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COMPUTER CENTRE
UNIVERSITY OF KERALA
Thiruvananthapuram - 695 034

Date: 07-11-2009

On-line Registration

Procedure for Changing of Electives or other corrections in hall tickets

Provision for Elective change before forwarding of applications by Principals

The elective subject entered while doing on-line registration can be changed, if needed, by the students themselves if any mistake is found out at the time of verification at any of the three levels. Change of electives without the involvement of University Computer Centre is facilitated till the applications are forwarded by Principals to University.

Elective change before the enabling of on-line hall ticket generation

Provisional nominal rolls will be available immediately after the on-line applications are forwarded to the University by Principals. The link '**list of registered candidates**' under the menu '**college**' of ***kucc.keralauniversity.edu*** can be clicked for this purpose. If the name of the elective has to be changed it can be informed to University Computer Centre by an e-mail message from the official e-mail address of the Principal.

Elective change after the enabling of on-line hall ticket generation

No change in electives will be permitted after the enabling of on-line hall ticket generation. However, for the first on-line examination of a semester/course this may be permitted in very rare cases. Sanction may be accorded so that the hall tickets with wrong elective subject(s) can be corrected at the respective colleges. The correction shall be endorsed by the Principals on the same hall ticket itself and may be presented in person at the office of Controller of Examinations. This office will give a stamped approval on the same hall ticket in genuine cases. The nature of change should be explicitly stated by all the officers who endorse the correction. This will serve as the new hall ticket for the student. A xerox copy of the new hall ticket attested by the student himself should be given to the Computer Centre, for effecting the corrections in the respective servers.

DIRECTOR