

Appln. No.

For Office Use

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**ALAGAPPA UNIVERSITY**

**Karaikudi - 630 003**

**DIRECTORATE OF DISTANCE EDUCATION**

**APPLICATION FOR ADMISSION 2006**

*To be filled in by the Study Centre:*

Name of the Centre :

Code No.

AFFIX STAMP  
SIZE PHOTO AND  
TO BE ATTESTED  
BY A GAZETTED  
OFFICER

(To be filled in by the Candidate in his/her own handwriting in **Block Letters**)

Course Applied MBA : \_\_\_\_\_

Gen/Inv.Mgt./Int.Bus/Bank&Fin/Corp.Sec/Proj.Mgt./Hos.Mgt./Ship.&Port.Mgt.

MCA  M.Sc.(I.T)

M.Phil. in ..... (Specify Subject)

Medium for MBA & M.Phil.(History)  
(Please Tick)

English

Tamil

1. Name of the Applicant (As in Qualifying Certificate - in **BLOCK letters**) :

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2. Father's Name :

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3. Address for Communication :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pincode

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Phone No. with STD Code

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4. Sex

<input type="checkbox"/> M	<input type="checkbox"/> F
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5. Community

<input type="checkbox"/> SC	<input type="checkbox"/> ST	<input type="checkbox"/> MBC	<input type="checkbox"/> BC	<input type="checkbox"/> OC
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Date		Month		Year			

6. Date of Birth

7. Nationality \_\_\_\_\_

8. Rural  Urban

9. Details of Educational Qualifications :

Course Studied	Name of the Degree	Major	Month & Year of Passing	Name of the Instn./College/University	Percentage of Marks/Class
Under Graduate					
Post Graduate					

(Enclose Original and Attested copies of Provisional Certificate or Degree Certificate. **Individual Mark Statements will not be accepted**)

\*Option for M.Phil(English) :

\*Option for M.Phil (Mathematics):

\*Option for MBA (Gen/IB):   \*Electives Group      
(any one Group)

\* For details refer Prospectus and Tick the relevant box

10. Particulars of Demand Draft :

D.D. No. \_\_\_\_\_ Date \_\_\_\_\_ Amount Rs. \_\_\_\_\_ Bank \_\_\_\_\_

**Note:** The candidate should write his/her name on the backside of the demand draft.

I hereby declare that the particulars given above are true. If any of the particulars furnished are found to be false, I agree to forfeit my admission.

Date:

Signature of the Candidate

Note: The following documents must accompany the filled-in-application:

1. Original and xerox copy of Provisional or Degree Certificate.
2. Filled-in Student Index Card.
3. Demand Draft for prescribed fee (Refer to Prospectus)

Certified that the Application is scrutinised, the original Certificates are verified and the candidate is found eligible.

Admitted / Not Admitted  
Date of Admission \_\_\_\_\_

Signature of the Programme Officer with seal

DIRECTOR, DDE, Alagappa University

Received back the Original Certificates :

(Signature of the Candidate)



## INSTRUCTIONS TO FILL-UP THE APPLICATION

1. The Cost of Application:

MBA, MCA, M.Sc.(IT) & M.Phil. Courses : Rs.300/-

The candidate has to remit this amount along with Course Fees to the University.

2. The candidates are advised to **fill-up all the columns** of the application **carefully**. Please note that no column is left unfulfilled.

3. The filled in application should have the following enclosures:

- i) Original and xerox copy of Provisional or Degree Certificate. (Original Certificate will be returned after verification).
- ii) Filled-in Identity Card with Stamp size Photo affixed
- iii) Demand Draft for prescribed fee (Refer to Fee Structure)

### PROCEDURE FOR ADMISSION UNDER DISTANCE EDUCATION STREAM

The candidate may seek admission either directly applying to the University or through any one of the approved Study Centres.

If they apply directly to the University, they have to attend the Contact Classes and Examination at Karaikudi only. If they enroll through Study Centres, they may attend the classes at the Study Centre through which they have enrolled.

#### I Direct Admission with the University

1. The following documents are to be enclosed along with the filled-in application:

- (i) The original as well as the attested copy of Certificate or Degree or Provisional Certificate. (Original Certificate will be returned immediately after verification).
- (ii) Identity Card with stamp size photo affixed.
- (iii) Demand Draft for the prescribed **total fees** drawn in favour of **the Director, DDE, Alagappa University**, payable on any bank **at Karaikudi**. (Refer to Annexure-I for fee details)

2. The filled-in application along with the required documents should be sent to the following address by **Registered Post** before the last date specified:

**The Director, Directorate of Distance Education  
Alagappa University, Karaikudi - 630 003.  
Tamil Nadu.**

#### II Admission Through Study Centres

1. The filled-in application has to be submitted through the Study Centre concerned through which the candidate seeks admission along with the following documents:

- (i) The original entry qualification certificate along with an attested copy. (The original certificate will be returned immediately to the candidate after verification by the Study Centres).
- (ii) The Identity Card with a stamp size photo affixed.

- (iii) Demand Draft for the prescribed **total fees** drawn in favour of **the Director, DDE, Alagappa University**, payable on any bank **at Karaikudi**. (Refer to Annexure-I for fee details)
  - (iv) The candidates are advised not to pay any fees in the form of **Cash** to the Study Centre under any circumstances.
  - (v) Please note that no other fees is payable by the candidates to the Study Centres.
4. The identity card and course materials shall be issued to the candidates through the Study Centres only.
5. The Contact Classes shall be conducted by the respective Study Centres through whom the candidates have enrolled.

### **Admission Confirmation**

- ❖ After scrutinising the documents, the Directorate will confirm Admission to the eligible candidates, assign them Enrolment Number and issue Identity Card.

### **PROCEDURE FOR ADMISSION UNDER DISTANCE EDUCATION STREAM**

1. The following documents are to be enclosed along with the filled-in application:
- I. **Age Certificate**  
Any one of the following documents to be produced as an evidence for age:
    - a) Certificate of Date of Birth issued by local bodies (Panchayat, Municipalities, etc)
    - b) The first page of the SSLC Book wherein the date of birth is mentioned.
    - c) Copy of the Transfer Certificate issued by the Institution where the applicant studied last.
    - d) The extract from the Service Registrar signed by the Head of the Department giving the Date of Birth.
    - e) An Affidavit signed before a Magistrate or a Notary Public mentioning the Date of Birth of the applicant.
    - f) The Certificate of Date of Birth issued by a Revenue Officer, not below the rank of a Deputy Tahsildar.
  - II. Identity Card with stamp size Photo affixed.
  - III. Demand Drafts for prescribed fee for Preparatory Course (Refer Fees Structure)
2. The filled-in application should be submitted on or before the **last date** specified.