



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA

Kakinada-533 003, Andhra Pradesh, India.
(Established by A.P Act. No. 30 of 2008)

Dr. V. V. SUBBA RAO,
B.E, M.E., Ph.D.,
REGISTRAR.

Date: 22-05-2018.

Citizen Charter

The following is the citizen charter for various services as detailed here below with immediate effect.

S.No.	Certificate/ Service	Fee amount Rs/-	Max. Time of Delivery	Remarks
1	PC- Regular	200/-	24 working days	From date of Receipt of application
2	PC- Tatkal	3000/-	1 Working Day	On the day of applying
3	Migration Certificate	200/-	6 working days	From the date of applying
4	Original Degree (Pre Convocation)	3500/-	12 working days	From the date of uploading all the required certificates
	Post Convocation)	1500/-+500 x No. of years		
5	PC- Name Correction	50/-	12 working days	From the date of submission /uploading application
6	Both PC & CMM Name Correction	100/-	12 working days	From the date of submission /uploading application
7	Migration - Name Correction	100/-	12 working days	From the date of submission /uploading application
8	OD Name correction	500/-	12 working days	From the date of submission /uploading application
9	Marks memos Name correction	50/- per memo	24 working days	From the date of submission /uploading application
10	Duplicate Memos/ Certificates	200/- per memo	21 working days	From the date of submission /uploading application
11	Duplicate PC	250/-	6 working days	From the date of submission /uploading application
12	Duplicate CMM	250/-	6 working days	From the date of submission /uploading application
13	Duplicate OD	5500/-	12 working days	From the date of submission /uploading application
14	Adjustment of Marks (Spl grace)	-	48 working days	From the date of submission /uploading application
15	Class / Grade Change (Grace Marks)	-	12 working days	From the date of submission /uploading application
16	Any Discrepancy	-	18 working days	From the date of submission /uploading application

NB: If the certificates are not issued in time, 0884-2300903 & 0884-2300940 may be contacted.

S/d
Registrar