



SHREE CHANAKYA EDUCATION SOCIETY'S
INDIRA COLLEGE OF COMMERCE AND SCIENCE

Procedure for Language Letter Request

Step 1. Write the Application to HOD



Step 2. Obtain the Signature from the Class Teacher (For B. Com Obtain the Signature from the HOD)



Step 3. Submit the Application to the Admin Department



Step 4. Collect the Language Letter After 1 Working days

***Note:** By following these steps, you should be able to successfully request and obtain your language letter from the institution's Administrative Department. Remember to always be polite and respectful during the process.

Contact person: - Mr. Shubham Nemane
Tel. Number: - +91 2066759531

Principal
ICCS



SHREE CHANAKYA EDUCATION SOCIETY'S
INDIRA COLLEGE OF COMMERCE AND SCIENCE

Procedure for Backlog / No Backlog Letter Request

Step 1. Write the Application to Registrar of ICCS



Step 2. Gather All Sem/Year Marksheets



Step 3. Submit the Application and Marksheets to the Admin Department



Step 4. Collect the Backlog / No Backlog Letter After Two day

***Note:** By following these steps, you should be able to successfully request and obtain your Backlog / No Backlog Letter from the institution's Administrative Department. Remember to be courteous and cooperative throughout the process.

Contact person: - Mr. Shubham Nemane
Tel. Number: - +91 2066759531

Principal
ICCS



SHREE CHANAKYA EDUCATION SOCIETY'S
INDIRA COLLEGE OF COMMERCE AND SCIENCE

Procedure for Applying Transfer Certificate (TC)/Leaving Certificate(LC)

Step 1. Obtain the TC Application Form from Admin Department



Step 2. Obtain the Signatures from the Concerned Department (Library, Account, HOD&Admin)



Step 3. Pay the TC Fees in Account Department



Step 4. Submit the Application in Admin Department



Step 5. After 5 Working Days Collect the TC/LC

***Note:** The exact steps and requirements for applying for a Transfer Certificate may vary depending on the institution and its policies. It is always advisable to consult the institution's guidelines or reach out to the Administrative Department for accurate and up-to-date information.

**Contact person: - Mr. Shambhu Mahadik
Tel. Number: - +91 2066759531**

**Principal
ICCS**



SHREE CHANAKYA EDUCATION SOCIETY'S
INDIRA COLLEGE OF COMMERCE AND SCIENCE

Procedure for Applying Letter of Recommendation

Step 1. Obtain the LOR Application Form from Admin Department



Step 2. Seek Signatures from the Head of Department and Recommending Professor



Step 3. Submit the Application in Admin Department



Step 4. Verification and Processing in Admin Department END



Step 5. After 1 Working Days Collect the LOR

***Note:** It is important to note that the specific procedures for obtaining and submitting LOR may vary depending on the institution's policies and requirements. Therefore, it is advisable to consult the institution's guidelines or contact the administrative department for accurate instructions.

Contact person: - Mr. Shubham Nemane
Tel. Number: - +91 2066759531

Principal
ICCS



SHREE CHANAKYA EDUCATION SOCIETY'S
INDIRA COLLEGE OF COMMERCE AND SCIENCE

Procedure for Applying Fees Structure

Step 1. Obtain the Fees Structure Form from Admin Department



Step 2. Seek Class Teacher Signature



Step 3. Submit the Application in Admin Department



Step 4. Verification and Processing in Admin Department END



Step 5. After 1 Working Days Collect the Fees Structure

***Note:** It's important to note that the specific steps and procedures for obtaining the fees structure may vary depending on your institution's policies. This outlined process assumes that there is no payment required for obtaining the fees structure. However, it's advisable to confirm with the administrative department or refer to any guidelines provided by your institution for the most accurate and up-to-date information.

Contact person: - Mr. Shubham Nemane
Tel. Number: - +91 2066759531

Principal
ICCS



SHREE CHANAKYA EDUCATION SOCIETY'S
INDIRA COLLEGE OF COMMERCE AND SCIENCE

Procedure for Attendance Certificate

Step 1. Obtain the Attendance Application Form from Admin Department



Step 2. Approval from Class Teacher or HOD



Step 3. Submit the Application in Admin Department



Step 4. Verification and Processing in Admin Department END



Step 5. After 1 Working Days Collect the Attendance Certificate

***Note:** After the two-day waiting period, the student should visit the administrative department to collect the attendance certificate. The administrative department will hand over the certificate to the student, ensuring it is correctly and includes all relevant information.

Contact person: - Ms. Rupali Kadam
Tel. Number: - +91 2066759531

Principal
ICCS



SHREE CHANAKYA EDUCATION SOCIETY'S
INDIRA COLLEGE OF COMMERCE AND SCIENCE

Procedure for Applying Bonafide Certificate

Step 1. Obtain the Application Form from Admin Department



Step 2. Obtain the Signatures from the Class Teacher



Step 3. Pay the Bonafide Fees in Account Department



Step 4. Submit the Application Form in Admin Department



Step 5. Collecting the Bonafide After 1 Days

***Note:** The exact steps and requirements for applying for a Bonafide Certificate may vary depending on the institution and its policies. It is always advisable to consult the institution's guidelines or reach out to the Administrative Department for accurate and up-to-date information.

Contact person: - Ms. Sunita Gawade
Tel. Number: - +91 2066759531

Principal
ICCS



SHREE CHANAKYA EDUCATION SOCIETY'S
INDIRA COLLEGE OF COMMERCE AND SCIENCE

Eligibility Criteria: - **1.** 1st year all clear. **2.** For B.Sc.(CS) & B.Sc.(Cyber) in 12th (Science). **3.** In 12th 40% and Above. **4.** 3-year Diploma.

Procedure for SY Admission from Same/Other University

Step 1. Collect Equivalence Form Form Admin Department



Step 2. Submit 1st year document related to equivalence in Admin Department



Step 3. If Committee Approve your Equivalence, then meet HOD for Admission Process.



Step 4. Submit your all Original Document i.e.

- A. 12th-grade mark sheet (or equivalent high school diploma).
- B. 1st-year mark sheet from the 1st year completed same/other University.
- C. Original Transfer Certificate (TC) from the 1st year completed same/other University.
- D. Migration Certificate (if applicable, in case of transfer from a different board or university).



Step 5. Commencement of Classes

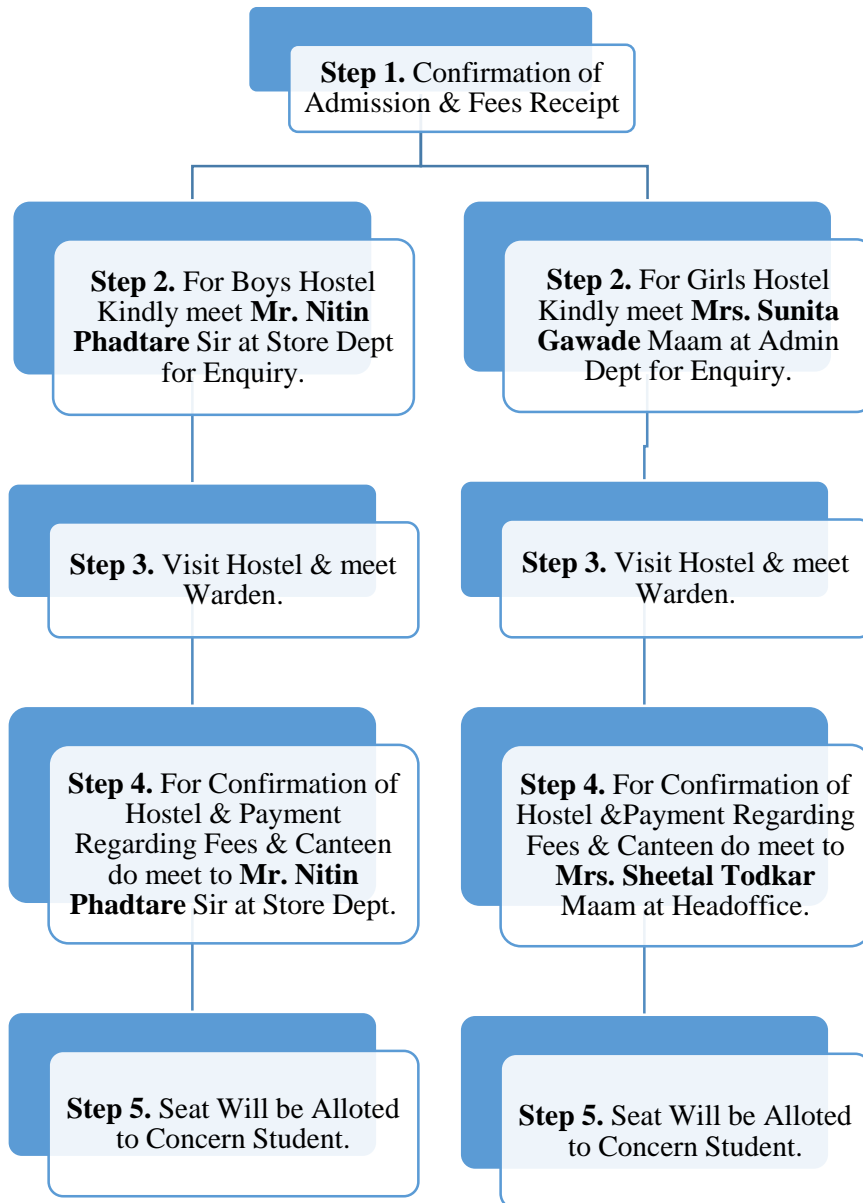
Contact person: - Mr. Shubham Nemane
Tel. Number: - +91 2066759531

Principal
ICCS



SHREE CHANAKYA EDUCATION SOCIETY'S
INDIRA COLLEGE OF COMMERCE AND SCIENCE

Process for Hostel Reservation



Contact Details Mention Below: -

Mr. Nitin Phadtare
+91 9921181753

Mrs. Sunita Gawade
+91 2066759531

Principal
ICCS



SHREE CHANAKYA EDUCATION SOCIETY'S
INDIRA COLLEGE OF COMMERCE AND SCIENCE

Process for Night-Out

Step 1. Obtain the Night-Out Application Form from Hostel Warden.

Step 2. Filled the Application Form & take Approval from Warden.

Step 3. The Hostel Warden May Notifying the Student's Parent's or Guardians About the Night Out

Step 4. Take the Signature of HOD.

Step 5. Submit the Application Form to Warden.