

No.

## UNIVERSITY OF KERALA

Rs. 10/- TEN

For Office use

APPLICATION FOR REGISTRATION  
MBA FIRST SEMESTER (IDE) DEGREE EXAMINATION  
February 2010

Register No. (Office use)

1. Centre and place of Examination (In capital letters) (only affiliated colleges)					
2. Name of the candidate as entered in the qualifying certificate (Capital Letters) In Mother tongue		In English		Initials	
					Expansion of initials
3. Age and Date of Birth					Male/Female
4. Religion, Community and sub division, if any					
5. Whether belongs to SC/ST/OBC/OEC, specify					
6. Name of Father/Mother/Guardian with relationship					
7. Place of Birth, Taluk, District					
8. a. College(s) University Departments at which the candidate has studied for the course					Year(s) of study
or					
b. Private Registration Memo No..... Dated:..... Sanctioned for the years.....to..... (original Memo to be enclosed)					
9. a. Special / Optional Subject chosen					
b. Branch & Subject for the examination					
c. Scheme of examination / year of admission					
10. Details of Post Graduate examination passed / Degree already possessed by the candidate					
University		Subject		Reg. No.	
Month & Year of Examination					
11. a. If the candidate is appearing for improving the class furnish Reg. No. & Year of Examination					
Chance		Previous Exam.		Class	
I					
II					
b. Details of all previous appearances:					
Centre & Place		Reg. No. & Year		Passed / Failed	
				Class	
12. Examination for which the candidate appears now (Previous only / Final only / Previous & Final)					
13. Permanent Address (IN CAPITAL LETTERS)				Communication Address	
Pin Code		Tel. No.		Pin Code	
				Tel. No.	
14. Name and Official Address of the Identifying Officer* Dated signature of the Identifying Officer on the photograph (Office Seal)					Passport size photograph (bust) to be pasted

\* Principals of recognised colleges/Gazetted Officers/Headmasters of High Schools/Members of senate are authorised to sign.

15. Details of qualifying examination (Degree / Equivalent) passed by the candidate **(Degree in original to be enclosed)**
- | Board/University  | Subject | Examination | Register No. | Month & Year |
|---|---------|-------------|--------------|--------------|
| 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..... Date..... |         |             |              |              |
| 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, if so, 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 hand writing.

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 SSLC/Equivalent/Qualifying Certificate. The candidate has been matriculated in this University in the year.....Reference No.....

*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*

### Details of fee remitted

(An additional fee of Rs. 10/- each to be remitted for every DD / application down loaded from the website)

**For office use**

**Name of Section.....**

**Signature of  
Asst./S.O.**

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 DD 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)

**DETAILS REGARDING THE EXAMINATION FEE TO BE REMITTED CAN BE HAD FROM THE UNIVERSITY ENQUIRY / CASH COUNTER OR THE DISTRICT/TALUK INFORMATION CENTRES OF THE UNIVERSITY**

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 and The Kerala State District co-operative Bank. **MONEY ORDERS/ POSTAL ORDERS WILL NOT BE ACCEPTED.**

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

## INSTRUCTIONS FOR SUBMITTING THE APPLICATION

1. All columns should be carefully filled in by the 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/Degree)  
Name containing more than one word should be shown separately. Initials to be entered last.  
Eg : (1) LALITHAKUMARI AMMA K. (2) LATHIKA KUMARI 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 cover containing the application should have the superscription "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	Passport size photograph (bust) to be pasted here
Pin Code	Pin Code	

Parts, Papers, Subjects including improvement / re-appearance for which candidate is registered				
PART	PAPER	Improvement / Re-appearance	SUBJECTS	Regular / Failed

(HALL TICKET SEAL)

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

Name and Official address of the Identifying Officer  
(Dated signature on the Photograph)

(Office Seal)  
University Buildings, Thiruvananthapuram - 695 034

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

Assistant

CONTROLLER OF EXAMINATIONS

## GENERAL INSTRUCTIONS 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 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 centres.
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. 1000/-.
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 Office or from the District / Taluk Information Centres 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 I 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 IV Examinations
Ayurveda/Medical/Engineering/Law/M.C./M.C.A./M.B.A./P.G.D.C.A./B.P.E/M.P.E/B.F.A	
B.L.I.Sc/M.L.I.Sc/Diploma/Certificate/Other Professional Examination	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 / State Bank of Travancore / Kerala State Co-operative Bank. 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 centres 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 + Copy of Provisional Certificate.

**Revaluation of answer books :** Same as above + attested copy of detailed marklist + self addressed stamped envelope.

**Scrutiny of answer books:** Application in the prescribed form + Rs. 50/- per paper for degree and Rs. 75/- per paper for PG .

**Additional marklists:** Application in the prescribed form + Fee + self addressed stamped envelope. Rs. 50/- per mark list + search fee.

**Search fee:** Rs. 50/- One year after result, Rs. 100/- Five years after result and Rs. 200/- Ten years after result.

**Detailed marklist:** Application in the prescribed form + Fee of Rs.50/- + search fee + self addressed stamped envelope.

**Cancellation of Examination:** Application in the prescribed form + Rs. 50/- per paper + 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. 50/- + Application in the prescribed form + self addressed stamped envelope.

### Confidential marklist:

	Higher Studies	Employment
First copy	Rs. 100/-	Rs. 200/-
For every additional copy	Rs. 50/-	Rs. 50/-

Application in the prescribed form + sufficiently stamped envelope showing the address to which marklists are to be sent by Registered Post.

**Duplicate Hall Ticket:** Application in the prescribed form + 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, Bharanivavu (Pallickal), Chengannur, Cherthala, Kariavattom, Karunagappally, Kollam, Kottarakkara, Mynagappally, Nedumangad, Nedumudi, Neyyattinkara, Pandalam, Pathanapuram, Thiruvananthapuram, Varkala.