

FAQ (EXAMINATIONS DISTANCE EDUCATION -UG)

- **I am a UG student under School of Distance Education. I have registered for examinations upto IV Semester. I could not register for V Sem examination. Can I register for the ensuing VI Sem?**

If a candidate under SDE did not register for any particular semester, he shall obtain token registration for that semester remitting the token registration fee prescribed by the University from time to time. The candidate is considered to be promoted to the next semester only after obtaining token registration for the skipped semester. He/she may then register for the next semester examination in the ensuing chance and also register for the skipped semester as supplementary candidate

- **I skipped registration for two consecutive semester examinations. Can I obtain token registration for both semesters together?**

A candidate who did not register for two or more consecutive semester examinations cannot be given Token Registration. Such candidates can seek re-admission to the immediate semester that follows for which the candidate has registered for examination last time (for example, if a candidate completed III semester examination and did not register for IV Semester examination, he/she can be allowed token registration for IV Semester examination and promoted to V Semester. However, if the candidate did not avail token registration and not promoted to V Semester, the candidate cannot avail token registration for IV Semester and V Semester together and join VI Semester of the programme. Such candidates are permitted to seek re-admission to IV Semester)

- **I took token registration for II Semester and then registered for III Sem and appeared for the exam. Now I skipped registration for IV Semester. Can I take token registration for a second time?**

There is no restriction for the number of Token Registration a candidate can avail in a programme.

- **I appeared for my final semester regular examination under SDE last year and passed all papers. I have not yet received my Consolidated Grade Card and Provisional Certificate. Whom should I approach?**

The University sends the Consolidated Grade Cards and PC to the Examination Centre where the candidate appeared for his/her final semester examination. Candidates shall collect the same from the examination centre by producing their hall tickets. If the same has already been returned from the examination centre to the University, the candidate may approach Pareeksha Bhavan and submit a request for issuance of unclaimed document after remitting the fee prescribed by the University from time to time.

➤ **I am a student under SDE. I cleared my failed papers through supplementary appearance. How can I get my CGC revised? How to obtain my Provisional Certificate?**

CGC and PC are not despatched to examination centres in the case of supplementary/ improvement candidates who have already been issued a CGC and PC. Such candidates shall apply for revising the CGC and PC. Application form for PC is available in the

University web site. The same form can be used for CGC also (Strike off Provisional Certificate and write CGC on the top). Application shall be sent to the University along with the original Consolidated Grade Card/PC that needs to be revised and challan receipt for the amount of fee prescribed by the University from time to time.

➤ **Can I get semester-wise Grade Card?**

The University normally issues consolidated Grade Card only after the final semester examination. However, if a candidate is in need of semester-wise grade card for higher studies/ job purposes, he/she may send a request in white paper with all details along with the original challan receipt for the fee prescribed by the University from time to time.

➤ **I am doing third semester of a UG programme under SDE. Can I change the complementary course that I chose earlier?**

Change of Common and Complementary Courses is permitted as follows: a) B.Com/BBA – up to and before 3rd Semester b) Other UG programmes – up to and before 5th Semester. The candidate may apply remitting the fee prescribed by the University from time to time.

➤ **I am UG student under SDE. Can I change my core course?**

Change of Core Courses is permitted up to and before 3rd Semester. For changing Core Course, the candidate has to cancel all the examinations taken in the Core Course. However the marks/grade obtained in the Common and Complementary Courses (if it is the same with regards to the changed core) shall be retained. Open Courses cannot be changed. The candidate is bound to remit the fee for the purpose prescribed by the University from time to time.

➤ **I registered online for examination. Shall I send the print out to the University?**

The Print out of online registration form along with the challan receipt for the fee remitted shall be sent to the University within the time limit prescribed by the University in the notification.

- **I am a UG student under SDE. I chose Govt. Arts and Science College, Calicut as my examination centre at the time of admission. As I have now changed my residence, I would like to change it to Govt. College, Madappally. What should I do?**

You can apply for examination centre change along with a Residence Certificate from the appropriate authority to prove change of residence. You shall also remit the fee prescribed by the University from time to time. When Examination centre is changed, your register number will also be changed accordingly.

- **I lost my hall ticket. How to get a duplicate?**

If hall ticket is lost and the provision for downloading the same is withdrawn from the University web site, duplicate hall ticket can be obtained after remitting the required fee. The candidate may approach the digital wing of the University.
