Norms set by it for the discharge of its functions

Details of the Norms /Standards set by the department for execution of various activities/programmes:

Sr. No	Name of Public Service	Designated officers	Time Schedule in working days
1	Duplicate Certificates / Mark sheets	Dealing Assistant/SO/AR/DR of Concerned Section/Controller of Examination	07 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	15-20 days
4	Provisional degree certificate/Migration/Character	Dealing Assistant of Concerned Section/Controller of Examination	10 days
6	Attestation of documents	Dealing Assistant of Concerned Section/Controller of Examination	10 days
7	Refund of examination fees	Controller of Examination / Registrar	20 days
8	Verification of marks	Dealing Assistant of Concerned Section/Controller of Examination	01 Month
9	Revaluation and declaration	Dealing Assistant of Concerned Section/Controller of Examination	As Specified in act
10	Convocation/degree certificate (eligible candidates who have been conferred degrees)	Dealing Assistant of Concerned Section/Controller of Examination	01 Month (approx)
11	Passing Certificate	Dealing Assistant of Concerned Section/Controller of Examination	02-03 Month
12	Payment of remuneration to paper setters and the examiners	Registrar and Controller of Examination	45 days after dec;aration of result
13	Issue of provisional eligibility Certificate	Dealing Assistant of Concerned Section/Controller of Examination	05 days from the date of receipt of application
14	Issue of migration certificate	Dealing Assistant of Concerned Section/Controller of Examination	10 days from the date of receipt of application
15	Scholarship disbursement	Registrar / Controller of Examination	60 days from the receipt of the application
16	Refund of deposits	Registrar	15 days from the date of the receipt of complete documents from respective department