APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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Dated: 16.08.2022

CIRCULAR

Sub:- APJAKTU - Academics - Schedule and procedure for submitting course duration extension application - Reg.

Ref :- 1. U.O.No. 1854/2022/KTU, dated:- 03/08/2022.
　　　2. U.O.No. 1956/2022/KTU, dated:- 12/08/2022.

Vide paper read as (1) above, course duration of students of UG programmes of 2015 and 2016 admissions was extended upto 15th August 2023.

Vide paper read as (2) above fee was prescribed for extension of duration of programmes.

Students who need to extend their course duration are directed to apply through the students login in the University Portal and the procedure for applying for the same is detailed below.

1. Login to the students portal.
2. Click on the **'forms'** tab.
3. Click on the **'duration extension'** tab.
4. **Select YES.**
5. Students who availed for course duration extension will receive a payment link to remit the course duration extension fee in a few days through portal / mail.
6. Once the payment is made by the student, course duration extension will be processed by the University and will be reflected in the student login.

Last date for applying course duration extension and payment of fees, for B Tech 2015 and 2016 admissions is 22/08/2022.

Dr. Shalij P.R *
Dean (Academic) in Charge

To

1. Principals of all affiliated colleges.
2. PS to VC / PVC
3. PA to Registrar / CE / FO
4. JD-KSAD, APJAKTU.
5. Dean Academics / Dean Research / AR(Exam)/ AR(Academics) / JD(Academics)/ AD(IT).
6. SF / FC

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.