OFFICE OF THE CONTROLLER OF EXAMINATIONS
JADAVPUR UNIVERSITY
Kol-700 032, W.B, India

INSTRUCTIONS

For any verification – send the documents to be verified to Controller of ExaminationsJU along with a Demand Draft of $50 in favour of “Registrar,JU”

For a set of (five copies) of Academic Transcript:

1. Requirement - Xerox copy of mark sheets/grade cards of all previous examinations, relevant to such transcript. Without xerox copy of Mark sheets, Form will be cancelled. The form must be signed by the candidates and may be collected by candidate or duly authorized person after FIFTEEN DAYS (in general COE’s dept receive application after two working days from cash section)

2. Rs. 1500/- (one thousand five hundred only with effect from 1.1.2009

For a Duplicate Certificate:

2. Rs. 250/- only with effect from 1.1.2009
The form must be signed by the candidates and may be collected by candidate or duly authorized person after minimum FIFTEEN DAYS.

For a duplicate marksheet/gradecard:

1. Rs. 150/- only w.e.f 1.1.2009
The form must be signed by the candidates and may be collected by candidate or duly authorized person after minimum FIFTEEN DAYS.

For any duplicate documents:

FIR is must In each case, candidate may download the form or collect the same from COUNTER of Controller of Examinations,JU’s dept, verify the same by Astt.Controller of Examinations/PA to Controller of Examinations and submit the form, duly filled in and signed; submit to Cash section before 3p.m

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