1. The Application for Registration, along with the Examination fees by way of Demand Draft only payable at Annamalainagar, Chidambaram or Chennai, should be sent directly by Registered Post to the Controller of Examinations, Annamalai University, Annamalainagar – 608 002, so as to reach him on or before the due date. Applications can be downloaded from the University Website. Candidates can also register for examination through Online in our University Website http://coe.annamalaiuniversity.ac.in/bank/ddeapp.php and Online Payment can also be made. The Online Payment detail should be furnished in the Application form. However, online payment for pending Tuition fee/Exam fee can be made through the respective weblink and the receipt should be sent to the respective officers by post.

2. The actual date of receipt of the filled in application in the office, will be the criterion for arriving at the rate of late fee. The answer papers of candidates who appear for the examinations without registering for the same will not be valued under any circumstances. The University will not be responsible for the loss of Applications in transit.

3. Candidates should register for the examination only after remitting the tuition fees due to the Directorate of Distance Education, failing which a penalty of Rs. 500/- will be levied by the DDE. The Demand Draft for tuition fee arrears should be drawn in favour of the Director, Directorate of Distance Education, Annamalai University and the Demand Draft for Examination Fees should be drawn in favour of the Controller of Examinations, Annamalai University and sent to the respective officers. Candidates should write their name and enrolment number on the back side of the Demand Draft, and are advised to preserve photo copies of their application and demand draft for future reference.

4. At the first appearance, candidates should register for all the subjects of the respective Year/Semester, and pay the fees for all the subjects, whether they intend to appear for all the subjects or not. The fee once paid, will not be refunded or adjusted or carried over to a subsequent examination.

5. Those who have not attended the compulsory PCP (Personal Contact Programme) should not appear for the examination, even if they appear, their results will be withheld.

6. Candidates must enter their Enrolment Number, Full Name (in CAPITAL LETTER) correctly in the application form.

7. An examination centre once selected, should not be changed under any circumstances. A candidate should write all the examinations only in one centre. If a candidate appears in an examination centre to which he/she is not allotted, his/her answer scripts will not be valued (strictly). The candidates are responsible for their entry error in writing the centre code of examination centre. Hence, the candidates are instructed to write the centre code legibly and carefully. The date and venue of Practical and Viva Voce examinations will be announced separately. The centre/venue of the practical/viva-voce examination will be fixed based on number of candidates registering. Candidates cannot claim the same city/centre/venue where they appeared for theory examinations.

8. The information regarding Examination Centres allotted to all registered candidates including their Register Numbers, subject registered etc. will be available on the University Website (www.annamalaiuniversity.ac.in) ten days before the commencement of Examinations. The Candidates should download their Hall-tickets from the University Website only, and produce the same at the time of examination, along with their Identity Card issued by the DDE.

9. Candidates will be provided only one blank answer book-let containing 40 pages with OMR (Optical Mark Recognition) Sheet as cover page. No additional sheets will be provided. Candidates should write their correct Register Number in their Answer script and shade the numbers properly. If it is discovered later that a wrong or incomplete number has been written or wrong/incomplete shading, the result will not be published and after verification, a penalty of Rs. 750/- per paper will be imposed on the candidates.

10. After publication of the results (in the University Website), the Statement of Marks and Provisional/Pass Certificate (if eligible) will be sent to the candidates through Registered Post. University will not be responsible for the mark sheet/certificate lost in transit.

11. Degree certificate will be sent only after the conduct of convocation. It may take a minimum of 12 months after declaration of the results, depending upon the date of convocation.

12. Regarding any discrepancy in attendance (or) marks, the request from candidates should be received within 15 days from the date of publication of results in the University Website. Re-valuation of only Theory paper is permitted, if an application paper along with a fee of Rs. 2,000/- per paper is received within 15 days from the date of publication of results on the University Website. Late request will not be considered under any circumstances.

13. Students will be permitted to take up Improvement Examinations after successfully completed the course, only once, if there is no change in the syllabus and regulations. However, revised provisional certificate or degree certificate will not be issued. They should obtain prior written permission from the Controller of Examinations before submitting the Application for Improvement Examination. Such candidates shall not be eligible to apply for revaluation under any circumstances.
14. The University shall have the right to cancel or modify any of the above instructions and such decision will be binding on all the candidates appearing for the University Examinations. If theory/practical examinations cannot be conducted at a centre due to unforeseen circumstances, candidates who had opted for that centre will be asked to write the theory/practical examinations at the different centre or the theory/practical examinations may be rescheduled at the discretion of the University. For any clarification regarding examinations, certificates, etc., candidates are advised to write to the Controller of Examinations by his designation [Phone: 04144-238027; Fax: 04144-238145, email: aucoecell2016@gmail.com].

Note: No application shall be entertained after the prescribed dates.

Students are instructed to register examination application only through:

http://coe.annamalaiuniversity.ac.in/bank/ddeapp.php

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**Certificate Course Examinations**

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**Diploma / Post-Diploma Examinations (Including Lateral Entry Courses)**

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<td>Per Practical/Project</td>
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<td>Per Practical (Diploma in Yoga)</td>
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**P.G. Diploma/Advanced Diploma Examinations**

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<tr>
<td>Per Practical/Record/Project</td>
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<td>Per Practical (PG Diploma in Yoga)</td>
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**P.G. Diploma in Health Sciences Examinations**

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**Pre-Foundation / Foundation Course I & II Year Examinations**

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<td>Per Practical (3 hrs.)</td>
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<td>Per Practical (6 hrs.)</td>
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<td>Project Report/Dissertation</td>
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**M.B.A., All Post Graduate Degree Programmes offered through Collaborating Institutions (Except Computer related programmes),**

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<tr>
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**Master of Health Science Course Examinations**

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**B.L.I.S. Degree Examinations**

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**M.L.I.S. Degree Examinations**

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14(b). OTHER FEES:
All Candidates have to remit the following Fees in ADDITION to the Examination Fees:

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<tr>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>1. Examination Application Registration Fee</td>
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<td>2. Postal Charge</td>
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<td>3. Mark List Fee</td>
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<td>4. Provisional or Pass Certificate Fee</td>
<td>170.00</td>
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<td>5. Degree Certificate Fee</td>
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<td>6. Centre Fee</td>
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<td>a) Centres in Tamil Nadu and Puducherry Union Territory</td>
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<tr>
<td>b) Centres in Andhra Pradesh, Karnataka &amp; Kerala States</td>
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</tr>
<tr>
<td>c) Guwahati, Tinsukia (Assam), Agartala (Tirupur), Port-Blair (Andaman)</td>
<td>660</td>
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<td>Centres, Shilong (Meghalaya), Kathmandu (Nepal) and Hamipur (H.P.)</td>
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<td>d) All other centres</td>
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<td>7. Membership Fee</td>
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<td>(Supplementary candidates who have completed the programme in the previous years should remit @ Rs. 50 per year).</td>
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<td>8. Penalty for belated submission of Examination Applications</td>
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[Online] (http://coe.annamalaiuniversity.ac.in/bank/ddeapp.php)

1. All Candidates have to remit the following Fees in ADDITION to the Examination Fees:

- Examination Application Registration Fee
- Postal Charge
- Mark List Fee
- Provisional or Pass Certificate Fee
- Degree Certificate Fee
- Centre Fee
- Membership Fee
- Penalty for belated submission of Examination Applications

2. All candidates have to remit the following Fees in ADDITION to the Examination Fees:

- Examination Application Registration Fee
- Postal Charge
- Mark List Fee
- Provisional or Pass Certificate Fee
- Degree Certificate Fee
- Centre Fee
- Membership Fee
- Penalty for belated submission of Examination Applications

3. All candidates have to remit the following Fees in ADDITION to the Examination Fees:

- Examination Application Registration Fee
- Postal Charge
- Mark List Fee
- Provisional or Pass Certificate Fee
- Degree Certificate Fee
- Centre Fee
- Membership Fee
- Penalty for belated submission of Examination Applications

4. All candidates have to remit the following Fees in ADDITION to the Examination Fees:

- Examination Application Registration Fee
- Postal Charge
- Mark List Fee
- Provisional or Pass Certificate Fee
- Degree Certificate Fee
- Centre Fee
- Membership Fee
- Penalty for belated submission of Examination Applications

5. All candidates have to remit the following Fees in ADDITION to the Examination Fees:

- Examination Application Registration Fee
- Postal Charge
- Mark List Fee
- Provisional or Pass Certificate Fee
- Degree Certificate Fee
- Centre Fee
- Membership Fee
- Penalty for belated submission of Examination Applications
2. The Controller of Examinations, Annamalai University

3. The Director, Directorate of Distance Education, Annamalai University

4. www.annamalaiuniversity.ac.in/DDE

5. Degree Certificate

6. Degree Certificate

7. Degree Certificate

8. Degree Certificate

9. Degree Certificate

10. Degree Certificate

11. Degree Certificate
Improvement Examination

13. 

14. 

aucoecell2016@gmail.com

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- 608 002
I. COURSE:

II. COURSE CODE:

III. ENROLMENT NUMBER:

1. EXAMINATION CENTRE CODE: CENTRE NAME: [REFER TO THE CENTRE CODE LIST ATTACHED]

2. CANDIDATE NAME:

3. ADDRESS:

4. SUBJECT CODES OF (THEORY, PRACTICAL & PROJECT) PAPERS FOR WHICH APPEARING NOW:

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5. REG. NO. OF LAST APPEARANCE IF ANY:

6. EXAMINATION FEES PAID – BANK DETAILS: (ENCLOSE ORIGINAL D.D. / CHALLAN)

   (A) DD DETAILS:
   NAME OF BANK:
   BRANCH CODE:
   D.D. DATE: _ / _ / 20_
   AMOUNT:

   (B) ONLINE PAYMENT TRANSACTION ID:
   AMOUNT:
   DATE: _ / _ / 20_

7. HAVE YOU REMITTED THE TUTION FEES UP-TO-DATE. YES NO

8. HAVE YOU ATTENDED THE COMPULSORY PERSONAL CONTACT PROGRAMME. YES NO

DATE: SIGNATURE OF THE CANDIDATE

NOTE: PLEASE RETAIN A COPY OF THE APPLICATION AND THE DD/CHALLAN FOR FURTHER CORRESPONDENCE
HALL TICKET CAN BE DOWNLOADED FROM THE WEBSITE FROM 10.05.2019 ONWARDS