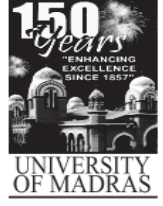




**சென்னைப் பல்கலைக்கழகம்  
தொலைதூரக் கல்வி நிறுவனம்  
சேப்பாக்கம், சென்னை - 600 005, தமிழ்நாடு**



தேசியத் தரமதிப்பீட்டுக் குழுவால் முதன்மைத் தகுதியும்,  
பல்கலைக்கழக நல்கை ஆணையத்தால் உயர்திறன் மையம் என்ற தகுதியும் பெற்றது

## UNIVERSITY OF MADRAS

INSTITUTE OF DISTANCE EDUCATION

CHEPAUK, CHENNAI - 600 005, TAMILNADU

‘University with Potential for Excellence’

by University Grants Commission, New Delhi.

Accredited with “A” Grade

By National Assessment and Accreditation Council

**விண்ணப்பப்படிவமும் தகவலேடும்**

APPLICATION FORM CUM PROSPECTUS  
(University Examination Application Form  
and Fee Remittance Challan Enclosed)

Non Semester with Credits  
Academic Year 2013 - 2014

### ***B.L.I.S. & M.L.I.S. CERTIFICATE & DIPLOMA COURSES***

#### ***COST OF APPLICATION FORM & PROSPECTUS***

- In Person** : Rs.100/- by cash at the Institute / Study Centres / Spot Admission Centres.  
**By Post** : Rs.150/- by Demand Draft drawn in favour of *The Director, IDE., University of Madras*, payable at Chennai.

**Through Website** : [www.unom.ac.in](http://www.unom.ac.in) [www.ideunom.ac.in](http://www.ideunom.ac.in)

The cost of application form of Rs.100/- should be paid along with Registration Fee of Rs. 100/- for Certificate Courses or Rs. 150/- for all other Courses, if downloaded through website.



# **UNIVERSITY OF MADRAS**

(Established under the Act of Incorporation XXVII of 1857 -  
Madras University Act 1923)  
(State University)

## **INSTITUTE OF DISTANCE EDUCATION**

(Established in 1981)

**Dr. R. THANDAVAN**

*Vice-Chancellor*

**Dr. G. KOTESWARA PRASAD**

*Registrar in-Charge*

**Dr. M. RAVICHANDRAN**

*Director in-Charge*

**Dr. T. LAKSHMANASAMY**

*Controller of Examinations in-Charge*



# சென்னைப் பல்கலைக்கழகம்

1857 ஆம் ஆண்டில் இருபத்தேழாம் இணைப்பு விதியின்படி நிறுவப்பட்டது – சென்னை பல்கலைக்கழகச் சட்டம் – 1923  
(மாநிலப்பல்கலைக்கழகம்)

தேசியத் தரமதிப்பீட்டுக் குழுவால் “A Grade” தகுதியும் பல்கலைக்கழக நல்கை  
ஆணையத்தால் “ஆற்றல்சால் பல்கலைக்கழகம்” என்ற தகுதியும் பெற்றது.



சேப்பாக்கம், சென்னை – 600 005.

பேராசிரியர் **இரா. தாண்டவன்**  
துணைவேந்தர்



அன்பார்ந்த மாணவ மாணவிகளே,

வாழ்த்துக்கள்

இந்தியாவின் முதல் பல்கலைக் கழகமாகவும் தமிழகத்தின் தாய்ப் பல்கலைக்கழகமான சென்னைப் பல்கலைக்கழகத்திற்கு உங்களை மாணவராக வரவேற்பதில் பெருமகிழ்ச்சியடைகிறேன். கல்வியிலும், ஆராய்ச்சியிலும், பண்பாட்டிலும் தலைசிறந்த பாரம்பரிய முறைய இப்பல்கலைக்கழகம் 156 புகழ்மிக்க வருடங்களைக் கடந்திருக்கிறது. ஏறத்தாழ 3,00,000 மாணவர்களைக் கொண்ட இப்பல்கலைக்கழகத்தின் உறுப்பினராகிய சிறப்பை நீங்கள் அடைந்திருக்கிறீர்கள்.

1981-ஆம் ஆண்டில் ஆரம்பிக்கப்பட்ட நமது தொலை தூரக் கல்வி நிறுவனம், கல்லூரிகளில் பட்டப்படிப்பு படிக்க இயலாத மாணவர்களுக்கும், பணியில் இருந்து கொண்டே பட்டப் படிப்பு படிக்க விரும்புவர்களுக்கும், கல்லூரிகளில் பட்டப்படிப்பு படித்துக்கொண்டே தொலைக்கல்வி முறையில் பட்டயப்படிப்பு, முதுநிலைப் பட்டயப்படிப்பு, சான்றிதழ்ப் படிப்பு படிக்க முனைபவர்களுக்கும் ஓர் அறிய புகலிடமாகத் திகழ்கிறது.

தரமான கல்வி அளிப்பதை குறிக்கோளாகக் கொண்டு கல்வித்தரத்தை இந்நிறுவனம் கல்லூரியில் பயில்வதற்கு நிகராகப் பராமரிக்கிறது. வகுப்புகள் மாணவ நலனில் அக்கறை கொண்ட அனுபவமிக்க, திறமையான பேராசிரியர்களால் வகுப்புகள் நடத்தப்படுகின்றன. நமது நிறுவனத்தின் பாடங்கள் உணர்ந்து கொண்டதும் திறம், உண்முக நோக்கு, திறனாய்வு சார்ந்த சிந்தனை, மன ஆற்றல் வளர்ச்சி ஆகியவற்றை மாணவர்களுக்கு மேம்படுத்தும் வகையில் அமைந்துள்ளன. தேர்வுகள் சரியான நேரத்தில் நடத்தப்பட்டு முடிவுகள் குறிப்பிட்ட காலத்தில் வெளியிடப்படுவது எமது நிறுவனத்தின் சிறப்பு அம்சமாகும். நீங்கள் இங்கிருந்து பெறும் பட்டம் உங்களைப் போட்டி மிகுந்த பணி உலகத்திற்கு தயார் செய்து வேலை வாய்ப்பை உறுதி செய்கிறது. இந்நிறுவனத்தால் வழங்கப்படும் 108 படிப்புகளுக்கும். இச்சிறப்பு அம்சம் பொருந்தும்.

உயர்கல்வியில் மாணவர் எண்ணிக்கையினை உயர்த்தி, படிக்க விரும்புவர்களுக்கு வேலை தரும் கல்வியினை அளித்து, இந்திய நாட்டின் மனிதவள மேம்பாட்டு உறுதியாக்கப்பட்டு, சென்னைப் பல்கலைக் கழகத்தின் நீண்ட வரலாற்றுப் புகழ் ஓங்கச் செய்ய நாம் இணைந்து உறுதிஎடுப்போம்.

உங்கள் வெற்றிக்கு என் வாழ்த்துக்கள்!

அன்புடன்

**இரா. தாண்டவன்**



# UNIVERSITY OF MADRAS

(Established under the Act of Incorporation XXVII of 1857 - Madras University Act 1923)

(State University)

Accredited at the "A Grade Level" by NAAC

Conferred with the "University with Potential for Excellence" Status by UGC

CHEPAUK, CHENNAI - 600 005.



## Professor R. Thandavan Vice-Chancellor



Dear Students,

Greetings.

It is my proud privilege to welcome you to one of the India's renowned universities. This 156 years old University has always striven to maintain its heritage and embrace new developments in terms of teaching and research. Welcome to the portals of this great University which can boast of having more than 3,00,000 students already on roll.

The Institute of Distance Education (IDE) of the University of Madras was started in 1981 with a vision to impart education to the students who, due to various circumstances, cannot undergo face to face education. Over the years, the IDE has remained a heaven for students who cannot afford to join colleges or who are employed or who are seeking an additional qualification.

The IDE's mission is to maintain the quality benchmarks in the education it offers. There is a vast array of courses that are offered in the IDE at different levels such as Postgraduate, Undergraduate, Diploma and Certificate. For facilitating independent study, all the learning resources of the IDE are prepared in Self Learning Format. The Personal Contact Programmes are handled by experienced faculty drawn from the university departments and affiliated colleges. It is a source of satisfaction for us to watch our students hone their understanding, introspection, knowledge and critical thinking skills during their course of study. We are confident that the degree you receive from the IDE, University of Madras will prepare you for facing the tough competition in the job market and for further study at higher education institutions.

Through its increasing enrolment, the IDE takes education to the doorsteps of people thus increasing the number of students in the Higher Education sector. This enhances the Human Resource Development of our State and our Country. It is our shared duty to join hands to achieve the dream of education.

My best wishes for your great success.

**R. THANDAVAN**

# UNIVERSITY OF MADRAS

The University of Madras was formally established on September 5, 1857 and undertook as its motto 'Doctrina Vim Promovet Insitam' (Learning promotes [one's] innate talent). Robert Chisholm was commissioned in 1861 to build the University's first building, now a magnificent renovated heritage monument.

The first Vice-Chancellor of the University was Sir Christopher Rawlinson, also the Chief Justice of Madras. This practice of part time Vice-Chancellors (majority from the High Court bench) was to continue until 1923. The University at its inception comprised of four faculties – Arts, Law, Medicine and Engineering, and examined candidates for degrees in all these disciplines. However, consequent amendments to the Madras University Act, the Law, Medical and Engineering faculties earlier affiliated to this University have been since shifted to the newly created Dr. Ambedkar Law University, Dr. MGR Medical University and the Anna University respectively.

The University of Madras was the first to introduce autonomous colleges within the University system in 1978-79. Since then, 27 out of the 159 affiliated institutions have become autonomous.

The opening of the golden page in the history of the University of Madras with the National Assessment and Accreditation Council (NAAC) accrediting it at the 'Five Star' level took place in 2000. The University Grants Commission (UGC) has conferred the special status of 'University with Potential for Excellence' in the same year. Presently NAAC has reaccredited the University of Madras with 'A' Grade.

The innovations introduced in the last decade have been many. At present there are 70 teaching and research departments in the University, grouped under 17 Schools. Within the Chennai Metropolitan area the University is now spread over six campuses such as (1) The Chepauk Main Campus, (2) The Guindy Campus, (3) The Marina Campus, (4) The Taramani Campus, (5) The Chetpet Campus (The Madras University Union), (6) The Maduravoyal Campus (Field Laboratory). The University offers several Masters and Research Programmes.

## INSTITUTE OF DISTANCE EDUCATION

The Institute of Correspondence Education (ICE), as in Madras University Act 1923 Vol I (2001 Edition) Chapter VIII, Statue 2. III, now called the Institute of Distance Education (IDE) was established in 1981.

Having completed 31 years, the Institute of Distance Education today is a mega Institute with a student enrolment of more than 3.0 lakhs. The objective of the Institute of Distance Education (IDE) is to enable learners to achieve educational, career and personal goals.

The Institute of Distance Education at present offers 102 Degree Programmes : Undergraduate 27, Postgraduate 20, Professional 17, Diploma 25, and Certificate 13. Professional and job oriented programs are now offered in collaboration with the industry.

Admissions are made throughout the year in the Academic Year Stream (June to May) as well as Calendar Year Stream (January to December).

In order to meet this growing demand, the number of Spot Admission Centres in Tamil Nadu, Union Territories, and Study Centres in India and Abroad have been considerably increased.

Efforts are taken to promote borderless education at the global level.

## சென்னைப் பல்கலைக்கழகம்

சென்னைப் பல்கலைக்கழகம் 1857, செப்டம்பர் 5ல் முறை ஆக அமைக்கப்பட்டது. அது ஒருவருடைய இயல்பான திறமையையும், கற்கும் ஆற்றலையும் வளப்படுத்தல் என்ற குறிக்கோளைக் கொண்டு அமைக்கப்பட்டது. ராபர்ட் கிலோலம் என்பவர் 1861ல் பல்கலைக்கழகத்தின் முதல் கட்டிடத்தைக் கட்ட நியமிக்கப்பட்டார். அந்தக் கட்டிடம் தான் இன்று பிரமாண்டமான புகழ் பெற்ற பாரம்பரிய நினைவுச் சின்னமாக அமைந்திருக்கிறது.

பல்கலைக்கழகத்தின் முதல் துணைவேந்தராக நியமிக்கப்பட்டவர். சென்னை நீதிமன்றத்தின் முன்னாள் தலைமை நீதிபதியான 'திரு. கிரிஸ்தபர் ராலின்ஸன்' என்பவர் ஆவார். இவர் போல் 1923 வரை (பெரும்பாலும் உயர்நீதி மன்றத்திலிருந்து) சென்னை பல்கலைக்கழகத்திற்கு துணைவேந்தர்கள் பகுதி நேர வேந்தர்களாக நியமிக்கப்பட்டனர். தொடக்கத்தில் பல்கலைக்கழகம் ஆனது, கலை, அறிவியல், மருத்துவம், பொறியியல் ஆகிய நான்கு துறைகளையும் கொண்டிருந்தன. அத்துறைகளில் பட்டம் பெறுவதற்காக தேர்ந்தெடுக்கப்பட்ட மாணவர்கள் பயின்று வந்தனர். சென்னைப் பல்கலைக்கழகத்தோடு இணைந்து இருந்த சட்டம், மருத்துவம், பொறியியல், ஆகிய துறைசார் கல்லூரிகள் யாவும் முறையான சட்டத் திருத்தங்களால் அம்பேத்கார் சட்டப் பல்கலைக்கழகம், டாக்டர் எம்.ஜி.ஆர். மருத்துவப் பல்கலைக்கழகம், அண்ணா பல்கலைக்கழகம் ஆகியவற்றோடு இணைக்கப்பட்டன.

2000ஆம் ஆண்டில், தேசிய தர நிர்ணய அமைப்பான (NAAC) அமைப்பானது சென்னைப் பல்கலைக்கழகத்திற்கு, ஐந்து நட்சத்திரச் சான்றிதழை வழங்கியது. அது பல்கலைக்கழக வரலாற்றில் ஒரு பொன் ஏட்டின் தொடக்கம் ஆகும். அதே ஆண்டு பல்கலைக்கழக மாணியக்குழு, சென்னைப் பல்கலைக்கழகத்திற்கு சிறப்பு ஆற்றலுடை பல்கலைக்கழகம் (University with Potential for Excellence) என்ற சிறப்புத் தகுதியை வழங்கியது. சமீபத்தில் NAAC அமைப்பானது, சென்னைப் பல்கலைக் கழகத்திற்கு 'A' Grade (கிரேடு) தரச்சான்றிதழை வழங்கி மற்றொரு முறை தகுதிப் படுத்தியது.

கடந்த 10 ஆண்டுகாலமாக பல்கலைக்கழகத்தில் கற்பிப்பதற்கும் ஆய்வு செய்வதற்கும் 70 துறைகள் உள்ளன. அவை 17 வகைப்பாட்டில் ஒருங்கிணைக்கப்பட்டுள்ளன. சென்னை மாநகராட்சியில் பல்கலைக்கழகம் 6 வளாகங்களில் இயங்கி வருகிறது. அவை,

1. சேப்பாக்கத்தில் முதன்மை வளாகம், 2. கிண்டி வளாகம், 3. மெரினா வளாகம், 4. தரமணி வளாகம், 5. சேத்துப்பட்டு வளாகம் (சென்னைப் பல்கலைக்கழகம்) சங்கம், 6. மதுரவாயில் வளாகம் (கள ஆய்வகம்)

பல்கலைக்கழகம், பல முதுகலை படிப்புகளையும், ஆய்வுத் திட்டங்களையும் வழங்குகிறது.

### தொலைதூரக் கல்வி நிறுவனம்

சட்டம் எண். 1923, Vol 1 (2001 Edition) இயல் VIII, தகுதி 2.III, என்ற சட்டப்பிரிவின் கீழ் அமைந்த அஞ்சல்வழி கல்வி நிலையம் (ICE), 1981ம் ஆண்டு முதல் தொலைதூரக்கல்வி நிறுவனமாக (IDE) மாற்றப்பட்டது.

31 வருடங்களை நிறைவு செய்திருக்கும் இந்த நிறுவனம், தற்போது மூன்று இலட்சத்திற்கும் மேற்பட்ட மாணவர்களைக் கொண்டு மிகப்பெரிய நிறுவனமாக வளர்ந்துள்ளது. இங்கே கற்கவரும் மாணவர்களின் கல்வி வளர்ச்சியையும் இலக்கு அடைதலையும் தலையான நோக்கமானதாகக் கொண்டு இந்த நிறுவனம் இயங்கி வருகிறது.

தற்பொழுது இந்த நிறுவனம் 102 பட்டப்படிப்புகளை வழங்கி வருகிறது. அவை : இளங்கலை – 27, முதுகலை – 20, தொழில்சார் கல்வி – 17, பட்டயம் (Diploma) – 25 மற்றும் சான்றிதழ் படிப்பு – 13. தொழில் நிறுவனங்களுடன் கூட்டாக இணைந்து. தொழில்சார் வேலைவாய்ப்பு சார்ந்த படிப்புகளை வழங்கி வருகிறது.

கல்வியாண்டு (ஜூன் – மே), நாட்காட்டி ஆண்டு (ஜனவரி – டிசம்பர்) ஆகிய இருவகையான ஆண்டுகளிலும் மாணவர் சேர்க்கை நடைபெறுகிறது.

பெருகிவரும் தேவையைக் கருதி, தமிழ்நாட்டிலும் யூனியன் பிரதேசங்களிலும் உடனடி சேர்க்கை மையங்களில் படிப்பு மையங்கள் (Study Centre) கனிசமாக அறிவிக்கப்பட்டுள்ளன.

எல்லை சாரா கல்வியை உலகளவில் வழங்குவதற்கு முயற்சிகள் மேற்கொள்ளப்பட்டு வருகின்றன.

**PROSPECTUS 2013-2014**  
**B.L.I.S. & M.L.I.S.**  
**CERTIFICATE & DIPLOMA COURSES**  
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## 1. CONTACT DETAILS AND IMPORTANT TELEPHONE NUMBERS

### A) CONTACT DETAILS – COURSES / ADMISSIONS

**The Director**  
Institute of Distance Education  
University of Madras  
IDE Buildings, Chepauk  
Chennai - 600 005.

**Telephone No.** : 044-25613716  
**Telegram** : OPENLEARN  
**Fax** : +91-44-25360865  
**E-mail** : ide123@vsnl.net, director@ideunom.ac.in  
**Website** : www.unom.ac.in  
www.ideunom.ac.in

### B) CONTACT DETAILS – EXAMINATIONS / CERTIFICATES

**The Controller of Examinations**  
University of Madras  
University Centenary Building  
Chepauk, Chennai - 600 005.

**Telephone No.** : 044-25368496  
**Fax** : +91-44-25366368  
**E-mail** : contexam@md2.vsnl.net

**The Additional Controller of Examinations**  
Institute of Distance Education  
University of Madras  
IDE Buildings  
Chepauk, Chennai - 600 005.

**Telephone No.** : 044-25392231 / 25613704  
**Fax** : +91-44-25393595

### C) ENQUIRY & GRIEVANCE REDRESS

**Contact Numbers**

: 044 - 25613727 / 044 - 25613728  
: 044 - 25613729 / 044 - 25613730  
: 044 - 25613731

## FACULTY MEMBERS

	TAMIL		COMMERCE
1. Dr. O. Mathivanan, <i>Assistant Professor</i>	25613813	1. Dr. M. Ravichandran, <i>Professor</i>	25613802
2. Dr. (Mrs.) M. Sargunavathi, <i>Assistant Professor</i>	25613823	2. Dr. R. Panchalan, <i>Professor</i>	25613803
ENGLISH		MANAGEMENT STUDIES	
1. Dr. V. Bharathi Harishankar, <i>Professor</i>	25613821	1. Dr. B. Devamaindan, <i>Assistant Professor</i>	25613805
2. Dr. (Mrs.) P. Aruna Devi, <i>Assistant Professor</i>	25613810	PSYCHOLOGY	
POLITICAL SCIENCE / PUBLIC ADMINISTRATION		1. Dr. S. Thenmozhi, <i>Assistant Professor</i>	25613809
1. Dr. R. Srinivasan, <i>Assistant Professor</i>	25613801	COMPUTER SCIENCE	
2. Dr. R. Mathaiyan, <i>Assistant Professor</i>	25613800	1. Dr. S. Sasikala, <i>Assistant Professor</i>	25613804

## IMPORTANT TELEPHONE NUMBERS

### (A) OFFICERS

Sl. No.	Officers' Designation	Phone Numbers	Phone Numbers	Fax Numbers
01	DIRECTOR	25362715	25613701	91-44-25360865
02	CONTROLLER OF EXAMINATIONS	25368496	25399405	91-44-25366368
03	ADDL. CONTROLLER OF EXAMINATIONS [IDE]	25392231	25613704	91-44-25393595
04	DEPUTY REGISTRAR [FINANCE & ADMINISTRATION]	25384746	25613702	91-44-25393368
05	DEPUTY REGISTRAR [ADMISSIONS]	25393457	25613722	91-44-25393457
06	ACCOUNTS OFFICER	25382572	25613703	
07	PUBLIC RELATIONS OFFICER	25385539	25613713	91-44-25385539
08	ASST. REGISTRAR [GENERAL]		25613705	
09	ASST. REGISTRAR [FINANCE]		25613706	
10	ASST. REGISTRAR [UG. ADMISSIONS]		25613707	
11	ASST. REGISTRAR [PG. ADMISSIONS]		25613708	
12	ASST. REGISTRAR [LESSONS]		25613709	
13	ASST. REGISTRAR [SC/ST CELL]		25613793	
14	ASST. REGISTRAR [IDE. UG. EXAMINATIONS - I]		25613737	
15	ASST. REGISTRAR [IDE. UG. EXAMINATIONS - II]		25613736	
16	ASST. REGISTRAR [IDE. PG./PROF. EXAMINATIONS]		25613714	
17	ASST. REGISTRAR [IDE. CERTIFICATE]		25613778	
18	ASST. PUBLIC RELATIONS OFFICER [IDE. - EXAMINATIONS]		25613718	

### (B) ADMINISTRATION SECTIONS

Sl. No.	NAME OF THE SECTIONS	Phone Numbers	Sl. No.	NAME OF THE SECTIONS	Phone Numbers
01	P.A. to DIRECTOR	25613715/73	14	FINANCE [RECEIPT-II] SECTION	25613742
02	AUDIT SECTION	25613765	15	FINANCE RECONCILIATION	25613740
03	CALL CENTRE	25613795/96	16	GENERAL SECTION	25613733
04	CASH COUNTER	25613743	17	GRIEVANCE CELL	25613725
05	COMPUTER CENTRE OFFICE	25613819	18	LESSON STORAGE-I SECTION	25613738
06	COMPUTER CENTRE DATA ROOM	25613820	19	LESSON STORAGE-II SECTION	25613777
07	DESPATCH SECTION	25613721	20	LESSON WRITING SECTION	25613732
08	ELIGIBILITY SECTION	25613768	21	LIBRARY	25613775
09	ENQUIRY	25613727 to 31	22	MAIL SECTION	25613720
10	FINANCE [CHARGES-A] SECTION	25613745	23	P.C.P. SECTION	25613760
11	FINANCE [CHARGES-B] SECTION	25613782	24	SC/ST CELL	25613791
12	FINANCE [ESTT. ] SECTION	25613746	25	SERGEANT	25613744
13	FINANCE [RECEIPT-I] SECTION	25613741	26	TELEPHONE EXCHANGE	25613766

### (C) ADMISSION SECTIONS

Sl. No.	U.G. - ADMISSION SECTIONS	Phone Numbers	Sl. No.	P.G. - ADMISSION SECTIONS	Phone Numbers
01	<b>UG. ADMISSION - I</b> <b>B.A.</b> Tamil, Historical Studies, Vaishnavism. <b>B.Sc.</b> Mathematics, Geography, Psychology, Medical Sociology, Visual Communication Hotel & Catering Management. <b>B.Music</b> Music	25613752	01	<b>PG. ADMISSION - I</b> <b>M.A.</b> Tamil, Hindi, Modern Arabic, Urdu, English, Vaishnavism. <b>M.Com.</b> Commerce	25613748
02	<b>UG. ADMISSION - II</b> <b>B.A.</b> English, Urdu, Economics, Public Administration, Christian Studies, Criminology and Police Administration. <b>B.Lit.</b> Tamil Literature <b>B.Nat.</b> Naturopathy and Yogic Sciences	25613751	02	<b>PG. ADMISSION - II</b> <b>M.A.</b> Historical Studies, Political Science, Public Administration, Economics, Sociology, Christian Studies, Human Rights and Duties Education. <b>M.Music</b> Music	25613849
03	<b>UG. ADMISSION - III</b> <b>B.Com.</b> Commerce <b>B.Com.</b> Co-operation <b>B.Com.</b> Corporate Secretaryship	25613750	03	<b>PG. ADMISSION - III</b> <b>M.Sc.</b> Mathematics, Geography, Psychology, Counselling Psychology, Medical Sociology, Information Security	25613761
04	<b>UG. ADMISSION - IV</b> <b>B.B.A.</b> Business Administration <b>B.Com.</b> Bank Management	25613759	04	<b>PG. ADMISSION - IV</b> <b>M.Sc.</b> Information Technology [I.T.], <b>M.C.A.</b> Computer Applications	25613763
05	<b>UG. ADMISSION - V</b> <b>B.Com.</b> Computer Applications <b>B.C.A.</b> Computer Applications <b>B.Sc.</b> Apparel & Fashion Design <b>BMM</b> Bachelor of Multimedia-Animation	25613772	05	<b>PG. ADMISSION - V</b> <b>M.B.A.</b> Business Administration	25613770
06	<b>OUS SECTION</b> (Candidates admitted upto 2006-2007 for the courses offered under Open University System) (B.A., B.Lit., B.Sc., B.Music, B.B.A. and B.Com.)	25613755	06	<b>PG. ADMISSION - VI</b> (Combined with OUS Section) <b>B.L.I.S.</b> Library and Information Science <b>M.L.I.S.</b> Library and Information Science <b>CERTIFICATE COURSES</b> <b>DIPLOMA COURSES</b> <b>P.G. DIPLOMA COURSES</b> <b>M.Phil. COURSES</b>	25613762
07	<b>SPOT ADMISSION CENTRES SECTION</b> Undergraduate Courses Postgraduate Courses Professional Courses Certificate and Diploma Courses	25613756	07	<b>STUDY CENTRES ADMISSION SECTION</b> Undergraduate Courses Postgraduate Courses Professional Courses Certificate and Diploma Courses	25613757

### (D) EXAMINATION SECTIONS

Sl. No.		EXAMINATION SECTIONS	Phone Numbers	Sl. No.		EXAMINATION SECTIONS	Phone Numbers
01	E1-A	<b>B.A.</b> Tamil, English, Urdu, Historical Studies, Public Administration, Economics, Christian Studies, Vaishnavism, Criminology and Police Administration.	25613723	04	E3	<b>M.C.A., M.Sc.</b> [I.T.]	25613735
				05	E4-A	<b>B.Com.</b> Commerce <b>B.Com.</b> Computer Applications	25613734
02	E1-B	<b>B.Sc.</b> Mathematics, Geography, Psychology, Medical Sociology. <b>B.Com.</b> Co-operation, Corporate Secretaryship. <b>B.Lit., B.Music</b>	25613726	06	E4-B	<b>B.B.A.</b>	25613711
				07	E5	<b>B.B.M., B.C.A.,</b> <b>M.Phil. COURSES</b>	25613753
03	E2	<b>M.A.</b> Tamil, English, Hindi, Urdu, Modern, Arabic Historical Studies, Political Science, Public Administration, Economics, Sociology, Christian Studies, Human Rights and Duties Education, Vaishnavism. <b>M.Sc.</b> Mathematics, Geography, Psychology, Counselling Psychology, Medical Sociology. <b>M.Com. M.Music</b>	25613710	08	E6	<b>M.B.A., B.L.I.S., M.L.I.S. COURSES,</b> <b>CERTIFICATE COURSES,</b> <b>DIPLOMA COURSES.</b> <b>PG. DIPLOMA COURSES</b>	25613712
				09		<b>CERTIFICATE SECTION</b>	25613779
				10		<b>DESPATCH SECTION</b>	25613717

## 2. COURSES OFFERED

S.No.	COURSES	DURATION	Medium of Instruction
<b>(A)</b>	<b>DEGREE COURSES</b> 1. B.L.I.S. Library and Information Science 2. M.L.I.S. Library and Information Science	One Year One Year	English Medium English Medium
<b>(B)</b>	<b>CERTIFICATE COURSES</b> 1. Certificate Course in Library and Information Science 1. Certificate Course in Plant Cell and Tissue Culture 2. Certificate Course in Police Administration 3. Certificate Course in Spoken Tamil 4. Certificate Course in Written Tamil 1. Certificate Course in Computer Applications 2. Certificate Course in E-Commerce 3. Certificate Course in Naturopathy and Yogic Sciences	Three Months Six Months Six Months Six Months Six Months One Year One Year One Year	English & Tamil Medium English Medium English & Tamil English Medium English Medium English Medium
<b>(C)</b>	<b>DIPLOMA COURSES</b> 1. Diploma Course in Accounting & Auditing 2. Diploma Course in Functional Arabic 3. Diploma Course in Catering and Hotel Management 4. Diploma Course in Hotel Management 5. Diplome in Information Security and Cyber Law 6. Diploma Course in Labour Law 7. Diploma in Logistics and Supply Chain Management 8. Diploma Course in Management 9. Diploma Course in Naturopathy and Yogic Sciences 10. Diploma Course in Police Administration 11. Diploma Course in School Management 12. Diploma Course in Textile and Fashion Design 13. Diploma Course in Tourism and Travel Management 14. Diploma Course in Taxation 15. Diploma Course in Yoga 16. P.G. Diploma Course in Computer Science 17. P.G. Diploma in Export Finance and Documentation 18. P.G. Diploma in Foreign Trade 19. P.G. Diploma Course in Naturopathy and Yogic Sciences 20. P.G. Diploma in Shipping and Port Management 21. P.G. Diploma Course in Public Relations	One Year One Year	E & T Medium English Medium English Medium English Medium English Medium English Medium English Medium E & T Medium English Medium E & T Medium English Medium English Medium English Medium English Medium English Medium E & T Medium English Medium English Medium English Medium English Medium English Medium

**LAST DATE FOR RECEIPT OF FILLED-IN  
APPLICATION FORM**

**30.09.2013**

### **3. ELIGIBILITY CONDITIONS FOR ADMISSION**

#### **BACHELOR OF LIBRARY AND INFORMATION SCIENCE - B.L.I.S.**

##### **One Year - Non Semester with Credits**

Candidates who are seeking admission to the course shall have passed a Degree Examination of the University of Madras or an examination of any other University recognised by UGC/AIU and accepted by this University as equivalent thereto provided they have undergone the Course under 10 + 2 + 3 (or) 11 + 1 + 3 (or) 11 + 2 + 2 pattern.

#### **MASTER OF LIBRARY AND INFORMATION SCIENCE - M.L.I.S.**

##### **One Year - Non Semester with Credits**

Candidates seeking admission to the course shall have passed a Bachelor of Library Science / Bachelor of Library and Information Science Degree Examination of the University of Madras or an examination of any other University recognised by UGC/AIU and accepted by this University as equivalent thereto, provided they have undergone the course under 10 + 2 + 3 or 11 + 1 + 3 or 11 + 2 + 2 pattern.

#### **CERTIFICATE COURSE**

##### **Three Months / Six Months / One Year - Non Semester with Credits**

- a) Candidates who have passed the Higher Secondary Examination conducted by the Government of Tamil Nadu or an examination accepted as equivalent thereto by the University of Madras are eligible for admission to the Certificate Courses other than Sanskrit, French & German.
- b) Admission is open to the students who are undergoing Under-Graduate Courses (Regular Stream)/Post-Graduate Courses in Colleges/Distance Education (Regular Stream)/ University Departments of the University of Madras or any other University

recognised by UGC/AIU accepted as equivalent thereto by this University are eligible for admission to any of the Certificate courses except Sanskrit, French and German provided that they submit the application form for admission together with bonafide certificate obtained from the institution where they are studying Under-Graduate/ Post-Graduate Degree Course concerned.

d) A student can additionally enrol for one Certificate Course only at a time.

### **DIPLOMA / PG DIPLOMA COURSE** **One Year - Non Semester with Credits**

- a) Candidates who have qualified for a Degree (Regular) of this University or any other University recognised by UGC/AIU accepted as equivalent thereto by this University under **10 + 2 + 3** (or) **11 + 1 + 3** (or) **11 + 2 + 2** pattern are eligible for admission to the Diploma Courses.
- b) Admission is open to the students who are undergoing Postgraduate Course in the Colleges/Distance Education Institutions (Regular)/University Departments of the University of Madras or any other University recognised by UGC/AIU accepted as equivalent thereto by this University under **10 + 2 + 3** pattern are eligible for admission to any one of the Diploma / PG Diploma Course provided that they should submit the application form for admission together with bonafide certificate and Photostate copies of all the certificates duly attested by the Principal from the institution where they are studying Post-Graduate Degree Course concerned.
- c) A student can additionally enrol for one Diploma Course only at a time.

#### 4. GENERAL INFORMATION

##### ATTENTION

*Students can seek admission only at Single Window Admission Centre / Spot Admission Centres / Study Centres / Participatory Programme Centres listed in the prospectus / University Website. Students are advised not to have any dealing with any other unauthorised Institutions/ Agencies pertaining to admission to any of the courses offered by this Institute. They are cautioned that admission secured from unauthorised centres / agencies will not be entertained and University will not be held responsible for the same.*

1. All the courses of the Institute are offered to the residents of India and also to foreign countries as per the discretion of the authorities, University of Madras. Admission cannot be claimed as a matter of right and the Institute reserves the right of admission.
2. **Admission** across the counters will be made for those who come to the Single Window Admission Centre at IDE Campus / Spot Admission Centres / Study Centres in person along with the required original documents / certificates, registration fee paid challan endorsed by the **Designated Banks - Indian Bank / IOB** or a demand draft in favour of **“The Director, IDE, University of Madras”**, payable at Chennai for **Rs.100/-** for Certificate Course or Rs. 150/- for all other courses
3. The Applicant has to **detach and fill in the following :**
  - (i) **Application Form**, (ii) **Computer Coding Sheet** and (iii) **Address Slip**.
4. (i) Before filling in the application read the **Prospectus** carefully. (ii) Preserve the **Prospectus** till the completion of the course as it contains all the information relating the course including formats of the examination application and fee payment challan.
5. The Application must be accompanied by **All the Original Certificates** as mentioned in the Prospectus and the **Registration Fee** of **Rs.100/-** for Certificate Course or Rs. 150/- for all other courses. Candidate

seeking admission in the Study Centres / Participatory Programme Centres and other Centres to submit the Original certificate in the concerned centre where they seek for admission.

6. The Applicant has to state clearly the Degree Course and Subject which he/she wants to study.
7. **The following original Certificates/Documents with one set of Photo copies attested by competent authority should be sent along with the application form for admission to Certificate / Diploma / BLIS / MLIS Courses :**

(a) **Transfer Certificate** from the Head of the Institution where the applicant last studied.

(b) **Statement of Marks of the Qualifying examination.**

Candidates who have passed the qualifying examination should enclose all the original statements of marks right from their secondary school education along with the application form.

(c) **Provisional Pass Certificate / Degree Diploma Certificate** of the Qualifying examination.

(d) If the certificates are in a language other than **ENGLISH / TAMIL**, an authenticated **translation in English** duly attested by a Gazetted Officer should be sent along with the original certificates.

(e) Candidates who have passed their qualifying examination from abroad, such candidates should submit an **“EQUIVALENCE CERTIFICATE”** issued by the Association of Indian Universities (Address : Secretary Association of Indian Universities, 16, Kotla Marg, New Delhi - 110 002.)

(f) Candidates who have not undergone and passed the qualifying examinations under **10 + 2 + 3** or **11 + 1 + 3** pattern or who have passed under Open University system of this University / other recognised Universities need not apply, as they are not eligible for admission.

(g) All the original certificates should be attached at the top left corner of the application form with a tag or string to prevent them from getting lost.

(h) **Candidates are advised to take sufficient number of attested copies of their original certificates before sending them to the Institute.**



- (i) *Failure to submit any one or more of the above certificates / documents may entail rejection of their applications.*
- (j) **Photographs to be affixed :**
- (i) One on the Application Form
- [Attested by a Gazetted Officer / Faculty / Deputy / Assistant Registrar of the University of Madras with Seal]
- (ii) One on the Address Slip.
- (iii) One on the reverse side of the Coding Sheet.
8. The application form duly filled-in and signed by the candidate along with all the original certificates mentioned above (a,b,c) for admission to **BLIS / MLIS / Certificate / Diploma** Courses, together with **Registration Fee of Rs.100/-** for Certificate Course or Rs. 150/- for all other courses by means of challan paid through the designated **Banks** or by means of Demand Draft in favour of **“The Director, IDE, University of Madras, Chennai - 600 005”** be submitted to the concern Co-ordinators in case of Candidates seeking admission through Spot Admission Centres / Study Centres / Participating Institutions. Students seeking admission through Single Window Admission centres at the Institute of Distance Education at Chepauk should submit the Application through the Counters. **The Registration Fee paid by means of designated BANK challan or Demand Draft towards admission for the above courses will not be refunded under any circumstances.**
9. Candidates pursuing any other course of study at this Institute are eligible for admission to one additional course at the **Certificate / Diploma Level only** offered by this Institute.
10. Admission to candidates who have qualified from other Universities/Bodies will be considered only on the condition that their previous qualifications are recognised by this University. However, action will be taken to recognise the examination of a recognised University provided the syllabus of the qualifying examination is produced by the candidate, subject to approval by the authorities of this University.

11. All the columns in the application form should be filled in very carefully and incomplete application forms will summarily be rejected.
12. The Photocopy of the statement of marks of the qualifying examination accompanying the application form must be attested by a Gazetted Officer and also by the concerned Co-ordinator of the Spot Admission Centres / Study Centres / Participatory Institutions.
13. A Course Completion Certificate in lieu of Transfer Certificate will be issued by the Institute either on completion of the course or on discontinuance of the course. (subject to verification of payment of prescribed fee)

#### **14. MODE FOR PAYMENT OF FEES**

Students can make their payments with the Banks designated by the Institute of Distance Education, University of Madras without any additional charge. The challan has three identical parts, Viz. Bank Copy, IDE Copy and Student Copy. The particulars required in the challan should be filled in by the Candidates without leaving any column blank. The **BANK** will retain Bank Copy, and return the IDE Copy and Student Copy to the student. The IDE copy of the **BANK** Challan should be submitted to the Concern Centres where they seek Admissions. The student copy should be preserved carefully by the student as a proof of payment. In places where there is no facility for the payment of fees through the *designated Banks*, students may make the payment by means of Demand Draft obtained from any of the Nationalized/Scheduled Bank drawn in favour of “**The Director, IDE, University of Madras**” payable at Chennai.

15. Online Fee Payment System : Students can also remit their Registration Fee & Tuition Fee through Online Payment Gateway System provided in the Website: [www.ideunom.ac.in](http://www.ideunom.ac.in).
16. The **Tuition Fee** and **other fees** should be paid only after receiving the intimation letter of provisional admission. **Candidates are advised to retain this Prospectus till the completion of the course for guidance and make remittances within the specified due dates on their own. The enrolment of the defaulters will automatically stand cancelled. They may, however, be readmitted to the same course on payment of**

**Rs. 500/- subject to approval by the authorities. Candidates are not permitted to remit the fees in instalments.**

17. The students are strictly instructed to use separate **BANK** challans to pay the **Tuition Fee and Examination Fee** and be sent to the **Director, IDE**, in separate envelopes. The fee paid challan endorsed by the designated **BANKS** may also be presented to the Co-ordinator, Spot Admission Centres / Study Centres for onward transmission to the **Director, IDE**. They are requested **not to pay both examination and tuition fees together. The Institute is not responsible for any delay in sending the learning materials or statement of marks, etc., if the examination and tuition fees are paid together.** Students can use the *Fee Payment challan* supplied with this Prospectus. No extension of time will be given, under any circumstances, for payment of fee.
18. Students admitted through the Study Centres / Spot Admission Centres are advised to submit the payment challan endorsed by the designated **Banks** for onward transmission to the Director and required to collect the learning materials from the concern Study Centres / Spot Admission Centres. Fees once remitted will not be refunded or adjusted in any manner under any circumstances.
19. Prescribed text books for reference will not be supplied to the candidates by the Institute of Distance Education. Hence they are advised to get them from the book-sellers. However, the syllabi and the self learning materials will be sent to the candidates. Learning materials will be supplied at the Single window admission centre at IDE / Study Centres / Spot Admission Centres. **Those who are not able to receive at the centres may request the Director for the same.**

**Legal dispute, if any, relating to Admission / Examinations of IDE. will be subject to Chennai Jurisdiction only.** Visually and other physically challenged applicants are advised not to apply for the Practical oriented Certificate / Diploma Courses.

## 20. CHANGE OF COURSE OR MEDIUM

Candidates are advised to make a firm choice of the course of study they wish to pursue and the medium of instruction before sending the application for admission. Normally, change of subject or medium of instruction will not be allowed, but in special cases change may be permitted within one month from the date of admission on a payment of the prescribed fee of **Rs.500/-** subject to eligibility and approval by the authorities.

## 21. METHOD OF INSTRUCTION

- (a) The method of instruction is through self learning materials periodically issued to the students enrolled and through personal contact programmes. For each paper, a set of self learning materials will be distributed to the students and the materials may be collected by the students or his/her representative personally from the Institute / Study Centres / Spot Admission Centres on production of the student's copy of the payment challan endorsed by the designated **BANK**. These learning materials will guide the students in effective learning.
- (b) For students admitted into Certificate / Diploma program of this university has to undergo compulsorily theory and practical classes (as referred in pg. No. 47) and requested to secure required attendance in theory and practical classes. However, such students who do not secure the minimum required attendance can appear in the subsequent examination by paying a redo fee and fulfil the attendance requirement. Candidates appeared for the University Examination without adequate attendance in Theory and practical classes, the results will be withheld leads to cancellation of appearing in the examination.
- (c) The Table (Refer Page No. 47) gives the list of courses for which contact classes are conducted. It also gives the duration, the nature (whether optional or compulsory) and details of centres. In courses where attendance is made compulsory, if a student does not attend the compulsory contact programme, he/she is not eligible for appearing for the University Examinations (Theory and Practical). If candidates appear for the University Examinations (Theory and Practical) without adequate attendance in the

compulsory personal contact programme, they do it at their own risk and it leads to cancellation of their appearance in the Examinations.

(d) The Personal Contact Programme classes will be arranged for the benefit of the students in Chennai only and at the Study Centres in India. This programme is meant for classroom lectures on important topics and clearing the doubts of the students. Students are advised to attend the classes in their own interest for effective learning.

(e) The venue and dates of PCP Classes will be intimated separately.

## **22. ADDRESS SLIP**

The applicants for admission are required to furnish their address in each of the six slots provided for the purpose on a separate sheet attached to the application form. The admission intimation, original certificates and learning materials will be sent to the address furnished in the Address Slip only. Write the **address in capital letters** and **use ball pen only**.

## **23. CHANGE OF ADDRESS**

All communications and learning materials in the case of those who opt to receive by post, will be sent to the candidates to the address given in the application form. Any change in the address should be intimated to the Institute, Spot Admission Centres and the Study Centres immediately with the enrolment number. Candidates are advised to make necessary arrangements in the post office for their mail to be redirected to their new address in the event of a despatch being sent before the change is effected.

## **24. IDENTITY CARD**

Identity Card will be issued after the receipt of tuition fee. The Identity Card will be valid till the completion of the course. In the event of a student discontinuing a course, the card shall become invalid for the year/ years yet to be completed. Candidates are instructed to preserve their identity cards. They should note that the

examination Hall Tickets will be issued by the Chief Superintendent of the Examination Centres, only on production of the identity card. The arrear candidates can use the Identity Card for obtaining Hall Tickets even though the duration of the course of study is over. If the original card is lost, **a duplicate card will be issued on payment of Rs. 100/-** through the designated Bank Challan and the payment endorsed Bank Challan is to be sent for this purpose together with a passport size photograph.

## **25. ENROLMENT NUMBER**

Enrolment Numbers will be assigned to candidates on admission. The enrolment number will hold good for the entire duration of the course of study. In communications addressed to the Institute, this number should be stated. Letters received without the enrolment number will not be entertained. The Enrolment Number is a twelve digit unique code (alpha-numeric). The first two digits indicate the year of admission. The third, fourth and the fifth the centre, the sixth, seventh and the eighth the subject and last four the actual enrolment number.

## **26. SCHOLARSHIP**

- i) Scheduled Caste and Scheduled Tribe candidates who pursue their studies through this Institute are eligible for reimbursement of the fees. They are also eligible for an annual allowance of Rs.500/- towards purchase of essential/prescribed books. The details in this connection can be obtained from the Director / SC / ST Special Cell, Institute of Distance Education, University of Madras, Chepauk, Chennai - 600 005.
- ii) The eligible SC/ST students are directed to submit the SC/ST scholarship form during their study at IDE only and it will be accepted after the period of study at IDE on any circumstances.
- iii) Visually impaired or otherwise physically challenged candidates, can avail themselves of the State Government Scholarship for the Disabled. The prescribed form may be obtained from the District Rehabilitation Officer in the districts concerned for reimbursement of non-refundable fees.

## 27. FEE CONCESSION

The Institute of Distance Education, University of Madras offers the following fee concessions:

### A. Fee concessions to differently-abled candidates / Prisoners

- (a) Differently-abled candidates with atleast 40% physical disability and who are in possession of national identity card for disability issued by the competent authorities can pursue distance education programmes offered by the University of Madras with **full exemption of tuition fees and special fees.**
- (b) Prisoners of Tamil Nadu will be considered for **exemption of tuition fees** provided they submit their application for admission with a 'No Objection Certificate' issued by the competent authority.

### B. Concessions for pursuing additional certificate / diploma course

- (a) Undergraduate students on roll of the IDE can do one certificate course (EXCEPT French, German and Sanskrit) with full waiver of tuition fee.
- (b) Post-graduate students on roll of the IDE can do one certificate / diploma course with full waiver of tuition fee.

## 28. CANDIDATES WITH ARREARS

Students with arrears, after the completion of the duration of the course of study, have to seek and obtain on their own initiative, with a requisition letter and with self-addressed envelope, the particulars of change of syllabus, provision for completion of course, practical classes, practical examinations, Examination Application forms, from the Director, IDE, University of Madras. The Co-ordinators of PCP/ Spot Admission Centres / Study Centres may also provide the above particulars. In all the communications to the Institute, these candidates should quote the Enrolment Number and address.

## 29. PROVISIONAL DEGREE CERTIFICATE

Provisional Certificate will be issued to those who have qualified for the degree after the publication of results.

**For obtaining Provisional Certificate and Degree/Diploma, a Fee of Rs.300/- or such fees as may be in force from time to time, should be paid along with the Final Year Examination Fee.**

Prescribed forms for obtaining Provisional Certificate and Degree/Diploma are also available with the Institute, and at the PCP Centres/Spot Admission Centres/Study Centres and can also be downloaded from the Website ([www.ideunom.ac.in](http://www.ideunom.ac.in)).

30. **The University has the right to cancel / suspend any course/s mentioned in the Prospectus for various administrative reasons.** In case of suspension of the courses due to insufficient strength, the students may opt for change of the course as per eligibility or may claim for refund of tuition fees paid by them, excluding the cost of application and registration fee subject to deductions if any.
31. Please visit our website periodically for any updates given in the prospectus. It is the responsibility of the Student to visit the Website on Regular Basis.
32. No conduct certificate will be issued to any student of this Institute.
33. Students are requested to furnish their Mobile Number in the Admission Application Form / Examination Form, for any further queries / clarification. The furnished number will be treated as **REGISTER MOBILE NUMBER (RMN)** and this is a value added / optional service offered to the Students of IDE.

**LAST DATE FOR RECEIPT OF FILLED-IN APPLICATION FORM  
FOR THE ACADEMIC YEAR 2013-2014**

**30.09.2013**



## **5. ADMISSION CENTRES**

### **(i) ADMISSION THROUGH SINGLE WINDOW ADMISSION CENTRE (AT THE INSTITUTE OF DISTANCE EDUCATION CAMPUS, Chennai)**

With a view to simplify the admission procedure, for the distance education students, University of Madras has opened a Single Window Admission Centre located at the IDE building at Chepauk Campus, Chennai. Located in a spacious hall, the Single Window Admission Centre ensures admission across the counters. Students seeking admission at IDE Campus of the University at Chennai can make use of this Centre. Students using the Single Window Admission Centre should go through the following instructions:

1. Collect the Application-cum-Prospectus from the Prospectus Sales Counter on payment in cash.
2. Pay the registration fee at the “Registration Fee Payment Counter” available at one of the counters..
3. Submit the filled-in application form to admission front desk and collect the token and wait for their turn.
4. Candidates seeking admission to Certificate course should submit the Higher Secondary Certificate or Diploma Certificate of the qualifying Diploma and also the transfer certificate from the Institution last studied, along with 10th standard Certificate in original. For all other courses candidates should submit the U.G. Degree / Diploma or Provisional Pass Certificate and Statement of marks right from their secondary school education along with the application form.
5. The application form and other certificates should be arranged in the following order:
  - (i) Registration fee payment receipt
  - (ii) Filled-in application form + Filled-in address slip
  - (iii) Photo copies of the Certificates
  - (iv) Filled-in Computer Coding Sheet
  - (v) If the certificates are in a language other than English / Tamil an authenticated translation in English duly attested by a Gazetted Officer.
6. The Photo copies of the Certificates will be verified with the originals and the original certificates will be returned along with the provisional admission intimation letter.

7. After obtaining the provisional admission letter, the students can remit the specified fees at the Bank Counter available at the Centre. **Payment may also be made at the Indian Overseas Bank or Indian Bank branches within the University Campus or any other Branches.** After remitting the fees, the students can collect the study materials and ID card from the respective counters.
8. **Working Hours:** The Single Window Admission Centre functions on all days including Saturdays and Sundays except holidays declared by the Government of Tamil Nadu. The Centre is open from 10.00 a.m. to 5.00 p.m. on week days and between 10.00 a.m. and 4.00 p.m. on Saturdays and Sundays.
9. The PCP classes both theory and practical for the students admitted under academic year stream through IDE Single Window Admission at Chennai & Spot Admission centres within Tamil Nadu will be conducted by the University in Chennai only. (Refer Page No. 46 to 47)

**5. (ii) ADMISSION THROUGH SPOT ADMISSION CENTRES  
(WITHIN TAMIL NADU)**

1. To facilitate the admission of students in various areas all over Tamil Nadu, the Institute of Distance Education, University of Madras has established Spot Admission Centres all over Tamil Nadu. (For list of Spot Admission Centres (Refer Page No. 48 - 56)
2. Students can collect the Prospectus cum Application forms by payment of cash from the Co-ordinator of any of the approved Spot Admission Centres.
3. Students can submit the filled-in application along with Registration fee and required documents / certificates as per eligibility criteria for seeking admission. (For eligibility Criteria Refer Page No. 7 - 8 and for documents / certificates to be submitted Refer Page. No. 10)
4. Eligible students will be given admission and enrolment number will be assigned to them immediately by the Spot Admission Centres.
5. On receipt of enrolment number the students can pay the requisite fees and collect the study materials. (Refer page Nos. 39 - 44 Fee Particulars - Course-wise.)
6. The Identity card will be sent directly to the students from the Institute of Distance Education, University of Madras after confirming the eligibility criteria.

7. The PCP classes both theory and practical for the students admitted under academic year stream through IDE Single Window Admission at Chennai & Spot Admission centres within Tamil Nadu will be conducted by the University in Chennai only. (Refer Page No. 46 - 47)

### **(iii) ADMISSION THROUGH STUDY CENTRES**

#### **(WITHIN AND OUTSIDE TAMIL NADU INCLUDING CENTRES AT ABROAD)**

1. To facilitate the admission of students in various areas all over Tamil Nadu as well as other states including Abroad, the Institute of Distance Education, University of Madras has established Study Centres for admission all over Tamil Nadu including centres in abroad. (For list of Study Admission Centre (Refer Page No. 48 - 56)
2. Students can collect the Prospectus cum Application form by payment of cash from the Co-ordinator of any of the approved Study Centres.
3. Students can submit the filled-in application along with Registration fee and required documents / certificates as per eligibility criteria for seeking admission. (For eligibility Criteria refer Page No. 7-8 and for documents / certificates to be submitted (Refer Page No. 10)
4. The filled-in application forms along with the Registration fee will be forwarded by the Study Centre to the Institute of Distance Education, University of Madras for verification of eligibility criteria and for further processing of admission.
5. Eligible students will be given admission in the Institute of Distance Education, University of Madras and Provisional Admission Intimation with Enrolment Number will be assigned by the University and will be sent to the concerned study centres
6. (i) On receipt of the Provisional Admission Intimation along with enrolment number through the Study centres, **WITHIN INDIA** the students can pay the requisite fees in a **Single Demand Draft** drawn in favour of the “Director, Institute of Distance Education, University of Madras payable at Chennai or through triplicate challan of designated banks to the study centres. (Refer Page Nos. 39 - 44 Fee particulars - Course-wise.)

- (ii) On receipt of the Provisional Admission Intimation along with enrolment number through the Study centres **OUTSIDE INDIA**, the students can pay the requisite fees in two Demand Draft - one drawn in favour of the “Director, Institute of Distance Education, University of Madras payable at Chennai and the other in favour of the Co-ordinator of the concerned Study centre and submit the same to the Study centres. (Refer Page Nos. 45 Fee particulars - Course-wise.)
7. The Demand Draft / Fee Challan shall be forwarded by the Study Centres to the Institute of Distance Education, University of Madras and on receipt of the same, Students Identity Card and Study materials will be sent to the concerned study centre.
  8. The students can collect the Identity card and study materials from the concerned Study centres.
  9. Applications received by post directly from the candidates of other States will automatically be linked with the IDE Study Centre of the State Concerned.
  10. Application received by post directly from the candidates of other States where there is no study centre of this Institute, will be linked with the nearby IDE Study Centre of the other state and candidates should undergo the courses offered by this Institute through such allotted IDE Study Centre only.
  11. The PCP classes for the students admitted through approved Study Centres (Within & Outside Tamil Nadu and Outside India) will be arranged and conducted by the concerned Study Centres.
  12. **It is the sole responsibility of the Concerned Study Centres to arrange and conduct the PCP Classes for their Students.**

**(iv) ADMISSION THROUGH PARTICIPATORY INSTITUTIONS  
(CAMPUS LEARNING CENTRES)**

1. The Students who are willing to undergo the Courses of the Institute of Distance Education, University of Madras as regular week end programmes through Participatory Institutions (Campus Learning Centres) can (Refer page No. 55 - 56 for the list of Participatory Institutions and Participatory Online Institutions).
2. Students can collect the Prospectus cum Application form by payment of cash from the concerned Participatory Institutions.

3. Students can submit the filled-in application along with Registration fee and required documents / certificates as per eligibility criteria for seeking admission. (For eligibility Criteria refer Page No. 7 - 8 and for documents / certificates to be submitted (Refer Page. No. 10)
4. The filled-in applications along with the Registration fees will be forwarded by the Participatory Institution to the Institute of Distance Education, University of Madras for verification of eligibility criteria and for further processing of admission.
5. Eligible students will be given admission and Provisional Admission Intimation with Enrolment Number will be assigned by this University and will be sent to the Participatory Institutions.
6. On receipt of the Provisional Admission Intimation along with enrolment number through the Participatory Institutions the students can pay the requisite fees in a **Single Demand Draft** drawn in favour of the “Director, Institute of Distance Education, University of madras payable at Chennai or through triplicate challan of designated banks to the Participatory Insitution. (Refer to Page No. 39 - 45 Fee particulars - Course-wise.)
7. The Demand Draft / Fee Challan shall be forwarded by the Participating Institutions to the Institute of Distance Education, University of Madras and on receipt of the same, Identity Card and Study materials will be sent to the participatory Institution.
8. The students can collect the Identity card and study materials from the concerned participatory Institutions.
9. The PCP classes for the students admitted through approved Participatory Institutions will be arranged and conducted by the concerned Participatory Institutions.
10. **It is the sole responsibility of the Concerned Participating Institutions to arrange and conduct the PCP Classes for their Students.**

## 6. BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS)

### One Year - Non Semester with Credits

#### 6 (A) SCHEME OF EXAMINATION

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
Paper - I	Library and Society	3	100	40	4
Paper - II	Library Management	3	100	40	4
Paper - III	Library Classification (Theory)	3	100	40	4
Paper - IV	Library Classification (Written - Practicals)	3	100	40	6
Paper - V	Library Catalogue (Theory)	3	100	40	4
Paper - VI	Library Cataloguing (Written - Practicals)	3	100	40	6
Paper - VII	Information (Secondary) Sources	3	100	40	4
Paper - VIII	Information Services	3	100	40	4
Paper - IX	Introduction to Computer	3	100	40	4

#### 6 (B) CLASSIFICATION OF SUCCESSFUL CANDIDATES

(i) Successful candidates passing the examinations for securing CGPA 6.0 and above but below 7.5 shall be declared to have passed the examination in **FIRST CLASS** provided he/she has passed all the papers. (ii) Successful candidates passing the examinations securing CGPA 7.5 and above but below 9.0 shall be declared to have passed the examination in **FIRST CLASS - DISTINCTION** provided he/she has passed all the papers as per the scheme of Examination at the First Appearance; otherwise it will be treated as **First Class**. (iii) Successful candidates passing the examinations securing CGPA 9.0 to 10.0 shall be declared to have passed the examination in **FIRST CLASS - EXEMPLARY** provided he/she has passed all the papers as per the scheme of Examination at the First Appearance; otherwise it will be treated as **First Class**: and (iv) Successful candidates passing the examinations for securing CGPA 5.0 and above but below 6.0 declared to have passed the examinations in the **Second Class** Provided he/she has passed all the papers as per the scheme of Examination. All other successful candidates shall be declared to have passed the examinations in the **Third Class**.

## 6.1 MASTER OF LIBRARY AND INFORMATION SCIENCE (MLIS)

### One Year - Non Semester with Credits

#### 6.1 (A) SCHEME OF EXAMINATION

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
Paper - I	Introduction to Information Science	3	100	50	5
Paper - II	Information Sources and Services	3	100	50	5
Paper - III	Information Storage and Retrieval	3	100	50	5
Paper - IV	Library Classification and Cataloguing Practice	3	100	50	5
Paper - V	Information Centres : Planning and Management	3	100	50	5
Paper - VI	Information Technology	3	100	50	5
Paper - VII	Research Methodology	3	100	50	5
Paper - VIII	Academic Libraries	3	100	50	5

#### 6.1 (B) CLASSIFICATION

(i) Successful candidates passing the examinations for securing CGPA 6.0 and above but below 7.5 shall be declared to have passed the examination in **FIRST CLASS** provided he/she has passed all the papers. (ii) Successful candidates passing the examinations securing CGPA 7.5 and above but below 9.0 shall be declared to have passed the examination in **FIRST CLASS - DISTINCTION** provided he/she has passed all the papers as per the scheme of Examination at the First Appearance; otherwise it will be treated as **First Class**. (iii) Successful candidates passing the examinations securing CGPA 9.0 to 10.0 shall be declared to have passed the examination in **FIRST CLASS - EXEMPLARY** provided he/she has passed all the papers as per the scheme of Examination at the First Appearance; otherwise it will be treated as **First Class**; and (iv) Successful candidates passing the examinations for securing CGPA 5.0 and above but below 6.0 declared to have passed the examinations in the **Second Class** Provided he/she has passed all the papers as per the scheme of Examination.

## 6.2 (A) CERTIFICATE COURSE

Three Months / Six Months / One Year - Non Semester with Credits

### SCHEME OF EXAMINATION

#### THREE MONTH COURSES

##### 1. CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Theory	3	100	40	4
II	Practical (Written)	3	100	40	6

#### SIX MONTH COURSES

##### 1. CERTIFICATE COURSE IN PLANT CELL AND TISSUE CULTURE

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits *10
I	Introduction to Plant Biotechnology	3	100	40	
II	Plant Cell and Tissue Culture	3	100	40	
III	Application to Tissue Culture	3	100	40	

\* Each Paper Credit will be published in the Website.

##### 2. CERTIFICATE COURSE IN POLICE ADMINISTRATION

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Police Administration	3	100	40	5
II	Human Rights in Criminal Justice Administration	3	100	40	5



### 3. CERTIFICATE COURSE IN SPOKEN TAMIL

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Spoken Tamil Grammar	3	100	40	5
II	Skills in Spoken Tamil Viva Voce (either in person or On-line)	2	50 50	40	5

### 4. CERTIFICATE COURSE IN WRITTEN TAMIL

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Written Tamil Grammar	3	100	40	5
II	Skills in Written Tamil Viva Voce (either in person or On-line)	2	50 50	40	5

## ONE YEAR COURSES

### 1. CERTIFICATE COURSE IN COMPUTER APPLICATIONS

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Information Technology	3	100	40	4
II	Web Design	3	100	40	4
III	Practical - I : PC Software Laboratory	3	100	40	2

### 2. CERTIFICATE COURSE IN E-COMMERCE

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Web Design	3	100	40	4
II	E-Commerce	3	100	40	4
III	Practical - I : Web Design using Mark-up Languages Lab	3	100	40	2

### 3. CERTIFICATE COURSE IN NATUROPATHY AND YOGIC SCIENCES

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Principles of Yoga and Naturopathy	3	100	40	5
II	Practicals (Asanas and Pranayama)	3	100	40	5

#### 6.2 (B) CLASSIFICATION OF SUCCESSFUL CANDIDATES

(i) Successful candidates passing the examinations for securing CGPA 6.0 and above but below 7.5 shall be declared to have passed the examination in **FIRST CLASS** provided he/she has passed all the papers. (ii) Successful candidates passing the examinations securing CGPA 7.5 and above but below 9.0 shall be declared to have passed the examination in **FIRST CLASS - DISTINCTION** provided he/she has passed all the papers as per the scheme of Examination at the First Appearance; otherwise it will be treated as **First Class**. (iii) Successful candidates passing the examinations securing CGPA 9.0 to 10.0 shall be declared to have passed the examination in **FIRST CLASS - EXEMPLARY** provided he/she has passed all the papers as per the scheme of Examination at the First Appearance; otherwise it will be treated as **First Class**; and (iv) Successful candidates passing the examinations for securing CGPA 5.0 and above but below 6.0 declared to have passed the examinations in the **Second Class** Provided he/she has passed all the papers as per the scheme of Examination. All other successful candidates shall be declared to have passed the examinations in the **Third Class**.

**The University has the right to cancel / suspend any course/s mentioned in the Prospectus for various administrative reasons. In case of suspension of the courses due to insufficient strength, the students may opt for change of the course as per eligibility or may claim for refund of tuition fees paid by them, excluding the cost of application and registration fee subject to detections if any.**

**6.3 (A) DIPLOMA COURSE**  
**One Year - Non Semester with Credits**

**SCHEME OF EXAMINATIONS**

1. DIPLOMA COURSE IN ACCOUNTING AND AUDITING

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Financial Accounting	3	100	40	10
II	Advanced Corporate Accounting	3	100	40	12
III	Management Accounting	3	100	40	10
IV	Practical Auditing	3	100	40	8

2. DIPLOMA COURSE IN FUNCTIONAL ARABIC

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Grammar	3	100	50	7
II	Prose	3	100	50	7
III	Translation from Arabic to English and Vice-Versa	3	100	50	6

3. DIPLOMA COURSE IN CATERING AND HOTEL MANAGEMENT

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Communication - I	3	100	40	5
II	Communication - II	3	100	40	5
III	Food Production	3	100	40	12
IV	Food and Beverage Service	3	100	40	12
V	Accommodation Management	3	100	40	3
VI	Front Office	3	100	40	3

#### 4. DIPLOMA COURSE IN HOTEL MANAGEMENT

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Communication - I	3	100	40	4
II	Communication - II	3	100	40	4
III	Food Production	3	100	40	8
IV	Food & Beverage Service	3	100	40	8
V	Accommodation Management	3	100	40	8
VI	Front Office	3	100	40	8
VII	Food Production Practical	3	100	40	4
VIII	Food & Beverage Service Practical		200		4

#### 5. DIPLOMA COURSE IN INFORMATION SECURITY AND CYBER LAW

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Introduction to Criminology & Criminal Justice Administration	3	100	40	4
II	Forms of Cyber Crimes & Frauds	3	100	40	4
III	Fundamentals of Information Security	3	100	40	4
IV	Cyber Laws	3	100	40	4
V	Intellectual Property Rights	3	100	40	4

#### 6. DIPLOMA COURSE IN LABOUR LAW

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Industrial Relations	3	100	40	5
II	Social Security and Labour	3	100	40	5
III	Labour Welfare	3	100	40	5
IV	Personnel Management and Industrial Psychology	3	100	40	5

## 7. DIPLOMA COURSE IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Management Principles	3	100	40	4
II	Managerial Economics	3	100	40	4
III	Logistics and Managing the Supply Chain	3	100	40	4
IV	International Transport Systems	3	100	40	4
V	International Transportation Law	3	100	40	4
VI	Liner trade and multimodal transport	3	100	40	4
VII	Transport Economics	3	100	40	4
VIII	Inventory and Warehousing Management	3	100	40	4

## 8. DIPLOMA COURSE IN MANAGEMENT

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Principles of Management	3	100	40	10
II	Production and Materials Management	3	100	40	10
III	Marketing Management	3	100	40	10
IV	Business Statistics and Operation Research	3	100	40	10

## 9. DIPLOMA COURSE IN NATUROPATHY AND YOGIC SCIENCES (NON CLINICAL)

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Principles of Yoga and Naturopathy	3	100	40	5
II	Basic Anatomy and Physiology	3	100	40	5
III	Methods of Yoga Practices and Naturopathy	3	100	40	5
IV	Practicals (Asanas and Pranayama)	3	100	40	5

### 10. DIPLOMA COURSE IN POLICE ADMINISTRATION

<b>Paper</b>	<b>Subject</b>	<b>Duration (in hours)</b>	<b>Maximum Marks</b>	<b>Passing Minimum Marks</b>	<b>Credits</b>
I	Police Administration	3	100	40	5
II	Human Rights in Criminal Justice Administration	3	100	40	5
III	Social and Community Psychology	3	100	40	5
IV	Forensic Science	3	100	40	5

### 11. DIPLOMA COURSE IN SCHOOL MANAGEMENT

<b>Paper</b>	<b>Subject</b>	<b>Duration (in hours)</b>	<b>Maximum Marks</b>	<b>Passing Minimum Marks</b>	<b>Credits</b>
I	Principles of Education and Management	3	100	40	4
II	Management of Educational Institutions	3	100	40	4
III	Management of Schools	3	100	40	4
IV	Practicals		200		
	a) Problem Shidy				2
	b) Institutional Plan				2
	c) Perfective Plan				2
	d) Case Study				2

### 12. DIPLOMA COURSE IN TEXTILES AND FASHION DESIGN

<b>Paper</b>	<b>Subject</b>	<b>Duration (in hours)</b>	<b>Maximum Marks</b>	<b>Passing Minimum Marks</b>	<b>Credits</b>
I	Textiles Science	3	100	40	6
II	Pattern Making and Grading	3	100	40	6
III	Fashion Designing	3	100	40	6
IV	Fashion Sketching and Illustration	3	100	40	6
V	Garment Construction	3	100	40	6
VI	Fashion Merchandising and Marketing	3	100	40	6
VII	Garment Construction - Practical	3	100	40	4

### 13. DIPLOMA COURSE IN TOURISM AND TRAVEL MANAGEMENT

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Tourism Resources	3	100	40	10
II	Tour and Travel Management	3	100	40	10
III	Travel and Travel Management	3	100	40	10
IV	Ticketing and Fare Construction	3	100	40	10

### 14. DIPLOMA COURSE IN TAXATION

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Structure of Taxation and General Principles of Income Tax	3	100	40	10
II	Income Tax (Assessment and Procedure)	3	100	40	10
III	Wealth Tax, Gift Tax, Estate Duty and Companies (Profits) Sur Tax	3	100	40	10
IV	Sales Tax	3	100	40	10

### 15. DIPLOMA COURSE IN YOGA (NON CLINICAL)

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Asana Practice	3	100	50	3
II	Pranayama and Principles of Practice	3	100	50	3
III	Core Principles of Yoga Sutra	3	100	50	3
IV	Practicals (Asana and Pranayama)	3	100	50	5
V	Ayurveda	3	100	50	3
VI	Psychology	3	100	50	3

16. P.G. DIPLOMA COURSE IN COMPUTER SCIENCE

Paper	Subject	Lecture / Lab Hours	Total	Passing Minimum Marks	Credits
1	Fundamentals of Digital Computers	4	100	50	4
2	Programming in C	4	100	50	4
3	Operating Systems	4	100	50	4
4	Visual Programming	4	100	50	4
5	Data Base Management Systems	4	100	50	4
6	Object Oriented Programming	4	100	50	4
7	Data Structure	4	100	50	4
8	<b>Elective Subject :</b> (Choose any one of the following) : a) Java Programming b) E-Commerce c) Web Design	4	100	50	4
9	<b>Practical - I</b> C Programming Lab	4	100	50	2
10	<b>Practical - II</b> VB Lab	5	100	50	2
11	<b>Practical - III</b> Data Structure using C++ Lab	4	100	50	2
12	<b>Practical - IV</b> RDBMS Lab	5	100	50	2

17. P.G. DIPLOMA COURSE IN EXPORT FINANCE AND DOCUMENTATION

Paper	Subject	Duration	Maximum	Passing Minimum	Credits
I	Management Principles	3	100	40	4
II	Managerial Economics	3	100	40	4
III	Export Management and Documentation	3	100	40	4
IV	Business Policy and Strategic Management	3	100	40	4
V	Import management	3	100	40	4
VI	International Finance	3	100	40	4
VII	International risk and FOREX Management	3	100	40	4
VIII	Enterpreneurship and Management of small business	3	100	40	4



18. P.G. DIPLOMA COURSE IN FOREIGN TRADE

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Management Principles	3	100	40	4
II	Managerial Economics	3	100	40	4
III	International trade and Commerce	3	100	40	4
IV	India's Foreign Trade Practices and Policies	3	100	40	4
V	International Trade Logistics	3	100	40	4
VI	Management Strategies of MNCs	3	100	40	4
VII	WTO - Constitution and Operation	3	100	40	4
VIII	Global Investment, Instruments and Institutions	3	100	40	4

19. P.G. DIPLOMA COURSE IN NATUROPATHY AND YOGIC SCIENCES (NON CLINICAL)

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Principles of Yoga and Naturopathy	3	100	40	3
II	Methods of Yoga Practices and Naturopathy	3	100	40	3
III	Basic Anatomy and Physiology	3	100	40	3
IV	Physiology and Mental Well Being	3	100	40	3
V	Practicals (Asanas and Pranayama)	3	100	40	4
	Project on any one of the following areas : Asanas, Pranayama, Kriyas, Bandhas, Mudras and Meditation.		100		4

20. P.G. DIPLOMA COURSE IN SHIPPING AND PORT MANAGEMENT

<b>Paper</b>	<b>Subject</b>	<b>Duration (in hours)</b>	<b>Maximum Marks</b>	<b>Passing Minimum Marks</b>	<b>Credits</b>
I	Management Principles	3	100	40	4
II	Managerial Economics	3	100	40	4
III	Port and Terminal Management	3	100	40	4
IV	Logistics and Operations Management	3	100	40	4
V	Port Pricing and Finance	3	100	40	4
VI	Port Marketing and Services	3	100	40	4
VII	Shipping Management	3	100	40	4
VIII	Legal aspects of Shipping	3	100	40	4

21. P.G. DIPLOMA COURSE IN PUBLIC RELATIONS

<b>Paper</b>	<b>Subject</b>	<b>Duration (in hours)</b>	<b>Maximum Marks</b>	<b>Passing Minimum Marks</b>	<b>Credits</b>
I	Principles of Public Relations	3	100	40	10
II	Public Relations and Mass Media	3	100	40	10
III	Public Relations for Development	3	100	40	10
IV	Public Relations in Government	3	100	40	10

### **6.3 (B) CLASSIFICATION OF SUCCESSFUL CANDIDATES**

(i) Successful candidates passing the examinations for securing CGPA 6.0 and above but below 7.5 shall be declared to have passed the examination in FIRST CLASS provided he/she has passed all the papers. (ii) Successful candidates passing the examinations securing CGPA 7.5 and above but below 9.0 shall be declared to have passed the examination in FIRST CLASS - DISTINCTION provided he/she has passed all the papers as per the scheme of Examination at the First Appearance; otherwise it will be treated as **First Class**. (iii) Successful candidates passing the examinations securing CGPA 9.0 to 10.0 shall be declared to have passed the examination in FIRST CLASS - EXEMPLARY provided he/she has passed all the papers as per the scheme of Examination at the First Appearance; otherwise it will be treated as **First Class**: and (iv) Successful candidates passing the examinations for securing CGPA 5.0 and above but below 6.0 declared to have passed the examinations in the **Second Class** Provided he/she has passed all the papers as per the scheme of Examination. All other successful candidates shall be declared to have passed the examinations in the **Third Class**. (Exept Sl. Nos. 2, 15, 16)

**The University has the right to cancel / suspend any course/s mentioned in the Prospectus for various administrative reasons.** In case of suspension of the courses due to insufficient strength, the students may opt for change of the course as per eligibility or may claim for refund of tuition fees paid by them, excluding the cost of application and registration fee subject to detections if any.

**Conversion of Marks to Grade Points and Letter Grade (Performance in a paper/course)**

RANGE OF MARKS		GRADE POINTS		LETTER GRADE		DESCRIPTION	
PG & UG		PG & UG		PG & UG		PG & UG	
90 -100		9.0-10.0		O		Outstanding	
80-89		8.0-8.9		D+		Excellent	
75-79		7.5-7.9		D		Distinction	
70-74		7.0-7.4		A+		Very Good	
60-69		6.0-6.9		A		Good	
50-59		5.0-5.9		B		Average	
PG	UG	PG	UG	PG	UG	PG	UG
00-49	40-49	0.0	4.0-4.9	U	C	Re-appear	Satisfactory
	00-39		0.0		U		Re-appear
ABSENT		0.0		AAA		ABSENT	

**PG : Post-Graduate    UG: Under-Graduate (also for Certificate/Diploma/PG Diploma)**

<p><math>C_i</math> = Credits earned for course <math>i</math> in any semester / year.  <math>G_i</math> = Grade Point obtained for course <math>i</math> in any semester / year.  <math>n</math> refers to the semester/year in which such courses were credited.</p> <p><b>For a Semester/Year:</b>          GRADE POINT AVERAGE [GPA] = <math>\frac{\sum_i C_i G_i}{\sum_i C_i}</math></p> <p>GPA = <math>\frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses (passed) in a semester/year}}</math></p> <p><b>For the entire programme:</b>          CUMULATIVE GRADE POINT AVERAGE [CGPA] = <math>\frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}</math></p> <p>CGPA = <math>\frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}</math></p> <p align="center">(CGPA is calculated only if all the courses in the entire programme are passed)</p>
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CGPA		GRADE		CLASSIFICATION OF FINAL RESULT	
PG&UG		PG&UG		PG&UG	
9.5-10.0		O+		First Class - Exemplary*	
9.0 and above but below 9.5		O			
8.5 and above but below 9.0		D++		First Class with Distinction*	
8.0 and above but below 8.5		D+			
7.5 and above but below 8.0		D			
7.0 and above but below 7.5		A++		First Class	
6.5 and above but below 7.0		A+			
6.0 and above but below 6.5		A			
5.5 and above but below 6.0		B+		Second Class	
5.0 and above but below 5.5		B			
PG	UG	PG	UG	PG	UG
0.0 and above but below 5.0	4.5 and above but below 5.0	U	C+	Re-appear	Third Class
	4.0 and above but below 4.5		C		
	0.0 and above but below 4.0		U		Re-appear

\* Applicable to those who pass all the papers as per the scheme of Examination at the first appearance, otherwise only first class will be awarded.

## 7. FEE DETAILS

### B.L.I.S. & M.L.I.S. COURSES

#### (A) BREAK-UP OF FEE

		<b>FEES TO BE PAID BY THE CANDIDATE AT THE TIME OF ADMISSION ONLY</b>										
Sl. No.	Name of the Course	Course Code	Registration Fee	Admission Fee	Matriculation Fee for those seeking admission to the University of Madras for the first time Rs.	RECOGNITION FEE			Development Fee	Postage and Stationery Fee	Special Fee	Tuition Fee
						Examination of other Board (+2) / Universities in India Rs.	Examination of other Board/Universities outside India Rs.					
1.	BLIS	ULS	150	50	30	300	2020	2020	100	500	850	2000
2.	MLIS	PLS	150	50	30	300	2020	2020	100	500	1320	2500

#### (B) TOTAL FEE PARTICULARS

Sl. No.	COURSES	Course Code	University of Madras Graduates Rs.	Other University Graduates Rs.
1.	B.L.I.S.	ULS	3,500	3,830
2.	M.L.I.S.	PLS	4,470	4,800

## CERTIFICATE COURSES

### (A) BREAK-UP OF FEE

FEES TO BE PAID BY THE CANDIDATE AT THE TIME OF ADMISSION ONLY															
Sl. No.	Name of the Course	Course Code	RECOGNITION FEE								Cauton Deposit (Refundable)				
			Registration Fee along with filled in application Rs.	Admission Fee	Matriculation Fee for those seeking admission to the University of Madras for the first time Rs.	HSC Examination of (+2) TN Board Rs.	Examination of other Board (+2) / Universities in India Rs.	(+2) Examination of other Board/Universities outside India Rs.	Development Fee	Postage Fee		Special Fee	Tuition Fee		
1.	Computer Application	CCA	100	50	30	200	300	200	200	200	100	500	2000	900	500
2.	E Commerce	CEN	100	50	30	200	300	200	200	200	100	500	2600	900	—
3.	Library & Information Science	CIS	100	50	30	200	300	200	200	200	100	500	150	450	-
4.	Naturopathy & Yogic Science	CNY	100	50	30	200	300	200	200	200	100	500	—	900	-
5.	Police Administration	CPA	100	50	30	200	300	200	200	200	100	500	—	900	—
6.	Plant Cell & Tissue Culture	CPT	100	50	30	200	300	200	200	200	100	500	1220	900	—
7.	Spoken Tamil	CST	100	50	30	200	300	200	200	200	100	500	300	In India-600 In other Countries US\$200	—
8.	Written Tamil	CWT	100	50	30	200	300	200	200	200	100	500	300	In India-600 In other Countries US\$200	—

**(B) TOTAL FEE PARTICULARS**

<b>Sl. No.</b>	<b>COURSES</b>	<b>Course Code</b>	<b>P.U.C. of University of Madras Rs.</b>	<b>Higher Secondary of Tamil Nadu Rs.</b>	<b>Other Boards / Universities Rs.</b>
1.	Certificate Course in Computer Applications	CCN	4,050 /-	4,280/-	4,380/-
2.	Certificate Course in E-Commerce	CEC	4,150/-	4,380/-	4,480/-
3.	Certificate Course in Library and Information Science	CLS	1,250/-	1,480 /-	1,580 /-
4.	Certificate Course in Naturopathy and Yogic Sciences	CNY	1,550 /-	1,780 /-	1,880 /-
5.	Certificate Course in Police Administration	CPA	1,550 /-	1,780 /-	1,880 /-
6.	Certificate Course in Plant Cell and Tissue Culture	CPC	2,770/-	3,000/-	3,100/-
7.	Certificate Course in Spoken Tamil	CST	1,550/- (in India) US \$ 200 (in other countries)	1,780/- (in India) US \$ 200 (in other countries)	1,880/- (in India) US \$ 200 (in other countries)
8.	Certificate Course in Written Tamil	CWT	1,550/- (in India) US \$ 200 (in other countries)	1,780/- (in India) US \$ 200 (in other countries)	1,880/- (in India) US \$ 200 (in other countries)

## DIPLOMA COURSES

### (A) BREAK-UP OF FEE

FEES TO BE PAID BY THE CANDIDATE AT THE TIME OF ADMISSION ONLY											
Sl. No.	Name of the Course	Course Code	Registration Fee along with filled in application Rs.	Admission Fee	Matriculation Fee for those seeking admission to the University of Madras for the first time Rs.	RECOGNITION FEE		Development Fee	Postage Fee	Special Fee	Tuition Fee
						Examination of other Universities in India Rs.	Examination of other Universities outside India Rs.				
	<b>Diploma Course in</b>										
1.	Accounting & Auditing	DAA	150	50	30	300	2020	100	500	350	1100
2.	Functional Arabic	DAF	150	50	30	300	2020	100	500	350	1100
3.	Catering & Hotel Management	DCH	150	50	30	300	2020	100	500	1500	3000
4.	Hotel Management	DHM	150	50	30	300	2020	100	500	1500	3000
5.	Information Security & Cyber Law	DIS	150	50	30	300	2020	100	500	350	1100
6.	Labour Law	DLB	150	50	30	300	2020	100	500	350	1100
7.	Logistic & Supply Chain Management	DLS	150	50	30	300	2020	100	500	1500	3000
8.	Management	DMM	150	50	30	300	2020	100	500	350	1100
9.	Naturopathy & Yogic Science	DNY	150	50	30	300	2020	100	500	350	1100
10.	Police Administration	DPA	150	50	30	300	2020	100	500	350	1100
11.	School Management	DSM	150	50	30	300	2020	100	500	450	1100
12.	Textile & Fashion Design	DTF	150	50	30	300	2020	100	500	1500	3000



FEES TO BE PAID BY THE CANDIDATE											
AT THE TIME OF ADMISSION ONLY											
Sl. No.	Name of the Course	Course Code	Registration Fee along with filled in application Rs.	Admission Fee	Matriculation Fee for those seeking admission to the University of Madras for the first time Rs.	RECOGNITION FEE		Development Fee	Postage Fee	Special Fee	Tuition Fee
						Examination of other Universities in India Rs.	Examination of other Universities outside India Rs.				
13.	Tourism & Travel Management	DTM	150	50	30	300	2020	100	500	350	1100
14.	Taxation	DTX	150	50	30	300	2020	100	500	350	1100
15.	Diploma in Yoga	DYG	150	50	30	300	2020	100	500	1000	1100
	<b>PG Diploma Course in</b>										
16.	Computer Science (PGDCS)	DCS	150	50	30	300	2020	100	500	1500	5000
17.	Export Finance & Documentation	DEF	150	50	30	300	2020	100	500	1500	5000
18.	Foreign Trade	DFT	150	50	30	300	2020	100	500	1500	5000
19.	Naturopathy & Yogic Science	DNS	150	50	30	300	2020	100	500	350	1100
20.	Public Relations	DPR	150	50	30	300	2020	100	500	350	1100
21.	Shipping and Port Management	DSP	150	50	30	300	2020	100	500	1500	3000

**(B) TOTAL FEE PARTICULARS**

<b>Sl. No.</b>	<b>COURSES</b>	<b>Course Code</b>	<b>University of Madras Graduates Rs.</b>	<b>Other University Graduates Rs.</b>
1.	Diploma Courses in Accounting and Auditing	DAA	2,100/-	2,430/-
2.	Diploma Courses in Functional Arabic	DAF	2,100/-	2,430/-
3.	Diploma Course in Catering and Hotel Management	DCH	5,150/-	5,480/-
4.	Diploma Course in Hotel Management	DHM	5,150/-	5,480/-
5.	Diploma Course in Information Security & Cyber Law	DIS	2,100/-	2,430/-
6.	Diploma Course in Labour Law	DLB	2,100/-	2,430/-
7.	Diploma in Course Logistics and SCM Management	DLS	5,150/-	5,480/-
8.	Diploma Course in Management	DMM	2,100/-	2,430/-
9.	Diploma Course in Naturopathy and Yogic Sciences	DNY	2,100/-	2,430/-
10.	Diploma Courses in Police Administration	DPA	2,100/-	2,430/-
11.	Diploma Course in School Management	DSM	2,200/-	2,530/-
12.	Diploma Course in Textile and Fashion Design	DTF	5,150/-	5,480/-
13.	Diploma Course in Tourism and Travel Management	DTM	2,100/-	2,430/-
14.	Diploma Course in Taxation	DTX	2,100/-	2,430/-
15.	Diploma Courses in Yoga	DYG	2,750/-	3,080/-
16.	P.G. Diploma in Computer Science (PGDCS)	DCS	7,150/-	7,480/-
17.	P.G. Diploma in Export Finance and Documentation	DEF	7,150/-	7,480/-
18.	P.G. Diploma in Foreign Trade	DFT	7,150/-	7,480/-
19.	P.G. Diploma in Naturopathy and Yogic Sciences	DNS	2,100/-	2,430/-
20.	P.G. Diploma in Shipping and Port Management	DSP	5,150/-	5,480/-
21.	P.G. Diploma in Public Relations	DPR	2,100/-	2,430/-

### (C) FEE DETAILS - OVERSEAS STUDENTS

(Total fees inclusive of the admission fee / tuition fee to be collected)

#### CERTIFICATE, DIPLOMA AND P.G. DIPLOMA COURSES

**TABLE I - FOR SAARC COUNTRIES**

NAME OF THE COURSE	Fees to be collected in US.\$ by the Study Centres in SAARC COUNTRIES only		
	UNIVERSITY FEE	STUDY CENTRE FEE	TOTAL FEE
Certificate Courses	US\$. 75	US\$. 38	US\$. 113
Certificate Courses in Computer Applications	US\$. 180	US\$. 90	US\$. 270
Certificate Courses in E-Commerce	US\$. 185	US\$. 93	US\$. 278
Diploma Courses	US\$. 100	US\$. 50	US\$. 150
P.G Diploma Course in Computer Science (PGDCS)	US\$. 310	US\$. 155	US\$. 465

**TABLE II - OTHER FOREIGN COUNTRIES**

NAME OF THE COURSE	Fees to be collected in US.\$ by the Study Centres in FOREIGN COUNTRIES / other than SAARC COUNTRIES		
	UNIVERSITY FEE	STUDY CENTRE FEE	TOTAL FEE
Certificate Courses	US\$. 190	US\$. 95	US\$. 285
Certificate Courses in Computer Applications	US\$. 450	US\$. 225	US\$. 675
Certificate Courses in E-Commerce	US\$. 460	US\$. 230	US\$. 690
Diploma Courses	US\$. 245	US\$. 123	US\$. 368
P.G Diploma Course in Computer Science (PGDCS)	US\$. 770	US\$. 385	US\$. 1155

**Note :** In addition to the above fees (Table I & II), a sum of **25 US.\$** is to be collected from each student towards postal charges.

**TABLE III - OTHER FEES**

NATURE OF THE FEES	Fees to be collected in US.\$ by the Study Centres in	
	SAARC Countries	Other Foreign Countries
Change of Course Fee	US\$. 30	US\$. 45
Transfer Fee for other University Students	US\$. 45	US\$. 75

**TABLE IV - EXAMINATION FEES**

Categories	SAARC COUNTRIES			other FOREIGN COUNTRIES		
	University Fees in US.\$	Service charges to the Coordinator in US.\$	Total in US.\$	University Fees in US.\$	Service charges to the Coordinator in US.\$	Total in US.\$
Diploma / Certificate Courses per Paper / Practical	6	2	8	15	5	20
Application Fee	-	-	2	-	-	5
Statement of Marks	-	-	2	-	-	5
Provisional Certificate	-	-	5	-	-	10
Convocation Degree Certificate	-	-	10	-	-	15
Migration Certificate	-	-	5	-	-	10

## 8 (a) PERSONAL CONTACT PROGRAMME

Students are instructed to note the following

1. The PCP classes both Theory and Practical for the students admitted under academic year stream through IDE Single Window Admission at Chennai & Spot Admission centres within Tamil Nadu will be conducted by the University in Chennai PCP centres.
2. **It is the sole responsibility of the concerned Study Centre / Participating Institutions to arrange and conduct the PCP Classes for their Students.**
3. Students are advised to make their own arrangement for Boarding and Lodging.
4. Students are advised to bring their own Note-books, Pens, Pencils, etc.
5. Students from other States may attend Classes at any one of the nearest PCP Centres.
6. The Co-ordinator / Additional Co-ordinator at the respective Centres will be available for any clarification regarding the course.
7. Detailed Time-Table for PCP Classes will be made available at the PCP Centres on the first day of the PCP Classes.
8. Any change in the programme will be intimated to the students at the venue of the PCP Classes.
9. PCP Classes will be held from 9.30 a.m. to 12.45 p.m. & 1.30 p.m. to 4.45 p.m.
10. Students should not use Cell Phones in the class rooms.
11. Students are advised to collect their study materials from the Study Centres by submitting their tuition fee remittance challan (designated Bank).
12. Students are instructed to keep their identity card ready to be produced for any reference.

## 8 (b) PERSONAL CONTACT PROGRAMME CENTRES

- [i] Personal Contact Programmes for all courses including practical oriented subjects offered by the Institute of Distance Education, University of Madras, will be conducted at Chennai only.

<i>PCP CENTRES</i>	<i>CENTRE CODE</i>
<b>CHENNAI</b>	<b>223</b>

***The detailed schedule for Personal Contact Programme regarding Dates, Venue, etc., will be intimated separately and also available at Website : [ideunom.ac.in](http://ideunom.ac.in)***

### **8 (C) PERSONAL CONTACT PROGRAMME**

<b>Sl. No.</b>	<b>COURSE</b>	<b>DAYS TO BE CONDUCTED</b>	<b>ATTENDANCE</b>	<b>CENTRES</b>
1	<b>B.L.I.S. *</b>	15 days per year	Optional	Chennai only
2	<b>M.L.I.S. *</b>	15 days per year	Optional	Chennai only
3	<b>C.L.I.S. *</b>	10 days per year	Optional	Chennai only
4	<b>Certificate Courses</b>	06 days per year	Optional	Chennai and Study Centres
5	<b>Certificate Courses in</b> Computer Applications E-Commerce	10 days per year	<b>Compulsory</b>	Chennai and Study Centres
6	Certificate Course in Naturopathy and Yogic Sciences	Theory 4 days per year	<b>Compulsory</b>	Chennai only
		Practical 4 days per year	<b>Compulsory</b>	
7	<b>Diploma Courses</b>	10 days per year	Optional	Chennai and Study Centres
8	Diploma Course in Naturopathy and Yogic Sciences	Theory 6 days per year	<b>Compulsory</b>	Chennai only
		Practical 4 days per year	<b>Compulsory</b>	
9.	Diploma in Hotel Management Catering & Hotel Management Textile and Fashion Design	10 days per year	<b>Compulsory</b>	Chennai Only
10.	Diploma in Logistics and Supply Chain Management	8 days per year	<b>Optional</b>	Chennai and Study Centres
11.	P.G. Diploma in Computer Applications	10 days per year	<b>Compulsory</b>	Chennai and Study Centres
12.	P.G. Diploma in Foreign Trade Management Export Finance and Documentation Shipping and Port Management	8 days per year	<b>Optional</b>	Chennai & Study Centres
13.	P.G. Diploma in Public Relations	08 days per year	Optional	Chennai only
14.	P.G. Diploma in Naturopathy and Yogic Sciences	Theory 8 days per year	<b>Compulsory</b>	Chennai only
		Practical 4 days per year	<b>Compulsory</b>	

\* Theory Classes and Practical Examinations will be held at Chennai only.

**Note :** ♦ In Chennai, classes will be conducted for all the courses. Depending upon student enrolment, classes will be conducted at study centres for the Certificate and Diploma Courses.  
♦ If the strength is not sufficient in any centre, it will be merged with the centre nearest to it.

## 9. SPOT ADMISSION CENTRES & STUDY CENTRES

<b>SPOT ADMISSION CENTRES</b>	
Sl. No.	Name of Centre, Address, Phone, Fax & Mobile
1	<p><b>INSTITUTE OF DISTANCE EDUCATION</b>, University of Madras, I.D.E. Buildings, Chepauk, CHENNAI-600 005. Phone : 044-25613727 / 25613728 / 25613999 Fax : 91-44-25360865 / 25393368</p>
2	<b>APPLICATIONS RECEIVED BY POST WITHIN TAMILNADU.</b>
3	<b>UNIVERSITY CONSTITUENT COLLEGE</b> , ECR Road, Nemili - 603 104. Phone : 044-27402535
4	<b>UNIVERSITY CONSTITUENT COLLEGE</b> , Poonthottam, Theradi, Thiruvottiyur, Chennai - 600 019. Phone : 044-25730382
5	<b>MAZHARUL ULOOM COLLEGE</b> , Reddy Thoppu, AMBUR-635 802. [Vellore District] Phone : 04174-242644 Fax : 04174-249638
6	<b>PERIYAR ARTS COLLEGE</b> , Devanampattinam, CUDDALORE-607 001. Phone : 04142-293153 Fax : 04142-293436
7	<b>GOVERNMENT ARTS COLLEGE</b> , COLLECTORATE (P.O.), DHARMAPURI-636 705. Phone : 04342-230008 Fax : 04342-281850
8	<b>GOVERNMENT ARTS COLLEGE [MEN]</b> , Chennai Road, KRISHNAGIRI-635 001. Phone : 04343-292730 Fax : 04343-234780
9	<b>GOVERNMENT ARTS COLLEGE, (Autonomous) KUMBAKONAM-612 001</b> . [Thanjavur District] Phone : 0435-2442149 / 2442977 Fax : 0435-2442977
10	<b>MODERATOR GNANADASON POLYTECHNIC COLLEGE</b> , Distillery Road, NAGERCOIL-629 001. [Kanyakumari District] Phone : 04652-223302 / 230859 Fax : 04652-223302 Mobile : 9865210713
11	<b>ST. XAVIER'S COLLEGE OF EDUCATION</b> , John's College Road, PALAYAMKOTTAI-627 002. [Tirunelveli District] Phone : 0462-2577630 Fax : 0462-2577630 Mobile : 9788421646
12	<b>GOVERNMENT ARTS COLLEGE</b> , Cherry Road, SALEM-636 007. Phone : 0427-2413273 Fax : 0427-2413273
13	<b>JAMAL MOHAMMED COLLEGE</b> , No. 7, Race Course Road, Khajanagar, THIRUCHIRAPPALLI-620 020. Phone : 0431-2333235 Fax : 0431-2331435
14	<b>GOVERNMENT ARTS COLLEGE</b> , Chengam Road, Ramanasramam P.O., THIRUVANNAMALAI-606 603. Phone : 04175-236298 Fax : 04175-236553 Mobile : 9442250302
15	<b>GOVERNMENT ARTS COLLEGE</b> , Stone House Hill P.O., UDHAGAMANDALAM-643 002, The Nilgiris Phone : 0423-2443981 Fax : 0423-2448500
16	<b>MUTHURANGAM GOVT. ARTS COLLEGE</b> , Otteri Road, Bagayam, VELLORE-632 002. Phone : 0416-2262068 Fax : 0416-2263768 Mobile : 9842281620
17	<b>PANNAIKADU VEERAMMAL PARAMASIVAM COLLEGE</b> , PVP Nagar, Dindigul Batlagundu Highway, K. Singarakottai (P.O), DINDIGUL-624 708. Phone : 04543-268444 / 268445 Fax : 04543-268633 Mobile : 9750953331
18	<b>CHERAN MATRICULATION HIGHER SECONDARY SCHOOL</b> , Vennaimalai, KARUR-639 006. Phone : 04324-222004 / 222029

### SPOT ADMISSION CENTRES

Sl. No.	Centre Code	Name of Centre, Address, Phone, Fax & Mobile
19	126	<b>ABI &amp; ABI COLLEGE ARTS, SCIENCE &amp; TECHNOLOGY</b> , Abi & Abi Nagar, Vayalur, Kumbakonam Main Road, Vayalur, THANJAVUR-613 003. Phone : 04362-253666 Fax : 04362-246444 Mobile : 9786227505
20	127	<b>VOORHEES COLLEGE</b> , 1/A, Officer's Line, VELLORE-632 001. Phone : 0416-2220317 Fax : 0416-2220318
21	128	<b>KANDASWAMI KANDAR'S COLLEGE</b> , VELUR-638 182, Paramathi-Velur Taluk, [Namakkal District] Phone : 04268-220255 Fax : 04268-223355 Mobile : 9443001385
22	129	<b>SREE AMMAN ARTS &amp; SCIENCE COLLEGE</b> , Chittode, ERODE-638 102. Phone : 0424-2533987 / 2535172 Fax : 0424-2535171
23	130	<b>PACHAIYAPPA'S COLLEGE FOR WOMEN</b> , KANCHIPURAM-631 503. Phone : 044-27222768
24	132	<b>H.H. THE RAJAH'S COLLEGE</b> , PUDUKOTTAI-622 001. Phone : 04322-221558
25	133	<b>JOHN BOSCO ARTS &amp; SCIENCE COLLEGE</b> , Tiruvallur Railway Station, Post Box No. 14, Tiruvallur Taluk, THIRUVALLUR DISTRICT-602 001 Phone : 04146-27691499 / 27600611 Mobile : 9443641266
26	134	<b>JOHN DEWEY MATRIC. HR.SEC.SCHOOL</b> , 11/F, M.R.K. Street, V. Maruthur, VILLUPURAM-605 602. Phone : 04146-251150 Mobile : 9865546688
27	135	<b>RAJESWARI VEDACHALAM GOVERNMENT ARTS COLLEGE</b> , G.S.T. Road, Near Government Hospital, CHENGALPATTU-603 001. Phone : 044-27431257 / 27427816 Fax : 044-27431257
28	136	<b>HINDUSTHAN COLLEGE OF ARTS &amp; SCIENCE</b> , Hindusthan Gardens, Behind Nava India, COIMBATORE-641 028. Phone : 422-2561633 / 2561644 / 2561666 Fax : 422-2561655
29	137	<b>SUDANDIRA MATRICULATION HIGHER SECONDARY SCHOOL</b> , Green Land, Mettu Street Cross, TIRUTTANI-631 209. Tiruvallur District. Phone : 044-27885414 Mobile : 9443019772
30	138	<b>SIDDHARTHA MATRICULATION HIGHER SECONDARY SCHOOL</b> , Sewvapet, Tiruvallur Dt - 602 025. Phone : 044-26740666
31	202	<b>TAGORE GOVT. COLLEGE OF EDUCATION</b> , M.G. Road, Middle Point, PORT BLAIR-744 101. Phone : 03192-232695 / 239688 Fax : 03192-244045
32	203	<b>WISEMAN HIGHER SECONDARY SCHOOL</b> , Vellalar Street, Mudaliarpet & Lake Street, Velrampet, PUDUCHERRY-605 004. Phone : 0413-236420 Fax : 0413-2353108 Mobile : 9894494144

### STUDY CENTRES - TAMILNADU

		<b>CHENNAI REGION</b>
1	601	<b>DEEPIGHA INSTITUTE OF MANAGEMENT &amp; TECHNOLOGY</b> , 149, 100 Feet Road, (Between Kasi Theatre & Hyundai), Ekkaduthangal, Chennai – 600 032. Ph: 72999 55236 , 98415 67876 , 044-2362 3676, Fax : 044-2225 3123
2	602	<b>BHARATH POSTGRADUATE COLLEGE</b> , Old No.45, New No.26, 1st Cross Street, Mg Nagar, Poonamallee, Chennai- 600 056 Phone : 044- 26490953 Fax : 044-24983384

## STUDY CENTRES - TAMILNADU

Sl. No.	Centre Code	Name of Centre, Address, Phone, Fax & Mobile
3	603	<b>RUKMANI THAYAR EDUCATIONAL INSTITUTION</b> , 303/10/52, Old Gst Road, Irumbuliyur Village, East Tambaram, Chennai- 600 059 Phone : 044-22393775 Fax : 044-24983384
4	604	<b>TAMBARAM ACADEMY FOR DISTANCE LEARNING</b> , No. 60, 1 <sup>st</sup> Floor, Thayagam Building, Ramasamy Street, Tambaram West, Chennai- 600 045, Phone : 044- 43159565 Fax : 044- 43159565 Mobile 9841155653
5	605	<b>ACADEMY OF DESIGN AND RESEARCH INDUSTRIAL SCHOOL</b> , W-12, 3rd Main Road, Opp To Towers Club, Annanagar, Chennai-600 040, Phone : 044-65419098 Fax : 044-26281471 Mobile : 9710406009
6	606	<b>SWARNAMMAL GANESAN EDUCATIONAL SOCIAL AND HEALTH CARE TRUST</b> , 3,Othavadai Street, Podaturpet, Pallipat [Taluk], Tiruvallur- 631208, Phone : 044-27849744 Mobile : 9444246103
7	607	<b>RENAISSANCE INSTITUTE OF MANAGEMENT STUDIES TRUST</b> , No.60, 1st Floor, 10 <sup>th</sup> Avenue, Ashok Nagar, Chennai- 600 083, Phone : 044 -42975555, 65611355 Fax : 044-45022385 Mobile : 9840781355
8	608	<b>STUDENT STUDY CENTRE</b> , No. 1, Mount Road, Little Mount, Saidapet, Chennai- 600 015, Phone : 044 – 22201333, 22350805 Fax : 044-22301314
9	609	<b>BHARATH POSTGRADUATE COLLEGE</b> ; 8, Karpagambal Nagar, Mylapore, Chennai- 600 004 Phone : 044- 24990953 / 24984366 Fax : 044-24983384
10	610	<b>TVM COLLEGE OF EDUCATION</b> , TVM Nagar, Palipet Tk, Thiruvallur District Pin – 631 208
11	611	<b>INFORMATICS EDU- ART CONSULTANCY</b> , 294, C.T.H. Road, Avadi, Chennai- 600 054 Phone : 044-26376699, 044-26376660
12	612	<b>VISALAM EDUCATION CHARITABLE TRUST</b> , 12/2 , Opp To E.R. High School, Cauvery Palam, Keelachintamani, Trichy- 620 002, Phone : 0431- 2713900
13	613	<b>NATIONAL ACADEMY OF MANAGEMENT &amp; TECHNOLOGY</b> , 149, Madhavaram High Road, Near Railway Station, Perambur, Chennai- 600 01. Phone - 044 -42779395 / 92
14	614	<b>VENUS EDUCATION CENTRE</b> , No- 30/54, North Raja Street, Tiruvallur- 602 001. Phone - 9843234234 / 9843703005
15	615	<b>OVIYA ACADEMY</b> , 161, Thiruvalluvar Salai, Thiruvanniyur, Chennai - 600 041. Phone - 044 - 64611146, 42104450
16	618	<b>AIMS ACADEMY</b> , 40, Trunk Road, Upstair of Federal Bank, Poonamallee - 600 056, Ph : 91-96262 55433, 91 4252 222955
17	619	<b>CHENGAI STUDY CENTRE</b> , 17, V.O.C. Street, Opp. Kulunthi Amman Koil, Chengalpattu - 603 001. Phone : 044-27423555 / 9840188776 Email : djbohra@gmail.com
18	620	<b>KALLAZHAGAR EDUCATIONAL INSTITUTE</b> , Old No. 383, New No. 144/D3, Rajapalayam Main Road, Sankarankovil - 627 756, Ph : 9884002347
19	655	<b>NIRDS</b> , No-1, Bus Stand Complex, Near Chinthamani Super Market, Erode- 638 003, Phone : 0424- 2261777, 9788873707



### STUDY CENTRES - TAMILNADU

Sl. No.	Centre Code	Name of Centre, Address, Phone, Fax & Mobile
20	656	<b>GLOBAL INSTITUTE</b> , 53, ANR Complex Taluk Office Road, Hosur. Phone : 04344-652234
21	657	<b>SHREE KAMATCHI EDUCATIONAL TRUST</b> , No. 48, Vallal Pachiappan Street, Kancheepuram - 631 501. Phone : 044-47203515 Mobile : 95009 50155
22	658	<b>ANNAMALAIYAR FOUNDATION</b> , 12A, Sappani Pillayar Koil Street, Kancheepuram – 631 502. Phone : 044 27232393 Fax : 044 27232393
23	659	<b>BITS &amp; BYTES COMPUTERS</b> , No.59, RNR Towers , Covai Road, Karur -639 002 Phone : 04324 -233322, 249667 Fax : 04324- 249667 Mobile : 9843034934, 9843334935
24	660	<b>NATIONAL ACADEMY</b> , No. 14, Ardhanari Street, Opp New Bus Stand Kalatagar Maligai Backside- Salem- 4 Phone : 0427-2335151
25	663	<b>SAI INSTITUTE OF MANAGEMENT STUDIES</b> , No- 367C, KKC Complex, Near APR Stores, Avinashi Road, Tiruppur - 641 602. Phone : 0421-2208113, Fax : 0421-2208113
26	664	<b>VELLORE STUDY CENTRE (P) LTD.</b> No. 9/41, Arni Road, Near Dhinesh Hospital, Vellore – 632 001. Phone : 0416 – 4200565, 4216660 Mobile : 9363023465
27	666	<b>PADMARAJAM COLLEGE OF MANAGEMENT</b> , No. 10, Kalpalam Road, Goripalayam, Madurai- 625002 Phone : 0452- 2521695, 4360664, 3265065 Fax : 0452- 4360664
28	667	<b>SRI SAI VAIGAI ACADEMY</b> , Convent Stop, 5, G H Road, Near ESI, Theni. Phone : 04546-260785
29	668	<b>SREE ARAVINDHA STUDY CENTRE</b> , No. 40, Nageswaran Sannathi, Kumbakonam - 612 001. Phone : 0435-2400105
30	669	<b>GATEWAY FOR ENTREPRENEUR AND MANAGEMENT STUDIES</b> (Gems Trust), 73/12, Annamalai Nagar, (Behind Lakshmi Complex), Salai Road, Trichy – 18. Phone : 0431 – 402 55 55 Mobile : 93444-45335 / 93446 – 54545
31	671	<b>AIMS ACADEMY</b> , No. 63/1-22A, Sri Ram nagar, New Fair Lands, Extn., Salem - 636 016. Mobile : 96262 55433

### STUDY CENTRES - OTHER STATES

1	441	<b>PONDICHERRY CENTRE FOR MANAGEMENT STUDIES TRUST</b> , No-51B, II Floor, Mission Street, Near ICI Bank, Puducherry Phone : 0413-2220925, 2220955 Mobile : 9345055255
2	433	<b>NALANDA COLLEGE NALANDA EDUCATIONAL SOCIETY</b> , S.C.O -142 , Sector -13 Main Market, Karnal (Haryana) 132001 Phone : 0184- 4033847 Fax : 0184-2201036
3	434	<b>J.B.M.COLLEGE OF DISTANCE EDUCATION</b> , Baba Mukhteshwar Siksha Samiti, Opposite to Civil Court, Near Central Bank V& P.O- Kosli(Rewari) Haryana- 123302 Phone : 01259- 276341 Fax : 01259- 276341
4	801	<b>MALABAR EDUCATIONAL AND CHARITABLE TRUSTMALABAR COLLEGE</b> , Opp. RMS Near Railway Station, Vatakara -673 101 Phone : 0496- 2275350, 09349464763

**STUDY CENTRES - OTHER STATES**

Sl. No.	Centre Code	Name of Centre, Address, Phone, Fax & Mobile
		<b>ANDHRA PRADESH</b>
5	302	<b>BOSCO INSTITUTE OF ELECTRONICS</b> , Motinagar, Erragada, Hyderabad -500 018. Phone : 040-23833742/23832361 Mobile : 09441512177
6	306	<b>VIDYANIKETAN (E.M) HIGH SCHOOL</b> , Kutty College, V.R.C.Centre, Nellore -524 003. Phone : 0861-2333097/2333107/2317612 Mobile : 09246433371
7	309	<b>M.P.R.DEGREE COLLEGE</b> , Shramika Nagar, Chinagantyada, Gajuwaka Post, Vishakapatnam-530 026 Phone : 0891-2512891 Mobile : 09866661134
8	312	<b>VASISTA INSTITUTE OF TECHNOLOGY &amp; MANAGEMENT</b> , 102,1 <sup>st</sup> Floor, Ameer Estates, Besides ICI Bank S.R. Nagar Branch, Sanjeeva Reddy Nagar, Hyderabad-500 082. Phone : 040-23758509 Mobile : 09985550088/09885550088
9	313	<b>S.M.K.S EDUCATIONAL SOCIETY</b> , Flat No. 201, 3 <sup>rd</sup> Floor, Jamuna Plaza, Himayath Nagar, Hyderabad-500 029 Phone : 040-27630650/2763065 Mobile : 09246883308
10	315	<b>BHARATI DEGREE COLLEGE</b> , Opp.Bus Stand, Station Road, Chirala-523 155 Mobile : 09840683466/09989283589
		<b>KARNATAKA</b>
11	321	<b>S.S.R COLLEGE OF SCIENCE AND COMMERCE</b> , No.11,60 Feet Road, Amarjyothi Nagar, Vijaynagar Extension, Bangalore- 560 040. Phone : 080-23107336/23113811 Mobile : 09448884488/09343106379
12	322	<b>UNIVERSAL COLLEGE</b> , No.90 Magadi Main Road, Near Tollgate Circle, Vijaynagar, Bangalore-560 044 Phone : 080-41673379/23111020/23352571 Fax : 080-2340 Mobile : 09741609599/09739524221
13	323	<b>MANAGALA EDUCATIONAL ACADEMY</b> , A.A Pais Building, 1 <sup>st</sup> Floor, Church Road, Ashok Nagar, Mangalore-575 006. Phone : 0824-2453910 Mobile : 94488 23862
14	324	<b>SAPTAGIRI ISTITUTE OF MANAGEMENT STUDIES</b> , #795, 5 <sup>th</sup> Main, Aravinda Nagar, Ist Stage (Behind Banashankar Bus Stop) Mysore-570 023. Phone : 0821-2462592 Mobile : 09986101525
		<b>KERALA</b>
15	328	<b>MALABAR EDUCATIOAL AND CHARITABLE TRUST</b> , Sims, Aiswarya Complex, Olavakkode Junction, Palakkad-678 002 Phone : 0491-3265616 Mobile : 093349119325
16	329	<b>ST.PAUL'S INSTITUTE OF MANAGEMENT &amp; TECHNOLOGY PVT.LTD.</b> , Nariyapuram P.O., Pathanamthitta-689 513. Phone : 0468-3207877 / 3207899 Mobile : 9847723324
17	330	<b>MALABAR EDUCTIONAL AND CHARITABLE TRUST, (MALABAR COLLEGE)</b> , Kalpetta – 673 121. Wayanad District. Phone : 04936 -205833 Mobile : 09447694285
18	332	<b>DON BOSCO COLLEGE</b> , Mannuthy, Thrissur – 680 651. Phone : (0487) 2371337/2370447 Mobile : 09446184468

**STUDY CENTRES - OTHER STATES**

Sl. No.	Centre Code	Name of Centre, Address, Phone, Fax & Mobile
19	333	<b>VIDYODAYA INSTITUTE OF EDUCATION &amp; MANAGEMENT</b> , 40/554, 'Abhilash' Opp. Hotel Renaissance, S.N. Junction, Palarivattom, Cochin – 682 025.
20	491	<b>VIVEKANANDA EDUCATIONAL &amp; CHARITABLE TRUST SCIENCE ACADEMY</b> , Opp. Town Hall, Cochin - 682 018. Cell : 9349119325
21	492	<b>EDUWIN DISTANCE EDUCATION CENTRE</b> , Arafat Building, Kacharipadi, Manjeri, Kerala - 676 121. Phone : 0483-6061234/9744889956
22	334	<b>SHRI VIVEKANANDA EDUCATIONAL TRUST</b> , 2 <sup>nd</sup> Floor, Manimuriyil Bank Road, Near Fathima Hospital, Calicut – 673 001. Phone : 0495-2369363 Mobile : 09400802899, 09349119325
23	335	<b>LITTLE FLOWER COLLEGE</b> , P.O. Puthenpalli, Guruvayoor – 680 103. Thrissur District. Phone : 0487-2550982 Mobile : 09526310389
24	336	<b>MALABAR EDUCATIONAL AND CHARITABLE TRUST</b> , Trade Centre, Yogasala Road, Near Municipal Bus Stand, Kannur – 670 001. 0497-2703531 Mobile : 09895182232
25	337	<b>ACADEMY FOR MANAGEMENT STUDIES</b> , KMC IX-1436 B, New Kodakasseril Building, Near Collectorate, K.K.Road, Kottayam – 686 001. Phone : 0481-2300522 Mobile : 09249490722
26	338	<b>REGIONAL MANAGEMENT COLLEGE</b> , Jubilee Road, Malappuram – 676 505. Phone : 0483-3290570
27	339	<b>INTERNATIONAL ACADEMY FOR MANAGEMENT STUDIES</b> , Meads Lane, Near Jubilee Mission Hospital, Palayam, Thiruvananthapuram – 695 034. Mobile : 09447082717
		<b>BIHAR</b>
28	341	<b>ARCADE BUSINESS COLLEGE</b> , Atya Kumar Road, Rajendra Nagar, Patna – 800 016. Phone : 0612-2666000, 2663335, 06115-2222222 Mobile : 9199662211
		<b>MAHARASHTRA</b>
29	351	<b>NATIONAL COLLEGE OF EDUCATION &amp; MANGEMENT</b> , S.S.Higher Secondary School, Behind White House, Opp. Kurla Market, Kurla (West) Mumbai – 400 070. Phone : 022-26541910/26541911/26541912 Mobile : 09867306232
30	354	<b>WISDOM INSTITUTE OF MANAGEMENT STUDIES</b> , Plot No.1, Tiwari Industries Campus, Vedant Nagar, Station Road, Aurangabad – 431 001. Phone : 0240-2464733 Mobile : 09922445008/0917577111
31	355	<b>WISDOM INSTITUTE OF MANAGEMENT STUDIES</b> , 21, Inox Square, Hiwari Layout, Wardman Nagar, Beside Jai Jalaram Mangal, Karalaya, Nagpur – 440 021. Phone : 0712-2240158 Mobile : 08055595176
32	356	<b>JVR EDUCATIONAL TRUST</b> , 1184/4, Shreenath Plaza, Dnyaneshwar, Padwka Chowk, F.C. Road, Shivaji Nagar, Pune – 411 005. 020-25536407/ 25530024 Mobile : 09960731651

**STUDY CENTRES - OTHER STATES**

Sl. No.	Centre Code	Name of Centre, Address, Phone, Fax & Mobile
		<b>MEGHALAYA</b>
33	361	SACRED HEART THEOLOGICAL COLLEGE, Mawali, Shillong – 793 008. Phone : 0364-2550315 Mobile : 0943699408
		<b>WEST BENGAL</b>
34	372	INSTITUTE OF ADVANCED STUDIES, Alexandra Court, 1st Floor, 60/1, Chowringhee Road, Kolkatta – 700 020. Phone : 033-22892909 Mobile : 9830084525
		<b>NEW DELHI</b>
35	382	VIVEKANANDA INSTITUTE OF COMPUTER EDUCATION, 2647, Hudson Lane, Near North Campus – Delhi University, Delhi – 110 009. Phone : 011-47058209 Mobile : 09268571123
		<b>GUJARAT</b>
36	391	MOHAMMEDBHAI ALIMOHAMMEDBHAI MEMON HIGHER SECONDARY SCHOOL, Gandhi Road, Bardoli – 394 601. Phone : 02622-228898 Mobile : 09913506069
		<b>SIKKIM</b>
37	411	PAKIM PALATINE COLLEGE, Hospital Road, Pakyong, East Sikkim – 737 106. Phone : 03592-257413 Mobile : 09932441720
		<b>UTTAR PRADESH</b>
38	423	INSTITUTE OF SCIENCE & TECHNOLOGY, Quarsi, Civil Lines, Etah Bye-Pass Road, Aligarh – 202 001. Phone - 0571 - 2742309, 9758615566
		<b>HARYANA</b>
39	432	GLOBAL SCHOOL OF MANAGEMENT SCIENCE, Global Foyer, Sec.43, Golf Course Road, Gurgaon – 122 002.
		<b>ASSAM</b>
40	451	NATIONAL ACADEMY OF PROFESSIONAL STUDIES, 9 <sup>th</sup> Bye Lane , Zoo Tinal, Rgb Road, Guwahati – 781 007. Phone : 0361-2466348 Mobile : 09435146170
		<b>ORISSA</b>
41	486	LIBERTY EDUCATION, Plot No.784, Saheed Nagar, Bhubaneswar, Orissa – 751 007. Phone : 0674-2543025, Fax No. 0674-2542908 Mobile : 9853087201, 2, 7, 8

## STUDY CENTRES - ABROAD CENTRE

Sl. No.	Centre Code	Name of Centre, Address, Phone, Fax & Mobile
1	503	<b>PMC SCHOOL OF LOGISTICS</b> , No.1, Sophia Road, No.03-04, Peace Centre, Singapore – 228 149. Phone- 0065-63399703 Fax: 0065-63399742.
2	504	<b>ASIAN BUSINESS COLLEGE</b> , No.200, 1 <sup>st</sup> Floor, George R. De Silva Mawatha, Colombo -13 ,Srilanka Phone- 009411-4613225 Fax: 009411-2451090.
3	506	<b>HIMALAYAN EDUCATION NETWORK</b> , Pvt. Ltd.,G.P.O Box.No.5726, Old Baneshwor Chowk-09, Kathmandu, Nepal. Phone- 977-1-4476685 Mobile-977985109909 Fax: 977-1-4477709.
4	508	<b>KUWAIT EDUCATIONAL CENTRE</b> , (Majdalawi Educational Institute For Unversity Services) P.O.Box.39271,Nuzha – 73053. Kuwait. Phone- (+965)4729161/47221439/5618333 Fax: 4729161 / 5661606.
5	510	<b>POLYGLOT INSTITUTE OMAN IIC</b> , P.O.Box.221, Ruwi Postal Code 112, Muscat, Sultanate Of Oman. Phone- 24835777 Fax: 24834602.
6	514	<b>ATLAS INTERNATIONAL COLLEGE</b> , P.O. Box 16762, Raz Al Kaimah, Free Trade Zone, Razal Al Kaimah, U.A.E. Phone - 0097150 - 7946945

## PARTICIPATORY INSTITUTIONS

1	901	<b>MADRAS INSTITUTE OF FASHION TECHNOLOGY</b> , 16A, Shastri Nagar. (Between Hotel Ambika, Empire & Mosque) 100 Feet Road, Vadapalani, Chennai-600 026 Ph : 98412 70011 , 98412 71133 , 2362 3678
2	905	<b>AIMS ACADEMY</b> , No- 63 /1-22 A, Sri Ram Nagar, Opp. Juhu Garden Services Apartment, Alagapuram, Salem – 636 016. Phone : 0427-2443445 Fax : 04252-222955 Mobile : 9626255622
3	906	<b>AYIRA VAISYA INSTITUTE</b> , No. 5/338 Sowkhali Street, Paramakudi Post & Taluk, Ramnad District, 623 707 Phone : 04564-227666 Fax : 04564-224666 Mobile : 9443684210
4	907	<b>LN GROUP OF INSTITUTES</b> , SES Campus, Behind Ekvira School, Charkop Sect.1,Kandivali (W), Mumbai-400 067 Phone : 022-28670101
5	909	<b>VIRUTSHAM FOUNDATION</b> , No. 42, Kalai Nagar 2nd Street, Old Natham Road, Kalai Nagar, Madurai- 625017. Phone : 0462- 4255595 Mobile : 9626255644
6	910	<b>ACER FOUNDATION</b> , 23/95, Laws Ghat Road, Ugarthe Nagar, Kodaikanal-624101. Phone : 044-28495454
7	923	<b>THE MARK BUSINESS SCHOOL AND RESEARCH CENTRE</b> , No. 57, Manikodi Srinivasa Nagar Main Road, Near Toll Plaza, OMR, Perungudi - 600 096. Phone : 044-2496 4101 Mobile : 98418 25101
8	924	<b>G-TEC EDUCATION</b> , House of G-Tec Indus Avenue, Kallai Road, Calicut - Kerala - 673 002. (Phone : 91 495 408833 (60 lines) Fax : 91 495 4088334
9	925	<b>HCL TECHNOLOGIES LIMITED</b> , 84, Greams Road, Thousand Lights, Chennai - 600 060. Professional Integrated Programme CA
10	911	<b>BMS INSTITUTE OF MANAGEMENT AND TECHNOLOGY</b> , No. 111, St John's Road, Bangalore – 560 042. 080 – 25547030

## PARTICIPATORY INSTITUTIONS

Sl. No.	Centre Code	Name of Centre, Address, Phone, Fax & Mobile
11	912	<b>GALAXY INSTITUTE OF MANAGEMENT GALAXY EDUCATIONAL HEALTH &amp; CHARITABLE TRUST</b> , Admin Office: Galaxy Towers, 18 4 <sup>th</sup> Street, Karpagam Avenue, Raja Annamalaipuram, Chennai – 600 028. Phone : 044 – 42102510/24956277/24956299 Mobile : 91-44-24939925
12		<b>CAMPUS: GALAXY INSTITUTE OF MANAGEMENT</b> , Tambaram Road, Vellarai, Sriperumbudhur, Kanchipuram– 602 105.
13	914	<b>NEWREEL DESIGN AND ENTERTAINMENT (P) LTD</b> , Pacifica Tech Park No-23, Rajiv Gandhi Salai, OMR (Near To Polaris Lab), Navalur, Chennai-603103 Phone : 044-28192329
14	915	<b>DIAMOND DART ACADEMY</b> , 172/9, Old Hal Airport Road, Near Domlur Bustop, Domlur, Bangalore – 71 Phone : 08025355666 Mobile : 9626255644
15	917	<b>VETHATHIRI MAHARISHI INSTITUTE FOR SPIRITUAL AND INTUITIONAL EDUCATION [VISION FOR WISDOM]</b> , Temple Of Consciousness, Arulperumjothi Nagar, Aliyar Pollachi - 642 10. Phone : 04253-288545
16	918	<b>AIMS ACADEMY</b> , No- 30, Trunk Road, Sekar Complex, Near Sundar Theatre Poonamallae, Chennai-600 056 Mobile : 09600055533
17	919	<b>APOLLO COMPUTERS EDUCATION LIMITED</b> , Ishwarya Complex, 1st Floor, No. 4, Duraisami Road, T.Nagar, Chennai - 600 017.
18	920	<b>GLOBAL SCHOOL OF FOREIGN TRADE</b> , No. 83/1C, 120 Feet Road, 3rd Floor, Venus Complex, Surveyor Colony, Min Nagar, Madurai - 625 007.
19	921	<b>WELHAM'S COLLEGE</b> , Jwalakhel Kathmandhu Lalitpur, Nepal. Phone : 9851021078, 97715008617 Cell : 0097715520509, 0097715522677
20	922	<b>INDIAN INSTITUTE OF MATERIALS MANAGEMENT</b> , IV <sup>th</sup> Floor, Chatean 'D' Amba, 110, Nelson Marikam Road, Chennai - 29. Tel No. 237427501, 23742195

## ONLINE PROGRAMME INSTITUTIONS

1	913	<b>SPE TRUST</b> , 8, Karpagambal Nagar, Mylapore, Chennai- 600 004. Phone : 24990953/24987025 Fax : 044-24983384 Mobile : 9884002347
2	916	<b>EVERONN BUSINESS EDUCATION LIMITED</b> , "Everonn House" Plot No- 96-99, Industrial Estate, Perungudi, Chennai- 600 096. Phone : 044- 42968400 Fax : 044- 24962800

## TECHNICAL COLLABORATION INSTITUTION FOR INDUSTRY INTEGRATED COURSES

1	926	<b>EDU SEARCH INDIA PVT. LTD.</b> , No. 252, Kanakapura Main Road, 7 <sup>th</sup> Block, Jaya Nagar, Bangalore - 560 082. Phone : 080-26631833 / 834 Fax : 080 - 22450490
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## ATTENTION

*Students can seek admission only at Single Window Admission Centre / Spot Admission Centres / Study Centres / Participatory Programme Centres listed in the prospectus / University Website. Students are advised not to have any dealing with any other unauthorised Institutions/ Agencies pertaining to admission to any of the courses offered by this Institute. They are cautioned that admission secured from unauthorised centres / agencies will not be entertained and university will not be held responsible for the same.*

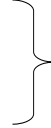
**10. GRIEVANCE FORM**  
(MAKE PHOTO COPIES FOR MULTIPLE USE)

**UNIVERSITY OF MADRAS**  
INSTITUTE OF DISTANCE EDUCATION  
CHENNAI - 600 005

Date.....

Name of the Course : .....	Year of Admission .....
Name of the Candidate : .....	Enrolment No. : .....
Address : .....	* Month and Year of passing the Examination
	Month .....
	Year .....
	* Payment Particulars .....
Pin code : .....	* These details should be furnished relating to Provisional/Degree Certificate.

Grievance in brief



Signature of the Student

(To be filled in by the Office)

Action taken

ASST./A.S.O.

SECTION OFFICER

P.R.O.

The filled-in grievance form may be sent to "The Public Relations Officer, Institute of Distance Education, University of Madras, Chepauk, Chennai - 600 005".  
(Fax : 91-44-25385539)

# STUDENTS FEEDBACK FORM

(MAKE PHOTO COPIES FOR USE)

## UNIVERSITY OF MADRAS

INSTITUTE OF DISTANCE EDUCATION

CHENNAI - 600 005

Date :

1. Name of the Teacher :

2. Course and Paper Title:

3. Name of the Centre :

Name of the Student									
Enrolment Number									

### Directions :

For each Item, Please indicate your choice of the statement by ticking under each heading.

- SA : Strongly Agree  
A : Agree  
N : Neutral  
D : Disagree  
SD : Strongly Disagree

### A. Subject Matter

- |  | SA                       | A                        | N                        | D                        | SD                       |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. The depth of coverage of the subject was adequate                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The teacher's overall organization and presentation of the subject was very clear | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The teacher stimulated intellectual curiosity.                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### B. Teacher - Leading Process

- |  |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 4. The teacher began classes in time   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The teacher used the class hour effectively.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. All the daily lectures (or class work) were well organized and in a meaningful sequence | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. The explanations were clear and to the point.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. The teacher encouraged participation and discussion by students.                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. All units of the course were completed in time  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. The teacher's method of teaching made the lecture interesting                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. The teacher's communication ability was satisfactory                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. The teacher's attitude toward the students was friendly and helpful                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. The question of the examinations were explained after the examination.                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## **11. SIMULTANEOUS ADMISSION TO CERTIFICATE & DIPLOMA COURSES**

### **INFORMATION TO CANDIDATES**

Along with the course selected, if an applicant wishes to join any one of the Certificate or Diploma Courses simultaneously, he/she should obtain separate Prospectus prescribed for the Certificate/Diploma Courses on payment of **Rs. 100/- in person** or **Rs. 150/- by post** towards the cost of Application and Prospectus and to submit the application together with bonafide certificate of the Institution where he/she is studying the Under-Graduate Degree Course.

### **ELIGIBILITY CONDITIONS**

#### **(A) CERTIFICATE COURSES**

- a) Candidates undergoing any Degree Course (Regular Stream) of the University of Madras or any other University recognised by UGC/AIU accepted as equivalent thereto by this University are eligible for admission to the Certificate Courses other than Sanskrit, French & German.
- b) A student can additionally enrol for one Certificate Course only at a time.

#### **(B) DIPLOMA COURSES**

- a) Candidates undergoing any Post-Graduate Degree Course (Regular Stream) of the University of Madras or any other University recognised by UGC/AIU accepted as equivalent thereto by this University are eligible for admission to the Diploma Courses other than Sanskrit, French & German.
- b) Candidates who have passed +2 Examinations conducted by the Government of Tamil Nadu (or) Senior School Certificate Examinations conducted by the CBSE (or) Government Board Examinations of the Other States (or) Union Territories (or) an Examination as equivalent thereof by the authorities, University of Madras are eligible for admission to the "Diploma Course in Rain Water Harvesting" only.
- c) A student can additionally enrol for one Diploma Course only at a time.

### **(C) DUAL DEGREE**

- a) Candidates, who are undergoing Undergraduate / Postgraduate / Professional Degree courses in the regular colleges affiliated to any University recognised by the UGC / AIU shall be permitted to do another Undergraduate / Postgraduate / Professional degree course in the IDE under Dual Degree programme, provided such candidates satisfy the admission requirement prescribed for the course concerned.
- b) Candidates who are under going courses in regular colleges should submit their filled in application forms along with the bonafide certificate issued by the Principal of the College where the candidate is studying at present; also the candidates should submit their basic qualification certificate in original; if the candidates are not able to submit their original certificates, such candidates should submit the Photostat copies of all the qualifying certificates duly attested by the Principal of the College, where the candidate is undergoing the course now.
- c) Candidates who are admitted in the IDE, should follow the rules and regulations prescribed for the course and satisfy all the requirements prescribed for completing the course in order to qualify for awarding the Degree.

## 12. EXAMINATIONS

1. **Candidates are instructed to read the following instructions relating to examinations carefully and take note of the special instructions relating to examinations.**
2. **Separate intimation regarding examinations and examination applications will not be sent to the students admitted from Academic Year 2012 - 2013 & Calendar Year Admissions 2013. They have to apply for examinations as and when they are eligible within the prescribed last date. Students should take photo copy of the specimen examination application appended to this Prospectus and submit it to the University before the prescribed last date furnished under serial number 4 below. The examination application can also be downloaded from the IDE website [www.ideunom.ac.in](http://www.ideunom.ac.in)**
3. The annual main examinations for Students admitted under “Academic Year Stream” are conducted at the end of the Academic Year, i.e., May every year. Subsequently, the supplementary examinations for this batch of students will be conducted during November every year.
4. The last date for submission of filled-in examination application for the Main Examinations Please refer IDE, University of Madras Website.
5. **While submitting the filled-in application for examination they should enclose the Photo copy of the fees remittance challan towards the tuition fees paid till the date of submission of examination application. Otherwise, their applications will not be registered for the examinations.**

**(Student who has not paid the Tuition fees will not be permitted to write the examinations under any circumstances)**

6. The examinations are conducted at various centres furnished in the examination application appended to this prospectus. However, the University has the right to restrict the number of examination centres depending upon the students’ strength. In such cases, students choosing a particular centre may be asked to take the examinations in the nearby Examination Centre.
7. Normally two examinations are conducted per day. The fore-noon session is from 10.00 a.m. to 1.00 p.m. and the after-noon session is from 2.00 p.m. to 5.00 p.m. Those who have cleared all the prescribed papers at the end of each year, will have only one examination per day.
8. Qualitatively, the examinations conducted for the students of Institute of Distance Education are on par with the examinations conducted for the regular College students.
9. The ID card issued by the Institute should be produced at the Examination Centre both for obtaining the hall ticket and for taking the examinations. No other ID card will be accepted for taking the examinations.
10. Even though the students are registered for the courses under English / Tamil Medium according to their choice indicated in the Admission Application form, students are permitted to write their examinations either in Tamil or English irrespective of their choice of medium of instruction at the time of admission.
11. Students, who have arrears of paper, after the completion of the duration of the course of study, may also submit the examination application form to clear their arrear papers within the last date indicated above **along with the prescribed examination fees.**



**UNIVERSITY OF MADRAS**  
**சென்னைப் பல்கலைக் கழகம்**  
**INSTITUTE OF DISTANCE EDUCATION**  
**தொலைதூரக் கல்வி நிறுவனம்**

APPLICATION FOR BLIS / MLIS / CERTIFICATE / DIPLOMA / PG DIPLOMA DEGREE  
 EXAMINATION MAY / NOVEMBER 201 .....

**BLIS/MLIS**  
**Certificate/**  
**Diploma /**  
**PG Diploma**  
 Branch:.....  
 Main Subject .....

**IMPORTANT NOTE:**

- Separate intimation regarding examinations and examination application will not be sent to students admitted from Calendar Year 2011. Keep this specimen application form till the successful completion of the degree. Candidates should use only photocopy of the specimen application to submit as and when he/she is eligible to apply for the examinations.
- The annual main examinations for students admitted under "Academic Year Stream" (Enrolement number starting with alphabet "A") are conducted at the end of the Academic Year, i.e., May every year. The supplementary examinations for this batch of students will be conducted during November every year.
- Before filling the application, please read carefully the instructions furnished in this application as well as "Instructions to Candidates".
- IMPORTANT DATES - Last date for submission of filled-in application:**  
 For May Examinations - Please refer IDE, University of Madras Website.  
 For November Examinations - Please refer IDE, University of Madras Website.  
 Applications received after this last date will be rejected.

**Designated Banks**  
**Indian Bank / IOB**

**Details of fees remitted to IDE (Xerox copies of Challan / demand draft should be enclosed)**

<p align="center"><b>Tuition fees remitted</b></p> <p>Rs..... Date:.....</p>	<p align="center"><b>Fees remitted for the current examinations:</b></p> <p>Fees paid along with Tuition fees: Rs.....                  Additional examination fees, if any, remitted now Rs.....</p>
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1.	<b>ENROLMENT NUMBER</b>											Affix here A Photograph of Size 7 cm X 5 cm Dully Signed by the candidate			
2.	<b>CENTRE*</b>	For Theory (T)						<b>Centre</b>	T						
	<b>SELECTED</b>	For Practical (P)						<b>Code No.*</b>	P						
3.	<b>MEDIUM SELECTED (As per Admission)</b>						<b>English / Tamil</b>								
4.	<b>NAME OF THE CANDIDATE (As per Admission Records)</b>														
	a. In English														
	b. In Tamil														
5.	<b>DATE OF BIRTH (In Christian Era)</b>														
6.	a. Name of Father														
	b. Name of Mother														
7.	<b>PRESENT ADDRESS</b>														
	Registered Mobile Number (RMN)						<b>Pin</b>								
8.	<b>SUBJECTS FOR WHICH THE CANDIDATE IS NOW APPEARING:</b>														
	<b>PAPER</b>	<b>SUBJECT</b>						<b>CODE</b>							
	I														
	II														
	III														
	IV														
	V														
	VI														
	VII														
	VIII														
	IX														
*Choice of Selection of examination centre is applicable for B.L.I.S. and M.L.I.S theory papers only. B.L.I.S., M.L.I.S. practical examinations as well as certificate and Diploma (theory and practical) examinations are conducted ONLY AT CHENNAI.							<b>Total Number of Paper/s Appearing</b>								

Details of Pervious Appearance:

Enrolment Number: .....

PAPER	SUBJECT	CODE				Month & year	Centre	Result
I								
II								
III								
IV								
V								
VI								
VII								
VIII								
IX								
X								
XI								
XII								

10.	In the case of MLIS Degree Candidate state whether he/she is appearing for improvement of previous performance. If "YES" furnish the details of papers in column 8 and 9 above.	<b>YES / NO</b>
11.	Details of Exemption, if any granted in any subjects. (Copy of the Exemption order issued by the Director, IDE is to be enclosed.)	
12.	State whether he/she has been rusticated for malpractice. If Yes, give details.	

I hereby declare that the above information furnished by me are correct to best of my knowledge and belief and I have paid all my tuition fees.

Station:

Date:

Signature of the Candidate

### IMPORTANT INSTRUCTIONS

- Candidate should fill in all the columns both in the Applications and Computer Coding Sheet in their own hand writing only.
- Tuition Fees should not be remitted along with the Examination Fee under any circumstances.
- Candidates, who are in arrears of Tuition Fee/Discontinued the Course are strictly advised not to apply for the Examination.
- Candidates appearing for the examination for the First time will be registered for all the papers.
- Applications received without prescribed Examination Fee will be rejected.
- Application received from the candidates for the current examination cannot be used for the subsequent examinations and that the fee, if any, paid by the candidate will not be refunded OR carried over OR adjusted for any future examination or any other purpose under any circumstances.
- Candidate should collect their "Hall Tickets" three working days before commencement of the first day of the Examination from the Chief Superintendent of their respective Examination Centre by producing his/her identity card issued by Director, IDE without fail.
- Candidates are advised to go through thoroughly the Subjects and subject codes enclosed here under before filling this Application.

**BLIS / MLIS / CERT / DIPLOMA / PG DIPLOMA**  
**EXAMINATION, MAY / NOVEMBER 201 .....**  
**(FILL THE FOLLOWING PARTICULARS IN CAPITAL LETTERS)**

தேர்வு மையம் :  Examination Centre :

பதிவு எண்.  
Enrolment No. :

பெயர்  
Name : .....

முகவரி  
Address : .....

..... PIN .....

**BLIS / MLIS / CERT / DIPLOMA / PG DIPLOMA**  
**EXAMINATION, MAY / NOVEMBER 201 .....**  
**(FILL THE FOLLOWING PARTICULARS IN CAPITAL LETTERS)**

தேர்வு மையம் :  Examination Centre :

பதிவு எண்.  
Enrolment No. :

பெயர்  
Name : .....

முகவரி  
Address : .....

..... PIN .....

**BLIS / MLIS / CERT / DIPLOMA / PG DIPLOMA**  
**EXAMINATION, MAY / NOVEMBER 201 .....**  
**(FILL THE FOLLOWING PARTICULARS IN CAPITAL LETTERS)**

தேர்வு மையம் :  Examination Centre :

பதிவு எண்.  
Enrolment No. :

பெயர்  
Name : .....

முகவரி  
Address : .....

..... PIN .....

**BLIS / MLIS / CERT / DIPLOMA / PG DIPLOMA**  
**EXAMINATION, MAY / NOVEMBER 201 .....**  
**(FILL THE FOLLOWING PARTICULARS IN CAPITAL LETTERS)**

தேர்வு மையம் :  Examination Centre :

பதிவு எண்.  
Enrolment No. :

பெயர்  
Name : .....

முகவரி  
Address : .....

..... PIN .....

# COMPUTER CODING SHEET / கணினி குறியீட்டுத்தாள்

1. Examination Centre Code:

Theory

Practical

தேர்வு மையம் / Centre Name: Theory..... Practical..... Month & Year of Exam.....

2. Enrolment Number

பதிவு எண்.

3. Name of the

Candidate (In English)

மாணவர் பெயர் (குமிழில்)

4. Date of Birth: Date

Month

Year

பிறந்த தேதி

5.

Sex :M/W Men/Women

பாலினம்

6. Year of Admission..... Batch

சேர்க்கை ஆண்டு

7.

Medium: Tamil/English

பாடமொழி : தமிழ் வழி / ஆங்கில வழி

8. Subjects for which the candidate is now appearing for the Examination:

தற்பொழுது தேர்வு எழுதவுள்ள தாள்களின் குறியீடு விவரம் (Subject Codes should alone be quoted in the columns)

9. Address

விலாசம்

10. Total Fees Paid / செலுத்திய மொத்த தேர்வுக் கட்டணம் Rs.

Signature of the Candidate / மாணவர் கையொப்பம்

### INSTRUCTIONS TO CANDIDATES

Examination will be held in the following centres only for the BLIS & MLIS Degreee Courses. Candidates may choose any one of the centre to appear for the Examination. Each Examination centre is given with a Code Number. Enter the correct Code Number of the Centre legibly in the column provided therefor in the application. The institute reserves all rights to change any of the Examination Centres at its discretion. In such cases, candidates will be intimated well in advance

CODE	CENTRE	CODE	CENTRE	CODE	CENTRE	CODE	CENTRE
01	Bangaluru	15	Salem	37	Visakhapatnam	61	Malappuram
02	Mumbai	16	Thanjavur	38	Warangal	62	Jammu
03	Kolkatta	18	Tiruchirappalli	39	Vijayawada	64	Aligarh
04	Coimbatore	20	Tiruvananthapuram	42	Thrissur	66	Calicut
05	Cuddalore	23	Vellore	45	Mysore		
06	New Delhi	25	Chennai	46	Gujarat		
09	Hyderabad	26	Port Blair	47	Varanasi		
10	Kancheepuram	27	Cochin	49	Guruvayoor		
12	Madurai	35	Patna	60	Kannur		

- 1 **CLIS, Diploma and Certificate Examinations (Both Theory and Practical) will be conducted at Chennai City (25) only.**
2. Candidates appearing for CLIS Examinations should specify their medium in which they choose to write the Examination (i.e. in English or Tamil). Once the medium is opted they will not be permitted to change it later.
3. The Examination fee prescribed for each paper except CLIS Course are as follows:

CLIS*	BLIS		MLIS		DIPLOMA & CERTIFICATE		
Theory & Practical	Theory	Practical	Theory	Practical	Theory	Practical	Project
*₹.200	₹.150	₹.200	₹.250	₹.400	₹.125	₹.125	₹.200

Statement of Marks ₹. 25/- & Cost of Application ₹.25/- are to be remitted for each appearance along with Examination Fee.

Note: Candidate appearing for the examination for the first time should pay the fees for all the papers.

CLIS Examination Both for Theory and Practical Examinatin or either for Theory or for Practical Examination the fee will be ₹.200/- only.

4. Candidates who wish'to appear for the Examination in the following centres located outside Tamil Nadu should pay an additional Fee as noted, besides the above Examination fee, for statement of marks and cost of application.

Bangaluru, Mumbai, Kolkatta, Vijayawada, Thiruvananthapuram, Cochin, Patna, Vishakapatnam, Trissur.Gujarat, Aligarh, Malappuram, Kannur, Guruvayoor, Calicut, Mysore, Hyderabad.	<b>₹. 250/- for each appearance</b>
Delhi, Port Blair, Jammu, Vanarasi & Pakyang	<b>₹. 300/- for each appearance</b>

5. The University had made arrangements with the Indian Bank / IOB to collect all fees payable to the Institute in the form of challan **WITHOUT ANY SERVICE CHARGE**. Hence the Students are hereby requested to fill in the enclosed three part challan and pay the same at the nearest branch.
6. Candidates will not be permitted for paper-wise registration, for first appearance but they can do so for the subsequent appearances.
7. Candidates who are unable to appear for the Examination in any of the paper/s may appear for such papers in the subsequent examinations as and when they, are held. However, the examination fee once paid will not be refunded in any manner or adjusted for the subsequent examinations or for any other purposes under any circumstances.
8. If he/she had been granted any exemption from appearing any paper/s he/she should give full particular/s in the column 11 and also enclose a photostat copy of the exemption order received from the Director, IDE in this regard.
9. The Candidates are permitted to apply for revaluation of papers irrespective of their appearance within the stipulated period of course. This revaluation provision is not applicable to CLIS, Diploma and Certificate courses and practical Exam. The prescribed fees for the Revaluation for each paper is ₹.750/- No refund or amount will be entertained, if applied for ineligible subjects.
10. The alications for re-valuation of answer paper together with prescribed fees should be submitted to the institute within 15 days from the date of publication of the results.



11. The last date for receipt of filled in Application is notified on the top of this Application Form. They should take into account the delays that are likely to occur during transit. Hence, the candidates are advised to forward their application to the institute much earlier to the last date. No application will be entertained under any circumstances after the Last Date.
12. The Examinations are likely to be held during the months of May / November, every year
13. Filled in application is to be forwarded to the Director, Institute of Distance Education, University of Madras, I.D.E. Building, Chepauk, Chennai - 600 005 by Registered Post with Acknowledgment due together with the following:
  - i) Address slips (Written Neatly) II) Computer Coding Sheet III) SBI / Indian Bank Challan
14. Notification with regard to their "Examination Centre and Time Table" will be sent to the candidates individually by post. Those who are not in receipt of the same may refer the paper notification that will be given in the leading News Paper both in Tamil and English and Website [www.ideunom.ac.in](http://www.ideunom.ac.in) before the commencement of the examination.
15. a. Candidates who passed their M.L.I.S. Degree within a prescribed period of two years after the completion of their M.L.I.S. Degree course can appear for improvement with a prescribed fee Rs.500/- per paper for each appearance. Others have to pay a penal fee of Rs.5000/- along with examination fees. (i.e.Rs.500/- for each paper) for each attempt upto a maximum of Ten chances.
16. CENTRE FOR PRACTICAL EXAMINATIONS :  
C.L.I.S., B.L.I.S., M.L.I.S., Practical Examination will be conducted only at Chennai City (Code No.25).  
The Date and Time of the Practical Examination will be intimated to candidates individually by post about a week before the commencement of the examination. The institute is not responsible for postal delay.
17. The Hall-Ticket should be preserved safely by the Candidate until he/she completes the whole examination and should be produced along with his/her identity Card on each and every session of the examination. Without the identity Card no Candidate will be allowed to write the examination.
18. The Statement of Marks will be sent to the candidate by Registered Post/Speed Post. The Institute is not responsible for loss in transit. In case of any loss, candidate may apply for a duplicate copy of the statement of marks by paying the prescribed fee of Rs.100/-.
19. Any discrepancies found in the statement of marks received from this office should be brought to the Notice of the Additional Controller of Examinations, IDE, within 15 days from the date of receipt of the same for necessary further action
20. The Results of the Candidates who have arrears of Tution Fee /Exam. Fee etc., will be withheld. Such candidates should contact the Director, I.D.E., and clear off the dues and "No Fee Due" Certificate should be obtained and produced to the Additional Controller of Examination. IDE to release their Results.
21. The Enrolment Number/Subject/Subject Code/Date of Examination should be written legibly by the Candidates in the appropriate boxes provided in the Main Answer Books, and the Enrolment Number should not be written in any of the inner pages of the Main books on any account. Result will not be declared in case of any deficiency in filling up the columns provided therefor in the Answer scripts and they cannot put forth any claim over that at a later stage.
22. No incriminating materials can be carried inside the examination Hall.
23. Candidates are expected to be in their seats 10 minutes before the commencement of the examination.
24. Candidates who desire to Change their Examination Centre on valid reasons should make their request one month before the commencement of I.D.E. Examinations on payment of prescribed fee of ₹.250/- (BLIS / MLIS only)
25. Any queries regarding his/her examination (MNA cases) has to be made within a month's time from the date of publication of results as the office will preserve his/her answer scripts for a limited period only for the purpose. No queries will be entertained from the candidate after this period at any circumstances.
26. Candidates whose admissions are cancelled by the Director, I.D.E., need not apply for the examination under any circumstances. If they do so the examination taken by them will be cancelled. Such candidates will be allowed to appear for the examination on production of Re-admission intimation obtained from the Director, IDE.
27. Blind Candidates will be permitted on prior permission from the Additional Controller of Examinations, IDE to appoint a Scribe (other than the Subject holder) to write their Examination. The prescribed remuneration for the scribe is to be borne by the candidates only.
28. Any discrepancy found in his/her Hall-Ticket should be brought to the notice of the Additional Controller of Examination (IDE) immediately for further action.

**CONTROLLER OF EXAMINATIONS**

## INSTRUCTIONS FOR FILLING THE COMPUTER CODING SHEET

- All columns must be filled in by the candidates only.
- For columns 1, 8, 10, 11, 14, 15, 16, 19, 20 and 21 put a (✓) in the appropriate box.
- For the other columns *follow the instructions given below*

Column No.	Details																		
2	- Write the subject chosen clearly in capital letters. <b>DEGREE COURSES</b> B.L.I.S. LIBRARY AND INFORMATION SCIENCE, M.L.I.S. LIBRARY AND INFORMATION SCIENCE.  <b>CERTIFICATE COURSES</b> LIBRARY AND INFORMATION SCIENCE, SPOKEN TAMIL, WRITTEN TAMIL, POLICE ADMINISTRATION, PLANT CELL AND TISSUE CULTURE, COMPUTER APPLICATIONS, E-COMMERCE, NATUROPATHY AND YOGIC SCIENCES.  <b>DIPLOMA COURSES</b> FUNCTIONAL ARABIC, ACCOUNTING & AUDITING, MANAGEMENT, POLICE ADMINISTRATION, YOGA, LABOUR LAW, SCHOOL MANAGEMENT, TAXATION, TOURISM AND TRAVEL MANAGEMENT, NATUROPATHY AND YOGIC SCIENCES, CATREING AND HOTEL MANAGEMENT, HOTEL MANAGEMENT, TEXTILE AND FASHION DESIGN, LOGISTICS AND SUPPLY CHAIN MANAGEMENT.  <b>P.G. DIPLOMA COURSES</b> COMPUTER SCIENCE, PUBLIC RELATIONS, NATUROPATHY AND YOGIC SCIENCES, FOREIGN TRADE, EXPORT FINANCE AND DOCUMENTATION, SHIPPING AND PORT MANAGEMENT.																		
3	- Enrolment Number (To be assigned by the office)																		
4,5,6	- Write your name, Name of the Father / Guardian / Husband, and Mother as applicable. Write only one character per box in the space provided.  - Example – The name <b>KARTHIKEYAN, M.S.</b> should be filled in as <table border="1" style="margin-left: 40px; border-collapse: collapse; text-align: center; width: 600px;"> <tr> <td style="width: 20px; height: 20px;">K</td> <td style="width: 20px; height: 20px;">A</td> <td style="width: 20px; height: 20px;">R</td> <td style="width: 20px; height: 20px;">T</td> <td style="width: 20px; height: 20px;">H</td> <td style="width: 20px; height: 20px;">I</td> <td style="width: 20px; height: 20px;">K</td> <td style="width: 20px; height: 20px;">E</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">A</td> <td style="width: 20px; height: 20px;">N</td> <td style="width: 20px; height: 20px;">,</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">.</td> <td style="width: 20px; height: 20px;">S</td> <td style="width: 20px; height: 20px;">.</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	K	A	R	T	H	I	K	E	Y	A	N	,	M	.	S	.		
K	A	R	T	H	I	K	E	Y	A	N	,	M	.	S	.				
7	- Example – The Date of Birth 10 <sup>th</sup> March 1989 should be filled in as <table border="1" style="margin-left: 40px; border-collapse: collapse; text-align: center; width: 300px;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">0</td> <td style="width: 20px; height: 20px;">0</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">9</td> <td style="width: 20px; height: 20px;">8</td> <td style="width: 20px; height: 20px;">9</td> </tr> </table>	1	0	0	3	1	9	8	9										
1	0	0	3	1	9	8	9												
9	- Furnish the correct address with Pincode to which the communication must be sent. Use the boxes starting from the first position.																		
12	- State your Religion.																		
13	- State the Caste as given in the Transfer certificate.																		
17,18	- Mention the Centre code for attending the Personal Contact Programme classes, and to collect the study materials.																		

*Note : The Personal Contact Programmes will be organized at Chennai*

2	2	3
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UNIVERSITY OF MADRAS  
INSTITUTE OF DISTANCE EDUCATION

APPLICATION NUMBER

சேர்க்கை விண்ணப்பப் படிவம் / APPLICATION FOR ADMISSION

**B.L.I.S. & M.L.I.S. COURSES - 2013-2014**

**CERTIFICATE COURSE / DIPLOMA COURSE - 2013-2014**

**ENROLMENT NUMBER** (to be assigned by the IDE office / Co-ordinator, Spot Admission Centre / Study Centre)

ACADEMIC YEAR 2013-2014

A	1	3												
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**REGISTRATION FEE**

**B.L.I.S. & M.L.I.S. Courses Rs. 150 /-**

**Certificate Courses Rs. 100 /-      Diploma Courses Rs. 150 /-**

(Payment should be made either by designated Bank Challan / Demand Draft)

**CANDIDATE TO FURNISH ALL THE REQUIRED PARTICULARS BELOW IN CAPITAL LETTERS**

Candidate to tick (✓) any one of the appropriate boxes for Tuition Fee Consession - (Refer to Page No. 17)	Differently Abled <input type="checkbox"/> Prisoner <input type="checkbox"/>
--	--

Name of the Course applied for [put a (✓) in the appropriate box]	B.L.I.S.	M.L.I.S.	CERTIFICATE	DIPLOMA	P.G. DIPLOMA

Name of the Certificate Course Applied for	Name of the Diploma Course Applied for	Medium (Tick ✓) TAMIL <input type="checkbox"/> ENGLISH <input type="checkbox"/>

PERSONAL CONTACT PROGRAMME CENTRE			STUDY CENTRE/SPOT ADMISSION CENTRE AT WHICH ADMISSION IS MADE		
PCP Centre Code	Place		Centre Code	Place	

**ADDRESS FOR COMMUNICATION (WRITE IN CAPITAL LETTERS)**

NAME : \_\_\_\_\_

S/o, D/o, W/o, C/o. : \_\_\_\_\_

Door No. & Street : \_\_\_\_\_

Town / Village Post : \_\_\_\_\_

District : \_\_\_\_\_

State : \_\_\_\_\_ INDIA

Pin code : \_\_\_\_\_

Phone (Res) : \_\_\_\_\_ Off. \_\_\_\_\_

Registered Mobile No.(RMN) : \_\_\_\_\_ E-Mail \_\_\_\_\_

Recent Passport Photograph signed by a Gazetted Officer / PRO/AR (IDE) / Faculty with Seal
--

1. NAME OF THE APPLICANT (as given in the certificate in CAPITAL LETTERS)	(a) in English	
	(b) in Tamil	
2. Name of Father / Mother / Guardian / Husband		
3. (a) Date of Birth as per Christian era	(b) Age	(c) Sex (Tick ✓) Male <input type="checkbox"/> / Female <input type="checkbox"/>
4. Nationality	5. Religion	
6. a) Community (Tick ✓) OC <input type="checkbox"/> / BC <input type="checkbox"/> / MBC <input type="checkbox"/> / SC <input type="checkbox"/> / ST <input type="checkbox"/>	b) Caste	7. Mother Tongue
8. Physically Challenged (Tick ✓) Yes <input type="checkbox"/> No <input type="checkbox"/>	9. Present Occupation	

10. Are you undergoing any other course in a College or University ? If so, Specify	
11. The wards of Defence Personnel / Ex-Servicemen should specify as :	(a) Ward of Defence Service Personnel (b) Ward of Ex-Servicemen : Navy / Army / Air force.

12. DETAILS OF EXAMINATION PASSED

Examinations passed with Subjects	Name of the Board / University with the Name of the School / College	Month & Year of Passing	Registration Number	Class with Grade/Marks	Maximum Marks
<b>S.S.L.C.</b> Strikeout whichever is not applicable (State whether it is 10 Years or 11 Years Course)					
<b>P.U.C. / Higher Secondary</b> Strikeout whichever is not applicable (State Whether it is One Year or Two Years Course)					
<b>B.A. / B.Sc / B.Com / BLIS / BLS</b> Strikeout whichever is not applicable (State Whether it is Two Years or Three Years Course)					
<b>(The above statement must be attested by the same Gazetted Officer/Assistant Registrar/ Public Relation Officer (IDE) / Faculty who attested the Photograph)</b>					

Enclosures

- (1) ..... (3) ..... (5) .....  
(2) ..... (4) ..... (6) .....

I hereby declare that all the particulars given above are correct and I agree to abide by all the Rules and Regulations of the University that are in force from time to time.

Station :

Date :

**SIGNATURE OF THE APPLICANT**

**FOR OFFICE USE ONLY**

1. Whether the application is in order : **Yes / No**

2. If not, Documents required :

- (1) ..... (3) .....  
(2) ..... (4) .....

**ADMISSION / CANCELLATION ORDER**

3. Thiru/Tmt./Selvi ..... is admitted provisionally / not admitted to the..... Degree / Diploma / PG Diploma / Certificate Course in .....Main in English/Tamil Medium during the Academic Year 2013-2014.

**CO-ORDINATOR**

**Spot Admission Centre / Study Centre**

**DIRECTOR**

4. Admission / Cancellation Intimation sent on .....

5. Certificates returned to the Candidate on .....

- (1) Statement of Marks (2) S.S.L.C Book (3) Conduct Certificate  
(4) Birth Certificate (5) Transfer Certificate (6) .....

**ASST. /ASST. SECTION OFFICER**

**SECTION OFFICER**

**ASSISTANT REGISTRAR**

**STUDY CENTRE / SPOT ADMISSION CENTRE / OFFICE**

**Signature of the Centre Co-ordinator with Seal**

**DIRECTOR**

**UNIVERSITY OF MADRAS  
INSTITUTE OF DISTANCE EDUCATION  
COMPUTER CODING SHEET**

**B.L.I.S. / M.L.I.S. / CERTIFICATE / DIPLOMA / PG DIPLOMA COURSES**

**1. Course to which admission is sought (Tick (✓) Appropriate Box)**

B.L.I.S.       M.L.I.S       CERTIFICATE       DIPLOMA   
P.G. DIPLOMA

**2. Main Subject chosen**

**3. ENROLMENT NUMBER** (to be assigned by the office)

**ACADEMIC YEAR 2013-2014**    **A**    **1**    **3**   

**4. Name of the Candidate (Write in Capital Letters) (a) in English (b) in the Regional Language**

(a)

(b)

**5. Name of Father / Guardian / Husband (Write in Capital Letters)**  
*– as per entry in the Transfer Certificate*

**6. Mother's Name (Write in Capital Letters)**

**7. Date of Birth**    Date      Month      Year

**8. Sex**    Male     Female

**9. Address for communication (do not write your name here)**

**City**  **Pincode**

**Phone :**     **Registered Mobile No. (RMN) :**     **E-Mail :**

<b>10. Nationality</b>	Indian <input type="checkbox"/>	Others <input type="checkbox"/>	<b>11. Region</b>	Urban <input type="checkbox"/>	Rural <input type="checkbox"/>
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<b>12. Religion</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<b>13. Caste</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

<b>14. Community</b>	SC <input type="checkbox"/>	ST <input type="checkbox"/>	MBC <input type="checkbox"/>	BC <input type="checkbox"/>	OC <input type="checkbox"/>
----------------------	-----------------------------	-----------------------------	------------------------------	-----------------------------	-----------------------------

<b>15. Physically challenged</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
----------------------------------	------------------------------	-----------------------------

<b>16. Are you Employed ?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
-------------------------------	------------------------------	-----------------------------

<b>17. Centre at which you propose to attend the Personal Contact Programme classes</b>	Name	<input type="text"/>
	Code No.	<input type="text"/>

<b>18. Centre at which you propose to collect the study materials (Refer Page No. 48 to 56)</b>	Name	<input type="text"/>
	Code No.	<input type="text"/>

<b>19. Are you a ward of a Defence Service Personnel? (Army / Navy / Air Force)</b>	Yes <input type="checkbox"/>	Category
	No <input type="checkbox"/>	<input type="text"/>

<b>20. Are you a ward of an Ex-service person ?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<b>21. Tuition Fee Concession Opted ? (Candidate to tick (✓) any one of the appropriate boxes - Refer Page No. 17)</b>	Differently Abled <input type="checkbox"/>
	Prisoner <input type="checkbox"/>

**Admission of Candidates from Other States**

- Candidates from other states should submit their applications at any one of the Study Centres of the Institute of Distance Education (IDE), University of Madras listed in the Prospectus, of the State concerned for admission to various courses offered by IDE.
- Applications received by post from the candidates of other States will automatically be linked to the IDE Study Centre of the State concerned.
- Applications received by post from the candidates of other States where there is no Study Centre of this Institute (IDE), will be linked to the nearby IDE Study Centre of the other State and candidates should undergo the courses offered by this Institute through such allotted IDE Study Centre only.

**Affix  
Passport Size  
Photo**

*Not to be attested*

**Station :**

**Date :**

**Signature of the Candidate**

**ADDRESS SLIP**  
**B.L.I.S. / M.L.I.S. / CERTIFICATE / DIPLOMA /**  
**PG DIPLOMA COURSES**

**Academic Year 2013 - 2014**

<b>A</b>	<b>1</b>	<b>3</b>											
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**Affix**  
**Passport Size**  
**Photo**

*Not to be attested*

To be filled in by the applicant (6 copies of his/her address) and returned with the completed application form  
 (Please note that the admission intimation, original certificates and learning materials will be sent only to this address)

**USE BALL POINT PEN ONLY. WRITE IN CAPITAL LETTERS**

Name : ..... ..... Address : ..... ..... ..... ..... PIN <table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							Name : ..... ..... Address : ..... ..... ..... ..... PIN <table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
Name : ..... ..... Address : ..... ..... ..... ..... PIN <table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							Name : ..... ..... Address : ..... ..... ..... ..... PIN <table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
Name : ..... ..... Address : ..... ..... ..... ..... PIN <table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							Name : ..... ..... Address : ..... ..... ..... ..... PIN <table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						

<b>BANK COPY</b>		
UNIVERSITY OF MADRAS INSTITUTE OF DISTANCE EDUCATION CHENNAI - 600 005. FEE PAYMENT CHALLAN		
IDE FEE COLLECTION ACCOUNT NUMBER		
INDIAN BANK	<b>783493481</b>	
IOB	<b>179101000001791</b>	
Branch : ..... Date : .....		
Student's Name		
Enrl. Number		
Mobile No.		
Course of Study	Year	
	I / II / III	
Course Subject		
Fee Code	Particulars	Rs.
<b>A</b>	Registration Fee	
<b>B</b>	Tuition Fee	
<b>C</b>	Examination Fee	
<b>D</b>	Consolidated Mark Statement Fee	
	Duplicate Mark Statement Fee	
	Provisional Certificate Fee	
<b>E</b>	Convocation Fee	
	Migration Certificate Fee	
	Verification of Certificate Fee	
	Other Fee (Please Specify)	
	<b>Total</b>	
Amount in words (Rupees .....		
Nature of Payment (✓) Cash <input type="checkbox"/> Demand Draft <input type="checkbox"/>		
D.D. No. .... Date .....		
Amount Rs. .... Bank .....		
Branch .....		
Tel. : Signature of the Candidate / Remitter		
For Bank Use Only <b>Rs.</b>		
Seal / Date Authorised Signatory		
Note : Separate Challan should be used for each type of payment		

<b>IDE COPY</b>		
UNIVERSITY OF MADRAS INSTITUTE OF DISTANCE EDUCATION CHENNAI - 600 005. FEE PAYMENT CHALLAN		
IDE FEE COLLECTION ACCOUNT NUMBER		
INDIAN BANK	<b>783493481</b>	
IOB	<b>179101000001791</b>	
Branch : ..... Date : .....		
Student's Name		
Enrl. Number		
Mobile No.		
Course of Study	Year	
	I / II / III	
Course Subject		
Fee Code	Particulars	Rs.
<b>A</b>	Registration Fee	
<b>B</b>	Tuition Fee	
<b>C</b>	Examination Fee	
<b>D</b>	Consolidated Mark Statement Fee	
	Duplicate Mark Statement Fee	
	Provisional Certificate Fee	
<b>E</b>	Convocation Fee	
	Migration Certificate Fee	
	Verification of Certificate Fee	
	Other Fee (Please Specify)	
	<b>Total</b>	
Amount in words (Rupees .....		
Nature of Payment (✓) Cash <input type="checkbox"/> Demand Draft <input type="checkbox"/>		
D.D. No. .... Date .....		
Amount Rs. .... Bank .....		
Branch .....		
Tel. : Signature of the Candidate / Remitter		
For Bank Use Only <b>Rs.</b>		
Seal / Date Authorised Signatory		
Note : Separate Challan should be used for each type of payment		

<b>STUDENT COPY</b>		
UNIVERSITY OF MADRAS INSTITUTE OF DISTANCE EDUCATION CHENNAI - 600 005. FEE PAYMENT CHALLAN		
IDE FEE COLLECTION ACCOUNT NUMBER		
INDIAN BANK	<b>783493481</b>	
IOB	<b>179101000001791</b>	
Branch : ..... Date : .....		
Student's Name		
Enrl. Number		
Mobile No.		
Course of Study	Year	
	I / II / III	
Course Subject		
Fee Code	Particulars	Rs.
<b>A</b>	Registration Fee	
<b>B</b>	Tuition Fee	
<b>C</b>	Examination Fee	
<b>D</b>	Consolidated Mark Statement Fee	
	Duplicate Mark Statement Fee	
	Provisional Certificate Fee	
<b>E</b>	Convocation Fee	
	Migration Certificate Fee	
	Verification of Certificate Fee	
	Other Fee (Please Specify)	
	<b>Total</b>	
Amount in words (Rupees .....		
Nature of Payment (✓) Cash <input type="checkbox"/> Demand Draft <input type="checkbox"/>		
D.D. No. .... Date .....		
Amount Rs. .... Bank .....		
Branch .....		
Tel. : Signature of the Candidate / Remitter		
For Bank Use Only <b>Rs.</b>		
Seal / Date Authorised Signatory		
Note : Separate Challan should be used for each type of payment		



## NOTE

Students are informed to pay fee through anyone of the following designated banks using this challan without any additional charges.

### (1) Indian Bank

(through any core banking branches)

### (2) IOB

(through any core banking branches)

மாணவர்கள் கீழ்க்காணும் ஏதேனும் ஒரு வங்கி மூலம் கூடுதல் கட்டணமின்றி உரிய கட்டணத்தைச் செலுத்துவதற்கு இந்தச் சலாணைப் பயன்படுத்தலாம்

### (1) இந்தியன் வங்கி

(கணினி இணைப்பு வசதி கொண்ட வங்கிக் கிளைகள் மூலம்)

### (2) இந்தியன் ஓவர்சீஸ் வங்கி

(கணினி இணைப்பு வசதி கொண்ட வங்கிக் கிளைகள் மூலம்)

Remittance by Demand Draft may be mailed, delivered to IDE, University of Madras.

கேட்டி வரைவோலை மூலம் கட்டணம் செலுத்துவோர் நேரடியாக / தபால் மூலம் சென்னைப் பல்கலைக்கழகத் தொலைதூரக் கல்வி நிறுவனத்தில் சேர்த்திடவும்

Students are informed to keep this portion of the challan safely till the completion of the course of study.

மாணவர்கள், சலாணின் இப்பகுதியை படிப்பு முடியும் வரை பத்திரமாக வைத்திருக்கவும்.

Students are informed to send or handover this portion of the challan to

The Director  
Institute of Distance Education  
University of Madras, Chepauk,  
Chennai - 600 005.

மாணவர்கள், சலாணின் இப்பகுதியை

இயக்குநர்  
தொலைதூரக் கல்வி நிறுவனம்  
சென்னைப் பல்கலைக்கழகம்  
சேப்பாக்கம்,  
சென்னை - 600 005.

என்ற முகவரிக்கு அனுப்பி வைக்கவும்  
அல்லது நேரடியாகச் சமர்ப்பிக்கவும்.

Particulars	Rs.
1000 X	
500 X	
100 X	
50 X	
20 X	
10 X	
5 X	
Total	