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

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## Ref No. - 008/COE/22

## NOTICE

In continuation of earlier notice vide ref no- 006/A/COE/22, Dated 02.03.2022, 2021 pass out candidates of UG, PG and M Phil of all faculties who have not yet received the degree certificate by 30/03/2022, were requested to collect the same.

University declared holiday as on 30/03/2022(Wednesday), vide Ref. No- REC/N/092/22, dated - 25/03/2022,

Degree Certificates will be distributed on 31/03/2022(Thursday) from 2:30 PM to 4:30 PM.

After these dates no certificate will be distributed from examination section.

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.

Distribution Date: 31<sup>st</sup> March '2022 Time: 02:30 p.m. to 04:30 p.m.

Controller of Examinations(Actg.), JU

Date: 29.03.2022