

Application Fee : Rs. 60/-

To be sent by Registered Post



MAHATMA GANDHI UNIVERSITY
PRIVATE REGISTRATION SECTION
APPLICATION FOR REGISTRATION AS A PRIVATE CANDIDATE FOR
MA/MSc Maths/MCom EXAMINATION OF
MARCH/APRIL, _____

*Recent Passport
size Photograph
of the candidate
to be affixed here*

CENTRE OF EXAMINATION :

Examination for which Registration is sought (Tick the applicable)

MA/MSc Maths/MCom.		
II SEMESTER	III SEMESTER	IV SEMESTER

<p>1. Name of the candidate in English (in block letters) (As entered in SSLC)</p> <p style="text-align: center;">In Mother Tongue</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 10%; text-align: center;">Sex</td> <td style="width: 20%;"></td> </tr> </table>		Sex	
	Sex			
2. Age and Date of Birth				
3. Place of birth with District & Taluk				
4. (a) Name & Occupation of father or guardian				
(b) Name & Occupation of Mother				
5. (a) Permanent Address in full (in block letters)	(b) Address to which communications are to be sent (use PIN Code)			
6. Telephone No. if any with STD code/Mobile No.				
7. Whether employed at present. If so, name & address of the employer (Attach Employment Certificate if any concession in minimum marks is required)				
8. MAIN SUBJECT SELECTED/Name of Programme				
9. Second Language selected/Common Course (II Language (for BA/BCom)				
10. Optional paper/Elective/Module/Stream/Group (for PG)				
11. No. and date of the Private Registration Memo already issued, if any				
12. The School/College and the University in which the candidate last studied				
13. The course for which the candidate attended the College/University last				
14. Whether the qualifying examination has been recognized by the University. If yes, give details				
15. Details of Eligibility Certificate submitted (Kerala/CBSC and ISC are exempted)				
16. Whether the candidate has been matriculated. If so the year and the college through which matriculated (in case of private study, give the PR No. & year)				
17. Whether belongs to SC/ST/OBC/OEC..... specify the details and attach certificates, if any kind of				

concession is required	
18. Details regarding the Qualifying Examination passed	
a) Name of Examination	
b) Register Number	
c) Month & Year	
d) Name of the University/Board	
e) Name of Language & Subjects	
19. Whether the candidate has taken not less than three papers under Part – 1 English/Six Common Course in English (for CBCSS candidates) (Applicable for candidates applying for MA English on the basis of their pass in Part I English	
20. Details of documents enclosed.	
1.	5.
2.	6.
3.	7.
4.	8.
21. Details of MGU E-Receipt enclosed (Registration fee/Matriculation fee/and fine, if any)	<p style="text-align: center;"><u>MGU E-Receipt details</u></p> Challan No: Date : Amount :
22. Details of recognition fee remitted (If Applicable)	<p style="text-align: center;"><u>MGU E-Receipt details</u></p> Challan No: Date : Amount :
23. Details of MGU E-Receipt towards the Examination fee remitted	<p style="text-align: center;"><u>MGU E-Receipt details</u></p> Challan No: Date : Amount :

DECLARATION BY THE CANDIDATE

I have read the Rules and Regulations of Private Registration and I hereby declare that the entries made above are correct and they have been made in my own hand writing.

Station:.....

Date :.....

Signature of the Candidate

MAHATMA GANDHI UNIVERSITY
PRIVATE REGISTRATION SECTION
PRIVATE REGISTRATION MEMO

*Recent Passport
size Photograph
of the candidate to
be affixed here*

Identifying
Officer to sign on
the Photograph
and affix his seal
here >

Registration No.....

Name of the Candidate
:.....

Date of Birth :.....

Full Address :
.....
.....
.....

Identifying Officer's Name
.....

Designation

Address

Signature of the Candidate

To be filled by the candidate

(Principals of affiliated colleges, Heads of the University Department of Study and Research, Headmasters and Headmistresses of High School and Members of the Senate, Academic Council, Syndicate and Gazetted Officers are authorised to sign this identification form)

(For Office Use only)

Ref: His/Her application dated.....for Private Registration,
Shri/Smt..... has been
granted registration as private candidate for admission to the
.....
..... Exam. Of March/April/June/July, 201..... with the
following Subjects.

(A) Post Graduate
Main

Subject:.....

Optional Paper :
Elective/Module/Stream/Group.....

Centre of Examination chosen by the candidate is.....

Kottayam
Date..... Asst. S.O. Assistant Registrar/Deputy Registrar
for Controller of Examinations.

Cost of Application Form : Rs. 35/-



**MAHATMA GANDHI UNIVERSITY
KOTTAYAM**

APPLICATION FOR M.A./M.Sc./M.Com. DEGREE
.....SEMESTER EXAMINATION
.....20.....

Optional Subject.....

Reg. No.

*Separate Application fee to be remitted for each Semester Examination.
Read the instructions carefully before filling the application*

Centre of Examination		
Name of the Candidate (IN BLOCK LETTERS)		Male/Female
(a) Main Subject taken: Specify the Optional/Stream etc.		Optional papers meant to be taken at the exam
	Semester I	Semester II
(b) Optional Papers	1.	1
(c) Failed or Supplementary candidates should specify the paper No. & title of the papers they intend to appear. (Both Theory & Practical)	2.	2.
	3.	3.
	4.	4.
(d) Betterment Candidates should Write 'Betterment' against this column <input type="text"/>	5.	5.

Details of appearances:				
Semester Specify the Stream / Optional, if any	Register No.	Month & Year	Centre of Examinations	Specify the paper No. and Title of the papers passed

Details of fee remitted	MGU E-Receipt details		
	Challan No:		
	Date :		
Amount :			

a) Religion and Community		Sub Division (If any)	
b) Whether belongs to SC/ST			
c) Whether eligible for fee Concession	YES/NO		
Age & Date of Birth			

For I Semester First Appearance Candidates
Details of qualifying Examination passed

i) Name of Examination		ii) Reg. No.		iii) Month & Year	iv) Name of the University and College	
Marks/Grade obtained in the qualifying examination						
Part I/Common course	Part II/Common course	Part III (Main)/Core	Sub I/Complementary	Sub II/Complementary	Open Course	
For Re-admission candidates No. & Date of re-admission order						
a) Name of Father/Guardian						
b) Occupation & Annual Income of Father/Guardian						
Address of the candidate						
Permanent Address			Present Address		<i>Passport Size photograph to be pasted and attested by a gazetted officer in the case of Private/Failed Candidates</i>	
Telephone No.			Telephone No.			

(Dated Signature of the identifying Officer is necessary across the photograph)

12. Name & designation of the Identifying Officer with Seal

13. DECLARATION OF THE CANDIDATE

I hereby certify that the entries made above are correct to the best of my knowledge and belief and that they have been made in my own handwriting.

Station:.....

Date :.....

Signature of the Candidate

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

HALL TICKET

MAHATMA GANDHI UNIVERSITY

POST GRADUATE EXAMINATIONS



M.A...../M.Sc...../M.Com.....

Semester Examination.....20.....

Reg. No.
For office use only

Centre of Examination :		
Name of Candidate		Male / Female
Main Subject..... I Semester..... Paper(s) meant to be taken in the examination 1..... 2..... 3..... 4..... 5.....	II Semester Paper(s) meant to be taken in the examination 1..... 2..... 3..... 4..... 5.....	Passport size photograph to be pasted here The photograph should be attested by a Gazetted Officer

Signature of the Candidate
(to be signed in the presence of Identifying Officer)

Name & Designation and office seal of Identifying Officer
(in the case of Private/Failed/subsequent appearance
Candidate's photograph is necessary)

University Office Seal

Controller of Examinations

INSTRUCTIONS TO CANDIDATES

1. Every Column of the application should be carefully filled in by the candidate.
2. APPLICATIONS WHICH ARE DEFECTIVE IN ANY RESPECT, INCOMPLETE AND THOSE RECEIVED AFTER THE LAST DATE PRESCRIBED WILL BE SUMMARILY REJECTED. The last date prescribed is the last date of receipt of applications in the University office and not the date of remittance of fees.
3. Applications for admissions to the Examination, together with MGU E-Receipt for the remittance of fees must be forwarded to the Controller of Examinations not later than the last date prescribed.
4. Enquiries from candidates, as to the receipt of their applications in the University office will not receive attention. Each application, if accompanied by a self addressed Post Card, will however be acknowledged by the return of the card with the University Stamp affixed thereon. 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 been received in the office.
5. The fee for the examination is as follows:

a) Application Fee	>	Rs.35/-
b) Each theory Paper		
i) First appearance	>	Rs.115/-
ii) Improvement/ Supplementary	>	Rs.170/-
c) Mark list fee	>	Rs.115/-
d) CV Camp fee		
i) First appearance	>	Rs.50/- per paper subject to a maximum of 300/-
ii) Improvement/ Supplementary	>	Rs.50/- per paper subject to a maximum of 300/-
e) Viva voce	>	Rs.115/-
f) Project/Dissertation Evaluation	>	Rs.280/-
g) Online Question Paper Printing charge	>	Rs.25/-
6. The fee must be paid through MGU E-Receipt. 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.
7. Candidates submitting their applications directly to the University should write in block letters at the left hand top corner of the envelope containing the applications : APPLICATION FOR REGISTRATION P. G. Semester/Semester Improvement examination.
8. The chances for betterment of the whole programme (course) will be limited to one.
9. Each candidate appearing for the first time must forward his/her application along with his/her Qualifying Certificate/Provisional certificate and Marklists. In the case of Bachelors from Universities outside the state a copy of the communication granting recognition of the Examination should also be submitted. APPLICATIONS WITHOUT CERTIFICATE AND MARKLISTS WILL NOT BE CONSIDERED FOR REGISTRATION.
10. No candidate appearing for the first time will be allowed to select a centre for his/her examinations other than the college in which he/she has studied except for satisfactory reasons and on the recommendation of the Principal of his/her College.
11. The marklist of the candidates will be sent to the Principals of the respective colleges where the candidates appeared for the examination.
12. The marklist of Candidates who fail to produce the Original Qualifying certificate and Qualifying Marklists at the University office for verification will not be released.

INSTRUCTION TO CANDIDATES APPEARING 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 the 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.
2. Candidates are prohibited from writing on 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 27380 the candidate shall write in letters Two Seven Three Eight Zero'. They are strictly prohibited from writing their register numbers on any other page of their answer books. 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 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, mobile phone, 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 answers 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.

Cost of Application Form : Rs. 35/-



**MAHATMA GANDHI UNIVERSITY
KOTTAYAM**

APPLICATION FOR M.A./M.Sc./M.Com. DEGREE

.....SEMESTER EXAMINATION
.....20.....

Optional Subject.....

Reg. No.

*Separate Application fee to be remitted for each Semester Examination.
Read the instructions carefully before filling the application*

Centre of Examination				
Name of the Candidate (IN BLOCK LETTERS)				Male/ Female
(a) Main Subject taken: Specify the Optional/Stream etc.	Semester III		Optional papers meant to be taken at the exam	
	Semester IV			
(b) Optional Papers	1.	1		
(c) Failed or Supplementary candidates should specify the paper No. & title of the papers they intend to appear. (Both Theory & Practical)	2.	2.		
	3.	3.		
	4.	4.		
(d) Betterment Candidates should Write 'Betterment' against this column <input type="text"/>	5.	5.		
		6.		
		7.		
Details of appearances:				
Semester Specify the Stream / Optional, if any	Register No.	Month & Year	Centre of Examinations	Specify the paper No. and Title of the papers passed
Details of fee remitted		MGU E-Receipt details Challan No: Date : Amount :		

a) Religion and Community				Sub Division (If any)	
b) Whether belongs to SC/ST					
c) Whether eligible for fee Concession		YES/NO			
Age & Date of Birth					
For I Semester First Appearance Candidates					
Details of qualifying Examination passed					
i) Name of Examination		ii) Reg. No.		iii) Month & Year	iv) Name of the University and College
Marks/Grade obtained in the qualifying examination					
Part I/Common course	Part II/Common course	Part III (Main)/Core	Sub I/ Complementary	Sub II/ Complementary	Open Course
For Re-admission candidates No. & Date of re-admission order					
a) Name of Father/Guardian					
b) Occupation & Annual Income of Father/Guardian					
Address of the candidate					
Permanent Address		Present Address		<i>Passport Size photograph to be pasted and attested by a gazetted officer in the case of Private/ Failed Candidates</i>	
Telephone No.		Telephone No.			

(Dated Signature of the identifying Officer is necessary across the photograph)

12. Name & designation of the Identifying Officer with Seal

13. DECLARATION OF THE CANDIDATE

I hereby certify that the entries made above are correct to the best of my knowledge and belief and that they have been made in my own handwriting.

Station:.....

Date :.....

Signature of the Candidate

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

HALL TICKET



MAHATMA GANDHI UNIVERSITY

POST GRADUATE EXAMINATIONS

M.A...../M.Sc...../M.Com.....

Semester Examination.....20.....

Reg. No.

For office use only

Centre of Examination :		
Name of Candidate		Male / Female
Main Subject..... III Semester..... Paper(s) meant to be taken in the examination 1..... 2..... 3..... 4..... 5.....	IV Semester Paper(s) meant to be taken in the examination 1..... 2..... 3..... 4..... 5..... 6..... 7.....	Passport size photograph to be pasted here The photograph should be attested by a Gazetted Officer

Signature of the Candidate
(to be signed in the presence of Identifying Officer)

Name & Designation and office seal of Identifying Officer
(in the case of Private/Failed/subsequent appearance
Candidate's photograph is necessary)

University Office Seal

Controller of Examinations

INSTRUCTIONS TO CANDIDATES

5. Every Column of the application should be carefully filled in by the candidate.
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e) Viva voce	>	Rs.115/-
f) Project/Dissertation Evaluation	>	Rs.280/-
g) Online Question Paper Printing charge	>	Rs.25/-
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2. Candidates are prohibited from writing on 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 27380 the candidate shall write in letters Two Seven Three Eight Zero'. They are strictly prohibited from writing their register numbers on any other page of their answer books. 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 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, mobile phone, 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 answers 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.

**MGU E-Receipt details**

Challan No:

Date :

Amount :

MAHATMA GANDHI UNIVERSITY**APPLICATION FOR THE RECOGNITION OF EXAMINATION OF OTHER
UNIVERSITIES/ BODIES**

1. (a) Name of Applicant (in block letters)	
(b) Name of Father or Guardian	
(c) Date and Place of Birth	
2. (a) Examination passed and which is sought to be recognised (Name of the University or Board which conducted the examination to be given)	
(b) Subjects taken for the Examination	
(c) 1. Whether the examination was taken as a collegiate student or after private study	
2. The college where the applicant studied last (A certificate from the Principal should be enclosed)	
(d) The length of course of the examination passed which is sought to be recognised	
3. The (equivalent) examination of the University to which it is sought to be recognised.	
4. Reasons for pursuing his previous studies at the University from which he migrates.	
5. Reasons for seeking admission in the University.	
6. The course for which admission is sought together with optional and second language if any, to be taken and the year of admission	
7. Whether the following documents have been enclosed.	
(i) Pass certificate (original)	
(ii) Migration certificate from the University or the Board where the applicant studied last and passed the examination.	
(iii) A certificate or certificates in support of	

items 2(b) c(1),(2)and (d) from the Principal of the college where the applicant studied for the examination sought to be recognised.	
(iv)MGU E-Receipt for Rs:25/- being the fee for considering the application (No. and date of receipt to be specified)	
8. Address to which Communications are to be sent	
9. Signature of the applicant	
10. Endorsement of the Principal of the college where the applicant has joined provisionally or proposes to join (recommendations and conditions if any of admission may be stated here)	Forwarded Signature Principal College.....

Station.....

Date.....

Note:2 (b) If the Pass certificate contains this information the certificate from the Principal required in this behalf under column 7 (iii) need not be produced.

(c) & (d) apply only in the case of examinations sought to be recognised as equivalent to the intermediate, Pre-University/ Pre- degree or Degree Examination of the University.

7 (ii) applies in the case of examination of Universities and Boards and, School Leaving Certificate examinations in respect of which the University or Board concerned issues migration certificates. Applications should be made through the Principal of the College where the applicant seeks admission, Pending decision of the application the Principal may admit the applicant *Provisionally*, and at the applicant's risk.

Applications should be made in the prescribed form and should be accompanied by all the enclosures specified therein. Delay in the submission of any of the particulars may entail delay in the decision of the applications and the applicants will run the risk of the applications being rejected.

Price: Rs.35/- (Rupees Thirty Only)



MAHATMA GANDHI UNIVERSITY

APPLICATION FOR REGISTRATION AS A MATRICULATE

1 . Name	a) As entered in the S.S.L.C. or other qualifying certificate if any	
	b) In Block Letters	
2. Name of Father or Guardian		
3. Age and date of birth as entered in the S.S.L.C. or equivalent certificate (in Christian Era)		
4. Religion and Community		
5. Mother Tongue		
6. a) School where educated		
b) Register Number and year of S.S.L.C. or other qualifying certificate		
c) Authority issuing such certificate		
7. College or other institution under this University in which the applicant first studied and the date of admission.		
8. College or other institution in which the applicant last studied and the date of admission with course of study		
9. a) Course for which he/she is studying in Mahatma Gandhi University		
b) Qualifying Examination passed for admission to the course		
10. Institution in which he/she is studying with year of admission.		
11. Signature of the applicant.		
*12. The above details have been verified with the original documents and found correct.		Signature : Designation :

Prescribed fee should be remitted through MGU E-Receipt.

A fine of Rs. 55/- shall be remitted for late applications.

* This column should be countersigned by the Principal of a college or a Gazetted officer. In the case of Ph. D. candidates column should be countersigned by the Principal/Director of the research centre