

INSTRUCTIONS FOR FILLING THE ADMISSION APPLICATION COMPUTER CODING SHEET

- All columns must be filled in by the candidates only.
- For columns 1, 8, 11, 12, 13, 14, 17, 18, 19, 22, 23 and 24 put a (✓) in the appropriate box.
- For the other columns *follow the instructions given below*

Column No.

Details

2 - Write the Main subject chosen clearly in **capital letters**

TAMIL, ENGLISH, URDU, HISTORICAL STUDIES,
PUBLIC ADMINISTRATION, ECONOMICS, VAISHNAVISM,
CHRISTIAN STUDIES, CRIMINOLOGY AND POLICE ADMINISTRATION,
TAMIL LITERATURE, MATHEMATICS, GEOGRAPHY, PSYCHOLOGY,
MEDICAL SOCIOLOGY, HOTEL AND CATERING MANAGEMENT,
VISUAL COMMUNICATION, BBM BACHELOR OF MULTIMEDIA - ANIMATION,
COSTUME DESIGN AND FASHION, NATUROPATHY AND YOGIC SCIENCES,
MUSIC, COMMERCE, BANK MANAGEMENT, CORPORATE SECRETARYSHIP,
BUSINESS ADMINISTRATION, B.Com. COMPUTER APPLICATIONS,
B.C.A. COMPUTER APPLICATIONS.

3 - Enrolment Number (To be assigned by the office)

4,5 & 6 - Write your name, name of the father / guardian / husband, and mother as applicable. Write only one character per box in the space provided.

- Example – The name **AISHWARYA LAKSHMI, K.S.** should be filled in as

| | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|--|---|---|---|---|---|---|---|---|---|---|---|---|
| A | I | S | H | W | A | R | Y | A | | L | A | K | S | H | M | I | , | K | . | S | . |
|---|---|---|---|---|---|---|---|---|--|---|---|---|---|---|---|---|---|---|---|---|---|

7 - Example – The Date of Birth 1ST March 1992 should be filled in as

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 0 | 1 | 0 | 3 | 1 | 9 | 9 | 2 |
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9 - Furnish the correct address with Pincode to which the communication must be sent. Use the boxes starting from the first position.

10 - Use the following codes in the box provided

- FA** – TAMIL
- FB** – TELUGU
- FC** – KANNADA
- FD** – MALAYALAM
- FE** – HINDI
- FF** – URDU
- FG** – SANSKRIT
- FH** – ARABIC
- FI** – FRENCH
- FJ** – COMMUNICATIVE ENGLISH

- 15 - State your Religion
- 16 - State the Caste as given in the Transfer Certificate
- 20 - Mention the Centre code for attending the Personal Contact Programme classes

- Note :**
- *Personal Contact Programmes will be organized at the following Centres in Tamil Nadu and Puducherry subject to student strength.*
 - *If the strength is not sufficient in any centre, it will be merged with the centre nearest to it.*
 - *The conduct of PCP classes at these centres is subject to student strength.*
 - *Use the code numbers in the box provided.*

| | | | |
|---|---|---|----------------|
| 2 | 2 | 1 | AMBUR |
| 2 | 2 | 2 | CHENGALPATTU |
| 2 | 2 | 3 | CHENNAI |
| 2 | 2 | 4 | COIMBATORE |
| 2 | 2 | 5 | DHARMAPURI |
| 2 | 2 | 7 | KANCHEEPURAM |
| 2 | 2 | 9 | KUMBAKONAM |
| 2 | 3 | 1 | SALEM |
| 2 | 3 | 2 | TIRUCHIRAPALLI |
| 2 | 3 | 3 | TIRUVANNAMALAI |
| 2 | 3 | 4 | TIRUVALLUR |
| 2 | 3 | 5 | VELLORE |
| 2 | 3 | 6 | VILLUPURAM |
| 2 | 3 | 7 | PUDUCHERRY |

- 21 - Mention the Code of the Centre (Refer Page No. 51 to 59) at which you propose to collect the study materials.



UNIVERSITY OF MADRAS

APPLICATION NUMBER

INSTITUTE OF DISTANCE EDUCATION

சேர்க்கை விண்ணப்பப் படிவம் / APPLICATION FOR ADMISSION

UNDERGRADUATE COURSES - 2011-2012

ENROLMENT NUMBER (to be assigned by the IDE office / Co-ordinator, Spot Admission Centre / Study Centre)

ACADEMIC YEAR 2011-2012

| | | | | | | | | | | | | | |
|---|---|---|--|--|--|--|--|--|--|--|--|--|--|
| A | 1 | 1 | | | | | | | | | | | |
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CALENDAR YEAR 2012

| | | | | | | | | | | | | | |
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| C | 1 | 2 | | | | | | | | | | | |
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REGISTRATION FEE Rs. 100/-

(Payment should be made either by Bank Challan / Demand Draft)

CANDIDATE TO FURNISH ALL THE REQUIRED PARTICULARS BELOW IN CAPITAL LETTERS

| | | |
|---|--|--|
| Candidate to tick (✓) any one of the appropriate boxes for Tuition Fee Concession - (Refer Page No. 43) | Women Candidate <input type="checkbox"/> | Defence Personnel <input type="checkbox"/> |
| | University of Madras Graduate <input type="checkbox"/> | Teachers <input type="checkbox"/> |
| | Police Personnel <input type="checkbox"/> | Differently Abled <input type="checkbox"/> |
| | Press and Media Personnel <input type="checkbox"/> | |

| | | |
|--------------------------------|--------------|--|
| Name of the Course applied for | Main Subject | Medium (Tick ✓) TAMIL <input type="checkbox"/> ENGLISH <input type="checkbox"/> |
|--------------------------------|--------------|--|

| | | | | | |
|-----------------------------------|--|-------|--|---------------------------------------|--|
| PERSONAL CONTACT PROGRAMME CENTRE | | | | LANGUAGE CHOSEN FOR FOUNDATION COURSE | |
| Centre Code | | Place | | | |

| | | | |
|---|-------------|--|-------|
| STUDY CENTRE / SPOT ADMISSION CENTRE AT WHICH ADMISSION IS MADE | Centre Code | | Place |
|---|-------------|--|-------|

ADDRESS FOR COMMUNICATION (WRITE IN CAPITAL LETTERS)

NAME : _____
 S/o, D/o, W/o, C/o. : _____
 Door No. & Street : _____
 Town / Village Post : _____
 District : _____
 State : _____ INDIA
 Pin code : _____
 Phone (Res) : _____ Off. _____
 Mobile : _____ E-Mail _____

Recent Passport
 Photograph signed by a
 Gazetted Officer /
 PRO/AR (IDE) /
 Faculty with Seal

| | | |
|--|--------------------------------|---|
| 1. NAME OF THE APPLICANT (as given in the certificate in CAPITAL LETTERS) | (a) in English : | |
| | (b) in the Regional Language : | |
| 2. Name of Father / Mother / Guardian / Husband | | |
| 3. (a) Date of Birth as per Christian era | (b) Age | (c) Sex (Tick ✓) Male <input type="checkbox"/> / Female <input type="checkbox"/> |
| 4. Nationality | 5. Religion | |
| 6. a) Community (Tick ✓) OC <input type="checkbox"/> / BC <input type="checkbox"/> / MBC <input type="checkbox"/> / SC <input type="checkbox"/> / ST <input type="checkbox"/> | b) Caste | 7. Mother Tongue |
| 8. Physically Challenged (Tick ✓) Yes <input type="checkbox"/> No <input type="checkbox"/> | 9. Present Occupation | |

| | |
|---|---|
| 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. Option for B.Music Candidates :- (a) VOCAL <input type="checkbox"/> (b) Veena <input type="checkbox"/> (c) Violin <input type="checkbox"/> (d) Flute <input type="checkbox"/> (e) Nadhaswaram <input type="checkbox"/> | |

13. DETAILS OF EXAMINATION PASSED

| Examinations passed with Subjects | Name of the Board / University with the Name of the School / College | Month & Year of Passing | Registration Number | Class with Grade/Marks | Maximum Marks |
|--|--|-------------------------|---------------------|------------------------|---------------|
| S.S.L.C. (State whether it is 10 Years or 11 Years Course) | | | | | |
| P.U.C. / Higher Secondary (State Whether it is One Year or Two Years Course) | | | | | |
| Diploma Course (State Whether it is Two Years or Three Years Course) | | | | | |

(The above statement must be attested by the same Gazetted Officer/Assistant Registrar/
Public Relation Officer (IDE) / Faculty who attested the Photograph)

14 . Enclosures

- (1) (3) (5)
(2) (4) (6)

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. Whether the application is in order : **Yes / No**
2. If not, Documents required :

- (1) (3)
(2) (4)

ADMISSION / CANCELLATION ORDER

3. Thiru/Tmt./Selvi is admitted provisionally / not admitted to the..... Degree Course inMain in English/Tamil Medium during the Academic Year 2011-2012. / Calendar Year 2012.

CO-ORDINATOR

Spot Admission Centre / Study Centre

DIRECTOR

4. Admission / Cancellation Intimation sent on

5. Certificates returned to the Candidate on

- (1) Statement of Marks (2) S.S.L.C Book (3) Conduct Certificate
(4) Birth Certificate (5) Transfer Certificate (6)

ASST. /ASST. SECTION OFFICER

SECTION OFFICER

ASSISTANT REGISTRAR

STUDY CENTRE / SPOT ADMISSION CENTRE / OFFICE

Signature of the Centre Co-ordinator with Seal

DIRECTOR

**UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION
COMPUTER CODING SHEET
UNDERGRADUATE COURSES 2011-2012**

1. Course to which admission is sought (Tick (✓) Appropriate Box)

B.A. B.Lit. B.Sc. B.Nat. B.Music B.Com. (Commerce)
 B.Com. (Bank Management) B.Com. (Computer Applications) B.Com. (Corporate Secretaryship)
 B.B.A. B.C.A.

2. Main Subject chosen

| | | | | | | | | | | | | | | | | | | | | |
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3. ENROLMENT NUMBER (to be assigned by the office)

Academic Year 2011-2012

| | | | | | | | | | | | | | | | | | | | | |
|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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Calendar Year 2012

| | | | | | | | | | | | | | | | | | | | | |
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4. Name of the Candidate (Write in Capital Letters)

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5. Name of Father / Guardian / Husband (Write in Capital Letters)

– as per entry in the Transfer Certificate

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6. Mother's Name (Write in Capital Letters)

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7. Date of Birth

| | | |
|----------------------|----------------------|----------------------|
| Date | Month | Year |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

8. Sex

Male Female

9. Address for communication (do not write your name here)

| | | | | | | | | | | | | | | | | | | | | | | |
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City

Pincode

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Phone :

Mobile :

E-Mail :

| | | | | | | | | |
|---|---------------------------------|---------------------------------|--------------------------------|--|--------------------------------|--------------------------------------|--------------------------------|-----------------------------|
| 10. First language chosen under Foundation Course | | <input type="checkbox"/> | <input type="checkbox"/> | 11. Medium of instruction opted | | English <input type="checkbox"/> | Tamil <input type="checkbox"/> | |
| 12. Option for B. Music students | | Vocal <input type="checkbox"/> | Veena <input type="checkbox"/> | Violin <input type="checkbox"/> | Flute <input type="checkbox"/> | Nadhaswaram <input type="checkbox"/> | | |
| 13. Nationality | Indian <input type="checkbox"/> | Others <input type="checkbox"/> | | 14. Region | Urban <input type="checkbox"/> | Rural <input type="checkbox"/> | | |
| 15. Religion | <input type="checkbox"/> | | | | | | | |
| 16. Caste | <input type="checkbox"/> | | | | | | | |
| 17. Community | | | | SC <input type="checkbox"/> | ST <input type="checkbox"/> | MBC <input type="checkbox"/> | BC <input type="checkbox"/> | OC <input type="checkbox"/> |
| 18. Physically challenged | | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | | | |
| 19. Are you Employed ? | | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | | | |
| 20. Centre at which you propose to attend the Personal Contact Programme classes | | | | Name | | | | |
| | | | | Code No. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Centre at which you propose to collect the study materials (Refer Page No. 51 to 59) | | | | Name | | | | |
| | | | | Code No. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Are you a ward of a Defence Service Personnel? (Army / Navy / Air Force) | | | | Yes <input type="checkbox"/> | Category | | | |
| | | | | No <input type="checkbox"/> | | | | |
| 23. Are you a ward of an Ex-service person ? | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | | |
| 24. Tuition Fee Concession Opted ? (Candidate to tick (✓) any one of the appropriate boxes - Refer Page No. 43) | | | | Women Candidate <input type="checkbox"/> Defence Personnel <input type="checkbox"/> University of Madras Graduate <input type="checkbox"/> Teachers <input type="checkbox"/> Police Personnel <input type="checkbox"/> Differently Abled <input type="checkbox"/> Press and Media Personnel <input type="checkbox"/> | | | | |

Admission of Candidates from Other States

- Candidates from other states should submit their applications at any one of the Study Centres of the Institute of Distance Education (IDE), University of Madras listed in the Prospectus, of the State concerned for admission to various courses offered by IDE.
- Applications received by post from the candidates of other States will automatically be linked to the IDE Study Centre of the State concerned.
- Applications received by post from the candidates of other States where there is no Study Centre of this Institute (IDE), will be linked to the nearby IDE Study Centre of the other State and candidates should undergo the courses offered by this Institute through such allotted IDE Study Centre only.

**Affix
Passport Size
Photo**

Not to be attested

Station :

Date :

Signature of the Candidate

**ADDRESS SLIP
UNDERGRADUATE COURSES**

Academic Year 2011 - 2012

| | | | | | | | | | | | | |
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| A | 1 | 1 | | | | | | | | | | |
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Calendar Year 2012

| | | | | | | | | | | | | |
|----------|----------|----------|--|--|--|--|--|--|--|--|--|--|
| C | 1 | 2 | | | | | | | | | | |
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**Affix
Passport Size
Photo**

Not to be attested

To be filled in by the applicant (6 copies of his/her address) and returned with the completed application form
(Please note that the admission intimation, original certificates and learning materials will be sent only to this address)

USE BALL POINT PEN ONLY. WRITE IN CAPITAL LETTERS

| | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <p>Name :</p> <p>.....</p> <p>Address :</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>PIN <table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></p> | | | | | | | <p>Name :</p> <p>.....</p> <p>Address :</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>PIN <table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></p> | | | | | | |
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BANK COPY
UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION
 CHENNAI - 600 005.
 FEE PAYMENT CHALLAN

IDE FEE COLLECTION ACCOUNT NUMBER
STATE BANK OF INDIA **30257687462**
INDIAN BANK **783493481**

Branch : Date :

| | | | | |
|-----------------|--|--|--|--------------|
| Student's Name | | | | |
| Enrl. Number | | | | Year |
| | | | | |
| Course of Study | | | | Year |
| | | | | I / II / III |

| Course Subject | Particulars | Rs. |
|----------------|-------------|-----|
|----------------|-------------|-----|

| Fee Code | Particulars | Rs. |
|--------------|-----------------------------------|-----|
| A | Registration Fee | |
| B | Tuition Fee | |
| C | Examination Fee | |
| D | Consolidated Mark Statement Fee | |
| | Duplicate Mark Statement Fee | |
| | Provisional Certificate Fee | |
| | Convocation Fee | |
| | Migration Certificate Fee | |
| E | Verification of Certificate Fee | |
| | Other Fee (Please Specify) | |
| Total | | |

Amount in words (Rupees)
 Nature of Payment (3) Cash Demand Draft
 D.D. No. Date
 Amount Rs. Bank
 Branch

Tel. : Signature of the Candidate / Remitter

For Bank Use Only **Rs.**

Seal / Date Authorised Signatory

Note : Separate Challan should be used for each type of payment

IDE COPY
UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION
 CHENNAI - 600 005.
 FEE PAYMENT CHALLAN

IDE FEE COLLECTION ACCOUNT NUMBER
STATE BANK OF INDIA **30257687462**
INDIAN BANK **783493481**

Branch : Date :

| | | | | |
|-----------------|--|--|--|--------------|
| Student's Name | | | | |
| Enrl. Number | | | | Year |
| | | | | |
| Course of Study | | | | Year |
| | | | | I / II / III |

| Course Subject | Particulars | Rs. |
|----------------|-------------|-----|
|----------------|-------------|-----|

| Fee Code | Particulars | Rs. |
|--------------|-----------------------------------|-----|
| A | Registration Fee | |
| B | Tuition Fee | |
| C | Examination Fee | |
| D | Consolidated Mark Statement Fee | |
| | Duplicate Mark Statement Fee | |
| | Provisional Certificate Fee | |
| | Convocation Fee | |
| | Migration Certificate Fee | |
| E | Verification of Certificate Fee | |
| | Other Fee (Please Specify) | |
| Total | | |

Amount in words (Rupees)
 Nature of Payment (3) Cash Demand Draft
 D.D. No. Date
 Amount Rs. Bank
 Branch

Tel. : Signature of the Candidate / Remitter

For Bank Use Only **Rs.**

Seal / Date Authorised Signatory

Note : Separate Challan should be used for each type of payment

STUDENT COPY
UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION
 CHENNAI - 600 005.
 FEE PAYMENT CHALLAN

IDE FEE COLLECTION ACCOUNT NUMBER
STATE BANK OF INDIA **30257687462**
INDIAN BANK **783493481**

Branch : Date :

| | | | | |
|-----------------|--|--|--|--------------|
| Student's Name | | | | |
| Enrl. Number | | | | Year |
| | | | | |
| Course of Study | | | | Year |
| | | | | I / II / III |

| Course Subject | Particulars | Rs. |
|----------------|-------------|-----|
|----------------|-------------|-----|

| Fee Code | Particulars | Rs. |
|--------------|-----------------------------------|-----|
| A | Registration Fee | |
| B | Tuition Fee | |
| C | Examination Fee | |
| D | Consolidated Mark Statement Fee | |
| | Duplicate Mark Statement Fee | |
| | Provisional Certificate Fee | |
| | Convocation Fee | |
| | Migration Certificate Fee | |
| E | Verification of Certificate Fee | |
| | Other Fee (Please Specify) | |
| Total | | |

Amount in words (Rupees)
 Nature of Payment (3) Cash Demand Draft
 D.D. No. Date
 Amount Rs. Bank
 Branch

Tel. : Signature of the Candidate / Remitter

For Bank Use Only **Rs.**

Seal / Date Authorised Signatory

Note : Separate Challan should be used for each type of payment

NOTE

Students are informed to pay fee through anyone of the following designated banks using this challan without any additional charges.

(1) State Bank of India (SBI)

(through any core banking branches)

(2) Indian Bank

(through any core banking branches)

மாணவர்கள் கீழ்க்காணும் ஏதேனும் ஒரு வங்கி மூலம் கூடுதல் கட்டணமின்றி உரிய கட்டணத்தைச் செலுத்துவதற்கு இந்தச் சலாணைப் பயன்படுத்தலாம்

(1) பாரத ஸ்டேட் வங்கி

(கணினி இணைப்பு வசதி கொண்ட வங்கிக் கிளைகள் மூலம்)

(2) இந்தியன் வங்கி

(கணினி இணைப்பு வசதி கொண்ட வங்கிக் கிளைகள் மூலம்)

Remittance by Demand Draft may be mailed, delivered to IDE, University of Madras.

கேட்டி வரைவோலை மூலம் கட்டணம் செலுத்துவோர் நேரடியாக / தபால் மூலம் சென்னைப் பல்கலைக்கழகத் தொலைதூரக் கல்வி நிறுவனத்தில் சேர்த்திடவும்

Students are informed to keep this portion of the challan safely till the completion of the course of study.

மாணவர்கள், சலாணின் இப்பகுதியை படிப்பு முடிபும் வரை பத்திரமாக வைத்திருக்கவும்.

Students are informed to send or handover this portion of the challan to

The Director
Institute of Distance Education
University of Madras, Chepauk,
Chennai - 600 005.

மாணவர்கள், சலாணின் இப்பகுதியை

இயக்குநர்
தொலைதூரக் கல்வி நிறுவனம்
சென்னைப் பல்கலைக்கழகம்
சேப்பாக்கம்,
சென்னை - 600 005.

என்ற முகவரிக்கு அனுப்பி வைக்கவும்
அல்லது நேரடியாகச் சமர்ப்பிக்கவும்.

| Particulars | Rs. |
|-------------|-----|
| 1000 X | |
| 500 X | |
| 100 X | |
| 50 X | |
| 20 X | |
| 10 X | |
| 5 X | |
| Total | |