

**JADAVPUR UNIVERSITY**

<b>Sl. No</b>	<b>Services</b>	<b>Designated Officer</b>	<b>Stipulated Time</b>	<b>Appellate Officer</b>	<b>Stipulated Time</b>	<b>Reviewing Officer</b>	<b>Stipulated Time</b>
1.	Issuance of Admit Card / Duplicate Admit Card	Controller of Examinations	30 days	Registrar	15 days	Pro-Vice Chancellor	15 days
2.	Issuance of Identity card / Duplicate Identity Card	Deputy Registrar	30 days	Registrar	15 days	Pro-Vice Chancellor	15 days
3.	a) Issuance of Registration Certificate / Duplicate e-Registration Certificate (upto M.Phil)  b) PhD	Deputy Registrar  Secretary of the Faculty	60 days	Registrar	30 days	Pro-Vice Chancellor	15 days
4.	a) Issuance of Migration Certificate / Duplicate e-Migration Certificate (upto M. Phil)  b) PhD	Deputy Registrar  Secretary of the Faculty	45 days	Registrar	30 days	Pro-Vice Chancellor	15 days
5.	Issuance of Mark sheet / Duplicate Mark Sheet	Controller of Examinations	60 days	Registrar	30 days	Pro-Vice Chancellor	15 days
6.	Academic Record Verification	Controller of Exam	45 days	Registrar	30 days	Pro-Vice Chancellor	15 days
7.	Issuance of NOC for Passport / Visa	Deputy Registrar	30 days	Registrar	15 days	Vice Chancellor	15 days
8.	Review of Examination Papers	Controller of Examinations	45 days	Registrar	30 days	Pro-Vice Chancellor	15 days
9.	Granting of Scholarship	Deputy Registrar	60 Days	Registrar	30 days	Vice Chancellor	15 days
10.	Issuance of NOC on various issues to students / scholars	Deputy Registrar	30 days	Registrar	15 days	Vice Chancellor	15 days