

<b>Name of the Service</b>	<b>Admission Extract</b>
Whom to approach for this service (Designated Officer)?	Principal
Procedure involved to get this service	Submit a written application addressed to the Principal. Verification of documents Orders
Form to be submitted to get this service	Written application
Who are eligible to get this service	Those candidates who have studied in the institution
Documents to be enclosed with the request	<ol style="list-style-type: none"> <li>1. Identity card issued by the college</li> <li>2. Attested copy of SSLC marks card</li> <li>3. Attested copy of Caste certificate, if applicable</li> <li>4. No due certificate from library and office</li> </ol>
Fee/Charges to be paid to get the service	Rs. 50.00
Maximum number of days to wait to get this service delivered	02 working days
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	10 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

#### **Work Flow**

<b>Step</b>	<b>Description</b>	<b>No. of Days</b>	<b>Designation</b>
1	Receiving Application and delivering to the Case Worker	1.00	Receiving Clerk
2	Verification & preparation of certificate	0.00	Case Worker
3	Verification of Certificate	0.00	Superintendent
4	Principal's Signature	1.00	Principal
5	Entry in the Issue Register & Issue	0.00	Case Worker

**For more details you may log on to [www.sakala.kar.nic.in](http://www.sakala.kar.nic.in)**

**Helpline No:080-44554455**