



# APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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No. KTU/ASST4(EXAM)/4196/2018

Thiruvananthapuram

Dated: 23.08.2018

## CIRCULAR

Sub:- APJAKTU - Issuance of Provisional Certificates - M.Arch Programme  
Regular(2016 Admn) - Directions issued Reg.

Ref :- 1. M.Arch S4 Examination April 2018 (S4 Results)

The candidates who have successfully completed the M.Arch Programme vide examinations cited can apply for the Provisional Certificate as per the Directions attached along with this circular. The Application for Provisional Certificate in Excel format will be made available in the University website

The Application form in Excel format shall be downloaded from the KTU website and filled up Application (hard copy) shall be submitted to the Institution of study. The Principal of the Institution shall forward the hardcopy of the applications to the Controller of Examinations as per the schedule given below. The Provisional Certificates will be issued to the Institution concerned. Candidates who require the Provisional Certificate at the address of their choice should attach self addressed stamped envelop affixing postage stamp required for Registered Post.

**Last Date of Submission of application by the students at the Institution: 03-09-2018.**

**Last Date of receipt of application by the Univesity from the Institution: 06-09-2018.**

Attachments: 1. Directions

**Shabu S \***

Controller of Examinations

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



### Procedure to be followed while applying for Provisional Certificate

- (1) Request for Provisional Certificate is available in EXCEL form from the University website / college.
- (2) Fill all the entries of the request form in the excel sheet itself and finally take the Print-out. Student should sign on the request form and also obtain recommendation from the Principal.
- (3) Attach the Self-attested copy of Qualifying Degree certificate and obtain attestation by the Principal of the Institute where the student underwent M.Arch.
- (4) **Attach the Self-attested copy of "final mark-list showing CGPA / aggregate marks" of the Qualifying degree and obtain attestation by the Principal of the Institute where the student underwent M.Arch.**
- (5) If correction in Name is required attach self-attested copy of the valid proof and obtain attestation by the Principal of the Institute where the student underwent M.Arch.
- (6) College(s) are directed to collect the request form along with necessary documents from eligible students on or before 3<sup>rd</sup> September 2018, Monday. Colleges shall forward the applications for Provisional Certificate before 05-09-2018. Wednesday.

Note:

- If correction in name is NOT required, mention N.A. against (2)
- Against (29) mention SGPA of semesters for which grade card is received through student portal.
- AIU – Association of Indian universities - [www.aiu.ac.in](http://www.aiu.ac.in)
- If the preferred mode of reception is KTU, Trivandrum, KTU will inform the student when the certificate is ready.

