

CERTIFICATE COURSE
One Year - Non Semester with Credits

Eligibility Conditions

- a) Candidates who have passed the Higher Secondary Examination conducted by the Government of Tamil Nadu or an examination accepted as equivalent thereto by the University of Madras are eligible for admission to the Certificate Courses other than Sanskrit, French & German.
- b) Admission is open to the students who are undergoing Under-Graduate Courses (Regular Stream)/Post-Graduate Courses in Colleges/Distance Education (Regular Stream)/ University Departments of the University of Madras or any other University recognised by UGC/AIU accepted as equivalent thereto by this University are eligible for admission to any of the Certificate courses except Sanskrit, French and German provided that they submit the application form for admission together with bonafide certificate obtained from the institution where they are studying Under-Graduate/ Post-Graduate Degree Course concerned.
- c) A student can additionally enroll for one Certificate Course only at a time.

TOTAL FEE PAYABLE FOR CERTIFICATE COURSES					
SI NO	CERTIFICATE COURSE IN	COURSE CODE	P.U.C. OF MADRAS UNIVERSITY Rs.	HIGHER SECONDARY OF TAMIL NADU Rs.	OTHER BOARDS/ UNIVERSITIES Rs.
1	LIBRARY & INFORMATION SCIENCE	CLS	3750	3980	4080
2	POLICE ADMINISTRATION	CPA	4050	4280	4380
3	SPOKEN TAMIL	CST	4050	4280	4380
4	WRITTEN TAMIL	CWT	4050	4280	4380
5	COMPUTER APPLICATIONS	CCN	6550	6780	6880
6	E-COMMERCE	CEC	6650	6880	6980
7	NATUROPATHY & YOGIC SCIENCE	CNY	4050	4280	4380

Course Contents :

1. CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Min. Marks	Credits
I	Theory	3	100	40	4
II	Practical (Written)	3	100	40	6
Personal Contact Programme Classes [PCP] : 10 DAYS OPTIONAL					

2. CERTIFICATE COURSE IN POLICE ADMINISTRATION

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Min. Marks	Credits
I	Police Administration	3	100	40	5
II	Human Rights in Criminal Justice Administration	3	100	40	5
Personal Contact Programme Classes [PCP] : 6 DAYS OPTIONAL					

3. CERTIFICATE COURSE IN SPOKEN TAMIL

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Min. Marks	Credits
I	Spoken Tamil Grammar	3	100	40	5
II	Skills in Spoken Tamil Viva Voce (either in person or On-line)	2	50 50	40	5
Personal Contact Programme Classes [PCP] : 6 DAYS OPTIONAL					

4. CERTIFICATE COURSE IN WRITTEN TAMIL

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Min. Marks	Credits
I	Written Tamil Grammar	3	100	40	5
II	Skills in Written Tamil Viva Voce (either in person or On-line)	2	50 50	40	5
Personal Contact Programme Classes [PCP] : 6 DAYS OPTIONAL					

5. CERTIFICATE COURSE IN COMPUTER APPLICATIONS

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Min. Marks	Credits
I	Information Technology	3	100	40	4
II	Web Design	3	100	40	4
III	Practical - I : PC Software Laboratory	3	100	40	2
Personal Contact Programme Classes [PCP] : 10 DAYS COMPULSORY					

6. CERTIFICATE COURSE IN E-COMMERCE

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Min. Marks	Credits
I	Web Design	3	100	40	4
II	E-Commerce	3	100	40	4
III	Practical - I : Web Design using Mark- up Languages Lab	3	100	40	2
Personal Contact Programme Classes [PCP] : 10 DAYS COMPULSORY					

7. CERTIFICATE COURSE IN NATUROPATHY AND YOGIC SCIENCES

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Min. Marks	Credits
I	Principles of Yoga and Naturopathy	3	100	40	5
II	Practicals (Asanas and Pranayama)	3	100	40	5
Personal Contact Programme Classes [PCP] : 8 DAYS COMPULSORY					

DIPLOMA / PG DIPLOMA COURSES
One Year - Non Semester with Credits

Eligibility Conditions:

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

Total Fee Payable for Diploma and PG Diploma Courses				
SI.NO.	NAME OF COURSES	COURSE CODE	UNIVERSITY OF MADRAS GRADUATES	OTHER UNIVERSITIES GRADUATES
	DIPLOMA IN		Rs.	Rs.
1	ACCOUNTING & AUDITING	DAA	4650	4980
2	FUNCTIONAL ARABIC	DAF	4650	4980
3	INFORMATION SECURITY & CYBER LAW	DIS	4650	4980
4	LABOUR LAW	DLB	4650	4980
5	MANAGEMENT	DMM	4650	4980
6	NATUROPATHY & YOGIC SCIENCE	DNY	4650	4980
7	POLICE ADMINISTRATION	DPA	4650	4980
8	SCHOOL MANAGEMENT	DSM	4750	5080
9	TOURISM & TRAVEL MANAGEMENT	DTM	4650	4980
10	YOGA	DYG	5300	5630
11	TAXATION	DTX	4650	4980
	PG DIPLOMA IN		Rs.	Rs.
1	NATUROPATHY & YOGIC SCIENCE	DNS	4650	4980
2	LOGISTIC & SUPPLY CHAIN MANAGEMENT	DLS	9700	10030
3	COMPUTER SCIENCE (PGDCS)	DCS	9700	10030
4	EXPORT AND IMPORT MANAGEMENT	DEF	9700	10030
5	HOSPITAL MANAGEMENT	DFT	9700	10030
6	SHIPPING AND PORT MANAGEMENT	DSP	7700	8030
7	PUBLIC RELATIONS	DPR	4650	4980

Course Contents :**1. DIPLOMA COURSE IN ACCOUNTING AND AUDITING**

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Advanced Financial Accounting	3	100	40	10
II	Advanced Corporate Accounting	3	100	40	12
III	Management Accounting	3	100	40	10
IV	Practical Auditing	3	100	40	8
Personal Contact Programme Classes [PCP] : 10 DAYS OPTIONAL					

2. DIPLOMA COURSE IN FUNCTIONAL ARABIC

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Grammar	3	100	50	7
II	Prose	3	100	50	7
III	Translation from Arabic to English and Vice-Versa	3	100	50	6
Personal Contact Programme Classes [PCP] : 10 DAYS OPTIONAL					

3. DIPLOMA IN INFORMATION SECURITY AND CYBER LAW

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Introduction to Criminology & Criminal Justice Administration	3	100	40	4
II	Forms of Cyber Crimes & Frauds	3	100	40	4
III	Fundamentals of Information Security	3	100	40	4
IV	Cyber Laws	3	100	40	4
V	Intellectual Property Rights	3	100	40	4
Personal Contact Programme Classes [PCP] : 10 DAYS OPTIONAL					

4. DIPLOMA COURSE IN LABOUR LAW

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Industrial Relations	3			
II	Social Security and Labour	3	100	40	5
III	Labour Welfare	3	100	40	5
IV	Personnel Management and Industrial Psychology	3	100	40	5
Personal Contact Programme Classes [PCP] : 10 DAYS OPTIONAL					

5. DIPLOMA IN MANAGEMENT

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Principles of Management	3	100	40	4
II	Business Statistics and Operations Research	3	100	40	4
III	Operations Management	3	100	40	5
IV	Marketing Management	3	100	40	5
Personal Contact Programme Classes [PCP] : 10 DAYS OPTIONAL					

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

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Principles of Yoga and Naturopathy	3	100	40	5
II	Basic Anatomy and Physiology	3	100	40	5
III	Methods of Yoga Practices and Naturopathy	3	100	40	5
IV	Practicals (Asanas and Pranayama)	3	100	40	5
Personal Contact Programme Classes [PCP] : 10 DAYS COMPULSORY					

7. DIPLOMA COURSE IN POLICE ADMINISTRATION

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Police Administration	3	100	40	5
II	Human Rights in Criminal Justice Administration	3	100	40	5
III	Social and Community Psychology	3	100	40	5
IV	Forensic Science	3	100	40	5
Personal Contact Programme Classes [PCP] : 10 DAYS OPTIONAL					

8. DIPLOMA COURSE IN SCHOOL MANAGEMENT

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Principles of Education and Management	3	100	40	4
II	Management of Educational Institutions	3	100	40	4
III	Management of Schools	3	100	40	4
IV	Practicals		200		
	a) Problem Study				2
	b) Institutional Plan				2
	c) Perfective Plan				2
	d) Case Study				2
Personal Contact Programme Classes [PCP] : 10 DAYS OPTIONAL					

9. DIPLOMA COURSE IN TOURISM AND TRAVEL MANAGEMENT

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Tourism Resources	3	100	40	10
II	Tour and Travel Management	3	100	40	10
III	Travel and Travel Management	3	100	40	10
IV	Ticketing and Fare Construction	3	100	40	10
Personal Contact Programme Classes [PCP] : 10 DAYS OPTIONAL					

10. DIPLOMA COURSE IN YOGA (NON CLINICAL)

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Asana Practice	3	100	50	3
II	Pranayama and Principles of Practice	3	100	50	3
III	Core Principles of Yoga Sutra	3	100	50	3
IV	Practicals (Asana and Pranayama)	3	100	50	5
V	Ayurveda	3	100	50	3
VI	Psychology	3	100	50	3
Personal Contact Programme Classes [PCP] : 10 DAYS COMPULSORY					

11. DIPLOMA COURSE IN TAXATION

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Structure of Taxation and General Principles of Income Tax	3	100	40	10
II	Income Tax (Assessment and Procedure)	3	100	40	10
III	Wealth Tax, Gift Tax, Estate Duty and Companies (Profits) Sur Tax	3	100	40	10
IV	Sales Tax	3	100	40	10
Personal Contact Programme Classes [PCP] : 10 DAYS OPTIONAL					

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

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Principles of Yoga and Naturopathy	3	100	40	3
II	Methods of Yoga Practices and Naturopathy	3	100	40	3
III	Basic Anatomy and Physiology	3	100	40	3
IV	Physiology and Mental Well Being	3	100	40	3
V	Practicals (Asanas and Pranayama) / Project on any one of the following areas : Asanas, Pranayama, Kriyas, Bandhas, Mudras and Meditation.	3	100	40	4
Personal Contact Programme Classes [PCP] : 12 DAYS COMPULSORY					

P.G. DIPLOMA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Management Principles	3	100	50	5
II	Applied Operations Research	3	100	50	5
III	Logistics and Managing the Supply Chain	3	100	50	4
IV	International Transport Systems	3	100	50	4
V	Inventory and Warehousing Management	3	100	50	4
VI	Liner Trade and Multimodal Transport	3	100	50	4
VII	Advanced Operations Research	3	100	50	4
VIII	Project Work		100	100	6
Personal Contact Programme Classes [PCP] : 8 DAYS OPTIONAL					

P.G. DIPLOMA COURSE IN COMPUTER SCIENCE

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
1	Fundamentals of Digital Computers	4	100	50	4
2	Programming in C	4	100	50	4
3	Operating Systems	4	100	50	4
4	Visual Programming	4	100	50	4
5	Data Base Management Systems	4	100	50	4
6	Object Oriented Programming	4	100	50	4
7	Data Structure	4	100	50	4
8	Elective Subject : (Choose any one of the following) : a) Java Programming b) E-Commerce c) Web Design	4	100	50	4
9	Practical - I C Programming Lab	4	100	50	2
10	Practical - II VB Lab	5	100	50	2
11	Practical - III Data Structure using C++ Lab	4	100	50	2
12	Practical - IV RDBMS Lab	5	100	50	2
Personal Contact Programme Classes [PCP] : 10 DAYS COMPULSORY					

P.G. DIPLOMA IN EXPORT AND IMPORT MANAGEMENT

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Management Principles	3	100	50	5
II	Managerial Economics	3	100	50	5
III	International Trade and Commerce	3	100	50	4
IV	Foreign Trade and Policy	3	100	50	4
V	International Logistics Management	3	100	50	4
VI	Cross Cultural Business Management	3	100	50	4
VII	Foreign Exchange Management	3	100	50	4
VIII	Project Work	3	200	100	6
Personal Contact Programme Classes [PCP] : 8 DAYS OPTIONAL					

P.G. DIPLOMA IN HOSPITAL MANAGEMENT

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Management Principles	3	100	50	5
II	Human Resource Management	3	100	50	5
III	Health Policy and Health Care System	3	100	50	4
IV	Hospital Planing and Designing	3	100	50	4
V	Hospital Records Management	3	100	50	4
VI	Hospital Core Services	3	100	50	4
VII	Hospital Support Services	3	100	50	4
VIII	Project Work		200	100	6
Personal Contact Programme Classes [PCP] : 8 DAYS OPTIONAL					

P.G. DIPLOMA IN SHIPPING AND PORT MANAGEMENT

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Management Principles	3	100	50	5
II	Management Information System and Electronic Data Processing	3	100	50	5
III	Port and Terminal Management	3	100	50	4
IV	Shipping Management	3	100	50	4
V	Port Pricing and Finance	3	100	50	4
VI	Port Marketing and Services	3	100	50	4
VII	Maritime Business	3	100	50	4
VIII	Project Work		200	100	6
Personal Contact Programme Classes [PCP] : 8 DAYS OPTIONAL					

P.G. DIPLOMA COURSE IN PUBLIC RELATIONS

Paper	Subject	Duration (in hours)	Maximum Marks	Passing Minimum Marks	Credits
I	Principles of Public Relations	3	100	40	10
II	Public Relations and Mass Media	3	100	40	10
III	Public Relations for Development	3	100	40	10
IV	IV Public Relations in Government	3	100	40	10
Personal Contact Programme Classes [PCP] : 8 DAYS OPTIONAL					