

# Policies & Procedures of Registrar's Office

The policies & procedures of Registrar's Office regarding issuing of documents and other work are as follows:

1. Students' Meeting Hours: A student can meet the Registrar's Office between **2:00 PM to 4:00 PM** regarding any query related to result, issuing of Mark-sheets / Bonafide / Transfer Certificate / Character Certificate, etc.
2. The procedure of issuing of documents are as under:

S.No.	Description	Procedure
1	Issuing of Mark-sheets and other documents from the Registrar's Office	If students want to collect the documents physically, then he/she may collect between <b>02:00 PM to 04:00 PM</b> on working days.
2	Issuing of Certificate such as Bonafide, TC, CC, etc for Final Year Students	The students will have to submit an application along with NOCs from Accounts, Library and Hostel (in case of Hosteller) to the Registrar's Office. The certificates / documents will be issued to students within next 3 working days.
3	Issuing of Attendance Certificate / CC / TC to Law Students for Final Year Students	The students will have to submit an application along with NOCs from Accounts, Library and Hostel (in case of Hosteller) to the Registrar's Office. The certificates / documents will be issued to students within next 3 working days.

3. Each student will register his / her problem in the **Grievance Register** (available in Registrar's Office) regarding problems related to CCSU such as discrepancy in result, non-issuing of mark-sheets, etc along with application and requisite fee/documents. **No complain will be entertained without application & requisite documents.**
4. The work will be done in working days only.
5. During the Issuing of Mark-sheets and other documents, students will have to show his/her College ID Card. No student will be entertained by the Office without College ID card.
6. In case of any query, if any, student can meet the Registrar between 2:00 PM to 4:00 PM in any working day or can send email to on [roims@imsnoida.com](mailto:roims@imsnoida.com).