



KERALA UNIVERSITY OF HEALTH SCIENCES

ABSTRACT

KUHS - Exam General (A) – Levying of “Cancellation Fee” for cancellation of Examinations upon Candidates' request – Decision no.41.46 of the 41st meeting of the Academic Council - Approved by the 87th meeting of the Governing Council – Implemented - Orders issued.

EXAM GENERAL (A) SECTION

U.O.No : 99/2026/exam/KUHS

Date : 16-02-2026

Read:-

1. Decision no. 42.47 of the 47th meeting of the Board of Examinations held on 26.08.2025
2. Decision no. 71.7 of the 71st meeting of the Finance Committee held on 16.12.2025.
3. Decision no. 41.46 of the 41st meeting of the Academic Council held on 23.12.2025.
4. Decision no. 87.29 of the 87th meeting of the Governing Council held on 30.12.2025.
5. U.O. No.16/2026/dean/kuhs dtd 13/01/2026

ORDER

At present, the University does not levy any fee for the cancellation of examinations upon request from candidates. Owing to the increasing number of such requests, the University has been experiencing a significant rise in administrative workload involving considerable manpower and time. In view of these challenges, it has been proposed to introduce a cancellation fee for examinations cancelled at the candidates request.

2.The 42nd meeting of the Board of Examinations, vide read as 1st above, recommended that cancellation be permitted only for the whole examination, only prior to the publication of results and also decided to levy a cancellation fee for any examinations written upon the request of the respective candidate. Subsequently, the matter was placed before the 71st Finance Committee and after detailed discussion , vide read as 2nd above, recommended **“to fix double the total examination registration fee as the cancellation fee for the cancellation of examinations written by the candidate upon the request of the respective candidate and further resolved to recommend that the matter be placed before the Academic Council for its consideration and remarks”**

3. The whole matter was placed before the 41st Academic Council and resolved to decide the following vide read as 3rd above :



A candidate shall be permitted to cancel the registration of only one full University examination during the entire course period, provided that

- 1. The cancellation shall be for the whole examination i.e., all the subjects (including Theory and Practical) of that examination.**
- 2. Partial cancellations of an examination will not be permitted.**
- 3. The cancellation process shall be irrevocable.**
- 4. The request for cancellation shall be submitted by the student through the Principal before the publication of the results.**
- 5. The request should be accompanied by a declaration by the student confirming that the terms and conditions of cancellation of the examination have been read and understood.**
- 6. Cancellation fee shall be double the registration fee for that University Examination.**

4. The 87th meeting of the Governing Council held on 30.12.2025 vide read as 4th above resolved to approve the recommendations of the 41st Meeting of the Academic Council held on 23.12.2025

5. In light of the above, sanction is accorded to implement the said decision of the Governing Council vide read as 5th above, with effect from the date of this implementation order.

6. The IT Section is here by directed to take necessary action to update the examination portal accordingly.

7. Orders are issued accordingly.

(By the orders of the Hon'ble Vice Chancellor)

Prof.(Dr.) S. Anilkumar
Controller of Examinations

To

All Examination Streams - for implementation

Copy To,

**PS to VC, PA to PVC, PA to Registrar,
PA to CE, JR/DR (Examinations), DCE, AR-I/II/III
SM-IT-Web updates, Stock file, FC, KSAD**

