

TRANSCRIPT OF MARKS - B.A. ANNUAL SCHEMES
GENERAL INTRUCTIONS FOR PREPARATION OF THE TRANSCRIPT OF
MARKS

1. Four types of formats are available. The candidates are directed to select the suitable form from the following;
 - A. For Regular appearance without Improvement or supplementary appearance(s).
 - B. For appearances with I & II Year Improvement
 - C. For appearances with Improvement and Supplementary
 - D. For appearances after completion of course with Improvement/Supplementary.
2. In the case of Improvement, the marks of the subject for which the candidate appeared alone need be shown and in the case of supplementary appearance, the marks of all subjects appeared have to be shown.
3. The Transcript has to be prepared in SINGLE LEGAL SIZE paper with printed matter on both sides of the paper.
4. Enough space has to be provided at the end for attestation by the officers and for affixing the seal.
5. Supporting Documents such as to prove date of Birth, copies of Mark lists, Degree Certificate etc have to be enclosed along with the application in General Purpose form, with prescribed fees (University Chalan or demand Draft drawn from SBT /SBI/ District Co-operative Bank in favour of Finance Officer, University of Kerala) and prepared Copy/Copies of Transcript of marks (DTP) with one copy extra as office copy.

Sd/-
Controller of Examinations