

**ALAGAPPA UNIVERSITY  
KARAIKUDI – 630 003**

**DISTANCE EDUCATION EXAMINATIONS, MAY 2008.**

**Important Instructions**

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

Name of the Exam Centre	Centre Code	Name of the Exam Centre	Centre Code	Name of the Exam Centre	Centre Code
Ambasamudram	801	P.Velur	835	Madanapalle	869
Aranthangi	802	Rajapalayam	836	Nalgonda	870
Batlagundu	803	Ramanathapuram	837	Nandyal	871
Chennai	804	Salem	838	Nellore	872
Coimbatore	805	Sankagiri	839	Nizamabad	873
Dharapuram	806	Sankarankovil	840	Proddatur	874
Dharmapuri	807	Sathiyamangalam	841	Rajahmundry	875
Dindigul	808	Sivaganga	842	Tirupati	876
Erode	809	Tenkasi	843	Vijawada	877
Hosur	810	Thanjavur	844	Visakhapatnam	878
Kamuthi	811	Theni	845	Vizianagaram	879
Kancheepuram	812	Tiruchirapalli	846	Calicut	880
Kangeyam	813	Tirunelveli	847	Kochi	881
Karaikal	814	Tirupattur(NA)	848	Kottayam	882
Karaiikudi	815	Tirupur	849	Tiruvananthapuram	883
Karur	816	Tiruvannamalai	850	Bhopal	884
Kovilpatti	817	Tiruvarur	851	Ranchi	885
Krishnagiri	818	Tuticorin	852	Bhuvanewar	886
Kumbakonam	819	Udumalpet	853	Chandigarh	887
Madurai	820	Vellore	854	Dehradun	888
Mannargudi	821	Villupuram	855	Faridabad	889
Mayiladuthurai	822	Virudhunagar	856	Alwar	890
Mettur dam	823	Bangalore	857	Jaipur	891
Nagercoil	824	Begapalli	858	Kolkota	892
Namakkal	825	Bellary	859	Lucknow	893
Neyveli	826	Devanagere	860	Mumbai	894
Ooty	827	KGF	861	Nagpur	895
Palani	828	Mangalore	862	New Delhi	896
Paramakudi	829	Raichur	863	Port Blair	897
Pennadam	830	Tumkur	864	Pune	898
Pollachi	831	Bhimavaram	865	Surat	899
Pondicherry	832	Cuddapah	866	Varanasi	900
Pudukottai	833	Hyderabad	867		
Puliankudi	834	Karimnagar	868		

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

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

3. The examination fee to be paid are as follows

<b>COURSES</b>	<b>RATES</b>
UG/Diploma/Certificate Courses – per paper/Practical	: Rs.125/-each
PG/PG Diploma Courses – per paper/Practical	: Rs.150/-each
MPhil Courses – per paper	: Rs.175/-each
MBA/MCA Project	: Rs.175/-each
MPhil Dissertation	: Rs.200/-each
Certificate fees	: Rs.250/-

Those students who have completed their courses of study and apply for examination in arrear subjects have to pay the examinations fees at the following rates

UG/Diploma/Certificate Courses – per paper/Practical	: Rs.100/-each
PG/PG Diploma Courses – per paper/Practical	: Rs.120/-each
MPhil Courses – per paper	: Rs.150/-each
MBA/MCA Project	: Rs.150/-each
MPhil Dissertation	: Rs.200/-each
Examination Application fees	: Rs.15/-
Mark Statement fees	: Rs.15/-
External Centre fee(Other than Karaikudi)	: Rs.100/-

4. 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.

5. On the back of the Demand Draft please write your name, enrolment number and name of the course.
6. Please enclose a self addressed stamped(Rs.10.00) envelope (size 26cmx 11cm) 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.
7. Write the subject code of the papers for which you have applied now in the Hall Ticket. 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.
8. 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 EXAMINATION**” followed by the course name and centre code.

Last date for receipt of filled in Application without fine :01.04.2008  
Last date for receipt of filled in Application with fine Rs.10/- :08.04.2008

9. In Complete and late application 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. Candidate are informed that all future correspondences 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 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.

### **CONTROLLER OF EXAMINATIONS**