



Annexure - 1 : Instructions to the Candidates

1. Candidates should carefully fill & shade all the required details in the OMR Application Form, including (a) Register No. and Centre Code, (b) Name and Address of the Candidate, (c) Subject codes for which they are applying (d) Payment details etc. Failing which their applications are liable to be rejected.
2. For the candidates appearing for the first time, the University office will assign the register number and they should fill up the assigned register number only. Others should fill up the register number assigned for the First Year Examination.
3. Candidates shall shade the appropriate relevant subject codes for the Batch they belong to.
4. With respect to the Practicals / Clinical courses, the candidates should shade the subject codes of their relevant batch mentioned within the brackets.
5. Candidates appearing for the first time for their current semester shall compulsorily pay the fees for all the subjects in their respective semester.
6. Final semester candidates shall compulsorily pay the fees for Provisional certificate, Consolidated Mark statement and Convocation certificate.
7. **Visually Challenged Candidates :** Visually challenged candidates are exempted from payment of examination fees. They should enclose a copy of medical certificate for evidence. However they should pay the fees for Statement of marks, Provisional, Consolidated statement of marks and Convocation.
8. The fees once paid, will in no circumstances be refunded or held over for the subsequent examinations.
9. The fees shall be remitted by way of Bank Challan.
10. The candidates shall compulsorily fill their Register No. and Application No. in the columns provided in Bank Challan without fail.
11. Candidates are required not to staple or pin the OMR sheet with any other documents, however bank challan shall be submitted separately with the OMR application to the college office.
12. All candidates appearing for the examination should forward their applications, through the Principal of the respective college, where they have undergone the course. Exam applications will not be received by the University directly from the candidates.
13. Candidates should obtain their Hall Tickets from the Principal of the College (Examination Centre), three days in advance of the commencement of examination, by producing relevant certificate of identity.
14. Candidates who have earned a minimum of 75% attendance are eligible to appear for the University examinations. Candidates who have earned attendance above 66% and below 75% are eligible to appear for the examinations provided the lack of attendance is recommended and forwarded for condonation by the respective college Principals on payment of the prescribed fee of Rs. 1000/-. In other cases no candidate is eligible to apply and appear for the University Examinations.
15. Only Candidate who have completed the course are eligible for change of Examination Centre, on genuine reasons and on payment of Rs.3000 as fees for each appearance .

Important Note: Students who have already completed their programme of study of any courses offered in the University shall have to complete their programme within a further span of 3 years. If he/she fails to do so, within such an extended time, such candidate ceases to be student of the University - Effective from May-2019 Examination (Approved by the 158th Meeting of the Syndicate held on 31.10.2018).

Fees Details	U.G. Course Rs.	Fees Details	U.G. Course Rs.
For Examination Application form	25/-	For Provisional certificate	150/-
For Each written/Practical/Clinical course subject paper	65/-	For Consolidated Statement of Marks application form	25/-
For Statement of Marks	50/-	For Consolidated Statement of Marks	500/-
For Penalty Fees	50/-	For Convocation form	25/-
For Tatkal fees	500/-	For convocation fees	400/-
For Provisional certificate application form	25/-		

Controller of Examinations