Centre for Distance and Online Education
ALAGAPPA UNIVERSITY
(A State University Established through an Act by the Government of Tamil Nadu in 1985,
Accredited with A+ Grade by NAAC (CGPA 3.64) in the Third Cycle,
Graded as Category-I University and Granted Autonomy by MHRD-UGC,
NIRF-University-Rank 30; QS Asia Rank 251; THE World University Rank 401-500 Band)
KARAIKUDI - 630 003, Tamil Nadu, India
Phone: (+91) 4565 223401 | E-mail: dde@alagappauniversity.ac.in

Admission Details & Procedure

Admission

A Learner residing in any part of the Country (India) may enroll in any ODL programme being offered by Alagappa University. There are two sessions of admission every year;
(i) **July session** (from 1st July to 31st August) and
(ii) **January session** (from 1st January to 28th February).

Learners can apply for admission only through online process on the University website.
Choice 1: seeking admission at Head Quarters (Karaikudi) Centre.
Choice 2: seeking admission through authorized Learner Support Centre (LSC).
Admission portal will be opened upon the receipt of approval communication from UGC-DEB.

Concession

The University provides concession as follows;
100% tuition fee concession to Differently-abled persons.
50% tuition fee concession to Prisoner and Trans-gender persons.
25% tuition fee concession to Police, Military, para-Military persons
25% tuition fee concession to learners who have pursued Distance Education programme earlier and now willing to enroll for another programme.
25% tuition fee concession to learners who are pursing UG / PG programmes in regular mode at Alagappa University Departments as well as at Alagappa University Affiliated Colleges to pursue Diploma or Certificate programme.

Cost of Application

PG Programmes: Rs.300/-
UG programmes / Diploma / Certificate: Rs.100/-

Application and prospectus can be obtained/downloaded from
(i) Alagappa University website **www.alagappauniversity.ac.in** and in such case, the learners have to remit Rs.300 or Rs.100 as the case may be towards the cost of application along with programme fee while submitting the filled-in application for admission

or

(ii) through approved Learner Support Centre on payment of prescribed fee.

Learner may seek admission either directly to the University or through any one of the approved Learner Support Centre (LSC). List of approved Learner Support Centres is available in the website.

- If the learner enroll directly with the University, the Self Learning Materials (SLM) will be distributed directly and the Personal Contact Programmes (PCP) classes will be arranged at Alagappa University campus at Karaikudi.
- If the learner enroll through an approved Learner Support Centre (LSC), the Self Learning

Materials (SLM) will be given through the Learner Support Centre and the Personal Contact Programmes (PCP) will be arranged by Learner Support Centre at their places.

Direct admission with the University:

Following documents are to be enclosed along with the filled-in application:

1. Original entry qualification of HSC / Diploma / Degree or Provisional Certificate and copy attested by the Gazetted Officer. Original certificates will be returned immediately after verification.
2. Learner Index Card with stamp size photo and signature affixed in the box provided.
3. Online payment through Netbanking / Debit card / UPI etc. for the prescribed total fee and cost of application and Prospectus Rs.300 or Rs.100 as the case may be (refer prospectus for fee details)
4. The Centre for Distance and Online Education (CDOE) will issue Transfer Certificate (TC) on production of Original TC of previous study. However, Program Completion Certificate may be issued for those candidates who apply for it with prescribed fee.
5. The filled-in application along with the required document(s) are to be sent before the last date to the Director, Centre for Distance and Online Education, Alagappa University, Karaikudi-630004, Tamil Nadu.

Admission through Learner Support Centre

The filled-in application has to be submitted to the Centre for Distance and Online Education, Alagappa University through the Learner Support Centre along with the following documents:

1. Original entry qualification of HSC / Diploma / Degree or Provisional Certificate and copy attested by the Gazetted Officer. Original Certificates will be returned after verification.
2. Learner Index Card with a stamp size photo and signature affixed.
3. The learner has to submit two Demand Drafts separately towards Programme Fee (refer fee details in the prospectus); (i) One Demand Draft in favour of the Director, Centre for Distance and Online Education, Alagappa University, payable at Karaikudi towards the University Share, including the cost of application and prospectus and (ii) another Demand Draft in favour of the LSC concerned through which the learners seek admission. These two Demand Drafts should be submitted to the Learner Support Centre along with the filled-in application.
4. The Centre for Distance and Online Education will issue Transfer Certificate on production of Original TC and mark statement (photocopy) of previous study. However, Program Completion Certificate will be issued for those learners who apply for it with prescribed fee as mentioned.
5. Please note that no other fee except Programme Fee and Examination Fee is payable by the learners to the Learner Support Centre.
6. Learners are advised not to pay any fee in the form of Cash to the Learning Support Centre under any circumstances. Further, learners are informed to refer to prospectus for payment of correct programme fee to the Learner Support Centre.

Admission confirmation

After scrutiny of documents, the Centre for Distance and Online Education shall confirm admission to the eligible learners, assign Enrollment Number and issue Identity card. Learners are instructed to keep the Identity Card in safe custody till they complete the programme. Once the learner is admitted, his/her registration is valid for the entire period of study, subject to the payment of programme fee for the respective years

Instruction to learners

Before submitting the filled-in application, the learner should ensure their eligibility for admission to the programme for which they apply. The learner should clearly specify any one of the options for part-l in the application for the select programmes.

B.A.English B.A.History B.A.Public Administrations B.A.Economics B.Sc.Mathematics B.Sc.Psychology B.Sc.Computer Science BCA B.Sc.IT BBA BBA.Banking.	Part 1–Language Tamil (or) ommunication skills Human skills development. Learner should select any one among the Tamil/ Communication skills in the 1st year and Human skill development in the 2nd year. If the learner select Tamil for 1st year, they should select Tamil only for 2nd year.

Learners who acquired PG qualification directly under Open Universitystream are not eligible for admission to any UG/PG Programme.

- All fees should be paid through the Alagappa University online payment portal (or) in the form of Demand Draft drawn in favour of the Director, CDOE, Alagappa University, payable at Karaikudi.
- Learners should write their Name and programme opted on the reverse of the Demand Draft.
- The demand draft should reach the Centre for Distance and Online Education within 15 days from the date of its issue by the bank.
- Demand Draft should be payable at Karaikudi only.
- Payment of fee in installment is not permitted.
- Learners are permitted to pay the fee year-wise.
- Fee once paid shall neither be refunded nor adjusted towards any other payment.
- Cheques, postal orders and money orders will not be accepted under anycircumstances.
- Learners should fill-up the application form and Learner Index Card in block letters and duly sign in the space provided.
- Incomplete applications / over-written applications will be rejected.
- Admission cannot be claimed as a matter of right.
- Whenever the learner corresponds with the Centre for Distance and Online Education, quote Enrolment Number, programme and the Learner Support Centre through whom they have enrolled.
- No learner should register for two programmes in the Distance Education in the same year.
- The University reserves the right not to conduct any of the programme(s) if the circumstances so warrant.
- If the certificate submitted by the learner is in any language other than English/ Tamil, an English version of the certificate, duly attested by a Gazetted Officer should be enclosed, failing which such certificate will not be considered.
- In case of Certificates/Degree of Indian/Foreign Educational Institution, such Institutions must be Members of Association of Indian Universities or Commonwealth Universities.
- The Centre for Distance and Online Education reserves the right to revise / modify / add or delete any part of the syllabus, considering the welfare of the learners.

- There will not be any separate communication/reminder send to the learner from the Centre for Distance and Online Education for payment of II/III year programme fee.
- The II/III year fee has to be paid whether the learner has taken up the examinations or not / results declared or not.
- Please note that if any learner has any programme Fee dues in II/III years, they will not be allowed to sit for Examination.

Programme completion

Minimum study period is 3 years for UG programme and 2 years for PG programme.
Maximum study period allowed for completion is DOUBLE the minimum study period (that means 6 years for UG and 4 years for PG).
Learners have to complete the programme within time-frame allowed for completion. Failing which, their registration will stand automatically cancelled and they have to register afresh if they want to continue the programme, but the learners should have paid the programme Fee for all the years of study before thelast date specified.

Enquiry and correspondence

Enquiry and correspondence (except those relating to the University Examinations) should be addressed by post to the Director, Centre for Distance and Online Education, Alagappa University, Karaikudi-630004, Tamil Nadu or by e-mail at dde@alagappauniversity.ac.in

General Enquiry	: (+91) 4565 223410 / 223401 / 225216
Admission	: (+91) 4565 223420 / 223421
SLM (Books)	: (+91) 4565 223409 / 223509
Fee (II / III Year)	: (+91) 4565 223425 / 226250