



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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No. KTU/ASST1(STUDENT AFFAIRS)/1071/2025

Thiruvananthapuram

Dated: 21.03.2025

CIRCULAR

Sub:- APJ Abdul Kalam Technological University - Student Affairs - Suraksha Scheme
- Documentations for submitting applications- Reg.

Ref :- U.O. No. 2212/2022/KTU dated 12.09.2022.

Suraksha Scheme was implemented in the University with effect from 08/06/2021. Suraksha Scheme, financially supports the regular students of the affiliated colleges of the University and their families in their time of crisis due to accidents, illness or death.

It has been observed during the verification process of Suraksha claim applications that several affiliated institutions fail to provide the required supporting documents at the time of submission. This leads to delays in processing and unnecessary complications in claim approvals.

To ensure strict adherence to the Suraksha Scheme guidelines and facilitate the efficient processing of claim applications, all affiliated colleges are hereby directed to submit complete and accurate documentation along with their applications. Any application submitted without the requisite documents will not be considered for processing.

Colleges are advised to carefully go through the Suraksha Scheme guidelines (attached as annexure) and ensure that all necessary documents are attached before submission. Non-compliance with this requirement may result in the rejection or delay of the claim.

Additional Instructions for Claim Submission:-

- At the time of submitting Suraksha claim applications, all supporting documents, including all pages, must be attested solely by the principal. Attestation by any other Gazetted Officer is not required.
- Students applying for financial assistance under the Suraksha Scheme due to illness or accidents must submit original bills, duly signed by the concerned doctor, along with a statement of bills showing the actual expenses incurred for treatment. The prescribed format for the Statement of Bills is enclosed as annexure.



Colleges are requested to ensure strict compliance with the above guidelines to facilitate the seamless processing of Suraksha claim applications. For any assistance, colleges may contact at studentsaffairs@ktu.edu.in.

Annexure

1. **Rules of Suraksha Scheme.**
2. **Format of Statement of Bills.**

Dr. VINU THOMAS *

Dean (Academic)

To

- 1) The Principals of all affiliated colleges.
- 2) All students of affiliated colleges (Through principals concerned).
- 3) PS to VC, PA to Registrar, PA to Dean (Academic), PA to CoE.
- 4) JD (IT) for publishing in the Website.
- 5) JD KSAD (For information)
- 6) SF/FC.

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



**APJ Abdul Kalam Technological University
Thiruvananthapuram**

Abstract

APJAKTU-Rules of Suraksha scheme of the University -sanctioned-orders issued -Reg

PLANNING & DEVELOPMENT

U.O.No. 2212/2022/KTU

Thiruvananthapuram, Dated: 12.09.2022

- Read:-*1. Resolution of the Syndicate vide the item No S-029-003 in its meeting held on 28.01.2022.
2. Resolution of the Syndicate vide the item No S-037-OA1 in its meeting held on 17.08.2022
3. Resolution of the Board of Governors in its meeting held on 27.08.2022 vide the item No GB-018-004.

ORDER

The Syndicate in its meeting held on 28.01.2022 vide Item No S-029-003 resolved to implement a scheme for the students "Suraksha" by the University w.e.f. 08.06.2021.

Currently, the Syndicate vide the reference read 1 above has resolved to approve the rules of Suraksha Scheme of the University. The matter is also noted by the Board of Governors as per the reference read 2 nd above.

After considering the matter in detail the Vice Chancellor has accorded sanction to the Rules of Suraksha Scheme in the University.

The approved document pertaining to the rules of Suraksha Scheme has also been prepared.

Orders are issued accordingly.

Sd/-

Dr.A. Praveen *
Registrar

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



SURAKSHA SCHEME

Introduction

The APJ Abdul Kalam Technological University was established in 2014 by an Act passed by the Kerala State Legislature, for the promotion of Technical Education in the State of Kerala. Apart from giving leadership to the technological related policy formulation and planning of engineering education of the State, the University is mandated to improve the academics of affiliated colleges and institutions and University departments. Affiliation encompasses not only the affiliated colleges and institutions but also the students admitted to those colleges and institutions and University departments. Ensuring the wellbeing of the students physical, social and emotional is a primary concern of the University. “Suraksha”, ensures this.

Suraksha, supports the regular students of the affiliated Colleges and Institutions and University departments in case of accidents and illness. Suraksha, financially supports the family of the regular students in their time of crisis caused due to accidents, illness or death.

RULES OF SURAKSHA SCHEME

1. Definitions

- i. “Accident” means an event that happens by chance or without apparent or deliberate cause resulting in injury to the body of the regular student leading to his/her inability to continue to attend the engineering course or programme or branch of study and eligible for claim under the Scheme and certified as an accident by the Scrutiny Committee;
- ii. “Act” means the APJ Abdul Kalam Technological University Act, 2015 (17 Of 2015);
- iii. “Application” means the application in Form-A submitted by a student for enrolment under the Scheme;



- iv. “Claim” means the amount determined by the Syndicate to be paid to the regular student or nominee/nominees of the regular student under the Scheme;
- v. “Death” means death caused by accident or natural causes as certified and proved by medical records and/or such other records determined by the Scrutiny Committee but does not include suicide;
- vi. “Duration” means the duration of the engineering course or programme or branch of study to which a regular student is admitted beginning from the date, month and year of commencement of the academic year and ending with the date, month and year of the academic year covering the number of years for completing the engineering course or programme or branch of study, (for example, number of years for completing B.Tech course being 4 years, commencement of the course may be .../.../2018 and ending of the course may be .../.../2023 the day and month shall as fixed by the University);
- vii. “Enrolment” means the admission of a regular student in the Scheme;
- viii. “First Statutes” means the APJ Abdul Kalam Technological University First Statutes, 2020;
- ix. “Form-A” means the application form for enrolment under the Scheme;
- x. “Form-B” means the application form for sanctioning claims under the Scheme;
- xi. “Form-C” means the list of illness eligible for claims under the Scheme;
- xii. “Illness” means any one or more of the situations listed in Form-C happening to the regular student leading to his/her inability to continue to attend the engineering course or programme or branch of study and eligible for claim under the Scheme and certified as an illness by the Scrutiny Committee;
- xiii. “Nominee/Nominees” means the person/persons nominated by the regular student in Form-A to receive a claim under the Scheme;



- xiv. “Ordinances” means the ordinances issued by the University;
- xv. “Registrar” means the Registrar of the APJ Abdul Kalam Technological University;
- xvi. “Regular Student” means a person admitted to an affiliated College or Institution or University department for undergoing an engineering course or programme or branch of study approved to be conducted therein by the All India Council for Technical Education or Council of Architecture having a duration as determined by the University and includes students who could not continue or complete the engineering course or programme or branch of study within the duration for the reason of failed due to eligibility or year out or break of study whose duration shall stand extended covering the respective periods;
- xvii. “Regulations” means the regulations issued by the University;
- xviii. “Rules” means the rules of the Scheme;
- xix. “Scheme” means the Suraksha Scheme of the University;
- xx. “Scrutiny Committee” means a body or bodies constituted by the Syndicate of the University to determine whether an event that happened or caused to the regular student is an accident or illness or death as the case may be and also fix the quantum of money payable to the regular student or his/her nominee consequent to the accident or illness or death;
- xxi. “University” means the APJ Abdul Kalam Technological University;
- xxii. Words and expressions used but not defined in these rules shall have the same meaning assigned to them in the Act, First Statutes, Ordinances, and Regulations respectively;

2. Admission to the Scheme

- i). The Principal/Head of the Institution/Head of the University department of every affiliated College or Institution or University



department as the case may be shall obtain a duly filled up application in Form-A on the date of admission from every regular student admitted to the affiliated College or Institution or University department for undergoing an engineering course or programme or branch of study:

Provided that the Principal/Head of the Institution shall obtain from the regular students already admitted in an affiliated College or Institution for undergoing an engineering course or programme or branch of study shall obtain a duly filled up application in Form-A for enrolment into the Scheme and the date of admission of such regular students in the Scheme shall be deemed to be the date of enrolment under the Scheme.

ii). On the date of admission (and on the date of enrolment of the already admitted regular student) to the affiliated College or Institution every regular student shall pay such fees fixed by the University from time to time for enrolment in the Scheme.

iii). After verification of the correctness and details in the application form, the Principal/Head of the Institution/Head of the University department shall be enrolled in the Scheme and on enrolment, every regular student shall be given a distinct enrolment number by the Principal/Head of the Institution/Head of the University department in the format given below:

“KTU Live Id number/SUR/..... (identification letters of college)/..... (year of admission of the student)/.....(year of completion of duration of engineering course/programme/branch of study)/.....(distinct enrolment number allotted to the student)”

Eg: Student A and B are admitted to College of Engineering Trivandrum in 2018 and 2023 respectively for B.Tech course. Their enrolment number will be thus: Enrolment Number of A- “KTU Live Id number/SUR/CET/2018-19/2022-23/01”(if A is the first student enrolled in the Scheme in CET)

Enrolment Number of B - KTU Live Id number/SUR/CET/2023-24/2027-28/ 40000 (if B is the 40000th student enrolled in the Scheme in CET). (This number will be a continuous number starting from 01 to be given to students admitted to the Scheme



in the College/Institution/University department who have not completed the duration of the engineering course/programme or branch of study to which they are admitted)

iv). The duly filled application form in Form-A obtained from every regular student along with the distinct enrolment number shall be uploaded by the Principal/Head of the Institution/Head of the University department in the KTU web portal of the regular student which shall be accessible only to the Principal/Head of the Institution/Head of the University department who uploaded the application form, the regular student whose application was uploaded and the Registrar.

v). On enrolment every regular student or nominee/nominees shall be entitled to submit application and receive claims covering the duration of the engineering course or programme or branch of study to which the regular student is/was admitted subject to the limits prescribed in Rule 6 of these rules.

vi). The details in the application form or the details in the application form as uploaded in the KTU web portal of the regular student shall not be revealed, communicated, disclosed or transferred in any form by the Principal/Head of the Institution/Head of the University department, the Registrar or the regular student of the University to any other person, body, authority or any entity whatsoever except in accordance with the law for the time being in force.

3. Amendment and communication of details in the application

i). The Application in Form-A may be amended by the regular student at any time during the duration of engineering course/programme or branch of study specified in column 10 on the certification of the Principal/Head of the Institution/Head of the University department for the purpose of adding, deleting or substituting nominees with the approval of the Registrar for which the regular student shall submit a request in his/her web portal to the Registrar stating the purpose for amending the application.

On approval of the request by the Registrar, the request along with the approval details, shall be uploaded in the web portal of



the regular student by the Registrar and thereafter the application shall stand amended accordingly.

ii). Every application submitted by the regular student in hardcopy (in Form-A) at the time of admission to the affiliated College or Institution or University department shall be kept in the safe custody of the Principal/Head of the Institution/Head of the University department and presented to the Registrar as and when demanded.

iii). All details in the application shall be kept confidential and shall be revealed/disclosed/communicated/transferred only to the Registrar of the University as and when demanded by him/her and in such form as required by the Registrar.

4. Presenting applications for sanctioning claims under the Scheme

i). Application for sanctioning claims under the Scheme shall be presented in Form-B to the Principal/Head of the Institution/Head of the University department in which the regular student is admitted.

ii). Application in Form-B for sanctioning claims under the Scheme in case of accidents or illness of the regular student shall be presented either by the regular student or his/her nominee during the course of treatment for the accident or illness or within 30 days of recovery from accident or illness.

iii). Application in Form-B for sanctioning claims under the Scheme in case of death of the regular student shall be presented by his/her nominee or nominees, individually or jointly.

iv). The Principal/Head of the Institution/Head of the University department shall inform the nominee/nominees of the regular student in case of his/her death, the eligibility for claim amount and also the percentage of the share of the claim amount eligible to the nominee/nominees, by Registered post under acknowledgement within 3 months of the death of the regular student.

v). The Principal/Head of the Institution/Head of the University department shall forward application in Form-B received after



duly attesting the verification part of Form-B, to the Registrar of the University.

5. Steps to be taken and documents to be enclosed in the application for sanctioning claims under the Scheme in the case of accidents, illness or death: -

A. ACCIDENTS

- a. In case of motor vehicle accidents, the matter shall be reported to the Police Station in whose jurisdiction the accident occurred and First Information Report registered with details of the accident. The matter shall also be reported to the nearest Government Hospital and the details got recorded either at the time of accident and later, if it was reported to hospitals other than Government hospitals.
- b. In the case of other accidents, the matter shall be reported to the nearest Government Hospital and the details got recorded either at the time of accident and later, if it was reported to hospitals other than Government hospitals. Where the Government hospital or other hospitals refers to or requires the police authorities to record the accident, the same shall be done and First Information Report registered with details of the accident.

DOCUMENTS TO BE ENCLOSED

- a. In case of motor vehicle accidents
 - i. Attested copy of the driving license of the regular student if he/she was the driver of the vehicle involved in the accident.
 - ii. Attested copy of the driving license of the driver of the vehicle involved in the accident if the regular student was the pillion rider or the occupant of the vehicle involved in the accident.
 - iii. Attested copy of the Registration certificate, Insurance certificate and Fitness certificate of the vehicle involved in the accident.



- iv. Attested copy of the First Information Report registered in the Police Station in which jurisdiction the accident occurred.
 - v. Attested copy of the hospital records of reporting the accident from the Government hospital.
 - vi. Attested copy of the hospital reports and records relating to the accident in the hospital where the accident was reported and/or hospital where treatment was done.
 - vii. Attested copies of bills towards payment of charges to hospital, medicines, transport and other expenses.
- b. In the case of other accidents
- i. Attested copy of the hospital records of reporting the accident from the Government hospital.
 - ii. Attested copy of the hospital reports and records relating to the accident in the hospital where the accident was reported and/or hospital where treatment was done.
 - iii. Attested copy of the First Information Report registered in the Police Station in which the accident was reported with details of the accident.
 - iv. Attested copies of bills towards payment of charges to hospital, medicines, transport and other expenses.

B. ILLNESS

- a. In the case of illness, the matter shall be reported to the nearest Government Hospital and got recorded either at the time of illness or later, if treatment was done in other hospitals.
- b. A list of the illness for which claims may be sanctioned are listed in Form-C to these rules.

DOCUMENTS TO BE ENCLOSED

- i. Attested copy of the hospital records of reporting the illness from the Government hospital.



- ii. Attested copy of the hospital reports and records relating to the illness in the hospital where the illness was reported and/or hospital where treatment was done.
- iii. Attested copies of bills towards payment of charges to hospital, medicines, transport and other expenses.

C. DEATH

- a. In case of death of the regular student other than by natural causes, the matter shall be reported to the Police Station in whose jurisdiction the death occurred and First Information Report registered.
- b. In the case of death due to natural causes, the matter shall be reported to the Local Self Government Institution and got registered.

DOCUMENTS TO BE ENCLOSED

a. Death due to Motor Vehicle Accidents

- i. Attested copy of the driving license of the regular student where he/she was the driver of the vehicle involved in the accident leading to his/her death.
- ii. Attested copy of the driving license of the driver of the vehicle involved in the accident where the regular student was the pillion rider or the occupant of the vehicle leading to his/her death.
- iii. Attested copy of the Registration certificate, Insurance certificate and Fitness certificate of the vehicle involved in the accident leading to death of the regular student.
- iv. Attested copy of the First Information Report registered in the Police Station in whose jurisdiction the accident occurred.
- v. Attested copy of the hospital reports and records including postmortem report where the death occurred.
- vi. Attested copy of the death certificate issued by the Local Self Government Institution.



b. Death due to Natural Causes

- i. Attested copy of the hospital reports and records where the death occurred.
- ii. Attested copy of the death certificate issued by the Local Self Government Institution.

c. Death due to reasons other than Motor Vehicle Accidents or Natural Causes

- i. Attested copy of the First Information Report registered in the Police Station in which jurisdiction the accident occurred.
- ii. Attested copy of the hospital reports and records where the death occurred including postmortem report.
- iii. Attested copy of the death certificate issued by the Local Self Government Institution.

6. Amounts payable under the Scheme

- i. The maximum amount payable for accidents or illness shall be Rs.25,000/- (Rupees Twenty-Five Thousand Only) per academic year.
- ii. The maximum amount payable for death shall be Rs. 5,00,000/- (Rupees Five Lakhs Only).

7. Authority of Scrutiny Committee in the matter of sanctioning claims.

- i. The Registrar shall place all applications for sanctioning of claims received from the Principal/Head of the Institution/Head of the University department before the Scrutiny Committee.
- ii. The Scrutiny Committee shall scrutinize claims for accident, illness and death as regards the eligibility for sanctioning claims.
- iii. The Scrutiny committee may decide whether any other documents other than those mentioned at A, B or C of Rule 5 shall be required for determining sanction of



claims and demand the same from the applicant which shall be submitted by the applicant for considering the claim.

- iv. The Scrutiny Committee shall consider applications for sanctioning of claims for accidents, illness and death and make its recommendation regarding the quantum of money to be paid as claim and the person/persons to whom it shall be paid, to the Syndicate subject to the limits prescribed in Rule 6 of these rules.

8. Mode of sanctioning of claims and its payment

- i. The Syndicate shall consider the recommendation of the Scrutiny Committee and take appropriate decision on the quantum of money to be sanctioned and the person/persons to whom it shall be paid.
- ii. All moneys shall be paid after issuance of University Orders in accordance with the decision of the Syndicate.
- iii. All moneys shall be paid by means of transfer from the bank account of the University to the bank account of the person/persons to whom the amount has been sanctioned.

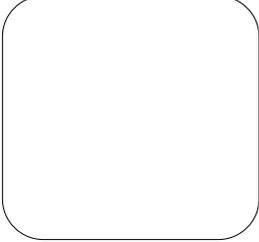
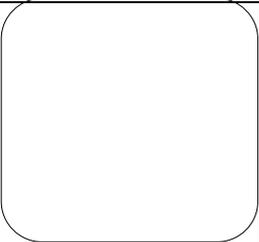


FORM-B

Application Form for Sanctioning Claims under Suraksha Scheme

(To be filled up by the student (in case of accident or illness) and Nominee in the case of death of the student and submitted to the Principal/Head of the Institution/Head of the University Department for onward transmission to the Registrar enclosing **relevant documents specified in the Byelaws** of the Suraksha Scheme)

(Where there are more than one Nominees who have a share as shown in the application for enrolment, separate application form for sanctioning claims shall be submitted)

1.	Name of the Claimant in Block Letters (Student/Nominee /s) (with passport size photograph in the space provided)	
2.	Residential Address of the Claimant (both Permanent & Current)	
3.	Sex (Male/Female/Others)	
4.	Date of Birth	
5.	Aadhaar, PAN, Passport, Election ID, Bank Account, phone, e-mail id of the claimant	
6.	Name of the Student (with passport size photograph in the space provided)	
7.	Sex (Male/Female/Others)	
8.	Date of Birth	



9.	Blood Group	
10.	Whether Married or Single	
11.	Name of the College/Institution/University department to which the student was admitted	
12.	Date, Month & Year of admission	
13.	Name of Programme/Course/branch of study to which the student was admitted	
14.	Regular Period of Programme/Course/Branch of Study with beginning period and ending period (For example B.Tech course duration will be 4 years and if admitted in 2018-19 the beginning period will be 2018-19 and ending period will be 2022-23)	
15.	Roll No. & other details of admission in the College/Institution/University department	
16.	KTU ID No.	
17.	Aadhaar, PAN, Passport, Election ID, Bank Account, phone, e-mail id of the Student	
18.	Relationship of the claimant with the Student	
19.	Details of the communication sent by the Principal/Head of the Institution/University department regarding eligibility for claims	
20.	Amount of claim	
21.	Details of accident/illness (where the application is submitted by the student/nominee/s)	
22.	Details of death (where the application is submitted by the Nominee/Nominees)	
23.	Details of documents enclosed	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.



DECLARATION

I hereby solemnly declare and certify that the details given in the application above are complete and true and that if it is found at any stage that any of the details given above are not true, any amount paid shall be recovered by the University from or my legal heirs under the Provisions of the Kerala Revenue Recovery Act, 1968.

Name & Signature of the Claimant

Place:

Date:

VERIFICATION

1. Certified that (here enter name of the student) has been enrolled in the Scheme and granted enrolment number (in the case of student). (In the case of accident/illness of the student).

OR

Certified that (here enter name of the claimant) is a Nominee of (here enter name of the student and enrolment number under the Scheme) with percentage of share in the claim amount. (In the case of death of the student).

2. Certified that the details in the application are correct on verification of the records available/submitted in the College/Institution/University department.

Name & Signature of the
Principal/Head of the Institution

Place:

Seal



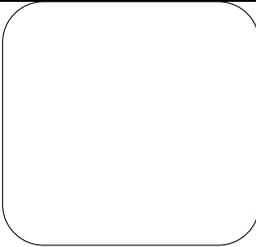
Date:



FORM – A

Application Form for Enrolment under Suraksha Scheme

(To be filled up by the student and submitted to the Principal/Head of the Institution of the College/Institution)

1.	Name of the Student in Block Letters (with passport size photograph in the space provided)	
2.	Residential Address (both Permanent & Current)	
3.	Sex (Male/Female/Others)	
4.	Date of Birth	
5.	Blood Group	
6.	Whether Married or Single	
7.	Name of the College/Institution/University department to which the student is admitted	
8.	Date, Month & Year of admission	
9.	Name of Programme/Course/branch of study to which the student is admitted	
10.	Duration of engineering course/programme/branch of study with beginning period and ending period (For example B.Tech course duration will be 4 years and if admitted in 2018-19 the beginning period will be 2018-19 and ending period will be 2022-23)	
11.	Roll No. & other details of admission in the College/Institution	
12.	KTU ID No.	



13.	Current Semester	
14.	Aadhaar, PAN, Passport, Election ID, Bank Account, phone, e-mail id of the student	
15.	Aadhaar, PAN, Passport, Election ID, Bank Account, phone, e-mail id of the Nominee/Nominees	
16.	Name of Nominee/s & share of claim payable	
17.	Details of fees remitted for enrolment in Suraksha Scheme	
18.	Whether suffering from any illness (furnish details)	
19.	Details of documents enclosed	1. 2. 3. 4. 5.

DECLARATION

(Name & signature of the student and place and date to be recorded before the Principal/Head of the College/Institution)

I hereby solemnly declare and certify that the details given in the application above are complete and true and that if it is found at any stage that any of the details given above are not true, no claim shall be payable to me/my nominees under the Scheme.

Name & Signature of the Student

Place:

Date:



VERIFICATION

Certified that (here enter name of the student) has submitted the above declaration in my presence and that the details furnished in the application are correct to the best of my knowledge and belief.

Certified that (here enter name of the student) has been enrolled in the Scheme and has been granted allotment number as per the byelaws of the Scheme.

Name & Signature of the
Principal/Head of the Institution

Place:

Seal

Date:



FORM -C

List of illness eligible for consideration for claims under Suraksha Scheme

1. Cancer
2. Angiogram/Angioplasty
3. Heart Attack
4. Cardiac Surgery
5. Vascular surgery
6. Cardiomyopathy
7. CABG
8. Blindness during the study period
9. Chronic Lung Disease
10. Chronic Liver Disease
11. Kidney Failure
12. Major Organ/Bone Marrow Transplant
13. Benign Brain Tumour
14. Brain Surgery
15. Coma
16. Major Head Trauma
17. Permanent Paralysis of limbs
18. Stroke resulting in permanent symptoms
19. Post traumatic Dementia
20. Motor Neuron Disease with permanent symptoms
21. Multiple Sclerosis with persisting symptoms
22. Muscular: Dystrophy
23. Parkinson's Disease (Not finalized need clarification from a neurologist)
24. Poliomyelitis (Not finalized as it seems eradicated need clarification)
25. Loss of Independent Existence (not finalized)
26. Loss of Limbs/organs
27. Deafness other than congenital
28. Loss of Speech
29. Medullary Cystic Disease
30. Systematic lupus Eryth. w. Renal Involvement
31. Aplastic Anaemia
32. Epilepsy
33. Juvenile Diabetics



34. PCOD

35. Conditions affecting mental health

36. Major Burns

37. Other diseases not included in the list can be considered by the Scrutiny Committee and treated as illness eligible for claim



