



MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA

APPLICATION FOR SPECIAL MERCY CHANCE EXAMINATION, 2018
(UO No. 816/EA 2/2/211/2018/Exam Dated 01.02.2018)

Affix Passport size photograph here, get it attested by a Gazetted Officer by signing across it.

APPLICATION FORYEAR / SEMESTER.....EXAMINATION

Eg: Second year B.Sc, First Semester MA, Sixth Semester B.Com)

(Separate application should be submitted for EACH SEMESTER /EACH YEAR/ EACH PART I/II of the programme/course)

1. Name of the candidate :
2. Date of birth :
3. Address for communication :
4. Phone Nos : (land) : (Mobile):
5. E-mail address :
6. Examination Centre (college)preferred :
7. Course/Programme :
8. Main subject / Core Course :
9. Year of admission to the Course / Programme :
10. Whether Regular Study or Private Study :
11. If regular study College at which the candidate :
was admitted for the course
12. Details of previous appearances in the Semester / Year. (Copies of marklists / Grade Cards should be attached with the application)

Year	Month	Register No.	Exam Centre	Marks / Grade obtained

13. Subjects / Papers / Courses now applying for

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14. Details of Fee paid : (print out of e-receipt should be attached)

Amount paid :
e-payment Receipt No :
Date of Payment :

Declaration of the candidate

I hereby declare that the information given above are true and that no fact regarding previous appearances is suppressed. I also declare that I have not been debarred / prevented by Rule from appearing the Examination applied for .

Place :

Signature :

Date :

Name :

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

1. READ the following instructions carefully before filling up the Application Form.
2. Separate applications should be submitted for each Semester/Each year/Each part of the Course/Programme
3. All the entries EXCEPT THE REGISTER NUMBER are to be made by the candidate in HIS/HER own HAND WRITING in CAPITAL LETTERS only.
4. Fee shall be remitted within the prescribed time limit as stipulated in the notification and the last date prescribed for the submission of application is not for the last date prescribed for the remittance of fee.
5. Application form for admission to the Examinations together with the e-payment receipt towards exam fee must be forwarded to the Controller of Examinations, so as to reach on or before THE LAST DATE PRESCRIBED for the RECEIPT OF APPLICATION IN THE UNIVERSITY OFFICE.
6. The fee must be paid only through M G University e-payment portal . THE FEE ONCE PAID WILL NOT BE REFUNDED at any circumstances OR HELD OVER FOR A SUBSEQUENT CHANCE/EXAMINATION.
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 as "SPECIAL MERCY CHANCE EXAM-2018" IN BOLD LETTERS ON THE LEFT HAND TOP CORNER OF THE ENVELOPE CONTAINING THE APPLICATION.
8. Copies of all the mark lists of previously appeared exams should be forwarded along with the application.



**MAHATMA GANDHI UNIVERSITY
HALL TICKET**

Name of the Course/Programme:.....
.....Semester/Year.....

Centre of Examination.....

Name of the Candidate.....Male/Female (please tick)

Subject/Papers

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

.....
(Signature of the Candidate)

.....
(Name and full official address of the
identifying officer with Date & Seal)

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

Affix Passport
size photograph
here, get it
attested by a
Gazetted Officer
by signing across
it.

NOTE : THE CANDIDATE MUST SATISFY THE CHIEF SUPERINTENDENT AS TO HIS/HER IDENTITY BY PRODUCING A VALID PHOTO IDENTITY CARD NAMELY; 1. ELECTORAL ID CARD, 2. AADHAR CARD, 3. DRIVING LICENCE.

9. The amount of fee for the examination is given below:

Items	UG Courses	PG Courses
Application fee	25	25
Each theory paper	50	150
Mark list fee for each Sem/ Year	50	100
CV camp fee	30 per paper subject to a maximum of Rs.200/-	200(consolidated)
Mercy chance fee	5000	5000

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 Rq.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, any electronic devices other than permitted from communicating with or copying from each other. Those who violate 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 invoke cancellation of the examination taken by a candidate and his/her rustication for a period as decided by the University.