



APPLICATION No : DL1016982

ANNA UNIVERSITY
CENTRE FOR DISTANCE EDUCATION
CHENNAI - 600 025.

Postal
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APPLICATION FOR ADMISSION TO MBA/MCA/MSc DEGREE PROGRAMME THROUGH DISTANCE MODE -
ACADEMIC YEAR 2012 - 13/ CALENDAR YEAR 2013

ENCIRCLE THE APPROPRIATE CODE NUMBER

A) PROGRAMME APPLIED FOR

MBA	MCA	MSc
1	2	3

B) ENTRANCE TEST CENTRE OPTED FOR

Chennai	Coimbatore	Madurai	Trichy	Vellore
1	2	3	4	5

C) APPLIED FOR ADMISSION OF

Academic Year (AY) 2012 - 13	Calendar Year (CY) 2013
1	2

From

To

The Director
Centre for Distance Education
Anna University
Chennai - 600 025



ANNA UNIVERSITY

CENTRE FOR DISTANCE EDUCATION

CHENNAI - 600 025

APPLICATION FOR ADMISSION TO MBA/MCA/MSc DEGREE PROGRAMME THROUGH DISTANCE MODE

NOTE :

1. Read the "Information and Instructions to Candidates" carefully before filling the application form.
2. Fill up the application form legibly in block letters and ENCIRCLE the code number as applicable.
3. Candidate can apply for only one programme.
4. Application is accepted throughout the year. This application form can be used for admission in the immediate Academic Year or Calendar Year based on the date of purchase of the application form.
5. TANCET 2012 score is also valid for admission to MBA and MCA Degree Programmes of Academic Year 2012 – 13 and Calendar Year 2013 batch through Distance mode and such candidates have to apply for admission in the prescribed application form.

Affix recently taken
passport size photograph
with white or blue
background

1. Batch applied for :

Academic Year (AY) Batch	Calendar Year (CY) Batch
1	2

1a) Programme applied for :

MBA	MCA	MSc
1	2	3

1b) Entrance Test Centre opted, if applying for MBA/MCA (Refer Information and Instructions to candidates (Item No. 8) and indicate Code No. of the Test Centre):

Chennai	Coimbatore	Madurai	Trichy	Vellore
1	2	3	4	5

Note: Entrance Test for MCA is conducted only at Chennai

1c) Specialization, if applying for MBA:

General Management (GM)	Technology Management (TM)	Financial Services Management (FSM)	Retail Management (RM)	Health Services Management (HSM)	Human Resource Management (HRM)
1	2	3	4	5	6

(Refer Information and Instructions to Candidates (Item No. 13) and indicate Code No.)

2. Name:

(As entered in SSLC or its equivalent – To be written in Block letters with initials at the end. Change in Name, if any, will be entertained, if supported with Gazettee Notification.)

2a) Father's Name:

2b) Address for communication:

City/Town:..... District:..... State:.....

Pin code :

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Telephone No.: Office: Residence: Mobile:

E-mail :

3. Date of Birth :
(As entered in SSLC or its equivalent)

Date	Month	Year

4. Gender :

Male	Female
1	2

5. Community :

ST	SC	SC - Arunthathiyar	MBC&DNC	BC	BC - Muslim	OTHERS
1	2	3	4	5	6	7

6. Differently abled person :
(Refer Item No. 14(iii) of Information and Instructions to candidates)

Hearing	Visual	Orthopaedic	Not applicable
1	2	3	4

7. Details of Educational Qualification:
(Attested Photo copy to be enclosed)

S. No.	Course	Month and Year of Passing	Name of Board / University	Place / State
1.	SSLC or its equivalent			
2.	HSC or its equivalent			
3.	Diploma or its equivalent			
4.	Bachelor Degree*			

8. Qualifying Bachelor Degree :

B.E./B.Tech./ B.Arch.	B.A./B.Sc./ B.Com./B.B.A/ B.C.A/B.E.S	AMIE	Others
1	2	3	4

8a. Name of the Degree : _____ Major Subject / Branch: _____

9. If you are an applicant for MCA, have you studied Core Mathematics at +2 level or Mathematics / Statistics / Computer oriented subject as one of the subjects at Bachelor Degree level?

Yes	No
1	2

Note: * 1. In case the Bachelor's Degree is yet to be completed please fill in the following details
2. Candidates to please note that the eligibility for admission to the PG programme is subject to qualifying for the award of the relevant Bachelor's Degree before the date of Counselling / admission.

10. If yet to pass the Bachelor Degree, whether appearing for the Final Semester / Year Exams.?

Yes	No
1	2

11. If yet to pass the Bachelor Degree, percentage of marks secured upto Pre-Final Semester / Year in the Bachelor Degree Programme (copies of Mark sheets should be enclosed) (where Grades / Grade points are awarded convert them into marks)

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12. If appearing for Final Semester / Year Exams., Month and Year of Final Examinations (Bonafide Certificate from the Head of Institution should be enclosed)
Note: Either Degree or Provisional certificate is to be produced at the time of admission along with all the Semester Mark Sheets.

13. If possessing AMIE or similar qualification do you have 2 years of experience after the completion of AMIE or similar Course? (Proof to be enclosed)

Yes	No
1	2

14. TANCET Candidates:
(i) Whether having TANCET 2012 Mark Sheet in the Programme concerned now applying for admission (i.e.) MBA/MCA?

Yes	No
1	2

(ii) If Yes, TANCET score
(Attested photo copy of TANCET Mark Sheet to be enclosed)

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15. Details of Demand Draft enclosed:
Amount: ` Name of Bank:.....
Branch :DD No. : Date:.....

DECLARATION

It is certified that to the best of my knowledge all the information furnished above are true. I am aware that any wrong information or suppression of information in this application may result in punitive action in addition to the summary cancellation of my candidature for the Entrance Test and Admission.

Place : _____
Date : _____ Signature of the Candidate

FOR OFFICE USE ONLY

Caution Deposit refunded. Entered in the Caution Deposit Register

Amount ` DD No. Date

APPLICATION No. : DL1016982



ANNA UNIVERSITY
CENTRE FOR DISTANCE EDUCATION
CHENNAI - 600 025

PHOTOGRAPH CARD

**Affix recently taken
passport size
photograph with
white or blue
background**

SIGNATURE	
Name (As given in Sl. No. 2 of application)	

INFORMATION AND INSTRUCTIONS TO CANDIDATES

(To be retained by the Candidates)

1. PROGRAMMES OF STUDY

A. Master of Business Administration (MBA)

- (i) MBA – General Management
- (ii) MBA – Technology Management
- (iii) MBA – Financial Services Management
- (iv) MBA – Retail Management
- (v) MBA – Health Services Management
- (vi) MBA – Human Resource Management

B. Master of Computer Applications (MCA) (Offered at Chennai only)

C. Master of Science (MSc) – Information Technology (Offered at Chennai only)

2. ENTRANCE TEST AND SYLLABI

2.1 Distance Education Entrance Test

Distance Education Entrance Test (DEET) will be held twice in a year one in July for Academic Year (AY) Batch and the other in January for Calendar Year (CY) Batch.

Example 1 – Distance Education Entrance Test (DEET AY 2012-13) will be conducted in July 2012. Those who pass DEET AY 2012-13 will be eligible for getting admission in Academic Year 2012-13 Batch or Calendar Year 2013 Batch.

Example 2 – Distance Education Entrance Test (DEET CY 2013) will be conducted in January 2013. Those who pass DEET CY 2013 will be eligible for getting admission in Calendar Year 2013 Batch or Academic year 2013-14 Batch.

Separate Entrance Tests will be conducted for admission to MBA and MCA Degree Programmes.

There is no Entrance Test for admission to MSc Degree Programme

The details for the two DEETs are given in the table below :

Application submission	Month of Entrance Test	Month of admission	Conduct of Classes	Eligibility for admission to
Feb 2012 – Jul 2012	DEET AY 2012 -13 : 29.07.2012	Aug 2012	AY batch : Sep. 2012 – Jan 2013	AY 2012 - 13 batch (or) CY 2013 batch
July, 2012 – Jan 2013	DEET CY 2013 : 27.01.2013	Mar 2013	CY batch : Apr 2013 – Jul 2013	CY 2013 batch (or) AY 2013-2014 batch

2.2 Syllabi for Entrance Test

2.2.1 MBA

The question paper will be designed to test the capability of the candidates in the following areas:

- 1. Data Analysis
- 2. Comprehension Skill
- 3. Basic Quantitative Ability
- 4. Written English

The question paper will contain 100 objective type questions to be answered in 2 hours. Each question will have FOUR alternate answers. Candidate has to choose the most appropriate answer and has to shade the choice of the answer in the box against each question.

2.2.2 MCA

The question paper will be designed to test the capability of the candidates in the following areas:

- 1. Quantitative Ability
- 2. Analytical Reasoning
- 3. Logical Reasoning
- 4. Computer Awareness
- 5. Verbal Activity, Basic Science, etc.

The question paper will contain 100 objective type questions to be answered in 2 hours. Each question will have FOUR alternate answers. Candidate has to choose the most appropriate answer and has to shade the choice of the answer in the box against each question.

2.3 Evaluation Scheme

While evaluating the answers, one mark is awarded for each correct answer. Wrong answers will be considered to break the tie.

3. ELIGIBILITY

3.1 Master of Business Administration (MBA)

- 1. A pass in any Bachelor Degree*
and
- 2. A pass in the Distance Education Entrance Test (DEET) conducted by the CDE, Anna University

* The Bachelor Degree must have been obtained under 10+2+3 or 4 pattern

3.2 Master of Computer Applications (MCA)

- 1. A pass in any Bachelor Degree*.

The candidate should have studied Core Mathematics either at +2 level or Mathematics / Statistics / Computer Oriented subject as one of the subjects at the Degree level

and

- 2. A pass in the Distance Education Entrance Test (DEET) conducted by the CDE, Anna University

* The Bachelor Degree must have been obtained under 10+2+3 or 4 pattern

3.3 Master of Science (MSc)

Branch : Information Technology

A pass in B.Sc.* (Mathematics / Computer Science / Information Technology / Software Engineering / Electronics)

or

B.Sc.* (Physics / Statistics / Chemistry)

or

B.E.S.* with Mathematics or Computer Science as allied subject

or

B.Sc.* Applied Sciences (Computer Technology / Information Technology / Computer Systems Maintenance and Networking)

or

B.C.A.*

or

B.E.*/ B.Tech.* (any branch)

* The Bachelor Degree must have been obtained under 10+2+3 or pattern.

Candidates applying for admission to MSc (IT) programme will be directly called for admission.

Note:

1. Candidates who can produce either Provisional or Degree Certificate and all Semester Mark Sheets at the time of admission can only apply.
2. Those who have obtained their U.G. Degree by undergoing the course in "Off campus" system are not eligible.
3. Those who have recently enrolled themselves for some other P.G. Programme and undergoing the Programme are not eligible.

4. ELIGIBILITY OF AMIE CANDIDATES

Candidates with AMIE or similar qualification awarded by Professional Institutes approved by MHRD are also eligible for admission to MBA/MCA Degree Programme, if they have two years of experience after obtaining AMIE or similar Degree. A pass in the Entrance Test (DEET) conducted by the Centre for Distance Education, Anna University, Chennai – 600 025 is mandatory.

5. ELIGIBILITY OF TANCET CANDIDATES

Those candidates who have appeared for TANCET 2012 conducted by Anna University and have TANCET score are also eligible for admission to MBA/MCA Degree Programme offered through Distance Mode for Academic Year and Calendar Year Batch only. However, they have to satisfy all other eligibility criteria. They can also appear for the Distance Education Entrance Test (DEET) and compete with others.

6. IMPORTANT DATES

Description	BATCH	
	AY 2012 - 13	CY 2013
Last Date for receipt of requisition for issue of application form by post	02.07.2012	04.01.2013
Last Date for issue of application forms and receipt of completed applications	09.07.2012	09.01.2013

7. DATE OF ENTRANCE TESTS

Tentative Date of Entrance Test			
Programme	AY 2012-13	CY 2013	Timings
MBA and MCA	29.07.2012	27.01.2013	10.00 am to 12.00 noon

8. ENTRANCE TEST CENTRE AND CODE NO.*

(For MBA and MCA only)

As far as possible the option of candidates for the Test Centre will be considered. However, the authority for the allotment of Centre for the Test is vested with the Centre for Distance Education, Anna University and it is final.

Entrance Test Centre	Code No.
Chennai	1
Coimbatore	2
Madurai	3
Trichy	4
Vellore	5

* Note: Not applicable for TANCET candidates who seek admission based on TANCET score only.

9. ENCLOSURES

Attested Copies of the following Certificates are to be enclosed with the application. (Originals should not be enclosed)

- i) SSLC or its equivalent
- ii) HSc or its equivalent
- iii) Diploma certificate – (if applicable)
- iv) Degree Certificate (or) Provisional Certificate
- v) Mark Sheets of all the Semesters / Years of the Bachelor Degree Examinations based on which admission is sought
- vi) Transfer and Conduct Certificate from the Institution last studied
- vii) AMIE or similar certificate – (if applicable)
- viii) Experience certificate (for those with AMIE or similar qualification)
- ix) TANCET Mark Sheet (if applicable)
- x) Photograph Card (Photograph should be affixed and the candidate should sign at the appropriate place).
- xi) Original Demand Draft to the value of ` .650/- (Rupees six hundred and fifty only) obtained from any scheduled bank.

10. MAILING OF APPLICATIONS

Completed applications are to be sent to "The Director, Centre for Distance Education, Anna University, Chennai 600 025" so as to reach him on or before the last date specified against Serial Number 6 above. Candidates sending the applications by post should mail them sufficiently early.

Note: The University is not responsible for any postal delay / loss in transit.

Completed applications received by post after the stipulated date will not be considered for the particular batch.

11. SELECTION AND ADMISSION PROCEDURE

11.1 Selection is based on the marks in the Entrance Test

11.2 Choice for Study Centre is based on the rank obtained in the Entrance Test.

12 FEE DETAILS

12.1 Payable at the time of admission

- ₹.18,650/- (for candidates whose Bachelor Degree is from a University in Tamil Nadu).
- ₹.19,050/- (for candidates whose Bachelor Degree is from a University outside Tamil Nadu)

The above fee is inclusive of refundable Caution Deposit of ₹.5,000/-.

12.2 Payable every Semester

(From Second Semester to Final Semester)

₹.12,500/- per Semester.

1st of March and 1st of September will be the date of commencement for collection of fee for the Semester concerned (For further details refer website).

13. STUDY CENTRES

List of present Study Centres are as follows:

CHENNAI

1. College of Engineering, Anna University, Chennai – 600 025.
2. Alagappa of College Technology, Anna University, Chennai – 600 025.
3. Madras Institute of Technology, Anna University, Chrompet, Chennai – 600 044.
4. Misrimal Navajee Munoth Jain Engineering College, Jyothi Nagar, Thorapakkam, Chennai – 600 097.
5. Saveetha Engineering College, Saveetha Dental Campus, Velappan Chavadi, Near Kumanan Chavadi, Poonamallee High Road, Chennai – 600 077.
6. Meenakshi College of Engineering, No. 12, Vembuliamman Koil Street, West K.K. Nagar, Chennai – 600 078.

Availability of various specializations in MBA Degree Programme in the Study Centres at Chennai will be notified at the time of Counselling.

OUTSIDE CHENNAI

S.No.	Study Centre	Specializations offered			
		GM	TM	FSM	HRM & RM
7.	K.L.N College of Engineering, Pottapalayam - 630 611 Madurai District	GM	TM	FSM	HRM & RM
8.	Kumaraguru College of Technology, Chinnavedampatti Post, Coimbatore – 641 006	GM	TM	FSM	HRM
9.	Jamal Mohamed College, Race Course Road, Khaja Nagar, Trichy - 620 020	GM	TM	FSM	HRM
10.	Chinnu's Pentech Computer Solutions, No. 217, Phase – 1, Near Vallalar Bus Stop, Sachuvachari, Vallalar, Vellore – 632 009.	GM	TM	FSM	HRM

The list is also available at the website <http://cde.annauniv.edu/>. **More Study Centres may become operational based on the requests from various organizations and the availability of minimum number of candidates.**

Different specializations in MBA Degree Programme that are to be offered at different Study Centres shall be decided depending on the number of candidates joining in the Study Centre concerned and opting for the specialization.

14. GENERAL INFORMATION

- Candidates should carefully fill up the application form
- Candidates admitted to MBA/MCA/MSc Programmes of Distance Education are not eligible for any scholarship or fee concession from Anna University.
- Differently abled persons are exempted from payment of tuition fee for which they have to produce a certificate from the Chairman, District Medical Board in the prescribed form which can either be obtained from the office of the CDE or downloaded from the Centre's website.
- Candidates, who desire the Centre to acknowledge the receipt of the application should enclose a self addressed post card with the details of application number, programme applied for, etc. for acknowledgement.

NOTE

- Study Centres will be operated in selected cities in Tamil Nadu where there are sufficient number of candidates.**
- Candidates should send only one application
- Candidates will be required to produce all the original certificates at the time of admission.**

PLEASE CONSTANTLY CHECK THE WEBSITE <http://cde.annauniv.edu/> FOR UPDATED INFORMATION.

FOR FURTHER DETAILS

Contact:

The Director, Centre for Distance Education,
Anna University Chennai,
Chennai – 600 025.

Phone: 044- 2235 7216, 20, 21,22,23,24
64502506, 64502507, 64502508

Website : <http://cde.annauniv.edu/>.

Exclusive Email address for admission

Email ID: distanceprog@annauniv.edu

CERTIFICATE No. I

Name :

Application No.

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**Medical Certificate for Hearing Impaired
(TO BE ISSUED BY DISTRICT MEDICAL BOARD)**

Certified, that the District Medical Board of (City) have this day of 2012 examined the candidate whose particulars are given below.

- 1. Name of the Candidate :
- 2. Father's Name :
- 3. Sex :
- 4. Age :
- 5. Identification Marks

- 1.
- 2.

Space for affixing recent Passport size photograph of the candidate duly attested by Chairman District Medical Board

6. Whether Orthopaedically / Visually impaired : Yes / No
 (If yes for either one or both medical certificate /s for fitness from the respective specialist /s to be produced)

7. Nature of hearing loss and extent of disability

	RE.	LE.
a) Pure tone average db
b) Speech discrimination score

8. a) Whether a suitable hearing aid to be used : Yes / No
 b) Is the impairment non-progressive : Yes / No

9. Whether eligible for consideration under Differently Abled Persons quota : Yes / No

10. Whether the candidate is physically and mentally fit to be considered for admission to Post Graduate Programmes through Distance Mode : Yes / No (If no please specify reasons)

Signature of the Applicant

Chairman, District Medical Board

Member

Date with seal of **Member** 1.

Medical Board 2.

Note: Candidates with hearing ability 40 db and above only in the better ear with speech discrimination score of 50% and above are eligible for consideration under reserved quota.

CERTIFICATE No. II

Name :

Application No.

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Medical Certificate for Visually Impaired (TO BE ISSUED BY DISTRICT MEDICAL BOARD)

Certified, that the District Medical Board of (City) have this day of 2012 examined the candidate whose particulars are given below.

1. Name of the Candidate :
2. Father's Name :
3. Sex :
4. Age :
5. Identification Marks 1) 2)
6. Whether Orthopaedically / audiologically impaired : Yes / No
(If yes for either one or both medical certificate / s for fitness from the respective Board has to be produced)
7. Low vision : (Person with low vision means a person with impairment of vision of less than 6/18 to 6/60 with best correction in the better eye or impairment of field in any one of the following categories)
 - a) Reduction of fields less than 50 degree :
 - b) Heminaopia with macular involvement :
 - c) Attitudinal defect involvement lower fields :
8. Categories of Visual Disability
(Please Choose the appropriate box)

Space for affixing recent Passport size photograph of the candidate duly attested by Chairman District Medical Board

Category	Better eye	Worse eye	%age impairment	Tick (as Applicable)
Category O	6/9 – 6/18	6/24 to 6/36	20%	<input type="checkbox"/>
Category I	6/16 – 6/36	6/20 to Nil	40%	<input type="checkbox"/>
Category II	6/40 – 4/60 or field of vision 10° - 20°	3/60 to Nil	75%	<input type="checkbox"/>
Category III	3/60 to 1/60 or field of vision 10°	F.C at 1ft. to Nil	100%	<input type="checkbox"/>
Category IV	F.C at 1 ft. to Nil or field of vision 10°	F.C at 1ft. to Nil	100%	<input type="checkbox"/>
One eyed persons	6/6	F.C at 1 ft. to Nil or field of vision 10°	30%	<input type="checkbox"/>

ONE EYED persons with normal vision are not considered as disabled

Note: F.C. means Finger Count

9. Whether eligible for consideration under Differently Abled Persons quota : Yes / No
10. Whether the candidate is physically and mentally fit to be considered for admission to Post Graduate Programmes through Distance Mode : Yes / No (If no please specify reasons)

Signature of the Applicant

Chairman, District Medical Board

Member

Date with seal of Member 1.

Medical Board 2.

Note: Candidates with low vision of 40% Impairment and above are considered as disabled and are eligible for consideration under reserved quota.

CERTIFICATE No. III

Name :

Application No.

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**Medical Certificate for Orthopaedically Differently Abled Persons
(TO BE ISSUED BY DISTRICT MEDICAL BOARD)**

Certified, that the District Medical Board of (City) have this day of 2012 examined the candidate whose particulars are given below.

- 1. Name of the Candidate :
- 2. Father's Name :
- 3. Sex :
- 4. Approximate Age :
- 5. Identification Marks : 1.
2.
- 6. Whether audiologically / visually impaired :
(If yes for either one or both medical certificate / s for fitness from the respective specialist / s to be produced) :
- 7. Nature of Orthopaedic :
- 8. Extent of permanent disability in percentage :
- 9. Whether the candidate fulfils the following Standards and may be considered for admission to undergo studies in Post Graduate Programmes through Distance Mode :
 - (a) Normal Blood Pressure : Yes / No
 - (b) Mentally Normal : Yes / No
 - (c) Independent in ambulation with or without calipers but without any support : Yes / No
 - (d) Good standing balance with or without any aid : Yes / No
 - (e) Hand function within normal limits without any aid : Yes / No
 - (f) Good control over bowel and bladder : Yes / No
 - (g) Is the disability non-progressive : Yes / No
- 10. Whether eligible for consideration under Differently Abled Persons Quota : Yes / No
- 11. Whether the candidate is physically and mentally fit to be considered for admission to Post Graduate Programmes through Distance Mode : Yes / No (If no please specify reasons)

Space for affixing recent Passport size photograph of the candidate duly attested by Chairman District Medical Board
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**Signature of the Applicant
Board**

Chairman, District Medical

**Date with seal of
Medical Board**

**Members
1.
2.**

Note: Candidates with permanent Physical Impairment 40 and above are eligible for consideration under reserved quota.