



# MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA

## APPLICATION FOR LAST & FINAL SPECIAL MERCY CHANCE EXAMINATION, 20\_\_

(U.O No. 10679/EI 33/2023/MGU dated 16.10.2023,  
U.O No. 4958/EI 33/2024/MGU dated 10.06.2024)

Affix Passport size photograph here, get it attested by a Gazetted Officer by signing across it.

### APPLICATION FOR .....YEAR / SEMESTER.....EXAMINATION

Eg: Second year B.Sc, First Semester MA, Sixth Semester B.Com)

(Separate application should be submitted for EACH SEMESTER /EACH YEAR/ EACH PART I/II of the programme/course)

1. Name of the candidate :
2. Date of birth :
3. Address for communication :
4. Phone Nos : (1) : (2):
5. E-mail address :
6. a) Aadhaar No.(optional): b) APAAR ID.(optional):
7. Examination Centre (college)preferred :
8. Course/Programme :
9. Main subject / Core Course :
10. Year of admission to the Course / Programme :
11. Whether Regular Study or Private Study :
12. If regular study College at which the candidate :  
was admitted for the course
13. Details of previous appearances in the Semester / Year. (Copies of marklists / Grade Cards should be attached with the application)

Year	Month	Register No.	Exam Centre	Marks / Grade obtained

14. Subjects / Papers / Courses now applying for

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

15. Details of Fee paid : ( print out of e-receipt should be attached )

Amount paid :  
e-payment Receipt No :  
Date of Payment :

**Declaration of the candidate**

**I hereby declare that the information given above are true and that no fact regarding previous appearances is suppressed. I also declare that I have not been debarred / prevented by Rule from appearing the Examination applied for .**

Place :  
Date :

Signature :  
Name :

**GUIDELINES TO CANDIDATES SUBMITTING APPLICATION FOR REGISTRATION AND  
APPEARING FOR UNIVERSITY EXAMINATION**

1. READ the following instructions carefully before filling up the Application Form.
2. Separate applications should be submitted for each Semester/Each year/Each part of the Course/Programme
3. All the entries EXCEPT THE REGISTER NUMBER are to be made by the candidate in HIS/HER own HAND WRITING in CAPITAL LETTERS only.
4. Fee shall be remitted within the prescribed time limit as stipulated in the notification and the last date prescribed for the submission of application is not for the last date prescribed for the remittance of fee.
5. Application form for admission to the Examinations together with the e-payment receipt towards exam fee must be forwarded to the Controller of Examinations, so as to reach on or before THE LAST DATE PRESCRIBED for the RECEIPT OF APPLICATION IN THE UNIVERSITY OFFICE.
6. The fee must be paid only through M G University e-payment portal . THE FEE ONCE PAID WILL NOT BE REFUNDED at any circumstances OR HELD OVER FOR A SUBSEQUENT CHANCE/EXAMINATION.
7. Candidates are advised to send their applications by Registered Post with Acknowledgement due. Candidates submitting their applications directly to the University should write name of Examination as "LAST & FINAL SPECIAL MERCY CHANCE EXAMINATION 20\_\_" IN BOLD LETTERS ON THE LEFT HAND TOP CORNER OF THE ENVELOPE CONTAINING THE APPLICATION.
8. Copies of all the mark lists of previously appeared exams should be forwarded along with the application.



**MAHATMA GANDHI UNIVERSITY  
HALL TICKET**

Name of the Course/Programme: .....  
.....Semester/Year: .....

Centre of Examination: .....

Name of the Candidate .....Male/Female (please tick)

Subject/Papers

1.....  
2..... (Signature of the Candidate)  
3.....  
4.....  
5.....  
6.....  
7.....  
8.....  
9..... (Name and full official address of the  
10..... identifying officer with Date & Seal)

Reg.No.  
(to be filled in by the office)

Affix Passport  
size photograph  
here, get it  
attested by a  
Gazetted Officer  
by signing across  
it.

NOTE : THE CANDIDATE MUST SATISFY THE CHIEF SUPERINTENDENT AS TO HIS/HER IDENTITY BY PRODUCING A VALID PHOTO IDENTITY CARD NAMELY; 1. ELECTORAL ID CARD, 2. AADHAR CARD, 3. DRIVING LICENCE.

OFFICE SEAL

Controller of Examinations

9. The amount of fee for the examination is given below:

Items	UG Courses	PG Courses
Examination Application form	45/-	45/-
Each theory paper	70/-	190/-
Each Practical Paper	190/-	190/-
Question Paper Printing Charges.	35/-	35/-
Project/Dissertation evaluation	95/-	310/-
Viva voce	60/-	135/-
Mark list fee for each Sem/Year	190/-	135/-
Registration fee per Sem/Year	70/-	70/-
CV camp fee	50 per paper subject to a maximum of Rs.300/-	60 per paper subject to a maximum of Rs 360/-
Special Mercy Chance Fee Per Year/Semester	14,335/-	14,335/-

#### INSTRUCTIONS TO CANDIDATES APPEARING FOR THE UNIVERSITY EXAMINATIONS

- Candidates should bring with them their hall tickets each day of the examination for inspection by the Chief Superintendent. 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 are prohibited from writing upon their hall tickets or question papers. They are also prohibited from writing their names and Register Numbers 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 numbers on any other page of the answer book. Violation of this rule will involve rejecting of answer books.
- 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.
- Candidates are prohibited from introducing into the examination hall any book or portion of book, slate, manuscript or paper of any description, any electronic devices other than permitted from communicating with or copying from each other. Those who violate these rules will be sent out of the hall forthwith and will not be permitted to sit for the remaining papers of the Examination.
- 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 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 the answer book in his/her seat. Violation of these rules may invoke cancellation of the examination taken by a candidate and his/her rustication for a period as decided by the University.