

**NOTIFICATION**

Sub: Conduct of Examinations for IV Semester MHA – January 2020 Session - Reg.

Ref 1: YU/COE/EXAM/Notification/January Session/2020 dated 26.11.2019

In continuation of this office notification cited above, the schedule regarding the submission of application and fee details are notified as follows.

**Schedule for compliance by the Institution :**

Date of issue of Application forms of Examination to the colleges	16.12.2019
Last date for payment of Examination fee & to fill in the Application form	23.12.2019
Last date for payment of Examination fee & to fill in the Application form with fine of Rs. <b>200/-</b>	26.12.2019
Last date for payment of Examination fee & to fill in the Application form with fine of Rs. <b>500/-</b>	28.12.2019
Last date for submission of filled application forms by the colleges to the University	01.01.2020
Last date for submission of Attendance and I.A. Marks to the University	09.01.2020
<b>Date of Commencement of the Examinations</b>	<b>16.01.2020</b>

**Fee details - Colleges have to collect the following fees from the candidates**

1	Fee for Examination Application Form	Rs. 150/-
2	Fee for Marks Card	Rs. 250/-
3	Examination Fee	Rs. 1750/-per paper
4	Provisional Degree Certificate	Rs. 1000/-
5	Dissertation Fee	Rs. 1500/-
6	Convocation Fee	Rs. 3000/-

**Instructions to the Principal/Dean:**

- 1. Attendance:** Furnish attendance of all the candidates by calculating the Attendance up to the last working day of Course/ Term – on or before due date. There is no provision for condonation of Attendance.
- 2. Internal Assessment Marks :** I. A. should be submitted on or before the due date.
- 3. Please notify this examination notification along with the Instructions to the candidate prominently on the Notice Boards of the Institution for the benefit of the students.**

**Instructions to the Candidates**

- 1. Candidates should affix the latest stamp size photo (2 No) on the application form.**
- 2. The candidate should verify the final I.A marks/ Attendance and report any discrepancies found to the office.**
- 3. Signing in the IA marks/Attendance list is mandatory before obtaining the Hall ticket and no claim will be entertained thereafter for any change in the IA marks / Attendance.**
- 4. The Application received after the due date will not be considered.**
- 5. In case if the Hall Ticket is lost a duplicate Hall Ticket can be obtained from the Office of the Controller of Examinations by submitting a latest stamp size photo and by paying Rs.100/- and a request letter from the candidate through the Dean, failing to which the candidate will not be permitted to appear for the examinations.**
6. The filled in examination application forms along with the statement showing the details of Names of the Candidates, Register No's , Subject appearing and Fees Paid should be sent to the Controller of Examinations on or before due date.

*B. T. N. S. S.*

**Controller of Examinations**

To,

The Dean, Yenepoya Medical College