

Price: Rs. 20/-

Code. No.

88



**MAHATMA GANDHI UNIVERSITY  
KOTTAYAM**

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

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

Optional Subject.....
Stream.....
Reg. No.....

1 Centre of Examination

2 Name of the Candidate (IN BLOCK LETTERS) Male/Female

3 (a) Main Subject taken :Specify the Optional /Stream etc.		Optional papers meant to be taken at the exam
(b) Optional papers	1	1
(c) Failed or supplementary candidates should specify the paper No. and title of the papers they intend to appear (both theory & practical)	2	2
	3	3
(d) Betterment candidates should write 'Betterment' against this column	4	4
	5	5

4 Details of earlier appearances:

Semester Specify the Stream/ Optional if any	Register No	Month & Year	Center of Examinations	Specify the paper No. and Title of the papers passed

5 Details of fee remitted

- (a) Amount (b) Pay in Slip No/DD/ Receipt No:  
(c) Date of remittance (d) Uty Cash Counter/SBT/Jana Sevana Kendra

6 (a) Religion and Community	Subdivision (if any)
(b) Whether belongs to SC/ST	
(c) Whether eligible for fee concession	Yes / No

7 Age and Date of Birth

8 For I Semester First Appearance Candidates

(a) Details of qualifying Examination passed.

(i) Name of Examination	(ii) Reg. No.	(iii) Month & Year	(iv) Name of the University & College

(b) Marks obtained in the qualifying examination

Part I	Part II	Part III(Main)	Sub I	Sub II

9. For re-admission candidates No. and date of re-admission order		
10. (a) Name of Father /Guardian		
(b) Occupation &Annual income of Father /Guardian		
11.Address of the Candidate		Present size photograph to be pasted ad attested by a gazette officer in the case of Private/Failed candidate
Permanent Address	Present Address	
Telephone No.	Telephone No.	

(Dated signature of the identifying officer is necessary across the photograph)

12. Name and 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 hand writing.

Station:

Date :

*Signature of the Candidate*

14. **DECLARATION OF THE PRINCIPAL**

\* I hereby declare that the entries made have been verified by me and I have found them to agree to those in the records of this college.

\*\* Certified also that the candidate has earned minimum required attendance for registration to examination and that his/her progress is satisfactory.

Station:

Date :

College Seal

*Signature of the Principal*

15. **CERTIFICATE OF THE PRINCIPAL**

This is to certify that Shri./Smt.....belongs to Scheduled Cast /Scheduled Tribe / Other Backward Community etc. and is appearing for the examination for the First /Second consecutive chance and he/she is eligible for reimbursement of examination fees. The District Welfare Officer concerned has 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.

Station:

Date :

College Seal

*Signature of the Principal*

\*This column needs to be filled only in the case of candidates attending a college on the date of application.

\*\*To be filled in only in the case of regular candidates.

**INSTRUCTIONS TO CANDIDATES**

1. Every Column of the application should be carefully filled in by the candidate.
2. APPLICATION 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 the University Cash Counter pay-in-slip for the remittance of fees must be forwarded to the Controller of Examinations not later than the last date prescribed.
4. Enquires 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) Theory – Rs. 40/- per paper+ Rs. 50/-per practical + Rs.25/- for mark list.
  - b) For subsequent appearance Rs. 50/-per theory and practical papers + Rs.25/- for mark list.
  - c) Camp Valuation Fee – Rs. 30/- per paper subject to a maximum of Rs. 150/-
  - d) Viva voce Rs. 40/- + Rs. 100/- for Project / Dissertation.
6. The fee must be paid through pay-in-slip at M.G. University Cash Counter or DD 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.

P.T.O

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 (All entries except the Reg. No. to be filled in by the candidate)



**MAHATMA GANDHI UNIVERSITY  
 HALL TICKET  
 POST GRADUATE EXAMINATIONS**

Reg. No. (for office use only)	
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M.A..... /M.Sc. .... /M.Com.....Semester  
 Examination.....20.....

Centre of Examination

Name of the Candidate	Male/Female
Main Subject..... .....Semester..... Paper(s) meant to be taken in the examination 1..... 2..... 3..... 4..... 5.....	Passport size photograph to be pasted here  No photograph is necessary for First appearance candidate

Signature of the candidate

Signature of the Principal

(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)

(in the case of regular candidates) with seal

7. Candidate belonging to Scheduled Cast, Scheduled Tribe and Christian converts from them, Kudumbis etc. who are eligible for exemption from payment of examination fee for their second consecutive appearance should forward their application through the Principals of the Colleges from where they were presented to the examinations for the first time. Applications received direct from such candidates without examination fees for will not be entertained by the University.
  8. Candidate 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 FOR P.G semester /semester improvement examination.
  9. The chances for betterment of the whole programme (course) will be limited to one.
  10. Each candidate appearing for the first time must forward his/her application along with his/her Qualifying Certificate /Provisional Certificate and Mark lists. 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 MARKLIST WILL NOT BE CONSIDERED FOR REGISTRATION.
  11. No candidate appearing for the first time will be allowed to select a centre for his /her examination other than the college in which he/her has studied except for satisfactory reasons and on the recommendation of the Principal of his/her College.
  12. The mark list of the candidates will be sent to the Principals of the respective colleges where the candidates appeared for the examination.
  13. The mark list of the Candidates who fail to produce the Original Qualifying Certificate and Qualifying Mark lists at the University office for verification will not be released.
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#### INSTRUCTION TO CANDIDATES APPEARING THE UNIVERSITY EXAMINATIONS

1. Candidate 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. Candidate who are undoubtedly suffering from infectious 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.  
**Candidate 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 book.**
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. Candidate 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.