



# TAMIL NADU OPEN UNIVERSITY

## SAIDAPET, CHENNAI – 600 015

### TERM END EXAMINATIONS – JANUARY 2016

### INSTRUCTIONS TO CANDIDATES (To be retained by the Candidates) (For Students of 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](http://www.tnou.ac.in) and [www.schools9.com](http://www.schools9.com)). 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.
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 / 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 (TNOU Copy), must be forwarded by Registered Post 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 23.12.2015.**
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 Tamil Nadu Open University website ([www.tnou.ac.in](http://www.tnou.ac.in) and [www.schools9.com](http://www.schools9.com)). 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, practical & project 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)	MBA, MCA, M.Sc. Counselling. / PG. Diploma in Counselling (Rs)	MBA Hosp. Admn/Ship. & Log. (Rs)
1.	Each written paper	60	125	200	300
2.	Per Practical Exam	110	150	200	-----
3.	Submission of Project / Dissertation	100	400	500	750
4.	Cost of Application	20	20	20	20
5.	Mark Statement	50	50	50	50
6.	Provisional Certificate	100	100	100	100
7.	Centre Fee	100	100	100	100
8.	Late Fee	50	50	50	50

12. Candidates should not send more than one examination application form.
13. All Diplomas, PG Diploma and 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 Study Centres before the commencement of examination. The students can visit website: [www.tnou.ac.in](http://www.tnou.ac.in) for assignment details.
- 19.** The Address of the Examination Centres (Venue) will be intimated the Hall-Ticket. Also the students can view and download the Hall-Ticket from website: [www.tnou.ac.in](http://www.tnou.ac.in) and [www.schools9.com](http://www.schools9.com). The details of exam centers will also be advertised in the newspapers before the beginning of the examination.
- 20.** Candidates can choose any one of the City given below. City once selected will not be changed under any circumstances. **If the examination cannot be conducted at a City 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 City to write the examination at the next nearest centre.
- 21.** The examinations scheduled to be held from 23<sup>rd</sup> January 2016 onwards (Saturdays & Sundays only) at the following Cities subject to the registration of minimum number of candidates:

**List of Examination City**

Chennai – North	Nagercoil	Tirunelveli
Chennai – Central	Hosur	Tiruvarur
Chennai – South	Madurai	Trichy
Tiruvallur	Nagapattinam	Thoothukudi
Avadi	Namakkal	Vellore
Chengalpattu	Ooty	Villupuram
Coimbatore	Perambalur	Virudhunagar
Tirupur	Pudukottai	Puducherry
Cuddalore	Ramnathapuram	Sathyamangalmam
Dharmapuri	Salem	Pollachi
Dindigul	Thanjavur	Kovilpatti
Erode	Theni	Kumbakonam
Karur	Thiruvannamalai	Kancheepuram
Arasur	Mayiladuthurai	Ponneri

- 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 later through TNOU web site [www.tnou.ac.in](http://www.tnou.ac.in)
- 24.** 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.
- 25.** 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.
- 26.** Mobile Phones are not permitted inside the Exam Hall.
- 27. 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.**

Date: 25.09.2015.

**Prof. Dr. A. Mohamed Jaffar**  
**Controller of Examinations**