

Must Read By all Applicants

- Receipt of written/ online application by University from applicant / Head of Institute(day 0).
- Assignment of the received application to the concerned section for processing (Day 1).
- Verification of the received application by Section officer (SO) for its correctness/completion in all aspects (Day 1).
- Assignment of verified application by Section Officer (SO) to subsections for feedback or any further information confirmation (Day 2).
- Receipt of 'data verified' application by Section Officer (SO) from subsections depending on the volume/nature of data (Day 3/4).
- Preparation /placement of final report/ reply/document by Section Officer (SO) before concerned University Official (Registrar/Controller of Examinations/Finance Officer etc.) for signatures (Day 5).
- Dispatch of the document/report/reply to applicant/Head of Institute (Day 6/7).
- 2nd / 4th Saturday, all Sundays, public holidays (list enclosed), 'such days' during which applicant is informed for any deficiency in his application until its correct compliance by applicant OR postal delays are considered as Day '0'.

Therefore, all applicants are requested to submit the application to university atleast 10 to 15 days in advance to receive the required reply/report/document etc. well in time.

University will not be able to expedite the process under any circumstance, therefore no such requests will be entertained.