



JAMIA HAMDARD, NEW DELHI-110062

Examination Section

Ref. no: Exams/Notice/15/10/2019

Date: 03.10.2019

CIRCULAR

Details of the Time Line / Dates for issue of various certificates / documents:

S. No.	Name of the Document	Time-Line		Rate (In Rs.)
		Regular	Emergent	
1.	Original Degree	30 days	15 days	1500/- in Regular cases and Rs. 5000/- in emergent cases (except HIMSR)
2.	Duplicate degree (only in case the original is lost or destroyed or for revision)	30 days	15 days	3000/-
3.	Migration Certificate	07 days	Same day	500/-
4.	Duplicate Migration Certificate	05 days	Same day	1000/-
5.	Provisional Certificate	07 days	Same day	500/-
6.	Duplicate Provisional Certificate (only in case the original is lost or destroyed or for revision))	05 days	Same day	1000/-
7.	Marksheets	30 days from the date of publication of result	---	---

8.	Duplicate Marksheet (only in case the original is lost or destroyed or for revision))	05 days	---	500/- per copy
9.	Transcripts	Within 07 days	03 days	500/- per copy for Indian students and 1000/- per copy for foreign students
10.	Original Diploma/ Certificate course	15 days	07 days	1000/-
11.	Duplicate Diploma / certificate (only in case the original is lost or destroyed or for revision))	15 days	07 days	2000/-
12.	Ph.D. Notification	05 days after the successful completion of viva-voce	---	---
13.	Re-evaluation / Retotaling (including backlog papers)	Within 10 days from the date of receipt of the application	---	2000/- per paper
14.	Miscellaneous Certificates and Confidential Result / Marksheet	07 days	03 days	500/- per unit

- The Examination Section strictly adheres to the time line in issuing the above mentioned documents.
- Date / Schedule may vary due to technical / special circumstances.
- Aforementioned rates are subject to revision from time to time

Controller of Examinations