



JOINT EDUCATION PROGRAMME

The Institute of Chartered Accountants of India
&
University of Madras

PROGRAMME STRUCTURE
B.COM., B.B.A., M.COM., M.B.A.



The Institute of Chartered Accountants of India
(Set up by an Act of Parliament)



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ICAI UNIVERSITY OF MADRAS JOINT EDUCATION PROGRAMME



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The Institute of Chartered Accountants of India
(Set up by an Act of Parliament)
ICAI Bhawan, Indraprastha Marg,
New Delhi – 110002



President

MESSAGE

Chartered Accountancy is a highly successful profession. In the present scenario, the Chartered Accountants have created an indispensable position in the business and society. The types of functions generally performed by them are critical for the success of business. They perform quite diversified jobs that are not restricted to statutory audits or routine work related to maintenance of accounts. In fact, they carry out increasingly complex tasks and are rightly known as ‘*Complete Business Solution Providers*’.

The Chartered Accountants, *per se*, do not need any additional qualification or University degree to work or succeed. However, many students and members aspire to add additional qualifications in their profile. The ICAI, realizing their need facilitates acquisition of additional qualification by entering into Memorandum of Understandings with different educational organisations.

It is really heartening that the ICAI has entered into a Memorandum of understanding with University of Madras to offer MBA, M.Com, BBA and B.Com exclusively for Chartered Accountancy Students and qualified Chartered Accountants. The Memorandum of undertaking signed by the Institute of Chartered Accountants of India (ICAI) with University of Madras is another feather in the hat of ICAI. The MOU will enable the acquisition of additional qualification which a student or a member can effectively synergize with their chosen career.

The interested students and members of ICAI should take this golden opportunity and add value to their professional skills. I convey my best wishes to everybody who will be undergoing the courses offered under this MOU and wish this MOU a resounding success.

CA. Jaydeep Narendra Shah
The Institute of Chartered Accountants of India



University of Madras

(Established under the Act of incorporation XXVII of 1857 –

University of Madras Act 1923)

State University,

Chebuk, Chennai – 600 005



Vice-Chancellor

MESSAGE

As the 42nd Vice Chancellor of the prestigious 153 year old University of Madras, it is an honour to welcome the members and students of the Institute of Chartered Accountants of India to be an integral part of our University's extended family. Our motto translates as "Learning promotes one's innate talent" and has been the guiding star for successive generations of students. While we celebrate our tradition, we are constantly evolving towards the future and seeking fruitful and enriching partnerships.

The University of Madras has always been at the forefront of the Higher education scenario in India as she is constantly reinventing herself to suit the changing needs brought on by advances in various research and teaching fields ranging from technology to pedagogy. The consistently high rating we have received during the accreditation and re-accreditation by NAAC bears testimony to our pursuit of excellence. The MOU signed with the Institute of Chartered Accountants of India is symbolic of the concretizing of a fulfilling association with an Institute of high repute.

Through the Institute of Distance education established in 1981 with an enrolment of over 3,00,000 students per year we seek to strengthen the bonds with Institute of Chartered Accountants of India. Since Quality Assurance and Maintenance is the motto of the IDE of UNOM, a special programme has been drawn up whereby the aspiring and qualified chartered accountants may obtain an under graduate or a post graduate degree from our university.

The programme that has been exclusively devised for current students of the Institute of Chartered Accountants of India and its qualified members will be a stepping stone to stronger and mutually beneficial ties.

We, at the University of Madras, offer our committed service and unflinching efforts to ensure that along with our partners we move forward so that our stakeholders can receive the best and maximum benefits that Higher education in this corner of India can offer.

I therefore warmly welcome the most recent entrants into the University of Madras family namely the members and students of the Institute of Chartered Accountants of India. Together we forge a new future in the fields of Commerce and Business Administration!

G. Thiruvassagam
University of Madras



**THE INSTITUTE OF CHARTERED
ACCOUNTANTS OF INDIA**
(Set up under an Act of Parliament)
New Delhi – 110 002

www.icaai.org

**UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE
EDUCATION**
Chennai – 600 005



www.ideunom.ac.in

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Board of Studies, ICAI

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Phone No : 0120-3045919

Member

IMPORTANT CONTACT DETAILS

A) FOR ADMISSIONS

The Director

Institute of Distance Education

University of Madras

IDE Buildings, Chepauk

Chennai - 600 005.

Telephone No. : 044-25613716

Telegram : OPENLEARN

Fax : +91-44-25360865

E-mail : ide123@vsnl.net, director@ideunom.ac.in

Website : www.unom.ac.in
www.ideunom.ac.in

B) FOR EXAMINATIONS / CERTIFICATES

The Controller of Examinations

University of Madras

University Centenary Building

Chepauk, Chennai - 600 005.

Telephone No. : 044-25368496

Fax : +91-44-25366368

E-mail : contexam@md2.vsnl.net

The Additional Controller of Examinations

Institute of Distance Education

University of Madras

IDE Buildings

Chepauk, Chennai - 600 005.

Telephone No. : 044-25392231 / 25613704

Fax : +91-44-25393595

C) ENQUIRY & GRIEVANCE REDRESS

Contact Numbers : 044-25613727/25613728/25613729/25613730/25613731

D) CALL CENTRE CONTACT NUMBERS : 044 - 25393453 / 044 - 25393454

ABOUT

UNIVERSITY OF MADRAS

The University of Madras was formally established on September 5, 1857 and undertook as its motto 'Doctrina Vim Promovet Insitam' (Learning promotes [one's] innate talent). Robert Chisholm was commissioned in 1861 to build the University's first building, now a magnificent renovated heritage monument.

The first Vice – Chancellor of the University was Sir Christopher Rawlinson, also the Chief Justice Of Madras. This practice of part time Vice – Chancellor (majority from the High Court bench) was to continue until 1923. The University at its inspection comprised of four faculties – Arts, Law, Medicine and Engineering, and examined candidates for degrees in all these disciplines. However, consequent amendments to the University of Madras Act, the Law, Medical and Engineering Colleges earlier affiliated to this University have been since shifted to the newly created Dr. Ambedkar Law University, Dr.MGR Medical University and the Anna University respectively.

The University of Madras was the first to introduce autonomous colleges within the University system in 1978- 79. Since then, 27 out of the 159 affiliated institutions have become autonomous.

The opening of the golden page in the history of the University of Madras with the National Assessment and Accreditation Council (NAAC) accrediting it at the '**Five Star**' level took place in 2000. That year also saw the University Grants Commission (UGC) according the University the special status of 'University with Potential for Excellence' with a grant of 300 million rupees for its holistic development as well as for research the focused area of herbal medicine. Presently NAAC has reaccredited the University of Madras with 'A' Grade.

The innovations introduced in the last decade have been many. At present there are 70 teaching and research department in the University, grouped under 17 schools. Within the Chennai Metropolitan area the University is now spread over six campuses such as (1) The Chepauk Main Campus, (2) The Guindy Campus, (3) The Marina Campus, (4) The Taramani Campus, (5) The Chetpet Campus (The Madras University Union), (6) The Maduravoyal Campus (Field Laboratory). The University offers several Masters and Research Programmes.

ABOUT

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

The Institute of Chartered Accountants of India (ICAI) is a statutory body established by the Chartered Accountants Act, 1949 for the regulation of the profession of Chartered Accountants in India. During its more than six decades of existence, ICAI has achieved recognition as a premier accounting body not only in the country but also globally, for maintaining highest standards in technical ,ethical areas and for sustaining stringent examination and education standards. ICAI is now the second largest accounting body in the world.

ICAI has its Headquarters at New Delhi with 5 Regional Offices at Mumbai, Chennai, Kanpur, Kolkata and New Delhi. It presently has 128 branches spread all over the country. In addition, it has also setup 21 chapters outside India and an overseas office in Dubai.

Currently, over 9,85,000 students are pursuing the Chartered Accountancy course and the total membership of ICAI is about 1,96,000. Among the members in Government, Judiciary, industry, banks, financial institutions, private enterprises etc, a significant number of members had occupied/occupy eminent positions in their respective organizations such as Chairperson of regulatory body, Chairperson of banks and insurance companies, Chairperson & Managing Directors of reputed enterprises, Executive Directors of various enterprises/ organizations. Chartered Accountants are also serving as Vice-Presidents and Members of Income Tax Appellate Tribunals besides being in IAS, IPS and IRS cadres. The members of ICAI are getting recognition in foreign countries as well. It is evident from the positions they are occupying in all big companies across the World.

ICAI is working on emerging paradigm and imperatives of a New Trade Order. Besides working in the core domain of Financial Reporting, Accounting, Standard Setting, Auditing, Corporate Governance, Fiscal Policies and alike; it is also focusing on Public Finance, Government Accounting, Accounting Standards for Local Bodies and thus striving to create resources/outcomes of utility to society at large. .

ICAI is one of the unique organizations with its activities encompassing' education, training, examination, disciplinary mechanism, peer review, continuing professional/ development, government accounting, standard setting and alike. It's contribution to the work programmes of Government and other regulators has seen it being an important constituent of their select Committees. ICAI is truly a partner in Nation Building.

BACHELOR OF COMMERCE (B.Com.)

Non-semester Pattern

1. Admission to the Course

A candidate who fulfills any one of the following two conditions is eligible for admission to this programme:

- (i) Who has passed the entry level examination of Chartered Accountancy Course of ICAI (by whatever name called say Entrance/ Foundation/ Professional Education –I /Common Proficiency Test), or:
- (ii) Who has passed the intermediate stage of Chartered Accountancy Course of ICAI (by whatever name called say Intermediate /Professional Education – II/Professional Competence Course).

2. Admission and Course Fee

A student shall pay such fees for admission to the course as it may fix it from time to time. The fee for this special course is Rs. 18000 (Rupees Eighteen Thousand only) (for three years). The course fee shall undergo change as may be decided by the authorities from time to time.

3. Personal contact classes

The Personal Contact Programme (PCP) will be conducted in semester wise pattern. The PCP classes will be conducted for five days in each semester. The PCP schedule will be decided once the admission process is completed. The center for the PCP will depend on the number of the candidate applied for PCP in that particular place.

4. Course contents

A candidate shall be examined in the papers stated here in below as per the syllabus approved by the University of Madras.

First Year

Paper No.	PAPER	Marks
Part I	Language / General Commercial Knowledge	100
Part II	English	100
Part – III Paper I	Financial Accounting	100
Part – III	Business Economics	100

Paper II		
Allied Paper I	Business Statistics and Operations Research	100

Second Year

Paper No.	PAPER	Marks
Part III Paper III	Corporate Accounting	100
Part III Paper IV	Banking and Financial Services	100
Part III Paper V	Business and Corporate Law	100
Part III Paper VI	Principles of Management	100
Allied Paper II	Indian Economy: Problems and Policies	100

Third Year

Paper No.	PAPER	Marks
Part III Paper IV	Business Taxation	100
Part III Paper VIII	Practical Auditing	100
Part III Paper IX	Entrepreneurial Development	100
Part III Paper X	Cost and Management Accounting	100
Part III Paper XI	Marketing Management	100

Tamil or an alternative language subject for Tamil i.e., any one of the modern Indian languages or classical languages or foreign language or communicative English at the option of the candidate as listed below:

- Modern (Indian) Languages: Tamil, Kannada, Malayalam, Hindi and Urdu
- Classical Languages: Sanskrit and Arabic
- Foreign Language: French

d. *Communicative English*

5. Proposed Exemption of Papers

Students who have already passed the Intermediate/PE-II/PCC stage examination of Chartered Accountancy Course of ICAI (by whatever name called) shall be eligible for exemption in respect of the following papers:

First Year

Paper No	PAPER	Marks
Part III Paper I	Financial Accounting	100

Second Year

Part III Paper III	Corporate Accounting	100
Part III Paper IV	Banking and Financial Services	100
Part III Paper V	Business and Corporate Law	100

Third Year

Part III Paper VII	Business Taxation	100
Part III Paper VIII	Practical Auditing	100
Part III Paper X	Cost and Management Accounting	100

6. Admission to B.Com Examination

A student shall be admitted to B.Com examination only if he:-

- (i) is registered/admitted to the B.Com Course
- (ii) has undergone a study course for a period not less than 9 months as may be specified by Board of Studies of ICAI from time to time as on the first day of the month in which examination is held by the University of Madras

7. Examination and related Fees

The examination fee as may be prescribed by the University of Madras from time to time shall be payable by the students to the university.

8. Medium of Instruction

This programme shall be offered in the English medium only.

9. Eligibility for the Degree

The student shall be awarded B.Com degree by University of Madras if he/she has passed all papers as per the Scheme of Examination stated hereinabove except those exempted as per **CLAUSE 5,** in view of having passed the intermediate stage examination of CA course of ICAI by whatever name called.

Further on completion of PCC or its equivalent a student becomes eligible for the degree after 6 months of completion of PCC or completing all the courses whichever is earlier as required by the regulations of the degree course.

10. Classification of Successful Candidates / Declaration of “PASS”

There is no classification of successful candidates who pass the papers of the degree course with exemption of papers. Such candidates will be declared to have passed the papers and will be classified as PASS. All other candidates who complete the course as per the scheme of examination are alone eligible for classification, ranking and distinction.

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

1. Admission to the Course

A candidate who fulfills any one of the following two conditions is eligible for admission to this programme:

- (i) Who has passed the entry level examination of Chartered Accountancy Course of ICAI (by whatever name called say Entrance/Foundation/Professional Education –I / Common Proficiency Test), or:
- (ii) Who has passed the intermediate stage of Chartered Accountancy Course of ICAI (by whatever name called say Intermediate / Professional Education – II / Professional Competence Course).

2. Admission and Course Fee

A student shall pay such fees for admission to the course as it may fix it from time to time. **The present fee for this special course is Rs. 18000 (Rupees Eighteen Thousand only) (for three years). The course fee shall under no chance or may be decided by the authorities time to time.**

3. Personal contact classes

The Personal Contact Programme (PCP) will be conducted in semester wise pattern. The PCP classes will be conducted for five days in each semester. The PCP schedule will be decided once the admission process is completed. The center for the PCP will depend on the number of the candidate applied for PCP in that particular place.

4. Course contents

A candidate shall be examined in the papers stated below and as per the syllabus approved by the University of Madras.

First Year

Paper No	PAPER	Marks
Part I	Language # / Banking and Financial Services	100
Part II	English	100
Part III Paper I	Principles of Management	100
Part III Paper II	Financial Accounting	100

Allied Paper I	Business Statistics and Operations Research	100
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Second Year

Paper No	PAPER	Marks
Part III Paper III	Business Communication	100
Part III Paper IV	Cost and Management Accounting	100
Part III Paper V	Business Environment	100
Part III Paper VI	Business Regulatory Framework	100
Allied Paper II	Managerial Economics	100

Third Year

Paper No	PAPER	Marks
Part III Paper VIII	Financial Management	100
Part III Paper VIII	Marketing Management	100
Part III Paper IX	Production and Material Management	100
Part III Paper X	Human Resource Management	100
Part III Paper XI	Entrepreneurship Development and Management of Small Business	100

Tamil or an alternative language subject for Tamil i.e., any one of the modern Indian languages or classical languages or foreign language or communicative English at the option of the candidate as listed below:

- e. Modern (Indian) Languages: Tamil, Kannada, Malayalam, Hindi and Urdu
- f. Classical Languages: Sanskrit and Arabic
- g. Foreign Language: French
- h. Communicative English

5. Proposed Exemption of Papers

Students who have already passed the Intermediate/PE-II/PCC examination of Chartered Accountancy Course of ICAI (by whatever name called) shall be eligible for exemption in respect of the following papers:

First Year

Paper No	PAPER	Marks
Part III Paper II	Financial Accounting	100

Second Year

Paper No	PAPER	Marks
Part III Paper III	Business Communication	100
Part III Paper IV	Cost and Management Accounting	100

Third year

Paper No	PAPER	Marks
Part III Paper VII	Financial Management	100

6. Admission to BBA Examination

A student shall be admitted to BBA examination only if he:-

- (i) is registered/admitted to the BBA Course
- (ii) has undergone a study course for a period not less than 9 months as may be specified by Board of Studies of ICAI from time to time as on the first day of the month in which examination is held by the University of Madras.

7. Examination and related Fees

The examination fee as may be prescribed by the University of Madras from time to time shall be payable by the students to the university.

8. Medium of Instruction

This programme shall be offered in the English medium.

9. Eligibility for Degree

The student shall be awarded B.B.A. degree by University of Madras if he/she has passed all papers stated hereinabove except those exempted as per **clause 5**, in view of having passed the Intermediate stage examination of CA course of ICAI by whatever name called. Further on completion of PCC or its equivalent a student becomes eligible for the degree after 6 months of completion of PCC or completing all the courses whichever is earlier.

10. Classification of successful Candidates / Declaration of “PASS”

There is no classification of successful candidates who pass the papers of the Degree course with exemption of papers. Such candidates will be declared to have passed the papers and will be classified as PASS. Other Candidates who complete the course as per the scheme of examination are alone eligible for classification, ranking and distinction.

MASTER OF COMMERCE (M.Com)

Non-semester Pattern

1. Admission to the Course

A candidate who is either a graduate from a recognized university or has passed the Final examination of Chartered Accountancy Course of ICAI or on completion of the B.Com./ BBA degree through ICAI-UNOM shall be eligible for admission to M.Com Degree Course.

2. Admission and Course Fee

A student shall pay such fees for admission to the course as it may fix it from time to time. **The fee for this special course is Rs. 15000 (Rupees Fifteen Thousand only) (for two years).**

3. Personal Contact Classes

The Personal Contact Programme (PCP) will be conducted in semester wise pattern. The PCP classes will be conducted for five days in each semester. The PCP schedule will be decided once the admission process is completed. The center for the PCP will depend on the number of the candidate applied for PCP in that particular place.

4. Course Contents

A candidate shall be examined as per the syllabus approved by the University of Madras.

First Year

Paper No	PAPER	Marks
Paper I	Advanced Corporate Accounting and Accounting Standards	100
Paper II	Entrepreneurship and Small Business Promotion	100
Paper III	Advanced Marketing	100
Paper IV	Advanced Management Theory	100
Paper V	Quantitative Techniques for Business Decisions	100

Second Year

Paper No	PAPER	Marks
Paper VI	Advanced Cost and Management Accounting	100
Paper VII	Financial Management	100

Paper VIII	Human Resource management	100
Paper IX	Marketing Research and Consumer Behaviour	100
Paper X	Financial service and Stock Exchange	100

5. Proposed Exemption of Papers

Students who have already passed the Final examination of Chartered Accountancy Course of ICAI shall be eligible for exemption in respect of the following papers:

First Year

Paper No	PAPER	Marks
Paper I	Advanced Corporate Accounting and Accounting Standards	100

Second Year

Paper No	PAPER	Marks
Paper VI	Advanced Cost and Management Accounting	100
Paper VII	Financial Management	100
Paper X	Financial service and Stock Exchange	100

6. Admission to M.Com Examination

A student shall be admitted to M.Com examination only if he:-

- (i) is registered/admitted to the M. Com Course
- (ii) has undergone a study course for a period not less than 9 months as may be specified by Board of Studies of ICAI from time to time as on the first day of the month in which examination is held by the University of Madras.

7. Examination and Related Fees

The examination fee as may be prescribed by the University of Madras from time to time shall be payable by the students to the University.

8. Medium of Instruction

This programme shall be offered in the English medium only.

9. Eligibility for Degree

The student shall be awarded M. Com degree by University of Madras if he/she has passed all papers stated hereinabove except those exempted as per CLAUSE 5, in view of having passed the final stage examination of CA course of ICAI by whatever name called.

Students are expected to complete all papers as per the scheme of valuation under Clause 4 with / without exemption so as to be eligible for the award of M.Com. Degree.

10. Classification of Successful Candidates / Declaration of “PASS”

There is no classification of successful candidates who pass the papers of the Degree course with exemption of papers. Such candidates will be declared to have passed the papers and will be classified as PASS. All other candidates who complete the course as per the scheme of examination are alone eligible for classification, ranking and distinction.

11. Provision for existing Chartered Accountants

In case an existing Chartered Accountant wants to get M.Com degree they can apply through the Institute and exemptions will be given as per clause 5 of the above. The rest of the papers need to be completed to get the degree. They can be admitted as lateral entry students.

MASTER OF BUSINESS ADMINISTRATION (MBA)

1. Admission to the Course

A candidate who is either a graduate from a recognized University or has passed the Final examination of Chartered Accountancy Course of ICAI or on completing the BBA / B.Com degree through ICAI shall be eligible for admission to M.B.A. Course.

2. Admission and Course Fee

A student shall pay such fees for admission to the course as it may fix it from time to time. **The fee for this special course is Rs. 35000 (Rupees Thirty Thousand only) (for two years).**

3. Personal contact classes

The Personal Contact Programme (PCP) will be conducted in semester wise pattern. The PCP classes will be conducted for five days in each semester. The PCP schedule will be decided once the admission process is completed. The center for the PCP will depend on the number of the candidate applied for PCP in that particular place.

4. Course contents

A candidate shall be examined in the papers stated below as approved by the University.

First Year

Paper No	PAPER	Marks
Paper I	Management Principles	100
Paper II	Quantitative Methods in Business	100
Paper III	Organizational Behaviour	100
Paper IV	Management Accounting	100
Paper V	Managerial Economics	100
Paper VI	Legal System in Business	100
Paper VII	Research Methodology and Communication	100
Paper VIII	Applied Operations Research	100
Paper IX	Human Resource Management	100
Paper X	Marketing Management	100

Second Year

Paper No	PAPER	Marks
Paper XI	Production and Material Management	100
Paper XII	Financial Management	100
Paper XIII	Computer Language for Management	100
Paper XIV	Business Policy and Strategic Management	100
Paper XV	Management Information system and EDP	100
Paper XVI	International Marketing	100
Paper XVII To Paper XX	Elective Subjects	100

Elective Subjects (Four Papers in any one of the following elective subjects)

Marketing

- XVII. Marketing Research and Consumer Behavior
- XVIII. Advertising Management and Sales Promotion
- XIX. Sales Management and Distribution Management
- XX. Services Marketing

Finance

- XVII. Corporate Finance
- XVIII. Security Analysis and Portfolio Management
- XIX. Tax Management
- XX. Merchant Banking and Financial Services

Systems

- XVII. Data Base Management Systems
- XVIII. System Analysis and Design
- XIX. Decision Support System
- XX. E- Business Technology and Management

Human Resource

- XVII. Industrial and Labour Relations
- XVIII. Human Resource Development
- XIX. Total Quality Management
- XX. Training and Development

5. Proposed Exemptions of Papers

Students who have passed the Final stage Examination of Chartered Accountancy Course of ICAI (by whatever name called) shall be eligible for exemption in respect of the following papers:

First Year

Paper No	Paper	Marks
Paper IV	Management Accounting	100
Paper VI	Legal System in Business	100
Paper VIII	Applied Operations Research	100

Second Year

Paper No	Paper	Marks
Paper XII	Financial Management	100
Paper XIII	Computer Language for Management	100
Paper XV	Management Information system and EDP	100

Paper No	Paper	Marks
	Electives in Finance	100
Paper XVII	Corporate Finance	100
Paper XIX	Tax Management	100

6. Admission to MBA Examination

A student shall be admitted to MBA examination only if he:-

- i. is registered/admitted to the MBA Course
- ii. has undergone a study course for a period not less than 9 months as may be specified by Board of Studies of ICAI from time to time as on the first day of the month in which examination is held by the University of Madras.

7. Examination and related Fees

The examination fee as may be prescribed by the University of Madras from time to time shall be payable by the students to the university.

8. Medium of Instruction

This programme shall be offered in the English medium.

9. Eligibility for Degree

The student shall be awarded M.B.A. degree by University of Madras if he/she has passed all papers stated hereinabove except those exempted as per **clause 5**, in view of having passed the Final examination of CA course of ICAI by whatever name called.

Students are executed to complete all the papers as per the scheme of valuation under clause 4 with/without exemption so as to be eligible for the award of MBA Degree.

10. Classification of successful Candidates / Declaration of “PASS”

There is no classification of successful candidates who pass the papers of the Degree course with exemption of papers. Such candidates will be declared to have passed the papers and will be classified as PASS. All other candidates who complete the course as per the scheme of examination are alone eligible for classification, ranking and distinction.

11. Provision for existing Chartered Accountants

In case an existing Chartered Accountant wishes to get MBA degree they can apply through the institute and the exemptions will be given as per clause 5 of the above. The rest of the papers need to be completed to get the degree. They can be admitted as lateral entry students.

* * * * *

GRIEVANCE FORM
(MAKE PHOTO COPIES FOR USE)

Date.....

Name of the Course : **Year of Admission**

Name of the Candidate : **Enrolment No. :**

Address : *** Month and Year of passing the Examination** **Month**
..... **Year**
.....
..... *** Payment Particulars**

Pin code :
.....

Grievance in brief

***These details should be furnished relating to Provisional / Degree Certificate.**

} **Signature of the Student**

(To be filled in by the Office)

Action taken

ASST. / A.S.O.

SECTION OFFICER

P.R.O.

The filled-in grievance form may be sent to “The Public Relations Officer, Institute of Distance Education, University of Madras, Chepauk, Chennai - 600 005”.
(Fax : 91-44-25385539)

ADDRESS SLIP

**TO BE FILLED IN BY THE APPLICANT (THREE COPIES OF HIS / HER ADDRESS) AND RETURNED WITH THE COM- PLETED APPLICATION FORM (PLEASE NOTE THAT THE STATEMENT OF MARKS, OFFICIAL COMMUNICATIONS, ETC. WILL BE SENT ONLY TO THIS ADDRESS).
USE BALL POINT PEN ONLY. WRITE IN CAPITAL LETTERS.**

P.G. DEGREE EXAMINATION MAY / NOVEMBER																					
EXAM. CENTRE																					
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IMPORTANT NOTE

Students who want to discontinue their courses after the completion of first/second year should inform the **Director, IDE., before 31st May of every year.** Otherwise, **full fees will be collected for the subsequent years.** Only after receiving the entire fees, his/her Course Completion Certificate will be issued.

Legal dispute, if any, relating to Admission / Examinations of IDE. will be subject to Chennai Jurisdiction only.

ADDRESS SLIP

The application for the admission are required to furnish their address in each of the six slots provided for the purpose on a separate sheet attached to the application form. The admission intimation, original certificates and learning materials will be sent to the address furnished in the Address Slip only. Write the **address in capital letters** and **use ball pen only.**

CHANGE OF ADDRESS

All communications and learning materials in the case of those who opt to receive by post, will be sent to the candidates to the address given in the application form. Any change in the address should be intimated to the Institute, Spot Admission Centres and the Study Centres immediately with the enrolment number. Candidates are advised to make necessary arrangements in the post office for their mail to be redirected to their new address in the event of a dispatch being sent before the change is effected.

IDENTITY CARD

Identity Card will be issued after the receipt of First Year tuition fee. The Identity Card will be valid till the completion of the course. In the event of a student discontinuing a course, the card shall become invalid for the year / years yet to be completed. Candidates are instructed to preserve their identity cards. They should note that the examination Hall Tickets will be issued by the Chief Superintendent of the Examination Centres, only on production of the identity card. The arrear candidates can use the Identity Card for obtaining Hall Tickets even though the duration of the course of study is over. If the original card is lost, **a duplicate card will be issued on payment of Rs.100/-** through the designated Bank Challan and the payment endorsed Bank Challan is to be sent for this purpose together with a passport size photograph.

ENROLMENT NUMBER

Enrolment Numbers will be assigned to candidates on admission. The enrolment number will hold good for the entire duration of the course of study. In communications addressed to the Institute, this number should be stated. Letters received without the enrolment number will not be entertained.

The Enrolment Number is a twelve digit unique code (alpha-numeric). The first two digits indicate the year of admission. The third, fourth and the fifth the centre, the sixth, seventh and the eighth the subject and last four the actual enrolment number.



**UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION**

APPLICATION NUMBER

--

**சேர்க்கை விண்ணப்பப் படிவம் / APPLICATION FOR ADMISSION
UNDERGRADUATE COURSES - 2012-2013**

ENROLMENT NUMBER (to be assigned by the IDE office)

ACADEMIC YEAR 2012-2013	A	1	2										
-------------------------	---	---	---	--	--	--	--	--	--	--	--	--	--

CALENDAR YEAR 2013	C	1	3										
--------------------	---	---	---	--	--	--	--	--	--	--	--	--	--

REGISTRATION FEE Rs. 100/-

(Payment should be made either by Bank Challan / Demand Draft)

CANDIDATE TO FURNISH ALL THE REQUIRED PARTICULARS BELOW IN CAPITAL LETTERS

Name of the Course applied for I/II/III		Main Subject		Medium (Tick)	
				TAMIL <input type="checkbox"/>	ENGLISH <input type="checkbox"/>

ICAI PERSONAL CONTACT PROGRAMME CENTRE				LANGUAGE CHOSEN FOR FOUNDATION COURSE			
Centre Code			Place				

ADDRESS FOR COMMUNICATION (WRITE IN CAPITAL LETTERS)

NAME : _____

S/o, D/o, W/o, C/o. : _____

Door No. & Street : _____

Town / Village Post : _____

District : _____

State : _____ INDIA

Pin code : _____

Phone (Res) : _____ Off. _____

Mobile : _____ E-Mail _____

<p>Recent Passport Photograph signed by a Gazetted Officer / PRO/AR (IDE) / Faculty with Seal</p>

1. NAME OF THE APPLICANT (as given in the certificate in CAPITAL LETTERS)	(a) in English :			
	(b) in the Regional Language :			
2. Name of Father / Mother / Guardian / Husband				
3. (a) Date of Birth	(b) Age	(c) Sex (Tick) Male <input type="checkbox"/> / Female <input type="checkbox"/>	4. Nationality	5. Religion
6. a) Community (Tick) OC <input type="checkbox"/> / BC <input type="checkbox"/> / MBC <input type="checkbox"/> / SC <input type="checkbox"/> / ST <input type="checkbox"/>	b) Caste		7. Mother Tongue	
8. Physically Challenged (Tick) Yes <input type="checkbox"/> No <input type="checkbox"/>	9. Present Occupation			

10. Are you undergoing any other course in a College or University ? If so, Specify

11. DETAILS OF EXAMINATION PASSED

Examinations passed with Subjects	Name of the Board / University with the Name of the School / College	Month & Year of Passing	Registration Number	Class with Grade/Marks	Maximum Marks
S.S.L.C. (10th Class) Strikeout whichever is not applicable (State whether it is 10 Years or 11 Years Course)					
P.U.C. / Higher Secondary (12th Class) Strikeout whichever is not applicable (State Whether it is One Year or Two Years Course)					
Diploma Course Strikeout whichever is not applicable (State Whether it is Two Years or Three Years Course)					
(The above statement must be attested by the same Gazetted Officer/Assistant Registrar/ Public Relation Officer (IDE) / Faculty who attested the Photograph)					

12. Enclosures

- (1) (3) (5)
 (2) (4) (6)

I hereby declare that all the particulars given above are correct and I agree to abide by all the Rules and Regulations of the University that are in force from time to time.

Station :

Date :

SIGNATURE OF THE APPLICANT

FOR OFFICE USE ONLY

1. Whether the application is in order : **Yes / No**

2. If not, Documents required :

- (1) (3)
 (2) (4)

ADMISSION / CANCELLATION ORDER

3. Mr/Mrs/Miss..... is admitted provisionally / not admitted to the..... Degree Course inMain in English/Tamil Medium during the Academic Year 2012-2013. / Calendar Year 2013.

4. Admission / Cancellation Intimation sent on

5. Certificates returned to the Candidate on

- (1) Statement of Marks (2) S.S.L.C Book (3) Conduct Certificate
 (4) Birth Certificate (5) Transfer Certificate (6)

ASST. /ASST. SECTION OFFICER

SECTION OFFICER

ASSISTANT REGISTRAR

**UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION**

**COMPUTER CODING SHEET
UNDERGRADUATE COURSES 2012-2013**

1. Course to which admission is sought (Tick () Appropriate Box) <input type="checkbox"/> B.Com. (Commerce) <input type="checkbox"/> B.B.A.																																																											
2. Main Subject chosen <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td> </tr> </table>																																																											
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Phone :					Mobile :					E-Mail :																																																	

**ADDRESS SLIP
UNDERGRADUATE COURSES**

Academic Year 2012 - 2013

A	1	2											
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Calendar Year 2013

C	1	3											
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**Affix
Passport Size
Photo**

Not to be attested

To be filled in by the applicant (6 copies of his/her address) and returned with the completed application form

Please note that the admission intimation, original certificates and learning materials will be sent only to this address by Postal Service

USE BALL POINT PEN ONLY. WRITE IN CAPITAL LETTERS

<p>Name :</p> <p>.....</p> <p>Address :</p> <p>.....</p> <p>.....</p> <p>PIN <table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></p>							<p>Name :</p> <p>.....</p> <p>Address :</p> <p>.....</p> <p>.....</p> <p>PIN <table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></p>						
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NOTE

Students are informed to pay fee through anyone of the following designated banks using this challan without any additional charges.

(1) Indian Bank

(through any core banking branches)

(2) IOB

(through any core banking branches)

Remittance by Demand Draft may be mailed , delivered to IDE, University of Madras.

Students are informed to keep this portion of the challan safely till the completion of the course of study.

Students are informed to send or handover this portion of the challan to

**The Director
Institute of Distance Education
University of Madras, Chepauk,
Chennai - 600 005.**

Particulars	Rs.
1000 X	
500 X	
100 X	
50 X	
20 X	
10 X	
5 X	
Total	

INSTRUCTIONS FOR FILLING THE ADMISSION APPLICATION COMPUTER CODING SHEET

All columns must be filled in by the candidates only.

For columns 1, 8, 11, 12, 13, 14, 17 and 24 put a () in the appropriate box.

For the other columns *follow the instructions given below*

Column No.

Details

2 - Write the Main subject chosen clearly in **capital letters**
B. Com, BBA

3 - Enrolment Number (To be assigned by the office)

4,5 & 6 - Write your name, name of the father / guardian / husband, and mother as applicable. Write only one character per box in the space provided.
- Example – The name **AISHWARYA LAKSHMI, K.S.** should be filled in as

A	I	S	H	W	A	R	Y	A		L	A	K	S	H	M	I	,	K	.	S	.
---	---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	---	---	---	---	---

7 - Example – The Date of Birth 1ST March 1992 should be filled in as

0	1	0	3	1	9	9	2
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9 - Furnish the correct address with Pincode to which the communication must be sent. Use the boxes starting from the first position.

10 - Use the following codes in the box provided

- FA** – TAMIL
- FB** – TELUGU
- FC** – KANNADA
- FD** – MALAYALAM
- FE** – HINDI
- FF** – URDU
- FG** – SANSKRIT
- FH** – ARABIC
- FI** – FRENCH
- FJ** – COMMUNICATIVE ENGLISH

14 - State your Religion

15 - State the Caste as given in the Transfer Certificate

1. Provisional Admission may be given to Second/Third year
2. Exemption of the following papers may be given to the candidate in which already appeared and passed

	Foundation course	Core Courses-Main & Allied subjects
First year	: Part I Language Paper - I Part II English Paper-I	
Second year	: Part I Language Paper - II Part II English Paper-II	
Third Year	:	

3. The candidate has to appear for the following papers as prescribed in the prospectus for the year as per the decision of Chairman BOS

	Foundation course	Core Courses-Main & Allied subjects
First year	: Part I Language Paper - I Part II English Paper-I	
Second year	: Part I Language Paper - II Part II English Paper-II	
Third Year	:	

4. Rs.500/- may be collected from the candidate towards the fee for Readmission.
5. Rs.750/- may be collected from the candidate towards the fee for Transfer from other University.
6. Rs.100/- may be collected from the candidate towards the fee for exemption
7. May be considered/May not be considered for classification
8. PCP schedule may be sent along with admission intimation
9. Remarks if any:

Asst/ASO (Admn)

Section Officer (Admn)

Assistant Registrar (UG/PG/LSS)

Thro Eligibility Section

..... may be approved

Asst/ASO(ES)

SO(ES)

Asst.Regr(Genl)

D.R.(Admn)

DIRECTOR



**UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION**

APPLICATION NUMBER

சேர்க்கை விண்ணப்பப் படிவம் / APPLICATION FOR ADMISSION
POSTGRADUATE (M.Com) COURSES - 2012-2013

--

ENROLMENT NUMBER (to be assigned by the IDE office)

ACADEMIC YEAR 2012-2013

A	1	2												
---	---	---	--	--	--	--	--	--	--	--	--	--	--	--

CALENDAR YEAR 2013

C	1	3												
---	---	---	--	--	--	--	--	--	--	--	--	--	--	--

REGISTRATION FEE Rs. 150/-

(Payment should be made either by Bank Challan / Demand Draft)

CANDIDATE TO FURNISH ALL THE REQUIRED PARTICULARS BELOW IN CAPITAL LETTERS

Name of the Course applied for I / II		Main Subject		Medium (Tick)
				TAMIL <input type="checkbox"/> ENGLISH <input type="checkbox"/>

ICAI - PERSONAL CONTACT PROGRAMME CENTRE				
Centre Code			Place	

ADDRESS FOR COMMUNICATION (WRITE IN CAPITAL LETTERS)

NAME : _____
 S/o, D/o, W/o, C/o. : _____
 Door No. & Street : _____
 Town / Village Post : _____
 District : _____
 State : _____ INDIA
 Pin code : _____
 Phone (Res) : _____ Off. _____
 Mobile : _____ E-Mail _____

Recent Passport Photograph signed by a Gazetted Officer / PRO/AR (IDE) / Faculty with Seal
--

1. NAME OF THE APPLICANT (as given in the certificate in CAPITAL LETTERS)	(a) in English :			
	(b) in the Regional Language :			
2. Name of Father / Mother / Guardian / Husband				
3. (a) Date of Birth	(b) Age	(c) Sex (Tick) Male <input type="checkbox"/> / Female <input type="checkbox"/>	4. Nationality	5. Religion
6. a) Community (Tick) OC <input type="checkbox"/> / BC <input type="checkbox"/> / MBC <input type="checkbox"/> / SC <input type="checkbox"/> / ST <input type="checkbox"/>	b) Caste		7. Mother Tongue	
8. Physically Challenged (Tick) Yes <input type="checkbox"/> No <input type="checkbox"/>		9. Present Occupation		

10. DETAILS OF EXAMINATION PASSED

Examinations passed with Subjects	Name of the Board / University with the Name of the School / College	Month & Year of Passing	Registration Number	Class with Grade/Marks	Maximum Marks
S.S.L.C. (10 th Class) Strikeout whichever is not applicable (State whether it is 10 Years or 11 Years Course)					
P.U.C. / Higher Secondary (12 th Class) Strikeout whichever is not applicable (State Whether it is One Year or Two Years Course)					
B.A/B.Sc/B.com with main Subject Strikeout whichever is not applicable (State Whether it is Two Years or Three Years Course)					
(The above statement must be attested by the same Gazetted Officer/Assistant Registrar/ Public Relation Officer (IDE) / Faculty who attested the Photograph)					

Enclosures

- (1) (3) (5)
 (2) (4) (6)

I hereby declare that all the particulars given above are correct and I agree to abide by all the Rules and Regulations of the University that are in force from time to time.

Station :

Date :

SIGNATURE OF THE APPLICANT

FOR OFFICE USE ONLY

1. Whether the application is in order : **Yes / No**

2. If not, Documents required :

- (1) (3)
 (2) (4)

ADMISSION / CANCELLATION ORDER

3. Mr/Mrs/Miss..... is admitted provisionally / not admitted to the..... Degree Course inMain in English/Tamil Medium during the Academic Year 2012-2013 / Calendar Year 2013.

4. Admission / Cancellation Intimation sent on

5. Certificates returned to the Candidate on

- (1) Statement of Marks (2) S.S.L.C Book (3) Conduct Certificate
 (4) Birth Certificate (5) Transfer Certificate (6)

ASST. /ASST. SECTION OFFICER

SECTION OFFICER

ASSISTANT REGISTRAR

UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION
COMPUTER CODING SHEET
POSTGRADUATE (M.Com) COURSES - 2012-2013 / 2013

1. Course to which admission is sought																
<input type="checkbox"/> M.Com.																
2. Main Subject chosen																
3. ENROLMENT NUMBER (to be assigned by the office)																
Academic Year 2012-2013			A	1	2											
Calendar Year 2013			C	1	3											
4. Name of the Candidate (Write in Capital Letters) (a) in English (b) in the Regional Language																
(a)																
(b)																
5. Name of Father / Guardian / Husband (Write in Capital Letters) <i>– as per entry in the Transfer Certificate</i>																
6. Mother's Name (Write in Capital Letters)																
7. Date of Birth										8. Sex		Male <input type="checkbox"/>			Female <input type="checkbox"/>	
		Date				Month				Year						
9. Address for communication (do not write your name here)																
City										Pincode						
Phone					Mobile					E-Mail						

10. First language chosen under Foundation Course		<input type="text"/>	11. Medium of instruction opted		English <input type="checkbox"/>
					Tamil <input type="checkbox"/>
12. Nationality	Indian <input type="checkbox"/>	Others <input type="checkbox"/>	13. Region	Urban <input type="checkbox"/>	Rural <input type="checkbox"/>
14. Religion	<input type="text"/>				
15. Caste	<input type="text"/>				
16. Community			SC <input type="checkbox"/>	ST <input type="checkbox"/>	MBC <input type="checkbox"/>
			BC <input type="checkbox"/>	OC <input type="checkbox"/>	
17. Physically challenged			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
18. Are you Employed ?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
19. ICAI Centre at which you propose to attend the Personal Contact Programme classes			Place	<input type="text"/>	
			Code No.	<input type="text"/>	
<div style="border: 1px solid black; padding: 20px; width: fit-content; margin: 0 auto;"> <p>Affix Passport Size Photo</p> <p><i>Not to be attested</i></p> </div>					
Station :					
Date :			Signature of the Candidate		

ADDRESS SLIP
POSTGRADUATE (M.Com) COURSES
Academic Year 2012 - 2013

Affix
Passport Size
Photo

Not to be attested

A	1	2										
----------	----------	----------	--	--	--	--	--	--	--	--	--	--

Calendar Year 2013



C	1	3										
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To be filled in by the applicant (6 copies of his/her address) and returned with the completed application form



Please note that the admission intimation, original certificates and learning materials will be sent only to this address by Postal Service

USE BALL POINT PEN ONLY. WRITE IN CAPITAL LETTERS

<p>Name :</p> <p>.....</p> <p>Address :</p> <p>.....</p> <p>.....</p> <p>PIN <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p>							<p>Name :</p> <p>.....</p> <p>Address :</p> <p>.....</p> <p>.....</p> <p>PIN <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p>						
<p>Name :</p> <p>.....</p> <p>Address :</p> <p>.....</p> <p>.....</p> <p>PIN <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p>							<p>Name :</p> <p>.....</p> <p>Address :</p> <p>.....</p> <p>.....</p> <p>PIN <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p>						
<p>Name :</p> <p>.....</p> <p>Address :</p> <p>.....</p> <p>.....</p> <p>PIN <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p>							<p>Name :</p> <p>.....</p> <p>Address :</p> <p>.....</p> <p>.....</p> <p>PIN <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p>						

BANK COPY		UNIVERSITY OF MADRAS	
INSTITUTE OF DISTANCE EDUCATION		CHENNAI - 600 005.	
FEE PAYMENT CHALLAN			
IDE FEE COLLECTION ACCOUNT NUMBER			
	INDIAN BANK	783493481	
	IOB	179101000001791	
Branch : Date :			
Student's Name			
Enrl. Number			
Course of Study		Year	
		I / II / III	
Course Subject			
Fee Code	Particulars	Rs.	
A	Registration Fee		
B	Tuition Fee		
C	Examination Fee		
D	Consolidated Mark Statement Fee		
	Duplicate Mark Statement Fee		
	Provisional Certificate Fee		
	Convocation Fee		
E	Migration Certificate Fee		
	Verification of Certificate Fee		
Other Fee (Please Specify)			
Total			
Amount in words (Rupees			
Nature of Payment (3) Cash <input type="checkbox"/> Demand Draft <input type="checkbox"/>			
D.D. No. Date			
Amount Rs. Bank			
Branch			
Tel. : Signature of the Candidate / Remitter			
For Bank Use Only		Rs.	
Seal / Date	Authorised Signatory		
Note : Separate Challan should be used for each type of payment			

IDE COPY		UNIVERSITY OF MADRAS	
INSTITUTE OF DISTANCE EDUCATION		CHENNAI - 600 005.	
FEE PAYMENT CHALLAN			
IDE FEE COLLECTION ACCOUNT NUMBER			
	INDIAN BANK	783493481	
	IOB	179101000001791	
Branch : Date :			
Student's Name			
Enrl. Number			
Course of Study		Year	
		I / II / III	
Course Subject			
Fee Code	Particulars	Rs.	
A	Registration Fee		
B	Tuition Fee		
C	Examination Fee		
D	Consolidated Mark Statement Fee		
	Duplicate Mark Statement Fee		
	Provisional Certificate Fee		
	Convocation Fee		
E	Migration Certificate Fee		
	Verification of Certificate Fee		
Other Fee (Please Specify)			
Total			
Amount in words (Rupees			
Nature of Payment (3) Cash <input type="checkbox"/> Demand Draft <input type="checkbox"/>			
D.D. No. Date			
Amount Rs. Bank			
Branch			
Tel. : Signature of the Candidate / Remitter			
For Bank Use Only		Rs.	
Seal / Date	Authorised Signatory		
Note : Separate Challan should be used for each type of payment			

STUDENT COPY		UNIVERSITY OF MADRAS	
INSTITUTE OF DISTANCE EDUCATION		CHENNAI - 600 005.	
FEE PAYMENT CHALLAN			
IDE FEE COLLECTION ACCOUNT NUMBER			
	INDIAN BANK	783493481	
	IOB	179101000001791	
Branch : Date :			
Student's Name			
Enrl. Number			
Course of Study		Year	
		I / II / III	
Course Subject			
Fee Code	Particulars	Rs.	
A	Registration Fee		
B	Tuition Fee		
C	Examination Fee		
D	Consolidated Mark Statement Fee		
	Duplicate Mark Statement Fee		
	Provisional Certificate Fee		
	Convocation Fee		
E	Migration Certificate Fee		
	Verification of Certificate Fee		
Other Fee (Please Specify)			
Total			
Amount in words (Rupees			
Nature of Payment (3) Cash <input type="checkbox"/> Demand Draft <input type="checkbox"/>			
D.D. No. Date			
Amount Rs. Bank			
Branch			
Tel. : Signature of the Candidate / Remitter			
For Bank Use Only		Rs.	
Seal / Date	Authorised Signatory		
Note : Separate Challan should be used for each type of payment			

NOTE

Students are informed to pay fee through anyone of the following designated banks using this challan without any additional charges.

(1) Indian Bank

(through any core banking branches)

(2) IOB

(through any core banking branches)

Remittance by Demand Draft may be mailed , delivered to IDE, University of Madras.

Students are informed to keep this portion of the challan safely till the completion of the course of study.

Students are informed to send or handover this portion of the challan to

**The Director
Institute of Distance Education
University of Madras, Chepauk,
Chennai - 600 005.**

Particulars	Rs.
1000 X	
500 X	
100 X	
50 X	
20 X	
10 X	
5 X	
Total	

INSTRUCTIONS FOR FILLING THE COMPUTER CODING SHEET

All columns must be filled in by the candidates only.

For columns 1, 8, 10, 11, 12, 15, 16, 17 put a () in the appropriate box .

For the other columns *follow the instructions given below*

Column No.	Details																		
2	- Write the Main subject chosen clearly in capital letters M. Com																		
3	- Enrolment Number (To be assigned by the office)																		
4,5 & 6	- Write your name, name of the father / guardian / husband, and mother as applicable. Write only one character per box in the space provided. - Example – The name AZHAGAR RAJAN, L.R should be filled in as <table border="1" data-bbox="411 792 1374 864"><tr><td>A</td><td>Z</td><td>H</td><td>A</td><td>G</td><td>A</td><td>R</td><td></td><td>R</td><td>A</td><td>J</td><td>A</td><td>N</td><td>,</td><td>L</td><td>.</td><td>R</td><td></td></tr></table>	A	Z	H	A	G	A	R		R	A	J	A	N	,	L	.	R	
A	Z	H	A	G	A	R		R	A	J	A	N	,	L	.	R			
7	- Example – The Date of Birth 10 th March 1989 should be filled in as <table border="1" data-bbox="411 931 1050 1003"><tr><td>1</td><td>0</td><td></td><td>0</td><td>3</td><td></td><td>1</td><td>9</td><td>8</td><td>9</td></tr></table>	1	0		0	3		1	9	8	9								
1	0		0	3		1	9	8	9										
9	- Furnish the correct address with Pincode to which the communication must be sent. Use the boxes starting from the first position.																		
13	- State your Region.																		
14	- State your Religion.																		
15	- State the Caste as given in the Transfer Certificate.																		
19	- Mention the Centre code for attending the Personal Contact Programme classes.																		
20	- Mention the Code of the Centre at which you propose to collect the study materials.																		

FOR OFFICE USE ONLY

PG-Degree

1. Provisional Admission may be given to Second/Third year
2. Exemption of the following papers may be given to the candidate in which already appeared and passed

Core Courses-Main & Allied subjects

First year :

Second year :

Third Year :

3. The candidate has to appear for the following papers as prescribed in the prospectus for the year 20 - 20 as per the decision of Chairman BOS

Core Courses-Main & Allied subjects

First year :

Second year :

Third Year :

4. Rs.500/- may be collected from the candidate towards the fee for Readmission.
5. Rs.750/- may be collected from the candidate towards the fee for Transfer from other University.
6. Rs.100/- may be collected from the candidate towards the fee for exemption
7. May be considered/May not be considered for classification
8. PCP schedule may be sent along with admission intimation
9. Remarks if any:

Asst/ASO (Admn)

Section Officer (Admn)

Assistant Registrar (UG/PG/LSS)

Thro Eligibility Section

..... may be approved

Asst/ASO(ES)

SO(ES)

Asst.Regr(Genl)

D.R.(Admn)

DIRECTOR



**UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION**

**சேர்க்கை விண்ணப்பப் படிவம்/ APPLICATION FOR ADMISSION
M.B.A.**

ENROLMENT NUMBER (to be assigned by the IDE office)

ACADEMIC YEAR 2012-2013

A	1	2												
---	---	---	--	--	--	--	--	--	--	--	--	--	--	--

CALENDAR YEAR 2013

C	1	3												
---	---	---	--	--	--	--	--	--	--	--	--	--	--	--

(Payment should be made either by designated Bank Challan / Demand Draft)

CANDIDATE TO FURNISH ALL THE REQUIRED PARTICULARS BELOW IN CAPITAL LETTERS

Name of the Course applied for		Main Subject

ICAI - PERSONAL CONTACT PROGRAMME CENTRE					
Centre Code				Place	

ADDRESS FOR COMMUNICATION (WRITE IN CAPITAL LETTERS)

NAME : _____
 S/o, D/o, W/o, C/o. : _____
 Door No. & Street : _____
 Town / Village Post : _____
 District : _____
 State : _____ INDIA
 Pin code : _____
 Phone (Res) : _____ Off. _____
 Mobile : _____ E-Mail _____

Recent Passport
Photograph signed by a
Gazetted Officer /
PRO/AR (IDE) /
Faculty with Seal

1. NAME OF THE APPLICANT (as given in the certificate in CAPITAL LETTERS)	(a) in English				
	(b) in the Regional Language				
2. Name of Father / Mother / Guardian / Husband					
3. (a) Date of Birth	(b) Age	(c) Sex (Tick)	4. Nationality	5. Religion	
		Male <input type="checkbox"/> / Female <input type="checkbox"/>			
6. a) Community (Tick)	b) Caste		7. Mother Tongue		
OC <input type="checkbox"/> / BC <input type="checkbox"/> / MBC <input type="checkbox"/> / SC <input type="checkbox"/> / ST <input type="checkbox"/>					
8. Physically Challenged (Tick) Yes <input type="checkbox"/> No <input type="checkbox"/>	9. Present Occupation				

10. Are you undergoing any other course in a College or University? If so, Specify	
11. Chosen by the Candidate will be final and will not be permitted to change subsequently	a) Project Work <input type="checkbox"/> b) Two Optional Subjects <input type="checkbox"/>

12. DETAILS OF EXAMINATION PASSED

Examinations passed with Subjects	Name of the Board / University with the Name of the School / College	Month & Year of Passing	Registration Number	Class with Grade/Marks	Maximum Marks
S.S.L.C. (10 th Class) Strikeout whichever is not applicable (State whether it is 10 Years or 11 Years Course)					
P.U.C. / Higher Secondary (12 th Class) Strikeout whichever is not applicable (State Whether it is One Year or Two Years Course)					
B.A/B.Sc/B.com with main Subject Strikeout whichever is not applicable (State Whether it is Two Years or Three Years Course)					
(The above statement must be attested by the same Gazetted Officer/Assistant Registrar/ Public Relation Officer (IDE) / Faculty who attested the Photograph)					

13. Enclosures

- (1) (3) (5)
 (2) (4) (6)

I hereby declare that all the particulars given above are correct and I agree to abide by all the Rules and Regulations of the University that are in force from time to time.

Station :
Date :

SIGNATURE OF THE APPLICANT

FOR OFFICE USE ONLY

1. Whether the application is in order : **Yes / No**
 2. If not, Documents required :

- (1) (3)
 (2) (4)

ADMISSION / CANCELLATION ORDER

3. Mr/Mrs/Miss..... is admitted provisionally / not admitted to the..... Degree Course inMain in English / Tamil Medium during the Academic Year 2012-2013 / Calendar Year 2013.

4. Admission / Cancellation Intimation sent on

5. Certificates returned to the Candidate on

- (1) Statement of marks (2) S.S.L.C Book (3) Conduct Certificate
 (4) Birth Certificate (5) Transfer Certificate (6)

ASST. /ASST. SECTION OFFICER

SECTION OFFICER

ASSISTANT REGISTRAR

10. Selection of Project Work or Two Optional Subjects	a) Project Work <input type="checkbox"/>	b) Two Optional Subjects <input type="checkbox"/>
11. For Optional Subjects, choose any two Papers from any one of the following Groups (■) shade the appropriate box		
<i>GROUP - A</i>	Retail Marketing <input type="checkbox"/> Rural Marketing <input type="checkbox"/> Industrial Marketing <input type="checkbox"/> Customer Relations Management and Relationship Marketing <input type="checkbox"/>	
<i>GROUP - B</i>	Organisational Development <input type="checkbox"/> Entrepreneurship and Management of Small Business <input type="checkbox"/> Derivatives <input type="checkbox"/> Risk Management and Insurance <input type="checkbox"/>	
<i>GROUP - C</i>	WTO Constitution and Operation <input type="checkbox"/> Global Investment, Instruments and Institutions <input type="checkbox"/> Global Tourism <input type="checkbox"/> Emerging Issues in Tourism <input type="checkbox"/>	
<i>GROUP - D</i>	Educational Infrastructure <input type="checkbox"/> Instructional Design and Curriculum Development <input type="checkbox"/> Hospital Core Services <input type="checkbox"/> Hospital Support Services <input type="checkbox"/>	
<i>GROUP - E</i>	Integrated Materials Management <input type="checkbox"/> Value Analysis and Engineering <input type="checkbox"/> Fashion Retail Management <input type="checkbox"/> Consumer Behaviour in Fashion <input type="checkbox"/>	
<i>GROUP - F</i>	Logistics and Operations Management <input type="checkbox"/> Legal Aspects of Shipping <input type="checkbox"/> Software Project Management <input type="checkbox"/> Computer Networks <input type="checkbox"/>	
<i>GROUP - G</i>	International Transportation Law <input type="checkbox"/> Transport Economics <input type="checkbox"/> International Business Law <input type="checkbox"/> Global Marketing Management <input type="checkbox"/>	
12. Nationality	Indian <input type="checkbox"/> Others <input type="checkbox"/>	13. Region Urban <input type="checkbox"/> Rural <input type="checkbox"/>
14. Religion	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
15. Caste	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
16. Community	SC <input type="checkbox"/> ST <input type="checkbox"/> MBC <input type="checkbox"/> BC <input type="checkbox"/> OC <input type="checkbox"/>	
17. Physically challenged YES <input type="checkbox"/> NO <input type="checkbox"/>	18. Are you employed ? YES <input type="checkbox"/> NO <input type="checkbox"/>	
19. ICAI Centre at which you propose to attend the Personal Contact Programme classes	Place	
	Code No.	<input type="text"/> <input type="text"/> <input type="text"/>
<div style="border: 1px solid black; padding: 20px; width: fit-content; margin: auto;"> <p style="text-align: center;">Affix Passport Size Photo</p> <p style="text-align: center;"><i>Not to be attested</i></p> </div>		
Station :		
Date :		Signature of the Candidate

ADDRESS SLIP

M.B.A. COURSES

Academic Year 2012 - 2013

A	1	2											
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Calendar Year 2013

C	1	3											
----------	----------	----------	--	--	--	--	--	--	--	--	--	--	--

**Affix
Passport Size
Photo**

Not to be attested

To be filled in by the applicant (6 copies of his/her address) and returned with the completed application form
(Please note that the admission intimation, original certificates and learning materials will be sent only to this address)

USE BALL POINT PEN ONLY. WRITE IN CAPITAL LETTERS

Name :

.....

Address :

.....

.....

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PIN

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Name :

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Address :

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PIN

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Name :

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Address :

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PIN

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Name :

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Address :

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Name :

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Address :

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PIN

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Name :

.....

Address :



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PIN

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BANK COPY	
UNIVERSITY OF MADRAS INSTITUTE OF DISTANCE EDUCATION CHENNAI - 600 005. FEE PAYMENT CHALLAN	
IDE FEE COLLECTION ACCOUNT NUMBER	
 INDIAN BANK	783493481
 IOB	179101000001791
Branch : Date :	
Student's Name
Enrl. Number
Course of Study	
Year
I / II / III	
Course Subject	
Fee Code	Particulars
A	Registration Fee
B	Tuition Fee
C	Examination Fee
D	Consolidated Mark Statement Fee
	Duplicate Mark Statement Fee
	Provisional Certificate Fee
	Convocation Fee
E	Migration Certificate Fee
	Verification of Certificate Fee
Other Fee (Please Specify)	
Total	
Amount in words (Rupees)	
Nature of Payment (3) Cash <input type="checkbox"/> Demand Draft <input type="checkbox"/>	
D.D. No.	Date
Amount Rs.	Bank
Branch	
Tel. : Signature of the Candidate / Remitter	
For Bank Use Only	
Rs.	
Seal / Date	Authorised Signatory
Note : Separate Challan should be used for each type of payment	

IDE COPY	
UNIVERSITY OF MADRAS INSTITUTE OF DISTANCE EDUCATION CHENNAI - 600 005. FEE PAYMENT CHALLAN	
IDE FEE COLLECTION ACCOUNT NUMBER	
 INDIAN BANK	783493481
 IOB	179101000001791
Branch : Date :	
Student's Name
Enrl. Number
Course of Study	
Year
I / II / III	
Course Subject	
Fee Code	Particulars
A	Registration Fee
B	Tuition Fee
C	Examination Fee
D	Consolidated Mark Statement Fee
	Duplicate Mark Statement Fee
	Provisional Certificate Fee
	Convocation Fee
E	Migration Certificate Fee
	Verification of Certificate Fee
Other Fee (Please Specify)	
Total	
Amount in words (Rupees)	
Nature of Payment (3) Cash <input type="checkbox"/> Demand Draft <input type="checkbox"/>	
D.D. No.	Date
Amount Rs.	Bank
Branch	
Tel. : Signature of the Candidate / Remitter	
For Bank Use Only	
Rs.	
Seal / Date	Authorised Signatory
Note : Separate Challan should be used for each type of payment	

STUDENT COPY	
UNIVERSITY OF MADRAS INSTITUTE OF DISTANCE EDUCATION CHENNAI - 600 005. FEE PAYMENT CHALLAN	
IDE FEE COLLECTION ACCOUNT NUMBER	
 INDIAN BANK	783493481
 IOB	179101000001791
Branch : Date :	
Student's Name
Enrl. Number
Course of Study	
Year
I / II / III	
Course Subject	
Fee Code	Particulars
A	Registration Fee
B	Tuition Fee
C	Examination Fee
D	Consolidated Mark Statement Fee
	Duplicate Mark Statement Fee
	Provisional Certificate Fee
	Convocation Fee
E	Migration Certificate Fee
	Verification of Certificate Fee
Other Fee (Please Specify)	
Total	
Amount in words (Rupees)	
Nature of Payment (3) Cash <input type="checkbox"/> Demand Draft <input type="checkbox"/>	
D.D. No.	Date
Amount Rs.	Bank
Branch	
Tel. : Signature of the Candidate / Remitter	
For Bank Use Only	
Rs.	
Seal / Date	Authorised Signatory
Note : Separate Challan should be used for each type of payment	

NOTE

Students are informed to pay fee through anyone of the following designated banks using this challan without any additional charges.

(1) Indian Bank

(through any core banking branches)

(2) IOB

(through any core banking branches)

Remittance by Demand Draft may be mailed , delivered to IDE, University of Madras.

Students are informed to keep this portion of the challan safely till the completion of the course of study.

Students are informed to send or handover this portion of the challan to

**The Director
Institute of Distance Education
University of Madras, Chepauk,
Chennai - 600 005.**

Particulars	Rs.
1000 X	
500 X	
100 X	
50 X	
20 X	
10 X	
5 X	
Total	

INSTRUCTIONS FOR FILLING THE COMPUTER CODING SHEET

All columns must be filled in by the candidates only.

For columns 1, 8, 10, 11, 12, 13, 16, 17 and 18 put a () in the appropriate box.

For the other columns *follow the instructions given below*

Column No.

Details

2 - Write the Main subject chosen clearly in capital letters

(A) M.B.A. BUSINESS ADMINISTRATION

Specify any one of the following

1. M.B.A. - Financial Management
2. M.B.A. - Human Resource Management
3. M.B.A. - Marketing Management
4. M.B.A. - Systems Management

3 - Enrolment Number (To be assigned by the office)

4,5 & 6 - Write your name, name of the father / guardian / husband, and mother as applicable. Write only one character per box in the space provided.

- Example – The name **CHANDRA MOHAN, V.R.** should be filled in as

C	H	A	N	D	R	A		M	O	H	A	N	,	V	.	R	.
---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	---	---	---

7 - Example – The Date of Birth 10th March 1989 should be filled in as

1	0		0	3		1	9	8	9
---	---	--	---	---	--	---	---	---	---

9 - Furnish the correct address with Pincode to which the communication must be sent. Use the boxes starting from the first position.

14 - State your Religion

15 - State the Caste as given in the Transfer certificate



The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

ICAI Bhawan, Indraprastha Marg, New Delhi - 110 002

www.icai.org