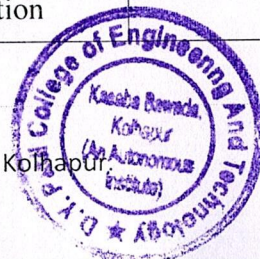




Citizen's Charter

Sr. No.	Services provided by the Institute	Time required after submission of necessary documents	Concerned officer/staff	Responsible person and phone number for the delay in service
1	First Year Admission Process (UG/PG)	Admissions to First Year and Second Year are done through Centralized Admission Process as per the schedule and rules and regulations of State CET Cell, Mumbai, Government of Maharashtra.	Admission Cell D. Y. Patil College of Engg. & Tech. Kasaba Bawada, Kolhapur.	Institute level: Registrar D. Y. Patil College of Engineering & Technology, Kolhapur. www.coek.dypgroup.edu.in Phone - 9922621158
2	Direct Second Year Admission process			Regional level: Director Regional office, Technical Education, 412, E Shivaji Nagar PUNE – 16 www.ropune.org.in
3	Working Professionals (DSY/PG)			State Level : State CET Cell 8th Floor, New Excelsior Building, A. K. Nayak Marg, Fort, Mumbai- 400 001 https://cetcell.mahacet.org/
4	Result	Within 15 days of Examination	Clerk Examination Section	Controller of Examination D Y. Patil College of Engineering & Technology, Kasaba Bawada, Kolhapur Ph - 8999895714
5	Grade Card	Within 1 month of Examination		
6	Transcripts (Autonomous)	2 working days		
7	Passing Certificate	Within 1 month of Examination		



Sr. No.	Services provided by the Institute	Time required after submission of necessary documents	Concerned officer/staff	Responsible person and phone number for the delay in service
8	Registration of students to higher classes	Within Seven days of starting of new academic year as per academic calendar of the Institute.	Clerk Students Section	Registrar D. Y. Patil College of Engineering & Technology, Kolhapur.
9	Identity Card/Library Card	Immediately after registration of students.	Clerk Library	Librarian D. Y. Patil College of Engineering & Technology, Kolhapur. Ph - 9890793122
10	College leaving certificate	1 Working Day	Clerk Students Section	Registrar D. Y. Patil College of Engineering & Technology, Kolhapur.
11	Bonafide Certificate			
12	Character Certificate			
13	Transfer Certificate			
14	Language Certificate			
15	Transcripts (University Pattern)			
16	Fee structure Certificate for education Loan purpose	1 Working Day	Clerk Account Section	
17	Salary Certificate			
18	Experience Certificate	1 Working Day	Clerk Establishment Section	
19	Officer of Right to Information	After 30 days from the receipt of application	Information officer of the College	Principal D. Y. Patil College of Engineering & Technology, Kolhapur. 9860233020



Behada

PRINCIPAL
D. Y. PATIL College of Engineering
And Technology
Kasaba Bawada, Kolhapur.
(An Autonomous Institute)