

**SIES College of Arts, Science and Commerce (Autonomous), Sion (West), Mumbai**

**Standard Operating Procedure for obtaining documents from college office**

**Procedure for getting Transcripts from college office**

1. Application by the student with relevant details.
2. Semesters I, II, III, IV, V and VI marksheets photocopies (Degree College)
3. FYJC & SYJC marksheets photocopies (Junior college)
4. Payment of Rs. 1000/- to be paid at the cash counter.
5. Minimum 15 working days from the date of payment will be required for preparation and disbursement of document/certificate.

**Procedure for getting No Objection Certificate / Bonafide Certificate / Medium of Instruction Letter from college office**

1. Application by the student to college office (for example NOC form).
2. ID card photocopy or Current year marksheet photocopy.
3. Fee structure  
NOC = Rs. 25/- to be paid at the cash counter.  
Bonafide- Rs, 20/-to be paid at the cash counter.  
Medium of Instruction- Rs. 50/- to be paid at the cash counter.
4. Minimum 3 working days from the date of payment will be required for preparation and disbursement of document/certificate.

**Procedure for getting Special Certificate from college office**

1. Application by the student to college office with relevant details.
2. ID card or Current year marksheet.
3. Relevant Document for applying Special Certificate.
4. Payment of Rs. 50/- to be paid at the cash counter.
5. Minimum 3 working days from the date of payment will be required for preparation and disbursement of document/certificate.

**Procedure for getting Backlog Certificate from college office**

1. Application by the student to college office with relevant details.
2. Semesters I, II, III, IV, V and VI marksheets photocopies.
3. Payment of Rs. 50/- to be paid at the cash counter.
4. Minimum 5 working days from the date of payment will be required for preparation and disbursement of document/certificate.

**Note:** Students should ensure that all the required information is provided to enable smooth processing of their application.