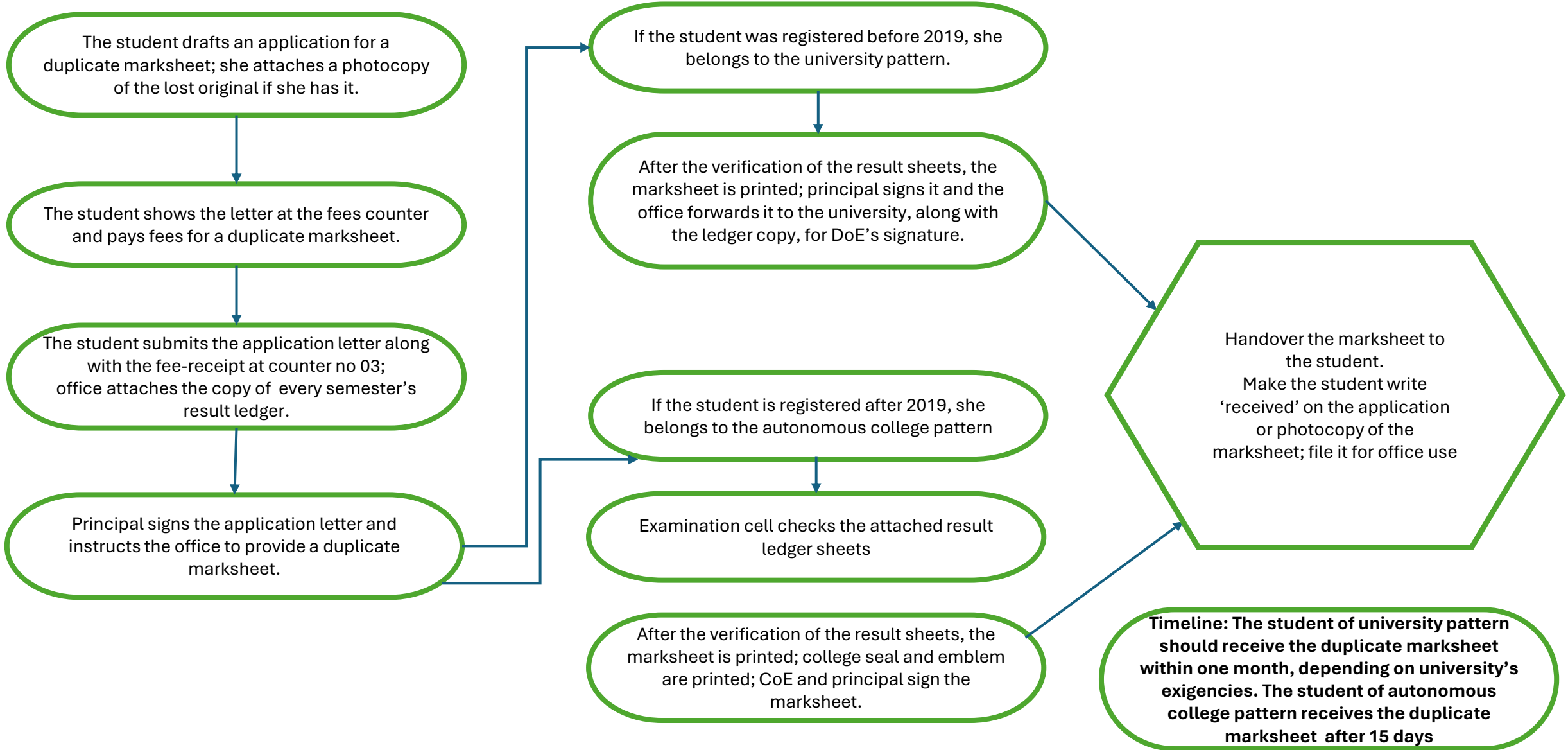


Smt Maniben MP Shah Women's College of Arts and Commerce

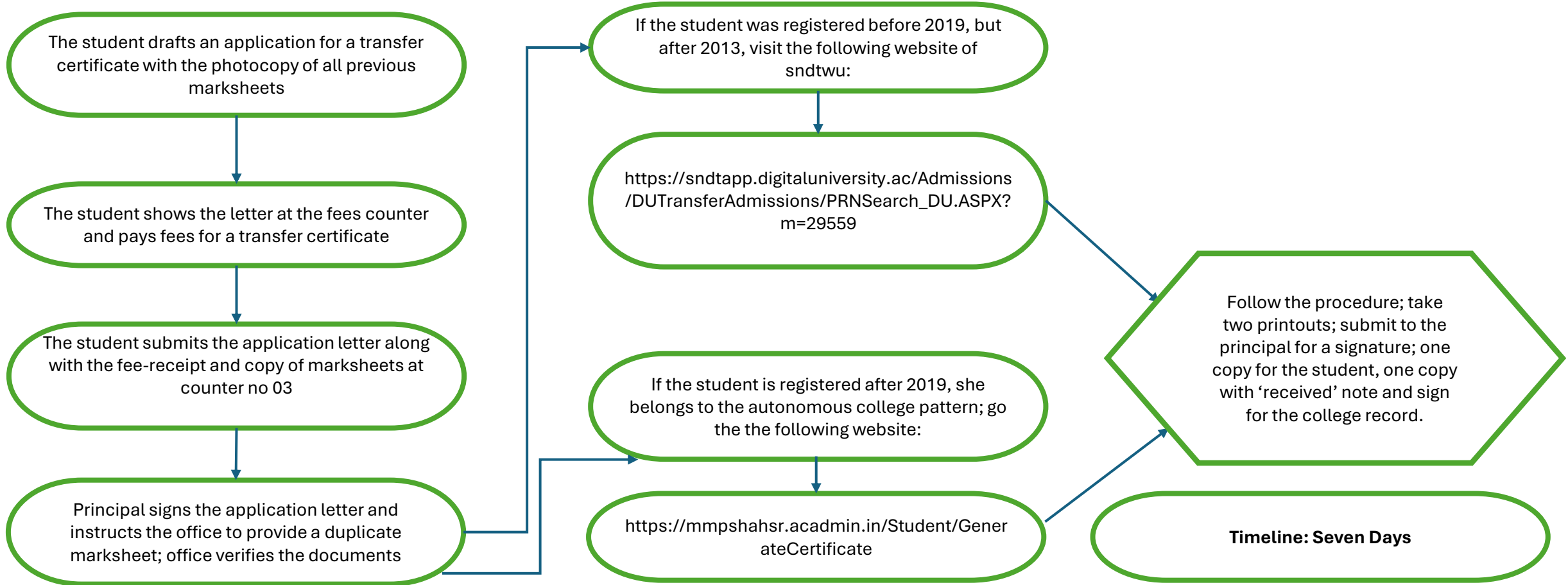
# Standard Operating Procedures

FOR PREPARING VARIOUS DOCUMENTS

# DUPLICATE MARKSHEETS



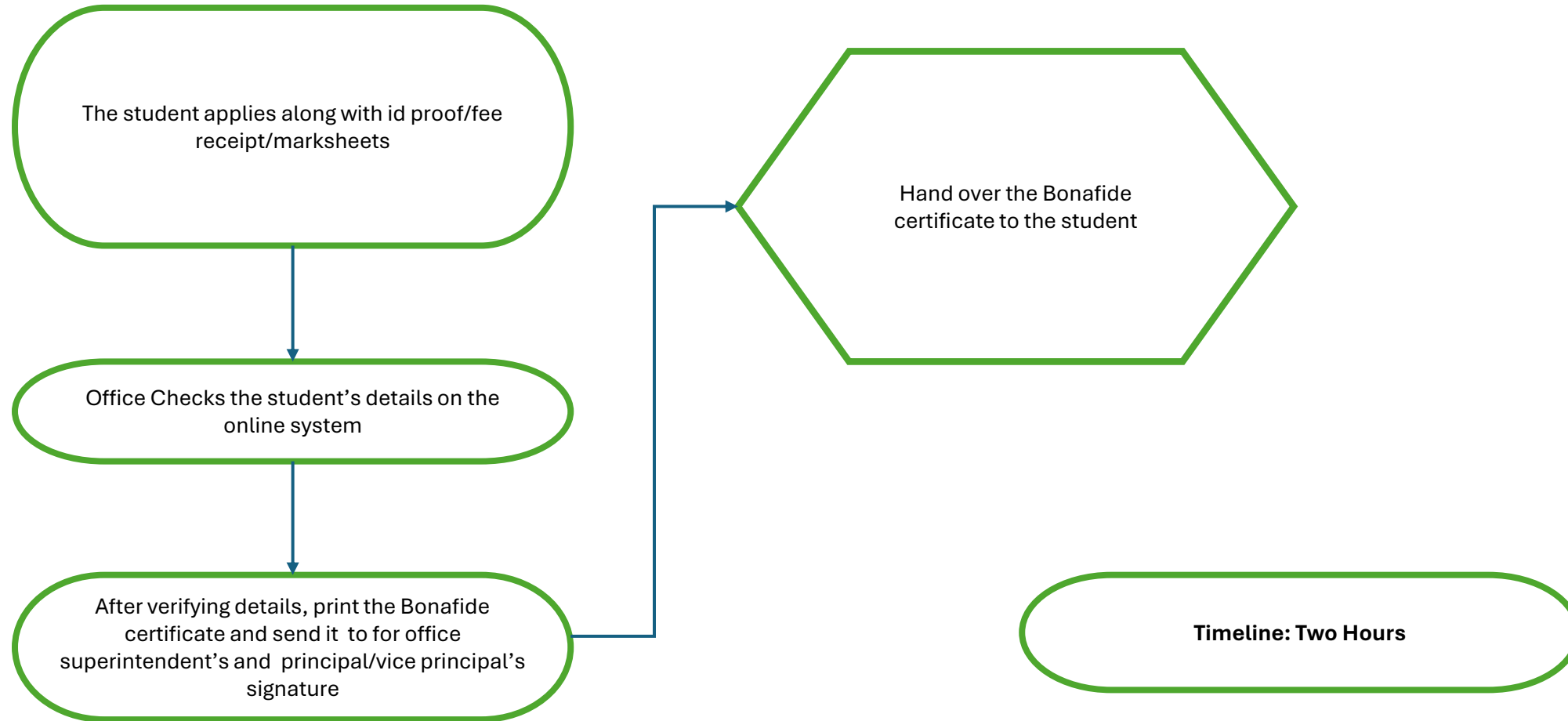
# TRANSFER CERTIFICATE



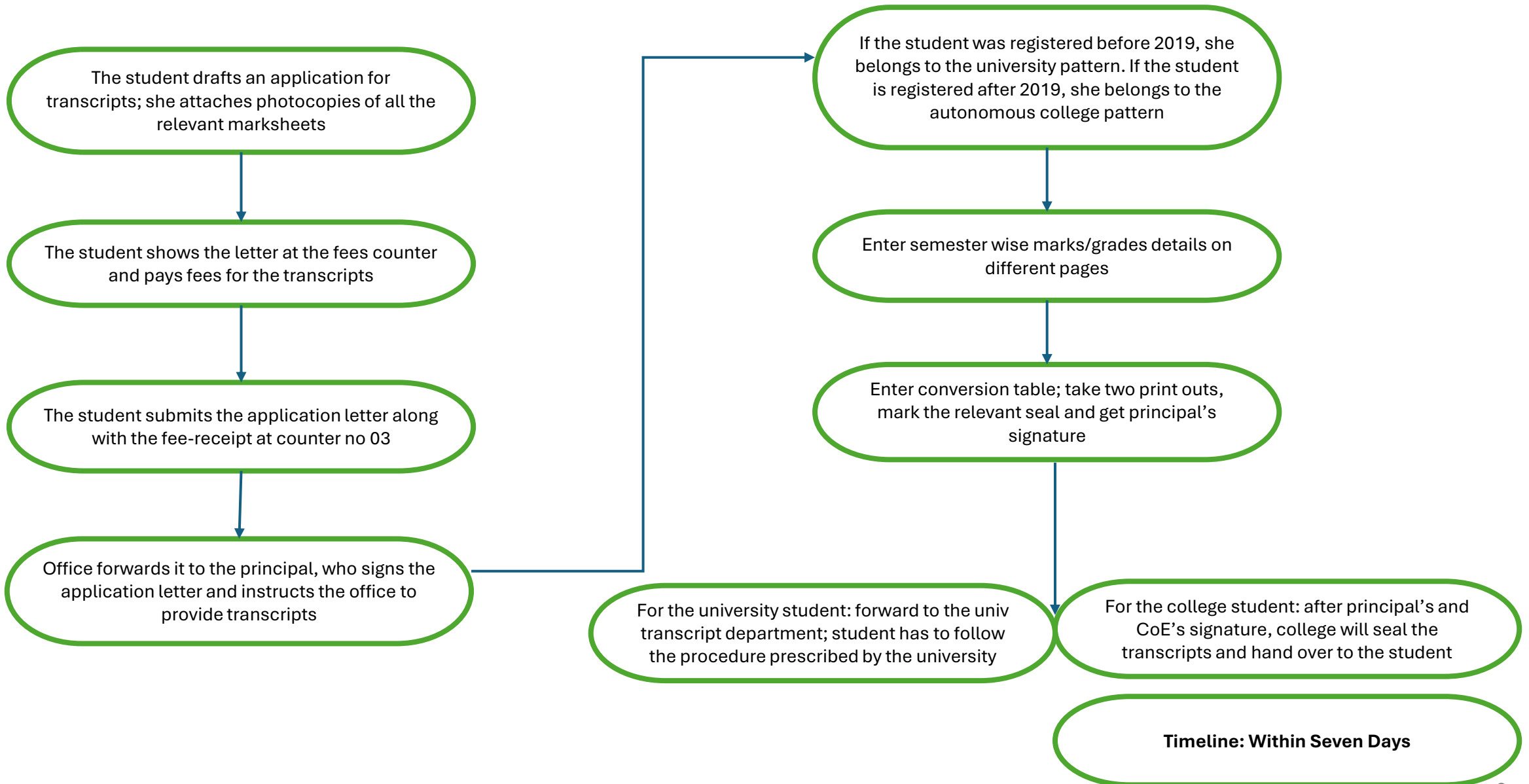
# SALARY PREPARATION PROCESS



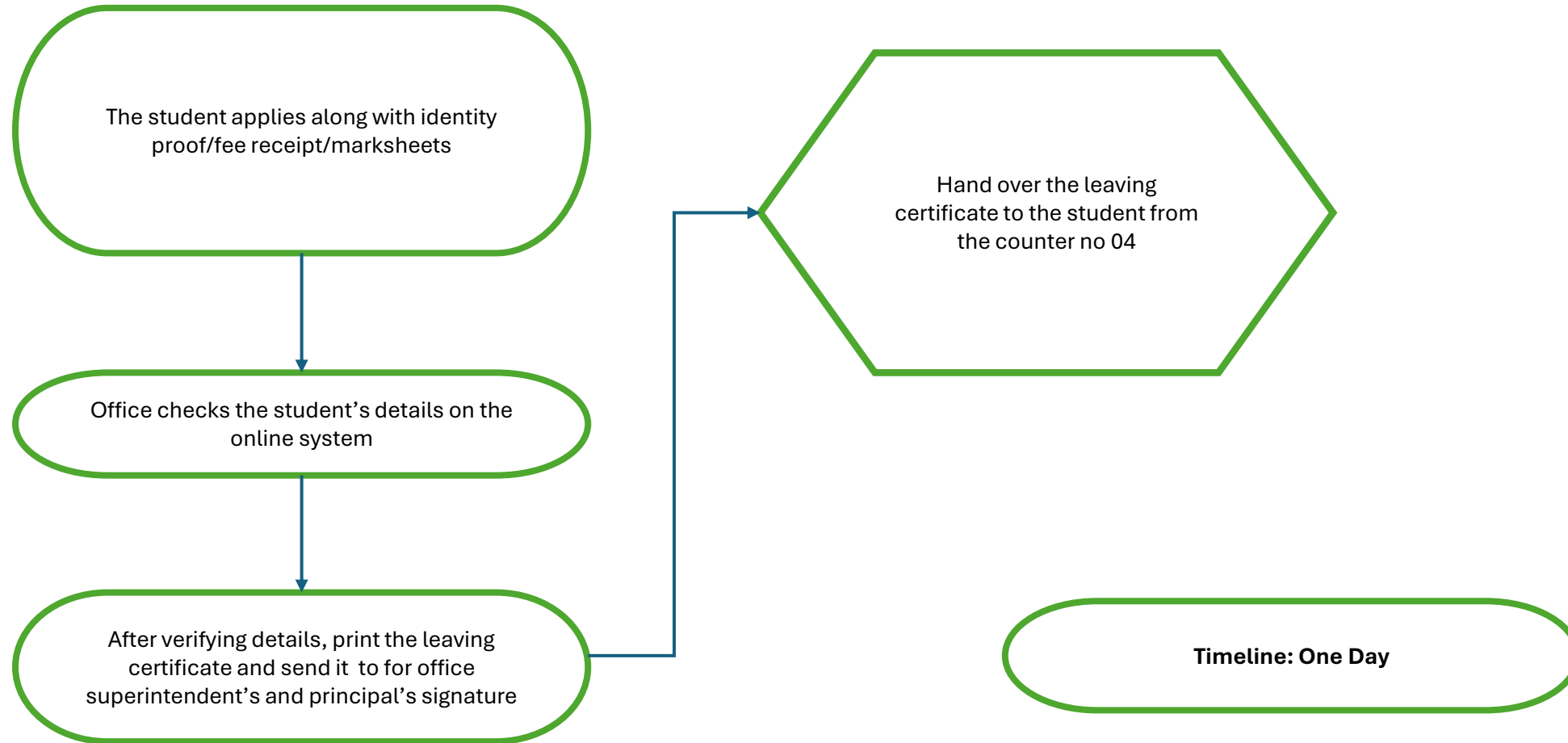
# BONAFIDE CERTIFICATE



# TRANSCRIPTS



# LEAVING CERTIFICATE



# RAILWAY CONCESSION

Railway concession timing  
10.30 am to 12.30 pm

Railway concession forms are available on  
counter no 04

Documents required for railway concession:  
student's identity card and fee receipt of the  
current semester

**Timeline: Within Two Hours**