

General Information

ENQUIRIES AND CORRESPONDENCE

Working days of the Directorate

The office of the Directorate of Distance Education at Annamalaiagar 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 and 2.00 p.m.

All enquiries and correspondence (except those relating to the University Examinations) to the Directorate of Distance Education of Annamalai University must be addressed to: THE DIRECTOR, Directorate of Distance Education, Annamalai University, Annamalaiagar - 608 002. Tamil Nadu.

UNIVERSITY EXAMINATIONS

The Annual University Examinations will be held in May, usually commencing on 19th May for all the programs. Supplementary examinations for absentees and those who have failed in the previous examinations are held in December, usually commencing on 26th December.

Application forms for registration for the examinations along with examination centres, time-table and other regulations governing 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. Examination application forms will be sent only by ordinary post. Those students who do not receive the examination application form for any reason before the end of March should call us and we will forward it to the collaborator and they will apply to the Controller of Examinations quoting their enrolment number, program of study etc. Non-receipt of examination application form is not an excuse for not registering for the examination.

Forms for registration for the supplementary examination will be sent only on request made to **the Controller of Examinations** in the month of October/ March. Students failing to attend the PCPs are not eligible to sit for the examination held at the end of the year(s), wherever attendances at the PCPs are compulsory. Even students failing to fulfil the attendance requirements may receive forms to apply for registration for the examination and the receipt of such a form does not imply that the recipient is eligible to sit for the examination, as the forms are being routinely issued to all students enrolled for the programs by the office of the Controller of Examinations. If, in spite 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.

(A). HALL TICKETS

Hall tickets will not be sent to the candidates by post. They will be issued only at the Examination Centers by the Chief Superintendents during the three days prior to the commencement of the examinations and not by the Study Centers of the Directorate. It may also be uploaded in the web site and we will send you the link.

The intimation of venue of examination with the Register Number will be sent to students through ordinary post by the Controller of Examinations one week prior to the commencement of examinations. If a student does not receive the same, he/she is required to see the Newspaper advertisement, regarding the centres and venue etc., in the leading newspapers like, The Hindu, The New Indian Express, Dinamani, etc., during the month of May/December or he/she may also download the information from the university website.

Further, if a student who had applied in time for registration, has not received any venue intimation, he/she is required to contact the Chief Superintendent of his/her examination centre with the Photostat copies of his /her examination application form, 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 confirmation by the Controller of Examinations.

(B). EXAMINATION RESULTS & ISSUE OF MARKS LIST

All enquiries regarding the examinations, publication of results, re-totalling of marks, issue of marks sheet, provisional certificate, etc. should be addressed to **the Controller of Examinations, Annamalai University, Annamalai nagar – 608 002. Those who have applied for the degree certificate, will get them after the convocation.**

JURISDICTION

With regard to any dispute arising in any matter 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, Tamilnadu and not over any other place, shall have jurisdiction for the purpose of filing a suit or preferring a complaint under the Consumer Protection Act or any other law for the time being in force or for taking any legal action 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 cannot 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.

PAN INDIA EDUCATION is just acting as a national/regional channel partner/academic coordinator to the collaborators of Annamalai University. The enrolled students have every right to contact them or the university for any information. PAN INDIA EDUCATION will also help them to do so. The final decision or action is reserved by the collaborator and university only. PAN INDIA EDUCATION acts as a bridge of coordination between the centers and the collaborators against professional charges. With regard to any dispute arising with PAN INDIA EDUCATION - Partners, Associates, Clients in any matter including admission, sending of Lessons, Personal Contact Programme, Examinations, Results, Fee, Documentation or Any other University or Academic affairs / discrepancies, only the courts and tribunals having jurisdiction over Kolkata, West Bengal and not over any other place, shall have jurisdiction for the purpose of filing a suit or preferring a complaint under the consumer protection act or any other law for the time being in force or for taking any legal action against pan PAN INDIA EDUCATION or any of its team members. 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 if desired. 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.