

SREENARAYANAGURU OPEN UNIVERSITY

KOLLAM

(ABSTRACT)

Sreenarayanaguru Open University – UG and PG Programmes – Examination Fees and Application Fees for various Certificates – Approved - Orders Issued

EXAMINATION SECTION I

U O No. 267 /Ex 1/27/SOU/2023

Kollam, Dated : 16.02.2023

- Read :
1. Minutes of the meeting of the Syndicate Standing Committee on Examinations, Dt: 13/12/2022
 2. Minutes of the meeting of the Finance Council, Dt: 11/02/2023
 3. Orders of the Hon'ble Vice Chancellor, Dt: 16/02/2023

ORDER

The Syndicate Standing Committee on Examinations, vide paper read as (1) above recommended the fees applicable for UG & PG End Semester Examinations and for various examination related certificates. The Finance Council at its meeting held on 11/02/2023 considered the proposed fee structure and recommended to place it before the Syndicate of the University vide paper read as (2) above .

However, in order to facilitate the eligible students of the UG & PG (2022 Admission) Programmes to claim fee concession and scholarships, the examination fee structure has to be finalised and conveyed to the Government Departments concerned urgently. Having considered the matter, the Hon'ble Vice Chancellor has approved the proposed examination fees subject to ratification by the syndicate vide paper read as (3) above. The approved fee for examinations and certificates are given below:

I. UG Programmes

Sl.No	Particulars	Fee (Rs.)
1	BA/B.Com/B.Sc Programmes	
	Application fee	50
	Exam registration fee for each theory paper	
	<i>First Appearance</i>	100
	<i>Supplimentary</i>	150
	<i>Improvement</i>	150
	Exam registration fee for each Practical paper	
	<i>First Appearance</i>	100

	<i>Supplimentary</i>	200
	<i>Improvement</i>	200
	Project/Dissertation Evaluation	
	<i>First Appearance</i>	100
	<i>Supplimentary</i>	150
	<i>Improvement</i>	150
	Viva Voce	150
	Mark list fee	100
	CV Camp fee	
	<i>First Appearance</i>	50/paper
	<i>Supplimentary</i>	60/paper
	<i>Improvement</i>	60/paper
2	BCA Programme	
	Application fee	50
	Exam registration fee for each theory paper	
	<i>First Appearance</i>	100
	<i>Supplimentary</i>	150
	<i>Improvement</i>	150
	Exam registration fee for each Practical paper	
	<i>First Appearance</i>	100
	<i>Supplimentary</i>	200
	<i>Improvement</i>	200
	Project/Dissertation Evaluation	
	<i>First Appearance</i>	300
	<i>Supplimentary</i>	400
	<i>Improvement</i>	400
	Viva Voce	150
	Mark list fee	100
	CV Camp fee	
	<i>First Appearance</i>	50/paper
	<i>Supplimentary</i>	60/paper
	<i>Improvement</i>	60/paper
3	BBA Programme	
	Application fee	50
	Exam registration fee for each theory paper	
	<i>First Appearance</i>	100
	<i>Supplimentary</i>	150
	<i>Improvement</i>	150

	Project/Dissertation Evaluation	
	<i>First Appearance</i>	300
	<i>Supplimentary</i>	400
	<i>Improvement</i>	400
	Viva Voce	150
	Mark list fee	100
	CV Camp fee	
	<i>First Appearance</i>	50/paper
	<i>Supplimentary</i>	60/paper
	<i>Improvement</i>	60/paper
4	Fee for Original Degree certificates	
	Certificate/ Diploma Programmes	300
	Bachelors Degree Programmes (Non Professional)	400
	Bachelors Degree Programmes (Professional)	500
	Additional fee for late application for Original Degree Certificate	
	Up to one year after passing the Examination	Nil
	After one year and up to 3 years of passing the Examination	200
	After 3 years and up to 5 years of passing the Examination	500
	After 5 years and up to 10 years of passing the Examination	1000
	After 10 years of passing the Examination	2000
	Special fee for obtaining Original Degree certificate urgently	1500
	Fee for obtaining Duplicate Degree Certificate	
	Up to 1 year after passing the Examination	2500
	After one year and up to 5 years of passing the Examination	3000
	After 5 years and up to 10 years of passing the Examination	5000
	After 10 years of passing the Examination	10000
	Fee for obtaining Duplicate Degree Certificate for second time	2500
	Fee for Provisional Certificate for all UG Programmes (Non professional)	250
	Fee for Provisional Certificate for all UG Programmes (professional)	400
	Fee for Rank Certificate	250

	Fee for Migration Certificate	250
	Fee for Duplicate Migration Certificate	600
	Fee for Duplicate Mark list	500 each M/L
	Fee for Duplicate Mark list second time and there after	1000 each M/L
	Fee for Confidential Mark list for all UG Programme	500
	Fee for Consolidated Mark list for all UG Programme	500
	Matriculation fee for all UG Programmes	150
	Re-matriculation fee for all UG Programmes	200
	Recognition fee for all UG Programmes	150
	Revaluation of answer papers for all UG Programmes	600 per paper
	Scrutiny of answer papers for all UG Programmes	150 per paper
	Attestation of mark list	1000+ Actual Postage/Courier charges
	Attestation of Degree/ Diploma certificate	1500+ Actual Postage/Courier charges
	Official Transcripts of Mark lists	2100+ Actual Postage/Courier charges
	Issuance of Soft copies of Answer Scripts (per Answer Book)	300
	Fee for cancellation of course registration and examination registration(for all UG Programmes)	1500
	Fee for cancelling registration of examination without cancelling course registration	250
	Fee for cancellation of examination	100 per paper
	Fee for change of examination centre	250
	Fee for name correction in mark list/ certificates (for all courses)	
	Within one year of issuance	250
	After one year up to 3 years of issuance	500
	After 3 years up to 10 years of issuance	1000
	After 10 years of issuance	2000
	If error is due to negligence on the part of University	Nil
	Fine for accepting application for various University Examinations after normal fee dates	200
	For 10 days of the last date with fine of 100	1000

	Special late fee for accepting application for various University Examinations after fine date and up to 20 days prior to the commencement of Examination	1500
	Fee for late submission of Dissertation / Project (for all UG Programmes)	300
	Late fee for submission of application for revaluation	1000
	Search fee at the following rates for official transcripts irrespective of the number of copies to be issued	
	Up to 3 years of passing the examination	500
	After 3 years and up to 10 years of passing the examination	1000
	After 10 years of passing the examination	1500
	Genuineness Verification of Mark list/Certificate/transcript	1000(M/L)/ 2500(Certificates)+ Actual Postage/Courier charges
	Condonation fee for Exemption from shortage of attendance per Semester	600
	Condonation fee for Exemption from shortage of attendance after the commencement of examination	1500
	Condonation fee for Exemption from shortage of attendance after the completion of examination	2000
	Mercy Chance Fees – First chance (for whole Exam)	6000
	Mercy Chance Fees – Second chance (for whole Exam)	8000
	Mercy Chance Fees – Final chance (for whole Exam)	12000

II. PG Programmes

Sl.No	Particulars	Proposed Amount of Fee
1	MA/M.Com Programmes	
	Application fee	70
	Exam registration fee for each theory paper	
	<i>First Appearance</i>	150
	<i>Supplimentary</i>	300
	<i>Improvement</i>	300
	Exam registration fee for each Practical paper	
	<i>First Appearance</i>	250
	<i>Supplimentary</i>	300

	<i>Improvement</i>	300
	Project/Dissertation Evaluation	
	<i>First Appearance</i>	600
	<i>Supplimentary</i>	1000
	<i>Improvement</i>	1000
	Viva Voce	250
	Mark list fee	100
	CV Camp fee	
	<i>First Appearance</i>	75/paper
	<i>Supplimentary</i>	100/paper
	<i>Improvement</i>	100/paper
2	Fee for Original Degree certificates	
	Post Graduate Diploma Programmes	500
	Masters Degree Programmes(Non Professional)	600
	Masters Degree Programmes(Professional)	700
	Additional fee for late application for Original Degree Certificate	
	Up to one year after passing the Examination	Nil
	After one year and up to 3 years of passing the Examination	250
	After 3 years and up to 5 years of passing the Examination	550
	After 5 years and up to 10 years of passing the Examination	1000
	After 10 years of passing the Examination	2000
	Special fee for obtaining Original Degree certificate urgently	1500
	Fee for obtaining Duplicate Degree Certificate	
	Up to 1year after passing the Examination	2500
	After 1 year and up to 5 years of passing the Examination	5000
	After 5 years and up to 10 years of passing the Examination	7000
	After 10 years of passing the Examination	10000
	Fee for obtaining Duplicate Degree Certificate for a second time	3000
	Fee for Provisional Certificate for all PG Programmes (Non professional)	250
	Fee for Provisional Certificate for all PG Programmes (professional)	400
	Fee for Rank Certificate	300

	Fee for Migration Certificate	250
	Fee for Duplicate Migration Certificate	600
	Fee for Duplicate Mark list	500/ each M/L
	Fee for Duplicate Mark list second time and there after	1000/ each M/L
	Fee for Confidential Mark list for all PG Programme	500
	Fee for Consolidated Mark list for all PG Programme	600
	Matriculation fee for all PG Programmes	150
	Re-matriculation fee for all PG Programmes	200
	Recognition fee for all PG Programmes	250
	Revaluation of answer papers for all PG Programmes	800 per paper
	Scrutiny of answer papers for all PG Programmes	200 per paper
	Attestation of mark list	1000+ Actual Postage/Courier charges
	Attestation of Degree/ Diploma certificate	1500+ Actual Postage/Courier charges
	Official Transcripts of Mark lists	2100+ Actual Postage/Courier charges
	Issuance of Soft copies of Answer Scripts(per Answer Book)	300
	Fee for cancellation of course registration and examination registration(for all PG Programmes)	1500
	Fee for cancelling registration of examination without cancelling course registration	500
	Fee for cancellation of examination	100 per paper
	Fee for change of examination centre	250
	Fee for name correction in mark list/ certificates (for all courses)	
	Within one year of issuance	250
	After one year and up to 3 years of issuance	500
	After 3 years and up to 10 years of issuance	1000
	After 10 years of issuance	2000
	If error is due to negligence on the part of University	Nil
	Fine for accepting application for various University Examinations after normal fee dates	200
	Super Fine for accepting application for various University Examinations after Fine date	1000

	Special late fee for accepting application for various University Examinations after the super fine date	1500
	Fee for late submission of Dissertation / Project (for all PG Programmes)	300
	Late fee for submission of application for revaluation	1000
	Search fee at the following rates for official transcripts irrespective of the number of copies to be issued	
	Up to 3 years of passing the examination	500
	After 3 years and up to 10 years of passing the examination	1000
	After 10 years of passing the examination	1500
	Genuineness Verification of Mark list/Certificate/transcript	1000(M/L)/ 2500(Certificates)+ Actual Postage/Courier charges
	Condonation fee for Exemption from shortage of attendance per Semester	600
	Condonation fee for Exemption from shortage of attendance after the commencement of examination	1500
	Condonation fee for Exemption from shortage of attendance after the completion of examination	2000
	Mercy Chance Fees – First chance (for whole Exam)	6000
	Mercy Chance Fees – Second chance (for whole Exam)	8000
	Mercy Chance Fees – Final chance (for whole Exam)	12000

Orders are issued accordingly.

Dr Gracious J
Controller of Examinations

1. PS to VC/PVC
2. PA to Registrar
3. PA to FO/CC
5. Directors, Regional Centres
6. LSC Coordinators
7. Finance I/II
8. Ac A1/ Ac A 2/Ad A 2/Front Office
9. Stock File/File Copy

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