

SUPPLEMENTARY (COURSE COMPLETED)

Course (*)



Register Number

Register Number
of last appearance(*)

MAHATMA GANDHI UNIVERSITY, Kottayam, Kerala-686560, INDIA
APPLICATION FORM FOR REGISTRATION TO UNIVERSITY EXAMINATIONS

....., 200.....

Details of fee remitted

DD/Cash Counter Chalan No:	
Amount	:
Date	:
Name of Bank	:
Branch	:

Affix a recent passport size (4x5cm) photograph
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Name, Designation and dated signature of the identifying
Officer / Centre Co-ordinator (across the photograph) with seal

1	Name of the candidate in Block Letters (as in the School leaving certificate)	
2	Student Enrolment Number	
3	Date of Birth (in Christian Era)	in figures in words
4	Name and occupation of father/guardian	
5	Name of Examination (Indicate the Year/Semester)	
6	Centre of examination with Centre Code	
7	Period of study	From To
8	Name of Off Campus Centre in which candidate last studied	
9	Communication Address with PIN code	
10	Course details: Main Subject Selected	
	Second Language	
	Optional/ Elective Papers	
11	Whether debarred from appearing the examination if so details of course, Reg.No , year and center of exam, etc.	

12 Details of the examination for which the candidate is appearing (fill up relevant columns only)

SEM I		SEM II	
Sl.No.	Name of paper	Sl.No.	Name of paper

SEM III		SEM IV	
Sl.No.	Name of paper	Sl.No.	Name of paper

SEM V		SEM VI	
Sl.No.	Name of paper	Sl.No.	Name of paper

13 Details of previous appearance

Sl.No.	Centre of Examination	Register Number	Month and Year

DECLARATION OF THE CANDIDATE

I solemnly affirm that the details given above are true and are written in my own handwriting.

Place:

Date :

Signature of the Candidate

DECLARATION OF THE PRINCIPAL / CENTRE CO-ORDINATOR

The above candidate has undergonecourse in this institution from (date.....month.....year.....) to (date..... month..... year.....) and he/she has acquired sufficient attendance required for presenting him for the examination and his/her course fee has been collected and remitted to the University. I also certify that the entries made above have been verified by me and I have found them to agree with those in the records of this centre.

Place:

Date :

(office Seal)

Signature of the Principal/Coordinator
with Seal

(*) **Compulsory – To be filled in by the candidate**

General Instructions to Candidates

- 1 **Candidates should download the application form from the website of the School of Distance Education and should remit Rs.25/ or US\$ 5 as the cost of application along with the fee for examination. The website address is www.sdemgu.org**
- 2 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 fixed is the last date for receipt of application in the office of the Controller of Examinations and not for remittance of fees.
- 3 Candidates who completed the prescribed course and are re-appearing for the examination should forward the identification form duly filled, countersigned by the Co-ordinator of the Centre from which he/she is appearing.
- 4 The fee should be paid as cash receipt from Mahatma Gandhi University Cash Counter or D.D drawn in favour of the Finance Officer, Mahatma Gandhi University, payable at SBT, M.G. University Campus Branch only (code No. 669) and forwarded to the Controller of Examinations along with the application. Fees once paid will not be refunded.
- 5 The Marklists of all candidates will be sent to the Principals/Centre Co-ordinator of the respective colleges/centres where the candidates appeared for the examination.
- 6 The name of the examination should be written on the left hand top corner of the envelope containing the application.
- 7 The candidates shall have to fill up and submit the application in their own handwriting in the prescribed format.
- 8 All candidates shall have to send their application through the Co-ordinator of the Centre from where he/she intends to appear for the examinations.
- 9 All reappearing candidates and those who appear in their subsequent chance shall have to '**Compulsorily**' submit a specific separate application along with the regular appearance application if any.
- 10 All candidates should also remit Fee towards expenses for conducting centralised valuation camps as follows:
Rs. 100 per semester or Rs. 100 annual course as the case may be.

(All entries except Register Number to be filled in by the candidate)

HALL TICKET



MAHATMA GANDHI UNIVERSITY, Kottayam Kerala-686560

Register Number

Course	Year and Month		Affix a recent passport size (4x5cm) photograph
Centre of Examination			
Name of the Candidate		Sex : Male / Female	

Details of Appearance

SEM I		SEM II	
Papers	Name of paper	Papers	Name of paper

SEM III		SEM IV	
Papers	Name of paper	Papers	Name of paper

SEM V		SEM VI	
Papers	Name of paper	Papers	Name of paper

Signature of the candidate :
(To be signed in the presence of Identifying Officer)

Name, Designation and dated signature of the identifying Officer / Centre coordinator (across the photograph) with seal

(Office Seal) CONTROLLER OF EXAMINATIONS

INSTRUCTIONS TO CANDIDATES APPEARING FOR UNIVERSITY EXAMINATIONS

1. Candidates should take their places 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 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 candidates 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.**
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 them will be allowed to return within that period.
4. Candidates are prohibited from introducing into the Examination Hall any book or portion of books, manuscript or paper of any description. From communicating with or copying from each other communicating with any person outside the Examination Hall. Any candidate detected in the violation of Rules will be sent out of the Hall forth with and will not be permitted to sit for remaining papers of examination. Violation of these rules may involved cancellation of the examination taken by a candidate and his/her rustication for a period of to be decided by the University.
5. When a candidate has finished writing 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 he/her place and remain standing until one the Superintendents has gone up to his/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.

Examination Fee Rates

Course	Fee Per Paper (Theory, Practical)		Annual Fee for Project Evaluation		Fee For Marklist (Per Semester / Year)		Cost of Application Form		Centralised Valuation Camp (Per semester / Year)	
	India (Rs)	Abroad (US \$)	India (Rs)	Abroad (US \$)	India (Rs)	Abroad (US \$)	India (Rs)	Abroad (US \$)	India (Rs)	Abroad (US \$)
P G Course	100	5	250	10	25	2	25	5	100	3
U G Course	50	3	-	-	25	2	25	5	100	3