ANNAMALAI UNIVERSITY

(Accredited with 'A+' Grade by NAAC)

CENTRE FOR DISTANCE AND ONLINE EDUCATION

ANNAMALAINAGAR - 608 002

PROSPECTUS 2025-26
(JANUARY SESSION)
DIPLOMA AND CERTIFICATE PROGRAMMES

ANNAMALAI UNIVERSITY

CENTRE FOR DISTANCE AND ONLINE EDUCATION

Accredited with **'A+' Grade** by NAAC

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CENTRE FOR DISTANCE AND ONLINE EDUCATION
(Recognized by UGC - DEB)

ANNAMALAINAGAR – 608 002 (CHIDAMBARAM)
CUDDALORE DISTRICT, TAMIL NADU, INDIA

Dear Candidate,

Congratulations for choosing the Centre for Distance and Online Education (CDOE), Annamalai University to pursue your dream programme and enrich your knowledge. I am immensely happy to welcome you to this great home of Distance Education. Now, you are a part of this traditional temple of distance learning.

The Centre for Distance and Online Education of Annamalai University was established in 1979, initially as a Centre for Correspondence and Continuing Education and then renamed as the Directorate of Distance Education. Since 1979, CDOE has been a synonym for distance learning; offering UG and PG programmes suitable for persons from all walks of life and all age-groups. In the past four-and-a-half decades, lakhs and lakhs of learners have successfully completed their higher studies and are leading successful and contented lives. On completion of the programme of your choice, you will also be one among them.

Be sure that you fulfil the eligibility norms before you begin to fill up the application form and ensure that you have attached self attested copies of all the required certificates when you submit the filled-in Application at the time of admission.

In your own interest, please keep photostat copies of your important correspondences with the CDOE and note them down in the diary pages that you will find at the end of this prospectus.

All the information relating to the Open and Distance Learning Programmes, e-Payment, Examinations, Personal Contact Programmes, Results, etc., of the University can be obtained from the official website www.audde.in or www.annamalaiuniversity.ac.in

I wish you all success in your endeavour to acquire knowledge.

Dr. S. ARULSELVI
DIRECTOR

CASH AND DEMAND DRAFT WILL NOT BE ACCEPTED. FEES ONCE PAID WILL NOT BE REFUNDED OR ADJUSTED UNDER ANY CIRCUMSTANCES.

THE ADMINISTRATION WILL NOT BE RESPONSIBLE FOR CASH GIVEN TO ANY AGENT OR UNAUTHORIZED PERSON.

THOSE WHO HAVE NOT ATTENDED THE COMPULSORY PERSONAL CONTACT PROGRAMME WILL NOT BE PERMITTED TO APPEAR FOR THE EXAMINATIONS.

ANNAMALAI UNIVERSITY
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Annamalai University, one of the largest residential universities in Southern Asia, was established and incorporated in the year 1929 as per the Annamalai University Act, 1928 (Tamil Nadu Act 1 of 1929). The Annamalai University Act, 1928 was repealed and replaced by the Annamalai University Act, 2013 (Tamil Nadu Act 20 of 2013). The Hon'ble Governor of Tamil Nadu is the Chancellor of the University.

This University has, since its inception, been aiming at imparting education in all fields of knowledge to thousands of students from across the country and abroad. Located in a rural setting in the coastal district of Cuddalore in Tamil Nadu, the University has played a pivotal role in providing access to higher education to lakhs of youth from economically and socially disadvantaged classes. In this respect, this University's service to the nation is remarkable.

In the past 95 years, the University has grown into a premier institution of higher learning and research. The University today is spread over an extensive campus of more than 800 acres and has the Faculties of Arts, Science, Marine Sciences, Indian Languages, Engineering and Technology, Education, Fine Arts, Agriculture, Medicine, and Dentistry in all, and comprising 55 Departments of Study.

Annamalainagar is a busy and self-contained University township, east of Chidambaram town, the abode of Lord Nataraja, the Cosmic Dancer. The sprawling and scenic campus enclosing the Departments of Study, Students' Hostels, Staff Quarters, Playgrounds, etc., is situated at a holy place (Tiruvetkalam, currently known as Annamalainagar), 2 kms from the Lord Nataraja Temple.

The University was brought under the ambit of the Govt. of Tamil Nadu by the enactment of Annamalai University Act 2013 (Tamil Nadu Act 20 of 2013). The Act of 2013 has been amended by enactment of Act No.32 of 2021 to render the university as an affiliating type. Consequently, the colleges situated in the districts of Cuddalore, Villupuam, Kallakurichi and Mayiladuthurai have been affiliated to Annamalai University.

The Sir C.P. Ramaswamy Aiyar Library of the University is the third biggest in Tamil Nadu and has a collection of more than 5 lakh volumes besides journals, reports and rare palm-leaf manuscripts. It has all the modern facilities such as Internet, Microfilming, Inflibnet, RFID etc.

The University plays a vital role in disseminating knowledge acquired through research to the surrounding rural areas in which it is placed and it serves the larger community through its Centre for Rural Development, the Department of Community Medicine, Dental College, the NSS; and above all, through its Centre for Distance and Online Education, it takes education to the doorsteps of thousands of adult learners.

The Centre for Distance and Online Education, established in 1979, offers different programmes of study. It is well equipped with computer and other infrastructure, adequate teaching faculty and administrative set-up of Learner Support Centres, computer training centres, etc., to serve its students. It has also the unique distinction of being the first to offer Postgraduate Degree Programmes in Physics, Chemistry, Zoology, Botany, and Computer Science through Open and Distance Learning mode.

CONTENTS

OBJECTIVES

The Centre for Distance and Online Education, Annamalai University was established in 1979, with the objectives of expanding, providing alternative and life-long educational opportunities to all those who could not get entry into the conventional system of education, through a combination of teaching and providing self-learning materials for study at each one's own pace and leisure.

TEACHING FACULTY

The teaching faculty in the Centre for Distance and Online Education (CDOE) comprises 17 academic wings with faculty members in charge of organising personal contact programmes for teaching, guiding and preparing the student community in their academic endeavours for their personal and career development.

The disciplines in which programmes are offered include

1. Tamil
2. English
3. History
4. Sociology
5. Economics
6. Commerce
7. Mathematics
8. Physics
9. Chemistry
10. Zoology
11. Botany
12. Management
13. Library and Information Science
14. Computer and Information Science
15. Political Science & Public Administration
16. Yoga, Meditation and Spirituality
17. Music

1. PROGRAMMES OFFERED BY THE CDOE

The Centre for Distance and Online Education, Annamalai University offers the following programmes during the year 2025–26 (January Session).

DIPLOMA PROGRAMMES

Programme	Code	Page
Diploma in		
• Goods and Services Tax (E.M.)	914	17
• Tamil Journalism	368	17
• English Journalism	366	17
• Mass Communication (E.M.)	367	17
• Accounting and Finance (E.M.)	166	17
• Human Rights (E.M. & T.M.)	295	17
• Public Administration (E.M.&T.M.)	253	17
• Saiva Siddhanta (E.M. & T.M.)	684	17
• Dr. Ambedkar Studies (E.M.)	272	17
• D.C.A. (Diploma in Computer Applications)	270	17
• Diploma in Yoga (E.M. & T.M.)	400	17
• Diploma In Nattuvangam	809	18

CERTIFICATE PROGRAMMES

Programme	Code	Page
Certificate Programme in		
• Front Desk Operations (E.M.)	915	18
• Goods and Services Tax (E.M.)	913	18
• Office Management (E.M.&T.M.)	063	18
• Spoken English	685	18
• Entrepreneurship Innovation and Career Hub (E.M.)	276	18
• Library & Information Science (C.L.I.S.) (E.M. & T.M.)	079	18

GRADE CERTIFICATE PROGRAMMES

Programme	Code	Page
Certificate Programme in Music & Dance		
• Vocal : Grade I	972A	18
• Vocal : Grade II	972B	18
• Vocal : Grade III	972C	18
• Vocal : Grade IV	972D	18
• Vocal : Grade V	972E	18
• Vocal : Grade VI	972F	18
• Vocal : Grade VII	972G	18
• Vocal : Grade VIII	972H	19
• Veena : Grade I	973A	19
• Veena : Grade II	973B	19
• Veena : Grade III	973C	19

Programme	Code	Page
• Veena : Grade IV	973D	19
• Veena : Grade V	973E	19
• Veena : Grade VI	973F	19
• Veena: Grade VII	973G	19
• Veena : Grade VIII	973H	19
• Violin : Grade I	974A	19
• Violin : Grade II	974B	19
• Violin : Grade III	974C	19
• Violin : Grade IV	974D	19
• Violin : Grade V	974E	19
• Violin : Grade VI	974F	19
• Violin : Grade VII	974G	19
• Violin : Grade VIII	974H	19
• Flute : Grade I	975A	19
• Flute : Grade II	975B	19
• Flute : Grade III	975C	19
• Flute : Grade IV	975D	19
• Flute : Grade V	975E	20
• Flute : Grade VI	975F	20
• Flute: Grade VII	975G	20
• Flute : Grade VIII	975H	20
• Mridangam : Grade I	976A	20
• Mridangam : Grade II	976B	20
• Mridangam : Grade III	976C	20
• Mridangam : Grade IV	976D	20
• Mridangam : Grade V	976E	20
• Mridangam : Grade VI	976F	20
• Mridangam : Grade VII	976G	20
• Mridangam : Grade VIII	976H	20
• Nagaswaram : Grade I	977A	20
• Nagaswaram : Grade II	977B	20
• Nagaswaram : Grade III	977C	20
• Nagaswaram : Grade IV	977D	20
• Nagaswaram : Grade V	977E	20
• Nagaswaram : Grade VI	977F	20
• Nagaswaram : Grade VII	977G	20
• Nagaswaram : Grade VIII	977H	20
• Thavil : Grade I	978A	20
• Thavil : Grade II	978B	21
• Thavil : Grade III	978C	21
• Thavil : Grade IV	978D	21
• Thavil : Grade V	978E	21

Programme	Code	Page
• Thavil : Grade VI	978F	21
• Thavil : Grade VII	978G	21
• Thavil : Grade VIII	978H	21
• Thevaram : Grade I	979A	21
• Thevaram : Grade II	979B	21
• Thevaram : Grade III	979C	21
• Thevaram : Grade IV	979D	21
• Thevaram : Grade V	979E	21
• Thevaram : Grade VI	979F	21
• Thevaram : Grade VII	979G	21
• Thevaram : Grade VIII	979H	21
• Keyboard : Grade I	980A	21
• Keyboard : Grade II	980B	21
• Keyboard : Grade III	980C	21
• Keyboard : Grade IV	980D	21
• Keyboard : Grade V	980E	21
• Keyboard : Grade VI	980F	21
• Keyboard : Grade VII	980G	22
• Keyboard : Grade VIII	980H	22
• Bharathanatyam : Grade I	981A	22
• Bharathanatyam : Grade II	981B	22
• Bharathanatyam : Grade III	981C	22
• Bharathanatyam : Grade IV	981D	22
• Bharathanatyam : Grade V	981E	22
• Bharathanatyam : Grade VI	981F	22
• Bharathanatyam : Grade VII	981G	22
• Bharathanatyam : Grade VIII	981H	22

(E.M. – English Medium/ T.M. – Tamil Medium)

2. Year 2025-2026 (January Session)

The year 2025-2026 (January Session) of the Centre for Distance and Online Education is from 1st January to 31st December.

3. APPLICATION FORM

The Application form with Prospectus can be obtained in person and online. The cost of Application is as follows:

S.No.	Application	In Person ₹
1.	Diploma, Certificate & Grade Certificate Programmes	118 (incl. GST)

The Students can also download the application form through online from our websites: *www.audde.in* / *www.annamalaiuniversity.ac.in* by paying the prescribed cost.

The Application form is not transferable and the application for admission should be in the prescribed form for the Year 2025–26 (January Session) issued by the CDOE or any of its Learner Support Centres.

4.(A) INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM

(i) Read the Application form and the Prospectus carefully and thoroughly before you begin to fill.

(ii) Check your eligibility, i.e., minimum required educational qualification, for the programme you are applying for.

(iii) While filling in the application form, enter the programme code, name of the programme, medium of instruction and optional subjects clearly and correctly.

(iv) A recent Passport size photograph should be uploaded on the Application form.

(v) Upload self attested copies of certificates for the educational qualification, 10th Marksheet, 11th and 12th Marksheet, U.G. Degree/ Provisional Certificate(s), Transfer Certificate/ Migration Certificate and Community Certificate.

(vi) If the certificates submitted by the applicant are in a language other than English/ Tamil, an attested English version of the certificates should accompany them.

(vii) Application will be summarily rejected if there is any discrepancy between the material particulars filled in the application form and the supporting documents. The name of the applicant, his/her date of birth and qualification will be considered as material particulars in this context.

(viii) **Those who have passed the qualifying examination under 10+2+2 pattern will be considered for admission to Diploma programmes only.**

(ix) **Candidates having a direct U.G. Degree (without +2 Qualification) / Candidates having a direct P.G. Degree (without U.G. degree) / any degree in U.G. passed through OUS are not eligible.**

(x) Applicants possessing degrees awarded by Universities/Colleges/ Institutes which are not recognized by the University Grants Commission are not eligible for admission to the programmes offered by the Centre for Distance and Online Education.

(xi) However, the student pursuing a degree programme is permitted to join or study a Certificate /Grade Certificate / Diploma programme concurrently.

(xii) But, the University will not be in a position to make adjustments, if there is any clash in the examination schedule between the two programmes taken.

> **The Students have to complete the programme (Dip. / Cert. /Grade Cert.) (Theory and Practical / Project) / within 4 years [Time span = N + 3] from the year of admission, failing which, their registration will stand automatically cancelled and they have to register afresh if they want to continue the programme. But the students should have paid the programme fee for all the years of study before last date specified.**

4.(B) CONFIRMATION OF ADMISSION

The Confirmation of Admission slip with enrolment no. can be downloaded from the website: *www.audde.in*

5. FEE CONCESSION

(i) Differently Abled students including those Visually Challenged residing in Tamil Nadu are exempted from payment of Tuition Fees, Special Fees and Alumni Fees on production of a Disability Certificate issued by the District Welfare Officer for the Differently Abled Citizens. However, they are required to pay the other prescribed fees such as admission fee, registration fee, eligibility fee, postage, PCP fee etc.

(ii) 50% Flat Fee concession is available to

1. Students pursuing Post Graduate (P.G.) Programme in Regular / Distance Mode, in Arts & Science or Professional (Engineering., Medical and Agriculture) Colleges, are permitted to enrol concurrently to any one of the Diploma or Certificate programmes according to eligibility through CDOE

mode. However, fee concession is not applicable for DCA Programme.

2. The current Under Graduate (U.G.) students of regular / Distance mode or Polytechnic students can enrol in any one of the eligible Diploma / Certificate programmes.

3. M.Phil or Ph.D. Scholars of any recognised University can enrol in any one of the eligible Diploma or Certificate Programmes.

Note: These fee consessions are not applicable for enrolment in Computer Science and IT Programmes.

6. PROCEDURE FOR ADMISSION

(A) Admission

Applicants living near to any of the Learner Support Centres can gather information about admission from it. Selection for direct admission to all the programmes will be made at the Centre.

For Admission, the candidates must submit filled in application along with the following documents in person:

1.	Degree / Provisional Certificate (Original & Photostat Copy)
2.	Marksheets 10th, 11th and 12th (Original & Photostat Copy)
3.	Transfer Certificate (Original & Photostat Copy)
4.	Community Certificate (Original & Photostat Copy) except OC
5.	Aadhaar Card (Original & Photostat Copy)
6.	Recent Passport size Photo – 3 nos.
7.	Payment receipt (Refer Page No. – 24/25)

Original Certificates will be returned immediately after verification. The Transfer Certificate/Migration Certificate will also be returned after affixing a seal that the candidate is admitted for the year 2025–26 (January Session).

Registration is subject to the Confirmation or Cancellation (if found not eligible) by the Director, CDOE.

(B) Admission through Post

If the applicant's place is not near to any of the Learner Support Centres, the filled-in application pasted with a passport size photograph may be sent to The Director, Centre for Distance and Online Education, Annamalai University, Annamalainagar – 608 002 along with self attested Photostat copies of the documents listed in the Table shown above.

On receipt of provisional admission card, the applicant has to send by Registered post or Courier or Speed post or produce in person, the Original Certificates of photostat documents submitted along with application for ((i) Educational qualification (ii) Transfer/ Migration Certificate (self attested photostat copies enclosed with the application form) and receipt of payment for the prescribed fees), observing the guidelines classified in the Mode of Payment in item no. 8.

After the confirmation of admission, the signed identity card and the original certificates including Transfer Certificate/Migration Certificate after affixing a seal on the TC that the candidate is admitted during the year 2025–26 (January Session), will be returned to the student through Registered post.

If the certificates submitted by a candidate are found to be bogus (or) fake, his/her admission will be cancelled and the fees remitted will also be forfeited.

7. MODE OF PAYMENT

The Fees payable for each programme are printed on pages of this Prospectus given below.

Programme	Fees Structure Page No.
Diploma ,Certificate and Grade Certificate Programmes	23 | 24

> **CASH AND DEMAND DRAFT WILL NOT BE ACCEPTED. FEES ONCE PAID WILL NOT BE REFUNDED (OR) ADJUSTED UNDER ANY CIRCUMSTANCES.**
>
> மாணவர்கள் ஒருமுறை செலுத்திய கட்டணத் தொகையை எக்காரணம் கொண்டும் திரும்பப் பெறவோ அல்லது வேறு காரணங்களுக்காக ஈடு செய்யவோ இயலாது.

Tuition Fees may be paid through the following modes:

Internet (Online) Banking Payments: Students or their parents having Internet Banking facilities or Debit / Credit Card can make the payment of fees online by accessing the CDOE website *www.audde.in* and clicking the Link "Online Payment". Account holders of the designated Banks providing the service will not be

charged any service fee for payment transfers from their internet banking accounts. Payments may also be made through the Internet using Visa / Master Credit / Debit cards, as service charges claimed by Banks do vary, and users should check them also.

> **Demand Drafts / Cheques / Postal Orders / Money Orders etc. are not acceptable modes of payments.**

Fees relating to relating to Examinations may be paid through the above modes.

8. ENROLMENT NUMBER

The students admitted will be assigned an Enrolment Number. The first three digits of the enrolment number represent the programme code, the 4th and 5th digits represent the year of admission, namely 25 for 2025-26 (January Session) and the rest of the digits represent the serial number of admission for that programme. This number, which is different from the Application Number, will continue to be the same till a student completes the programme.

Students should invariably quote their Enrolment numbers in all correspondences with the CDOE. Letters / Mails received without the Enrolment Number will not receive any attention.

9. IDENTITY CARD

Students will be issued a signed Identity Card by the CDOE after their admission. Students should keep their Identity Card safely till the completion of the Programme and must bring their Identity Card at the time of Personal Contact Programmes (PCP) and Examinations.

Students who have lost their Identity Card, can obtain a **Duplicate Identity Card from the CDOE** on requisition along with passport size photo and prescribed fee of ₹200/- to **The Director, Centre for Distance and Online Education, Annamalai University** through any one of the classified modes of payment as mentioned in page no. 8.

10. DESPATCH OF SELF LEARNING STUDY MATERIALS

The Regulations and Syllabus for the Programme will be supplied along with the study materials. **The soft copy can be downloaded from the website.**

The syllabus and Self Learning Study Materials for all the programmes will be supplied during the time of Admission.

For the Second, Third and Fourth semesters/years, the Self Learning Study Materials will be despatched by the CDOE through Post on receipt of the Tuition Fee for the respective years and also the students should have paid the fees in full for the previous years.

Students who have lost their Self Learning Study Materials can obtain another set of Self Learning Study Materials from the CDOE on requisition along with prescribed fee of ₹200/- per subject for all Programmes through any one of the classified modes of payment as mentioned in page no. 8.

11. PERSONAL CONTACT PROGRAMME (PCP)

Personal Contact Programmes, hereafter referred to as **PCP**, will be arranged in Annamalai Nagar, for all the programmes offered by the CDOE. Students should make their own arrangements for their board and lodging at the centres where PCPs are held. There are no separate PCPs for differently abled students.

A circular with details of date, venue and time for the PCP for the whole year will be downloaded from the **website: www.audde.in** The CDOE reserves the right to fix, shift or cancel any PCP.

Generally, the PCPs are held on Saturdays, Sundays and Public Holidays during which, lectures and discussions will be held on all subjects including orientation to do the practicals. Students are advised to avail this facility. If they bring the recommended text books along with Self learning Study Materials received from the CDOE, they will find the PCPs immensely useful.

PCP Attendance is optional for most of the Programmes, unless otherwise specified.

12(a) COMPULSORY PERSONAL CONTACT PROGRAMMES (CPCP)

Attendance at Personal Contact Programmes (PCP) is compulsory for certain specified programmes to the extent of 100% as per the regulations governing them. Centres where these Programmes are to be held will be intimated to the students well in advance, in order to enable them to make necessary board and lodging arrangements for attending the programmes.

Attendance Certificate will be issued to the students on the last day of the PCPs.

12(b). REGULATIONS GOVERNING ATTENDANCE AT PCPs

a. Students attending the compulsory PCPs should sign in the Attendance Register on all days maintained for the purpose. No student will be eligible to appear for the Examinations, if he/she fails to satisfy the minimum requirement of attendance at the compulsory PCPs.

b. Even if a candidate appears for the examinations without attending the compulsory PCPs, the results of the examination will not be declared.

c. Computer Programmes: The compulsory PCPs will be conducted in different spells for the computer subjects of the programmes. Attendance at these PCPs to the extent of 100% is compulsory.

d. Students who fail to attend the compulsory PCP in a particular year, will be permitted to attend the same in the subsequent years on requisition, along with a fee of ₹1000/- in the immediate subsequent semester and ₹500/- for each additional semester thereafter.

e. Students who have lost the Attendance Certificate issued to them on the last day of the compulsory PCP, may get a Duplicate Attendance Certificate from the CDOE on requisition along with a payment of ₹ 300/- through anyone of the classified modes of payment as mentioned in page no.8.

13. RESPONSE SHEETS/ASSIGNMENTS

Response Sheet Questions / Assignment topics can be downloaded from our University website www.audde.in, wherever it is compulsory. Students are advised to submit it within the prescribed date. **Submission of Response Sheets / Assignments is compulsory** for **C.L.I.S**. Students will have to use their own stationery to write the answers.

Students who submit assignments after the last date should pay a fine of ₹**300/-** as through any one of the classified modes of payment mentioned in page no. 8.

Assignment topics can be downloaded from the University website: **www.audde.in**

14. CHANGE OF ADDRESS

Communications will be sent to the address given by the students in the Application form. If there is any change of address (will not be permitted after announcement of final year examinations), it should be intimated to the CDOE immediately with a prescribed fee of ₹**300/-** through any one of the classified modes of payment as mentioned in page no. 8. Students are advised to inform the Post Office concerned to redirect the study materials and all other communications to their new address until the change is effected.

15. CHANGE OF NAME

Those who wish to have their names changed in the records of the CDOE at the time of admission or during the period of study (correction of change of name, photo and date of birth will not be permitted after completion of the programme), must apply for the same along with the Original Gazette notification. If the Gazette Notification is in a language other than English or Tamil, a certified translation must accompany the request. Such change of name will have only prospective effect. Attested or Photostat copy of Gazette Notification is not accepted.

The requisition for change of name may be applied to the CDOE along with prescribed fee of ₹**500/-** through any one of the classified modes of payment as mentioned in page no. 8.

16. CHANGE OF PROGRAMME /MEDIUM / OPTIONAL SUBJECT

Students who desire to change the programme or medium of instruction or optional subject (if they fulfil the eligibility conditions) chosen at the time of applying for admission, may apply to the CDOE along with

the prescribed fee of ₹750/- through any one of the classified modes of payment mentioned in page no. 8. However these changes will be considered only during the admission period of the year.

Late applications for such changes will not be considered.

17. TRANSFER / MIGRATION CERTIFICATE

This University's Transfer Certificate will be issued by the Centre for Distance and Online Education only to students who have completed/discontinued their programme of study and who do not have any arrears of fee. The issue of Transfer Certificate is not a bar for writing the examinations of the programme concerned, if the Students are otherwise eligible.

Students who have discontinued their programme will be issued Discontinued T.C. only on request and on clearance of all dues.

Those who require the **Migration Certificate** should apply to **The Controller of Examinations, Annamalai University,** enclosing the online payment receipt for the prescribed fee along with a copy of the attested Transfer Certificate.

Students who have lost their Transfer Certificate issued by the CDOE can obtain a duplicate Transfer Certificate by sending a requisition letter to The Director along with a payment of ₹ **500/-** through any one of the classified modes of payment as mentioned in the page no. 11 and a Certificate from a Gazetted Officer stating that the Original Certificate has been lost irrecoverably.

18. BONAFIDE CERTIFICATE

Students who require Bonafide Certificate during their period of study may apply to The Director, CDOE along with a payment of ₹ **300/-** through anyone of the classified modes of payment mentioned in page no. 8.

19. LEARNER SUPPORT CENTRES

The CDOE has Learner Support Centres located across various places in the districts of Cuddalore, Villupuram, Kallakurichi and Mayiladuthurai.

The following facilities are available at the Learner Support Centres. The books are for reference only and not for sale or borrowing:

1. Library
2. Self Learning Study Materials

The working hours for all the Learner Support Centres are as follows:

All days: 9.30 a.m. to 5.30 p.m.

20. GRIEVANCE REDRESSAL CELL

Students who have grievances are advised to write to the Grievance Redressal Cell, Centre for Distance and Online Education, giving their Name, Enrolment Number, Programme of Study, etc., in the format provided in the Prospectus, for speedy redressal (Page No. 27)

21. ENQUIRIES AND CORRESPONDENCES
Working days of the CDOE

The office of the Centre for Distance and Online Education at Annamalainagar remains open on all days except Sundays and Public Holidays.

Office Hours

9.45 a.m. to 5.45 p.m. with half an hour break for lunch between 1.00 p.m. and 2.00 p.m.

All enquiries and correspondences (except those relating to University Examinations) must be addressed to

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THE DIRECTOR
Centre for Distance and Online Education
Annamalai University, Annamalainagar - 608 002
Cuddalore District, Tamil Nadu.

Phone : 04144- 238044 to 238047, 238610
Mobile : 8807010881/ 8807013211

Websites: www.audde.in /
www.annamalaiuniversity.ac.in
E-mail:
General Grievances: auddegrievance@gmail.com

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22. UNIVERSITY EXAMINATIONS

The Annual University Examinations will be held in December, usually commencing on **26th December** for all the programmes. Semester examinations and Supplementary examinations for absentees and those who have failed in the previous examinations will be held in May, usually commencing on **19th May**. However, these dates are subject to postpone on the Government Guidelines.

The students should pay tuition fee before registering for December/May Examinations. Those who have not paid tuition fee will not be permitted to register for the Examinations.

Application forms for registration for the examinations along with examination centres, time-table, fees payable and other regulations governing the examinations, will be available in our university website: *www.annamalaiuniversity.ac.in*

Students failing to attend the PCPs are not eligible to sit for the examination held at the end of the Year(s) / Semester(s), wherever attendance at the PCPs are compulsory.

In spite of this warning, if a student failing to fulfil the attendance requirement gets himself/ herself registered for the examination, and writes the examination, his/her results will not be declared.

பல்கலைக்கழக தொலைதூரக் கல்வி அனைத்து பாடப் பிரிவுகளுக்குமான தேர்வுகள் **டிசம்பர் 26-ஆம் தேதி** தொடங்கப்படுவது வழக்கமாக உள்ளது. இத் தேர்வினை எழுத இயலாதோர் மற்றும் முந்தைய தேர்வில் தேர்ச்சி பெறாதவர்களுக்காக துணைத் தேர்வாக **மே 19-ஆம் தேதி** தேர்வுகள் தொடங்கப்படுவது வழக்கமாக உள்ளது. இருப்பினும் அரசின் அறிவிப்பின் படி தேர்வுகள் தள்ளிப் போவதற்கு வாய்ப்புகள் உண்டு.

தேர்வுக்கான விண்ணப்பம், தேர்வு எழுதுவதற்கான நெறிமுறைகள் மற்றும் விதிகள், தேர்வு மையங்கள், அதற்கான எண், தேர்வுக் கட்டணம் போன்ற விபரங்களை பல்கலைக்கழக இணையதளத்தின் மூலம் (*www.annamalaiuniversity.ac.in*) அறிந்து கொள்ள வேண்டும்.

கட்டாய நேர்முக வகுப்பு பாடப்பிரிவுகளில் பயிலும் மாணவர்கள் நேர்முக வகுப்புகளில் கலந்து கொள்ளலாம், மற்றும் அந்த பாடத்திற்குரிய வருகைப் பதிவேட்டினை நிறைவு செய்யாத மாணவர்கள் தேர்வில் அமர / எழுத தகுதியற்றவர்களாக கருதப்படுவர்.

இப்படிப்பட்ட அறிவுறுத்தலையும் மீறி, கட்டாய நேர்முக வகுப்பு பாடப்பிரிவு மாணவர்கள் தேவையான வருகைப் பதிவேட்டினை நிறைவு செய்யாமல் தேர்வு எழுதினால் அவர்கள் எழுதும் தேர்வுகளின் முடிவுகள் வெளியிடப்படாது.

22(A). HALL TICKET

Hall tickets can be downloaded from the website: *www.annamalaiuniversity.ac.in* one week prior to the commencement of the examinations.

If a student who had applied in time for registration, and his/her hall ticket is not available in the website he/she has to contact the Controller of Examinations.

Candidates will not be permitted to appear for the Examination without their Hall Ticket.

22(B). EVALUATION

Evaluation will be done at the end of the year. Performance is evaluated in terms of percentage of marks.

Passing Minimum

A minimum of 40% marks for Diploma and Certificate Programme is prescribed for a pass. There is no passing minimum for Assignments / Response sheets.

22(C). EXAMINATION RESULTS & ISSUE OF MARKSHEETS

All enquiries regarding the examinations, publication of results, re-valuation of marks, issue of marksheets, provisional certificate, etc. should be addressed to

THE CONTROLLER OF EXAMINATIONS,
Annamalai University,
Annamalainagar– 608 002.
Phone No.: 04144- 238027 Extn. 232/157
Mobile : 9489500028
E-mail: *aucoecell2016@gmail.com*

23. JURISDICTION

With regard to any dispute arising in any matter including admission, returning of Original Certificates, sending of study materials, Personal Contact Programmes, examinations, remittance of fees, etc., only the Courts and Tribunals having jurisdiction over Annamalainagar (Chidambaram), Cuddalore District, Tamil Nadu and not over any other place, shall have jurisdiction for the purpose of filing a suit or preferring a complaint under the Consumer Protection Act or any other law for the time being in force or for taking any legal action against the Centre for Distance and Online Education or the Controller of Examinations of Annamalai University.

The application for admission also carries this conditional clause, and all applicants by virtue of their signature on the form, will be deemed to have accepted to be bound by it.

Admission cannot be claimed as a matter of right. The Director, CDOE or The Controller of Examinations cannot be held responsible for loss or delay in the delivery of postal articles sent by the CDOE or the Controller of Examinations.

24. CAUTION

The Centre for Distance and Online Education has not authorised any Private Institute or Agent to act on its behalf in the grant of admissions, collection of fees, tutorials etc. and therefore will not own responsibility in the event of anyone being cheated by any such bogus institute or individual.

Candidates are therefore warned not to become victims of Cheating and Exploitation by bogus claimants in this regard.

Candidates are advised to apply directly to the CDOE or contact its Learner Support Centre individually for application form as well as for admission. Applications for admission received through tutorials or any other agency will be summarily rejected.

Further, if it transpires at any time during the programme of study that a student had applied for admission through tutorials or any other agency, his / her admission will be cancelled and the student will not be entitled to any relief whatsoever as against the Centre for Distance and Online Education, including refund of tuition fees.

25. GENERAL INSTRUCTIONS

a. Mention your Enrolment Number in all your correspondences.

b. To pay Tuition fees, fees for Change of Programme/Name, Transfer Certificate, Bonafide Certificate etc., and also regarding Examinations, Marksheets Convocation, Migration Certificate, etc., shall be made through Online.

c. Queries regarding programmes of study, Personal Contact Programmes etc., the Director, CDOE, Annamalai University should be addressed. Regarding the examinations, publication of results, re-valuation of marks, issue of marksheets, provisional certificate, etc. should be addressed to the Controller of Examinations, Annamalai University.

d. For refund of fees paid for reasons which are not covered under the rules, regulations and norms, a service charge of 10 per cent of the fees paid will be deducted.

அ. அனைத்துப் பரிவர்த்தனைகளிலும் தங்களுடைய சேர்க்கை எண்ணை தவறாமல் குறிப்பிட வேண்டும்.

ஆ. படிப்புக் கட்டணங்கள், / பெயரை மாற்ற (Change of Name)/ தொடர் நேர்முக வகுப்பு மையம் (PCP Centre), மாற்றுச் சான்றிதழ் (Transfer Certificate), மாணாக்கர் சான்றிதழ் (Bonafide Certificate). மேலும் தேர்வுகள், மதிப்பெண் பட்டியல், பட்டம், மைகிரேஷன் இவை சம்பந்தமான கட்டணங்கள் யாவும் மின்னணு பரிமாற்றம் (online transfer) மூலம் செலுத்த வேண்டும்.

இ.படிப்பு, நேர்முகத் தொடர் வகுப்பு இவை சம்பந்தமாக இருந்தால் தொலைதூர மற்றும் இணையவழிக் கல்வி மைய இயக்குநருக்கும், தேர்வுகள் சம்பந்தமாக இருந்தால் தேர்வுக் கட்டுப்பாட்டு அதிகாரிக்கும் கடிதம் அனுப்பப்பட வேண்டும்.

ஈ. தவறாகச் செலுத்திய கட்டணத்தைத் திரும்பப்பெற வேண்டுமானால் செலுத்திய தொகையில் 10 விழுக்காடு சேவைக் கட்டணமாகப் பிடித்தம் செய்யப்பட்டு மீதித் தொகை கொடுக்கப்படும்

26. OTHER FACILITIES
(A) Message Alert Service (MAS)

The Message Alert Service introduced in the CDOE is a boon to distance learners. To make use of this service, students have to register their cell Phone number. Students will receive automated communications such as admission confirmation, despatch of study materials, PCP schedule, change of address, optional, name correction & project proposal, reminders of last date for payment of fees, examination results etc. in message format on their cell phones

(B) Wide Area Network (WAN)

Wide Area Network (WAN) connectivity has been established at all major Learner Support Centres of the CDOE.

The centralised Database will facilitate the collection of all the details pertaining to programmes offered, admissions, tuition fee, enrolment status, despatch of study materials, examination register number, venue, results and issue of certificates besides information related to PCP etc and students' grievances will get settled instantly.

(C) Video Conferencing

The Centre for Distance and Online Education has Video Conferencing facility for the benefit of students. Personal Contact Programme and special lectures will be conducted for selected programmes through Video Conferencing.

NAAC CERTIFICATE

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the

National Assessment and Accreditation Council

is pleased to declare

Annamalai University

Annamalainagar, Chidambaram, Tamil Nadu as

Accredited

with CGPA of 3.38 on four point scale

at A^+ grade

valid up to June 20, 2027

Date : June 21, 2022

Director

EC(SC)/111/4ᵗʰ Cycle/TNUNGN10007

AICTE APPROVAL

All India Council for Technical Education
(A Statutory body under Ministry of Education, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org

APPROVAL PROCESS 2023-24

No Objection Certificate (NOC)

F.No. Southern/2023-24/1-43437851862

Date: 10-Jun-2023

To,
The Vice Chancellor/Director,
ANNAMALAI UNIVERSITY
MANAGEMENT DISCIPLINE DIRECTORATE OF DISTANCE EDUCATION,
ANNAMALAI NAGAR, CUDDALORE,
Tamil Nadu, 608002

Sub: No Objection Certificate for Open and Distance Learning (ODL) / Online Learning (OL) 2023-24 to 2027-28

Madam / Sir,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Education) Regulations, 2020 notified on 4th February 2020 and amended on 24th February 2021 and norms standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the no objection to :

Permanent Id	1-43437851862	Application Id	1-43437851862
Name of the Institution/University	ANNAMALAI UNIVERSITY	Name of the Society/Trust	ANNAMALAI UNIVERSITY
Institution/University Address	MANAGEMENT DISCIPLINE DIRECTORATE OF DISTANCE EDUCATION, ANNAMALAI NAGAR, CUDDALORE, Tamil Nadu, 608002	Society/Trust Address	ANNAMALAI NAGAR, Annamalainagar, Cuddalore, Tamil Nadu, 608002
Institution/University Type	Government	Region	Southern

For conduct of following Courses in ODL mode for the Academic Year 2023-24 to 2027-28*

Sr. No.	Program	Level	Course (Specialization)	Center
1	Management	POST GRADUATE	Management	Headquarter
2	Management	POST GRADUATE DIPLOMA	Management	Headquarter
3	Management	POST GRADUATE CERTIFICATE	Management	Headquarter

For conduct of following Courses in OL mode for the Academic Year 2023-24 to 2027-28*

Sr. No.	Program	Level	Course (Specialization)	Center
1	Management	POST GRADUATE	Management	Headquarter

Application Number: 1-43437851862

Note: This is a Computer generated Report. No signature is required.

Page 1 of 2

Letter Printed On: 14 June 2023

UGC – DEB APPROVAL
(As received)

July 31, 2023

1. Is HEI eligible as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 to offer ODL programmes in 2023-24 (Academic session beginning July-August, 2023) (Yes /No): **Yes**

2. Is HEI eligible to offer Science based programmes (Yes / No): **Yes**

3. Does the Committee concur with the recommendations of the VEC in respect of permitting the HEI to offer ODL Programmes (Yes/No; if No, reasons thereof): **Yes**

PERIOD OF RECOGNITION

**2023-24 academic session beginning from July-August, 2023 to 2027-28
(upto January, 2028 only)**

DIPLOMA PROGRAMMES

914 Diploma Programme in Goods and Services Tax

Medium: English

Eligibility: A Pass in Higher Secondary examination .

PCP: Not Compulsory

- Elements of Goods and Services Tax
- Functions and Working of Goods and Services Tax
- Goods and Services Tax Rates
- Returns, Payment and Refund Process in GST

368 Diploma in Tamil Journalism

Medium: Tamil

Eligibility: A Pass in H.Sc. / 10 + 3 year Diploma.

- இதழியல் அறிமுகம்
- இதழியல் பணி செய்தி
- செய்தி எழுதுதல், தொகுத்தல், தலையங்கம் எழுதல்
- விளம்பரம் மற்றும் பொதுமக்கள், தொடர்புகள்

366 Diploma in English Journalism

Medium: English

Eligibility: A Pass in H.Sc. / 10 + 3 year Diploma.

- Introduction to Journalism
- Reporting
- Writing & Editing
- Advertising & Public Relations

367 Diploma in Mass Communication

Medium: English

Eligibility: A Pass in H.Sc. / 10 + 3 year Diplomas.

- Principles of Mass Communication
- Print Media: Reporting and Editing
- Introduction to Electronic Media
- Writing for Mass Media

166 Diploma in Accounting and Finance

Medium: English

Eligibility: A pass in H.Sc. .

- Financial Accounting
- Cost Accounting
- Accounting for Decision Making
- Corporate Accounting and Financial Management

295 Diploma in Human Rights

Medium: English and Tamil

Eligibility: Pass in Pre-University/ HR. Secondary .

- Principles and Theories of Human Rights
  மனித உரிமைகள் கோட்பாடுகள் மற்றும் கொள்கைகள்
- Promotion and Protection of Human Rights
  மனித உரிமைகள் மேம்பாடும் பாதுகாப்பும்
- Emerging Trends and Dimensions in Human Rights
  மனித உரிமைகள் புதிய போக்குகள் மற்றும் பரிமாணங்கள்

253 Dip.in Public Administration

Medium: English and Tamil

Eligibility: Pass in Pre-University/ Hr. Secondary.

- Administrative Theories
  நிர்வாகக் கோட்பாடுகள்
- Principles of Organisation and Management
  அமைப்பு மற்றும் மேலாண்மை கொள்கைகள்
- Indian Administrative System
  இந்திய நிர்வாக அமைப்பு
- Human Resource Management
  மனித வள மேலாண்மை

684 Diploma in Saiva Siddhanta

Medium: English and Tamil

Eligibility: A Pass in Higher Secondary/ Pulavar or Vidhvan .

- Saiva Siddhanta - I
  சைவ சித்தாந்தம் -I
- Saiva Siddhanta – II
  சைவ சித்தாந்தம் -II
- Saiva Religious Literature
  சைவ சமய இலக்கியம்
- History of Saivism and Comparative Religion
  சைவ சமய வரலாறும் ஒப்பிலக்கிய சமயங்களும்

272 Diploma in Dr. Ambedkar Studies

Medium: English

Eligibility: A Pass in H.Sc. / 10 + 3.

- Life & Political Philosophy of Dr. B.R. Ambedkar
- Economic Thoughts of B.R. Ambedkar
- Dr. Ambedkar on Human Rights & Social Change
- Dr. Ambedkar's Contribution to the Constitution of India

270 Diploma in Computer Applications (DCA)

Objective: The aim of this Programme is to develop working knowledge about computers effectively in developing commercial and scientific applications

Duration: One Year

Medium : English

Eligibility: A pass in Higher Secondary or an equivalent exam.

PCP - Compulsory: See Pg. No. 10.

- Introduction to Computers
- Programming Language
- Visual Programming
- Office Automation Tools
- Programming Lab-I (C Programming)
- Programming Lab-II (MS-Office & Visual Programming)

400 Diploma in Yoga

Medium: English & Tamil

Duration: One year

Eligibility: A Pass in Plus Two

PCP: Compulsory

The PCP in two spells, the first spell for 4 days and second spell for 3 days will be held at Annamalainagar only. 100% attendance at both the spells is compulsory.

- Principles of Yoga, Physical Education & Value Education
  யோகா கொள்கைகள், உடற்கல்வி மற்றும் மதிப்புக் கல்வி

- Science of Yoga, Social Skills and Life Style Management யோகா அறிவியல், சமூக திறன்கள் மற்றும் வாழ்க்கை முறை மேலாண்மை
- Practical Training in Yoga – Teaching Practice – Viva-Voce யோகாவில் செயல்முறை பயிற்சி, கற்பித்தல் பயிற்சி, வாய்மொழி (நேர்காணல்).

809 Diploma in Nattuvangam
Medium: English &Tamil
Duration: One Year
Eligibility: Candidates who have passed the 'X' Standard with pass in "Nattiya kalaimani" title of this University or other Universities or a pass in Higher grade in dance.
- நடன கொள்கையும் வரலாறும் Theory and History of Dance
- செய்முறை Practical
- வாய்மொழி தேர்வு Viva-Voce
- திட்டப்பட மதிப்பீடு Project Assessment

CERTIFICATE PROGRAMMES

915 Certificate in Front Desk Operations
Duration: One Year
Medium: English
Eligibility: A Pass in S.S.L.C. (10th Standard).
- Front Desk Operations
- Communicative English
- Basis of Accounting
- Computer Fundamentals

913 Certificate Programme Goods and Services Tax
Medium: English
Eligibility: A Pass in 10th Standard.
PCP: Not Compulsory
- Fundamentals of Goods and Services Tax
- Implementation of GST
- GST Rates
- Payments and Refund Processing in GST

063 Certificate Programme in Office Management
Medium: English & Tamil
Eligibility: A Pass in X Standard.
- Office Management அலுவலக மேலாண்மை

- Business Communication and Reporting வணிக தொடர்பு மற்றும் அறிக்கை
- Personnel Administration பணியாளர் நிர்வாகம்
- Commercial Practice வணிக நடைமுறை

685 Certificate Programme in Spoken English
Medium: English
Eligibility: A Pass in X-Standard.
- Conversational English and Public Speaking
- Viva – Voce

276 Certificate Programme in Entrepreneurship Innovation and Career Hub
Duration: One Year
Medium: English
Eligibility: A Pass in X-Standard.
- Fundamentals of Entrepreneurship
- Institutional Support for Entrepreneurship
- Legislation for Entrepreneurs
- Promoting & Managing MSMEs

079 C.L.I.S. (Certificate Programme in Library and Information Science)
Medium: English & Tamil
Eligibility: A Pass in X-Standard .
PCP: Non-Compulsory
- Library Organisation, Management and Reference Service நூலக அமைப்பு, நிர்வாகம் மற்றும் மேற்கோள் சேவைகள்
- Library Classification and Cataloguing (Theory) நூலகப் பகுப்பாக்கம் மற்றும் பட்டியல் (கோட்பாடு)
- Library Classification and Cataloguing (Practical) நூலகப் பகுப்பாக்கம், பட்டியல் (செய்முறை)

GRADE CERTIFICATE
972A Grade Certificate Programme in Vocal
Medium: English & Tamil
Eligibility: A Pass in 1st Standard or 7 years old.
- Vocal Practical- I

972B Grade Certificate Programme in Vocal
Medium: English & Tamil
Eligibility: A Pass in 2nd Standard or 8 years old.
- Vocal Practical- II

972C Grade Certificate Programme in Vocal
Medium: English & Tamil
Eligibility: A Pass in 3rd Standard or 9 years old.
- Vocal Practical- III

972D Grade Certificate Programme in Vocal
Medium: English & Tamil
Eligibility: A Pass in 4th Standard or 10 years old.
- Vocal Practical- IV

972E Grade Certificate Programme in Vocal
Medium: English & Tamil
Eligibility: A Pass in 5th Standard or 11 years old.
- Vocal Practical-V

972F Grade Certificate Programme in Vocal
Medium: English & Tamil
Eligibility: A Pass in 6th Standard or 12 years old.
- Vocal Practical-VI

972G Grade Certificate Programme in Vocal
Medium: English & Tamil
Eligibility: A Pass in 7th Standard or 13 years old.
- Vocal Practical-VII
- Musicology and Histroy of Music - VII

972H Grade Certificate Programme in Vocal
Medium: English & Tamil

Eligibility: A Pass in 8th Standard or 14 years old.
- Vocal Practical- VIII
- Musicology and Histroy of Music – VIII

973A Grade Certificate Programme in Veena
Medium: English & Tamil

Eligibility: A Pass in 1st Standard or 7 years old.
- Veena Practical- I

973B Grade Certificate Programme in Veena
Medium: English & Tamil

Eligibility: A Pass in 2nd Standard or 8 years old.
- Veena Practical- II

973C Grade Certificate Programme in Veena
Medium: English & Tamil

Eligibility: A Pass in 3rd Standard or 9 years old.
- Veena Practical- III

973D Grade Certificate Programme in Veena
Medium: English & Tamil

Eligibility: A Pass in 4th Standard or 10 years old.
- Veena Practical- IV

973E Grade Certificate Programme in Veena
Medium: English & Tamil

Eligibility: A Pass in 5th Standard or 11 years old.
- Veena Practical-V

973F Grade Certificate Programme in Veena
Medium: English & Tamil

Eligibility: A Pass in 6th Standard or 12 years old.
- Veena Practical-VI

973G Grade Certificate Programme in Veena
Medium: English & Tamil

Eligibility: A Pass in 7th Standard or 13 years old.
- Veena Practical-VII
- Musicology and Histroy of Music - VII

973H Grade Certificate Programme in Veena
Medium: English & Tamil

Eligibility: A Pass in 8th Standard or 14 years old.
- Veena Practical- VIII
- Musicology and Histroy of Music - VIII

974A Grade Certificate Programme in Violin
Medium: English & Tamil

Eligibility: A Pass in 1st Standard or 7 years old.
- Violin Practical- I

974B Grade Certificate Programme in Violin
Medium: English & Tamil

Eligibility: A Pass in 2nd Standard or 8 years old.
- Violin Practical- II

974C Grade Certificate Programme in Violin
Medium: English & Tamil

Eligibility: A Pass in 3rd Standard or 9 years old.
- Violin Practical- III

974D Grade Certificate Programme in Violin
Medium: English & Tamil

Eligibility: A Pass in 4th Standard or 10 years old.
- Violin Practical- IV

974E Grade Certificate Programme in Violin
Medium: English & Tamil

Eligibility: A Pass in 5th Standard or 11 years old.
- Violin Practical-V

974F Grade Certificate Programme in Violin
Medium: English & Tamil

Eligibility: A Pass in 6th Standard or 12 years old.
- Violin Practical-VI

974G Grade Certificate Programme in Violin
Medium: English & Tamil

Eligibility: A Pass in 7th Standard or 13 years old.
- Violin Practical-VII
- Musicology and Histroy of Music - VII

974H Grade Certificate Programme in Violin
Medium: English & Tamil

Eligibility: A Pass in 8th Standard or 14 years old.
- Violin Practical- VIII
- Musicology and Histroy of Music – VIII

975A Grade Certificate Programme in Flute
Medium: English & Tamil

Eligibility: A Pass in 1st Standard or 7 years old.
- Flute Practical- I

975B Grade Certificate Programme in Flute
Medium: English & Tamil

Eligibility: A Pass in 2nd Standard or 8 years old.
- Flute Practical- II

975C Grade Certificate Programme in Flute
Medium: English & Tamil

Eligibility: A Pass in 3rd Standard or 9 years old.
- Flute Practical- III

975D Grade Certificate Programme in Flute
Medium: English & Tamil

Eligibility: A Pass in 4th Standard or 10 years old.
- Flute Practical- IV

975E Grade Certificate Programme in Flute

Medium: English & Tamil

Eligibility: A Pass in 5th Standard or 11 years old.

- Flute Practical-V

975F Grade Certificate Programme in Flute

Medium: English & Tamil

Eligibility: A Pass in 6th Standard or 12 years old.

- Flute Practical-VI

975G Grade Certificate Programme in Flute

Medium: English & Tamil

Eligibility: A Pass in 7th Standard or 13 years old.

- Flute Practical-VII
- Musicology and Histroy of Music - VII

975H Grade Certificate Programme in Flute

Medium: English & Tamil

Eligibility: A Pass in 8th Standard or 14 years old.

- Flute Practical- VIII
- Musicology and Histroy of Music – VIII

976A Grade Certificate Programme in Mridangam

Medium: English & Tamil

Eligibility: A Pass in 1st Standard or 7 years old.

- Mridangam Practical- I

976B Grade Certificate Programme in Mridangam

Medium: English & Tamil

Eligibility: A Pass in 2nd Standard or 8 years old.

- Mridangam Practical- II

976C Grade Certificate Programme in Mridangam

Medium: English & Tamil

Eligibility: A Pass in 3rd Standard or 9 years old.

- Mridangam Practical- III

976D Grade Certificate Programme in Mridangam

Medium: English & Tamil

Eligibility: A Pass in 4th Standard or 10 years old.

- Mridangam Practical- IV

976E Grade Certificate Programme in Mridangam

Medium: English & Tamil

Eligibility: A Pass in 5th Standard or 11 years old.

- Mridangam Practical-V

976F Grade Certificate Programme in Mridangam

Medium: English & Tamil

Eligibility: A Pass in 6th Standard or 12 years old.

- Mridangam Practical-VI

976G Grade Certificate Programme in Mridangam

Medium: English & Tamil

Eligibility: A Pass in 7th Standard or 13 years old.

- Mridangam Practical-VII
- Theroy of Mridangam - VII

976H Grade Certificate Programme in Mridangam

Medium: English & Tamil

Eligibility: A Pass in 8th Standard or 14 years old.

- Mridangam Practical- VIII
- Theroy of Mridangam - VIII

977A Grade Certificate Programme in Nagaswaram

Medium: English & Tamil

Eligibility: A Pass in 1st Standard or 7 years old.

- Nagaswaram Practical- I

977B Grade Certificate Programme in Nagaswaram

Medium: English & Tamil

Eligibility: A Pass in 2nd Standard or 8 years old.

- Nagaswaram Practical- II

977C Grade Certificate Programme in Nagaswaram

Medium: English & Tamil

Eligibility: A Pass in 3rd Standard or 9 years old.

- Nagaswaram Practical- III

977D Grade Certificate Programme in Nagaswaram

Medium: English & Tamil

Eligibility: A Pass in 4th Standard or 10 years old.

- Nagaswaram Practical- IV

977E Grade Certificate Programme in Nagaswaram

Medium: English & Tamil

Eligibility: A Pass in 5th Standard or 11 years old.

- Nagaswaram Practical-V

977F Grade Certificate Programme in Nagaswaram

Medium: English & Tamil

Eligibility: A Pass in 6th Standard or 12 years old.

- Nagaswaram Practical-VI

977G Grade Certificate Programme in Nagaswaram

Medium: English & Tamil

Eligibility: A Pass in 7th Standard or 13 years old.

- Nagaswaram Practical-VII
- Musicology and Histroy of Music - VII

977H Grade Certificate Programme in Nagaswaram

Medium: English & Tamil

Eligibility: A Pass in 8th Standard or 14 years old.

- Nagaswaram Practical- VIII
- Musicology and Histroy of Music – VIII

978A Grade Certificate Programme in Thavil

Medium: English & Tamil

Eligibility: A Pass in 1st Standard or 7 years old.

- Thavil Practical- I

978B Grade Certificate Programme in Thavil

Medium: English & Tamil

Eligibility: A Pass in 2nd Standard or 8 years old.

- Thavil Practical- II

978C Grade Certificate Programme in Thavil

Medium: English & Tamil

Eligibility: A Pass in 3rd Standard or 9 years old.

- Thavil Practical- III

978D Grade Certificate Programme in Thavil

Medium: English & Tamil

Eligibility: A Pass in 4th Standard or 10 years old.

- Thavil Practical- IV

978E Grade Certificate Programme in Thavil

Medium: English & Tamil

Eligibility: A Pass in 5th Standard or 11 years old.

- Thavil Practical-V

978F Grade Certificate Programme in Thavil

Medium: English & Tamil

Eligibility: A Pass in 6th Standard or 12 years old.

- Thavil Practical-VI

978G Grade Certificate Programme in Thavil

Medium: English & Tamil

Eligibility: A Pass in 7th Standard or 13 years old.

- Thavil Practical-VII
- Theory of Thavil - VII

978H Grade Certificate Programme in Thavil

Medium: English & Tamil

Eligibility: A Pass in 8th Standard or 14 years old.

- Thavil Practical- VIII
- Theory of Thavil - VIII

979A Grade Certificate Programme in Thevarm

Medium: English & Tamil

Eligibility: A Pass in 1st Standard or 7 years old.

- Thevarm Practical- I

979B Grade Certificate Programme in Thevarm

Medium: English & Tamil

Eligibility: A Pass in 2nd Standard or 8 years old.

- Thevarm Practical- II

979C Grade Certificate Programme in Thevarm

Medium: English & Tamil

Eligibility: A Pass in 3rd Standard or 9 years old.

- Thevarm Practical- III

979D Grade Certificate Programme in Thevarm

Medium: English & Tamil

Eligibility: A Pass in 4th Standard or 10 years old.

- Thevarm Practical- IV

979E Grade Certificate Programme in Thevarm

Medium: English & Tamil

Eligibility: A Pass in 5th Standard or 11 years old.

- Thevarm Practical-V

979F Grade Certificate Programme in Thevarm

Medium: English & Tamil

Eligibility: A Pass in 6th Standard or 12 years old.

- Thevarm Practical-VI

979G Grade Certificate Programme in Thevarm

Medium: English & Tamil

Eligibility: A Pass in 7th Standard or 13 years old.

- Thevarm Practical-VII
- Theory of Thevarm - VII

979H Grade Certificate Programme in Thevarm

Medium: English & Tamil

Eligibility: A Pass in 8th Standard or 14 years old.

- Thevarm Practical- VIII
- Theory of Thevarm – VIII

980A Grade Certificate Programme in Keyboard

Medium: English & Tamil

Eligibility: A Pass in 1st Standard or 7 years old.

- Keyboard Practical- I

980B Grade Certificate Programme in Keyboard

Medium: English & Tamil

Eligibility: A Pass in 2nd Standard or 8 years old.

- Keyboard Practical- II

980C Grade Certificate Programme in Keyboard

Medium: English & Tamil

Eligibility: A Pass in 3rd Standard or 9 years old.

- Keyboard Practical- III

980D Grade Certificate Programme in Keyboard

Medium: English & Tamil

Eligibility: A Pass in 4th Standard or 10 years old.

- Keyboard Practical- IV

980E Grade Certificate Programme in Keyboard

Medium: English & Tamil

Eligibility: A Pass in 5th Standard or 11 years old.

- Keyboard Practical-V

980F Grade Certificate Programme in Keyboard

Medium: English & Tamil

Eligibility: A Pass in 6th Standard or 12 years old.

- Keyboard Practical-VI

980G Grade Certificate Programme in Keyboard

Medium: English & Tamil

Eligibility: A Pass in 7th Standard or 13 years old.

- Keyboard Practical-VII
- Musicology and History of Music - VII

980H Grade Certificate Programme in Keyboard

Medium: English & Tamil

Eligibility: A Pass in 8th Standard or 14 years old.

- Keyboard Practical- VIII
- Musicology and History of Music - VIII

981A Certificate Programme in Bharathanatyam

Medium: English & Tamil

Eligibility: A Pass in 1st Standard or 7 years old.

- Bharathanatyam Practical- I

981B Grade Certificate Programme in Bharathanatyam

Medium: English & Tamil

Eligibility: A Pass in 2nd Standard or 8 years old.

- Bharathanatyam Practical- II

981C Grade Certificate Programme in Bharathanatyam

Medium: English & Tamil

Eligibility: A Pass in 3rd Standard or 9 years old.

- Bharathanatyam Practical- III

981D Grade Certificate Programme in Bharathanatyam

Medium: English & Tamil

Eligibility: A Pass in 4th Standard or 10 years old.

- Bharathanatyam Practical- IV

981E Grade Certificate Programme in Bharathanatyam

Medium: English & Tamil

Eligibility: A Pass in 5th Standard or 11 years old.

- Bharathanatyam Practical-V

981F Grade Certificate Programme in Bharathanatyam

Medium: English & Tamil

Eligibility: A Pass in 6th Standard or 12 years old.

- Bharathanatyam Practical-VI

981G Grade Certificate Programme in Bharathanatyam

Medium: English & Tamil

Eligibility: A Pass in 7th Standard or 13 years old.

- Bharathanatyam Practical-VII
- Theory of Bharathanatyam - VII

981H Grade Certificate Programme in Bharathanatyam

Medium: English & Tamil

Eligibility: A Pass in 8th Standard or 14 years old.

- Bharathanatyam Practical- VIII
- Theory of Bharathanatyam - VIII

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31. TUITION FEES AND OTHER FEES

PROGRAMMES	Tuition Fee	Admission Fee	Registration Fee	Eligibility Fee	Certificate Fee	Postage & Stationery Fee	Laboratory Fee (Non refundable)	Special Fee	II Instalment Lab Fee	Grand Total
	₹	₹	₹	₹	₹	₹	₹	₹	₹	₹
Certificate Programme in Spoken English	1100	75	125	150	150	500	-	400	-	**2500**
Certificate Programme in Office Management	1100	75	125	150	150	500	-	400	-	**2500**
Certificate Programme in Library & Information Science (C.L.I.S.)	900	75	125	150	150	500	-	600	-	**2500**
Diploma in Saiva Siddhanta	1700	75	125	150	150	500	-	400	-	**3100**
Diploma in Yoga	1050	75	125	150	150	500	-	400	-	**2450**
Diploma in Nattuvangam	1400	75	125	150	150	500	-	400	-	**2800**
All other DIPLOMA PROGRAMMES	2400	75	125	150	150	500	-	400	-	**3800**
Certificate in Entrepreneurship Innovation and Career Hub	1250	75	125	150	150	500	300	400	-	**2950**
Certificate in Goods and Services Tax	2000	75	125	150	150	500	-	850	-	**3850**
Certificate in Front Desk Operations	2000	75	125	150	150	500	-	750	-	**3750**
Diploma in Goods and Services Tax	3700	75	125	150	150	500	-	1000	-	**5700**
DCA (Diploma in Computer Applications)	1260	75	125	150	150	500	420	400	420	3500

GRADE CERTIFICATE PROGRAMMES IN MUSIC AND DANCE

Programme	Annual Fee		
	Tuition Fee	Examination Fee	Grand Total
Grade- I Certificate Programme in (Vocal,Veena,Violin,Flute,Mridangam,Nagaeswaram, Thavil,Thevaram,Keyboard,Bharathanatyam)	1500	450	1950
Grade- II Certificate Programme in (Vocal,Veena,Violin,Flute,Mridangam,Nagaeswaram, Thavil,Thevaram,Keyboard,Bharathanatyam)	1750	450	2200
Grade- III Certificate Programme in (Vocal,Veena,Violin,Flute,Mridangam,Nagaeswaram, Thavil,Thevaram,Keyboard,Bharathanatyam)	2000	450	2450
Grade- IV Certificate Programme in (Vocal,Veena,Violin,Flute,Mridangam,Nagaeswaram, Thavil,Thevaram,Keyboard,Bharathanatyam)	2250	450	2700
Grade- V Certificate Programme in (Vocal,Veena,Violin,Flute,Mridangam,Nagaeswaram, Thavil,Thevaram,Keyboard,Bharathanatyam)	2500	450	2950
Grade- VI Certificate Programme in (Vocal,Veena,Violin,Flute,Mridangam,Nagaeswaram, Thavil,Thevaram,Keyboard,Bharathanatyam)	2750	450	3200
Grade- VII Certificate Programme in (Vocal,Veena,Violin,Flute,Mridangam,Nagaeswaram, Thavil,Thevaram,Keyboard,Bharathanatyam)	3000	600	3600
Grade- VIII Certificate Programme in (Vocal,Veena,Violin,Flute,Mridangam,Nagaeswaram, Thavil,Thevaram,Keyboard,Bharathanatyam)	3500	600	4100

Sl.No.	MISCELLANEOUS FEES	₹
1.	Bonafide Certificate	300/-
2.	Change of Name	500/-
3.	Change of PCP Centre (per spell)	500/-
4.	Change of Medium	750/-
5.	Change of Optional Subjects	750/-
6.	Change of Address	300/-
7.	Attendance Certificate (Duplicate)	300/-
8.	Identity Card (Duplicate)	200/-
9.	Fees Paid Certificate (Reimbursement)	300/-
10.	Re-Admission (Terms and Conditions Apply)	400/-
11.	Attestation of Syllabus (Registrar)	400/-
12.	PSTM (Person Studied in Tamil Medium) Certificate	600/-
13.	Merit and Recognition Certificate	300/-
14.	Late Submission of Project Report	750/-
15.	Transfer Certificate (Duplicate):	
	After Completion of the Programme upto 1 year -	500/-
	After 1 year within 4 years-	200+500/-
	After 4 years -	300+500/-
16.	Medium of Instruction (Request):	
	After Completion of the Programme upto 1 year -	500/-
	After 1 year within 4 years-	200+500/-
	After 4 years -	300+500/-
17.	Course-cum-Conduct Certificate:	
	After Completion of the Programme upto 1 year -	200/-
	After 1 year within 4 years-	200+200/-
	After 4 years -	300+200/-

Note:

1. Students should remit the fees within the due dates noted against each and no separate intimation will be sent individually.
2. Those who have obtained discontinued T.C. of the programme from the Centre will be readmitted if they submit the discontinued original Transfer Certificate of this CDOE.
3. Those who apply for Migration Certificate/Duplicate Marksheet/Consolidated Marksheet have to pay the prescribed fee only through online – *www.annamalaiuniversity.ac.in* to **The Controller of Examinations**.
4. Readmissions will be made only at Annamalainagar.
5. **The University will not be responsible for any cash payments made other than in the name of Annamalai University.**
6. **Fees payment can also be made through Online –** *www.audde.in*

குறிப்பு

1. மாணாக்கர்கள் குறிப்பிடப்பட்டுள்ள தேதிகளில் தவறாமல் கட்டணத்தை செலுத்த வேண்டும். இதற்காக தனியாக எந்த தகவலும் அனுப்ப இயலாது.
2. இயக்ககத்திடமிருந்து இடைநின்று (Discontinued) மாற்றுச் சான்றிதழ் பெற்றவர்கள் அசலை (Original) சமர்ப்பிக்கும் பட்சத்தில் மீண்டும் படிப்பில் சேர்த்துக் கொள்ளப்படுவார்கள்.
3. மைகிரேஷன் சான்றிதழ்/ மதிப்பெண் நகல் /தொகுப்பு மதிப்பெண் பட்டியல் பெற விரும்புகிறவர்கள் அதற்குரிய கட்டணத்தை *www.annamalaiuniversity.ac.in* என்ற இணையதளம் மூலமாக செலுத்தி, தேர்வுக் கட்டுப்பாட்டு அதிகாரியிடம் விண்ணப்பிக்க வேண்டும்.
4. அண்ணாமலைநகரில் மட்டும் தான் மறுசேர்க்கை (Readmission) நடைபெறும்.
5. அண்ணாமலைப் பல்கலைக்கழகம் என்ற பெயரில் இல்லாமல் மற்ற பெயரில் ரொக்கமாக செலுத்தப்படும் கட்டணத்திற்கு பல்கலைக்கழகம் பொறுப்பாகாது.
6. கட்டணங்களை *www.audde.in* என்ற இணையதளம் மூலமாகவும் செலுத்தலாம்

Annamalai University
CENTRE FOR DISTANCE AND ONLINE EDUCATION
Grievance Form

From   To
Name: The Director
Appl. No. / En. No.:   (Grievance Redressal Cell)
Programme: Centre for Distance and Online Education
Address: Annamalainagar - 608 002

Sir,
  Sub:
Grievance in brief: Tick (✓)
   1. Non-return of Original Certificates

   2. Non-receipt of Enrolment Number

   3. Non-receipt of Identity Card

   4. Non-receipt of Study Materials

   5. Non-receipt of PCP Circulars

   6. Others, if any

<div align="right">(Signature of Student)</div>

<div align="center">(To be filled-in by the Office)</div>

Action taken:

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PERSONAL DIARY FOR USE OF STUDENTS

The student is advised to keep a diary as detailed below for his/her reference:

1. Application Number

2. Application with Photostat copy of certificates sent to the CDOE on

3. a. Date of receipt of Admission intimation/Date of Admission

   b. Payment particulars of Tuition Fee and Other Fees

   Online Payment

   Transaction No. & Date

4. Enrolment Number

5. Identity Card received on

_____

6. Details of receipt of Study Materials

_____

   Received on

_____

7. Online Examination Application form

_____

   For May Examination (March / April)

      Online Payment

      Transaction No. & Date

8. Transfer Certificate received on

9. Provisional Certificate received on

10. P.G Diploma/ Diploma /Certificate received on

11. Other matters such as queries made to the Centre regarding Grievances, Certificates etc.

a)

c)

b)

d)

| All the enquiries and correspondences regarding |

Programme details, Application, Admission Confirmation, Identity card, Enrolment Number, Study Materials, Personal Contact Programme, Change of Name/ Programme/ Medium/ Optional Subject/ PCP Centres/ Address, Transfer Certificate, Bonafide Certificate, Conduct Certificate, Fees Paid Certificate, Tuition Fees, Re-Admission details, Project Report, Dissertation and the payments should be addressed to

The Director
Centre for Distance and Online Education
Annamalai University
Annamalainagar - 608 002
Tamil Nadu
Mobile : 8807010881/8807013211

E-mail: *auddegrievance@gmail.com*

Examination, Examination Application, Examination Fee details, Publication of results details, Marksheet for P.G Diploma / Diploma / Certificate and the payments should be addressed to

The Controller of Examinations
Annamalai University
Annamalainagar - 608 002
Tamil Nadu
Phone No: 04144 - 238027
Extn. 232 / 157
Mobile : 9489500028

E-mail: *aucoecell2016@gmail.com*

ANNAMALAI UNIVERSITY

INSTRUCTIONS TO CANDIDATES
(Regarding Examinations)

1. Candidates can only register for examination through Online in the University Website http://coe.annamalaiuniversity.ac.in/bank/ddeapp.php and only online payment should be done. Candidates having Tuition fee due cannot register for examinations.

2. The actual date of online registration will be the criterion for arriving at the rate of late fee. The answer papers of candidates who appear for the examinations without registering for the same will not be valued under any circumstance.

3. Candidates should register for the examination only after remitting the tuition fees due to the Centre for Distance and Online Education.

4. At the first appearance, candidates should register for all the subjects of the respective Year/Semester, and pay the fees for all the subjects, whether they intend to appear for all the subjects or not. The fee once paid, will not be refunded or adjusted or carried over to a subsequent examination.

5. Those who have not attended the compulsory PCP (Personal Contact Programme) should not appear for the examination, and even if they appear, their results will be withheld.

6. Candidates must enter their Enrolment Number, Full Name (in CAPITAL LETTER) and other particulars correctly while applying online.

7. An examination centre once selected, should not be changed under any circumstances. A candidate should write all the examinations only in one centre. If a candidate appears in an examination centre to which he/she is not allotted, his/her answer scripts will not be valued (strictly). The candidates are responsible for their entry error in writing the centre code of examination centre. Hence, the candidates are instructed to register their centre code carefully. The date and venue of Practical and Viva Voce examinations will be announced separately. The centre/ venue of the practical/viva-voce examination will be fixed based on the number of candidates registering. Candidates cannot claim the same city/centre/venue where they appeared for theory examinations. Practical examinations for certain programmes will be held at Annamalai Nagar only.

8. Information regarding Examination Centres allotted to all registered candidates including their Register Numbers, subject registered etc. will be available on the University Website (www.annamalaiuniversity.ac.in) well in advance before the commencement of the Examinations. The Candidates should download their Hall-tickets from the University Website only and produce the same at the time of examination, along with their Identity Card issued by the DDE, Annamalai University.

9. Candidates will be provided only one blank answer booklet containing 40 pages with OMR

(Optical Mark Recognition) Sheet as cover page. No additional sheets will be provided. Candidates

should write their correct Register Number in their Answer script and shade the numbers properly. If it is found later that a wrong or incomplete number has been written or wrong/incomplete shading, the result will not be published and after verification, a penalty of Rs. 750/- per subject will be imposed on the candidates.

10. After publication of the results (in the University Website), the Statement of Marks and Provisional/Pass Certificate (if eligible) will be sent to the candidates through Registered Post. The University will not be responsible for the mark sheet/certificate lost in transit.

11. Regarding any discrepancy in attendance (or) marks, written request letters from candidates should be received within 15 days from the date of publication of results in the University Website. Revaluation of only Theory paper is permitted, if an application along with a fee of Rs. 2,000/- per Subject is received within 15 days from the date of publication of results on the University Website. Late requests will not be considered under any circumstances.

12. Dissertation/Project Report should be submitted within the deadline. Late submissions will not be considered for evaluation.

13. The University shall have the right to cancel or modify any of the above instructions and such decision will be binding on all the candidates appearing for the University Examinations. If theory/practical examinations cannot be conducted at a centre due to unforeseen circumstances, candidates who had opted for that centre will be asked to write the theory/practical examinations at a different centre or the theory/practical examinations may be rescheduled at the discretion of the University. For any clarification regarding examinations, certificates, etc., candidates are advised to write to the Controller

of Examinations by his designation [Phone: 04144-238027; Mobile: 94895 00028 email: aucoecell2016@gmail.com].

Note: (i) Online application shall not be entertained after the prescribed dates.
(ii) Application along with the demand draft will not be accepted under any circumstances.
(iii) No need to send Hard Copy of the application by post/courier.

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DIRECTOR

CENTRE FOR DISTANCE AND ONLINE EDUCATION

ANNAMALAI UNIVERSITY

ANNAMALAINAGAR - 608 002

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