



UNIVERSITY OF CALCUTTA

MISCELLANEOUS SERVICES

Serial No	SERVICES	Section/s of the Department rendering the service for	
		UG Examinations	PG & Other Examination
1	Correction of records Admit Cards Mark-sheets Diploma/Certificate	Statement (Major I / II) Result(Major) & Computer Cell -I Diploma (Darbhanga Building – 2 nd Floor)	Statement (Minor) Result(Minor) Diploma (Centenary Building – 5 th Floor)
2	Issue of duplicate/provisional mark-sheets/certificates	Duplicate Document (Darbhanga Building – 2 nd Floor)	Duplicate Document
3	Receiving & scrutiny of application forms for and issue of duplicate admit card	Duplicate Document	Duplicate Document
4	Receiving of undelivered diplomas from institutions & issue of returned diplomas to candidates	Diploma (Darbhanga Building – 2 nd Floor)	Diploma
5	Lifting of assessed answer scripts from examiner / head examiner /coordinator/ scrutineer for disposal	Godown (Darbhanga Building – Gr. Floor)	Godown
6	Issue of certificate for date of publication of examination result	Result (Major) & Computer Cell - I (Darbhanga Building – 2 nd Floor)	Result (Minor) (Centenary Building – 5 th Floor)

7	Issue of certificate of date of commencement and completion of examination	Allotment (Darbhanga Building – Gr. Floor)	PRA (Darbhanga Building – Gr. Floor)
8	Issue of confidential communication of results before publication of results	Computer cell-I (Darbhanga Building – 2 nd Floor)	Computer cell-II (Centenary Building – 5 th Floor)