

# Barkatullah University Bhopal

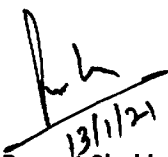
## Students Charter

| <u>Sr. No.</u> | <u>University Service</u>                                  | <u>Designated Officers</u>  | <u>Time Schedule (in working days)</u>      |
|----------------|--|---|---|
| 1.             | Duplicate certificate/ Mark sheets                         | (1)Assistant Registrar Examination  | 15 days                                     |
| 2.             | Correction in name and such other documents                | (1)Assistant Registrar Examination  | 15 days                                     |
| 3.             | Verification of documents                                  | (1) Dy. Registrar Confidential / Examination<br>(2)Assistant Registrar Confidential / Examination | 10 days                                     |
| 4.             | Provisional degree certificate                             | (1) Dy. Registrar Confidential / Examination<br>(2)Assistant Registrar Confidential / Examination | 15 days                                     |
| 5.             | Attestation of documents                                   | (1)Dean of Student Welfare<br>(2)Assistant Registrar Examination/<br>Confidential                 | 15 days                                     |
| 6.             | Refund of examination fees                                 | (1) Assistant Registrar Account<br>(2)Assistant Registrar Examination/<br>Concern HODs            | 20 days                                     |
| 7.             | Verification of mark sheet                                 | (1) Dy. Registrar Confidential<br>(2)Assistant Registrar Confidential                             | 20 days                                     |
| 8.             | Revaluation and declaration of results                     | (1) Dy. Registrar Confidential<br>(2) Assistant Registrar Confidential                            | 60 days                                     |
| 9.             | Passing Certificate  | (1)Assistant Registrar Examination  | 7 days                                      |
| 10.            | Payment of remuneration to paper setters and the examiners | (1)Assistant Registrar Examination<br>(2)Assistant Registrar Confidential                         | 45 days                                     |
| 11.            | Provisional eligibility certificate                        | (1)Assistant Registrar Academic   | 10 days from date of receipt of application |
| 12.            | Migration certificate                                      | (1)Assistant Registrar Examination  | 10 days from date of receipt of application |
| 13.            | Scholarship disbursement                                   | (1)Assistant Registrar Development  | 60 days from date of receipt application    |
| 14.            | Transfer Certificate & Character Certificate               | (1) Head of the Concern Department  | 7 days                                      |
| 15.            | Transcript   | (1)Assistant Registrar Examination  | 10 days                                     |

*[Signature]*  
13/11/2021

*[Signature]*  
13/11/2021

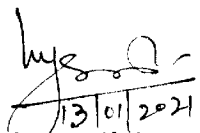
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| 16. | Merit Certificate                        | (1) Dy. Registrar Confidential / Examination<br>(2) Assistant Registrar Confidential / Examination | 7 days   |
| 17. | Ph. D. – R. A. C. Conducted              | (1) Dy. Registrar Academic<br>(2) Assistant Registrar Academic                                     | Within 1 month   |
| 18. | Ph. D. – Course work                     | (1) Dy. Registrar Academic<br>(2) Assistant Registrar Academic                                     | 6 months   |
| 19. | Ph. D. – Course work Exam and Evaluation | (1) Dy. Registrar Academic<br>(2) Assistant Registrar Academic                                     | 1 month  |
| 20. | Ph. D. – R.D.C. Conducted                | (1) Dy. Registrar Academic<br>(2) Assistant Registrar Academic                                     | 6 months   |
| 21. | Ph. D. Registration letter               | (1) Dy. Registrar Academic<br>(2) Assistant Registrar Academic                                     | 15 days  |
| 22. | Thesis Examiner Panel                    | (1) Dy. Registrar Confidential / Examination<br>(2) Assistant Registrar Confidential / Examination | Within 10 days<br>After receiving the thesis in the confidential section |
| 23. | Thesis dispatch                          | (1) Dy. Registrar Confidential / Examination<br>(2) Assistant Registrar Confidential / Examination | Within 15 days<br>after receiving the thesis in the confidential section |
| 24. | Thesis evaluation                        | (1) Dy. Registrar Confidential / Examination<br>(2) Assistant Registrar Confidential / Examination | Within 3 months  |
| 25. | Selection of Examiner for Ph. D. Viva    | (1) Dy. Registrar Confidential / Examination<br>(2) Assistant Registrar Confidential / Examination | Within 10 days<br>receiving the examiner report                          |
| 26. | Ph. D. Viva Conducted                    | (1) Dy. Registrar Confidential / Examination<br>(2) Assistant Registrar Confidential / Examination | 1 month  |
| 27. | Ph. D. Notification                      | (1) Dy. Registrar Confidential / Examination<br>(2) Assistant Registrar Confidential / Examination | 10 days  |

  
13/11/21  
(Dr. Puneet Shukla)  
Member

  
13/11/21  
(Dr. Archana Sen)  
Member

  
13/11/21  
(Dr. Kapil K. Soni)  
Member

  
13/11/21  
(Prof. Pawan Mishra)  
Member

  
13/11/21  
(Prof. Vinay K. Shrivastava)  
Chairman