



OFFICE OF THE CONTROLLER OF EXAMINATIONS
JADAVPUR UNIVERSITY
KOLKATA – 700 032, INDIA
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HELP DESK

Name of the Cell	Dealing Area for Your Help / Remarks	Front Office Table No.	Location	Internal Contact No.
Arts Cell	Present examinations & allied services of Arts related Degree Course of Studies (B.A., M.A. & M.Phil.)	AC-1	Exam. Office, Room No. 1, 1 st Floor, Aurobinda Bhavan	2337
		AC-2		
		AC-3		
Engineering Cell	Present examinations & allied services of Engg. & Tech. related Degree Course of Studies (B.E., B.Tech., M.E. & M.Tech.)	EC-1	Exam. Office, Room No. 2, 1 st Floor, Aurobinda Bhavan	2540
		EC-2		
		EC-3		
		EC-4		
		EC-5		
Science Cell	Present examinations & allied services of Science related Degree Course of Studies (B.Sc. & M.Sc.)	SC-1	Exam. Office, Room No. 1, 1 st Floor, Aurobinda Bhavan	2337
		SC-2		
		SC-3		
Affiliated & P.G. Dip. Course Cell	Present examinations & allied services of all Affiliated Courses & P.G. Dip. Courses including post examination queries related to all Ph.D. Course Work Exams.	EC-5	Exam. Office, Room No. 2, 1 st Floor, Aurobinda Bhavan	2540 / 2974
Review Cell	Review of Answer-script	RC-1	Exam. Office, Room No. 1, 1 st Floor, Aurobinda Bhavan	2337
		RC-2		
General Cell	Verification of Academic credentials, R. T. I., Arranging different meetings with the C.o.E., Issuance of Medium of Instruction Certificate, etc.	P. A.	Exam. Office, Room No. 3, 1 st Floor, Aurobinda Bhavan	2286
	Distribution of medal after convocation, verification of offline forms for application of Academic Transcript, duplicate Grade Card, duplicate Certificate, etc.	GEN-1		
		GEN-2		
Examination Counter	Issuance of original & duplicate Grade Cards / Mark-sheets, Forms for application of Academic Transcript, duplicate & corrected Grade Card, duplicate Certificate, etc. (available in our website also)	Counter-1	Exam. Office, Adjacent to Room No. 1, 1 st Floor, Aurobinda Bhavan	No Number
2 nd Campus Cell (Salt Lake Campus)	Present examinations & allied services (including distribution of original Grade Cards / Mark-sheets) of all Courses running at the S.L. Campus	SL-1	Exam. Office, 1 st Floor, Main Building (S.L. Campus)	6104

Assistant Controller of Examinations