

INSTRUCTIONS FOR FILLING THE ADMISSION APPLICATION COMPUTER CODING SHEET

- All columns must be filled in by the candidates only.
- For columns 1, 8, 11, 12, 13, 14, 17, 18, 19, 22, 23 and 24 put a (✓) in the appropriate box.
- For the other columns *follow the instructions given below*

Column No.

Details

- 2** - Write the Main subject chosen clearly in **capital letters**

TAMIL, ENGLISH, URDU, HISTORICAL STUDIES,
PUBLIC ADMINISTRATION, ECONOMICS, VAISHNAVISM,
CHRISTIAN STUDIES, CRIMINOLOGY AND POLICE ADMINISTRATION,
TAMIL LITERATURE, MATHEMATICS, GEOGRAPHY, PSYCHOLOGY,
MEDICAL SOCIOLOGY, HOTEL AND CATERING MANAGEMENT,
VISUAL COMMUNICATION, BBM BACHELOR OF MULTIMEDIA - ANIMATION,
APPAREL FASHION & DESIGN, NATUROPATHY AND YOGIC SCIENCES,
MUSIC, COMMERCE, PERFORMING ARTS, BANK MANAGEMENT,
CORPORATE SECRETARYSHIP, BUSINESS ADMINISTRATION,
B.Com. COMPUTER APPLICATIONS, B.C.A. COMPUTER APPLICATIONS.

- 3** - Enrolment Number (To be assigned by the office)

- 4,5 & 6** - Write your name, name of the father / guardian / husband, and mother as applicable. Write only one character per box in the space provided.

- Example – The name **AISHWARYA LAKSHMI, K.S.** should be filled in as

A	I	S	H	W	A	R	Y	A		L	A	K	S	H	M	I	,	K	.	S	.
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- 7** - Example – The Date of Birth 1ST March 1992 should be filled in as

0	1		0	3		1	9	9	2
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- 9** - Furnish the correct address with Pincode to which the communication must be sent. Use the boxes starting from the first position.

- 10** - Use the following codes in the box provided

FA – TAMIL
FB – TELUGU
FC – KANNADA
FD – MALAYALAM
FE – HINDI
FF – URDU
FG – SANSKRIT
FH – ARABIC
FI – FRENCH
FJ – COMMUNICATIVE ENGLISH

- 15 - State your Religion
- 16 - State the Caste as given in the Transfer Certificate
- 20 - Mention the Centre code for attending the Personal Contact Programme classes

- Note :*
- *Personal Contact Programmes will be organized at the following Centres in Tamil Nadu and Puducherry subject to student strength.*
 - *If the strength is not sufficient in any centre, it will be merged with the centre nearest to it.*
 - *The conduct of PCP classes at these centres is subject to student strength.*
 - *Use the code numbers in the box provided.*

2	2	1	AMBUR
2	2	3	CHENNAI
2	2	7	KANCHEEPURAM
2	2	9	KUMBAKONAM
2	3	1	SALEM
2	3	3	TIRUVANNAMALAI
2	3	5	VELLORE
2	3	7	PUDUCHERRY

- 21 - Mention the Code of the Centre (Refer Page No. 60 to 68) at which you propose to collect the study materials.



UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION

APPLICATION NUMBER

சேர்க்கை விண்ணப்பப் படிவம் / APPLICATION FOR ADMISSION
UNDERGRADUATE COURSES - 2013-2014/2014

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

ACADEMIC YEAR 2013-2014

A	1	3											
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CALENDAR YEAR 2014

C	1	4											
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REGISTRATION FEE Rs. 100/-

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

CANDIDATE TO FURNISH ALL THE REQUIRED PARTICULARS BELOW IN CAPITAL LETTERS

Candidate to tick (✓) any one of the appropriate boxes for Tuition Fee Concession - (Refer to Page No. 17)	Differently Abled <input type="checkbox"/> Prison <input type="checkbox"/>
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Name of the Course applied for I/II/III	Main Subject	Medium (Tick ✓) TAMIL <input type="checkbox"/> ENGLISH <input type="checkbox"/>
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PERSONAL CONTACT PROGRAMME CENTRE				LANGUAGE CHOSEN FOR FOUNDATION COURSE	
Centre Code	6	1	5	Place	

STUDY CENTRE / SPOT ADMISSION CENTRE AT WHICH ADMISSION IS MADE	Centre Code	6	1	5	Place	OVIYA ACADEMY, No.161, Thiruvalluvar Salai, Thiruvannamipur, Chennai-600041
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ADDRESS FOR COMMUNICATION (WRITE IN CAPITAL LETTERS)

NAME : _____
S/o, D/o, W/o, C/o. : _____
Door No. & Street : _____
Town / Village Post : _____
District : _____
State : _____ INDIA
Pin code : _____
Phone (Res) : _____ Off. _____
Registered Mobile No. (RMN) : _____ E-Mail _____

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

10. Are you undergoing any other course in a College or University ? If so, Specify	
11. The wards of Defence Personnel / Ex-Servicemen should specify as :	(a) Ward of Defence Service Personnel (b) Ward of Ex-Servicemen : Navy / Army / Air force.
12. Option for B.Music Candidates :- (a) VOCAL <input type="checkbox"/> (b) Veena <input type="checkbox"/> (c) Violin <input type="checkbox"/> (d) Flute <input type="checkbox"/> (e) Nadhaswaram <input type="checkbox"/>	

13. DETAILS OF EXAMINATION PASSED

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

14 . Enclosures

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

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

Station :
Date :

SIGNATURE OF THE APPLICANT

FOR OFFICE USE ONLY

1. Whether the application is in order : **Yes / No**
2. If not, Documents required :

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

ADMISSION / CANCELLATION ORDER

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

CO-ORDINATOR

Spot Admission Centre / Study Centre

DIRECTOR

4. Admission / Cancellation Intimation sent on

5. Certificates returned to the Candidate on

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

ASST. /ASST. SECTION OFFICER

SECTION OFFICER

ASSISTANT REGISTRAR

STUDY CENTRE / SPOT ADMISSION CENTRE / OFFICE

Signature of the Centre Co-ordinator with Seal

DIRECTOR

10. First language chosen under Foundation Course		<input type="checkbox"/>	<input type="checkbox"/>	11. Medium of instruction opted		English	<input type="checkbox"/>
						Tamil	<input type="checkbox"/>
12. Option for B. Music students		Vocal	<input type="checkbox"/>	Veena	<input type="checkbox"/>	Violin	<input type="checkbox"/>
		Flute	<input type="checkbox"/>	Nadhaswaram	<input type="checkbox"/>		
13. Nationality	Indian	<input type="checkbox"/>	Others	<input type="checkbox"/>	14. Region	Urban	<input type="checkbox"/>
						Rural	<input type="checkbox"/>
15. Religion	<input type="checkbox"/>						
16. Caste	<input type="checkbox"/>						
17. Community		SC	<input type="checkbox"/>	ST	<input type="checkbox"/>	MBC	<input type="checkbox"/>
		BC	<input type="checkbox"/>	OC	<input type="checkbox"/>		
18. Physically challenged		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
19. Are you Employed ?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
20. Centre at which you propose to attend the Personal Contact Programme classes		Name					
		Code No.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
21. Centre at which you propose to collect the study materials (Refer Page No. 60 to 68)		Name					
		Code No.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
22. Are you a ward of a Defence Service Personnel? (Army / Navy / Air Force)		Yes	<input type="checkbox"/>	Category			
		No	<input type="checkbox"/>				
23. Are you a ward of an Ex-service person ?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
24. Tuition Fee Concession Opted ? (Candidate to tick (✓) any one of the appropriate boxes - Refer Page No. 17) Candidates can avail any one of the Concession		Differently Abled	<input type="checkbox"/>	Prison	<input type="checkbox"/>		
<p align="center">Admission of Candidates from Other States</p> <ul style="list-style-type: none"> • Candidates from other states should submit their applications at any one of the Study Centres of the Institute of Distance Education (IDE), University of Madras listed in the Prospectus, of the State concerned for admission to various courses offered by IDE. • Applications received by post from the candidates of other States will automatically be linked to the IDE Study Centre of the State concerned. • Applications received by post from the candidates of other States where there is no Study Centre of this Institute (IDE), will be linked to the nearby IDE Study Centre of the other State and candidates should undergo the courses offered by this Institute through such allotted IDE Study Centre only. 				<p align="center">Affix Passport Size Photo</p> <p align="center"><i>Not to be attested</i></p>			
Station :							
Date :				Signature of the Candidate			

**ADDRESS SLIP
POSTGRADUATE COURSES**

Academic Year 2013 - 2014

A	1	3										
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Calendar Year 2014

C	1	4										
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**Affix
Passport Size
Photo**

Not to be attested

To be filled in by the applicant (6 copies of his/her address) and returned with the completed application form

Please note that the admission intimation, original certificates and learning materials will be sent only to this address by Postal Service

USE BALL POINT PEN ONLY. WRITE IN CAPITAL LETTERS

Name :

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Address :

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PIN

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Name :

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Address :

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Name :

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Name :

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Name :

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Address :

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PIN

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Name :

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Address :

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PIN

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TO BE FILLED- IN BY THE CANDIDATES SEEKING ADMISSION TO II/III YEAR OF UG COURSE

Name of the candidate :
 Name of the degree for which admission is sought : II/III YEAR OF..... (WITH SUBJECT).....
 Name of the College last studied :
 Name of the University last studied :
 Pattern of Education undergone by him/her : 10+2
 Pattern of System undergone by him/her : Semester / Non-Semester

DETAILS OF THE FIRST/SECOND YEAR EXAMINATION ALREADY APPEARED & PASSED only:

Name of the papers appeared	Code of the subject	Reg. No.	Month & Year of Passing	Marks for each subject		Secured Marks	RESULT
				Maximum	Min.pass		Passed

The above statement must be attested by the Gazetted Officer/Assistant Registrar/Public Relation Officer(IDE)/Faculty

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

Station: _____
 Date: _____ SIGNATURE OF THE APPLICANT _____

A.S.O. S.O. A.R.

FOR OFFICE USE ONLY

UG-Degree

1. Provisional Admission may be given to Second/Third year
2. Exemption of the following papers may be given to the candidate in which already appeared and passed

	Foundation course	Core Courses Main & Allied subjects
First year	: Part I Language Paper - I Part II English Paper-I	
Second year	: Part I Language Paper - II Part II English Paper-II	
Third Year	:	

3. The candidate has to appear for the following papers as prescribed in the prospectus for the year as per the decision of Chairman BOS

	Foundation course	Core Courses Main & Allied subjects
First year	: Part I Language Paper - I Part II English Paper-I	
Second year	: Part I Language Paper - II Part II English Paper-II	
Third Year	:	

4. Rs.500/- may be collected from the candidate towards the fee for Readmission.
5. Rs.750/- may be collected from the candidate towards the fee for Transfer from other University.
6. Rs.100/- may be collected from the candidate towards the fee for exemption
7. May be considered/May not be considered for classification
8. PCP schedule may be sent along with admission intimation
9. Remarks if any:

Asst/ASO (Admn) Section Officer (Admn) Assistant Registrar (UG/PG/LSS)

Thro Eligibility Section

..... may be approved

Asst/ASO(ES) SO(ES) Asst.Regr(Genl) D.R.(Admn)

DIRECTOR

BANK COPY	
UNIVERSITY OF MADRAS INSTITUTE OF DISTANCE EDUCATION CHENNAI - 600 005. FEE PAYMENT CHALLAN	
IDE FEE COLLECTION ACCOUNT NUMBER	
INDIAN BANK	783493481
IOB	179101000001791

Branch : Date :

Student's Name	
Enrl. Number	
Course of Study	
	Year
	I / II / III

Course Subject	Particulars	Rs.
A	Registration Fee	
B	Tuition Fee	
C	Examination Fee	
D	Consolidated Mark Statement Fee	
	Duplicate Mark Statement Fee	
	Provisional Certificate Fee	
E	Convocation Fee	
	Migration Certificate Fee	
	Verification of Certificate Fee	
Other Fee (Please Specify)		
Total		

Amount in words (Rupees)

Nature of Payment (✓) Cash Demand Draft

D.D. No. Date

Amount Rs. Bank Branch

Tel. : Signature of the Candidate / Remitter

For Bank Use Only **Rs.**

Seal / Date Authorised Signatory

Note : Separate Challan should be used for each type of payment

IDE COPY	
UNIVERSITY OF MADRAS INSTITUTE OF DISTANCE EDUCATION CHENNAI - 600 005. FEE PAYMENT CHALLAN	
IDE FEE COLLECTION ACCOUNT NUMBER	
INDIAN BANK	783493481
IOB	179101000001791

Branch : Date :

Student's Name	
Enrl. Number	
Course of Study	
	Year
	I / II / III

Course Subject	Particulars	Rs.
A	Registration Fee	
B	Tuition Fee	
C	Examination Fee	
D	Consolidated Mark Statement Fee	
	Duplicate Mark Statement Fee	
	Provisional Certificate Fee	
E	Convocation Fee	
	Migration Certificate Fee	
	Verification of Certificate Fee	
Other Fee (Please Specify)		
Total		

Amount in words (Rupees)

Nature of Payment (✓) Cash Demand Draft

D.D. No. Date

Amount Rs. Bank Branch

Tel. : Signature of the Candidate / Remitter

For Bank Use Only **Rs.**

Seal / Date Authorised Signatory

Note : Separate Challan should be used for each type of payment

STUDENT COPY	
UNIVERSITY OF MADRAS INSTITUTE OF DISTANCE EDUCATION CHENNAI - 600 005. FEE PAYMENT CHALLAN	
IDE FEE COLLECTION ACCOUNT NUMBER	
INDIAN BANK	783493481
IOB	179101000001791

Branch : Date :

Student's Name	
Enrl. Number	
Course of Study	
	Year
	I / II / III

Course Subject	Particulars	Rs.
A	Registration Fee	
B	Tuition Fee	
C	Examination Fee	
D	Consolidated Mark Statement Fee	
	Duplicate Mark Statement Fee	
	Provisional Certificate Fee	
E	Convocation Fee	
	Migration Certificate Fee	
	Verification of Certificate Fee	
Other Fee (Please Specify)		
Total		

Amount in words (Rupees)

Nature of Payment (✓) Cash Demand Draft

D.D. No. Date

Amount Rs. Bank Branch

Tel. : Signature of the Candidate / Remitter

For Bank Use Only **Rs.**

Seal / Date Authorised Signatory

Note : Separate Challan should be used for each type of payment

NOTE

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

(1) Indian Bank

(through any core banking branches)

(2) IOB

(through any core banking branches)

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

(1) இந்தியன் வங்கி

(கணினி இணைப்பு வசதி கொண்ட வங்கிக் கிளைகள் மூலம்)

(2) இந்தியன் ஓவர்சீஸ் வங்கி

(கணினி இணைப்பு வசதி கொண்ட வங்கிக் கிளைகள் மூலம்)

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

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

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

மாணவர்கள், சலாணின் இப்பகுதியை படிப்பு முடியும் வரை பத்திரமாக வைத்திருக்கவும்.

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

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

மாணவர்கள், சலாணின் இப்பகுதியை

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

என்ற முகவரிக்கு அனுப்பி வைக்கவும்
அல்லது நேரடியாகச் சமர்ப்பிக்கவும்.

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