

## Examination Branch

No. KUHS/EX-3/ III BSc MLT(R)/11-13

Date: 09-10-2013

**NOTIFICATION**

The **Third Year BSc MLT Degree Examinations (Regular)** will be conducted by the University from **20-11-2013**. The detailed timetable will be announced later. All colleges conducting BSc MLT course affiliated to this University should submit their applications for Examination **through online** (University website: [www.kuhs.ac.in](http://www.kuhs.ac.in)) and forward the summary printouts duly countersigned by the Principal / Head of the Institution to **the Controller of Examinations** along with fee separately on or before the date stipulated.

**The details of fees and other particulars are given below: Table I**

Sl. No.	Details	Fee (Rs)
1	Application fee per candidate	100/-
2	Fee for mark list per candidate	200/-
3	Fee for each paper	240/-
	<b>Total Fee per Candidate</b>	<b>1260/-</b>
4	Fine to be paid per paper after the last date stipulated(Sl.No:3 of table II)	100/-
5	Super fine to be paid per paper after the last date stipulated (Sl.No:4 of table II)	300/-
6	Fine for late submission of internal assessment marks(sl.no:4 of table II)	5000/-

**Schedule for registration and application for examination** TABLE II

Sl. No	Date	Details	
		Exam Registration	Attendance & Internal Assessment
1	19.10.2013	Start of online Registration	Start of online submission of Attendance & Internal Assessment
2	31.10.2013	Last date for online Registration of Examination	Last date for online submission of Attendance & Internal Assessment and entry of fee details.
3	04.11.2013	Last date for online Registration of Examination with fine of ₹. 100/-per paper.	
4	05.11.2013	Last date for online Registration of Examination with super fine of ₹. 300/-per paper.	Last date of online submission of Attendance Report & Internal Assessment (with fine of ₹.5000/-).
5	08.11.2013	Last date of receipt of printout of Attendance report, Internal Assessment and Examination Registration report in the University and DD in the University. (Submission of Attendance and Internal Assessment marks is compulsory-)	
6	18.11.2013	Issue of Admit cards	
7	20.11.2013	Date of Examination	

**Instructions to the Candidates**

1. The fee once paid will not be refunded or adjusted under any circumstances.
2. Applications after the stipulated date will not be entertained on any grounds.

3. Model question papers will be published later in the website.

### **Instructions to the Principal / Head of Institution**

- **Remittance of Examination Fee:**

1) The Principal / Head of the Institution should collect Examination fee from all the candidates and remit the consolidated amount to the University Fund through a **single Demand Draft drawn in favour of Finance Officer, 'SBI-KUHS Examination Fee Account No. 31768842875, payable at 'Thrissur'.**

2) **The Principal / Head of the Institution should send a separate statement showing the details of those SC/ST/OEC candidates who are not remitting the examination fee with an undertaking that their examination fee will be claimed by the College from the Department concerned and remit the same to the University.**

3) All applications for registration should be accompanied by the prescribed fee.

4) Those candidates who have shortage of Attendance and have not obtained minimum marks for Internal Assessment are not eligible for appearing the examination. Partial appearance for eligible subjects will be permitted to those candidates who have shortage of internal assessment marks in one or more subjects, but secured prescribed attendance percentage (80% ) in all the subjects. Principal / Head of Institution are solely responsible for any lapses in this regard.

4) The **Institutions** which are not recognised as University Examination Centre for Theory Examinations **have to remit** to the University, an **additional amount of ₹. 100/- per candidate per paper** for using another Approved Centre.

5) **No other fees should be collected from the candidates for this examination purpose.**

- **Attendance:**

a) The Principal / Head of the Institution are required to furnish attendance of all the candidates. There is no provision for condonation of shortage of attendance from the University. **However the principal on recommendations by the HOD/ Dept in charge can condone the shortage of attendance of a candidate to a maximum of 10% for a subject (s) once in a course period(under intimation to the Controller of Examinations).**

b) The summary printout of Application for Examination and Attendance Statement, duly countersigned by the Principal / Head of Institution should be forwarded **so as to reach the University before 5.00pm on the last date stipulated.**

c) The attendance of the candidates should be displayed on the College Notice Board for the benefit of the candidates.

- **Internal Assessment:**

**The printouts of Internal Assessment Marks should be signed by each candidate against their marks. This statement signed by the Head of the Department, duly countersigned by the Principal / Head of the Institution should reach the University before 5.00pm on the last date stipulated A photocopy of the same should be displayed on the College Notice Board.**

- **Admit Card:**

Admit Cards will be issued to all colleges **through online**. The Principal / Head of Institution should download the Admit Cards and distribute the same among the candidates, after getting candidates' signature and counter signed by the Principal with College seal.

- **Applications after the stipulated date will not be entertained on any grounds.**

- **Request for Advance Amount**

Request for advance in respect of theory examination may be forwarded to the Finance Officer or email to [fo@kuhs.ac.in](mailto:fo@kuhs.ac.in) /[exam.finance@kuhs.ac.in](mailto:exam.finance@kuhs.ac.in) along with registration report.

Sd/-

**Controller of Examinations**

To Principals / Head of Institutions of all affiliated Colleges conducting BSc MLT Course.

Copy to: System Manager /website.