



মহাত্মা গান্ধী বিশ্ববিদ্যালয়

MAHATMA GANDHI UNIVERSITY

PURBA MEDINIPUR-721628
WEST BENGAL

Phone No.-03224-240065, e-mail : mguwb20@gmail.com

Registration No. 20 - 20

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APPLICATION FORM

for

M.A./M. Com./M. Sc./PG. Diploma / Certificate Course Examination - 20.....
(Application Form for Regular Students of Mahatma Gandhi University)

Appearing at (PG. Semester-I/II/III/IV/V/Final) Examination-20.....
(Strike out the portion which is not applicable)

In (Subject).....

To
The Controller of Examinations
Mahatma Gandhi University
Purba Medinipur - 721628

Sir,

I request for permission to present myself at the ensuing Examination for the Degree of **M.A./M.Com./M.Sc./PG. Diploma/Certificate Course Examination-20.....** *

The requisite Fees for the said Examination including Practical, etc. (as applicable) and the cost of Mark Sheet are deposited.

If any of the statement made in the application is found to be false or if it appears that in the opinion of the university, I have in any way contravened the provisions of the University Rules & Regulations relating to the Degree of **M.A./M.Com./M.Sc./PG. Diploma/Certificate Course Examination-20.....** *, my admission to the Course will be liable to be cancelled by the University.

Yours obediently,

Dated : The.....20.....

Signature in Full.....

Name.....
(in block letters)

Address.....

Phone (Mobile).....

e-mail :

*Strike out the portion which is not applicable.

CERTIFICATE

I certify that the above named candidate has satisfied me by the production of his/her Certificate that he/she has passed the Bachelor of Arts/Commerce/Science from a recognized University and has qualified himself/herself for admission to Degree **M.A./M.Com./M.Sc./PG. Diploma/Certificate Course Examination-20.....** and that he/she regularly prosecuted his/her studies in the University/College of Arts, Science, Commerce as required by the Regulation. That I know nothing against his/her moral character and that I believe the statement made by him/her to be true.

Date :

Registrar/OSD

12. Whether he/she was debarred from appeared at the University Examination for any year on a charge of breach of discipline (reported against), if so, pl. state :

| Examination | Year | Roll No. | Registration No. with year | Year/Years or which debarred |
|-------------|------|----------|----------------------------|------------------------------|
| | | | | |

13. Name of the special paper & CBCS courses and in which he/she desires to be examined (Please specify) :

| Name of Special Paper(s) | Name of CBCS Course(s) |
|--------------------------|------------------------|
| | |

CERTIFICATE

(The Certificate is to be signed by the Registrar/OSD Head of the Department /as applicable)

| Period or periods of continuous study | No. of lectures in terms of regulation | | |
|---------------------------------------|--|----------|--------------------------|
| | Delivred | Attended | Percentage of attendance |
| | | | |

Date :

Signature of the Registrar/OSD



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| |
|-----------------|
| Subject..... |
| Spl. Paper..... |
| CBCS Paper..... |

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ADMIT

for

M.A./M. Com./M. Sc./PG. Diploma / Certificate Course Examination - 20.....

(This Admit card has been issued subject to Rules 13 and 14 printed on reverse)

Name (in Block Letters) :
(Exactly as in the Registration Certificate)

Registration No. :of 20 -20 (Mahatma Gandhi University)

Roll. :No.....
(for Office use)

Semester : I / II / III / IV / V / Final

The Controller of Examinations

.....

RULES FOR THE GUIDANCE OF CANDIDATE

1. The examination will be held according to the programme previously notified.

2. The doors of the Examination Hall will be opened on the morning of the first day, one hour and in the afternoon and on other days, 15 minutes, earlier than the time appointed for the commencement of the examination. The doors will be closed on each day 5 minutes before the commencement of the examination, after which no candidate will be admitted without the special permission of the Officer-in-charge. In no case will a candidate be admitted or given a question paper more than 30 minutes after the examination within time as specified in examination programme.

3. Candidates are required to find their own allotted seats. They shall take their seats at least 5 minutes before the time appointed for the commencement of the examination.

4. No candidate will be allowed to leave the Examination Hall until an hour has elapsed from the time when the papers are given out Except as herein after provided no candidate will be allowed to re-enter the Examination Hall during the hours of examination after once leaving it, nor to leave the hall without giving up his/her answer paper.

A candidate may with the special permission of the Officer-in-charge leave the examination Hall temporarily for a necessary purpose but only under the surveillance of a trustworthy person to be deputed by the Officer-in-charge and under proper safeguards to render recourse to unfair practices impossible.

A candidate having completed his/her answer-paper must hand it over, even if blank, to an Invigilator before leaving the examination Hall. The answer paper must on no account be left on the desk. No candidate will be allowed to remain in the Examination Hall after the close of the examination except to allow his/her answerpaper to be collected by the Invigilator.

5. Candidates are required to provide themselves with their own pens, pencils, calculators and other necessary examination materials (as approved by the Centre-in-Charge). The University will supply stitched book and loose sheets to write the answer.

6. Each candidate shall write on the cover of his/her answer book in appropriate columns only his/her University Registration Number, his/her Roll and Number (but not his/her name or the name of his/her college)

7. Candidates are forbidden to carry into the Examination Hall or have in their possession while under examination any books, notes, papers, writings scribbling or other materials approved by the Centre- Authority except their Admit Cards, University Registration Receipts and any other writing requisites or drawing implements. Any article carried the examination Hall or found in the

possession of a candidate in contravention of this rule shall be liable to be seized by the Officer-in-Charge and the candidate shall be liable to expulsion.

8. A candidate while examination shall not help or try to obtain any help from any other candidate or other person. Communication of any sort or any form is strictly forbidden between a candidate and any other person whether inside or outside the Examination Hall.

Smoking in the Examination Hall is strictly forbidden.

A candidate requiring an additional answer book or blotting paper or desiring permission to leave the room for a necessary purpose or desiring to give up his/her answer paper may call the attention of the Invigilator by rising from his/her seat and without making any noise or disturbance. On no account a candidate is permitted to speak to an Invigilator on any matter with reference to any question or answer.

9. Candidate must not write any objectionable or improper remarks in their answer-paper or attempt in any way to render identification of the answer-paper or give false rolls or numbers.

Candidates must not write anything on any question-paper or other paper or carry away any writing or scribbling from the Examination Hall.

10. Candidates are required to produce their Admit Cards and Registration Receipts and to sign their names as when directed by the Officer-in-Charge.

11. Candidate are requested to berve strictly the rules laid down by the University for the conduct of examination and the guidance of candidates, copy of which will be found pasted up at each Examination Centre.

12. Candidates are warned that any attempt to use any unfair means at the examination, or any breach or attempted breach or any of these or other examination rules, or any attempt to break discipline during or after the examination will render them liable to expulsion by the Officer-in-Charge from the examination or any other part thereof and to such further penalties as the University may determine.

13. If during and/or after the examination it is found that the candidate does not fulfil all or any of the Rules and Regulations governing the examination, his/her examination is liable to be cancelled.

14. Notwithstanding the issue of the Admit Card, the University Authority shall have the right for any reason which may appear to them sufficient, to cancel the admission of any candidate to any examination, whether before, during or after the examination.

The University may also debar a candidate from appearing at any subsequent University examination, or examinations. The decision of the University Authority in all such cases shall be final.

