# Citizen’s Charter

## SERVICES RENDERED TO STUDENTS

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>DURATION</th>
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<tbody>
<tr>
<td>1. Issue of Identity cards</td>
<td>15 days on payment of Rs.50/-</td>
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<tr>
<td>2. Issue of duplicate Identity cards</td>
<td>15 days on payment of Rs.100/-</td>
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<tr>
<td>3. Issue of Transfer, Bonafide and Character certificates</td>
<td>Maximum 2 working days.</td>
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<td>4. Processing and forwarding of migration certificates</td>
<td>2 working days.</td>
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<tr>
<td>5. Display of Marksheet (1(^{st}) and 2(^{nd}) Periodic Tests)</td>
<td>Within 2 days on submission of Marksheet.</td>
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<tr>
<td>6. Displaying of consolidated results of FY/ SY B.Sc. (Home Science)</td>
<td>Within 15 days after the completion of the respective examination.</td>
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<tr>
<td>7. Issue of Final Exam Marksheet of FY/ SY B.Sc. (Home Science)</td>
<td>Within 8 days after declaration of Results.</td>
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<tr>
<td>8. Issue of duplicate Final Exam Marksheet for FY/ SY B.Sc. (Home Science)</td>
<td>Maximum 7 working days.</td>
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<tr>
<td>9. Verification of marks of Final Exam Marksheet of FY/ SY B.Sc. (Home Science)</td>
<td>Within ten days from the declaration of results on payment of stipulated fee.</td>
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<tr>
<td>10. Issue of Hall Tickets of FY/ SY B.Sc. (Home Science)</td>
<td>15 days before the examination.</td>
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</table>

- The timings mentioned are applicable only if the application is complete in all respects.
CONTACT PERSON

In case of difficulties/help, contact the Office of the Principal of the College.

Working hours

Monday to Friday 9.15 am. to 4.45 pm.: Lunch Break 1.15pm to 2.15pm

Saturday 9.15 am. to 1.15 pm

For more details contact:

Goa College of Home Science,
D. B. Road,
Campal, Panaji-Goa.
403001

Tel: 0832-2227603
Fax: 0832-2425254

Email: principalgchs@rediffmail.com