PROSPECTUS: 2019 – 2020

M.Sc. Fashion, Interior Design
B.Sc. Fashion, Interior Design
B.Sc. Fashion, Interior Design - Lateral Entry
Advanced Diploma in Fashion, Interior Design
Advanced Diploma in Fashion, Interior Design - Lateral Entry
Diploma in Fashion, Interior Design

PROSPECTUS: 2019 – 2020
ANNAMALAI UNIVERSITY

CHANCELLOR
Shri. BANWARILAL PUROHIT
Hon’ble Governor of Tamil Nadu

PRO-CHANCELLOR
Thiru K.P. ANBALAGAN
Hon’ble Minister for Higher Education Including
Technical Education, Electronics, Science and Technology

VICE-CHANCELLOR
Prof. MURUGESAN VELAYUTHAM, Ph.D.

REGISTRAR i/c
Dr. M. RAVICHANDRAN

DIRECTOR
Dr. M. ARUL
Dear Candidate,

I thank you for choosing Annamalai University Distance Education Programme with the motive of enriching your knowledge.

The Directorate of Distance Education, Annamalai University was established in 1979, and now offers more than five hundred programmes of study suitable to persons of all walks of life and of all ages. Over the last three decades, lakhs of candidates have passed out successfully through its portals and are leading successful and contented lives. On completion of the programme of your choice, you will also be one of them.

Be sure that you fulfil the eligibility norms before you begin to fill up the application form and ensure that you have attested copies of all the required certificates when you despatch the filled in Application to the Directorate.

In your own interest, please keep Photostat copies of your important correspondences with the Directorate and write up the diary pages that you will find at the end of this Prospectus.

All information’s relating to the Distance Education Programmes, Examinations, Results etc., of the University can be obtained from our official website www.annamalaiuniversity.ac.in.

I wish you all success in this academic pursuit of yours and your life.

Dr. M.ARUL
DIRECTOR
The University plays a vital role in disseminating knowledge acquired through research to the surrounding rural areas in which it is placed and it serves the larger community through its Centre for Adult Education and Extension, Centre for Rural Development and Uplift of Weaker Sections, the Department of Community Medicine, the Rajah Muthiah Dental College, the NSS; and above all, through its Directorate of Distance Education, it takes education to the doorsteps of thousands of adult learners all over the country and abroad.

The Directorate of Distance Education established in 1979 offers more than five hundred different programmes of study. It is credited with the largest enrolment in India and is well equipped with computer and other infrastructure, adequate teaching faculty and administrative set-up of its own study centres, computer training centres, etc., to serve its students in their best interest at their door steps. It has also the unique distinction of being the first in India, to offer Postgraduate Degree Programmes in Applied Psychology, Physics, Chemistry, Zoology, Botany, Bioinformatics and Law through Distance Education mode. The Directorate of Distance Education is also offering Programmes in Fashion Design, Textile Design, Interior Design, Hotel Management and Catering Technology, Retail Management, Health Science, Yoga, Music, Fire and Safety, Pharmaceuticals and online programmes.

The Directorate has introduced B.Ed. Degree Programme through distance education mode from the year 2008-09 with the approval of the National Council for Teacher Education, New Delhi.
To
The Registrar
Annamalai University
Annamalainagar – 608 002

Sir,

Sub: Recognition of Educational Qualifications.

I am directed to refer to your letter No. B1/10906/88 dated 9.10.1988 without its enclosures regarding recognition of qualification for the purpose of employment under the Central Government and to say that the degrees/diplomas awarded by the Universities established by an Act of Parliament or State Legislature, Institutions deemed to be Universities, under section 3 of the UGC Act 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognised for purpose of employment under the Central Government. No formal orders recognising such degrees/diplomas are necessary to be issued.

Yours faithfully,
Sd/-
(S.C. ANAND)
Desk Officer (T)
I. PROGRAMMES OFFERED BY THE DIRECTORATE

The Directorate of Distance Education, Annamalai University in academic collaboration with Inter National Institute of Fashion Design, offers the following Post Graduate / Graduate / Advanced Diploma / Diploma / Lateral Entry Programmes during the academic year 2019-2020.

<table>
<thead>
<tr>
<th>P.G. Degree Programme (2 Years)</th>
<th>Code</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>966-DX</td>
<td>M.Sc. Fashion Design</td>
<td></td>
</tr>
<tr>
<td>967-DW</td>
<td>M.Sc. Interior Design</td>
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<table>
<thead>
<tr>
<th>U.G. Degree Programmes (3 Years)</th>
<th>Code</th>
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<tbody>
<tr>
<td>351-DA</td>
<td>B.Sc. Fashion Design</td>
<td></td>
</tr>
<tr>
<td>353-DC</td>
<td>B.Sc. Interior Design</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>B.Sc Lateral Entry (Second Year)</th>
<th>Code</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>561-EK</td>
<td>B.Sc. Fashion Design</td>
<td></td>
</tr>
<tr>
<td>563-EI</td>
<td>B.Sc. Interior Design</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B.Sc Lateral Entry (Third Year)</th>
<th>Code</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>564-EO</td>
<td>B.Sc. Fashion Design</td>
<td></td>
</tr>
<tr>
<td>566-EJ</td>
<td>B.Sc. Interior Design</td>
<td></td>
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<table>
<thead>
<tr>
<th>Advance Diploma Programmes (Two Year)</th>
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<th>Programme</th>
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</thead>
<tbody>
<tr>
<td>354</td>
<td>Advance Diploma in Fashion Design</td>
<td></td>
</tr>
<tr>
<td>356</td>
<td>Advance Diploma in Interior Design</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Diploma Programmes (One Year)</th>
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<th>Programme</th>
</tr>
</thead>
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<tr>
<td>357</td>
<td>Diploma in Fashion Design</td>
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<tr>
<td>359</td>
<td>Diploma in Interior Design</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advance Diploma Lateral Entry (Second Year)</th>
<th>Code</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>573</td>
<td>Advance Diploma in Fashion Design</td>
<td></td>
</tr>
<tr>
<td>575</td>
<td>Advance Diploma in Interior Design</td>
<td></td>
</tr>
</tbody>
</table>

II. APPLICATION FORMS

The Application Form with Prospectus can be obtained (i) in person from the Directorate or any of its Study Centres or Inter National Institute of Fashion Design PCP Centres on payment of Application Fee of ₹200/- by cash or (ii) by post sending a requisition to the Director, Directorate of Distance Education, Annamalai University or the Program Co-ordinator Inter National Institute of Fashion Design with a Demand Draft for ₹250/- drawn in favour of the Inter National Institute of Fashion Design, Payable at Chandigarh, specifying the programme desired to be pursued. The Application form will be sent by courier/registered post. Application once sold by the Directorate or its Study Centres or by the Inter National Institute of Fashion Design Centres cannot be taken back and the amount will not be refunded or adjusted. The application form is not transferable and the application for admission should be in the prescribed form of the year 2019-2020 and only the form issued by Directorate or its Study Centres or Inter National Institute of Fashion Design Centres should be used.

III. INSTRUCTIONS FOR FILLING IN APPLICATION FORM

(i) Read carefully and thoroughly the application form and the Prospectus before filling in.
(ii) Check your eligibility i.e. minimum required educational qualification for the programme you are applying for.
(iii) While filling in the application form, enter very clearly and correctly the programme code, the name of the programme and the PCP zone, if any.
(iv) A recent passport size photograph (3.5 cm x 2.5 cm) signed by the applicant and attested by a Gazetted Officer should be pasted on the application form in the space provided, one unattested photograph should be pasted on the scanning form and also attach one unattested Photograph of the same negative with the application form for ID card.
(v) a) Matriculation and 10+2 duly attested certificates to be attached for Diploma / Advanced Diploma / Degree Programmes.
   b) For Post Graduate attach duly attested copy of Degree Certificate / Consolidated Mark Statement (3 years) in addition to v (a).
(vi) Name of the student should be same as mentioned in the 10+2/matriculation certificate.
(vii) Copy of Migration Certificate/Transfer Certificate to be attached with the Application Form.
(viii) Attestation: The photograph on the application may be attested by any one of the following officials:
   a) Gazetted Officers.
   b) Members of the Syndicate, Senate, Academic Council, and Boards of Studies of the Annamalai University.
   c) Teachers in Colleges and Universities.
   d) Gazetted Rank Headmasters or Headmistresses of Government recognized Higher Secondary or High Schools.
   e) Commissioned Officers of the Defence Services.
(ix) If the certificates submitted by the applicant are in any language other than English, an English version of the certificates should accompany them.

(x) Application will be summarily rejected if there is any discrepancy between the material particulars as they are found in the application form and the supporting documents. The name of the applicant, his/her date of birth and qualification will be considered as material particulars in this context.

(xi) Applicants possessing degrees awarded by the Universities/Colleges/Institutes which are not recognized by the University Grants Commission are not eligible for admission to the programmes offered by the Directorate of Distance Education.

(xii) No candidate is permitted to join two Degree programmes at a time.

IV. PROCEDURE FOR ADMISSION

(a) SPOT SELECTION

The applicant can come to the Directorate or any of its Study Centres or the Inter National Institute of Fashion Design PCP Centres, noted as Item No. VII in this prospectus, for Spot Admission. Selection for direct admission to all the programmes will be made at the Annamalai University Study Centres and Inter National Institute of Fashion Design PCP Centres. Spot Selection for direct admission to all the Programmes will be made at the Study Centres/Inter National Institute of Fashion Design PCP Centres subject to confirmation by the Director. The Director, Directorate of Distance Education, Annamalai University is only responsible to confirm the admissions on scrutinizing of application and to issue Identity Cards.

(i) Filled in application along with attested Xerox copies of Certificates for minimum required eligibility qualification and age.

(ii) Certificates in Original for minimum required eligibility qualification and Transfer/Migration Certificate.

(iii) Three passport size Photographs for application, Identity Card and Scanning form. Applicants should not sign on the Photograph affixed in the scanning form.

(iv) A Demand Draft drawn in favour of The Director, D.D.E., Annamalai University payable at Chandigarh towards the prescribed tuition fees.

(b) ADMISSION THROUGH POST

If the applicant’s place is not near any of the Study Centres/ Inter National Institute of Fashion Design PCP Centres, he/she should send the filled in application to the Director, Directorate of Distance Education, Annamalai University, Annamalainagar – 608002 along with attested Xerox copies of

(i) Certificates for minimum required qualification,

(ii) Transfer/Migration Certificate and

(iii) Two passport size photographs.

Students seeking admission through post need not enclose the originals and Demand Draft along with the admission application.

On receipt of provisional admission card you will have to get the original certificate verified at near by Study Centre/ Inter National Institute of Fashion Design PCP Centres in support of (i) educational qualification (ii) Transfer/Migration Certificate (for which attested Xerox copies have been enclosed in the application form) and a Demand Draft drawn in favour of the Director, Directorate of Distance Education., Annamalai University, payable at Chandigarh for the prescribed fee, observing the guidelines under the Item No. – V for the Mode of Payment.
The admission confirmation, the signed identity card and the original certificates including Transfer Certificate/Migration Certificate after affixing of the seal that the candidate is admitted during the year 2019-2020 will be given to the student.

If the certificates submitted by the candidate are found bogus/fake, his/her admission will be cancelled and the fees remitted will also be forfeited.

(C) PROCEDURE FOR LATERAL ENTRY ADMISSION TO SECOND/THIRD YEAR

(I) Second Year: Candidates who have passed the First year Examinations of any UG/PG Degree Programme of a recognised University and where the Syllabi studied are common to the extent of at least 75% with that of Annamalai University, may be admitted to the Second year of the same Degree Programme, if there is provision for such lateral entry.

Students who have completed Diploma in Commercial Practice Programme/ Diploma in Modern Office Practice are eligible to join direct second year Programme. If so admitted the candidate has to write all the first year & second year papers and also have to pay the first & second year fees totally at the time of admission.

(ii) Third Year: Candidates who have passed the First year and Second year Examinations of any UG Degree Programme of a recognised University and where the Syllabi studied are common to the extent of at least 75%, with that of Annamalai University, may be admitted to Third year of the same Degree programme, if there is provision for such lateral entry.

Such Candidates should submit attested photostat copies of their Marks Statement, Transfer/ Migration Certificate and the Regulations & Syllabi of the Degree Programme studied, along with the Application form for admission. Only after receipt of the Admission Card, they should send the Original certificates and Demand Draft towards tuition fees.

Those who have completed the duration of a UG or PG Programme and have not been successful in the Examinations, are not eligible for admission under Lateral Entry Scheme.

Admission for Lateral entry are made only at the DDE Office, Annamalainagar.

V. MODE OF PAYMENT

The fees payable are given on pages 15 and 16 of this prospectus:

1. Processing fee of ₹2000/- for (All P.G., U.G., Advanced Diploma, Diploma, Fashion/Interior Design Programmes) towards Registration, Admission, Eligibility, etc., is payable through Demand Draft drawn in favour of The Director, D.D.E., Annamalai University payable at Chandigarh at the time of admission.

2. Tuition Fee, as mentioned in the annexure (Page no. 15 ) should be in the form of a Demand Draft drawn in favour of The Director, D.D.E., Annamalai University payable at Chandigarh.

3. Examination fee, is payable by way of Demand Draft drawn in favour of the Controller of Examinations, Annamalai University, payable at Chennai service branch.

Students should see before sending theDemand Drafts to the Directorate that they contain the following items of information:

(i) Name of the drawing / drawee branch of the bank;
(ii) Code number of the drawing/drawee branch of the bank;
(iii) Date of issue of the Demand Draft, and
(iv) Signature of the Officer of the drawing branch.
Cash, Cheques, Pay Orders, Postal Orders and Money Orders will not be accepted under any circumstances.

Students must write their Application Number or Enrolment Number, Name and the Programme on the back of the Demand Draft. They should not sign anywhere on the Demand Draft.

Tuition fees and other charges for the new admissions may be remitted through the Study Centres/Inter National Institute of Fashion Design Centres by way of Demand Draft.

The tuition fees for I year, II year and III year should be paid by way of Demand Drafts drawn in favour of the Director, D.D.E., Annamalai University, payable at Chandigarh. Under any circumstances, payment for the above fees should not be made in challan through Study Centres and the Demand Draft should only be handed over or sent to the Study Centres/Inter National Institute of Fashion Design PCP Centres.

Students must write their Application Number or Enrolment Number, Name and the Programme on the back of the Demand Draft. They should not sign anywhere on the Demand Draft.

VI. COMPULSORY PERSONAL CONTACT PROGRAMME (CPCP) FOR PRACTICALS

All the students enrolled for the P.G./U.G./Advanced Diploma/Diploma/Lateral Entry Programmes will have to attend Personal Contact Programme at the Inter National Institute of Fashion Design Centres. The students are required to attend minimum lectures and to observe decorum while attending their Personal Contact Programme for appearing in the theory and practical examinations.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Programme Code</th>
<th>Number of days</th>
<th>Percentage of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.Sc (Fashion/Interior Design)</td>
<td>966, 967</td>
<td>10</td>
<td>60%</td>
</tr>
<tr>
<td>B.Sc./Advanced Diploma/Diploma/Lateral Entry in Fashion Design</td>
<td>351, 354, 357, 561, 564, 573</td>
<td>15</td>
<td>80%</td>
</tr>
<tr>
<td>B.Sc./Advanced Diploma/Diploma/Lateral Entry in Interior Design</td>
<td>353, 356, 359, 563, 566, 575</td>
<td>15</td>
<td>80%</td>
</tr>
</tbody>
</table>

Personal Contact Programme will be arranged in different centres throughout the country, depending on the strength of students in different regions. They may indicate their choice of the zones (Item No. VII in the Prospectus). If a Personal Contact Programme is not arranged in a particular zone for want of adequate strength, the students will be called to the nearest zone. Students should make their own arrangements for their boarding and lodging at the centres where PCPs are held.

A circular of details of date, venue and time for the Personal Contact Programmes for the whole academic year will be sent along with Admission Confirmation to all the students.

The Directorate reserves the right to fix, shift or cancel any PCP centre.

COMPULSORY PERSONAL CONTACT PROGRAMME (CPCP) ATTENDANCE

(i) No student is eligible to take the examination if he/she fails to satisfy the minimum requirement of attendance at the Compulsory Personal Contact Programme.

(ii) If he/she takes the examination without attending the Compulsory Personal Contact Programme, the result of examination shall be cancelled.

(iii) Students should attend the contact programme at the centres fixed by the Directorate. However, in genuine cases the change of centre will be permitted by the Directorate on payment of ₹500/- towards change of centre fee and D.D. to be made favouring The Director, D.D.E., Annamalai University payable at Chennai service branch. Nobody will be permitted to change the centre after the commencement of the PCP classes.

(iv) Students who fail to attend the compulsory Personal Contact Programme will be permitted to attend the same in the subsequent years, on requisition along with subsequent personal contact programme fee of ₹500/-. 
Change of Programme:

Students will be permitted to change the programme within 30 days from the date of Admission on payment of ₹1,500/- towards change of Programme fee in favour of The Director, D.D.E., Annamalai University payable at Chennai service branch.

Attendance Certificate will be issued at the end of the Compulsory Personal Contact Programme. Students whose attendance certificate is lost can get duplicate certificate from the Directorate on requisition along with a Demand Draft for ₹300/- in favour of the Director, D.D.E., Annamalai University payable at Chennai service branch. Students must attach a self-attested xerox copy of the Attendance Certificate to the Application form for registration for the University Examination.

VII. PERSONAL CONTACT PROGRAMME CENTRES FOR CONDUCTING PCP

The Regular Personal Contact Programmes for the U.G / P.G / Advanced Diploma / Lateral Entry Programmes would be conducted at the INTERNATIONAL INSTITUTE OF FASHION DESIGN centres in the following cities.

List of PCP Centres with Codes
(Inter National Institute of Fashion Design) (2019-2020)

<table>
<thead>
<tr>
<th>Code</th>
<th>Centre Name</th>
<th>Code</th>
<th>Centre Name</th>
<th>Code</th>
<th>Centre Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Ahmedabad*</td>
<td>19</td>
<td>Indore*</td>
<td>48</td>
<td>Nagpur, Wardhaman Nagar*</td>
</tr>
<tr>
<td>30</td>
<td>Agra*</td>
<td>20</td>
<td>Jaipur*</td>
<td>49</td>
<td>Nasik*</td>
</tr>
<tr>
<td>31</td>
<td>Ajmer*</td>
<td>21</td>
<td>Jalandhar*</td>
<td>6</td>
<td>New Delhi, Pitampura*</td>
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<tr>
<td>32</td>
<td>Ambala*</td>
<td>117</td>
<td>Jodhpur*</td>
<td>132</td>
<td>New Delhi, West*</td>
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<tr>
<td>34</td>
<td>Amritsar*</td>
<td>41</td>
<td>Kanpur*</td>
<td>52</td>
<td>Patiala*</td>
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<td>Aurangabad*</td>
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<td>Katni*</td>
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<td>Panvel*</td>
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<tr>
<td>115</td>
<td>Barwala*</td>
<td>123</td>
<td>Kalyan*</td>
<td>100</td>
<td>Pune, Kothrud*</td>
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<td>89</td>
<td>Bangalore M.G. Road*</td>
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<td>Kolkata, Lindsay Street*</td>
<td>78</td>
<td>Pune, Koregaon Park*</td>
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<tr>
<td>120</td>
<td>Bangalore HSR Layout*</td>
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<td>Kolkata, Salt Lake City*</td>
<td>84</td>
<td>Pune, Deccan*</td>
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<td>14</td>
<td>Baroda*</td>
<td>70</td>
<td>Kota</td>
<td>106</td>
<td>Pune, Kondhwa*</td>
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<td>63</td>
<td>Bhilai*</td>
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<td>Lucknow*</td>
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<td>Mumbai, Andheri*</td>
<td>54</td>
<td>Raipur*</td>
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<td>16</td>
<td>Chandigarh*</td>
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<td>Mumbai, Bandra*</td>
<td>57</td>
<td>Siliguri*</td>
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<td>85</td>
<td>Chennai*</td>
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<td>Mumbai, Vashi*</td>
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<td>Sri Ganganagar</td>
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<td>Dharwad*</td>
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<td>Mumbai, Thane*</td>
<td>130</td>
<td>Sagar*</td>
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<td>110</td>
<td>Gandhinagar*</td>
<td>121</td>
<td>Mumbai, Ghatkopar*</td>
<td>131</td>
<td>Sonna*</td>
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<td>109</td>
<td>Guwahati*</td>
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<td>Mumbai, Borivali*</td>
<td>28</td>
<td>Surat*</td>
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<tr>
<td>17</td>
<td>Gurugram*</td>
<td>128</td>
<td>South Mumbai*</td>
<td>59</td>
<td>Udaipur*</td>
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<tr>
<td>104</td>
<td>Hubli*</td>
<td>129</td>
<td>Mumbai, Mulund Thane*</td>
<td>103</td>
<td>Vapi*</td>
</tr>
<tr>
<td>18</td>
<td>Hyderabad, Himayat Nagar*</td>
<td>47</td>
<td>Nagpur, Ambazari*</td>
<td>29</td>
<td>Varanasi*</td>
</tr>
<tr>
<td>111</td>
<td>Hyderabad, HITECH City*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Denotes centers offering both U.G/P.G & diploma programmes.
VIII. ENROLMENT NUMBER

The students admitted will be assigned an Enrolment Number. The first three digits of the enrolment number represent the programme code, 4th and 5th digits represent the year of admission namely 19 for 2019 and the rest of the digits represent the serial number of admission for that programme. This number which is different from the Application Number will continue to be the same till a student completes his/her programme.

Students should invariably quote their Enrolment number in all their correspondences with the Directorate. It will not be possible to attend to letters received without the Enrolment Number.

IX. IDENTITY CARD

Students will be issued Identity cards by the Directorate or Study Centres after their admission. Students are instructed to keep their Identity Cards safely till the completion of the programme and must bring their Identity card at the time of Personal Contact Programme (PCP) and Examinations.

X. CHANGE OF ADDRESS

Communication will be sent to the address given by the students in the Application form. If there is any change in their address, it should be intimated to the Directorate immediately with a fee of `300/- by way of Demand Draft in favour of the Director, D.D.E., Annamalai University payable at Chennai service branch. Students are advised to inform the post office concerned to redirect the lessons and all other communication to their new address until the change is effected. Change of address should be intimated to the Programme Co-ordinator for future reference and record at Chandigarh.

XI. CHANGE OF NAME

Those who wish to have their names changed in the records of the Directorate at the time of admission or during their period of study, must apply for the same along with the Original Gazette notification or an Affidavit certified and recorded by a Notary Public. If the Gazette Notification or the Affidavit is in a language other than English or Tamil, a certified translation must accompany the request. Such change of name will have only prospective effect.

The requisition for change of name should be made along with a D.D. for `500/- drawn in favour of The Director, D.D.E., Annamalai University.

XII. DESPATCH OF LESSONS

The digitalised Syllabus and Study materials will be dispatched by Inter National Institute of Fashion Design, Chandigarh to the students and the students will also be provided online support for facilitation.

The Programme Co-ordinator, Inter National Institute of Fashion Design,
INIFD House, SCO 32-35, Sector 8-C, Madhya Marg, Chandigarh - 160 009
Phone: 0172 – 2784980 & 2784981
Fax: 0172 - 2547095
E-mail: corporate@nifd.net
www.nifd.net
XIII. BONAFIDE CERTIFICATE
Students who are in need of Bonafide Certificate during their study may apply to the Director with a Demand Draft for ₹300/- drawn in favour of the Director, D.D.E., Annamalai University payable at Chennai Service branch.

XIV. STUDY CENTRE
The Directorate has Study Centres at various places (indicated in the Annexure-I) to serve the distance learners enrolled with the Directorate.

The working days of the Study Centres:
Seven days a Week (9.30 a.m to 5.00 p.m.)

XV. GRIEVANCE REDRESSAL CELL
Students who have genuine grievances are advised to write to the Director, Grievance Redressal Cell, Directorate of Distance Education giving their Name, Enrolment Number, Programme of Study etc. for speedy redressal.

XVI. ENQUIRIES AND CORRESPONDENCE

Students may contact and address to

The Programme Co-ordinator
Inter National Institute of Fashion Design
INIFD House, SCO 32-35, Sector 8-C, Madhya Marg,
Chandigarh - 160009
Phone: 0172 - 2784980, 81 Fax: 0172 - 2547095
E-mail: corporate@nifd.net

Working days of the Inter National Institute of Fashion Design Centres
Degree Centres : Monday to Saturday
Diploma Centres: Monday to Friday

For all enquiries and correspondence (except regarding University Examination) to the Directorate of Distance Education of Annamalai University must be addressed to

THE DIRECTOR
Directorate of Distance Education
Annamalai University
Annamalainagar, Tamil Nadu, Pin - 608 002
Post Box. No.: 4
Grams: ‘Correspond’ Annamalainagar
Phone: 04144-238610, 238043 to 238047. Fax: 04144-238987
E-mail: dde@annamalaiuniversity.ac.in or visit www.annamalaiuniversity.ac.in

Working days of the Directorate
The office of the Directorate of Distance Education at Annamalainagar remains open on all days except Saturdays, Sundays and Public Holidays.

Office Hours
9.45 a.m. to 5.45 p.m. with half an hour break for lunch between 1.00 p.m. and 2.00 p.m.
JURISDICTION

With regard to any dispute arising in any matters including admission, returning of Original Certificates, sending of lessons, Personal Contact Programme, examinations, remittance of fees, etc., only the Courts and Tribunals having jurisdiction over Annamalainagar, Chidambaram, Cuddalore District, Tamil Nadu and not over any other place, shall have jurisdiction for the purpose of filing a suit or preferring complaint under the Consumer Protection Act or any other law for the time being in force or taking any legal proceeding against the Directorate of Distance Education or the Controller of Examinations of Annamalai University.

The application for admission also carries this conditional clause, and all applicants by virtue of their signature on the form, will be deemed to have accepted to be bound by it.

Admission cannot be claimed as a matter of right. The Director, D.D.E. or the Controller of Examinations not can be held responsible for loss or delay in the delivery of postal articles sent by the D.D.E. or the Controller of Examinations.

CAUTION

The Directorate of Distance Education has not authorised any Private Institute or Agent to act on its behalf in the grant of admissions, collection of fees, tutorials etc. and therefore will not own responsibility in the event of anyone being cheated by any such bogus institute or individual.

Candidates are therefore warned not to become victims of Cheating and Exploitation by bogus claimants in this regard.

Candidates are advised to apply directly to the Directorate or contact its Study Centres/Information Centres individually for application form as well as for admission. Applications for admission received through tutorials or any other agency will be summarily rejected.

Further, if it transpires at any time during the programme of study that a student had applied for admission through tutorials or any other agency, his admission will be cancelled and the student will not be entitled to any relief whatsoever as against the Directorate of Distance Education, including refund of tuition fees.

OTHER CONTACT FACILITIES

(A) Message Alert Service (MAS)

The Message Alert Service introduced in the DDE is a boon to distance learners. To make use of this service, students have to register their cell Phone number. Students will receive automated communications in message format on their cell phones such as admission confirmation, despatch of lessons, PCP schedule, reminders of last date for payment of fees, examination results etc.

(B) SHORT MESSAGE SERVICE (SMS)

A computerized Short Message Service (SMS) has also been introduced to reply to students’ queries through cell phone messages. Students can get information regarding admission, lessons despatch, payment details, personal contact programme details, examination results etc. by just sending messages to the Cell phone number 9442551111. A computer server maintained in the D.D.E. will send the reply messages to the students’ cell phone immediately. (Annexure - II).

(C) WIDE AREA NETWORK (WAN)

Wide Area Network (WAN) connectivity has been established in major study centers by the D.D.E.

The centralised Database will facilitate the collection of all the details pertaining to programmes offered, admissions, tuition fee, enrolment status, despatch of study materials, examination register number, venue, results and issue of certificates besides information related to PCP etc and students’ grievances will get settled instantly

VIDEO CONFERENCING

The Directorate of Distance Education has introduced Video Conferencing facility during the academic year 2011-12 for the benefit of students in New Delhi, Chennai and Annamalainagar. Personal Contact Programme and special lectures will be conducted for selected programmes through video conferencing.
UNIVERSITY EXAMINATIONS

Application forms for registration for the examinations will be sent in the month of February/March by The Controller of Examinations, Annamalai University to all the students who have paid their tuition fees in full before 10th February. Information regarding Centres of examination, time-table, fees payable and other regulations governing the examination will be sent to the students along with that Application Form.

Those students who do not receive the examination application form for any reason before the end of March are required to apply to the Controller of Examinations for sending them the examination application forms quoting the enrolment number, programme of study etc. Non-receipt of examination application form is not an excuse for not registering for the examination.

The Examination Application form, Time-Table, Fee details etc. can also be downloaded from the University website www.annamalaiuniversity.ac.in.

If, inspite of this warning, a student failing to fulfil the attendance requirement gets himself / herself registered for the examination and writes the examination his/her results will be cancelled.

ELIGIBILITY FOR EXAMINATION

1. Students failing to attend the PCPs are not eligible to sit for the examination held at the end of the year(s).
2. Attendance at the PCPs are compulsory. Students are required to attend the classes conducted in each of the subjects.
3. The course lectures delivered is to be counted upto the last day when the classes break for preparatory holidays.
4. On completion of the internal assessment of all disciplines.
5. Depositing the examination fee as per prescribed rules.
6. Obtaining nil arrear clearance of tuition fee from PCP Centre.

HALL TICKETS/ADMIT CARDS

Hall ticket and Examination schedule can be downloaded from our website: www.annamalaiuniversity.ac.in

The intimation of venue of examination with the examination Register No. will be sent to the students by the Controller of Examinations one week prior to the commencement of examinations. Even if a student does not receive the same, he/she is required to see the Newspaper advertisement to be made by the D.D.E., regarding the centres and venue etc., in the leading newspapers during the month of May/December and he/she may also contact the Study Centres / Inter National Institute of Fashion Design Centres for the same.

Further, even if a student who applied in time duly for registration of examinations, has not received any venue intimation he/she is required to contact the Chief Superintendent of his/her examination centre with the xerox copy of his/her examination application form, the Demand Draft for examination fees and acknowledgement etc., to enable the Chief Superintendent of the Centre to allow him/her to write the examination provisionally subject to the confirmation by the Controller of Examinations.

Candidates will not be permitted to appear in the Examination without their Hall Ticket.

EXAMINATION RESULTS AND ISSUE OF MARK LISTS

For all enquiries regarding the examinations, publication of results, issue of mark sheets and provisional certificates and re-totalling of marks, candidates will have to contact the Controller of Examinations, Annamalai University, Annamalai Nagar - 608002. Phone Number 04144-238027 & 04144-238248 Extn. 232, Fax No.: 04144-238145.

For DDE exams:
aucoecell2016@gmail.com        www.annamalaiuniversity.ac.in
DDE certificates / marksheets: audceddecertificates@gmail.com
TRANSACTION / MIGRATION CERTIFICATE

This University’s Transfer Certificate will be issued by the Directorate of Distance Education only to students who have completed/ discontinued their programme of study and who do not have any arrears of fee. The issue of Transfer Certificate is not a bar for writing the examinations of the programme concerned, if the Candidates are otherwise eligible.

Candidates who have discontinued their programme will be issued Discontinued T.C. only on request and on clearance of all dues.

Those who require the Migration Certificate should apply to the Controller of Examinations, Annamalai University enclosing a Demand Draft for the prescribed fee along with a copy of the attested Transfer Certificate.

Candidates who have lost their Transfer Certificate issued by the Directorate can obtain a duplicate Transfer Certificate by sending a requisition letter to the Director along with a demand draft for `500/- and a Certificate from a Gazetted Officer stating that the Original Certificate has been lost irrecoverably.

GENERAL INSTRUCTIONS

1. Mention your Enrolment Number in all your correspondences.
2. To pay fees for Re-admission, change of programme/name/centre, Transfer Certificate, Bonafide Certificate etc., draw the D.D. in favour of The Director, D.D.E., Annamalai University on any bank payable at its Chennai Service Branch.
3. Regarding Examinations, Convocation, Certificates etc., the Controller of Examinations should be addressed with the prescribed fees drawn in favour of the Controller of Examinations and not the Director.
4. Regarding programmes of study, Personal Contact Programmes etc., address the Director and regarding Examinations, the Controller of Examinations, Annamalai University.
5. For refund of fees paid for reasons which are not covered under the rules, regulations and norms, a service charge of 10 per cent of the fees paid will be deducted.
6. Students are informed that those who appear for the examination without Payment of tuition fees will be imposed additional fine of `500/-.

SPECIAL INSTRUCTION

All payments to be made by Demand Draft drawn in favour of The Director, D.D.E., Annamalai University Service branch. Any other transaction will lead to cancellation of admission.

Admission to II & III Year through Lateral Entry

1. Candidates who have successfully completed 1st or 2nd year of the degree / diploma programme in Fashion Design and Interior Design at Annamalai University can upgrade their programme to higher level of degree or diploma.
2. The candidate who has failed in the Programme of any University i.e. Diploma / Advanced Diploma is not eligible to take admission in any Lateral entry higher Programme.
3. They shall attend the personal contact programme only from the academic year in which he / she is admitted in the Directorate of Distance Education, Annamalai University.
4. A Candidate pursuing the 1st / 2nd year of the diploma programme is eligible for lateral entry into the 2nd / 3rd year respectively of the diploma / degree programme, subject to clearance of regular + additional 20% tuition fee of the higher programme in the first year of upgradation / Lateral entry and the regular fee is to be applicable next year on wards.
### TUITION FEE AND OTHER CHARGES (FEE PLAN FOR SESSION 2019-2020)

<table>
<thead>
<tr>
<th>Programme</th>
<th>Year</th>
<th>First Installment Tuition Fee</th>
<th>Second Installment Tuition Fee</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I</td>
<td>₹25,000</td>
<td>₹15,000</td>
<td>₹40,000</td>
</tr>
<tr>
<td></td>
<td>II</td>
<td>₹25,000</td>
<td>₹15,000</td>
<td>₹40,000</td>
</tr>
<tr>
<td>M.Sc. Fashion Design</td>
<td>I</td>
<td>₹25,000</td>
<td>₹15,000</td>
<td>₹40,000</td>
</tr>
<tr>
<td></td>
<td>II</td>
<td>₹25,000</td>
<td>₹15,000</td>
<td>₹40,000</td>
</tr>
<tr>
<td>M.Sc. Interior Design</td>
<td>I</td>
<td>₹25,000</td>
<td>₹15,000</td>
<td>₹40,000</td>
</tr>
<tr>
<td></td>
<td>II</td>
<td>₹25,000</td>
<td>₹15,000</td>
<td>₹40,000</td>
</tr>
<tr>
<td>B.Sc. Fashion/Interior Design</td>
<td>I</td>
<td>₹20,000</td>
<td>₹15,000</td>
<td>₹35,000</td>
</tr>
<tr>
<td></td>
<td>II</td>
<td>₹20,000</td>
<td>₹15,000</td>
<td>₹35,000</td>
</tr>
<tr>
<td></td>
<td>III</td>
<td>₹20,000</td>
<td>₹15,000</td>
<td>₹35,000</td>
</tr>
<tr>
<td>Advanced Diploma / Diploma in</td>
<td>I</td>
<td>₹20,000</td>
<td>₹10,000</td>
<td>₹30,000</td>
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<tr>
<td>Fashion/Interior Design</td>
<td>II</td>
<td>₹20,000</td>
<td>₹10,000</td>
<td>₹30,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lateral Entry</th>
<th>Year</th>
<th>First Installment Tuition Fee</th>
<th>Second Installment Tuition Fee</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.Sc. Fashion/Interior Design</td>
<td>II &amp; III</td>
<td>₹26,000</td>
<td>₹16,000</td>
<td>₹42,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>₹20,000</td>
<td>₹15,000</td>
<td>₹35,000</td>
</tr>
<tr>
<td>Advanced Diploma 2nd yr</td>
<td>II</td>
<td>₹20,000</td>
<td>₹16,000</td>
<td>₹36,000</td>
</tr>
<tr>
<td>Fashion/Interior Design</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Separate DD for Processing Fee ₹2000/- (at the time of admission)

### FEES STRUCTURE

Fee is charged during admission in order to avoid inconvenience to the students and to facilitate the consolidation of accounts in the office. Parents/Students in their own interest are advised to ensure that fee is paid:

a) Only to the administrator and against proper printed receipt.

b) Tuition Fee payment has to be made by Demand Draft in favour of The Director, D.D.E, Annamalai University, payable at Chandigarh.

c) The University is not responsible for any cash payment or any other payments made other than those in the name of Annamalai University.

d) Fees once Paid will not be refunded /adjusted under any circumstances.
LAST DATE FOR PAYMENT OF TUITION FEES
(applicable to Candidates admitted in 2019-2020)

<table>
<thead>
<tr>
<th>Year</th>
<th>Installment</th>
<th>Without fine</th>
<th>With fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>I year</td>
<td>I - installment at the time of admission</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I year</td>
<td>II - installment</td>
<td>31.12.2019</td>
<td>31.01.2020</td>
</tr>
<tr>
<td>II year</td>
<td>I - installment</td>
<td>30.09.2020</td>
<td>31.10.2020</td>
</tr>
<tr>
<td>II year</td>
<td>II - installment</td>
<td>31.12.2020</td>
<td>31.01.2021</td>
</tr>
<tr>
<td>III year</td>
<td>I - installment</td>
<td>30.09.2021</td>
<td>31.10.2021</td>
</tr>
<tr>
<td>III year</td>
<td>II - installment</td>
<td>31.12.2021</td>
<td>31.01.2022</td>
</tr>
</tbody>
</table>

A fine of ₹500/- will be collected after the due date for every installment.

**Note:** The students are requested to send two separate Demand Drafts towards tuition fee and processing fee.

1. The Demand Draft towards Processing fee of ₹2000/- for UG / PG / Advance Diploma / Diploma / Lateral entry Programmes should be drawn in favour of The Director, D.D.E., Annamalai University payable at Chandigarh.

2. The Demand Draft towards tuition fee should be drawn in favour of The Director, D.D.E., Annamalai University payable at Chandigarh.

### MISCELLANEOUS FEES

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount (₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bonafide Certificate</td>
<td>300/-</td>
</tr>
<tr>
<td>2. Change of Name / PCP Centre</td>
<td>500/-</td>
</tr>
<tr>
<td>3. Change of Programme</td>
<td>1500/-</td>
</tr>
<tr>
<td>4. Change of Address</td>
<td>300/-</td>
</tr>
<tr>
<td>5. Attendance Certificate (Duplicate)</td>
<td>300/-</td>
</tr>
<tr>
<td>6. Transfer Certificate (Duplicate)</td>
<td>500/-</td>
</tr>
<tr>
<td>7. Fees Paid Certificate (Re-imbursement)</td>
<td>300/-</td>
</tr>
</tbody>
</table>

**Note:**

(i) The Syllabus and Study materials for 2nd and 3rd year will be sent to the students only after receipt of 1st installment of Tuition Fee for the 2nd and 3rd year within the dates mentioned.

(ii) Those who have discontinued the programme but want to continue the same programme later must pay the tuition fees at the existing fee prescribed along with the re-admission fee of ₹2000/- and late fee of ₹2000/- per installment of fees in the form of Demand Draft. The Demand Draft should be drawn in favour of the Director, D.D.E., Annamalai University, Payable at Chennai service branch.

(iii) Additional fine ₹500/- shall be collected if a student appeared for the examinations without payment of tuition and other fees in full.
INSTRUCTIONS

Cash, Cheques, Pay Orders, Postal Orders and Money Orders will not be accepted under any circumstances.
Bachelor of Science - Fashion Design

Medium: English
Duration: Three Years

Eligibility: A pass in Pre-University/10+2 Examination or an equivalent examination

First Year

Part-1
- Business Tamil / Elements of Insurance/ Business Hindi/ Management skills

Part-2
- English: Prose and Usage

Part-3
- Element of Textiles
- Basics of Fashion
- Fashion Illustration and Model Drawing
- Garment Construction - & Drafting

Second Year

Part-2
- English Composition & Business Correspondence

Part-3
- Textile Study Applicable to Fashion Art
- Study of Apparel Marketing
- Fashion Illustration and Application
- Advanced Techniques of Garment Construction

Third Year

Part-3
- Retail Marketing & Visual Merchandising
- Study of Apparel Manufacturing Process
- Care Renovation and Finishes of Textiles
- Project Work
- Design Concept & Art Portfolio
- Promotional Product Development
BACHELOR OF SCIENCE - INTERIOR DESIGN

Medium : English  
Duration : Three Years

Eligibility : A pass in Pre-University/ 10 + 2 Examination or an equivalent examination

First year

Part-1
- Business Tamil/Elements of Insurance/Business Hindi/Management Skills

Part-2
- English : Prose and Usage

Part-3
- Design Sources and Materials
- Art and Architecture History - I
- Fundamentals of Interior Graphics
- Interior Design Studio - I

Second Year

Part-2
- English Composition & Business Correspondence

Part-3
- Art And Architecture History –II
- Interior Service Systems
- Interior Design Studio-II
- Interior Construction

Third Year

Part-3
- Professional Practice
- Estimating And Budgeting
- Restaurant & Bar Design
- Interior Design Studio - III
- Retail Design
ADVANCED DIPLOMA IN FASHION DESIGN

Medium: English
Duration: Two Years

Eligibility: A pass in Pre-University/ 10 + 2 Examination or an equivalent examination

First Year
- Fabric Study
- Drafting & Pattern Making & Garment Construction

Second Year
- Study of Apparel Marketing & Manufacturing Process
- Design Process & Illustration

ADVANCED DIPLOMA IN INTERIOR DESIGN

Medium: English
Duration: Two Years

Eligibility: A pass in Pre-University/ 10 + 2 Examination or an equivalent examination

First Year
- Interior Design Theory – I
- Design – I

Second Year
- Interior Design Theory – II
- Design – II
Fashion Interior design
**ONE YEAR DIPLOMA IN FASHION DESIGN**

Medium: English  
Duration: One Year  

Eligibility: A pass in Pre-University / 10+2 Examination or an equivalent examination  
- Fabric Study  
- Drafting & Pattern Making & Garment Construction

---

**ONE YEAR DIPLOMA IN INTERIOR DESIGN**

Medium: English  
Duration: One Year  

Eligibility: A pass in Pre-University / 10+2 Examination or an equivalent examination.  
- Interior Design Theory – I  
- Design – I
**M.Sc Fashion Design**

Medium: English  
Duration: Two Years

Eligibility: Any Graduate (10 + 2 + 3) and above from U.G.C. recognized University.

**First Year**
- Advanced Pattern Making & Construction Details
- Technical Fashion Sketching
- Surface Embellishments & Textiles
- World Fashion History
- Fabric Types to Drapes

**Second Year**
- Practical Pattern Design & Construction
- Creative Surface Design
- Communication Technology for Fashion Design
- Care for Clothing and Textiles
- Project Dissertation

**M.Sc Interior Design**

Medium: English  
Duration: Two Years

Eligibility: Any Graduate (10 + 2 + 3) and above from U.G.C. recognized University.

**First Year**
- Textiles for Interiors
- Advanced Furniture Design
- Communication Technology for Interior Design
- Concept and Style Studio

**Second Year**
- Lighting for Interior Design
- Sustainable Design
- Exhibition Design
- Visual Merchandising and Display
ANNEXURE - I

List of Annamalai University Study Centres

ANNAMALAINAGAR (01)
DDE Building, Annamalai University
Annamalainagar - 608 002;
Phone: 0414-238043 to 238047,
238610; Fax: 0414-238987

ALLEPPEY (63)
Rugmini Complex, Opp. Mullakkal
Temple, Near Asia Net Office,
Mullakkal Temple Street, Mullakkal,
Alleppey - 688 011;
Phone: 0487-2230789

ARAKKONAM (96)
20/3, old no 46, 1st floor,
Sannathi amman koll street, Sudderpet,
Arakkonam - 601001;
Phone: 04177-203844

ARYALUR (54)
47, 2nd Floor, Mela Agraharam,
Trichy Main Road, near Head Post
Office, Aryalur - 621 704
Phone: 04322 - 220592

BENGALURU (14)
547/1, R.V. Road, (Near Vl jaya
College) Bengaluru - 560 004;
Phone: 080-26564926

CALICUT (48)
27/383/3-B, Sowbhagya Shopping
Complex, 2nd Floor, Mavoor Road,
Near Arayidakal palam,
Calicut – 673 004
Phone: 0495 – 2744877

CHENNAI – Egmore (31)
19, Rukmani Lakshmipathy Road,
Egmore, Chennai - 600 008;
Phone: 044-28553010, 28554003;
Fax: 28514823

CHENNAI – Chrompet (32)
149, G.S.T. Road, ABATH
Complex, 2nd Floor, Chrompet,
Chennai - 600 044.
(opp. to Vetril Theatre)
Phone: 044-2238035

CHENNAI – Ambattur (33)
“Sri Vatsa” No 2. Pallam Street,
Krishnapuram, Ambattur OT,
Chennai - 600 053
Phone: 044- 26584345

CHENNAI–Thiruvananthapuram (50)
No.48, Ground Floor, East
Coast Road, (Opp. to Sri Krishna
Sweets, Srinivasapuram) Near RTO,
Thiruvananthapuram, Chennai - 600 041;
Phone: 044-24480488.

COCHIN (51)
CC 44/2136 (A4), 2nd Floor,
opp. Jewel Plaza, Near Kaloor,
St. Anny's Church, Cochin - 682018;
Phone: 0484-2530436

COIMBATORE (02)
Old No. 86/ New No. 47, 1st Floor,
Durai Raj Complex, Nehru Street,
Near Senthil Kumanar Theatre,
Ramnagar, Coimbatore - 641009,
Phone: 0422-2234406

CUDALORE (417)
Door No 9A, 1st floor, Main Road,
Pudupalayam, Cuddalore - 607 001
Cuddalore – (Dt); P
Phone: 04142 - 293077

DHARMAPURI (27)
Kaveri Bhavan, 5-A, Kandaswamy
Vashyar Street, (Near L.I.C.
Building), Dharmapuri - 636 701
Phone: 04342-270234

DINDIGUL (19)
70/19-A, Vivekananda Nagar
Dindigul – 624 001
Phone: 0451-2424211

ERANAKULAM (41)
Sachi Nivas, 1st Floor,
(Opp. Govind Apt), Kalathiparambil
Road, Ernakulam South – 682 016
Phone: 0484-2376103

ERODE (15)
23, Rkv Road, Second Street,
Thirunagar Colony, Erode – 638 003;
Phone: 0422-2214787

GINGEE (68)
102, Krishna Complex, 1st Floor,
Villupuram Road, Gingee-604 202
Phone: 04145-223400

HOSUR (26)
A 13 / 16, First Floor,
Bagalur Road Hudco,
Near TNHB Office,Hosur-635 109;
Phone: 04344-241254

HYDERABAD (13)
F.302, 3rd Floor, Mohan Shradha
Complex, Street No.8, X-Road,
Habimguda Main Road, Opp. to
N.G.R.I., Bus Stop., Hyderabad- 500
007; Phone: 040-27151180

KALLAKURICHI (76)
No.27/G, Gandhi Road,
R.C. Building (First Floor), Near Post
Office, Kallakurichi 606 202
Phone: 04151-226262

KANCHEEPURAM (30)
34-A, West Raja Street.
Kancheepuram – 631 502
Phone: 044-27235950

KANNUR (59)
Rabey Tower, 2nd Floor,
Railway Station Road,
Kannur – 670 001
Phone: 0497 – 2703387

KARUR (55)
9, North Pradakshinam Road
Karur – 636 001;
Phone: 04324-231567

KASARAGOD (61)
1st Floor, KMC III 464 (A34),
City Centre, Bank Road,
Kasaragod – 671 121,
Phone: 04994-226188

KOLKATA (10)
19, Sardar Sankar Road,
Behind Lake Market,
Kolkata - 700 029
Phone: 033-24667215

KOTTAYAM (60)
3rd Floor Logos Centre,
Shastri Road, Kottayam - 686 001;
Phone: 0481-2300219

KRISHNAGIRI (26)
392, Bangalore Road,
Krishnagiri - 635 001
Phone: 04343-238373

KUMBAKONAM (75)
1st Floor, Door No 201,
John Selvaraj Nagar, Near New
Bus Stand, Kumbakonam- 612001
Phone: 0435-2431321

MADURAI (04)
160 & 161, North Mali Street,
Madural - 625 001;
Phone: 0452-2628327

MAYILADUTHURAL (91)
First Floor, N.M. Saltnah Tower,
No. 164, Rathia Manavell Street, Gandhi
Road, (Near Guru Gana Sambandar
Matriculation School),
Mayiladuthurai – 609001;
Phone: 04364-222218

MUMBAI (12)
No. 8-52, Station Plaza, Ground
Floor,
(Near Railway Station), Bhandup
West,
Mumbai-400 076;
Phone: 022-67550339

NAGARCOIL (14)
304/C1, 1st Floor, K.P. Road
(Near Parvathipuram), Nagarcoil - 629003
Phone: 04652-230561
NAMAKKAL (17)
‘Padma’s Plaza’ 1st Floor,
No. 56 / 159, Thirumalur Road,
Chenai Union Bank Upstairs,
Namakkal - 637001;
Phone: 04286-233677

NEW DELHI (11)
51-A, Institutional Area, Thuglakabad,
(Near Batra Hospital),
New Delhi-110062
Phone: 011-29958082, 29957638

OOTTI (34)
KCR Arcade,
No. 87-84, Walsham Road,
Ooty – 643001;
Phone:0423-2444414

PANURO (320)
Door No. 8, Jayapra Complex,
Jayapra Nagar, Opp. to Bus
Stand, Panurut - 607 106,
Cuddalore (Dt)
Phone: 04142 – 240476

PERAMBALUR (80)
6, MAB Plaza, New MG Puram,
Trichy Main Road,
Perambalur – 621212
Phone: 04328-278877

PUDUCHERRY (18)
No.9, 1st Floor, 3rd Cross, Natesan
Nagar West, Puducherry - 605005;
Phone: 0413-2202000

PUDUKKOTTAI (37)
MSK Tower, T.S.No.
9954, 2nd Floor, Alangudi Road,
(Near Old Bus Stand),
Pudukkottai - 622001;
Phone: 04322-266824

QUILON (62)
1st Floor, Suthan Complex,
High School Junction,
Cutcherry Post,
Quilon-691013;
Phone: 0474 - 2794105

RAMANATHAPURAM (52)
D.No. 320 C, II Floor,
A.K.S. Complex, G.H. Road,
Phone: 04567-227946

SALEM (93)
15, Dr. Subbarayan Road
(Near Palace Theatre),
Salem-636 001
Phone: 0427-2451666

SANKARANKOIL (72)
New No. 179 old No. 105,
South Car St,
Sankarankoil - 622756
Ph: 04536-223211

TANJORE (91)
Nalliah Complex, 70,
Srirangan Pillai Road,
Tanjore – 613 001;
Phone: 04562-278986

THENI (35)
2nd Floor, 156B, Gandhi mathi
Annum Complex, Opp. to Nadar
Saraswathi Girls Hr. Sec. School,
Edamal Street, Theni – 625 531;
Phone: 04546-252080

THIRUVALLUR (66)
2nd Floor, (opp. Kalai sangam
Ground), 39, Rajaji Salai,
Thiruvallur – 602 001
Phone: 044-27667010

THIRUVANUR (28)
SVT Building, 81, South
Main Road,
Thiruvanur – 610 002;
Phone: 04366-244221

THIRUVANANTHAPURAM (22)
TC 23/415 (2), SCRA-28,
Sree Chithra Road,
Thiruvananthapuram – 695 036
Phone: 0471-2571141

THIRUVANIMALAI (25)
22-B, Svarathiri Mada Street,
Thiruvanamalai – 606 601
Phone: 04175-222687

TIRUPUR (87)
2nd Floor, No.116 Town Extension,
1st Street (near old bus stand),
Kalyan Petrol Bank Lane,
Opp. NSK Hospital,
Trupper - 641 604;
Phone: 0422-211888

TIRUNELVELI (06)
49-C, 11, Bava Building,
Kallasapuram North Street,
(Opp. Pallai Vail), Tirunelveli Junction,
Tirunelveli – 627 001
Phone: 0462 - 2331288

TIRUCHIRAPALLI (58)
36/3801, Kanjirars Arcade
A.R. Menon Road, Nallur
Trichur – 680 001;
Phone: 0467 - 2321659

TRICHY (97)
32-8, 7th Cross, Thillal Nagar
Trichy – 620 018
Phone: 0431-2741950

THOOTHUKUDI (83)
No.1, I, Thamman Colony,
Opp. to Mayevall Bus Stop,
near V.V.D. Signal,
Thoothukudi – 628 002
Phone: 0461-2236668

VELLORE (08)
4, Thyagarajaapuram,
(Near Lakshmi Theatre),
Vellore - 632 001;
Phone: 0416-2227647

VILLUPURAM (29)
Woodlands Hotel, 2nd Floor
No. 27, Chennai-Trichy
Main Road, Villupuram - 605 602
Phone: 04146-226550

VIRUDHUNAGAR (71)
130/2 Madaral Road, 1st Floor,
(opps to west police station)
Vrudenagar – 626 001
Phone: 04562-267403

VISAKHAPATNM (42)
D.No. 47-9-39/ 9, Flat No.2E,
1st Floor, Sal Sadan Apts, near
Diamond Park, Behrd Hotel Ben
Krisha, Dwarkakasan 3rd Lane,
Visakhapatnam – 530 016.(A.P.)
Phone: 0891-2540166
**ANNEXURE - II**

**Short Message Service (SMS)**

Directorate of Distance Education, Annamalai University has introduced student support service of computerized SMS reply to the student enquiry through Cell Phone.

The Short Message Service is installed in the Directorate of Distance Education and it replies to various types of enquiries listed in the following table. A Cell Phone Number 9442551111 is provided at the SMS Information Centre at DDE and students are requested to send SMS to this number to avail this facility on working days (9:45 AM to 5:45 PM).

<table>
<thead>
<tr>
<th>No.</th>
<th>INFORMATION REQUIRED</th>
<th>KEY WORD</th>
<th>SYNTAX and EXAMPLE</th>
<th>REPLY MESSAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Exam Result Current Marks</td>
<td>RCQ</td>
<td>RCQREG.NO or ENROLMENT NO. e.g. RCQ402D0061F00041 or RCQ00990600001</td>
<td>Name Subject code with Marks</td>
</tr>
<tr>
<td>2.</td>
<td>Exam Result Old Marks (Already Passed marks in Previous exams)</td>
<td>ROQ</td>
<td>ROQENROLMENT NO. e.g. ROQ00990600001</td>
<td>Name Subject code with Marks</td>
</tr>
<tr>
<td>3.</td>
<td>Admission Status</td>
<td>AMQ</td>
<td>AMQAPPLICATION NUMBER e.g. AMQ457812</td>
<td>Name Enrolment No.</td>
</tr>
<tr>
<td>4.</td>
<td>Payment Details</td>
<td>DDQ</td>
<td>DDQENROLMENT NUMBER e.g. DDQ00990600001</td>
<td>Name Payment Details</td>
</tr>
<tr>
<td>5.</td>
<td>Address Details</td>
<td>ADQ</td>
<td>ADQENROLMENT NUMBER e.g. ADQ00990600001</td>
<td>Name and Address</td>
</tr>
<tr>
<td>6.</td>
<td>Optional Subject Details</td>
<td>OPQ</td>
<td>OPQENROLMENT NUMBER e.g. OPQ00990600001</td>
<td>Name Optional Subject</td>
</tr>
<tr>
<td>7.</td>
<td>Transfer Certificate</td>
<td>TCQ</td>
<td>TCQENROLMENT NUMBER e.g. TCQ00990600001</td>
<td>Name TC Despatch details</td>
</tr>
<tr>
<td>8.</td>
<td>Study Materials Status</td>
<td>SMQ</td>
<td>SMQENROLMENT NUMBER e.g. SMQ00990600001</td>
<td>Name Despatch Details</td>
</tr>
<tr>
<td>9.</td>
<td>Personal Contact Programmes</td>
<td>PCP</td>
<td>PCPENROLMENT NUMBER e.g. PCP00990600001</td>
<td>Name Date &amp; Venue</td>
</tr>
<tr>
<td>10.</td>
<td>Programme Fee Demand</td>
<td>PFQ</td>
<td>PFQPROGRAMME CODE * ACYEAR e.g. PFQ009 * 2010-2011</td>
<td>Academic Year Programme Tuition Fees</td>
</tr>
<tr>
<td>11.</td>
<td>Registration of cell Phone No. (for those who have not mentioned their Cell Phone No. in the Application form and also for Change of Mobile Number)</td>
<td>MOB</td>
<td>MOBENROLMENT * Mobile No. e.g. MOB0099060001 * 9442553333</td>
<td>Cell Phone No. Registered/ Changed for Enrolment No.</td>
</tr>
<tr>
<td>12.</td>
<td>Help Line</td>
<td>HLP</td>
<td>HLP</td>
<td>Help Key Words</td>
</tr>
</tbody>
</table>

No space or any special character is allowed between the key word and Enrollment / Register / Application Number.
From

Name:
Appl. No. / En. No.:
Programme:

To

The Director
Grievance Redressal Cell
Directorate of Distance Education
Annamalainagar - 608 002

Address:

Sir,

Sub :

Grievance in brief : Tick (√)

1. Non-return of Original Certificates
2. Non-receipt of Enrolment Number
3. Non-receipt of Identity Card
4. Non-receipt of Study Materials
5. Non-receipt of PCP Circulars
6. Payment of Tuition fee details
   (i) Bank name:
   (ii) DD Number, Date & Amount (Please enclose Xerox copy)
   (iii) Mode of Despatch In person/By Post/Speed Post/Courier
7. Others, if any

(Signature of Student)

(To be filled-in by the Office)

Action taken:
PERSONAL DIARY FOR USE OF STUDENTS

The student is advised to keep a diary as detailed below for his/her reference:

1. Application Number

2. Application with Photostat copy of certificates sent to the Directorate on

3. a. Date of receipt of Admission intimation/Date of Spot Admission

   b. Payment particulars of Tuition Fee and Other Fees
      Bank Name & Branch Code No.
      Draft No. & Date
      Date of despatch to the Directorate

4. Enrolment Number

5. Identity Card received on

6. Details of receipt of Lessons

7. Examination Application form
   Received on
   For May Examination
   For December Examination

8. Details of Filled-in Examination Application form sent to the Controller of Examinations
   For May Examination
   Amount of Examination Fee paid
   Demand Draft No. & Date
   Bank Name & Branch Code No.
   Sent on, by ordinary / regd. post
   For December Examination
   Amount of Examination Fee paid
   Demand Draft No. & Date
   Bank Name & Branch Code No.
   Sent on, by ordinary / regd. post
9. Transfer Certificate received on
10. Provisional Certificate received on

<table>
<thead>
<tr>
<th>11. Statement of Marks received on</th>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
</tr>
</thead>
</table>

For May Examination

For December Examination

12. Date of sending application form for Convocation along with necessary fees:

   Amount :
   Bank Name :
   Branch Code No. :
   Draft No. and Date :

13. Degree / Diploma Certificate received on

14. Other matters such as queries made to the Directorate regarding Grievances, Certificates etc.
   a)
   b)
   c)
   d)

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**All the enquiries and correspondence regarding**

Programme details, Application, Admission Confirmation, Identity card, Enrolment Number, Study Material, Personal Contact Programme, Change of Name/ Programme/ Medium/ Optional Subjects/ PCP Centres/ Address, Transfer Certificate, Bonafide Certificate, Conduct Certificate, Fees Paid Certificate, Tuition Fees, Re-Admission details, Direct Admission to II/ III year, Project Report, Dissertation and the payments related to above said items,

should be addressed to

The Director
Directorate of Distance Education
Annalalai University
Annalainagar - 608 002
Tamil Nadu
Phone No: 04144-238043 to 238047, 238610
Fax: 04144-238987

Examination, Examination Application, Examination Fee details, Publication of results details, Mark list, Provisional Certificate, Degree Certificate, Consolidated Mark list, Migration Certificate and the payments related to above said items,

should be addressed to

The Controller of Examinations
Annalalai University
Annalainagar - 608 002
Tamil Nadu
Phone No: 04144-237368, 238027 & 238249 Extn. 232
Fax: 04144-238145