

# UNIVERSITY OF KERALA

No. EH/2018

Thiruvananthapuram

Date : 23/11/2018

## NOTIFICATION FOR PRIVATE REGISTRATION (ANNUAL SCHEME) TO B.COM . ADDITIONAL ELECTIVE (CO-OPERATION) 2018-19

Applications are invited from B.Com degree holders under CBCSS/ Restructured/ Vocational Streams of this University for registration as private candidates for B.Com. Additional Elective (Co-operation) Examinations to be held in 2019.

Registration as private candidate shall not entitle him/her for admission to the examination. They have to apply for registration to the examination concerned on time as per the examination notification. **No intimation to the candidate regarding the examination will be sent from the Private Registration Wing.** The candidate who does not submit the Private Registration Memo along with their application for examination shall only be admitted provisionally for the examination. The eligibility of the candidate for the course will be finalized only after verification of the application for Private Registration and the accompanying documents.

### I. MODE OF ADMISSION (OFFLINE)

Candidates seeking admission to B.Com. Additional Elective (Co-operation) shall submit duly filled application forms offline from **26/11/2018** onwards.

### II. ELIGIBILITY FOR ADMISSION

A pass in B.Com from University of Kerala under **CBCSS / Restructured / Vocational Streams only** with an elective other than Co-operation.

### III. SUBMISSION OF APPLICATION

Offline application along with all the documents should reach the undermentioned addressee on or before the last date notified.

#### Address

The Deputy Registrar (Examination III)  
University of Kerala  
Senate House Campus  
Palayam  
Thiruvananthapuram – 695 034

**Fee remitted before the last date prescribed alone will not be considered as a claim for acceptance of the application.**

### LAST DATES FOR SUBMISSION \*

Name of Examination	Without fine	With fine of ₹150/-	With Super fine of ₹ 750/-	With Penalty of ₹ 1500
B.Com.Additional Elective (Co-operation)	26/12/2018	10/01/2019	21/01/2019	28/01/2019

\* Not applicable to B.Com Degree holders under Annual Scheme. They shall submit applications via Notification dated 01/10/2018.

#### IV. GENERAL INSTRUCTIONS

- a. Candidate can register only for “Co-operation” as additional elective. The minimum duration of the course is not less than one academic year and **they shall take the examination for all the papers in one sitting at the end of the 1 year ie. March/April 2019.**
- b. The maximum duration for completing an Annual Programme is restricted to Y + 2 years where 'Y' stands for the normal or minimum duration prescribed for completion of the programme.
- c. **Matriculation** in the prescribed form with a fee of ₹.100/- should be submitted by the candidate who is not a matriculate of University of Kerala or if the T.C submitted is from an institution affiliated to any other University/Board. Such candidates should submit **Migration Certificate** from the University/Board they have last attended.  
  
Candidate who is a matriculate of this University need to submit only the Qualifying Certificate and the T.C (from an an institution affiliated to University of Kerala) along with the application for Private Registration and required fee.
- d. The name of the candidate in the Application forms, Fee Reciepts and Transfer Certificate should be same as that in the Qualifying Certificate.
- e. The date of birth of the candidate entered in the TC and other documents should be same as that in the Secondary School Leaving Certificate.
- f. In case of submitting **Duplicate TC**, an affidavit from a first class Judicial Magistrate or a Notary Public to the effect that “The original TC has been irrecoverably lost, it has not been used for any other purpose and this affidavit is sworn to be produced before authorities of University of Kerala for Registration/Cancellation purpose”.
- g. Application for Registration and Matriculation can be downloaded from the University website.

The candidate should remit the amount mentioned below towards the cost of downloaded application, in addition to normal fee.

Cost of Application form for Private Registration	₹. 40/-
Cost of Application form for Matriculation	₹.20/-
Amount to be paid along with downloaded application	₹. 20/-

- h. Applications should be duly filled leaving no column blank. Incomplete applications will be summarily rejected.
- i. Defect rectified applications should be submitted forthwith along with the handling charges detailed below.

Handling Charges	Time span for re-submitting the application after rectification
₹. 100/-	Within 15 days from the date of issue of memo.
₹. 500/-	After 15 days from the date of issue of memo.
₹. 700/-	After 1 year but within the course duration.
₹. 800/-	After the completion of the course

## V. FEE AND MODE OF PAYMENT

- a. Candidates should remit private registration fee either at University Cash Counter or at any branch of “Friends/ Janasevana Kendrams” or by Demand Draft at the SBI or the District Co-Operative Bank drawn in favour of The Finance Officer, University of Kerala, payable at Thiruvananthapuram. (In the case of DDs, add ₹.10/- as service charge. In the case of downloaded application add ₹.20/- each additionally). Candidate’s name and purpose of remittance should be written on the reverse of the Demand Draft.
- b. The name and address furnished in the DD/Chalan should be the home address of the candidate and should be identical with that shown in the application and envelope for returning the Private Registration Memo & Certificates.
- c. The chalan remitted by the candidate with the address of Private Institutions will not be accepted.
- d. In the case of bulk remittances separate ledger sheets should be prepared for each purpose and such remittance should be completed at least 3 days prior to the last date notified by the University. Bulk remittance with more than hundred challans will be accepted only in the forenoon session on working days.

e. **FEE STRUCTURE**

Name of Course	Registration Fee	Affiliation Fee	Cost of downloaded application
B.Com.Additional Elective (Co-operation)	₹. 250/-	₹. 300/-	₹. 40/-

**VI. Documents to be submitted for Private Registration**

1. Application Form for Private Registration.
2. Cash Receipts (**Refer. Clause IV.g & V.e**)
3. Original Pass Certificate of Qualifying Examination (ie. B.Com Degree Certificate).
4. Transfer Certificate from a recognised institution last attended (**Refer. Clause IV.c,d,e & f**)
5. Duly filled application for Matriculation and Migration Certificate. (**Refer. Clause IV.c**)
6. Self attested copy of SSLC/THSCE/ICSE/CBSE (Secondary School) mark lists/pass certificate.
7. Candidates who have registered for B.Com. Additional Elective (Co-operation) through Private Registration, but failed to register for the examination should also submit the Cancellation Memo of the registration.
8. Candidates who have registered for any other course after completing B.Com should submit the copy of the Degree Certificate or the Cancellation Memo of the course.
9. A self addressed stamped envelope (size 35 cm x 25 cm) worth ₹. 42/- should be forwarded with the application. The address and the contact no. (Land line/Mobile) of the candidate furnished in Private Registration Application should positively be the home address and contact no. of the candidate (not that of the Private Institutions).

**Laminated TC /Certificates/ Mark lists should be delaminated before submission.**

Sd/-  
**CONTROLLER OF EXAMINATIONS**

To

1. Public Relations Officer (for press release)
2. PS to VC/PVC
3. P.A. to C.E./Registrar/F.O./Director, University Computer Centre
4. Joint Registrar (Exams. I & II) / Joint Registrar (Academic)
5. Joint Registrar (Campus Administration)
6. D.R.Finance/D.R. Cash/D.R.(Exams.) I, II,III & IV
7. A.R.- Cash Receipt/B.A./B.Com.
8. Academic - AC. AII, AC. AIII, AC. AIV, AC.C and AC.L Sections/IT Cell
9. EA-14, EA-15, EA-19 & EA-PG Sections
10. Central Tapal, DR I Tapal, DR II Tapal & DR III Tapal Sections
11. Store Keeper - Exam Store/General Store
12. Reception Officer/Enquiry
13. All District Information Centres of the University.
14. "FRIENDS" (Janasevana Kendram) Branches.
15. Forms Section
16. Stock File/File Copy.