



**NOTICE**

Date 11-Feb-2021

**Subject : Collection of original Final Degree Certificate for MCA.**

Further to our previous notice dated 02-Feb-2021, it is hereby notified for all concerned that the **original Final Degree Certificate of MCA for the year 2020** will be distributed on **22-Feb-2021**. All certificates will be despatched from the **Examination Office, Main Campus, JU between 12.00 Noon and 04.00 P.M.** on scheduled day(s). Those who are willing may collect the same in person or by authorized person, maintaining all public health precautions, on furnishing following documents:

- i) Final Grade-Card / Mark-Sheet of the candidate, in original.
- ii) Library Clearance of the candidate, in original.
- iii) A recognized Photo Identity (Eg. EPIC, Aadhaar, etc.) of the candidate and authorized person, if applicable.
- iv) Authorization letter, if applicable, to be addressed to the Controller of Examinations.

Those who will not collect the certificate in this process, are requested to follow our further notice to know the delivery method of such undelivered certificates. No request for alteration of the aforesaid schedule will be entertained.

**Controller of Examinations (Offtg.)**

Copy to :

- 1) The VC
- 2) The Pro-VC (Prof. Dr. P. K. Ghosh)
- 3) The Pro-VC (Prof. Dr. Chiranjib Bhattacharjee)
- 4) The Dean, FET
- 5) The Dean, FSc.
- 6) The Dean, FA
- 7) The Dean, ISLM
- 8) The Registrar
- 9) The FO
- 10) The Joint Registrar (Academic)
- 11) The Sys. Admin. – for uploading in our Univ. Website
- 12) Exam. Office, Salt Lake Campus
- 13) Exam. Office – 5 copies – for each Cell and Convocation File