



Estd. 1917

Patna University

NAAC Accredited B+ Grade

MANUAL -4

Norms set by it for the discharge of its functions
(Section 4(1) (b)(iv))

Details of the Norms /Standrds 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 of Concerned Section/Controller of Examination	Certificate- 30 days Marksheet- 06 days
2	Correction in name and such other documents	Dealing Assistant of Concerned Section/Controller of Examination	15 days
3	Authentication/Verification of documents	Dealing Assistant of Concerned Section/Controller of Examination	15 days
4.	Provisional degree certificate	Dealing Assistant of Concerned Section/Controller of Examination	Issued with marksheet
5.	Attestation of documents	Dealing Assistant of Concerned Section/Controller of Examination	15 days
06	Refund of examination fees	Controller of Examination / Registrar	30 days
07	Verification of marks	Dealing Assistant of Concerned Section/Controller of Examination	07 days
8	Revaluation and declaration	Dealing Assistant of Concerned Section/Controller of Examination	Not Applicable
9	Convocation/degree certificate (eligible candidates who have been conferred degrees)	Dealing Assistant of Concerned Section/Controller of Examination	General-30 days Urgent-10 days
10	Passing Certificate	Dealing Assistant of Concerned Section/Controller of Examination	Provisional – along with marksheet General – in Convocation
11	Payment of remuneration to paper setters and the examiners	Registrar and Controller of Examination	90 days
12	Issue of provisional eligibility Certificate	Dealing Assistant of Concerned Section/Controller of Examination	Along with marksheet
13	Issue of migration certificate	Dealing Assistant of Concerned Section/Controller of Examination	Urgent – 06 days General -15 days
14.	Scholarship disbursement	Registrar / DSW/Controller of Examination	As per state govt norms
15.	Refund of deposits	Registrar	30 days