

OFFICE OF THE PRINCIPAL, PG GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH

List of Services provided to students

S.N.	Name of Services	Time Period	Contact to whom	Documents Required	Room No / Adm. Office
1	Bonafide Certificate	Working 3 days	Ms. Anita (Exam Clerk)	Photocopy of Fee Slip (if pass out student then also attached last semester passed DMC)	College Office
2	UT Pool Certificate	Within 01 Week	Ms. Anita (Exam Clerk)	Photocopy of all 1-6 Semester DMC and proof of required UT Pool Certificate	College Office
3	Provisional Certificate	Within 01 Week	Ms. Anita (Exam Clerk)	Photocopy of all 1-6 Semester DMC and last semester Admit Card	College Office
4	Medium of Instruction	Within 01 Week	Ms. Anita (Exam Clerk)	Photocopy of all 1-6 Semester DMC	College Office
5.	Attestation of Migration & Degree Form	Working 01 days	Ms. Anita (Exam Clerk)	Photocopy of all 1-6 Semester DMC	College Office
6	Attestation of Bus Pass form	Working 3 days	Supdt. (E) Supdt. (A)	Adhaar Card and College Fee slip	College Office
7	Backlog Certificate / LOR	Working 3-6 days	BA- Mrs. Sonia Sikand (B.Sc. (Med)- Dr. Seema Gupta B.Sc. (NM)- Dr. Puneet Jyoti Commerce- Dr. Monika Sehgal BCA- Dr. Shweta Bali Biotech Hons- Prof. Deepika Kansal	Original All 6 semester DMCs/ All 3years original DMC	English Dept Chemistry Dept. Chemistry Dept. Commerce Dept Fun Eng. Lab Registrar Exam
8	Refund of Fee	Within 45 days	Mrs. Karmjeet Kaur (Fee Clerk)	Photocopy of fee Slip and students bank account passbook	College Office
9.	Refund of Library Security	Within 45 days	Librarian	Photocopy of student bank account passbook	College Library
10.	Tuition Fee Certificate	Within 01Week	Mrs. Karmjeet Kaur (Fee Clerk)	Photocopy of Fee Slips	College Office
11.	Character Certificate	Within 01 Week	Librarian	Photocopy of DMC	College Library
12.	Attestation of Scholarship form	3 days	Mr. Gurmukh Singh Dr. Harjeet Kaur	Photocopy of Fee Slip and necessary documents as mentioned on scholarship site	College Office Physics Dept.

Note:

- 1. Submit your application between 9:00 a.m. to 1:00 p.m.**
- 2. Library security will lapse after the expiry of 1year date of passing out /leaving college.**

POST GRADUATE GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH

Sr. No _____

APPLICATION FORM

1. Name : _____
2. Father's name : _____
3. Roll No. & Class : _____
4. Session / Year of Passing : _____
5. Contact No. : _____
6. Residence Address : _____
7. E-mail ID : _____

8. Applied for which service :

(Tick (√) Relevant column)

- | | |
|--|--------------------------|
| (a) Bonafide Certificate | ☐ |
| (b) UT Pool Certificate | ☐ |
| (c) Provisional Certificate | ☐ |
| (d) Medium of Instruction | ☐ |
| (e) Attestation of Migration & Degree Form | ☐ |
| (f) Backlog Certificate /LOR | ☐ |
| (g) Attestation of Bus Passes form | ☐ |
| (h) Refund of Fee | ☐ |
| (i) Refund of Library Security | ☐ |
| (j) Tuition Fee Certificate | ☐ |
| (k) Character Certificate | ☐ |
| (l) Attestation of Scholarship form | ☐ |

Date:

(Signature of applicant)

Acknowledgement

Sr. No _____

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH

Received an application form for _____ from _____ D/o Sh. _____

Roll No. & Class _____.

(Signatures of Receiver with date)