

**OFFICE OF THE CONTROLLER OF EXAMINATIONS  
JADAVPUR UNIVERSITY  
KOLKATA - 700 032, INDIA**

<b>HELP DESK FOR EXAMINATION DEPARTMENT</b>			
<b>NORMAL OFFICE HOURS : 10.00 A.M. TO 5.30 P.M. (RECESS : 2.00 P.M. TO 2.30 P.M.)</b>			
Before meeting The Controller of Exams., meet the staffs of concerned table			
<b>PROF.(DR) SATYAKI BHATTACHARYYA, CONTROLLER OF EXAM,JU - Contact No.-2220(Int)/</b>			
<b>Ext-91-33-2414 6003/6004</b>			
<b>website - jaduniv.edu.in / e-mail- dr_satyaki@rediffmail.com / controller_exams@admin.jdvu.ac.in</b>			
ROOM NO.	TABLE NO.	JOB ALLOCATION	REMARKS
1	Astt. COE	Incharge, F.Sc. & F.A.	Vaccant
1	TABLE - 2/3	Very special job including Casual Admission & Readmission under Faculty of Arts	Sujit Bera/Debashish Khila
1	TABLE - 5/4	Job related to Faculty of Sc. (UG&PG)	Joydev Ghosh/Monika Saha
1	TABLE - 6	Job related to Review of Answer Scripts	Bivas Roy/Proshanto Das
<b>Counter</b>		Job related to distribution of Grade Cards / Mark-sheets and different application formats	Bipasha Mitra
2	Astt. COE	Incharge F.E.T.	Chandrani Dam
2	PA TO COE	Various certificate like course Completion /last date of exam /Medium of Instruction certificate etc / Verification related /all application from students	Gopal Chakraborty
2	TABLE - 8	Job related to U. G. (Engg) Exams. of Dept. of Chemical ,Production,Instrumentation,Construction,IT,Power,Printing,B BA, Ayurved, including all Casual Admission & Readmission under F. E. T/provisional certificate	Amolesh Roy
2	TABLE - 10	Job related to U. G. (Engg) Exams. of Dept. of Civil,Comp Sc,ETCE,MET Engg,Architecture including all Casual Admission & Readmission under F. E. T/provisional certificate	Bipul Das
3	TABLE - 16	Job related to U. G. (Engg) Exams. of Dept. of Mechanical Electrical,Pharmacy,Food including all Casual Admission & Readmission under F. E. T./provisional certificate	Moumita Gangopadhy Banerjee
2	TABLE - 9	Processing application for duplicate and corrected / revised Grade Cards under Faculty of Sc. & Arts	Abhijit Biswas
2	TABLE - 7	Job related to dispatch	Narayan Putatunda
2	TABLE - 12	Job related to P. G. (Engg), Convocation Certifacates	Tamal Ranjan Sinha
2	TABLE -13	Receiving question papers and answer scripts, FET	Joydev Karmakar
3	TABLE - 4	<b>Delivery of duplicate certificate and transcripts(Between 3pm-5 pm)</b>	Monika Saha
3	TABLE - 17	Verifictaion of application for duplicate and corrected / revised Grade Cards under F. E. T./verification of transcript form before cash depositions	Krishnendu Bhattacharyya

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