



**ALAGAPPA UNIVERSITY**  
KARAIKUDI – 630 003  
DISTANCE EDUCATION EXAMINATIONS, DECEMBER 2011

**IMPORTANT INSTRUCTIONS**

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

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

- Please note that if any candidate has any course fees dues, his/her results will be withheld.
- Please note that examination centre once opted will not be changed under any circumstances. The University reserves the right to cancel any of the Centers/any particular course(s) due to administrative reasons. In such cases, the students of that particular Center/Course(s) will be allotted to the next nearest Centre.
- The examination fee to be paid are as follows

**COURSES**

UG/Diploma/Certificate Courses – per paper/Practical  
 PG/PG Diploma Courses – per paper  
 PG Courses Practical – per paper  
 PG Diploma Courses Practical– per paper  
 MBA/MCA Project  
 M.Phil Courses – per paper  
 M.Phil Dissertation  
 Certificate fees (including Exam. Application Fee and Fee for Mark statement, Provisional certificate & Degree certificate.)  
 (Certificate fees should be paid only during first appearance)

**RATES**

: Rs.150/-each  
 : Rs.175/-each  
 : Rs.300/-each  
 : Rs.175/-each  
 : Rs.200/-each  
 : Rs.200/-each  
 : Rs.200/-each  
 : Rs.300/-

5. The fee should be paid in the form of single Demand Draft drawn in favour of **THE REGISTRAR, ALAGAPPA UNIVERSITY** payable at **KARAIKUDI**. Fees previously paid if any, will not be adjusted for the current examination. The fees once paid will not be refunded or held over for subsequent examinations.
6. On the back of the Demand Draft please write your name, enrolment number and name of the course.
7. Please enclose **a self addressed stamped (Rs.10.00) envelope (size 26cmx11cm) along with your application** for sending the information regarding the venue of the examination. On the left hand top of the envelope, write your Course name, Centre code and Enrolment number.
8. Write in the Hall Ticket the subject code of the papers for which you have applied now. (E.g.) If you want to write the 3<sup>rd</sup> paper of second year, write 23 against the column in the second year. Attach your passport size photograph in the space provided in the Hall Ticket.
9. The filled in examination application along with Demand Draft, Self – addressed stamped envelope and Hall Ticket should be sent to the **“CONTROLLER OF EXAMINATIONS, ALAGAPPA UNIVERSITY, KARAIKUDI – 630 003”** by Registered post. On the left hand top corner of the envelope write **“DISTANCE EDUCATION EXAMINATIONS”** followed by **the course name, centre code and enrolment number**.

<b>Last date for receipt of filled in Application without fine</b>	<b>: 24.10.2011</b>
<b>Last date for receipt of filled in Application with a fine Rs.100/-</b>	<b>: 31.10.2011</b>
<b>Date of Commencement of Examinations</b>	<b>: 26.12.2011</b>

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

10. No Candidate will be permitted to appear for more than one course at a time.
11. Candidates are informed that all future correspondence regarding the issue of Mark Statements /Certificates will be only to the address to which this communication is sent. **NO CHANGE OF ADDRESS WILL BE ENTERTAINED IN THIS REGARD.**
12. Revaluation of answer papers is permissible in respect of the candidates who appeared for Diploma/UG/PG examinations (except M.Phil Courses) only. The fees prescribed is Rs.400/-per paper for which revaluation is solicited. The fee should be paid by means of Demand Draft drawn in favour of the Registrar, Alagappa University. A requisition letter covering the details of the name of the candidate, enrolment number, course, subject for which revaluation is requested etc. should be sent to the Controller of Examinations, along with the Demand Draft for payment of the revaluation fees within 15 days from the date of publication of the results. Late applications will be summarily rejected.

#### **ISSUE OF HALL TICKET**

13. Hall Ticket will be sent to the respective Chief Superintendents of the examination centre concerned. The candidates are instructed to collect their Hall Tickets from the Chief Superintendents of the respective centres **two days** before the commencement of the examination on production of **IDENTITY CARD**.
14. Candidates should bring the Hall Ticket and Identity Card to the examination hall on all days of the examination and no candidate will be permitted to write the examination without the **HALL TICKET AND IDENTITY CARD**.
15. Change of examination centre shall not be permitted.

**Dr. V.MANICKAVASAGAM**  
**CONTROLLER OF EXAMINATIONS**