

ADMISSION PROCEDURE

COST OF APPLICATION:

- I) PG and PG Diploma Programmes - Rs. 300/-
- II) UG programmes/ Dip. Certificate - Rs. 100/-

APPLICATION AND PROSPECTUS CAN BE OBTAINED / DOWNLOADED FROM:

- I) APPROVED LEARNER SUPPORT CENTRES on payment of prescribed fee.

(Or)

- II) The Alagappa University Website [www. alagappauniversity.ac.in](http://www.alagappauniversity.ac.in) and in such cases, the candidate has to remit Rs.300/- (or) Rs.100/- as the case may be towards cost of application along with course fee while submitting the filled-in application for admission.

ADMISSION

The candidates may seek admission either directly to the University or through any one of the approved Learner Support Centres. The list of Approved Learner Support Centres is given in the Website [www. alagappauniveristy.ac.in](http://www.alagappauniveristy.ac.in)

If the candidates enroll directly with the University, the Course materials will be distributed directly and the Contact Classes will be arranged at DDE of Alagappa University, karaikudi.

If candidates enroll through Learner Support Centres, the Course materials will be given through the Learner Support Centres and the Contact Classes will be arranged by the Learner Support Centres at their places.

DIRECT ADMISSION WITH THE UNIVERSITY:

- 1) The following documents are to be enclosed along with the filled-in application:
 - i) The original entry qualification of HSC/Diploma Certificate or Degree or Provisional Certificate and a copy attested by the Gazetted Officer. (Original Certificates will be returned immediately after verification).
 - ii) Student Index Card with stamp size photo and signature affixed in the box provided.
 - iii) Online Payment through Netbanking/Debit card etc. for the prescribed total fee and cost of Application and Prospectus Rs.300/- or Rs.100/- as the case may be (Refer to **Annexure-I** for fee details)
 - iv) The Directorate will issue Transfer Certificate on production of Original TC of previous study. However, a 'Course Completion Certificate' may be issued for those candidates who apply for it with prescribed fee as mentioned in **Annexure-II**.
- 2) The filled -in application along with the required document are to be sent before the last date to the following address:

<p>The Director Directorate of Distance Education Alagappa University Karaikudi - 630 003. Tamil Nadu, India.</p>
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ADMISSION THROUGH LEARNER SUPPORT CENTRES

- 1) The filled-in application has to be submitted to the Directorate through the Learner Support Centres along with the following documents:
 - i) The original entry qualification of HSC / Diploma Certificate or Degree or Provisional Certificate and a copy attested by the Gazetted Officer. (Original Certificates will be returned immediately after verification).
 - ii) Students Index Card with a stamp size photo and signature affixed.

iii) The candidate has to submit two Demand Drafts separately towards Course Fee (For details see **Annexure-1**) :

One Demand Draft in favour of the Director, DDE, Alagappa University, Payable at Karaikudi towards the University Share, including the cost of application and prospectus and Another Demand Draft in favour of the Study Centre concerned through whom the candidates seeks admission.

The above Two Demand Drafts should be submitted to the Learning Centre along with the filled-in Application.

iv) The Directorate will issue Transfer Certificate on production of Original TC and its mark statement (xerox) of previous study. However, a 'Course Completion Certificate' will be issued for those candidates who apply for it with prescribed fee as mentioned in **Annexure-II**.

2. Please note that no other fee except Course Fee and Examination Fee is payable by the candidates to the Learner Support Centres.

3. The Candidates are advised not to pay any fee in the form of Cash to the Learning Centre under any circumstances. Further, they are informed to refer to prospectus for payment of correct Course fee to the Learner Support Centres.

ADMISSION CONFIRMATION

- After Scrutinising the documents, the Directorate shall confirm Admission to the eligible candidates, assign Enrolment Number and issue Identity card.
- Students are instructed to keep the Identity Card in safe custody till they complete the programme.
- Once the candidate is admitted, his/her registration is valid for the entire period of the study, subject to the payment of course fee for the respective years.

THE PERSONAL CONTACT PROGRAMME

Refer the PROGRAMME STRUCTURE.

INSTRUCTION TO CANDIDATES

1. Before submitting the filled-in application, the candidates should ensure their eligibility for admission to the programme for which they apply.
2. The candidates should clearly specify any one of the options for part-I in the application for the following programmes.

B.A.English/History/Public Administrations/Economics B.Sc. Mathematics/ Psychology B.Sc. (Computer Science),BCA, B.Sc. (IT) B.B.A B.B.A. (Banking).	Part 1-Language Tamil (or) Communication skills Human skills development. A candidate should select anyone among the Tamil/Communication skills in the first year and Human skill development in the II year. If the candidate select Tamil for I year, He/She should select Tamil only for II year.
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3. **The candidates who acquired P.G. qualification directly under Open University stream are not eligible for admission to any U.G. and P.G. Programme.**
4. All fees should be paid through the Alagappa University online portal (or) in the form of Demand Draft only, drawn in favour of the Director, DDE, Alagappa University, payable on any one of the following banks at Karaikudi.

State Bank of India

ICICI Bank



Canara Bank

Lakshmi Vilas Bank





Indian Bank

City Union Bank



Indian Overseas Bank

Vijaya Bank

	Syndicate Bank	Bank of Baroda
	Punjab National Bank	Pandyan Grama Bank
	Central Bank of India	Karur Vysya Bank
	United Commercial Bank	Bank of India
	Union Bank of India	Allahabad Bank
	Tamilnadu Mercantile Bank	Andhra Bank
	IDBI Bank	Co-operative Bank
	Axis Bank	

5. The candidates should write their Name and programme opted on the reverse of the demand draft. **Any alteration / Overwriting of name will not be accepted.**
6. The demand draft should reach the Directorate of Distance Education **within 15 days from the date of its issue by the bank.**
7. Demand Draft should be payable at **Karaikudi** only; Demand Draft payable outside Karaikudi will not be accepted.
8. Payment of fee in installment is not permitted.
9. The Students are permitted to pay the fee year wise.
10. **Fee once paid shall neither be refunded nor adjusted towards any other payment.**
11. Cheques, postal orders and money orders will not be accepted under any circumstances.
12. Applicants should fill- up the application form and student Index Card in block letters in his / her own handwriting and duly sign in the space provided.
13. Incomplete applications and over-written applications will be rejected.
14. Admission cannot be claimed as a matter of right.
15. Whenever the candidate corresponds with the Directorate, he/she has to quote his/her Enrolment Number, programme and the Learning Centre through whom they have enrolled correspondence.
16. No candidate should register for two programmes in the Directorate in the same year.
17. The University reserves the right not to conduct any of the programmes if the circumstances so warrant.

18. If the certificate submitted by the applicant is in any language other than English/ Tamil, an English version of the certificate, duly attested by a Gazetted Officer should be enclosed, failing which such certificate will not be considered.
19. In case of certificates/Degree of Indian/Foreign Educational Institution, such Institutions must be Members of Association of Indian Universities or Commonwealth Universities.
20. The Directorate reserves the right to revise, modify, add or delete any part of the syllabus, considering the welfare of the students.

There will not be any separate communication, Reminder send to the Individual from the Directorate of Distance Education for payment of II/III year course fee.

The II/III year fee has to be paid whether the candidate has taken up the examinations or not / results declared or not.

Please note that if any candidate has any Course Fee dues in II/III years, his/her results will be withheld, till clearance letter obtained from the Directorate of Distance Education.

COMPLETION OF COURSE

The students have to complete the course (both Theory and practicals / projects) within 5 years from the year of completion of period of study, failing which, their registration will stand automatically cancelled and they have to register afresh if they want to continue the course. But the students should have paid the Course Fee for all the years of study before the last date specified.

ENQUIRY AND CORRESPONDENCE

All enquires and correspondence (except those relating to the University Examinations) should be addressed to

<p style="text-align: center;">The Director Directorate of Distance Education Alagappa University Karaikudi - 630 003. Tamil Nadu, India.</p>
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For Enquiry

Phone : (04565) 223410 / Fax: (04565) 225216

For I, II, III Yr. Admission

Reception :: (04565) 223410

I Year Admission :: (04565) 223420/223421

II & III Year query :: (04565) 223425

For Study Material

Ph: (04565) 223405/223408/223509

Website : www.alagappauniversity.ac.in

E-Mail : dde@alagappauniversity.ac.in

EXAMIANATIONS

- Any dispute that would require the physical verification of answer script should be settled within a period of one year from the date of commencement of the examinations for that session.
- The Statement of Marks, Provisional Certificate, Degree/Diploma Certificates shall be sent to the candidates by the Controller of Examinations
- The candidates need not apply separately for Convocation for getting Degree Certificate.

For all particulars relating to the Examination - Exam Application forms, Centres, Results, Marks Statement, Revaluation etc., the students are advised to contact:

THE CONTROLLER OF EXAMINATIONS

Alagappa University
Karaikudi - 630 003.
Tamil Nadu, India.

FOR EXAMINATION SCHEDULE / RESULT ENQUIRIES

Phone: 04565 - 228097, 229330

223120 to 223125, 223170 to 223180