GENERAL INSTRUCTIONS:
For any verification – send the documents to be verified to Controller of Examinations JU along with a Demand Draft of $50 (for any Foreign Verification Company) or it’s Indian equivalence in favour of “Registrar, JU”

For a set of (five copies) of Academic Transcript:
1. Requirement - Xerox copy of mark sheets/grade cards, ATTESTED BY GR.A OFFICERS OF GOVT SECTOR, of all previous examinations, relevant to such Transcript. Without attested 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 three 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/Grade Card:
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 Asst.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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