

Citizen Charter

Sr. No.	Work	Concerned Officer / Staff	Time for Completion of Work
1	Attestation of Documents	Ms. Ashwini Mhatre	07 Days
2	Special Certificates	Ms. Prachi Magodia	02 Days
3	Group Insurance Scheme	Mr. Mangesh Jadhav Ms. Prachi Magodia	30 Days
4	Vice-Chancellor's Fund	Mr. Mangesh Jadhav Ms. Prachi Magodia	30 Days
5	International Students' Admissions	Mr. Yogesh Patil	45 Days
6	Certificate of Participation	Mr. Yogesh Patil	01 Day
7	Certificate of Merit	Mr. Yogesh Patil	01 Day