

Manual 15
SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI
Particulars of facilities available to citizens for obtaining information at
(Section 4(1)(b)(xv))

Sr. No.	Facility available on Service Counter	Nature of Information available	Working Hours
1.	Enquiry & Information Counter	<ul style="list-style-type: none"> * Information of University Offices and their working * General Information about University Campus & Teaching Department, Admission procedure. * Date of Examinations * Date of results * Date of Convocation * University Information Brouchure * Issue of various Free Formates i.e. Duplicate Mark Sheet, Retotaling, Provisional Certificate, Attempt Certificate, Merit Certificate, Degree Absentia, Migration Certificates. 	10.30 to 18.10
2.	Various fees are being accepted through cash counter	<ul style="list-style-type: none"> * Collection of various fees and forms i.e. Examination Forms * Migration Forms, * Degree Forms * P.G..recognition forms * Ph.D. Guidelines & forms * Varification / Photo copy forms * Redressal forms 	11 to 15
3.	Website www.sgbau.ac.in	<ul style="list-style-type: none"> * Information of University Courses Teaching Departments * Results of examination * Important Circulars of University * Advertisement for recruitment, Admission Notices, Tender Notices. * News / Currents events * Admission Date * Contacts * Formates for certificates related to Exam. (i.e.Degree in Absentia, Provisional Degree, Merit Certificate, Attempt Certificate, Duplicate Marksheets, Enrolment Formates.) * Mandatory Disclosures of Teaching Departments (i.e. Computer Science, M.B.A., Chemical Technology, M.Ed. Department.) 	Available 24 hours

4.	CASU Office (For University Teaching)	<ul style="list-style-type: none"> * Bonafied Certificates for Campus Students * Leaving Certificates * Admission Forms * Exam. Forms, * Fee details * Scholarship Forms. 	10.30 to 18.10
5.	Library	<ul style="list-style-type: none"> * Issue of Books * Periodicals * Research Journals * Reading room facility * Ph.D. / M.Phil. Thesis * Zerox Facility 	10.30 to 18.10
6.	Employees Co-operative Society Counter	<ul style="list-style-type: none"> * University Publications * Examination Forms * Act, Ordinance, Statute Book * Prospectus for Admission * Exam Syllabus * Redressal Form * Other Publication Books Etc. 	10.30 to 18.10