



अंग्रेजी एवं विदेशी भाषा विश्वविद्यालय

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

परीक्षा नियंत्रक का कार्यालय | Office of the Controller of Examinations

Date: 16.02.2026

Charter of services and timeline for issue of certificates from the Office of the COE

Sl. No.	Name of the Service	Timeframe for issuance from the date of submission of the request
1	Original Degree Certificate at Convocation	As per notification
2	Original Degree in-absentia (Including Postal Charges)	As per notification
3	Original Degree before Convocation	30 days
4	Provisional Certificate/TC/MC for UG/PG/Postgraduate Diploma programmes	after completion
		15 days
5	Provisional Certificate/TC/MC for Ph.D. programme from the date issuance of the Ph.D. award notification	Discontinued
		7 days
6	Issue of duplicate Original Degree Certificate	45 days
7	Issue of duplicate Consolidated Grade card/TC/MC	20 days
8	Revised / Duplicate Semester Grade Sheet	3 days
9	Duplicate ID card	3 days
10	Revised Provisional Certificate/TC/MC	7 days
11	Certification of Official Transcripts	3 days
12	CGPA certificate	3 days
13	Programme completion Certificate	3 days
14	UGC Regulation Certificate	7 days
15	Bona fide Certificate	3 days
16	Fee structure Certificate	3 days
17	Processing of Fee Refunds	30 days
18	Processing of Permission for Repeat Course/Exam	5 days
19	Other Miscellaneous Certificates/services not mentioned above	As per the nature of service

NOTE:

- Fee for the above certificates/services will be as per the prospectus and Handbook revised from time to time.
- Number of days mentioned above are working days and it excludes the date of submission of application.

3. All requests should be routed through proper channel complying with the defined prerequisites.
4. Timeframe/Turnaround time mentioned above are minimum. Issuance of certificates/processing may take more time in exceptional situation.
5. All requests should be addressed to the Controller of the Examination, EFLU, Hyderabad. Students may submit their application for the above services in-person at the Examination Section or may mail their request to arexams@efluniversity.ac.in with relevant supporting documents and proof of fee payment. **Interim enquiry on the application will not be entertained.**
6. The Certificate is to be collected in person by the students or by return email. **Proxy will not be entertained.**

(Dr. Bipin P. Varghese)
Controller of Examinations