

UNIVERSITY OF KERALA
OFFICE OF THE CONTROLLER OF EXAMINATIONS



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CE/42/02/2012

06.02.2012

NOTIFICATION

**Sub: Final Year B.A/B.Sc./B.Com./B.P.A/B.A Afsal-Ul-Ulama (IDE)
Degree Examinations March/April 2012 – Date of remittance of
fee -reg:**

It is hereby notified for the information of all concerned that the last dates for submitting application in the University Office along with the prescribed fee for the **Final Year BA/B.Sc./B.Com./B.P.A/ B.A Afsal-Ul-Ulama(IDE) Degree Examinations, March/April 2012** is as detailed below:

Without fine	With fine of Rs. 50/-	With Superfine of Rs. 250/-
22-02-2012	24-02-2012	28-02-2012

Detailed time table will be published later in the University Office, District/Taluk Information Centres and in the University Website. All candidates registering for the Examination should remit a CV Camp fee of Rs.75/- in addition to the normal Examination fee.

Separate dates for submission of applications and remittance of fee will be announced for the candidates of B.A/B.Sc./B.Com./B.P.A/B.A Afsal-Ul-Ulama supplementary Examinations of 2011, the results of which will be published shortly. The date of submission of application for the First and Second Year BA/B.Sc/B.Com/BPA/B.A Afsal-Ul-Ulama Degree Examinations will be announced later.

Fee for the above Examinations shall be paid to the University either by Demand Draft or directly at the Cash Counter at the University Campus Trivandrum or at Jana Sevana Kendras at Trivandrum, Kollam and Alappuzha. Demand Drafts in favour of **Finance Officer, University of Kerala**, from SBT and District Co-operative Banks payable at SBT service Branch, Thiruvananthapuram and Head Office Branch of State Co-operative Bank, Trivandrum respectively, will be accepted. Candidates should write their name and purpose of remittance on the reverse side of the Demand Draft. Postal orders, Money Orders and cheques will not be accepted. In case of candidates

residing outside the state, Demand Drafts drawn from SBI payable at SBI Main Branch Trivandrum will be accepted.

The Principals of affiliated colleges/IDE Candidates/Private Registration candidates shall forward applications duly attested along with Demand Drafts or cash receipts, to the Deputy Registrar (Examinations) as specified below:

Code of Examination	Name of Examination	To whom the application is to be addressed.
C	B.A Degree Examinations	The Deputy Registrar I Exams
D	B.Sc. Degree Examinations	The Deputy Registrar I Exams
E	B.Com. Degree Examinations	The Deputy Registrar III Exams
U	B.P.A./B.A. Afsal-Ul-Ulama (IDE) Degree Examinations	The Deputy Registrar I Exams

The application forms for registration for the various Examinations can be had from the Sales Wing, University of Kerala, Thiruvananthapuram-34/ Information Centres and can be downloaded from the Official website, on payment of prescribed fee. Request for application forms through post should be accompanied by Demand Drafts for the prescribed cost, drawn in favour of the Finance Officer, University of Kerala, drawn from SBT Branches payable at SBT service Branch, Thiruvananthapuram along with self-addressed sufficiently stamped envelope. The Principals of affiliated colleges shall arrange for the collection of application forms from the University Office and issue them to the students studying in their colleges.

The application forms should be filled in carefully. All details called for therein should be furnished accurately. Defective applications will be summarily rejected. Fee, once remitted will not be refunded under any circumstances, or be carried over for subsequent appearance.

Applications for each Examination should reach this office on or before the last date prescribed. Applications received after the last date prescribed will not be accepted.

The Principals of the respective colleges shall take appropriate urgent steps for claiming the Examination fee of OBC/SC/ST/OEC candidates well in advance so that the government may arrange payment before the last date for remittance of fee for examinations. The Principals of the respective colleges shall forward a list of such candidates noting the name of candidate, name of examinations, details of fee remitted along with the applications, to the Deputy Registrar concerned. The Principals of the colleges may remit DD/Cash Receipt separately for each examination, which would avoid confusion in proper accounting of the amount in the Examination section concerned, in the University.

The envelope containing the applications should be superscribed with the name and the year of the Examination, Centre of examination at which the candidate desires to take the Examination. The University will not be responsible for the misplacement of applications which have been wrongly superscribed or incorrectly addressed.

The attendance and progress report should be published immediately after the close of regular classes and a copy of the list shall be forwarded to the Controller of Examinations.

Applications should be submitted at the Information Centres at least three days prior to the last dates prescribed for receipt of application. District/Taluk Information Centres should sort the applications Examination-wise and forward the same to the University on a daily basis.

Controller of Examinations

Copies to:

1. The P.R.O
2. The Principals of all Colleges
3. P.S. to V.C/P.V.C
4. P.A to Registrar/C.E/F.O/DP and D
5. Reception Officer
6. Director, Institute of Distance Education
7. Joint Registrar II (Exams)
8. Deputy Registrar I/III/IDE
9. Assistant Registrars concerned
10. Tabulation Sections concerned
11. Central Tapal/Examination Store/CD Unit
12. Section Officers (Forms Section)/Records Officer
13. Cash Counter/M&C Section/EB Sections/AR QPR
14. Superintendent, University Press
15. The Secretary, University Student's Union
16. The NSS Programme Coordinator, University of Kerala
17. Jana Sevana Kendras, Thiruvananthapuram, Kollam & Alappuzha
18. District Office cum Information Centres/Taluk Information Centre
19. Stock file/file copy