

| SI no | Service | Designated Officer | Stipulated time | Fees | Appellate officer | Stipulated time | Reviewing officer | Stipulated time |
|-------|--|--|--|--|---|-----------------|---|-----------------|
| 1 | Registration a) UG b) PG c) M.Phil d) Ph.D (Student Registration) | Deputy Registrar, Vidyasagar University, Midnapore | a) 4 months b) 2 months c) 45 days d) 45 days | Rs. 100/- Rs. 100/- Rs. 100/- Rs. 100/- | Registrar, Vidyasagar University, Midnapore | 2 months | Vice-Chancellor, Vidyasagar University, Midnapore | 1 month |
| 2 | Duplicate Registration | | 2 months | Rs. 200/- | | | | |
| 3 | Migration a) Same day b) 10 days after c) 21 days after | | a) Same day b) 10 days after c) 21 days after | Rs. 350/- Rs. 250/- Rs. 150/- | | | | |
| 4 | Duplicate Migration a) Same day b) 10 days after c) 21 days after | | a) Same day b) 10 days after c) 21 days after | Rs. 700/- Rs. 500/- Rs. 300/- | | | | |
| 5 | Re-Registration | | 2 months | Rs. 200/- | | | | |

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| 6 | Registration correction | | 2 months | Rs. 100/- | | | | |
| 7 | Provisional Ph.D certificate | Assistant registrar, Vidyasagar University, Midnapore | 15 days | Rs. 200/- | Registrar, Vidyasagar University, Midnapore | 2 months | Vice-Chancellor, Vidyasagar University, Midnapore | 1 month |
| 8 | Education verification/ Document Verification | | 3 weeks | From Indian agencies- Rs. 1500/- for each doc. From Foreign agencies- \$150 for each doc. | | | | |
| 9 | Transcript | | 3 weeks | Rs. 200/- for each transcript | | | | |
| 10 | Students Railway Concession | | 1 week | No Fees | | | | |
| 11 | Admit card | Asst. Controller of examination Vidyasagar University, Midnapore | 2 months | -- | Controller of Examinations, Vidyasagar University, Midnapore | 2 months | Vice-Chancellor, Vidyasagar University, Midnapore | 1 month |
| 12 | Admit card correction | Dy. Controller | 2 months | No Fees | | | | |

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| 13 | Mark sheet (INC) | examination Vidyasagar University, Midnapore | 2 months | -- | | | | |
| 14 | Duplicate Admit | | 2 months | Rs. 60/- | | | | |
| 15 | Duplicate Mark sheet | | 1 month | Rs. 70/- | | | | |
| 16 | Result | | 5 months | -- | | | | |
| 17 | Review Result | Asst. Controller of examination Vidyasagar University, Midnapore | 3 months | Rs. 75/- per paper U.G & P.G | | | | |
| 18 | Diploma Certificate (Duplicate) | Dy. Controller of examination Vidyasagar University, Midnapore | 1 year | Rs. 100/- | Controller of Examinations, Vidyasagar University, Midnapore | 2 months | Vice- Chancellor, Vidyasagar University, Midnapore | 1 month |
| 19 | Xerox copy of answer script | | 2 months | Rs. 400/- | | | | |
| 20 | Self inspection of answer script. | | 2 months | Rs. 400/- | | | | |

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| 21 | Provisional degree certificate | | 30 days | Rs. 125/- U.G & P.G | | | | |
| 22 | Special Permission for admission to UG courses | Secretary, Council for Undergraduate Studies, Vidyasagar University, Midnapore | 2 months | No Fees | Inspector of Colleges, Vidyasagar University, Midnapore | 1 month | Vice-Chancellor, Vidyasagar University, Midnapore | 1 month |