

For Office Use

Application for Registration

.....Year B.A. Degree Examination

March/September 200.....

**C B.A. Degree
Examiantion**

Total Fee remitted Rs
• Add Rs. 10/- as service charge for every DD
• Add Rs. 10/- as cost of form

Register No. (office use)

1.	Centre and Place of Examination (only affiliated colleges) in Capital Letters				
2.	Name of the candidate as entered on the qualifying certificate (Capital Letters) In Mother tongue			Expansion of initials Initials	
3.	Age and date of Birth			Male/Female	
4.	Religion, Community and sub division, if any				
5.	Whether belonging to SC/ST/OBC/OEC, specify				
6.	Name of Father/Mother/Guardian with relationship				
7.	Place of Birth, Taluk, District				
8.	a. College (s) at which the candidate has studied for the course OR			Year (s) of study	
	b. Private Registration Memo No (original memo to be enclosed)			Dated: Sanctioned for the years: to	
9.	Additional Language under Part II Main Subject Under Part III Subsidiary Subjects Under Part III - 1 - 2			Subjects chosen under paper V&VI for History/Economics/Philosophy Main V. VI Special subjects Under Sanskrit (Special)	
	(to be entered as in the Private Registration Memo by Private Candidates)				
10.	Whole Examination/ Subject (s)/ Part (s) for which the Candidate is appearing now	Part I English Part III Main Subject (Write 'IMP' against each paper if appearing for improvement)	Part II Language Part III Subsidiary Subjects 1. 2.		
11.	Whether appearing for the Examination for the first time/Optional change, specify				
12.	Details of previous appearances at each part:				
	Centre & Place of Examination	Part	Subject/ Paper	Reg. No.	Month & Year
					Verification Report (Office use)
13.	Permanent Address (IN CAPITAL LETTERS)			Communication Address	
	Pin Code			Pin Code	
14.	Name and Official address of the Identifying Officer* Dated signature of the Identifying Officer on the Photograph (Office Seal)			<div style="border: 1px solid black; padding: 5px; text-align: center;"> Latest Passport size photograph (bust to be pasted here) </div>	

*Principals of recognised Colleges/Gazatted Officers/Headmasters of High School/Members of Senate are authorised to sign

15. Details of Qualifying Examination (Pre- degree/Plus 2 Equivalent by the candidate Board/ University Examination Register No Month & Year of Examination
16. If the basic qualification is from any other University/Board, details of Recognition granted from this University (Attested Photocopy to be enclosed, Original to be Produced, If required) Sanction No..... Dated.....
17. The year in which and the College through which the candidate was Registered as a Matriculate of this University (see instruction)
18. Whether hall ticket of the candidate was withheld previously, Name of examination, Centre, Place, Register Number, Year of Examination and reasons

I hereby declare that the entries made above are true 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 name and the date of birth of the candidate as entered in the application have been verified by me and that I have found them to agree with those in his/her S.S.L.C / +2 / Equivalent / Qualifying Certificate. The candidate has been Matriculated in this University in the year

 Date Office Seal Signature of the Principal

Certificate

This is to certify that Sri/Smt..... belongs to Scheduled Caste/Scheduled Tribe/Backward Community/OBC/OEC and is appearing for the Examination for the First/Second consecutive chance. The Director, Scheduled Caste Development Department/District Development Officer concerned has been requested to sanction the examination fee (Strike off whichever is not applicable)

Serial number of the candidate in the list forwarded by the Principal for reimbursement of Examination fee from Scheduled Caste Development Department

 Date Office Seal Signature of the Principal

For Office Use
Name of Section
Signature of Asst/S.O

To be filled in by the candidate for the fee remitted

Name and place of Bank Kerala University Cash Counter/Friends
 Demand Draft No. Pay-in-slip No.
 Date of remittance Date of remittance
 Amount Rs. Amount Rs

Name of candidate and the purpose of remittance should be noted on the reverse of the D.D. by the candidate

Signature of the Candidate

(Candidates are advised to keep with them the details of fee remitted. Document (s) in original to be enclosed with the application)

Examination Fee to be remitted

- First appearance Rs : 11/- per paper + Rs. 5/- for marklist for each part+Rs. 20/- for each practical examination
- Subsequent appearances Rs : 13/- per paper + Rs. 5/- for marklist for each part+Rs. 20/- for each practical examination
- For Improvement Rs : 13/- per paper + Rs. 5/- for marklist for each part+Rs. 50/- as registration fee

Examination fee may be remitted at the University cash counter directly or by demand draft (in favour of the Finance Officer, University of Kerala, Payable at Thiruvananthapuram) of the State Bank of India / State Bank of Travancore / The Kerala State District Co-operative Bank. Money Orders/ postal orders will not be accepted

THIS APPLICATION SHOULD BE ADDRESSED TO THE DEPUTY REGISTRAR -I, EXAMINATIONS, UNIVERSITY OF KERALA, THIRUVANANTHAPURAM - 695 034

Instructions for Submitting the Application

1. All Columns should be carefully filled in by candidate in his/her own handwriting
2. All enclosures to be placed between the Application form and the Hall ticket form
3. Name of the candidate should be entered EXACTLY as in the qualifying certificate (S.S.L.C/+2/Pre-Degree)
Name containing more than one word should be shown separately. Initials to be entered last.
eg. 1. LALITHAKUMAR AMMA K. 2. LALITHA KUMAR AMMA K.

Two words
Three words

 The alphabets 'l' and 'Y' should not be interchanged. KUMARI / KUMARY
4. Candidates who have changed their name subsequent to admission to college or after applying for private Registration are directed to apply in the prescribed form for effecting the change of name in the University records.
5. Last date for receipt of application will be the date for receipt of the same at the University Office. Applications received after the last date prescribed/defective and not accompanied by documents and prescribed fee shall be summarily rejected.
6. The Applications should be addressed to the Deputy Registrar concerned (see instruction overleaf). The over containing the APPLICATION SHOULD HAVE THE SUPERSCRPTION APPLICATION FOR REGISTRATION TO THE.....
YEAR..... DEGREE / EXAMINATION / MARCH / APRIL / SEPTEMBER / OCTOBER / 200.....

UNIVERSITY OF KERALA

(All columns, except Register Number, to be carefully filled in by the candidate)

HALL TICKET

.....EXAMINATION

(Year/Semester) (Name of examination
March-April / September-October 200..... Register Number

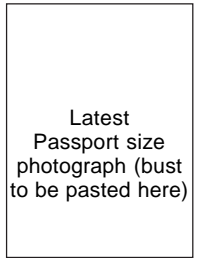
Part Time/Branch/Semester Scheme (Score off which is not applicable)

Fill in.....

Centre and Place of Examination
(Capital Letters)

Name of the Candidate
(Capital Letters)

Permanent Address Communication Address



Pin Code Pin Code

Parts, Papers, subjects including improvement/reappearance for which candidate is registered				
Part	Paper	Improvement/Reappearances	Subjects	Regular/failed
				(Hall Ticket Seal)

Special Subjects/Effective/Optional, if any Total number of papers for which registered
(..... in words)

Name and official address of the Identifying Office
(Dated signature on the Photograph)

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

(Office Seal)

GENERAL INFORMATION TO CANDIDATES

1. Candidates should take their places in the examination hall atleast five minutes before the commencement of 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 for the examination. Candidates should bring with them to the Examination hall on each day of examination their hall tickets for inspection by the Superintendent on duty.
2. Candidates are prohibited from writing upon their hall tickets/question papers. They are also prohibited from writing their names on any part of the answer books. They are also prohibited from writing the Register No. on any part of the answer book other than in the space provided in the facing sheet.
3. Serial Numbers allotted by University to all additional sheets used by the candidate should be noted on the second page of the main answer book in the space provided. All the pages of the main answer book and the additional sheets used by the candidate should be serially numbered and total number of pages should be noted in the front page of the main answer book in the space provided.
4. Calculators are permitted to be used in certain examinations. Details are available with the chief superintendent of examination centers.
5. No Candidate will be allowed to leave the examination hall before the expiry of atleast 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.
6. Candidates are prohibited from introducing into the examination hall any book or portion of book, slate, manuscript or paper of any description and from communicating with any person outside the examination hall. Any candidate found violating any of the rules in the conduct of examinations will be sent out of the hall forthwith and will not be permitted to sit for the remaining papers of the examination. Violation of rules in this regard may involve cancellation of the examination taken by the candidate and his rustication for a period will be decided by the University. CANDIDATES CAUGHT FOR MALPRACTICE AT EXAMINATIONS WILL HAVE TO REMIT ENQUIRY FEE OF Rs. 500/-
7. When a candidate has finished writing answers, answer books shall be collected by the Superintendent on duty. The candidate shall stand up and remain standing until the Superintendent has received answer books. They should not leave the hall leaving the answer books in their seat.

GENERAL INFORMATION

Application forms

All application forms relating to examinations can be obtained directly from the University Officer or from the District / Taluk Information Centers of the University paying the prescribed cost. By post it can be obtained from the Section Officer, Forms Section, University of Kerala, Thiruvananthapuram - 34 provided prescribed price is remitted by way of pay-in-slip/D.D. Such applications should contain self addressed stamped envelope together with the pay-in-slip/D.D., cost of application forms: Rs. 20/- for application form for Private Registration. Rs. 10/- for all other forms.

Deputy Registrars to whom applications and related matters are to be submitted

B.A/B.Sc./B.Com degree Examination / BBA/BA Communicative English/	Deputy Registrar VI Examinations
B.Sc. (Computer Science / Electronics/Industrial Fish & Fisheries/Biotechnology)/	
B.Com (Tourism & Travel Management/Actuarial Science/Tax procedure/Tax practice)	
M.A / M.Sc. / M.Com / M.S.W. Examination	Deputy Registrar VI Examinations
Ayurveda / Medical /Engineering / Law/M.C.J/M.C.A./M.B.A./P.G.D.C.A1B.P.E/M.P.E/B.F.A	Deputy Registrar VI Examinations

Remittance Fee: Fee may be remitted at the University Cash Counter directly or by D.D. (in favour of Finance Officer, University of Kerala payable at Thiruvananthapuram) of the State Bank of India (Main Branch)/State Bank of Travancore (Service Branch)/ Kerala State District Co-operative Bank Head Office. Postal Orders/Money Orders will not be accepted. Name of candidate and the purpose of remittance should be noted on the reverse of the D.D. by the candidate

Submitting applications: Applications can be submitted directly at the University Office or at any of the information centers of the University. It can also be sent to the University by Registered post (addressed to the Deputy Registrar concerned)

Registration as matriculate: All Candidates at the time of seeking admission to the University course (either through affiliated colleges or through Private Registration) for the first time have to be registered as a Matriculate of this University. Application in the prescribed form with prescribed fee is to be submitted through the colleges concerned/along with the application for Private Registration.

Provisional Certificate: Application in the prescribed form + prescribed fee + self addressed stamped envelope

Degree certificate: Application in the prescribed form + prescribed fee + self addressed stamped envelope (Size 30 cm x 23 cm)

Revaluation of answer books : Same as above + attested copy of detailed mark list + self addressed stamped envelope

Scrutiny of answer books: Rs. 50/- per paper for degree and Rs. 75/- per paper for PG + Request showing details of Examination. Register Number. Center and part & paper to be scrutinized.

Additional mark lists: Request showing name and center of Examination, Register Number, Month/Year, Optional Subject, Languages + fee + self addressed stamped envelope Rs. 15/- per part (other than professional exams) (Rs. 25/- for each of the professional courses)

Search fee: Rs. 25/- per part five years after the examination Rs. 50/- per part ten years after the examination Rs.100/- per part twenty years after the examination.

Detailed mark list: Fee of Rs.50/- + application showing name, center and place of examination, Register Number, Month/year of examination, Optional subjects/Part/Papers for detailed mark list + self addressed stamped envelope.

Cancellation of Examination: Rs. 50/- per paper + details as above, recommended by the Principal/Chief Superintendent + Hall Ticket in original to be received within 14 days after the Theory/Practical examination last attended by the candidate

Migration Certificate: Fee + Application in the prescribed form + self addressed stamped envelope + (S.S.L.C book in original in the case of S.S.L.C. holders)

Rank Certificates: Rs. 25/- + Application + self addressed stamped envelope

Confidential mark list:	Higher Studies	Employment
First copy	Rs. 100/-	Rs. 200/-
For every additional copy	Rs. 50/-	Rs. 50/-

Application with full details of examination + sufficiently stamped envelope showing the address to which mark lists are to be sent by registered post.

Duplicate Hall Ticket: Application + duly filled in hall ticket form with two attested photographs + fee.

NOTE: The Fee rates are subject to change. For more details before submitting the applications candidates may contact the District / Taluk Information Offices of the University at Alappuzha, Bharanicutty (Pallickal), Chengannur, Cherthala, Kariavattom, Karunagappally, Kollam, Kottarakkara, Mynagappally, Nedumangad, Nedumudi, Neyyattinkara, Pandalam, Pathanapuram, Thiruvananthapuram, Varkala.