SIES College of Arts, Science and Commerce (Autonomous), Sion (West), Mumbai
22/11/21

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.

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