

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

Establishment - Kerala State Right to Services Act, 2012 - Modified - Orders issued

ADMIN A

No.CUSAT/AD(A).A1/4543/2021

Dated,KOCHI-22,15.12.2021

Read:-1. U.O.No.Ad.A1/KSRTS-2012/2013 dated 25.02.2015

2. U.O Note No.CUSAT/REGR.OFFICE/12957/2020 dated 19.11.2021

ORDER

The Kerala State Right to Services Act, 2012 was implemented in the University vide paper read at (1) above, and the services offered by the University as detailed in Appendix I of the said U.O were brought under the purview of the Kerala State Right to Services Act, 2012.

The Deputy Registrar, UGC (S) Cell for SC/ST has been authorized to submit a proposal to revise the services offered by the University under Right to Services Act. The officer submitted the proposal in this regard which was forwarded vide paper read at (2) above.

Considering the above, the Vice Chancellor has accorded sanction to revise the various services offered by the University under Right to Services Act, as given in the Appendix.

Orders are issued accordingly.

U.O read at (1) above is modified to this extent.

Jayalakshmi K *
Joint Registrar

To:

The Heads/Principals/Director of all Departments/Schools/Centers/Offices/Divisions/Sections - for information and compliance

All Joint Registrars/ Deputy Registrars/ Assistant Registrars - for information and compliance

Joint Director, KSAD, CUSAT

Director, CIRM-to update in the website of the University

Director, PR&P/Planning and Development Officer

PS to Vice Chancellor/Pro-Vice Chancellor/PA to Registrar/Finance Officer/Controller of Examinations

GA&EL Section

Day File/Stock File/File Copy

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

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

Sl. No	Name of Service/s	Documents to be attached with the Application Form	Time Limit	Designated Officer	I Appellate Authority	II Appellate Authority
Administrative Office						
I.	Examination Wing					
1.	Regular/Supplementary Mark lists*	Nil	15 working days	Section Officer of the Concerned Section	Senior most Officer in the Concerned Wing	The Registrar
2.	Revaluation mark lists*	Previous marklist to be surrendered (surrender is required only if it is a Hologram marklist)	10 working days			
3.	Official Transcript*	Request specifying the address of the Institution, prescribed fee	10 working days			
4.	Rank Certificate*	Request forwarded by HOD/Principal, prescribed fee	3 working days			
5.	Percentage Certificate*	Request forwarded by HOD/Principal, prescribed fee	8 working days			
6.	Provisional Certificate/Consolidated marklist*	Consolidated marklist of final semester examination, if issued already, prescribed fee	10 working days			
7.	Duplicate Marklist	Request forwarded by Head of the Department/Principal along with the declaration of the receipt of marklists, prescribed fee	7 working days			
8.	Attestation of marklist/Degree Certificate	Copies of the Marklist/Degree Certificate, prescribed fee	10 working days			
9.	Verification of Academic Records	Copies of the Marklist/Degree Certificate, prescribed fee	10 working days			
10.	Name correction other than Degree Certificate	Copy of the qualifying Certificates	10 working days			
11.	Name correction in DC	Original Degree Certificate, proof of name change, prescribed fee	15 working days			

12.	Issue of Degree Certificate- Normal	Application in prescribed format address Proof, ID Proof, prescribed fee	2 months after the award of Degree by the Academic Council	Section Officer of the Concerned Section	Senior most Officer in the Concerned Wing	The Registrar
13.	Issue of Degree Certificate - Fast track*	Application in the prescribed format prescribed fee, Address proof/ID proof	20 working days			
14.	Duplicate Degree Certificate	FIR copy, NEWS paper notification, latest course and conduct certificate, copy of consolidated marklist/provisional certificate/Degree certificate, affidavit attested by Notary on ₹100/- stamp paper, prescribed fee	30 working days			
15.	Classification change in Degree Certificate*	Request, Original Degree Certificate	15 working days			
16.	Damaged Degree Certificate for issuance afresh	Request, Original Degree Certificate Prescribed fee	20 working days			
17.	Answer script identification after process of revaluation in the case of U.G courses a) in case of candidates who have applied for revaluation b) in the case of other candidates	Prescribed fee, copy of Hall Tickets	20 working days 30 working days			
18.	Copy of Answer script, question paper, scheme with answer key after publication of revaluation results in the case of U.G courses a) in case of candidates who have applied for revaluation b) in the case of other candidates	Prescribed fee, copy of Hall tickets	20 working days 30 working day			

19.	Certified copy of distribution of marks- original valuation, distribution of marks after revaluation	Prescribed fee, copy of Hall tickets	20 working days	Section Officer of the Concerned Section	Senior most Officer in the Concerned Wing	The Registrar
20.	Thesis submission certificate (Ph.D)	Thesis, Prescribed fee	7 working days			
21.	Course work equivalency certificate (Ph.D)	Copy of notification/marklists of course work, prescribed fee	15 working days			
22.	Subject specification certificate (Ph.D)	Certificate of Guide/Director prescribed fee	15 working days			
23.	Migration Certificate	Application in the prescribed format self addressed stamped (₹25/-)envelope, prescribed fee	10 working days			

Note: *The Applications will be processed only after publication of result

II. Academic Wing

24.	Recognition Certificate ** (UG and above) (Degrees issued by the members of Association of Indian Universities (AIU))	Application in white paper Attested copy of the Degree Certificate Attested copy of the Marklist Attested copy of the Transfer Certificate Fee Receipt (in original)	10 working days	Section Officer of the Concerned Section	Senior most Officer in the Concerned Wing	The Registrar
25.	Recognition Certificate ** (UG and above) (Degrees issued by Universities who are not members of Association of Indian Universities (AIU))	Application in white paper Attested copy of the Degree Certificate Marklist and Transfer Certificate Syllabus, Scheme of Exam and Rules and Regulations regarding admission & conduct of the course, certified by the Registrar of the concerned University (typed documents are to be certified by the Registrar in the first and last pages, and photocopies are to be certified in all the pages) Fee Receipt (in original)	2 months			

** Issue of the certificates are limited for the purpose of getting admission to the University or for appointment to any of the services in the University.

26.	Eligibility Certificate (+2/Pre-Degree Level)	Application in white paper Attested copy of the Degree Certificate Fee Receipt (in original)	5 working days	Section Officer of the Concerned Section	Seniormost Officer in the Concerned Wing	The Registrar
27.	Medium of Instruction Certificate	Application in white paper Attested copies of the marklist of Matriculation and +2/Pre-Degree, Fee Receipt (in original)	7 working days	Section Officer of the Concerned Section	Seniormost Officer in the Concerned Wing	The Registrar
III. UGC(S) Cell for SC/ST						
28.	Rajiv Gandhi National Fellowship for SC/ST students	Progress Report and Bill	10 working days	Section Officer of the Concerned Section	Seniormost Officer in the Concerned Wing	The Registrar
29.	NSS Certificate	Details of enrolment-Name, Branch, Semester, period etc. Details of Special Camp – Venue & Date	10 working days (Subject to receipt of the Attendance certificate)	Section Officer of the Concerned Section	Seniormost Officer in the Concerned Wing	The Registrar
30.	Issuance of Non-Liability Certificate to Students residing in the Hostels	Clearance from Chairman, Council of Wardens	5 working days	Section Officer of the Concerned Section	Seniormost Officer in the Concerned Wing	The Registrar
DEPARTMENTS						
31.	Transfer Certificate	Non-Liability Certificate from the Department Library, Central Library, Youth Welfare Office, Central Office for University Hostel, Department of Physical Education, UGC(S) Cell for SC/ST Department Identity Card Copy of the Provisional Certificate (if course successfully completed)	10 working days	Section Officer of the Concerned Section/Senior most Assistant, where no Section Officer exists	The Head/Principal of the Department/School	The Registrar
32.	Course & Conduct Certificate	Request of the Student with character certification by the Head of the Department	10 working days	Section Officer of the Concerned Section/Senior most Assistant, where no Section Officer exists	The Head/Principal of the Department/School	The Registrar
33.	Bonafide student Certificate	Application in white paper Fee Receipt (in original) (as applicable)	6 working days	Section Officer of the Concerned Section/Senior most Assistant, where no Section Officer exists	The Head/Principal of the Department/School	The Registrar
34.	Certificate for course Fee (for availing Educational Fee concession/Grants)	Application in white paper	5 working days	Section Officer of the Concerned Section/Senior most Assistant, where no Section Officer exists	The Head/Principal of the Department/School	The Registrar

35.	Students ID Card (Duplicate)	Application in white paper Fee Receipt (in original)	2 working days	Section Officer of the Concerned Section/Senior most Assistant, where no Section Officer exists	The Head/Principal of the Department/School	The Registrar
36.	Issuance of Railway Concession to students	Application in white paper from the student concerned	5 working days			
UNIVERSITY LIBRARY						
A) Membership						
37.	Students	Two photos, one stamp size and one passport size Application to be attested by the Head or Office-in-Charge	5 days	Asst. Librarian in-Charge of Circulation	University Librarian	The Registrar
38.	Graduate Membership	Two photos, one stamp size and one passport size Application to be attested by a Gazetted Officer in University service (yearly renewal) with prescribed fee, as applicable	5 days			
39.	Institutional Membership	Letter from the Institution applying for membership (yearly renewal) with prescribed fee, as applicable	5 days			
B) 40.	Non-Liability Certificate	Surrender of ID Card, Borrowers Ticket and Clearance of dues - for students on completion of course.	3 days			

Note: The time limit prescribed for disposal of each service is subject to the condition that the application/request is complete in all respects and the applicant has satisfactorily completed all the requirements as on the date of his/her application.



(Signature)

REGISTRAR

Dr. MEERA V.
Registrar
Cochin University of
Science and Technology
Kochi - 682 022, Kerala