

## PART - 4

### ADMISSION

The candidates may seek admission either directly to the University or through any one of the approved Learning Centres. The list of Approved Learning Centres is given in the Website [www.alagappauniversity.ac.in](http://www.alagappauniversity.ac.in)

If the candidates enroll directly with the University, the Course materials will be directly and the Contact Classes will be arranged at DDE of Alagappa University, Karaikudi.

If candidates enroll through Learning Centres, the Course materials will be given through the Learning Centres and the Contact Classes will be arranged by the Learning Centres at their places.

### DIRECT ADMISSION IN THE UNIVERSITY:

- 1) The following documents are to be enclosed along with the filled-in application:
  - i) The original entry qualification of HSC/Diploma Certificate or Degree or Provisional Certificate and a copy attested by the Gazetted Officer. (Original Certificates will be returned immediately after verification).
  - ii) Student Index Card with stamp size photo and signature affixed in the box provided.
  - iii) Demand Draft for the prescribed total fee and cost of Application and Prospectus Rs.300/- or Rs.100/- as the case may be drawn in favour of the Director, DDE, Alagappa University, Payable on any bank at Karaikudi.
  - iv) The Directorate will issue Transfer Certificate on production of

Original TC of previous study. However, a 'Course Completion Certificate' may be issued for those candidates who apply for it with prescribed fee.

2) The filled -in application along with the required document are to be sent before the last date to the following address:

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

#### **ADMISSION THROUGH LEARNING CENTRES**

1) The filled-in application has to be submitted to the Directorate through the Learning Centres along with the following documents:

- i) The original entry qualification of HSC / Diploma Certificate or Degree or Provisional Certificate and a copy attested by the Gazetted Officer. (Original Certificates will be returned immediately after verification).
- ii) Students Index Card with a stamp size photo and signature affixed.
- iii) The candidate has to submit two Demand Drafts separately towards Course Fee.

Demand Drafts should be submitted to the Learning Centre along with the filled-in Application.

- iv) The Directorate will issue Transfer Certificate on production of Original TC and its mark statement (Xerox) of previous study. However, a 'Course Completion Certificate' will be issued for those candidates who apply for it with prescribed fee.

2. Please note that no other fee except Course Fee and Examination Fee is payable by the candidates to the Learning Centres.

3. The Candidates are advised not to pay any fee in the form of Cash to the Learning Centre under any circumstances. Further, they are informed to refer to prospectus for payment of correct Course fee to the Learning Centres.

#### **ADMISSION CONFIRMATION**

- After Scrutinising the documents, the Directorate shall confirm Admission to the eligible candidates, assign Enrolment Number and issue Identity card.
- Students are instructed to keep the Identity Card in safe custody till they complete the programme.
- Once the candidate is admitted, his/her registration is valid for the entire period of the study, subject to the payment of course fee for the respective years.