

# **Instructions to the Candidates**

01. Last date for filling up this form is : **20 November 2009**

02. The **Fees structure per semester** is as follows:

Sl. No	Course	Whole Exam	One Subject	Two Subjects	Three Subjects	Four Subjects	Five Subjects & Above per Sem.	Project Report Fees
01	BSc. IT / MSc. IT	1000-00	450-00	600-00	700-00	800-00	1000-00	600-00

No.of Reappearing Papers	BBM	M.Tech(IT)	MBA	P.G. Diploma
1 (One)	300-00	400-00	400-00	300-00
2 (Two)	600-00	800-00	800-00	600-00
3 (Three) & above	1000-00	1500-00	1500-00	1000-00
Project	600-00	600-00	600-00	600-00
Dissertation	————	800-00	————	————

03. Mode of payment:

The Fees is to paid only through Demand Draft drawn in favour of the Finance Officer, Karnataka State Open University, payable at Mysore. Mention your Roll Number, Name, Semester & Study Centre Code on the back of Demand Draft without fail.

04. Method of submitting the application for examination:

- Fill in Repeater Application Form.
- Enclose the Demand Draft of the required fees.
- Attach Xerox copies of previous Semester marks cards (as applicable).
- Submit the completed repeater application form to your Study Centre on or before the due date.
- The Study Centre in turn, shall forward all repeater the applications the next day to the Director, Virtual Education Trust, UU-11, Pitampura, Delhi - 110034 only. Kindly superscribe "Repeaters Application - Dec 2009/ Jan 2010 Examination" at the top of the Envelope.
- Students shall not send the applications directly but should send them through their study centers to VET, Delhi.**

05. Examination fee once paid will not be refunded or adjusted under any circumstances.

06. Incomplete applications are liable to be rejected

07. Student who have applied for Revaluation / Re-totaling / Paper seeing are also required to pay Examination fee within one month after declaration of result and submit application form without waiting for the marks cards.

08. No request for the post-ponement of Examinations shall be entertained.

09. Application received after the last date will be rejected without any correspondence.

10. Cheque & Money Orders will not be accepted towards Examination Fees.

11. Change of Examination Centre will not be allowed under any circumstances. However, if it is genuine case as special consideration, permission will be granted to seek change of Examination Centre through a separate requisition to Registrar (Evaluation), KSOU, Mysore on payment of Rs. 1000/- through Demand draft. This should be submitted on or before 20.11.2009.

12. Submission of Project Reports:

- For Fresh Candidates: Candidates belonging to B.Sc. IT 6<sup>th</sup> Sem. & M.Sc. IT 4<sup>th</sup> Sem. are required to send 2 hard copies of projects along with the soft copy through the Study Centre on or before 01.12.2009, failing which the candidates has to appear for the next examination. This also applies to the candidates who have not submitted the project report (N.S.P.) Earlier. They have to submit same to the Study Centre and they have to remit the prescribed fees as mentioned in the circular along with the application form.
- For Repeaters: The candidates who were absent or failed in previous viva examination have to Re-submit a hard copy (along with soft copy) of project report to the Department of IT, KSOU, Manasagangotri, Mysore-06 and vet , Delhi along with the prescribed fees as mentioned Failing which the project reports of the above said candidates will be rejected without any correspondence.

13. Admission ticket will not be sent to the students by post. It shall be collected by the students in person from the respective Study Centres at least two days prior to the commencement of Examinations by producing the Identity card .



6. Payment Details	DD No.	DD Date	DD Amount	DD Bank

I declare that the information furnished above by me is correct to the best of my knowledge.

Place:

Date:

Signature of the Candidate

Study Centre:

Checked and forwarded

Date:

Seal

Signature of the Co-ordinator of the Study Centre

VET:

Checked and forwarded

Date:

Seal

Signature

KSOU

Registered by:

Signature

Verified by:

Signature