



MAHATMA GANDHI UNIVERSITY KOTTAYAM

Regular /Supplementary

Application for Registration to PG Examinations (Self Financing Courses)

Register No.
(To be filled in the office)

Master of
.....Semester/Year, Month.....

1	Centre of Examination
2.	Name of the Candidate
3.	Expansion of Initials (if any)
4.	Gender (Male /Female)
5.	Date of Birth	: Date <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Month <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Year <input style="width: 20px; height: 20px;" type="text"/>
6.	Religion and Community
7.	Whether belongs to SC/ST/OEC/OBC (Yes/No)
8.	Whether eligible for the fee concession (Yes/No)
9.	Permanent Address
10.	Address for Communication
	
	
	
	
	Phone No
	PIN	<input style="width: 20px; height: 20px;" type="text"/>
	PIN	<input style="width: 20px; height: 20px;" type="text"/>

Passport (4 x 5cm) size
photograph to be pasted
here and got attested by a
Gazetted Officer who is
requested to sign across
the photograph (In case
of supplementary
candidate)

11. Name and full official address of the Identifying Officer (with date and seal)
.....
.....

12. Scheme of the Examination (Specify SEMESTER /ANNUAL).....

13. Main Subject taken /Name of the Course.....

14. Optional/Elective Papers, if any.....

15. Whether the Candidate is appearing for whole examination (Yes /No).....

16. Whether the Candidate is appearing for betterment/improvement (Yes /No).....

17. Number of chances availed so far for this examination (First/Second).....

18. The papers for which the Candidate is appearing in the Examination:

1.....	6.....
2.....	7.....
3.....	8.....
4.....	9.....
5.....	10.....

19. DETAILS OF REMITTANCE OF FEE (to be filled in by the candidate)

a) Amount remitted Rs.....(Rupees.....)

b) Bank DD/Pay-in slip/Janaseva Kendra.....

c) Date of Payment.....

d) Place of Payment (Name of Bank/Janaseva Kendra/ Cash Counter).....

20. Details of PREVIOUS APPEARANCES of the above course (Compulsory)

Semester/Year	Register No.	Month & Year	Papers appeared (Specify the paper codes)	Result (Passed, Failed Appeared)

21. Details of the QUALIFYING EXAMINATION passed for eligibility for appearing the above exam.

Name of Course	Reg.No.	Month & Year of final Exam	Marks obtained	Maximum Marks	% of Marks (class /grade)	Name of the University and Institution

22. Details of the COURSE LAST ATTENDED before joining the present course:

Name of Course	Name of Institution	Period of study		Reg.No.	Month & Year	Name of the University and Institution
		From	To			

23. Details of Migration/Recognition Certificate produced in the case of candidates from other Universities.

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24. Whether debarred/involved in malpractice or due to any other reasons forbidden from appearing the examination? If yes, give details of the course, Reg. No. Month & Year, the Centre of Examination

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25. Details of Condonation of shortage of attendance: Quote the Order No & Date

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26. For Readmission Candidates No. & date of readmission order

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DECLARATION BY THE CANDIDATE

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

Place

Signature

Date.....

Name.....

RECOMMENDATION OF THE DIRECTOR/PRINCIPAL

I do hereby certify that the entries made have been verified by me and that I have found them to be agreeing with those in the records of the School /College.

Place

Date.....

Seal

Signature and seal of the Director/Principal

CERTIFICATE FROM THE DIRECTOR/PRINCIPAL

This is to certify that Sri/Smt.....belongs to Scheduled Caste/Scheduled Tribe/ Other Eligible Community/Other Backward Community and is appearing for the examination for the first/ second consecutive chance and that he/she is eligible for reimbursement of examination fees. The Director, SC Development Directorate/ District Welfare Officer/ Tribal Welfare Officer concerned been requested to sanction the Examination fees and the required statement in quadruplicate will be sent to the Controller of Examination at an early date.

Place

Date.....

Seal

Signature and seal of the Director/Principal

**GUIDELINES TO CANDIDATES SUBMITTING APPLICATION FOR REGISTRATION AND
APPEARING FOR UNIVERSITY EXAMINATION**

1. READ the following instructions carefully before filling the Application Form.
2. All these entries EXCEPT THE REGISTER NUMBER to be made by the Candidate in HIS/HER own HAND WRITING in CAPITAL LETTERS only.
3. The applicant APPEARING FOR THE FIRST TIME must submit along with his/her application, attested copy of THE RELEVANT PAGE OF SSLC/ SSC.
4. Application for admission to the Examination together with the fee documents must be forwarded to the Controller of Examinations, so as to reach NOT LATER THAN THE LAST DATE PRESCRIBED, WHICH IS THE LAST DATE OF RECEIPT OF APPLICATION IN THE UNIVERSITY OFFICE and not for the remittance of fees.
5. The fee must be paid either directly at the at the University Cash Counter or by the way of DD drawn in favour of the Finance Officer, M.G. University Campus Branch, Priyadarsini Hills Post or SBT branches using pay in slip. Remittance by M.O will not be accepted except from persons and place outside the state. 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 CHANCE/ EXAMINATION.
6. Candidates belonging to SC, ST, OEC and OBC who are eligible for fee concession should forward their applications through the Director of the School/Principals of the colleges from where they were presented to the Examination for the first time.
7. Candidates are advised to send their applications by Registered Post with Acknowledgement due. Candidates submitting their applications directly to the university should write (Name of Examination.....) IN BOLD LETTERS ON THE LEFT HAND TOP CORNER OF THE ENVELOPE CONTAINING THE APPLICATION.
8. A copy of the Result of the Examination taken by each Candidate will be sent to the respective centers along with the respective mark list addressed to the Directors of the School/Principals of the colleges.



**MAHATMA GANDHI UNIVERSITY
HALL TICKET**

Master of
Semester/Year, Month.....
 Centre of Examination.....
 Name of the Candidate.....Male /Female

Subject /Papers (Please tick)

1.
2.	(Signature of the Candidate)
3.
4.
5.
6.
7.
8.
9.	(Name and full official address of the
10.	Identifying officer with Date & Seal)

Reg. No.
(to be filled in the office)

Passport (4x5cm) in size
 photograph to be pasted here
 and got attested by a
 Gazetted Officer who is
 requested to sign across the
 photograph (in case of
 supplementary candidate)

NOTE: THE CANDIDATE MUST SATISFY THE CHIEF SUPERINTENDENT AS TO HIS/HER IDENTITY THE CERTIFICATE OF IDENTITY TAKEN BY HIM/HER MUST CONTAIN THE SIGNATURE OF THE CANDIDATE

9. Candidates are advised not to enquire about the Results either to the Controller of Examination or to the section over telephone. They can contact the Enquiry section for this purpose.
10. The amount of fee for the Examination is given below. (Regular and Supplementary appearance)

Name of course	Per Theory Paper	Per Practical	Dissertation Viva	Project E.	Mark list
All self financing PG Course at AC &STAS	Rs. 100	Rs. 100	Rs. 200	Rs. 25
MCA at AC and STAS	Rs. 100	Rs. 100	Rs. 100	Rs. 250	Rs. 25
PG Courses at SME	Rs. 100	Rs. 100	Rs. 200	Rs. 25
MA Syriac	Rs.150	Rs .200	Rs. 25
MTA	Rs. 100	Rs. 100	Rs. 250	Rs. 25
CV Camp fee Rs. 150/- for each Semester for all the PG Courses (Regular appearance) Subsequent appearance –Rs. 30/- per paper, Rs. 25/- to be remitted towards fee for application forms downloaded from the website					

INSTRUCTIONS TO CANDIDATES APPEARING FOR THE UNIVERSITY EXAMINATIONS

1. **Candidates should bring with them their hall tickets each day of the examination for inspection by the Chief Superintendent.** 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 examination hall. Candidates who are undoubtedly suffering from infectious diseases of any kind will not be admitted.
2. Candidates are prohibited from writing upon their hall-tickets or question papers. They are also prohibited from writing their names and Register Numbers 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 27389 the candidate shall write in letters “Two Seven Three Eight Nine”). They are strictly prohibited from writing their register numbers on any other page of the answer book. Violation of this rule will involve rejecting 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, 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.
5. When a candidate has finished writing his/her answer 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 Superintendent 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. **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.**