

Serial No.....


THE TAMIL NADU DR.AMBEDKAR LAW UNIVERSITY, CHENNAI

**Application Form for Certificate Course in Documentation (Distance Education)
Examination,..... 20**

						Year of Admission							
Details of Fees Paid										Affix recent Passport Size Photograph duly signed by the Candidate			
No. of Subjects	Exam Fees	Application Cost	Statement of Marks	Penalty	Provisional Certificate Fees	Convocation Fees	Total						
Demand Draft Details													
Name of Bank & Branch			Draft No.		Draft Date		Draft Amount						
Register Number													
Name of the Candidate (In Capital Letters)													
Nationality	Religion	Community					Sex		Date of Birth				
		SC	ST	BC	MBC	OC	Male	Female	Date	Month	Year		
									-		-		
Father's Name													
* (Attested copy of the Provisional/Degree Certificate to be enclosed)													
Subject(s) for which now appearing													
Sl. No.	Subject name				Code	Sl. No.	Subject name				Code		
1.						8.							
2.						9.							
3.						10.							
4.						11.							
5.						12.							
6.						13.							
7.						14.							

Whether the Candidate has indulged in any Malpractice in University Examinations? If Yes, Give Details	Yes		No
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Malpractice Indulged	Punishment Imposed	Register Number	Month & Year of Examination

Particulars of previous appearance(s)											
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Sl. No.	Sub Code	Subject	Marks Secure d	Month & Year	Pass / Fail	Sl. No.	Sub Code	Subject	Mark Secure d	Month & Year	Pass / Fail

Address for Communication											
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Present address						Permanent address					
Phone No.						Phone No.					

Pin Code									Pin Code								
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Place: Date: <div style="text-align: center;">Signature of the Candidate</div>	<div style="text-align: center;">Signature of the Coordinator/Director Department of Distance Education</div>
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Coordinator/Director Office to verify the particulars before sending the application to the Controller of Examinations

INSTRUCTION TO THE CANDIDATES

- 1 Candidates are not allowed in the Examination Hall without Hall-Ticket
- 2 The Candidates should write at least 20 lines in every page of their answer book.
- 3 The answers must be legibly written in blue or black ink
- 4 Special sketch pens or other pens should not be used for underlining points.
- 5 Candidates should not attempt to make any identification in the answer script. Marking the question number with special designs say circle, triangle or star markings are prohibited.
6. The candidates should write the correct register number in the space provided in the first page of the main answer book.
7. Candidates shall not write their register number in any part of their answer book or additional books, except on the space provided in the first page of the main answer book.
8. Electronic gadgets like Cellular phone, pager or other instruments for communication from outside will not be permitted inside the examination hall.
9. Candidates will not be allowed to enter the examination hall after 30 minutes of the commencement of the Examination. No candidate will be allowed to leave the examination hall within the first 30 minutes of the duration of the examination time.
10. The candidates should personally handover the answer paper to the Hall-Superintendent before leaving the hall.

If the above instructions are not followed or any similar wrong is committed it will result in the invalidation of the answer book. Penal action will be taken by the University.

OTHER INSTRUCTIONS

1. Candidates should carefully fill in all the required details in the application form, including correct register number and correct subject codes failing which their application is liable to be rejected.
2. **Candidates appearing for the first time should not fill the register number column. The University office will assign the register number. Others should fill up the register number assigned for the first year examination. Candidates must enclose attested xerox copy of certificate in evidence of date of birth and qualifying examination passed while they apply first time for the University Examination.**
3. Candidates appearing for the first time should pay their fees for the whole (Semester) Examinations.
4. Blind Candidates are exempted from payment of Examination Fees. They should enclose copy of medical certificate for evidence. On the top of the application form, write as 'blind candidate'. However they should pay the fee for the statement of marks and application form.
5. The fee once paid will in no circumstance be refunded or held over for the subsequent examination.
6. The fees shall be remitted by Demand Draft drawn in favour of **The Registrar (A/c. DDE), Tamil Nadu Dr.Ambedkar Law University**, payable at **Chennai**.
7. All candidates appearing for the examination should forward their application through the Coordinator/Director, Department of Distance Education.
8. Candidates should obtain their hall tickets from the Coordinator/Director two days in advance of the commencement of examination, by producing relevant certificate of identity.

Certificate Course in Documentation fees Details	
Fees Details	
For Examination Application Form	Rs.25/-
For Each Written Subject Paper	Rs.65/-
For Statement of Marks	Rs.50/-
For Penalty Fees	Rs.50/-
For Provisional Certificate Application Form	Rs.25/-
For Provisional Certificate	Rs.150/-
For Convocation Application Form	Rs.25/-
For Convocation Fees	Rs.400/-

CERTIFICATE COURSE IN DOCUMENTATION (DISTANCE EDUCATION)

SUBJECT LIST

SUBJECT CODE	SUBJECT NAME
CAA	GENERAL PRINCIPLES OF PROPERTY LAW AND SUCCESSION
CAB	PRINCIPLES OF REGISTRATION ACT AND RULES
CAC	THE STAMP ACT AND RELATED RULES
CAD	PRACTICAL: DRAFTING OF CONVEYANCES

CERTIFICATE COURSE IN DOCUMENTATION EXAMINATIONS JUNE 2018
(DISTANCE EDUCATION COURSE)

Issue of Exam application forms : 10.05.2018
Last date for submission Exam application (Without Penalty) : 22.05.2018
Last date for submission Exam application (With Penalty) : 30.05.2018
Commencement of Examinations : 09.06.2018

TIME- TABLE

Time:F.N. 10.00 a.m. to 01.00 p.m.

CERTIFICATE COURSE IN DOCUMENTATION

DATE	Time F.N./A.N.	SUBJECT	CODE
09.06.2018	F.N.	General Principles of Property Law and Succession	CAA
10.06.2018	F.N.	Principles of Registration Act and Rules	CAB
23.06.2018	F.N.	The Stamp Act and Related Rules	CAC
24.06.2018	F.N.	Practical : Drafting of Conveyances	CAD


CONTROLLER OF EXAMINATIONS (i/c)