



MAHARAJA AGRASEN COLLEGE

University of Delhi

VASUNDHARA ENCLAVE, DEIHI-II0096

January 20, 2021

NOTICE

All the students are hereby informed that they may send their request / query for the following types of services through email at admin_support@mac.du.ac.in in the prescribed format attached herewith.

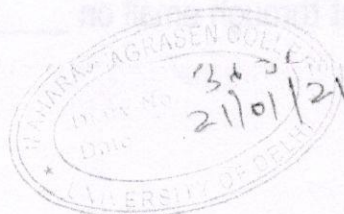
<u>S.No.</u>	<u>Services</u>	<u>Time-Limit</u> <u>(working days)</u>
1.	Bonafide Certificate	03 days
2.	Marksheet attestation	02 - 03 days
3.	Provisional Certificate	03 - 05 days
4.	Verification of scholarship form	02 - 03 days
5.	Issuance of Degree	03 - 05 days
6.	General Information / Query	02 - 04 days

Office will process the request within the stipulated working days, however in case of emergency the time limit may increase.

Dr. Sanjeev Kumar Tiwari
Principal (Offg.)

Copy to:

- (i) College Website
- (ii) Mr. Vivek, MTS - to check the above mentioned email on daily basis and forward the same to the concerned Dealing Hand through Section Officer (Admn.)
- (iii) Guard File





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Format for submission of request by the Student

Details of the Student	
Name of the Student:	Father's Name:
Name of the Course:	Year & Semester:
Email id :	Mobile:

Brief description of request : _____

Documents attached, if any : _____

Date: _____

Signature of the Student

(For College use only)

Query received on : _____ (on email: _____)

Proposed reply to be sent to the student : _____

Signature of the Dealing Hand with date

S.O. (Admn.)

A.O.

Principal

Dealing Hand

Reply to the student sent through email on _____

Signature of the Dealing Hand