



THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES
DD-36, Sector-1, Salt Lake, Kolkata 700 064
Website: www.wbuhs.ac.in. EPBX-2321-3461/2334-6602

Memo No. COE/UHS/1922/2021

Dates: - 14/12/2021

GUIDELINES FOR THE STUDENTS

DOCUMENTS REQUIRED FOR LOSS OF DEGREE CERTIFICATE:

1. Application of students forwarded by the concerned Principal/Director of the College/Institution.
2. General Diary (GD) to be made to the nearest Police Station.
3. Notary from the 1st Class Magistrate.
4. Photo Copy of University Registration Certificate
5. Photo copy of lost copy of Degree certificate (if available).
6. Any Photo Identity Proof of the student.
7. Mark sheet of last qualifying exam and Internship Certificate if applicable for under graduate Students (not for PG Students).
8. Application of senior/ex-students or service Doctors will be allowed by the University Officials.

FEES REQUIRED FOR THE DUPLICATE DEGREE CERTIFICATE:

1. For Duplicate Degree Certificate Rs. 3000/- is required.

DOCUMENTS REQUIRED FOR DEGREE CERTIFICATE ON URGENT BASIS:

1. Application of students forwarded by the concerned Principal/Director of the College/Institution.
2. Any Photo Identity Proof of the student.
3. Reasons for urgency for Degree Certificate (Copy of letter issued from the concern University/office applied at).
4. Photo Copy of University Registration Certificate

FEES REQUIRED FOR THE DEGREE CERTIFICATE ON URGENT BASIS:

1. For Degree Certificate on urgent basis is Rs. 5000/-is required.

FOR THE ABOVE MENTIONED ISSUES, CHALLAN SHOULD BE COLLECTED FROM THE CERTIFICATE SECTION OF 1ST FLOOR. CONTACT PERSONS ARE MRS.NABOMITA DE & MRS. MADHUMITA DEBNATH
LAND LINE NO: 2321-3461/2334-6602 EXTENTION: - 238 AND 239

DOCUMENTS REQUIRED FOR LOST MARK-SHEET:

1. Application of students forwarded by the concerned Principal/Director of the College/Institution.
2. General Diary (GD) to be made to the nearest Police Station.
3. Copy of University Registration Certificate
4. Xerox copy of lost mark sheets (if available).
5. Application of senior/ex-students or service Doctors will be allowed by the University Officials

FEES REQUIRED FOR THE LOST MARK SHEETS:

1. For Duplicate Mark Sheet Rs. 2000/- is required.

FOR THE ABOVE MENTIONED ISSUES, CHALLAN SHOULD BE COLLECTED FROM THE MARK SHEET SECTION OF 1ST FLOOR. CONTACT PERSONS ARE PINAKI DEY AND SUVAM CHAKRABORTY.

DOCUMENTS REQUIRED FOR VERIFICATION OF MARK SHEET AND DEGREE CERTIFICATE:

1. Application of students forwarded by the concerned Principal/Director of the College/Institution.
2. Copy of Mark Sheets and Degree Certificate.
3. Copy of University Registration Certificate
4. Application of senior/ex-students or service Doctors will be allowed by the University Officials.
5. Application should be addressed to the Registrar.

FEES REQUIRED FOR THE VERIFICATION OF MARK SHEETS AND DEGREE CERTIFICATE:

1. For Each Mark Sheet and Degree Certificate Rs. 1000/- is required.

FOR THE ABOVE MENTIONED ISSUES, CHALLAN SHOULD BE COLLECTED FROM THE FINANCE SECTION OF GROUND FLOOR. CONTACT PERSONS ARE MRS. SUTAPA DAS AND MR. SOUMYADEEP HALDER. LAND LINE NO: 2321-3461/2334-6602 EXTENTION: - 202 AND 220

DOCUMENTS REQUIRED FOR TRANSCRIPT:

1. Application Form should be downloaded from the University Website and forwarded by the concerned Principal/Director of the College/Institution.
2. Photo Copy of all Mark Sheets.
3. Photo Copy of University Registration Certificate.

FOR THE ABOVE MENTIONED ISSUES, CHALLAN SHOULD BE COLLECTED FROM THE REGISTRAR SECTION OF GROUND FLOOR. CONTACT PERSONS ARE MR. CHIRANJIB SARKAR AND MR. SUJIT DAS. LAND LINE NO: 2321-3461/2334-6602, EXTENTION: 201.

DOCUMENTS REQUIRED FOR NOC FOR INTERNSHIP/ EXTERNSHIP

1. The fee for the issue of a NOC is Rs. 2,000/- (Rupees Two thousand) which should be deposited by either bank draft (DD) (in favour of "The West Bengal University of Health Sciences' payable at Kolkata) or University Challan.
2. NOC from present College and from college to which transfer is intended.
3. Candidates from States other than West Bengal will be required to submit NOC from respective State Medical Council.
4. Photocopy of under graduate certificates/Mark-sheets (self attested) and original certificates to be produced at the time of submission for verification.
5. A copy of provisional registration (PR) certificate or copy of Memorandum from respective State Medical Council is required, wherever such councils exists.
6. The candidates passed from college, outside of India should submit result of Screening Test obtained from National Board of Examinations, along with registration with the Medical Council of India/State Medical Council.

FOR THE ABOVE MENTIONED ISSUES, CHALLAN SHOULD BE COLLECTED FROM THE FINANCE SECTION OF GROUND FLOOR. CONTACT PERSON IS MR. SURAJIT BISOI AND HAIMONTIKA CHAKRABORTY OF REGISTRAR SECTION OF 1ST FLOOR. LAND LINE NO: 2321-3461/2334-6602 EXTENTION-203 AND 207

DOCUMENTS REQUIRED FOR RELEASING OF ORIGINAL DOCUMENTS SUBMITTED DURING PGMAT COUNSELING:-

For Open Category Candidates:-

- An application addressed to the Registrar, WBUHS - requested to release of Original documents duly forwarded by the "Head of the Institution/ College" should be submitted by the Candidate.
- Original documents Receipt Copy.
- A copy of Course Completion Certificate/ College Leaving Certificate -issued from the respective college.
- Release from Service - Order issued from office of the Director of Health Services, Dept. of H & F.W, Swasthya Bhawan, Kolkata (For Open Category Candidates)
- Document Release Order from the office of the Director of Health Services, Dept. of H & F.W, Swasthya Bhawan, Kolkata
- Photo Copy of Voter/ Aadhar card for identity verification. Original should be produce at the time of Verification.

FOR THE ABOVE MENTIONED ISSUES, CONTACT PERSON IS MR. SURAJIT BISOI OF REGISTRAR SECTION OF 1ST FLOOR. LAND LINE NO: 2321-3461/2334-6602 EXTENTION-202 and 220

EXCEPT THESE THE FOLLOWING FOUR MOBILE NUMBER OF DIFFERENT SECTIONS ARE THERE AS HELP-LINE UNDER THE SUPERVISION OF INCHARGE OF THE RESPECTIVE SECTION:-

6289039327	REGISTRAR SECTION	Used by Shradha Chakraborty & Arijit Dafadar.
6289231742	COE SECTION	Used by Mousumi Majumder & Aparna Roy.
6289800243	DEAN SECTION	Used by Puja Bara & Arnab Bhadra.
6289800244	RECEPTION	Used by Roup Mallik & Gautam Sarkar.

Dated: Kolkata Dec 13, 2021


13.12.21
Dy. Controller of Examination
The West Bengal University of Health Science