

SEMESTER SCHEME



REGULAR/SUPPLEMENTARY

MAHATMA GANDHI UNIVERSITY, KOTTAYAM
APPLICATION FOR REGISTRATION TO THE EXAMINATION OF ALL SELF FINANCING DEGREE COURSES

(EVERY COLUMN EXCEPT REGISTER NUMBER TO BE CAREFULLY FILLED IN BY THE CANDIDATE)

REGISTER NUMBER

Name of the Course					
Name of the Candidate (Woman candidate should add the word 'woman' after their names)		In English (Block Letters)			
		In Mother Tongue			
Date of Birth		Place of birth with District and Taluk			
Religion with sub division, if any					
Whether belongs to SC/ST/OEC/OBC (Specify the category)					
Name, occupation and annual income of father or guardian					
Semester		Month & Year			
Centre of Examination (in block letters) (Change of centre will not be permitted)					
Permanent Address(Block letters)		Address to which communications are to be sent with Pin Code and Phone No.			
Office seal	Name, designation & address of the Identifying Officer			Photograph of supplementary candidates should be attested by a Gazetted Officer	
Whole exam or subjects for which the candidate is now appearing	1.		5.		
	2.		6.		
	3.		7.		
	4.		8.		
Details of Fee Remitted	Amount in Rupees	Chalan/DD No.	Date	MG University Counter/Bank	

Note: Applications received after the last date prescribed will be summarily rejected

Details of previous appearance in the same semester (For supplementary candidates only)	Semester	Reg.No.	Month	Year	Centre of Examination
The Year in which and the college through which the candidate was registered as a Matriculate of the Mahatma Gandhi University					
Date of passing Pre-Degree or equivalent examination					
If from Foreign University, the number and date of this office communication recognizing the examination should also be stated					
College in which the candidate has studied for the first semester examination and period of study and the year of admission					
I hereby declare that the entries made above are correct to the best of my knowledge and that they have been made in my own handwriting. Place Date Signature of the Candidate					
*I hereby certify that the entries made above have been verified by me and have found them to agree to those in the records of this College. Place Date College Seal Signature of the Candidate * (This column need be filled only in the case of candidates attending a college at the date of application)					
<p style="text-align: center;">CERTIFICATE</p> <p>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 and he/she is eligible for reimbursement of examination fee. The Director, Harijan Welfare/District Welfare Officer concerned has been requested to sanction the examination fee and required statement in quadruplicate will sent to the Controller of Examinations at an early date.</p> <p>Place Date College Seal Signature of the Principal</p>					



MAHATMA GANDHI UNIVERSITY KOTTAYAM

HALL TICKET

REGISTER NUMBER

1. Name of the Candidate	In English (Block Letters)			
	In Mother Tongue			
2. Name of the Course				
3. Semester		Month & Year		Regular/Supplementary
4. Centre of Examination				
5. Subjects now appearing :	(i)			
	(ii)			
	(iii)			
	(iv)			
	(v)			
	(vi)			
	(vii)			
6. (Office Seal)	Name, Designation & Address of the Identifying Officer		Photograph of supplementary candidates should be attested by a Gazetted Officer	
7. Signature of the Candidate				
<p>Note: 1. Candidate must satisfy the Chief Superintendent as to their identity. The certificate of identity taken by the Chief Supdt/Invigilator must contain the signature of the candidate. 2. All entries except the Register Number to be filled in by the candidate</p>				
<p>Office of the Mahatma Gandhi University P.D Hills, Kottayam</p> <p>(Office seal)</p> <p>Controller of Examinations</p>				

INSTRUCTIONS TO CANDIDATES

1. Application for admission to this examination together with the prescribed fee and photocopy of the qualifying certificate (PDC or equivalent) 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 and not for remittance of fees.
2. Candidates who are not attending a college at the time of application or those who select a centre other than the college in which they study, should forward with their application in the prescribed identification form (printed copy) duly filled in.
3. The fee for the examination is as follows:
 - ❖ Rs. 50/- for each paper + Rs. 50 for each practical+ Rs. 25/- for mark list
 - ❖ Subsequent appearance: same as above
 - ❖ C.V camp fee @ Rs. 100/ semester
 - ❖ C.V camp fee @ Rs. 20/- per paper (for supplementary exams)
4. The fee must be paid through pay-in-slip at M.G University cash counter, or Friends Jana Sevana Kendra or Demand Draft drawn in favour of the Finance Officer, M.G University, payable at SBT, MG 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.
5. Candidates belonging to Scheduled Castes, Scheduled Tribes and Christian converted from them. Kudumbis etc. who are eligible for exemption from payment of examination fees for their second appearance should forward their applications through the Principals of the Colleges from where they were presented for the examinations for the first time. Applications received directly from such candidates without examination fees will not be entertained by the University.
6. The mark list of all candidates will be sent to the Principals of the respective Colleges where the candidates appear for the examination.
7. The name of the examination should be written on left hand top corner of the envelope containing the application.

INSTRUCTIONS TO THE 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 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 their 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 number on any other page of their answer books, violations of this rule will involve rejection of answer books.
3. No candidates 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 a paper will be allowed to return within that period.
4. Candidates are prohibited from introducing in to 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 for with 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 the 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 at 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 answer book in his/her seat.