

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated time limit	Designation	Stipulated time limit
1	Issue of Admit Card	Controller of Examinations	15 days from the date of form fill-up	Registrar	2 working days	Vice Chancellor	2 working days
2	Publication of Results	Controller of Examinations	30 days from last date of examination	Registrar	2 working days	Vice Chancellor	2 working days
3	Issue of Duplicate Grade Card	Controller of Examinations	7 working days from the date of application	Registrar	2 working days	Vice Chancellor	2 working days
4	Issue of Migration Certificate/ Duplicate Migration Certificate	Assistant Registrar	3 working days from the date of application	Registrar	2 working days	Vice Chancellor	2 working days
5	Academic Records Verification	Controller of Examinations	7 working days	Registrar	2 working days	Vice Chancellor	2 working days
6	Issue of Registration Certificate/Duplicate Registration Certificate	Assistant Registrar	3 working days from the date of application	Registrar	2 working days	Vice Chancellor	2 working days
7	Sanction of University Scholarship	Dean of Students	21 working days from the date of application	Registrar	2 working days	Vice Chancellor	2 working days
8	Issue of Identity card/duplicate Identity Cards to Students	Dean of Students	3 working days from the date of application	Registrar	2 working days	Vice Chancellor	2 working days

9	Issue of NOC for Passport/ VISA	Assistant Registrar	3 working days from the date of application	Registrar	2 working days	Vice Chancellor	2 working days
10	Review of Examination papers	Controller of Examinations	15 working days from the date of application	Registrar	2 working days	Vice Chancellor	2 working days
11	Issuance of NOC on various issues	Deputy Registrar	15 working days from the date of application	Registrar	2 working days	Vice Chancellor	2 working days

Sd/  
Registrar