

Sl 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/-				

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				

		of						
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/-				

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