

Cost of Application Form : Rs. 20/-



**MAHATMA GANDHI UNIVERSITY  
KOTTAYAM**

APPLICATION FOR M.A./M.Sc./M.Com. DEGREE

.....SEMESTER EXAMINATION  
.....201.....

Optional  
Subject.....  
.....  
.....

Reg. No.

*Separate Application fee to be remitted for each Semester Examination.  
Read the instructions carefully before filling the application*

Centre of Examination					
Name of the Candidate (IN BLOCK LETTERS)				Male/Female	
(a) Main Subject taken: Specify the Optional/Stream etc.			Optional papers meant to be taken at the exam		
	Semester I		Semester II		
(b) Optional Papers	1.	1			
(c) Failed or Supplementary candidates should specify the paper No. & title of the papers they intend to appear. (Both Theory & Practical)	2.	2.			
	3.	3.			
	4.	4.			
(d) Betterment Candidates should Write 'Betterment' against this column	5.	5.			
Details of appearances:					
Semester Specify the Stream / Optional, if any		Register No.	Month & Year	Centre of Examinations	Specify the paper No. and Title of the papers passed
Details of fee remitted					
a) Amount		b) Pay in Slip No./Receipt No.			
b) Date of remittance		d) Uty. Cash Counter/SBT/Jana Sevana Kendra			
a) Religion and Community			Sub Division (If any)		
b) Whether belongs to SC/ST					
c) Whether eligible for fee Concession	YES/NO				
Age & Date of Birth					

For I Semester First Appearance Candidates					
Details of qualifying Examination passed					
i) Name of Examination	ii) Reg. No.		iii) Month & Year	iv) Name of the University and College	
Marks/Grade obtained in the qualifying examination					
Part I/Common course	Part II/Common course	Part III (Main)/Core	Sub I/ Complementary	Sub II/ Complementary	Open Course
For Re-admission candidates No. & Date of re-admission order					
a) Name of Father/Guardian					
b) Occupation & Annual Income of Father/Guardian					
Address of the candidate					
Permanent Address		Present Address		<i>Passport Size photograph to be pasted and attested by a gazetted officer in the case of Private/ Failed Candidates</i>	
Telephone No.		Telephone No.			

(Dated Signature of the identifying Officer is necessary across the photograph)

12. Name & designation of the Identifying Officer with Seal

### 13. DECLARATION OF THE CANDIDATE

I hereby certify that the entries made above are correct to the best of my knowledge and belief and that they have been made in my own handwriting.

Station:.....

Date :.....

*Signature of the Candidate*

(All Entries except Register Number are to be made in by the Candidate)

## HALL TICKET



# MAHATMA GANDHI UNIVERSITY POST GRADUATE EXAMINATIONS

M.A...../M.Sc...../M.Com.....

Semester Examination.....201.....

**Reg. No.**  
For office use only

Centre of Examination :		
Name of Candidate		Male / Female
Main Subject..... ..... I Semester..... Paper(s) meant to be taken in the examination 1..... 2..... 3..... 4..... 5.....	II Semester Paper(s) meant to be taken in the examination 1..... 2..... 3..... 4..... 5.....	Passport size photograph to be pasted here The photograph should be attested by a Gazetted Officer

Signature of the Candidate  
(to be signed in the presence of Identifying Officer)

Name & Designation and office seal of Identifying Officer  
(in the case of Private/Failed/subsequent appearance  
Candidate's photograph is necessary)

University Office Seal

Controller of Examinations

## INSTRUCTIONS TO CANDIDATES

1. Every Column of the application should be carefully filled in by the candidate.
2. APPLICATIONS WHICH ARE DEFECTIVE IN ANY RESPECT, INCOMPLETE AND THOSE RECEIVED AFTER THE LAST DATE PRESCRIBED WILL BE SUMMARILY REJECTED. The last date prescribed is the last date of receipt of applications in the University office and not the date of remittance of fees.
3. Applications for admissions to the Examination, together with the University Cash Counter pay-in-slip for the remittance of fees must be forwarded to the Controller of Examinations not later than the last date prescribed.
4. Enquiries from candidates, as to the receipt of their applications in the University office will not receive attention. Each application, if accompanied by a self addressed Post Card, will however be acknowledged by the return of the card with the University Stamp affixed thereon. Candidates are advised to send their applications by Registered post with acknowledgement due, so that they may have a ready means of knowing that their applications have been received in the office.
5. The fee for the examination is as follows:
  - a) Theory - Rs. 40/- per paper + Rs. 50/- per practical + Rs. 25/- for marklist
  - b) For subsequent appearance Rs. 50/- per theory and Practical Papers + Rs. 25/- for marklist.
  - c) Camp Valuation Fee - Rs. 30/- per paper subject to a maximum of Rs. 150/-
  - d) Viva voce Rs. 40/- + Rs. 100/- for Project/Dissertation.
6. The fee must be paid through pay-in-slip at M.G. University Cash Counter . No application will be registered unless the prescribed fee has been paid. The fee once paid will not be refunded or held over for a subsequent examination.
7. Candidates belonging to Scheduled Castes, Scheduled Tribes and Christian converts from them, Kudumbis' etc. who are eligible for exemption from payment of examination fee for their second consecutive appearance should forward their application through the Principals of the Colleges from where they were presented to the examinations for the first time. Applications received direct from such candidates without examination fees will not be entertained by the University.
8. Candidates submitting their applications directly to the University should write in block letters at the left hand top corner of the envelope containing the applications : APPLICATION FOR REGISTRATION P. G. Semester/Semester Improvement examination.
9. The chances for betterment of the whole programme (course) will be limited to one.
10. Each candidate appearing for the first time must forward his/her application along with his/her Qualifying Certificate/Provisional certificate and Marklists. In the case of Bachelors from Universities outside the state a copy of the communication granting recognition of the Examination should also be submitted. APPLICATIONS WITHOUT CERTIFICATE AND MARKLISTS WILL NOT BE CONSIDERED FOR REGISTRATION.
11. No candidate appearing for the first time will be allowed to select a centre for his/her examinations other than the college in which he/she has studied except for satisfactory reasons and on the recommendation of the Principal of his/her College.
12. The marklist of the candidates will be sent to the Principals of the respective colleges where the candidates appeared for the examination.
13. The marklist of Candidates who fail to produce the Original Qualifying certificate and Qualifying Marklists at the University office for verification will not be released.

## INSTRUCTION TO CANDIDATES APPEARING THE UNIVERSITY EXAMINATIONS

1. Candidates should take their seats in the examination hall at least five minutes before the Commencement of the examination. Candidates presenting themselves more than half an hour after the appointed time will not be admitted to the examination hall. Candidates who are undoubtedly suffering from infectious diseases of any kind will not be admitted. Candidates should bring with them to the examination hall each day of the examination their hall tickets for inspection by the Chief Superintendent.
2. Candidates are prohibited from writing on their hall-tickets or question papers. They are also prohibited from writing their names on any part of the answer books.

*Candidates should write their register number in words as well as in figures in the space provided for the purpose on the outer cover of the answer book. For. eg. if the Reg. No. of the candidate is 27380 the candidate shall write in letters Two Seven Three Eight Zero'. They are strictly prohibited from writing their register numbers on any other page of their answer books. Violation of this rule will involve rejection of answer books.*
3. No candidate will be allowed to leave the examination hall before the expiry of at least half an hour after question paper has been given and no candidate who leaves the room during the period allotted for paper will be allowed to return within that period.
4. Candidates are prohibited from introducing into the examination hall any book or portion of book, mobile phone, manuscript or paper of any description, from communicating with or copying from each other and from communicating with any person outside the examination hall. Any candidate detected in the violation of these Rules will be sent out of the hall forthwith and will not be permitted to sit for the remaining papers of the Examination. Violation of these rules may involve cancellation of the examination taken by a candidate and his/her rustication for a period to be decided by the University.
5. When a candidate has finished writing his/her answers and wishes to hand over his/her answer book or at the end of the period prescribed for each particular part of the examination he/she shall stand up in his/her place and remain standing until one of the Superintendents has gone up to him/her and has received his/her answer book from him/her. He/she should not leave the hall leaving the answer book in his/her seat.