



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 :

S.N.	Name of Public Service	Designated Officers	Time Scheduled in working days
1	Duplicate Certificate/Mark sheets	Dealing Assistant of Concerned Section/Controller of Examination	10 days
2	Correction in name and such other documents	Dealing Assistant of Concerned Section/Controller of Examination	07 days
3	Authentication/Verification of documents	Dealing Assistant of Concerned Section/Controller of Examination	01 Month
4	Provisional degree certificate	Dealing Assistant of Concerned Section/Controller of Examination	10 days
5	Attestation of documents	Dealing Assistant of Concerned Section/Controller of Examination	10 days
6	Refund of examination fees	Controller of Examination/Registrar	20 days
7	Verification of marks	Dealing Assistant of Concerned Section/Controller of Examination	01 Month
8	Revaluation and declaration	Dealing Assistant of Concerned Section/Controller of Examination	As specified in act
9	Convocation/degree certificate (eligible candidates who have been conferred degrees)	Dealing Assistant of Concerned Section/Controller of Examination	01 Month (approx)
10	Passing certificate	Dealing Assistant of Concerned Section/Controller of Examination	02-03 Month
11	Payment of remuneration to paper setters and the examiners	Registrar and Controller of Examination	45 days after declaration of result
12	Issue of provisional eligibility certificate	Dealing Assistant of Concerned Section/Controller of Examination	05 days from the date of receipt of application
13	Issue of migration certificate	Dealing Assistant of Concerned Section/Controller of Examination	10 days from the date of receipt of application
14	Scholarship disbursement	Registrar/Controller of Examination	60 days from the receipt of the application
15	Refund of deposits	Registrar	15 days from the date of the receipt of complete documents from respective department