



சென்னைப் பல்கலைக்கழகம்  
தொலைதூரக் கல்வி நிறுவனம்



# UNIVERSITY OF MADRAS

[State University]

[NAAC 'A' Grade Score 3.32, NIRF Ranking 28, 2021]

QS World University Rankings | 2023 #541-550

QS National Ranking - 12

**INSTITUTE OF DISTANCE EDUCATION**

CHEPAUK, CHENNAI - 600 005. TAMIL NADU INDIA

தகவலேடு மற்றும் விண்ணப்பப்படிவம்

**PROSPECTUS CUM APPLICATION FORM**

**Academic Year 2022-2023 / Calendar Year 2023**

UGC-DEB Recognised

[vide Letter No.1-18/2018/(DEB-I)/Dated: 08.05.2019]

**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]



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## INSTITUTE OF DISTANCE EDUCATION

CHEPAUK, CHENNAI - 600 005. TAMIL NADU, INDIA

**Prof. S. GOWRI**

*Vice-Chancellor*

**Prof. S. Elumalai**

*Registrar-in-charge*

**Dr. K. RAVICHANDRAN**

*Director-in-charge*

**Dr. K. PANDIAN**

*Controller of Examinations-in-charge*



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## INSTITUTE OF DISTANCE EDUCATION

CHEPAUK, CHENNAI - 600 005. TAMILNADU, INDIA

**Professor S. Gowri**, M.Tech(IITM), Ph.D(IITM), PDF (NTU, Singapore), MSME(USA)  
Vice-Chancellor



Dear Interested Learners,

Greetings.

I am glad to welcome you to the 2<sup>nd</sup> oldest and most distinguished Public University of the Country. This 165 year old University can boast of being one of the largest Universities in the country with an enrolment of over 2.6 lakh students. The University of Madras has always strived to maintain its pre-eminence in higher education by embracing current developments in teaching, learning and research. You will be pleased to know that QS World Ranking Organization, England has ranked our University as 547<sup>th</sup> University in the World Ranking slab of 541-550. It has also honoured this University as the 12<sup>th</sup> in National Ranking.

The Institute of Distance Education (IDE) of the University started its journey in 1981, with a vision to impart higher education at an affordable cost, to those students who are unable to continue their higher education through regular mode in colleges and university departments for various reasons. The objective of IDE programme is to take education to the doorstep of aspiring masses with the mantra, "anyone, anywhere and anytime".

கேடில் விழுச்செல்வம் கல்வி யொருவற்கு  
மடல் மற்றை யவை.

- திருவள்ளுவர்

The Courses offered through IDE, University of Madras are approved by the University Grants Commission (UGC), the apex body to regulate Higher Education in this country. Our courses and curricula are designed as per the UGC (Open and Distance Learning) Regulations, 2017 and we have also introduced **Choice Based Credit System** (CBCS), which has been previously implemented in the regular stream of affiliated colleges, more than a decade ago. In addition, we have adopted a common syllabus for both regular and distance education so as to make sure the standard of distance education will be on par with the regular stream and also to facilitate movement from distance to regular mode and vice-versa. The Self Learning Materials are prepared as per the UGC guidelines and in the future, e-materials including video lectures, are to be provided to make learning easier and enjoyable. Online courses with the application of digital technology on SWAYAM platform will be linked with IDE in the future. The Personal Contact Programmes (PCP) are handled by experienced faculty from the University departments and Affiliated Colleges.

All our student-centered initiatives will prepare you to face the challenges of the future, both in the job market as well as in the pursuit of further studies at Higher Education Institutions in India and abroad. We welcome your feedback and suggestions for further improvement of our IDE programmes.

My best wishes for a successful future.

(Sd/-)  
[Prof. S.GOWRI]

# 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 131 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 41 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 82 Programmes : Undergraduate 19, Postgraduate 27 (inclusive of MBA - 6 Specialization) Diploma - 19 and Certificate 17.

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, 122 number of Learner support centers have been established [Refer Page No. 23-31 for list]. Recently, Institute of Distance Education has introduced facilities like online admission and online payment system to the students.

## IMPORTANT TELEPHONE NUMBERS, IDE

### A. OFFICERS

Sl. No.	Officer's Designation	Phone Numbers
1.	Director	25613701
2.	Controller of Examination	25368496
3.	Additional Controller of Examinations	25613704
4.	Deputy Registrar (Finance & Administrative)	25613702
5.	Deputy Registrar (Admission)	25613703
6.	Accounts Officer	25613845
7.	Assistant Registrar (Finance)	25613706
8.	Assistant Registrar (Purchase, IDE)	25613705
9.	Assistant Registrar (UG Admission)	25613707
10.	Assistant Registrar (PG Admission)	25613708
11.	Assistant Registrar (Lesson Storage, IDE)	25613709
12.	Assistant Registrar (UG Examinations, IDE)	25613736 / 37
13.	Assistant Registrar (PG Examinations, IDE)	25613714
14.	Assistant Registrar (Certificate, IDE)	25613778

### A. ADMISSION SECTIONS

Sl. No.	Name of the Sections	Phone Numbers & e-mail ID
1.	Director's Office	25613715 / 16 <a href="mailto:ide.director@gmail.com">ide.director@gmail.com</a>
2.	Call Centre / General Enquiry Section	25613999 / 25613722 / 3725 / 3727 25613728 / 25613727 / 28 / 30 / 31
3.	<b>UG – I ADMISSION</b> <b>B.A</b> (Tamil, Historical Studies, Vaishnavism, English, Urdu, Economics, French, Public Administration, Christian Studies, Criminology & Police Administration, Sociology) <b>B.Lit. in Tamil, B.F.A.Music.</b>	25613752 <a href="mailto:unom.ide.ug1@gmail.com">unom.ide.ug1@gmail.com</a>
4.	<b>UG – II ADMISSION</b> <b>B.Sc</b> (Mathematics, Geography, Psychology, Medical Sociology, Visual Communication, Hotel & Catering Management, Apparel Fashion Design.) <b>B.Nat</b> (Naturopathy and Yoga Sciences.) <b>B.M.M., B.C.A., B.B.A., CERTIFICATE, DIPLOMA, PG DIPLOMA COURSES &amp; OUS</b>	25613751 <a href="mailto:unom.ide.ug2@gmail.com">unom.ide.ug2@gmail.com</a>
5.	<b>UG – III ADMISSION</b> <b>B.COM</b> (General, Co-operation, Corporate Secretaryship, Computer Application Bank Management.)	25613750 <a href="mailto:unom.ide.ug3@gmail.com">unom.ide.ug3@gmail.com</a>

6.	<b>STUDY CENTRE AND SPOT ADMISSION CENTRE SECTION</b>	25613757 <a href="mailto:unom.ide.spotstudy@gmail.com">unom.ide.spotstudy@gmail.com</a>
7.	<b>PG - I ADMISSION M.A</b> (Tamil, Hindi, Modern Arabic, Urdu, English, Sankrit, Applied Saiva Siddhanatha, Vaishnavism, Historical Studies, Political Science, Public Administration, Economics, Sociology, Christian Studies, Human Rights and Duties Education, Sanskrit, Applied Saiva Siddhanta, Journalism). <b>M.COM</b> Commerce, <b>M.F.A.</b> (Music)	25613748 <a href="mailto:unom.ide.pg1@gmail.com">unom.ide.pg1@gmail.com</a>
8.	<b>PG – II ADMISSION</b> <b>M.Sc</b> (Mathematics, Geography, Psychology, Counselling Psychology, Medical Sociology, Cyber Forensics and Information Security, Information Technology (IT), <b>M.C.A</b> Computer Applications <b>B.L.I.S., M.L.I.S.</b>	25613761 <a href="mailto:unom.ide.pg2@gmail.com">unom.ide.pg2@gmail.com</a>
9.	<b>PG –III ADMISSION - M.B.A</b>	25613770 <a href="mailto:unom.ide.pg3@gmail.com">unom.ide.pg3@gmail.com</a>
10.	<b>ELIGIBILITY SECTION :</b> About the Courses and Eligibility conditions	25613768 <a href="mailto:unom.ide.eligibility@gmail.com">unom.ide.eligibility@gmail.com</a>
11.	<b>PCP SECTION:</b> (Personal Contact Programme)	25613760 <a href="mailto:unom.ide.pcp1@gmail.com">unom.ide.pcp1@gmail.com</a>
12.	<b>COMPUTER DATA CENTRE</b> (Change of Name / Date of Birth / Correction in Name, Mobile Number, Address, Assignment & related queries)	25613820 <a href="mailto:unom.ide.dc@gmail.com">unom.ide.dc@gmail.com</a>
13.	<b>SINGLE WINDOW ADMISSION</b>	25613830 <a href="mailto:unom.ide.singlewindow@gmail.com">unom.ide.singlewindow@gmail.com</a>
14.	<b>LESSON STORAGE SECTION</b>	25613738 / 77 <a href="mailto:unom.ide.Iss@gmail.com">unom.ide.Iss@gmail.com</a>
15.	<b>LESSON WRITING SECTION</b>	25613720 <a href="mailto:unom.ide.lws@gmail.com">unom.ide.lws@gmail.com</a>
16.	<b>GENERAL SECTION</b>	25613733 cdegsection@gmail.com
17.	<b>ONLINE ADMISSION SECTION</b>	25613742 <a href="mailto:ideonlineadm@gmail.com">ideonlineadm@gmail.com</a>
18.	<b>FINANCE RECEIPT</b>	25613741 <a href="mailto:finreceipts.ide@gmail.com">finreceipts.ide@gmail.com</a>
19.	<b>FINANCE CHARGES</b>	25613745 <a href="mailto:financechargeside@gmail.com">financechargeside@gmail.com</a>
20.	<b>MAIL SECTION</b>	25613720
21.	<b>DESPATCH SECTION</b>	25613721

## B. EXAMINATION SECTIONS

Sl. No.	Name of the Sections	Phone Numbers & e-mail ID
1.	<b>CERTIFICATE SECTION</b>	25613797 / 79 certideunomug@gmail.com certideunompg@gmail.com
2.	<b>B.COM</b> (General, Co-operation, Corporate Secretaryship, Bank Management.) <b>B.B.M., B.B.A.</b>	25613734 / 11 elugideunom2016@gmail.com
3.	<b>B.L.I.S., M.L.I.S., Certificate, Diploma, PG Diploma Courses</b> <b>B.Sc.</b> (Mathematics, Geography, Psychology, Medical Sociology) <b>B. Music, B.C.A., OUS</b>	25613723 e2ugideunom2016@gmail.com
4.	<b>B.A</b> (Tamil, Historical Studies, Vaishnavism, English, Urdu, Economics, Public Administration, Christian Studies, Criminology & Police Administration.)	25613726 e3ugidunom2016@gmail.com
5.	<b>M.A</b> (Tamil, Hindi, Modern Arabic, Urdu, English, Vaishnavism, Historical Studies, Political Science, Public Administration, Economics, Sociology, Christian Studies, Human Rights and Duties Education). <b>M.COM</b> Commerce, <b>M. Music</b>	25613710 pgideunom2016@gmail.com
6.	<b>M.Sc</b> (Mathematics, Geography, Psychology, Counselling Psychology, Medical Sociology, Cyber Forensics and Information Security, Information Technology) <b>M.C.A</b>	25613735 meaideunom2016@gmail.com
7.	<b>MBA</b>	25613712 mbaideunom2016@gmail.com

### IMPORTANT INSTRUCTIONS TO STUDENTS

1. Candidates are instructed to submit the Assignment as part of Internal Assessment (Compulsory) [UG 25 Marks and PG 20 Marks] through online mode [<http://www.ideunom.ac.in/mcq/>] by entering their Enrolment Number and Date of Birth.
2. Candidates are strictly instructed to use Desktop/ Laptop Computer Systems to submit their compulsory Internal Assignments.
3. Candidates are instructed to pay their Tuition / Exam / Other Fee through online mode only available in the [[www.ideunom.ac.in](http://www.ideunom.ac.in)] website under ONLINE PAYMENT for using Desktop / Laptop Computer Systems only. (Avoid mobile phone for online payment)
4. Candidates are instructed to refer / visit the Institute of Distance Education Website [[www.ideunom.ac.in](http://www.ideunom.ac.in)] regularly for the PCP CLASS SCHEDULE. NO SEPARATE SMS / Communication SMS will be sent to the Candidates individually.
5. E-Study Materials are available in the Institute of Distance` Education website in the URL: <http://ideunom.ac.in/Book/menu.asp> by using their Enrolment number as a credential.
6. Any change in schedule for conducting PCP classes / for Exams (due to exceptional circumstances) will be published on the official website ([www.ideunom.ac.in](http://www.ideunom.ac.in))
7. Any login issues regarding internal assessment candidate may write to email at [unom.ide.mcq5@gmail.com](mailto:unom.ide.mcq5@gmail.com)
8. Electronic version of the prospects is available for download at: <http://www.ideunom.ac.in>

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# MASTER OF BUSINESS ADMINISTRATION [MBA]

## CHOICE BASED CREDITS SYSTEM

### 1. MBA-COURSES OFFERED

Sl. 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
- Students should undergo in the link [www.ideunom.ac.in/mcq](http://www.ideunom.ac.in/mcq) and submit the internal assessment on or before each End Semester Examination.
- Any login issues mail to : [unom.ide.mcqin@gmail.com](mailto:unom.ide.mcqin@gmail.com)

## 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	20340**	20740**	-
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. 590/- and Entrance Fee Rs. 400/- (only for Online Admission)

#### 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 instalments.**
- 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.

#### 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 FOR 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. CHANGE OF COURSE

Candidates are advised to make a firm choice of the courses of study they wish to pursue before sending application for admission. Normally, change of course will not be allowed, but in special cases change course may be permitted within one month from the date of admission on a payment of the prescribed fee of Rs. 1000 subject to eligibility and approval by the authorities.

## 8. 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 = 11 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.

## **9. 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.

## **10. 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.

## **11. 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.

## **12. 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.

### 13. 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 COURSE</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.

### 14. 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

*Candidates are instructed to pay their tuition fee through online in time for the subsequent years as given below:*

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

For Academic Year Admission	For Calendar Year Admission
18.07.2023	22.01.2024

## 15. 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](http://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 26).
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 26 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.

## 19. 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. ennppeer67@gmail.com, 9443273652, 9444725227, 9042508384
2.	702	The Quaide Milleth College for Men Tambaram-Velachery main Road, Medavakkam Chennai - 600 100 daycollege@qmcmn.com, 044-22771202
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.	713	Annai Violet College of Arts & Science , 53 Violet College Road, Meenambedu, Ambattur, Chennai - 600 053 . annaiviolet@gmail.com, 988416822 0, 044-26864684

13.	714	Vishwaksena Arts & Science College for Women, Pollivakkam, Sriperumbuthur Highway, Tiruvallur - 602 002. yen.leela@gmail.com, 9841673951, 9941729829
14.	715	Sridevi Arts & Science College , Krishnapuram, Ponneri - 601 204 sridevicollegeponneri@gmail.com, 9443596691
15.	716	Pattammal Alagesan College of Arts & Science, Athur, Chengalpattu - 603 101 pacprincipal@gmail.com, 9499935203
16.	717	TMG College of Arts & Science, No.85, Mudichur Road, Manimagalam, Chennai – 601 301 drpafu@gmail.com, 9962836001
17.	719	C.M. Annamalai College of Arts & Science for Women , Sholinghur-Tiruttani High Road, Velathur vill, Adivaragapuram PO, Thiruvallur - 631303, cmawcprincipal@gmail.com, 9159539043
18.	720	Soka Ikeda College of Arts & Science for Women Sethu Bhaskara Nagar Madhanangkuppam, Ambattur, Chennai - 600 099 sokaikeda2000@gmail.com, 9444484645
19.	721	St.Joseph's College of Arts & Science, Kovur PO, Near Porur, Chennai - 600 128 muidesjc@gmail.com, 7200841360
20.	722	Kanchi Shri Krishna College of Arts & Science Krishnapuram, Kilambi PO, Kanchipuram - 631 551 krishiqac@gmail.com, 9677355036
21.	723	E.S.Subramaniam Memorial College of Arts & Science, Podhattoorpet, Thiruvallur - 631 208, essmartscollege@gmail.com, 9444332276
22.	724	D.B .Jain College (Autonomous), Thorapakkam, Chennai - 600 097 balamadhukkar@gmail.com, 9444756915
23.	725	Sri Subramaniaswamy Govt. Arts College , Thiruthani - 631 209 balamadhukkar@gmail.com, 9444756915
24.	726	Sri Santhoshi College of Arts & Science Paiyambadi, Pollambakkam Vill, Madhuranthakam - 603 309 santhoshiartsandscience@gmail.com, 9962426224
25.	727	St.Thomas College of Arts & Science 140/6 St.Thomas Nagar, New Colony, Koyambedu, Chennai - 600 107 thangavelraj@gmail.com, 9444200912
26.	728	Aksheyaa College of Arts & Science Pulidivakkam PO, Madurantakkam Tk, Kanchipuram - 603 314 aksheyaaartsscience@gmail.com, 8220586936

27.	738	RVS Padhmavathy College of Engg. & Tech. Kavarapettai-Sathyavedu State highway, Sethilpakkam Vill, Roshanagaram PO, Madarpakkam Via, Gummidipoondi - 601 202. info@rvschennai.com, 9600980606
28.	739	Arignar Anna Institute of Management Studies and Computer Applications. Pennular, Sri perumbudurTk, Chennai - 602 117. aaimasca@gmail.com, 9444143346, 9003623243
29.	740	Presidency College (Autonomous) , Chennai - 600 005 presidencycollege5@gmail.com, 9840375672, , 044-28510732
30.	748	John Bosco Arts & Science, Post box no.12, Periyakuppam Near Tiruvallur Railway Station, Tiruvallur Tk & Dt. – 602 001. principaljbasca@gmail.com, 9443118988
31.	789	Subham College of Education , No 113 Chunambedu Road , Vilvarayanallur Village, New Mampakkam PO, Madurantakam TK, Kancheepuram Dt - 603 306 djbohra@gmail.com, 9840188776,
32.	790	Annai Therasa Arts and Science College Sadras Road, Mangalam Thirukazhukundram - 603 109. atasctkm97@gmail.com, 9884160239, 044-27447991
33.	791	Good Shepherd College of Education PH Road, Pakkam Kasuva, Tiruvallur DT - 602 024. venkatrajagopal814@gmail.com, 9047043008, 8838390526
34.	798	Gojan School of Business and Technology No.80 Feet Road, Edapalayam Redhills, Chennai - 600 052 hetagojan2019@gmail.com, 8825860635, 9884886078
35.	803	Our Lady College of Education, Our lady Nagar, Maduravoyal, Chennai - 600 095. tadlchennai@gmail.com, 9841155653
36.	805	T V M College of Education , Podaturpet, Thiruvallur Dt. – 631 208, 8790712473
37.	811	Government Arts College for Men (Autonomous) No.329, Anna Salai, Nandanam, Chennai - 600 035. gacatchn35@yahoo.co.in, 9444337980, 9840655885, 044-24310589
38.	834	Thiruthangal Nadar Arts College, Selavoyal, Chennai - 600 051. tnc_98@yahoo.com, 044-2594 2525
<b>Trichy, Pudukkottai, Thanjavur, Kumbakonam, Madurai, Dindigul</b>		
39.	731	H.H. The Rajah's College , Pudukkottai - 622001, hhrajahcollege@gmail.com, 8903655115

40.	734	Mahatma Arts & Science College Ariyur annavasal Road, Mathiyanallore PO, Illuppur Tk, Pudukkottai - 622 001 jaimohan.04@yahoo.com, 8778175316, 9791717129
41.	751	Bharath College of Science & Management Bharath avenue, near new bus stand, Trichy Road, Thanjavur - 613 005 bharathcollege@gmail.com, 9578311331, 04362-227937
42.	753	Government Arts College(Autonomous) Karupur Road, Kumbakonam Thanjavur Dt. – 612 002. idegackumbakonam@gmail.com, 9842451397, 0435-2442149
43.	768	Rajagiri Dawood Batcha College of Arts & Science Saliyamangalam Road, Papanasam, Thanjavur Dt – 614 205. rdbpapanasam@gmail.com, 7358031117, 04374-222123
44.	770	Swami Vivekanandha College of Arts & Science, Pillaiyarpatti Main Road, Vallam Thanjavur - 613 403. principal.svasc@gmail.com, 9894217357, 04362-264572
45.	771	J.J. College of Arts & Science (Autonomous) J.J.Nagar, Sivapuram post Pudukkottai - 622 422. jjcollege.pdkt@gmail.com, 9443224037, 04322-261802
46.	772	Sri Meenakshi Vidiyal Arts & Science College Pazhuvanchi PO, Marungapuri TK , Trichy - 621 305. principal@smvcollege.co.in, 9940005356
47.	777	Aadhavan College of Arts & Science Aalathur, Manapparai Trichy Dt. – 621 307. aadhavancollege2013@gmail.com, 9942988673, 9842282884
48.	784	Arungarai Amman College of Arts & Science Amman Nagar, Chinnadharapuram, Karur Dt – 639 202. aacas1@rediffmail.com, 9443237320, 44233334, 44233344
49.	785	Mass College of Arts & Science Chennai Salai, Kallapuliyur Vill, Kumbakonam Tk - 612 501. sar.dr2011@gmail.com, 9442527525, 0435-2400299
50.	796	Sri Annai Arts & Science College, Vadipatti (TK) Madurai - 625 234. sriannais@gmail.com, 6379260537, 9364106936
51.	802	Sri Sai Bharath College of Arts & Science Oddanchatram Vedasandur Highway, Navamarathupatty, Dindigul - 624 710. ssbtrust@gmail.com, 8508060533, 8508060522
52.	819	ABI & ABI College Arts, Science & Technology, ABI & ABI Nagar, Kumbakonam Main Road, Vayalur, Thanjavur – 613 003. Abiabicollge5000@gmail.com ; 8098405000 / 04362 253555

53.	821	Nazia College of Arts & Science, S Kallupatti, Kariapatti, Virudhunagar Dist, Pincode - 626 106. Naziacollege2017@gmail.com, Senthurp19@gmail.com; 9840921704, 9750159905
54.	823	Annai Fathima College of Arts and Science, Fathima Nagar, Alampatti, Thirumangalam, Madurai Dist - 625 706, info@annaifathimacollege.edu.in; 8220008005, 04549-284528
<b>Coimbatore, Nilgiris</b>		
55.	732	Nilgiri College of Arts & Science Thaloor, Konnachal PO, Nilgiris - 643 239. ncasbu@gmail.com, 9207769999, 04262-267931/32
56.	733	Nehru College of Educational & Charitable Trust 451-D Palghat Main Road, Kuniyamuthur, Coimbatore - 641 008 nehrucollege2019@gmail.com, 9349119325
57.	750	Hindusthan College of Arts & Science, Hindusthan Garden, Behind Nava India, Avinashi Road, Coimbatore - 641 028. hicasdistance2018@gmail.com, 9843688809, 9943922334
58.	759	Dr. N.G.P. Arts & Science College Dr. N.G.P. Kalapatti Road, Coimbatore - 641 048. principal@drngpasc.ac.in, 9442236633, 0422-2369220
59.	762	C.M.S College of Science & Commerce, Chinnavedampatti, Coimbatore - 641 049. info@cmscbe.com, 7358973922, 9843048616
60.	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>		
61.	729	Government Arts College , Tiruvannamalai - 606 603. 9942121225
62.	730	C.S.I. Vellore Diocese Voorhees College, Vellore - 632 001. idemuvorhees1975@gmail.com, 9597000862
63.	735	Mazharul Uloom College, Ambur - 635 802. mucexamination@gmail.com, 8122952861
64.	736	DLR Arts & Science College Thathiravadi Road, Villapakkam, Arcot Tk, Vellore - 632 521 dlrmulse736ay2122@gmail.com , 7200902424; 04173-223141
65.	741	Dr. R.K.Shanmugam College of Arts & Science, Indili Vill, Ulagankathan PO, Kallakurichi - 606 213. prlrksdep@gmail.com, 9442658276

66.	742	Siga College of Management & Computer Science Kappiyampuliyur , Villupuram - 605601, sigacollege@gmail.com, 9944900631
67.	743	Sri Vinayaga College of Arts & Science Opp.Railway Station (Near Toll Plaza), Ulundurpet, Villupuram Dt. – 606 107
68.	744	Ansald College of Education Ansald Nagar, Maruthuvampadi PO, Chetpet Tk Thiruvannamalai Dt – 606 801 . ansaldchetpet@gmail.com, 9443249790
69.	745	C S Jain College of Education C S Jain Teacher Training Institute Thethampet Vill, Srimushnam PO, Kattumannarkoil TK, Cuddalore Dt. – 608 703 csjainbed@gmail.com, 9442378241
70.	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
71.	749	R.T.G Arts & Science College Ettivadi, Polur, Thiruvannamalai Dt - 606 907. rtgprabakaran@gmail.com, 9443203140, 9360223140
72.	755	K.M.G. College of Arts & Science Railway Station Road, Ammanankuppam, Gudiyattam - 635 803 . kmgcollege@gmail.com, 9894164345, 04171-227906
73.	760	Marudhar Kesari Jain College for Women. Chinnakallupalli Vaniyambadi - 635751, mkjcpprincipal@gmail.com, 8870115229
74.	761	Global College of Arts & Science (Women) 132/1A. Bangalore –Chennai Highway, Veppur Vellore - 632 503 . gcasprincipal@getedu.in, 9789106689, 9655694942
75.	763	Muthurangam Government Arts College, Otteri Road, Vellore - 632 002 . mgacvlr@yahoo.co.in, 9787233711, 0416-2262068
76.	766	Mercury College of Arts & Science Thandalam Vill , Kumpinipet PO, Arakkonam - 631 003. mercurycollege.1999@gmail.com, 9920092009, 04177-232009
77.	774	Suraj College of Education Melathangal Vill & PO, Chetpet Tk, Tiruvannamalai - 606 807. surajbed@gmail.com, 9443557559, 04183-239322
78.	779	Jayam College of Education 65 Gandhi Market Road, Arni, Tiruvanamalai Dt. – 632 301 . jayamcollege11@gmail.com, 9360223140, 9443203140

79.	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
80.	788	Thiru Kolanjiyappar Govt.Arts College (Grade-I) Junction Road, Viruddhachalam, Cuddalore - 606 001. tkgac_vri@yahoo.co.in, 9965178656, 04143-262513
81.	794	Bharat College of Education No 8 Karar Krishnaswamy street, Kosapet, Vellore - 632 001 . saravanankpm82@gmail.com, 9345633365, 0416-2262565
82.	795	Indian Arts & Science College Vellore main Road Kariyandal, Kondam, Tiruvannamalai- Dt - 606 802. indiancollegetvm@gmail.com, 7538873330, 9443039407, 04175-246333
83.	807	K K S Mani College of Education , No: 78, CC Road,Vallam, Vellore Dt. – 632 311.
84.	826	Islamiah Women’s Arts and Science College, No. 10, Bye Pass Road, New Town, Vaniyambadi, Tirupattur Dist – 635 752, principaliwc@gmail.com, 04174-235266
85.	810	Yelagan Arts of Science College (Co.Ed) Natham X Road, Sundarampalli PO, Tirupattur TK, Vellore Dt - 635 654. 9445765056
86.	813	CSM College of Arts & Science Erumanoor Road, Viruchachalam, Cuddalore - 606 001. tvrsecc@gmail.com, 7339387615, 9842081305
87.	814	Saithanibi College of Education Avalurput, Gingee Tk, Villupuram - 604 201 saithanibibedcollege@gmail.com, 9445166112, 04145-207004
88.	815	Susila College of Education Kuppusamy Nagar, Chennai Main Road, Veeracholapuram, Kallakurichi - 606 206 susilaeducation@yahoo.co.in, 8220243219, 04151-224633
89.	817	C.S.K. College of Education Kakathoppu Vill, Chettikuppam PO, Gudiyattam, Vellore - 635 806 hemadurai03@gmail.com, 9500430418, 9952579579, 04174-234418
90.	818	Thiruvalluvar Arts and Science College, No. 5, Pounambal Nagar, Neyvveli-607 308, Cuddalore Dist. Startrust123@gmail.com; 8940464997, 9443422659
91.	822	Dr. Davidraja & Dr. Chandraleka College of Education, Vengalapuram – 635 653. Tirupattur Dist. Dr.davidrajabed2006@gmail.com; 6382129400, 9994910145, 04179-225013
92.	825	Bharathidasan Group of Institution, Trichy Main Road, Ulundurpet – 606 107. Villupuram Dist. Jkkathi2008@gmail.com; 9790434320



<b>Tirunelveli, Kanyakumari, Tenkasi, Nagarcoil</b>		
93.	752	Nesamony Memorial Christian College, Marthandam, Kanyakumari Dt. - 629 165 nmccdde@gmail.com, 9487114253, 04651-270229
94.	757	Noorul Islam College of Arts & Science, Kumaracoil (PO) Kanyakumari Dt. – 629 180. nicollege2001@yahoo.co.in, 9443119441, 04651-253766
95.	758	Malankara Catholic College, Kaliakkavilai, Mariagiri, Kanyakumari Dt. – 629 153 malankaracollege@gmail.com, 9442336243, 04651-244156
96.	764	Sri Ram Nallamani Yadava College of Arts & Science, Nallamani Nagar, Kodikurichi Tenkasi - 627 804.nallamanicollege@gmail.com, 9443670827, 04633-280415
97.	765	T.Mariappan Nadar Muthukani Ammal College of Arts & Science, Kurukkusalai Road, Kulathur Tuticorin - 628 903
98.	781	Women's Christian College , Nagarcoil - 629 001 . wccngl@gmail.com, 9443134580, 04652-231461
99.	786	Thassim Beevi Abdul Kader College for Women No.8/93&94 Pearl Matriculation School Road, Kilakarai, Ramanathapuram - 623 517 principal@thassim.in, 9442617038, 04567-241934
100.	787	Arulmigu Pannirupidi Ayyan College of Arts & Science Vagaikulam, Nanguneri Tk, Tirunelveli - 627 108 apaprincipal@gmail.com, 7598219947, 04635-291947
101.	792	All Saints College of Education Malayadi, Kaliyakkavilai Kanyakumari - 629 153 allsaintside@gmail.com, 9947769939, 9995151534, 04651-236888
102.	812	Sri Sarada College of Education for Women Ariyakulam, Maharaja Nagar Post Tirunelveli - 617 011 sardaeducation@gmail.com, 9598415215, 9994271893
103.	824	Mother Gnanamma Catholic College of Education (B.Ed). Madathattuvilai, Villukuri – 629180. Kanyakumari Dist. mgccedu@gmail.com; 9442000761, 04651-258761
<b>Theni, Rajapalayam, Virudhunagar</b>		
104.	737	P.S. Muthu Arts and Science College , Sukkangalpatty, Theni Dt. – 625 540 . psmasclg@gmail.com, 8098134159
105.	746	Sree Balakrishna College of Arts & Science Vanniampatti Road, Mottamalai Chatrapatti Rajapalayam - 626 102. sreebalakrishna.isc@gmail.com, 9944949940, 9894258606, 9443357331
106.	776	Virudhunagar Hindu Nadar's Senthikumara Nadar College (Autonomous) College Rd, Viruthunagar - 626 001. support@vhnsnc.edu.in, 9943065557, 4562281153
107.	793	Chellammal College of Education Theni Main Road, Aundipatti, Theni Dt. – 625 512. lwintech2020@gmail.com, 9942630605, 04546-255973.

<b>Salem, Krishnagiri, Hosur, Namakkal, Sivagangai</b>		
108.	754	Gonzaga College of Arts and Science for Women, Kathampallam, Elathagiri, Krishnagiri Dt. – 635 108. college.gonzaga@gmail.com, 9942177913, 04343-268025
109.	756	St. Joseph's Arts and Science College for Women, Nattarmangalam Road, Singampunari, Sivagangai Dt. – 630 502 . fsjosephcollege@gmail.com, 9994561917, 04577-242631
110.	769	Subramaniam Arts & Science College, Mohanur , Namakkal Dt. - 637015 psp_college@rediffmail.com, 8220739500, 04286-256304
111.	773	Siri PSG Arts & Science College for Women Tiruchengode Road, Sankari, Salem Dt. – 637 301, sirips@gmail.com, 9942166454,
112.	775	Sengunthar Arts and Science College, Tiruchengode Namakkal Dt. – 637 205 info@senguarts.co.in, 9842753229, 4288283545
113.	778	Don Bosco College of Arts and Science, Athikaman Byoass Road, Segathur (Po), Dharmapuri - 636809. asiluvaimuthu@gmail.com, 9443604446, 9443604447
114.	780	Vidyasagar College of Arts and Science , Udumalpet – 642126. vcasudt@yahoo.com, 9787721960, 04252-224997
115.	797	Kongunaadu College of Education , Mamangam, Salem – 636 302 konguclglsc@gmail.com, 9994376671, 0427-2345090
116.	799	Navodhaya College of Education, T.Kothapali, Sevaganapalli PO, Hosur TK – 635 103 navodhayacollege884@gmail.com, 9640180124
117.	800	Thuvaraga College of Education , Dhuvatagapuri, Krishnagiri - 635 101 thuvaragabedkgiri@gmail.com, 9442373114, 9994442894
118.	804	Vishwa Bharath Arts and Science for Women, 66/1A – T V M Nagar, Morappur, Dharmapuri - 635 305. 9344855300
119.	806	Vivekananda College of Arts and Science Elayampalayam, Tiruchengodu (TK) Namakkal Dt - 637 205. 9443966766
120.	808	K M College of Education NH-7, Bangalore Main Road, Melumalai Krishnagiri - 635 001. 9965478786
121.	809	Christ College of Education for Women, Collector Bangalow Backside, A Jettihali (PO) Dharmapuri - 636 807. 9443293127
122.	816	Rasi College of Education Thottiyapatti C.S. Puram (PO), Rasipuram (TK), Namakkal spedeva@gmail.com, 9095278275, 9442758275