



சென்னைப் பல்கலைக்கழகம்  
தொலைதூரக் கல்வி நிறுவனம்

# UNIVERSITY OF MADRAS

[State University]

[NAAC 'A' Grade Score 3.32, NIRF Ranking 25,2020]

**INSTITUTE OF DISTANCE EDUCATION**

CHEPAUK, CHENNAI - 600 005. TAMILNADU, INDIA

தகவலேடு மற்றும் விண்ணப்பப்படிவம்

## **PROSPECTUS CUM APPLICATION FORM**

**Academic Year 2020-2021 / Calendar Year 2021**

**UGC-DEB Recognised**

[vide Letter No.1-6/2018/(DEB-I)/Dated: 03.10.2018]

## **MBA PROGRAMME**

**(6 Specializations)**

### **COST OF PROSPECTUS WITH APPLICATION FORM**

In Person : Rs. 560/- by cash (Including GST)

Through official website : [www.unom.ac.in](http://www.unom.ac.in) / [www.ideunom.ac.in](http://www.ideunom.ac.in)

[The Cost of Online Application Form Rs. 590/- (Including GST)

If downloaded through website]

# UNIVERSITY OF MADRAS

The University of Madras was formally established on September 5, 1857 and undertook as its motto as 'Doctrina Vim Promovet Insitam' (Learning promotes [one's] innate talent). Robert Chisholm was commissioned in 1861 to build the first building the University which is now a magnificently 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 continued 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, out of 121 affiliated institutions 23 have become autonomous.

The opening of the golden page in the history of the University of Madras was 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, is Statue 2. III, now called as Institute of Distance Education (IDE) was established in 1981.

Having completed 39 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 61 Degree Programmes : Undergraduate 15, Postgraduate 20, PG Diploma 8, Diploma 11, and Certificate 7.

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

In order to meet the growing demand, 115 number of Learner support centers have been established. Recently Institute of Distance Education has introduced facilities like online admission and online payment system to the students. [Refer Page No. 31-37 for list]

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# MASTER OF BUSINESS ADMINISTRATION [MBA] CHOICE BASED CREDITS SYSTEM

## 1. MBA-COURSES OFFERED

SI. No.	SPECIALIZATIONS
1.	MBA-Human Resource Management
2.	MBA-Financial Management
3.	MBA-Hospital Management
4.	MBA-Logistics and Supply Chain Management
5.	MBA-Marketing Management
6.	MBA-Systems Management

## 2. REGULATIONS

### 2.1. DURATION OF THE PROGRAMME

TWO years (Four Semesters) programme is offered in both Academic and Calendar year cycle of admissions. The programme has been divided into two semesters per year. Academic year stream (i.e.) June to November and December to May. Calendar year stream (i.e.) January to June and July to December.

### 2.2. ELIGIBILITY CONDITIONS FOR ADMISSION

- \* 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 recognized 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 Secretary ship
- \* ***A pass in Entrance Test conducted by the IDE, University of Madras, Chennai is mandatory to all the candidates.***

### 2.3 CREDIT REQUIREMENTS AND ELIGIBILITY FOR AWARD OF DEGREE

- The IDE, University of Madras follows the **Choice Based Credit System**. One credit is equal to 30 hours of learners study time. Student shall be eligible for the award of degree only if he/she has undergone the prescribed course of study for a period of not less than two academic/calendar years and has passed the examinations of all the papers and has earned **78 credits** as per the distribution given in the **regulation 2.4** and has also fulfilled such other conditions as have been prescribed thereof.

## 2.4. COURSE OF STUDY AND CREDIT DETAILS

The course components and credits distribution for M.B.A Programme is as follows:-

Name of the Course	Number of Papers	Credits	Credits Allotted
Core subjects	15	4	60
Elective subjects	4	3	12
Project/Optional Subjects	1 or 2	6 or 3	06
<b>Total Credits</b>			<b>78</b>

## 2.5. (A) SCHEME OF EXAMINATIONS

NAME OF COURSE	TITLE OF THE COURSE	CREDITS	MAX MARK		TOTAL
			INT.	EXT.	
<b>FIRST YEAR - I SEMESTER</b>					
Core Paper-I	Management Principles and Business Ethics	4	20	80	100
Core Paper-II	Quantitative and Research Methods in Business	4	20	80	100
Core Paper-III	Organisational Behaviour	4	20	80	100
Core Paper-IV	Accounting for Managers	4	20	80	100
Core Paper-V	Managerial Economics	4	20	80	100
<b>II - SEMESTER</b>					
Core Paper-VI	Legal Systems in Business	4	20	80	100
Core Paper-VII	Applied Operations Research	4	20	80	100
Core Paper-VIII	Strategic Management	4	20	80	100
Core Paper- IX	International Business	4	20	80	100
Core Paper- X	Management Information System	4	20	80	100
<b>SECOND YEAR - III SEMESTER</b>					
Core Paper-XI	Human Resource Management	4	20	80	100
Core Paper-XII	Marketing Management	4	20	80	100
Core Paper-XIII	Operations Management	4	20	80	100
Core Paper-XIV	Financial Management	4	20	80	100
Core Paper -XV	Innovation and Entrepreneurship	4	20	80	100
<b>IV - SEMESTER</b>					
<b>**Choose FOUR Papers from any one set of the SIX ELECTIVES (Specializations)</b>	Paper – I	3	20	80	100
	Paper – II	3	20	80	100
	Paper – III	3	20	80	100
	Paper – IV	3	20	80	100
* Core Paper-XVI	PROJECT WORK (or)	6	50	150	200
Optional Subject I	Services Marketing	3	20	80	100
Optional Subject II	Quality Management	3	20	80	100

\* Students shall be chosen either project or two optional subjects.

## 2.5 (B) ELECTIVE SPECIALIZATION

\*\* Students shall select four papers from any one set of the Elective Specialization viz: **Human Resource Management, Financial Management, Hospital Management, Logistics and Supply Chain Management, Marketing Management and Systems Management**

<b>ELECTIVE PAPERS (SPECIALIZATION)</b>	
<b>1. HUMAN RESOURCE MANAGEMENT</b>	
Paper - I	Human Resources Development
Paper - II	Industrial and Labour Relations
Paper - III	Performance Management
Paper - IV	Organisational Development
<b>2. FINANCIAL MANAGEMENT</b>	
Paper - I	Corporate Finance
Paper - II	Security Analysis and Portfolio Management
Paper - III	Tax Management
Paper - IV	Merchant Banking & Financial Services
<b>3. HOSPITAL MANAGEMENT</b>	
Paper - I	Health Policy and Health Care Systems
Paper - II	Hospital Planning and Administration
Paper - III	Hospital Records Management
Paper - IV	Customer Relationship Management
<b>4. LOGISTICS AND SUPPLY CHAIN MANAGEMENT</b>	
Paper - I	Principles & Practice of Logistics Management
Paper - II	Supply Chain Management
Paper - III	Inventory & Warehousing Management
Paper - IV	Domestic and International Logistics Management
<b>5. MARKETING MANAGEMENT</b>	
Paper - I	Sales and Distribution Management
Paper – II	Advertising and Sales Promotion
Paper – III	Marketing Research and Consumer Behaviour
Paper - IV	Brand Management
<b>6. SYSTEMS MANAGEMENT</b>	
Paper - I	Database Management Systems
Paper - II	Decision Support System
Paper - III	E-Business
Paper - IV	System Analysis and Design

## 2.5 (C) PROJECT REPORT (if selected Project Work)

Each student shall be required to prepare, on the basis of investigations carried out by him/her in a business or industrial organization, a project report on the 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 today'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**.

The candidate can view the approved MBA guide details in the University website [www.ideunom.ac.in](http://www.ideunom.ac.in).

**2.6 REQUIREMENTS FOR PROCEEDING TO THE SUBSEQUENT SEMESTERS** : Students shall be eligible to go to the subsequent semester

## 2.7 EXAMINATIONS AND EVALUATION

**Register for all subjects** : Students shall register their names for the First Semester Examination on due date after their admission in the MBA programme.

Students shall be permitted to proceed from the First Semester up to Final Semester irrespective of their failure in any of the Semester Examination. For this purpose, students shall register for all the arrear subjects of earlier semesters along with the current (subsequent) semester subjects:-

**Marks allotted for Internal assessment and End Semester Examinations:-**

Category	Theory (Marks)
Internal Assessment	20
End Semester (University) Exam	80
Total	100

## 2.8 PROCEDURE FOR AWARDING INTERNAL MARKS

- Internal Assessment marks will be in the form online test
- Assignments will be given based on the syllabus
- Any assignment login issues mail to : [unom.ide.mcqin@gmail.com](mailto:unom.ide.mcqin@gmail.com)
- Students should undergo and submit the internal assesment on or before each End Semester Examination.

## 2.9 QUESTION PAPER PATTERN

PART A			
Answer any 10 questions out of 12	(50 Words each)	10 X 2	20 Marks
PART B			
Answer any 5 questions out of 7	(200 Words each)	5 x 6	30 Marks
PART C			
Answer any 3 questions out of 5	(500 Words each)	3 X 10	30 Marks
<b>TOTAL</b>			<b>80 Marks</b>

## 2.10 PASSING MINIMUM

- There shall be no passing minimum for internal assessment.
- Student who secures not less than 50 percentage marks in the external written examination for each subject shall be declared to have passed the examination in that subject.
- Student shall be declared to have passed the project work and viva voce respectively, if he/she secures a minimum 50 percent mark in the project work and the viva voce each.
- In aggregate (External Exam and Internal Marks) the passing minimum shall be of 50%.
- Student who fails in either project work or viva voce shall be permitted to redo the project work and reappear for the viva-voce on a subsequent occasion, if so recommended by the examiners.
- Student who successfully completes the MBA programme by passing the examinations of all the four semesters prescribed as per the scheme of examinations and have earned 78 credits shall be declared to have qualified for the Degree.

## 2.11. REVALUATION

- All current batch students who have appeared for their End Semester Examinations are eligible for revaluation of their answer scripts.
- Passed out students are not eligible for Revaluation.

## 2.12. CLASSIFICATION OF SUCCESSFUL STUDENTS

Students who secured not less than 60 % of aggregate marks (Internal + External) in the whole examination shall be declared to have passed the examination in the First Class. All other successful students shall be declared to have passed in Second Class. Candidates who obtain 75% of the marks in the aggregate (Internal + External) shall be deemed to have passed the examination in First Class with Distinction, provided they pass all the examinations (theory papers, practical, project and viva-voce) prescribed for the course in the First appearance.

## 2.13. GRADING SYSTEM

- **Minimum Credits to be earned:** The minimum credits to be earned is 78 for the two year MBA programme.

- **Marks and Grades:** The following table shows the marks, grade points, letter grades and classification to indicate the performance of the student.

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
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
00-49	4.0-4.9	U	Re-appear
ABSENT	0.0	AAA	ABSENT

GRADE POINT AVERAGE [GPA] for a Semester =  $\frac{\sum_i C_i G_i}{\sum_i C_i}$

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

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

$$CGPA = \frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses in a semester}}$$

Where,

C<sub>i</sub> = Credits earned for course i in any semester/year

G<sub>i</sub> = Grade Point obtained for course i in any semester

n refers to the semester / year in which such courses were credited

- **Letter Grade and Class**

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
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	First Class
7.0 and above but below 7.5	A++	
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	
0.0 and above but below 5.0	C+	Re-appear

\* **Ranking** : The candidates who have passed in the first appearance itself and within the prescribed semester of the MBA Programme (Major, Allied and Elective courses alone) are eligible for ranking and distinction.

## 2.14. EXEMPTION / CONCESSION

- a. Dyslexia Students** : For students who are mentally disabled, having learning disability or learning disorder, mentally retarded, slow learners, mentally impaired or having seizure disorder, having spastic and cerebral Palsy, the following concessions shall be granted.
- i. One-third of the total exam time will be provided as extra time in the examination
  - ii. Leniency in overlooking spelling mistake, and
  - iii. Amanuensis for all courses; provided the request is duly certified by the Medical Board of the Government Hospital/ General Hospital/ District Headquarters Hospitals and they shall be declared qualified for the degree if they pass the other examinations prescribed for the degree
- b. Visually Challenged Students** : (a) They are exempted from paying Tuition Fees and Examination Fees. (b) A scribe shall be arranged by the Student.
- c. 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 MBA programmes offered by the Institute of Distance Education with full exemption of Tuition fees and special fees.
- d. Prisoners** of Tamil Nadu will be considered for exemption of Tuition fees provided they submit their application for admission with a 'No Objection Certificate' issued by the competent authority.

## 2.15. MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAMMES TO QUALIFY FOR A DEGREE

- The Student who is not able to complete the program for whatever reasons within the normal period (N) or the Minimum duration prescribed for the programme, may be allowed two years period of time beyond the normal period to clear the backlog for qualifying for the degree. (Time Span = N + 2 years for the completion of programme.) i.e 4 years
- In exceptional cases like major accidents or child birth an extension of one year shall be considered beyond maximum span of time (Time Span = N + 2 + 1 years for the completion of programme).
- During the extended period, the student shall be considered as a Private Candidate and is not eligible for Ranking and Distinction.

### ***Important Notice***

*All the fee Receipts paid for a period of two years including Admission Fee, Tuition Fee, Examination Fee etc., should be preseved carefully*

### 3. FEE DETAILS

#### 3.1. MBA: BREAK-UP OF FEE DETAILS

Sl. No.	Type of fee	Amount Rs.
<b>For First year only</b>		
1	Registration Fee	1000
2	Admission Fee	250
3	Matriculation fee ( <i>those who seeking admission to the University of Madras for the first time</i> )	100
4	Examination of Other Board (+2) / Universities in India	300
5	HSC Examination of Other Board / Universities outside India	2020
6	Course Completion Certificate	500
<b>For Every Year</b>		
7	Development Fee	200
8	Tuition Fee	10000
9	Special Fee	2500
10	Postage Fee	2500
11	Study Materials Fee	2400
12	Project Fee (if Applicable)	3000

#### 3.2. MBA : TOTAL FEE DETAILS

NAME OF THE COURSE	MADRAS UNIVERSITY GRADUATES	OTHER UNIVERSITY GRADUATES	PROJECT FEE
Ist Year MBA	19350	19750	–
Ist Year MBA Online Admission	20250**	20650**	-
II Year MBA	17600	17600	3000*

\*Students must pay Project fee along with 2nd year Tuition fee, if he/she chooses project in IV Semester.

\*\* Inclusive of the Cost of Application Rs. 500/- and Entrance Fee Rs. 400/-

#### 3.3. FEES PRESCRIBED FOR ISSUANCE OF OTHER CERTIFICATES

Sl.No.	Type of Fee	Amount
1	Duplicate Course Completion Certificate	1000
2	Duplicate ID Card	250
3	Medium of Instruction Certificate	1000
4	Exemption of Paper –Direct II year programme	500
5	Change of Course	1000
6	Bonafide Certificate	500

### 3.4. MODE OF PAYMENT OF FEE

- a. Students can make their payments using generated fee challan with the bank designated by the Institute of Distance Education, University of Madras. 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 University where they seek admissions and collect study materials, ID cards etc. 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.
- b. Students should remit their Tuition Fee through **Online Payment Gateway System** provided in the Website: [www.ideunom.ac.in](http://www.ideunom.ac.in) Students are advised to make use of this facility.
- c. 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 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 fee defaulters will automatically stands cancelled. They may, however, be readmitted to the same course on payment of Rs. 500/- subject to approval by the authorities. **Candidates are NOT permitted to remit the fees in installments.**
- d. The students are strictly instructed to use generated fee challans to pay the Tuition Fee and Examination Fee and sent them in separate envelopes to the Director, IDE, University of Madras. **They are requested not to pay examination and tuition fees together.** The Institute is not responsible for any delay in sending the learning materials or statement of marks, etc. even though the examination and tuition fees are paid together by the students. No extension of time will be given, under any circumstances, for payment of fee.
- e. Students are advised to submit the fee payment generated challan endorsed by the designated Banks for onward transmission to the Director and required to collect the learning materials from the Learner Support Centre. **Fees once remitted will not be refunded or adjusted in any manner under any circumstances.**
- f. Study materials will be supplied at the Single Window Admission centre at IDE also. Those who are not able to receive the same at the Learning Support centres may approach the Director, IDE.

#### **Last Date for the Receipt of the Second Year Tuition Fee**

<b>For Academic Year Admission</b>	<b>For Calendar Year Admission</b>
<b>31.07.2021</b>	<b>27.02.2022</b>

## 4. GENERAL INFORMATION

- All the courses are offered by the Institute to the residents of India 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.
- The Applicant has to state clearly the Specialization of MBA Programme which he/she wants to Enrol.
- The following Original Certificates/Documents with one set of photo copies attested by competent authority should be submitted along with the filled in application form for admission to MBA programme:
  - (a) Transfer Certificate / Course Completion Certificate from the Head of the Institution where the applicant last studied.
  - (b) Statement of Marks of the Qualifying examination right from their Secondary School Education and Provisional Pass Certificate / Diploma / Degree Certificate of the Qualifying UG/PG examination along with the application form
  - (c) If the certificates submitted by the applicant are in any Language other than ENGLISH / TAMIL, an English version of the Certificate duly attested by a Gazetted Officer should be sent along with the original certificates.
  - (d) Candidates who have passed their qualifying examination from abroad should submit an “Equivalence Certificate” issued by the Association of Indian Universities (AIU) (Address : Secretary, Association of Indian Universities, 16, Kotla Marg, New Delhi - 110 002.)
  - (e) Failure to submit any one or more of the above certificates / documents may entail rejection of their applications.
- A Course Completion Certificate in lieu of Transfer Certificate will be issued by the IDE, University of Madras either on completion or on discontinuance of the Programme. (Subject to verification of payment of prescribed fee and other dues to the University)
- The University has the right to cancel / suspend any course/s mentioned in the Prospectus for various administrative reasons.
- No conduct certificate will be issued to any student of this Institute.
- Students are requested to furnish their Mobile Number in the Admission Application Form / 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.
- Bonafide Certificate will be issued to the student, only those who has studying the programme on payment of prescribed Fee.
- **Please visit the official website periodically for any updates given in the prospectus. It is the responsibility of the student to visit the Website on a regular basis.**

## 5. EXEMPTION BREAK IN STUDIES

Students who have completed the first year of study and discontinued the MBA programme in the colleges. Distance Education Mode affiliated to the University of Madras / other Universities are considered for admission to the Direct Second year of the MBA programme, subject to approval by the authorities. **But, they are not eligible for rank / classification.**

Students should submit their application along with the following documents.

1. Payment challan for Rs. 500/- towards Exemption fee.
2. Payment challan for Rs. 1000/- per year towards condoning the break in study to rejoin the programme.
3. Students from other Universities should pay Rs. 750/- towards Transfer fee in addition to the above fees.
4. First year Statement of Marks and Transfer Certificate, where he/she studied last in original with two attested photostat copies of the same.
5. Copy of the syllabus duly attested by the Principal/Head of the Department where they studied.

## 6. DISCONTINUANCE OF STUDY

Students who want to discontinue their course after the completion of first year should inform the Director, IDE. before 31st July/31st December of every year for Academic/Calendar year stream respectively. Otherwise, entire programme fee 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.

## 7. METHOD OF INSTRUCTION AND PERSONAL CONTACT PROGRAMME

**(a) Mailing or distributing the self-learning materials will be done periodically to the students enrolled.**

For each paper of study, a set of learning materials will be sent to the students periodically. The learning materials can be collected by the student in person or his/her representative from the Counter on production of Student's copy of the payment challan. Study Materials can also be got from Learner Support Centers.

**(b) Personal Contact Programme.(PCP)**

- i. The Personal Contact Programme classes will be arranged for the benefit of the students by IDE. This programme is meant for classroom lectures on important topics and for clearing the doubts of the students. Students are advised to attend the classes on their own interest for effective learning.
- ii. There will be two rounds (Total Days = 1 for a year) of Personal contact classes for MBA programme per semester. Attending the personal contact classes are optional.
- iii. The venue and dates of PCP Classes will be posted at University website [www.ideunom.ac.in](http://www.ideunom.ac.in)
- iv. Classes will be conducted for MBA programme in IDE Building, University of Madras, Chennai. However, depending on student enrolment, the number of outside centres for these courses may be increased.

- v. The conduct of PCP classes is subject to students strength.
- vi. PCP Classes will be held from 9.30 am to 12.45 pm and from 1.30 pm to 4.45 pm.
- vii. Any change in the PCP schedule will be intimated to the students through university website only.

## **8. CHANGE OF ADDRESS**

Students can view their personal data through University Website ([www.ideunom.ac.in](http://www.ideunom.ac.in)) by using Mobile No, Date of Birth, Email Id as password and also can update their Email Id, Mobile No. and Change of Address.

## **9. IDENTITY CARD**

Identity Card will be issued only after the receipt of First Year tuition fee. 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 Course. If the original card is lost, a duplicate card will be issued on payment of Rs. 250/-through the designated Bank Challan for this purpose, the payment endorsed Bank Challan is to be sent together with a passport size photograph.

## **10. ENROLMENT NUMBER**

The Enrolment Numbers will be assigned to candidate on admission. The enrolment number will be maintained for throughout the course of study. In the communications addressed to the Institute, the Enrl. number should be invariably quoted. Letters received without the enrolment number will not be entertained.

## **11. SCHOLARSHIP**

- i) Scheduled Caste and Scheduled Tribe candidates who pursue their studies through this Institute are eligible for reimbursement of the fees from the Govt. of Tamil Nadu. They are also eligible for an annual allowance of Rs.500/- towards purchase of prescribed books. Further details in this connection can be obtained from the Nodal Officer, 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 (SC/ST Cell only) and it will not be accepted after the period of study at IDE under 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, Branch Code No. and the Photocopy of the Aadhaar Card should be furnished with application form for ECS purposes".
- iv) Visually impaired or Differently abled 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.

## 12. SIMULTANEOUSLY ADMISSION TO CERTIFICATE or DIPLOMA COURSES

- Along with the UG/PG Programme admission, if an applicant can join any one of the Certificate or Diploma Courses simultaneously, he/she should download the prospectus from the university website and to submit the application together with bonafide certificate of the Institution where he/she is studying the UG/PG programme.

SL. NO.	COURSE	ELIGIBILITY CONDITION
1	<b>CERTIFICATE COURSE</b>	Candidates undergoing any UG Degree Course (10+2+3 Pattern) 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
2	<b>DIPLOMA / PG DIPLOMA COURSES</b>	Candidates undergoing any Post-Graduate Degree Course (10+2+3 Pattern) 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

\*A student can additionally enrol for one Certificate/Diploma Course only at the same time.

## 13. EXAMINATIONS AND FEE FOR ISSUANCE OF VARIOUS CERTIFICATES

1. Students are advised to visit the IDE website [www.ideunom.ac.in](http://www.ideunom.ac.in) constantly regarding the information relating to the examinations and Examination application and have to apply only through online.
2. The First / Third semester examination for the students admitted under “Academic Year Stream” will be conducted during November / December every year and the Second / Fourth semester will be conducted during May / June every year.
3. For the students of “Calendar Year Stream” the First / Third semester examination will be conducted during May / June every year and the Second / Fourth semester will be conducted during November / December every year.
4. After registering examination application form through online, take a print-out and submit the copy along with fee remittance challan to the IDE through post or single window counter, IDE.
5. The Student who has not paid the Tuition fees for all the years within the stipulated time will not be permitted to write the Examinations under any circumstances.
6. The examinations are conducted at various centres within Tamilnadu territorial jurisdiction. Candidates may choose carefully any one of the Examinations Centre to appear for the Examinations. Change of center is not permitted.
7. The University has the right to restrict the number of Examination Centres depending upon the students’ strength. In such cases, students after choosing a particular centre may be asked to take the examinations in another Examinations Centre, which will be indicated in the hall ticket.
8. 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](http://www.ideunom.ac.in) and the students are advised to download the same.

9. 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.
10. Students are permitted to write their examination in English only.
11. Students should submit their Internal Assignment for each semester before commencing the University End Semester Examinations. Failing to submit Internal Assignment within the stipulated period, the result will not be published.
12. Student who secure not less than 40 marks out of 80 (i.e. 50%) and 30 marks out of 60 (i.e.50%) in External Theory and Practical Examination of each paper of PG Programme respectively shall be declared to have passed the Examinations. In aggregate both External and Internal the passing minimum marks shall be 50 otherwise it will be treated as fail.
13. Revaluation: All current batch students who have appeared for end-semester examination are eligible for revaluation of the answer script
14. Students who are eligible for revaluation of answer paper have to apply through online [www.ideunom.ac.in](http://www.ideunom.ac.in) only
15. Students appearing for the first time either for first year or second year Examination 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. Students who are unable to appear for the Examination in any of the papers, may re-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 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 downloaded Application forms.
18. 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.
19. 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/ hand kerchiefs/ behind the Calculators
20. 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.
21. 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.
22. The MBA students have to submit a project or to appear for exams 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 students has to adhere the instructions strictly without fail.

23. The following are the fees prescribed for issuance of certificates.

Sl. No.	Type of Fees	Fees Rs.
1.	Fee for change of name of candidate in the records of the University	1000
2.	Fee for change in the Date of Birth and Name Correction	1000
4.	Migration Certificate for all UG/PG/Degree Certificates	525
5.	Statement of Marks for all UG / PG/Degree Courses	75
6.	Revaluation fees for all UG/ PG/ Degree courses	1000
7.	Consolidated Statement of Marks for all Degrees	1500
8.	Last date of Examination Certificate fee	200
9.	Issue of Pass certificate Fee (For IV semester Students only)	1500

## 14. ADMISSION CENTRES

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

University of Madras has opened a Single Window Admission Centre located at the IDE building at Chepauk Campus, Chennai and ensures admission across the counters. Students using the Single Window Admission Centre should go through the following instructions:

1. The filled-in application form should be submitted at the admission counter
2. The application form and other certificates should be arranged in the following order:
  - (i) Filled-in application form;
  - (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.
3. The Photo copies of the Certificates will be verified with the originals and the original certificates will be returned.
4. The eligible candidates have to appear for an Entrance Test at IDE after paying the entrance test fee of Rs. 400/-
5. Those who pass the Entrance Test will be issued the Provisional Admission intimation.
6. After obtaining the provisional admission intimation, the students can remit the specified Tuition and other 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.

## (ii) **ADMISSION THROUGH ONLINE**

1. Admission are open only to Indian Nationals.
2. Those who apply through online can access the website:www.ideunom.ac.in. Candidates are advised to read the instructions and eligibility conditions prescribed (Page No. 2) carefully before starting the process of online registration.
3. 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 will be sent by post to the address given by the student.
4. The students are requested to send the original certificate along with the photocopy of Provisional admission intimation and passport size photograph through the Registered Post / Speed Post / Courier addressed to the Director, Institute 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.
5. 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 will be returned.
6. The PCP classes both theory and practical for the students admitted under Academic and calendar year stream through online admission will be conducted only in Chennai.

## (iii) **ADMISSION THROUGH LEARNER SUPPORT CENTRES (WITHIN TAMIL NADU)**

1. To facilitate the admission of students within Tamil Nadu, the Institute of Distance Education, University of Madras has established Learner Support Centers for admission. (For the list of Learner Support Centers refer page No. 18 to 24).
2. The Students wanted to register through Learner Support Centers can download the prospectus and application from the University website and submit the same to the Co-ordinator of any of the approved Learner Support Centers with the required document / certificates as per eligibility criteria for admission (For eligibility Criteria refer page No. 2 and for documents /certificates to be submitted refer page No. 11)
3. Eligible students will be given admission in the Institute of Distance Education, University of Madras and Provisional Admission Intimation with Enrollment Number will be assigned by the University through the Learner Support Centers.
4. On receipt of the Provisional Admission Intimation along with enrolment number through the Learner Support Centers within Tamil Nadu, the students can pay the requisite fees through online or through offline triplicate Challan of Indian bank and forward the same through the Co-ordinator, Learner Support Centers (Please refer to page No. 18 to 24 Fee particulars page No. 9). The University will not be responsible for any other mode of payment.
5. The Fee Challan shall be forwarded by the Learner Support Centers 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 Learner Support Centers.
6. The students can collect the Identity card and study materials from the concerned Learner Support Centers.
7. The candidate should appear for **MBA Entrance Examination through online.**

## 15. LIST OF THE LEARNER SUPPORT CENTRES

Sl. No	Center Code	The Principal / Co-ordinator College Name, E-mail id, Phone No.
<b>CHENNAI, CHENGALPATTU, KANCHIPURAM, THIRUVALLUR</b>		
1.	701	Pachaiyappa's College for Men , Kanchipuram - 631 501 ennpeeor67@gmail.com, 9443273652, 9444725227, 9042508384
2.	702	The Quaide Milleth College for Men Tambaram-Velachery main Road, Medavakkam Chennai - 600 100 daycollege@qmcmn.com, 4422771202
3.	703	Dwaraka Doss Goverdhan Doss Vaishnav College 833 Gokul bagh P.H.Road,Arumbakkam , Chennai - 600 106 principal@dgvaishnavcollege.edu.in, 9840869551
4.	704	University of Madras Arts & Science College ,(University Constituent College) Poonthottam salai, Theradi, Tiruvottiyur, Chennai - 600 019 mathisakthi22@gmail.com, 9444600114, 044-25730382
5.	705	Hindustan College of Arts & Science Rajiv Gandhi Road(OMR), Padur, Kelambakkam Chennai - 603 103 drsthirumagan@yahoo.com, 8838295003,,
6.	706	Shree Chandraprabhu Jain College SCP Jain College Road, (Kattur Road) Minjur - 601 203 principal@scpjaincollege.com, 8778577837, 4427935103,
7.	707	Prof. Dhanapalan College of Arts & Science Rajiv Gandhi salai, Padur, Chennai - 603 103 ide.dhanapalancollege@gmail.com, 6380825266,
8.	708	Nazareth College of Arts & Science Kovilpathagai Main Road , Kannadapalayam, Avadi, Chennai - 600 062 info@ncas.in, 9894456660
9.	709	Sree Muthukumaraswamy College Plot no.92/1 &9 8th Block Muthamizh Nagar, Kodungaiyur , Chennai - 600 118 sreemuthu97@gmail.com, 90802082623
10.	710	Annai Veilankanni's College for Women VGP salai Saidapet, Chennai - 600 015 mail4avc@gmail.com, 9791316966
11.	711	JHAAgarsen College , No.1 Manjambakkam, Madhavaram, Chennai - 600 060 mmkrishnan1962@gmail.com, 9884045055

12.	712	Sri Sankara Arts & Science College , Enathur, Kanchipuram - 631 561 admin@sankaracollege.edu.in, 944348517
13.	713	Annai Violet College of Arts & Science , 53 Violet College Road, Meenambedu Ambattur, Chennai - 600 053 annaiviolet@gmail.com, 988416822 0, 044-26864684
14.	714	Vishwaksena Arts & Science College for Women Pollivakkam, Sriperumbuthur Highway , Tiruvallur - 602 002 yen.leela@gmail.com, 9841673951, 9941729829
15.	715	Sridevi Arts & Science College , Krishnapuram, Ponneri - 601 204 sridevicollegeponneri@gmail.com, 9443596691
16.	716	Pattammal Alagesan College of Arts & Science , Athur, Changalpattu - 603 101 pacprincipal@gmail.com, 9499935203
17.	717	TMG College of Arts & Science No.85Mudichur Road, Manimagalam, Chennai - 601 301 drpafu@gmail.com, 9962836001
18.	719	C.M. Annamalai College of Arts & Science for Women , Sholinghur-Tiruttani High Road, Velathur vill, Adivaragapuram PO, Thiruvallur - 631303, cmawcprincipal@gmail.com, 9159539043
19.	720	Soka Ikeda College of Arts & Science for Women Sethu Bhaskara Nagar Madhanangkuppam, Ambattur, Chennai - 600 099 sokaikeda2000@gmail.com, 9444484645
20.	721	St.Joseph's College of Arts & Science, Kovur PO, Near Porur, Chennai - 600 128 muidesjc@gmail.com, 7200841360
21.	722	Kanchi Shri Krishna College of Arts & Science Krishnapuram, Kilambi PO, Kanchipuram - 631 551 krishiqac@gmail.com, 9677355036
22.	723	E.S.Subramaniam Memorial College of Arts & Science Podhattoorpet, Thiruvallur - 631 208 essmartcollege@gmail.com, 9444332276
23.	724	D.B .Jain College (Automous) , Thorapakkam, Chennai - 600 097 dbjainprincipal@gmail.com, 9600966961
24.	725	Sri Subramaniaswamy Govt. Arts College , Thiruthani - 631 209 smravi78@rediffmail.com, 9884473709
25.	726	Sri Santhoshi College of Arts & Science Paiyambadi, Pollambakkam Vill, Madhuranthakam - 603 309 santhoshiartsandscience@gmail.com, 9962426224

26.	727	St.Thomas College of Arts & Science 140/6 St.Thomas Nagar, New Colony, Koyambedu, Chennai - 600 107 thangavelraj@gmail.com, 9444200912
27.	728	Aksheyaa College of Arts & Science Pulidivakkam PO, Madurantakkam Tk, Kanchipuram - 603 314 aksheyaaartsscience@gmail.com, 8220586936
28.	738	RVS Padhmavathy College of Engg. & Tech. Kavarapettai-Sathyavedu State highway, Sethilpakkam Vill Roshanagaram PO, Madarpakkam Via, Gummidipoondi - 601 202 info@rvschennai.com, 9600980606
29.	739	Arignar Anna Institute of Management Studies and Computer Applications. Pennular, Sri perumbudurTk, Chennai - 602 117 aaimsca@gmail.com, 9444143346, 9003623243
30.	740	Presidency College (Autonomous) , Chennai - 600 005 presidencycollege5@gmail.com, 9840375672, , 044-28510732
31.	748	John Bosco Arts & Science , Post box no.12, Periyakuppam Near Tiruvallur Railway Station, Tiruvallur Tk & Dt. – 602 001 principaljbasc@gmail.com, 9443118988
32.	767	C.Kandaswami Naidu College for Men Anna Nagar East,Chennai, E7 Third Avenue, Chennai - 600 102 ckncprincipal@gmail.com, 7299988612, 4426262970
33.	789	Subham College of Education , No 113 Chunambedu Road , Vilvarayanallur Vill, New Mampakkam PO, Madurantakam TK, Kancheepuram Dt - 603 306 djbohra@gmail.com, 9840188776,
34.	790	Annai Therasa Arts and Science College Sadras Road, Mangalam Thirukazhukundram - 603 109 atasctkm97@gmail.com, 9884160239, 044-27447991
35.	791	Good Shepherd College of Education PH Road, Pakkam Kasuva, Tiruvallur DT - 602 024 venkatrajagopal814@gmail.com, 9047043008, 8838390526
36.	798	Gojan School of Business and Technology No.80 Feet Road, Edapalayam Redhills, Chennai - 600 052 hetagojan2019@gmail.com, 8825860635, 9884886078
37.	803	Our Lady College of Education Our lady Nagar, Maduravoyal Chennai - 600 095 tadlchennai@gmail.com, 9841155653

38.	805	T V M College of Education , Podaturpet, Thiruvallur Dt. – 631 208 8790712473
39.	811	Government Arts College for Men (Auto) No.329, Anna Salai, Nandanam , Chennai - 600 035 gacatchn35@yahoo.co.in, 9444337980, 9840655885, 044-24310589
<b>Trichy, Pudukkottai, Thanjavur, Kumbakonam, Madurai, Dindigul</b>		
40.	731	H.H. The Rajah's College , Pudukkottai - 622001 8903655115
41.	734	Mahatma Arts & Science College Ariyur annavasal Road, Mathiyallor PO, Illuppur Tk, Pudukkottai - 622 001 jaimohan.04@yahoo.com, 8778175316, 9791717129
42.	751	Bharath College of Science & Management Bharath avenue, near new bus stand, Trichy Road, Thanjavur - 613 005 bharathcollege@gmail.com, 9578311331, 04362-227937
43.	753	Government Arts College(Autonomous) Karupur Road, Kumbakonam Thanjavur Dt. – 612 002 idegackumbakonam@gmail.com, 9842451397, 0435-2442149
44.	768	Rajagiri Dawood Batcha College of Arts & Science Saliyamangalam Road, Papanasam, Thanjavur Dt. – 614 205 rdbpapanasam@gmail.com, 7358031117, 04374-222123
45.	770	Swami Vivekanandha College of Arts & Science Pillaiyarpatti Main Road, Vallam Thanjavur - 613 403 principal.svasc@gmail.com, 9894217357, 04362-264572
46.	771	J.J. College of Arts & Science (Autonomous) J.J.Nagar, Sivapuram post Pudukkottai - 622 422 jjcollege.pdkt@gmail.com, 9443224037, 04322-261802
47.	772	Sri Meenakshi Vidiyal Arts & Science College Pazhuvanchi PO, Marungapuri TK , Trichy - 621 305 principal@smvcollege.co.in, 9940005356
48.	777	Aadhavan College of Arts & Science Aalathur, Manapparai Trichy Dt. – 621 307 aadhavancollege2013@gmail.com, 9942988673, 9842282884
49.	784	Arungarai Amman College of Arts & Science Amman Nagar, Chinnadharapuram Karur Dt. – 639 202 aacas1@rediffmail.com, 9443237320, 44233334, 44233344

50.	785	Mass College of Arts & Science Chennai Salai, Kallapuliur Vill, Kumbakonam Tk - 612 501 sar.dr2011@gmail.com, 9442527525, 0435-2400299
51.	796	Sri Annai Arts & Science College , Vadipatti(TK) Madurai - 625 234, sriannais@gmail.com, 6379260537, 9364106936
52.	802	Sri Sai Bharath College of Arts & Science Oddanchatram Vendasandur Highway, Navamarathupatty, Dindigul - 624 710 ssbtrust@gmail.com, 8508060533, 8508060522
<b>Coimbatore, Nilgiris</b>		
53.	732	Nilgiri College of Arts & Science Thaloor, Konnachal PO, Nilgiris - 643 239 ncasbu@gmail.com, 9207769999, 04262-267931/32
54.	733	Nehru College of Educational & Charitable Trust 451-D Palghat Main Road, Kuniyamuthur, Coimbatore - 641 008 nehrucollege2019@gmail.com, 9349119325
55.	750	Hindusthan College of Arts & Science, Hindusthan Garden, Behind Nava India, Avinashi Road, Coimbatore - 641 028 hicasdistance2018@gmail.com, 9843688809, 9943922334
56.	759	Dr. N.G.P.Arts & Science College Dr. N.G.P Kalapatti Road, Coimbatore - 641 048 principal@drngpasc.ac.in, 9442236633, 0422-2369220
57.	762	C.M.S College of Science & Commerce Chinnavedampatti, Coimbatore - 641 049 info@cmscbe.com, 7358973922, 9843048616
58.	783	K.S.G College of Arts & Science 93 Kamaraj Road , Varadharajapuram, Upplipalayam PO, Singanallur, Coimbatore - 641 015, ksgprincipal@gmail.com, 9842239437
<b>Ambur, Vellore, Tiruvannamalai, Kallakurichi, Villupuram</b>		
59.	729	Government Arts College , Tiruvannamalai - 606 603 9942121225, ,
60.	730	C.S.I. Vellore Diocese Voorhees College, Vellore - 632 001 idemuvorhees1975@gmail.com, 9597000862
61.	735	Mazharul Uloom College, Ambur - 635 802 mucexamination@gmail.com, 8122952861

62.	736	DLR Arts & Science College Thathiravadi Road, Villapakkam, Arcot Tk, Vellore - 632 521 gpcgroupofedun@gmail.com, 9443203140
63.	741	Dr. R.K.Shanmugam College of Arts & Science Indili Vill, Ulagankathan PO, Kallakurichi - 606 213 prlrksdep@gmail.com, 9442658276
64.	742	Siga College of Management & Computer Science Kappiyampuliyur , Villupuram - 605601, sigacollege@gmail.com, 9944900631
65.	743	Sri Vinayaga College of Arts & Science Opp.Railway Station (Near Toll Plaza), Ulundurpet, Villupuram Dt. - 606107
66.	744	Ansaldo College of Education Ansaldo Nagar, Maruthuvampadi PO, Chetpet Tk Thiruvannamalai Dt. - 606801 ansaldochetpet@gmail.com, 9443249790
67.	745	C S Jain College of Education C S Jain Teacher Training Institute Thethampet Vill, Srimushnam PO, Kattumannarkoil TK, Cuddalore Dt. - 608703 csjainbed@gmail.com, 9442378241
68.	747	Aruna Vidhya Arts & Science College Thenpalani Educational Academy 18B/5 Gandhi Nagar Old Bye Pass Road Tiruvannamalai - 606 601, arunavidhyaclg@gmail.com, 9486878710, 9488724827
69.	749	R.T.G Arts & Science College Ettivadi, Polur, Thiruvannamalai Dt - 606 907 rtgprabakaran@gmail.com, 9443203140, 9360223140
70.	755	K.M.G. College of Arts & Science Railway Station Road, Ammanankuppam, Gudiyattam - 635 803 kmgcollege@gmail.com, 9894164345, 04171-227906
71.	760	Marudhar Kesari Jain College for Women. Chinnakallupalli Vaniyambadi - 635751, mkjcprincipal@gmail.com, 8870115229
72.	761	Global College of Arts & Science (Women) 132/1A. Bangalore –Chennai Highway, Veppur Vellore - 632 503 gcasprincipal@getedu.in, 9789106689, 9655694942
73.	763	Muthurangam Government Arts College, Otteri Road, Vellore - 632 002 mgacvlr@yahoo.co.in, 9787233711, 0416-2262068
74.	766	Mercury College of Arts & Science Thandalam Vill , Kumpinipet PO, Arakkonam - 631 003 mercurycollege.1999@gmail.com, 9920092009, 04177-232009

75.	774	Suraj College of Education Melathangal Vill & PO, Chetpet Tk, Tiruvannamalai - 606 807 surajbed@gmail.com, 9443557559, 04183-239322
76.	779	Jayam College of Education 65 Gandhi Market Road, Arni, Tiruvanamalai Dt. – 632 301 jayamcollege11@gmail.com, 9360223140, 9443203140
77.	782	V.E.T. College of Education No.24 Trichy Main Road, Opp.E.S Hospital. Villupuram TK & Dt. – 605 602 vetcollegevpm@gmail.com, 9047444666
78.	788	Thiru Kolanjiyappar Govt.Arts College (Grade-I) Junction Road, Viruddhachalam, Cuddalore - 606 001 tkgac_vri@yahoo.co.in, 9965178656, 04143-262513
79.	794	Bharat College of Education No 8 Karar Krishnaswamy street, Kosapet, Vellore - 632 001 saravanankpm82@gmail.com, 9345633365, 0416-2262565
80.	795	Indian Arts & Science College Vellore main Road Kariyandal, Kondam, Tiruvannamalai- Dt - 606 802 indiancollegetvm@gmail.com, 7538873330, 9443039407, 04175-246333
81.	807	K K S Mani College of Education , No: 78, CC Road,Vallam, Vellore Dt. – 632 311
82.	810	Yelagan Arts of Science College (Co.Ed) Natham X Road, Sundarampalli PO, Tirupattur TK, Vellore Dt - 635 654 9445765056
83.	813	CSM College of Arts & Science Erumanoor Road, Viruchachalam, Cuddalore - 606 001 tvrsecc@gmail.com, 7339387615, 9842081305
84.	814	Saithanibi College of Education Avalurput, Gingee Tk, Villupuram - 604 201 saithanibibedcollege@gmail.com, 9445166112, 04145-207004
85.	815	Susila College of Education Kuppusamy Nagar, Chennai Main Road, Veeracholapuram, Kallakurichi - 606 206 susilaeducation@yahoo.co.in, 8220243219, 04151-224633
86.	817	C.S.K. College of Education Kakathoppu Vill, Chettikuppam PO, Gudiyattam, Vellore - 635 806 hemadurai03@gmail.com, 9500430418, 9952579579, 04174-234418

<b>Tirunelveli, Kanyakumari, Tenkasi, Nagarcoil</b>		
87.	752	Nesamony Memorial Christian College Marthandam, Kanyakumari Dt. - 629 165 nmccdde@gmail.com, 9487114253, 04651-270229
88.	757	Noorul Islam College of Arts & Science Kumaracoil (PO) Kanyakumari Dt. – 629 180 nicollege2001@yahoo.co.in, 9443119441, 04651-253766
89.	758	Malankara Catholic College, Kaliakkavilai, Mariagiri, Kanyakumari Dt. - 629153 malankaracollege@gmail.com, 9442336243, 04651-244156
90.	764	Sri Ram Nallamani Yadava College of Arts & Science, Nallamani Nagar, Kodikurichi Tenkasi - 627 804 nallamanicollege@gmail.com, 9443670827, 04633-280415
91.	765	T.Mariappan Nadar Muthukani Ammal College of Arts & Science Kurukkusalai Road, Kulathur Tuticorin - 628 903
92.	781	Women's Christian College , Nagarcoil - 629 001 wccngl@gmail.com, 9443134580, 04652-231461
93.	786	Thassim Beevi Abdul Kader College for Women No.8/93&94 Pearl Matriculation School Road, Kilakarai, Ramanathapuram - 623 517 principal@thassim.in, 9442617038, 0, 04567-241934
94.	787	ArulmiguPannirupidi Ayyan College of Arts & Science Vagaikulam, Nanguneri Tk, Tirunelveli - 627 108 apapincipal@gmail.com, 7598219947, 04635-291947
95.	792	All Saints College of Education Malayadi, Kaliyakkavilai Kanyakumari - 629 153 allsaintside@gmail.com, 9947769939, 9995151534, 04651-236888
96.	812	Sri Sarada College of Education for Women Ariyakulam, Maharaja Nagar Post Tirunelveli - 617 011 sardaeducation@gmail.com, 9598415215, 9994271893
<b>Theni, Rajapalayam</b>		
97.	737	P.S. Muthu Arts and Science College , Sukkangalpatty, Theni Dt. – 625 540 psmasclg@gmail.com, 8098134159
98.	746	Sree Balakrishna College of Arts & Science Vanniampatti Road, Mottamalai Chatrapatti Rajapalayam - 626 102 sreebalakrishna.lsc@gmail.com, 9944949940, 9894258606, 9443357331

99.	776	Virudhunagar Hindu Nadar's Senthikumara Nadar College (Autonomous) College Road Viruthunagar - 626 001 support@vhnsnc.edu.in, 9943065557, 4562281153
100.	793	Chellammal College of Education Theni Main Road, Aundipatti, Theni Dt. – 625 512 lwintech2020@gmail.com, 9942630605, 04546-255973
<b>Salem, Krishnagiri, Namakkal, Sivagangai</b>		
101.	754	Gonzaga College of Arts and Science for Women Kathampallam, Elathagiri, Krishnagiri Dt. – 635 108 college.gonzaga@gmail.com, 9942177913, 04343-268025
102.	756	St.Joseph's Arts and Science College for Women Nattarmangalam Road, Singampunari, Sivagangai Dt. – 630 502 fsjosephcollege@gmail.com, 9994561917, 04577-242631
103.	769	Subramaniam Arts & Science College, Mohanur , Namakkal Dt. - 637015 psp_college@rediffmail.com, 8220739500, 04286-256304
104.	773	Siri PSG Arts & Science College for Women Tiruchengode Road, Sankari, Salem Dt. – 637 301, sirips@gmail.com, 9942166454,
105.	775	Sengunthar Arts and Science College Tiruchengode Namakkal Dt. – 637 205 info@senguarts.co.in, 9842753229, 4288283545
106.	778	Don Bosco College of Arts and Science Athikaman Byoass Road, Segathur (Po), Dharmapuri - 636809 asiluvaimuthu@gmail.com, 9443604446, 9443604447
107.	780	Vidyasagar College of Arts and Science , Udumalpet - 642126 vcasudt@yahoo.com, 9787721960, 04252-224997
108.	797	Kongunaadu College of Education , Mamangam, Salem - 636302 konguclglsc@gmail.com, 9994376671, 0427-2345090
109.	799	Navodhaya College of Education T.Kothapali, Sevaganapalli PO, Hosur TK - 635 103 navodhayacollege884@gmail.com, 9640180124
110.	800	Thuvaraga College of Education , Dhuvatagapuri, Krishnagiri - 635 101 thuvaragabedkgiri@gmail.com, 9442373114, 9994442894
111.	804	Vishwa Bharath Arts and Science for Women, 66/1A – T V M Nagar, Morappur, Dharmapuri - 635 305 9344855300

112.	806	Vivekananda College of Arts and Science Elayampalayam, Tiruchengodu (TK) Namakkal Dt - 637 205 9443966766
113.	808	K M College of Education NH-7, Bangalore Main Road, Melumalai Krishnagiri - 635 001 9965478786
114.	809	Christ College of Education for Women Collector Bangalow Backside, A Jettihali (PO) Dharmapuri - 636 807 9443293127
115.	816	Rasi College of Education Thottiyapatti C.S. Puram (PO), Rasipuram (TK) Namakkal spedeve@gmail.com, 9095278275, 9442758275

**MBA****UNIVERSITY OF MADRAS  
INSTITUTE OF DISTANCE EDUCATION**

APPLICATION COST : Rs.590/-

APPLICATION NUMBER

சேர்க்கை விண்ணப்பப் படிவம் / APPLICATION FOR ADMISSION  
**MBA****ENROLMENT NUMBER** (to be assigned by the IDE office)

ACADEMIC YEAR 2020-2021

A	2	0											
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CALENDAR YEAR 2021

C	2	1											
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CANDIDATE TO FURNISH ALL THE REQUIRED PARTICULARS BELOW IN CAPITAL LETTERS

Candidate to tick (✓) any one of the appropriate boxes  
for Tuition Fee Concession (Certificate to be enclosed)Differently Abled  Prisoner 

Name of the Course applied for	<b>M B A</b>	SPECIALIZATIONS

PERSONAL CONTACT PROGRAMME CENTRE

PCP Centre Code			Place		
1	0	1	CHENNAI		

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 to be  
affixed

1. NAME OF THE APPLICANT (as given in the certificate in CAPITAL LETTERS)	(a) in English :			
	(b) in Tamil:			
2. Father's Name (a) Expansion of Initial				
3. (a) Date of Birth as per Christian era	(b) Age	(c) Gender (Tick ✓)	Men <input type="checkbox"/> Women <input type="checkbox"/> Transgender <input type="checkbox"/>	d) Aadhaar No :
4. Nationality			5. Religion	
6. a) Community (Tick ✓)	b) Caste		7. Mother Tongue	
OC <input type="checkbox"/> / BC <input type="checkbox"/> / MBC <input type="checkbox"/> / SC <input type="checkbox"/> / ST <input type="checkbox"/>				
8. Present Occupation				

9. Are you undergoing any other course in a College or University? If so, Specify

10. 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.

**11. 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				
<b>S.S.L.C. / 10<sup>th</sup> Std.</b> Strikeout whichever is not applicable (State Whether it is <b>One Year</b> or <b>Two Years</b> Course)						
<b>P.U.C. / Higher Secondary</b> Strikeout whichever is not applicable (State Whether it is <b>One Year</b> or <b>Two Years</b> Course)						
<b>Diploma Course</b> Strikeout whichever is not applicable (State Whether it is <b>Two Years</b> or <b>Three Years</b> Course)						
<b>Name of the Degree passed</b>						

**12. 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 particulars furnished in the application have been duly verified with Originals and the Candidate is eligible for admission
- Admission / Cancellation Intimation given / sent on .....
- Certificates returned to the Candidate on .....  
 (1) S.S.L.C Statement of Marks (2) HSC Statement of Marks /Diploma Statement of Marks  
 (3) UG Statement of Marks / Provisional/ Degree (4) Transfer Certificate

ASST. /ASST. SECTION OFFICER

SECTION OFFICER

ASSISTANT REGISTRAR

**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 : **MBA**

2. Specialization

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

ACADEMIC YEAR 2020-2021

A	2	0																	
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CALENDAR YEAR 2021

C	2	1																	
---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

8. Gender

Men  Women

Transgender

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




City

Pincode



Mobile :

e-mail :

10. Selection of Project Work or Two Optional Subjects	a) Project Work <input type="checkbox"/>	b) Optional Subjects <input type="checkbox"/>	<input type="checkbox"/>
11. Nationality	INDIAN		12. Region
13. Religion		Urban <input type="checkbox"/> Rural <input type="checkbox"/>	
14. Caste		<input type="checkbox"/>	
15. Community		SC <input type="checkbox"/> ST <input type="checkbox"/> MBC <input type="checkbox"/> BC <input type="checkbox"/> OC <input type="checkbox"/>	
16. Differently abled Candidates YES <input type="checkbox"/> NO <input type="checkbox"/>		17. Are you employed ? YES <input type="checkbox"/> NO <input type="checkbox"/>	
18. Centre at which you propose to attend the Personal Contact Programme classes		Name	
		Code No.	<input type="text"/>
19. Centre at which you propose to collect the study materials (Refer Website)		Name	
		Code No.	<input type="text"/>
20. Are you a ward of a Defence Service Personnel ? (Army / Navy / Air Force)		Yes <input type="checkbox"/>	Category
		No <input type="checkbox"/>	
21. Are you a ward of an Ex-service person ?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
22. Tuition Fee Concession Opted ? (Candidate to tick (✓) any one of the appropriate boxes) Candidates can avail any one of the concession		Differently Abled <input type="checkbox"/>	
		Prisoner <input type="checkbox"/>	
<b>Station :</b>  <b>Date :</b>		<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p><b>Affix Passport Size Photo</b></p> <p><i>Not to be attested</i></p> </div>	
		<b>Signature of the Candidate</b>	
<b>MBA Courses offered:</b> <ol style="list-style-type: none"> <li>1. Human Resource Management</li> <li>2. Finance Management</li> <li>3. Hospital Management</li> <li>4. Logistics and Supply Chain Management</li> <li>5. Marketing Management</li> <li>6. Systems Management</li> </ol>			