

COCHIN UNIVERSITY OF SCIENCE & TECHNOLOGY

KOCHI-682022

Office of the Controller of Examinations



No. CE/Misc/2017

Dated: 29.12.2017

CIRCULAR

Sub: Examination related fees applicable w.e.f. 01.01.2018 – additional items – reg

Ref: (1) Circular of even number dated 26.12.2017
(2) U.O.No. Ac.A4/9411/2016 dated 19.12.2016

The examination related fees applicable w.e.f. 01.01.2018 was communicated through the Circular under reference (1). Whereas a few items of examination related fee which also vary based on the year of admission had not been included in the Circular. The Vice-Chancellor has accorded sanction, subject to ratification by the Syndicate, to incorporate the additional items of examination related fee applicable w.e.f. 01.01.2018.

Therefore, it is communicated that the examination related fees applicable w.e.f. 01.01.2018 in the case of students who complete the course of study within the stipulated time period irrespective of the year of admission will be as follows. The list includes the items which had been mentioned in the Circular under reference (1) also.

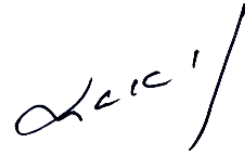
Sl. No	Particulars	Fee
1	Cost of Application forms	
	Examination Registration	70
	Other than Examination Registration	120
2	Examination fee/paper both theory and practical	240
3	Subsequent appearance including Supplementary Examinations per paper	240
4	Special Supplementary (per paper)	550
5	Mark list per Semester (i) Original	120
	(ii) Duplicate	610
6	Revaluation /paper	430
7	Scrutiny/paper	150
8	Degree Certificate (Application fee, Registration fee, Convocation file)	1,200
9	Diploma Certificates	900

10	Provisional Certificate including Application fee	310
11	Fee for copies of Answer script after revaluation	
	Cost of Application forms	120
	Photocopies of Ans. Scripts/subject	730
	Scheme and Key of valuation/subject	430
	Mark awarded by the Examiner/paper	95
12	Fee for External Improvement/paper	430
13	Consolidated Mark list	120
14	Fast Track Degree Certificate	1,500
15	Official Transcript	2,430
16	Attestation	
	i. Mark list per sheet	365
	ii. Degree/Diploma Certificate	610
17	Migration Certificate	240
18	Other Certificates	190
19	Fee for re- despatch of Degree certificate	180
20	Position/Rank Certificate	240
21	Verification of Mark list/Degree	610
22	Integrated Mark list (Single semester wise mark list in the case of prior to 2002 Admission candidates)	500
23	Confidential Mark list (to the Heads of Institutions before publication of results for the purpose of higher education / employment)	610
	For every additional copy of the confidential mark list	310
	Confidential Provisional Certificate list (to the Heads of Institutions before publication of results for the purpose of higher education / employment)	430
	(i) Employment purpose (ii) Educational purpose	240

24	Search Fees	
I	For issuing a statement of marks of a semester exam	
	(i) Two years after the exam	610
	(ii) Ten years after the exam	1,220
	(iii) Twenty years or more after the exam	2,430
II	Fee for considering late applications Degree/Diplomas	
	(i) After two year but before the expiry of 5 years from the year of passing	610
	(ii) After five years	1,220
III	For obtaining each certificate from exam wing other than Degree /Diploma Certificate/Mark list	
	(i) After one year up to five year	310
	(ii) Five years after the exam	610
	(iii) Ten years after the exam	1,220
	(iv) Twenty or more years after the exam	1,830
25	Examination fees	610 per paper +1525 for thesis/project
	(a) M.Tech (FT/PT)	
	(b) M.Phil for thesis/dissertation	1,830
	(c) Ph.D/ME (By Research for qualifying examination	610
26	Project report / Dissertation	
	UG	610
	PG	1,220
27	Viva Voce	
	UG	240
	PG	310
28	Late Application	
	(i) for registration as Matriculate (ii) for recognition of exams (iii) for admission to examinations } Received within a period of 10 days after the prescribed date fixed for receipt of applications without fine	190
	(a) and thereafter fine for each day	10 per day
	(b) Superfine in addition to fine in exceptional cases with the recommendation of the Principal (But only up to 10 days before the commencement of the exam)	610
29	Readmission fee - UG Courses	1,220
	Readmission fee - PG Courses	1,830
30	Fee for applying for cancellation of examination	1,830

31	M.Tech Exam fee (Marine Engineering) I & II	4,630
	III	1,450
	IV	1,740
32	Fee for award of (D.Sc/D.Litt) (including cost of application, registration fee, despatch of Degree Certificate in convocation file)	1,810
33	Fee for external Mini Project Evaluation	240
34	M.Tech Supplementary Exam Fee (as per U.O. No. Ac.A4/9411/2016 dated 13.06.2016 irrespective of the year of admission)	610
35	Fee for supplying detailed marks of semester	310
36	Fee for issuing duplicate hall tickets	190
37	Fee for considering application for recognition of change of name in the University records/documents	1,220
38	Fee for early publication of the result based on the marks scored on Internal Improvement	5,515
39	Fee for Internal Improvement for all courses (Except B.Tech, Marine Engineering)	2,430 per paper
	Fee for Internal Improvement of B.Tech Marine Engg.	3,150 per paper
40	Recognition fee from students of recognized institutions to be collected along with exam fee – per semester	1,220
41	Examination fee for Diploma Course	490
42	Examination fee for Certificate Course	310
43	Condonation of shortage of attendance – (i) Shortage of 5 %	1,220
	(ii) Shortage of additional 5 %	2,315
44	Fee for Duplicate Migration Certificate (including cost of application form)	360
45	Fee for Attestation of copy of Rank Certificate	240
46	Fee for issuance of fresh Degree Certificate on surrender of tampered Degree Certificate	610 + search fee applicable as per University rules

In the case of items which do not figure in the circular, the rate prescribed in the U.O. cited at (2) above will be applicable.



CONTROLLER OF EXAMINATIONS

Copy to

1. All Heads of Departments/Schools/Sections/Centres
2. The Principals, School of Engineering
3. The Principal, CUCEK and All Recognized Institutions
4. All Examination Sections
5. File Copy/Stock File/Day File