



OFFICE OF THE CONTROLLER OF EXAMINATIONS

JADAVPUR UNIVERSITY

KOLKATA – 700 032, INDIA

Website : www.jaduniv.edu.in

Phone : (033) 2457 2286

General Instructions for Duplicate Grade Card / Mark-Sheet

1. Please download the form for duplicate Grade Card / Mark-Sheet from our website www.jaduniv.edu.in/link-Examination/link-Downloads or collect the same from the Examination Counter, Aurobindo Bhavan (the Exam. Counter remains open from **11.00 A.M. to 02.00 P.M. and from 02.30 P.M. to 05.00 P.M.** on all working days).
2. **Eligibility :** Only the Grade Card / Mark-Sheet original of which was issued by the Controller of Examinations of the Jadavpur University may be duplicated subject to fulfillment of all other instructions.
3. **Documents and fees required along with the properly filled in application form :**
 - a) In case of missing of original Grade Card(s) / Mark-sheet(s), a copy of the report acknowledged by the Police Station, stating loss of the particular Grade Card(s) / Mark-sheet(s).
 - b) In case of non-collecting the original Grade Card(s) / Mark-sheet(s) within the stipulated time (six months with effect from date of issue of the Grade Card / Mark-sheet), state the fact truthfully and correctly. Attach a proof (e.g. photocopy of respective Admit Card as attachment along with the original of the same for display) in support of statement or a copy of the report lodged at the Police Station, stating loss of the particular Admit Card(s).
 - c) In case of damage of the original Grade Card(s) / Mark-sheet(s), the same must be enclosed, if feasible, along with a report acknowledged by the Police Station, stating the fact.
 - d) A SIGNATURE PROOF (e.g. Photocopy of Passport / Pan Card / Identity Card issued by our University, etc.).
 - e) If possible, a photocopy of the original Grade Card / Mark-sheet, for which this application is made.
 - f) Requisite fee is ₹ **150/-** (Rupees one hundred fifty only) **per duplicate Grade Card or Mark-sheet.**
4. **Mode of Payment :**
 - a) Personally by Cash at Cash Counter (ground floor) of Aurobindo Bhavan (after payment request made by the Examination Office. The Cash Counter remains open from **11.00 A.M. to 02.00. P.M. and from 02.30 P.M. to 03.30 P.M.**) on all working days.
 - b) Money Transfer :
In Indian Rupee : State Bank of India, Jadavpur University Branch, Kolkata
IFSC CODE – SBIN0000093
Account no. – 11079699404
Account name – JADAVPUR UNIVERSITY
In US dollar (from abroad) : State Bank of India, Overseas Branch, Kolkata
Samriddhi Bhavan, A-Block
1, Strand Road, Kolkata - 700 001, West Bengal, India
Branch code – 4805
RTGS/NEFT - SBIN004805
Account No. – 11051171124
SWIFT code - SBI NIN BB 106

Note : Necessary Details of Remittance to be furnished to JU for Verification of Credit at the time of submission of application.
5. The application form must be signed by the candidate, as signed in the document of signature proof enclosed with the application, and his / her name must be furnished as printed on the Registration Certificate and original Grade Cards / Mark-sheets issued by our University.
6. **Delivery related information :**
 - a) Duplicate Grade Cards / Mark-sheets are delivered after **MINIMUM FIFTEEN WORKING DAYS** (for the cases where session of examination was later than the year 2001) of duly submission of application, from the Examination Counter, Aurobindo Bhavan.
 - b) Duplicate Grade Cards / Mark-sheets may be collected by candidate or duly authorized person (whose signature must be attested by the candidate in the letter of authorization addressed to the Controller of Examinations).
 - c) At the time of collecting such Grade Card(s) / Mark-sheet(s), **(i)** the Money Receipt against submission of requisite fees, **(ii)** photocopy of any authentic photo-identity-cum-signature proof of the candidate or authorized person (if applicable) **(iii)** Authorization (if the candidate can not come by person) in proper form are required to be submitted & **(iv)** original of the proof, photocopy of which was submitted (e.g. respective Admit Card), is required to be furnished in case of non-collecting the original Grade Card(s) / Mark-sheet(s) within the stipulated time.
 - d) Duplicate Grade Cards / Mark-sheets **are kept for delivery for six months** with effect from the date of issue as mentioned on the same. Such undelivered Grade Cards / Mark-sheets are destroyed after this period.
 - e) There is no provision for sending such duplicate Grade Card / Mark-Sheet to the applicant by post.



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APPLICATION FOR DUPLICATE GRADE CARD / MARK-SHEET

FOR OFFICE USE ONLY	
Received ₹	vide
Receipt No.	dated
_____ Cashier	

Cashier	
Please accept ₹ for	
number(s) of duplicate Grade Card(s) / Mark-sheet(s).	
Date :	_____ Examination Office

The Controller of Examinations

Jadavpur University, Kolkata – 700 032

Dear Sir,

I beg to apply for duplicate Grade Card(s) / Mark-sheet(s) as per description specified below in given format. Required document(s) as per instruction is / are enclosed herewith. I understand that improper submission or inadequate enclosure, even if identified later, may lead to cancellation of this application without refund of requisite fees.

Sl. No.	Name of the Examination (e.g. B.A. in English 1 st Year 1 st Sem. Supple.)	Session / Year of Examination	Exam. Roll No. (If Available)	Remarks / Result (e.g. P / Fail or X / BPX)	Reason of Application (e.g. Loss / Damage / Non-collecting the original Grade Card / Mark-sheet)	Note (For Office Use Only)
01.						

My particulars are given below :

Name (in CAPITAL LETTERS) :	
Registration No. (with its Session) :	Class Roll No. :
Contact No. (Preferably a Mobile No.) :	E-mail Address :
Whether previously applied for duplicate of the same Grade Card(s) / Mark-sheet(s) : Yes / No	

Yours respectfully,

Date :

Signature

N.B. : Before filling this Application Form, applicants are specially instructed to follow the general instructions (available in our website www.jaduniv.edu.in) regarding requisite fees (@ ₹150/- per duplicate Grade Card or Mark-sheet), documents to be enclosed, delivery, etc. pertinent to duplicate Grade Card / Mark-sheet.