

HRD Authentication for Educational certificates issued by Private Institutes in Kerala

The Government of Kerala, through G.O (Ms) No. 4/2021/NORKA, has revised procedures for HRD authentication of educational certificates issued by approved private institutions. This process empowers NORKA-ROOTS to authenticate certificates for Government-approved courses conducted by recognized private educational entities.

Accreditation of Private Educational Institutes with NORKA-ROOTS

Procedure:

Submission of Proposals: Government-approved institutions offering recognized courses shall submit proposals at NORKA-ROOTS regional centers (Thiruvananthapuram / Ernakulam / Kozhikode) with detailed credentials for accrediting the respective institutions with NORKA-ROOTS.

Document Verification: Authentication officers will verify the genuineness of submitted proposals by visiting institutions, confirming recognition, and validating course approvals.

Scrutiny and Recommendation: Regional centers will thoroughly examine proposals and, if deemed fit, forward the applications with specific recommendations to the Head Office.

Committee Approval: A designated committee, convening quarterly, scrutinizes proposals received, approves authentications for eligible cases, and enlists them based on specified details.

Authentication and Updates: Upon committee approval, certificates are authenticated through NORKA-ROOTS' Regional Authentication Centers. An updated list of NORKA-ROOTS accredited private educational Institutions and courses will be periodically displayed on NORKA-ROOTS' website.

Clarifications and Exceptions: Any uncertainties or exceptional cases regarding committee decisions will be addressed in subsequent committee meetings, convened as necessary by the CEO of NORKA-ROOTS.

Relevant Orders and Circulars and list of NORKA recognized private Institutes and Courses are attached below.

**STANDARD OPERATING PROCEDURE FOR THE ATTESTATION OF EDUCATIONAL
CERTIFICATES ISSUED BY PRIVATE INSTITUTIONS BASED ON THE GUIDELINES**

AS PER

G.O (Ms)No. 4/2021/NORKA DATED 12/03/2021

Government vide G.O (Ms)No. 4/2021/NORKA dated 12/03/2021 had expanded the ambit of HRD attestation authorising to authenticate the certificates issued by private educational institutions recognized by Central/State Government for Government (Central/State)approved courses in Kerala. Vide proceedings dated 12/04/2021, guidelines were issued for enlisting the private institutions, which comes within the ambit of the new guidelines. SOP was also finalized for listing the educational certificates of Government approved courses issued by Government approved institutions which will be HRD authenticated from the Regional Centres of NORKA-ROOTS.

In suppression of the proceedings referred above, revised procedures as detailed below is issued herewith for HRD authentication of the educational certificates issued by the Govt approved private institutions.

Step 1

Government approved institutions conducting Govt. approved courses shall submit their proposal along with the copies of the credentials validating their recognition as detailed below, in the Regional centres of NORKA-ROOTS in Thiruvananthapuram / Ernakulam / Kozhikode requesting for authentication of educational certificates issued by them.

5. Credentials validating the recognition of Institute from Central/State Government bodies
6. Credentials validating the recognition of Course from Central/State Government bodies.
7. Supporting Documents entitling the authority concerned to conduct examinations/issue certificates
8. List of Authorized signatories including specimen signatures

Proposals duly accompanied with the above said mandatory documents alone needs to be accepted in the Regional Centres of NORKA-ROOTS and incomplete proposals may be rejected prima facie.

Candidates holding educational certificates from the Government approved Institutions may escalate their need for HRD authentication of certificates before respective educational Institutions and Institutions may further take up their proposal with NORKA-ROOTS