



பாரதியார் பல்கலைக்கழகம்  
BHARATHIAR UNIVERSITY  
COIMBATORE - 641 046, TAMILNADU, INDIA

| State University | Accredited With A++ Grade - 3.63 CGPA by NAAC | 21<sup>st</sup> Rank among Indian Universities by MoE-NIRF |

Ref. No. BU/COE/ALL UG/April - 2025

Date: 18.02.2025

From

To

The Controller of Examinations i/c  
Bharathiar University  
Coimbatore - 46.

The Principals of all affiliated Colleges  
to Bharathiar University (Non - Autonomous)

Sir/Madam,

Sub: All UG Degree – April - 2025 Examinations – Regular  
Candidates – Application forms – sending of – reg.  
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I am sending herewith the computer generated application forms for April – 2025 Examinations for II, IV and VI Semester UG Degree along with arrear candidates.

The schedule for the payment of Fee and submission of filled in applications are as below:

Without fine	05.03.2025
With a fine of Rs.10/- per day	10.03.2025

The Principals are informed that, two copies of the nominal roll in which i) Register Number ii) Name of the candidate iii) Gender of the candidate iv) Code number of the subjects that are printed in application form and v) Cost of application form and statement of marks are given. The guidelines to make corrections in the nominal roll are also given in the Annexure – A of this letter.

It is requested that the Examination fee may be remitted through **ONLINE TRANSFER** or **RTGS** with split-up details **for each degree program-wise** (B.A. /B.Sc. /B.Com. etc.). The duly filled-in applications, one copy of the nominal roll and online payment details (**Exam Fund A/C no: 822610110002101**) should be sent to this office on or before **12.03.2025**.

In this regard, the Principals are requested for the following:

5. To inform the schedule for payment of examination fee to all candidates well in advance
6. Not to receive the fee/application form from any candidate after the prescribed last date
7. **Not to direct any candidate to the University for the purpose of condoning late submission of application or late payment of fee and**
8. To verify whether all candidates who have paid the Examination fee have submitted their applications duly signed.

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Collecting the Examination fee on time but submitting the application of any candidate after the last date prescribed will not be entertained and such applications will be summarily rejected.

The code numbers of all subjects in current semester and the code numbers of the subjects in which the candidate is failed in the previous semester are given against the semesters in the application forms. As there is already a standing instruction that a candidate has to appear for all papers of the regular semester, it is requested that the candidate be instructed to make tick marks ( ) against all subjects of the current semester. Further, as the candidate has the option to **appear for failed subject(s)**, he/she may be asked to tick mark ( ) against the code number(s) of the previous semester subjects(s) which he/she wishes to appear for in the May 2024 examinations and be asked to make a circle around the code number of the subjects(s) which he/she does not wish to appear for.

The relevant instructions given on the backside of the application form should be strictly followed. It was observed in the previous examinations that some candidate/s certain colleges did not follow the above instructions. Hence, the Principals are requested to take personal care and verify that all candidates follow the above instructions without fail.

Candidate/s can apply for improvement of theory papers in May 2024 Examinations for the two previous semester papers which he/she has already appeared for and passed the examinations in the first attempt.

Subject to the above condition, a candidate desiring to improve the performance in any subject, has to write the code number against the I/II/III/IV/V/VI semester entries and should **write RI** to the right of the code (for instance 63A-RI). **PLEASE NOTE THAT THE FEE FOR IMPROVEMENT OF MARKS IS Rs. 750/- PER PAPER.**

If any candidate has been transferred from one college to another college within this University area, the Principal of the former college is requested to send the application of that candidate to the Principal of the latter college where the candidate has joined with intimation to this Office. Blank application form may be issued to the candidate/s who are not in receipt of computer generated application forms and to the students newly admitted to the present semester of a course. Such applications should be sent along with the computer applications, with details to be specifically noted in the covering letter.

All undistributed application forms must be returned along with the filled-in applications to the office of the Controller of Examinations.

The Principal is requested not to issue the application forms to any candidate who is not eligible to write the May 2024 Examinations.

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**FINAL YEAR STUDENTS:** (i.e, those in VI Semester for UG degree)

Further, in order to simplify and to expedite the procedure of issuing the Provisional Certificate and Consolidated Statement of Marks, all the final year candidates of 2021 batch should be asked to pay the fee of Rs.875/- mandatorily for this purpose and collect from the students and a separate consolidated RTGS amount transfer with the course-wise list of such candidates may be sent along with the examination application forms.

After the publication of May 2024 results, the Provisional Certificate and Consolidated Statement of marks will be sent to the colleges on a fixed date for those who have qualified for the Degree. The students can collect these certificates from the college after that day.

In respect of students belonging to 1982 to 2007 batches, the existing procedure of applying for Provisional Certificate only to the University directly and sending the same to the candidates by the university individually will continue. Consolidated Statement of Marks will not be issued to the Re-registration, Re-admission and Transfer cum Re-admission candidates.

It is requested that the content of this letter may be brought to the notice of each and every candidates concerned.

Details of examination fee to be paid by the candidates are furnished in the Annexure-B

Yours faithfully,

  
CONTROLLER OF EXAMINATIONS i/c

**Encl:**

1. Application forms (computer generated)
2. Nominal roll
3. Instructions to candidates
4. Annexure A – Guidelines to make corrections (in nominal rolls)
5. Annexure B – Fees details
6. Annexure C –Fees Structure

**NOTE: - THE CANDIDATES SHOULD BE INSTRUCTED TO FURNISH THEIR RESIDENTIAL ADDRESS AND MOBILE NUMBER WITHOUT FAIL IN THE APPLICATION FORM MAY 2024 EXAMINATIONS.**

ANNEXURE-A

**BHARATHIAR UNIVERSITY: COIMBATORE – 641 046**  
**GUIDELINES TO MAKE CORRECTIONS IN THE NOMINAL ROLL**


The following guidelines are followed by the Principal for making correction in the Nominal Roll and one copy of corrected Nominal Roll (First Copy) be sent to the University along with applications.

- VII. If a candidate has not registered for the examinations then the Register Number of the candidate be circled as 212AA0001 and the other entries against the candidate/s be scored off.
- VIII. If a candidate has not applied for an arrear subject, the code number of the subject be circles as 43A.
- IX. If a candidate has applied for a subject which is not printed in the application form, the code number of that subject be written at the end of the other subject codes against the candidate/s.
- X. If the Name/Register number of a candidate has not been included in the nominal roll, the Register number, name, codes of subjects, etc., may be entered manually at the end of the nominal roll of that course.
- XI. If the candidate has applied for improvement in any theory paper then the relevant code number shall be written at the end of other subjects codes against the candidate by writing as RI after the code (As 43A-RI).
- XII. Fine paid, if any, for late submission may be entered in the respective place.

Necessary corrections be made in the total number of theory papers/practical/project for which the candidate has registered and also in the fee column for all the such changes carried out as per the above guidelines (i) to (vi).

Only after having done all correction as instructed above, the two copies of the nominal roll be separated, the first copy of the nominal roll be sent to the Controller of Examinations along with the filled-in application and Second copy be retained in the college office for reference. As usual, at the time of sending Hall Tickets, two fresh corrected copies of the nominal roll will be sent to the college by this office.

It is requested to use **RED INK BALL POINT PEN** only for making all corrections.

  
CONTROLLER OF EXAMINATIONS i/c

**ANNEXURE B**

**BHARATHIAR UNIVERSITY: COIMBATORE – 641 046**

**FEE TO BE PAID BY CANDIDATES:**

The fee details are furnished in ANNEXURE 'B'. One copy to the same may be put up in the Notice Board.

The candidate shall not pay the cost of application while receiving the application form, but shall pay the same along with the Examinations fee while submitting the application.

The last date for payment of fee and submission of application by regular candidates in the College Office is as follows:

<b>Without fine</b>	<b>05.03.2025</b>
<b>With a fine of Rs.10/- per day</b>	<b>10.03.2025</b>

The fee collected from the candidate/s by the college shall be paid to the University either through ONLINE transfer(RTGS). It is requested that **separate payment may be drawn for each course wise** (BA / B.LITT/ B.S.W. / B.C.A./ B.Sc./B.Com./ B.Com.(CA)/ BBM/ BBM(CA) etc).

The duly filled in applications, nominal rolls, Online Receipt and undistributed /unused application forms may be sent so as to reach this office on **12.03.2025**.

The Principal is requested:

- vi) Not to issue examination application forms to any candidate, who is not eligible to write the April 2025 Examinations.
- vii) To inform the schedule for payment of fee to all candidates well in advance.
- viii) Not to receive the fee/application from any candidate after the prescribed last date.
- ix) NOT TO SEND ANY CANDIDATE TO THE UNIVERSITY FOR THE PURPOSE OF CONDONING LATE SUBMISSION OF APPLICATION OR LATE PAYMENT OF FEE ETC., and
- x) To verify, whether all candidates who have paid the examinations fee, have submitted the applications,

It is requested that the contents of this letter may be brought to the notice of all the concerned students, HODs and staff members.

  
**CONTROLLER OF EXAMINATIONS i/c**

ANNEXURE - C

BHARATHIAR UNIVERSITY: COIMBATORE – 641 046

APRIL - 2025 EXAMINATIONS

FEES STRUCTURE AS ON 10.06.2019 FOR UG COURSES

1	COST OF APPLICATION	75.00
2	STATEMENT OF MARKS	150.00
3	THEORY (PER PAPER)	100.00
4	PRACTICALS (3HRS.) PER SUBJECT	120.00
5	PRACTICALS (MORE THAN 3 HRS.) PER PAPER	150.00
6	PROJECT/VIVA-VOCE EXAMS	200.00
7	IMPROVEMENT FEE	750.00
8	PROVISIONAL CERTIFICATE & CONSOLIDED STATEMENT OF MARKS INCLUDING COST OF APPLICATION	875.00
9	RE-REGISTRATION FEE	1000.00
10	CONDONATION FEE	600.00

  
CONTROLLER OF EXAMINATIONS i/c