

Ref No. – 002/A/COE/22

Date: 10.01.2022

NOTICE

Students concerned are hereby notified that original certificates of 2021 pass out candidates of UG, PG and M Phil of all faculties will be distributed from the Office of the Controller of Examinations in all working days from 17.01.2022 to 28.02.2022 as per the schedule mentioned below. To avoid gathering in the present pandemic situation, Students are requested to come as per schedule following the Covid protocol.

The following documents are required for collection of the certificate. Without documents no certificate will be delivered by any means.

1. Original copy of final mark sheet.
2. Original copy of library clearance certificate.
3. Original copy of any identity card, contain photo and signature.
4. Authorization letter of the candidate if authorize person wants to collect the certificate on behalf of the candidate.
5. If authorize person wants to collect the certificate on behalf of the candidate then Xerox copies of point no.1 to 3 and one Xerox copy of identity card of authorized person, having photo and signature need to be attached with the authorization letter.
6. Authorize person also has to come with all original documents with Xerox copies attached with the authorization letter.

Distribution Date: 17.01.2022 to 28.02.2022 and

Time: 12:00 to 02:00 p.m. & 03:00 p.m. to 04:30 p.m.

Distribution Schedule:

- **For Engineering (UG & PG): In all working days from 17.01.2022 to 28.02.2022.**
- **For Science:**

Day	Department
Monday	Chemistry (UG & PG)
Tuesday	Mathematics (UG & PG)
Wednesday	Physics (UG & PG)
Thursday	Geography and Geological Sciences (UG & PG)
Friday	Instrumentation Science, Bio-Technology (UG & PG) and Oceanographic Studies.

- **For Arts: Schedule as given in Annexure-I**

Annexure-I

Faculty of Arts (UG & PG)

DATE	DAY	SUBJECT
17.01.2022	Monday	Bengali
18.01.2022	Tuesday	Comparative Literature
19.01.2022	Wednesday	Economics
20.01.2022	Thursday	Education
21.01.2022	Friday	English
24.01.2022	Monday	Film Studies
25.01.2022	Tuesday	History
27.01.2022	Thursday	International Relations
28.01.2022	Friday	Journalism & Mass Com
31.01.2022	Monday	Language & Linguistics
01.02.2022	Tuesday	Library & Info. Sc.
02.02.2022	Wednesday	Philosophy
03.02.2022	Thursday	Physical Education
04.02.2022	Friday	Sanskrit
07.02.2022	Monday	Sociology
08.02.2022	Tuesday	Bengali
09.02.2022	Wednesday	Comparative Literature
10.02.2022	Thursday	Economics
11.02.2022	Friday	Education
14.02.2022	Monday	English
15.02.2022	Tuesday	Film Studies
16.02.2022	Wednesday	History
17.02.2022	Thursday	International Relations
18.02.2022	Friday	Journalism & Mass Com
21.02.2022	Monday	Language & Linguistics
22.02.2022	Tuesday	Library & Info. Sc.
23.02.2022	Wednesday	Philosophy
24.02.2022	Thursday	Physical Education
25.02.2022	Friday	Sanskrit
28.02.2022	Monday	Sociology

Controller of Examinations (Offg.)