



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016

Ph: 0471 2598122; Fax: 2598522 www.ktu.edu.in Email: university@ktu.edu.in

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CIRCULAR

Sub:- KTU - Return of original certificates to students by Colleges - Compliance of AICTE / UGC directives - Instruction issued.

Ref :- 1. Public notice of the UGC dated 23.04.2007
2. AICTE Approval Process Handbook 2017-18

Instances have come to notice of the University that some Colleges are withholding the original certificates of the students who cancel their registration for the purpose of pursuing studies in another Institution in a different branch / course of their choice.

In this connection, all Institutions affiliated to this University are advised to strictly follow the guidelines issued by the UGC & AICTE. The UGC in their Public Notice cited has stated that "it would not be permissible for Institutions and Universities to retain the School / Institution Leaving Certificate, mark sheet, caste certificate and other documents in original." The instructions issued in the AICTE Approval Process Handbook with regard to students cancelling their admission and leaving the institution is also equally clear and specific.

Any violation or deviation by the Institutions from the above will be viewed seriously and is liable for punitive actions by the AICTE.

Dr. J. SREEKUMAR *
Dean (Academic)

To
The Principals of all affiliated Colleges.

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

