

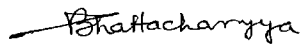
**OFFICE OF THE CONTROLLER OF EXAMINATIONS
JADAVPUR UNIVERSITY
NOTICE**

Date: 18/05/2018

Sub: MODALITIES FOR COURSE COMPLETION AND PROVISIONAL CERTIFICATE FOR UG/PG FINAL YR STUDENTS FOR 2018 SESSION

In order to hassle free service to students we are going to introduce Course Completion and Provisional Certificate (for UG and PG Engg final Year students) in digital format in their respective JUMS Account. Students are hereby advised to follow the new procedure to apply for the same:

Item	Existing Practice	New Practice
i)Course Completion Certificate	Student applies to CoE in hard copy ,which is forwarded by HoD confirming all requirement of Course completion has been complied by students	<p>i)Eligible student(who have appeared in all Semester Examinations) will apply in JUMS portal</p> <p>ii)HoD/Dir will forward from their JUMs portal(on verifying whether other criteria like Grand viva/Project etc compiled by students)</p> <p>iii)On Coe Approval student will get to see their course completion certificate in their portal.</p> <p>Student can get to know the status of their application at any point of time</p>
ii)Provisional Certificate	Student apply in hard copy, take all clearance, deposit cash, collect hard copy certificate from Exam Dept	<p>Student will apply online after publication of result from JUMs portal, take print out, take all clearance manually in the system generated form, deposit cash at cash section, get certificate in soft format in their JUMS portal. <u>It will be made available at their JUMs portal within 3 working days of cash deposit.</u></p>



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