

POST GRADUATE DIPLOMA COURSES

DIPLOMA COURSES

S.No.	Name of the Course		
10.	PG Diploma in Communicative English	1.	Communicative English
11.	PG Diploma in "e"-Commerce	2.	Epigraphy
12.	PG Diploma in Portfolio Management	3.	Maintenance of Medical Instruments
13.	PG Diploma in Tax Procedure & Practice	4.	Computerized Accounting
14.	PG Diploma in Insurance Management	5.	Tally Software
15.	PG Diploma in Export Management	6.	Catering Science and Hotel Management
16.	PG Diploma in Human Rights and Human Values	7.	Bio-Informatics
17.	PG Diploma in Journalism & Mass Communication	8.	Marketing Management
18.	PG Diploma in Advertising	9.	Taxation
19.	PG Diploma in Hospital Record Management*	10.	Labour Law
20.	PG Diploma in Physician Assistant*	11.	Police Administration
21.	PG Diploma in Hospital Theatre Management*	12.	Nautical Sciences
22.	PG Diploma in Office Automation	13.	Secretarial Practices
		14.	Nursing Assistant

From 10 to 22 **Duration : 1 Year**
Eligibility : Pass in any Degree

FROM THE DIRECTOR

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Dear Students,

Greetings

As you know very well Bharathiar University is known for excellence in Education. That's why we have the motto of the University as Excellence with Relevance.

To such a great University, I welcome you to enroll into the PG / UG / PG. DIPLOMA / DIPLOMA/ Certificate Course offered by the School of Distance Education. You are most invited to offer your feedback and suggestions and I assure that the School of Distance Education is at your service for your growth and success.

Director

"Education is the ability to meet life's situations."

"Ratio between hardwork and luck is 70 : 30"

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BRIEF PROFILE OF THE UNIVERSITY

The Bharathiar University was established at Coimbatore by the Government of Tamilnadu in February, 1982 under the provision of the Bharathiar University Act, 1981 (Act 1 of 1982). The Postgraduate Centre of the University of Madras, which was functioning in Coimbatore before 1982 formed the core of the Bharathiar University. In May, 1985 the University received the recognition from University Grants Commission (UGC) New Delhi for the purpose of grants.

The University named after the great national poet Subramania Bharathi is enshrined with the motto "Educate to Elevate". In the University, every effort is harnessed to realize his dream of making educational institutions as temple of learning. It is the aim of the University to participate in the task of inculcating necessary Knowledge, Skills and Creative Attitudes and values among the youth of the country to contribute more effectively towards establishing an equitable social and economic and secular ideal of our nation.

Vision

Our vision is to provide Internationally comparable quality higher education to the youth. The aim is not only focused on imparting subject knowledge and skills, but also to mould the students with better conduct and character committed to the societal needs and national development. Enshrined with the motto "Educate to Elevate". The University strives to realize the vision of India and excel in promoting and protecting the rich heritage of our past and secular ideals of the nation.

Mission

The University's mission is

- ❖ To be innovative, inclusive and international University; committed to excellence in teaching, research and knowledge transfer and to serve the social, cultural and economic needs of the nation".

- ❖ To innovate and offer educational programmes in various disciplines with synergistic interaction with the industry and society.
- ❖ To impart knowledge and skills to students equipping them to be ready to face the emerging challenges to the knowledge era.
- ❖ To provide equal opportunity to women students and prepare them to be equal partners in meeting the scientific and technological demands of the nation.
- ❖ To contribute to the advancement to knowledge through applied research leading to newer products and process.
- ❖ To prepare the students to work for societal transformation with commitment to justice and equality.
- ❖ To inculcate among students a global vision with skills of international competence.

The University is situated at the backdrop of Maruthamalai Hills in the Western Ghat range, in a sprawling campus of 1000 acres of land. 15 kms. from the City of Coimbatore. As of now the University has 119 affiliated colleges, 81 Arts and Science Colleges, 30 are Colleges of Education, 7 Management institutions and 1 Air Force Administration College. In addition, there are 19 Research Institutes of the State and Central Governments, which are recognized by this University for research purpose. And all these institutions cater to the educational needs of more than 1,50,000 students and research scholars.

PROFESSIONAL COURSES

MBA COURSES

The MBA Programmes designed by Bharathiar University are unique in nature with a variety of specializations. In addition to the regular MBA programme 13 MBA Programmes with a variety of specialisation are offered. These MBA Programmes are job oriented, skill oriented and to broaden the talents of the individual, which will suit any organization.

S.No.	Name of the Course	Duration	Eligibility
1.	MBA	2 Years	A pass in any Degree course
2.	MBA (Marketing Management)	2 Years	
3.	MBA (Tourism and Hotel Management)	2 Years	
4.	MBA (Financial Management)	2 Years	
5.	MBA (Hospital Management)	2 Years	
6.	MBA (Investment Management)	2 Years	
7.	MBA (International Business)	2 Years	
8.	MBA (Human Resource Management)	2 Years	
9.	MBA (Retail Management)	2 Years	
11.	MBA (Financial Services)	2 Years	
12.	MBA (Entrepreneurship)	2 Years	
13.	MBA (Services Management)	2 Years	
14.	MBA (Export Management)	2 Years	

MCA

Expertise in information technology is the need of the hour. Moreover, any one specialised in computer related programmes is assured of lucrative jobs. The MCA course of Bharathiar University is designed in an extraordinary way, to help the students understand the subject very easily and score very good marks in the exams and the companies have highly rated the MCA programme of Bharathiar University.

1.	MCA (Master of Computer Applications)	3 Years	Pass in any Degree with Mathematics at +2 level or any Degree with at least one paper in Mathematics or statistics at Degree level.
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POST GRADUATE COURSES

S.No.	Name of the Course	Duration	Eligibility
1.	M.Sc. Applied Psychology	2 Years	A pass in any degree course
2.	M.Sc. Bio - Informatics	2 Years	A pass in Bachelor's degree in any one of the following disciplines: Life Sciences/ Chemical Sciences/Physical Sciences/ Mathematics/Statistics/Veterinary Sciences/ Fishery Sciences/Agricultural Sciences/Medical, Paramedical and Pharmaceutical Sciences/ Food and Nutrition Sciences/ Food Chemistry / Food Technology/ Computer Science/ Information Technology/ B.Tech. Biotechnology/ Forestry Science/ Environmental Sciences
3.	M.Sc. Physics	2 Years	A pass in B.Sc. Physics with Mathematics as one of the allied subjects or B.Sc. Physics with Computer Applications with Mathematics as one of the allied subjects.
4.	M.Sc. Chemistry	2 Years	A pass in B.Sc. Chemistry with Physics/ Mathematics/ Zoology/ Botany as allied subjects
5.	M.Sc. Environment Science	2 Years	A pass in any Bachelor degree in Science/ Engineering/ Medicine/ Agriculture/ Fisheries Science/ Veterinary Science.
6.	M. Sc. Information Technology	2 Years	A pass in B.Sc. Computer Science/Computer Technology/Information Technology/ Software Systems/Electronics/B.C.A
7.	M.Sc. Mathematics	2 Years	A pass in B.Sc. Mathematics/ B.Sc. Mathematics (CA)
8.	M.Sc. Computer Science	2 Years	A pass in B.Sc. Computer Science/Computer Technology/Information Technology/ Software Systems/Electronics/B.C.A
9.	M.Com. (Computer Application)	2 Years	A pass in B.Com. /B.B.M./ B.B.M. (CA)/ B.B.A./B.C.S./B.C.S. (CA)/B.Com. (CA). / B.Com (e-commerce)/ Bank Management
10.	M.Com	2 Years	A pass in B.Com. /B.B.M./ B.B.M. (CA)/ B.B.A./B.C.S./B.C.S. (CA)/B.Com. (CA). / B.Com (e-commerce)/ Bank Management
11.	M.A. English	2 Years	A pass in B.A. English Literature or any graduate course with Part-II English in UG level
12.	M.A. Political Science & Public Administration	2 Years	Bachelor's Degree from any recognized university
13.	M.A. Criminology & Police Administration	2 Years	Bachelor's Degree from any recognized university
14.	M.A. Journalism & Mass Communication	2 Years	Bachelor's Degree from any recognized university

UNDER GRADUATE COURSES

S.No.	Name of the Course	Duration	Eligibility
1.	B.Sc. Visual Communications	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
2.	B.Sc. Costume Design and Fashion Technology	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
3.	B.Sc. Computer Science	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
4.	B.Sc. Catering Science and Hotel Management	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
5.	B.Sc. Mathematics	3 years	HSC pass with (General) Mathematics as one of the subjects or Polytechnic Diploma
6.	B.Sc. Physics	3 years	HSC passed with Physics, Mathematics and Chemistry as subjects of study or Polytechnic Diploma
7.	B.Sc. Geography	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
8.	B.Sc. Clinical Sciences	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
9.	B.Sc. Library and Information Sciences	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
10.	B.Sc. Information Technology	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
11.	B.C.A.	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
12.	B.B.M.	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
13.	B.B.M. (Hospital Management)	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN

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UNDER GRADUATE COURSES

S.No.	Name of the Course	Duration	Eligibility
14.	B.B.A.	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
15.	B.Com	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
16.	B.Com (Computer Application)	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
17.	B.Com Actuarial Science	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
18.	B.Com Corporate Secretaryship	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
19.	B.A. Public Administration	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
20.	B.A. Tamil Literature	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
21.	B.Litt. (Tamil)	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
22.	B.Sc. Optometrics*	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN
23.	B.B.A. Hospital Management*	3 years	HSC passed/ Polytechnic Diploma awarded by State Board of Technical Education, Govt. of TN

LATERAL ENTRY PROGRAMMES

Direct admission to second year UG courses for relevant 3 year diploma holders.

MCA : Direct admission to second year MCA to all PG diploma holders in Computer related courses.

Admission to second year UG and PG Programmes, wherever students have completed another UG or PG Programme similar in nature.

* These courses will be offered through off campus centres under the scheme of 'University Institution collaboration'.

POST GRADUATE DIPLOMA COURSES

S.No.	Name of the Course	Duration	Eligibility
1.	PG Diploma in Computer Application	1 year	A pass in any degree course
2.	PG Diploma in Bio - Informatics	1 year	A pass in Bachelor's degree in any one of the following as one of the major subjects: Agriculture applied Science, Animal Science, Bio-Chemistry, Biology, Bio-technology, Botany, Plant Biology and Plant Bio-technology, Chemistry, Computer Science, Computer Applications (BCA), Information Technology, Electronics, Environmental Science, Mathematics, Microbiology, Pharmacy, Physics, Statistics, Veterinary Science and Zoology
3.	PG Diploma in Microbial Bio - Technology	1 year	A pass in B.Sc. Degree in any Life Sciences such as Biology, Biochemistry, Polymer Chemistry, Chemistry with Biology Ancillary, Bio-Technology, Microbiology, Zoology, Botany, B.Sc. Plant Science, Plant Bio-Technology, Animal Science, Animal Bio-technology, Industrial Chemistry, B.Pharm, Applied Microbiology, Medical Microbiology, Human Genetics, Medical Genetics, Molecular Biology, Genetics Technology, Environmental Sciences, Environmental Biotechnology, Genetics Engineering, Bio-Informatics, Plant Biology and Plant Bio-Technology, Animal Cell and Biotechnology or Agriculture (or) B.E. or M.B.,B.S.
4.	PG Diploma in Advanced Networking Systems	1 year	A pass in B.E. Computer Science/ IT/ EEE/ ECE/ Electronics & Instrumentation / B.Sc. Computer Science/ T/ IT/ Electronics/ BCA
5.	PG Diploma in Fitness Management	1 year	A pass in any degree
6.	PG Diploma in Web Services	1 year	A pass in any degree with Mathematics at +2 level or any degree with at least one paper in Mathematics or Statistics at degree level.
7.	PG Diploma in International Business	1 year	A pass in any degree course
8.	PG Diploma in Yoga Education	1 year	A pass in any degree course
9.	PG Diploma in Education Technology	1 year	A pass in any degree course

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POST GRADUATE DIPLOMA COURSES

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DIPLOMA COURSES

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12.	PG Diploma in Portfolio Management	3.	Maintenance of Medical Instruments
13.	PG Diploma in Tax Procedure & Practice	4.	Computerized Accounting
14.	PG Diploma in Insurance Management	5.	Tally Software
15.	PG Diploma in Export Management	6.	Catering Science and Hotel Management
16.	PG Diploma in Human Rights and Human Values	7.	Bio-Informatics
17.	PG Diploma in Journalism & Mass Communication	8.	Marketing Management
18.	PG Diploma in Advertising	9.	Taxation
19.	PG Diploma in Hospital Record Management*	10.	Labour Law
20.	PG Diploma in Physician Assistant*	11.	Police Administration
21.	PG Diploma in Hospital Theatre Management*	12.	Nautical Sciences
22.	PG Diploma in Office Automation	13.	Secretarial Practices
		14.	Nursing Assistant*
		15.	Ophthalmic Assistant*
		16.	Ophthalmic Technician*
		17.	Hospital Management*
		18.	Hospital Record Management*
		19.	Printing & DTP Technology
	From 10 to 22 Duration : 1 Year Eligibility : Pass in any Degree		Duration : 1 Year Eligibility : Pass in +2 (Plus two)

* These courses will be offered through off campus centres under the scheme of ‘University Institution collaboration’.

COURSE FEE STRUCTURE (PER ANNUM)

MBA : Rs. 7,500/-

MCA : Rs. 12,000/-





Course	Arts – Non Lab Courses	Arts – Lab Courses	M.Com.Non Lab Course	M.Com Lab Course	Science, Maths Physics	Chemistry	Computer Science/ Bio - informatics Electronic Media
PG	Rs. 2,000/-	Rs. 2,500/-	Rs. 2,000/-	Rs. 2,500/-	Rs. 6,000/-	Rs. 7,000/-	Rs. 8,000/-

Course	Arts – Non Lab Courses	Arts – Lab Courses	B.Com/BBM- Non Lab Courses	B.Com /BBM – Lab Courses	Science Maths Physics	Computer Science/BCA /Visual Communication	Costume Design/ Catering Science
UG	Rs. 1,500/-	Rs. 2,000/-	Rs. 1,500/-	Rs. 2,000/-	Rs. 3,000/-	Rs. 4,000/-	Rs. 5,000/-

Courses	Non Lab Courses	Lab Courses PGDCA	Bio- Tech Course
P.G. Diploma/Diploma	Rs. 2,000/-	Rs. 4000/-	Rs. 5,000/-

Other Fee :

1. Admission Fee	Rs. 50/-	
2. Postal & Stationery Fee	Rs. 300/-	
3. Library	Rs. 20/-	
4. Administrative Fee		
UG & MCA	Rs. 180/-	
PG & MBA	Rs. 120/-	
PG Diplomase.	Rs. 60/-	
5. Study Material Fee	Rs. 500/-	for MBA & MCA students only
6. Matricula fee :	Rs. 60/-	First time student of Bharathiar University
7. Recognition Fee	Rs. 150/-	All Plus two students of Tamil Nadu
8. Recognition Fee	Rs. 390/-	All Plus two students from other states.
9. Recognition Fee	Rs. 750/-	All students from abroad
10. Verification Fee	Rs. 10/-	For all first year UG students

-  **First Installment (on conformation of Admission) 50% of the course fee + other Fees**
-  **Second Installment fee has to be paid within two months from paying the first installment fee.**
-  **With a fine of Rs.50/- the fee can be paid within seven days from the last date.**
-  **Failing to pay the installment within the due date the name of the student will be removed from the rolls. However he will be permitted to seek readmission by paying a readmission fee of Rs.525/-**

GENERAL INFORMATION

The School of Distance Education (SDE) is located in the Bharathiar University campus which is about 15 kms away from the city of Coimbatore on the Maruthamalai Road. City bus routes I, IB, ID, IE, S12, S13, S15, S26, 46, 70, 70A, 70B, 76, 92 stop at the University enroute to Maruthamalai. Route Ic touching the Coimbatore railway junction frequently plies upto Vadavalli, from where the above mentioned route-buses can be boarded to reach the University. The bus-stop next to the main University stop is in-front of the SDE building (Hostel Bus Stop).

The School of Distance Education functions from 9.45 a.m. to 5.30 p.m. on all working days – Monday to Friday. The notice boards in the lobby, may be checked for current announcements. The reception counter may be contacted for further information. For information over the phone, SDE may be called on phone numbers: 0422- 2422222 extensions 260, 262, 263, 314, 315,259 and also the Director in 0422-2425222.

a. Enrolment Number

In the letter informing the confirmation of admission, an enrolment number is allotted to every student joining a course. This number will hold good for the entire duration of the course of study. Students should indicate their Enrolment Number in all the communication addressed to the School of Distance Education, to facilitate prompt response from the School of Distance Education. For any communication, the query form found in this brochure should be used.

b. Identity Card

An identity Card will be issued at the time of admission. This is valid for the entire duration of the course. The students will be permitted to attend the Personal Conduct theory, Practical classes and study materials will be issued only on production of their ID card.

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

Students are advised to keep the ID card carefully, as it provides proof of their bonafide student status

In case of loss of the ID card, a duplicate will be issued on a written request accompanied by a fee of Rs. 50/- (by means of Demand Draft or SBI or BOI Challan) along with one recent identical Stamp – size photograph.

However, students who have completed the duration of the course, will be issued a bonafide certificate for the purpose of appearing in the supplementary examination.

c. Original Certificates

The original certificates submitted at the time of admission shall be returned after verification. However, the HSC original mark statements shall be returned only after Government verification.

d. Change of Name, Address, Study Centre, Etc.

If a student changes his/her name during the course on study, it should be brought to the notice of the SDE immediately.

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Application to this effect should be made to the Director, School of Distance Education in the prescribed format along with the fee of Rs. 325/-

Candidates should make sure that any change in the address is promptly communicated to the School of Distance Education by sending a letter in the enclosed format with their current address and a fee of Rs.50/-. They should also ensure that an acknowledgment is received from the SDE and kept along with the ID card.

A minimum of four weeks is required for effecting the change of address.

Students opting for a change of Study centre, should make an application to that effect, along with a fee of Rs. 100/-.

e. Payments

All payments to the School of Distance Education should be made only by means of a crossed MICR Demand Draft, or SBI & BOI challan, accompanied by the appropriately filled – in – fee remittance form. A format of the fee – remittance form is enclosed; it may be duplicated for future use.

The enrolment number and the name of the student should be written on the reverse side of the Demand Draft or Challan.

f. Scholarships for SC/ST Students

Scholarships for SC/ST students will be granted as per the directives of the Government of Tamil Nadu. However the

students are instructed to remit the full fees, at the time of admission and it will be refunded as and when the scholarship is granted by the concerned authorities. Application forms for Scholarship can be obtained from the District Adi-Dravida Welfare Officer. Completed application should be submitted to the Director, School of Distance Education within a month from the date of admission.

g. Course Certificate

The ID card is the proof of bonafide – student status. A course certificate will also be issued by the School of Distance Education, to the student on specific request.

h. Syllabus & Supportive Study Material

The relevant syllabus copy will be issued at the beginning of the programme.

Supportive study material, will be supplied at the allotted study centres on production of the ID card. However, students who are not able to collect the materials in person shall obtain the same from the Director, School of Distance Education by post or Courier on payment of handling charges of Rs. 250/-. Books, on any account will not be issued to any person (even parents, brothers, sisters or friends) other than the student.

The students should make their own arrangements to procure other prescribed reference / text books.

Though Tamil, Telugu, Kannada, Malayalam, Hindi and French are offered as languages under Part I of the under – graduate Degree

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programme, the school will supply lesson – material and conduct classes for Tamil subject only. Contact classes will not be conducted for other languages under Part I. Hence, the students who have opted for languages other than Tamil under Part I, should make their own arrangements for Part I study. The relevant syllabus will be supplied for the benefit of the students.

i. Re – Admission

If the student had earlier been a student of the first or second year of the programme of the SDE and had discontinued for whatever reason, he /she is eligible for re- admission into the II / III year in which he / She had discontinued, on payment of a re – admission fee of Rs.525/-

Re – admissions are possible only into the courses which are currently offered by the SDE. The syllabus for such re – admitted students shall be prescribed by the SDE. Application for such re-admission should be superscribed at the top as Re- admission into _____ course _____ year.

j. Direct Admission to II or III year of Study

If a candidate had already studied first year or second year in a fulltime programme in colleges affiliated to Bharathiar University or a recognized University, he / she is eligible for admission directly into the second or third year of the corresponding programme of the School of Distance Education.

Direct admission will be made only to the courses which are currently offered by the SDE.

Application for such direct admission should be superscribed at the top as ‘Direct admission into second / third year’.

k. Exemption of subjects

Students who have already passed one or more subjects prescribed in the School of Distance Education under the same course at some other institution shall be considered for exemption from appearing in those papers. An application to this effect should be made with copies of the syllabus (in duplicate) duly attested by the Head of the Institution in which the student had studied these subjects. A sum of Rs. 525/- shall be collected as fee for considering such exemption. The requisition should be addressed to the Director, School of Distance Education. However, the decision of the University shall be final with regard to granting of such exemption.

Attendance Requirement : Attendance at Personal Contact Programmes, (PCP) is not compulsory, however for practical classes 50% attendance is compulsory.

l. Project work

Each student should carry out a project during the final year of the programme, wherever prescribed. The specific directions regarding the project work will be issued at appropriate time.

m. Discipline

Students are expected to conduct themselves in a well – behaved and disciplined manner at the PCP and practical sessions at the

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Centres. Any complaint about indiscipline will be viewed seriously, resulting in the student being removed from the rolls of SDE.

n. Scheme of Examination

Normally the School conducts examinations during May/June and November/ December every year at the major study centers. However, the University may conduct examinations in some other centres in future.

Students enrolled in courses which are conducted under annual pattern will have their annual examinations in May / June and their supplementary examinations in November / December.

Students will normally be not permitted to change the examination centre once their examination application is submitted

All examinations will normally be held continuously and the duration for each written paper is 3 hours. The students appearing for the examination for the first time should register his/her name for all subjects by remitting the prescribed fee.

Supplementary examinations will be conducted separately. The application forms for current examinations indicating payment of fees to be paid will be sent by the Director, School of Distance Education and the forms for supplementary examination will be sent by the Controller of Examinations.

Centres and dates of the examinations will be intimated to the students by the Controller of Examinations, as and when the dates are finalized.

Candidates shall collect their hall tickets for the examinations from the Chief Superintendents of the centres concerned, on production of their identity card during the three working days prior to the commencement of the examinations.

o. Physically – Handicapped Students

Blind students shall write their examinations through the help or scribes. Such student are instructed to request the concerned Chief Superintendent for the appointment of scribes as per the University rules.

p. Retotalling / Revaluation

In case, a student seeks retotalling / revaluation he / she can do so by applying for it, to the Controller of Examinations, Bharathiar University alongwith the prescribed fee. **Revaluation is available only for those courses having single valuation.** Applications for the above processes must be made within 15 days from the receipt of the statement of marks. Applications for revaluation can be downloaded from the University Website. The present fee for retotalling an answer script is Rs. 200/- and the fee for revaluation is Rs. 300/- Such application should be sent only to the Controller of Examinations, Bharathiar University and NOT to the Director, SDE.

q. Provisional Certificate

On successful completion of all the prescribed papers and qualifying for the Degree, the provisional Certificate will be sent alongwith the final statement of marks directly to the students by the Controller of Examinations.

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r. Consolidated Statement of Marks and other Certificates

Students who have obtained the provisional certificate may obtain consolidated statements of marks, degree certificate and migration certificate (if required) by applying to the Controller of Examinations, in the prescribed forms alongwith the requisite fee.

s. Degree Certificate

Degree certificate of successful students can be obtained from the Controller of Examinations, by applying in the prescribed form alongwith the requisite fee.

t. Migration certificate

Some Universities while admitting students insist on the production of Migration Certificates. Students of School of Distance Education who require Migration Certificates are requested to apply for the same in the prescribed application form, with the requisite fees, to the Controller of Examinations, Bharathiar University.

u. Correction

In case any certificate issued either by the Director, SDE or the Controller of Examinations has incorrect information or spelling mistakes, the same should be brought to the concerned officer within 10 days of the receipt of the concerned certificate or document. Belated request for correction, may entail payment of penalty fees.

v. Duplicate Certificates

Duplicate copies of statements of marks, consolidated Statements of Marks, Provisional Certificate, Degree Certificate Migration Certificate, etc., may also be obtained by applying to the Controller of Examinations Only and Not from the School of Distance Education.

Students enrolled in off Campus Academic Study Centres shall contact the Co-Ordinator of the centre concerned for any information/clarification.

w. Legal Jurisdiction

All disputes, that may arise in or from the affairs and administration of the SDE shall lie within the legal jurisdiction of the city of Coimbatore only.

And as per statute 3 of Chapter III of the Statutes of Bharathiar University, January 1986.

“In all suits and other legal proceedings by or against the University the pleadings shall be signed and verified by the Registrar and all processes in such suits and proceedings shall be issued to and served on the Registrar”.

And whereas the School of Distance Education is an integral part of the University in as much as it has been established by the Syndicate of the University, the School shall come within the purview of the said statute.

FEE REMITTANCE FORM

To
The Director
School of Distance Education
Bharathiar University, Coimbatore

Sir,

Sub : SDE, BU - Remittance of I / II / III year course fee - Reg

I am sending herewith a Demand Draft / Challan towards full amount
/ 1st Installment / 2nd Installment of course fee for I / II / III year of
_____ degree course as detailed below.

Details of I / II / III year course fee remittance

Name of the Students :	Amount :
Enrollment No. :	Name of the Bank :
Course :	DD / Challan No. :
Year (I / II / III) :	DD / Challan Date :

Thanking You

Yours faithfully

Place :
Date :

Encl : as above

REQUEST FOR CHANGE OF ADDRESS

Ref.bu/sde/ug/b5/2007

Dt

From

(Enrol No.)

To

The Director
School of Distance Education
Bharathiar University
Coimbatore - 46

Sir,

Sub : Request for change of Address - reg

I request you to change my old address to the present address given below.

Old Address	New Address
Pin code	Pincode

I have paid Rs.50/- towards change of address DD/Challan particulars No. _____ dt. _____

Thanking you

Yours faithfully,

Ref.No.BU/SDE:UG/B5/Change of Address

Dt.

Note Submitted :

Mr./Ms.....has requested for change of address given above. It is for orders whether the candidates' request to be considered.

A.S.O.

S.O.

A.R/DR

Director

APPLICATION FOR SUBMITTING OF PROJECT REPORT

**School of Distance Education
Bharathiar University, Coimbatore - 641 046.**

Application for Obtaining Extension of Time to Submit the Project Report
(for instruction, see overleaf)

Extension applied for : First / Second
Name of the Candidate :
Name of the Course :
Enrolment No. :
PCP Centre :
Address of the Candidate for further communication :
Reason for extension :
Remarks of the Supervisor / Guide (Should be filled without fail) :
Name & Designation of the Supervisor with Address (with Phone No.) :
Fees paid : Rs.
DD/Challan No. & Date, Name of the Bank, Amount remitted :
Place :
Date :
Signature with seal of the Supervisor / Guide :
Co-ordinator :
Signature of the candidate

For Office Use Only

Prescribed fee of Rs. _____/- has been remitted
The above candidate's request for extension of time to submit the Project Report for First / Second extension may be considered.

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Director

INSTRUCTION TO CANDIDATE

The Project Report is to be submitted on or before the date already specified during which the project work is completed. The Project Report is required to document the organizational exposure and training gained during the period of Project Work.

In case a candidate fails to submit the Project Report within the date specified he/she may be granted extension of time to submit the report within in three months, at one time, not exceeding two such extensions for the entire course. for M.Sc. (Applied Psychology)

1. The fees should be paid by Demand Draft / Bank of India Challan in favour of "The Director, School of Distance Education, Bharathiar University, Coimbatore - 641 046.
2. Candidate should forward their application through the Supervisor / Guide and Co-ordinator.
3. Photocopy of the first extension approval letter should be enclosed while applying for second extension.
4. Defective application will be rejected.

CONTACT GUIDE

ADMISSION PROCEDURE

Spot Admission: Spot Admission is going on at all Study Centres. Walk in with your original certificates with attested copies, fill in the application form, pay the fees in any one of the State Bank of India Branches and get admitted. Spot admission is also done at Bharathiar University.

Application by Post: Send a Demand Draft for Rs. 75/- to the Director, SDE, Bharathiar University, Coimbatore-46 with a self-addressed envelope

Application in person: Pay Rs. 50/- (cost of the application) in any of the State Bank of India or Bank of India Chalan with out DD commission and get the application form.

Application from Website: Applications can be downloaded from the University Website www.b-u.ac.in and enclose a SBI chalan or Demand Draft or any Nationalized Bank for Rs.50/-bank to apply.

Filled in Application Forms have to be submitted to the Study Centres / Spot Admission Centres / City Centres / Bharathiar University or by post along with the Registration Fee Rs.100/- and xerox copies of Certificates.

City Centre & Spot Admission Centre

For the convenience of students, the City center of Bharathiar University is functioning at

CSI BISHOP APPASAMY COLLEGE OF ARTS & SCIENCE

Race Course, Coimbatore – 18.

(very near to Central Bus stand and Railway Junction)

Students can buy application, get the spot Admission and can get all information Phone: 0422 - 2211466

Time : 8.00 am to 8.00 pm

CONTACT GUIDE

General Phone Numbers : (91) 422-2422222, 2422223, 2422234, 2422272, 2422321, 2422335.

Fax : (91) 422-2422387.

Contact Person	Contact Number & Email Id	Purpose for Contact
Vice Chancellor	0422-2422222; Extn: 212 0422-2422439 Fax: 091-422-2422387 vc@b-u.ac.in, thiruvagasam@b-u.ac.in	
Registrar	0422-2422222; Extn: 213, 0422-2422203 Fax: 091-422-2425706 regr@b-u.ac.in, regr@bharathiaruni.org.in	
Director, SDE	0422-2422222; Extn: 258,259, 263, 260, 261, 262 0422-2425222 (Direct No.) Fax : 091-422-2423330 sde@b-u.ac.in, sde@bharathiaruni.org.in	Information regarding Syllabus, Contact Programmes, Identity Card, Payment of tuition and other fees, Course Certificate, Return of original certificates, Change of Personal Contact Programme Centre, Change of name and address.
Controller of Examination	0422-2422222; Extn: 207 0422-2422752 Fax : 091-422-2426374 coe@b-u.ac.in coe@bharathiaruni.org.in	Examination Schedules, Payment of examination fees, Hall tickets for examinations, Change of examination centre, Results of examinations, Mark Statements, Retotalling / Revaluation, Consolidated Mark Statement, Provisional Certificate, Migration Certificate, Degree Certificate and Distance Education Examination Schedules.
Public Relations Officer	0422-2422222; Extn: 230 0422-2422224 Fax : 091-422-2422224 / 2425706 pro@b-u.ac.in, pro@bharathiaruni.org.in	
For all grievances	greenboxbu@yahoo.co.in	

Application No.

Centre Code



**SCHOOL OF DISTANCE EDUCATION
BHARATHIAR UNIVERSITY
COIMBATORE - 641 046**



(TO BE FILLED BY THE CANDIDATE IN HIS / HER OWN HANDWRITING LEGIBLY IN BLOCK LETTERS IN ENGLISH)

ENROLMENT NUMBER
(to be filled in by the office)

COURSE APPLIED FOR :

1. Name of the applicant : (as per HSC / Degree Certificate)

.....

2. Date of Birth..... 3. Sex : M / F 4. Mother tongue

5. Nationality..... 6. Social Status (OC/BC/MBC/SC/ST) :

7. Name of Father / Guardian / Husband :

8. Address with Pincode to which communication is to be sent (in BLOCK LETTERS IN ENGLISH ONLY)

.....
.....
.....
.....

Phone No. Pin :

District..... State

APPLICATION

9. Details about the qualifying examination
(H.S.C. exam. Or its equivalent in case of application to UG / Diploma
or Degree exam. in case of application to PG and PG Diploma)

a. Examination passed Class obtained.....

b. Name of the Board / University

c. Month & year of passing

10. Language under Part I : (Tamil / Malayalam / Hindi / Kannada / Telugu / French).....
(in case of UG Courses)

11. Preference of centres for Personal Contact Programmes * :
(Other centres to be enclosed)

I preference II preference III preference.....

* Subject to sufficient enrolment in each centre

DECLARATION

I hereby declare that the particulars given above are correct and I will, if admitted, abide by the rules
of the University

Date :

Applicant's Signature

Please check that you have enclosed the DD for registration fee and other certificates
as indicated in the prospectus. Mail along with enclosures.

Details of Registration fee payment

Demand Draft / Challan No. Date :

Amount Bank :

APPLICATION