

Office of the Controller of Examinations
JADAVPUR UNIVERSITY
KOLKATA – 700 032

Ref No. – 003/A/COE/22

Date: 21.01.2022

NOTICE

Students concerned are hereby notified that original certificates of 2021 pass out candidates will be distributed from the Office of the Controller of Examinations in all working days from 24.01.2022 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.

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

Day	Department
Wednesday	Electronics Science



Controller of Examinations(Offg.)