



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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Dated : 01.01.2020

NOTIFICATION

Sub: Issuance of Degree Certificates - Modalities streamlined - Further instructions issued.

Ref: Notification of even Number dated 27-11-2019.

In the notification cited, the modalities for submission of applications for B.Tech Degree Certificates by Fast track / Express modes by students who are in urgent need and payment of fees were prescribed. The process has now been streamlined further Integrating an e-payment gateway to the process of submission of applications for degree certificates.

Students of the University who are yet to submit their applications for B.Tech degree certificate can make use of the modified system by logging in to the Student Portal of the University (<https://ktu.edu.in/>). Those who have already submitted requests for B.Tech degree certificates through normal channel need not apply again. However, if such students require the certificate urgently through Fastrack / Express modes, they may request the University by sending an email to <support@ktu.edu.in> which will be considered favourably if found feasible.

This system which is being introduced initially for students who have successfully completed B.Tech programme will be made applicable to other under graduate and post graduate programmes of the University, in a phased manner.

A detailed User Manual is also appended for guidance.

Sd/-

Dr. V. Suresh babu
Controller of Examinations

Copy to:

1. The P.R.O. for issuing Press Release
2. Joint Director (IT) for publication in University website
3. PS to VC / PA to PVC
4. PA to CE / Registrar/ FO
5. Dean (Academics) / (Research)
6. All other officers / Sections for information.

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.



Degree certificate request from Student Login

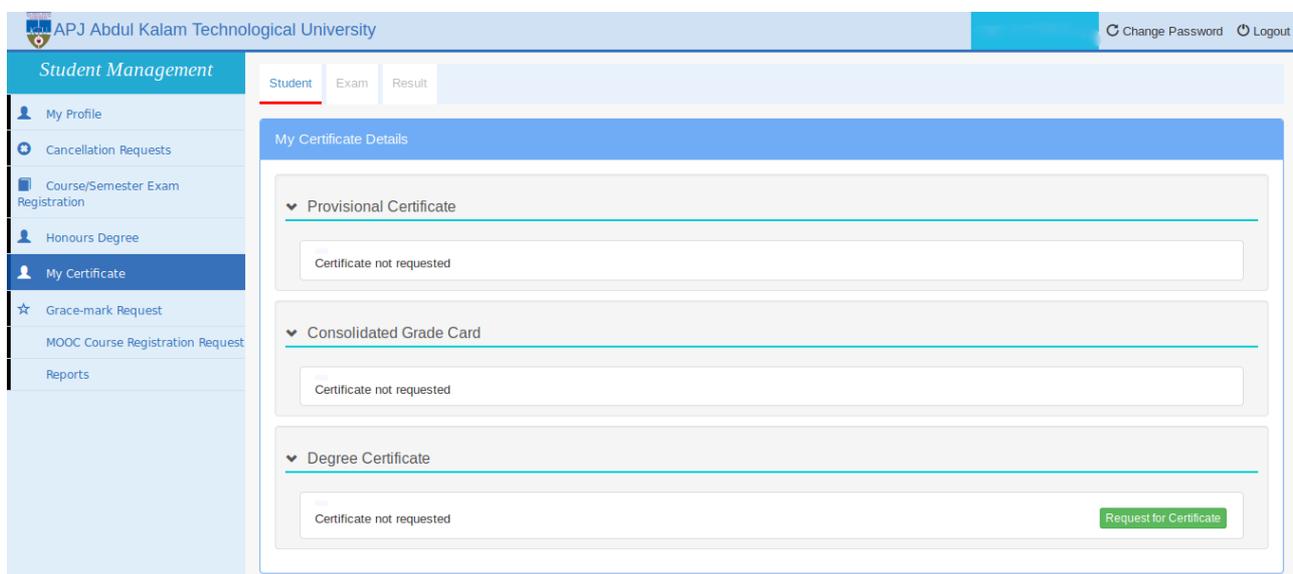
Introduction

Students who have degree eligibility and no fee dues can request for their degree certificate through the portal after providing their communication details. A fee may or may not be applicable for a request, this is based on the process priority of the request – such as Normal, Fast Track, Express and so on. Once the request is approved by the University, the certificate shall be issued.

Each status of the request can be viewed by the student – such as Request Approved, Certificate Dispatched etc.

Viewing Certificate Request Details

After logging on to the KTU e-Gov portal, students can view the request details of the various certificates that are provided by the University or request for certificates by clicking on the **My Certificates** menu on the left.



The screenshot shows the APJ Abdul Kalam Technological University e-Gov portal. The top navigation bar includes the university name and links for 'Change Password' and 'Logout'. The left sidebar contains a 'Student Management' menu with options like 'My Profile', 'Cancellation Requests', 'Course/Semester Exam Registration', 'Honours Degree', 'My Certificate', 'Grace-mark Request', 'MOOC Course Registration Request', and 'Reports'. The main content area is titled 'My Certificate Details' and has tabs for 'Student', 'Exam', and 'Result'. Under the 'Student' tab, there are three expandable sections: 'Provisional Certificate', 'Consolidated Grade Card', and 'Degree Certificate'. Each section displays the status 'Certificate not requested'. A green 'Request for Certificate' button is located in the bottom right corner of the 'Degree Certificate' section.

If no requests have been made for a specific certificate, the status will be ‘Certificate not requested’.

If a student has not completed his/her degree, the message **“You cannot request for the certificate, as you do not have degree eligibility”** will be displayed.

For Students who are degree eligible, but have fee dues, the message displayed will be **“You cannot request for the certificate as you have fee dues. Please contact your college and get your fee dues cleared”**.



APJ Abdul Kalam Technological University Change Password Logout

Student Management

Student Exam Result

My Profile
Cancellation Requests
Course/Semester Exam Registration
Honours Degree
My Certificates
MOOC Course Registration Request
Grace-mark Request
Reports

My Certificate Details

You cannot request for certificate, as you have fee dues. Please contact your college and get the fee dues cleared

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If the student is degree eligible and has no fee dues, he/she is directed to the page where the communication details are to be entered for dispatching the degree certificate.



Providing Request Details

APJ Abdul Kalam Technological University

Change Password Logout

Student Management

Student Exam Result

My Profile
Course/Semester Exam Registration
Honours Degree
My Certificates
MOOC Course Registration Request
Grace-mark Request
Reports

Student Certificate Request Details

Basic Details

Name: [Redacted]
Register No: [Redacted]
Degree: B.Tech (Full Time)
Branch: ELECTRONICS & COMMUNICATION ENGG
Institution: [Redacted]
Requested Certificate: Degree Certificate

Communication Details

Mobile Number:
Email:
Address to which the certificate is to be delivered:
City:
State:
Pincode:
Certificate Photo: 
Change Photo:
Format: .jpg, Max File size: 30 kb, Dimensions: 213px X 272px

Process Priority

Process Priority:

Process Priority	Fees
Normal (No Fee Will be Charged)	No fee will be charged
Fast Track (Dispatch within 10 working days Rs.1500 will be charged)	Rs.1500.00
Express (Dispatch within 3 working days Rs.4500 will be charged)	Rs.4500.00

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The following basic details need to be entered for making the certificate request.

- **Mobile Number:** Must be of 10 digits without entering any country code
- **Email:** Should be of the format email@gmail.com
- **Address to which the certificate is to be delivered:** Address provided should be the one to which the requested certificate is to be sent via post
- **City:** City of the given address
- **State:** State of the given address
- **Pin Code:** 6 digit pin code
- **Profile Photo:** Here, the student's profile photo is displayed
- **Change Photo:** Here, the student can upload a different photo of the mentioned format, which will appear in the certificate
- **Process Priority:** Here the student can choose the process priority for certificates.



Process priority can be one of these values- **Normal**, **Fast track**, **Express**. The fee might differ according to the priority chosen. For fee and delivery time details, please contact the University.

Steps to be followed if no fee is applicable

Now, we will discuss the steps to be followed if you choose a process priority for which no fee is applicable. After entering profile details, click the **Preview and submit button** to view the student details as shown below.

The screenshot displays the 'Student Certificate Request Details' page on the APJ Abdul Kalam Technological University portal. The page is divided into two main sections: 'Basic Details' and 'Communication Details'. The 'Basic Details' section includes fields for Name, Register No, Branch (ELECTRONICS & COMMUNICATION ENGG), Degree (B.Tech (Full Time)), Institution, Requested Certificate (Degree Certificate), and Fees (INR 0.00). The 'Communication Details' section includes fields for Address to which the certificate is to be delivered (tvm), City (tvm), State (Kerala), Pincode (789658), Email (t@gmail.com), Mobile Number (7894651329), and Certificate Photo. Below these fields, there is a 'Process Priority' dropdown set to 'Normal (No Fee Will be Charged)'. At the bottom of the form, there are two checkboxes for disclaimers: 'I, hereby, declare that, the entries made by me in the Application Form for the request of certificate are complete & correct and true to the best of my knowledge.' and 'I, hereby, undertake to present the original documents immediately upon demand by the concerned authorities of the University.' The 'Final Submit' button is highlighted in green.

Basic Details	
Name	[Redacted]
Register No	[Redacted]
Branch	ELECTRONICS & COMMUNICATION ENGG
Degree	B.Tech (Full Time)
Institution	[Redacted]
Requested Certificate	Degree Certificate
Fees	INR 0.00

Communication Details	
Address to which the certificate is to be delivered	tvm
City	tvm
State	Kerala
Pincode	789658
Email	t@gmail.com
Mobile Number	7894651329
Certificate Photo	

Process Priority: **Normal (No Fee Will be Charged)**

I, hereby, declare that, the entries made by me in the Application Form for the request of certificate are complete & correct and true to the best of my knowledge.

I, hereby, undertake to present the original documents immediately upon demand by the concerned authorities of the University.

[Change](#) [Final Submit](#)

After checking the details, the user can click the **Final Submit Button** after accepting the disclaimers shown. Now the certificate request is submitted, and the request number is generated as shown in the below screen shot.



APJ Abdul Kalam Technological University

Change Password Logout

Student Management

Student Exam Result

My Profile
Cancellation Requests
Course/Semester Exam Registration
Honours Degree
My Certificate
Grace-mark Request
MOOC Course Registration Request
Reports

Certificate Request Details

Your request for Degree Certificate is submitted successfully

Your requestNumber is **00018**

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Steps to be followed if a fee is applicable

- If the student chooses a process priority for which a fee is applicable, the fee details can be viewed as shown.
- In this case, the request submission will be complete only after making the online fee payment also from the student's login.



APJ Abdul Kalam Technological University Change Password Logout

Student Management

- My Profile
- Course/Semester Exam Registration
- Honours Degree
- My Certificates**
- MOOC Course Registration Request
- Grace-mark Request
- Reports

Student Exam Result

Student Certificate Request Details

Basic Details

Name: [Redacted]
 Register No: [Redacted]
 Degree: B.Tech (Full Time)
 Branch: ELECTRONICS & COMMUNICATION ENGG
 Institution: [Redacted]
 Requested Certificate: Degree Certificate

Communication Details

Mobile Number:
 Email:
 Address to which the certificate is to be delivered:
 City:
 State:
 Pincode:
 Certificate Photo: 
 Change Photo:
 Format: .jpg, Max File size: 30 kb, Dimensions: 213px X 272px

Process Priority

Process Priority:

Process Priority	Fees
Normal (No Fee Will be Charged)	No fee will be charged
Fast Track (Dispatch within 10 working days Rs.1500 will be charged)	Rs.1500.00
Express (Dispatch within 3 working days Rs.4500 will be charged)	Rs.4500.00

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When the **Preview and Submit** button is clicked, the below screen is displayed.



APJ Abdul Kalam Technological University

Student Management

My Profile
 Course/Semester Exam Registration
 Honours Degree
 My Certificates
 MOOC Course Registration Request
 Grace-mark Request
 Reports

Student Certificate Request Details

Student Exam Result

Basic Details

Name: [Redacted]
 Register No: [Redacted]
 Branch: **ELECTRONICS & COMMUNICATION ENGG**
 Degree: **B.Tech (Full Time)**
 Institution: [Redacted]
 Requested Certificate: **Degree Certificate**
 Fees: **INR 1500.00**

Communication Details

Address to which the certificate is to be delivered: **tvm**
 City: **tvm**
 State: **Kerala**
 Pincode: **789658**
 Email: **t@gmail.com**
 Mobile Number: **7894651329**
 Certificate Photo: 

Process Priority: **Fast Track (Dispatch within 10 working days Rs.1500 will be charged)**

I, hereby, declare that, the entries made by me in the Application Form for the request of certificate are complete & correct and true to the best of my knowledge.
 I, hereby, undertake to present the original documents immediately upon demand by the concerned authorities of the University.

[Change](#) [Submit and Make Payment](#)

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Here, when the button **Submit and Make Payment** is clicked, the user is redirected to the online payment page as shown below.

APJ Abdul Kalam Technological University

Welcome ATHUL P.A Change Password Logout

Proceed to Pay

You can make the payment for 'Fast Track'

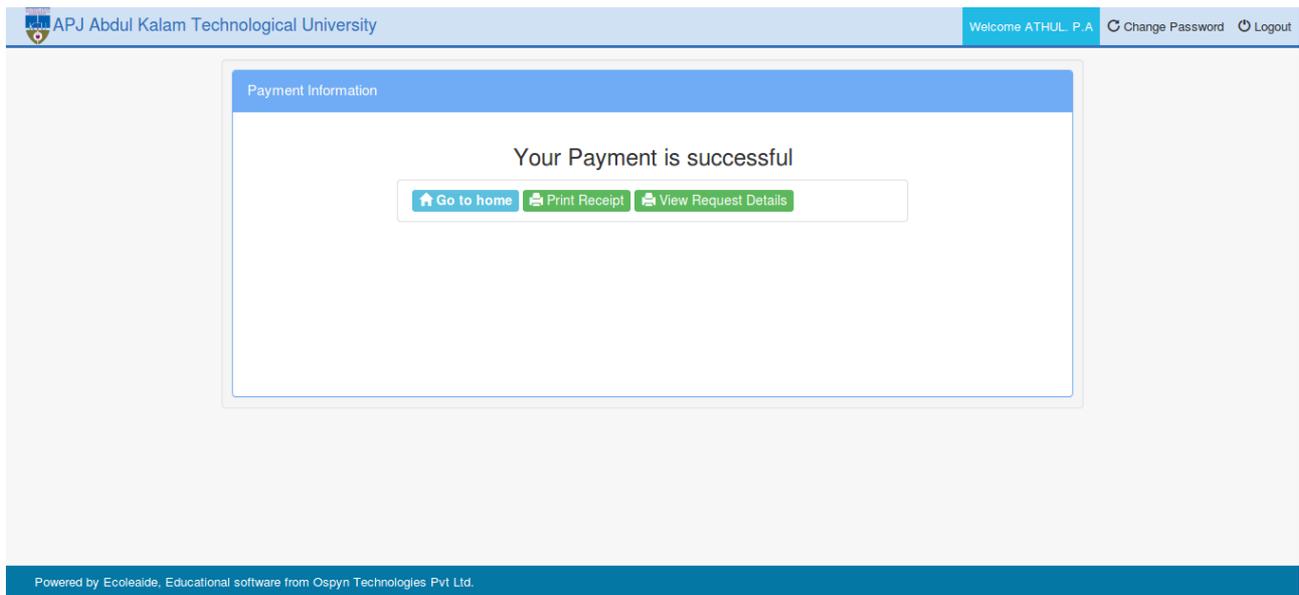
Payment Gateway: **SBI ePay** Amount to be paid: **1,500**

[Make Payment](#)

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If the payment is successful, a Success message is displayed and the students can print their receipt from the below screen.



Then the student can view their request details from **View Request Details** Button.

Request Approval by University

Once University reviews and approves the request, the certificate will be issued as per the process priority of the request.

Request Rejection by University

If the University rejects the certificate request of the student, then the student can resubmit the request. If a fee was applicable for the process priority chosen initially by the student, no change is possible for the process priority before resubmission. However, if no fee was applicable for the process priority chosen, the request can be resubmitted with a revised process priority.

