

APPLICATIONS RECEIVED AFTER THE LAST DATE PRESCRIBED WILL SUMMARILY BE REJECTED

Every column to be carefully filled in by the candidate

College Serial No.

Private Study

No.

10242

M. G Uty. Cash Counter/SBTBranch/Friends/.....

Amount Remitted Rs.....

Date of Payment.....

Pay-in-Slip/DD No.....

Reg. No.



MAHATMA GANDHI UNIVERSITY APPLICATION FOR REGISTRATION

First Year B. Com. Degree Examination, March/April 201

1. Centre of Examination (in block letters) (Change of Centre will not be permitted)			
2. Name of Candidate	a) In English (In Block letters)		
	b) In Regional Language	3. Sex : Male/Female	
4. a) Age and Date of Birth		b) Place of birth with District and Taluk	
5. a) Name, occupation & annual income of Father or Guardian b) Name of Mother			
6. a) Religion		b. Community with sub-division, if any	
7. a) Permanent Address	Address to which communications are to be sent		Passport size photograph (recent) to be pasted here No photograph is necessary in the case of candidates presented from colleges for the first time
b. Telephone No. (R) with STD code			
8. Name and Designation of the Identifying Officer (Identifying Officer has to sign on the photograph with date)			
9. Modern Language selected under Part II			
10. Optional paper selected under Part III		Taxation / Computer Applications / Sales Management / Co-operation / Tourism (Strike out which is not applicable)	

11. College or Colleges at which the candidate has studied for the B. Com. Degree Examination and time at each (From year.....to year.....)	
12. The year in which and the college through which the candidate was registered as a Matriculate of this University.	
13. Candidate who have passed their qualifying Examination from other than the Mahatma Gandhi University should state whether recognition has been granted by this University if so state sanction No. and date of granting recognition.	
14. Year of Passing the Higher Secondary Examination or other equivalent qualifying Examination, Reg. No. and name of the University Board.	
15. Candidates eligible for exemption from payment of examination fee should state whether they belong to Scheduled Castes, Scheduled Tribes or Other Backward Community and if so whether they are appearing for the first or second consecutive chance.	
Station..... Date.....	<i>Signature of the Candidate</i>
Signature of the Principal of the College in which the Candidate is attending at the date of the application (This column need not be filled in the case of candidates appearing after private study)	
Station..... Date.....	(College Seal) <i>Signature of the Principal</i>

CERTIFICATE

This is to certify that Shri/Smt..... belongs to Scheduled Caste/Scheduled Tribe/OBC/OEC etc. and is appearing for the examination for the First/Second consecutive chance and he/she is eligible for reimbursement of Examination fee. The District Development Officer for SC/ Project Officer, ITDP concerned has been requested to sanction the Examination fee and the required statement in quadruplicate will be sent to the Controller of Examinations at an early date.

Signature of the Principal

AFFILIATION FEE CERTIFICATE

Certified that the student affiliation fee of Rs..... has been collected and remitted to the University in respect of the candidate Shri/Smt..... as per the DD/Receipt/Pay-in-slip No..... dated..... for Rs..... from SBT/Friends (Janasevana Kendra)..... branch/Uty. Cash Counter

Signature of the Principal

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



HALL TICKET
MAHATMA GANDHI UNIVERSITY
First Year B. Com. Degree Examination. March/April 201.....

Centre of Examination:

Name <i>(In block letters)</i>	Register Number <i>(For office use)</i>	
Part - 1 English Paper I	Dated initials of the invigilator	Passport size photograph (bust) to be pasted here
Part - II Language (.....) <i>Specify the Language)</i>		
Part - III Main		No photograph is necessary in the case of candidates presented from colleges for the first time, but required for private candidates
Paper I		
Paper II		
Paper III		

Signature of the Candidate

(To be signed in the presence of the Identifying Officer)

Name and Designation of the Identifying Officer

Dated signature of the Identifying Officer
(To be signed on the photograph)

Office of the Mahatma Gandhi University, (Office Seal) CONTROLLER OF EXAMINATIONS
Kottayam

INSTRUCTIONS TO CANDIDATES

1. Applications for admission to this examination together with the Pay-in-slip Mahatma Gandhi University cash counter for the prescribed fee 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 receipt of applications in the University and not for the remittance of fees.
2. 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 reached the office.
- 3.a) The fee for Examination is as follows: .
Examination Fee : Rs. 25/-Per Paper; and Rs. 30/-for subsequent appearances.
for improvement registration Rs. 50/-, Rs. 20/-per paper as C.V. camp fee subject to a maximum of Rs. 100/-
Marklist : Rs. 25 /-
- b) Candidates should remit the fee either in cash in University cash counter or by DD drawn in favour of The Finance Officer M. G. University, Kottayam, payable at S. B. T. M. G University Campus branch, (Code No. 669). (There should be two months gap between date of submission and the date of expiry of the D.D.) The name and address of the candidate and the purpose of remittance should be noted clearly on the reverse of the D.D, Fee can be remitted at Friends Janasevana Kendram also. Remittance at the M. G. U cash counter is highly preferred.
4. Candidates belonging to Scheduled Castes, Scheduled Tribes, OEC, OBC etc. who are eligible for exemption from payment of examination fee for their Second appearance should forward their applications through the Principals of the Colleges from where they were presented for the examination for the First time. Applications received directly from such candidates without examination fees will not be entertained by the University.
5. No candidates appearing for the first time will be allowed to select a centre for his/her examination other than that in which the college he/she studied is situated except for satisfactory reasons and on the recommendation of the Principal of his/her college.
6. The marklist of all candidates will be send to the Principals of the respective colleges where the candidates appear for the examination. :
7. Candidate submitting their application for subsequent appearance/improvement examinations need not send their previous Marklist/Hall tickets.
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 application : 'APPLICATION FOR REGISTRATION-FIRST YEAR B. Com. DEGREE EXAMINATION'.
9. Candidates are directed to write their name (s) strictly as in their 'S.S.L.C. and Higher Secondary/Equivalent Certificates. Eg. Anithakumari (Single Name AnithaKumari (Double name)).
10. 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. Candidates should bring with them their hall-ticket on each day of the examination and should produce the same when demanded for inspection by the Chief Supdt. or any other Asst. Supdt. or any other person authorised by the University for the purpose.
11. Candidates are prohibited from writing upon 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 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 books. Violation of this rule will involve rejection of answer books.
12. 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.
13. Candidates are prohibited from introducing into the examination hall any books, mobile phone, paper or portion of book, slate, 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. 14. 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 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.
15. In clubbed question papers, utmost care must be taken by the candidate to write the answers of the relevant question which is applicable to them.