



KELKAR EDUCATION TRUST'S
Vinayak Ganesh Vaze College of Arts, Science & Commerce
(Autonomous)
Mithagar Road, Mulund (East), Mumbai 400 081.

PROCEDURES

LETTER OF RECOMMENDATION

Required Documents :

- Take the LOR application form from the office.
- For acquiring a LOR , students will approach the concerned teachers.

Counter timing for submitting application and payment of fee : 10.00 am to 1.00 pm.

Time period needed by the office to keep document/s ready : 2 working days.

Incharge person : Mr. Ashok Dayate for BA/ B.COM /BSC.

Kindly refer to the Fee Chart provided below.

Ref No. VC/2022-23/GEN/018

KET'S V.G.VAZE COLLEGE OF ARTS, SCIENCE & COMMERCE (Autonomous)
Mithagar Road, Mulund- (East), Mumbai-400 081

STATEMENT SHOWING THE CHARGES FROM 1st APRIL, 2023

Sr.No	Particular	Amount Rs./-
1.	Bonafide Certificate	50
2.	No Objection Certificate for Academic	100
	No Objection Certificate for Visa	500
3.	Medium of Instruction	100
4.	Back Log Certificate (Hard Copy)	500
	Back Log Certificate (Via Email)	1000
5.	Letter of Recommendation Per University/Subject	500
6.	Transcript -Junior (For Five Copies)	750
	Transcript -Junior (Via Email)	1250
	Transcript -If Correction ask for Fresh Transcript-Junior	750
7.	Transcript-Degree (For Five Copies)	1250
	Transcript -Degree (Via Email)	1750
	Transcript -If Correction ask for Fresh Transcript-Degree	1250
8.	Transcript -Extra Per Copy	100
9.	Course Completion Letter for Foreign University	500
10.	Transfer Certificate (For Last Year)	200
	Transfer Certificate (For Last to Last Year and Other)	300
11.	Duplicate Leaving Certificate (For Last Year)	200
	Duplicate Leaving Certificate (For Last to Last Year and Other)	300
12.	Duplicate Per Marksheet Last Three Year	900
	Duplicate Per Marksheet Prior to 3 Year but up to 8 years	1200
	Duplicate Per Marksheet Prior to 8 Year but up to 15 Years	1400
	Duplicate Per Marksheet Prior to 15 Year	1800
13.	Revised Marksheet	150
	Name Correction in Marksheet (on the basis of XII Marksheet)	150
	Name Correction in Marksheet (on the basis of XII Marksheet) Prior to 2012-2013	500
14.	Late Fee for Marksheet (Prior 2022-2023)	100
15.	Name Correction in Convocation Certificate (Per Correction)	250
16.	Education Verification Per Document (For Employment)	500
17.	Conversion of Grade in to Marks	150
18.	Form-112	250
19.	Attestation -For (Five Copies) & Additional Per Copies for Rs. 100	100
20.	Internship Letter (Per Letter)	50
21.	Other as per Student requirement per Letter /Document	500
22.	Name Correction in Fee Receipt	50
	Duplicate Fee Receipt	50
23.	Name Correction in I-Card	150
	Duplicate I- Card	150
24.	Adhar Card updation Form	250
25.	Eligibility Status Report	100

Note:- 1. Duplicate Marksheet -Period required for issue =30 days (for Prior to 2012-2013)

2. Name Correction in Marksheet -Period required for issue is 15 days.

Vice Principal

V. G. Vaze College (Autonomous)
Mulund (East), Mumbai - 400 081



Principal

V. G. Vaze College (Autonomous)
Mulund (E), Mumbai - 400 081