avcoe.org	02 days	Whosoever needs to verify student's degree, send an email to principal@avcoe.org and CC to info@avcoe.org	UPO & HOD & Registrar & Principal
7	Transcripts for higher studies	unipune.ac.in	As per University process	Apply online - unipune.ac.in Certificate section Transcripts Send a copy of transcripts to info@avcoe.org	University & Institute

Sd/-
Mr. Badhe B.S.
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Dr. M.A. Venkatesh
Principal

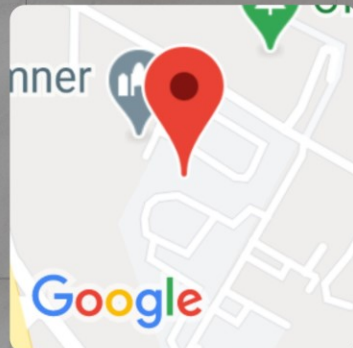
● Student Section (Scholarships) ●

Sr. No.	What service I need?	What is the office name / Contact Person / email address, URL for the service?	How much time is required?	What process I need to follow?	To whom I should appeal for not receiving the service?
1	Online filling of scholarship forms (Government)	scholarshipunipune.ac.in Mr. Burkar B.S. Mr. Dighe S.B.	As per the schedule prescribed by state Govt.	Scholarship section will display notices on the noticeboard website. Eligible students should apply online - https://scholarshipunipune.ac.in Student should fill the form online. Assistance provided by department in case of difficulties.	Office Superintendent & HOD & Registrar & Principal
2	Scrutiny of scholarship form	Concerned Department / Scholarship section Mr. Burkar B.S. Mr. Dighe S.B.	As per the schedule prescribed by state Govt.	Get the scholarship form verified from department staff. Department staff will forward the form to Principal login. Scholarship section will facilitate the process of acceptance of the form.	Office Superintendent & HOD & Registrar & Principal
3	Amrut Meritorious Scholarship	Scholarship section Mr. Burkar B.S. Mr. Dighe S.B.	As per Institute policy	All qualifying students are eligible to receive the Scholarship.	HOD & Registrar & Principal
4	Commis India Foundation's 'Commis India Scholarship Program'	https://commisindia.com	As per schedule by Commis India	Eligible students should apply online - https://commisindia.com	HOD & Registrar & Principal
5	Scholarships from NGO / Other Institutions/Private entities	Scholarship section Mr. Burkar B.S. Mr. Dighe S.B.	As per the policy of concerned NGO / Institution / Private entity	Scholarship section will display notices on the noticeboard website. Eligible students should apply as per the notification.	HOD & Registrar & Principal

Sd/-
Mr. Badhe B.S.
Office Superintendent

Sd/-
Prof. Wagh V. P.
Registrar

Sd/-
Dr. M.A. Venkatesh
Principal



Ghulewadi, Maharashtra, India
 Avcoe campus Rd, Ghulewadi, Maharashtra 422608, India
 Lat N 19° 36' 51.7212"
 Long E 74° 11' 4.776"
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