



ANNAMALAI UNIVERSITY
CENTRE FOR DISTANCE & ONLINE EDUCATION
INSTRUCTIONS FOR STUDENT ADMISSION

I. TO APPLY FOR ADMISSION

1. Students can download the admission application form from the official website: www.audde.in
2. Before applying, students should verify the eligibility prescribed for the programme.
3. **ABC ID** and **DEB ID** are compulsory for admission. Instructions for creating these IDs are available on the website www.audde.in and <https://deb.ugc.in>.
4. Students shall submit: (a) Original certificates for verification only and (b) One set of Xerox copies.
5. The following documents are necessary, as applicable for the Programme applied:
 - a. 10th & 11th Mark Sheet; 12th Mark Sheet;
 - b. Degree / Provisional Certificate;
 - c. Transfer Certificate from the last studied institution;
 - d. Community Certificate (except OC);
 - e. Aadhaar Card; Other eligibility certificates prescribed for admission;
 - f. Recent Passport Size Photos – 3 Copies.
6. Original certificates will be verified and returned immediately after verification.

II. INSTRUCTIONS FOR PROCESSING AND SUBMITTING ADMISSION APPLICATIONS

7. Verify all applicant details before submission, including the candidate's name, photograph, Aadhar number, date of birth, programme details and supporting documents.
8. Ensure that all required documents are complete and properly attached.
9. The Data Sheet (for Scanning) must be enclosed with the application. Avoid using address stickers, rubber stamps on the Data sheet and do not staple photographs or documents in a manner that affects scanning or process..
10. Verify fee payment receipt carefully before forwarding the application. Ensure that the fees paid with the correct student's name and the correct programme code in the online-Receipt.
11. Do not sign, stamp, write or affix any seal on the candidate's photograph. Applications containing incomplete information, document deficiencies or discrepancies should be rectified before submitting to the CDOE.

III. INSTRUCTIONS FOR ASSIGNMENTS and PERSONAL CONTACT PROGRAMMES (Seminar)

12. Students should regularly visit www.audde.in for being in academic touch, regarding
 - a. Assignments,
 - b. PCP (Seminar) Schedules,
 - c. Examination Registration, Hall tickets, Results and all other academic notifications.
13. Submission of **assignments for every semester is compulsory** for all UG and PG programmes.
14. Assignment submission dates and instructions will be notified through the website.
15. Students can access and download the soft copy of the lesson materials (PDF) from the CDOE official website.
16. Students admitted **Programmes with Compulsory PCP** must attend PCP classes compulsorily; for Semester Examinations PCP Attendance is necessary. Students who are unable to attend compulsory PCP / Seminar classes, due to some unavoidable reasons, are advised to attend the same in the subsequent semester, as permitted.
17. Students attending PCP classes at Annamalainagar may utilize the library facilities for academic reference and study purposes.
18. The date, time and venue of Personal Contact Programmes (Seminar) will be announced through the website and Learner Support Centres.

IV. INSTRUCTIONS FOR SEMESTER EXAMINATIONS

19. End Semester examinations will be conducted in **December 26th** and **May 19th**. However, these dates are subject to change on the State Government's Guidelines, if any.
20. Students appearing for **May examinations** will be notified in the CDOE website during the 2nd week of **March**, the examination registration details with Time-table, List of Centres, etc.. Students appearing for **December examinations** will be notified during the 2nd week of **October**.
21. **Only Tuition Fees Paid students are allowed to Register for University Examinations.**
22. Students may contact the concerned Learner Support Centre or Headquarters at Annamalainagar for any other information or clarification regarding assignments, PCP, examinations and academic procedures.
23. Students are advised to follow all instructions and notifications carefully to avoid unnecessary academic difficulties.
24. Students are advised to provide their correct communication address, mobile number and e-mail ID and promptly notify any changes to the University.

**The Director,
CDOE, Annamalai University,
Annamalainagar-608002**

Contact Numbers: 8807013211, 8807010881

E-mail: auddegrievance@gmail.com

Note: Students are responsible for checking the official website regularly and following all academic instructions issued by the University.