



OFFICE OF THE CONTROLLER OF EXAMINATIONS
KAKATIYA UNIVERSITY: WARANGAL (T.G.)
Accredited with 'A+' Grade by NAAC

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No. 115/COEP/KU/2026

Date: 16-01-2026


ORDERS

The Vice-chancellor, in pursuance of the decision taken by the Standing Committee of the Academic Senate at its 3rd meeting held on 11/12/2025, accorded approval for the revision of service charges pertaining to the issuance of the following certificates and transcripts. The updated rates are detailed below with effect from 01-02-2026 for Regular and Distance mode students for both UG/PG.

Sl.No	CERTIFICATES	Enhanced Rates Rs.
1	Degree in Absentia (General in 3 Months)	700-00
2	Degree in Absentia (Tatkal in 7 Working Days)	1100-00
3	Degree in Absentia for Autonomous Colleges	1500-00
4	Damage Degree Certificate	1100-00
5	Duplicate Degree Certificate	1000-00
6	Ph.D. Provisional Certificate	275-00
7	M.Phil. Provisional Certificate	275-00
8	Rank Certificate	275-00
9	Transcripts Tatkal (3 Working Days)	100-00
10	Transcripts General (6 Working Days)	75-00
11	Verification Charges /Genuinity (National)	600-00
12	Verification Charges /Genuinity (Foreign)	3300-00
13	WES	3300-00
14	Migration Certificate (To be issued by the E5 Section)	275-00
15	Provisional & Consolidated Memo	400-00
16	Provisional for Autonomous Colleges	500-00
17	Duplicate/Damage Consolidate Memo	700-00
18	Name Correction within the duration of the Course	150-00
19	Name Correction after completion of the course	600-00
20	Medium Certificate	1100-00
21	Manual Certificate to Computerised Certificate	1100-00
22	Short Memo	550-00
23	Transfer admissions from other Universities (Change of Univesity/Regular to Distance mode)	1500-00
24	Genuinity for change of University (Issued to other Universities)	600-00 Per Semester/Year wise
25	Any other Certificate issued on request	1000-00

Penalty charges for issuance of certificates relating to course completion years 2021 and earlier

Passing Year	Revised rates for Degree in Absentia	Revised rates for Consolidated Memo
2020-2021	400-00	300-00
2015-2019	500-00	400-00
2010-2014	600-00	500-00
2004-2009	1000-00	600-00
1998-2003	1200-00	700-00
1992-1997	1500-00	800-00
1986-1991	1800-00	900-00
Before 1985	3000-00	1000-00


Controller of Examinations

Copy to:

1. The Addl. Controller of Examinations, UG/PG/SDLCE/Confidential/Documentation.
2. The Audit & Accounts Section, Examination Branch, KU.
3. The Deputy Registrar (Accounts/Audit), KU.
4. The Secretary to Vice-Chancellor, KU.
5. The P.A. to Registrar, KU.
6. The S.F.