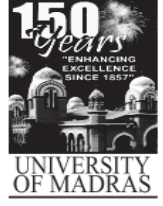




**சென்னைப் பல்கலைக்கழகம்
தொலைதூரக் கல்வி நிறுவனம்
சேப்பாக்கம், சென்னை - 600 005, தமிழ்நாடு**



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)

Semester with Credits

Academic Year 2013 - 2014

and Calendar Year 2014

**M.B.A.-GENERAL, INTEGRATED, EXECUTIVE,
M.C.A., & M.Sc. (I.T.) 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 www.ideunom.ac.in
The cost of application form of Rs.100/- should be paid along with Registration Fee of Rs. 1000/- for MBA (Executive) or Rs. 400/- 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
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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 நிமிக்கப்பட்டார். 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.

PROFESSIONAL DEGREE 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	UG. ADMISSION - I B.A. Tamil, Historical Studies, Vaishnavism. B.Sc. Mathematics, Geography, Psychology, Medical Sociology, Visual Communication Hotel & Catering Management. B.Music Music	25613752	01	PG. ADMISSION - I M.A. Tamil, Hindi, Modern Arabic, Urdu, English, Vaishnavism. M.Com. Commerce	25613748
02	UG. ADMISSION - II B.A. English, Urdu, Economics, Public Administration, Christian Studies, Criminology and Police Administration. B.Lit. Tamil Literature B.Nat. Naturopathy and Yogic Sciences	25613751	02	PG. ADMISSION - II M.A. Historical Studies, Political Science, Public Administration, Economics, Sociology, Christian Studies, Human Rights and Duties Education. M.Music Music	25613849
03	UG. ADMISSION - III B.Com. Commerce B.Com. Co-operation B.Com. Corporate Secretaryship	25613750	03	PG. ADMISSION - III M.Sc. Mathematics, Geography, Psychology, Counselling Psychology, Medical Sociology, Information Security	25613761
04	UG. ADMISSION - IV B.B.A. Business Administration B.Com. Bank Management	25613759	04	PG. ADMISSION - IV M.Sc. Information Technology [I.T.], M.C.A. Computer Applications	25613763
05	UG. ADMISSION - V B.Com. Computer Applications B.C.A. Computer Applications B.Sc. Apparel & Fashion Design BMM Bachelor of Multimedia-Animation	25613772	05	PG. ADMISSION - V M.B.A. Business Administration	25613770
06	OUS SECTION (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	PG. ADMISSION - VI (Combined with OUS Section) B.L.I.S. Library and Information Science M.L.I.S. Library and Information Science CERTIFICATE COURSES DIPLOMA COURSES P.G. DIPLOMA COURSES M.Phil. COURSES	25613762
07	SPOT ADMISSION CENTRES SECTION Undergraduate Courses Postgraduate Courses Professional Courses Certificate and Diploma Courses	25613756	07	STUDY CENTRES ADMISSION SECTION 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.A. Tamil, English, Urdu, Historical Studies, Public Administration, Economics, Christian Studies, Vaishnavism, Criminology and Police Administration.	25613723	04	E3	M.C.A., M.Sc. [I.T.]	25613735
				05	E4-A	B.Com. Commerce B.Com. Computer Applications	25613734
02	E1-B	B.Sc. Mathematics, Geography, Psychology, Medical Sociology. B.Com. Co-operation, Corporate Secretaryship. B.Lit., B.Music	25613726	06	E4-B	B.B.A.	25613711
				07	E5	B.B.M., B.C.A., M.Phil. COURSES	25613753
03	E2	M.A. Tamil, English, Hindi, Urdu, Modern, Arabic Historical Studies, Political Science, Public Administration, Economics, Sociology, Christian Studies, Human Rights and Duties Education, Vaishnavism. M.Sc. Mathematics, Geography, Psychology, Counselling Psychology, Medical Sociology. M.Com. M.Music	25613710	08	E6	M.B.A., B.L.I.S., M.L.I.S. COURSES, CERTIFICATE COURSES, DIPLOMA COURSES, P.G. DIPLOMA COURSES	25613712
				09		CERTIFICATE SECTION	25613779
				10		DESPATCH SECTION	25613717

2. COURSES OFFERED

S.No.	COURSES	DURATION	Medium of Instruction
A.	M.B.A. GENERAL		
	1. M.B.A. - Apparel Management	2 Years	English Medium
	2. M.B.A. - Educational Management	2 Years	English Medium
	3. M.B.A. - Export Import Management	2 Years	English Medium
	4. M.B.A. - Financial Management	2 Years	English Medium
	5. M.B.A. - Hospital Management	2 Years	English Medium
	6. M.B.A. - Human Resource Management	2 Years	English Medium
	7. M.B.A. - Information Security Management	2 Years	English Medium
	8. M.B.A. - International Business Management	2 Years	English Medium
	9. M.B.A. - Logistics and Supply Chain Management	2 Years	English Medium
	10. M.B.A. - Marketing Management	2 Years	English Medium
	11. M.B.A. - Operations Management	2 Years	English Medium
	12. M.B.A. - Shipping and Port Management	2 Years	English Medium
	13. M.B.A. - Systems Management	2 Years	English Medium
	14. M.B.A. - Travel and Tourism Management	2 Years	English Medium
B.	M.B.A. Integrated	5 Years	English Medium
C.	M.B.A. EXECUTIVE	1 Year Theory 1 Year Project	English Medium
D.	M.C.A. - MASTER OF COMPUTER APPLICATIONS	3 Years	English Medium
E.	M.Sc. (I.T.) - MASTER OF SCIENCE IN INFORMATION TECHNOLOGY	2 Years	English Medium

NOTE : I & II SEMESTER EXAMINATIONS WILL BE HELD TOGETHER IN II SEMESTER

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

30.09.2013

MASTER OF BUSINESS ADMINISTRATION
ELIGIBILITY CONDITIONS FOR ADMISSION

M.B.A. - GENERAL

(TWO YEARS - SEMESTER WITH CREDITS)

Candidates for admission to the first year of the Master of Business Administration Degree Course in the Institute of Distance Education shall be required to have any one of the following qualifications under 10 + 2 + 3 pattern of education :

- i. A pass in any branch of study of a Bachelor Degree/Master Degree of the University of Madras or any other University recognised by the UGC/AIU or a qualification accepted by this University as equivalent thereto.
- ii. A Professional Degree in Engineering/Technology/Medicine/Architecture/Law.
- iii. Professional qualification in Accountancy / Cost & Works Accountancy / Company Secretaryship.

M.B.A. INTEGRATED

(FIVE YEARS - SEMESTER WITH CREDITS)

Candidates for admission to the first year of the Master of Business Administration Degree Course in the Institute of Distance Education shall be required to have any one of the following qualifications under 10 + 2 pattern of education :

- i. The Pre-University Examination conducted previously by the University of Madras or any other University accepted as equivalent thereof by the authorities, University of Madras.
- ii. The Higher Secondary Examination [Academic or Vocational Stream] conducted by the Government of Tamil Nadu [or] other States [or] Union Territories [or] an Examination accepted as equivalent thereof by the authorities, University of Madras.
- iii. There should be a minimum gap of two clear years between the date of appearance in the examination in which the candidate has passed the S.S.L.C. [X Standard] and Higher Secondary Examination (+2) or any other equivalent Examination as prescribed in the Prospectus for joining the First Year of Degree Course.

- iv. The Senior School Certificate Examination [XII Standard] conducted by the Central Board of Secondary Education held in 1979 or thereafter provided that they have been declared to have passed the examinations in not less than 5 subjects of which **ENGLISH** shall be one.
- v. The Indian School Certificate Examination [12 Years] conducted by the Council for Indian School Certificate Examination held in 1977 or thereafter, provided that they have been declared to have attained the pass standard in the examinations in not less than 5 subjects of which **ENGLISH** shall be one.
- vi. Those who have passed the Plus Two examinations of the National Open School, New Delhi.
- vii. Pre-Technical Examination previously conducted after 11 years of study by the State Board of Technical Education and Training, Chennai.
- viii. Intermediate Examination [2 years] of Andhra Pradesh, Pre-Degree Examination [2 Years] of Kerala and Pre-University Examination [2 Years] of Karnataka under the 10+2 pattern.
- ix. Candidates who have successfully completed 12 or 13 years of education in any State in India or Abroad under 11+1 or 10+2 or 11+2 pattern, subject to approval by the authorities of this University.
- x. Candidates who have Passed Two Years Foundation Course Examination (as equivalent to 12th Std) of Annamalai and Madurai Kamaraj Universities after passing 10th Std.
- xi. Candidates who have successfully passed the Three Year Diploma Examinations conducted by the State Board of Technical Education and Training, Chennai after passing 10th Standard Examination.
- xii. Candidates who have passed the **G.C.E.** [Advanced Level / Principal Level] with not less than 3 subjects in the 'A' Level with **ENGLISH** in the 'O' Level / **SUBSIDIARY** Level.

M.B.A. - Executive

(TWO YEARS - SEMESTER WITH CREDITS)

A graduate in any discipline of recognized University / deemed university under 10 + 2 + 3 pattern of education with a minimum of 3 years of work experience in managerial / supervisory / executive cadre in business / industry in private or public sector or in government / semi government / quasi government institutions.

Master of Computer Application - M.C.A.

(THREE YEARS - SEMESTER WITH CREDITS)

Candidate who has passed the under-mentioned degree examinations of this University or an examination of other institution recognized 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 shall be eligible for admission to the M.C.A. Degree Course.

- i. B.C.A. / B.E.S. / B.Sc. in Computer Science / Mathematics / Physics / Statistics / Applied Sciences

OR

- ii. B.Com / Bachelor of Bank Management / B.B.A. / B.L.M. / B.A. Corporate Secretaryship / B.A. Economics / any other Bachelor's Degree in any discipline with Business Mathematics and Statistics or Mathematics / Statistics in Main / Allied level

OR

- iii. B.Sc. Chemistry with Mathematics and Physics as allied subject

OR

- iv. B.E. / B.Tech / M.B.A.

OR

- v. A Bachelor's Degree in any discipline with Mathematics as one of the subject at the Higher Secondary level (i.e. in +2 level of the 10+2 pattern)

Provision for Lateral Admission

Candidates with PGDCS of this University or any other University as equivalent thereto, provided he/she satisfies the eligibility condition as above, shall be admitted to the Second Year of the M.C.A. Degree Course.

Master of Information Technology - M.Sc. IT

(TWO YEARS - SEMESTER WITH CREDITS)

A Candidate who has passed any Bachelor's degree of not less than three years duration under 10+2+3 pattern having studied Mathematics or Statistics or Business Mathematics or Business Statistics or Mathematical Physics as Main or Allied subject from University of Madras or from any other University accepted as equivalent thereto.

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.1000/-** for M.B.A. Executive or Rs. 400/- 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.1000/-** for M.B.A. (Executive) or Rs. 400/- 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 Professional Degree 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** or **11 + 1** or **10 + 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 **Professional** Courses, together with **Registration Fee of Rs.1000/-** for M.B.A. Executive or Rs. 400/- 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** 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.
16. The **Tuition Fee** and **other fees** for the **First Year** should be paid only after receiving the intimation letter of provisional admission. **For payment of subsequent tuition fees and other fees for second and third year, no separate intimation will be sent to the candidates admitted. Hence, 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.**

20. LATERAL ADMISSION

(i) For MBA (General) / M.Sc. (IT) (Two years)

Candidates who have completed their First year or discontinued Second year of the MBA (General) / M.Sc. (IT) degree courses from the colleges / autonomous colleges affiliated to this University or of any other UGC recognised Universities in India or of any Universities from abroad may be permitted to continue their Second year MBA (General) / MSc (IT) degree courses in the IDE.

Initially provisional admission will be given with exemption for the year completed on condition that the candidates have to appear and pass the papers from the first year onwards; however exemption for papers in which the candidate has already passed may be considered after perusal of the authenticated syllabus submitted by the candidates by the authorities of the University of Madras. On approval the candidate will be informed individually. The candidates who are opting lateral admission are **NOT ELIGIBLE** for **CLASSIFICATION**.

(ii) For MCA (Three years)

Candidates who have completed their First year / Second year or discontinued Second / Third year of the MCA degree courses from the colleges / autonomous colleges affiliated to this University or of any other UGC recognised Universities in India or of any Universities from abroad may be permitted to continue their Second / Third year MCA degree courses in the IDE.

Initially provisional admission will be given with exemption for the year completed on condition that the candidates have to appear and pass the papers from the first year onwards; however exemption for papers in which the candidate has already passed may be considered after perusal of the authenticated syllabus submitted by the candidates by the authorities of the University of Madras. On approval the candidate will be informed individually. The candidates who are opting lateral admission are **NOT ELIGIBLE** for **CLASSIFICATION**.

- (iii) The following certificates/documents (in Original and two sets of Photocopies) should be submitted along with the admission application for considering the Lateral Admission to the above courses.

- a. Registration fee payment receipt;
- b. Filled in application form, Computer Coding Sheet & Address slip;
- c. Transfer Certificate from the Head of the Institution where the applicant last studied.
- d. Photo Copies of the certificates for the First / Second year statement of marks of the qualifying degree, right from their secondary school education, duly attested;
- e. If the certificates are in a language other than English / Tamil an authenticated translation in English language duly attested by the Gazette officer.
- f. Copy of syllabus duly attested by the Principal of the College / head of the Department where they have studied;
- g. Candidates who have passed their qualifying examination from abroad, such candidates should submit an **“EQUIVALENCE CERTIFICATE”** obtained from the Association of Indian Universities (AIU) New Delhi in conformity with the course undergone by them as equivalent to the courses offered in recognised Indian Universities. (Address : The secretary, Association of Indian Universities, 16, Kotla Marg, AIU House, New Delhi - 110 002).
- h. Format for Lateral Admission to Professional degree.

21. CONDONATION OF BREAK IN STUDIES

Candidates who have discontinued courses from Colleges or from this Institute and who seek admission in this Institute in the Second/Third Year of the course should pay a sum of **Rs. 500/-** or such fee as may be in force from time to time towards condoning the break in study and for permission to rejoin the course. Candidates from other Universities should pay **Rs.750/-** towards transfer fee in addition to condonation fee, if he/she wants to join in the Second/Third year course.

22. INCASE OF DISCONTINUANCE OF STUDY

Students who want to discontinue their courses after the completion of first year should inform the **Director, IDE., before 31st May of every year.** Otherwise, **full fees will be collected for the subsequent years.** Only after receiving the entire fees, his/her Course Completion Certificate will be issued. **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 Professional Degree Courses.

23. CHANGE OF COURSE

Candidates are advised to make a firm choice of the course of study they wish to pursue before sending the application for admission. Normally, change of subject 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.

24. 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 MCA / MSc (IT) program of this university has to undergo compulsorily theory and practical classes (as referred in pg. No. 59) 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. 59) 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 Tamil Nadu and Puducherry 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.

25. 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**.

26. 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.

27. IDENTITY CARD

Identity Card will be issued after the receipt of First Year 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.

28. 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.

29. 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.

30. 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.

31. 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 / Study Centres may also provide the above particulars. In all the communications to the Institute, these candidates should quote the Enrolment Number and address.

32. 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).

33. **The University has the right to cancel / suspend any course/s mentioned in the Prospectus for various administrative reasons.**
34. 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.
35. No conduct certificate will be issued to any student of this Institute.
36. 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

THE LAST DATES FOR THE RECEIPT OF THE TUITION FEE IS GIVEN BELOW.

YEAR	LAST DATE	
SECOND YEAR	JULY 25, 2014 (For Academic Year Admissions)	FEBRUARY 16, 2015 (For Calendar Year Admissions)
THIRD YEAR	JULY 24, 2015 (For Academic Year Admissions)	FEBRUARY 26, 2016 (For Calendar Year Admissions)

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 M.B.A. Integrated degree 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 various PCP centres. (Refer Page No. 57 to 59)
10. The PCP Theory & Practical classes and examinations for the Students those admitted under Calendar year stream through Single Window admission at Chennai & Spot Admission Centres within Tamilnadu will be conducted **only in Chennai.**

**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. 60 - 61)
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 - 9 and for documents / certificates to be submitted Refer Page. No. 11)
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. 52 - 55 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 Second year learning materials can be collected by the students at the Spot Admission Centres on production of the student copy of payment challan endorsed by the designated Bank.
8. 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 various PCP centres. (Refer Page No. 57 - 59)
9. The PCP Theory & Practical classes and examinations for the Students those admitted under Calendar year stream through Single Window admission at Chennai & Spot Admission Centres within Tamilnadu will be conducted **only in Chennai.**

**(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. 62 - 68)
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. 7-9 and for documents / certificates to be submitted (Refer Page No. 11)
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. 53 - 55 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. 55 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. 67 & 68 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 - 9 and for documents / certificates to be submitted (Refer Page. No. 11)
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. 52 - 54 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.**

MASTER OF BUSINESS ADMINISTRATION
(M.B.A. General - Two Years - Semester with Credits)
6(A) SCHEME OF EXAMINATIONS
FIRST YEAR

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I - Semester					
1	Management Principles	3	100	50	4
2	Quantitative and Research Methods in Business	3	100	50	4
3	Organisational Behaviour	3	100	50	4
4	Management Accounting	3	100	50	4
5	Managerial Economics	3	100	50	4
II - Semester					
6	Legal Systems in Business	3	100	50	4
7	Business Communication	3	100	50	4
8	Business Ethics	3	100	50	4
9	Applied Operations Research	3	100	50	4
10	Business Policy and Strategic Management	3	100	50	4

SECOND YEAR

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
III - Semester					
11	Human Resources Management	3	100	50	4
12	Marketing Management	3	100	50	4
13	Operations Management	3	100	50	4
14	Financial Management	3	100	50	4
15	Management Information Systems	3	100	50	4
(Above 15 Papers are common to all branches)					
IV - Semester (Electives)					
16-20	Five papers in any one of the following Elective Subjects (details furnished below)	3	100	50	15
21	PROJECT WORK Project Viva Voce (OR) Any two Optional Papers from Group-A (or) Group-B (or) Group-C (or) Group - D (or) Group - E (or) Group - F (or) Group - G (Details furnished in the 18 th Page)		150 } 50 } 200	100	8

II YEAR - (IV SEMESTER) ELECTIVES

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
	Electives :				
	(I) Apparel Management				
16	Textile and Fabric Science	3	100	50	3
17	Fashion Merchandising	3	100	50	3
18	Apparel Manufacturing Technology	3	100	50	3
19	Apparel Production Management	3	100	50	3
20	Consumer Behaviour in Fashion	3	100	50	3
	(II) Education Management				
16	Educational Policy, Planning and Administration	3	100	50	3
17	Economics of Education	3	100	50	3
18	Educational Institution Management	3	100	50	3
19	Institutional Linkage for Educational Management	3	100	50	3
20	Educational Technology	3	100	50	3
	(III) Export Import Management				
16	International Trade and Commerce	3	100	50	3
17	Foreign Trade and Policy	3	100	50	3
18	International Logistics Management	3	100	50	3
19	Cross Cultural Business Management	3	100	50	3
20	Foreign Exchange Management	3	100	50	3
	(IV) Financial Management				
16	Corporate Finance	3	100	50	3
17	Security Analysis and Portfolio Management	3	100	50	3
18	Tax Management	3	100	50	3
19	Merchant Banking and Financial Services	3	100	50	3
20	Strategic Cost Management	3	100	50	3
	(V) Hospital Management				
16	Health Policy and Health Care System	3	100	50	3
17	Hospital Planning and Designing	3	100	50	3
18	Hospital Records Management	3	100	50	3
19	Hospital Core Services	3	100	50	3
20	Hospital Support Services	3	100	50	3
	(VI) Human Resource Management				
16	Industrial and Labour Relations	3	100	50	3
17	Human Resources Development	3	100	50	3
18	Total Quality Management	3	100	50	3
19	Training and Development	3	100	50	3
20	Performance Management	3	100	50	3
	(VII) Information Security Management				
16	Information Security Management Practice	3	100	50	3
17	Information Risk Management	3	100	50	3
18	Secure E + Business	3	100	50	3
19	Resilience Management BCDRMS	3	100	50	3
20	Information Systems. Audit, Assurance and Standard	3	100	50	3

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
	(VIII) International Business Management				
16	Export Management and Documentation	3	100	50	3
17	International Business Environment	3	100	50	3
18	Management Strategies of MNCs	3	100	50	3
19	Import Management	3	100	50	3
20	International Marketing	3	100	50	3
	(IX) Logistics and Supply Chain Management				
16	Logistics and Managing the Supply Chain	3	100	50	3
17	International Transport Systems	3	100	50	3
18	Inventory and Warehousing Management	3	100	50	3
19	Liner Trade and Multimodal Transport	3	100	50	3
20	Advanced Operations Research	3	100	50	3
	(X) Marketing Management				
16	Marketing Research and Consumer Behaviour	3	100	50	3
17	Advertising Management and Sales Promotion	3	100	50	3
18	Sales Management and Distribution Management	3	100	50	3
19	Services Marketing	3	100	50	3
20	Retail Marketing	3	100	50	3
	(XI) Operations Management				
16	Supply Chain Management	3	100	50	3
17	World Class Manufacturing	3	100	50	3
18	Business Process Management and Outsourcing	3	100	50	3
19	Project Management	3	100	50	3
20	Maintenance Management	3	100	50	3
	(XII) Shipping and Port Management				
16	Port and Terminal Management	3	100	50	3
17	Shipping Management	3	100	50	3
18	Port Pricing and Finance	3	100	50	3
19	Port Marketing and Services	3	100	50	3
20	Maritime Business	3	100	50	3
	(XIII) System Management				
16	Data Base Management Systems	3	100	50	3
17	System Analysis and Design	3	100	50	3
18	Decision Support System	3	100	50	3
19	E-Business Technology and Management	3	100	50	3
20	Knowledge Management System	3	100	50	3
	(XIV) Travel and Tourism Management				
16	Front Office Management	3	100	50	3
17	Principles of Tourism	3	100	50	3
18	Hospitality Management	3	100	50	3
19	Customer Relations and Services Management	3	100	50	3
20	Tourism Planning and Marketing	3	100	50	3

SECOND YEAR - PROJECT WORK / OPTIONAL SUBJECTS

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
21	<p>OPTIONAL SUBJECTS (Students may select any Two Subjects from any one of the following Seven Groups (A to G) in lieu of PROJECT WORK)</p> <p>GROUP-A</p> <p>1. Industrial Marketing</p> <p>2. Customer Relations Management and Relationship Marketing</p> <p>3. Managing Web Application Security</p> <p>4. Information Technology Governance</p>	3	100	50	4
	<p>3. 100</p> <p>50</p> <p>4</p> <p>4. 100</p> <p>50</p> <p>4</p>	3	100	50	4
	<p>3. 100</p> <p>50</p> <p>4</p> <p>4. 100</p> <p>50</p> <p>4</p>	3	100	50	4
	<p>3. 100</p> <p>50</p> <p>4</p> <p>4. 100</p> <p>50</p> <p>4</p>	3	100	50	4
	<p>3. 100</p> <p>50</p> <p>4</p> <p>4. 100</p> <p>50</p> <p>4</p>	3	100	50	4
	<p>3. 100</p> <p>50</p> <p>4</p> <p>4. 100</p> <p>50</p> <p>4</p>	3	100	50	4
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	<p>3. 100</p> <p>50</p> <p>4</p> <p>4. 100</p> <p>50</p> <p>4</p>	3	100	50	4
	<p>3. 100</p> <p>50</p> <p>4</p> <p>4. 100</p> <p>50</p> <p>4</p>	3	100	50	4
	<p>3. 100</p> <p>50</p> <p>4</p> <p>4. 100</p> <p>50</p> <p>4</p>	3	100		

6(B) PROJECT REPORT

Each student shall be required to prepare, on the basis of investigations carried out by him/her in a business or industrial organization, project report on possible solutions for a typical problem of current interest in the area of Management. The report should demonstrate the capability of the student for some creative potential and original approach to solve the practical problems in to-day's business or industry. The report should include field studies, surveys, interpretation, planning and design of improved integrated management systems, presented in a comprehensive manner with recommendations for solutions based on scientifically worked out data. The Project Report must be submitted through the Supervisor and the Head of the Department on or before 30th April (for academic year) and 30th November (for calendar year) failing which the candidate will be treated as appearing on a second occasion and shall **NOT BE ELIGIBLE** for **FIRST CLASS** and **RANKING**.

6(C) REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTER

1. Candidate shall register their names for the First and Second Semester Examination together at the end of Second Semester.
2. Candidates shall be permitted to proceed from the First Semester upto Final semester irrespective of their failure in any of the Examination subject to the condition that the candidates should register for all the arrears subjects of earlier semester along with current (subsequent) subjects.

6(D) CLASSIFICATION FOR SUCCESSFUL CANDIDATES

Candidates who secures CGPA of 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 attempt; otherwise it will be treated as First Class.

Candidates who secures CGPA of 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 attempt; otherwise it will be treated as First Class.

Candidates who secures CGPA of 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 as per the scheme of Examination at the First Appearance.

All other successful candidates shall be declared in SECOND CLASS.

Only those candidates who have passed all the papers including practical and project work in the first appearance as per the scheme of examination shall be considered for the purpose of RANKING.

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)

C_i = Credits earned for course i in any semester / year.
 G_i = Grade Point obtained for course i in any semester / year.
 n refers to the semester/year in which such courses were credited.

For a Semester/Year:

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses (passed) in a semester/year}}$$

For the entire programme:

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

(CGPA is calculated only if all the courses in the entire programme are passed)

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.

MASTER OF BUSINESS ADMINISTRATION

6.1 (A) (M.B.A. Integrated - Five Years - Semester with Credits)

SCHEME OF EXAMINATIONS

FIRST YEAR

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I - Semester					
1	Language I	3	100	40	4
2	English II	3	100	40	4
3	Principles of Management	3	100	40	4
4	Financial Accounting	3	100	40	4
II - Semester					
5	Language II	3	100	40	4
6	English II	3	100	40	4
7	Managerial Economics	3	100	40	4
8	Business Communication	3	100	40	4

SECOND YEAR

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
III - Semester					
9	Cost and Management Accounting	3	100	40	4
10	Business Environment	3	100	40	4
11	Business Regulatory Framework	3	100	40	4
IV - Semester					
12	Business Statistics and Mathematics	3	100	40	4
13	Business Organisation	3	100	40	4
14	Organisational Behaviour	3	100	40	4

THIRD YEAR

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
V - Semester					
15	Financial Management	3	100	40	4
16	Marketing Management	3	100	40	4
17	Production and Material Management	3	100	40	4
VI - Semester					
18	Human Resource Management	3	100	40	4
19	Entrepreneurship Development	3	100	40	4
20	Banking and Financial Services	3	100	40	4

FOURTH YEAR

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
VII - Semester					
21	Introduction to Information Technology	3	100	40	4
22	Principles of Insurance	3	100	50	4
23	Business Ethics	3	100	50	4
24	Legal Systems in Business	3	100	50	4
VIII - Semester					
25	Research Methodology	3	100	50	4
26	Applied Operations Research	3	100	50	4
27	Computer Language for Management	3	100	50	4
28	Business Policy	3	100	50	4

FIFTH YEAR

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
IX - Semester					
29	Strategic Management	3	100	50	4
30	Management Information System and EDP	3	100	50	4
31	International Marketing	3	100	50	4
X - Semester					
32 - 35	ELECTIVE SUBJECTS Four papers in any one of the following Elective Subjects (Details furnished below)	3	100	50	12
36	Project Work or Any two optional papers from one of the groups [A, B, C, D, E, F & G]		200	100	8

X ELECTIVE SUBJECTS

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
ELECTIVES					
I) MARKETING					
32	Marketing Research and Consumer Behaviour	3	100	50	3
33	Advertising Management and Sales Promotion	3	100	50	3
34	Sales Management and Distribution Management	3	100	50	3
35	Services Marketing	3	100	50	3
II) FINANCE					
32	Corporate Finance	3	100	50	3
33	Security Analysis and Portfolio Management	3	100	50	3
34	Tax Management	3	100	50	3
35	Merchant Banking and Financial Services	3	100	50	3

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
	III) SYSTEMS				
32	Data Base Management Systems	3	100	50	3
33	System Analysis and Design	3	100	50	3
34	Decision Support System	3	100	50	3
35	E-Business Technology and Management	3	100	50	3
	IV) HUMAN RESOURCE				
32	Industrial and Labour Relations	3	100	50	3
33	Human Resources Development (HRD)	3	100	50	3
34	Total Quality Management	3	100	50	3
35	Training and Development	3	100	50	3
	V) OPERATIONS MANAGEMENT				
32	Supply Chain Management	3	100	50	3
33	World Class Manufacturing	3	100	50	3
34	Business Process Management and Outsourcing	3	100	50	3
35	Project Management	3	100	50	3
	VI) INTERNATIONAL BUSINESS MANAGEMENT				
32	Export Management and Documentation	3	100	50	3
33	Foreign Exchange Management	3	100	50	3
34	Management Strategies of MNCs	3	100	50	3
35	Import Management	3	100	50	3
	VII) TRAVEL AND TOURISM MANAGEMENT				
32	Front Office Management	3	100	50	3
33	Principles of Tourism	3	100	50	3
34	Hospitality Management	3	100	50	3
35	Customer Relations and Services Management	3	100	50	3
	VIII) EDUCATIONAL MANAGEMENT				
32	Educational Policy, Planning and Administration	3	100	50	3
33	Economics of Education	3	100	50	3
34	Educational Institution Management	3	100	50	3
35	Institutional Linkage for Educational Management	3	100	50	3

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
	IX) HOSPITAL MANAGEMENT				
32	Health Policy and Health Care System	3	100	50	3
33	Hospital Planning and Designing	3	100	50	3
34	Hospital Records Management	3	100	50	3
35	Counselling	3	100	50	3
	X) APPAREL MANAGEMENT				
32	Textile and Fabric Science	3	100	50	3
33	Fashion Merchandising	3	100	50	3
34	Apparel Manufacturing Technology	3	100	50	3
35	Apparel Production Management	3	100	50	3
	XI) EXPORT IMPORT MANAGEMENT				
32	International Trade and Commerce	3	100	50	3
33	Foreign Trade and Policy	3	100	50	3
34	International Logistics Management	3	100	50	3
35	Cross Cultural Business Management	3	100	50	3
	XII) LOGISTICS AND SUPPLY CHAIN MANAGEMENT				
32	Logistics and managing the supply chain	3	100	50	3
33	International transport systems	3	100	50	3
34	Inventory and warehousing Management	3	100	50	3
35	Liner trade and Multimodal transport	3	100	50	3
	XIII) SHIPPING AND PORT MANAGEMENT				
32	Port and terminal Management	3	100	50	3
33	Shipping management	3	100	50	3
34	Port pricing and finance	3	100	50	3
35	Port Marketing and Services	3	100	50	3

X Semester
PROJECT WORK / OPTIONAL SUBJECTS

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
36	OPTIONAL SUBJECTS				
	(Students may select any Two Subjects from any one of the following Seven Groups in lieu of PROJECTWORK)				
	GROUP-A				
	1. Retail Marketing	3	100	50	4
	2. Rural Marketing	3	100	50	4
	3. Industrial Marketing	3	100	50	4
	4. Customer Relations Management and Relationship Marketing	3	100	50	4
	GROUP-B				
	1. Organisational Development	3	100	50	4
	2. Entrepreneurship and Management of Small Business	3	100	50	4
	3. Derivatives	3	100	50	4
	4. Risk Management and Insurance	3	100	50	4
	GROUP-C				
	1. WTO Constitution and Operation	3	100	50	4
	2. Global Investment, Instruments and Institutions	3	100	50	4
	3. Global Tourism	3	100	50	4
	4. Emerging Issues in Tourism	3	100	50	4
	GROUP-D				
	1. Educational Infrastructure	3	100	50	4
	2. Instructional Design and Curriculum Development	3	100	50	4
	3. Hospital Core Services	3	100	50	4
	4. Hospital Support Services	3	100	50	4
	GROUP-E				
	1. Integrated Materials Management	3	100	50	4
	2. Value Analysis and Engineering	3	100	50	4
	3. Fashion Retail Management	3	100	50	4
	4. Consumer Behaviour in Fashion	3	100	50	4
	GROUP-F				
1. Logistics and operations management	3	100	50	4	
2. Legal Aspects of Shipping	3	100	50	4	
3. Software Project Management	3	100	50	4	
4. Computer Networks	3	100	50	4	
GROUP-G					
1. International Transportation Law	3	100	50	4	
2. Transport Economics	3	100	50	4	
3. International Business Law	3	100	50	4	
4. Global Marketing management	3	100	50	4	

All the subjects are evaluated for 100 marks and Project Work is for 200 marks.

6.1 (B) PROJECT REPORT

Each student shall be required to prepare, on the basis of investigations carried out by him/her in a business or industrial organization, project report on possible solutions for a typical problem of current interest in the area of Management. The report should demonstrate the capability of the student for some creative potential and original approach to solve the practical problems in to-day's business or industry. The report should include field studies, surveys, interpretation, planning and design of improved integrated management systems, presented in a comprehensive manner with recommendations for solutions based on scientifically worked out data. The Project Report must be submitted through the Supervisor and the Head of the Department on or before 30th April (for academic year) and 30th November (for calendar year) failing which the candidate will be treated as appearing on a second occasion and shall **NOT BE ELIGIBLE** for **FIRST CLASS** and **RANKING**.

6.1 (C) REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTER

1. Candidate shall register their names for the First and Second Semester Examination at the end of Second Semester.
2. Candidates shall be permitted to proceed from the First Semester upto Final semester irrespective of their failure in any of the Examination subject to the condition that the candidates should register for all the arrear subjects of earlier semester along with current (subsequent) subjects.

6.1 (D) CLASSIFICATION OF SUCCESSFUL CANDIDATES

(a) Foundation Courses

(i) Tamil / Alternative Language Subject

(i) Successful candidates passing the examinations for the language papers and 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 for the language papers and 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 for the language papers and 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 the language papers and securing CGPA 5.0 and above but below 6.0 in the aggregate shall be declared to have passed the examinations in the **Second Class**. All other successful candidates shall be declared to have passed the examination in the **Third Class**.

(ii) English

(i) Successful candidates passing the examinations for the English papers and 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 for the English papers and 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 for the English papers and 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 the English papers and securing CGPA 5.0 and above but below 6.0 in the aggregate shall be declared to have passed the examinations in the **Second Class**. All other successful candidates shall be declared to have passed the examination in the **Third Class**.

(iii) Main, Elective and Optional Papers / Project Work

Candidates who secures CGPA of 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.

Candidates who secures CGPA of 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.

Candidates who secures CGPA of 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 as per the scheme of Examination at the First Appearance.

All other successful candidates shall be declared in SECOND CLASS.

Only those candidates who have passed all the papers including practical and project work in the first appearance as per the scheme of examination shall be considered for the purpose of RANKING.

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)

C_i = Credits earned for course i in any semester / year.
 G_i = Grade Point obtained for course i in any semester / year.
 n refers to the semester/year in which such courses were credited.

For a Semester/Year:

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses (passed) in a semester/year}}$$

For the entire programme:

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

(CGPA is calculated only if all the courses in the entire programme are passed)

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.

MASTER OF BUSINESS ADMINISTRATION
6.2 (A) (M.B.A. Executive - Two Years - Semester with Credits)

FIRST YEAR

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I Semester					
1	Management Principles and Processes	3	100	50	4
2	Quantitative Techniques for Management	3	100	50	4
3	Management Accounting	3	100	50	4
4	Managerial Economics	3	100	50	4
5	Legal Systems in Business	3	100	50	4
II Semester					
6	Marketing Management	3	100	50	4
7	Financial Management	3	100	50	4
8	Human Resources Management	3	100	50	4
9	Production and Materials Management	3	100	50	4
10	Management Information Systems and EDP	3	100	50	4

SECOND YEAR

Third and Fourth Semester

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
11	PROJECT WORK Project and Viva Voce		300 } 200 } 500	250	40

6.2(B) PROJECT REPORT

Each student shall be required to prepare, on the basis of investigations carried out by him/her in a business or industrial organization, project report on possible solutions for a typical problem of current interest in the area of Management. The report should demonstrate the capability of the student for some creative potential and original approach to solve the practical problems in to-day's business or industry. The report should include field studies, surveys, interpretation, planning and design of improved integrated management systems, presented in a comprehensive manner with recommendations for solutions based on scientifically worked out data. The Project Report must be submitted through the Supervisor and the Head of the Department on or before 30th April (for academic year) and 30th November (for calendar year) failing which the candidate will be treated as appearing for the second time and shall **NOT BE ELIGIBLE** for **FIRST CLASS** and **RANKING**.

Candidate shall register their names for the First and Second Semester Examination together at the end of Second Semester.

6.2(C) CLASSIFICATION FOR SUCCESSFUL CANDIDATES

Candidates who secures CGPA of 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 attempt; otherwise it will be treated as First Class.

Candidates who secures CGPA of 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.

Candidates who secures CGPA of 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 as per the scheme of Examination at the First Appearance.

All other successful candidates shall be declared to have passed in **SECOND CLASS**.

Only those candidates who have passed all the papers including practical and project work in the first appearance as per the scheme of examination shall be considered for the purpose of **RANKING**.

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)

C_i = Credits earned for course i in any semester / year.
 G_i = Grade Point obtained for course i in any semester / year.
 n refers to the semester/year in which such courses were credited.

For a Semester/Year:

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses (passed) in a semester/year}}$$

For the entire programme:

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

(CGPA is calculated only if all the courses in the entire programme are passed)

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.

MASTER OF COMPUTER APPLICATIONS
6.3 (A) (M.C.A. Three Years Semester with Credits)
FIRST YEAR

S.No.		Subject	Credits	Duration (in hours)	Maximum Marks
First Year -I Sem.					
1	Core-1	Programming in C and Unix	4	3	100
2	Core-2	Digital Computer Fundamentals	4	3	100
3	Core-3	System Software	4	3	100
4	Non-Major Elective-1	Mathematics for Computer Science	4	3	100
5	Core-4	Practical -1: Programming in C	2	3	100
6	Core-5	Practical - II: Unix and Shell Programming	2	3	100
First Year -II Sem.					
7	Core-6	Microprocessors and its Applications	4	3	100
8	Core-7	Object Oriented Programming with C++	4	3	100
9	Core-8	Data Structures	4	3	100
10	Non Major Elective-2	Statistical Methods	4	3	100
11	Core-9	Practical -III: PC Software Lab.	2	3	100
12	Core-10	Practical - IV: Data Structures using C++ Lab	2	3	100

SECOND YEAR

S.No.		Subject	Credits	Duration (in hours)	Maximum Marks
Second Year -III Sem.					
13	Core- 11	Software Engineering	4	3	100
14	Core- 12	Computer Graphics	4	3	100
15	Core- 13	Programming in Java	4	3	100
16	Core- 14	Operating Systems	4	3	100
17	Extra-Disciplinary	Accounting & Financial Management	4	3	100
18	Core- 15	Practical-VI: Operating Systems Lab.	2	3	100
19	Core- 16	Practical - VII: Programming in Java	2	3	100

SECOND YEAR

S.No.		Subject	Credits	Duration (in hours)	Maximum Marks
		Second Year- IV Sem.			
20	Core- 17	Computer Networks	4	3	100
21	Core- 18	Database Management Systems	4	3	100
22	Core -19	Design and Analysis of Algorithms	4	3	100
23	Core-20	Software Project Management	4	3	100
24	Elective	Elective - 1	4	3	100
25	Core- 21	Practical-V: RDBMS	2	3	100
26	Elect.Lab	Practical - VIII: Based on Elective -1	2	3	100

THIRD YEAR

S.No.		Subject	Credits	Duration (in hours)	Maximum Marks
		Third Year -V Sem.			
27	Core- 22	Web Technologies	4	3	100
28	Elective	Elective - II	4	3	100
29	Elective	Elective -III	4	3	100
30	Elective	Elective - IV	4	3	100
31	Core -23	Practical - IX: Web Design Lab.	2	3	100
32	Core -24	Practical - X: Mini project	2	3	100
		Third Year- VI Sem			
33	Core - 25	Project & Viva-voce	12	-	100

List of Electives

Elective -I

Multimedia Systems (or) DOT NET Programming (or) Advanced Java Programming (or) Network Programming

Elective - II

Organizational Behavior and Management (or) Object Oriented Analysis & Design (or) Data Warehousing and Data Mining (or) TCP/IP

Elective -III

Computer Simulation and Modeling (or) Artificial Intelligence (or) Information Security (or) Automata Theory.

Elective - IV

Operations Research (or) Mobile Computing (or) Digital Image Processing (or) Parallel Computing

6.3 (B) PROJECT REPORT

- a) For all subject the passing requirement is as follows : i) candidate secures not less than 50% of marks in University Examination (U.E.) of each theory & practical, and Project work minimum 50% each in dissertation and Viva-voce examination, shall be declared to have passed in the respective subject.
- b) A candidate who passes in all subjects and in the project work within the maximum period of five years reckoned from the date of admission to the course shall be declared to have qualified for the degree.

Procedure in the event of failure

- a) If a candidate fails in a particular subject (other than Project work) he/she may reappear for the University examination in the subject in subsequent examinations and obtain passing marks.
- b) In the event of failure in Project work, the candidate shall reregister for Project work and redo the Project Work in a subsequent year and resubmit the dissertation afresh for evaluation.

Attendance

A candidate who has secured less than 50% of attendance in personal contact program theory and 50% in Practical in a semester shall not be permitted to take the University Examination. Candidates who have not earned 50% attendance has to repeat the semester by paying a redo fee.

Pattern of Question Paper (Theory)

Time 3 hours

Max Marks 100

Part - A (200 words) 6 Out of 8 questions (6 x 5 = 30 marks)

Atleast one question from each unit.

Part - B (500 words) 7 out of 10 questions (7 x 10 = 70 marks)

Atleast one question from each unit.

Pattern of Question Paper (Practical)

Time : 3 Hours

Max : 100 Marks

One compulsory problem (may contain subdivisions) to be solved within 3 hours.

6.3 (C) CLASSIFICATION FOR SUCCESSFUL CANDIDATES

Candidates who secures CGPA of 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.

Candidates who secures CGPA of 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.

Candidates who secures CGPA of 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 as per the scheme of Examination at the First Appearance.

All other successful candidates shall be declared in **SECOND CLASS**.

Only those candidates who have passed all the papers including practical and project work in the first appearance as per the scheme of examination shall be considered for the purpose of **RANKING**.

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)

C_i = Credits earned for course i in any semester / year.
 G_i = Grade Point obtained for course i in any semester / year.
 n refers to the semester/year in which such courses were credited.

For a Semester/Year:

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses (passed) in a semester/year}}$$

For the entire programme:

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

(CGPA is calculated only if all the courses in the entire programme are passed)

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++			
6.5 and above but below 7.0		A+		First Class	
6.0 and above but below 6.5		A			
5.5 and above but below 6.0		B+			
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		

* 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.

MASTER OF INFORMATION TECHNOLOGY

6.4 (A) (M.SC. (IT) - Two Years - Semester with Credits)

(SCHEME OF EXAMINATIONS)

FIRST YEAR

S.No.		Subject	Credits	Duration (in hours)	Maximum Marks
First Year -I Sem.					
1	Core-1	C++ and Data Structures	5	3	100
2	Core-2	Computer Architecture	4	3	100
3	Elec-1	Elective -I	4	3	100
4	Elec-2	Elective - II	5	3	100
5	Core -3	Practical - I: Data Structures Lab. Using C++	2	3	100
6	Core-4	Practical - II : RDBMS Lab.	2	3	100
First Year - II Sem.					
7	Core -5	Database Management Systems	4	3	100
8	Core - 6	Operating Systems	5	3	100
9	Core -7	Programming in Java	4	3	100
10	Elec-3	Elective - III	4	3	100
11	Core -8	Practical - III : Java Programming Lab	2	3	100
12	Elec-Lab	Practical - IV : Lab. Based.on Elective III	2	3	100

SECOND YEAR

S.No.		Subject	Credits	Duration (in hours)	Maximum Marks
Second Year -III Sem.					
13	Core - 9	Computer Networks	4	3	100
14	Core- 10	Design and Analysis of Algorithms	4	3	100
15	Core- 11	Advanced Java Programming	5	3	100
16	Extra- Disciplinary	Information Security	4	3	100
17	Elect. -5	Elective - IV	4	3	100
18	Core -12	Practical - V: Advanced Java Lab.	2	3	100
19	Core -13	Practical - VI: Mini Project	2	3	100
Second Year -IV Sem.					
20	Core -14	Project & Viva-Voce	12	-	100

List of Electives

Elective - I : Visual Programming (or) E-Commerce (or) Windows Programming

Elective - II : Software Engineering (or) Data Warehousing and Data Mining (or) Object Oriented Analysis & Design

Elective - III : Internet Technology (or) DOT NET Programming (or) Multimedia Systems

Elective - IV : Mobile Computing (or) Artificial Intelligence (or) Computer Graphics

6.4(B) PROJECT REPORT

- a) For all subject the passing requirement is as follows : i) candidate who secures not less than 50% of marks in University Examination (U.E.) of each theory & practical, and Project work minimum 50% each in dissertation and Viva-voce examination, shall be declared to have passed in the respective subject.
- b) A candidate who passes in all subjects and in the project work within the maximum period of five years reckoned from the date of admission to the course shall be declared to have qualified for the degree.

Procedure in the event of failure

- a) If a candidate fails in a particular subject (other than Project work) he/she may reappear for the University examination in the subject in subsequent examinations and obtain passing marks.
- b) In the event of failure in Project work, the candidate shall reregister for Project work and redo the Project Work in a subsequent Semester and resubmit the dissertation afresh for evaluation.

Attendance

A candidate who has secured less than 50% of attendance in personal contact program theory and 50% in Practical in a semester shall not be permitted to take the University Examination. Candidates who have not earned 50% attendance has to repeat the semester by paying a redo fee.

Pattern of Question Paper (Theory)

Time 3 hours

Max Marks 100

Part - A (200 words) 6 Out of 8 questions (6 x 5 = 30 marks)

Atleast one question from each unit.

Part - B (500 words) 7 out of 9 questions (7 x 10 = 70 marks)

Atleast one question from each unit.

Pattern of Question Paper (Practical)

Time : 3 Hours

Max : 100 Marks

One compulsory problem (may contain subdivisions) to be solved within 3 hours.

6.4(C) CLASSIFICATION FOR SUCCESSFUL CANDIDATES

Candidates who secures CGPA of 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.

Candidates who secures CGPA of 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.

Candidates who secures CGPA of 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 as per the scheme of Examination at the First Appearance.

All other successful candidates shall be declared as passed in SECOND CLASS.

Only those candidates who have passed all the papers including practical and project work in the first appearance as per the scheme of examination shall be considered for the purpose of RANKING.

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)

C_i = Credits earned for course i in any semester / year.
 G_i = Grade Point obtained for course i in any semester / year.
 n refers to the semester/year in which such courses were credited.

For a Semester/Year:

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses (passed) in a semester/year}}$$

For the entire programme:

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

(CGPA is calculated only if all the courses in the entire programme are passed)

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

(A) BREAK-UP OF FEE

Sl. No.	Name of the Course	FEES TO BE PAID BY THE CANDIDATE									
		AT THE TIME OF FIRST YEAR ADMISSION ONLY					FOR EVERY YEAR				
		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.	MBA - Integrated- (5 years) 1st Year	400	50	30	200	300	2020	100	1000	520	1600
2.	IInd & IIIrd Year-Integrated	-	-	-	-	-	-	100	1000	520	1600
3.	IVth & Vth Year- Integrated	-	-	-	-	-	-	100	1000	1500	6000
4.	MBA-Executive	1000.	50	30-	-	300	2020	100	1000	—	—
5.	MBA -(TWO years) I Year	400	50	30	-	300	2020	100	750	1500	6000
6.	MBA -(TWO years) II Year	-	-	-	-	-	-	100	750	1500	6000
7.	MCA-(3 years) I year	400	50	30	-	300	2020	100	750	2100	9000
8.	MCA-(3 years) II year	-	-	-	-	-	-	100	750	2100	9000
9.	MCA-(3 years) III year	-	-	-	-	-	-	100	750	2100	9000
10.	MSC (IT)-(2 years) I Year	400	50	30	-	300	2020	100	1000	2100	9000
11.	MSC (IT)-(2 years) II Year	-	-	-	-	-	-	100	1000	2100	9000

Last Date of Receipt of Tuition Fees for Second Year M.B.A. Degree Courses

Last date for receipt of Tuition fees for
Second Year M.B.A. / M.C.A. / M.Sc. (IT) Degree Course
 For Academic Year Admissions For Calendar Year Admissions
22.07.2014 **20.02.2015**

(B) TOTAL FEE PARTICULARS - COURSE WISE

Sl No	COURSE	Course Code	Madras University PUC Passed Candidates First Year Rs.	+2 of Govt. of Tamilnadu First Year Rs.	Other (+2) of University Board First Year Rs.	Second Year Rs.	Third Year Rs.	Fourth Year Rs.	Fifth Year Rs.
1.	M.B.A. Integrated (Five Years)	PBN	3,270/-	3,500/-	3,600/-	3,220/-	3,220/-	8,600/-	8,600/-

Sl No	COURSE	Course Code	University of Madras Graduates First Year Rs.	Other University Graduates First Year Rs.	Second Year Rs.	Third Year Rs.
1.	MBA Executive	PBX	25,000/-		5,000/-	-
2.	M.B.A.	PBA	8,400/-	8,730/-	8,350/-	-
3.	*M.C.A.	PCA	12,000/-	12,330/-	11,950/-	11,950/-
4.	*M.Sc. - Information Technology (I.T.)	PIT	12,250/-	12,580/-	12,200/-	-

* M.C.A. and M.Sc. (Information Technology) candidates are permitted to remit the fees in two instalments as follows :

M.C.A.	University of Madras Graduates			Other University Graduates			Academic Year Programmes 2013 - 2014			Calendar Year Programmes 2014		
	First Instalment Rs.	Second Instalment Rs.	Total Rs.	First Instalment Rs.	Second Instalment Rs.	Total Rs.	First Instalment Rs.	Second Instalment Rs.	First Instalment	Second Instalment	First Instalment	Second Instalment
I Year	7,000/-	5,000/-	12,000/-	7,000/-	5,330/-	12,330/-	Fees to be paid within 15 days from the date of admission	16-01-2014	16-01-2014	Fees to be paid within 15 days from the date of admission	15-07-2014	
II Year	6,500/-	5,450/-	11,950/-	6,500/-	5,450/-	11,950/-	15-07-2014	16-01-2015	16-01-2015	16-01-2015	16-07-2015	
III Year	6,500/-	5,450/-	11,950/-	6,500/-	5,450/-	11,950/-	16-07-2015	15-01-2016	15-01-2016	15-01-2016	15-07-2016	

M.Sc. (I.T.)	University of Madras Graduates			Other University Graduates			Academic Year Programmes 2013 - 2014			Calendar Year Programmes 2014		
	First Instalment Rs.	Second Instalment Rs.	Total Rs.	First Instalment Rs.	Second Instalment Rs.	Total Rs.	First Instalment	Second Instalment	First Instalment	Second Instalment	First Instalment	Second Instalment
I Year	7,000/-	5,250/-	12,250/-	7,000/-	5,580/-	12,580/-	Fees to be paid within 15 days from the date of admission	16-01-2014	16-01-2014	Fees to be paid within 15 days from the date of admission	15-07-2014	
II Year	6,500/-	5,700/-	12,200/-	6,500/-	5,700/-	12,200/-	15-07-2014	16-01-2015	16-01-2015	16-01-2015	16-07-2015	

(C) FEE DETAILS - OVERSEAS STUDENTS

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

TABLE I - SAARC COUNTRIES

NAME OF THE COURSE	Fees to be collected in US.\$ by the Study Centre in SAARC Countries only		
	UNIVERSITY FEE	STUDY CENTRE FEE	TOTAL FEE
M.B.A. Executive First Year	US.\$ 500	US.\$ 1000	US.\$ 1500
Second Year	US.\$ 100	US.\$ 200	US.\$ 300
M.B.A.	US.\$ 400	US.\$ 200	US.\$ 600
M.B.A. Integrated First Three Years	US.\$ 75	US.\$ 38	US.\$ 113
Fourth & Fifty Year	US.\$ 400	US.\$ 200	US.\$ 600
M.C.A.	US.\$ 500	US.\$ 250	US.\$ 750
M.Sc. Information Technology (I.T.)	US.\$ 525	US.\$ 263	US.\$ 788

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
M.B.A. Executive First Year	US.\$ 1000	US.\$ 1500	US.\$ 2500
Second Year	US.\$ 200	US.\$ 300	US.\$ 500
M.B.A.	US.\$ 1000	US.\$ 500	US.\$ 1500
M.B.A. Integrated First Three Years	US.\$ 185	US.\$ 93	US.\$ 278
Fourth & Fifth year	US.\$ 1000	US.\$ 500	US.\$ 1500
M.C.A.	US.\$ 1250	US.\$ 625	US.\$ 1875
M.Sc. Information Technology (I.T.)	US.\$ 1310	US.\$ 655	US.\$ 1965

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

Subject	For SAARC Countries			For other Foreign Countries		
	University Fees in US\$.	Service Charges to the Co-ordinator in US\$.	Total Fees in US\$.	University Fees in US\$.	Service Charges to the Co-ordinator in US\$.	Total Fees in US\$.
Professional Courses - (M.B.A. Executive, M.B.A., M.B.A. Integrated, M.C.A., and M.Sc. (I.T.)) per Paper / Practical	8	2	10	20	5	25
Application Fee	-	-	2	-	-	5
Statement of Marks	-	-	2	-	-	5
Provisional Certificate (For final year)	-	-	5	-	-	10
Convocation Degree Certificate (For final year)	-	-	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 various PCP centres.
2. The PCP classes both Theory and Practical for the students admitted under calendar year stream through IDE Single Window Admission at Chennai & Spot Admission centres within Tamil Nadu will be conducted **only in Chennai.**
3. **It is the sole responsibility of the concerned Study Centre / Participating Institutions to arrange and conduct the PCP Classes for their Students.**
4. Students are advised to make their own arrangement for Boarding and Lodging.
5. Students are advised to bring their own Note-books, Pens, Pencils, etc.
6. Students from other States may attend Classes at any one of the nearest PCP Centres.
7. The Co-ordinator / Additional Co-ordinator at the respective Centres will be available for any clarification regarding the course.
8. Detailed Time-Table for PCP Classes will be made available at the PCP Centres on the first day of the PCP Classes.
9. Any change in the programme will be intimated to the students at the venue of the PCP Classes.
10. PCP Classes will be held from 9.30 a.m. to 12.45 p.m. & 1.30 p.m. to 4.45 p.m.
11. Students should not use Cell Phones in the class rooms.
12. Students are advised to collect their study materials from the Study Centres by submitting their tuition fee remittance challan (designated Bank).
13. 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 will be organized in Tamil Nadu and Puducherry at the centres listed below.
- [ii] Personal Contact Programmes for all courses offered by the Institute of Distance Education, University of Madras, will be conducted at Chennai.
- [iii] Personal Contact Programmes for practical oriented subjects shall be conducted at the PCP Centres listed in the statement below subject to sufficient enrolment of students and availability of essential infrastructure facilities at the PCP Centres for conducting the practical oriented subjects. Otherwise, the students shall be merged with other nearby PCP Centres where the practical oriented courses can be conducted or they have to attend the PCP Classes at Chennai.
- [iv] The PCP Centre Code allotted to the places of centres in the statement below be chosen by the candidates and the same be indicated in the boxes provided in the application form as well as coding sheet properly.

<i>PCP CENTRES</i>	<i>CENTRE CODE</i>	<i>PCP CENTRES</i>	<i>CENTRE CODE</i>
AMBUR	221	SALEM	231
CHENNAI	223	TIRUVANNAMALAI	233
KANCHEEPURAM	227	VELLORE	235
KUMBAKONAM	229	PUDUCHERRY	237

* Classes will be conducted in the above PCP centres, subject to availability of student strength. University reserves the right to cancel the existing centres or add new centres, depending on the student strength available in the concerned centers.

The detailed schedule for PCP regarding Dates, Venue, etc., for Professional Courses will be intimated separately and also available at website : ideunom.ac.in

8 (C) PERSONAL CONTACT PROGRAMME

**PCP Centres for the students who have enrolled in the Single Window Admission Centre of IDE,
Spot Admission Centres of the University**

THEORY & PRACTICALS

Sl. No.	COURSE	DAYS TO BE CONDUCTED	ATTENDANCE	CENTRES
1	M.B.A. Executive	16 days per year	Optional	Chennai only and Study Centres
2	M.B.A. (All Courses) Week-end classes only	16 days per year	Optional	Chennai, Ambur, Puducherry Coimbatore, Tiruchirapalli, Vellore and Study Centres
3	Integrated M.B.A.	First Three Years - 10 days Fourth & Fifth Years - 16 days	Optional	Chennai only and Study Centres
4	M.C.A.	First Year - 28 days Second Year - 34 days. Third Year - 17 days.	50 Percent Compulsory	Chennai, Salem, Tiruchirapalli, Vellore, Puducherry and Study Centres
5	M.Sc. (Information Technology)	First Year - 28 days Second Year - 20 days	50 Percent Compulsory	Chennai, Salem, Tiruchirapalli, Vellore, Puducherry and Study Centres

Note : • In Chennai, classes will be conducted for all the courses.

- Depending upon student enrolment, classes will be conducted at selected mofussil centres for M.B.A. Executive, M.B.A., Integrated M.B.A., M.C.A. and M.Sc. (I.T.) Courses.
- If the strength is not sufficient in any centre it will be merged with the centre nearest to it.

**Students who have enrolled with the Study Centres, Participatory Centres,
the PCP Classes will be conducted by the Respective Institutions.**

9. SPOT ADMISSION CENTRES & STUDY CENTRES

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

SPOT ADMISSION CENTRES

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

STUDY CENTRES - TAMILNADU

CHENNAI REGION		
1	601	DEEPIGHA INSTITUTE OF MANAGEMENT & TECHNOLOGY , 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	BHARATH POSTGRADUATE COLLEGE , 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	RUKMANI THAYAR EDUCATIONAL INSTITUTION , 303/10/52, Old Gst Road, Irumbuliyur Village, East Tambaram, Chennai- 600 059 Phone : 044-22393775 Fax : 044-24983384
4	604	TAMBARAM ACADEMY FOR DISTANCE LEARNING , No. 60, 1 st Floor, Thayagam Building, Ramasamy Street, Tambaram West, Chennai- 600 045, Phone : 044- 43159565 Fax : 044- 43159565 Mobile 9841155653
5	605	ACADEMY OF DESIGN AND RESEARCH INDUSTRIAL SCHOOL , W-12, 3rd Main Road, Opp To Towers Club, Annanagar, Chennai-600 040, Phone : 044-65419098 Fax : 044-26281471 Mobile : 9710406009
6	606	SWARNAMMAL GANESAN EDUCATIONAL SOCIAL AND HEALTH CARE TRUST , 3,OthavadaI Street, Podaturpet, Pallipat [Taluk], Tiruvallur- 631208, Phone : 044-27849744 Mobile : 9444246103
7	607	RENAISSANCE INSTITUTE OF MANAGEMENT STUDIES TRUST , No.60, 1st Floor, 10 th Avenue, Ashok Nagar, Chennai- 600 083, Phone : 044 -42975555, 65611355 Fax : 044-23712435 Mobile : 9600067655
8	608	STUDENT STUDY CENTRE , No. 1, Mount Road, Little Mount, Saidapet, Chennai- 600 015, Phone : 044 – 22201333, 22350805 Fax : 044-22301314
9	609	BHARATH POSTGRADUATE COLLEGE ; 8, Karpagambal Nagar, Mylapore, Chennai- 600 004 Phone : 044- 24990953 / 24984366 Fax : 044-24983384
10	610	TVM COLLEGE OF EDUCATION , TVM Nagar, Palipet Tk, Thiruvallur District Pin – 631 208
11	611	INFORMATICS EDU- ART CONSULTANCY , 294, C.T.H. Road, Avadi, Chennai- 600 054 Phone : 044-26376699, 044-26376660
12	612	VISALAM EDUCATION CHARITABLE TRUST , 12/2 , Opp To E.R. High School, Cauvery Palam, Keelachintamani, Trichy- 620 002, Phone : 0431- 2713900
13	613	NATIONAL ACADEMY OF MANAGEMENT & TECHNOLOGY , 149, Madhavaram High Road, Near Railway Station, Perambur, Chennai- 600 01. Phone - 044 -42779395 / 92
14	614	VENUS EDUCATION CENTRE , No- 30/54, North Raja Street, Tiruvallur- 602 001. Phone - 9843234234 / 9843703005
15	615	OVIYA ACADEMY , 161, Thiruvalluvar Salai, Thiruvanniyur, Chennai - 600 041. Phone - 044 - 64611146, 42104450
16	618	AIMS ACADEMY , 40, Trunk Road, Upstair of Federal Bank, Poonamallee - 600 056, Ph : 91-96262 55433, 91 4252 222955
17	619	CHENGAI STUDY CENTRE , 17, V.O.C. Street, Opp. Kulunthi Amman Koil, Chengalpattu - 603 001. Phone : 044-27423555 / 9840188776 Email : djbohra@gmail.com
18	620	KALLAZHAGAR EDUCATIONAL INSTITUTE , Old No. 383, New No. 144/D3, Rajapalayam Main Road, Sankarankovil - 627 756, Ph : 9884002347
19	655	NIRDS , 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	658	ANNAMALAIYAR FOUNDATION , 12A, Sappani Pillaiyar Koil Street, Kancheipuram – 631 502. Phone : 044 27232393 Fax : 044 27232393
21	659	BITS & BYTES COMPUTERS , No.59, RNR Towers , Covai Road, Karur -639 002 Phone : 04324 -233322, 249667 Fax : 04324- 249667 Mobile : 9843034934, 9843334935
22	660	NATIONAL ACADEMY , No. 14, Ardhanari Street, Opp New Bus Stand Kalatgar Maligai Backside- Salem- 4 Phone : 0427-2335151
23	663	SAI INSTITUTE OF MANAGEMENT STUDIES , No- 367C, KKC Complex, Near APR Stores, Avinashi Road, Tiruppur - 641 602. Phone : 0421-2208113, Fax : 0421-2208113
24	664	VELLORE STUDY CENTRE (P) LTD. No. 9/41, Arni Road, Near Dhinesh Hospital, Vellore – 632 001. Phone : 0416 – 4200565, 4216660 Mobile : 9363023465
25	666	PADMARAJAM COLLEGE OF MANAGEMENT , No. 10, Kalpalam Road, Goripalayam, Madurai- 625002 Phone : 0452- 2521695, 4360664, 3265065 Fax : 0452- 4360664
26	667	SRI SAI VAIGAI ACADEMY , Convent Stop, 5, G H Road, Near ESI, Theni. Phone : 04546-260785
27	668	SREE ARAVINDHA STUDY CENTRE , No. 40, Nageswaran Sannathi, Kumbakonam - 612 001. Phone : 0435-2400105
28	669	GATEWAY FOR ENTREPRENEUR AND MANAGEMENT STUDIES (Gems Trust), 73/12, Annamalai Nagar, (Behind Lakshmi Complex), Salai Road, Trichy – 18. Phone : 0431 – 402 55 55 Mobile : 93444-45335 / 93446 – 54545
29	671	AIMS ACADEMY , No. 63/1-22A, Sri Ram nagar, New Fair Lands, Extn., Salem - 636 016. Mobile : 96262 55433

STUDY CENTRES - OTHER STATES

1	441	PONDICHERRY CENTRE FOR MANAGEMENT STUDIES TRUST , No-51B, II Floor, Mission Street, Near ICI Bank, Puducherry Phone : 0413-2220925, 2220955 Mobile : 9345055255
2	433	NALANDA COLLEGE NALANDA EDUCATIONAL SOCIETY , S.C.O -142 , Sector -13 Main Market, Karnal (Haryana) 132001 Phone : 0184- 4033847 Fax : 0184-2201036
3	434	J.B.M.COLLEGE OF DISTANCE EDUCATION , 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	MALABAR EDUCATIONAL AND CHARITABLE TRUSTMALABAR COLLEGE , Opp. RMS Near Railway Station, Vatakara -673 101 Phone : 0496- 2275350, 09349464763
ANDHRA PRADESH		
5	302	BOSCO INSTITUTE OF ELECTRONICS , Motinagar, Erragada, Hyderabad -500 018. Phone : 040-23833742/23832361 Mobile : 09441512177

STUDY CENTRES - OTHER STATES

Sl. No.	Centre Code	Name of Centre, Address, Phone, Fax & Mobile
6	303	JEEVAN SCHOOL OF COMPUTER SCIENCES , 3 rd Floor, North Block, Raghava Ratna Towers, Chirag-Ali-Lane, Abids, Hyderabad-500 001. Phone : 040-23205738/39 Mobile : 09848828919
7	306	VIDYANIKETAN (E.M) HIGH SCHOOL , Kutty College, V.R.C.Centre, Nellore -524 003. Phone : 0861-2333097/2333107/2317612 Mobile : 09246433371
8	309	M.P.R.DEGREE COLLEGE , Shramika Nagar, Chinagantyaada, Gajuwaka Post, Vishakapatnam-530 026 Phone : 0891-2512891 Mobile : 09866661134
9	312	VASISTA INSTITUTE OF TECHNOLOGY & MANAGEMENT , 102, 1 st Floor, Ameer Estates, Besides ICICI Bank S.R. Nagar Branch, Sanjeeva Reddy Nagar, Hyderabad-500 082. Phone : 040-23758509 Mobile : 09985550088/09885550088
10	313	S.M.K.S EDUCATIONAL SOCIETY , Flat No. 201, 3 rd Floor, Jamuna Plaza, Himayath Nagar, Hyderabad-500 029 Phone : 040-27630650/2763065 Mobile : 09246883308
11	315	BHARATI DEGREE COLLEGE , Opp.Bus Stand, Station Road, Chirala-523 155 Mobile : 09840683466/09989283589
KARNATAKA		
12	321	S.S.R COLLEGE OF SCIENCE AND COMMERCE , No.11,60 Feet Road, Amarjyothi Nagar, Vijaynagar Extension, Bangalore- 560 040. Phone : 080-23107336/23113811 Mobile : 09448884488/09343106379
13	322	UNIVERSAL COLLEGE , No.90 Magadi Main Road, Near Tollgate Circle, Vijaynagar, Bangalore-560 044 Phone : 080-41673379/23111020/23352571 Fax : 080-2340 Mobile : 09741609599/09739524221
14	323	MANAGALA EDUCATIONAL ACADEMY , A.A Pais Building, 1 st Floor, Church Road, Ashok Nagar, Mangalore-575 006. Phone : 0824-2453910
15	324	SAPTAGIRI INSTITUTE OF MANAGEMENT STUDIES , #795, 5 th Main, Aravinda Nagar, 1st Stage (Behind Banashankar Bus Stop) Mysore-570 023. Phone : 0821-2462592 Mobile : 09986101525
KERALA		
16	328	MALABAR EDUCATIOAL AND CHARITABLE TRUST , Sims, Aiswarya Complex, Olavakkode Junction, Palakkad-678 002 Phone : 0491-3265616 Mobile : 09349119325
17	329	ST.PAUL'S INSTITUTE OF MANAGEMENT & TECHNOLOGY PVT.LTD. , Nariyapuram P.O., Pathanamthitta-689 513. Phone : 0468-3207877 / 3207899 Mobile : 9847723324
18	330	MALABAR EDUCIONAL AND CHARITABLE TRUST, (MALABAR COLLEGE) , Kalpetta – 673 121. Wayanad District. Phone : 04936 -205833 Mobile : 09447694285
19	332	DON BOSCO COLLEGE , 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
20	333	VIDYODAYA INSTITUTE OF EDUCATION & MANAGEMENT , 40/554, 'Abhilash' Opp. Hotel Renaissance, S.N. Junction, Palarivattom, Cochin – 682 025.
21	491	VIVEKANANDA EDUCATIONAL & CHARITABLE TRUST SCIENCE ACADEMY , Opp. Town Hall, Cochin - 682 018. Cell : 9349119325
22	492	EDUWIN DISTANCE EDUCATION CENTRE , Arafat Building, Kacharipadi, Manjeri, Kerala - 676 121. Phone : 0483-6061234/9744889956
23	334	SHRI VIVEKANANDA EDUCATIONAL TRUST , 2 nd Floor, Manimuriyil Bank Road, Near Fathima Hospital, Calicut – 673 001. Phone : 0495-2369363 Mobile : 09400802899, 09349119325
24	335	LITTLE FLOWER COLLEGE , P.O. Puthenpalli, Guruvayoor – 680 103. Thrissur District. Phone : 0487-2550982 Mobile : 09526310389
25	336	MALABAR EDUCATIONAL AND CHARITABLE TRUST , Trade Centre, Yogasala Road, Near Municipal Bus Stand, Kannur – 670 001. 0497-2703531 Mobile : 09895182232
26	337	ACADEMY FOR MANAGEMENT STUDIES , KMC IX-1436 B, New Kodakasseril Building, Near Collectorate, K.K.Road, Kottayam – 686 001. Phone : 0481-2300522 Mobile : 09249490722
27	338	REGIONAL MANAGEMENT COLLEGE , Jubilee Road, Malappuram – 676 505. Phone : 0483-3290570
28	339	INTERNATIONAL ACADEMY FOR MANAGEMENT STUDIES , Meads Lane, Near Jubilee Mission Hospital, Palayam, Thiruvananthapuram – 695 034. Mobile : 09447082717
		BIHAR
29	341	ARCADE BUSINESS COLLEGE , Arya Kumar Road, Rajendra Nagar, Patna – 800 016. Phone : 0612-2666000, 2663335, 06115-222222
		MAHARASHTRA
30	351	NATIONAL COLLEGE OF EDUCATION & MANGEMENT , S.S.Higher Secondary School, Behind White House, Opp. Kurla Market, Kurla (West) Mumbai – 400 070. Phone : 022-26541910/26541911/26541912 Mobile : 09867306232
31	354	WISDOM INSTITUTE OF MANAGEMENT STUDIES , Plot No.1, Tiwari Industries Campus, Vedant Nagar, Station Road, Aurangabad – 431 001. Phone : 0240-2464733 Mobile : 09922445008/0917577111
32	355	WISDOM INSTITUTE OF MANAGEMENT STUDIES , 21, Inox Square, Hiwari Layout, Wardman Nagar, Beside Jai Jalaram Mangal, Karalaya, Nagpur – 440 021. Phone : 0712-2240158
33	356	JVR EDUCATIONAL TRUST , 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
		MEGHALAYA
34	361	SACRED HEART THEOLOGICAL COLLEGE, Mawali, Shillong – 793 008. Phone : 0364-2550315 Mobile : 0943699408
		WEST BENGAL
35	372	INSTITUTE OF ADVANCED STUDIES, Alexandra Court, 1st Floor, 60/1, Chowringhee Road, Kolkatta – 700 020.
		NEW DELHI
36	382	VIVEKANANDA INSTITUTE OF COMPUTER EDUCATION, 2647, Hudson Lane, Near North Campus – Delhi University, Delhi – 110 009. Phone : 011-47058209 Mobile : 09268571123
		GUJARAT
37	391	MOHAMMEDBHAI ALIMOHAMMEDBHAI MEMON HIGHER SECONDARY SCHOOL, Gandhi Road, Bardoli – 394 601. Phone : 02622-228898 Mobile : 09913506069
		SIKKIM
38	411	PAKIM PALATINE COLLEGE, Hospital Road, Pakyong, East Sikkim – 737 106. Phone : 03592-257413 Mobile : 09932441720
		UTTAR PRADESH
39	423	INSTITUTE OF SCIENCE & TECHNOLOGY, Quarsi, Civil Lines, Etah Bye-Pass Road, Aligarh – 202 001. Phone - 0571 - 2742309, 9758615566
		HARYANA
40	432	GLOBAL SCHOOL OF MANAGEMENT SCIENCE, Global Foyer, Sec.43, Golf Course Road, Gurgaon – 122 002.
		ASSAM
41	451	NATIONAL ACADEMY OF PROFESSIONAL STUDIES, 9 th Bye Lane , Zoo Tinal, Rgb Road, Guwahati – 781 007. Phone : 0361-2466348 Mobile : 09435146170
		ORISSA
42	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	PMC SCHOOL OF LOGISTICS , No.1, Sophia Road, No.03-04, Peace Centre, Singapore – 228 149. Phone- 0065-63399703 Fax: 0065-63399742.
2	504	ASIAN BUSINESS COLLEGE , No.200, 1 st Floor, George R. De Silva Mawatha, Colombo -13 ,Srilanka Phone- 009411-4613225 Fax: 009411-2451090.
3	506	HIMALAYAN EDUCATION NETWORK , 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	KUWAIT EDUCATIONAL CENTRE , (Majdalawi Educational Institute For Unversity Services) P.O.Box.39271,Nuzha – 73053. Kuwait. Phone- (+965)4729161/47221439/5618333 Fax: 4729161 / 5661606.
5	510	POLYGLOT INSTITUTE OMAN IIC , P.O.Box.221, Ruwi Postal Code 112, Muscat, Sultanate Of Oman. Phone- 24835777 Fax: 24834602.
6	514	ATLAS INTERNATIONAL COLLEGE , P.O. Box 16762, Raz Al Kaimah, Free Trade Zone, Razal Al Kaimah, U.A.E. Phone - 0097150 - 7946945

PARTICIPATORY INSTITUTIONS

1	901	MADRAS INSTITUTE OF FASHION TECHNOLOGY , 16A, Shastri Nagar. (Between Hotel Ambika, Empire & Mosque) 100 Feet Road, Vadapalani, Chennai-600 026 Ph : 98412 70011 , 98412 71133 , 2362 3678
2	905	AIMS ACADEMY , 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	AYIRA VAISYA INSTITUTE , No. 5/338 Sowkhali Street, Paramakudi Post & Taluk, Ramnad District, 623 707 Phone : 04564-227666 Fax : 04564-224666 Mobile : 9443684210
4	907	LN GROUP OF INSTITUTES , SES Campus, Behind Ekvira School, Charkop Sect.1,Kandivali (W), Mumbai-400 067 Phone : 022-28670101
5	909	VIRUTSHAM FOUNDATION , No. 42, Kalai Nagar 2nd Street, Old Natham Road, Kalai Nagar, Madurai- 625017. Phone : 0462- 4255595 Mobile : 9626255644
6	910	ACER FOUNDATION , 23/95, Laws Ghat Road, Ugarthe Nagar, Kodaikanal-624101. Phone : 044-28495454
7	923	THE MARK BUSINESS SCHOOL AND RESEARCH CENTRE , No. 57, Manikodi Srinivasa Nagar Main Road, Near Toll Plaza, OMR, Perungudi - 600 096. Phone : 044-2496 4101 Mobile : 98418 25101
8	924	G-TEC EDUCATION , House of G-Tec Indus Avenue, Kallai Road, Calicut - Kerala - 673 002. (Phone : 91 495 408833 (60 lines) Fax : 91 495 4088334
9	925	HCL TECHNOLOGIES LIMITED , 84, Greams Road, Thousand Lights, Chennai - 600 060. Professional Integrated Programme CA
10	911	BMS INSTITUTE OF MANAGEMENT AND TECHNOLOGY , 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	GALAXY INSTITUTE OF MANAGEMENT GALAXY EDUCATIONAL HEALTH & CHARITABLE TRUST , Admin Office: Galaxy Towers, 18 4 th Street, Karpagam Avenue, Raja Annamalaipuram, Chennai – 600 028. Phone : 044 – 42102510/24956277/24956299 Mobile : 91-44-24939925
12		CAMPUS: GALAXY INSTITUTE OF MANAGEMENT , Tambaram Road, Vellarai, Sriperumbudhur, Kanchipuram– 602 105.
13	914	NEWREEL DESIGN AND ENTERTAINMENT (P) LTD , Pacifica Tech Park No-23, Rajiv Gandhi Salai, OMR (Near To Polaris Lab), Navalur, Chennai-603103 Phone : 044-28192329
14	915	DIAMOND DART ACADEMY , 172/9, Old Hal Airport Road, Near Domlur Bustop, Domlur, Bangalore – 71 Phone : 08025355666 Mobile : 9626255644
15	917	VETHATHIRI MAHARISHI INSTITUTE FOR SPIRITUAL AND INTUITIONAL EDUCATION [VISION FOR WISDOM] , Temple Of Consciousness, Arulperumjothi Nagar, Aliyar Pollachi - 642 10. Phone : 04253-288545
16	918	AIMS ACADEMY , No- 30, Trunk Road, Sekar Complex, Near Sundar Theatre Poonamallae, Chennai-600 056 Mobile : 09600055533
17	919	APOLLO COMPUTERS EDUCATION LIMITED , Ishwarya Complex, 1st Floor, No. 4, Duraisami Road, T.Nagar, Chennai - 600 017.
18	920	GLOBAL SCHOOL OF FOREIGN TRADE , No. 83/1C, 120 Feet Road, 3rd Floor, Venus Complex, Surveyor Colony, Min Nagar, Madurai - 625 007.
19	921	WELHAM'S COLLEGE , Jwalakhel Kathmandhu Lalitpur, Nepal. Phone : 9851021078, 97715008617 Cell : 0097715520509, 0097715522677
20	922	INDIAN INSTITUTE OF MATERIALS MANAGEMENT , IV th Floor, Chatean 'D' Amba, 110, Nelson Marikam Road, Chennai - 29. Tel No. 237427501, 23742195

ONLINE PROGRAMME INSTITUTIONS

1	913	SPE TRUST , 8, Karpagambal Nagar, Mylapore, Chennai- 600 004. Phone : 24990953/24987025 Fax : 044-24983384 Mobile : 9884002347
2	916	EVERONN BUSINESS EDUCATION LIMITED , "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	EDU SEARCH INDIA PVT. LTD. , No. 252, Kanakapura Main Road, 7 th 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
	* 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 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**
3. The annual main examinations for Students admitted under “Calendar Year Stream” are conducted at the end of the Calendar Year, i.e., November every year. Subsequently, the supplementary examinations for this batch of students will be conducted during May 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 PROFESSIONAL DEGREE
EXAMINATION MAY / DECEMBER

MBA / MCA MSC(IT)
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 "Calendar Year Stream" (Enrolment number starting with alphabet "C") are conducted at the end of the Calendar Year, i.e., November every year. The supplementary examinations for this batch of students will be conducted during May every year.
- The annual main examinations for students admitted under "Academic Year Stream" (Enrolment 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)

Tuition fees remitted so far (year-wise)	Fees remitted for the current examinations:
First Year Rs..... Date:.....	Fees paid along with Tuition fees: Rs.....
Second Year Rs..... Date:.....	Additional examination fees, if any, remitted now Rs.....
Third Year Rs..... Date:.....	

1. ENROLMENT NUMBER					AFFIX HERE CANDIDATES PHOTOGRAPH OF SIZE 7 CM X 5 CM DULY SIGNED BY THE CANDIDATES
2. CENTRE SELECTED				Centre Code No.	
3. NAME OF THE CANDIDATE (AS PER ADMISSION RECORDS)					
a) In English					
b) In Tamil					
4. DATE OF BIRTH (In Christian Era)	SEX	Male / Female			
5. a) Name of Father					
b) Name of Mother					
6. PRESENT ADDRESS					
Registered Mobile Number (RMN) and Email ID	PIN				
7. SUBJECTS FOR WHICH THE CANDIDATE IS NOW APPEARING : (Compulsory Registration I & II Year for All papers)					
First Year - I & II Semester	Code	Second Year - III Semester	Code		
				IV Semester	
Project Work					
OR Optional Subjects					
1.					
2.					

Third Year		Code					Fourth Year		Code				
V Semester							VII Semester						
VI Semester							VIII Semester						
Project Work													
OR Optional Subjects													
1.													
2.													

Fifth Year		Code				
IX Semester						
X Semester						
Project Work						
OR Optional Subjects						
1.						
2.						

9. Details of Exemption, if any, granted in any Subjects (Copy of the Exemption order is to be enclosed)	
10. 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 the best of my knowledge and belief also declare that I have paid all my tuition fees.

Station :

Date :

Signature of the Candidate

ADDRESS SLIP

M.B.A. General / Integrated / Executive / M.C.A. / M.Sc. (IT)
DEGREE EXAMINATION, MAY/DEC. 201

Examination Centre Enrolment No

Name :

Address :

Mobile No. : Pin:

M.B.A. General / Integrated / Executive / M.C.A. / M.Sc. (IT)
DEGREE EXAMINATION, MAY/DEC. 201

Examination Centre Enrolment No

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M.B.A. General / Integrated / Executive / M.C.A. / M.Sc. (IT)
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M.B.A. General / Integrated / Executive / M.C.A. / M.Sc. (IT)
DEGREE EXAMINATION, MAY/DEC. 201

Examination Centre Enrolment No

Name :

Address :

Mobile No. : Pin:



UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION
M.B.A. DEGREE EXAMINATION
INSTRUCTION TO THE CANDIDATES

1. Examination will be held in the following centres, Candidates may choose anyone of the following centres to appear for the Examinations. 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. This institute reserves all rights to change any of the Examination Centre at its discretion. In such cases, Candidates will be intimated in advance.

CODE	CENTRE	CODE	CENTRE	CODE	CENTRE	CODE	CENTRE	CODE	CENTRE	CODE	CENTRE
01	Bangaluru	15	Salem	27	Cochin	47	Varanasi	61	Malappuram	77	Kalpetta
02	Mumbai	16	Thanjavur	32	Arakonam	48	Sikkim	62	Jammu	78	Aurangabad
03	Kolkata	17	Thiruvannamalai	33	Chengalpettu	49	Guruvayoor	64	Aligarh	79	Nagpur
04	Coimbatore	18	Tiruchirappalli	35	Patna	51	Bahrain	65	Chirala	80	Pune
05	Cuddalore	19	Thirunelveli	37	Visakhapatnam	52	Dubai	66	Calicut	82	Gaziyabad
06	New Delhi	20	Trivandrum	39	Vijavawada	53	Singapore	67	Guwahati	84	Orissa
09	Hyderabad	23	Vellore	42	Thrissur	54	Srilanka	71	Amritsar	86	Nepal
10	Kancheepuram	24	Villupuram	44	Shilong	55	Doha Qatar	72	Haryana		
12	Madurai	25	Chennai	45	Mysore	56	Muscat / Oman	75	Palakkad		
13	Puducherry	26	Port Blair	46	Gujarat(Bardoli)	60	Kannur	76	Pathanamthitta		

2. Attendance for the Personal Contact Programme Ten days is compulsory in each year. Candidates who did not attend the Personal Contact programmes and did not earn the necessary certificate of attendance and progress will not be permitted to register for the examinations. Those who did not attend the above mentioned programme fully have to compensate by attending the above programmes in the subsequent years with the permission of the Director by paying prescribed fees as per the University rules.
3. The Fee prescribed for the examination are as follows :

Each Written Paper	Rs.	400/-	To be remitted for each appearance along with examination Fee
Project Work	Rs.	700/-	
Statement of Marks	Rs.	25/-	
Cost of Application form	Rs.	25/-	
* Provisional Certificate	Rs.	125/-	
* Convocation Degree Certificate	Rs.	175/-	

***FOR FINAL YEAR CANDIDATES APPEARING FIRST TIME 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, Statement of Marks and Cost of Application.

Bangaluru, Mumbai, Kolkata, Hyderabad, Thiruvananthapuram Cochin, Patna, Vishakapattanam, Yijayavada, Tiruchur, Mysore, Gujarat, Guruvayoor, Kannur, Malappuram, Aligarh, Calicut, etc.	Rs. 250/- for each appearance
New Delhi & Port Blair, Jammu, Varanasi, Sikkim, etc.	Rs. 300/- for each appearance

5. Candidates appearing for the examination for the first time (each year) should pay the fees for all the papers I / II years.
6. Candidates will be permitted for paperwise registration only for subsequent appearance.
7. TUITION FEES SHOULD NOT BE REMITTED ALONG WITH THE EXAMINATION FEES UNDER ANY CIRCUMSTANCES.
8. The University had made arrangements with the IOB/Indian Bank 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 IOB/Indian Bank three part challan and pay the same in any one of the nearest branches of the IOB / Indian Bank.
9. Candidates who are unable to appear for the examination in any of the papers for which he/she has registered in May/ Nov. **examinations as the case may appear for such papers in the subsequent examinations as and when they are held further. However, the examination fees once paid cannot be refunded in any manner under any circumstances or adjusted for the subsequent examinations or for any other purpose.**
10. If a candidate has been granted any exemption from appearing for any paper or papers furnish full particulars in the appropriate column and also enclose a photostat copy of the communication received from the Institute in this regard.
11. **The last date for receipt of filled in application is Notified on the top of this application form. No application will be entertained under any circumstances after the last date.** They should take into account the postal delays that are likely to occur during transit. Hence, the candidates are advised not to wait till the last date and arrange to forward their application to the Institute much earlier.

12. Filled-in application is to be forwarded to the Director, Institute of Distance Education. University of Madras: IDE Building, Chepauk, Chennai - 600 005 by registered post with acknowledgment due with following. (i) **Address Slips (Neatly Written)** (ii) **Computer Coding Sheet** (iii) **IOB / Indian bank Challan for examination for** (iv) **Xerox Copy of IOB / Indian Bank Challan for Tuition fees.**
13. The examinations are likely to be held during the months of May/Dec. every year.
14. The detailed Time-table for the Examination and notification with regard to the “**Examination Centre**” will be sent individually by post about a week before the commencement of the examinations. The Examination centre Notification will also be available in the IDE Website “www.ideunom.ac.in” and published as advertisement notification in leading dailies. Individual enquiries will be not be entertained.
15. Candidates are asked to collect their Hall-Tickets for the examination from the Chief Superintendent of the Examination Centre assignment to him/her, during three working days before the commencement of the first day of the examinations by producing His/Her Identity Card issued by the Institute. No other Identity Card will be entertained for the purpose. No candidate is allowed to collect the Hall Ticket on the day of the Examinations on any account. **Hall Tickets will not be sent to the Candidates address under any circumstances.**
16. Candidates should keep the Hall-Tickets with them safely 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.
17. **Without the Identity Card no candidate will be allowed to write the examinations.** Candidates who lost his/her Identity Card should report to the Director, immediately to obtain Duplicate Identity Card **Duplicate Hall-Tickets will be issued to Candidates on Payment of prescribed fee of Rs. 100/-**
18. **Any discrepancy found in the Statement of Marks received from this office should be brought to the notice of the Additional Controller of examination, Institute of Distance Education within 15 days from the date of receipt of the same for necessary further action.**
19. **The candidates are permitted to apply for revaluation of papers irrespective of their appearance within the stipulated period of course. The prescribed fees for revaluation for each paper is Rs.750/- No refund of amount will be entertained, if applied for ineligible subjects including PROJECT.**
20. Candidates who have failed/Not passed in any paper/s should appear for such papers in the subsequent Examination to qualify for the degree.
21. The Results of the Candidates who have arrears of Tuition Fees/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 Examinations, I.D.E. to release their results.
22. The Name/Enrolment Number/Subject/Subject Code/Questiona Paper No./ Date of Examination should be written legibly by the candidate in the appropriate place provided in the Main Answer Book and the **Enrolment Number should not be written in any of the inner page of the Main Books on any account.**
23. No incriminating materials can be carried inside the examination Hall.
24. Candidate are expected to be in their seats 10 minutes before the schedule time of the examinations.
25. Candidates whose admissions are cancelled by the Director, I.D.E./not earned minimum attendance need not apply of 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 only on production of re-admission intimation obtained from the Director, I.D.E. on payment of Re-admission fees etc.
26. Any queries regarding his/her examination (MNA cases) Marks not available case has to be made within a month from the date of publications of results as the office will preserve his/her answer scripts for a maximum period of six months only for the purpose. **No queries will be entertained from the candidate after this period at any circumstances.** Answer scripts will be disposed after the stipulated period of Six Months from the date of Publication of Results.
27. **Any discrepancy found in the Computerized Hall Ticket with regard to Subject code for which He/She has registered for the Examination should bring to the notice of the Additional Controller of Examinations, Institute of Distance Education for further action.**
28. **The Statement of Marks will be sent to the candidates by Speed post / Register Post to their residential address.**
29. **Final Year Candidates should pay a sum of Rs.300/- towards Provisional Certificate and Degree Certificate.**
30. Candidates who apply for Revaluation has to apply for the Examination Simultaneously.
31. As per G.O. Blind candidates are exempted from remitting the Examination fee. Blind candidates will be permitted on prior permission from the Additional Controller of Examinations, Institute of Distance Education to appoint a Scribe (other than the subject holder) to write their Examinations. The prescribed remuneration for the scribe has to be borne only by the Blind Candidates.

Place :
Chennai

CONTROLLER OF EXAMINATIONS