

Name of the Service		Readmission	
Whom to approach for this service (Designated Officer)?		Registrar	
Procedure involved to get this service		Submission of application in prescribed format through the Principal of concerned college 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. Duly filled Prescribed application form for readmission 2. Attested photocopies of Marks Cards 3. Fee paid Challan copy	
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	
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 OF APPLICATION AND DELIVERING TO 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	Registrar
5	DESPATCH	1.00	Despatch Clerk

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