

Right to Public Service: KAZI NAZRUL UNIVERSITY

SI NO	Services	Designated officer	Stipulated time (Days)	Appellate Officer	Stipulated time (Days)	Reviewing Officer	Stipulated time (Days)
1	Issuance of Admit Card from the last date filling exam form	Dy. Controller of Examination	10	Controller of Examination	7	NA	
2	Issuance of Marks sheet after result publication	Controller of Examination	15	Registrar	10	Vice Chancellor	10
3	Issuance of Final Grade Cards after final result publication	Controller of Examination	15	Registrar	10	Vice Chancellor	10
4	Publication of result from the last date of PG Examinations	Controller of Examination	30	Registrar	20	Vice Chancellor	10
5	Publication of result from the last date of UG Examinations	Controller of Examination	50	Registrar	30	Vice Chancellor	20
6	Publication of result from the last date of Diploma/B.Tech Examinations	Controller of Examination	30	Registrar	20	Vice Chancellor	10
7	Review of Examination Papers from the last date of submission of form of application for PG	Dy. Controller of Examination	30	Controller of Examination	20	Vice Chancellor	10
8	Review of Examination Papers from the last date of submission of form of application for UG	Dy. Controller of Examination	40	Controller of Examination	30	Vice Chancellor	10
9	Review of Examination Papers from the last date of submission of form of application for Diploma/B.Tech	Dy. Controller of Examination	20	Controller of Examination	15	Vice Chancellor	10
10	Academic Record Verification : Transcript	Dy. Controller of Examination	15	Controller of Examination	10	Vice Chancellor	5
11	Issuance of Registration Certificate from the closing date of Admission	Dy. Registrar	60	Registrar	15	Vice Chancellor	15

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SI NO	Services	Designated officer	Stipulated time (Days)	Appellate Officer	Stipulated time (Days)	Reviewing Officer	Stipulated time (Days)
12	Issuance of Identity Card after verification from the dept.	Dy. Registrar	15	Registrar	10	Vice Chancellor	5
13	Issuance of Migration Certificate	Registrar	15	Registrar	10	Vice Chancellor	5
14	Granting of Scholarship	Dy. Registrar	60	Registrar	30	Vice Chancellor	15
15	Issuance of NOC for PASSPORT /VISA	Registrar	30	Registrar	15	Vice Chancellor	15
16	Issuance of Labrary Card	Librarian	15	Registrar	10	Vice Chancellor	5