



മഹാത്മാഗാന്ധി സർവകലാശാല, കേരളം

നം.87592/AD A3-4/2022/ADMIN

തീയതി: 22.09.2026

വിജ്ഞാപനം

2025-ലെ കേരള പൊതു സേവനാവകാശ നിയമം സർവകലാശാലകളിൽ നടപ്പിലാക്കുന്നതിന്റെ ഭാഗമായി പൊതുസേവനാവകാശ നിയമത്തിന്റെ 4-ാം വകുപ്പ് 1-ാം ഉപവകുപ്പ് പ്രകാരം പ്രദാനം ചെയ്യേണ്ട പൊതുസേവനങ്ങൾ, അവയിൽ 5-ാം വകുപ്പ് 6-ാം ഉപവകുപ്പ് പ്രകാരമുള്ള പ്രത്യേക പൊതുസേവനങ്ങൾ, നിശ്ചിത സമയപരിധി, ആവശ്യമായ രേഖകൾ, നിയുക്ത ഉദ്യോഗസ്ഥൻ, ഒന്നാം അപ്പീൽ അധികാരി, രണ്ടാം അപ്പീൽ അധികാരി, എന്നിവ സർവകലാശാല തലത്തിൽ നിർണയിച്ച് വിജ്ഞാപനം പുറപ്പെടുവിക്കുവാൻ സർക്കാർ നിർദ്ദേശിച്ചിരുന്നു. അതിന്റെ അടിസ്ഥാനത്തിൽ സർവകലാശാല പ്രദാനം ചെയ്യുന്ന പൊതുസേവനങ്ങൾ, പ്രത്യേക പൊതുസേവനങ്ങൾ, നിശ്ചിത സമയപരിധി, ആവശ്യമായ രേഖകൾ, നിയുക്ത ഉദ്യോഗസ്ഥൻ, ഒന്നാം അപ്പീൽ അധികാരി, രണ്ടാം അപ്പീൽ അധികാരി, എന്നിവ നിർണയിച്ച് പൊതുസേവനാവകാശ പട്ടിക ചുവടെ ചേർത്തിരിക്കുന്നു. പ്രസ്തുത പട്ടിക പ്രകാരം സർവകലാശാല, അർഹതയുള്ള അപേക്ഷകന്, പൊതുസേവനങ്ങൾ/പ്രത്യേക പൊതുസേവനങ്ങൾ നിശ്ചിത സമയപരിധിക്കുള്ളിൽ പ്രദാനം ചെയ്യുന്നതാണ് എന്ന് ഇതിനാൽ വിജ്ഞാപനം പുറപ്പെടുവിക്കുന്നു.

ഡോ.മാവൂതു ഡി
വൈസ് ചാൻസിലർ

പകർപ്പ്:

1. എല്ലാ വിഭാഗങ്ങളും ഡിപ്പാർട്ടുമെന്റുകളും സെന്ററുകളും
2. വൈസ് ചാൻസലറുടെ പ്രൈവറ്റ് സെക്രട്ടറി
3. രജിസ്ട്രാർ/എഫ്.ഒ/സി.ഇ എന്നിവരുടെ പേർസണൽ അസ്സിസ്റ്റന്റുമാർ
4. ജോയിന്റ് ഡയറക്ടർ ,കെ.എസ്.എ.ഡി.,മഹാത്മാഗാന്ധി സർവകലാശാല
5. പി ആർ ഓ സെക്ഷൻ (സർവകലാശാല വെബ്സൈറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതിന് വേണ്ടി)
6. സ്റ്റോക്ക് ഫയൽ /റെക്കോർഡ്സ് സെക്ഷൻ/ഫയൽ കോപ്പി

SPECIAL PUBLIC SERVICES

Sl. No.	Name of the Service	Time Limit (working days)	Documents to be attached with the application form	Designated Officer	Appellate Authority I	Appellate Authority II
1	Application for Special Concession(Scribe, Extra time, Grace Mark etc for differently abled candidates)	10 Days	1. Application duly recommended by the Principal 2. Original Medical Certificate (Form VI,VII,VIII) as per the RPWD Act 2016/ Unique Disability Identity card/Certificate	Section Officer	Joint Registrar	Branch Officer
2	Research: Title Change	10 Days	1. Minutes of the Pre-Ph.D presentation 2. Report 3. Prescribed fee	Section Officer	Joint Registrar	Branch Officer
3	Research: Topic Change	10 Days after the decision of the next Doctoral Committee meeting on the concerned subject.	1. Minutes of the Research Advisory Committee held at the Research Centre 2. Prescribed fee	Section Officer	Joint Registrar	Branch Officer
4	Research: Research Centre/ Guide Change	10 Days after the decision of the Syndicate meeting on the change of Research Centre / Guide	1. NOC from the Research Centre Head and the Research Guide 2. Approval from the new Guide in the case of Guide change 3. Agreement from the new centre in the case of centre change. 4. Prescribed fees	Section Officer	Joint Registrar	Branch Officer

PUBLIC SERVICES

EXAMINATION WING

Sl. No.	Name of the Service	Time Limit (working days)	Documents to be attached with the application form	Designated Officer	Appellate Authority I	Appellate Authority II
1	Degree/Diploma Certificates a)UG Courses	20 Days for Fasttrack applications. 90 Days for Ordinary applications.	1. Online application/Completed application in the prescribed form with prescribed fee 2. Copy of 10th & 12th certificates 3. Copy of Mark lists & Provisional certificates of the UG Course.	Section Officer	Joint Registrar	Branch Officer
		1)After the award of Degree by the Syndicate. 2)After effecting Revaluation/ Improvement/	1. Completed application in the prescribed form with prescribed fee			

	b)PG/PG Diploma Courses	Grace Marks.	2. Copy of 10th certificate & copy of the basic / qualifying Degree (UG) 3. Copy of Mark lists & Provisional certificates of the PG/PG Diploma Course.	Section Officer	Joint Registrar	Branch Officer
2	Duplicate/Triplicate Degree Certificate	30 Days	1. Completed application in the prescribed form with prescribed fee 2. Affidavit from Notary Public or a First Class Judicial Magistrate in stamp paper of prescribed value 3. Course and conduct certificate(for students who have undergone courses in Colleges/distance mode) 4. Identification certificate from a Gazetted Officer (for students who have undergone private study)/any govt issued identity card. 5. Mark list of 10/12/UG	Section Officer	Joint Registrar	Branch Officer
3	Migration Certificate (Online)	7 Days	1. Completed application with prescribed fee 2. Copy of TC, Mark lists, Degree certificate	Section Officer	Joint Registrar	Branch Officer
4	Duplicate Migration Certificate	7 Days	1. Completed application in the prescribed form attested by the Principal (for College students),by the Director SDE/or an Officer authorised by the University (for students in distance mode),by a Gazetted Officer (for students who have undergone private study) 2. For regular candidates -Copy of TC, Mark lists, Degree certificate. 3. A declaration stating that the original is irrecoverably lost and should be attested by two Gazetted Officers. 4. Fee receipts & stamped self addressed envelope for sending by Registered/Speed Post.	Section Officer	Joint Registrar	Branch Officer
5	Duplicate Mark list	7 Days for software generated. 30 Days for manually prepared Mark list.	1. Completed application in the prescribed form with prescribed fee 2. Affidavit from Notary Public or a First Class Judicial Magistrate in stamp paper of prescribed value 3. Course and conduct certificate(for students who have undergone courses in Colleges/distance mode)	Section Officer	Joint Registrar	Branch Officer

			4. Identification certificate from a Gazetted Officer (for students who have undergone private study)/any govt issued identity card.			
6	Mark Lists and Provisional Certificate for supplementary candidates	10 Days (for Software supported Exam System) 20 Days (for other Exams)	1. Completed application in the prescribed form with prescribed fee 2. Copy of mark lists of the Course/ Programme for which Provisional Certificate is required. 3. Copy of 10th & 12th certificates 4. Copy of the UG Degree if Provisional Certificate is required for PG Programme.	Section Officer	Joint Registrar	Branch Officer
7	Certificate for Additional subject/Language/ Elective	10 Days	1. Completed application in the prescribed form with prescribed fee 2. Copy of Mark lists	Section Officer	Joint Registrar	Branch Officer
8	Special Certificate	10 Days	1. Completed application in the prescribed form with prescribed fee 2. Copy of the Degree certificate/copy of all Marklists	Section Officer	Joint Registrar	Branch Officer
9	Percentage Certificate	7 Days	1. Completed application in the prescribed form with prescribed fee 2. Copy of all mark lists	Section Officer	Joint Registrar	Branch Officer
10	Official Transcript of Marks	System Generated - 20 Days Manual - 30 Days	1. Completed application in the prescribed form with prescribed fee 2. Copy of 10th & 12th certificates 3. Copy of all mark lists of the course	Section Officer	Joint Registrar	Branch Officer
11	Genuineness Verification of Degree Certificate/Mark lists/Other documents-from institutions other than that of Govt (State/ Central)	30 Days	1. Formal request with prescribed fee 2. Copy of mark lists/Degree Certificate/Documents concerned.	Section Officer	Joint Registrar	Branch Officer
12	Attestation Degree certificates/Mark lists / Other certificates	20 Days	1. Completed application in the prescribed form with prescribed fee 2. Copy of Mark lists/Degree Certificate/other Certificates concerned.	Section Officer	Joint Registrar	Branch Officer
			1. Completed application in the			

13	Confidential Mark list	5 days after the receipt of marks / mark entry	prescribed form with prescribed fee 2. Copy of the Hall Ticket 3. Stamped envelope (Registered/ Speed post) with address of the institution where the mark list is to be sent	Section Officer	Joint Registrar	Branch Officer
14	Consolidated Mark list	7 Days (for Software supported Exam System) 20 Days (for others)	1. Request with original mark list (last appearance) 2. Copy of all other Mark lists along with prescribed fee.	Section Officer	Joint Registrar	Branch Officer
15	Effecting of Name correction/change in a) Marklist & Degree/ Diploma Certificate	20 Days	1. Completed application in the prescribed form with prescribed fee 2. Original 10th & 12th certificate for verification 3. Copy of 10th & 12th certificate 4. Copy of UG Degree Certificate also, if correction/change is to be effected in PG Degree 5. Original mark lists & Degree Certificate 6. Copy of the university order sanctioning name change (if name change is applicable)	Section Officer	Joint Registrar	Branch Officer
	b) Mark list (before obtaining Degree Certificate)	20 Days	1. Completed application with prescribed fee 2. Original 10th & 12th certificate for verification 3. Copy of 10th & 12th certificate 4. Copy of UG Degree Certificate, if correction/change is to be effected in PG mark lists. 5. Original mark lists & Degree Certificate 6. Copy of the university order sanctioning name change (if name change is applicable. In case of name change to be effected at the examination wing after the issuance of University Order from the concerned academic section.)	Section Officer	Joint Registrar	Branch Officer
16	Duplicate Hall Ticket	5 Days	1. Completed application in the prescribed form duly recommended by the Principal/ Chief Superintendent concerned 2. Prescribed fee	Section Officer	Joint Registrar	Branch officer
	Condonation of		1. Application for Condonation should reach the office of the Controller of Examination 20 days prior to the date of commencement of examinations as per the first notification	Section	Joint	Branch

17	Attendance (Online Mode)	20 Days	issued. 2. Application should be duly recommended by the Principal 3. Statement of number of days of absence. 4. Original Medical Certificate 5. Prescribed fee	Officer	Registrar	Officer
18	Duplicate Private Registration Memo	7 Days	1. Completed application in the prescribed form 2. Prescribed fee	Section Officer	Joint Registrar	Branch Officer
19	Cancellation: a) Private Registration only	7 Days	1. Completed application in the prescribed form with prescribed fee 2. Private Registration Memo 3. Transfer Certificate bearing the stamp containing the details of private registration granted 4. Higher Secondary Certificate	Section Officer	Joint Registrar	Branch Officer
	b) Private registration along with exam	20 Days	1. Completed application in the prescribed form with prescribed fee 2. Transfer Certificate bearing the stamp containing the details of private registration granted 3. Higher Secondary Certificate 4. Mark lists (if mark list not obtained, Private Registration Memo and Hall Ticket to be produced)	Section Officer	Joint Registrar	Branch Officer
	c) Exam & registration (Regular Study)	10 Days	1. Completed application in the prescribed form recommended by the Principal 2. Prescribed fee	Section Officer	Joint Registrar	Branch Officer
20	a) Duplicate Mark list (Pre Degree)	20 Days	1. Completed application in the prescribed form with prescribed fee & copy of SSLC 2. Affidavit from Notary Public/First Class Judicial Magistrate, in stamp paper of prescribed value. 3. Course and conduct Certificate for students who have undergone College study. 4. Character and Conduct Certificate issued by a Gazetted Officer for students who have undergone Private Study	Section Officer	Joint Registrar	Branch Officer
		20 Days	1. Completed application in the prescribed form with prescribed fee & copy of SSLC 2. Affidavit from Notary Public/First Class Judicial Magistrate, in stamp paper of prescribed value. 3. Course and conduct Certificate	Section	Joint	Branch

	b) Duplicate Pass Certificate (Pre Degree)	20 Days	3. Course and Conduct Certificate for students who have undergone College study. 4. Character and Conduct Certificate issued by a Gazetted Officer for students who have undergone Private Study	Officer	Registrar	Branch Officer
21	Scrutiny of answer books	30 Days (from the closing date)	1. Online application (for programmes with Software supported examination System) 2. Prescribed fee 3. Offline application (for non computerised programmes) 4. Prescribed fee.	Section Officer	Joint Registrar	Branch Officer
22	Revaluation of answer books	45 Days after scrutiny from the closing date	1. Online application (for programmes with Software supported examination System) 2. Prescribed fee 3. Offline application (for non computerised programmes) 4. Prescribed fee.	Section Officer	Joint Registrar	Branch Officer
23	Revaluation & Scrutiny	60 Days	1. Online application (for programmes with Software supported examination System) 2. Prescribed fee & 3. Offline application (for non computerised programmes) 4. Prescribed fee.	Section Officer	Joint Registrar	Branch Officer
24	Duplicate Revaluation Memo	7 Days	1. Completed application in the prescribed form 2. Prescribed fee 3. Hall Ticket.	Section Officer	Joint Registrar	Branch Officer
25	Modified mark lists on submission of Revaluation Memo	7 Days 30 Days for result change	1. Request along with Revaluation Memo & original mark list, if issued, or draft mark list if otherwise.	Section Officer	Joint Registrar	Branch Officer
26	Photocopy of answer Books	20 days (Commencing from the last date notified for receipt of application for revaluation or the date of receipt of request for photocopy, whichever is later) if applied for revaluation, within 10 Days after completing revaluation Incase of FYUGP scripts valued at colleges, 20 days after receiving scripts from the colleges.	1. Completed application in the prescribed form with Hall Ticket 2. Prescribed fee	Section Officer	Joint Registrar	Branch Officer
27	Course Certificate (Distance Education)	14 working days	1. Copy of Degree certificate/ Marklist 2. Prescribed fee	Section Officer	Director - CDOE	Branch Officer
	Medium of		1. Copy of Degree certificate/	Section	Director	Branch

28	Instruction (Distance Education)	14 working days	Marklist 2.Prescribed fee	Section Officer	Director - CDOE	Branch Officer
29	Official Transcript of Syllabus (Distance Education)	14 working days	1.Copy of Degree certificate/ Marklist 2.Prescribed fee 3.Copy of the syllabus	Section Officer	Director - CDOE	Branch Officer
30	Duplicate Transfer Certificate (Distance Education)	7 Working Days	1.Notary attested affidavit 2.Copy of Degree certificate/ Marklist 3.Prescribed fee	Section Officer	Director - CDOE	Branch Officer
31	Notional registration for Regular and SDE candidates 10 Days		1. Completed application in the prescribed form duly recommended by the Principal/Director SDE 2. Prescribed fee within one month from the last examination concerned. 3. Certificate of attendance in the case of regular candidates	Section Officer	Joint Registrar	Branch Officer
CREDIT AND SEMESTER SYSTEM						
32	Provisional Certificate	10 Working Days	1. Completed application in the prescribed form 2. Prescribed fee 3. Copy of Grade Card/Mark list	Section Officer	Joint Registrar	Branch Officer
33	PG Degree Certificate	20 Days 1) After the award of Degree by the Syndicate. 2)After effecting Revaluation /Improvement/ Grace Marks. 40 Days for Ordinary applications.	1. Completed application in the prescribed form 2. Prescribed fee 3. Copy of 10th certificate 4. copy of the basic/qualifying Degree (UG) 5. Copy of Mark lists & Provisional certificates of the PG Course.	Section Officer	Joint Registrar	Branch Officer
34	M.Phil Degree Certificate	40 Days 1) After the award of Degree by the Syndicate. 2)After effecting Revaluation/ Improvement/ Grace Marks.	1. Completed application in the prescribed form 2. Prescribed fee 3. Copy of Grade Card & Provisional Certificate	Section Officer	Joint Registrar	Branch Officer
35	Official Transcript (Syllabus)	20 Days	1. Completed application in the prescribed form 2. Prescribed fee 3. Copy of 10th & 12th certificates 4. Copy of all mark lists of the course	Section Officer	Joint Registrar	Branch Officer
36	Document verification	System Generated - 20 Days Manual - 30 Days	1. Formal request 2. Prescribed fee 3. Copy of mark lists/Degree Certificate/ Documents concerned.	Section Officer	Joint Registrar	Branch Officer

37	Attestation of certificates/Mark list	20 Days	1. Formal request 2. Prescribed fee 3. Copy of mark lists/Degree Certificate/ Documents concerned.	Section Officer	Joint Registrar	Branch Officer
38	Percentage certificate	7 Days	1. Completed application in the prescribed form 2. Prescribed fee 3. Copy of Grade Card/Consolidated Mark list	Section Officer	Joint Registrar	Branch Officer
39	Regular/ Supplementary Mark list	30 Days from the date of publication of result	1. Online Application 2. Prescribed fee 3. Copy of all Mark lists issued.	Section Officer	Joint Registrar	Branch Officer
40	Additional Semester Mark list	20 Days	1. Completed application in the prescribed form 2. Prescribed fee 3. Copy of Grade Card/Mark list	Section Officer	Joint Registrar	Branch Officer
41	Duplicate Degree Certificate	45 Days	1. Completed application in the prescribed form 2. Prescribed fee 3. Affidavit from Notary Public or a First Class Judicial Magistrate (in stamp paper of prescribed value) 4. Course certificate from the department. 5. Copy of mark lists/grade cards/degree certificate	Section Officer	Joint Registrar	Branch Officer
42	Transcript of marks	System Generated - 20 Days Manual - 30 Days	1. Completed application in the prescribed form 2. Prescribed fee 3. Copy of Grade Card/Mark list/ Provisional Certificate 4. Copy of 10th and 12th certificate	Section Officer	Joint Registrar	Branch Officer
43	Duplicate Hall ticket	5 Working Days	1. Completed application in the General Purpose Form forwarded by the HOD along 2. Prescribed fee.	Section Officer	Joint Registrar	Branch Officer
44	Confidential Mark list	5 Days after the receipt of marks from the departments	1. Completed application in the prescribed form forwarded by HOD along 2. Prescribed fee 3. Stamped envelope (Registered/Speed post) with address of the Institution where the mark list is to be sent	Section Officer	Joint Registrar	Branch Officer
45	Cancellation of Exams	10 days	1. Completed application in the prescribed form forwarded by HOD along 2. Prescribed fee	Section Officer	Joint Registrar	Branch Officer

			3. Original mark lists.			
46	Ph.D Course work- Mark list and Certificates.	45 Days after the publication of results.	1. Fee to be remitted at the time of Exam registration	Section Officer	Joint Registrar	Branch Officer
47	Duplicate Consolidated Mark list	10 Days	1. Completed application in the prescribed form 2. Prescribed fee 3. Affidavit from Notary Public or a First Class Judicial Magistrate (in stamp paper of prescribed value 4. Course certificate	Section Officer	Joint Registrar	Branch Officer
48	Name Correction Degree Certificate	30 Days	1. Completed application in the prescribed form 2. Prescribed fee 3. Original 10th & 12th certificate for verification 4. Copy of 10th & 12th certificate 5. Copy of UG Degree Certificate 6. Original mark lists & Degree Certificate 7. Copy of university order sanctioning name change (if name change is applicable)	Section Officer	Joint Registrar	Branch Officer
49	Rank Certificate	7 Days	1. Completed application in the prescribed form 2. Prescribed fee 3. Self attested copy of final mark list / consolidated mark list	Section Officer	Joint Registrar	Branch Officer
50	Position Certificate	7 Days	1. Completed application in the prescribed form 2. Prescribed fee 3. Self attested copy of final mark list / consolidated mark list	Section Officer	Joint Registrar	Branch Officer
51	Matriculation	5 Days	1. General form/ Application form forwarded by the principal 2. Prescribed fee 3. Copy of Qualifying Certificate 4. Migration Certificate 5. Recognition Order(for candidates from Universities/Boards situated outside state) 6. Provisional Registration Order(for PhD students)	Section Officer	Joint Registrar	Branch Officer
52	Individual Recognition	15 Days	1. Completed application in the prescribed form 2. Prescribed fee 3. Migration Certificate 4. Copy of Qualifying Degree Certificate 5. Copy of consolidated mark list/Grade card 6. Provisional Registration Order(for PhD students) 7. Programme wise eligibility(for	Section Officer	Joint Registrar	Branch Officer

ACADEMIC/DEPARTMENTS/LIBRARY SERVICES

Sl. No.	Name of the Service	Time Limit (working days)	Documents to be attached with the application form	Designated Officer	Appellate Authority I	Appellate Authority II
53	Issuance of certificate of Medium of Instruction	5 days	1. Completed Application in General Purpose Form 2. Copies of Degree Certificate, Course Certificate/Transfer Certificate and Mark lists 3. Prescribed fees	Section Officer	Joint Registrar	Branch Officer
54	Syllabus Attestation	15 days (In case of Old Syllabus additional time required to search the syllabus)	1. Completed Application in General Purpose Form 2. Copies of Degree Certificate, Course Certificate/ Transfer Certificate 3. Copy of the Syllabus (to be attested) 4. Prescribed fees	Section officer	Joint Registrar	Branch Officer
55	Issuance of Syllabus Transcript	15 days (One month for MDS course)	1. Completed Application in General Purpose Form 2. Copies of Degree Certificate, Course Certificate/ Transfer Certificate and mark lists 3. Prescribed fees	Section officer	Joint Registrar	Branch Officer
56	Issuance of Special Certificates	10 days (Extra time required if the remarks of the BoS Chairman/Dean are to be obtained)	1. Completed Application in General Purpose Form 2. Copies of Degree Certificate, Course Certificate/Transfer certificate and Mark lists 3. Prescribed fees.	Section officer	Joint Registrar	Branch Officer
57	Granting Re-admission	20 days (Extra time required if cancellation of previous registration has to be done)	1. Completed Application in the prescribed form duly recommended by the Principal 2. Prescribed fees	Section officer	Joint Registrar	Branch officer
58	Issuance of a Certificate to the effect that 'TC Not Issued'	10 days	1. Completed Application in General Purpose Form 2. Copies of Degree Certificate, Course Certificate and mark list 3. Prescribed fees	Section officer	Joint Registrar	Branch Officer
59	Granting sanction for effecting Name Change in University Records	7 days	1. Completed Application in prescribed form 2. Prescribed fees 3. Original Gazette (along with an attested copy) notifying the change in name.	Section officer	joint Registrar	Branch officer
			1. Completed Application in the prescribed form			

60	Eligibility Certificate & Special Certificate (For already recognized programmes only)	5 days	2. Attested copies of SSLC & Plus Two certificates 3. Attested copies of Degree Certificate and mark lists of Course/Programme (viz. UG, PG, Mphil, PhD, etc) 4. Attested copy of Transfer Certificate/ Course Completion Certificate of the Course/ Programme for which Eligibility Certificate is sought. 5. For PG or Higher degree transfer Certificate/Course Completion Certificate of the lower Degrees also has to be produced. 6. For Ph.D, Certificate of Compliance of UGC Regulations is also to be produced	Section officer	Joint Registrar	Branch officer
Ph.D and Thesis submission related services						
61	Official Transcript	7 days	1. Completed application in the prescribed form 2. copies of SSLC, Ph.D. Degree/Provisional certificate 3. Prescribed fee	Section Officer	Joint Registrar	Branch Officer
62	Provisional Certificate	7 days after the issuance of University Notification	1. Completed application in the prescribed form 2. Prescribed fee 3. copy of the Notification issued by the University.	Section Officer	Joint Registrar	Branch Officer
63	Attestation of Degree Certificate	7 days	1. Completed application in the prescribed form 2. Copy of SSLC 3. Copies of concerned WES form for attestation 4. Copies of the Degree Certificate 5. Prescribed fee	Section Officer	Joint Registrar	Branch Officer
64	Verification of Academic Records/Genuineness Verification	7 days	1. Completed application in the prescribed form 2. Copy of the Degree Certificate 3. Prescribed fee	Section Officer	Joint Registrar	Branch Officer
65	Issuance of Degree Certificate	30 days (after the award of Degree by the Senate)	1. Completed application in the prescribed form 2. Prescribed fee 3. Copy of Provisional Certificate	Section Officer	Joint Registrar	Branch Officer
66	Duplicate Degree Certificate	40 days	1. Completed application in the prescribed form 2. Course duration declaration from the Research Centre 3. Copy of Degree Certificate 4. Affidavit attested by Notary on stamp paper of prescribed value 5. Prescribed fee	Section Officer	Joint Registrar	Branch Officer
	Thesis Submission		1. Completed application in the	Section	Joint	Branch

67	Certificate (Ph.D.)	10 days	prescribed form 2. Prescribed fee	Section Officer	Joint Registrar	Branch Officer
UNIVERSITY DEPARTMENTS						
68	Transfer Certificate	5 days	1. Non-liability Certificate from Department Library, University Library, Campus Library, University Hostel	Section Officer	Joint Registrar	Branch Officer
69	Conduct & Course Certificate	5 days	1. Request of the student	Section Officer	Joint Registrar	Branch Officer
70	Bonafide Student Certificate	5 days	1. Request of the student	Section Officer	Joint Registrar	Branch Officer
71	Course Certificate (for availing Educational Fee Concession/Grants)	5 days	1. Request of the student	Section Officer	Joint Registrar	Branch Officer
72	Student ID Card (Duplicate)	10 days	1. Request of the student with fee receipt	Section Officer	Joint Registrar	Branch Officer
73	Issuance of Railway/Transport Concession to Students	5 days	1. Request of the student	Section Officer	Joint Registrar	Branch Officer
UNIVERSITY LIBRARY						
74	Membership for Students & Research Scholars	5 days	1. Completed application in the prescribed form attested by Principal/HOD(in the case of Depts.)/Research guide 2. One passport size photo 3. Prescribed fees 4. ID Card from the Institution	Section Officer	Joint Registrar	Branch Officer
75	Membership for Teachers of University Departments	5 days	1. Completed application in the prescribed form attested by HoD 2. One passport size photo 3. Prescribed fees 4. ID card.(Annual renewal)	Section Officer	Joint Registrar	Branch Officer
76	Membership for College Teachers (Govt/Aided colleges under University of Kerala)	5 days	1. Completed application in the prescribed Form attested by Principal 2. One passport size photo 3. Prescribed fees 4. ID Card.(Annual renewal)	Section Officer	Joint Registrar	Branch Officer
77	Membership for Non-Teaching staff of University	5 days	1. Completed application in the prescribed form recommended by AR/DR/Competent Officer 2. One passport size photo 3. Prescribed fees 4. ID Card	Section Officer	Joint Registrar	Branch Officer
			1. Completed application in the prescribed form attested by a Gazetted Officer having 3 or more			

78	Graduate Membership	5 days	years of service 2. One passport size photo 3. Prescribed fees 4. Copy of Degree Certificate 5. Original ID Card.(Annual renewal)	Section Officer	Joint Registrar	Branch Officer
79	Eminent Scholar Membership	5 days	1. A person who has made outstanding contribution in the field of science/social sciences/Humanities or Arts as evident by National or International level recognition /receipt of awards from government agencies -central or state or prestigious institutions is eligible for membership. 2. Age above 25 years (proof to be produced). 3)Original or attested copy of Degree Certificate or certificate of merit is to be produced for verification. 3. A recent passport size photograph also should be produced along with the application 4. Prescribed fees 5. The application must be duly attested by a Gazetted Officer having 3 or more years of service.	Section Officer	Joint Registrar	Branch Officer
80	Institutional Membership	5 days	1. Completed application in the prescribed form signed by the Head of the Institution 2. Prescribed fees.(Annual renewal)	Section Officer	Joint Registrar	Branch Officer
81	Non-Liability Certificate	5 days	1. Surrender of ID card, Borrower's tickets 2. Clearance of all dues 3. for Students on completion of course 4. for Research Scholars at the time of submission of thesis 5. Teachers (Govt.Colleges/Aided Colleges / University Teaching Departments) at the time of transfer/ retirements 6. for Non-teaching staff of University at the time of ending of service /employment abroad/long term LWA/retirement	Section Officer	Joint Registrar	Branch Officer
<u>Directorate for Applied Short-term Programmes</u>						
	Conducting various Certificate,Diploma, Post Graduate Certificate, Post Graduate Diploma, Appreciation and					

82	Orientation Programmes in association with the various schools/centres of the University, affiliated Colleges, training and research institutions and Non-Government Organisations	6 months for Certificate, PG Certificate Programmes, 1 year for Diploma, PG Diploma Programmes	1.Documents substantiating Admission Eligibility 2.Fee Receipt	Section Officer	Director DASP	Branch Officer
83	Official Transcript of Grade Points/Marks	2 weeks	1. Completed application in the prescribed form with prescribed fee 2. Copy of Mark lists/Degree Certificate/other Certificates concerned/ARR FORM(If Applicable)	Section Officer	Director DASP	Branch Officer
84	Genuineness Verification 1. Grade Cards/Marklists 2. Certificates (prior to 06.03.2025) PD2 Section- 06.03.2025 onwards	2 weeks	1. Completed application in the prescribed form with prescribed fee 2. Copy of Mark lists/Degree Certificate/other Certificates concerned/ ARR Form (if applicable)	Section Officer	Director DASP	Branch Officer
85	Centre to University Schools/centers, external agencies and Government Departments for conducting computer-based tests (80 computers) and programmes	As per Exam/programme schedule	1. Completed application in the prescribed form with prescribed fee	Section Officer	Director DASP	Branch Officer
86	Allotment of the DASP Seminar Hall to University Departments/centers, external agencies for conducting programmes	As per programme Schedule	1. Completed application in the prescribed form with prescribed fee	Section Officer	Director DASP	Branch Officer

ഒരു സേവനം നിശ്ചിത സമയത്തിനുള്ളിൽ ലഭ്യമാകണമെങ്കിൽ, എല്ലാ അർത്ഥത്തിലും പൂർണ്ണമായ അപേക്ഷ അനുബന്ധ രേഖകൾ സഹിതം സമർപ്പിക്കേണ്ടതാണ്.

Dr. MAVOOTHU D
VICE CHANCELLOR