



25-06-2026

Circular (Time Bound Services)

For All GMIU Students

Dear Students,

Gyanmanjari Innovative University (GMIU) is committed to providing efficient, transparent, and student-centric services. To ensure timely resolution of student requests and concerns, the University has implemented a **Time-Bound Service Delivery System** for various academic and administrative services.

Students are advised to submit their applications, requests, and required documents through the prescribed procedure. The concerned departments shall process and resolve the requests within the stipulated timelines as notified by the University from time to time.

In case any student faces difficulties, experiences delays beyond the prescribed timeline, or wishes to raise a query, suggestion, complaint, or grievance regarding any university service, they may contact the University through the designated email address:

Email: admin.help@gmiu.edu.in : For student section related queries
account.help@gmiu.edu.in : For account/fees related queries

While sending an email, students are requested to mention the following details:

1. Full Name
2. Enrollment Number
3. Program and Semester
4. Department
5. Nature of Query/Grievance
6. Relevant Supporting Documents (if any)



The University shall acknowledge the communication and take appropriate action to resolve the matter at the earliest.

All students are encouraged to utilize this mechanism responsibly and cooperate with the concerned departments by providing complete and accurate information.

This circular comes into effect immediately.


Head-Student Section


Chief Account Officer


Registrar

Gyanmanjari Innovative University

"GMIU is committed to addressing and resolving the challenges faced by students through timely and effective support". To fulfil that commitment; below processes will be done in accordance to the time given.

STUDENT SERVICES – TIME BOUND DELIVERY

Sr. No.	Service / Document	Concerned Department	Time Limit
1	Bonafide Certificate	Student Section	Within 1 Working Day
2	Fee Receipt Duplicate Copy	Accounts Department	Within 1 Working Day
3	Duplicate Identity Card	Student Section	Within 3 Working Days Minimum 10 I Card
4	Provisional Admission Confirmation Letter	Admission Cell	Within 3 Days
5	Transfer Certificate (TC)	Student Section	Within 2 Working Days
6	Migration Certificate	Student Section	Within 2 Working Days
7	Character Certificate	Student Section	Within 2 Working Days
8	No Objection Certificate (NOC)	Concerned Department	Within 2 Working Days
9	Examination Hall Ticket	Examination Department	Before Examination Schedule
10	Marksheet Distribution	Examination Department	Within 30 Days after Result Declaration
11	Degree Certificate	Examination / Convocation Section	As per Convocation Schedule
12	Scholarship Verification	Scholarship Cell	Within 5 Working Days of correction on display on portal
13	Bus Pass / Transport Approval	Transport Department	Within 3 Working Days
14	Hostel Allotment Letter	Hostel Department	Within 3 Working Days
15	Internship Permission Letter	Training & Placement Cell	Within 3 Working Days
16	Educational Loan Verification	Administration / Accounts	Within 3 Working Days
17	Examination Form Verification	Examination Department	Within 2 Working Days
18	Branch Transfer Approval	Academic Section	Within 3 Working Days
19	Duplicate Marksheet Application Processing	Examination Department	Within 15 Working Days
20	Student Grievance Response	Concerned Committee	Initial Response within 3 Days

In case of any complaint related to above services; mail the details to admin.help@gmiu.edu.in for further clarification. And for account related matters; mail the details to account.help@gmiu.edu.in.

