

**BHARATHIAR UNIVERSITY : COIMBATORE – 641 046.**

**REF.NO:COE/UG/PG/2010**

**DATED: 30.08.2010.**

**From  
Dr. K.G. SENTHILVASAN,  
Controller of Examinations,**

**To  
The Principals of Arts & Science  
Colleges/ Management Institutions.  
(affiliated non- Autonomous)**

Sir/Madam,

Sub:University Examinations – November 2010 – UG and PG Degree  
Courses - Regular Candidates – Despatch of application forms – Reg.

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I am by direction, to inform you that the odd semester examinations November 2010 are scheduled to commence as detailed below :

1. All UG courses - 01.11.2010
2. All PG courses - 10.11.2010

Please find enclosed:

- i) Bio-data form to be filled-in by the students who have been admitted into the first year of various courses during 2010 - 2011.
- ii) Some copies of the instructions to be followed to fill-up computer-coding sheet.
- iii) Computer-generated Examination application forms and nominal roll in respect of students in the II/III year of various courses.
- iv) Some blank examination application forms (computer – stationery)

**FIRST YEAR STUDENTS: (Also for II year lateral entry candidates)**

The bio-data form may be got duly and correctly filled-in by the students who have been admitted into the I year of various courses. Some copies of the instructions to fill-up the computer coding sheet are provided to facilitate the candidate to fill-in the examination application form. The Principal is requested to seek the assistance of the teaching staff to read out the instructions to the students and help them to fill-in the application forms correctly.

In case of the first year students of all courses, it is required that every candidate encloses a copy of the HSC or equivalent mark sheet along with the examination application, so as to ascertain the correct initial and spelling of the name of the candidate written in the application. Specific care may be bestowed in getting the bio-data forms filled correctly by the students, especially with regard to the spelling, space between name and initials of the name of the student and branch of study.

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**THE NAME SHOULD BE WRITTEN AS FOUND IN THE HSC MARK SHEET.**

Any wrong entry in any column will result in creation of wrong data and generation of incorrect certificates/statements which can be avoided at this stage itself.

The data provided in the bio-data forms by the I year students may be fed into the computer by the college itself using the FOXBASE/FOXPRO programme BIOENTRY.PRG. provided in the ANNEXURE A in the specific data-base structure BIODATA.DBF containing 128 characters (124 characters for PG courses). The dbf file BIODATA.DBF containing, all the records of the I year students may kindly be sent to the undersigned in a CD alongwith a hard copy and the duly-filled in biodata forms. The data entry at the college will facilitate the college also to maintain a data –base similar to the one maintained at the University and modify/update it periodically.

**II / III YEAR STUDENTS:**

The senior students, i.e. the students in the II / III year of study may be instructed to verify their individual examination application forms, with regard to their present semester subjects(including AOS (or) Elective subjects) and arrear subjects, if any.

The code numbers of all subjects in current semester and the code numbers of the subjects in which the candidate has failed in the previous semesters are given against the respective semesters in the application forms. As there is already a standing instruction that a candidate has to appear for all papers of the regular semester, it is requested that the candidates be instructed to make a tick mark ( √ ) against all subjects of the current semester. Since the candidates have the option to appear for failed subject(s), he/she may be asked to make a tick mark ( √ ) against the code number(s) of the previous semester subjects, which he/she wishes to appear for in the November 2010 Examinations and be asked to mark a circle, of the subject(s) which he/she does not wish to appear for. The relevant instructions given on the backside of the application form should be followed.

**III SEMESTER STUDENTS:**

II year UG candidates can opt any one of the subjects under Part IV and enter the subject code in the examination application form.

- 3FA - Orientation in Tamil Language for candidate those who have not studied Tamil upto 12<sup>th</sup> standard ( compulsory ).
- 3FB - Advanced Tamil – candidates who have studied Tamil at +2 level and also chosen other language ( Hindi, French, Malayalam etc.) at Degree level .  
or any one of the subjects
- 3FC - Yoga for Human Excellance (or )
- 3FD - Women’s Right.

**Those colleges that have not submitted the foundation course details of their students are requested to instruct the students to fill in subject code in the application forms and pay the fee for the same alongwith the regular fee.**

**Discrepancies, if any, in the Computer-generated application form may be promptly intimated to the undersigned and the corrections be made boldly and prominently in the form.**

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The Principal is informed that the enclosed nominal roll (2 copies) contains (i) Register Numbers (ii) Name of the candidate (iii) Code number of the subjects that are printed in the application form (iv) total number of theory/practical papers that a candidate may appear for and (v) cost of the application form and the mark statement. The same may be verified and corrections/modifications, if any, may be made by following the guidelines given in ANNEXURE-B.

### **IMPROVEMENT (FOR UG CANDIDATES):**

Candidates can apply for November 2010 Examinations to improve their marks in any of the subjects of two immediate previous semesters, which he/she has already appeared for and passed in the first attempt i.e. a candidate in fifth semester can improve his/her performance of the third and or fourth semester subjects and a candidate in third semester can improve his/her performance of the first and or second semester papers. Subject to the above condition, a candidate desiring to improve the performance in any subject, has to write the code number of the paper (subject) against the (corresponding) I/II/III/IV/V/VI semester entries and should write "RI" to the right of the code (for instance 53A-RI). PLEASE NOTE THAT THE FEE FOR IMPROVEMENT IS Rs.235/- PER PAPER (including exam fee of Rs.60/- per paper).

### **IMPROVEMENT (FOR PG CANDIDATES)**

PG courses candidates are eligible to improve their subject, shall be given one chance to repeat one or more theory papers for improvement, within one year of their completing the duration of the course. Further, the improvement fee of Rs.500/- be collected, in addition to the other regular examination fees. Also, the candidate who desires to improve the subject, write the subject code in the "RI".

### **TRANSFERRED STUDENTS**

If any candidate has been transferred from one college to another college in this University area, the Principal of the former college is requested to send the examination application of that candidate to the Principal of the later college where the candidate has joined, with an intimation to this office.

Blank application forms may be issued to (i) candidates who are not in receipt of computer-generated application forms and (ii) to students who have been freshly admitted to the present semester of a course. Such applications should be sent along with the computer applications, with details mentioned specifically in the covering letter.

All the regular candidates shall apply for the November 2010 examinations through the Principals of their respective colleges.

### **FEE TO BE PAID BY CANDIDATES:**

The fee details are furnished in ANNEXURE 'C'. One copy of the same may be put up in the Notice Board of the college.

The candidate shall not pay the cost of application while receiving the application form, but shall pay the same along with the examination fee while submitting the application.

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The last date for payment of fee and submission of application by regular candidates in the college office is as follows:

<b>WITHOUT FINE</b>	<b>: 13.09.2010</b>
<b>WITH FINE OF RS.10/- Per day</b>	<b>: 20.09.2010</b>

The fee collected from the candidates by the college shall be paid to the University through Bank of India Challan or in the form of DEMAND DRAFTS drawn in favour of "THE REGISTRAR, BHARATHIAR UNIVERSITY" payable at Coimbatore. It is requested that separate Demand drafts may be drawn course wise (B.A. /B.LITT. /B.S.W. /B.C.S. /B.Sc./ B.C.A./B.Com./B.Com.(CA) /B.B.M./B.B.M.(CA)/M.A. /M.Sc /M.Com../ MFC /MIB/ MCA/MBA etc. Degree course).

The duly filled-in applications, nominal rolls, Demand drafts, undistributed/unused application forms, CD and hard copy of the .dbf file may be sent so as to reach this office on or before 24.09.2010.

The Principal is requested:

- i) not to issue examination application forms to any candidate, who is not eligible to write the November 2010 examinations.
- ii) to inform the schedule for payment of fee to all candidates well in advance.
- iii) not to receive the fee/application from any candidate after the prescribed last date.
- iv) **NOT TO SEND ANY CANDIDATE TO THE UNIVERSITY FOR THE PURPOSE OF CONDONING LATE SUBMISSION OF APPLICATION OR LATE PAYMENT OF FEE, etc. AND**
- v) to verify, whether all candidates who have paid the examination fee, have submitted the applications,

It is requested that the contents of this letter may be brought to the notice of all the students, HODs and staff members concerned.

The receipt of this letter may please be acknowledged.

Yours faithfully,

**CONTROLLER OF EXAMINATIONS**

**College:**

**Encl:**

1. Examination Application forms (Computer Generated)
2. Blank Application forms.
3. Nominal roll ( in duplicate )
4. Bio-data Forms(I semester application forms).
5. Instructions to candidates.
6. Annexure A – Database Structure
7. Annexure B – Guidelines to make corrections ( in Nominal rolls)
8. Annexure C – Fee details ( 2 copies )

ANNEXURE - B

**BHARATHIAR UNIVERSITY : COIMBATORE 46**

**GUIDELINES TO MAKE CORRECTIONS IN THE NOMINAL ROLL**

The following guidelines shall be followed by the Principals for making corrections in the Nominal roll and one copy of corrected Nominal Roll (first copy) shall be sent to the University along with applications.

- i) If a candidate had not applied for all papers of the examination (i.e. if he/she had not at all applied for this examination) then the Register Number of the candidate shall be circled e.g. as **022AA0001** and the other entries against the candidates be scored off.
- ii) If a candidate had not applied for an arrear subject, the code number of the subject be circled e.g. as **53A**
- iii) If a candidate wishes to apply for a subject which is not printed in the application form due to one reason or other, the code number of that subject shall be written at the end of other subject codes against the candidate's name.
- iv) If the name/Register number of a candidate was not already found in the nominal roll, the Register number, name, codes of subjects, etc., shall be entered manually at the end of the nominal roll of that course, duly attested by the Principal.
- v) If the candidate has applied for improvement in any of the paper or and practical, then the relevant code number shall be written at the end of other subject codes against the candidate by writing the letters 'RI' after the code (as 53A-RI).
- vi) Fine paid, if any, for late submission may be entered in the respective place. (& shown in separate column in the fees details list)

Necessary corrections shall be made in the total number of theory paper/practical/project for which the candidate is registered and also in the fee column for all such changes carried out as per the above guidelines (i) to (vi).

The two copies of the nominal roll shall be separated, ONLY AFTER HAVING DONE ALL CORRECTIONS AS INSTRUCTED ABOVE; the first copy of the nominal roll shall be sent to the Controller of Examinations and second copy (carbon copy) shall be retained in the college office for reference. As usual, at the time of sending Hall Tickets, two fresh corrected copies of the nominal roll will be sent to the college by this office.

It is requested that **RED INK BALL POINT PEN** may be used to make all corrections.

**CONTROLLER OF EXAMINATIONS.**

**BHARATHIAR UNIVERSITY : COIMBATORE – 641 046**

From

**Dr. K.G.SENTHILVASAN,**  
Controller of Examinations

To

The Principals of all Arts & Science  
Colleges and Management  
Institutions affiliated to  
Bharathiar University  
( Non-Autonomous )

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No.COE/ASC/2010/Nov.2010 Exam/  
Sir/Madam,

Dated : 30.08.2010

Sub : University Examinations UG ( Non-Engineering ) Degree course -  
November 2010 Re-Registered / Private candidates – issuing  
of applications – Reg.

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I am by direction to inform that a brief press notification and a detailed notification in the University website have been issued for the benefit of private candidates to receive their application forms to appear for the November 2010 University Examinations. Two copies of the same are sent herewith with a request to display them prominently in the Notice Board.

Computer – generated application forms for those candidates who belong to 2004 - 2007 and subsequent batches and had written their arrear examinations in April 2010 are sent herewith. It is requested that these application forms may be issued to the candidates concerned. If the computer – generated application form in respect of any candidate of the above said batches has not been received, he/she shall be given a blank application form.

The private candidates have been advised to collect blank application forms from the colleges where they studied the course.

The details of the fee to be remitted by the Re-Registered / Private candidates are enclosed.

The candidates may be directed to send the duly filled-in applications to the CONTROLLER OF EXAMINATIONS, BHARATHIAR UNIVERSITY, COIMBATORE – 641 046 directly alongwith necessary fees after obtaining the signature of the Principal in the application.

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The Principal or his office shall not receive the examination application from the private candidates at any cost. The Re-Registered candidates must submit their examination application forms only through the Principal of the college in which they studied.

Application form should not be issued to a candidate who is not eligible to appear for November 2010 Examinations. All undisbursed computer application forms shall be sent back to the Controller of Examinations on or before **22.09.2010**.

Yours faithfully,

CONTROLLER OF EXAMINATIONS.

NOTE : RE-REGISTRATION CANDIDATES SHOULD WRITE THE TITLE OF THE PAPER WITH SUBJECT CODE.

*BHARATHIAR UNIVERSITY*  
**Re Accredited with 'A' Grade by NAAC**  
**Coimbatore – 641 046. ph:2422222 WWW.b-u.ac.in**

**EXAMINATION NOTIFICATION – NOVEMBER 2010**

**(FOR PRIVATE CANDIDATES)**

**T**he UG and PG November 2010 examinations are scheduled to commence from 1<sup>st</sup> November 2010 and 10<sup>th</sup> November 2010 respectively.

The Practical examinations will commence during the third week of October 2010. The candidates who have to attend Practical Examinations may contact the Principal of the College concerned in advance for exact date and session of practical examinations.

Further details are available in the University website [www.b.u.ac.in](http://www.b.u.ac.in)

Last dates for receipt of filled-in applications with necessary fee in the office of the Controller of Examinations, Bharathiar University, Coimbatore – 641 046 from the private candidates are

**Without fine:13.09.2010**

**With a fine of Rs.10/-per day upto 20.09.2010**

Applications received after the above mentioned dates and incomplete applications will be rejected.

**NOTE :** The candidates belonging to the batches 1982-83 to 2003-04 are also permitted to write their arrear subjects in equivalent paper of the syllabus applicable for the year 2007-08 batch by applying for

re-registration of their respective courses. The prescribed application form for re-registration can be had from the Controller of Examinations, Bharathiar University, Coimbatore.

**CONTROLLER OF EXAMINATIONS.**

**Coimbatore**

**Date: 30.08.2010**

**ANNEXURE**  
**BHARATHIAR UNIVERSITY : COIMBATORE 46**  
**DETAILS OF THE FEE TO BE**  
**REMITTED BY THE CANDIDATES –**  
**NOVEMBER 2010 EXAMINATIONS**

	ALL UG DEGREE COURSES	MCA	MBA	ALLOTHER PG COURSES@
	Rs.	Rs.	Rs.	Rs.
1. COST OF APPLICATION	25.00	25.00	25.00	25.00
2. STATEMENT OF MARKS	50.00	50.00	50.00	50.00
3. THEORY (Per Paper)	60.00	250.00	350.00	120.00
4. A) PRACTICALS 3 Hrs(Per Subject)	60.00	250.00	350.00	120.00
B) PRACTICALS MORE THAN 3Hrs DURATION	120.00	---	----	250.00 (except M.Sc. Microbiology)
C) PRACTICALS FOR M.Sc.MICROBIOLOGY 9 Hrs DURATION	---	---	---	300.00
5. PROJECT/VIVA-VOCE EXAMS	120.00	300.00	400.00	250.00
6. IMPROVEMENT FEES	235.00 *Per Paper/ Practical	250.00 Per Paper Plus **500.00	350.00 Per Paper Plus **500.00	120.00 Per Paper Plus **500.00
7. Re - RE-REGISTERED FEES	500.00 for UG Courses	500.00 for MCA Courses	500.00 for MBA Courses	500.00 for PG Courses

\* IMPROVEMENT FEE FOR UG COURSES Rs.235/- IS INCLUSIVE OF EXAMINATION FEES OF Rs.60/- per paper

\*\* IMPROVEMENT FEE FOR PG Rs.500/- IRRESPECTIVE OF NUMBER OF PAPERS, IN ADDITION TO REGULAR EXAMINATION FEE (THEORY PAPERS ONLY)

@ INCLUDING PG DIPLOMA COURSES (IMPROVEMENT IS NOT PERMITTED FOR PG DIPLOMA COURSES.)