

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

M.G. Uty. Cash Counter/SBT/Janasevana Kendram .....

Amount Remitted Rs. ....

Date of Payment .....

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

No.

4101

Reg. No.  
(for office use)

# MAHATMA GANDHI UNIVERSITY

## APPLICATION FOR REGISTRATION

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

Centre and Place of Examination (Capital Letters) (Change of Centre will not be permitted) (See instruction No.9)										
Name of Candidate	a) In English (In Block Letters)									
	b) In Regional Language									
Sex:	Male / Female		Place of Birth:							
Age and Date of Birth			Taluk:							
			District:							
Name, occupation & annual income of Father or Guardian										
Religion				Community with sub-division, if any						
Permanent Address			Address to which communications are to be sent				Passport size photograph (bust) to be pasted here			
							(No photograph is required in the case of candidates presented from colleges for the first time)			
Telephone/Mobile No. with STD code (if any)										
Name and Designation of the Identifying Officer (Identifying Officer should sign on the photograph with date)										
Reg. No. & Year of II Year Exam.			I	II	III	IV	V	VI	VII	VIII
If the candidate is appearing now for the 1st Year/2nd Year B.Com for improvement of marks along with the Final Year B.Com Examination put tick mark(✓) in the column provided.										
Elective Subject selected under Part III										
Details of Passing		Register No.	Year of Passing		Class		Centre			
Part I (English)										
Part II (Addl. Language)										

Register Number, Year and Month of previous appearance if any, for Part III Optional Subject. Candidate appearing subsequent or Improvement examination must attach Photocopies of previous Mark lists.

Papers	1	2	3	4	5	6	7	8
Year & Month								
Reg. No.								
Centre of Exam.								

If the candidate is appearing for Part I or Part II of the examination, specify the part or parts clearly (Separate application form must be forwarded)

College or Colleges at which the candidate has studied for the B.Com Degree Examination and time at each. Private candidates shall write their Centre of Examination.

(From year ..... to year .....)

The year in which and the college through which the candidate was registered as a Matriculate of the Mahatma Gandhi University

Candidate 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.

Place .....

Date .....

*Signature of the Candidate*

Signature of the Principal of the College where the Candidate attends at the date of application

This column need not be filled up in the case of Candidates appearing after private study

### CERTIFICATE

This is to certify that Shri/Smt. .... belongs to Scheduled Caste / Scheduled Tribe / Other Backward Community and is appearing for the Examination for the First/Second consecutive chance. The Director, Harijan Welfare Officer concerned had been requested to sanction the Examination fees and the required statement in quadruplicate will be sent to the Controller of Examinations at an early date.

(Office Seal)

*Signature of the Principal*

(Note: For Instructions to Candidates please see next pages)

## INSTRUCTIONS TO CANDIDATES

1. Application for admission to the examination together with 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 application in the University and not remittance of fees.
2. Candidates belonging to Scheduled Tribes and Christian converts from them, Kudumbis and Backward Communities who are eligible for exemption from payment of examination fee should forward their applications through the Principals of the Colleges from where they were presented for the examination for the first time. Applications received direct from such candidates without required examination fees will not be entertained.
3. Candidates are advised to send their application by Registered post with acknowledgement due, so that they may have a ready means of knowing that their applications have reached the office.
4. The fee must be paid through pay-in-slip at M.G. University cash counter or SBT D.D. drawn in favour of the Finance Officer, M.G. University, payable at SBT, 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.

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



### HALL TICKET

# MAHATMA GANDHI UNIVERSITY

Final Year BCom. Degree Examination, March / April 201 .....

Centre of Examination:	
Name of Candidate : (In block letters)	
Elective :	Register Number:
Paper(s) for which the candidate appears (specify) the paper in ascending order	Passport size photograph (bust) to be pasted here
First Year - Whole/Papers .....	No photograph is necessary in the case of Candidates presented from colleges for the first time
Second Year - Whole/Papers .....	
Third Year - Whole/Papers .....	
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

Kottayam

Office Seal

CONTROLLER OF EXAMINATIONS

5. The fee for Examination is as follows:

Examination Fee : Rs. 25/- Per Paper; and Rs. 30/- for improvement / subsequent appearance. Registration fee for improvement Rs. 50/-, Rs. 20/- per paper as C.V. camp fee subject to a maximum of Rs. 100/-

Marklist : Rs. 25/-

6. Candidate submitting their application for subsequent appearance/improvement examinations need send copies of their previous Marklists/Hall tickets.
7. Candidates submitting their applications direct to the University should write in block letters at the left hand top corner of the envelope containing the application : 'APPLICATION FOR REGISTRATION - FINAL YEAR B. Com. DEGREE EXAMINATION'.
8. The marklist of all candidates will be send to the Principals of the respective colleges where the candidates register for the examination.
9. Candidates must opt the centre of their 1 year Examination.

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### INSTRUCTIONS 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 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, on each day of the examination their hall tickets for inspection by the Chief Superintendent/Invigilator.
2. 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 number on any other page of the answer book. 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 the question paper has been given and no candidate who leaves the hall during the period allotted for the 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 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.
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 Invigilators has come 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.