
Citizen's Charter

SERVICES RENDERED TO STUDENTS

SERVICES	DURATION
1. Issue of Identity cards	15 days on payment of Rs.50/-
2. Issue of duplicate Identity cards	15 days on payment of Rs.100/-
3. Issue of Transfer, Bonafide and Character certificates	Maximum 2 working days.
4. Processing and forwarding of migration certificates	2 working days.
5. Display of Marksheets (1 st and 2 nd Periodic Tests)	Within 2 days on submission of Marksheets.
6. Displaying of consolidated results of FY/ SY B.Sc. (Home Science)	Within 15 days after the completion of the respective examination.
7. Issue of Final Exam Marksheets of FY/ SY B.Sc. (Home Science)	Within 8 days after declaration of Results.
8. Issue of duplicate Final Exam Marksheets for FY/ SY B.Sc. (Home Science)	Maximum 7 working days.
9. Verification of marks of Final Exam Marksheets of FY/ SY B.Sc. (Home Science)	Within ten days from the declaration of results on payment of stipulated fee.
10. Issue of Hall Tickets of FY/ SY B.Sc. (Home Science)	15 days before the examination.

- The timings mentioned are applicable only if the application is complete in all respects.

CONTACT PERSON

In case of difficulties/help, contact the Office of the Principal of the College.

Working hours

Monday to Friday 9.15 am. to 4.45 pm.: Lunch Break 1.15pm to 2.15pm

Saturday 9.15 am. to 1.15 pm

For more details contact:

Goa College of Home Science,
D. B. Road,
Campal, Panaji-Goa.
403001

Tel: 0832 -2227603

Fax: 0832-2425254

Email: principalgchs@rediffmail.com