Name of the Service	Readmission
Whom to approach for this service (Designated Officer)?	Deputy 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	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