



# APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016

Ph: 0471 2598122; Fax: 2598522 [www.ktu.edu.in](http://www.ktu.edu.in) Email: [university@ktu.edu.in](mailto:university@ktu.edu.in)

No. KTU/RESEARCH5/6282/2020

Thiruvananthapuram

Dated: 11.01.2021

## CIRCULAR

Sub:- APJAKTU - Research - Entry of Researchers' credentials in the portal - Granting grace time for corrections (if any) - Directions issued - Reg :-

Ref :- CIRCULAR No.KTU/SO1(ACADEMIC)/2602/2020 Dated 08/06/2020

The Principals of all affiliated institutions were requested, vide reference above (attached to this circular), to ensure that the data entered in the University portal in respect of all students registered with this University are correct and in conformity with that in their Qualifying Certificates. The erring Institutes shall be liable for a fine of Rs 5000/- in the first instance and Rs 10000/- thereafter for wrong entries.

However, complaints regarding correction of data in the portal are continuously being received from Research Scholars in the University. In this context, the University has decided to grant a grace period of 10 days (**from 13.01.2021 to 22.01.2021**) to all affiliated Research Centres to make necessary corrections (if required) regarding the Researchers' credentials entered in the portal. Hence the Heads of Institutions are requested to comply with the following instructions scrupulously.

1. While entering the student details in the portal it shall be ensured that the Name, Date of Birth and other credentials are same as in the Qualifying Certificate. (In the case of Research Scholars the Qualifying Certificate is Master's Degree).
2. In the case of name of students, the dot(s) in between or after name and initials shall be replaced with a "single space".
3. Care should be taken while uploading the documents in the portal to ensure that the documents are not swapped while uploading.
4. If the documents/Certificates uploaded are provisional in nature, then the originals shall be uploaded during the year of admission itself.
5. A period of 10 (ten) days (**from 13.01.2021 to 22.01.2021**) is given for making corrections in the Data entry already made in the portal. (One time Correction).
6. After the expiry of this grace period, the portal will remain closed and subsequent corrections shall be fined, as per the earlier circular referred above (Rs 5000/- in the first instance and Rs. 10000/- for subsequent wrong entries).
7. In the case of fresh Research Scholars, they should be given instructions to enter their credentials correctly in the portal, citing the standing orders.

**Dr. Shiny G \***

DEAN (Research) in Charge

To

1. All Research Institutes
2. E-Governance wing (for making necessary arrangements in the University Portal)
3. Public Relations Officer (for publishing this circular in the University Website)



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





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No. KTU/SO1(ACADEMIC)/2602/2020

Dated: 08.06.2020

## CIRCULAR

Sub:- APJAKTU - Academics - Verification of Qualifying Certificates and documents  
- Entry of Data in the portal - Directions issued - Reg

Ref :- Minutes of the meeting of Officers held in the chamber of PVC on 04.06.2020

It has been noticed that wrong entry of data in the portal at the time of admission by the Institutions are causing undue delay in issuance of Certificates and associated with it, lot of complaints are being received in the University. Hence the Principals of all affiliated Institutions are requested to execute the following matters very meticulously.

- While verifying the academic eligibility of a student for his/her admission to a particular programme, it shall also be ensured that the Name, Date of Birth and other credentials are same in all the Certificates from 10<sup>th</sup> Class onwards
- The Principal shall ensure that all the data entered in the University Portal are correct and there shall be no change / variation with the supporting documents.
- Care should be taken while uploading the documents in the portal and ensure that the documents are not swapped while uploading.
- If the documents/Certificates uploaded are of Provisional in nature, then copies of original documents shall be uploaded during the year of admission itself.
- In the case of name of students, the dot(s) in between or after name and initials shall be replaced with a "single space".

It is informed that as per the decision of the Syndicate the erring Institutes shall be levied a fine of Rs 5,000/ in the first instance and Rs 10,000/ thereafter for wrong entries. All Head of the Institutions are requested to strictly adhere to the above directives.

**Bijukumar R \***

Director(Academic)



To

1.The Principals of all affiliated Colleges

2.JD(IT)

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