

GUIDLINES FOR FILLING THE APPLICATION FORM

Please fill up the form and mail or submit in person the same along with copies of attested certificates to the Community College within prescribed last date.

Some instructions for filling-up of application form are given below:

1. For Programme Code, refer to pages 12 to 20 of the Prospectus.
2. Leave It blank. Your Community College will allot the Enrolment No.
4. Please fill the relevant code for medium of instruction in the boxes provided. For example, If you are choosing Malayalam medium then write as shown below-

B	2
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5. (a) Write relevant code if you have already registered with IGNOU.
(b) Write the Enrolment No. and Programme Code if you already registered with IGNOU.

6. Please follow the rule of Date/Month/Year, E.g. 25th June 1983 should be written as:

2	5	0	6	1	9	8	3
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7. 7-11 Write the relevant code in the appropriate boxes. For example, If you are General put (A1) in the box against Sl.No. 8 Category,
12. If your name is WILFRED GEORGE THOTTATHIL, then write as following in the boxes provided for.

W	I	L	F	R	E	D	G	E	O	R	G	E	T	H	O	T	T	A	T	H	I	L
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13. Please write your Father/Husband/Mother's name. If the name is B. S. SOMARAJAN PILLAI then write it as follows:

B	S	S	O	M	A	R	A	J	A	N	P	I	L	L	A	I
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16. For (a), write the relevant code in the box. If A1, then fill the column (b) also
(a) Qualification codes are at Page No._ in the Community College prospectus. Write the relevant code for your eligible qualification.
(b) Write in the box main subjects taken for obtaining the eligible qualification.



- (c) Write the last 2 digits of the year of passing of the eligible qualification in the box.
 - (d) Write the division as 01, 02, 03 or 04 for the eligible qualification in the box.
 - (e) Write the percentage of marks of the eligible qualification rounded off to nearest integer.
 - (f) For Board Code, refer to the Prospectus and fill the relevant code in the box
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|--------------------|---|--------------------------------------|
| 01. KSOS | - | Kerala State Open School |
| 02. KBPE | - | Kerala Board of Public Exam |
| 03. CBSE | - | Central Board of Secondary Education |
| 04. Others Specify | | |



- 17. (a) For fee details, refer to the Prospectus and make a DD/Challan/Cheque in favour of IGNOU-SRC Community College, and fill the relevant columns.
(b) Fill the amount of DD/Challan/Cheque made in respect of Programme fee in the given box.
 - 18. Write name of the bank in which you have made a DD/Challan/Cheque-
 - 19. Fill in your address for correspondences. Do not give Post Box No. as address. Leave a box blank between each unit of address like house No., street name, P.O. etc.
 - 20. For 20-23, write down your landline Telephone Number, Fax Number, Mobile Number and e-mail address if any. Please leave a box blank between STD code and Telephone/Fax Number.
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CHECKLIST

Before sending the filled in form to IGNOU - SRC Community College, please check whether you have:

- (a) Affixed your photograph.
- (b) Enclosed the following attested certificates.
 - (i) Certificates in support of your educational qualification(s).
 - (ii) Student Card duly filled in along with photograph.
- (c) Paid the fee following the prescribed procedure.

<ol style="list-style-type: none"> 1. <i>This card should be produced on demand at the Examination Centre and to use other facilities of IGNOU-SRC Community College.</i> 2. <i>The facilities would be available only relating to the courses for which the student is actually registered.</i> 3. <i>This card should be returned to the Community College after completing the concerned course</i> 4. <i>Duplicate card will be issued by the Director, SRC, Kerala on payment of Rs.20/-</i> 	<div style="text-align: center;">   <p>IGNOU-SRC COMMUNITY COLLEGE</p> </div> <div style="background-color: #cccccc; text-align: center; padding: 5px;"> <p>STUDENT CARD</p> </div> <p style="text-align: center;"><i>For use of Community College facilities only</i></p>
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 <p>IGNOU-SRC COMMUNITY COLLEGE Vikas Bhavan P.O, Nandavanam, Thiruvananthapuram</p>  <p><u>Acknowledgement Card</u></p> <p><i>Dear friend,</i></p> <p><i>Thank you for joining IGNOU-SRC Community College programme, we acknowledge the receipt of your application form.</i></p> <p><u>To be filled in by the student</u></p> <p>Course Applied for</p> <p>D.D. No. and date</p> <p>Amount</p> <p>DD Drawn on</p>

<p><i>To be filled by the student</i></p> <p>Name of the Course</p> <p>.....</p> <p>Name of student</p> <p>Name of guardian</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>Pin code</p> <p>Phone No.</p> <p>Signature of the candidate</p>	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>PASTE</p> <p>Latest Photograph to be pasted and will be attested by the Principal SRC Community College</p> </div> <p>Course period from..... to</p> <p>Enrolment No.....</p>
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Mention your full postal address in the space	
<p>From</p> <p>The Director State Resource Centre Nandavanam, Vikasbhavan P.O Thiruvananthapuram Pin - 695033</p>	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>Affix Postage Stamp for Rs. 6/-</p> </div> <p>To</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>District</p> <p>Pin</p>