

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	- 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.in /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.in	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

Sd /--
Mr. Dengale S. R.
Office Superintendent

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

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

HOARDING/DISPLAY BOARD OUTSIDE STUDENT SECTION REGARDING INSTITUTE TRANSPARENCY IN EXAMINATION/ADMISSION/SCHOLARSHIP RELATED PROCESSES



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?
1	Student Registration	Admission section Mr. Bhatkar R.S. Mr. Gadakh J.J. (amrutvahini.ac.in)	As per the schedule given by the college	Fill up registration form online on amrutvahini.ac.in as per the instructions given by class teacher (HOD)	Office Superintendent & Registrar
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
3	• Bio-photo 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
4	Leaving Certificate / Transfer Certificate	Admission Section (amrutvahini.ac.in) Mr. Dighe S.B.	04 hrs.	- Obtain no dues certificate - Submit filled and duly signed application in prescribed format - Send an email to amrutvahini.ac.in	Office Superintendent & Registrar
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
6	College Transfer	Admission section Mr. Bhatkar R.S.	01 week	As per DTE/University rules and after clearance of dues if any.	Office Superintendent & Registrar
7	Cancellation of admission	Admission section Mr. Bhatkar R.S.	03 days	- Obtain No-dues certificate - Submit filled and duly signed application in prescribed format.	Office Superintendent & Registrar
8	Migration Certificate	amrutvahini.ac.in	As per University process	Apply online - amrutvahini.ac.in • Certificate Section • Migration	University Office Superintendent / Registrar, Principal

Mr. Dengale S.R.
Office Superintendent

Sd/-
Prof. Waghmare 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	Examination Section Mr. Dengale S.R. Mr. Thorat S.B.	As per University schedule	- Apply online - amrutvahini.ac.in • Examinations Section - For queries contact examination section.	College Exam Officer & Registrar
2	• Issue of hall ticket • Question hall ticket in case test	Examination Section Mr. Dengale S.R. Mr. Thorat S.B.	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.	College Exam Officer & Registrar
3	• Proctoring & Verification • Evaluation of assessed answer booklet of the University Exam	amrutvahini.ac.in / Exam Section Mr. Dengale S.R. Mr. Thorat S.B.	As per University schedule	- Apply online - amrutvahini.ac.in - For queries contact examination section.	College Exam Officer & Registrar
4	Issue of Mark sheet	Concerned Departments / Exam Section Mr. Dengale S.R. Mr. Thorat S.B.	01 day	1st & 2nd semester mark sheet - Issued by the department. - Final semester mark sheet - Issued by Exam Section. - Acknowledgment by signing in the register.	HOD & Registrar
5	Issue of duplicate Mark sheet in case of a loss	amrutvahini.ac.in	As per University process	Apply online - amrutvahini.ac.in	University & Institute
6	Degree Certificate (Commencement)	amrutvahini.ac.in	01 day	- Apply online - amrutvahini.ac.in - Degree certificate distributed by the Department. - If new student attend, collect from the department within 10 days. - After that student will send it by post service.	Department Exam Coordinator & College Exam Officer
7	Verification of Degree	amrutvahini.ac.in and CC to amrutvahini.ac.in	02 days	Ministry needs to verify student's degree, send an email to amrutvahini.ac.in and CC to amrutvahini.ac.in	HOD & Registrar
8	Transcripts for higher studies	amrutvahini.ac.in	As per University process	- Apply online - amrutvahini.ac.in • Certificate Section - Send a copy of transcripts to amrutvahini.ac.in	University & Institute

Mr. Dengale S.R.
Office Superintendent

Sd/-
Prof. Waghmare V.P.
Registrar

Sd/-
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 scholarship through www.mca.gov.in for SC, ST, BC, OBC, EBC, PwD, etc.)	Scholarship section Mr. Bhatkar R.S. Mr. Dighe S.B.	As per the schedule provided by state Govt.	- Scholarship section will display notice on the noticeboard website. - Eligible students should apply online - www.mca.gov.in - Students should fill the form online. - Assistance provided by department in case of difficulties.	Office Superintendent & Registrar
2	Security of scholarship form	Concerned Departments / Scholarship section Mr. Bhatkar R.S. Mr. Dighe S.B.	As per the schedule provided by state Govt.	- Get the scholarship form verified from department staff. - Department staff will forward the form to Principal sign. - Scholarship section will finalize the process of acceptance of the form.	Office Superintendent & Registrar
3	Amrut Mahatma Scholarship	Scholarship section Mr. Bhatkar R.S. Mr. Dighe S.B.	As per institute policy	All qualifying students are eligible to receive the scholarship.	HOD & Registrar
4	Customer India (Government)	www.citizenindia.com	As per schedule by Customer India	Eligible students should apply online - www.citizenindia.com	HOD & Registrar
5	Scholarships from AICTE / Other Institutions/Private entities	Scholarship section Mr. Bhatkar R.S. Mr. Dighe S.B.	As per the policy of concerned NGO, Ministry, Private entity	- Scholarship section will display notice on the noticeboard website. - Eligible students should apply as per the notification.	HOD & Registrar

Mr. Dengale S.R.
Office Superintendent

Sd/-
Prof. Waghmare V.P.
Registrar

Sd/-
Dr. M.A. Venkatesh
Principal



GPS Map Camera



Ghulewadi, Maharashtra, India

J57M+PXR, Ghulewadi, Maharashtra 422608, India

Lat 19.614368°

Long 74.184741°

14/12/23 10:38 AM GMT +05:30