

**FEE DETAILS**  
**&**  
**PROCEDURES FOR OBTAINING VARIOUS CERTIFICATES, MARK LISTS ETC.**  
**AS ON JANUARY 2016**  
**Part I**  
**FEE DETAILS**

The following are the fees charged for various University examinations, Degrees, Diplomas, Certificates, etc. Fees shown below are the rates prevailing, subject to periodic revision.

**See Exam Fees in the Exam Schedules link for details related to different exams.**

Cost of application forms

(See *Application Forms in the Resources & Downloads page*)

Centralised valuation fee to be remitted with each application:

(wherever applicable)	Medical Exams.	Rs. 300
	B.A. /B.Sc./B.Com.	
	(Annual scheme & CBCS)	Rs. 75
	All other exams.	Rs. 200
	PG Semester	Rs. 200

**Registration fee:**

(To be remitted alongwith the exam. fee)

for improvement and subsequent

appearance (for BA/BSc/BCom Annual & CBCSS Rs. 40/-) Rs. 50

- do - After completion of course (for BA/BSc/BCom Annual & CBCSS Rs. 75/-) Rs. 100

B.Tech Improvement Registration Fees Rs. 75

Stationery fee:

B. Tech. Exams. Rs. 75

B. Arch. Exams. Rs. 50

**I PRIVATE REGISTRATION**

1. Cost of Application Rs. 100
2. Registration fee B.A./B.Sc./B.Com. (for 3 years) Rs. 1700
3. Matriculation Rs. 100
4. Recognition Rs. 300
5. Eligibility Certificate (See 19 also)
  - i) PDC/CBSE/ICSE, graduate level degrees obtained from Universities within the state & Outside the state/ Professional and P.G. degree from Universities within the state Rs. 200
  - ii) Professional & P.G.Degrees obtained from Universities outside Kerala but within India Rs. 350

iii) Degrees & Universities of foreign Universities / Institutions	Rs. 600
6. Affiliation for Degrees	Rs. 300
Affiliation of other courses	Rs. 400
7. Duplicate Pvt. registration memo	Rs. 250
8. Cancellation of the Pvt. Registration only	Rs. 500
9. Cancellation of Pvt. Reg. along with Exams.	Rs. 1000
10. Change of optional subject	Rs. 500
11. Change of Additional Language / Subsidiary / elective paper in the Pvt. Registration	Rs. 500
12. Course Certificate of Pvt. Registration	Rs. 500
13(a) Re-Submission of Defective Application within the time specified	Rs. 100 (fine)
(b) Re-Submission after 15 days but within a year	Rs. 500
(c) Re-Submission after a year course but within the duration of course	Rs. 600
(d) Re-Submission after completing course	Rs. 700 (per yr.)
<b>Late fee fine</b>	
15 days after the last date of receipt of application without fine	Rs. 100
For ten days of the last date with fine of Rs. 100	Rs. 500
For 5 days after the last date with fine of Rs. 500	Rs. 1000

## II. FEE FOR CERTIFICATES DEGREE / DIPLOMA CERTIFICATES

1. BA/BSc/BCom/BBA/BCA/BPA/BPE (Annual & Restructured)	Rs. 280
2. Professional Bachelor Degree B. Tech./ B. Arch./ MBBS/ B. Pharm./ BDS/ B.Sc. Nursing/ B. Sc. (MLT)/ BHMS/ BAMS/ LLB/ B. Ed./ BFA/ BSMS	Rs. 355
3. Masters Degree/ M.A./ M.Sc./ M.Com./ MSW/ MPE/ MLISc./MHRM etc.	Rs. 355
4. Professional Masters Degree MD/ MS/ M.Pharm./ MBL/ M.Tech./ LLM/ M.Sc. Nursing/ M.Ed./ MFA/ MCA/ MBA/ MCJ/ MTA/ M. Phil.	Rs. 505
5. Doctoral Degrees (Ph.D.) Post Doctoral Degrees (D.Lit, DSc. etc.)	Rs. 605
<b>(The amount includes Rs. 105/- towards postal charges. Separate self addressed stamped envelop is not required)</b>	
6. Diploma, Titles & certificates	Rs. 150
7. Communicative Arabic in IDE	Rs. 100
8. Duplicate Degree/ Diploma/ Title/ Pre-Degree	Rs. 1000 + Search Fee (See IV 4)
9. <b>Provisional Certificate</b> (Annual Scheme)	
i) Graduate Courses excluding Professional and Self financing course	Rs. 50
ii) Professional courses (Graduate) P.G. Courses M.Phil./ Ph. D.	Rs. 100
10. Certificate specifying the Degree/ Diploma/ Title awarded by the University	Rs. 50

11. <b>Migration Certificate</b>	Rs. 200
Duplicate Migration Certificate	Rs. 400
12. Rank Certificate	Rs. 100
13. Certified extract from the register of records of the University	Rs. 50
14. Certificate or true copy of syllabus of a course or other documents with the seal of the University and Registrar's signature for transmission to foreign Universities	Rs. 1000
15. The certificate to the effect that a candidate has passed language, or additional Subject	Rs. 200
16. Other certificates not other wise exam. provided for in the ordinance	Rs. 100
Percentage Certificate for B. Tech	Rs. 500
fresh Degree / Diploma Certificate after canceling Degree Certificate already issued due to reasons on the part of Candidates	
Fee of Degree / Diploma Certificate excluding search fee	
Rank Certificate (except I Rank)	Rs. 100
17. Examination Transcript (Per Copy) (Proforma / Questionnaire )	Rs. 1000
18. Official Transcript (Per Copy)	Rs. 250
19. Eligibility Certificate	
i) PDC/ CBSE/ ICSE/ Graduate level degree obtained from within the state / outside state/ Professional and P.G. obtained from the Universities within the state	Rs. 200
ii) Professional & P.G obtained from Universities outside state but within India	Rs. 350
iii) Degrees and certificates of Foreign Universities and Institutions	Rs. 600
iv) Certificate of Medium of Instruction	Rs. 250
v) Special Certificate	Rs. 250
20. Remittance Certificate (Duplicate pay-in-slip)	Rs. 10
21. Certificate of Private Registration (Course Certificate)	Rs. 500
22. Genuineness Verification Certificate	
a) For Marklist/ certificates (For private organisations / companies. agencies)	Rs. 1000
b) Genuineness verification of official Transcript	Rs. 1000
23. Confidential Mark list	
i) For Higher studies	
a) First copy	Rs. 100
b) Additional copy	Rs. 50
ii) For Employment (Per copy)	Rs. 200

24. i)	Additional Marklist	Rs. 50 per part. / semester / Year+search fee
ii)	Additional consolidated statement of Grades/ Statement of Grades for First Degree Programmes under CBCS System	Rs. 100
25.	Detailed Marklist semester/ fee	Rs. 50 per part/. Year+search
	Detailed Mark list B. Tech.	Rs. 500/-
<b>III GENERAL FEE</b>		
1.	For considering application for examination for shortage of attendance (Condonation)	
i)	upto 10 days	Rs. 100
ii)	between 10 and 20 days	Rs. 200
<b>(Shall apply in the prescribed form forwarded by the principal with the statement of days of absence 10 days before the commencement of exam.)</b>		
	Fine after exam	Rs. 1000
2.	Recognition of examination of other Universities or Boards	Rs. 300
3. i)	Recognition of qualifying exams of other Universities/Boards within India	Rs. 500
ii)	Do of the Universities / Institution outside India (Apply in the prescribed form (Rs.10) along with the scheme and syllabus of the course attested by the Registrar of the Institution/University concerned)	Rs. 1000
4.	Exemption of second language	Rs. 100
5.	For considering application from bonafied Teachers for exemption from production of attendance certificates	Rs. 200
6.	Genuineness verification, Marklist/ Certificate/ Transcript (for private company/ Organisation etc.)	Rs. 1000
7.	Checking the addition of marks	
a)	Scrutiny of Answer Script (P.G. Course)	Rs. 150 per paper
b)	all other exams	Rs. 100 per paper
8.	Revaluation of each paper of University Examinations	Rs. 500 per paper
8a.	Late fee for submission of application for revaluation (for 7 days after last date)	Rs. 1000
8b.	Duplicate Revaluation Memo	Rs. 250
8c.	Late fee for submission of application for scrutiny (for 7 days after last date)	Rs. 250
8d.	Late fee for submission of revaluation memo within 45 days from the date of original memo	Nil
	after 45 days to six months	Rs. 500
	after six months to one year	Rs. 1000
	after one year	Rs. 1000 per year

9.	Attestation of Marklists (Per copy)	Rs. 500
	PDC pass Certificate	Rs. 1000
10.	Attestation of Degree/ Diploma certificate (per copy)	Rs. 1000
11.	Attestation of syllabus (per copy)	Rs. 1000
12.	Attestation of copy of trans certificate	Rs. 500
13.	Attestation of Transcript of marks	Rs. 1000
14.	Recognition of change of Name	Rs. 300
15.	Cancellation of an examination of each paper	Rs. 50
15a.	Cancellation of Registration of PG Degree Courses for College and SDE Candidates	Rs. 500
16.	Duplicate Hall Ticket	Rs. 50
17.	Re admission. B.A./B.Sc./B.Com.	Rs. 500
	Re admission other courses (PG, B.Tech)	Rs. 700
18.	Inter collegiate transfer+combination of attendance B.Tech.	Rs. 1500+2000
	Inter collegiate transfer of PG semester / UG Semester	Rs. 1000+1500
	Inter University Transfer+combination of attendance	Rs. 200
	Inter University transfer from outside India	Rs. 1000
19.	i) Enquiry of Malpractice	Rs. 1000
	ii) Penalty for not appearing for hearing on the date fixed	Rs. 500
20.	Graduate Registration	Rs. 50
21.	For considering objection to elections	Rs. 500
22.	Change of branch optional registration in colleges	Rs. 100
23.	Affiliation fee-students to the University (College/IDE/Private)	
	i) Degree courses	Rs. 300
	ii) Other courses	Rs. 400
24.	C.V. Camp fee	
	i) B.A./B.Sc./B.Com. vocational and Restructured courses B.Com. computer application/3 main semester, Regular and Supplementary Candidates)	Rs. 200
	ii) B.Tech. Exams.	Rs. 200
	iii) Medical, Paramedical Exams	Rs. 300
	iv) B.A./B.Sc./B.Com.(Annual scheme & CBCSS)	Rs. 75
	v) PG Courses under semester system	Rs. 200

#### IV. LATE FEE / FINE / SEARCH FEE

##### I. 1. Degree Certificate

i)	One year or more but before the expiry of five years after the exam.	Rs. 100
ii)	After five years up to any date	Rs. 400
iii)	Duplicate Degree Certificate	Rs. 1000
	Super fine upto 5 years	Rs. 100
	After 5 years	Rs. 400
iv)	Provisional Certificate for Annual after six months	Rs. 50
	Provisional Certificate for Semester after six months	Rs. 100
		Rs. 150

2.	<b>Private registration (fine)</b>	
i)	Fine for 15 days after the last date prescribed for the receipt of application without fine	Rs. 100
ii)	Super fine for 10 days after the period of 15 days	Rs. 500
iii)	Penalty for 5 days after the last date with fine Rs. 500/-	Rs. 1000
iv)	Penal charges for receipt of Pvt. registration Application	Rs. 1000
3.	<b>Recognition (fine)</b>	
	After one year of normal admission	Rs. 50
4.	Duplicate degree / Diploma / title certificate/ PDC pass Certificate/ Provisional Certificate after the expiry of six month period from the date of publication of result (Search Fee)	Rs. 50
5.	Fee for Migration Certificate	Rs. 200
	Fee for Duplicate Migration Certificate	Rs. 400
	<b>Migration Certificate (fine)</b>	
i)	One year after the exam.	Rs. 100
ii)	Five years after the exam.	Rs. 200
iii)	Ten years after the exam.	Rs. 300
6.	<b>Mark list Additional copies (search fee) (Per Part/Semester)</b>	
i)	One year after result	Rs. 50
ii)	Five years after result	Rs. 100
iii)	Ten years after result	Rs. 200
7.	<b>Matriculation late fee (Three months after admission)</b>	Rs. 25
8.	<b>Re-Matriculation</b>	Rs. 100
9.	<b>Recognition of Exams. (After one year)</b>	Rs. 25
10.	<b>Examinations (fine)</b>	
i)	For applications to examination received within a period of 5 days after the prescribed date	Rs. 50
ii)	Super fine for accepting belated application under special orders.	Rs. 250
iii)	Penal Charges for receipt of examination application (before 10 days of the commencement of exams.)	Rs. 600
iv)	<b>Condonation of attendance</b>	Rs. 1000
V.	<b>General</b>	
11.	<b>Malpractice Hearing</b>	Rs. 1000
	For not appearing on the date fixed by the University.	Rs. 500
12.	Resubmission of defective forms-for degree Certificate (Handling Charges)	Rs. 50
II.	<b>AFFILIATION OF COLLEGES / COURSES</b>	
i)	Delay in applying for affiliation of Colleges	Rs. 5000
ii)	Delay in applying for affiliation of Courses	Rs. 1000
III.	<b>TEACHING DEPARTMENTS</b>	
i)	Full time Research. Defaulted payment. (Total amount + 50 % of the amount)	

**IV. School of Distance Education (See also [www.ideku.net](http://www.ideku.net))**

Fine for belated application (after the date prescribed for the receipt of application)	Rs. 100
Fee for late submission of assignment after 1 year within 2 year	Rs. 200
After 2 years	Rs. 500
Fee for late submission of declaration after 1 year	Rs. 500
After 2 years	Rs. 1000

**V. MISCELLANEOUS**

PG, B.Tech. & BCA Computer Science (Computerized forms)	Rs. 30
All other Exams	Rs. 20
SDE Prospectus	Rs. 250
Centralised valuation fee Med. Exams.	Rs. 300
B.A./B.Sc./B.Com. (Annual & CBCSS)	Rs. 75
All other exams.	Rs. 200
Registration fee for subsequent appearance	Rs. 50
-do- after completion of course	Rs. 100
Registration fee for subsequent appearance of BA/BSc/BCom (Annual & CBCSS)	Rs. 40
-do- After completion of course	Rs. 75
Improvement Registration fee B. Tech.	Rs. 75

**CBCS System**

A student shall remit on amount of Rs. 600 / for statement of Consolidated mark cum grades and Provisional Certificate along with the examination fee of sixth semester (2013 admission onwards).

## Part II

# UNIVERSITY OF KERALA

[www.keralauniversity.ac.in](http://www.keralauniversity.ac.in)

PUBLIC RELATIONS WING, SENATE HOUSE CAMPUS, THIRUVANANTHAPURAM-34

FEE RATES AND PROCEDURES FOR OBTAINING VARIOUS CERTIFICATES, MARK LISTS ETC. FROM THE UNIVERSITY

AS ON JANUARY 2012

Sl. No	PARTICULARS	FEE (To be remitted at University Cash Counter)	Whom to apply	How to apply(procedure, Enclosures and General Instructions
1	Provisional Certificate	Rs.70 For Degree <b>Rs.130 For Semester Scheme Degree</b> Rs.130 For P.G Degree course <b>Rs.130</b> For M.Phil./Ph.D. and Professional Courses (Bed/LL.b.etc)	THE CONTROLLER OF EXAMINATIONS UNIVERSITY OF KERALA TRIVANDRUM - 34	Application in the prescribed form for Provisional certificate with the Fee receipt. Directly submit the application at the section concerned (if the certificate is required through post, a self addressed sufficiently stamped envelope should accompany the application) (Late fee: After six months Rs. 70)
2	Degree/ Diploma Certificate (P.G./ Graduate/ Doctoral Degrees)	Bachelor Degree <b>Rs. 350</b> (BA/BSc, BCom, BBA, BCA, BPA, BPE etc.)(Annual & Restructured) Pro. Bachelor Degrees <b>Rs.450</b> (Bed/BTech/MBBS/LLB / BArch/ BP harm/ BDS/BSc. Nursing/MLT /BHMS/ BAMS /BFA/ BSMS/B LISc etc) Master's Degree <b>Rs.450</b> (MA, MSc/ MCom/MSW/MPE/ MLISc/MHRM etc		Degree/diploma certificate applications cannot be directly submitted in the sections (Only through controller of examinations Tapal. Drop the application in the box kept in front of CE's office). * Application in the prescribed form for degree/diploma certificate * Copy of the provisional certificate or copies of mark lists * Fee receipt or DD for prescribed fee  NB. Separate stamped



		<p>Prof Masters Degree MPhil, MD, MS,M.Pharm,MBL, LL.M (M.Tech./MSc. Nursing/Med/ MCA/ MFA/MSA/ MBA/MCI/MTA) <b>Rs. 640</b></p> <p>Doctoral Degree(Ph.D,D.Litt, DSc) <b>Rs. 760</b></p> <p>Diploma/Titles and special certificates <b>Rs. 250</b></p> <p>P.G.Diploma <b>Rs. 450</b></p> <p><b>FINE</b> Up to 1 year - Nil After 1 year up to 5 years <b>Rs. 30</b></p> <p>After 5 years up to any date <b>Rs. 500</b></p>		envelope is not required.
3	<p>Duplicate degree certificate(if original is lost) Duplicate(pre degree pass certificate) or Passed mark list in cases where there was no separate pass certificate for PDC</p>	<p>Irrespective of no of yrs elapsed <b>Rs. 1000</b> fine upto five yr-130 after 5 yr-500</p>		<p>*Request in general purpose form showing optional subjects, reg no, centre of exam, yr and month of passing * An affidavit by the candidate on stamp paper Rs.100 stating that original degree certificate issued has been lost irrecoverably, attested by a notary public * For regular students- an identification certificate from the principal if the college last studied * For pvt students – an identification certificate from a gazetted officer on plain paper with officers designation and seal</p> <p>NB: If the certificate is partially spoiled and the reg no, yr and name of the</p>

				candidate are not disfigured the prescribed appln need to be submitted only with the fees Rs.1000 and the partially spoiled certificate
4	Duplicate/ additional mark lists Degree Professional courses Post graduation MA/MSc/ Mcom/ MBA/ Mtech/ MSW/Med/ MCJ Detailed mark list  Detailed mark list of BTech	Rs.50 for each mark list+ search fee per part  Rs.50 for each mark list+ search fee per part  Rs.50 per semester + search fee  <u>Search fee</u> after 1 yr <b>Rs.50</b> per part After 5 years <b>Rs.100</b> per part After 10 yrs <b>Rs.200</b> per part  Fee Rs.50 per mark list of each year/ sem + search fee(as shown above) Rs.500		Request in general purpose form showing the name of exam, centre of exam, reg no, month and yr of passing  (For duplicate/addtl mark list no affidavit required)
5	Confidential mark lists	<b>Higher studies</b> first copy <b>Rs.100</b> addtl copy <b>Rs.50</b>  <b>Employment</b> First copy <b>Rs.200</b> Addtl copy <b>Rs.100</b>		1. Appln in the general purpose form with fee receipt Sufficiently stamped (registered post) envelope showing the address to which communication is to be sent.
6	Revaluation of answer books(valuation by another evaluator)	Degree courses <b>Rs.500</b> per paper PG courses <b>Rs.500</b> per paper(only for some PG courses of IDE) No revaluation for regular PG students		1. Appln form for revaluation with fee receipt 2. Copy of the detailed mark list or hall ticket or mark list of the exam 3. Self addressed, sufficiently stamped envelope(registered post Rs.22)
7	Scrutiny of answer books	Fee <b>Rs.100</b> per paper  Fee <b>Rs.150</b> per paper (PG course)		1. Appln in general purpose form showing reg no, centre and the part & paper to be scrutinised * A Rs. 5 stamped envelope (self addressed)
8	Copy of answer books	<b>Rs.500</b> per answer books		Application in general purpose form (the copy will

				be issued only after the last date for the submission of request for revaluation)
9	Cancellation of examination papers	<b>Rs.50</b> per paper		Request on general purpose form showing name of examination. Register no, centre with the recommendation of the Principal/ Chief superintendent of the examination centre(for pvt candidate) accompanied by original hall ticket and fee receipt within 14 days after the last day of examination
	Course cancellation	<b>PDC, degree</b> (Pvt-1000, college-500)  Degree level <b>Rs.500</b>  PG level (regular and IDE ) <b>Rs.500</b>		Request on general purpose form showing name of examination. Register no, centre with the recommendation of the Principal/ Chief superintendent of the examination centre(for pvt candidate) accompanied by original hall ticket and fee receipt Mark lists are to be surrendered Pvt reg cancellation: The qualifying certificate and the TC with the PVT reg seal on it shall be produced
	Migration certificate To be obtained from this University to migrate to another institution which comes under another University The certificate will be issued only after publishing results of the examination	Rs.200 + search fee <b>Search fee</b>  Up to one yr of last exam nil  After 1 yr up to 5 yrs <b>Rs.100</b>  After 5 yrs up to 10 yrs <b>Rs.200</b>  After 10 yrs <b>Rs.300</b>  If downloaded appln is		1. Appln in the prescribed form for migration certificate 2. A. if college study. Column no.8 of the appln to be attested by the principal of the college last studied b. If pvt study- by a gazetted officer c. If IDE candidate- to be attested for and on behalf of the Director(designation seal as well as college/institution office seal to be affixed in the said column)

	<p>taken by the candidate</p>	<p>used, cost of appln @ Rs.10 to be remitters extra.</p> <p>Remittance of fee, if by way of DD drawn in favour of Finance officer, University of Kerala, Tvpm from SBT/SBI/DCB, remit Rs.10 extra towards DD service charge.</p>	<p>3. Fee receipt/DD in original  4. Self addressed and sufficiently stamped envelope for sending the certificate by registered post only Rs.22  5. Copy of TC (if discontinued the course of study)  6. Copies of all mark lists of the last studied course.  In the case of BTech candidates' copies of consolidated mark list and provisional/original degree certificate also to be submitted. If not registered for any exam of the last studied course, the copy of the original certificate of the previous course even if that of the other University to be submitted  7. University orders granting matriculation and recognition of qualifying examination to be produced if the candidate discontinues the course of study without registering for University examination and also if she/he is not in receipt of mark list of the examination appeared by them, for the above reason.  8. Candidates who were granted pvt registered but did not register for any of the examination followed in the University and the copy of the cancellation memo to be enclosed</p>
	<p>Duplicate migration certificate</p>	<p><b>Fee Rs.400</b> (irrespective of no of yrs elapsed + search fee)</p>	<p>Candidate has to be submitting a declaration in plain paper. Sign by him/her and attested by two gazetted officers, stating that the original migration certificate issued by the University has been lost irrecoverably and that it has not been utilized</p>

				for the purpose for which it was issued. The procedures are same as in the case of obtaining the original migration certificate.
	<p>Recognition It is necessary for all candidates who passed their qualifying examination from institutions other than those affiliated to this University <b>NB: No recognition is to be obtained for those qualified from Calicut University</b></p>	<p style="text-align: right;"><b>Rs.300</b></p> <p>Late fee.50(if applied after one yr of admission)</p>		<p>Appln in the prescribed form along with Original fee receipt , originals of pass certificate/qualifying certificate , eligibility certificate, migration certificate(from the university/board where last studied)(Migration certificate not needed for +2 /VHSE of Kerala government).The form should be duly attested by the college principal/Head of the institution affixing both designation and college seals. PhD students should submit the copy of registration order along with the appln. Defective applns must be resubmitted with handling charges</p>
	<p>Matriculation 1.It is necessary for all candidates who passed their qualifying exam from institutions other than those affiliated to this University  2. Those who qualified from Calicut university should submit their original eligibility certificate and migration certificate from Calicut</p>	<p style="text-align: right;"><b>Rs.100</b></p> <p>Late fee Rs.25(after 3 months from date of admission)</p> <p style="text-align: right;"><b>Rs.100</b></p> <p>(late fee Rs.25 after 3 mnths from date of admission)</p>		<p>Appln should be made in the prescribed form, recommended and forwarded by the college principal affixing both designation and college seals and enclosing fee receipt, matriculation fee receipt MFR and return of matriculates (form Available from college office in he case of college students) For pvt students the appln form to be attested by a gazetted officer and the forms will be available in the forms counter of the University The appln or re matriculation should be attested by the principal/H of D(if college or department study) and attested by a gazetted officer (if pvt study) along with</p>

	<p>University while applying for matriculation</p> <p>3. In the case of rematriculation the candidates should submit their original migration certificate along with the application eligibility certificate is not needed for re matriculation</p>			<p>original migration certificate, Matriculation fee receipt and return of matriculation from the college/dept in the case of regular students</p>
	<p>Exemption from shortage of attendance (condonation)</p>	<p>Up to 10 days <b>Rs.100</b></p> <p>Up to 20 days <b>Rs.200</b></p> <p>(no condonation beyond 20 days)</p>		<p>1. Application of condonation in prescribed form with fee receipt and recommendation of the Principal of the college. In the case of teaching departments the HOD shall forward the appln with recommendation</p> <p>2. The statement for total absence, showing the reason for each days absence should be forwarded separately, duly attested by the head of institution (college/department). Absence exceeding 5 days continuously should be accompanied by a medical certificate.</p> <p>3. Condo nation is given only once for annual examinations and twice in the case of sem examinations. In the case of sem exam (CBCSS) number of days of absence should not exceed 10 days in 1 sem</p> <p>4. Appln must reach the Controller of Examinations 10 days before the</p>

				commencement of examination. Otherwise late fee should be paid
Duplicate private registration memo	<b>Rs.250</b>			<p>1. Application in the prescribed form and fee receipt</p> <p>2. Affidavit of the candidate on plain paper stating that the original private registration memo issued has been lost irrecoverably, endorsed by 2 gazetted officers</p> <p>3. Original TC and original qualifying certificates</p>
Duplicate hall ticket	<b>Rs.50</b>			Application in general purpose form duly filled in form for hall ticket with 2 photographs, attested by a gazetted officer. The duplicate hall ticket is to be for the following examination, the application shall be forwarded with the recommendation of the principal/chief superintend of the exam centre
Rank certificate	<b>Rs.100/-</b> No fee for Ist Rank			<p>1. Application in general purpose form and fee receipt<sup>3</sup></p> <p>2. Self addressed sufficiently, stamped envelope, if needed by post</p>
Eligibility certificate & Equivalency certificate	<p>1. PDC/ CBSE/ ICSE/ Graduate level degree obtained within the state and outside state professional and PG from the Universities within the state <b>Rs.200</b></p> <p>2. Prof and PG obtained from Universities outside state but within India <b>Rs.350</b></p> <p>3. Degrees and certificates of foreign</p>	The Registrar University of Kerala Tvpm		Application in the prescribed <b>form for eligibility certificates along with DD or fee receipt in original and photocopies of the qualifying certificates</b> received from other Universities /Boards and <b>Copy of the TC course certificate and mark list.</b> (All attested by a gazetted officer)

		Universities <b>Rs.600</b>		
	<b>Official Transcript &amp; Attestation of</b> <b>1.Mark lists</b> <b>2.Certificates</b> <b>3.Scheme and syllabus</b> <b>4.Proforma , Questionnaire etc</b>	Attestation of mark list(per copy) <b>Rs.300</b>  Official transcript(per copy) <b>Rs.250</b>  Attestation of degree/diploma (per copy) <b>Rs.1000</b>  Attestation of syllabus copy <b>Rs.1000</b>  Genuineness verification certificate <b>Rs.1000</b>  Attestation of proforma questionnaire(per copy) for all courses <b>Rs.1000</b>  Transcript of mark <b>Rs.1000</b>	The controller of Examinations University of Kerala Tvpm	Application in the general purpose form along with the original and photo copy of the certificate/scheme & syllabus) mark sheets which need to be attested as the case may be (Attestation is done on fresh photocopies (not on attested copies) The transcript of marks shall be prepared by the candidate as per the model given in the website and two copies of which are to be produced with the application
	<b>Pre degree</b>	New scheme(1994 Admissions) 1. Pass Certificate <b>Rs.500</b> 2. Additional marklists <b>Rs.800</b> 3. Attestation 1.Pass certificate <b>Rs.1000</b> 2.Mark list <b>Rs.500</b> 4. Cancellation <b>Rs.1000</b>  Old scheme(1978-1993 Admissions)  Pass Certificate <b>Rs.1000</b> Additional marklists <b>Rs.800</b>  3. Attestation Pass certificate <b>Rs.1000</b> Mark list <b>Rs.500</b>  4. Cancellation <b>Rs.1000</b>		



		<p>Old scheme (prior to 1978 Admissions)</p> <ol style="list-style-type: none"> <li>1. Pass Certificate <b>Rs.1500</b></li> <li>2. Additional marklists <b>Rs.800</b></li> <li>3. Attestation <ol style="list-style-type: none"> <li>1.Pass certificate <b>Rs.1000</b></li> <li>2.Mark list <b>Rs.500</b></li> </ol> </li> <li>4. Cancellation <b>Rs.1000</b></li> <li>5.Special Certificate <b>Rs.500</b></li> </ol>		
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**COST OF APPLICATION FORMS Rs. 10 for all forms mentioned above  
(except private registration BTech & P.G examinations Rs. 20 for Private registration)  
on line registration Rs.20**

Application forms can be purchased from forms sales counter form section.  
Adjacent to the PRO wing

*Or*

Download the application forms from the website

[www.keralauiversity.ac.in](http://www.keralauiversity.ac.in)

and pay the cost of the form along with the prescribed fees

Fee can be remitted at the University cash counter by filling the slip available there

*Or*

At the Janaseva kendram-friends

(detach and keep the counter foil of the fee receipt for further enquiries)

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*No Head of Account to pay the fee.*