

MANUAL – 4

Norms set by it for the discharge of its functions (Section 4(1) (b) (iv)

Details of the Norms/Standards set by the department for execution of various activities / programmes:

Sr. No.	Name of Public Service	Designated Officers	Time Schedule in working days
1.	Duplicate certificates/Mark sheets	i) Assistant Registrar Examinations (Professional) ii) Assistant Registrar Examinations (PG) iii) Assistant Registrar Examinations (UG)	10 days
2.	Correction in name and such other documents	i) Assistant Registrar Examinations (Professional) ii) Assistant Registrar Examinations (PG) iii) Assistant Registrar Examinations (UG)	15 days
3.	Authentication/verification of documents	i) Assistant Registrar Examinations (Professional) ii) Assistant Registrar Examinations (PG) iii) Assistant Registrar Examinations (UG)	10 days
4.	Provisional degree certificate	i) Assistant Registrar Examinations (Professional) ii) Assistant Registrar Examinations (PG) iii) Assistant Registrar Examinations (UG)	10 days
5.	Attestation of documents	i) Assistant Registrar Examinations (Professional) ii) Assistant Registrar Examinations (PG) iii) Assistant Registrar Examinations (UG)	10 days
6.	Refund of examination fees	i) Assistant Registrar Examinations (Professional) ii) Assistant Registrar Examinations (PG) iii) Assistant Registrar Examinations (UG)	20 days
7.	Verification of marks	i) Assistant Registrar Examinations (Professional) ii) Assistant Registrar Examinations (PG) iii) Assistant Registrar Examinations (UG)	20 days
8.	Revaluation and declaration of results	i) Assistant Registrar Examinations (Professional) ii) Assistant Registrar Examinations (PG) iii) Assistant Registrar Examinations (UG)	60 days
9.	Convocation/degree certificate (eligible candidates who have been conferred degrees)	i) Assistant Registrar Examinations (Professional) ii) Assistant Registrar Examinations (PG) iii) Assistant Registrar Examinations (UG)	20 days
10.	Passing Certificate	i) Assistant Registrar Examinations (Professional) ii) Assistant Registrar Examinations (PG) iii) Assistant Registrar Examinations (UG)	7 days
11.	Payment of remuneration to paper setters and the examiners	i) Assistant Registrar Examinations (Professional) ii) Assistant Registrar Examinations (PG) iii) Assistant Registrar Examinations (UG)	45 days after declaration of result
12.	Issue of provisional eligibility certificate	Assistant Registrar-Academic(Colleges)	5 days from the date of receipt of application

13.	Issue of migration certificate	Assistant Registrar-Academic(Colleges)	10 days from the date of receipt of application
14.	Recognition refund cases	Assistant Registrar-Academic(PG)	60 days from the date of the receipt of complete documents from applicant
16.	Issue of Transcript /WES/Other Agencies Medium of Instruction Certificate	Assistant Registrar-Academic General	30 days from the date of verification of documents by the respective College/School
17.	Students Scholarships, Freeships and Researchship	Assistant Registrar- Directorates & Public Relations	Academic Year
18.	RTI	Assistant Registrar- Directorates & Public Relations	30 days from the date of receipt of application