

**APJ Abdul Kalam Technological University
Thiruvananthapuram**

Abstract

APJAKTU - Academic - Attestation of Syllabus and Curriculum - Processing Fee and procedure for the issuance of attested Academic documents- Resolution of the Syndicate - Implemented- Orders issued - Reg:

ACADEMIC SECTION

U.O.No. 695/2021/KTU

Thiruvananthapuram, Dated: 26.04.2021

*Read:-*Resolution of the 21st Meeting of Syndicate held on 12.04.2021, vide Item No. S - 021 - 007.

ORDER

Vide paper read above it was resolved by the Syndicate to approve the fee for issuing attested materials as noted below.

Fees Applicable

Sl.No.	Purpose	Fees	Authority For Attestation
1	Issuance of Attested copies of Regulation.	Rs. 1000/- for each copy	Registrar
2	Issuance of Attested Copies of Curriculum and Syllabus.	Rs. 2000/- for each copy	Registrar

The procedure for issuing attested documents are noted as below.

1. Issuance of Attested copies of Regulation

- The applicant should submit the request by specifying the Curriculum published in the Website.This shall be verified at the Section Officer level in Administration and then forwarded to the Registrar for Attestation.

2. Issuance of Attested copies of Curriculum and Syllabus

- The applicant should submit the request by specifying the Curriculum and the Syllabus published in the KTU portal. This shall be verified at the Section Officer level in Administration and then forwarded to the Registrar for Attestation.

Sanction has been accorded by the Vice Chancellor to implement the resolution of the Syndicate as detailed above.

Orders are issued accordingly

Sd/-

Dr. Sadiq A. *
Dean (Academic)

Copy to:-

1. JD-IT (for publishing in the website and for implementing feature for online application)
2. PS to VC / PVC
3. Registrar / Dean(Academic) / Dean (Research) / Direcotr(Acad)
4. SO(Admn) / JR(Acad) /SO-I (Acad) / SO-II (Acad) /
5. SF/FC

Forwarded / By Order

Section Officer

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

