

Cost of Form Rs. 25/-

Code 110

APPLICATIONS RECEIVED AFTER THE LAST DATE PRESCRIBED WILL SUMMARILY BE REJECTED
Every column to be carefully filled in by the candidate. Please read the instructions before you fill in

No. 31681

Mode of remittance of fee	M. G. Uty Cash Counter	SBT Br.	Jena Seva Kendram at	Reg. No.
Amount Rs.				(For Office use only)
Date of payment				
Pay-in-Slip/DD No.				



MAHATMA GANDHI UNIVERSITY

(Established by Kerala State Legislature by notification No. 3431/Leg. CI/85/Law dt. 17-4-85)

APPLICATION FOR REGISTRATION TO EXAMINATION

.....Sem. B. A./B.Sc./B.Com. (VOCATIONAL) MODEL-II DEGREE EXAMINATION.....(month).....(year)

FIRST APPEARANCE (REGULAR) / SUBSEQUENT APPEARANCE (SUPPLEMENTARY)

(Strike off which ever is not applicable)

Centre and Place of Examination (Capital letters) (Please see instruction No. 1)			
2) Name of Candidate	a) In English (In Block letters)		
	b) In Regional Language		
3) Sex : Male/Female	4) Place of Birth :	5) Taluk	6) District
Name and Occupation of father or guardian			
7) Religion		8) Community sub-divisions, if any	
9) Permanent Address		10) Address to which communications are to be sent	
Pin		Pin	

Candidates appearing for supplementary examination should affix a recent passport size photograph.
No photograph is required in case of candidates presented from the college for the first time. However identification of name and address is required for all candidates, both in application and hall ticket.

11) Name and Designation of the Identifying Officer
(The identifying Officer should sign on the photograph with date)

12) Telephone Number of the student with STD Code

13) Please ✓ on appropriate box, applicable to you :-

<input type="checkbox"/>	STUDENT PRESENTED FROM THE COLLEGE FOR THE FIRST TIME FOR A SEMESTER EXAMINATION DURING THE PERIOD OF STUDY	<input type="checkbox"/>	STUDENT REGISTERED FOR SUPPLEMENTARY EXAMINATION DURING OR AFTER THE PERIOD OF STUDY SUCH students should furnish Previous Register Numbers with Month & Year of Exam - They must affix identical copies of photographs in the space provided
			Previous Numbers
			Month & Year
			Centre of Examination
		
		
		

(Please attach photocopies of marklists of examinations appeared by the candidate, earlier for the same semester)

14) Vocational Subject, on which the course is known	
15) Year of Admission to Degree Course and College through which candidate has studied	
16) The year and the college through which the student registered as matriculate of the University	
17) Whether the student is appearing for the whole exam.	YES/NO.
18) Name of paper/papers of the Examination for which the candidate now appears. Write the words 'Not Applicable' in columns wherever not applicable to you	

Part - I First Language	PART - III SUBJECTS		
	Complementary Subject	Vocational Subject	Core Subjects
.....
.....
.....
.....
.....
.....
.....	* Write in the boxes - 'T' for Theory only, 'P' for Practical only. 'T & P' for Theory and Practical, 'PR' for Project Work/Report.		

Place :

Date :

Signature of the Candidate

Certificate from the Head of the Institution /Centre of Examination

<p>FOR STUDENTS PRESENTED FROM THE COLLEGE FOR FIRST TIME</p> <p>The student has prescribed attendance and progress during the semester. He/She is presented from the college as a regular student.</p> <p>Special remarks if any *</p> <p>Place : (Seal) Principal</p> <p>Date :</p>	<p>FOR STUDENTS APPEARING SUPPLEMENTARY EXAMINATION DURING OR AFTER THE PERIOD OF STUDY</p> <p>Mr./Ms.</p> <p>was a student of this institution during.....</p> <p>He is permitted to appear for supplementary examination at this centre.</p> <p>Special remarks if any *</p> <p>Place : (Seal) Principal</p> <p>Date :</p>
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* Shortage of attendance, if any within the condonable limit, suspected malpractice cases reported earlier, readmission, Intercollege transfer or any such instances that a Head of the Institution / Principal is bound to report.

CERTIFICATE TO BE ISSUED BY PRINCIPAL TO STUDENTS EXEMPTED FROM PAYMENT OF FEE
(Please see relevant instructions in page No.4)

This is to certify that Mr./Ms.....belongs to SC/ST/OEC and is appearing for the.....Sem. examination BA/BSc./B.Com. (vocational) Model II course(Month & Year) through this college. The Director, Harijan Welfare/District Welfare Officer concerned has been requested to sanction the exam fee for mark list and centralized valuation fee and the required statement in quadruplicate will be sent to the Controller of Examinations at an early date.

(Office Seal)

Signature of the Principal

REAK UP OF FEE PAID *

A	B	C	D	TOTAL
a) No. of Theory Papers.....	a) No. of Practical Papers.....	e) Fee for evaluation of Project work/ report	Fine if any	A+B+C+D
b) Fee per Theory Paper = Rs. 30/-	b) Fee per Practical Paper = Rs. 30/-	Rs. 30/-	Rs.....	Rs.....
A=a*b, Rs.....	B=c*d, Rs.....	Rs.....		

The fee must be paid through pay in slip at M.G. University Cash Counter or DD drawn in favour of Finance Officer M. G. University, payable at SBT, M. G. University Campus Branch, Code No. 669 or at Friends Jena Sevana Kendra. Please attach the receipt of DD for fee paid. No application will be registered unless prescribed fee has been paid. The fee once paid will not be refunded or held over for any other or subsequent examination. For further instructions, please see overleaf.

* Rates of fee are subject to revision.

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



**MAHATMA GANDHI UNIVERSITY
HALL TICKET**

.....Sem. B.A./B.Sc./B.Com. (Vocational) Model II- Degree Examination.....(Month & Year)

Centre of Examination :

Name

Vocational Subject

(As in column No. 14)

Register Number

(For Office use only)

Name of paper/papers of the Examination for which the candidate now appears. Write the words 'Not Applicable' in columns wherever not applicable to you.

Part - I First Language	PART - III SUBJECTS		
	Complementary Subject	Vocational Subject	Core Subjects
.....
.....
.....
.....
Part - II Second Language	* Write in the boxes - 'T' for Theory only, 'P' for Practical only. 'T & P' for Theory and Practical, 'PR' for Project Work/Report.		
.....	The supplementary candidates have to affix a recent passport size photograph. No photograph is required for candidates presented from the college for the first time. Identification is required for both categories.		
PHOTO	Signature of the candidate..... (To be signed in presence of Identifying Officer)		
	The candidate here in is identified		
	Dated Signature, Name and designation of Identifying Officer. (Signature should be on the photograph)		

Office of the Mahatma Gandhi University,
Kottayam

(Office Seal)

CONTROLLER OF EXAMINATIONS

INSTRUCTION TO CANDIDATES TO FILL IN THE APPLICATION FORM

- Centre of Examination :** All regular and Supplementary candidates should take the exam in the colleges in which they have undergone the course of study. Change of centre will not be permitted unless otherwise ordered by the University. In case, intercollegiate transfer is permitted by the University, the student will be permitted to take the exam at the newly joined college only from the semester in which inter collegiate transfer was sanctioned. Such candidates should attach a copy of the University order along with the application for registration to University exams.
- Name of candidate** shall be written as it is spelt in the 10th or equivalent certificate. The candidates registering for the first semester examination should attach original qualifying certificate and a self attested copy of the relevant page of SSLC Book showing name.
- Affixing photograph** and attestation for identification are required for all supplementary candidates, where as attestation of name, address and signature will be sufficient for students presented from the college for the first time. Any Gazetted Officer or Principal of the college, members of Senate or Syndicate can identify the candidate. In all cases the application should be forwarded by the Principal of the college which is the Centre of the Examination.
- Exemption from Payment of Fee:** Candidates belonging to SC/STOEC are exempted from Exam fee for 3 chances within the period of 4 years from the date of their first appearance for the respective examinations. They are also exempted from payment of centralized valuation fee and marklist fee. Such candidates should forward their application through the Principal of the college from where they were presented for exams, for the first time. Applications received direct from such candidates without exam fee will not be entertained by the University. The students enjoying educational concessions as per KPCR have to remit the exam fee, C.V. Camp fee, marklist fee etc. in to MGUF. The fee remitted by them will be reimbursed as and when the grant is received from the Government /SC/ST Development Department.
- The last date:** mentioned in the examination notification is the last date for receipt of duly filled in application together with prescribed fee in the University Office. 'The last date' doesnot have a direct or implied meaning that remittance of fee within that date will be sufficient. Delayed applications will be rejected irrespective of the reason. Candidates as well as Head of Institutions are advised to send the applications sufficiently in advance by registered post with acknowledgement due.
The marklist of all candidates will be sent to the Principals of the respective colleges where the candidate appear for the exam.
- Candidates submitting the applications direct to the University should write in block letters at left hand top corner of the envelope: 'APPLICATION FOR REGISTRATION TO.....Sem. B.Com(Voc.) Model-II) DEGREE EXAM...(Month & Year) and address the same to Deputy Registrar II (Examinations) Mahatma Gandhi University, Priyadarsini Hills P. O., Kottayam - 686 560.

INSTRUCTION TO CANDIDATES APPEARING FOR THE UNIVERSITY EXAMINATIONS

- 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 to the examination hall each day of the examination their hall tickets for inspection by the Chief Superintendent.
- 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 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 books. Violation of this rule will involve rejection of answer books.
- 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.
- 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 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.
- 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.