

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

Examinations - proposal to hike in fee for services offered from Examination Wing – communication of the resolution of Syndicate - sanctioned - orders issued

CONTROLLER OF EXAMINATIONS OFFICE

No.CUSAT/CEO.A1/2650/2025

Dated,KOCHI-22,02.07.2025

Read:-(1) G.O.(Ms)No.311/2019/HEDN, dated 06.09.2019.

(2) U.O No.CE/Examination Fee/2019 dated 17.08.2023

(3) Item No.736.57 of the minutes of the meeting of the Syndicate held on 20.06.2025

ORDER

The Syndicate at its meeting held on **20.06.2025**, considered the detailed proposal for a 5% hike (rounded off to the next multiple of five) in the fees for services provided by the Examination Wing.

The Syndicate resolved vide item read as **(3)** above, to approve a 5% hike (rounded off to the next multiple of five) in the fees for services provided by the Examination Wing, w.e.f. 01.07.2025. (Appendix V)

The Syndicate also resolved to retain the existing fine structure for late application without any change.

Orders are issued communicating the resolution of the Syndicate. All University orders on fees structure issued earlier stand modified to this extent. The revised fee structure is appended with this U.O.

Dr. Arun A U *

Registrar

To:

1. The Heads of Department/Schools/Sections/Centres
2. The Principal, School of Engineering/Cochin University College of Engineering, Kuttanad
3. The Principal/Directors of all recognized institutions
4. Office of the DPR&P, CUSAT/ Conference Section
5. Joint Registrar (Finance/Academic)
6. Joint Director, Kerala State Audit Department, CUSAT
7. DR (Exam I/II/III), AR (Exam I/II)
8. AR(Cash/Academic)
9. All Sections of Exam. Wing/ARIS Lab
10. Cash/Audit A, B/Finance/Accounts I&II/IA&I
11. PS to VC/PVC/PA to FO/PA to Registrar

12. Day File/Stock File/File Copy

* This is a computer generated document. Hence no signature is required.

Fees Revision of Examination Related Services w.e.f 01.07.2025

SI No.	Particulars	Revised Fee (in Rupees)
1	Cost of Application forms - Examination Registration	95
2	Cost of Application forms - Other than Examination Registration	170
3	Examination fee/paper both theory and practical (except M.Tech/MPhil/ME by research)	315
4	Fee for Project/Dissertation of UG Programs	795
5	Fee for Project/Dissertation of PG (except M.Tech/MPhil/ME by research)	1570
6	Fee for Viva Voce of UG Programs	315
7	Fee for Viva Voce of PG (except M.Tech/MPhil/ME by research)	410
8	Examination fee - M.Tech (FT/PT) Theory per paper	795
9	Examination fee - M.Tech (FT/PT) Thesis/Project	1955
10	Examination fee - M.Phil Theory per paper	795
11	Examination fee - M.Phil Thesis/Dissertation	2355
12	Examination fee - ME by research for Qualifying Exam	795
13	M.Tech (Marine Engineering) Exam fee I & II Semester	5925
14	M.Tech (Marine Engineering) Exam fee III Semester	1865
15	M.Tech (Marine Engineering) Exam fee IV Semester	2240
16	Subsequent appearance including Supplementary Examinations per paper except M.Tech Course	315
17	M.Tech Supplementary Exam Fee	795
18	Special Supplementary (per paper except M.Tech Course)	715
19	M.Tech Special Supplementary Exam Fee	995
20	For availing the One Time Special Chance/Mercy Chance after the stipulated time to pass the Course (per paper)	6615
21	Mark list per Semester-Original	170

22	Mark list per Semester-Duplicate	795
23	Mark list per Semester-Triplicate	920
24	Revaluation /paper (cost of application form to be remitted separately)	560
25	Scrutiny/paper (cost of application form to be remitted separately)	200
26	Fee for issuing the Degree Certificate (Normal Mode) (including Application form fee, Convocation file)	1540
27	Fee for issuing the Diploma Certificates (Normal Mode) (including Application form fee, Convocation file)	1155
28	Provisional Certificate (including Application form fee)	410
29	Cost of Application form for Photocopies of Answer Script	170
30	Photocopies of Answer Scripts/subject	945
31	Scheme and Key of valuation/subject	560
32	Mark awarded by the Examiner/paper	135
33	Mark awarded by the Examiner/paper (after revaluation)	135
34	Fee for External marks Improvement/paper	560
35	Consolidated Mark list(including Application form fee)	170
36	Changing the mode of issuing the degree/diploma certificate from Normal Mode to Fast Track Mode	1925
37	Issuing of Official Transcript & collecting directly from University in a sealed envelope (including Application form fee)	3675
38	Issuing of Official Transcript & despatching through Electronic Media (including Application form fee)	3675
39	Issuing of Official Transcript & despatching through Registered India Post (including Application form fee)	3675
40	Issuing of Official Transcript & despatching through Courier (including Application form fee)	6045
41	Attestation - Mark list per sheet (including Application form fee)	425
42	Attestation - Degree/Diploma Certificate (including Application form fee)	795
43	Attestation - Rank/Position Certificates (including Application form fee)	315
44	Migration Certificate (including Application Form fee)	315

45	Fee for CGPA/Marks to Percentage Conversion Certificate (including Application form fee)	255
46	Fee for re-despatch of Degree certificate (including Application form fee)	236
47	Issue of Position/Rank Certificate (including Application form fee)	315
48	Verification of Mark list/Degree Certificate	2035
49	Integrated Mark list (Single semester wise mark list in the case of prior to 2002 Admission candidates) (including Application form fee)	650
50	Confidential Mark list (to the Heads of Institutions before publication of results for higher education/employment) (including Application form fee)	795
51	For every additional copy of the confidential mark list	410
52	Confidential Provisional Certificate (to the Heads of Institutions before publication of results for the purpose of Employment (including Application form fee)	560
53	Confidential Provisional Certificate(to the Heads of Institutions before publication of results for the purpose of Education Purpose (including Application form fee)	315
54	Readmission fee - UG Courses	1570
55	Readmission fee - PG Courses	2355
56	Fee for award of (D.Sc/D.Litt) (including cost of application, registration fee, despatch of Degree Certificate in convocation file)	2315
57	Fee for external Mini Project Evaluation	315
58	Fee for issuing duplicate hall tickets	255
59	Fee for considering application for recognition of change of name in the University records/documents (including Application form fee)	1570
60	Fee for early publication of the result based on the marks scored on Internal Improvement	7050
61	Fee for Internal Improvement for all courses except B.Tech Marine Engineering (per paper)	3115
62	Fee for Internal Improvement of B.Tech Marine Engineering (per paper)	4035
63	Recognition fee from students of recognized institutions to be collected along with examination fee – per semester	1570
64	Examination fee for Diploma Course(per paper)	635
65	Examination fee for Certificate Course(per paper)	410

66	Condonation of shortage of attendance–Shortage of 5 % (cost of application form to be remitted separately)	1570
67	Condonation of shortage of attendance–Shortage of 10 % (cost of application form to be remitted separately)	2970
68	Fee for Duplicate Migration Certificate	470
69	Fee for issuance of fresh Degree Certificate on surrender of tampered Degree Certificate (including Application form fee)	1540
70	Fee for issuance of fresh Marklist on surrender of tampered Marklist (including Application form fee)	795
71	Fee for issuance of back log summary certificate (cost of application form to be remitted separately)	1295
72	Fee for supplying statement of marks (including Application form fee)	1925
73	Fee for Convocation file	370
74	Fee for Certificate of eligibility (Ph.D Course Work Programme) (cost of application form to be remitted separately)	755
75	Fee for evaluation of Ph.D Thesis (including application form fee)	10500
76	Fee for Ph.D related Certificates (other than Degree/Provisional Certificates) (including Application form fee)	255
77	Fee for evaluation – D.Sc/D.Litt/LLD(cost of application to be remitted separately)	15530
78	Fee for registration as Matriculate (including Application form fee)	410
79	Fee for recognition of Degree/Diploma of other Universities/Bodies (including Application form fee)	410
80	Fee for recognition of Degree/ Diploma of other Universities/Bodies (if applied after course completion)	650
81	Fee for Duplicate Degree Certificate (cost of application form to be remitted separately)	1540
82	Fee for Bonafide Certificate (including Application form fee)	255
83	Fee for Bonafide Certificate(exclusively issued to Qatar Embassy)(including Application form fee)	795
84	Fee for applying for Cancellation of Examination	2355
85	Fee for issuing customised certificates (in the format as submitted by the students) (including Application form fee)	1830
86	Fee for issuing the certificate stating the Medium of Instruction (including Application form fee)	255
87	Fee for issuing certificates not mentioned elsewhere	255
88	Fee for issuing Course Cancellation Certificate	1740

89	Postage charges for forwarding the Medium of Instruction, Bonafide Certificates, Statement of Marks, Attested copies of Marklist/Degree Certificate, Percentage Conversion, Certificates, Customised Certificates through Speed Post within India.	70
90	Fee for issuing Credit Certificates for courses offered under CDeC	255
*Search Fees applicable for various services		
	Particulars	Revised Fee (in Rupees)
1	After one year up to five years from the year of passing	410
2	After five years upto ten years from the year of passing	800
3	After ten years upto twenty years from the year of passing	1570
4	More than twenty years from the year of passing	2355

*Search Fee will be collected for each and every certificate issued from the University except for Integrated Mark list/Verification of Mark list/Degree Certificate /Attestation of the Certificates

Fine for Late Application		
	Particulars	Revised Fee (in Rupees)
(i)	for registration as Matriculate	390
(ii)	for recognition of exams	240
(iii)	for Examinations Registrations	240
	(a) and thereafter fine for each day (per day)	30
	(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)	755