

**NOTIFICATION**

Sub: Conduct of VI Semester BHA Examinations January 2020 Session- Reg.

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	10.01.2020
Last date for payment of Examination fee	16.01.2020
Last date for submission of filled application forms by the colleges to the University	17.01.2020
Last date for submission of Attendance and Internal Assessment Marks to the University	17.01.2020
Date of Commencement of the Examinations	24.01.2020

**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 - VI Semester BHA (Practical/Viva Voce only)	Rs. 2000/- per exam
5.	Provisional Degree Certificate	Rs. 500/-
6.	Convocation Fee	Rs. 2000/-

**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. Marks (Wherever applicable) should be submitted in the prescribed form on or before due date.
3. The principal/Dean shall attest the photo of the candidate in the application part of the form.
4. 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 IA 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. N. N.*

**Controller of Examinations**

To,

The Principal/Dean  
Yenepoya Medical College  
Mangalore – 575 018