



# UNIVERSITY OF CALCUTTA

## POST EXAMINATION SERVICES

Serial No	SERVICES	Section/s of the Department rendering the service for	
		UG Examinations	PG & Other Examinations
1	Receiving of written answer scripts from examination centres and maintaining records thereof	A.P (Major) (Darbhanga Building – Gr. Floor)	A.P (Minor) (Darbhanga Building – Gr. Floor)
2	Holding examiners' meeting for distribution of written answer scripts.	A.P (Major)	A.P (Minor)
3	Issue of answer-scripts to the examiners / head-examiners / co-ordinators / scrutineers	A.P (Major)	A.P (Minor)
4	Receipt of marks from the examiners / head-examiners/co-ordinators/ scrutineers	Computer Cell-I (Darbhanga Building – 2 <sup>nd</sup> Floor)	Results (Minor) (Centenary Building – 5 <sup>th</sup> Floor)
5	Preparation of tabulation rolls and mark sheets.	Computer Cell-I (Darbhanga Building – 2 <sup>nd</sup> Floor)	Results (Minor)
6	Publication of results & issue of mark-sheets	Results (Major) (Darbhanga Building – 2 <sup>nd</sup> Floor)	Results (Minor)
7	Receiving & scrutiny of application forms for post publication re-examination/scrutiny of answer-scripts, issue of assignments to & receipt of reports from re-examiners, publication of results and delivery of revised mark sheets to colleges / individual students and payment of remuneration for such assignment	Re-examination (Major) (Darbhanga Building – 2 <sup>nd</sup> Floor)	Re-examination (Minor) (Centenary Building – 5 <sup>th</sup> Floor)
8	Receipt & payment of Remuneration bills of examination related assignment	Remuneration (Darbhanga Building – Gr. Floor)	Remuneration

9	Issue of final diploma to institutions	Diploma (Darbhanga Building – 2 <sup>nd</sup> Floor)	Diploma
11	Issue of rank certificate	Diploma	Diploma
12	Verification of mark sheet & diploma	Diploma	Diploma