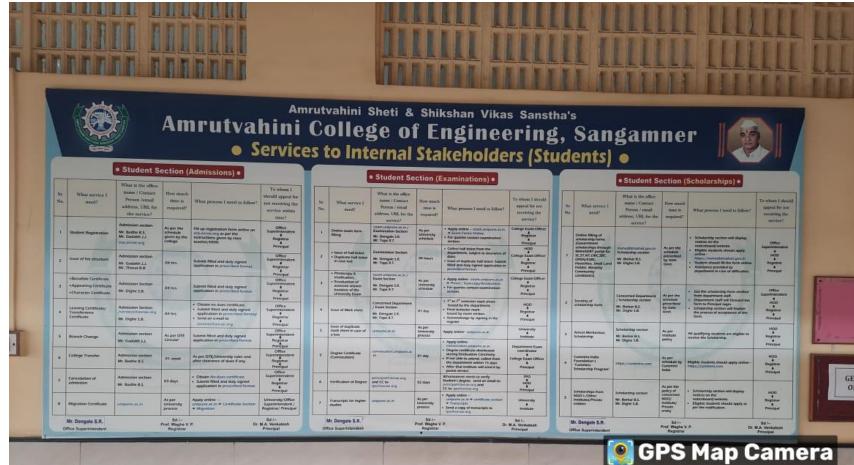
Amrutvahini College of Engineering, Sangamner Services to Internal Stakeholders (Students) Student Section (Examinations)

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.i n/ Examination Section Mr. Dengale S.R. Mr. Tope 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 Duplicate hall ticket in case lost	Examination Section Mr. Dengale S.R. Mr. Tope 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 -> College Exam Officer-> Registrar->Principal
3	 Photocopy & Verification, Revaluation of assessed answer booklets of the University Exam 	exam.unipune.ac.i n/Exam Section Mr. Dengale S.R.Mr. Tope R.T.	As per University schedule	 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	 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	01 day	 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	 Apply online – unipune.ac.in -> certificate section -> Transcripts Send a copy of transcripts to tpo@avcoe.org 	University->Institute







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