



# OFFICE OF THE CONTROLLER OF EXAMINATIONS

**ST. ALBERT'S COLLEGE (AUTONOMOUS)**

BANERJI ROAD, ERNAKULAM, KOCHI - 682 018

www.alberts.edu.in | 0484 - 2394225 | 91 8330833339

exam@alberts.edu.in

## APPLICATION FORM FOR APPEARING SPECIAL EXAMINATION

1	Name of the Candidate (in Block letters)		<i>Affix a passport size photo</i>					
2	Name of the Department							
3	Programme:	Year of Admission:						
4	PRN:	Class No:						
5	Contact Number of the Candidate (Mobile)							
6	Category (Put a tick ✓)	NCC					SPORTS	ARTS
		PRE RD CAMP	YEP	TSC	NSC	VSC		
7	Course Code & Course Title for appearing in the Special Examination							
	<b>Serial No.</b>	<b>Course Code</b>	<b>Course Title</b>					
	1.							
	2.							
	3.							
	4.							
	5.							
	6.							
	7.							
8.								
8	Particulars of documents attached:							
9	Signature of the candidate with date							
<b>CERTIFICATE BY THE TEACHER IN CHARGE OF THE EVENTS</b>								
10	Certified that the applicant has participated in the _____ during the Examinations held in the month of _____ year _____ from _____ to _____ of Semester _____ and he/she is eligible to apply for the Special Examination as per U.O. NO. 11395/EA 2/2023/M.G.U.							

Name and Signature with date: (Seal)	
Forwarded by Head of the Department	
Forwarded by PRINCIPAL	
Space for other notes of CoE Office:	
<b><u>Order of the Controller of Examinations</u></b>	
<b>Signature of CoE with date:</b>	

### **Terms and Conditions**

1. Provision of Special End Semester Examination is applicable only to the students who could not appear for the ESE due to their participation in NCC PRE RD Camp, YEP, All India Thal Sainik Camp (TSC), All India Nau Sainik Camp (NSC), All India Vayu Sainik Camp (VSC) or Arts and Sports Competitions representing Mahatma Gandhi University.
2. Students who are unable to attend the exam on that specific day or days are eligible to avail this provision.
3. The candidate shall submit the application to the Office of the Controller of Examinations through the Head of the Department in the prescribed format along with the relevant documents after verification by
  - i. Sports : HoD, Dept. of Physical Education
  - ii. NCC : NCC officer of College (Specified Wing)
  - iii. Arts : Dean of Student Affairs of the College.
4. The eligibility decision to write the examinations will be finalised by the Office of the Controller of Examinations after verifying and scrutinising the documents.

*Applications not conforming to the above Rules will be rejected.*