



TAMIL NADU OPEN UNIVERSITY

SAIDAPET, CHENNAI – 600 015

TERM END EXAMINATIONS – JANUARY 2016

INSTRUCTIONS TO CANDIDATES (To be retained by the Candidates)

(Other than Tamil Nadu and Puducherry)

The examination application form for the registration of Term End Examinations, January 2016 is available in the TNOU website. (www.tnou.ac.in). The applications shall be sent along with the prescribed fee as detailed below:

1. Those students who have not paid their tuition fees to TNOU for Re-Registration of their second / Third Year / Semester should pay the prescribed tuition fees immediately, **otherwise the students will not be permitted to write the Term End Examination**. Such candidates will not receive their Hall-Tickets. Even if they appear for examination under rule-8 shall not receive their results.
2. Examination fees, Mark Statement fee, Provisional Certificate fee, etc., should be **paid through State Bank of India core banking Challan A/C No.30843228843 and Indian Bank core banking Challan A/C No.6051265828**. The fees once paid, under any circumstances, will neither be refunded nor carried over for the subsequent examination. Also excess fees paid if any, will not be refunded under any circumstances.
3. The filled in Examination Application together with the core banking Challan , must be forwarded by Registered Post **directly to The Controller of Examinations, Tamil Nadu Open University, 577 Annasalai, Saidapet, Chennai-600015**.
4. **The last date for receipt of filled in application along with examination fees is 18.12.2015. The last date for receipt of filled in application along with late fee with Rs.50/- is 23.012.2015.**
5. Late application with late fee of Rs.50/- will be received by the office of the Controller of Examinations at the candidate's own risk. Candidates should stick on to the last date mentioned in the communication for submission of examination application form and University will not process the late applications.
6. Students are instructed to download the Hall-tickets from the following website (www.tnou.ac.in). Students may also collect their Hall-tickets from their respective study centres.
7. **At the first appearance, the candidate should pay the examination fees for all the courses of the concerned Year / Semester.**
8. Candidates should write their **name and enrolment number in bold letters in the core banking Challan. Examination fees should be paid separately and should not be paid along with tuition fees.**
9. Candidates should pay relevant fees for both theory and practical examination.
10. **Combined Demand Drafts will not be accepted. Every application should be sent along with individual Challan.**
11. Details regarding the payment of examination fees:

Sl.No	Particulars of Fee	Name of the Programme		
		U.G./ Certificate / Diploma (Rs)	PG / PG Diploma (Rs)	MCA/MBA (Rs)
1.	Each written paper	200	300	400
2.	Per Practical Exam	110	200	250
3.	Centre Fee a) Kerala / Karnataka / Andhra Pradesh	200	200	200
	b) Other States (Except Kerala / Karnataka / Andhra Pradesh)	300	300	300
4.	Submission of Project / Dissertation	100	400	500
5.	Cost of Application	20	20	20
6.	Mark Statement	50	50	50
7.	Provisional Certificate	100	100	100
8.	Late Fee	50	50	50

12. Candidates should not send more than one examination application form.
13. All Final Year students of PG / UG should necessarily pay the fees prescribed for the Provisional Certificate along with Examination fees.
14. **Identity card** issued by the Tamil Nadu Open University must be produced at the time of examination.
15. **Candidates are advised to keep Xerox Copy of the filled-in application form and challan (student copy) for verification.**
16. For any clarification regarding Examinations, Statement of Marks, Revaluation, Re-totalling, Provisional Certificate, candidates are advised to write only to **the Controller of Examinations** by Name. Candidates are requested to write their full name along with **enrolment number and address with phone number in all correspondences**.

17. All communications relating to dispatch of Mark Sheet, Provisional Certificate etc., will be sent to the address given at the time of admission with due changes, if any, from the candidate.
18. **ASSIGNMENT/ PROJECT:** All the students have to submit their assignments to their respective Learning Centres (LRC) before the commencement of examination. The students can visit website: www.tnou.ac.in for assignment details. Learning Resource Centres are requested to send the assignment to UCCs for evaluation. The marks awarded by the UCCs are to be forwarded to the Student Support Service Division, TNOU, Chennai – 600 015.
19. The Address of the Examination Centres (Venue) will be intimated to the student in the Hall-Ticket. Also the students can view and download the Hall-Ticket from website: www.tnou.ac.in. The details of exam centers will also be advertised in the newspapers before the beginning of the examination.
20. Candidate can choose any one of the Centres given below. Centre once selected will not be changed under any circumstances. **If the examination cannot be conducted at a Centre due to unforeseen circumstances / for want of Minimal strength of candidates, TNOU reserves the right to cancel that centre and inform the students**, who have opted for that Centre to write the examination at the next nearest centre.
21. The examinations scheduled to be held from 23rd January 2016 onwards (Saturdays & Sundays only except government holidays) at the following Centres subject to the registration of minimum number of candidates:

List of Examination Centres

Exam Centre
Bangalore
Hubli
Tirupathi
Hyderabad
Kadappah
Trivandrum
Kolkatta
Tripura

Exam Centre
Malappuram
Mumbai
Jaipur
Alwar
Patna
New Delhi
Guwahati
Nagaland

22. The students who are not eligible to write the Examinations, before the completion of year of study, should not write the Examination for those ineligible subjects. Results will not be published even if they appear for the Examination inadvertently. In such cases, **the University will not be held responsible.**
23. The date of Practical Examination will be intimated through TNOU website: www.tnou.ac.in.
24. The students are instructed to collect their Hall-tickets, three days prior to the date of Examination from their respective study centres. **Hall-tickets will not be sent to students separately.**
25. Discrepancy if any found in the Hall-ticket regarding Subject Code, Centre Name, Enrollment Number etc. for current exam should be brought immediately to the notice of the Controller of Examinations, TNOU for necessary action.
26. The results and Statement of Marks of the candidates who have arrears of Tuition fee, Exam fee etc. will be withheld. Such candidate should contact the Controller of Examinations, Tamil Nadu Open University for further details.
27. **Any queries on publication of results or any discrepancy found in the statement of marks for current exam should be brought to the notice of the Controller of Examinations, Tamil Nadu Open University within six months time from the date of publication of results. No queries will be entertained after the stipulated period under any circumstances.**
28. Mobile Phones are not permitted inside the Exam Hall.
29. **The University shall have the right to cancel or modify any of the instructions stated in this form and such decision shall be binding on all the candidates appearing for the University Examinations.**

Prof. Dr. A. Mohamed Jaffar
Controller of Examinations

Date: 25.09.2015.