ALAGAPPA UNIVERSITY
(Reaccredited with 'A' Grade by NAAC)
KARAIKUDI – 630 003
DISTANCE EDUCATION EXAMINATIONS, MAY 2012
IMPORTANT INSTRUCTIONS

1. Please write the name of the centre with code number at which you want to write your theory examinations.

Name of the Exam Centre	Centre Code	Name of the Exam Centre	Centre Code	Name of the Exam Centre	Centre Code
Ambasamudram	01	Sivaganga	36	Chittoor	71
Aranthangi	02	Surandai	37	Hyderabad	72
Batlagundu	03	Tenkasi	38	Karimnagar	73
Chennai	04	Thanjavur	39	Nalgonda	74
Coimbatore	05	Theni	40	Nandyal	75
Cumbum	06	Tiruchirapalli	41	Nizamabad	76
Dharapuram	07	Tirunelveli	42	Rajahmundry	77
Dharmapuri	08	Tirupattur(NA)	43	Tirupati	78
Dindigul	09	Tirupur	44	Vijayawada	79
Erode	10	Tiruvannamalai	45	Visakhapatnam	80
Hosur	11	Tiruvarur	46	Vizianagaram	81
Ramanathapuram	12	Tuticorin	47	Mumbai	82
Kancheepuram	13	Udumalpet	48	Pune	83
Kangeyam	14	Vaniyambadi	49	Baripada	84
Karaikudi	15	Vellore	50	Bhuvaneswar	85
Karur	16	Villupuram	51	Kolkota	86
Kovilpatti	17	Virudhunagar	52	Ranchi	87
Krishnagiri	18	Karaikal	53	Surat	88
Kumbakonam	19	Pondicherry	54	Alwar	89
Madurai	20	Calicut	55	Jaipur	90
Mannargudi	21	Kochi	56	Lucknow	91
Mayiladuthurai	22	Kottayam	57	Varanasi	92
Nagercoil	23	Tiruvananthapuram	58	Agartala	93
Namakkal	24	Bangalore	59	Bahadurgarh	94
Neyveli	25	Begapalli	60	Faridabad	95
Ooty	26	Belgaum	61	Karnal	96
Palani	27	Bellary	62	Mahendergarh	97
Paramakudi	28	Bijapur	63	Chandigarh	98
Pennadam	29	Devangere	64	Dehradun	99
Pollachi	30	Hubli	65	Goa	100
Pudukottai	31	KGF [Kolar Gold Field]	66	New Delhi	101
Puliangudi	32	Mangalore	67	Port Blair	102
P.Velur	33	Tumkur	68	Bhopal	103
Salem	34	Anantapur	69	Nagpur	104
Sankagiri	35	Bhimavaram	70	Rajapalayam	105

2. Please note that if any candidate has any course fees dues, his/her results will be withheld.

3. Please note that examination centre once opted will not be changed under any circumstances. The University reserves the right to cancel any of the Centers/any particular course(s) due to administrative reasons. In such cases, the students of that particular Center/Course(s) will be allotted to the next nearest Centre.

4. The examination fee to be paid are as follows

COURSES		RATES
UG/Diploma/Certificate Courses – per paper/Practical	:	Rs.150/-each
PG/PG Diploma Courses – per paper	:	Rs.175/-each
PG Courses Practical – per paper	:	Rs.300/-each
PG Diploma Courses Practical– per paper	:	Rs.175/-each
MBA/MCA/MA Education/MSc Computer Science - Project	:	Rs.200/-each
M.Phil Courses – per paper	:	Rs.200/-each
M.Phil Dissertation	:	Rs.200/-each
Certificate fees (including Exam. Application Fee and Fee for	:	Rs.300/-

Mark statement, Provisional certificate & Degree certificate.)   (P.T.O.)
(Certificate fees should be paid only during first appearance)

5. The fee should be paid in the form of single Demand Draft drawn in favour of **THE REGISTRAR, ALAGAPPA UNIVERSITY** payable at **KARAIKUDI**. Fees previously paid if any, will not be adjusted for the current examination. The fees once paid will not be refunded or held over for subsequent examinations.

6. On the back of the Demand Draft please write your name, enrolment number and name of the course.

7. Please enclose **a self addressed stamped (Rs.10.00) envelope (size 26cmx11cm) along with your application** for sending the information regarding the venue of the examination. On the left hand top of the envelope, write your Course name, Centre code and Enrolment number.

8. Write in the Hall Ticket the subject code of the papers for which you have applied now. (E.g.) If you want to write the 3rd paper of second year, write 23 against the column in the second year. Attach your passport size photograph in the space provided in the Hall Ticket.

9. The filled in examination application along with Demand Draft, Self – addressed stamped envelope and Hall Ticket should be sent to the **"CONTROLLER OF EXAMINATIONS, ALAGAPPA UNIVERSITY, KARAIKUDI – 630 003"** by Registered post. On the left hand top corner of the envelope write **"DISTANCE EDUCATION EXAMINATIONS"** followed by **the course name, centre code** and **enrolment number.**

       Last date for receipt of filled in Application without fine   **: 24.03.2012**
       Last date for receipt of filled in Application with a fine Rs.100/-   **: 31.03.2012**
       Date of Commencement of Examinations   **: 05.05.2012**

Incomplete and late applications will be rejected. The University will not be responsible for loss or delay due to any reason. No correspondence in this regard will be entertained.

10. No Candidate will be permitted to appear for more than one course at a time.

11. Candidates are informed that all future correspondence regarding the issue of Mark Statements /Certificates will be only to the address to which this communication is sent. **NO CHANGE OF ADDRESS WILL BE ENTERTAINED IN THIS REGARD.**

12. Revaluation of answer papers is permissible in respect of the candidates who appeared for Diploma/UG/PG examinations (except M.Phil Courses) only. The fees prescribed is Rs.400/-per paper for which revaluation is solicited. The fee should be paid by means of Demand Draft drawn in favour of the Registrar, Alagappa University. A requisition letter covering the details of the name of the candidate, enrolment number, course, subject for which revaluation is requested etc. should be sent to the Controller of Examinations, along with the Demand Draft for payment of the revaluation fees within 15 days from the date of publication of the results. Late applications will be summarily rejected.

ISSUE OF HALL TICKET

13. Hall Ticket will be sent to the respective Chief Superintendents of the examination centre concerned. The candidates are instructed to collect their Hall Tickets from the Chief Superintendents of the respective centres **two days** before the commencement of the examination on production of   **IDENTITY CARD.**

14. Candidates should bring the Hall Ticket and Identity Card to the examination hall on all days of the examination and no candidate will be permitted to write the examination without the **HALL TICKET AND IDENTITY CARD.**

15. Change of examination centre shall not be permitted.

                                Dr. K. UTHAYASURIYAN
                          CONTROLLER OF EXAMINATIONS