சென்னைப் பல்கலைக்கழகம்

தொலைதூரக் கல்வி நிறுவனம்

சேப்பாக்கம், சென்னை - 600 005. தமிழ்நாடு, இந்தியா

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

Semester with Credits

Academic Year 2017 - 2018

and Calendar Year 2018

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 within Tamil Nadu / Spot Admission Centres / Participatory Institutions / Twinning Programme 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/- 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. P. DURAISAMY
Vice-Chancellor

Dr. S. KARUNANIDHI
Registrar-in-charge

Dr. R. PANCHALAN
Director-in-charge

Dr. M. SRINIVASAN
Controller of Examinations-in-charge

சென்னைப் பல்கலைக்கழகம்

(1857ஆம் ஆண்டில் இருபத்தேழாம் இணைப்பு விதியின்படி நிறுவப்பட்டது – சென்னை பல்கலைக்கழகச் சட்டம் – 1923)
(மாநிலப் பல்கலைக்கழகம்)
தேசியத் தரமதிப்பீட்டுக் குழுவால் "A Grade" தகுதியும் பல்கலைக்கழக நல்கை ஆணையத்தால் "ஆற்றல்சால் பல்கலைக்கழகம்" என்ற தகுதியும் பெற்றது.

பேராசிரியர் **ப. துரைசாமி**
துணைவேந்தர்



அன்பார்ந்த மாணவ மாணவிகளே,

வாழ்த்துக்கள்

இந்தியாவின் முதல் பல்கலைக் கழகமாகவும், தமிழகத்தின் தாய்ப் பல்கலைக் கழகத்திற்கு உங்களை மாணவராக வரவேற்பதில் பெருமகிழ்ச்சியடைகிறேன். கல்வியிலும், ஆராய்ச்சியிலும், பண்பாட்டிலும் தலைசிறந்த பாரம்பரிய முறையில் இப்பல்கலைக்கழகம் 159 புகழ்மிக்க ஆண்டுகளை கடந்திருக்கிறது. ஏறத்தாழ 1,00,000–த்திற்கும் மேற்பட்ட மாணவர்களைக் கொண்ட இப்பல்கலைக்கழகத்தின் உறுப்பினரானச் சிறப்பை நீங்கள் அடைந்திருக்கிறீர்கள்.

1981–ஆம் ஆண்டில் ஆரம்பிக்கப்பட்ட நமது தொலைதூரக் கல்வி நிறுவனம், கல்லூரிகளில் நேரடியாக சேர்ந்து பட்டப்படிப்பு படிக்க இயலாத மற்றும் விரும்பாத மாணவர்களுக்கும், பணியில் இருந்து கொண்டே பட்டப்படிப்பு படிக்க விரும்புபவர்களுக்கும், கல்லூரிகளில் பட்டப்படிப்பு படித்துக்கொண்டே தொலைக்கல்வி முறையில் பட்டயப்படிப்பு, முதுநிலைப் பட்டயப்படிப்பு, சான்றிதழ்ப் படிப்பு படிக்க முனைபவர்களுக்கும் ஓர் அரிய புகலிடமாகத் திகழ்கிறது.

தரமான கல்வி அளிப்பதை குறிக்கோளாகக் கொண்டு இந்நிறுவனம் கல்லூரியில் பயில்வதற்கு நிகராக கல்வித்தரத்தை பராமரிக்கிறது. நேர்முக வகுப்புகள் மாணவ நலனில் அக்கறை கொண்ட அனுபவமிக்க, திறமையான பேராசிரியர்களால் நடத்தப்படுகின்றன. நமது நிறுவனத்தின் பாடங்கள் சுயமாக பயிலுதல், பன்முக நோக்கு, திறனாய்வு சார்ந்த சிந்தனை, மன ஆற்றல் வளர்ச்சி போன்றவற்றில் மாணவர்களை மேன்படுத்தும் வகையில் அமைந்துள்ளன. தேர்வுகள் சரியான நேரத்தில் நடத்தப்பட்டு முடிவுகள் குறிப்பிட்ட காலத்தில் வெளியிடப்படுவது எமது நிறுவனத்தின் சிறப்பு அம்சமாகும். நீங்கள் இந்நிறுவனத்திலிருந்து பெறும் பட்டம் உங்களைப் போட்டி மிகுப் பணி உலகத்திற்கு தயார் செய்து வேலை வாய்ப்பை பெறவும், அறிவு மற்றும் உங்களது திறனை மேன்மேலும் வளர்க்கவும் உதவிச் செய்கிறது. இந்நிறுவனத்தால் வழங்கப்படும் அனைத்துப் படிப்புகளுக்கும் இச்சிறப்பம்சம் பொருந்தும்.

உயர்கல்வியில் மாணவர் எண்ணிக்கையினை அதிகப்படுத்தி, படிக்க விரும்புபவர்களுக்கு வேலை தரும் கல்வியினை அளித்து, நமது நாட்டின் மனிதவள மேம்பாட்டை உயர்த்தும், சென்னைப் பல்கலைக் கழகத்தின் நீண்ட வரலாற்றுப் புகழ் ஓங்கச் செய்ய நாம் இணைந்து உறுதி எடுப்போம்.

உங்கள் வெற்றிக்கு என் வாழ்த்துக்கள்!

அன்புடன்

ப. துரைசாமி

UNIVERSITY OF MADRAS

(Established under the Act of Incorporation XXVII of 1857 - Madras University Act 1923)
(State University)
Accredited at the "A Grade Level" by NAAC
Conferred with the **"University with Potential for Excellence"** Status by UGC

Professor P. Duraisamy
Vice-Chancellor



Dear Students,

Greetings.

It is my proud privilege to welcome you to one of the India's renowned Universities. This 159 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 1,00,000 students already on roll.

The Institute of Distance Education (IDE) of the University of Madras was started in the year 1981 with a vision to impart higher 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 or not willing 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 Undergraduate, Postgraduate, Professional, Diploma, PG Diploma and Certificate courses. For facilitating independent study, all the learning resources of the IDE are prepared in self learning format. The Personal Contact Prograrmmes are handled by experienced faculties drawn from the University departments and affiliated Colleges. It is a source of satisfaction for us to watch our students have 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 helps you to gain more competence and will prepare you for facing the tough competition in the job market and for further study at higher education institutions.

Through its increasing enrollment, 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.

P. Duraisamy

P. DURAISAMY

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, 23 out of the 185 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 86 teaching and research departments in the University, grouped under 18 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 35 years, the Institute of Distance Education today is a mega Institute with a student enrolment of more than 1 lakh. 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 97 Degree Programmes : Undergraduate 27, Postgraduate 21, Professional 18, Diploma 21, and Certificate 10. 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 the growing demand the number of Spot Admission Centres in Tamil Nadu have been considerably increased. Recently Institute of Distance Education has introduced online admission and online payment system to the students.

சென்னைப் பல்கலைக்கழகம்

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

பல்கலைக்கழகத்தின் முதல் துணைவேந்தராக நியமிக்கப்பட்டவர் சென்னை நீதிமன்றத்தின் முன்னாள் தலைமை நீதிபதியான 'திரு. கிரிஸ்தபர் ராலின்ஸன்' என்பவர் ஆவார். இவர் போல் 1923 வரை (பெரும்பாலும் உயர்நீதி மன்றத்திலிருந்து) சென்னைப் பல்கலைக்கழகத்திற்கு துணைவேந்தர்கள் பகுதி நேர துணை வேந்தர்களாக நியமிக்கப்பட்டனர். தொடக்கத்தில் பல்கலைக்கழகமானது, 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 டாக்டர் 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 மானியக்குழு, 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 கற்பிப்பதற்க்கும் ஆய்வு செய்வதற்கும் 86 துறைகள் உள்ளன. அவை 18 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 1981ம் ஆண்டு அமைந்த அஞ்சல்வழி கல்வி நிலையம் (ICE), தற்போது தொலைதூரக் கல்வி நிறுவனமாக (IDE) மாற்றப்பட்டது.

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

தற்பொழுது இந்த நிறுவனம் 97 பட்டபடிப்புகளை வழங்கி வருகிறது. அவை : இளங்கலை – 27, முதுகலை – 21, தொழில்சார் கல்வி – 18, பட்டயம் (Diploma) – 21 மற்றும் சான்றிதழ் படிப்பு – 10. 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, தமிழ்நாட்டில் உடனடி சேர்க்கை மையங்கள் (Spot Admission Centres) மற்றும் படிப்பு மையங்கள் (Study Centres) கணிசமாக அதிகரிக்கப்பட்டுள்ளன.

மாணவர்கள் தற்போது இணைய வழி மூலமாக விண்ணப்பித்து சேரலாம். மேலும், இணைய வழி மூலமாக தங்களது கட்டணத்தை செலுத்தலாம்.

PROFESSIONAL DEGREE COURSES

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1. CONTACT DETAILS AND IMPORTANT TELEPHONE NUMBERS

COURSES / ADMISSIONS

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

Telephone No. : 044-25613716
Fax : +91-44-25360865
E-mail : idedirector@unom.ac.in
Website : www.unom.ac.in
www.ideunom.ac.in

EXAMINATIONS / CERTIFICATES

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

Telephone No. : 044-25399456/57
E-mail : controllerunom@gmail.com

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

Telephone No. : 044-25392231 / 25393595
E-mail : acoeideunom2014@gmail.com

ENQUIRY & GRIEVANCE REDRESS

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

E-MAIL ADDRESSES

UG Admission : ideugadmission@unom.ac.in **Professional Admission :** ideprofadmission@unom.ac.in
PG Admission : idepgadmission@unom.ac.in **Lesson storage Section:** idelessonmaterials@unom.ac.in
PCP : idepcp@unom.ac.in

CALL CENTRE

Contact Numbers : 044 - 25393453 / 044 - 25393454

FACULTY MEMBERS

TAMIL — **Phone Numbers**

Dr. (Mrs.) M. Sargunavathi, *M.A.,(Tamil Literature), B.Ed., (Tamil), PG Dip in Journalism, PG Dip in Folklore, Ph.D., in Tamil Literature, Post Doctorate in Tamil Folklore*
Associate Professor **25613823**

POLITICAL SCIENCE / PUBLIC ADMINISTRATION

1. **Dr. R. Srinivasan,** *M.A., M.Phil., Ph.D.,*
Associate Professor **25613814 / 25613801**
2. **Dr. R. Mathaiyan,** *M.A., M.Phil., M.B.A., Ph.D., B.G.L.,*
Associate Professor **25613800**

COMMERCE

Dr. R. Panchalan, *M.Com., M.Phil., M.B.A., PGDIR & PM., PGDDE., Ph.D.,*
Professor **25613803**

MANAGEMENT STUDIES — **Phone Numbers**

Dr. B. Devamaindan, *B.E., M.B.A., M.Phil., Ph.D.,*
Assistant Professor **25613805**

PSYCHOLOGY

Dr. S. Thenmozhi, *M.A., P.h.D.,*
Associate Professor **25613827/25613809**

COMPUTER SCIENCE

Dr. S. Sasikala, *M.C.A., M.Phil., Ph.D.,*
Assistant Professor **25613787/25613804**

MASS COMMUNICATION

Dr. T.R. Gopalakrishnan, *M.A., M.Sc., (UK), M.Phil., Ph.D.,*
Assistant Professor **25613758**

IMPORTANT TELEPHONE NUMBERS

(A) OFFICERS

Sl. No.	Officers' Designation	Phone Numbers		Fax Numbers
01	**DIRECTOR**	**25363715**	**25613701**	**91-44-25360865**
02	**CONTROLLER OF EXAMINATIONS**	**25399456**	**25399457**	
03	**ADDL. CONTROLLER OF EXAMINATIONS** [IDE] / **DEPUTY REGISTRAR**	**25392231**	**25393595**	
04	**DEPUTY REGISTRAR** [FINANCE & ADMINISTRATION]	**25384746**	**25613702** **25393368**	
05	**DEPUTY REGISTRAR** [ADMISSIONS]	**25382572**	**25613703**	
06	**ACCOUNTS OFFICER**	**25613773**		
07	**NODAL OFFICER / DEPUTY REGISTRAR** [SC/ST CELL]	**25393457**	**25613722**	
08	**PUBLIC RELATIONS OFFICER**	**25385539**	**25613713**	**91–44-25385539**
09	**ASST. REGISTRAR** [GENERAL]		**25613705**	
10	**ASST. REGISTRAR** [FINANCE]		**25613706**	
11	**ASST. REGISTRAR** [UG. ADMISSIONS]		**25613707**	
12	**ASST. REGISTRAR** [PG. ADMISSIONS]		**25613708**	
13	**ASST. REGISTRAR** [LESSONS]		**25613709**	
14	**ASST. REGISTRAR** [SC/ST CELL]		**25613793**	
15	**ASST. REGISTRAR** [IDE. UG. EXAMINATIONS - I]		**25613737**	
16	**ASST. REGISTRAR** [IDE. UG. EXAMINATIONS - II]		**25613736**	
17	**ASST. REGISTRAR** [IDE. PG./PROF. EXAMINATIONS]		**25613714**	
18	**ASST. REGISTRAR** [IDE. CERTIFICATE]		**25613778**	
19	**ASST. PUBLIC RELATIONS OFFICER** [IDE]		**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	**25613715/16**	14	FINANCE [RECEIPT-II] SECTION	**25613742**
02	AUDIT SECTION	**25613765**	15	FINANCE RECONCILATION	**25613740**
03	CALL CENTRE	**25393453/54**	16	GENERAL SECTION	**25613733**
04	CASH COUNTER	**25613743**	17	LESSON STORAGE-I SECTION	**25613738**
05	COMPUTER CENTRE OFFICE	**25613819**	18	LESSON STORAGE-II SECTION	**25613777**
06	COMPUTER CENTRE DATA ROOM	**25613820**	19	LESSON WRITING SECTION	**25613732**
07	DESPATCH SECTION	**25613721**	20	LIBRARY	**25613775**
08	ELIGIBILITY SECTION	**25613768**	21	MAIL SECTION	**25613720**
09	ENQUIRY	**25613727** to **31**	22	P.C.P. SECTION	**25613760**
10	FINANCE [CHARGES-I] SECTION	**25613745**	23	SC/ST CELL	**25613791**
11	FINANCE [CHARGES-II] SECTION	**25613782**	24	SERGEANT	**25613744**
12	FINANCE [ESTT.] SECTION	**25613746**	25	TELEPHONE EXCHANGE	**25613766**
13	FINANCE [RECEIPT-I] SECTION	**25613741**			

(C) ADMISSION SECTIONS

Sl. No.	U.G. - ADMISSION SECTIONS	Phone Numbers
01	**UG. ADMISSION - I** **B.A.** Tamil, Historical Studies, Vaishnavism, English, Urdu, Economics, Public Administration, Christian Studies, Criminology & Police Administration, **B. Lit., B. Music.**	**25613752**
02	**UG. ADMISSION - II** **B.Sc.** Mathematics, Geography, Psychology, Medical Sociology, Visual Communication, Hotel & Catering Management. **B. Nat.** Naturopathy and Yogic Sciences, **B.Sc.** Apparel Fashion Design **B.M.M., B.C.A., B.B.A.,** **CERTIFICATE COURSES** **DIPLOMA COURSES** **P.G. DIPLOMA COURSES**	**25613751**
03	**UG. ADMISSION - III** **B.Com.** General **B.Com.** Co-operation **B.Com.** Corporate Secretaryship **B.Com.** Bank Management	**25613750**
04	**ONLINE ADMISSION SECTION**	
05	**STUDY CENTRE AND** **SPOT ADMISSION CENTRES SECTION** Undergraduate Courses, Postgraduate Courses, Professional Courses, Certificate, Diploma and P.G. Diploma Courses	**25613757**

Sl. No.	P.G. - ADMISSION SECTIONS	Phone Numbers
01	**PG. ADMISSION - I** **M.A.** Tamil, Hindi, Modern Arabic, Urdu, English, Vaishnavism. Historical Studies, Political Science, Public Administration, Economics, Sociology, Christian Studies, Human Rights and Duties Education. **M.Com.** Commerce **M.Music** Music	**25613748**
02	**PG. ADMISSION - II** **M.Sc.** Mathematics, Geography, Psychology, Counselling Psychology, Medical Sociology, Cyber Forensics and Information Security. **M.Sc.** Information Technology [I.T.], **M.C.A.** Computer Applications **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**	**25613763**
03	**PG. ADMISSION - III** **M.B.A.** Business Administration	**25613770**

(D) EXAMINATION SECTIONS

Sl. No.		EXAMINATION SECTIONS	Phone Numbers
01	E1	**B.Com.** Commerce **B.Com.** Computer Applications **B.B.M., B.B.A.** **B.Com.** Co-operation, Corporate Secretaryship	**25613734**
02	E2	**B.L.I.S., M.L.I.S. COURSES, CERTIFICATE COURSES, DIPLOMA COURSES. PG. DIPLOMA COURSES** **B.Sc.** Mathematics, Geography, Psychology, Medical Sociology. **B.Music, B.C.A.,**	**25613726**
03	E3	**B.A.** Tamil, English, Urdu, Historical Studies, Public Administration, Economics, Christian Studies, Vaishnavism, Criminology and Police Administration. **B.Lit.,**	**25613723**

Sl. No.		EXAMINATION SECTIONS	Phone Numbers
04	E4	**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.Com. M.Music**	**25613710**
05	E5	**M.Sc.** Mathematics, Geography, Psychology, Counselling Psychology, Medical Sociology, Cyber Forensics and Information Security **M.C.A., M.Sc.** [I.T.]	**25613735**
06	E6	**M.B.A.,**	**25613712**
07		**CERTIFICATE SECTION**	**25613779**
08		**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
	*** The above mentioned Sl.Nos. 3,7,9 & 12 Admissions are available at Chennai Centre only**		
B.	**M.B.A. Integrated**	5 Years	English Medium
C.	**M.B.A. EXECUTIVE**	1 Year Theory II 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 FOR THE ACADEMIC YEAR 2017-2018	LAST DATE FOR RECEIPT OF FILLED-IN APPLICATION FORM FOR THE CALENDAR YEAR 2018
31.10.2017	31.03.2018

3. IMPORTANT INFORMATION TO THE CANDIDATES

I. ADMISSIONS

The IDE has introduced online registration of application to register for Admissions by the candidates from January 2017 onwards. The Candidates are advised to pay the tuition fee through online along with the Application form. The online registration admission for all the courses will commence during the month of June for theAcademic Year session. The online registration admission for the UG, PG and Professional Courses will commence during the month of January for the Calendar year session. **The Candidate are also advised to download the PCP Schedule from the Website : www.ideunom.ac.in. The schedule will not be sent to the candidates by post.**

II. EXAMINATIONS

The IDE has introduced online registration of application to register for Examinations by the candidates from December 2014 onwards. The Candidates are advised to pay the Examination Fees through the generated Challan along with the application form. The payment also made by way of Demand Draft in favour of "The Director, Institute of Distance Education, University of Madras, Chennai - 5" The online registration for UG degree course (May / June session) will commence during the month of March and for (December / January session) during the month of September respectively. Similarly, for PG / Professional / Certificate / Diploma and P.G. Diploma Courses, the online registration will commence during the month of March for May / June session and for December / January session during the month of September respectively. Candidates are also advised to download the Centre Notification and Hall Tickets from the Website : www.ideunom.ac.in. They will not be sent to the candidates by post.

LAST DATE FOR RECEIPT OF FILLED-IN APPLICATION FORM FOR THE ACADEMIC YEAR 2017-2018	LAST DATE FOR RECEIPT OF FILLED-IN APPLICATION FORM FOR THE CALENDAR YEAR 2018
31.10.2017	31.03.2018

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

YEAR		LAST DATE	
SECOND YEAR	For MBA	27.07.2018 (For Academic Year Admissions)	18.02.2019 (For Calendar Year Admissions)
	For MBA (5 Years) Integrated Courses	18.07.2018 (For Academic Year Admissions)	21.01.2019 (For Calendar Year Admissions)
	For MSC (IT) & MCA I Installment	18.07.2018 (For Academic Year Admissions)	21.01.2019 (For Calendar Year Admissions)
	For MSC (IT) & MCA II Installment	21.01.2019 (For Academic Year Admissions)	19.07.2019 (For Calendar Year Admissions)
THIRD YEAR	For MBA (5 Years) Integrated Courses	19.07.2019 (For Academic Year Admissions)	21.01.2020 (For Calendar Year Admissions)
	For MCA I Installment	19.07.2019 (For Academic Year Admissions)	21.01.2020 (For Calendar Year Admissions)
	For MCA II Installment	20.01.2020 (For Academic Year Admissions)	17.07.2020 (For Calendar Year Admissions)
FOURTH YEAR	For MBA (5 Years) Integrated Courses	20.07.2020 (For Academic Year Admissions)	20.01.2021 (For Calendar Year Admissions)
FIFTH YEAR	For MBA (5 Years) Integrated Courses	20.07.2021 (For Academic Year Admissions)	20.01.2022 (For Calendar Year Admissions)

PCP CENTRES	*CENTRE CODE*	*PCP CENTRES*	*CENTRE CODE*
AMBUR	**221**	**TIRUVANNAMALAI**	**233**
CHENNAI	**223**	**VELLORE**	**235**
KANCHEEPURAM	**227**	**PUDUCHERRY**	**237**
KUMBAKONAM	**229**		

The detailed schedule for PCP regarding Dates, Venue, etc., for Professional Courses will not be intimated separately but will be available only at website : www.ideunom.ac.in

4. INSTRUCTIONS TO CANDIDATE FOR FILLING UP ONLINE ADMISSION APPLICATION FORM

1. Admissions are open only to Indian Nationals.
2. The candidates are required to apply through online process only accessing the Website : www.ideunom.ac.in, candidates are advised to read the instructions and eligibility conditions prescribed in the prospectus (vide page No. 6 and 7) carefully before starting the process of online application registration.
3. Please verify and confirm the category of Programme i.e (UG/PG/Professional/Certificate / Diploma / P.G. Diploma) before selecting the degree course in online registration.
4. Candidates have to register themselves by using a valid E-mail id and registered mobile number. (Instructions for registration) (registrationsteps.html)
5. Enter your name as per the SSLC/HSC / Transfer Certificate.
6. Enter your AADHAAR NUMBER.
7. Enter your FATHER / HUSBAND/GUARDIAN NAME as per the Transfer Certificate.
8. Select your Gender Appropriately.
9. Select your Religion Appropriately.
10. Select your Community.
11. Enter your caste as per the community certificate.
12. Tuition fee concessions will be given to the candidates for the two categories mentioned in the application form for which required certificates / documentation have to be produced as per the rules otherwise enter "NO".
13. Enter your Date of Birth using the calendar as found in SSLC / HSC / Degree & Transfer Certificate.
14. Enter your mother tongue.
15. Choose your medium of instructions for the applicable courses.
16. Choose the PCP Centres.
17. Choose category as per geographical location of residence.
18. Mention specifically address to which all communications are to be sent. If different from permanent address.
19. Please specify your occupation, if employed.
20. Mention the name of course already undergoing either in this institute (or) any other institution.
21. Fill in all columns with marks particulars
22. Attach your photo and signature separately which shall be used for your ID card and hall ticket purposes.
23. Attach the scanned copies of your certificates (SSLC / HSC / Provisional (or) Convocation & Transfer Certificate)
24. For clarifications and queries, please mail to onlineideadm@gmail.com
25. Candidates must check the website regularly for any new updates.

5. 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 then 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.

6. GENERAL INFORMATION

ATTENTION

Students can seek admission only at Single Window Admission Centre / Spot Admission Centres / Study Centres within Tamil Nadu / Participatory Programme Centres / Twinning Programme Centre 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 also 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 within Tamil Nadu and Participatory Institutions / Twinning Programme Centre in person along with the required original documents / certificates.

3. **The Applicant has to detach the following from the prospectus and fill them as per the instructions :**

   (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 to the course.**

5. The Application form must be accompanied by **All the Original Certificates** as mentioned in the Prospectus. Candidates seeking admission in the Study Centres within Tamil Nadu / 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 enrol.

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 Photostat 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, be submitted to the Concerned Co-ordinators in case of Candidates seeking admission through Spot Admission Centres / Study Centres within Tamil Nadu / Participating Institutions and Twinning Programme Centres. Students seeking admission through Single Window Admission centre at the Institute of Distance Education at Chepauk should submit the Application through the Counters.

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 / Twinning Programme Centres.

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 and other dues to this university)

14. MODE OF PAYMENT OF FEES

Students can make their payments by using generated fee challan 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 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 Tuition Fee through Online Payment Gateway System provided in the Website: www.ideunom.ac.in. Students are advised to make use of this facility.**

16. The **Tuition Fee** and **other fees** for the **First Year** should be paid only after receiving the intimation letter of provisional admission along with generated Tuition fee challan. **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 the Prospectus till the completion of the course for guidance and make remittances within the specified due dates on their own. The admission 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. Only MCA & MSc (I.T) Candidates are permitted to remit the fees in instalments.**

17. The students are strictly instructed to use generated fee **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 / Participatory Institutions and Twinning Programme 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.**

18. Students admitted through the Study Centres within Tamil Nadu / Spot Admission Centres / Participatory Insitutions / Twinning Programme Centre 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 concerned Study Centres / Spot Admission Centres / Participatory Institutions / Twinning Programme 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 / Participatory Institution / Twinning Programme Centres. **Those who are not able to receive at the centres may approach 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.

Provisional admission and exemption of papers if any, and the papers to by appeared for the first year course will be given after the scrutining of the syllubus.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.

Provisional admission and exemption of papers if any, and the papers to by appeared for the first / second year course will be given after the scrutining of the syllubus.The candidates who are opting lateral admission are **NOT ELIGIBLE** for **CLASSIFICATION**.

(iii) The following certificates/documents (in Original and two sets of attested 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 then English / Tamil an authenticated translation in English language duly attested by a Gazette officer should be sent along with the original certificates..

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 through colleges 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. IN CASE OF DISCONTINUANCE OF STUDY

Students who want to discontinue their courses after the completion of first year / second year should inform the **Director, IDE., before 31st May of every year for academic year admission and before 31st December of every year for Calendar year admission**. 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 within Tamil Nadu / Spot Admission Centres on production of the student's copy of the payment challan. These learning materials will guide the students for 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. 62) 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. 62) 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, Puducherry and by the Study Centres within Tamil Nadu themselves. 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 not be intimated separately. However, the information in this regard is also posted at website, which can be viewed online.

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 Study Centres within Tamil Nadu Participatory Insitutions and Twinning Programme 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, until the completion of the course.

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 thirteen digit unique code (alpha-numeric). The first three digits indicate the year of admission. The fourth, fifth and the sixth the centre, the seventh, eighth and the nineth 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 not be accepted after the period of study at IDE on any circumstances.

iii) "SC/ST candidates are directed to submit the Photostat copy of the first page of his / her bank pass book and details of Name, Account No, IFSC Code No, MICR Code No, Name of the Bank, Branch Name, Branch Code No. and the Aadhaar Card should be furnished with application form for ECS purposes."

iv) 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

(i) 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.**

(ii) Prisoners of Tamil Nadu will be considered for **exemption of tuition fees** provided they submit their appliction for admission with a 'No Objection Certificate' issued by the competent authority.

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, from the Director, IDE, University of Madras. The Co-ordinators of PCP / Spot Admission / Study Centres Participatory Institutions and Twinning Programme 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 and Online Admission Application Registration form / Online Registration Examination Application Form, for any further queries / clarification. The furnished number will be treated as **REGISTERED 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 2017-2018	LAST DATE FOR RECEIPT OF FILLED-IN APPLICATION FORM FOR THE CALENDAR YEAR 2018
31.10.2017	31.03.2018

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

YEAR		LAST DATE	
SECOND YEAR	For MBA	27.07.2018 (For Academic Year Admissions)	18.02.2019 (For Calendar Year Admissions)
	For MBA (5 Years) Integrated Courses	18.07.2018 (For Academic Year Admissions)	21.01.2019 (For Calendar Year Admissions)
	For MSC (IT) & MCA I Installment	18.07.2018 (For Academic Year Admissions)	21.01.2019 (For Calendar Year Admissions)
	For MSC (IT) & MCA II Installment	21.01.2019 (For Academic Year Admissions)	19.07.2019 (For Calendar Year Admissions)
THIRD YEAR	For MBA (5 Years) Integrated Courses	19.07.2019 (For Academic Year Admissions)	21.01.2020 (For Calendar Year Admissions)
	For MCA I Installment	19.07.2019 (For Academic Year Admissions)	21.01.2020 (For Calendar Year Admissions)
	For MCA II Installment	20.01.2020 (For Academic Year Admissions)	17.07.2020 (For Calendar Year Admissions)
FOURTH YEAR	For MBA (5 Years) Integrated Courses	20.07.2020 (For Academic Year Admissions)	20.01.2021 (For Calendar Year Admissions)
FIFTH YEAR	For MBA (5 Years) Integrated Courses	20.07.2021 (For Academic Year Admissions)	20.01.2022 (For Calendar Year Admissions)

7. 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. Submit the filled-in application form to admission front desk and collect the token and wait for your turn.

3. 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.

4. The application form and other certificates should be arranged in the following order:

   (i) Filled-in application form + Filled-in address slip

   (ii) Photostat copies of the Certificates

   (iii) Filled-in Computer Coding Sheet

   (iv) If the certificates are in a language other than English / Tamil an authenticated translation in English duly attested by a Gazetted Officer.

5. 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.

6. After obtaining the provisional admission letter, the students can remit the specified fees at any Bank Counters of **Indian Bank of any branches .** After remitting the fees, the students can collect the study materials and ID card from the respective counters of Single Window Admission Centre.

7. **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 during admission period only.

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. 61 & 62)

10. The PCP Theory & Practical classes and examinations for the Students those admitted under Calendar year stream through Single Window admission Centre at Chennai & Spot Admission Centres within Tamilnadu will be conducted **only in Chennai.**

(ii) ADMISSION THROUGH ONLINE (AROUND THE WORLD)

1. To facilitate admission of students into various courses from all over the World the Institute of Distance Education, University of Madras has launched online admission.
2. Students can download the prospectus cum application form from the Website : www.ideunom.ac.in.
3. The students are required to apply through online process only accessing the website:www.ideunom.ac.in candidates are advised to read the instructions and eligibility conditions prescribed in the prospectus (Vide Page No. 10 & 12) carefully before starting the process of online registration.
4. The application can be submitted online by following the instructions carefully and by paying the necessary fees through online. The Identity Card and Study Materials wil be sent by post to the address given by the student.
5. The students are requested to send the original certificate along with the photocopy of Provisional Intimation slip and passport size photograph through the Registered Post / Speed Post / Courier addressed to the Director, Institue of Distance Education, University of Madras, Chepauk, Chennai - 600 005 within 15 days from the date of online registration for verification purpose and return. Failing to do or if any false information are found at a later stage, their admission will be summarily rejected and tuition fee paid by him / her will not be refunded.
6. The students may also come in person and submit the original certificate along with the photocopy of the original certificates to the Online Admission Section, Institute of Distance Education for verification and return.
7. The PCP Classes both theory and practical for the students admitted under academic year stream through online admission will be conducted **only in Chennai.**
8. The PCP Classes both theory and practical for the students admitted under calendar year stream through online admission will be conducted **only in Chennai.**
9. The Second and Third Year learning materials can be collected by the students in person or by post after paying their necessary tuition fee.

(iii) 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. 63 & 64)

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 required documents / certificates as per eligibility criteria for seeking admission. (For eligibility Criteria Refer Page No. 10 - 12 and for documents / certificates to be submitted Refer Page. No. 14)
4. Eligible students will be given admission in the Institue of Distance Education, University of Madras and Provisional Admission intimation with Erolment Number will be assigned by the University of Madras and will be sent to the concerned Spot Admission Centres.
5. On receipt of enrolment number the students can pay the requisite fees and collect the study materials. (Refer page Nos. 58 & 59 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 Centre at Chennai & Spot Admission centres within Tamil Nadu will be conducted by the University in various PCP centres. (Refer Page No. 61 & 62)
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.**

(iv) ADMISSION THROUGH STUDY CENTRES (WITHIN TAMIL NADU)

1. To facilitate the admission of students in various areas within Tamil Nadu the Institute of Distance Education, University of Madras has established Study Centres for admission all over Tamil Nadu. (For list of Study Centre admission refer page No. 65)
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 with the required documents / certificates as per eligibility criteria for seeking admission. (For eligibility Criteria refer Page No. 10 & 12 and for documents / certificates to be submitted refer Page. No. 14)

4. The filled-in application form 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 only 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 TAMILNADU.** 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 only and forwarded through the study centres. (Please refer to page No. 58 - 59 Fee particulars - Course-wise.). The University will not be responsible for any other payment.

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. The PCP classes for the students admitted through approved Study Centres (Within Tamil Nadu) will be arranged and conducted by the concerned Study Centres.

10. It is the sole responsibility of the Concerned Study Centres to arrange and conduct the PCP Classes for their Students.

(v) ADMISSION THROUGH PARTICIPATORY INSTITUTIONS / TWINNING PROGRAMME CENTRES (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. 65 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 with the required documents / certificates as per eligibility criteria for seeking admission. (For eligibility Criteria refer Page No. 10 to 12 and for documents / certificates to be submitted refer Page. No. 14)

4. The filled-in applications will be forwarded by the Participatory Institution and Twinning Programme Centres 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 assigned will be sent to the Participatory Institutions.

6. On receipt of the Provisional Admission Intimation along with enrolment number through the Participatory Institutions and Twinning Programme Centres 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. (Please refer to page Nos. 58 - 59, Fee particulars - Course-wise.)

7. The Demand Draft / Fee Challan shall be forwarded by the Participating Institutions / Twinning Programme Centres 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 Instituions.

9. The PCP classes for the students admitted through approved Participatory Institutions and Twinning Programme Centre will be arranged and conducted by the concerned Participatory Institutions and Twinning Programme Centre.

10. **It is the sole responsibility of the Concerned Participatory Institutions / Twinning Programme Centres to arrange and conduct the PCP Classes for their Students.**

MASTER OF BUSINESS ADMINISTRATION

(M.B.A. General - Two Years - Semester with Credits)

8(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 and Electronic Data Processing	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** 150 **Viva Voce** 50 } 200 **(OR)** **Any two Optional Papers from Group-A (or) Group-B** (Details furnished in the 32nd Page)			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	Resillence 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	**OPTIONAL SUBJECTS** **(Students may select any Two Subjects from . Group - A (or) Group - Bany one of the in lieu of PROJECT WORK)**				
	GROUP-A				
1.	Industrial Marketing	3	100	50	4
2.	Customer Relations Management and Relationship Marketing	3	100	50	4
3.	Managing Web Application Security	3	100	50	4
4.	Information Technology Governance	3	100	50	4
	GROUP-B				
1.	Organisational Development	3	100	50	4
2.	Compensation Management				
3.	Derivatives	3	100	50	4
4.	Risk Management and Insurance	3	100	50	4

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

8(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**.

8(C) REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTER

1. Candiate 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.

8(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)

<table>
<tr><th colspan="2">RANGE OF MARKS</th><th colspan="2">GRADE POINTS</th><th colspan="2">LETTER GRADE</th><th colspan="2">DESCRIPTION</th></tr>
<tr><th colspan="2">PG & UG</th><th colspan="2">PG & UG</th><th colspan="2">PG & UG</th><th colspan="2">PG & UG</th></tr>
<tr><td colspan="2">90 -100</td><td colspan="2">9.0-10.0</td><td colspan="2">O</td><td colspan="2">Outstanding</td></tr>
<tr><td colspan="2">80-89</td><td colspan="2">8.0-8.9</td><td colspan="2">D+</td><td colspan="2">Excellent</td></tr>
<tr><td colspan="2">75-79</td><td colspan="2">7.5-7.9</td><td colspan="2">D</td><td colspan="2">Distinction</td></tr>
<tr><td colspan="2">70-74</td><td colspan="2">7.0-7.4</td><td colspan="2">A+</td><td colspan="2">Very Good</td></tr>
<tr><td colspan="2">60-69</td><td colspan="2">6.0-6.9</td><td colspan="2">A</td><td colspan="2">Good</td></tr>
<tr><td colspan="2">50-59</td><td colspan="2">5.0-5.9</td><td colspan="2">B</td><td colspan="2">Average</td></tr>
<tr><th>PG</th><th>UG</th><th>PG</th><th>UG</th><th>PG</th><th>UG</th><th>PG</th><th>UG</th></tr>
<tr><td rowspan="2">00-49</td><td>40-49</td><td rowspan="2">0.0</td><td>4.0-4.9</td><td rowspan="2">U</td><td>C</td><td rowspan="2">Re-appear</td><td>Satisfactory</td></tr>
<tr><td>00-39</td><td>0.0</td><td>U</td><td>Re-appear</td></tr>
<tr><td colspan="2">ABSENT</td><td colspan="2">0.0</td><td colspan="2">AAA</td><td colspan="2">ABSENT</td></tr>
</table>

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:

GRADE POINT AVERAGE [GPA] = $\Sigma_i C_i G_i / \Sigma_i C_i$

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

For the entire programme:

CUMULATIVE GRADE POINT AVERAGE [CGPA] = $\Sigma_n \Sigma_i C_{ni} G_{ni} / \Sigma_n \Sigma_i C_{ni}$

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

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

<table>
<tr><th colspan="2">CGPA</th><th colspan="2">GRADE</th><th colspan="2">CLASSIFICATION OF FINAL RESULT</th></tr>
<tr><th colspan="2">PG&UG</th><th colspan="2">PG&UG</th><th colspan="2">PG&UG</th></tr>
<tr><td colspan="2">9.5-10.0</td><td colspan="2">O+</td><td colspan="2" rowspan="2">First Class - Exemplary*</td></tr>
<tr><td colspan="2">9.0 and above but below 9.5</td><td colspan="2">O</td></tr>
<tr><td colspan="2">8.5 and above but below 9.0</td><td colspan="2">D++</td><td colspan="2" rowspan="3">First Class with Distinction*</td></tr>
<tr><td colspan="2">8.0 and above but below 8.5</td><td colspan="2">D+</td></tr>
<tr><td colspan="2">7.5 and above but below 8.0</td><td colspan="2">D</td></tr>
<tr><td colspan="2">7.0 and above but below 7.5</td><td colspan="2">A++</td><td colspan="2" rowspan="3">First Class</td></tr>
<tr><td colspan="2">6.5 and above but below 7.0</td><td colspan="2">A+</td></tr>
<tr><td colspan="2">6.0 and above but below 6.5</td><td colspan="2">A</td></tr>
<tr><td colspan="2">5.5 and above but below 6.0</td><td colspan="2">B+</td><td colspan="2" rowspan="2">Second Class</td></tr>
<tr><td colspan="2">5.0 and above but below 5.5</td><td colspan="2">B</td></tr>
<tr><th>PG</th><th>UG</th><th>PG</th><th>UG</th><th>PG</th><th>UG</th></tr>
<tr><td rowspan="3">0.0 and above but below 5.0</td><td>4.5 and above but below 5.0</td><td rowspan="3">U</td><td>C+</td><td rowspan="3">Re-appear</td><td rowspan="2">Third Class</td></tr>
<tr><td>4.0 and above but below 4.5</td><td>C</td></tr>
<tr><td>0.0 and above but below 4.0</td><td>U</td><td>Re-appear</td></tr>
</table>

* 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.

STRUCTURE OF COURSE
MASTER OF BUSINESS ADMINISTRATION
8.1 (A) M.B.A. INTEGRATED - FIVE YEARS SEMESTER WITH CREDITS

The Courses of Study for the **M.B.A. 5 year Integrated** Degree shall consist of the following

A) FOUNDATION COURSES

B) CORE COURSES

FOUNDATION COURSES -

Part I - Language - I in the I Semester

Part II - English - I in the I Semester

Part I - Language - II in the II Semester

Part II - English - II in the II Semester

The course of study for the **FOUNDATION COURSES** shall comprise the study of **PART I - TAMIL** or an **'ALTERNATIVE LANGUAGE SUBJECT** for **TAMIL'** [i.e.] anyone of the following **MODERN INDIAN LANGUAGES** or **CLASSICAL LANGUAGES** or **FOREIGN LANGUAGES** or **COMMUNICATIVE ENGLISH** at the option of the candidates and **PART II - ENGLISH,** according to the syllabus and text-book prescribed from time to time.

ALTERNATIVE LANGUAGE SUBJECT for **PART I - TAMIL (Semester I and Semster II)**

[i] MODERN [Indian] **LANGUAGES** - **Telugu, Kannada, Malayalam, Hindi** and **Urdu**

[ii] CLASSICAL LANGUAGES - **Sanskrit** and **Arabic**

[iii] FOREIGN LANGUAGE[S] - **French** only

[iv] COMMUNICATIVE ENGLISH

Candidates admitted to **M.B.A Five Year Integrated,** Degree Course should appear and pass the **FOUNDATION COURSE - PART I - PAPER-I LANGUAGE TAMIL, in the I Semester and Paper - II - Lanaugage Tamil in the Semester II** or anyone of the **ALTERNATIVE LANGUAGE SUBJECTS** *for* **TAMIL** as indicated under [i], [ii], [iii], and [iv] above; and **PART II - English Paper - I in the I Semester and ENGLISH PAPER-II**, in the II Semester for **FIRST YEAR ONLY**.

Note : For the above Languages, learning materials alone will be provided to the candidates. No Personal Contact Classes [PCP] will be conducted. However, if sufficient number of candidates are enrolled, Personal Contact Programme Classes shall be conducted.

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

SCHEME OF EXAMINATIONS (THEORY)

FIRST YEAR

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
	I - Semester				
1	Language I	3	100	40	4
2	English I	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	50	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]		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	Credits
36	**OPTIONAL SUBJECTS** **(Students may select any Two Subjects from Group - A (or) Group - B in lieu of PROJECT WORK)**				
	GROUP-A				
	1. Industrial Marketing	3	100	50	4
	2. Customer Relations Management and Relationship Marketing	3	100	50	4
	3. Managing Web Application Security	3	100	50	4
	4. Information Technology Governance	3	100	50	4
	GROUP-B				
	1. Organisational Development	3	100	50	4
	2. Compensation Management	3	100	50	4
	3. Derivatives	3	100	50	4
	4. Risk Management and Insurance	3	100	50	4

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

8.1 (C) 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**.

8.1 (D) REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTER

1. Candiate 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.

8.1 (E) CLASSIFICATION OF SUCCESSFUL CANDIDATES

(a) Foundation Courses (Only for M.B.A. Integrated 5 years course)

(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 (Only for M.B.A. Integrated 5 years course)

(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)

<table>
<tr><th colspan="2">RANGE OF MARKS</th><th colspan="2">GRADE POINTS</th><th colspan="2">LETTER GRADE</th><th colspan="2">DESCRIPTION</th></tr>
<tr><th colspan="2">PG & UG</th><th colspan="2">PG & UG</th><th colspan="2">PG & UG</th><th colspan="2">PG & UG</th></tr>
<tr><td colspan="2">90 -100</td><td colspan="2">9.0-10.0</td><td colspan="2">O</td><td colspan="2">Outstanding</td></tr>
<tr><td colspan="2">80-89</td><td colspan="2">8.0-8.9</td><td colspan="2">D+</td><td colspan="2">Excellent</td></tr>
<tr><td colspan="2">75-79</td><td colspan="2">7.5-7.9</td><td colspan="2">D</td><td colspan="2">Distinction</td></tr>
<tr><td colspan="2">70-74</td><td colspan="2">7.0-7.4</td><td colspan="2">A+</td><td colspan="2">Very Good</td></tr>
<tr><td colspan="2">60-69</td><td colspan="2">6.0-6.9</td><td colspan="2">A</td><td colspan="2">Good</td></tr>
<tr><td colspan="2">50-59</td><td colspan="2">5.0-5.9</td><td colspan="2">B</td><td colspan="2">Average</td></tr>
<tr><th>PG</th><th>UG</th><th>PG</th><th>UG</th><th>PG</th><th>UG</th><th>PG</th><th>UG</th></tr>
<tr><td rowspan="2">00-49</td><td>40-49</td><td rowspan="2">0.0</td><td>4.0-4.9</td><td rowspan="2">U</td><td>C</td><td rowspan="2">Re-appear</td><td>Satisfactory</td></tr>
<tr><td>00-39</td><td>0.0</td><td>U</td><td>Re-appear</td></tr>
<tr><td colspan="2">ABSENT</td><td colspan="2">0.0</td><td colspan="2">AAA</td><td colspan="2">ABSENT</td></tr>
</table>

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:

GRADE POINT AVERAGE [GPA] = $\Sigma_i C_i G_i / \Sigma_i C_i$

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

For the entire programme:

CUMULATIVE GRADE POINT AVERAGE [CGPA] = $\Sigma_n \Sigma_i C_{ni} G_{ni} / \Sigma_n \Sigma_i C_{ni}$

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

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

<table>
<tr><th colspan="2">CGPA</th><th colspan="2">GRADE</th><th colspan="2">CLASSIFICATION OF FINAL RESULT</th></tr>
<tr><th colspan="2">PG&UG</th><th colspan="2">PG&UG</th><th colspan="2">PG&UG</th></tr>
<tr><td colspan="2">9.5-10.0</td><td colspan="2">O+</td><td colspan="2" rowspan="2">First Class - Exemplary*</td></tr>
<tr><td colspan="2">9.0 and above but below 9.5</td><td colspan="2">O</td></tr>
<tr><td colspan="2">8.5 and above but below 9.0</td><td colspan="2">D++</td><td colspan="2" rowspan="3">First Class with Distinction*</td></tr>
<tr><td colspan="2">8.0 and above but below 8.5</td><td colspan="2">D+</td></tr>
<tr><td colspan="2">7.5 and above but below 8.0</td><td colspan="2">D</td></tr>
<tr><td colspan="2">7.0 and above but below 7.5</td><td colspan="2">A++</td><td colspan="2" rowspan="3">First Class</td></tr>
<tr><td colspan="2">6.5 and above but below 7.0</td><td colspan="2">A+</td></tr>
<tr><td colspan="2">6.0 and above but below 6.5</td><td colspan="2">A</td></tr>
<tr><td colspan="2">5.5 and above but below 6.0</td><td colspan="2">B+</td><td colspan="2" rowspan="2">Second Class</td></tr>
<tr><td colspan="2">5.0 and above but below 5.5</td><td colspan="2">B</td></tr>
<tr><th>PG</th><th>UG</th><th>PG</th><th>UG</th><th>PG</th><th>UG</th></tr>
<tr><td rowspan="3">0.0 and above but below 5.0</td><td>4.5 and above but below 5.0</td><td rowspan="3">U</td><td>C+</td><td rowspan="3">Re-appear</td><td rowspan="2">Third Class</td></tr>
<tr><td>4.0 and above but below 4.5</td><td>C</td></tr>
<tr><td>0.0 and above but below 4.0</td><td>U</td><td>Re-appear</td></tr>
</table>

* 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

8.2 (A) SCHEME OF EXAMINATIONS

(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

8.2(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**.

Candiate shall register their names for the First and Second Semester Examination to gether at the end of Second Semester.

8.2(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:

GRADE POINT AVERAGE [GPA] = $\Sigma_i C_i G_i / \Sigma_i C_i$

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

For the entire programme:

CUMULATIVE GRADE POINT AVERAGE [CGPA] = $\Sigma_n \Sigma_i C_{ni} G_{ni} / \Sigma_n \Sigma_i C_{ni}$

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

(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
8.3 (A) (M.C.A. Three 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	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

8.3 (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 dessertation afresh for evaluation.

Attendance

A candidate who has secured less than 50% of attendance in personal contact program theory and 100% in Practical in a semester shall not be permitted to take the University Examination. Candidates who have not earned 100% attendance in practicals have 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.

8.3 (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:

GRADE POINT AVERAGE [GPA] = $\Sigma_i C_i G_i / \Sigma_i C_i$

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

For the entire programme:

CUMULATIVE GRADE POINT AVERAGE [CGPA] = $\Sigma_n \Sigma_i C_{ni} G_{ni} / \Sigma_n \Sigma_i C_{ni}$

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

(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 INFORMATION TECHNOLOGY

8.4 (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

8.4(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 dessertation 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.

8.4(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	
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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:

GRADE POINT AVERAGE [GPA] = $\Sigma_i C_i G_i / \Sigma_i C_i$

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

For the entire programme:

CUMULATIVE GRADE POINT AVERAGE [CGPA] = $\Sigma_n \Sigma_i C_{ni} G_{ni} / \Sigma_n \Sigma_i C_{ni}$

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

(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.

9. 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									
					RECOGNITION FEE						
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
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

(B) TOTAL FEE PARTICULARS - COURSE WISE

S.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.
1.	M.B.A. Integrated (Five Years)	PBN	3,270/-	3,500/-	3,600/-

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

*** 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		
	First Instalment Rs.	Second Instalment Rs.	Total Rs.	First Instalment Rs.	Second Instalment Rs.	Total Rs.
I Year	7,000/-	5,000/-	12,000/-	7,000/-	5,330/-	12,330/-

Academic Year Programmes 2017 - 2018		Calendar Year Programmes 2018	
First Instalment	Second Instalment	First Instalment	Second Instalment
Fees to be paid within 15 days from the date of admission	19-01-2018	Fees to be paid within 15 days from the date of admission	18-07-2018
18-07-2018	21-01-2019	21.01.2019	19-07-2019
19-07-2019	20-01-2020	20-01-2020	17-07-2020

M.Sc. (I.T.)	University of Madras Graduates			Other University Graduates		
	First Instalment Rs.	Second Instalment Rs.	Total Rs.	First Instalment Rs.	Second Instalment Rs.	Total Rs.
I Year	7,000/-	5,250/-	12,250/-	7,000/-	5,580/-	12,580/-

Academic Year Programmes 2017 - 2018		Calendar Year Programmes 2018	
First Instalment	Second Instalment	First Instalment	Second Instalment
Fees to be paid within 15 days from the date of admission	19-01-2018	Fees to be paid within 15 days from the date of admission	18-07-2018
18-07-2018	21-01-2019	21-01-2019	19-07-2019

Note : The Candidates are requested to remit the Course Fee together with the Registration fee after receiving Provisional Admission intimation only for First Year. Second Year and Third Year fees will be informed later

10 (a) PERSONAL CONTACT PROGRAMME (PCP)

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 Centre 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 Practial for the students admitted under academic year stream through online admission will be conducted **only in Chennai.**
3. The PCP classes both Theory and Practical for the students admitted under calendar year stream through IDE Single Window Admission Centre at Chennai & Spot Admission centres within Tamil Nadu will be conducted **only in Chennai.**
4. The PCP classes both Theory and Practical for the students admitted under calendar year stream through online admissions will be conducted **only in Chennai.**
5. **It is the sole responsibility of the concerned Study Centre within Tamil Nadu / Participatory Institutions / Twinning Programme Centres to arrange and conduct the PCP Classes for their Students.**
6. Students are advised to make their own arrangement for attending the classes.
7. Students are advised to bring their own Note-books, Pens, Pencils, etc.
8. Students from other States may attend Classes at any one of the nearest PCP Centres.
9. The Co-ordinator / Additional Co-ordinator at the respective Centres will be available for any clarification regarding the course.
10. Students are advised to see the website periodically as the PCP Schedule will not be sent to the candidates individually. Detailed Time-Table for PCP Classes will be made available at the Website: ideunom.ac.in / PCP Centres on the first day of the PCP Classes.
11. Any change in the programme will be intimated to the students at the venue of the PCP Classes / Website.
12. PCP Classes will be held from 9.30 a.m. to 12.45 p.m. & 1.30 p.m. to 4.45 p.m.
13. Students are not allowed to use Cell Phones in the class rooms.
14. Students are advised to collect their study materials from the Study Centres by submitting their tuition fee remittance challan (designated Bank).
15. Students are instructed to keep their identity cards ready to be produced for any reference.

10 (b) PERSONAL CONTACT PROGRAMME CENTRES

[i] Personal Contact Programmes will be organized in Tamil Nadu and Puducherry at the centres listed overleaf.

[ii] Personal Contact Programmes for all courses offered by the Institute of Distance Education, University of Madras will be conducted at Chennai. (Subject to minimum number of strength in each centre)

[iii] Personal Contact Programmes for practical oriented subjects shall be conducted at the PCP Centres listed in the statement overleaf 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 overleaf be chosen by the candidates and the same be indicated in the boxes provided in the application form as well as coding sheet properly.

PCP CENTRES	*CENTRE CODE*	*PCP CENTRES*	*CENTRE CODE*
AMBUR	**221**	**TIRUVANNAMALAI**	**233**
CHENNAI	**223**	**VELLORE**	**235**
KANCHEEPURAM	**227**	**PUDUCHERRY**	**237**
KUMBAKONAM	**229**		

* Classes will be conducted in the above PCP centres, subject to availability of student strength in each centre. University reserves the right to cancel / withdrawn the existing centres or add new centres, depending on enrolment of the student strength in each centre.

The detailed schedule for PCP regarding Dates, Venue, etc., for Professional Courses will not be intimated separately but will be available only at website : www.ideunom.ac.in

ATTENTION

IMPORTANT INFORMATION TO THE STUDENTS

The IDE has introduced online registration of application to register for Examinations by the candidates from December 2014 onwards. The Candidates are advised to pay the Examination Fees through the generated Challan along with the application form. The payment also made by way of Demand Draft in favour of "The Director, Institute of Distance Education, University of Madras, Chennai - 5" The online registration for UG degree course (May / June session) will commence during the month of March and for (December / January session) during the month of September respectively. Similarly, for PG / Professional / Certificate / Diploma and P.G. Diploma Courses, the online registration will commence during the month of March for May / June session and for December / January session during the month of September respectively. Candidates are also advised to download the Centre Notification and Hall Tickets from the Website : www.ideunom.ac.in. They will not be sent to the candidates by post.

Admission is subject to the outcome of the W.P. No. 2750 of 2016 filed in the Honorable Madras High Court of Judicature

10 (C) PERSONAL CONTACT PROGRAMME

PCP Centres for the students who have enrolled in the Single Window Admission Centre / Online Admission 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
2	**M.B.A.** (All Courses) Week-end classes only	16 days per year	**Optional**	Chennai, Ambur, Puducherry Coimbatore, Tiruchirapalli, and Vellore
3	**Integrated M.B.A.**	First Three Years - 10 days Fourth & Fifth Years - 16 days	**Optional**	Chennai only
4	**M.C.A.**	First Year - 28 days Second Year – 34 days. Third Year – 17 days.	**50 Percent Compulsory**	Chennai, Ambur, Vellore and Puducherry
5	**M.Sc.** (Information Technology)	First Year - 28 days Second Year - 20 days	**50 Percent Compulsory**	Chennai, Ambur, Vellore and Puducherry

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 within Tamil Nadu Participatory Centres and Twinning Programme Centre the PCP Classes will be conducted by the Respective Institutions.

11. SPOT ADMISSION CENTRES & STUDY CENTRES WITHIN TAMIL NADU

SPOT ADMISSION CENTRES		
Sl. No.	Centre Code	Name of Centre, Address, Phone, Fax & Mobile
1	101	**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	102	**APPLICATIONS RECEIVED BY POST WITHIN TAMILNADU.**
3	200	**UNIVERSITY CONSTITUENT COLLEGE,** ECR Road, Nemili - 603 104. Phone : 044-27402535
4	201	**UNIVERSITY CONSTITUENT COLLEGE,** Poonthottam, Theradi, Thiruvottiyur, Chennai - 600 019. Phone : 044-25730382, 044-25730320
5	104	**MAZHARUL ULOOM COLLEGE,** Reddy Thoppu, AMBUR-635 802. [Vellore District] Phone : 04174-242644 Fax : 04174-249638
6	106	**PERIYAR ARTS COLLEGE,** Devanampattinam, CUDDALORE-607 001. Phone : 04142-293153 Fax : 04142-293436
7	107	**GOVERNMENT ARTS COLLEGE**, COLLECTORATE (P.O.), DHARMAPURI-636 705. Phone : 04342-230008 Fax : 04342-281850
8	110	**GOVERNMENT ARTS COLLEGE [MEN],** Chennai Road, KRISHNAGIRI-635 001. Phone : 04343-292730 Fax : 04343-234780
9	111	**GOVERNMENT ARTS COLLEGE, (Autonomous)** KUMBAKONAM-612 001. [Thanjavur District] Phone : 0435-2442149 / 2442977 Fax : 0435-2442977
10	114	**MODERATOR GNANADASON POLYTECHNIC COLLEGE,** Distillery Road, NAGERCOIL-629 001. [Kanyakumari District] Phone : 04652-223302 / 230859 Fax : 04652-223302 Mobile : 9865210713
11	116	**ST. XAVIER'S COLLEGE OF EDUCATION,** John's College Road, PALAYAMKOTTAI-627 002. [Tirunelveli District] Phone : 0462-2577630 Fax : 0462-2577630 Mobile : 9788421646
12	117	**GOVERNMENT ARTS COLLEGE,** Cherry Road, SALEM-636 007. Phone : 0427-2413273 Fax : 0427-2413273
13	119	**JAMAL MOHAMMED COLLEGE,** No. 7, Race Course Road, Khajanagar, THIRUCHIRAPALLI-620 020. Phone : 0431-2333235 Fax : 0431-2331435
14	120	**GOVERNMENT ARTS COLLEGE,** Chengam Road, Ramanasramam P.O., THIRUVANNAMALAI-606 603. Phone : 04175-236298 Fax : 04175-236553 Mobile : 9442250302
15	121	**GOVERNMENT ARTS COLLEGE**, Stone House Hill P.O., UDHAGAMANDALAM-643 002, The Nilgiris Phone : 0423-2443981 Fax : 0423-2448500
16	122	**MUTHURANGAM GOVT. ARTS COLLEGE**, Otteri Road, Bagayam, VELLORE-632 002. Phone : 0416-2262068 Fax : 0416-2263768 Mobile : 9842281620
17	124	**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	125	**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	202	**TAGORE GOVT. COLLEGE OF EDUCATION,** M.G. Road, Middle Point, PORT BLAIR-744 101. Phone : 03192-232695 / 239688 Fax : 03192-244045
31	203	**WISEMAN HIGHER SECONDARY SCHOOL,** Vellalar Street, mudaliarpet & Lake Street, Velrampet, Puducherry - 605 004, Phone : 0413-236420, Fax : 0413-2353108

STUDY CENTRES - TAMILNADU

Sl. No.	Centre Code	Name of Centre, Address, Phone, Fax & Mobile
1	606	**SWARNAMMAL GANESAN EDUCATIONAL SOCIAL AND HEALTH CARE TRUST,** 3,Othavadai Street, Podaturpet, Pallipat [Taluk], Tiruvallur- 631208, Phone : 044-27849744 Mobile : 9444246103, Email : emswaminathan@gmail.com
2	614	**VENUS EDUCATION CENTRE,** No- 30/54, North Raja Street, Tiruvallur- 602 001. Phone - 9843234234 / 9843703005, Email : venusedv71@gmail.com
3	619	**CHENGAI STUDY CENTRE,** 17, V.O.C. Street, Opp. Kulunthi Amman Koil, Chengalpattu - 603 001. Phone : 044-27423555 / 9840188776 Email : djbohra@gmail.com
4	655	**NIRDS,** No-1, Bus Stand Complex, Near Chinthamani Super Market, Erode- 638 003. Phone : 0424- 2261777, 9788873707, E-mail : nirds06@gmail.com
5	657	**SHREE KAMATCHI EDUCATIONAL TRUST**, No. 48, Vallai Pachaiyappan Street, Kancheepuram - 1, Phone : 044 47203515, 9500950155, E-mail : unims.sket@gmail.com
6	658	**ANNAMALAIYAR FOUNDATION**, 12A, Sappani Pillaiyar Koil Street, Kancheepuram – 631 502. Phone : 044 27232393 Fax : 044 27232393, annamalaiyarfoundation@yahoo.in
7	659	**BITS & BYTES COMPUTERS**, No.59, RNR Towers , Covai Road, Karur -639 002 Phone : 04324 -233322, 249667 Fax : 04324- 249667 Mobile : 9843034934, 9843334935
8	663	**SAI INSTITUTE OF MANAGEMENT STUDIES,** No- 367C, KKC Complex, Near APR Stores, Avinashi Road, Tiruppur - 641 602. Phone : 0421-2208113, Fax : 0421-2208113
9	664	**VELLORE STUDY CENTRE (P) LTD.** Vershan Coplex, No. 508/2, 2nd Floor, Muthrangam Artc College Road, Otteri Vellore - 632 002. Phone : 0416-2262565, Mobile : 9363023465, E-mail : saravanankpm@rediffmail.com
10	668	**SREE ARAVINDHA STUDY CENTRE,** No. 40, Nageswaran Sannathi, Kumbakonam - 612 001. Phone : 0435-2400105, E-mail : aravindhastudycentre@gmail.com
11	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, E-mail : umgems@gmail.com

PARTICIPATORY INSTITUTION

1	917	**VETHATHIRI MAHARISHI INSTITUTE FOR SPIRITUAL AND INSTITUTIONAL EDUCATION (VISION FOR WISDOM),** Temple of Consciousness, Arul Perumjothi Nagar. Aliyar, Pollachi - 642 101, Phone : 04253 - 288545, Email : visionacademy@vethathiri.edu.in
2	933	**RKV FILM AND TELEVISION INSTITUTE,** No. 317-G, N.S.K. Salai, Vadapalani, Chennai - 600 026, Tamil Nadu.www.rkvfti.com, Email : rkvfti@gmail.com

TWINNING PROGRAMME CENTRE

1	927	**CENTRE OF EXCELLENCE IN DIGITAL FORENSICS,** No. 176, Burma Colony, Perungudi, Chennai - 600 096. Phone : 044-24967748, Fax : 044-24967758, E-mail : course@coedf.org, Website : www.coefg.org

ATTENTION

Students can seek admission only at Single Window Admission Centre / Spot Admission Centres / Study Centres within Tamil Nadu / Participatory Programme Centres / Twinning Programme Centre 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 also cautioned that admission secured from unauthorised centres agencies will not be entertained and University will not be held responsible for the same.

12. 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 :.....

.....

.....

.....

Pin code :.....

* **Month and Year of passing the Examination** — **Month**..... **Year**.....

* **Payment Particulars** .....

.....

.....

* **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	☐	☐	☐	☐	☐
2. The teacher's overall organization and presentation of the subject was very clear	☐	☐	☐	☐	☐
3. The teacher stimulated intellectual curiosity.	☐	☐	☐	☐	☐
B. Teacher - Leading Process					
4. The teacher began classes in time	☐	☐	☐	☐	☐
5. The teacher used the class hour effectively.	☐	☐	☐	☐	☐
6. All the daily lectures (or class work) were well organized and in a meaningful sequence	☐	☐	☐	☐	☐
7. The explanations were clear and to the point.	☐	☐	☐	☐	☐
8. The teacher encouraged participation and discussion by students.	☐	☐	☐	☐	☐
9. All units of the course were completed in time	☐	☐	☐	☐	☐
10. The teacher's method of teaching made the lecture interesting	☐	☐	☐	☐	☐
11. The teacher's communication ability was satisfactory	☐	☐	☐	☐	☐
12. The teacher's attitude toward the students was friendly and helpful	☐	☐	☐	☐	☐
13. The question of the examinations were explained after the examination.	☐	☐	☐	☐	☐

13. 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) A student can additionally enrol for one Diploma Course only at a time.

* These Courses are conducted only in Academic Year Session

(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 undergoing 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.

14. INSTRUCTIONS REGARDING EXAMINATIONS AND FEES FOR ISSUANCE OF VARIOUS CERTIFICATES

1. Separate intimation regarding examinations and examination applications will not be sent to the students.
2. Students are advised to watch the IDE website www.ideunom.ac.in constantly.
3. The annual main examination for the students admitted under **"Academic Year Stream"** will be conducted during May / June every year and the Supplementary examination will be conducted during November / December every year.
4. For the students of **"Calendar Year Stream"** the annual main examination will be conducted during November / December every year and the Supplementary examination will be conducted during May / June every year.
5. The candidates have to apply through online www.ideunom.ac.in only for registering any examination.
6. The last date of registration for appearing examination with fine and without fine will be displayed in the website www.ideunom.ac.in.
7. After registering through online take a download and submit the copy along with fee remittance challan to the IDE through post or across in the counter.
   (a) Examination Application should be submitted on or before the last date specified, failing which his / her application will be rejected.
8. **Student who has not paid the Tuition fees will not be permitted to write the Examinations under any circumstances.**
9. The examinations are conducted at various centres. 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 another Examinations Centre, which will be indicated in the hall ticket.
   (a) Candidates may choose carefully any one of the Examinations Centre to appear for the Examinations.

   Once the Centre is selected they will not be permitted to change it later. There is no provision for Change of Centre
10. The examinations are conducted both in fore noon and after noon. 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
11. No separate intimation will be sent individually to any candidate with regard to time-table, centre notification and issue of hall ticket. The time table, centre notification and the hall tickets will be uploaded in the website www.ideunom.ac.in and the students are advised to download the same.
12. The ID card issued by the Director of Institute of Distance Education should be produced at the Examination Centre when demanded. No other ID card will be accepted at the examination centre.
13. Students are permitted to write their examination either in Tamil or English irrespective of their choice of medium of instruction at the time of admission.

14. Candidates who are eligible for revaluation / re-totalling of answer paper have to apply through online www.ideunom.ac.in only

15. Candidates appearing for the first time either for first year or second year or third year should compulsorily register and pay the fees for all the papers prescribed. Candidates will be permitted for paper wise registration, for subsequent appearances together with payment of required fee for the examination.

16. Candidates who are unable to appear for the Examination in any of the papers, may appear for such papers in the subsequent examinations as and when they are held. However, the examination fee once paid will not be refunded in any manner or adjusted for the subsequent examinations or for any other purposes under any circumstances.

17. If he/ she has been granted exemption from appearing for any papers he /she should give full particulars of exemption and also enclose a photo copy of the exemption order issued by the Director, IDE, in this regard while registering for examination along with the download Application forms.

18. Candidates who were indulged in malpractice at the previous examinations shall be permitted to appear for the subsequent / current examinations at their own risk pending decision.

19. The results of the Candidates who have arrears of Tuition Fee / Exam. Fee etc., will be withheld. Candidates who have tuition fees due should contact the Director, IDE 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 get their Results.

20. The Old Regulations Candidates should write their examinations only in the existing revised syllabus under equivalent paper scheme, failing which their results will not be declared and no claim will be entertained thereon.

21. The enrolment Number / Subject / Subject Code / Date of Examination should be written legibly by the candidates in the appropriate boxes provided in the Answer Books. The Enrolment Number should not be written in any of the inner pages of the Answer books on any account. Result will not be declared in case of any deficiency in filling up the columns provided thereto in the Answer scripts and they cannot put forth any claim over that at a later stage.

22. Malpractice Case

The following categories of candidates will be booked under malpractices.

A) Students with Cell Phone / I – Pads in the Examination Hall
B) Possession of any written / Photo copy materials
C) Writing on the palm
D) Writing on the hand kerchiefs
E) Writing behind the Calculators

23. If the admission is cancelled by the Director, I.D.E. they need not apply for the examination under any circumstances. Such candidates will be allowed to appear for the examination only on production of Re-admission intimation obtained from the Director, I.D.E. if they fail to do so, examination taken by them will be cancelled

24. Any query regarding his/ her appearance for the examination have to be made within 15 days from the date of publication of results. No queries will be entertained from the candidate after this period under any circumstances.

25. The practical Examination will be conducted only at the end of Practical Classes each year and only at the P.C.P Centre for those who have earned the required attendance and progress by completing the record note books. Candidates are instructed to contact The Director, I.D.E. for further details. On any account the practical Examinations will not be conducted during supplementary examinations.

26. The MBA candidates have to submit a project or to appear for two optional subjects for which he / she opted at the first instance in the IV Semester examinations and he / she cannot subsequently change the option i.e., from project to Optional subjects or Vice-Versa. The candidates has to adhere the instructions strictly without fail. The Elective subject once choosen by the candidate cannot be changed under any circumstances.

27. The MBA candidates appearing for the examination after completion of 5 years duration from the date of registration for admission has to pay a penal fee of Rs. 3000/- for every subsequent examination together with examination fees.

28. The MCA / MSc., (IT) candidates have to choose any one of the subject only from the prescribed Elective I, Elective II, Elective III and Elective IV. The Elective subject once choosen by the candidate cannot be changed under any circumstances.

29. The MCA candidates appearing for the examination after completion of 5 years duration from the date of registration for admission has to pay a penal fee of Rs. 3000/- for every subsequent examination together with examination fees.

30. The M.Sc., (IT) candidates appearing for the examination after completion of 4 years duration from the date of registration for admission has to pay a penal fee of Rs. 3000/- for every subsequent examination.

31. The following are the fees prescribed for issuance of various certificates.

Sl.No.	Nature of Fees	Fees Rs.
1.	Fee for change of name of candidate in the records of the University	Rs. 1000
2.	Fee for change in the Date of Birth and Name Correction	Rs. 1000
3.(a)	Duplicate Degree Certificate fees for all UG/PG/Professional Degree Courses upto 5 years	Rs. 2000
3.(b)	Duplicate Degree Certificate fees for all UG/PG/Professional Degree Courses from 6 to 10 years	Rs. 3000
3.(c)	Duplicate Degree Certificate fees for all UG/PG/Professional Degree Courses from 11 to 15 years	Rs. 4000
3.(d)	Duplicate Degree Certificate fees for all UG/PG/Professional Degree Courses from 16 to 20 years	Rs. 5000

3 (e)	Duplicate Degree Certificate fees for all UG/PG/Professional Degree Courses from 21 to 25 years	Rs. 7500
3 (f)	Duplicate Degree Certificate fees for all UG/PG/Professional Degree Courses from 26 to 30 years	Rs. 10,000
3 (g)	Duplicate Degree Certificate fees for all UG/PG/Professional Degree Courses from 31 to 35years	Rs. 12,500
3 (h)	Duplicate Degree Certificate fees for all UG/PG/Professional Degree Courses from 36 to 40 years	Rs. 15,000
3 (i)	Duplicate Degree Certificate fees for all UG/PG/Professional Degree Courses from 41 to 45years	Rs. 15,000
3 (j)	Duplicate Degree Certificate fees for all UG/PG/Professional Degree Courses from 46 to 50 years	Rs. 20,000
3(k)	Duplicate Degree Certificate fees for all UG/PG/Professional Degree Courses Above 50 years	Rs. 30,000
4.	Migration Certificate for all UG/PG/Professional Degree Certificates	Rs. 500
5.	Statement of Marks for all UG / PG/Professional Degree Courses	Rs. 50
6 (a)	Duplicate Statement of Marks up to 5 years for all Degrees (each Statement)	Rs. 500
6 (b)	Duplicate Statement of Marks Above 5 years of all Degrees (each Statement)	Rs. 1000
7.	Retotalling fees for all UG/ PG/ Professional Degree courses	Rs. 300
8.	Revaluation fees for all UG/ PG/ Professional Degree courses	Rs. 1000
9.	Consolidated Statement of Marks for all Degrees	Rs. 1500

15. INSTRUCTIONS FOR FILLING COMPUTER CODING SHEET
(To be submitted along with Filled in Application Form)

- **All columns must be filled in by the candidates only.**
- **For columns 1, 8, 11, 12, 13, 16, 17, 18, 21, 22 and 23 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

(A) M.B.A. BUSINESS ADMINISTRATION

Specify any one of the following

1. **M.B.A.** - Apparel Management
2. **M.B.A.** - Educational Management
3. **M.B.A.** - Export Import Management
4. **M.B.A.** - Financial Management
5. **M.B.A.** - Hospital Management
6. **M.B.A.** - Human Resource Management
7. **M.B.A.** - Information Security Management
8. **M.B.A.** - International Business Management
9. **M.B.A.** - Logistics and Supply Chain Management
10. **M.B.A.** - Marketing Management
11. **M.B.A.** - Operations Management
12. **M.B.A.** - Shipping and Port Management
13. **M.B.A.** - Systems Management
14. **M.B.A.** - Travel and Tourism Management

(B) M.B.A. INTEGRATED

(C) M.B.A. EXECUTIVE

(D) COMPUTER APPLICATIONS

(E) INFORMATION TECHNOLOGY

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 **CHANDRA MOHAN, V.R.** should be filled in as

C	H	A	N	D	R	A		M	O	H	A	N	,	V	.	R	.

7 - Example – The Date of Birth 10th March 1989 should be filled in as

1	0	0	3	1	9	8	9

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

10 - Use the following codes in the box provided (Only for M.B.A. Five Year Integrated Course)

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

14 - State your Religion

15 - State the Caste as given in the Transfer certificate

19 - Mention the PCP Centre code for attending the Personal Contact Programme classes

Note : The Personal Contact Programmes will be organized at the following Centres in Tamil Nadu and Puducherry subject to students strength. If the strength is not sufficient in any centre it will be merged with the centre nearest to it. 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	3	TIRUVANNAMALAI
2	3	5	VELLORE
2	3	7	PUDUCHERRY

20 - Mention the Code of the Centre at which you propose to collect the study materials (Refer Page No. 63 to 65).

MBA-General, Integrated, Executive MCA, MSC(IT)

APPLICATION NUMBER

UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION

சேர்க்கை விண்ணப்பப் படிவம் /APPLICATION FOR ADMISSION

M.B.A. General, Integrated, Executive M.B.A., M.C.A., M.Sc. (I.T.)

ENROLMENT NUMBER (to be assigned by the IDE office)

ACADEMIC YEAR 2017-2018	A	1	7										
CALENDAR YEAR 2018	C	1	8										

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. 22)	**Differently Abled** ☐ **Prison** ☐
LANGUAGE CHOSEN FOR FOUNDATION COURSE (ONLY FOR 5 YEAR MBA INTEGRATED STUDENTS)	

Name of the Course applied for		Main Subject

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

ADDRESS FOR COMMUNICATION (WRITE IN CAPITAL LETTERS)

NAME : _____

Father's Name : _____

Door No. & Street : _____

Town / Village Post : _____

District : _____

State : _____ INDIA

Pin code : _____

Phone (Res) : _____ Off. _____

Registered Mobile No.(RMN) : _____ E-Mail _____

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

1. NAME OF THE APPLICANT (as given in the certificate in CAPITAL LETTERS)	(a) in English :			
	(b) in Tamil:			
2. Father's Name (a) Expantion of Initial				
3. (a) Date of Birth as per Christian era	(b) Age	(c) Gender (Tick ✓)	Men ☐ Women ☐ Transgender ☐	d) Aadhaar No :
4. Nationality		5. Religion		
6. a) Community (Tick ✓) OC ☐ / BC ☐ / MBC ☐ / SC ☐ / ST ☐	b) Caste			7. Mother Tongue
8. Differently abled Candidates (Tick ✓) Yes ☐ No ☐	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. Choosen by the Candidate will be final and will not be permitted to change subsequently	a) Project Work ☐ b) Two Optional Subjects ☐

13. DETAILS OF EXAMINATION PASSED

Examinations passed with Subjects	Name of the		Month & Year of Passing	Registration Number	Class with Grade/Marks	Maximum Marks
	School / College	Board / University				
S.S.L.C. / 10th Std. 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)						
BA/BSC/BCom Degree With main Subject 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

The Admission particulars furnished in the column No. 13 have been duly verified with Originals and the Candidate is eligible for admission

VERIFYING STAFF

1. Admission / Cancellation Intimation sent on .....

2. 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 / PARTICIPATORY INSTITUTIONS / TWINNING PROGRAMME CENTRE / OFFICE

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

Received the Provisional admission intimation and all the original certificates submitted by me

SIGNATURE OF THE APPLICANT WITH DATE

UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION
COMPUTER CODING SHEET

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

M.B.A. General ☐ **M.B.A. Integrated** ☐ **M.B.A. Executive** ☐ **M.C.A.** ☐ **M.Sc. (I.T.)** ☐

2. Main Subject chosen

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

ACADEMIC YEAR 2017-2018 A 1 7

CALENDAR YEAR 2018 C 1 8

4. Name of the Candidate (Write in Capital Letters) (a) in English (b) in Tamil

(a)

(b)

Aadhaar No.

5. Father's Name (Write in Capital Letters) – *as per entry in the Transfer Certificate*

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

7. Date of Birth — Date | Month | Year

8. Gender — Men ☐ Women ☐ Transgender ☐

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

City

Pincode

Phone :

Mobile :

E-Mail :

10. First Language Chosen under Foundation Course (Only for 5 year M.B.A. Integrated Course				
11. Selection of Project Work or Two Optional Subjects	a) Project Work		b) Two Optional Subjects	
12. For Optional Subjects, choose any two Papers from any one of the Groups for MBA				
GROUP - A	1. 2.			
GROUP - B	1. 2.			
13. Nationality	Indian	Others	**14.** Region	Urban / Rural
15. Religion				
16. Caste				
17. Community	SC / ST / MBC / BC / OC			
18. Differently abled Candidates YES / NO			**19.** Are you employed ? YES / NO	
20. Centre at which you propose to attend the Personal Contact Programme classes	Name			
	Code No.			
21. Centre at which you propose to collect the study materials (Refer Page No. 63 to 65)	Name			
	Code No.			
22. Are you a ward of a Defence Service Personnel ? (Army / Navy / Air Force)	Yes	Category		
	No			
23. Are you a ward of an Ex-service person ?	Yes	No		
24. Tuition Fee Concession Opted ? (Candidate to tick (✓) any one of the appropriate boxes - Refer Page No. 19) Candidates can avail any one of the concession	**Differently Abled** **Prison**			

Affix Passport Size Photo

Not to be attested

Station :

Date :

Signature of the Candidate

ADDRESS SLIP

M.B.A., General, Integrated, Executive

M .C.A ., M .Sc.(I.T.) **COURSES**

Academic Year 2017 - 2018

A	1	7										

Calendar Year 2018

C	1	8										

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 : .....

.....

Address : .....

.....

.....

.Mob.No.....

PIN | | | | | | |

Name : .....

.....

Address : .....

.....

.....

.Mob.No.....

PIN | | | | | | |

Name : .....

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Address : .....

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.Mob.No.....

PIN | | | | | | |

Name : .....

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Address : .....

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Name : .....

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Address : .....

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.Mob.No.....

PIN | | | | | | |

Name : .....

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Address : .....

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.Mob.No.....

PIN | | | | | | |

TO BE FILLED- IN BY THE CANDIDATES SEEKING ADMISSION TO II/III YEAR OF PROFESSIONAL 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 & passed	Code of the subject	Reg. No.	Month & Year of Passing	Marks for each subject		Secured Marks	RESULT
				Maximum	Min.pass		Passed

FOR OFFICE USE ONLY

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

Core Courses-Main subjects

First year :

Second year :

Third year :

3. The candidate has to appear for the following papers as prescribed in the prospectus for the year 20 - 20 as per the decision of Chairman BOS

Core Courses-Main subjects

First year :

Second year :

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.Registrar (UG/PG Admn.) D.R.(Admn)

DIRECTOR