



**சென்னைப் பல்கலைக்கழகம்**  
**தொலைதூரக் கல்வி நிறுவனம்**

**UNIVERSITY OF MADRAS**

**INSTITUTE OF DISTANCE EDUCATION**

CHEPAUK, CHENNAI - 600 005. TAMILNADU, INDIA

NAAC A<sup>++</sup> Grade CGPA of 3.59 on 4 point scale

QS World University Rankings | 2024 #526; QS National Ranking - 12

**தகவலேடு மற்றும் விண்ணப்பப்படிவம்**

**PROSPECTUS CUM APPLICATION FORM**

**Academic Year 2024-2025 / Calendar Year 2025**

**MBA / MCA PROGRAMMES**

**UGC-DEB Recognised**

Vide letter No. F. No. 30-9/2023 (DEB-II), Dated 22.06.2023

**COST OF PROSPECTUS WITH APPLICATION FORM**

In Person : Rs. 560/- by cash (including GST)

Through official website : The Cost of Online Application Form Rs. 590/- (including GST) If downloaded through website  
[www.unom.ac.in](http://www.unom.ac.in) / [www.ideunom.ac.in](http://www.ideunom.ac.in)

**UNIVERSITY OF MADRAS**  
**INSTITUTE OF DISTANCE EDUCATION**

**AUTHORITIES**

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# UNIVERSITY OF MADRAS

[State University]

## INSTITUTE OF DISTANCE EDUCATION

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**Prof. S. Elumalai, M.Sc., M.Phil., Ph.D., PDF (U.S.A, Australia) F.R.S.B., F.A.S.Ch.**

Registrar

Dear Learners,

Greetings!



It is our proud privilege to welcome you to the 2<sup>nd</sup> oldest and most distinguished Public University of the Country. This 167 year-old University is one of the largest Universities in the Country with an enrolment of over 2.7 lakh students. The University of Madras has always strived to maintain its supremacy in Higher Education by implementing contemporary developments in teaching, learning and research. You all will be delighted to know that our University has been accredited with A<sup>++</sup> Grade (CGPA of 3.59 on 4 point scale) by the National Assessment and Accreditation Council (NAAC) in the fourth cycle. Also our University has ranked as 526<sup>th</sup> University in the World Ranking by the QS World Ranking Organization, England. It has also honored this University with a 12<sup>th</sup> Rank at the National level.

The Institute of Distance Education (IDE) of the University of Madras started its expedition in 1981, with a vision to impart Higher Education at a reasonable cost, to those students who are unable to continue their Higher Education through regular mode in Colleges and University Departments for various reasons. The goal of Distance Education programmes is to take education to the doorstep of aspiring masses with the mantra, **“anyone, anywhere and anytime”**. The Distance programmes offered through IDE, University of Madras are approved by the University Grants Commission (UGC), the apex body which regulate Higher Education in this country. Our programmes and curricula are designed as per the UGC (Open and Distance Learning) Regulations, 2020 and we have also introduced the Choice Based Credit System (CBCS) from 2018, which has been previously implemented in the regular stream of the affiliated colleges, more than a decade ago. Besides we have adopted a common syllabus for both, Regular and Distance Education, so as to make sure that the quality of Distance Education will be on par with the regular stream. This will also facilitate the movement of learners from distance to regular mode and vice-versa. The Self-Learning Materials are prepared as per the UGC guidelines and the measures to provide e-learning materials to the learners have been initiated. The Personal Contact Programmes (PCP) is being handled by experienced faculty from the University departments and Affiliated Colleges in a hybrid mode and IDE is allegedly the first institution to commence online classes during the COVID-19 pandemic time for the uninterrupted learning of the students.

All our learner-centered enterprises will equip you to face the prospective challenges, both in the job market and in the quest for advanced studies at Higher Education Institutions in India and abroad. We welcome your valuable feedback and suggestions for promoting the quality in our Distance Education programmes. The University of Madras is pleased to bestow you with the prosperity of knowledge which quenches the thirst for knowledge-seekers. The University of Madras fosters an environment where students develop into world-class professionals, equipped with the skills and knowledge necessary to tackle the diverse challenges of the 21<sup>st</sup> century. Through a comprehensive curriculum, innovative research opportunities, and a commitment to excellence, the University ensures its graduates are well-prepared to excel in a rapidly evolving global landscape.

I welcome you all to extend my best wishes for a marvelous scholarly experience at the University of Madras. It is our collective obligation to join hands to realize the dream of Education.

*S. Elumalai*  
22/05/24

**REGISTRAR**

# UNIVERSITY OF MADRAS

The University of Madras was formally established on September 5, 1857 and undertook as its motto as 'Doctrina Vim Promovet Insitam' (Learning promotes [one's] innate talent). Robert Chisholm was commissioned in 1861 to build the first building the University which is now a magnificently 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-Chancellors (majority from the High Court bench) was continued until 1923. The University at its inception comprised of four faculties – Arts, Law, Medicine and Engineering, and examined candidates for degrees in all these disciplines. However, consequent amendments to the Madras University Act, the Law, Medical and Engineering faculties 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, out of 138 affiliated institutions 23 have become autonomous.

The opening of the golden page in the history of the University of Madras was with, the National Assessment and Accreditation Council (NAAC) accrediting it at the '**Five Star**' level took place in 2000. The University Grants Commission (UGC) has conferred the special status of '**University with Potential for Excellence**' in the same year. 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 86 teaching and research departments in the University, grouped under 18 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.

## INSTITUTE OF DISTANCE EDUCATION

The Institute of Correspondence Education (ICE), as in Madras University Act 1923 Vol I (2001 Edition) Chapter VIII, is Statue 2. III, now called as Institute of Distance Education (IDE) was established in 1981.

Having completed 43 years, the Institute of Distance Education today is a mega Institute with a student enrolment of more than 1 lakh. The objective of the Institute of Distance Education (IDE) is to enable learners to achieve educational, career and personal goals.

The Institute of Distance Education at present offers 73 Programmes : Undergraduate 17, Postgraduate 21, Diploma 19 and Certificate 16.

Admissions are open throughout the year in the Academic Year Stream (July to June) as well as Calendar Year Stream (January to December).

In order to meet the growing demand, 69 number of Learner support centers have been established [Refer Page No. 24 to 28 for list]. Recently, Institute of Distance Education has introduced facilities like online admission and online payment system to the students.

## IMPORTANT TELEPHONE NUMBERS, IDE

### A. OFFICERS

Sl. No.	Officer's Designation	Phone Numbers
1.	Director	25613701
2.	Controller of Examination	25368496
3.	Additional Controller of Examinations, IDE	25613704
4.	Deputy Registrar (Finance & Administrative)	25613702
5.	Deputy Registrar (Admission)	25613703
6.	Assistant Registrar (Finance)	25613706
7.	Assistant Registrar (Purchase, IDE)	25613705
8.	Assistant Registrar (UG Admission)	25613707
9.	Assistant Registrar (PG Admission)	25613708
10.	Assistant Registrar (Lesson Storage, IDE)	25613709
11.	Assistant Registrar (UG Examinations, IDE)	25613736 / 37
12.	Assistant Registrar (PG Examinations, IDE)	25613714
13.	Assistant Registrar (Certificate, IDE)	25613778

### B. ADMISSION SECTIONS

Sl. No.	Name of the Sections	Phone Numbers	e-mail ID
1.	Director's Office	25613715 / 16	<a href="mailto:ide.director@gmail.com">ide.director@gmail.com</a>
2.	Call Centre / General Enquiry Section	25613999 / 25613722 / 3725 / 3727 25613728 / 25613727 / 28 / 30 / 31	
3.	<b>UG – I ADMISSION</b> <b>B.A. B.Lit. in Tamil, B.F.A. Music.</b>	25613752	<a href="mailto:unom.ide.ug1@gmail.com">unom.ide.ug1@gmail.com</a>
4.	<b>UG – II ADMISSION</b> <b>B.Sc. B.Nat. B.M.M., B.C.A., B.B.A.,</b> <b>CERTIFICATE, DIPLOMA,</b> <b>PG DIPLOMA COURSES &amp; OUS</b>	25613751	<a href="mailto:unom.ide.ug2@gmail.com">unom.ide.ug2@gmail.com</a>
5.	<b>UG – III ADMISSION</b> <b>B.COM (All Branches)</b>	25613750	<a href="mailto:unom.ide.ug3@gmail.com">unom.ide.ug3@gmail.com</a>
6.	<b>Learner Support Centre - I</b> <b>Learner Support Centre - II</b>	25613757 25613756	<a href="mailto:unomidelsc@gmail.com">unomidelsc@gmail.com</a> <a href="mailto:unom.ide.spotstudy@gmail.com">unom.ide.spotstudy@gmail.com</a>
7.	<b>PG - I ADMISSION</b> <b>M.A M.COM, M.F.A. (Music)</b>	25613748	<a href="mailto:unom.ide.pg1@gmail.com">unom.ide.pg1@gmail.com</a>

8.	<b>PG – II ADMISSION</b> M.Sc. M.C.A., B.Ed.,	25613761	<a href="mailto:unom.ide.pg2@gmail.com">unom.ide.pg2@gmail.com</a>
9.	<b>PG –III ADMISSION - M.B.A</b>	25613770	<a href="mailto:unom.ide.pg3@gmail.com">unom.ide.pg3@gmail.com</a>
10.	<b>ELIGIBILITY SECTION</b>	25613768	<a href="mailto:unom.ide.eligibility@gmail.com">unom.ide.eligibility@gmail.com</a>
11.	<b>BOARD OF STUDIES SECTION</b>		<a href="mailto:unom.ide.bs@gmail.com">unom.ide.bs@gmail.com</a>
12.	<b>PCP SECTION</b>	25613760	<a href="mailto:unom.ide.pcp12@gmail.com">unom.ide.pcp12@gmail.com</a>
13.	<b>COMPUTER DATA CENTRE</b> All types of Data Correction Only Internal Assignment	25613820	<a href="mailto:unom.ide.dc@gmail.com">unom.ide.dc@gmail.com</a> <a href="mailto:unom.ide.mcq5@gmail.com">unom.ide.mcq5@gmail.com</a>
14.	<b>SINGLE WINDOW ADMISSION</b>	25613830	<a href="mailto:unom.ide.singlewindow@gmail.com">unom.ide.singlewindow@gmail.com</a>
15.	<b>LESSON STORAGE SECTION</b>	25613738/77	<a href="mailto:unom.ide.Iss@gmail.com">unom.ide.Iss@gmail.com</a>
16.	<b>LESSON WRITING SECTION</b>	25613720	<a href="mailto:unom.ide.lws@gmail.com">unom.ide.lws@gmail.com</a>
17.	<b>GENERAL SECTION</b>	25613733	idegsection@gmail.com
18.	<b>ONLINE ADMISSION SECTION</b>	25613742	<a href="mailto:ideonlineadm@gmail.com">ideonlineadm@gmail.com</a>
19.	<b>FINANCE RECEIPT</b>	25613741	<a href="mailto:finreceipts.ide@gmail.com">finreceipts.ide@gmail.com</a>
20.	<b>FINANCE CHARGES</b>	25613745	<a href="mailto:financechargeside@gmail.com">financechargeside@gmail.com</a>
21.	<b>MAIL SECTION</b>	25613720	
22.	<b>DESPATCH SECTION</b>	25613721	

### C. EXAMINATION SECTIONS

Sl. No.	Name of the Sections	Phone Numbers	e-mail ID
1.	<b>CERTIFICATE SECTION</b>	25613797 / 79	certiideunomug@gmail.com certiideunompg@gmail.com
2.	<b>E1-B.COM. B.B.M., B.B.A.</b>	25613734 / 11	e1ugideunom2016@gmail.com
3.	<b>E2 - B.L.I.S.,M.L.I.S., Certificate, Diploma, PG Diploma Courses, B.Sc. B.Music, B.C.A., OUS</b>	25613723	e2ugideunom2016@gmail.com
4.	<b>E3 -B.A. B.Lit.,</b>	25613726	
5.	<b>E4 - M.A. M.COM. M. Music</b>	25613710	pgideunom2016@gmail.com
6.	<b>E5 - M.Sc. M.C.A. M.Sc., (IT)</b>	25613735	mcaideunom2016@gmail.com
7.	<b>E6 - MBA</b>	25613712	mbaideunom2016@gmail.com

***Foreign Nationals are not entitled to join UG/PG Degree programme under ODL mode as per UGC-DEB Regulations***

## **IMPORTANT INSTRUCTIONS TO STUDENTS**

### **PAYMENT**

- ❑ Students are instructed to pay their Tuition / Exam / Other Fee through online mode only available in the website [www.ideunom.ac.in] under ONLINE PAYMENT.
- ❑ Students are advised to pay first year fee within stipulated time, otherwise admission will be cancelled automatically without further intimation.
- ❑ Students are instructed to pay their Second year fee through online in time as given below:

#### **Last Date for the Payment of the Second Year Fees**

<b>For Academic Year Admission</b>	<b>For Calendar Year Admission</b>
<b>18.07.2025</b>	<b>22.01.2026</b>

### **E-STUDY MATERIALS**

- ❑ E-Study Materials are available in the official website in the URL: <http://ideunom.ac.in/Book/menu.asp> by using their Enrolment number as a credential.

### **PERSONAL CONTACT PROGRAMME [PCPI]**

- ❑ Students are instructed to refer / visit the official Website [www.ideunom.ac.in] regularly for the PCP CLASS SCHEDULE. NO SEPARATE SMS / Communication will be sent to the Students individually.
- ❑ Any change in schedule for conducting PCP classes / for Exams (due to exceptional circumstances) will be published on the official website ([www.ideunom.ac.in](http://www.ideunom.ac.in))

### **INTERNAL ASSIGNMENT**

- ❑ Students are instructed to submit the Assignment as part of Internal Assessment (Compulsory) [PG 20 Marks] through online mode [<http://www.ideunom.ac.in/mcq/>] by entering their Enrolment Number and Date of Birth, for each semester before commencing the University End Semester Examination. Failing to submit Internal Assignment within the stipulated period, the penalty charges will be levied by the University for resubmission of Internal Assignment in the Web Portal.

### **DISCLAIMER**

- ❑ Institute of Distance Education is not having any official Whatsapp Group. Students are instructed not to join the Third Party Whatsapp Groups. University of Madras is not responsible for any information shared in the groups.
- ❑ Students are instructed not to share their enrolment number, Date of Birth and Mobile Number with the third party. Institute of Distance Education is not responsible for any third party payment.

**PROSPECTUS**  
**ACADEMIC YEAR 2024-2025 / CALENDAR YEAR 2025**  
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## **1. PROGRAMMES OFFERED**

### **1.1 MBA - Master of Business Administration**

### **1.2 MCA - Master of Computer Applications**

## **2. REGULATIONS**

### **2.1. DURATION OF THE PROGRAMME**

TWO years (Four Semesters) programme is offered in both Academic and Calendar year cycle of admissions. The programme has been divided into two semesters per year. Academic year stream (i.e.) July to December and January to June. Calendar year stream (i.e.) January to June and July to December.

### **2.2. ELIGIBILITY CONDITIONS FOR ADMISSION**

#### **Master of Business Administration - MBA\***

Candidates for admission to the first year of the Master of Business Administration Degree Programme in the Institute of Distance Education shall be required to have ANY ONE of the following qualifications under 10+2+3 or 10+3+3 or 10+3+2 or 11+1+3 or 11+2+2 pattern of Education:

- i. A pass in any branch of study of a Bachelor Degree/Master Degree of the University of Madras or any other University recognized by the UGC/AIU or a qualification accepted by this University as equivalent thereto.
- ii. A Professional Degree in Engineering/Technology/Medicine/Architecture/Law.
- iii. Professional Qualification in Accountancy/Cost & Works Accountancy/Company Secretaryship

#### **Master of Computer Applications - MCA\***

Candidates who has passed the under-mentioned degree examinations of this University or an examination of other institution recognized by this University as equivalent thereto provided they have undergone the course under 10+2+3 or 10+3+3 or 10+3+2 or 11+1+3 or 11+2+2 pattern shall be eligible for admission to the M.C.A. Degree Course.

\* Passed B.C.A/B.Sc., in Computer Science or any other equivalent degree or passed B.Sc / B.Com / BA with Mathematics at 10 + 2 level or at graduation level (with Optional bridge course).

### **BRIDGE COURSE**

1. Computer Science Department is encouraged to offer need based following Bridge Courses and foundation courses to meet prerequisite requirements and academic needs.
  - i. Programming in C
  - ii. Problem Solving Techniques
  - iii. Mathematical Foundations of Computer Science.
  - iv. Information Technology
  - v. Coding Practices

2. Based on the qualifications of the students admitted the mentoring team of the department shall recommend to carry out the bridge and foundation courses as mandatory courses for that candidate.
3. Two weeks bridge courses need to be organized before the commencement of the first semester.
4. Nurturing and evaluation process of bridge and foundation courses is left the respective academic units (IDE Department).

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\* ***A pass in Entrance Test conducted by the IDE, University of Madras, Chennai is mandatory to all the candidates.***

### 2.3 CREDIT REQUIREMENTS AND ELIGIBILITY FOR AWARD OF DEGREE

- The IDE, University of Madras follows the **Choice Based Credit System**. One credit is equals to 30 hours of learners study time. Student shall be eligible for the award of degree only if he/she has undergone the prescribed course of study for a period of not less than two academic/calendar years and has passed the examinations of all the papers and has earned **81 credits** for MCA and **78 credits** for MBA as per the distribution given in the **regulation 2.4** and has also fulfilled such other conditions as have been prescribed thereof.

### 2.4 COURSE OF STUDY AND CREDIT DETAILS

2.4.1. The course components and credits distribution for M.B.A Programme is as follows:-

<b>Name of the Course</b>	<b>Number of Papers</b>	<b>Credits</b>	<b>Credits Allotted</b>
Core subjects	15	4	60
Elective subjects	4	3	12
Project/Optional Subjects	1 or 2	6 or 3	06
<b>Total Credits</b>			<b>78</b>

2.4.2. The course components and credits distribution for M.C.A Programme is as follows:-

<b>Name of the Course</b>	<b>Number of Papers</b>	<b>Credits</b>	<b>Credits Allotted</b>
Core subjects - Theory	7	4	28
Core subjects - Practical	6	2	12
Elective subjects	5	3	15
(Inter) Disciplinary Subjects	2	3	6
Project	1	20	20
<b>Total Credits</b>			<b>81</b>

## 2.5 SCHEME OF EXAMINATIONS

### 2.5.1 (A) MBA - MASTER OF BUSINESS ADMINISTRATION

COURSE COMPONENT	Subject CODE	SUBJECTS	CREDITS	MAX MARK		TOTAL
				INT.	EXT.	
<b>FIRST YEAR - I SEMESTER</b>						
Core Paper- I	RMB1A	Management Principles and Business Ethics	4	20	80	100
Core Paper-II	RMB1B	Quantitative and Research Methods in Business	4	20	80	100
Core Paper-III	RMB1C	Organisational Behaviour	4	20	80	100
Core Paper-IV	RMB1D	Accounting for Managers	4	20	80	100
Core Paper-V	RMB1E	Managerial Economics	4	20	80	100
<b>II - SEMESTER</b>						
Core Paper-VI	RMB2F	Legal Systems in Business	4	20	80	100
Core Paper-VII	RMB2G	Applied Operations Research	4	20	80	100
Core Paper-VIII	RMB2H	Strategic Management	4	20	80	100
Core Paper- IX	RMB2J	International Business	4	20	80	100
Core Paper- X	RMB2K	Management Information System	4	20	80	100
<b>SECOND YEAR - III SEMESTER</b>						
Core Paper-XI	RMB3L	Human Resource Management	4	20	80	100
Core Paper-XII	RMB3M	Marketing Management	4	20	80	100
Core Paper-XIII	RMB3N	Operations Management	4	20	80	100
Core Paper-XIV	RMB3P	Financial Management	4	20	80	100
Core Paper -XV	RMB3R	Innovation and Entrepreneurship	4	20	80	100
<b>IV - SEMESTER (Electives)</b>						
<b>**Choose FOUR Papers from any one set of the SEVEN ELECTIVES</b>	Paper – I		3	20	80	100
	Paper – II		3	20	80	100
	Paper – III		3	20	80	100
	Paper – IV		3	20	80	100
* Core Paper-XVI	RMB4Q	PROJECT WORK (or)	6	50	150	200
Optional Subject I	RMB01	Services Marketing	3	20	80	100
Optional Subject II	RMB02	Quality Management	3	20	80	100

\* Students shall be chosen either project or two optional subjects.

**SYLLABUS & STUDY MATERIALS OF MBA/MCA PROGRAMMES  
CAN BE DOWNLOADED THROUGH  
[www.ideunom.ac.in](http://www.ideunom.ac.in)**

**(B) ELECTIVE**

\*\* Students shall select four papers from any one set of the Elective viz: Human Resource Management, Financial Management, Hospital Management, Logistics and Supply Chain Management, Marketing Management, Systems Management and Business Data Analytics

<b>ELECTIVE PAPERS</b>		
<b>1. HUMAN RESOURCE MANAGEMENT</b>		
Paper - I	RMBR1	Human Resources Development
Paper - II	RMBR2	Industrial and Labour Relations
Paper - III	RMBR3	Performance Management
Paper - IV	RMBR4	Organisational Development
<b>2. FINANCIAL MANAGEMENT</b>		
Paper - I	RMBF1	Corporate Finance
Paper - II	RMBF2	Security Analysis and Portfolio Management
Paper - III	RMBF3	Tax Management
Paper - IV	RMBF4	Merchant Banking & Financial Services
<b>3. HOSPITAL MANAGEMENT</b>		
Paper - I	RMBH1	Health Policy and Health Care Systems
Paper - II	RMBH2	Hospital Planning and Administration
Paper - III	RMBH3	Hospital Records Management
Paper - IV	RMBH4	Customer Relationship Management
<b>4. LOGISTICS AND SUPPLY CHAIN MANAGEMENT</b>		
Paper - I	RMBL1	Principles & Practice of Logistics Management
Paper - II	RMBL2	Supply Chain Management
Paper - III	RMBL3	Inventory & Warehousing Management
Paper - IV	RMBL4	Domestic and International Logistics Management
<b>5. MARKETING MANAGEMENT</b>		
Paper - I	RMBM1	Sales and Distribution Management
Paper - II	RMBM2	Advertising and Sales Promotion
Paper - III	RMBM3	Marketing Research and Consumer Behaviour
Paper - IV	RMBM4	Brand Management
<b>6. SYSTEMS MANAGEMENT</b>		
Paper - I	RMBS1	Database Management Systems
Paper - II	RMBS2	Decision Support System
Paper - III	RMBS3	E-Business
Paper - IV	RMBS4	System Analysis and Design
<b>7. BUSINESS DATAANALYTICS</b>		
Paper - I	RMBB1	Big Data Analytics
Paper - II	RMBB2	Data Security
Paper - III	RMBB3	R-Programming
Paper - IV	RMBB4	Data Mining

### (C) PROJECT REPORT (if selected Project Work)

Each student shall be required to prepare, on the basis of investigations carried out by him/her in a business or industrial organization, a project report on the possible solutions for a typical problem of current interest in the area of Management. The report should demonstrate the capability of the student for some creative potential and original approach to solve the practical problems in today's business or industry. The report should include field studies, surveys, interpretation, planning and design of improved integrated management systems, presented in a comprehensive manner with recommendations for solutions based on scientifically worked out data. The Project Report must be submitted through the Supervisor and the Head of the Department on or before 30th April (for academic year) and 30th November (for calendar year) failing which the candidate will be treated as appearing on a second occasion and shall **NOT BE ELIGIBLE** for **FIRST CLASS and RANKING**.

The candidate can view the approved MBA guide details in the University website [www.ideunom.ac.in](http://www.ideunom.ac.in).

### 2.5.2 (A) MCA- MASTER OF COMPUTER APPLICATIONS

COURSE COMPONENT	SUBJECT CODE	SUBJECTS	Credits	Max. Marks		Total
				Int.	Ext.	
<b>FIRST YEAR - I SEMESTER</b>						
Core Paper - I	PCATA	C++ & Data Structures	4	20	80	100
Core Paper - II	PCATB	Digital Logic Fundamentals	4	20	80	100
Core Paper - III	PCATC	Database Management Systems	4	20	80	100
Core Paper - IV	PCAP1	Practical-I DS using C++ Lab	2	40	60	100
Core Paper - V	PCAP2	Practical-II RDBMS Lab.	2	40	60	100
Inter Disciplinary- I	PCAD1	Accounting & Financial Management	3	20	80	100
Elective Paper-I	PCAEA	Operating Systems	3	20	80	100
<b>II SEMESTER</b>						
Core Paper - VI	PCATD	Design and Analysis od Algorithms	4	20	80	100
Core Paper - VII	PCATE	Object Oriented Analysis and Design	4	20	80	100
Core Paper - VIII	PCATF	Artificial Intelligence	4	20	80	100
Core Paper - IX	PCAP3	Practical-III OOAD Lab	2	40	60	100
Core Paper -X	PCAP4	Practical-IV Web Based Application Development Lab.	2	40	60	100
Inter Disciplinary- II	PCAD2	Web Based Application Development	3	20	80	100
Elective Paper -II	PCAED	Computer Network	3	20	80	100
<b>SECOND YEAR- III SEMESTER</b>						
Core Paper -XI	PCATG	Machine Learning	4	20	80	100
Core Paper -XII	PCAP5	Practical-V Machine Learning Lab	2	40	60	100
Core Paper -XIII	PCAP6	Practical-VI Mini Project (Group Project)	2	40	60	100
Elective Paper -III	PCAEG	Software Project Management	3	20	80	100
Elective Paper -IV	PCAEL	Cloud Computing	3	20	80	100
Elective Paper -V	PCAEN	Mobile Application Development	3	20	80	100
<b>IV SEMESTER</b>						
Core Paper -XIV	PCAPQ	Project & Viva-Voce	20	20	60+20	100

## (B) ELECTIVE

**Elective-I** : Operating Systems (OR) Theory of Computation (OR) Explorative Data Analysis with R

**Elective-II** : Computer Networks (OR) Digital Image Processing (OR) Software Engineering

**Elective-III** : Software Project Management (OR) Supply Chain Management (ANS) (OR) Management Information Systems.

**Elective-IV** : Mobile Computing (OR) Cloud Computing (OR) Soft Computing

**Elective-V** : Mobile Application Development (OR) Information Security (OR) IoT

Students are encouraged to do courses from the resources like SWAYM , NPTEL etc

\*Operation Systems,

\*Principles of Programming Languages,

\*Computer Networks

\*Compiler Design,

\*Natural Language Processing

\*Software Engineering

\*Software Testing

\*Big data Analytics,

\*Robotics,

\*Agile Technologies

\*Robotics Process Automation

\*Organizational Behaviors.

## 2.6 REQUIREMENTS FOR PROCEEDING TO THE SUBSEQUENT SEMESTERS :

For MBA, students shall be eligible to go to the subsequent semester, if they completed every semester.

For MCA students must earn the prescribed percentage of attendance in theory & practical for appearing in the End semester University examination. If a student fails to earn the prescribed percentage of attendance thereof in a semester, he/she shall not be permitted to take University examination and has to repeat the respective semester by next academic / calendar year by paying redo fees.

## 2.7 EXAMINATIONS AND EVALUATION

**Register for all subjects** : Students shall register their names for the First Semester Examination on due date after their admission in the MBA/MCA programme.

Students shall be permitted to proceed from the First Semester up to Final Semester irrespective of their failure in any of the Semester Examination. For this purpose, students shall register for all the arrear subjects of earlier semesters along with the current (subsequent) semester subjects:-

### Marks allotted for Internal assessment and End Semester Examinations:-

Category	Theory (Marks)	Practical
Internal Assessment	20	40
End Semester (University) Examination	80	60
Total	100	100

## 2.8 PROCEDURE FOR AWARDING INTERNAL MARKS

- Internal Assessment marks will be in the form online test
- Assignments will be given based on the syllabus
- Students should undergo online test through the link [www.ideunom.ac.in/mcq](http://www.ideunom.ac.in/mcq) and submit the internal assignment for each semester before commencing the University End Semester Examination, failing to submit Internal Assignment within the stipulated period, the penalty charges will be levied by the University for resubmission of Internal Assignment in the Web Portal.

## 2.9 QUESTION PAPER PATTERN - (MBA/MCA)

<b>PART A</b>			
Answer any 10 questions out of 12	(50 Words each)	10 X 2	20 Marks
<b>PART B</b>			
Answer any 5 questions out of 7	(200 Words each)	5 x 6	30 Marks
<b>PART C</b>			
Answer any 3 questions out of 5	(500 Words each)	3 X 10	30 Marks
<b>TOTAL</b>			<b>80 Marks</b>

## 2.10 PASSING MINIMUM

- There shall be no passing minimum for internal assessment.
- Student who secures not less than 50 percentage marks in the external written examination for each subject shall be declared to have passed the examination in that subject.
- Student shall be declared to have passed the project work and viva voce respectively, if he/she secures a minimum 50 percent mark in the project work and the viva voce each.
- In aggregate (External Exam and Internal Marks) the passing minimum shall be of 50%.
- Student who fails in either project work or viva voce shall be permitted to redo the project work and reappear for the viva-voce on a subsequent occasion, if so recommended by the examiners.
- Student who successfully completes the MBA/ MCA programme by passing the examinations of all the four semesters prescribed as per the scheme of examinations and have earned 78 credits for MBA and 81 credits for MCA shall be declared to have qualified for the Degree.

## 2.11 REVALUATION

- All current batch students who have appeared for their End Semester Examinations are eligible for revaluation of their answer scripts.
- Passed out students are not eligible for Revaluation.

## 2.12 CLASSIFICATION OF SUCCESSFUL STUDENTS

Students who secured not less than 60 % of aggregate marks (Internal + External) in the whole examination shall be declared to have passed the examination in the First Class. All other successful students shall be declared to have passed in Second Class. Candidates who obtain 75% of the marks in the aggregate (Internal + External) shall be deemed to have passed the examination in First Class with Distinction, provided they pass all the examinations (theory papers, practical, project and viva-voce) prescribed for the course in the First appearance.

## 2.13 GRADING SYSTEM

- **Minimum Credits to be earned:** For MBA programme, the minimum credits is 78 and for MCA programme is 81 credits to be earned.
- **Marks and Grades:** The following table shows the marks, grade points, letter grades and classification to indicate the performance of the student.

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
00-49	4.0-4.9	U	Re-appear
ABSENT	0.0	AAA	ABSENT

GRADE POINT AVERAGE [GPA] for a Semester =  $\frac{\sum_i C_i G_i}{\sum_i C_i}$

GPA =  $\frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses (passed) in a semester/year}}$

CUMULATIVE GRADE POINT AVERAGE [CGPA] for entire programme =  $\frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$

CGPA =  $\frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses in a semester}}$

Where,

C<sub>i</sub> = Credits earned for course i in any semester/year

G<sub>i</sub> = Grade Point obtained for course i in any semester

n refers to the semester / year in which such courses were credited



• **Letter Grade and Class**

<b>CGPA</b>	<b>GRADE</b>	<b>CLASSIFICATION OF FINAL RESULT</b>
9.5-10.0	O+	First Class -
9.0 and above but below 9.5	O	Exemplary *
8.5 and above but below 9.0	D++	First Class with
8.0 and above but below 8.5	D+	Distinction *
7.5 and above but below 8.0	D	First Class
7.0 and above but below 7.5	A++	
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
0.0 and above but below 5.0	C+	Re-appear

\* **Ranking** : The candidates who have passed in the first appearance itself and within the prescribed semester of the MBA /MCA Programme (Major and Elective courses alone) are eligible for Ranking and Distinction.

**2.14 EXEMPTION / CONCESSION**

- a. **Dyslexia Students** : For students who are mentally disabled, having learning disability or learning disorder, mentally retarded, slow learners, mentally impaired or having seizure disorder, having spastic and cerebral Palsy, the following concessions shall be granted.
  - i. One-third of the total exam time will be provided as extra time in the examination
  - ii. Leniency in overlooking spelling mistake, and
  - iii. Amanuensis for all courses; provided the request is duly certified by the Medical Board of the Government Hospital/ General Hospital/ District Headquarters Hospitals and they shall be declared qualified for the degree if they pass the other examinations prescribed for the degree
- b. **Visually Challenged Students** : (a) They are exempted from paying Tuition Fees and Examination Fees. (b) A scribe shall be arranged by the Student.
- c. **Differently-abled** candidates with atleast 40% physical disability and who are in possession of National identity card for disability issued by the Competent Authorities can pursue MBA programmes offered by the Institute of Distance Education with full exemption of Tuition fees and Special fees.
- d. **Prisoners** of Tamil Nadu will be considered for exemption of Tuition fees provided they submit their application for admission with a 'No Objection Certificate' issued by the competent authority.

**2.15 MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAMMES TO QUALIFY FOR A DEGREE**

- The Student who is not able to complete the program for whatever reasons within the normal period (N) or the Minimum duration prescribed for the programme, may be allowed two years period of time beyond the normal period to clear the backlog for qualifying for the degree. (Time Span = N + N years for the completion of programme.) i.e. 4 years as per UGC-DEB guidelines

### 3. FEE DETAILS

#### 3.1 MBA / MCA : BREAK-UP OF FEE DETAILS

Sl. No.	Type of fee	MBA	MCA
		Amount Rs.	
<b>For First year only</b>			
1	Registration Fee	1000	1000
2	Admission Fee	250	250
3	Matriculation fee ( <i>those who seeking admission to the University of Madras for the first time</i> )	100	100
4	Examination of Other Board (+2) / Universities in India	300	300
5	HSC Examination of Other Board / Universities outside India	2020	2020
6	Course Completion Certificate	500	500
7	Madras University Alumni Association Membership Fees	200	200
8	ID Card	200	200
<b>For Every Year</b>			
9	Development Fee	200	200
10	Tuition Fee	10000	9000
11	Special Fee	2500	2100
12	Postage Fee	2500	2500
13	Study Materials Fee	2400	2400
14	Project Fee (if Applicable)	3000	-

#### 3.2 MBA : TOTAL FEE DETAILS

NAME OF THE COURSE	MADRAS UNIVERSITY GRADUATES	OTHER UNIVERSITY GRADUATES	PROJECT FEE
Ist Year MBA	20150*	20550*	-
Ist Year MBA Online Admission	20740**	21140**	-
II Year MBA	17600	17600	3000*

\*Students must pay Project fee along with 2nd year Tuition fee, if he/she chooses project in IV Semester.

\*\*Inclusive of the Cost of Application Rs. 590/- and Entrance Fee Rs. 400/-

\*Inclusive of Entrance Fee for the students who are applying for MBA programme in person.

#### ***Important Notice***

*All the fee Receipts paid for a period of two years including Admission Fee, Tuition Fee, Examination Fee etc., should be preserved carefully*

### 3.2 MCA : TOTAL FEE DETAILS

NAME OF THE COURSE	MADRAS UNIVERSITY GRADUATES	OTHER UNIVERSITY GRADUATES
Ist Year MCA	18750*	19150*
Ist Year MCA Online Admission**	19340	19740
II Year MCA	16200	

\* Inclusive of Entrance Fee for the students who are applying for MCA programme in person.

\*\* Inclusive of the Cost of Application Rs. 590/- and Entrance Fee Rs. 400/-

### 3.3 FEES PRESCRIBED FOR ISSUANCE OF OTHER CERTIFICATES

Sl.No.	Type of Fee	Amount
1	Duplicate Course Completion Certificate	1000
2	Duplicate ID Card	250
3	Medium of Instruction Certificate	1000
4	Exemption of Paper –Direct II year programme	500
5	Change of Course	1000
6	Bonafide Certificate	500

### 3.4 MODE OF PAYMENT OF FEE

- a. Students can make their payments using generated fee challan with the bank designated by the Institute of Distance Education, University of Madras. The challan has three identical parts, Viz. Bank Copy, IDE Copy and Student Copy. The BANK will retain bank copy and return the IDE copy and student copy to the student. The IDE copy of the BANK Challan should be submitted to the University where they seek admissions and collect study materials, ID cards etc. Student copy should be preserved carefully by the student as a proof of payment. In places where there is no facility for the payment of fees through the designated banks, students may make the payment by means of Demand Draft obtained from any of the Nationalized/Scheduled Bank drawn in favour of “**The Director, IDE, University of Madras**” payable at Chennai.
- b. Students should remit their Tuition Fee through **Online Payment Gateway System** provided in the Website: [www.ideunom.ac.in](http://www.ideunom.ac.in) Students are advised to make use of this facility.
- c. The Tuition Fee and other fees for the First Year should be paid only after receiving the intimation letter of provisional admission along with generated tuition fee challan. **For payment of subsequent tuition fees and other fees for second year, no separate intimation will be sent to the candidates admitted.** Hence, candidates are advised to retain the Prospectus till the completion of the course for guidance and make remittances within the specified **due dates** on their own. The admission of the fee defaulters will automatically stands cancelled. **Candidates are NOT permitted to remit the fees in instalments.**

- d. The students are strictly instructed to use generated fee challans to pay the Tuition Fee and Examination Fee and sent them in separate envelopes to the Director, IDE. University of Madras. **They are requested not to pay examination and tuition fees together.** The Institute is not responsible for any delay in sending the learning materials or statement of marks, etc. even though the examination and tuition fees are paid together by the students. No extension of time will be given, under any circumstances, for payment of fee.
- e. Students are advised to submit the fee payment generated challan endorsed by the designated Banks for onward transmission to the Director and required to collect the learning materials from the Learner Support Centre. **Fees once remitted will not be refunded or adjusted in any manner under any circumstances.**
- f. Study materials will be supplied at the Single Window Admission centre at IDE. Those who are not able to receive the same at the Learning Support centres may approach the Director, IDE.

#### 4. GENERAL INFORMATION

- All the programmes are offered by the Institute to the residents of India as per the discretion of the authorities, University of Madras. Admission cannot be claimed as a matter of right and the Institute reserves the right of admission.
- The Applicant has to state clearly the Elective of MBA Programme which he/she wants to Enrol.
- The following Original Certificates/Documents with one set of photo copies attested by competent authority should be submitted along with the filled in application form for admission to MBA/MCA programme:
  - (a) Transfer Certificate / Migration Certificate from the Head of the Institution where the applicant last studied.
  - (b) Statement of Marks of the Qualifying examination right from their Secondary School Education and Provisional Pass Certificate / Diploma / Degree Certificate as the case maybe of the Qualifying examination along with the application form
  - (c) If the certificates submitted by the applicant are in any Language other than ENGLISH / TAMIL, an English version of the Certificate duly attested by a Gazetted Officer should be sent along with the original certificates.
  - (d) Candidates who have passed their qualifying examination from abroad should submit an "Equivalence Certificate" issued by the Association of Indian Universities (AIU) (Address : Secretary, Association of Indian Universities, 16, Kotla Marg, New Delhi - 110 002.)
  - (e) Students from other State Public Universities/Private Universities/Deemed Universities must attach a copy of the UGC approved recognition list along with the application.
  - (f) Failure to submit any one or more of the above certificates / documents may entail rejection of their applications.

- A Course Completion Certificate in lieu of Transfer Certificate will be issued by the IDE, University of Madras either on completion or on discontinuance of the Programme. (Subject to verification of payment of prescribed fee and other dues to the University)
- The University has the right to cancel / suspend any course/s mentioned in the Prospectus for various administrative reasons.
- No conduct certificate / Eligibility certificate will be issued to any student of this Institute.
- Students are requested to furnish their Mobile Number in the Admission Application Form / Online Admission Application Registration Form / Online Registration Examination Application Form for any further queries / clarification. The furnished number will be treated as REGISTERED MOBILE NUMBER (RMN) and this is a value added / optional service offered to the Students of IDE.
- Bonafide Certificate will be issued to the student, only those who has studying the programme on payment of prescribed Fee.
- **PLEASE VISIT THE OFFICIAL WEBSITE PERIODICALLY FOR ANY UPDATES GIVEN IN THE PROSPECTUS. IT IS THE RESPONSIBILITY OF THE STUDENT TO VISIT THE WEBSITE ON A REGULAR BASIS.**

## **5. DISCONTINUANCE OF STUDY**

Students who wish to discontinue their course after the completion of first year should inform the Director, IDE. before 31st July/31st December of every year for Academic/Calendar year stream respectively. Otherwise, entire programme fee 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.

## **6. CHANGE OF COURSE**

Candidates are advised to make a firm choice of the courses of study they wish to pursue before sending application for admission. Normally, change of course will not be allowed, but in special cases change of course may be permitted within one month from the date of admission on a payment of the prescribed fee of Rs. 1000 subject to eligibility and approval by the authorities.

## **7. METHOD OF INSTRUCTION AND PERSONAL CONTACT PROGRAMME**

- (a) Mailing or distributing the self-learning materials will be done periodically to the students enrolled.**

For each paper of study, a set of learning materials will be sent to the students periodically. The learning materials can be collected by the student in person or his/her representative from the Counter on production of Student's copy of the payment challan. Study Materials can also be got from Learner Support Centre.

**(b) Personal Contact Programme.(PCP)**

- i. The Personal Contact Programme classes will be arranged for the benefit of the students by IDE. This programme is meant for classroom lectures on important topics and for clearing the doubts of the students. Students are advised to attend the classes on their own interest for effective learning.
- ii. There will be two rounds (Total Days = 11 for a year) of Personal contact classes for MBA programme per semester. Attending the personal contact classes are optional.
- iii. **For MCA Programme** : A candidate should earn compulsorily minimum 50% of attendance in theory classes and 100% in practical classes for appearing the End Semester Examinations.
- iv. The venue and dates of PCP Classes will be posted at University website [www.ideunom.ac.in](http://www.ideunom.ac.in)
- v. Classes will be conducted for MBA programme in IDE Building, University of Madras, Chennai. However, depending on student enrolment, the number of outside centres for these courses may be increased.
- vi. The conduct of PCP classes is subject to students strength.
- vii. PCP Classes will be held from 9.30 am to 12.45 pm and from 1.30 pm to 4.45 pm.
- viii. Any change in the PCP schedule will be intimated to the students through university website only.

## **8. CHANGE OF ADDRESS**

Students can view their personal data through University Website ([www.ideunom.ac.in](http://www.ideunom.ac.in)) by using Mobile No, Date of Birth, Email Id as password and also can update their Email Id, Mobile No. and Change of Address.

## **9. IDENTITY CARD**

Identity Card will be issued only after the receipt of First Year tuition fee. 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, until the Completion of Course. If the original card is lost, a duplicate card will be issued on payment of Rs. 250/-through the designated Bank Challan for this purpose, the payment endorsed Bank Challan is to be sent together with a passport size photograph.

## **10. ENROLMENT NUMBER**

The Enrolment Numbers will be assigned to candidate on admission which is used throughout the course of study. In the communications addressed to the Institute, the Enrolment number should be invariably quoted. Letters received without the enrolment number will not be entertained.

## 11. SIMULTANEOUSLY ADMISSION TO CERTIFICATE or DIPLOMA COURSES

- Along with the MBA/MCA Programme admission, if an applicant can join any one of the Certificate or Diploma Courses simultaneously, he/she should download the prospectus from the university website and to submit the application together with bonafide certificate of the Institution where he/she is studying the UG/PG programme.

SL. NO.	COURSE	ELIGIBILITY CONDITION
1	<b>CERTIFICATE COURSE*</b>	Candidates undergoing any UG Degree Course (10+2+3 Pattern) of the University of Madras or any other University recognised by UGC/AIU accepted as equivalent thereto by this University are eligible for admission to the Certificate Courses
2	<b>DIPLOMA COURSE*</b>	Candidates undergoing any Post-Graduate Degree Course (10+2+3 Pattern) of the University of Madras or any other University recognised by UGC/AIU accepted as equivalent thereto by this University are eligible for admission to the Diploma Courses

\*A student can additionally enrol for one Certificate/Diploma Course only at the same time.

## 12. EXAMINATIONS AND FEE FOR ISSUANCE OF VARIOUS CERTIFICATES

1. Students are advised to visit the IDE website [www.ideunom.ac.in](http://www.ideunom.ac.in) constantly regarding the information relating to the Examinations and Examination application and have to apply only through online.
2. The First / Third semester examination for the students admitted under “Academic Year Stream” will be conducted during November / December every year and the Second / Fourth semester will be conducted during May / June every year.
3. For the students of “Calendar Year Stream” the First / Third semester examination will be conducted during May / June every year and the Second / Fourth semester will be conducted during November / December every year.
4. After registering examination application form through online, take a print-out and submit the copy along with fee remittance challan to the IDE through post or single window counter, IDE.
5. The Student who has not paid the Tuition fees for all the years within the stipulated time will not be permitted to write the Examinations under any circumstances.
6. The examinations are conducted at various centres within Tamilnadu territorial jurisdiction. Candidates may choose carefully any one of the Examinations Centre to appear for the Examinations. Change of centre is not permitted.

7. The University has the right to restrict the number of Examination Centres depending upon the students' strength. In such cases, students after choosing a particular centre may be asked to take the examinations in another Examinations Centre, which will be indicated in the hall ticket.
8. No separate intimation will be sent individually to any candidate with regard to time-table, centre notification and issue of hall ticket. The time table, centre notification and the hall tickets will be uploaded in the website **www.ideunom.ac.in** and the students are advised to download the same.
9. The ID card issued by the Director of Institute of Distance Education should be produced at the Examination Centre when demanded. No other ID card will be accepted at the examination centre.
10. Students are permitted to write their examination in English only.
11. **Students should submit their Internal Assignment for each semester before commencing the University End Semester Examinations. Failing to submit Internal Assignment within the stipulated period, the result will not be published.**
12. Student who secure not less than 40 marks out of 80 (i.e. 50%) and 30 marks out of 60 (i.e.50%) in External Theory and Practical Examination of each paper of MBA/MCA Programme respectively shall be declared to have passed the Examinations. In aggregate both External and Internal the passing minimum marks shall be 50 otherwise it will be treated as fail.
13. **Revaluation:** All current batch students who have appeared for end-semester examination are eligible for revaluation of the answer script
14. Students who are eligible for revaluation of answer paper have to apply through online **www.ideunom.ac.in** only
15. Students appearing for the first time either for first year or second year Examination should compulsorily register and pay the fees for all the papers prescribed. Candidates will be permitted for paper wise registration, for subsequent appearances together with payment of required fee for the examination.
16. Students who are unable to appear for the Examination in any of the papers, may re-appear for such papers in the subsequent examinations as and when they are held. However, the examination fee once paid will not be refunded in any manner or adjusted for the subsequent examinations under any circumstances.
17. If he/ she has been granted exemption from appearing for any papers he /she should give full particulars of exemption and also enclose a photo copy of the exemption order issued by the Director, IDE, in this regard while registering for examination along with the downloaded Application forms.



18. The Enrolment Number / Subject / Subject Code / Date of Examination should be written legibly by the candidates in the appropriate boxes provided in the Answer Books. The Enrolment Number should not be written in any of the inner pages of the Answer books on any account. Result will not be declared in case of any deficiency in filling up the columns provided thereto in the Answer scripts and they cannot put forth any claim over that at a later stage.
19. Malpractice Case  
The following categories of candidates will be booked under malpractices.
- Students with Mobile / I – Pads in the Examination Hall
  - Possession of any written / Photo copy materials
  - Writing on the palm/ hand kerchiefs/ behind the Calculators
20. If the admission is cancelled by the Director, I.D.E. they are not allowed to apply for the examination under any circumstances.
21. Any query regarding his/ her appearance for the examination have to be made within 15 days from the date of publication of results. No queries will be entertained from the candidate after this period under any circumstances.
22. The MBA students have to submit a project or to appear for exams for two optional subjects for which he / she opted at the first instance in the IV Semester examinations and he / she cannot subsequently change the option i.e., from Project to Optional subjects or Vice-Versa. The students has to adhere the instructions strictly without fail.
23. The following are the fees prescribed for issuance of certificates.

<b>Sl. No.</b>	<b>Type of Fees</b>	<b>Fees Rs.</b>
1.	Fee for change of name of candidate in the records of the University	1000
2.	Fee for change in the Date of Birth and Name Correction	1000
4.	Migration Certificate for all UG/PG/Degree Certificates	525
5.	Statement of Marks for all UG / PG/Degree Courses	75
6.	Revaluation fees for all UG/ PG/ Degree courses	1000
7.	Consolidated Statement of Marks for all Degrees	1500
8.	Last date of Examination Certificate fee	200
9.	Issue of Pass certificate Fee (For IV semester Students only)	1500

### 13. ADMISSION CENTRES

#### (i) ADMISSION THROUGH SINGLE WINDOW ADMISSION CENTRE (AT THE INSTITUTE OF DISTANCE EDUCATION CAMPUS, CHENNAI)

University of Madras has opened a Single Window Admission Centre located at the IDE building at Chepauk Campus, Chennai and ensures admission across the counters. Students using the Single Window Admission Centre should go through the following instructions:

1. The filled-in application form should be submitted at the admission counter
2. The application form and other certificates should be arranged in the following order:
  - (i) Filled-in application form;
  - (ii) Photocopy of the Certificates;
  - (iii) Filled-in Computer Coding Sheet;
  - (iv) If the certificates are in a language other than English / Tamil an authenticated translation in English duly attested by a Gazetted Officer.
3. The Photo copies of the Certificates will be verified with the originals and the original certificates will be returned.
4. The eligible candidates have to appear for an Entrance Test at IDE.
5. Those who pass the Entrance Test will be issued the Provisional Admission intimation.
6. After obtaining the provisional admission intimation, the students can remit the specified Tuition and other fees at any Bank Counters of Indian Bank of any branches. After remitting the fees, the students can collect the study materials and ID card from the respective counters of Single Window Admission Centre.
7. Working Hours: The Single Window Admission Centre functions on all days including Saturdays and Sundays except holidays declared by the Government of Tamil Nadu. The Centre is open from 10.00 a.m. to 5.00 p.m. on week days and between 10.00 a.m. and 4.00 p.m. on Saturdays and Sundays during admission period only.

#### (ii) ADMISSION THROUGH ONLINE

1. Admission are open only to Indian Nationals.
2. Those who apply through online can access the website:[www.ideunom.ac.in](http://www.ideunom.ac.in). Candidates are advised to read the instructions and eligibility conditions prescribed (Page No. 5) carefully before starting the process of online registration.
3. The application can be submitted online by following the instructions carefully and by paying the necessary fees through online. The Identity Card and Study Materials will be sent by post to the address given by the student.

4. The students are requested to send the original certificate along with the photocopy of Provisional admission intimation and passport size photograph through the Registered Post / Speed Post / Courier addressed to the Director, Institute of Distance Education, University of Madras, Chepauk, Chennai - 600 005 within 15 days from the date of online registration for verification purpose and return. Failing to do or if any false information are found at a later stage, their admission will be summarily rejected and Tuition fee paid by him / her will not be refunded.
5. The students may also come in person and submit the original certificate along with the photocopy of the original certificates to the Online Admission Section, Institute of Distance Education for verification and will be returned.
6. The PCP classes both theory and practical for the students admitted under Academic and Calendar year stream through online admission will be conducted only in Chennai.

**(iii) ADMISSION THROUGH LEARNER SUPPORT CENTRES**

1. To facilitate the admission of students the Institute of Distance Education, University of Madras has established Learner Support Centres for admission. (For the list of Learner Support Centres refer page No. 24 to 28).
2. The Students who wanted to register through Learner Support Centres can download the prospectus and application from the University website and submit the same to the Co-ordinator of any of the approved Learner Support Centres with the required document / certificates as per eligibility criteria for admission (For eligibility Criteria refer page No. 5 and for documents / certificates to be submitted refer page No. 17)
3. Eligible students will be given admission in the Institute of Distance Education, University of Madras and Provisional Admission Intimation with Enrollment Number will be assigned by the University through the Learner Support Centres.
4. On receipt of the Provisional Admission Intimation along with enrolment number through the Learner Support Centres, the students can pay the requisite fees through online or through offline triplicate Challan of Indian bank and forward the same through the Co-ordinator, Learner Support Centres (Please refer to page No. 24 to 28 Fee particulars page No. 14-15). The University will not be responsible for any other mode of payment.
5. The Fee Challan shall be forwarded by the Learner Support Centres to the Institute of Distance Education, University of Madras and on receipt of the same, Students Identity Card and Study materials will be sent to the concerned Learner Support Centres.
6. The students can collect the Identity card and study materials from the concerned Learner Support Centres.
7. The students should appear Entrance Examination for MBA and MCA Programmes.

## 14. LIST OF LEARNERS SUPPORT CENTRES

Sl. No.	LSC Code	Name and Address of the LSC
<b>CHENNAI, CHENGALPATTU, KANCHIPURAM, THIRUVALLUR</b>		
1	701	<b>Pachaiyappa's College for Men</b> Kanchipuram - 631501 - ennpeeor67@gmail.com - 9488439279 ,9444447586
2	702	<b>The Quaide Milleth College for Men</b> Tambaram-velachery main road, Medavakkam, Chennai - 600100 daycollege@qmcmcn.com - 4422771202, 7305439411,992577434
3	705	<b>Hindustan College of Arts &amp; Science</b> Rajiv Gandhi road(OMR)Padur, Kelambakkam, Chennai - 603103 drsthirumagan@yahoo.com - 8838295003, 9894201997
4	707	<b>Prof. Dhanapalan College of Arts &amp; Science</b> Rajiv Gandhi salai, Padur, Chennai - 603103 - ide.dhanapalancollege@gmail.com 9281311294, 27474222 , 274742
5	708	<b>Nazareth College of Arts and Science</b> Kovilpathagai Main Road,Kannadapalayam, Avadi, Chennai - 600062 info@ncas.in - 9894456660
6	709	<b>Sree Muthukumaraswamy College</b> Plot no.92/1 &9 8th Block,Muthamizh Nagar, Kodungaiyur, Chennai - 600118 sreemuthu97@gmail.com - 9080208262
7	713	<b>Annai Violet College of Arts and Science</b> 53 Violet College Road, Menambedu Ambattur, Chennai - 600053 annaiviolet@gmail.com - 9042481611, 044-26864684
8	715	<b>Sridevi Arts and Science College</b> Krishnapuram, Ponneri - 601204 - sridevicollegeponneri@gmail.com - 9443596691
9	716	<b>Pattammal Alagesan College of Arts and Science</b> Athur, Changanpattu - 603101 pacprincipal@gmail.com - 9499935203, 9445256048, 9629364882
10	717	<b>TMG College of Arts and Science</b> No.85, Mudichur Road, Manimagalam, Chennai - 601301 drpafu@gmail.com - 9962836001
11	719	<b>C.M. Annamalai College of Arts and Science for Women</b> Sholinghur-Tiruttani High Road, Velathur village Adivaragapuram (P), Thiruvallur - 631303 - cmawcprincipal@gmail.com - 9159539043
12	722	<b>Kanchi Shri Krishna College of Arts and Science</b> Krishnapuram, P.O.kilambi, Kanchipuram - 631551 krishiqac@gmail.com - 9677355036

13	723	<b>E.S.Subramaniam Memorial College of Arts &amp; Science</b> Podhattoorpet, Thiruvallur - 631208 - essmartscollege@gmail.com - 9444332276
14	725	<b>Sri Subramaniaswamy Govt.Arts College</b> Thiruthani - 631209 - balamadhukkar@gmail.com - 9944556169
15	727	<b>St.Thomas College of Arts and Science</b> 140/6 St.Thomas Nagar, New Colony Koyambedu, Chennai - 600107 thangavelraj@gmail.com - 9444200912
16	739	<b>Arignar Anna Institute of Management Studies and Computer Applications.</b> Pennular, Sri perumbudur Taluk, Chennai - 602117 aaimsca@gmail.com - 9444143346, 9003623243
17	789	<b>Subham College of Education</b> No 113, Chunambedu Road, Vilvarayanallur Village, New Mampakkam post, Madurantakam, TK, Kancheepuram Dist - 603306 - djbohra@gmail.com - 9965112222
18	790	<b>Annai Therasa Arts and Science College</b> Sadras Road, Mangalam, Thirukazhukundram - 603109 atasctkm97@gmail.com - 9884160239, 044-27447991
19	791	<b>Good Shepherd College of Education</b> PH Road, Pakkam Kasuva, Tiruvallur DT - 602024 enkatrajagopal814@gmail.com - 9047043008, 8838390526
20	798	<b>Gojan School of Business and Technology</b> No. 80 Feet Road, Edapalayam Redhills, Chennai - 600052 hetagojan2019@gmail.com - 9884886078
21	803	<b>Our Lady College of Education</b> Our lady Nagar, Maduravoyal, Chennai - 600095 tadlchennai@gmail.com - 9841155653
22	805	<b>T V M College of Education</b> Podaturpet, Thiruvallur Dist. - 631208 - tvmeducationaltrust@gmail.com - 8760712473
23	811	<b>Government Arts College for Men (Auto)</b> No. 329, Anna Salai, Nandanam, Chennai - 600035 gacatchn35@yahoo.co.in - 9444337980, 9840655885, 044-24310589
24	828	<b>Kanchi Sri Magalakshmi Arts &amp; Science College for Women</b> Arpakkam Village, Kanchipuram - 631603 magalskshmiosreeguru@gmail.com - 9600950855, 8144444355
25	829	<b>Shri Shankarlal Sundarbai Shasun Jain College for Women</b> No.3, Madley Road, T. Nagar, Chennai - 600017 principal@shasuncollege.edu.in - 9840131576, 9345221987, 8072255433
26	832	<b>Vivekananda Vision Arts and Science College for Women</b> Kachur, Uthukottai, Thiruvallur - 602026 - vvasc2021@gmail.com - 8489622777
27	834	<b>Thiruthangal Nadar College</b> Selavayal, Chennai - 600051 - tnc_98@yahoo.com - 9444345370, 044-25941717

<b>TRICHY, PUDUKKOTTAI, THANJAVUR, KUMBAKONAM, MADURAI, DINDIGUL</b>		
<b>28</b>	<b>734</b>	<b>Mahatma Arts &amp; Science College</b> Ariyur annavasal Road, Mathiyanallore (Po) Illuppur(Tk), Pudukkottai - 622001 jaimohan.04@yahoo.com - 8778175316, 9791717129
<b>29</b>	<b>751</b>	<b>Bharath College of Science and Management</b> Bharath avenue near new bus stand, Trichy road, Thanjavur - 613005 bharathcollege@gmail.com - 9578311331, 04362-227937, 9442852187
<b>30</b>	<b>753</b>	<b>Government Arts College (Autonomous)</b> Karupur Road, Kumbakonam, Thanjavur (D.T) - 612002 idegackumbakonam@gmail.com - 9842451397, 0435-2442149
<b>31</b>	<b>796</b>	<b>Sri Annai Arts &amp; Science College</b> Vadipatti(TK), Madurai - 625234 - sriannais@gmail.com - 6379260537, 9364106936
<b>32</b>	<b>821</b>	<b>Nazia College of Arts and Science</b> S. Kallupatti, Kariapatti, Virudhunagar - 626106 naziacollege2017@gmail.com - 9750159905, 9840921704, 04566-222905
<b>COIMBATORE, NILGIRIS</b>		
<b>33</b>	<b>837</b>	<b>Sakthi College of Arts &amp; Science College</b> Palakkanuthu Post, Ottanchatram - 624619 srivelanistitute@gmail.com : 9965565150, 959266555, 0451-2554317
<b>34</b>	<b>732</b>	<b>Nilgiri College of Arts &amp; Science</b> Thaloor, Konnachal post, Nilgiris - 643239 ncasbu@gmail.com - 9207769999, 9447694285
<b>35</b>	<b>750</b>	<b>Hindusthan College of Arts and Science</b> Hindusthan Garden Behind Nava India, Avinashi Road, Coimbatore - 641028 hicasdistance2018@gmail.com - 9843688809, 9943922334
<b>36</b>	<b>759</b>	<b>Dr. N.G.P.Arts and Science College</b> Dr. N.G.P. Kalapatti Road, Coimbatore - 641048 principal@drngpasc.ac.in - 9976656576, 0422-2369220,
<b>37</b>	<b>831</b>	<b>Ayyan Thiruvalluvar College of Arts &amp; Sci. (ATCAS College)</b> 25, Chinnasubbabayab Layout, Puli Yamara Bus Stop, Sai Baba Colony, Coimbatore - 641011 - atcascollege20@gmail.com - 9443226207, 0422-2434033
<b>38</b>	<b>839</b>	<b>Sree Ramu College of Arts and Science</b> N.M Sungam, Bedasanthur Post, Pollachi Taluk - 642007 sreeranykscny@gmail.com - 9677523398, 9976015315, 04259-286969
<b>AMBUR, VELLORE, TIRUVANNAMALAI, KALLAKURICHI, VILLUPURAM</b>		
<b>39</b>	<b>729</b>	<b>Government Arts College</b> Tiruvannamalai - 606603 - 9944883900
<b>40</b>	<b>730</b>	<b>C.S.I. Vellore Diocese Voorhees College</b> Vellore - 632001 - idemuvoorhees1975@gmail.com - 9597000862
<b>41</b>	<b>735</b>	<b>Mazharul Uloom College</b> 1A, Officers Line, Ambur - 635802 - mucexamination@gmail.com - 9629873022

42	736	<b>DLR Arts &amp; Science College</b> Thathiravadi Road, Villapakkam, Arcot (Tk) Vellore - 632521 gpcgroupofedun@gmail.com - 9443203140, 7200902424, 04173-223141
43	747	<b>Aruna Vidhya Arts &amp; Science College</b> Thenpalani Educational Academy, 18B/5 Gandhi Nagar Old Bye Pass Road, Tiruvannamalai - 606601 - arunavidhyaclg@gmail.com - 9486878710, 9488724827
44	755	<b>K.M.G. College of Arts &amp; Science</b> Railway Station Road Ammanankuppam, Gudiyattam - 635803 kmgcollege@gmail.com - 9894164345, 9600224423, 041701-227906
45	760	<b>Marudhar Kesari Jain College for Women.</b> Chinnakallupalli Vaniyambadi - 635751 - mkjcprincipal@gmail.com : 8870115229
46	763	<b>Muthurangam Government Arts College</b> Otteri Road, Vellore - 632002 - mgacvlr@yahoo.co.in - 9787233711, 0416-2262068
47	766	<b>Mercury College of Arts &amp; Science</b> Thandalam (vill), Kumpinipet(PO), Arakkonam - 631003 mercurycollege.1999@gmail.com - 9920092009, 04177-232009
48	774	<b>Suraj College of Education</b> Melathangal village (po), Chetpet Taluk, Tiruvannamalai - 606807 surajbed@gmail.com - 9443557559, 9443203140, 04183-239322
49	779	<b>Jayam College of Education</b> 65 Gandhi Market Road, Arni, Tiruvanamalai Dist. - 632301 jayamcollege11@gmail.com - 9360223140, 94443203140
50	782	<b>V.E.T. College of Education</b> No.24Trichy Main Road, Opp.E.S Hospital, Villupuram.T.K & Dist. - 605602 vetcollegevpm@gmail.com - 9047444666
51	788	<b>Thiru Kolanjiyappar Govt.Arts College (Grade-I)</b> Junction Road, Viruddhachalam, Cuddalore - 606001 tkgac_vri@yahoo.co.in - 9965178656, 04143-262513
52	794	<b>Bharat College of Education</b> No. 8, Karar Krishnaswamy street, Kosapet, Vellore - 632001 - saravanankpm82@gmail.com - 9345633365, 0416-2262565
53	822	<b>Dr. Davidraja &amp; Dr. Chanraleka College of Education</b> Vingalapuram, Tirupattur - 635653 dr.davidraja bend2006@gmail.com - 9994910145, 6382129400, 04179-225013
54	826	<b>Islamiah Women's Arts and Science College</b> Vaniyambadi, 10, Bye-Pass Road, New Town, Vaniyambadi, Tirupattur - 635752 principaliwc@gmail.com - 9443541815, 04174-235266
55	835	<b>Pallavan College of Education</b> Melmonavoor, Abdullapuram Post Vellore-632010 pallavancolleglsc@gmail.com - 9840016518, 9710589231, 04171-220272
56	838	<b>BWDA Arts &amp; Science College</b> No.24, Trichymain Road, Chennai Pipes 1st Floor, Villupuram Taluk & Dist - 605602 bwdacollege@gmail.com - 9994035625, 9047444666, 04146-355730

<b>TIRUNELVELI, KANYAKUMARI, TENKASI, NAGARCOIL</b>		
<b>57</b>	<b>757</b>	<b>Noorul Islam College of Arts &amp; Science</b> Kumaracoil (PO), Kanyakumari dist - 629180 nicollege2001@yahoo.co.in - 9443119441, 04651-253766
<b>58</b>	<b>758</b>	<b>Malankara Catholic College</b> Kaliakkavilai, Mariagiri, Kanyakumari dist - 629153 malankaracollege@gmail.com - 9442336243, 04651-244156
<b>59</b>	<b>792</b>	<b>All Saints College of Education</b> Malayadi, Kaliyakkavilai - 629153 allsaintside@gmail.com - 9947769939, 9072055554, 04651-236888
<b>60</b>	<b>824</b>	<b>Mother Gnanamma Catholic College of Education</b> Madathattuvilai, Villukuri Post, Kanyakumari Dist - 629180 mgccedu@gmail.com - 9500704765
<b>THENI, RAJAPALAYAM</b>		
<b>61</b>	<b>746</b>	<b>Sree Balakrishna College of Arts &amp; Science</b> Vanniampatti Road, Mottamalai Chatrapatti, Rajapalayam - 626 102 sreebalakrishna.lsc@gmail.com - 9944949940, 9788737242, 9894258606
<b>SALEM, KRISHNAGIRI, NAMAKKAL, SIVAGANGAI</b>		
<b>62</b>	<b>754</b>	<b>Gonzaga College of Arts and Science for Women</b> Kathampallam, Elathagiri, Krishnagiri Dist - 635108 college.gonzaga@gmail.com - 9942177913, 04343-268025
<b>63</b>	<b>773</b>	<b>Siri PSG Arts &amp; Science College for Women</b> Tiruchengode Road, Sankari, Salem Dist - 637301 sirips@gmail.com - 9788873707, 994461062
<b>64</b>	<b>775</b>	<b>Sengunthar Arts and Science College</b> Tiruchengode, Namakkal Dist. - 637205 info@senguarts.co.in - 9842753229, 4288283545
<b>65</b>	<b>797</b>	<b>Kongunaadu College of Education</b> Mamangam, Salem - 636302 - konguclglsc@gmail.com - 9994376671, 9367166151, 0427-2345090
<b>66</b>	<b>804</b>	<b>Vishwa Bharath Arts and Science for Women,</b> Morappur, Dharmapuri - 635305 - kalanjiamharur@gmail.com - 9344855300
<b>67</b>	<b>806</b>	<b>Vivekananda College of Arts and Science</b> Elayampalayam, Tiruchengodu (TK), Namakkal Dist - 637205 443966766, 9443316521
<b>68</b>	<b>816</b>	<b>Rasi College of Education</b> 25/1B, Thottiyapatti, C.S. Puram (PO), Rasipuram (TK), Namakkal - 637401 spedeve@gmail.com - 9095278275, 9442758275
<b>69</b>	<b>836</b>	<b>Jairam Arts &amp; Science College</b> Chinnathirupathi Post Salem - 636008 principaljairamcollege@gmail.com :9842911724, 9790013336, 8012597921





**UNIVERSITY OF MADRAS**  
**INSTITUTE OF DISTANCE EDUCATION**  
சேர்க்கை விண்ணப்பப் படிவம் / APPLICATION FOR ADMISSION  
**MBA / MCA**

APPLICATION COST : Rs.560/-

APPLICATION NUMBER

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**ENROLMENT NUMBER** (to be assigned by the IDE office)

ACADEMIC YEAR 2024-2025

A	2	4												
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CALENDAR YEAR 2025

C	2	5												
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Candidate to tick (✓) any one of the appropriate boxes for Tuition Fee Concession (Certificate to be enclosed)

Differently Abled  Visually Challenged  Prisoner

Name of the Programme applied for

**MCA**

**MBA**

MBA ELECTIVE chosen for IV Semester

Human Resource

Systems

Logistics and Supply Chain

Finance

Marketing

Business Data Analytics

Hospital

**CANDIDATE TO FURNISH ALL THE REQUIRED PARTICULARS BELOW IN CAPITAL LETTERS**

ADDRESS FOR COMMUNICATION

NAME : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Door No. & Street : \_\_\_\_\_

Town / Village Post : \_\_\_\_\_

District : \_\_\_\_\_

State : \_\_\_\_\_ INDIA

Pin code : \_\_\_\_\_

Phone (Res) : \_\_\_\_\_ Off. \_\_\_\_\_

Registered Mobile No.(RMN) : \_\_\_\_\_ e-mail \_\_\_\_\_

Recent Passport  
Photograph to be  
affixed

1. NAME OF THE APPLICANT (as given in the certificate in CAPITAL LETTERS) (a) in English : \_\_\_\_\_  
(b) in Tamil: \_\_\_\_\_

2. Father's/Guardian Name - Expansion of Initial \_\_\_\_\_

3. (a) Date of Birth as per T.C. \_\_\_\_\_ (b) Age \_\_\_\_\_ (c) Gender Male  Female  Transgender  (Tick ✓) d) Aadhaar No : \_\_\_\_\_

4. Nationality \_\_\_\_\_ INDIAN \_\_\_\_\_ 5. Religion \_\_\_\_\_

6. a) Community (Tick ✓) \_\_\_\_\_ b) Caste \_\_\_\_\_ 7. Mother Tongue \_\_\_\_\_

OC  / BC  / MBC  / DNC  / SC  / ST

8. Present Occupation \_\_\_\_\_

9. Selection of Project Work or Two Optional Subjects	<input type="checkbox"/> Project Work <input type="checkbox"/> Two Optional Papers
10. Are you undergoing any other course in a College or University? If so, Specify	
11. The wards of Defence Personnel / Ex-Servicemen should specify as :	(a) Ward of Defence Service Personnel (b) Ward of Ex-Servicemen : Navy / Army / Air force

12. DETAILS OF EXAMINATION PASSED						
Examinations passed with Subjects	Name of the		Month & Year of Passing	Registration Number	Class with Grade / Marks	Maximum Marks
	School / College	Board / University				
S.S.L.C. / 10 <sup>th</sup> Std.						
P.U.C. / Higher Secondary						
Diploma Course in _____						
Name of the Under Graduate passed _____						

13. Do you have Academic Bank of Credit (ABC ID)?     Yes     No  
If, yes, furnish the ABC ID No. \_\_\_\_\_

14. **Enclosures**

- S.S.L.C Statement of Marks                       HSC Statement of Marks / Diploma Statement of Marks  
 UG Statement of Marks / Provisional / Degree     Transfer Certificate / Course Completion Certificate  
 Migration Certificate (Other State Students only)     Undertaking if any (Certificates due)

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. The particulars furnished in the application have been duly verified with Originals and the Candidate is eligible for admission
2. Admission / Cancellation Intimation given / sent on .....
3. Submission of undertaking on ..... is to be given.

ASST. /ASO

SECTION OFFICER

ASSISTANT REGISTRAR

DIRECTOR

Signature of the LSC Co-ordinator with Seal

Received the Provisional admission intimation and all the original certificates submitted by me

SIGNATURE OF THE APPLICANT WITH DATE

**Fees and Course Completion Details**

i. First Year Fees \_\_\_\_\_ Date \_\_\_\_\_                      ii. Second Year Fees \_\_\_\_\_ Date \_\_\_\_\_  
iii. CC Serial No. and Issued Date \_\_\_\_\_



