

**ROURKELA INSTITUTE OF MANAGEMENT STUDIES, ROURKELA**  
**Academics Documents Issue Calendar- Weekly Working Days**  
**BBA/BCA/BJMC**

<b>Sl. No.</b>	<b>Name of Documents</b>	<b>Applications Working Days</b>	<b>Document Issue Working Days</b>
01	CLC & Conduct	Monday, Wednesday	Thursday, Saturday
02	College Mark Sheet	Every working day upto 12.45 p.m	Two working days of application 4.30p.m to 5.30 p.m.
03	Provisional Certificate Cum- Mark Sheet (PCM)	Every working day upto 12.45 p.m	Every working day 4.30p.m to 5.30 p.m.
04	Migration Certificate	Every working day upto 12.45 p.m	Every working day 4.30p.m to 5.30 p.m.
05	Bonafide Certificate	Every working day upto 12.45 p.m	Every working day 4.30p.m to 5.30 p.m.
06	Provisional Course Completed Certificate	Every working day upto 12.45 p.m	Two working days of application 4.30p.m to 5.30 p.m.
07	Pass Certificate-College level	Every working day upto 12.45 p.m	Two working days of application 4.30p.m to 5.30 p.m.
08	Continue Certificate for Scholarship, Railway Pass, Education Loan, Higher Studies, Employment Purpose etc.	Every working days of applications upto 12.45 p.m	Three days of applications 4.30p.m to 5.30 p.m.
09	Internship Applications	As and When required (One working day)	
10	Document Verification as per request from company where the student is working-	Two days of mail received from the company after requisite payment	

**Principal I/c (UG)**  
**RIMS, Rourkela**