

Name of the Service		Change of College	
Whom to approach for this service (Designated Officer)?		Registrar (Administration)	
Procedure involved to get this service		Submission of application in prescribed format No Objection Certificates from Principals of both the colleges Remittance of the prescribed fee	
Form to be submitted to get this service		Prescribed format	
Who are eligible to get this service		Students who are studying in the Colleges	
Documents to be enclosed with the request		1. Attested photocopies of Marks Card. 2. Fee paid Challan 3. Duly filled prescribed application form for change of the college	
Fee/Charges to be paid to get the service		As prescribed by the University	
Maximum number of days to wait to get this service delivered		06 working days	
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer		Registrar	
Maximum number of days to wait to get the decision of the Competent Officer		10 Working Days	
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?		Vice Chancellor	
Maximum no. of days to wait to get the decision of Appellate Authority		10 Working Days	
Other information			
Website (if online)			
Reference Document			
Work Flow			
Step	Description	No. of Working Days	Designation
1	RECEIVING APPLICATION AND DELIVERING TO THE CASE WORKER	1.00	Receiving Clerk
2	VERIFICATION OF APPLICATION AND DOCUMENTS	1.00	Case Worker
3	VERIFICATION OF APPLICATION AND DOCUMENTS	1.00	Superintendent
4	VERIFICATION AND APPROVAL	2.00	Deputy Registrar
5	DESPATCH	1.00	Despatch Clerk

For more details you may log on to www.sakala.kar.nic.in
Helpline No:080-44554455