



சென்னைப் பல்கலைக்கழகம்
தொலைதூரக் கல்வி நிறுவனம்

UNIVERSITY OF MADRAS

[State University]

[NAAC 'A' Grade Score 3.23, NIRF Ranking 20, 2019]

INSTITUTE OF DISTANCE EDUCATION
CHEPAUK, CHENNAI - 600 005. TAMIL NADU, INDIA

தகவலேடு மற்றும் விண்ணப்பப்படிவம்
PROSPECTUS CUM APPLICATION FORM
Academic Year 2019-2020 / Calendar Year 2020

UGC Recognised
MBA PROGRAMME
(6 SPECIALIZATIONS)

COST OF PROSPECTUS WITH APPLICATION FORM

In Person : Rs. 500/- by cash

Application form available in the official website : www.unom.ac.in/ / www.ideunom.ac.in



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INSTITUTE OF DISTANCE EDUCATION

CHEPAUK, CHENNAI - 600 005. TAMILNADU, INDIA

Prof. P. DURAISAMY

Vice-Chancellor

Dr. R. SRINIVASAN

Registrar

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Director

Dr. K. PANDIAN

Controller of Examinations



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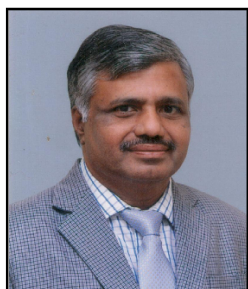
INSTITUTE OF DISTANCE EDUCATION

CHEPAUK, CHENNAI - 600 005. TAMILNADU, INDIA

Professor P. Duraisamy

Vice-Chancellor

Dear Students,



Greetings from the University of Madras.

It is my proud privilege to welcome you to the India's one of the oldest and distinguished public Universities. This 161 years old University can boast of being one of the largest Universities in the country with enrolment of over 2.5 lakh students. The University of Madras has always striven to maintain its pre-eminence in higher education by embracing current developments in teaching and research.

The Institute of Distance Education (IDE) of the University of Madras was started in 1981 with a vision to impart higher education at affordable cost to those students who are unable to continue with 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'.

The Courses offered through IDE of the 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 introduced **Choice Based Credit System (CBCS)** which was implemented in regular stream of affiliated colleges more than a decade ago. In addition, we have adopted common syllabus for both regular and distance education so that the standard of distance education will be on par with the regular stream and also to facilitate moving from distance to regular mode and vice-versa. The Self Learning Materials are prepared as per the UGC guidelines and in future e-materials including video lectures are to be provided to make learning easy and enjoyable. 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 tough competition in the job market and also to pursue further study 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 your great success.

[Prof. P. DURAISAMY]

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 115 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 the Institute of Distance Education (IDE) was established in 1981.

Having completed 38 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 8.

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, 87 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. 18 for list]

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MASTER OF BUSINESS ADMINISTRATION [MBA]

CHOICE BASED CREDITS SYSTEM

(UGC-DEB recognised MBA PROGRAMME (6 Specializations)

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

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 is as follows:-

Course Component	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
Total Credits			78

2.5. (A) SCHEME OF EXAMINATIONS

COURSE COMPONENT	SUBJECTS	CREDITS	MAX MARK		TOTAL
			INT.	EXT.	
First Year - I SEMESTER					
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
II - SEMESTER					
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
Second Year - III SEMESTER					
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
IV - SEMESTER					
**Choose FOUR Papers from any one set of the SIX ELECTIVES	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 are also instructed to choose 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**

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

2.6 REQUIREMENTS FOR PROCEEDING TO THE SUBSEQUENT SEMESTERS

Students shall be eligible to go to the subsequent semester, since the attendance for PCP classes is an optional.

2.7 EXAMINATIONS AND EVALUATION

- Students shall register their names for the first semester examination on due date after their admission in the MBA programmes.
- Students shall be permitted to proceed from the first semester up to the final semester irrespective of their failure in any of the semester examinations.

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
- Refer official website www.ideunom.ac.in for further details
- Students should undergo and submit the internal assessment on or before each 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
TOTAL			80 Marks

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. RANKING

Students who pass all the examination prescribed for the Programme in the FIRST APPEARANCE ALONE are eligible for Ranking and Distinction.

2.13. 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.

2.14. GRADING SYSTEM

- **Minimum Credits to be earned:** For the two year MBA programme the minimum credits to be earned is 78
- **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	LETTER POINTS	DESCRIPTION GRADE
90-100	9.0-10.0	0	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_i = Credits earned for course i in any semester/year

G_i = 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

* 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.

2.15. CONCESSIONS FOR DIFFERENTLY ABLED STUDENTS

- 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** : They are exempted from paying Tuition Fees and Examination Fees.

- 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.

2.16. 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

*Students can seek admission at Single Window Admission Centre / Online Admission / Learner Support Centers
Students are advised not to have any dealing with any other unauthorised Institutions/ Agencies pertaining to admission to any of the programmes offered by this Institute. They are also cautioned that admission secured from unauthorised centres / agencies will not be entertained and University will not be held responsible for the same.*

3. FEE DETAILS

3.1. MBA: BREAK-UP OF FEE DETAILS

Sl. No.	Type of fee	Amount Rs.
For First year only		
1	Registration Fee	1000
2	Admission Fee	250
3	Matriculation fee	100
4	Examination of Other Board (+2) / Universities in India	300
5	HSC Examination of Other Board / Universities outside India	2020
For Every Year		
6	Development Fee	200
7	Tuition Fee	10000
8	Special Fee	2500
9	Postage Fee	2500
10	Study Materials Fee	2400
11	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	18850	19250	–
Ist Year MBA Online Admission	19750	20150	-
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.

** Course Completion Certificate fee of Rs.500/- should be paid along with II year tuition fee

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

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 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

For Academic Year Admission	For Calendar Year Admission
31.07.2020	27.02.2021

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 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 Institute either on completion or on discontinuance of the course. (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 of Rs. 100/-.
- 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 issue of **Course Discontinue Certificate** Rs.500/- is to be paid by way of Demand Draft or through online payment. Otherwise, full fees will be collected for the subsequent years. Only after receiving the entire fees and Course Completion Certificate fee for Rs.500/- 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 get 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 (4 days) 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 intimated separately. The detailed information in this regard will be posted at website which can be viewed online.

- 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 website/SMS

8. CHANGE OF ADDRESS

Students can view their personal data through University Website (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 physically challenged candidates can avail themselves of the State Government Scholarship for the Disabled. The prescribed form may be obtained from the District Rehabilitation Officer in the districts concerned for reimbursement of non-refundable fees.

12. INFORMATION TO THE CANDIDATES REGARDING ADMISSION TO CERTIFICATE or DIPLOMA COURSES SIMULTANEOUSLY

- Along with the course selected, if an applicant wishes to 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	CERTIFICATE COURSE	Candidates undergoing any UG Degree Course (Regular Stream) of the University of Madras or any other University recognised by UGC/AIU accepted as equivalent thereto by this University are eligible for admission to the Certificate Courses
2	DIPLOMA / PG DIPLOMA COURSES	Candidates undergoing any Post-Graduate Degree Course (Regular Stream) of the University of Madras or any other University recognised by UGC/AIU accepted as equivalent thereto by this University are eligible for admission to the Diploma Courses

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

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

1. Students are advised to watch the IDE website www.ideunom.ac.in constantly regarding the examinations and application information and have to apply online only for Examination
2. The First semester examination for the students admitted under “Academic Year Stream” will be conducted during November / December every year and the second semester will be conducted during May / June every year.
3. For the students of “Calendar Year Stream” the First semester examination will be conducted during May / June every year and the second 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 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. Candidates who are eligible for revaluation of answer paper have to apply through online www.ideunom.ac.in only
12. Candidates 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.
13. Candidates 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.
14. 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.
15. After the publication of results, Provisional/Convocation Certificate will be issued to those who have qualified for the degree on payment of Rs. 300/- along with Final year Exam Fee.
16. 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.
17. 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.
18. The MBA candidates 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 candidates has to adhere the instructions strictly without fail.

19. 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	500
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 Letter.
6. After obtaining the provisional admission letter, 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 Intimation slip 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

CHENNAI, CHENGALPATTU, KANCHIPURAM, THIRUVALLUR

Sl. No	Center Code	The Principal / Co-ordinator College Name, E-mail id, Phone No.
1.	701	Pachaiyappa's College For Men, Kanchipuram-631501. pachaiyappasmenkanchi@gmail.com, 044-27268824/9042508384
2.	702	The Quaide Milleth College For Men, Tambaram-velachery main road, Medavakkam, Chennai-600100. daycollege@qmcmen.com, qmcdistanceedu@gmail.com, 044-22771202/9442329271/7550070716
3.	703	Dwaraka Doss Goverdhan Doss Vaishnav College, 833, Gokul bagh, P.H.Road, Arumbakkam, Chennai-600106. principal@dgvaishnavcollege.edu.in, dgvooffice@gmail.com,9840869551
4.	704	University of Madras Arts and Science College (University Constituent College), Tiruvottur, Chennai – 600019. principal_1673@unom.ac.in,9444207577
5.	705	Hindustan College of Arts & Science, Rajiv Gandhi road(OMR),Padur, Kelambakkam, Chennai-603103 drsthirumagan@yahoo.com,8838295003
6.	706	Shree Chandraprabhu Jain College, SCP Jain college road, (Kattur Road), Minjur-601 203 principal@scpjaincollege.com,contact@scpjaincollege.com 044-27935103,9087710117,9087610117
7.	707	Prof. Dhanapalan College of Arts & Science, Rajiv Gandhi salai, Padur, Chennai-603103 dhanapalancollege@gmail.com,9841182890
8.	708	Nazareth College of Arts And Science, Kovilpathagai Main Road, Kannadapalayam, Avadi, Chennai-600 062. info@ncas.in,9894456660
9.	709	Sree Muthukumaraswamy College, Plot no.92/1 &9, 8 th Block, Muthamizh Nagar,Kodungaiyur, Chennai-600 118. sreemuthu97@gmail.com,rajapriyaselva.@gmail.com, 9080208262
10.	710	Annai Veilankanni's College For Women, VGP salai, Saidapet, Chennai-600 015., mail4avc@gmail.com, saravanan27778@gmail.com,9791316966/9884844372

11.	711	JHA Agarsen College, No.1, Manjambakkam, Madhavaram, Chennai-600060, mmkrishnan1962@gmail.com,9884045055
12.	712	Sri Sankara Arts and Science College, Enathur, Kanchipuram – 631 561. admin@sankaracollege.edu.in,9443485177
13.	713	Annai Violet College of Arts and Science, 53, Violet College Road, Meenambedu, Ambattur, Chennai-600053. annaiviolet@gmail.com,988416822,044-26861611,044-26864684
14.	714	Vishwaksena Arts and Science College For Women, Pollivakkam, Sriperumbuthur, Highway, Tiruvallur-602002. yen.leela@gmail.com,9841673951,9941729829
15.	715	Sridevi Arts and Science College, Krishnapuram, Ponneri-601204. sridevicollegeponneri@gmail.com,,9993596691
16.	716	Pattammal Alagesan College of Arts And Science, Athur, Chengalpattu-603101. pacprincipal@gmail.com,6380810427
17.	717	TMG College of Arts and Science, No.85,Mudichur road, Manimagalam, Chennai-601301. drpafu@gmail.com,tmgunaraja@gmail.com,9962836001
18.	719	C.M. Annamalai College of Arts and Science For Women, Sholinghur-Tiruttani High road, Velathur village, Adivaragapuram(P) Thiruvallur dt. 631 303,cmawcprincipal@gmail.com,7397656072
19.	720	Soka Ikeda College of Arts and Science For Women, Sethu Bhaskara Nagar, Madhanangkuppam, Ambattur, Chennai-600099. sokaikeda2000@gmail.com,,9444484645
20.	721	St.Joseph's College (Arts & Science), Kovur post, Near porur, Chennai- 600 128. muidesjc@gmail.com,,7200841360
21.	722	Kanchi Shri Krishna College of Arts and Science, Krishnapuram, P.O.kilambi,Kanchipuram Tk & Dt. – 631 551. krishiqac@gmail.com, 9677355036
22.	723	E.S.Subramaniam Memorial College of Arts & Science, Podhattoorpet – 631 208, Thiruvallur Dist., esssmartscollege@gmail.com, 9444332276
23.	724	D.B .Jain College (Automous) Thorapakkam,Chennai-6000097 dbjainprincipal@gmail.com,pankajaganapathy@gmail.com,9600966961
24.	725	Sri Subramaniaswamy Govt.Arts College Thiruthani-631209 pssgactrt@gmail.com 9444337980
25.	726	Sri Santhoshi College of Arts & Science paiyambadi,pollambakkam (vill),Madhuranthakam-603309 Santhoshiartsandscience@gmail.com 9962426224

26.	727	St.Thomas College of Arts and Science 140/6, St.Thomas Nagar New Colony Koyambedu, Chennai-600107 thangavelraj@gmail.com,9444200912
27.	728	Aksheyaa College of Arts and Science Pulidivakkam(Po),Madurantakkam(Tk),Kanchipuram(Dt)-603314 aksheyaaartsscience@gmail.com,8220586936
28.	738	RVS Padhmavathy College of Engineering & Technology, kavarapettai-sathyavedu state highway,Sethilpakkam vill, Roshanagaram po, Madarpakkam via, Gummidipoondi -601202 info@rvschennai.com, soi.rvschennai@gmail.com ,9600980606
29.	739	Arignar Anna Institute of Management studies and Computer Applications. Pennular,Sri perumbudurTtaluk,Chennai-602117 aaimsca@gmail.com, info@arignaranna.org, 9444143346, 9003623243
30.	740	Presidency College (Autonomous), Chennai-600005 Presidencycollege5@gmail.com,9840375672,044-28510732
31.	748	John Bosco Arts and Science College, Post box no.12,Periyakuppam, Near Tiruvallur Railway Station, Tiruvallur taluk&Dist -602001 principaljbas@gmail.com,9443118988
32.	767	C.Kandaswami Naidu College for Men, Anna Nagar East,Chennai E7, Third Avenue, Chennai-600102, ckncprincipal@gmail.com, asrinivasan456@gmail.com, 04426262970,7299988612
TRICHY, PUDUKKOTTAI, THANJAVUR, KUMBAKONAM		
33.	734	Mahatma Arts & Science college, Ariyur annavasal Road, Mathiyanallore (Po) Illuppur(Tk) ,Pudukkottai-622001 Jaimohan.04@yahoo.com, 8778175316
34.	751	Bharath College of Science and Management , Bharath avenue near new bus stand , Trichy road,Thanjavur-613005 bhrathcollege@gmail.com, 04362-228081,,227937
35.	753	Government Arts College(Autonomous) Karupur Road, Kumbakonam, Thanjavur (D.T)-612002 IDEGACKUMBAKONAM@GMAIL.COM,0435-2442149,9842451397
36.	768	Rajagiri Dawood Batcha College of Arts and Science Saliyamangalam Road,Papanasam -614205,Thanjavur Dist rdbpapanasam@gmail.com,04374-222123,7358031117
37.	770	Swami Vivekanandha College of Arts &Science Pillaiyarpatti Main Road, Vallam,Thanjavur-613403 Principal.svasc@gmail.com,04362-264572,9894217357
38.	771	J.J. College of Arts and Science (Autonomous) J.J.Nagar ,Sivapuram post,Pudukkottai-622422 Jjcollege.pdkt@gmail.com,04322-261802,9443224037

39.	772	Sri Meenakshi Vidiyal Arts & Science College Pazhuvanchi-PO,Marungapuri-Tk, Trichy-621305 principal@smvcollege.co.in,9940005356
40.	731	H.H. The Rajah's College Pudukkottai -622001,www.hhrc.ac.in ,8903655115
41.	777	Aadhavan College of Arts & Science , Aalathur ,Manapparai, Trichy Dist. – 621 307 Aadhavancollege2013@gmail.com 9942988673 / 9842282884
42.	784	Arungarai Amman College of Arts and Science, Amman Nagar ,Chinnadharapuram-639202, Karur Dt. aacas1@rediffmail.com,9443237320,044233334,044233344
43.	785	Mass College of Arts & Science, Chennai Salai, Kallapuliyur Village,Kumbakonam (Tk)-612501 Sar.dr2011@gmail.com,9442527525,0435-2400299
COIMBATORE, NILGIRIS		
44.	732	Nilgiri College of Arts & Science Thaloor,Konnachal post ,Nilgiris-643239 ncasbu@gmail.com, 9207769999
45.	733	Nehru College of Educational &Charitable Trust, 451-D, Palghat Main Road, Kuniamuthur, Coimbatore-641008 Nehrucollege2019@gmail.com, 9349119325
46.	750	Hindusthan College of Arts and Science, Hindusthan Garden,Behind Nava India,Avinashi Road, Coimbatore-641028, Hicasdistance2018@gmail.com, 9843688809, 9943922334
47.	759	Dr. N.G.P.Arts and Science College, Dr.N.G.P Kalapatti Road, Coimbatore- 641048 principal@drngpasc.ac.in,0422-2369220,9994137373
48.	783	K.S.G College of Arts and Science, 93 Kamaraj Road,Varadharajapuram Upplipalayam (Post) ,Singanallur, Coimbatore-641015 Ksgprincipal@gmail.com,9842239437
AMBUR, VELLORE, TIRUVANNAMALAI, KALLAKURICHI, VILLUPURAM		
49.	730	Voorhees college, Vellore-632001 Voorhees1898@gmail.com ,9597000862
50.	729	Government Arts College, Tiruvannamalai.-606603
51.	735	Mazharul Uloom College Ambur-635802. mucexamination@gmail.com
52.	736	DLR Arts & Science College Thathiravadi road,Villapakkam - 632521, Arcot (Tk) Vellore, gpcgroupofedu@gmail.com

53.	741	Dr.R.K.Shanmugam College of Arts & Science Indili village,Ulagankathan (Po) Kallakurichi-606213 Prlrksdep@gmail.com
54.	742	Siga College of Management and Computer Science Kappiyampuliyur, Villupuram-605601 sigacollege@gmail.com
55.	743	Sri Vinayaga College of Arts & Science, Opp.Railway Station (Near Toll Plaza) Ulundurpet-606107,Villupuram Dist. Svcas.principal@gmail.com
56.	747	Aruna Vidhya Arts & Science College, The Palani Educational Academy, 18B/5, Gandhi Nagar Old Bye Pass Road, Tiruvannamalai – 606601. Profsenthilnathan@gmail.com
57.	749	R.T.G Arts & Science College Ettivadi,Polur-606907 Thiruvannamalai dist,rtgpulur@gmail.com
58.	762	C.M.S College of Science & Commerce Chinnavedampatti, Coimbatore-641049 info@cmscbe.com,7358973922,9843048616
59.	755	K.M.G. College of Arts & Science , Railway Station Road,Ammanankuppam, Gudiyattam-635803 ,kmgcollege@gmail.com 04171-227906, 9894164345
60.	760	Marudhar Kesari Jain College for Women. Chinnakallupalli Vaniyambadi-635751 mkjcprincipal@gmail.com,+91 4174225300,8870115229
61.	761	Global College of Arts & Science (Women) 132/1A. Bangalore –Chennai Highway, Veppur, Vellore-632503 gcasprincipal@getedu.in,04172266060,9789106689
62.	763	Muthurangam Government Arts College Otteri Road, Vellore-632002 mgaeVlr@yahoo.co.in, sssmarimuthuss@gmail.com,9787233711,0416-2262068
63.	766	Mercury College of Arts & Science Thandalam (vill)Kumpinipet(PO) Arakkonam-631003. Mercurycollege.1999@gmail.com 04177-232009
64.	744	Ansaldo College of Education , Ansaldo nagar Maruthuvampadi post, Chetpet Tk-606801,Thiruvannamalai-Dt. ansaldochetpet@gmail.com,9443249790

65.	745	C S Jain College of Education, C S Jain Teacher Training Institute Thethampet Village-Srimushnam(po),Kattumannarkoil (Tk),Cuddalore(Dt)-608703 csjainbed@gmail.com, 9442378241
66.	774	Suraj College of Education Melathangal village (po), Chetpet Taluk , Tiruvannamalai. 606 807 surajbed@gmail.com.,shteerrk@gmail.com ,04183-239322, 9443557559
67.	779	Jayam College of Education, 65, Gandhi Market Road,Arni,Tiruvanamalai Dist. 632301 Jayamcollege11@gmail.com, 9360223140, 9443203140
68.	782	V.E.T. College of Education, No.24,Trichy Main Road, Opp.E.S Hospital., Villupuram.T.K & Dist- 605 602 vetcollegevpm@gmail.com, 9047444666
69.	788	Thiru Kolanjiyappar Govt.Arts College (Grade-I) Junction Road, Viruddhachalam,Cuddalore-606 001, Tkgac_vri@yahoo.co.in 9965178656,04143-262513
TIRUNELVELI, KANYAKUMARI , TENKASI, NAGARCOIL		
70.	764	Sri Ram Nallamani Yadava College of Arts and Science, Nallamani Nagar, Kodikurichi-Tenkasi-627804 nallamanicollege@gmail.com, 04633-280415, 9443670827
71.	757	Noorul Islam College of Arts & Science , Kumaracoil (PO) , Kanyakumari dist-629180 Nicollege2001@yahoo.co.in , 04651-253766, 9443119441
72.	752	Nesamony Memorial Christian College, Marthandam-629165,Kanyakumari Dist, nmccdde@gmail.com, 04651-270229,9487114253
73.	765	T.Mariappan Nadar Muthukani Ammal College of Arts & Science, Kurukkusalai Road,Kulathur-628903, Tuticorin prinicipal@tmmcollge.in, 9500621323,6382949155
74.	758	Malankara Catholic College Mariagiri, Kaliakkavilai-629153, Kanyakumari Dist malankaracollege@gmail.com, mccideunom@gmail.com, 04651-244156
75.	781	Women's Christian College, Nagarcoil.629001, wccngl@gmail.com, 04652-231461
76.	786	Thassim Beevi Abdul Kader College For Women, No.8/93&94,Pearl Matriculation School Road,Kilakarai-623517, Ramanathapuram Principal@thassim.in 04567-241933/ 241934

77.	787	ArulmiguPannirupidi Ayyan College of Arts & Science, Vagaikulam, Nanguneri Tk , Tirunelveli-627 108 apaprincipal@gmail.com, 7598219947,04635-295255/291947
THENI, RAJAPALAYAM		
78.	737	P.S. Muthu Arts and Science College Sukkangalpatty-625540,Theni (Dt) psmasclg@gmail.com, 8098134159
79.	746	Sree Balakrishna College of Arts & Science Vanniampatti Road,Mottamalai Chatrapatti-626102, Rajapalayam sreebalakrishnacollege@gmail.com,9788737242,9894258606,9443357331
80.	776	Virudhunagar Hindu Nadar's Senthikumara Nadar College, (Autonomous) College Road, Viruthunagar – 626 001 support@vhnsnc.edu.in,04562281153,9943065557
SALEM, KRISHNAGIRI, NAMAKKAL, SIVAGANGAI		
81.	754	Gonzaga College of Arts and Science for Women, Kathampallam, Elathagiri -635108. Krishnagiri Dist, College.gonzaga@gmail.com,04343-268025,9942177913.
82.	773	Siri PSG Arts & Science College for Women, Tiruchengode Road, Sankari-637301. Salem Dist siripsg@gmail.com, 9942166454
83.	769	Subramaniam Arts and Science College Mohanur-637015, Namakkal Dist Psp-college@rediffmail.com , 04286-256304,8220739500
84.	756	St.Joseph's Arts and Science College for Women, Nattarmangalam Road, Singampunari-630502,Sivagangai Dist Fsjjosephcollege@gmail.com, mgggiefsj@gmial.com, 04577-242631, 9994561917
85.	775	Sengunthar Arts and Science College Tiruchengode ,Namakkal Dist. – 637 205 info@senguarts.co.in,04288283545, 9842753229
86.	778	Don Bosco College of Arts and Science, Athikaman Byoass Road, Segathur (po), Dharmapuri.- 636 809 asilvaimuthu@gmail.com, 9443604446, 9443604447
87.	780	Vidyasagar College of Arts and Science , Udumalpet – 642 126 vcasudt@yahoo.com,9787721960,04252-224997



UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION

APPLICATION COST : Rs.500/-

APPLICATION NUMBER

சேர்க்கை விண்ணப்பப் படிவம் / APPLICATION FOR ADMISSION
MBA

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ENROLMENT NUMBER (to be assigned by the IDE office)

ACADEMIC YEAR 2019-2020

A	1	9															
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CALENDAR YEAR 2020

C	2	0															
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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 <input type="checkbox"/> Prisoner <input type="checkbox"/>

Name of the Course applied for	M B A	Main Subject

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

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 Admission particulars furnished in the column No. 12 have been duly verified with Originals and the Candidate is eligible for admission

VERIFYING STAFF

1. Admission / Cancellation Intimation sent on

2. Certificates returned to the Candidate on

- (1) S.S.L.C Statement of Marks (2) HSC 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

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	Urban <input type="checkbox"/>	Rural <input type="checkbox"/>
13. Religion	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
14. Caste	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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"/> <input type="text"/> <input type="text"/>		
19. Centre at which you propose to collect the study materials (Refer Website)	Name			
	Code No.	<input type="text"/> <input type="text"/> <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"/>			
<div style="border: 1px solid black; width: 150px; margin: 0 auto; padding: 10px;"> <p>Affix Passport Size Photo</p> <p><i>Not to be attested</i></p> </div> <p>Station :</p> <p>Date :</p> <p style="text-align: right;">Signature of the Candidate</p>				
<p>MBA Courses offered:</p> <ol style="list-style-type: none"> 1. Human Resource Management 2. Finance Management 3. Hospital Management 4. Logistics and Supply Chain Management 5. Marketing Management 6. Systems Management 				