



CONTROLLER OF EXAMINATIONS
St. Xavier's College (Autonomous), Palayamkottai – 627002.
CENTENARY SPECIAL EXAMINATIONS (OFFLINE)
February-2023

INSTRUCTIONS TO STUDENTS

ELIGIBILITY:

- E1. All the students who had been admitted in UG between 1987 and 2017, PG between 1987 and 2018 and all the M.Phil. students, having arrears, can write this Centenary Special Examination (OFFLINE)
- E2. The UG students who completed two years and entered third year and PG students who completed one year and entered the second year are eligible to appear for the examination.

INSTRUCTIONS:

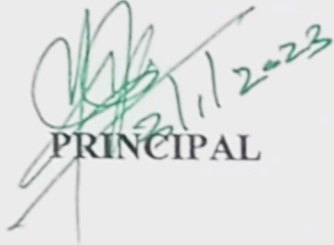
1. As per the Eligibility Condition E2, if you do not have all the semester marksheets, get the NOC from the College office **in person**
2. If you want to know the number of arrears, contact the Controller's office **in person** and get the details by paying the following search fee.
 - Rs 3000/- for the batches prior to 2013
 - Rs 2000/- for the batches of 2013, 2014, 2015, 2016, 2017 and 2018
3. Get the application and challan from Controller's office **between 10th January, 2023 and 20th January, 2023 (during office working days)** and fill it with all arrear details.
4. Pay the required fee (for the College and the University), only in our college bank and take a photocopy of the paid challan and keep it with you. Fee structure is given below.
5. Contact the HoD/Coordinator of your department with the application form to fix staff in-charge for each paper.
6. If you do not have the syllabus, get the syllabus from the College Website / HoD / Deans' office. Bring two recent passport size photos.
7. Attach the paid challan and attested photocopies of all mark statements, TC, ID, NOC and Aadhaar Card (Attestation can be done by a GOVT. Gazette) with the application.
8. Submit the filled-in application form to the Controllers' office **on or before 20th January, 2023.**

Fee Structure

	UG (in Rs.)	PG (in Rs.)
Application Form	100	100
Theory Paper	1000 per paper	1200 per paper
Practical Paper	1500 per paper	2000 per paper
Project/Internship/Dissertation	1500	2000
Revaluation	1500 per paper	1500 per paper
Mark sheet	250 per mark sheet	250 per mark sheet
Consolidated Mark sheet	1000	1000

In addition to the above fee, as per the University order Ref. No. MSU/COE/CERT/Auto/2022, dated 16.12.2022, students have to pay N + 2 violation fee to the University as given below. Provisional Certificate and Degree Certificate will be issued only after the remittance of this fee.

University Fee			
Sl. No.	Programme	Before 2016	From 2016
1	UG	Rs. 5000	Rs. 3000
2	PG/M.Phil.	Rs. 8000	Rs. 6000


21/12/23
PRINCIPAL