



UNIVERSITY OF HYDERABAD

O/o the Controller of Examinations

Ref.No./UH/Acad/2015/

Date: 20-8-2015

CIRCULAR

**Sub:** Opening of Enquiry Counter to facilitate the students to have services of Academic and Examination branches of O/o the Controller of Examinations– Reg.

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It is brought to the attention of the student community of the University that an exclusive enquiry counter is being opened to facilitate the students to have services of Academic and Examination branches of the O/o the Controller of Examinations.

Henceforth, all students are requested to approach the counter for availing the services as indicated in the Charter of Services as attached.

Entry to the sections will be restricted and students will be provided with an acknowledgement slip for the application submitted by him/her for the services needed. Once the process is completed as per the request made by the student, the documents will be delivered to the students as per the duration stipulated in the Charter of Services.

All the student community may please note this and cooperate.

**Counter Timings: 9:30 am to 1:00 pm and 2:00 pm to 5:00 pm**

Controller of Examinations

To

All the Deans/Heads of the Schools/Departments/Centres concerned for displaying on the notice boards.

Copy to:

1. Chief Warden.
2. Dean, Students' Welfare.
3. Librarian.
4. Joint Registrar (Academic and Exams).
5. A.R. Academic.
6. A.R. Exams.
7. A.R. Fellowships and Scholarships.
8. Automated Admission Office.
9. Webmaster – for placing the circular on website along with the attachment.

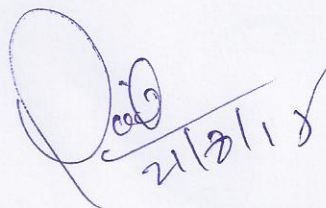
**UNIVERSITY OF HYDERABAD**  
**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**ENQUIRY COUNTER: Timings 9.30 am to 1 pm and 2 pm to 5.00 pm. Contact Ext. No. 2121**  
**CHARTER OF SERVICES WITH FEES AND DURATION**

S.No.	Examinations Section	Duration	Cost
1	Original Degree Certificate at Convocation	--	500/-
2	Original Degree in-absentia (Including postal charges)	Within 25 days after Convocation	700/-
3	Original Degree before Convocation	20 days	1000/-
4	Original Degree for Foreign Nationals	20 days	\$75
5	Issue of duplicate Original Degree Certificate	One month	2000/-
6	PG/M.Phil/M.Tech/Ph.D – Provisional Certificate	14 days	PG 150/- M.Phil/ M.Tech 300/- PhD -1000/-
7	Revised/ Corrected Semester Grade Sheet	7 days	25/-
8	Revised/ Corrected PG/M.Phil/M.Tech Provisional Certificate	7 days	50/-
9	All kinds of temporary certificates (Medium of Study and Course Completion, Ph.D. as per UGC Regulations 2009)	4 days	25/-
10	To certify Official Transcripts	2 days	25/-
11	Permission for Recourse/Repeat	7 days	Nil
12	Permission for Supplementary/Improvement Examination Special Supplementary Examination	--	As per notification
13.	Miscellaneous (Rank certificate etc.)	4 Days	-
14.	Duplicate Provisional Certificate	7 Days	200/-
15.	Duplicate Semester Grade Sheet	7 Days	100/-

S.No.	Academic Section	Duration	Cost	
1	Bonafide Certificate	2 days	25/-	
2	No Objection Certificate	5 days	25/-	
3	Extension – M.Phil, M.Tech, Ph.D.	5 days	--	
4	De-registration/ Re-registration for Ph.D	5 days	--	
5	Re-admission	5 days	--	
6	Transfer/Migration Certificate	Course Completed for P.G.	3 days	150/-
7		Discontinued for P.G.	3 days	25/-
	Duplicate Transfer/Migration Certificate	5 days	200/-	
8	Processing of the Semester registration forms	As per schedule	--	
9	Duplicate ID card	2 days	200/-	
10	Duplicate semester registration card	1 day	50/-	
11	Return of originals	2 days	--	
12	Refunds	5 days	--	
13	Railway Concession	2 days	--	
14	Miscellaneous -Any other orders	4 days	--	

**NOTE:**

- 1) No. of working days mentioned above is excluding the day of submission.
- 2) The requests should be routed through proper channel and complying with the required conditions.
- 3) The students needs to show their ID card and semester registration card at the counter.
- 4) All Certificates have to be collected from the respective sections between 3 -5 pm after taking slip from the enquiry counter after the duration period is over.

  
21/2/18