

MANGALORE UNIVERSITY

CENTRE FOR DISTANCE EDUCATION

14. General Information:

- i) The interested candidates are requested to fill-in the prescribed application form after going through the prospectus.
- ii) The candidates are requested to indicate the course which they wish to study in the space provided for the purpose. Under any circumstances the application submitted to one course will not be transferred to another course for registration.
- iii) The candidates are requested to remit the prescribed fees to the Funds of Mangalore University in any one of the following Banks through the challans/DD or through DD of any Nationalised Banks

D.K. District

- Mangalagangothri : 1. State Bank of India
2. Vijaya Bank
- Mangalore : 1. State Bank of India, Main Branch.
2. State Bank of Mysore, Janatha Bazar Building.
3. Canara Bank, Balmatta.
4. Syndicate Bank, Hampankatta
5. Corporation Bank, Kodialbail
- Bellare - Vijaya Bank, Bellare.
- Belthangady - State Bank of India, Shree Kshethra Complex, Belthangady.
- Sullia - State Bank of Mysore, Sullia.

Udupi District

- Udupi - Syndicate Bank, Kunjibettu.
- Brahmavara - Syndicate Bank, Brahmavara.
- Kundapura - Syndicate Bank, Voderhobli.
- Karkala - Syndicate Bank, Karkala.

Kodagu District

- Madikeri - Canara Bank, Madikeri.
- Somavarpet - Vijaya Bank, Somavarpet

Note: The candidates are required to preserve with them triplicate of the challan. They may be called upon to submit the Xerox copy of the same if required. However, candidates residing outside D.K., Udupi & Kodagu districts may remit the fees through D.D. of any Nationalised bank drawn in favour of **The Finance Officer, Mangalore University** payable at Mangalagangothri or Mangalore. All fees must be remitted in one installment using single bank challan/D.D.

The quadruplicate of the challan / Demand Draft should be submitted along with the duly filled in application form.

- iv) Before remitting the prescribed fees candidates shall make sure that they fulfill all the eligibility conditions for admission to the course applied for. Applications of ineligible candidates will be rejected. The fees once remitted will not be refunded under any circumstances.
- v) Candidates should affix one copy of their stamp size photograph to the application form. Three copies of the same photographs should be submitted in a separate cover. On the back of the each of these photographs the candidates shall mention their name, course and serial number of the application form
- vi) Candidates while submitting the application forms shall submit attested/original marks cards of the qualifying examinations in accordance with provision under 14(vii). The candidates applying for P.G.courses shall submit marks cards of all the years/semesters of Degree examinations. The candidates applying for U.G. courses shall also submit marks card of S.S.L.C. or equivalent examinations. The candidates who passed the qualifying examinations outside the state of Karnataka shall submit the Eligibility Certificates obtained from the Registrar, Mangalore University.
- vii) **Submission of duly filled in application forms**
 - a) **Submission in person:** The candidates may submit their duly filled in application forms in person. In such cases the candidates should bring with them their original marks cards and Degree Certificates of the qualifying examinations along

- iv) In addition to the above examination fees, marks card and application fee as applicable shall also be paid.
 - v) The Rules and conditions of the University will apply for penalties under item No.3, 4 & 5 of Category III other fees/penalty.
- 16. Post Matric Scholarship to the students belonging to SC/ST Category:** Government of India offers Post Matric Scholarship to the eligible students belonging to SC/ST Category through the Taluk Social Welfare Officer concerned. The interested students may contact the Taluk Social Welfare Officer and submit their applications immediately after admission or within the last date prescribed, whichever is earlier.

17. Conditions governing the programme

- 1 Candidate admitted to a degree course in the University shall not be permitted to study simultaneously any other programme leading to a degree in this or any other University.
- 2 If a candidate gets admitted to more than one post graduate or degree course, the Director of Center for Distance Education will cancel his/her admission to both the courses.
- 3 Candidate shall abide by the Rules & Regulations in force and those to be issued by the Mangalore University from time to time.
- 4 False declaration of Age, Qualification etc. by the candidate will disqualify his/her admission to the course.
- 5 This prospectus provides all necessary information to the candidates. Hence candidates are advised to keep the prospectus till the completion of the programme. Unnecessary correspondence about the details already available in this prospectus shall be avoided.
- 6 Provisional Pass Certificate will be issued by the Registrar (Evaluation), Mangalore University on request and on payment of prescribed fee, after the declaration of results by the University.
- 7 After the admission is approved by the University, Identity card will be issued. If the Original Identity card is lost, duplicate card may be obtained from the office on payment of Rs.150/- through Bank challan/D.D.
8. The students shall be eligible to enroll for II/III year in the month of July every year immediately after the payment of annual course fees. Those who are not written/completed the I/II year examination are also eligible to enrol for II/III year in respective U.G. and P.G. courses.
9. Any change of address should be intimated to the Director of Center for Distance Education Courses/Regional Centers. However, it may be noted that any change of address may be permitted only once in an academic year.
10. The study materials, circulars, letters, examination notifications and such other correspondence will be sent by ordinary post only. Hence there may be chances of loss of these things in postal transit. Therefore the students shall keep constant touch with this Centre for Distance Education/Regional Centers, particularly with regard to the dispatch of letters pertaining to payment of course fee, topics for assignments, payment of examination fee etc. within the deadline.
11. The students may collect the study materials from the respective Regional Centers/Study Centers where the students get their admissions.
