

Rs. Twenty Five

SEMESTER SCHEME



REGULAR / SUPPLEMENTARY

MAHATMA GANDHI UNIVERSITY, KOTTAYAM
APPLICATION FOR REGISTRATION TO ALL SELF FINANCING DEGREE COURSES

Applications received after the last date prescribed will be summarily rejected		Register No.	
EVERY COLUMN EXCEPT REG. NUMBER TO BE CAREFULLY FILLED IN BY THE CANDIDATE			
Name of the Course			
Semester		Month & Year	
Centre of Examination (in Block letters) (Change of centre will not be permitted)			
Name of Candidate Male/Female		In English (in block letters)	
		In mother Tongue	
Date of birth		Place of birth with District and Taluk	
Name, Occupation and annual income of father or guardian			
Religion with sub-division, if any			
Permanent Address(Block Letters)		Address to which communications are to be sent with PIN & Phone No.	
Official seal	Name, Designation & Address of the Identifying Officer		Photograph of supplementary candidate should be attested by a gazette officer
Whole exam or subject for which the candidate is now appear	1..... 2..... 3..... 4.....	5..... 6..... 7..... 8.....	
Date of fee remitted			
Amount in Rs.	Chalan No./DDNo.	Date	MG University Counter /Bank

	Semester	Reg.No	Month	Year	Centre of Examination
Details of previous appearances in the same semester (for supplementary candidates only)					

The year in which and the college through which the candidate was registered as a Matriculate of the Mahatma Gandhi University	
Date of passing Pre-Degree or equivalent examination	
If from foreign University, the number and date of this office communication recognizing the examination should also be stated	
College in which the candidate has studied for the first semester examination and period of study and the year of admission	

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

Station.....

Date.....

Signature of the Candidate

*I hereby certify that the entries made above have been verified by me and have found them to agree with those in the records of this college.

Station.....

Date.....

College Seal

Signature of the Principal

*(This column need be filled only in the case of candidates attending a college at the Date of application)

CERTIFICATE

This is to certify that Shri/Smt.....belong to Scheduled Caste/Scheduled Tribe/Other Backward Community and is appearing for the examination for the First/Second consecutive chance and he/she is eligible, for reimbursement of examination fee. The Director, Harijan Welfare/District Welfare Officer concerned has been requested to sanction the examination fee and required statement in quadruplicate will be sent to the Controller of Examinations at an early date.

Station.....

Date.....

College Seal

Signature of the Principal



MAHATMA GANDHI UNIVERSITY
KOTTAYAM

HALL TICKET

All entries except the Register Number to be filled in by the candidate		Register No.	
Name of the course			
Semester		Month & Year	Regular/Supplementary
Centre of Examination			
Name of the Candidate	In English (in Block Letters)		
	In Mother Tongue		
Subjects now appearing			
1			
2			
3			
4			
5			
6			
7			
(Office Seal)	Name, Designation and address of the Identifying Officer		Photograph of supplementary candidate should be attested by a Gazette officer
Signature of the candidate			

Note: Candidate must satisfy the Chief Superintend as to their identity. The Certificate of identity taken by him/ her must contain the signature of the candidate.

Office of the Mahatma Gandhi University
P.D. Hills Kottayam

Office seal

Controller of Examinations

INSTRUCTIONS TO THE CANDIDATES

1. Application for admission to this examination together with the prescribed fee and photostat copy of the qualifying certificate (PDC or equivalent certificate) must be forwarded so as to reach the Controller of Examinations not later than the last date prescribed. The last date prescribed is the last date for accept of applications and not for remittance of fees.
2. Candidates who are not attending a college at the time of application or those who select a centre other than the college in which they study, should forward with their application the prescribed identification form (printed copy) duly filled in.
3. The fee for the Examination is as follows:
 - a) Rs.50/-For each paper + Rs. 50/- For each practical + Rs. 25/-For mark list
 - b) Subsequent appearance: Same as above
 - c) C.V. Camp fee @Rs.100/- per semester
 - d) C.V. Camp fee @ Rs. 20/- per paper (for supplementary examination)
4. The fee must be paid through Pay-in-Slip at M.G. University Cash counter/Fiends Jenaseva Kendara or D.D. drawn infavour of the Finance Officer M.G. University, payable at S.B.T., M.G. University Campus Branch Code No.669. 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.
5. Candidatures belonging to Scheduled Castes, Scheduled Tribe and Christian converts from them, Kudumbies etc. who are eligible for exemption from payment of examination fees for their second appearance should forward their applications through the Principals of the Colleges from where they were presented for the examinations for the first time. Applications received directly from such candidates without examination fees will not be entertained by the University.
6. The mark list of all candidates will be sent to the Principals of the respective colleges where the candidates appear for the examination.
7. The name of the examination should be written on left hand top corner of the envelope contain in the application.

INSTRUCTION TO CANDIDATES APPEARING FOR 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 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 write 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 books. 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 a 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, slate, manuscript or paper of any description, from communicating with or copying from each other and from communication 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 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.