



File Ref.No.32455/M&C I/2024/UOK-CE

**UNIVERSITY OF KERALA**

**(Abstract)**

University Examinations - Belated submission of Examination Registration Applications - Fixation of Late Fee Beyond Prescribed Dates - reg

**M&C I**

10/2025/UOK-CE

Dated: 30.06.2025

*Read:-*1. U.O. No. M&C.1.2/1715/2015 dated 10.02.2015.

2. Minutes of the Meeting of the Syndicate held on 22.02.2025, Item No. 17.17.03.

3. Minutes of the Meeting of the Syndicate held on 13.05.2025, Item No. 19.12.31.

**ORDER**

The provisions regarding the late fee for examination registration applications were revised, as per U.O. read as (1) above, for applications submitted prior to 10 days before the commencement of examinations and within 10 days and up to 3 days prior to the commencement of examinations.

The Syndicate vide paper read as (2) above considered the proposal to accept belated examination registration applications submitted three days prior to the commencement of examinations and also after the commencement of examinations and resolved to approve the proposal with enhanced late fee structure. The proposal is as follows:

"Applications submitted within the last three days prior to the commencement of examinations and even after the commencement of examinations may be considered for acceptance under exceptional circumstances, provided they are supported by valid and genuine reasons. Such applications would undergo scrutiny by the Controller of Examinations to ensure their validity before final approval."

The Syndicate further resolved that if the candidate has remitted the fees 3 days prior to the commencement of the examination and registration fails due to technical reasons, such applications shall be considered if the fees have been successfully remitted.

Subsequently, the Syndicate vide paper read as (3) resolved to fix the rate of enhanced late fee for acceptance of examination registration applications submitted within the last three days prior to the commencement of examinations and after the commencement of examinations, as detailed below:

Purpose	Rate of Fees
Three days prior to the commencement of examinations	Rs. 2,100/- (Rupees Two Thousand One Hundred only)
After the commencement of examinations	Rs. 3,000/- (Rupees Three Thousand only)



Sanction has therefore been accorded by the Hon'ble Vice-Chancellor to the following:

1. To fix the late fee structure as above, subject to the condition that such belated applications are supported by valid and genuine reasons and approved upon scrutiny by the Controller of Examinations to ensure their validity.
2. To consider the applications of candidates who have remitted the fees 3 days prior to the commencement of the examination and registration fails due to technical reasons, if the fees have been successfully remitted.

This order is issued with the concurrence of the Finance, vide Endorsement No. FOS.846/Finance I/2025-26 dated 26.05.2025.

Orders are issued accordingly.

Dr.N Gopakumar .

Controller of Examinations

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