

**மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்**

**MANONMANIAM SUNDARANAR UNIVERSITY**

Tirunelveli -627 012, Tamil Nadu, India

**தொலைநிலை-தொடர்கல்வி இயக்ககம்**

**DIRECTORATE OF DISTANCE & CONTINUING EDUCATION**



**விண்ணப்பம் மற்றும் தகவலேடு**

**APPLICATION & PROSPECTUS**

**(for Undergraduate / Gate & Bridge Courses)**

**I I SECI**  
MSU Edn Centre A21

**THARABAI SUBRAMANIAM EDUCATIONAL & CHARITABLE TRUST**

AG-3 Shanthi Colony Main Road, Anna Nagar, Chennai-600 040. (Near Shanthi Colony Signal  
Ph:044-26202559, 9094044656, 9094044657, 9841648203, e-mail: tharabaitrust@gmail.com

## **MISSION**

- ☞ To provide quality education for the rural and the un-reached
- ☞ To attain excellence in teaching, research and extension activities
- ☞ To imbibe, inculcate and promote human values so as to create a 'culture of lawfulness'

### ***Cost of Application with Prospectus***

**In Person - Rs.100/- (By Demand Draft)**

**By Post - Rs.125/- (By Demand Draft)**

*For Enquiry and Correspondence :*

**The Director  
Directorate of Distance & Continuing Education  
Manonmaniam Sundaranar University  
Tirunelveli - 627 012**

e-mail: [directoroffice@msuniv.ac.in](mailto:directoroffice@msuniv.ac.in)  
University website : [www.msuniv.ac.in](http://www.msuniv.ac.in)

Phone  
Office : 0462 - 2321620, 2321614  
Director : 0462 - 2321451

### **Chennai Study Centre**

**MSU Education Centre - Code A21  
Tharabai Subramaniam Educational & Charitable Trust  
AG-3 Shanthi Colony, Anna Nagar, Chennai-600 040  
Ph:044-26202559, 9094044656, 9094044657, 9841648203**

## ABOUT THE UNIVERSITY

Manonmaniam Sundaranar University (MSU), named after the famous Tamil Scholar Professor P. Sundaram Pillai, was established on 7 September, 1990 to cater to the long felt needs of the people of the three southern most districts of Tamil Nadu namely Tirunelveli, Tuticorin and Kanyakumari. The University has under its jurisdiction 61 affiliated colleges, 5 Mano Colleges and 1 Constituent College, with 65,000 students on rolls. These colleges, amongst which three are over 100 years old (St. John's College, M.D.T. Hindu College, Sarah Tucker College, the oldest women's college in the state), have contributed decisively to the cause of higher education of this region.

There are 24 academic departments in the University. Sri Paramakalyani Centre for Environmental Sciences functioning at Alwarkurichi is an illustrious example of University-Industry collaboration while the Centre for Marine Science and Technology at Rajakkamangalam is breaking new ground in Coastal Area Studies. All the University departments are receiving research projects from several funding agencies in India, Europe, USA, Japan and UNO. The University Library has rich collection of books and journals on a wide range of subjects. The courses offered by the University have been designed keeping in mind the changing times and the emerging needs of the region. The University offers post-graduate, M.Phil. and Ph.D. programmes (part time and full time). MSU is the first to offer Choice-Based Credit System. The University's National Service Scheme and Youth Welfare Department provide opportunities for the students to develop their overall personality.

The University Grants Commission, New Delhi, an apex higher education body of the Union Government, has accorded its approval for getting financial assistance since 29 March 1994. The University has been accredited by National Assessment and Accreditation Council of India with five star status. The University Act authorizes the functioning of Directorate of Distance and Continuing Education outside the university jurisdiction and the courses offered through this mode are recognized by the Distance Education Council of India.

The concept of community colleges, being experimented under the aegis of a special wing, offer diploma courses of one year duration to those interested in entrepreneurial enterprises and the Extension Learning Programme run by this wing also offers diploma and certificate courses on skill development.

The University Act authorizes the functioning of the Directorate of Distance and Continuing Education outside the University Jurisdiction and the courses offered through this mode are recognized by the Distance Education Council of India. The Directorate has about 160 Learning Centres across the country with a commitment to extend the reach of the higher education carrying forward a pronouncement "to reach the unreached".

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## **FROM THE DIRECTOR'S DESK**

In a recent study conducted by World Bank it has been found that the role of human capital in development is far more important than physical capital. The average ratio of human capital to physical capital is 80:20 in most developed countries, while in developed countries it is 64:36. Even underdeveloped Sub-Saharan African countries have achieved 50:50. For India, it has been estimated that access to atleast 20% of the relevant age group, between 17 and 23, in higher education is necessary to ensure development on a par with the needs of the day. In this context the role Distance Learning System can play needs no elaboration. The pursuit of knowledge is a life-long process and once the elders, unmindful of their age, are convinced about this the youths will also get motivated to take to higher education in a big way.

Gone are the days when the students of “External System,” Distance Education Mode in Indian context, were considered inferior to students passed out of regular colleges or universities. Out University, committed to the principles of ‘expansion, equity and excellence’ has taken care that candidates awarded degrees and diplomas under Distance Learning Programme have attained the same academic standard, irrespective of the mode or place of study. In pursuance of this approach we are engaging the same teachers, who are teaching in the University and in its affiliated colleges, to prepare the study material, teach the contact classes and evaluate the answer scripts. This apart, ever since the incumbent Vice-Chancellor Professor R.T. Sabapathy Mohan assumed office, the University has been working closely with many corporates and other agencies such as APTEC, YGen, Everonn, StrataPro to provide quality assurance and soft skill. The academic partnership we have established with institutions that are specializing in Animation, Fashion Designing, Hotel Management and Yoga has helped us introduce certain new value-added courses through distance education mode. Yet we have a long way to go like the University of London that gives the students enrolled with the “External System” equal standing with students at the University’s lead colleges.

I congratulate you on your decision to join Manonmaniam Sundaranar University to pursue your higher education. Teaching-Learning process is not merely for profit sharing, it is for nation-building as well. Keeping this in mind the Study Centres across the country as well as the Directorate of Distance Education & Continuing Education of Manonmaniam Sundaranar University will strive together to cater to your academic needs and see that you come out of your course with flying colours.

With best wishes,

R. Ramesh,  
Director i/c

# UNDER GRADUATE COURSES

## DETAILS OF COURSES WITH SCHEME OF EXAMINATIONS

Duration of Course	: 3 Years	<b>CLASSIFICATION</b>
Maximum Marks	: 100 Marks	60% and above : I Class
Passing Minimum	: 40 Marks	50% to 59% : II Class
Exam Duration	: 3 Hours	40% to 49% : III Class
Eligibility	: +2/Equivalent/3 Years Polytechnic Diploma	

Part – I and Part – II Subjects are common for B.A., B.Sc., B.Com., B.C.A., B.B.A.			
Language	I Year (except BCA) Subject Code & Subject	II Year (except B.Com & BBA) Subject Code & Subject	
Tamil	DR1H1 - கவிதை, உரைநடை, கதைத்தமிழ், மொழிப்பயிற்சி	DR1H2 - செய்யுள், நாடகம், இலக்கிய வரலாறு, மொழிப்பயிற்சி	
Malayalam	DR1J1 - Kavitha, Aattakatha, Thirakkatha	DR1J2 - Gadhyaahityam, Applied Grammar, Composition & Translation	
Hindi	DR1K1 -	DR1K2 -	
Urdu	DR1U1 -	DR1U2 -	
Kannadam	DR1V1 -	DR1V2 -	
Sanskrit	DR1S1 -	DR1S2 -	
Telugu	DR1W1 -	DR1W2 -	
Arabic	DR1A1 -	DR1A2 -	
<b>Part - II English</b>			
English	DR3B1 – Prose, Poetry, Short Stories	DR3B2 – Prose, Poetry, Extensive reader	
<b>01. BA தமிழ்</b>			
	I Year Part – I & II Refer above Part – III Major	II Year Part – I & II Refer above Part – III Major	
DNT1A	தாள் - 1 இலக்கியம் - 1	DNT2A	தாள் - 4 இலக்கிய வரலாறு
DNT1B	தாள் - 2 இலக்கியம் - 2	DNT2B	தாள் - 5 இலக்கணம் - II யாப்பு, அணி
DNT1C	தாள் - 3 இலக்கணம்-ஐ - நன்னூல்	DNT2C	தாள் - 6 இலக்கணம் - III பொருள்
DNT3A	III Year தாள் - 7 இலக்கியத் திறனாய்வு தாள் - 8 விருப்பப்பாடம் - 1 தாள் - 9 விருப்பப்பாடம் - 2		தாள் - 10 விருப்பப்பாடம் - 3 தாள் - 11 விருப்பப்பாடம் - 4
DNT3B	இதழியல்	DNT3F	விளம்பரக்கலை
DNT3C	நாடகவியல்	DNT3G	திரைப்படக்கலை
DNT3D	மொழிபெயர்ப்பியல்	DNT3H	தமிழ் அகராதியியல்
DNT3E	நாட்டுப்புறவியல் (எவையேனும் இரண்டினை தேர்வு செய்க)	DNT3K	சுற்றுலாவியல் (எவையேனும் இரண்டினை தேர்வு செய்க)
<b>02. BA ENGLISH</b>			
	I Year I Year Part – I & II Refer above Part – III Major	II Year Part – I & II Refer above Part – III Major	
DNE1A	Paper – 1 Modern English Grammar and Usage	DNE2A	Paper – 4 Prose and Drama
DEN1B	Paper – 2 Indian Writing in English	DNE2B	Paper – 5 Poetry
DEN1C	Paper – 3 Fiction	DNE2C	Paper – 6 American Literature
DNE3A	III Year Paper – 7 Twentieth Century Literature	DNE3D	Paper – 10 Shakespeare
DNE3B	Paper – 8 Communicative English	DNE3E	Paper – 11 Introduction to Literary Criticism
DNE3C	Paper – 3 History of English Literature		
<b>03 &amp; 04 BA HISTORY (TM &amp; EM)</b>			
	I Year Part – I & II Refer Page – 6 Part – III Major	II Year Part – I & II Refer Page – 6 Part – III Major	
DNH1A	Paper – 1 History of India Upto 1526 A.D.	DNH2A	Paper – 4 History of India from 1526-1857
DNH1B	Paper – 2 History of Europe 1789-1960	DNH2B	Paper – 5 History of Tamil Nadu upto 1947
DN9B1	<i>Ancillary</i> Paper – 3 Modern Governments	DN9B2	Paper – 6 General Economics
DNH3A	III Year Paper – 7 History of India from 1858-1964 (Excluding Viceroy's)	DNH3D	Paper – 10 History of Far East 1840-1970
DNH3B	Paper – 8 History – An Introduction	DNH3E	Paper – 11 Constitutional History of England from 1603 to the present day.
DNH3C	Paper – 9 History of USA 1865-1987		

## UNDER GRADUATE COURSES : DETAILS OF FEE PAYABLE

SN	CC	Courses	Tuition	Special	TOTAL
1.	01	BA Tamil	1600	500	2100 per year
2.	02	BA English	1600	500	2100 per year
3.	03,04	BA History (TM & EM)	1600	500	2100 per year
4.	05,06	BCom (T.M & E.M)	1600	500	2100 per year
5.	07	BLitt	1600	500	2100 per year
6.	08	BCA (EM)	5500	500	6000 per year
7.	09	BBA	1600	500	2100 per year
8.	10	BSc Maths (EM)	1600	500	2100 per year
9.	11	BA General	3000	500	3500 per year
12.	15	BSc Psychology	1600	500	2100 per year
13.	16	BA Economics	1600	500	2100 per year
14.	17	BLISc	3000	500	3500 per year
15.	19	BSc General Gr-I (Maths, Phy, Chem)	7000	500	7500 per year
16.	20	BSc General Gr-II (Bio, Phy, Chem)	7000	500	7500 per year
17.	141	BA Hindi	1600	500	2100 per year
18.	149	BBM	1600	500	2100 per year
19.	18	BSc Statistics	1600	500	2100 per year
20.	76	GATE COURSE	1000	500	2100 per year
21.	77	BRIDGE COURSE	1000	500	2100 per year
22.	78	DEGREE BRIDGE COURSE I YR	1000	500	2100 per year
23.	79	DEGREE BRIDGE COURSE II YR	1000	500	2100 per year
* Alumni Fee Rs.25/- for the Final Year and One Year course students to be paid					
* All the Fees prescribed are common to both Tamil Nadu & other States					
* Special Fees includes Admission Fee, ID Card, Postage & Stationary, Development Fee, Internet Fee etc.					

## MISCELLANEOUS FEE

- |        |  |     |     |  |
|--------|--|-----|-----|--|
| (i)    | Special Fee  | ... | ... | Rs. 500  |
| (ii)   | Fee for Condonation of Break (Per Year)  |     |     | Rs. 200 (for those who have discontinued the course in DD & CE)      |
| (iii)  | Fee for Re-admission   |     |     |  |
|        | a. Within the State  | ... | ... | Rs. 500  |
|        | b. Outside Tamil Nadu  | ... | ... | Rs. 1000   |
| (iv)   | Readmitted candidates in second year or third year should pay the fee for study material for the previous years as mentioned below in full along with current year tuition & other fees. |     |     |  |
|        | for U.G.   | ... | ... | Rs. 100 per paper  |
|        | for P.G.   | ... | ... | Rs. 150 per paper  |
| (v)    | Duplicate Identity Card  | ... | ... | Rs. 350 (if necessary)   |
| (vi)   | Course Completion Certificate Fee  |     |     | Rs. 100 (if necessary)   |
| (vii)  | Change Of Address  | ... | ... | Rs. 100 (if necessary)   |
| (viii) | Change of Center/ Medium/Course  |     |     | Rs. 600 (if necessary)   |
| (ix)   | Exemption Fees   | ... | ... | Rs. 300 (for candidates within TamilNadu)                            |
| (x)    | Penalty  | ... | ... | Rs. 100 if tuition fee paid within a month after the due date.       |
|        | Penalty  | ... | ... | Rs. 200 if tuition fee paid after within one year after the due date |
| (xi)   | Alumni Fee   | ... | ... | Rs. 25   |

## PROCEDURE FOR PAYMENT OF FEE

Candidates should remit the tuition fee and other charges in one consolidated Demand Draft drawn in favour of “The Registrar, M.S University, Tirunelveli” payable at Tirunelveli before the deadline stated in admission intimation. Otherwise a penalty of Rs. 100/- should be paid along with regular fee after the due date.

Payment should not be made in cash.

Name of the candidate, application number or enrolment number, purpose of remittance, name of the study centre and the course of study should be entered at the back side of the Demand Draft.

Demand Draft should be taken after the 1<sup>st</sup> June for Academic year admissions and 1<sup>st</sup> January for the Calendar year admissions.

No correction at the back of DD on name & Enrolment Number of candidate will be permitted.

Acknowledgement card will be given to the students for the payment of tuition fee for reference and record.

**Last date for the remittance of tuition fee for II year Students**

	Calendar Year	Academic Year
For first Instalment	02 February	02 August
For Second Instalment	02 August	02 February



## INSTRUCTIONS TO FILL UP THE APPLICATION FORM

- i. Candidates should go through the prospectus carefully before filling to the application form. Application should be filled in by the candidate's own hand writing in English or in Tamil only.
- ii. Passport size photo should be affixed in the application form and in the identity card duly attested by a Gazetted officer.
- iii. Name of the candidate and the address to which communication to be sent should be stated in CAPITAL LETTERS. Residential address should be given for communication and not study centre address.
- iv. All the enclosures in column No.10 of the application should be with number and date without fail.
- v. No column of the application should be left blank
- vi. The fee must be remitted through Demand Draft drawn in favour of "The Registrar, Manonmanian Sundaranar University, Tirunelveli" payable at Tirunelveli, Tamil Nadu.
- vii. Admission will be given subject to the eligibility of the candidate.

## PROCEDURE FOR ADMISSION

1. The following Original Certificates with one set of Xerox copies attested by a Gazetted Officer should be sent along with the filled in application. (Original Certificates will be returned after verification & admission)

(a) Transfer Certificate/Migration Certificate/Evidence for Date of Birth

(b) Statement of Marks of Qualifying Examinations/Provisional Certificate/Degree Certificate.

If any malpractice in providing original certificates is found at the time of admission or at a later stage, admission will be cancelled.

2. The Co-ordinators of the Study Centers in Tamil Nadu are authorised to verify the genuineness of the original certificates and return them immediately to the students. Original Certificates need not to be sent to the University if the application is forwarded through a study centre.
3. The filled in application form along with the necessary certificates and Demand Draft should reach the Director on or before the prescribed date by Registered post.
4. All correspondence and Communication should be addressed to The Director, DD&CE MS University, Tirunelveli-627 012.

## TYPE OF ADMISSION

Candidates can apply for either (i) Academic admission or (ii) Calendar year admission.

a) **ACADEMIC YEAR ADMISSION**

Candidates are admitted during June to December for all Undergraduate courses.

b) **CALENDAR YEAR ADMISSION**

Candidates are admitted during January to May for all Undergraduate courses.

## DISTANCE EDUCATION SYSTEM

### ELIGIBILITY

Candidates who have passed 10, +2 or 10+ITI (2 years Course) or Two Year Diploma Course from any Government Recognised Institutions or University may be sought admission for various Under Graduate Courses in DD&CE on verification of certificates in original.

### **SPOT ADMISSION**

The candidates will be given spot admission for the course during the week days at the Approved Study Centres and the Directorate, University Campus, Tirunelveli-627 012

### **ADMISSION BY POST**

Application received by post will be accepted only after verification. Directorate will send intimation of admission to each applicant. Intimation regarding admission and course material will be sent to the students by post within 15 days from the receipt of all the certificates and the application from along with the demand draft. Those who do not receive any communication within the time specified may contact the Directorate and represent the matter.

### **RE-ADMISSION**

Candidates who have completed (passed or failed) first year or second year studies in Regular Colleges will be readmitted in Second Year or Third Year in the same discipline on verification of the following original certificates obtained from the Institution/University last studied.

1. Transfer Certificate, where the student studied last/ Migration Certificate/ Course Completed Certificate

2. Mark Statement issued by the University/Institution

Along with current year tuition and other fees, such readmitted candidates should pay the fee for Study material for the previous year courses which are not exempted. He/She should appear for examinations for all the non-exempted previous year subjects.

Fee for study material: For UG - Rs.100 per Paper

### **ADDITIONAL DEGREE**

Candidates who have already obtained any UG Degree from any recognized University are eligible to enrol for an additional degree in the following disciplines.

UG - B.Lit. Tamil, B.A (History, Tamil, English) B.Com, B.B.A., B.Sc.,(Maths, Statistics)

Those with UG Degree obtained through any one of the Universities in Tamil Nadu and admitted for Additional Degree will be exempted from appearance in Part I and Part II as per the existing University norms.

The Readmission Fee / Addl Degree Fee is:

Rs.500/- candidates within Tamil Nadu

Rs.1000/- candidates outside Tamil Nadu

B.Lit Degree holders admitted for Additional Degree have to pay Rs.400/- Part I & Part II appearance fee.

### **IDENTIFICATION CARD**

Identification Card will be issued to the candidates after admissions. The ID Card should be shown on demand during the Contact Class Programmes. For getting Hall Ticket during examinations and at the time of receiving Mark Statements and other Certificates the ID Card has to be shown. Hence students are advised to keep it with them till the completion of the course.

### **DUPLICATE IDENTITY CARD**

If the original Identity Card is lost, Duplicate Identity card will be issued on production of a Demand Draft for Rs.350/- accompanied by a requisition letter, a recent passport size photograph, alongwith a self addressed and stamped envelope for Rs.5/-

## **ENROLMENT NUMBER**

Enrolment numbers will be allotted to all the candidates admitted in DD & CE after the expiry of last date of admission. Till such time in all correspondence the application number and course should be mentioned. Enrolment Number will be used for examinations also. The first three digit will represent the Year of Admission, the next two digits will represent Centre Code and the next three Digits will represent Course Code and the last three digits will represent the Serial Number of the candidate. Enrolment Number will not be changed during the course of study. Students are advised to write the enrolment number in correspondence and in Demand Draft (at backside). Any enquiry without mentioning the enrolment number can not be entertained.

## **STUDY MATERIALS**

Study materials will be issued to those candidates who have paid the fee in full at the spot admission centres. No study material will be given for languages like Hindi, Sanskrit, Kannadam, Telugu and optional subjects under Part I. For second and third year students, study material will be sent immediately after the receipt of tuition fee to their residential address.

## **REGIONAL CENTRES**

For administrative and academic purposes, the whole country is divided into 25 regions (A-Y) and overseas centers are classified under (Z) region. Under each region number of the study centers in each region will have center for the conduct of contact classes.

## **STUDY CENTRES**

Except students from Tirunelveli, Tuticorin & Kanyakumari districts, all students will be attached to any one of the study Centre for the purpose of Spot Admission, issue of course material, conduct of PCP classes and for getting other relevant information.

## **CHANGE OF STUDY CENTRE / COURSE / MEDIUM**

The students who want to change their study centre / course / medium should submit their requisition letter enclosing a DD for Rs. 600/- drawn in favour of "The Registrar, Manonmaniam Sundaranar University, payable at Tirunelveli along with "No objection Certificate" (NOC) obtained from the Study Centre in which they are studying.

## **PERSONAL CONTACT PROGRAMME - PCP**

Personal Contact Programme will be conducted for the students for all courses offered through DD & CE for five rounds on Saturdays and Sundays. Classes will be held at the notified centres from 9.00 a.m. to 4.00 p.m. with a lunch break of 1 hr from 1.00 to 2.00 p.m. Experienced teachers and experts in the respective field will handle the classes.

Students are requested to attend the PCP classes regularly without fail. They are also requested to read the study lesson materials before attending the classes so that they can interact and clear their doubts.

Students who are not able to attend the PCP classes at one center may attend the classes at another Center with prior permission of the Director.

Practical classes for Computer Courses will be conducted on the specified dates at the fixed centers only. Students are expected to attend the classes compulsorily so that they can complete all the practicals within the stipulated period.

In addition, a few more rounds of PCP classes may be arranged in university centers depending on the Enrolment in the region. Students may attend PCP classes in Tirunelveli and other centers.

## **INSTRUCTIONS FOR ATTENDING THE PERSONAL CONTACT PROGRAMME CLASSES (PCP)**

1. PCP classes are organized only to supplement the course material already provided. Students have to go through the printed course material and make use of PCP classes for interaction with faculty members. The Syllabus prescribed can not be fully covered in PCP classes as in the case of regular colleges.
2. Students are advised to make their own arrangement for Board and Lodging.
3. Students who are not able to attend classes in a PCP center allotted to them may attend in another center with the prior approval of the Director
4. Any change in the PCP Programme will be intimated to the students at the venue of the PCP classes.
5. PCP classes will be held from 9.00 a.m to 1 p.m. and 2.00 to 4.00 p.m.

### **EXAMINATION INFORMATION**

#### **GENERAL**

The University examinations for all courses are held twice in a year in May/December. The duly filled in Examination Application form should be submitted to Controller of Examinations, with the prescribed fee on or before the last date mentioned below.

#### **MAY EXAMINATION**

<b>Without Penalty</b>	<b>20<sup>th</sup> March</b>
<b>With Penalty</b>	<b>28<sup>th</sup> March</b>

#### **DECEMBER EXAMINATION**

<b>Without Penalty</b>	<b>25<sup>th</sup> October</b>
<b>With Penalty</b>	<b>3<sup>rd</sup> November</b>

#### **EXAMINATION CENTRE**

Examination centers will be fixed in one or more places in each region depending upon the strength of the candidates. Respective Study Centre will intimate the venue and the Exam time table individually to students. The students are advised to approach the respective Study Centre for any clarification in this matter

#### **EXAMINATION RESULTS THROUGH WEBSITE**

Examination results and other information about DD&CE may be downloaded by the students from the following website: [www.msuniv.ac.in](http://www.msuniv.ac.in).

#### **RESULTS AND CERTIFICATES**

The examination results will be made available in the Information/Study Centres. Final Statement of Marks and Provisional Certificate will be sent to the candidates by Speed post. If there is any arrear in payment of fee, the above certificates will not be sent.

#### **CONVOCATION**

Normally the annual Convocation is conducted during the month of August/September. For obtaining degree certificate, students should apply to the Controller of Examination in the prescribed form as given in Annexure III by the enclosing DD for the required fee in response to the advertisement given in leading dailies. The certificates will be dispatched to the students directly after the convocation.

## **SPECIAL CONVOCATION**

Those who did not apply on account of various reasons and those who wish to obtain Convocation certificates without waiting for the next annual convocation, may apply to the Controller of Examinations for special convocation with the required fee.

## **CORRECTIONS IN CERTIFICATES**

For any corrections in Mark Statement or in Provisional Certificate or in Degree Certificate, candidates may contact Controller of Examinations, Manonamnam Sundaranar University, Tirunelveli along with Original Mark Statement and details of correction to be made with sufficient proof.

### **GENERAL INSTRUCTION**

1. The tuition fee once paid will not be refunded or adjusted under any circumstances.
2. The University has the right to revise the fee without prior notice.
3. Change of course and subject will not be permitted, once the student has attended the PCP class.
4. Any change in address should be intimated with a requisition letter, 12 address slips and a Demand Draft for Rs.100/-
5. Students are instructed to furnish necessary particulars such as Name and Address, Enrolment No. /Register No., Course, Year of Study, Name of the Study Centre etc., in all correspondence. Letters with incomplete particulars will not be considered for action at our end.  
Example:  
P. Lakshmi : Address.....Enrolment No...../Register No...../B.Com II year/Madurai
6. No transfer Certificate (TC) will be issued on completion of course as original TC is returned after verification at the time of admission.
7. Course Completion Certificate will be issued in lieu of Transfer Certificate. The students who wish to obtain the Course Completion Certificate are directed to send their applications with a Demand Draft for Rs.100/-
8. Whenever the students enclose Demand Draft for various purposes, they should write their name, Enrolment Number and the course details at the back of the DD. Overwriting or correction in the Demand Draft will not be accepted.
9. All payments such as tuition fee, fee for duplicate Identity Cards etc., should be paid through a Demand Draft drawn in favour of The Registrar, Manonmaniam Sundaranar University, Tirunelveli-12, payable at Tirunelveli, Tamil Nadu. No cash payment should be made either at the Directorate or in Study Centre.
10. Examination fee should be paid separately in Single Demand Draft drawn in favour of The Registrar, Manonmaniam Sundaranar University, Tirunelveli, payable at Tirunelveli.
11. Directorate has every right to discontinue any course, if minimum number of students have not joined. In such a situation, the entire fee paid by the student will be refunded.
12. The place of jurisdiction for filing of suit in case of any dispute will be only at Tirunelveli.

### **STUDENT SUPPORT SERVICES**

## **GRIEVANCE CELL**

A Grievance cell is functioning in the Directorate of Distance and Continuing Education, Manonmaniam Sundaranar University to redress the grievances of students of Distance Learning Programme. Students and the Public may register their grievances/suggestions either in person or by post with the Deputy Registrar (Grievance Cell). All the complaints/suggestions received will be recorded and steps will be taken to redress the grievance within a time frame. If reply is not received within a reasonable time, the fact may be brought to the notice of the Director, who will attend to it personally.

This facility can also be availed by the students using the website of the University [www.msuniv.ac.in](http://www.msuniv.ac.in), email : [tv1\\_distace@sancharnet.in](mailto:tv1_distace@sancharnet.in)

## **CAREER GUIDANCE CELL**

A Career Guidance and Placement Cell is functioning in DD & CE. Present and past students of the Directorate can make use of the services of the Cell. Students can opt for the following areas for availing career guidance services of the Cell.

1. Placement in Government and Semi-Government Organisations
2. Placement in Private Organisations
3. Self-Employment Opportunities including agency business
4. Social service through NGOs.

The Cell will take all possible steps to conduct as many programmes as possible in each of the above areas in selected Study Centres. Experts and Eminent persons from the fields will be invited to address the students for an hour followed by a question answer session. Periodical training programme would also be organized with the help of Government, Semi-Government Organisations and NGOs, wherever possible.

## **PLACEMENT CELL**

This Cell will help the students in the preparation of their resume and the same will be forwarded to the potential employers. Arrangements will be made for the campus recruitment separately for technical and non-technical posts. Though initially this service will be provided at Tirunelveli alone, steps will be made to organize it at various other regional centres.

## **SCHOLARSHIP**

A) Scheduled Caste (Hindu) and Scheduled Tribe candidates who pursue their studies through this Directorate are eligible for reimbursement of all non-refundable fee and also an annual allowance towards purchase of essential/ prescribed books. The student should not be working in government/ Private sector to avail this Scholarship. This prescribed Scholarship form and other particulars in this connection can be obtained from the Director, SC/ST Welfare Department of the respective State Governments.

B) Physically and Visually challenged candidates, who satisfy the condition, can avail the State Government Scholarship for Disabled. The prescribed form may be obtained from the District Rehabilitation Officer in the Districts concerned for reimbursement of non-refundable Fee.

## **SPECIAL COACHING CLASS FOR SC/ST CANDIDATES**

Over and above the normal PCP classes, special coaching class for SC/ST candidates will be organized depending upon the need and requirement of the students.

## **ALUMNI ASSOCIATION**

Alumni Association is functioning in DD & CE, Manonmaniam Sundaranar University. All those students who have undergone any course in DD & CE can become a member of the Alumni Association.

## **MEETINGS**

The Association will have atleast one general body meeting in an year in which all members can participate. The date, time and venue of the meeting will be advertised in one or two leading Newspapers and no individual communication will be sent.

## **ACTIVITIES**

The main objectives of the Association is to act as a bridge between the present and the past students. It will also closely associate with the Career Guidance Cell and Placement Cell in organising and conducting various programmes and chalk out other schemes for the welfare of the needy students.

## **COURSE COMPLETION CERTIFICATE**

On completion of the course, a Course Completion Certificate will be issued by the Directorate in lieu of Transfer Certificate. This can Be obtained by sending a Demand Draft for Rs.100/- in the month of May with a request for the same addressed to the Director.