

NOTICE

Schedule of opening* of different administrative sections of Jadavpur University:

Sl. No.	Office/ Section	Section	Day	Time		
1.	Vice Chancellor	Office of Vice Chancellor	As & when required	NA		
2.	Pro-Vice Chancellor (PKG)	Office of Pro-Vice Chancellor (PKG)	Monday/ Wednesday/ Friday	Normal office hours		
3.	Pro-Vice Chancellor (CB)	Office of Pro-Vice Chancellor (CB)	Monday/ Wednesday/ Friday	Normal office hours		
4.	Registrar	Office of Registrar	Monday/ Thursday/ Friday	Normal office hours		
5.		Personnel				
6.		Administrative Office				
7.		Research	Tuesday/ Thursday/ Friday			
8.		Meetings	Monday/ Thursday			
9.		Estate	Tuesday/ Wednesday/ Thursday/ Saturday			
10.		JUPF	Monday/ Thursday			
11.		Finance Officer (FO)	Office of FO		Monday – Friday	Normal office hours
12.			Accounts		Tuesday/ Thursday	
13.			Pay			
14.	RB Cell					
15.	Cash					
16.	Purchase		Monday/ Wednesday/ Friday			
17.	UGC Cell/ RUSA Accounts		Friday			
18.	Central Store		Friday			
19.	Employees Welfare Unit		Tuesday/ Thursday			
20.	Ledger					
21.	TEQIP Cell			Monday/ Wednesday/ Friday		
22.	Joint Registrar	Office of Joint Registrar (including Statistical & Foreign Student Cell)	Monday	Normal office hours		
23.		MR				
24.		Scholarship				
25.	Asst. Registrar	O/o of Asst. Registrar	Monday	Normal office hours		
26.	Controller of Examination (CoE)	O/o of CoE	Monday/ Wednesday/ Friday	Normal office hours		
27.	Development Officer (DO)	O/o of DO	As and when required	NA		
28.	Dean of Student (DoS)	Office of DoS	Monday/ Wednesday/ Friday	Normal office hours		
29.	Dean, FET	FET Office (including PhD Cell)	Monday/ Friday	1pm – 5 pm		
30.	Dean, Science	FSc Office (including PhD Cell)	Monday/ Friday	Normal office hours		

Sl. No.	Office/ Section	Section	Day	Time
31.	Dean, Arts	FA Office (including PhD Cell)	Wednesday/ Friday	1pm – 5 pm
32.	RUSA Cell	O/o RUSA Cell	Wednesday/ Friday	1pm – 5 pm
33.	DYW	O/o DYW	Wednesday	Normal office hours
34.	DPI	O/o DPI	Monday/Thursday	Normal office hours
35.	University Engineer (UE)	O/o UE	Monday/ Friday	Normal office hours
36.	Deputy Finance Officer (DFO)	O/o DFO	Monday	Normal office hours
37.	Central Library (user access will not be provided, however digital content through internet will be available as per existing procedure)		Monday/ Thursday	Normal office hours

*This schedule will be effective from 29th June 2020, and will remain effective till further notice. This is subjected to change depending on availability of staffs and cars/ transport system.

Issued under direction of Vice-Chancellor/ PVC (CB).

J. Banerjee
2.7.2020

REGISTRAR