

MAHATMA GANDHI UNIVERSITY
SCHOOL OF DISTANCE EDUCATION

No. SDE/PR-1/1/01/2011

Priyadarsini Hills
Dated: 02 Aug., 2011

NOTIFICATION

It is hereby notified that applications in the prescribed forms are invited for Private Registration and examination of various degree courses for the Academic Year 2011-2012.

1. B.A./B.Com. (Full course)
 2. II and III B.A./B.Com
 3. III B.A./B.Com.
 4. B.Com. Additional/Optional
 5. B.A./B.Com. for Professional Graduates
 6. B.A for B.Com. Graduates
 7. II language change for B.A/B.Sc/B.Com. graduates
 8. II language change for B.A/B.Sc/B.Com. failed candidates
 9. Additional degree for B.A/B.Sc. graduates
 10. Optional/Faculty change for B.A/B.Sc. failed candidates
 11. Faculty change for II B.Sc/B.A discontinued candidates
 12. Additional degree for postgraduates
 13. Part I & II Registration for B.Com. Graduates
2. The Subjects under the different faculties for which Private Registration is allowed for B.A/B.Com. Courses are

Faculty of Social Sciences

- | | | |
|--------------------|--------------|---------------|
| a) History | b) Politics | c) Economics |
| d) Islamic History | e) Sociology | f) Philosophy |

Faculty of Language and Literature

- | | | |
|------------|-------------|--------------|
| a) English | b) Sanskrit | c) Malayalam |
| d) Hindi | e) Arabic | |

Faculty of Commerce

- a) Commerce

3. For the B.A/B.Com. Degree courses, the candidates will be permitted to choose only those subsidiary subjects/Second

languages/Optional under the Main, as per the list furnished in the hand book.

4. The application forms for Private Registration along with the hand book and application for examination can be had from all Information Centres of University/Store Keeper, Examination Store, Mahatma Gandhi University on remittance of the prescribed fee at the University Cash counter/Friends Janasevana Kendra, Kottayam, Ernakulam, Painavu, Pathanamthitta or by taking Demand Draft in favour of the Finance Officer, Mahatma Gandhi University, Kottayam, payable at S.B. T. Mahatma Gandhi University Campus Branch, (Code No. 669). The purpose, Name and Address of the candidate should be entered upon the reverse side of the Demand Draft.

5.1. Cost of Application forms -

For Private Registration	Rs.50/-
For Matriculation	Rs.25/-
For Eligibility Certificate	Rs.25/-
For Recognition	Rs.25/-
For Examination	Rs.20/-

5.2. Fee for Private Registration (See detailed instructions on item 31)

5.3 Examination fee Rs.25/- per paper &
Rs.25/- for Marklist

5.4 C.V. Camp fee Rs.100/-

6. Requests for sending the application by post should be addressed to the Store Keeper (Exams), Mahatma Gandhi University Priyadarshini Hills P.O, Kottayam-686 560, along with a self-addressed 18 x 30 cm, envelope affixing postage stamp worth Rs.20/-, a pay-in-slip/D.D. /Friends Janasevana Kendra receipt (Kottayam, Pathanamthitta, Ernakulam and Painavu) for the prescribed fee remitted and a detailed request specifying the course to which admission is sought, and the type of application form (I, II/III year/B.A/B.Com Exams) required. Application forms are also available at all University Information Centres.

7. The filled in application forms should be accompanied by a self addressed stamped envelope for Rs.37/-of the size 24x32 cm. to return the certificates by registered post.

8. The application forms should be addressed to the Director, School of Distance Education, Mahatma Gandhi University, Priyadarsini Hills P.O., Kottayam - 686 560.

9. The last date for the receipt of filled in applications for degree (full course) in the University office without fine is 15.11.2011, with a fine of Rs.500/- is 15.12.2011 with a superfine of Rs.1,000/- is 30.12.2011. The last date for the receipt of filled in applications for Optional/Faculty/II language change/Additional Optional/Part I and Part II (B.A. syllabus) for B.Com. Graduates of this University is 15.11.2011 (without fine), with a fine of Rs.500/- is 15.12.2011, and with a superfine of Rs.1,000/- is 30.12.2011.
10. The last date for the receipt of applications for II and III Year Registration and Registration to III Year only is without fine 15.11.2011, with a fine of Rs. 500/- is 15.12.2011 and a Superfine of Rs. 1,000/- is 30.12.2011.
11. All correspondence regarding Private Registration should be addressed to the Director, School of Distance Education, Mahatma Gandhi University, Priyadarsini Hills P.O., Kottayam – 686 560.
12. Telephonic enquiries regarding Private Registration may be made to the following numbers.
 1. Enquiry (0481) 273 1050 to (Extn. 1274, 1378)
273 1065
 2. PR I „ „ Extn. 2371

The enquiries at any other numbers will not be entertained.
13. The main subjects/Second Language/Subsidiaries/Electives chosen will in no case be permitted to get changed.
14. But candidates applying for private Registration will be permitted to correct the Optional/Language selected by applying for the same before 31.12.2011. A correction fee of Rs.50/- will be levied in this case. B.Com. Candidates are permitted to change their optional upto one month before the commencement of II Year examination, by remitting the prescribed fee (Refer Hand Book).
15. Candidates applying for private registration shall study the Model I of the curriculum and not the curriculum of CBCSS.
16. Fee once remitted will not be refunded.
- 17. Candidates who obtain Readmission for a course should register for the next immediate regular examination of the year to which the candidate was admitted. He/She cannot register for a supplementary examination in his/her first attempt.**

18. Candidates who have passed the qualifying examination from Mahatma Gandhi University alone will be allowed to register under private registration for Optional/Faculty/Second Language change, Additional optional, II and III Year Registration, III Year Registration, Additional degree for P.G. holders, B.Com. additional optional registration for Post graduates and B.A. Part I and II registration for B.Com. Graduates.
19. Candidates who have not already matriculated in this University shall apply for Matriculation in the prescribed form (duly attested) paying Rs.100/- towards fee for Matriculation. Candidates applying for matriculation shall produce a No Objection Certificate/Migration Certificate from the University/Board last studied. But no candidates who have passed the qualifying examination from the Directorate/Boards are exempted from producing the Migration Certificate.

Candidates who have passed the qualifying examination from University/Board outside the State of Kerala have to apply for recognition of the qualifying examination along with a pay-in-slip/D.D. for Rs.150/- towards the fee for recognition. However, candidates who have qualified from CBSE/ISC need not apply for recognition.
20. Candidates who have passed the Qualifying examination from University/Board outside the State of Kerala should produce the Eligibility Certificates issued from the Academic Section of this University along with their application for Private Registration. Only after getting the Eligibility Certificates they become eligible for Private Registration. The application for Eligibility Certificate should be accompanied by the receipt for the prescribed fee (Rs.100/-) photocopy of T.C. and Pass Certificate.
21. Candidates who have passed the Diploma in Commercial Practice are exempted from producing Migration certificate and individual recognition.
22. Candidates applying for private registration should give only their residential address in the column provided for the purpose in the application form and also in the self-addressed cover. Communications in the address of the parallel institutions in which they are studying will not be entertained.
23. The request to return the documents submitted along with the applications for Private Registration, for some reasons, by those candidates who have submitted their applications for private registration by registered post will be attended to. But the request

from those candidates who have submitted their applications and other documents in the University office directly or by ordinary post will in no case be attended to before granting the private registration for the course concerned. Rs.100/- will be charged against retrieval of documents before registration.

24. The scheme and syllabus for the course will be the same as that of the regular students of the 2008 – 2009 batches. The same is available in the University Store.
25. The centre of examination and subject selected by the candidate and type of registration should be superscribed both on the private registration application and on the envelope.
26. The private registration memo will not be issued to the candidate, but their T.C., and the qualifying certificates will be returned to them after private registration is granted.
27. Candidates should note down the details of the fee remitted for further reference. They are also advised to take the attested photocopies of the original documents submitted by them.
28. Candidates applying for Private Registration should ensure that their name entered in the T.C./Pass Certificate/Application etc. are same as entered in their SSLC Book.
29. Candidates who have passed the qualifying examination on or before the last March session are eligible to apply for Private Registration in the Current Academic year. The candidates who have passed the Higher Secondary Examination under the ‘SAVE A YEAR (SAY)’ scheme and other Compartmental examinations before the date of closing of admission to regular degree courses are also eligible to apply for Private Registration in the current Academic Year.
30. All candidates should affix passport size photograph duly attested upon the Private Registration order form.
31. Candidates applying for Private Registration should avoid lamination of Documents submitted by them. If laminated, a square seal size of lamination from the reverse side of TC and Original Qualifying Certificate should be removed.
32. **DETAILED INSTRUCTIONS**

1. **PRIVATE REGISTRATION TO B.A/B.COM. (FULL COURSE)**

Eligibility: Pre-Degree/+2 or equivalent qualification.

Private Registration application should be accompanied by

- a. Application for the I Year B.A/B.Com. Examination, March/April 2012
- b. Examination fee.
- c. Private Registration fee (Rs.400/-)
- d. Pre-degree/+2 or equivalent Pass certificate
- e. Transfer Certificate
- f. Self-addressed stamped (Rs.37/-) envelope
- g. Application for Matriculation with Matriculation fee (Rs.100/-) if not already matriculated
- h. Migration certificate, if the candidate has passed the qualifying examination from other Universities/Boards
- i. Application for Recognition of qualifying examination with the recognition fee (Rs.150/-) of the qualifying examination is of University/Board outside the State.
- j. Eligibility certificate if the qualifying examination is of University/Board outside the State.
- k. Copies of SSLC. (Self attested) should be attached along with both in the Private Registration Form and in the Examination Application Form.

2. PRIVATE REGISTRATION TO II AND III YEAR B.A/B.COM.

Eligibility: Regular Students of this University who have discontinued their studies, after the I Year degree examination. Applicable only to candidates admitted prior to 2009 Admission and students registered under Off Campus Scheme. Regular students under CBCSS scheme are NOT ELIGIBLE for this registration.

The application for private registration should be accompanied by

- a. Application for II Year B.A/B.Com. Examination March/April 2012
- b. Examination fee
- c. Private registration fee (Rs.250/-)
- d. Mark list/Hall Ticket of I Year B.A/B.Com. Examination (if Hall Ticket is produced, attach certificate from the Principal/Chief Superintendent of the Exam Centre stating that he/she has not involved in any malpractice.
- e. Transfer Certificate.
- f. Self addressed stamped (Rs.37/-) envelope.
- g. Self attested copies of SSLC should be attached along with both in the Private Registration Form and in the Examination Application Form.

<u>Last Date:</u>	Without Fine	>	15.11.2011
	With a fine of Rs. 500/-	>	15.12.2011
	With a Superfine of Rs.1,000/-	>	30.12.2011

3. **PRIVATE REGISTRATION TO III YEAR B.A/B.COM.**

Eligibility: Regular students of this University who discontinued their studies after the II Year degree examination. Applicable only to candidates admitted prior to 2009 admission and students registered under Off Campus Scheme. Regular students under CBCSS scheme are NOT ELIGIBLE for this registration.

Private registration application should be accompanied by:

- Application for III Year B.A/B.Com. Examination March/April, 2012
- Examination fee
- Private registration fee (Rs.250/-)
- Mark list/Hall Ticket of I & II Year Examination (if Hall ticket is produced, attach certificate from the Principal/Chief Superintendent of the Exam centre stating that he/she has not involved in any malpractice.
- Transfer Certificate.
- Self addressed stamped (Rs.37/-) envelope.
- Self attested copies of SSLC should be attached along with both in the Private Registration Application Form and in the Examination Application Form.

<u>Last Date:</u>	Without Fine	>	15.11.2011
	With a fine of Rs. 500/-	>	15.12.2011
	With a Superfine of Rs.1,000/-	>	30.12.2011

4. **ADDITIONAL OPTIONAL FOR B.COM. GRADUATES**

Eligibility: B.Com. Graduates of this University (including postgraduates) can take additional optional subjects by Private Registration. B.Com (Vocational) Model-II graduates are not eligible for this registration.

Private registration application should be accompanied by:

- Application for III Year B.Com. Examination March/April 2012
- Examination fee Rs.75/-
- Private registration fee (Rs 250/-)
- B.Com.Degree/Provisional certificate & P.G. degree/provisional certificate in case of P.G. Holders.

- e. Transfer Certificate
- f. Self addressed stamped (Rs.37/-) envelope
- g. Self attested copies of SSLC should be attached along with both in the Private Registration Application Form and in the Examination Application Form.

5. **BA/B.COM FOR PROFESSIONAL GRADUATES**

Eligibility: Professional graduates can register for B.A/B.Com. as per their pass in the Pre-degree or equivalent examination.

Private registration application should be accompanied by:
Documents required for B.A/B.Com. (Full course) registration (See item 32.1)

6. **B.A FOR B.COM. GRADUATES AND CHANGE FROM B.Com. TO B.A.**

Eligibility: B.Com. Graduates or candidates who have presented for I & II or III B.Com. examination can register as a private candidate for B.A by discontinuing B.Com.

Private Registration application should be accompanied by:

- a. Application for I Year B.A examination March/April 2012
- b. Examination fee (Rs.125/-)
- c. Private registration fee (Rs.400/-)
- d. Mark list of last Examination and Pre-Degree pass certificate (if Hall ticket is produced, attach certificate from the Principal/Chief Superintendent of the exam centre stating that he/she has not involved in any malpractice.
- e. Transfer Certificate.
- f. Self addressed stamped (Rs.37/-) envelope.
- g. Self attested copies of SSLC should be attached along with both in the Private Registration Application Form and in the Examination Application Form.

7. **SECOND LANGUAGE CHANGE FOR B.A/B.SC/B.COM. GRADUATES**

Eligibility: B.A/B.Sc./B.Com. Graduates of this University can take a different additional language under Part II by private registration extending for a period of one year.

Private Registration application should be accompanied by

- a) Application for examination March/April, 2012
- b) Examination fee
- c) Private registration fee (Rs.250/-)

- d) B.A/B.Sc./B.Com. Degree/Provisional certificate
- e) Transfer Certificate
- f) Self addressed stamped (Rs.37/-) envelope
- g) Self attested copies of SSLC should be attached along with both in the Private Registration Application Form and in the Examination Application Form.

8. SECOND LANGUAGE CHANGE FOR B.A/B.Sc./B.Com. FAILED CANDIDATES

Eligibility: B.A/B.Sc/B.Com. failed candidates who have passed Part I & III and failed in Part II can change Part II by private registration extending for a period of one year.

Private registration application should be accompanied by:

- a. Application for examination April/May, 2012
- b. Examination fee
- c. Private registration fee (Rs 250/-)
- d. Marklist of I, II and III Year B.A/B.Sc./B.Com.
- e. Transfer Certificate.
- f. Self addressed stamped (Rs.37/-) envelope.
- g. . Self attested copies of SSLC should be attached along with both in the Private Registration Application Form and in the Examination Application Form.

9. OPTIONAL/FACULTY CHANGE FOR B.A/B.Sc. GRADUATES (ADDITIONAL DEGREE)

Eligibility: B.A/B.Sc. Graduates of this University can change optional/faculty by private registration extending for a period of two years and the examination should be taken in two sittings (if the changed optional belong to another faculty, then it is a faculty change)

Application for Private registration should be accompanied by:

- a. B.A/B.Sc. degree/Provisional certificate
- b. Transfer certificate
- c. Fee for Private Registration > For optional change Rs. 250/- and for faculty change Rs. 400/-
- d. Application for the II year and I year Improvement examination March/April 2012
- e. Self addressed stamped (Rs.37/-) envelope
- f. Examination fee
- g. Self attested copies of SSLC should be attached along with both in the Private Registration Application Form and in the Examination Application Form.

10. OPTIONAL/FACULTY CHANGE FOR B.A/B.SC. FAILED CANDIDATES

Eligibility: B.A/B.Sc failed candidates who have passed Part I and Part II and failed in Part III can appear for Part III of the B.A/B.Com. Examination at two sittings offering a new optional group by Private Registration extending for a period of two years.

B.A./B.Sc. failed candidates who have passed Part I but failed in Part II & III can change both Part II and Part III by Private Registration extending for a period of two years.

Private registration application should be accompanied by:

- a. I, II and III year degree mark lists (Final year hall ticket will be accepted provisionally if mark list concerned is not available).
- b. Transfer Certificate
- c. Private registration fee > for optional change Rs. 250/- and for faculty change Rs.400/-
- d. Self addressed stamped (Rs.37/-) envelope.
- e. Application for Admission to the II Year and I Year Improvement examination March/April 2012.
- f. Examination fee
- g. Self attested copies of SSLC should be attached along with both in the Private Registration Application Form and in the Examination Application Form.

11. FACULTY CHANGE FOR II B.Sc/B.A. DISCONTINUED CANDIDATES

II B.Sc. discontinued candidates of this University who have passed Part I and Part II can appear for Part III of the B.A/B.Com. Examination at two sittings by private registration extending for a period of two years. Similarly II B.A discontinued candidates can take B.Com. (Part III).

Private registration application should be accompanied by:

- a. I and II year B.Sc/B.A. marklists
- b. Transfer Certificate
- c. Private registration fee (Rs.400/-)
- d. Self addressed stamped (Rs.37/-) envelope.
- e. Application for Admission to the II Year and I Year Improvement examination March/April 2012.
- f. Self attested copies of SSLC should be attached along with both in the Private Registration Application Form and in the Examination Application Form.

12. ADDITIONAL DEGREE FOR POST GRADUATES

Post graduate degree holder of any University will be permitted to take Bachelor's degree in a different subject by private registration extending for a period of two years, provided they are graduates of this University.

Application for Private registration should be accompanied by:

- a. B.A/B.Sc. degree/Provisional certificate and P.G. degree/provisional certificate
- b. Transfer certificate
- c. Fee for Private Registration Rs.250/- for optional change and Rs.400/- for faculty change.
- d. Self addressed stamped (Rs.37/-) envelope
- e. Application for the II year and I year Improvement examination March/April, 2012
- f. Examination fee.
- g. Self attested copies of SSLC should be attached along with both in the Private Registration Application Form and in the Examination Application Form.

13. PART I & II REGISTRATION FOR B.COM STUDENTS

B.Com. Degree holders (Model I & II) of this University will be permitted to appear for the 3 paper syllabus in Part I & II prescribed for BA/B.Sc. course at one sitting through private registration so as to enable them to pursue higher studies in the language concerned.

Application for Private registration should be accompanied by:

- a. Application for Examination March/April 2012 (II BA form)
- b. Examination fee
- c. Fee for Private Registration Rs.250/-
- d. B.Com degree/Provisional certificate
- e. Transfer certificate
- f. Self addressed stamped (Rs.37/-) envelope
- g. Self attested copies of SSLC should be attached along with both in the Private Registration Application Form and in the Examination Application Form.

33. For further information if any, the Director, School of Distance Education (Extn.1337), Mahatma Gandhi University, Priyadarsini Hills P.O., Kottayam 686 560 may be contacted.

Sd/-
Director
School of Distance Education

To

1. The PRO for arranging wide publicity through Press/ AIR/ Doordarshan/ and other Malayalam channels
2. Joint Registrar – I/ II (Exams)
3. DR I/II/III/IV/V/VII/AR I/IV/X//XV/AR Mon.Cell
4. All BA/B.Sc./B.Com. Tabulation Sections
5. Ac. AI/III Sections/ PR Sections/ Enquiry
6. P.S. to V.C./ P.V.C./ P.A. to Registrar/ FO/ Controller of Examinations
7. Store Keeper (Exams), Store Keeper (General)
8. General Cash II, III, IV, V, VI
9. Information Centres, Ernakulam/ Tiruvalla/ Kattappana/ Thodupuzha/ N.Paravoor/Adimali/ Vaikom.
10. Pool Officer (Exam)/Tapal III Section for receiving and storing the applications and the documents.
11. Friends Janasevana Kendram, Kottayam/ Ernakulam/ Pathanamthitta/Painavu.
12. Stock File/ File Copy

Approved for Issue,

SECTION OFFICER