



Dr.A.JOTHI MURUGAN
Vice Chancellor

Dear Student,

Greetings.

It is my great pleasure to greet you for a bright academic career through Thiruvalluvar Institute of Distance Education (TIDE). I am much delighted to state that your study in this University will be quite interesting and also successful.

“A University stands for humanism, for progress and for the onward march of the human race towards Higher Education.”

In our country, it is evidently known that conventional educational system is inadequate to cater to the needs and aspirations of the youth. Hence, the concept of distance education has emerged. It is an effective alternative system to conventional education. In the context of globalization, it is imperative to select the University that would bring you glory and honour. Keeping this in mind, Thiruvalluvar University adopts a mechanism which will provide quality education to all who aspire to achieve in life.

Be sure, that you fulfill the eligibility norms before you begin to fill up the application form and ensure that you have enclosed copies of all the required certificates when you send the application to the University. This prospectus may be preserved carefully till you complete your programme as it contains vital information regarding the different Programmes, fee structure, etc.,

Your *enrollment* as a student of TIDE will definitely *enrich* your knowledge and *excel* your future.

I, once again wishes you all success.

VICE CHANCELLOR

PROSPECTUS 2011-2012

UG/PG/PG DIPLOMA/DIPLOMA/CERTIFICATE COURSES

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1. THE UNIVERSITY

The Thiruvalluvar University was established in October 2002 under the Thiruvalluvar University Act, 2002 (Government of Tamil Nadu Act 32/2002) as an affiliating University. It is a member of the Association of Indian Universities (A.I.U.). The University is located in a sprawling campus of about 112.68 acres, at Serkadu near Vallimalai about 16kms away from Vellore City on the Ranipet – Chithoor Trunk Road. It also has a city campus at Vellore Fort.

2. DEPARTMENTS AND EXTENSION CENTER OF THE UNIVERSITY

The Thiruvalluvar University has seven departments, viz., Tamil, English, Economics, Zoology, Chemistry, Mathematics and Bio-Technology. 98 Arts and Science Colleges are affiliated to this University, of which 10 are Government Arts and Science Colleges, 9 are aided Arts and Science Colleges, 3 are Oriental title colleges, 72 are Self financing Arts and Science Colleges and the remaining 4 are University Constituent Colleges. A P.G. Extension Centre of this University is functioning at Villupuram.

3. ESTABLISHMENT OF TIDE

The Thiruvalluvar Institute of Distance Education (TIDE) of Thiruvalluvar University has come into existence from the academic year 2011-12.

4. SPECIAL FEATURES OF THE TIDE

- ❖ Reasonable fee for all Courses.
- ❖ 20% fee concession to all teachers, defence and police personnel, graduates of Thiruvalluvar University and ex-service men.
- ❖ Full waiver of tuition fee for the differently abled. (As per Government order)
- ❖ 20% concession in tuition fee for women who have not availed concession otherwise.
- ❖ Students undergoing regular courses in colleges will be permitted to join, another UG/PG course through Distance Education.
- ❖ Annual pattern of Examination (Non-Semester).
- ❖ B.Com., BBA and M.Com offered also in Tamil medium.
- ❖ Examinations twice a year.
- ❖ Hassle free admission process.
- ❖ A rich menu of job oriented courses.

- ❖ Candidates permitted to write the examination in Tamil also wherever applicable.

5. REVISION OF REGULATIONS AND CURRICULUM

The University may from time to time revise, amend and change the Regulations and the Curriculum as and when found necessary. The University reserves the right not to conduct the programme at any stage in any PCP Centre without assigning any reason.

6. COURSES OFFERED BY THE TIDE AND ELIGIBILITY CRITERIA FOR ADMISSION:

The Thiruvalluvar Institute of Distance Education (TIDE) offers the following Under Graduate / Post Graduate / Diploma and Certificate Courses under Non-semester pattern and courses of study are given below:

Under Graduate Courses offered: (Three years)

Sl.No.	Courses	Medium of Instruction
1.	B.A. Tamil	
2.	B.A. English	
3.	B.A. Urdu	
4.	B.A. History	English & Tamil
5.	B.A. Economics	English & Tamil
6.	B.Com. (Commerce)	English & Tamil
7.	B.Com. (Corporate Secretaryship)	English & Tamil
8.	B.Com. (Computer Applications)	English & Tamil
9.	B.C.A. (Computer Application)	English & Tamil

10.	B.B.A.(Business Administration)	English & Tamil
11.	B.Sc. Mathematics	English & Tamil
12.	B.A. Yoga for Human Excellence	English & Tamil

[A] ELIGIBILITY CONDITIONS

Admission to the First Year B.A./B.Sc./B.Com./B.B.A./ B.C.A. degree courses is open to candidates who have passed any one of the following Examinations:

1. The Pre-University Examination conducted previously by the University of Madras or any other University accepted as equivalent thereof by the authorities, Thiruvalluvar University.
2. The Higher Secondary Examination [Academic or Vocational Stream] conducted by the Government of Tamil Nadu [or] other States [or] Union Territories [or] an Examination accepted as equivalent thereof by the authorities, Thiruvalluvar University.
3. There should be a minimum gap of two clear years between the date of appearance in the examination in which the candidate has passed the S.S.L.C. [X Standard] and Higher Secondary Examination (+2) or any other equivalent Examination as prescribed in the Prospectus for joining the First Year of Degree Course.
4. The Senior School Certificate Examination [XII Standard] conducted by the Central Board of Secondary Education held in 1979 or thereafter provided that they have been declared to have passed the examinations in not less than 5 subjects of which **ENGLISH** shall be one.
5. The Indian School Certificate Examination [12 Years] conducted by the Council for Indian School Certificate Examination held in 1977 or thereafter, provided that they have been declared to have attained the pass standard in the examinations in not less than 5 subjects of which **ENGLISH** shall be one.

6. Those who have passed the Plus Two examinations of the National Open School, New Delhi.
7. Pre-Technical Examination previously conducted after 11 years of study by the State Board of Technical Education and Training, Chennai.
8. Intermediate Examination [2 years] of Andhra Pradesh, Pre-Degree Examination [2 Years] of Kerala and Pre-University Examination [2 Years] of Karnataka under the 10+2 pattern.
9. Candidates who have successfully completed 12 or 13 years of education in any State in India or Abroad under 11+1 or 10+2 or 11+2 pattern, subject to approval by the authorities of this University.
10. Candidates who have successfully completed the Second Year Foundation Course of the Open University System of the Madurai-Kamaraj, Annamalai and Tamilnadu Open Universities.
11. Candidates who have successfully passed the Three Year Diploma Examinations conducted by the State Board of Technical Education and Training, Chennai after passing 10th Standard Examination.
12. Candidates who have passed the **G.C.E.** [Advanced Level / Principal Level] with not less than 3 subjects in the 'A' Level with ENGLISH in the 'O' Level / **SUBSIDIARY** Level.
13. Candidates holding 'Diploma in Commercial Practice Certificate' [Three Year Course] of the Directorate of Technical Education & Training, Chennai, Government of Tamil Nadu or any other Diploma as equivalent thereto provided that they satisfy the eligibility conditions prescribed in the regulations are eligible for lateral admission to the Second Year B.Com. [Commerce] Degree Course of this University.
14. Candidates holding 'Diploma in Computer Science and Engineering (or) Electrical and Electronics Engineering (or) Electronics and Communication Engineering Certificate' [Three Year Course] of the Directorate of Technical Education and Training, Chennai, Government of Tamil Nadu or any other Diploma as equivalent thereto provided that they satisfy the eligibility conditions prescribed in the regulations are eligible for lateral admission to the Second Year

B.C.A. Degree Course of this University.

15. Candidates who have already undergone their First Year and Second Year Undergraduate Degree Courses and passed or discontinued their studies through the Colleges affiliated to the Thiruvalluvar University including Autonomous Colleges under the purview of this University [or] through the Colleges affiliated to other Universities including Autonomous Colleges under the purview of the Universities concerned recognised by UGC/AIU are eligible for lateral admission to the Second Year and Third Year Degree Courses respectively for the courses offered by the TIDE subject to approval by the authorities of this University.
16. Certificates of some oriental institutions are equivalent to intermediate or Higher Secondary certificate for admission to the B.A. Urdu degree course.

[B] COURSES OF STUDY

B.A./B.Sc./B.Com./B.B.A. and B.C.A. DEGREE COURSES

The Courses of Study for the **B.A./B.Sc./B.Com.[Corporate Secretaryship]** Degree shall consist of the following :

[a] FOUNDATION COURSES

[b] CORE COURSES [MAIN and ALLIED SUBJECTS]

[c] APPLICATION ORIENTED SUBJECT

FOUNDATION COURSES - [PART I and PART II]

The course of study for the **FOUNDATION COURSES** shall comprise the study of **PART I - TAMIL** or an '**ALTERNATIVE LANGUAGE SUBJECT for TAMIL**' [i.e.] anyone of the following **MODERN INDIAN LANGUAGES** or **CLASSICAL LANGUAGES** or **FOREIGN LANGUAGES** at the option of the candidates and **PART II - ENGLISH**, according to the syllabus and text-book prescribed from time to time.

ALTERNATIVE LANGUAGE SUBJECT for PART I - TAMIL

[i] MODERN [Indian] LANGUAGES - Telugu, Kannada, Malayalam, Hindi and Urdu

[ii] CLASSICAL LANGUAGES - Arabic

[iii] FOREIGN LANGUAGE[S] - French only

Candidates admitted to **B.A /B.Sc./B.Com.[Corporate Secretaryship]** Degree Courses should appear and pass the **PART I - LANGUAGE TAMIL - PAPER - I** or anyone of the **ALTERNATIVE LANGUAGE SUBJECT** for **TAMIL** as indicated under [i], [ii] and [iii] above; and **PART II -ENGLISH PAPER-I** in the **FIRST YEAR**; and **LANGUAGE TAMIL - PAPER - II** or anyone of the **ALTERNATIVE LANGUAGE SUBJECT** for **TAMIL**, and **ENGLISH PAPER-II** in the **SECOND YEAR** under **FOUNDATION COURSE**.

Candidates admitted to **B.Com. [Commerce], B.Com. [Bank Management], B.Com. [Computer Applications] / B.B.A. / B.C.A.** Degree Courses should appear and pass the **FOUNDATION COURSE - PART I - PAPER-I LANGUAGE TAMIL** or anyone of the **ALTERNATIVE LANGUAGE SUBJECTS** for **TAMIL** as indicated under [i], [ii] and [iii] above; and **PART II - ENGLISH PAPER-II**, in the **FIRST YEAR ONLY**.

No Personal Contact Classes [PCP] will be conducted. However, if sufficient number of candidates is enrolled, Personal Contact Programme Classes shall be conducted.

POST GRADUATE DEGREE COURSES (Two Years)

Sl.No.	Courses	Medium of Instruction
1.	M.A. Tamil	
2.	M.A. English	
3.	M.A. History	English & Tamil
4.	M.A. Economics	English & Tamil
5.	M.Com.	English & Tamil
6.	M.Sc. Mathematics	English
7.	M.A. Yoga for Human Excellence	English & Tamil
8.	M.B.A. Finance/Marketing/HRM/Hotel Management	English

(I) REGULATIONS - GENERAL

Admission to the First Year M.A./M.Com./M.Sc. Degree Courses is open to candidates who have passed any one of the following Examinations :

- [1] Candidates who have passed the Three Year Undergraduate Degree Courses through the Universities recognized by the University Grants Commission [UGC] with 15 years duration either under **10 + 2 + 3 [or] 11 + 1 + 3 [or] 11 + 2 + 2 [or] 11 Years S.S.L.C. plus One Year P.U.C. [or] 10 Years S.S.L.C. plus 2 Years Pre-Degree / P.U.C. / Intermediate / Higher Secondary Examination under 10 + 2 + 3** pattern are eligible for admission to Post-Graduate Degree Courses offered by this Institute provided they should satisfy the requirement of the concerned branch of study.
- [2] Candidates who have passed the Three Year Undergraduate Degree Courses through the Universities recognized by the University Grants Commission [UGC] with 15 years duration [i.e.] under All India Senior School Certificate Examination of 12 Years duration are eligible for admission to Post-Graduate Degree Courses offered by this Institute provided they should satisfy the requirement of the concerned branch of study.
- [3] Candidates who have passed the Three Year Under-Graduate Degree Courses through the Universities recognized by the University Grants Commission [UGC] with 15 years duration [i.e.] under I.S.C. Examination of 12 Years duration are eligible for admission to Post-Graduate Degree Courses offered by this Institute provided they satisfy the requirement of the concerned branch of study.
- [4] Candidates who have passed the Three Year Under-Graduate Degree Courses through the Universities recognized by the University Grants Commission [UGC] with 15 years duration [i.e.] under G.C.E. Advanced Level Examination with three subjects at the Advanced Level or Principal Level and English at the Ordinary or Subsidiary Level are eligible for admission to Post-Graduate Degree Courses offered by this Institute provided they satisfy the requirement of the concerned branch of study.

(II) ELIGIBILITY - COURSE-WISE

1. M.A. TAMIL

Candidates who have passed the **B.A.** Degree Examination offering **Tamil** as the Main Subject of study under Part-III Core Course [or] **B.A. / B.Sc.** Degree Examinations under Part-I [or] Part-II Foundation Courses Paper-I and Paper-II [or] **B.Lit.** Degree Examination of this University [REGULAR STREAM / OUS] [or] any other examination accepted as equivalent thereto by this University are eligible for admission.

2. M.A. ENGLISH

Candidates who have passed the **B.A.** Degree Examination offering **English** as the Main Subject of study under Part-III Core Course [or] **B.A. / B.Sc.** Degree Examinations under Part-I [or] Part-II Foundation Courses Paper-I and Paper-II of this University [REGULAR STREAM / OUS] [or] any other examination accepted as equivalent thereto by this University are eligible for admission.

3. M.A. HISTORY

Candidates who have passed the **B.A. / B.Sc. / B.Com.** Degree Examination of this University [REGULAR STREAM / OUS] [or] examinations of other Universities accepted as equivalent thereto by this University are eligible for admission.

4. M.A.ECONOMICS

Candidates who have passed the **B.A. Economics [or] B.Sc. Mathematics [or] Statistics [or] B.Com. [or] B.B.A. [or] B.B.M.** [or] any Undergraduate **Social Sciences** Degree Examination of this University [REGULAR STREAM / OUS] [or] examinations of some other Universities accepted as equivalent thereto by this University are eligible for admission

5. M.Com

Candidates who have passed the **B.Com. Commerce, Bank Management, Co-operation, Corporate Secretaryship, Computer Applications, B.A. Industrial Organisation, Co-operation, B.B.A., B.B.M., B.C.S. and B.Sc. Mathematics [or] B.A. Economics [or] B.Sc. Computer Science [or] B.C.A.** with any two Core - Main papers offered in the **B.Com.** Degree Course are eligible for admission.

6. M.Sc. MATHEMATICS

Candidates who have passed the **B.Sc.** Degree Examination in Branch-I **Mathematics** [or] **B.Sc. Applied Sciences** of this University [or] examinations of other Universities accepted as equivalent thereto by this University are eligible for admission.

7. M.A. YOGA FOR HUMAN EXCELLENCE

Candidates who have passed the **B.A./B.Sc.** (10+2+3) Degree Examination of this University [or] examinations of other Universities accepted as equivalent thereto by this University are eligible for admission

LATERAL ADMISSION

Students who have successfully completed their First Year (or) discontinued Second Year Post-Graduate Degree Courses through the Colleges including Autonomous Colleges affiliated to this University (or) Colleges including Autonomous Colleges affiliated to other Universities recognised by the UGC/AIU and accepted as equivalent thereto by the Thiruvalluvar University, shall be considered for lateral admission to the Second Year course in the same discipline provided that they should submit their application form for admission together with original Transfer Certificate/Course Completion Certificate wherein the actual duration of course undergone by them be appropriately indicated by the Institution/University concerned, with request for exemption of papers relating to the subjects already passed through their previous Institution/University, together with the original Statement of Marks of their previous appearances and an authenticated relevant syllabus prescribed by the Institution/University in original or the syllabus attested by the Principal/Head of the Department of the Institution in the subject concerned where they have undergone their previous course for verification and consideration for exemption of papers after perusal by the authorities of the Thiruvalluvar University.

PASSING MINIMUM

A Candidate shall be declared to have passed the examination if he/she obtains not less than 50% of marks in each Paper/Practical/Project.

Classification of Successful Candidates:

Candidates who have secured not less than 60% of the aggregate marks in the whole examination shall be declared to have passed the examination in First Class. All other successful candidates shall be declared to have passed in Second Class.

Candidates who have obtained 75% of the marks in the aggregate shall be deemed to have passed the examination in First Class with DISTINCTION provided they pass all the examinations prescribed for the course in the first appearance.

Candidates who pass all the examinations prescribed for the course at the first instance and within a period of two academic years from admission to the course alone are eligible for Ranking.

PG DIPLOMA / DIPLOMA / CERTIFICATE COURSES**PG DIPLOMA COURSES OFFERED: (1 Year) (Non-Semester)**

Sl.No.	Courses	Medium of Instruction
1.	PG Diploma in Computer Applications	English
2.	PG Diploma in Human Resource Management	English
3.	PG Diploma in Hospital Administration	English
4.	PG Diploma in Yoga for Human Excellence	English & Tamil

DIPLOMA AND CERTIFICATE COURSES OFFERED: (6 Months)

Sl.No.	Courses	Medium of Instruction
1.	DCA (Diploma in Computer Application)	English
2.	Diploma in Hospital Administration	English

ADMISSION TO DIPLOMA & CERTIFICATE COURSES

INFORMATION TO CANDIDATES

Along with the course selected, if an applicant wishes to join any one of the Certificate or Diploma Courses simultaneously, he/she should obtain separate Prospectus prescribed for the Certificate / Diploma courses on payment of Rs.100/- in person or Rs.150/- by post towards the cost of Application and Prospectus and to submit the application together with bonafide certificate of the Institution where he/she is studying the Under Graduate Degree course.

ELIGIBILITY CONDITIONS

(A) DIPLOMA COURSES

- a) Candidates undergoing any Post-Graduate Degree Course (Regular Stream) of the Thiruvalluvar University or any other University recognized by UGC/AIU accepted as equivalent thereto by this University are eligible for admission to the Diploma Courses.
- b) Candidates who have passed any Degree Course (Regular Stream / Open University System) of the Thiruvalluvar University or any other University recognized by UGC/AIU accepted as equivalent thereto by this University are eligible for admission to the Diploma Courses.
- c) A student can additionally enroll for a Diploma Course: only one at a time.

(B) CERTIFICATE COURSES

- a) Candidates undergoing any Degree Course (Regular Stream) of the Thiruvalluvar University or any other University recognized by UGC/AIU accepted as equivalent thereto by this University are eligible for admission to the Certificate Courses.
- b) A student can additionally enroll for a Certificate Course : only one at a time.

ROUND THE YEAR ADMISSIONS

Application forms and prospectus are issued and filled in applications are accepted round the year.

7. COURSE FEE PRESCRIBED – YEAR-WISE

The candidate who desires admission through spot admission has to pay 20% of the Tuition Fee to the Spot Admission Centre through a separate DD drawn in favour of the centre concerned. The remaining 80% of the Tuition fee along with other fees such as admission fee, matriculation fee, study material cost, postal and handling charges, etc. in the form of DD favouring the Registrar, Thiruvalluvar University has to be paid to the University. This ratio of payment shall also be followed for subsequent payments of tuition fee during second and third years. This ratio of 80% : 20% is applicable for payments in installments. The DD shall be submitted to the respective centre along with filled in application form.

- (i) Course fee includes Tuition fee and other fees such as Admission, Administration, Library, Registration, recognition, Matriculation, Postal & Stationery and verification.
- (ii) Full fee is the Tuition fee + other fees.
- (iii) First installment fee is 50% of the Tuition fee + other fees in full + Installment fee of Rs.200/-.
- (iv) The second installment is 50% of tuition fee alone.
- (v) Fees should be paid within the due date, or else admission will be cancelled. To pursue the course further, a readmission fee of Rs.525/- has to be paid.

FEE CONCESSION

The Thiruvalluvar Institute of Distance Education (TIDE), Thiruvalluvar University offers fee concession to differently abled persons and prisoners subject to the following norms:

- a) Differently abled candidates with 75% physical disability will be considered for exemption from tuition fee provided they submit a '**Disability Certificate**' obtained from "**The Director, Institute of Physical Disability and Rehabilitation**", K.K. Nagar, Chennai.
- b) Prisoners in TamilNadu are also been considered from exemption from tuition fee provided they submit their application for admission with a '**No Objection Certificate**' issued by the competent authority.
- c) Women students of the TIDE are eligible for 20% concession in tuition fee.
- d) Graduate of the Thiruvalluvar University pursuing a Post Graduate Course in TIDE are eligible for 20% concession in tuition fee.
- e) Defence service personnel are eligible for 20% concession in tuition fee.

Candidates can avail themselves only of the above concessions.

POSTAL AND HANDLING CHARGES:

Students from States other than Tamilnadu, Kerala, Karnataka and Andhra Pradesh and the Union Territory of Puducherry have to pay to the University an additional amount of Rs.500/- towards postal and handling charges.

FEE STRUCTURE – UG COURSES

Course	1 st Year	2 nd Year	3 rd Year
B.A.Tamil	1750	1500	1500
B.A. Eng.	2000	1500	1500
B.A. Urdu	2000	1500	1500
B.A. His	2000	1500	1500
B.A. Eco.	2000	1500	1500

Course	1st Year	2nd Year	3rd Year
B.Com. (Commerce)	2000	1700	1700
B.Com.(CS)	2000	1700	1700
B.Com.(C.A.)	2500	2000	2000
B.C.A.	5000	4750	4750
B.B.A.	2500	2000	2000
B.Sc. Maths	3000	2000	2000

FEE STRUCTURE – PG COURSES

Course	1st Year Thiruvalluvar University candidates	Other University Candidates	2nd Year
M.A.Tamil	2500	2900	2500
M.A. English	2500	2900	2500
M.A. History	2500	2900	2500
M.A. Economics	2500	2900	2500
M.Com.	2500	2900	2500
M.Sc. Mathematics	3150	3500	3000
M.B.A. Finance/Marketing/HRM/Hotel Management	7500	7965	7000

FEE STRUCTURE – PG DIPLOMA COURSES

Course	TOTAL FEES Thiruvalluvar University candidate	TOTAL FEES Other University Candidate
PG Diploma in Computer Courses	4230	4680
PG Diploma in Science Courses	4980	5430
PG Diploma in Non-Lab Courses	2730	3180

FEE STRUCTURE - DIPLOMA / CERTIFICATE COURSES

Course	TOTAL FEES
Diploma in Lab Courses	5440
Diploma in Non Lab Courses	3440
Diploma in Science Courses	6440

8. ADMISSION PROCEDURE

How to apply:

8.9. Procedure for obtaining application form and prospectus

- i. The application form and prospectus can be obtained in person from:
 - ❖ The TIDE of Thiruvalluvar University, Serkkadu, Vellore.
 - ❖ The Fort Campus, (City Centre) Thiruvalluvar University, Vellore.

- ❖ The Spot Admission of the TIDE by submitting a written requisition along with a crossed Demand Draft for Rs.100/- drawn in favour of the Registrar, Thiruvalluvar University, Vellore, payable at Vellore.
- ❖ The application form can also be obtained by post enclosing a Demand Draft for Rs.150/- and a self addressed envelope of size 30 x 24 cm and sent to the Registrar, Thiruvalluvar University, Vellore.

8.10. Admission Process – Registration cum Provisional Admission

Submit duly filled in application forms with all enclosures in person or send the same by post to The Director, TIDE, Thiruvalluvar University, Serkkadu, Vellore (or) the Fort Campus (City Centre) of the TIDE.

8.11. Remittance of Registration Fee

Applicants should remit the following registration fee at the time of submission of application:-

For UG Courses	- Rs.100/-
For PG Courses	- Rs. 150/-
For Professional Courses	- Rs.350/- (MBA)
For Certificate Courses	- Rs.100/-
For Diploma Courses	- Rs.150/-

The Registration Fee paid is not refundable or adjustable under any circumstances.

Applications received without the Registration Fee will be rejected.

8.12. How to fill-in the Application form for Admission – TIDE

- (i) Before filling the application, candidate has to go through the prospectus carefully.
- (ii) Candidate has to decide whether he/she fulfills all the requirements for admission. No relaxation will be given in this regard to any individual.
- (iii) Incomplete Applications will be rejected.
- (iv) Application must be filled-in by the candidate in his/her own handwriting.
- (v) The application form should be filled-in with BLOCK LETTERS only.

- (vi) Name of the Applicant must be as recorded in the S.S.L.C. Certificate / degree certificate.
- (vii) Address of the candidate must be written / typed neatly. (Pincode must be furnished).
- (viii) Photograph attested by a Gazetted Officer should be affixed in the space provided.
- (ix) D.D. for the Registration fee should accompany the application.
- (x) All Columns should be filled in clearly. No column should be left blank.
- (xi) Filled in Application forms should be submitted before the last date.
- (xii) Attested Xerox copies of the +2 certificates / UG Certificates should be enclosed with the application.

8.13. Enclosures to be attached with the Application form for Admission – TIDE

- (i) A recent passport size (4.5 cm X 3.5 cm) photograph pasted on the first page of the application form.
- (ii) A demand draft for the registration fee prescribed drawn in favour of the Registrar, Thiruvalluvar University payable at Vellore.
- (iii) Attested photocopies of the Statement of Marks, Transfer Certificate and other relevant certificates pertaining to the qualifying examination.
- (iv) Equivalent certificate obtained from the Association of Indian Universities, if the candidate has graduated from a foreign University.
- (v) A copy of the certificate as evidence for date of birth and community, Transfer Certificate (TC).
- (vi) Self addressed stamped acknowledgement card.

8.14. Admission and Selection procedure for Admission

The University may involve such procedure for selection as may warrant from time to time, in which merit, community, etc. will be given due weightage, Selection will be strictly based on merit.

8.15. Spot Admission

Spot Admission is done for all courses in the office of the TIDE at the University Fort Campus (City centre).

For spot admission submit duly filled in application form with all relevant certificates in original, their photocopies, Demand Draft for the course fee in full or its first installment at anyone of the spot admission centres and get admitted.

The original certificates will be handed over / sent to the candidates immediately along with the provisional admission intimation and the identity card duly signed by the Director of the Thiruvalluvar Institute of Distance Education.

8.16. Postal Admission Facility

The candidate may avail the spot admission facility at the office of the TIDE. However, the TIDE offers postal admission facility also to those who are not able to come for admission to the office in person. The candidates should send the original Transfer Certificate, Mark statements, degree / Provisional certificates, Community certificate, etc. and one set of Xerox copies of the above certificates and one stamp size photograph along with the D.D. towards prescribed fee by registered post.

9. PAYMENT OF FEES

All payments due to the University towards Registration, Admission and Certificate, etc., are to be remitted in the form of Account Payee Demand Draft obtained from any nationalized bank payable at Vellore drawn in favour of The Registrar, Thiruvalluvar University. The Demand Drafts obtained more than one month prior to the date of admission / submission of Demand Drafts for 2nd year fees will not be accepted.

- (i) Tuition fees should be remitted through a separate DD.
- (ii) The following fees are to be remitted through separate Demand Drafts for each.
 - (a) DD for Examination fee
 - (b) DD for Change of PCP Centre
 - (c) DD for Loss of Identity Card
 - (d) DD for Change of Address
 - (e) DD for Course Certificate
 - (f) DD for Change of Medium of Instruction

- (iii) Fees once paid will not be adjusted with any other Account or it will not be refunded under any circumstances.
- (iv) The tuition fees and other fees due for the first year are to be paid immediately on receipt of the Admission intimation and before the last date fixed in the intimation letter.
- (v) No extension of time for the payment of fees will be allowed.
- (vi) If the fee is paid after the due date, a penal fee of Rs.100/- has to be paid along with the course fee.
- (vii) For payment of Tuition and other fees for the second and third years, no separate intimation will be sent. The candidates must, on their own accord, remit the fee by 15th June of every year. Defaulters will stand to lose their enrollment. They may, however, be re-admitted to the same course on payment of Rs.200/- within 30 days from the last date prescribed, failing which they shall be treated as in break of studies;
- (viii) The students are advised to retain with them a Photocopy of each of the DD sent to the TIDE.
- (ix) Name of the student, course and enrollment number should be written on the reverse of the DD.

10. ENROLMENT NUMBER

Enrolment Number will be assigned to the students on admission. The enrolment number will be intimated through the admission letter. This number will be valid for the entire duration of the course of study. Students should indicate their Enrolment Number in all communications addressed to the TIDE for prompt response.

11. IDENTITY CARD

An identity card will be issued on admission. This is valid for the entire duration of the course. The students will be permitted to attend the Personal Contact Programmes only on production of their ID cards so also for the issue of study materials.

Hall Ticket for the University Examination will be issued by the Chief Superintendents only on production of this ID card.

Students are advised to keep their ID card safely, as they provide proof of their bonafide student status. In case of loss of the ID card, a duplicate ID card will be issued on a written request accompanied by a fee of Rs.50/-. However, students who have completed the duration of the course will be issued only bonafide certificates for the purpose of appearing for the supplementary examination.

12. CHANGE OF NAME, ADDRESS, COURSE AND SPECIALIZATION

If a student has changed his/her name officially during the course of study, the change of name has to be effected in the official records of the TIDE also. Application to this effect should be made to the Registrar, Thiruvalluvar University in the prescribed format along with the fee of Rs.325/-.

In the case of change of address, a letter in the given format with the current address and a fee of Rs.50/- should be sent to the TIDE. The acknowledgement received from the TIDE in this regard should be kept along with the ID card. A minimum of four weeks time is required for getting the name / address changed.

Change of Course / Specialization is permitted within one month of admission to the course on specific request and payment of a fee of Rs.500/-.

13. SYLLABUS AND SUPPORTIVE STUDY MATERIAL

The relevant syllabus copy will be issued at the beginning of the programme. Study material prepared will be supplied in office of the TIDE, Fort Campus, Vellore, where they are admitted on production of the ID card. Students admitted directly at the office of the TIDE can get the study materials in person at the PCP Centres during the period of contact classes or at the TIDE or by post. Study materials on any account will not be issued to any person (even parents, brothers, sisters or friends) other than the student.

Though Tamil, Telugu, Kannada, Malayalam, Hindi, Urdu, Arabi and French are offered as language under Part I of the under graduate degree programmes, the TIDE will supply study materials for Tamil subject only. The students should make their own arrangements to procure the prescribed reference text books for other languages.

14. PERSONAL CONTACT PROGRAMME

Personal Contact Programme will be conducted at specified centres. The dates and venue for the PCP will be communicated to the students, who have been admitted directly at the Thiruvalluvar Institute of Distance Education, individually upon confirmation of their admission. Attendance for practical classes is compulsory. The percentage of attendance for theory will be intimated upon admission. The TIDE reserves the right to conduct or not to conduct the Personal Contact Programmes in a subject / subjects for valid reasons.

Students of Non Lab and Non Professional Courses are exempted from attending PCP on valid reason and on submission of an undertaking towards that in the format prescribed therefor.

15. EXAMINATIONS

Examinations for all the courses will be conducted by the Thiruvalluvar University at the end of each academic year, the dates for which will be notified. Supplemental examinations will be held for the benefit of candidates who failed in their attempt or those who did not appear.

Computer generated examination application forms and examination schedule will be sent directly to eligible students from the office of the Controller of Examinations, Thiruvalluvar University. After furnishing the required information as per the instruction and affixing the signature in the places earmarked on the application and the hall ticket, the filled in application forms should be sent directly to the Controller of Examinations on or before the stipulated date.

Examinations will be held normally in the month of May-June and October – November each year.

Candidates have to read carefully the Examination related Instructions before filling in the Examination Application. Whenever candidates apply for Examinations, they have to pay Rs.50/- (Cost of application Rs.25/- + Statement of Marks Rs.25/-) in addition to the Examination Fee.

Candidates are instructed to pay the tuition fee without fail before the last date and get the identity card from the Institute. Without production of the Identity Card at the examination centre, they will neither be issued the Hall Ticket nor

permitted to appear for the examinations. If they appear for the examinations without paying the tuition fees in time, and without getting the Identity Card, they do so at their own risk and their appearance in the examination may be cancelled.

The medium of instruction will be in English and Tamil as specified in this prospectus against each course. Candidates may indicate in the form of application for examination, the medium, i.e. English or Tamil, in which they will write their examinations irrespective of the medium of instructions in which they undergo the course.

The examination results of the candidates who have not paid the tuition fees and other fees within the due date will be withheld or cancelled. Such candidates can get the results released only when they get a '**No Due Certificate**' from the Director, TIDE' after remitting the necessary fees due to the Institute and produce it to the Controller of Examinations.

The student appearing for the examination for the first time should register his/her name for all the subjects by remitting the prescribed fee. Candidates can appear for the arrear subjects by registering for the same as per the instruction given in the computer generated application forms and payment of the fee therefore. The examination fee should be paid in the form of Demand Draft drawn in favour of the Registrar, Thiruvalluvar University payable at Vellore.

16. RESULTS

The results of the candidates will be hosted in the following website:

www.tvuni.in

Passing Minimum and Classification of successful candidates for UG/PG/ Diploma and Certificate courses and as detailed below:

UG / Diploma/Certificate courses

Candidates who have secured 40 percent of marks in each paper shall be declared to have passed the examination. Candidates who have obtained not less than 60 percent of marks shall be placed in First Class and those who have obtained marks between 50 percent and above but less than 60 percent shall be placed in Second Class and the rest of the successful candidates shall be placed in Third Class. The failed candidates shall appear for the paper / papers in which they have failed in the subsequent examinations.

PG / PG Diploma

Candidates who have secured 50 percent of marks in each paper shall be declared to have passed the examination. Candidates who have obtained not less than 60 percent of marks shall be placed in First Class and those who have obtained marks between 50 percent and above but less than 60 percent shall be placed in Second Class. The failed candidates shall appear for the paper / papers in which they have failed in subsequent examinations.

17. RE-TOTALING / REVALUATION

Provision for re-totalling and revaluation is available for all courses. The application for re-totalling or revaluation must be made within 15 days from the receipt of the Statement of Marks. Application forms for revaluation and re-totalling can be downloaded from the University website. The fee prescribed for re-totalling per paper is Rs.200/- and for revaluation is Rs.300/-. The filled in application forms for re-totalling and revaluation should be sent only to the Controller of Examinations along with the fee in the form of Demand Draft drawn in favour of the Registrar, Thiruvalluvar University payable at Vellore.

18. COURSE CERTIFICATE

The ID card is the proof of bonafide student status. A course certificate will be issued by the Thiruvalluvar Institute of Distance Education to the students on specific request.

19. PROVISIONAL CERTIFICATE

On successful completion of the course & payment of the fee prescribed, the Provisional Certificate will be sent along with the final Statement of Marks directly to the students by the Controller of Examinations.

20. CONSOLIDATED STATEMENT OF MARKS

Students who have obtained the provisional certificate and completed the entire course of study in this University may obtain the Consolidated Statements of Marks by applying directly to the Controller of Examinations, in the prescribed form along with the requisite fee.

21. DEGREE CERTIFICATE

Degree Certificate of successful students can be obtained directly from the Controller of Examinations, by applying in the prescribed form along with the requisite fee when convocation notification is issued.

22. MIGRATION CERTIFICATE

Some Universities while admitting students insist on the production of Migration Certificates. Migration certificate can be obtained by applying in the prescribed form, with the requisite fee, to the Controller of Examinations, Thiruvalluvar University.

23. DUPLICATE CERTIFICATE

Duplicate copies of the Statements of Marks, Consolidated Statement of Marks, Provisional Certificate, Degree Certificate, Migration Certificate, etc. may also be obtained by applying to the Controller of Examinations along with requisite fee.

24. RECTIFICATION OF MISTAKES IN THE CERTIFICATE

In case, any certificate issued either by the Director, TIDE or the Controller of Examinations has incorrect information or spelling mistakes, the original certificate should be returned along with the request for rectification to the officer concerned within 10 days of receipt of the certificate concerned. Belated request for rectification may entail payment of penalty fee.

25. SCHOLARSHIP FOR SC/ST STUDENTS

SC/ST students admitted to various programmes can avail themselves of the scholarship made available by their respective State Governments. However, the students are instructed to remit the full fees, at the time of admission and it will be refunded as and when the scholarship is granted by the concerned authorities. Application forms for Scholarship in Tamil Nadu can be obtained from the District Adi – Dravida Welfare Officer. Completed application forms should be submitted to the Registrar, Thiruvalluvar Institute of Distance Education within a month from the date of admission.

26. DISCIPLINE

Students are expected to behave well and maintain discipline during the Personal Contact Programmes and practical sessions at the respective centres. Any complaint about indiscipline will be viewed seriously and such students will be removed from the rolls of the TIDE.