

No.

# UNIVERSITY OF KERALA

APPLICATION FOR REGISTRATION ..... YEAR B. A.  
DEGREE EXAMINATION MARCH / SEPTEMBER 20.....

**C** B. A. DEGREE  
EXAMINATION

1. Centre and Place of Examination (only affiliated colleges)	<b>Register No.</b>  (To be allotted by office)								
2. Name of the candidate as entered in the qualifying certificate (Capital Letters) In Mother tongue									
3. Age and Date of birth	Sex: ( <input checked="" type="checkbox"/> ) Male / Female / Others								
4. Religion, Community and sub division, if any									
5. Whether belonging to SC/ST/OBC/OEC (specify clearly)									
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 Year(s) of study..... or b. Private Registration Memo No. .... Dated ..... Sanctioned for the years ..... to .....									
9. Additional Language under Part II .....	Subjects chosen under Paper V & VI for History /								
Main Subject under Part III .....	Economics / Philosophy / Pol. Science								
Subsidiary Subjects under Part III - 1 .....	V. ....								
2 .....	VI. 1. ....								
	2. ....								
	Special subject 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 (Write 'IMP' against each paper if appearing for improvement)	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; border-right: 1px solid black;">Part I English</td> <td style="width:33%;">Part II Language</td> </tr> <tr> <td style="border-right: 1px solid black;">Part III Main Subject</td> <td>Part III Subsidiary Subject</td> </tr> <tr> <td style="border-right: 1px solid black;"></td> <td>1. ....</td> </tr> <tr> <td style="border-right: 1px solid black;"></td> <td>2. ....</td> </tr> </table>	Part I English	Part II Language	Part III Main Subject	Part III Subsidiary Subject		1. ....		2. ....
Part I English	Part II Language								
Part III Main Subject	Part III Subsidiary Subject								
	1. ....								
	2. ....								
11. Whether appearing for the Examination for the First time / Optional change / Additional Degree (specify)									
<b>12. Details of previous appearances at each part:</b>									
Centre & Place of Examination	Part	Subject / Paper	Reg. No.	Month & Year	Verification Report				
1. Regular appearance									
2. Part I									
3. Part II									
4. Part III									
5. * Whether appeared for Viva .....		Reg. No. Month & Year							
6. ** Whether submitted Political Science dissertation.....		Reg. No. Month & Year							
13. Permanent Address (IN CAPITAL LETTERS)			Communication Address						
Pin Code	Phone:	Pin Code	Phone:	<div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: fit-content; margin: auto;">           Passport size photograph (bust) to be pasted         </div>					
14. Name and Official Address of the Identifying Officer with Dated signature on the photograph (Office Seal)									

\* Applicable only for B.A. English Language & Literature Candidates

\*\* Applicable only for B.A. Political Science Candidates

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

- | 15. | Details of qualifying examination (Pr-degree / +2 /Equivalent) passed by the candidate  | Month & Year of examination |
|-----|---|-----------------------------|
|     | Board/University Examination Register No.   |                             |
| 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 for withholding the same.                                     |                             |
| 19. | Whether the candidate has been caught for any Malpractice in Exam.? If so Register No., Year & Month and name of the paper & Details of final decision of the University.   |                             |

**20. DETAILS OF FEE REMITTED**

**(Additional fee of Rs. 10/- each to be remitted for every DD and Rs. 20/- if the application form is downloaded from the website)**

Name and Place of Bank ..... Kerala University Cash counter/Friends Counter .....

Demand Draft No ..... Pay-in-slip No .....

Date of remittance ..... Amount Rs .....

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*

**INSTRUCTIONS FOR SUBMITTING THE APPLICATION FOR EXAMINATION REGISTRATION**

- All columns should be carefully filled in by the candidate in his/her own handwriting. All enclosures to be placed between the Application form and the Hall ticket form.
- 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 as per Qualifying certificate. Initials to be entered last.  
Eg : (1) LALITHAKUMARI AMMA K. (2) LATHIKA KUMARI AMMA K.  
(Two words) (Three words)  
The alphabets 'I' and 'Y' should not be interchanged. KUMARI/KUMARY
- 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.
- Private Registration candidates shall enclose Private Registration Memo along with the application form.
- 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.
- Fee may be remitted at the University Cash counter directly or through FRIENDS - Jana Sevana Kendram or by Demand Draft (drawn 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 the candidate & address shall be noted on the revised side of the DD by the candidate.
- The Applications should be addressed to "The Deputy Registrar I Examinations, University of Kerala, Thiruvananthapuram - 695 034. The cover containing the application should have the superscription "APPLICATION FOR REGISTRATION TO THE ..... YEAR .....DEGREE/ EXAMINATION / MARCH - APRIL / SEPTEMBER - OCTOBER 20 ....

# UNIVERSITY OF KERALA

## HALL TICKET

NAME OF EXAMINATION ..... MARCH - APRIL / SEPTEMBER - OCTOBER 20 .....

Centre and Place of Examination <b>(Capital Letters)</b>		Register Number  (To be allotted by Office)	
Name of the candidate <b>(Capital Letters)</b>			
Permanent Address		Communication Address	
Pin Code		Pin Code	Ph:
Passport size photograph (bust) to be pasted here			

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)

Signature of the candidate

(Office Seal)

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

University Buildings, Thiruvananthapuram - 695 034

Assistant

**CONTROLLER OF EXAMINATIONS**

### GENERAL INSTRUCTIONS TO CANDIDATES

- 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.
- Candidates are prohibited from
  - Writing upon their hall tickets/question papers.
  - Writing their names on any part of the answer books.
  - Writing the Register No. on any part of the answer book or in additional sheets other than in the space provided in the facing sheet.
- 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.
- 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/- for hearing their case.
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.
8. No Mobile phones are permitted at the Examination Hall.

## 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 of Rs. 20/- . or can be downloaded form the University website. [www.keralauniversity.ac.in](http://www.keralauniversity.ac.in)

### 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 | Examinations  
 B.Sc. (Computer Science/Electronics/Industrial Fish & Fisheries/Biotechnology)/  
 B.Com. (Tourism & Travel Management/Actuarial Science/Tax procedure/Tax practice)

**Remittance of Fees:** 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 :** (BA/BSc/BCom Annual Scheme) Application in the prescribed form + copies of mark lists + self addressed stamped envelope + fee (Rs. 70 + search fee if applicable) [Search fee - After 6 months of publication of result Rs. 70/-].

**Degree certificate:** Application in the prescribed form + Copy of Provisional Certificate + copies of Mark lists + copies of Qualifying Certificates - i.e. SSLC and Higher Secondary + fee. (Rs 350/- + search fee if applicable) Search fee (a) 1 year after publication of result but before the expiry of 5 years Rs. 130/-, (b) After 5 years Rs. 500/-.

**Revaluation of answer books :** Same as above + attested copy of detailed marklist + self addressed stamped envelope. (Rs. 500/- per paper)

**Scrutiny of answer books:** Application in the prescribed form + Rs. 100/- per paper for UG courses.

**Additional marklists:** Application in the prescribed form + Fee + self addressed stamped envelope. (Rs. 50/- per part of 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:** Application form duly recommended by the Principal / IDE Director / Gazetted Officer + copies of marklists, Provisional / Original Degree + self addressed stamped envelope. Fee Rs. 200/- + search fee (Search fee (a) After 1 year of Result Rs. 100/-, (b) After 5 years of Result Rs. 200/-, (c) After 10 years Rs. 300/-) -

**Duplicate Migration Certificate:** Rs. 400/- + search fee

**Rank Certificates:** Rs. 100/- + Application in the prescribed form + self addressed stamped envelope. - (Fee is exempted for first Rank holders)

### 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 + duly filled in Hall Ticket form with two attested photographs + fee of Rs. 50/-.

**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 or may visit University website [www.keralauniversity.ac.in](http://www.keralauniversity.ac.in)