

PROSPECTUS

2012-2013



Annamalai University

Directorate of Distance Education

**B.Sc Degree Program in
Digital Publishing**



Approved by: Distance Education Council (DEC), New Delhi



Dr. Rajah Sir Annamalai Chettiar
Founder Pro-Chancellor



Dr. Rajah Sir M.A. Muthiah Chettiar
Second Founder Pro-Chancellor



Dr. M.A.M. Ramaswamy,
Present Founder Pro-Chancellor



Prof. Dr. M. Ramanathan
Vice-Chancellor



ANNAMALAI UNIVERSITY

DIRECTORATE OF DISTANCE EDUCATION

ANNAMALAINAGAR - 608 002

TAMIL NADU, INDIA

Dear Candidate,

I thank you for choosing Annamalai University Distance Education Programme with the motive of enriching your knowledge.

The Directorate of Distance Education, Annamalai University was established in 1979, and now offers more than five hundred programmes of study suitable to persons of all walks of life and of all ages. Over the last three decades, lakhs of candidates have passed out successfully through its portals and are leading successful and contented lives. On completion of the programme of your choice, you will also be one of them.

Be sure that you fulfil the eligibility norms before you begin to fill up the application form and ensure that you have enclosed copies of all the required certificates when you despatch the Application to the Directorate.

In your own interest, please keep photostat copies of your important correspondences with the Directorate and write up the diary pages that you will find at the end of this Prospectus.

All informations relating to the Distance Education Programmes, Examinations, Results etc., of the University can be obtained from our official website www.annamalaiuniversity.ac.in.

I wish you all success in this academic pursuit of yours and your life.

Dr. S.B. NAGESWARA RAO, Ph.D.
DIRECTOR



ANNAMALAI UNIVERSITY

Directorate of Distance Education

Annamalainagar - 608 002
TAMIL NADU, INDIA

Chancellor

His Excellency Sri SURJIT SINGH BARNALA

Governor of Tamil Nadu

Past Founder Pro - Chancellors

Dr. Rajah Sir ANNAMALAI CHETTIAR OF CHETTINAD,
KT., LL.D., D.Litt.

Dr. Rajah Sir M.A. MUTHIAH CHETTIAR,

KT., B.A., D.Litt.

Present Founder Pro - Chancellor

Dr. M.A.M. RAMASWAMY,

B.A., D.Litt., D.Sc.,

Vice - Chancellor

Prof. Dr. M. RAMANATHAN, M.S. (G.S.), F.R.C.S (Glasg)

Registrar

Dr. M. RATHINASABAPATHI,
B.E., M.Sc. (Engg.), Ph.D., MISTE.

Director

Dr. S.B. NAGESWARA RAO, Ph.D.

ANNAMALAI UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION
All Programmes Approved
by
DISTANCE EDUCATION COUNCIL,
NEW DELHI

Vice Chancellor's Note



Dear Students,

Annamalai University is a distinguished university in Tamilnadu. With a host of different programs to offer, It has provided a

platform for thousands of students, who subsequent to their education here have excelled in different facets of life. I am pleased to announce the introduction of another new course, B.Sc. in Digital Publishing Degree Program, in partnership with the renowned Digiscope Gallery.

Today, Digital Publishing is creating waves in the publishing industry around the world. India is fast emerging as the hub of major international publishers for books, newspapers, magazines, e-books, e-learning, web content, animation, CBTs and WBTs. In the coming years, Digital Publishing is going to

be a mammoth industry spawning exciting career opportunities. Keeping in mind the acute shortage of skilled manpower, Annamalai University and Digiscope Gallery have signed a memorandum offering B.Sc in Digital Publishing. The curriculum is recommended by the CII Task Force on Publishing.

I welcome you to this innovative program and encourage you to explore the endless opportunities available to you as a student.

**Prof. Dr. M. Ramanathan -
Vice Chancellor**

About Annamalai University



The Annamalai University was founded in the year 1929, as a unitary and residential university by the munificence and single-minded devotion of the farsighted and noble hearted

philanthropist and patron of letters, the Hon'ble Dr. Rajah Sir Annamalai Chettiar of Chettinad, Kt., LL.D., D.Litt. For the last eighty two years, Annamalai University has grown to become a premier institution for higher learning and research. Dr Rajah Sir M. A. Muthiah Chettiar of Chettinad, Kt., B A., d.Litt., the successive founder Pro-Chancellor from 1948 to 1984 assiduously nurtured the growth and development of the university.

Dr M.A.M. Ramaswamy, BA., D.Litt., D.Sc., the present founder Pro-Chancellor and the distinguished son of Dr. Rajah Sir Muthiah Chettiar, is a philanthropist and patron of sports, who has fulfilled the dreams of his illustrious father.

The Directorate of Distance Education established in 1979, offers more than five hundred different programmes of study. It is credited with the largest enrollment in India and is well equipped with computers and other infrastructural facilities, outstanding teacher faculty and administrative set-up in all its centres.

All the programmes of study offered by the Directorate of Distance Education have the approval of the Distance Education Council, New Delhi, India.

National Assessment and Accreditation Council has accredited Annamalai University.

Note from Sriram Subramanya, CII



The publishing sector is a rapidly growing industry, currently valued at \$243 billion. Total offshoring stands at more than \$780 million (2008) and of this total, India's share is close to 85%. This is expected to grow to \$1.2 billion and employ 55,000 people by 2012.

Several global publishers are offshoring to India and have made India a publishing BPO services, the hub of the world. In India, Chennai and Puducherry have emerged as

the most preferred hub for the digital publishing companies.

This has opened a new range of opportunities both for companies and aspiring students alike, creating new fledged demand for skilled manpower in various specializations. Opportunities are open to graduates in any discipline, post graduates with focussed specializations, multimedia specialists, content developers and instructional designers.

The traditional e-publishing continues to create opportunities in the areas of copy editing, proof reading, graphic management, data conversion and for domain specialists in sales and marketing.

These trends point to a new wave of opportunities - e-learning, character creation and animation, digital content development, video editing, web design and development, game developers and testers.



Founded over 115 years ago, it is India's premier business association, with direct membership of over 8100 organisations from both the private as well as the public sectors, including SMEs and MNCs and an indirect membership of over 90,000 companies from around 400 national and regional sectoral associations.

With 64 offices in India, 9 overseas in Australia, Austria, China, France, Germany, Japan, Singapore, UK and USA and institutional partnerships with 223 counterpart organisations

Considering the growing demand, we at CII have created a comprehensive program in Digital Publishing, offering all the specializations. We at CII firmly believe this to be an excellent opportunity for students, companies and customers, where the industry is facing an acute shortage of trained manpower. I wish to thank Annamalai University for making this a reality and wish the program all the very best and welcome the students to the world of promising career opportunities in Digital Publishing.

**Mr. Sriram Subramanya –
Chairman CII Publishing
BPO Forum and Founder,
Managing Director &
CEO, Integra Software
Services Private Limited,
Puducherry.**

About the Confederation of Indian Industry



CII is a non-government, not-for-profit industry led and managed organisation, playing a proactive role in India's development process.

in 90 countries, CII serves as a reference point for Indian industry and the International business community.

The CII Task Force on Publishing, comprising Mrs. Anu Sriram of Integra Software Services, Mr Balasubramaniam of Scientific Publishing Services and Mr Elangovan of Digiscape Gallery have formulated a comprehensive syllabus for B.Sc in Digital Publishing, taking into account the current needs as well as the emerging needs of the industry.

Note from Elangovan, Digiscape



I would like to take this opportunity to congratulate the students who have opted for B.Sc degree program in Digital Publishing - the first step into a great career. As you complete the course, you will be the most

wanted resource in the rapidly growing publishing industry.

As pioneers of Digital publishing education for over two decades, Digiscape Gallery takes pride in being associated with Annamalai University in offering the most preferred and awaited courses in India - the B.Sc degree program in Digital Publishing.

The B.Sc. in Digital Publishing is the first of its kind in the country, where the curriculum is formulated by the industry and the virtual classroom learning modules are delivered by industry experts. Moreover the industry which is facing acute shortage of manpower is looking to

provide promising career opportunities to the graduates on completion of the course. Students will also have the option to take up part-time assignments in the industry, while doing the course, thus gathering work experience.

We wish you all the very best.

A. Elangovan, President, Digiscape Gallery.



About Digiscape Gallery

Digiscape was started in year 1988. Over a span of two decades Digiscape Gallery has a created a niche for itself, through pioneering work in the domain of prepress and publishing industry. Today Digiscape Gallery is a premier institute for training individuals, in the various fields of Digital Publishing.

Digiscape takes pride in being an Adobe authorised training centre as well a preferred partner for Apple and Quark. Almost all the leading newspaper and magazine publishers, e-publishing and digital publishing companies are being benefitted by the wide range of expertise in training skills offered at Digiscape .

Our corporate training programs in the suburbs and rural parts of Tamilnadu, have unleashed fresh talent, creating a range of opportunities in the

realm of publishing. On successful completion of the course, the students are well placed in reputed companies.

Recognition

Letter No. 94873/HI/ 91-1
Education(HI) Department
Fort St. George, Madras - 600 009
Dated 17.12.91

From

Thiru. K. R. Venkataraman, B.Com.
Joint Secretary to Government

Sub: Recognition of Programs Conducted by the Annamalai University
Ref: Your letter dated 23-09-91.

Sir,

I am directed to state that Annamalai University is one of the Universities recognized by the University Grants Commission for the purpose of its Grants. Hence the Degree / Diplomas awarded by the Annamalai University which is established by an Act of this Government would stand automatically recognized for the purpose of employment under Center / State Governments. A copy of this letter along with a copy of your letter cited has been forwarded to the Director, Directorate of Distance Education, Annamalai University, Annamalainagar – 608 002 to give you further more details regarding recognition.

Yours faithfully,
(Sd.) xxxxxxxxxxxxxxxxx,
For Joint Secretary to Government.

Copy to:

The Director, Directorate of Distance Education

Annamalai University, Post Box No. 4

Annamalainagar – 608 002 (with copy of letter and a request to send the more details to the individuals)

NO. F. 1-1'88 T. 13

Government of India

Ministry of Human Resource Development
(Department of Education)

To

New Delhi , 25th November 1988

The Registrar

Annamalai University

Annamalainagar – 608 002

Sub: Recognition of Educational Qualifications.

Sir,

I am directed to refer to your letter No. B1/10906/88 dated 9-10-1988 without its enclosures regarding recognition of qualification for the purpose of employment under the Central Government and to say that the degrees / diplomas awarded by the Universities established by an Act of Parliament or State Legislature, Institution deemed to be Universities, under section 3 of the UGC Act 1956 and Institution of National Importance declared under an Act of Parliament stand automatically recognized for purpose of employment under the Central Government. No formal orders recognizing such degrees / diplomas are necessary to be issued.

Yours faithfully,
(Sd)
(S.C. ANAND)
Desk Officer (T)

Digital Publishing Overview

Publishers around the world are striving to embrace the digital age — to build distinctive brands, develop sustainable business strategies, and achieve greater profitability. They're looking for innovative, cost-effective ways to design and deliver content to fragmented audiences on an ever-expanding array of smartphones, tablets, e-readers, and other devices.

Audiences today want to engage with content wherever they are, using their preferred devices. And they seek immersion in compelling, media-rich experiences that are optimally designed and delivered. Digital Publishing is rocking the publishing industry because the technology allows publishers to get information to readers quickly and efficiently. It uses new technology to deliver books and other content to readers – not only in physical form but in digital form where it can be accessed through digital and mobile devices anytime, anywhere!

India has been a big beneficiary of digitization in terms of outsourcing and is fast emerging as the hub of the Digital Publishing industry. Major

international publishers of Books, Journals, Newspapers, Magazines, Children's books, e-Books, e-Paper, Directories, e-Learning content, Web content, Animation content, CBTs and WBTs such as Oxford, Cambridge University Press, Prentice Hall, Macmillan, Elsevier, Springer, Wiley, Pearson, McGrawHill, Taylor and Francis have been outsourcing a lot of business to India in content transformation which has a price advantage of 40 percent.

Of the total titles produced in India, 45 percent are in English, making India the third largest producer of English books after US and Britain. With the fast emerging opportunities, we see that Digital Publishing is going to be a mammoth industry spawning exciting career opportunities anywhere!

Annamalai University and Digiscape Gallery have joined hands to offer the much sought after course by the industry, the B.Sc Degree program in Digital Publishing. The main objective of this course is to bridge the gap between the increasing

manpower requirements of the industry and the employable knowledge skills that is lacking amongst the students. In short it matches what the students learn to what the industry wants.

The curriculum is designed to extensively cover all the major aspects of Digital Publishing. The course is well balanced not only in terms of a perfect mix of theory & practical classes but also in terms of coverage of topics from all the major digital publishing domains.

In today's scenario the main areas to be focused on in terms of Digital Publishing are Magazine Publishing, Newspaper Publishing, Book Publishing & Retail catalog publishing all of which are not seen just as a printed piece but as an entity that can be experienced anywhere, be it surfing on the internet, browsing on the handheld, mobile and what not. Another booming area allied to Digital Publishing is the e-Learning domain, as more and more individuals, institutions, universities & organizations are moving towards Virtual Classroom Learning.

What makes the course special?

- ✓ Curriculum recommended by CII Task Force on Publishing BPO
- ✓ Training modules synchronized with Job Descriptions in Publishing Industry
- ✓ Course content developed by Adobe Certified Experts
- ✓ Virtual Classroom Learning Capsules delivered by industry experts
- ✓ Placement assistance by CII-Publishing industry members

1. Programmes Offered by the Directorate

The Directorate of Distance Education, Annamalai University in collaboration with Digiscape Gallery, Chennai, offers the following under-graduate programme during the Academic Year 2011-2012.

PROGRAMME	CODE NO.
B.SC. DIGITAL PUBLISHING (Duration: Three years)	525

2. Subjects of Study - I Year Graphic Design & Print Publishing

Any form of publishing and any type of media appeals to the audience only when it is professionally designed and presented. Keeping this in mind, all concepts related to graphic design are covered in the first year, which is applicable throughout one's career. With more and more newspapers, magazines & printed media being introduced everyday into the market, Print Publishing

has its demands staying on. The knowledge & skill available in this domain is limited, thereby increasing the demand for specialized training. We realize this need and thereby provide a complete curriculum starting from basics of publishing to advanced page layouts, digital illustrations & image manipulation, making this course the only one of its kind in the country.

FIRST YEAR -1 GRAPHIC DESIGN & PRINT PUBLISHING

PART – 1	Language: Tamil/Hindi/French/Telugu/Kannada/Malayalam.
PART – 2	English Prose and Composition
PART – 3	Print Media Publishing Design: Pages & Frames, Color & Styles, Importing Graphics, Creating Tables, Transparency, Output & Exporting, Advanced Layout Construction, Text & Typography, Page Elements, Color Management, PDF Output, Shared Content, Composition Zones.
	Image editing and Color correction: Photo corrections, Selections, Layer basics, Mask & Channel, Typographic Design, Correcting & Enhancing Digital Photographs, Advanced Compositing & Layering.
	Vector Drawings Creation: Vector Basics, Creating & Editing shapes, Transforming objects, Drawing with pen tool, Working with Type, Symbols, Colors & Painting, Blending shapes & Colors, Brushes, Applying appearance attributes & Graphic styles.
	Digital Artwork Creation: Graphic Design Concepts, Drawing Basics, Fills & Outlines, Arranging objects, Text, Interactive & Other tools, Advanced features.
	Lab I - Image Editing and Artwork: Creating image collages, backgrounds, image manipulations, special effects, vector art, icons, designing logos.
	Lab II - Print Media Design: Designing brochures, leaflets, advt layouts, flyers & posters in InDesign & QuarkXpress.

3. Subject of Study - II year E-Publishing

The very rapid rate of expansion of these companies due to the increasing demand for handling more volumes has created a shortfall of skilled manpower and technical know how. Hence there is a huge demand for skilled manpower, which we aim to generate through this degree program.

E-publishing is one of the areas of outsourcing which is rapidly expanding, resulting in more and more companies either starting afresh or existing

SECOND YEAR- 2 E-PUBLISHING

PART – 3

E-Publishing Concepts and Graphic Editing:

Different kinds of publishing, Typesetting Terminology & Publishing Workflow, Creating & Editing Illustrations and Images, Scientific Illustrations.

Educational Publishing Design:

Designing Educational, School and Higher Education Books, Creating & Modifying Documents, Importing Graphics, Preferences, Tabs and Tables, Template Creation, Advanced Pagination Concepts, XML Workflow, PDF Conversion, Preflighting.

STM Publishing Design:

Designing STM Books & Journals, Mathematical Equations, Tables, Preparing layouts for print and web applications, Template Creation, Preferences, Batch pagination using Auto page XT, Inserting equations using XPressMath XT, PDF Conversion, Preflighting, Job Jackets.

Technical Editing and Quality Control:

Proofreading Concepts, Types of errors, Composition guidelines, Identifying Basic fonts, Math & Chemistry Proofreading, Framing Layout, Methods of measurement, QC checks to be done for online products, Understanding & Creating Specifications for books & journals.

Copy Editing and Language Editing:

Copy Editing Concepts, Numbers & Abbreviations, References & Notes, Grammar and Usage, Punctuation, Tables, Illustrations and Captions, Mathematics in Type, Conventions in Chemistry, Life Science, Online editing & Features of word, Usage of style manuals, Style sheets.

XML Publishing and Data Conversion:

(Conversion from one form to another, Checking data accuracy, Math keying, Pre-editing workflow, Types of Mark Up Languages, XML, Components of XML, Tags, DTD, Parsing & Validation, XML Schema Basics.

Lab III - Graphic Editing:

Image editing & manipulation, relettering, redrawing.

Lab IV – E-Publishing Design:

Creating multipage chapters of books, journals with complete front matter & back matter.

4. Subjects of Study - III year Website Multimedia & E-learning

Animation, digital video editing, multimedia content, web design & development, etc., are buzzwords that are most talked about today. The website multimedia industry is growing by leaps & bounds and is providing a lot of employment opportunities for freshers and experienced

people alike. Not only is this industry fast growing, but also has very rapid technological advancements and thus demands a sound knowledge and a regular knowledge update. Our courses are focused towards this aspect and provide the latest content in website

multimedia most relevant to the current industry demand.

The digital revolution has led to a boom in the education segment, and more and more educational content today is coming out as Computer Based Tutorials & Web Based Tutorials. This has created a wide avenue for e-learning projects and it also forms a niche area in the outsourcing segment.

Mobile & PDA publishing are also getting more sophisticated and becoming more of a commercial segment rather than being an informal segment.

THIRD YEAR-3 WEBSITE MULTIMEDIA & E-LEARNING

PART – 3

Web Design Concepts & HTML Publishing:

Internet Definitions, Web browser, Web Design Rules & Best Practices, Protocols, WMM & HTML, Using Hyperlinks and Anchors, Tables, Frames, HTML Forms, DHTML, CSS & Events, Optimizing for the web, Advanced Prototyping.

Web Animation & Design:

Creating & Editing Symbols, Adding 2D Animation, Articulated Motion & Morphing, Interactive Navigation, Sounds & Video, Using Components, Loading & Controlling.

Website Design & Creation:

Cascading Style Sheets, List and Tables, Navigation, Adding Interactivity, Crafting a page layout, Forms, Adding Multimedia, Publishing to the web.

E-Learning Design & Sound Editing:

Creating & Recording projects, Non-interactive objects & media, Interactive Objects, Audio, Creating a quiz, Understanding the basics of Digital Audio, Modifying audio clips, Editing & enhancing voiceover recording, Creating background music, Working with markers, Importing, Exporting & Round-trip editing.

Advanced Action Scripting:

Events & Functions, Load Content, Arrays & Loops, Controlling Sound & Video, Creating AIR Application.

Lab V - Website Design Creation

Creating interactive animations, gaming interfaces, dynamic web pages, web based forms

Lab VI - Web Scripting & Applications

Creating e-learning interfaces and modules with advanced interaction and sound effects.

Project & Viva voice

5. Duration

The duration of the programme of study will be three years and the student shall complete the programme within a period of maximum seven years from the year of admission.

6. Medium of Instruction

English will be the medium of instruction.

7. Eligibility for Admission (Regular Stream)

Applicants for admission to the B.Sc Digital Publishing programme must have passed the higher secondary examination or an examination accepted by the Syndicate as equivalent thereto. Those who have passed the three years technical diploma examination are also eligible for admission to the B.Sc. programme.

8. Procedure for Admission

The applicant can come to any of the dpub Learning Centres, listed in this Prospectus, for completing the Admission Selection process. On clearing the process, provisional admission to the programme will be provided which will be subject to confirmation by the Director, D.D.E., Annamalai University.

The Director, Directorate of Distance Education, Annamalai University is authorised to confirm the admissions on scrutinizing of application for completeness and correctness on the following, before issuing Identity Cards.

- i. Filled in application along with attested photostat copies of Certificates for minimum required eligibility, qualification and age.
- ii. Transfer / Migration Certificate.
- iii. Two passport size Photographs. Applicants should not sign on the photograph affixed in the Scanning form.
- iv. DD's towards the prescribed Admission & Other Fees.

9. Fee Details

Year	Processing Fees (₹)	University Fees (₹)	Tuition Fees* (₹)	Total (₹)
Year I				
Full Payment	1,500	5,500	16,500	23,500
1 st Installment	1,500	5,500	8,500	15,500
2 nd Installment	—		8,000	8,000
Year II				
Full Payment	—	5,500	16,500	22,000
1 st Installment	—	5,500	8,500	14,000
2 nd Installment	—		8,000	8,000
YEAR III				
Full Payment	—	5,500	16,500	22,000
1 st Installment	—	5,500	8,500	14,000
2 nd Installment	—		8,000	8,000

- For University Fees including Processing Fee, DD to be drawn in favour of **The Director, DDE, Annamalai University, Payable at Chennai.**
- For Tuition Fees*, DD to be drawn in favour of **Digiscape Gallery, Payable at Chennai.**
- For Examination fees, DD to be drawn in favour of **Controller of Examination, Annamalai University, Payable at Chennai Service Branch.**

Miscellaneous Fees

S.No.	Particulars	₹
1.	Bonafide Certificate	100/-
2.	Change of Name/Change of PCP Center	300/-
4.	Change of Address	100/-
5.	Attendance Certificate (Duplicate)	100/-
6.	Identity Card (Duplicate)	100/-
7.	Transfer Certificate (Duplicate)	300/-
8.	Fees Paid Certificate (Reimbursement)	100/-

Fee Payment Schedule

Last Date for Payment of Fees	Without Fine	With Fine
Full Payment		
1st Year Tuition Fees	At the time of admission	
2nd Year Tuition Fees	31st July	30th September
3rd Year Tuition Fees	31st July	30th September

A fine of Rs.500/- will be collected after the due date

NOTE:

- a) The lesson for 2nd and 3rd year will be sent to the students only after receipt of Tuition Fee for the 2nd and 3rd year within the date mentioned.
- b) Those who have discontinued the programme but want to continue the same programme later must pay the tuition fees at the existing fee prescribed along with the Re-admission fee of ₹200/- and late fee of ₹500/- per installment of fees in the form of Demand Draft. The Demand Draft should be drawn in favour of The Director, DDE, Annamalai University, payable at Chennai Service Branch.
- c) Additional fee ₹500/- will be imposed to the students who have completed full duration of programme, but not paid the tuition fee fully.

10. Application Form

The Application Form with Prospectus can be obtained

- i. in person from the Directorate or any of its Study Centres or dpub Learning Centres on payment of Application Fee of ₹250/- by cash or
- ii. by post sending a requisition to the Programme Coordinator, Digiscape Gallery with a Demand Draft for ₹290/- drawn in favour of Digiscape Gallery, payable at Chennai, specifying the programme desired to be enrolled. The Application form will be sent by courier / registered post.

Application once sold by the Directorate or its Study Centres or dpub Learning Centres, cannot be taken back and the amount will not be refunded or adjusted. The Application form is not transferable and the Application for Admission should be in the prescribed form of the year and only the form issued by Directorate or its Study Centres or dpub Learning Centres should be used.

11. Instructions for Filling in Application Form

- i. Read carefully and thoroughly the Application Form and the Prospectus before filling in.
- ii. Check your eligibility i.e. minimum required Educational Qualification for the Programme you are applying for.
- iii. While filling in the Application Form, enter very clearly and correctly the Programme Code, the Name of the Programme and the PCP zone, if any.
- iv. A recent photograph of passport size signed by the applicant and attested by a Gazetted Officer should be pasted on the Application form in the space provided and also attach two unattested photograph of passport size with the Application Form, Scanning Form and ID Card.
- v. Matriculation/10+2 duly attested certificates to be attached.
- vi. Name of the student should be the same as mentioned in the 10+2/ Matriculation certificate.
- vii. Photostat copy of Migration/Transfer certificate to be attached with the Application Form.
- viii. If the certificates submitted by the applicant are in any language other than English, an English version of the certificates should accompany them.
- ix. **Attestation:** The photograph in the application may be attested by any one of the following officials:
 - a. Gazetted Officers.
 - b. Members of the Syndicate, Senate, Academic Council, and Boards of Studies of the Annamalai University.
 - c. Teachers of Colleges and Universities.
 - d. Gazetted Rank Headmasters or Headmistresses of Government recognised Higher Secondary or High Schools.

NOTE:

- i) An application will be summarily rejected if there is any discrepancy between the material particulars as they are found in the Application form and the supporting documents. The name of the applicant, his / her date of birth and qualification will be considered as material particulars in this context.
- i) Applicants possessing degrees awarded by the Universities / Colleges / Institutes which are not recognized by the University Grants Commission are not eligible for admission to the programmes offered by the Directorate of Distance Education.

12. Compulsory Personal Contact Programme (CPCP)

All the students enrolled for Under-Graduate Degree Programmes will have to attend regular Theory and Practical classes (Personal Contact Programme) at the dpub Learning Centres. The students are required to attend minimum lectures and to observe decorum while attending their classes for appearing in the theory Examinations.

The minimum number of PCP days to be conducted in a year is 80 days. It is compulsory for students to attend minimum 80% of the PCP days.

Personal Contact Programme will be arranged in different dpub Learning Centres throughout the country, depending on the strength of students in different regions. They may indicate their choice of the centres (Annexure – II in the Prospectus). If a Personal Contact Programme is not arranged in a particular zone for want of adequate strength, the students will be calwed to the nearest zone. Students should make their own arrangements for their boarding and lodging at the centres where PCPs are held.

The Directorate reserves the right to fix, shift or cancel any PCP centre.

Mandatory Attendance

- i. No student is eligible to take the examination if he/she fails to satisfy the minimum requirement of attendance at the Compulsory Personal Contact Programme.
- ii. If he/she takes the examination without attending the Compulsory Personal Contact Programme, the result of examination shall be cancelled.
- iii. Students should attend the Compulsory Personal Contact Programme at the centres fixed by the Directorate. However, in genuine cases the change of centre will be permitted by the Directorate on payment of ₹300/- in favour of **the Director, D.D.E., Annamalai University, payable at Chennai Service Branch** towards change of centre fee. Nobody will be permitted to change the centre in the middle of the session.

Attendance Certificate will be issued at the end of the Compulsory Personal Contact Programme. Students whose attendance certificate is lost can get duplicate certificate from the Directorate on requisition along with a Demand Draft for ₹100/- in favour of **the Director, D.D.E., Annamalai University, payable at Chennai Service Branch**. Students must attach a self-attested photostat copy of the Attendance Certificate to the Application form for registration for the University Examinations.

13. Enrolment Number

The students admitted will be assigned an Enrolment Number. The first three digits of the Enrolment number represent the Programme Code, 4th and 5th digits represent the Year of Admission namely 11 for 2011 and the rest of the digits represent the Serial Number of Admission for that Programme. This number which is different from the Application Number, will continue to be the same till a student completes his / her programme.

Students should invariably quote their Enrolment number in all their correspondences with the Directorate. It will not be possible to attend to letters received without the Enrolment Number.

14. Identity Card

The students will be issued Identity Card signed by the Directorate after their admission. The Identity Card signed by the Director (or nominated person) will be returned to the students. Students are instructed to keep their Identity Card safely till the completion of the Programme and would be required to bring their Identity Card at the time of Personal Contact Programme (PCP) and Examinations.

Students who have lost their Identity Card can obtain a duplicate Identity Card from the Directorate on requisition along with a D.D. for ₹100/- in favour of **the Director, D.D.E., Annamalai University, payable at Chennai Service Branch** and a passport size photo.

15. Change of Address

Communications will be sent to the address given by the students in the Application Form. If there is any change in the address, it should be intimated to the Directorate immediately with a fee of ₹100/- by way of Demand Draft in favour of **The Director, D.D.E., Annamalai University, payable at Chennai Service Branch** with a self addressed post card. Students are advised to inform the post office concerned to redirect all communications to their new address until the change is effected. Change of address should be intimated to the Programme Coordinator, Digiscape Gallery, Chennai for future reference and record updation.

16. Change of Name

Those who wish to have their names changed in the records of the Directorate at the time of admission or during the Programme of study,

must apply for the same along with the Original Gazette notification or an Affidavit certified and recorded by a Notary Public. If the Gazette Notification or the Affidavit is in a language other than English or Tamil, a certified translation must accompany the request. Such change of name will have only prospective effect.

The requisition for change of name should be made along with a D.D. for ₹300/- drawn in favour of the Director, D.D.E., Annamalai University.

17. Despatch / Handover of Lessons

The syllabus and study material will be despatched / handed over by the **Digiscape Gallery** to the students.

18. Bonafide Certificate

Students who are in need of Bonafide Certificate during their study may apply to the Director with a Demand Draft for ₹100/- in favour of **the Director, D.D.E., Annamalai University, payable at Chennai Service Branch**.

19. Study Centre

The Directorate has Study Centres at various places (**indicated in the Annexure I**) to serve the distance learners enrolled with the Directorate.

The working hours of the Study Centres are as follow:

Weekdays **9:30 a.m. to 1:00 p.m.,
1:30 p.m. to 5:00 p.m.**

Sunday **10:00 a.m. to 1:00 p.m.**

The Second Monday of every month and all Tuesdays and Public Holidays are holidays for the Study Centres, except that at Annamalainagar.

20. Grievance Redressal Cell

Students who have grievances are advised to write to the Director, Grievance Redressal Cell, Directorate of Distance Education, giving their Name, Enrolment Number, Programme of Study etc. for speedy redressal.

21. Digital Voice Information System (DVIS)

A fully Automated Computerized Telephone Answering Service installed in the Directorate responds when you call any one of the following numbers. By calling the following numbers, you can get information about the Programmes offered by the institution, Students' Results and Marks, Tuition fees arrears; Examination related enquiries, PCP dates, Venue and other details-that too in Tamil, English, Hindi and Telugu. Apart from the above, it has also got a Grievance Register facility, where students can record their Grievance for about a minute and will be answered by the Institution later and the service is available round the clock.

Telephone Numbers: STD - **04144-237356, 237357, 237358, 237359, 239796, 239797, 239798 and 239799**

22. Message Alert Service (MAS)

The Message Alert Service introduced in the DDE is a boon to distance learners. To make use of this service, students have to register their cell phone numbers. Students will receive automated communications in the message format on their cell phones such as admission confirmation, reminders of last date for payment of fees, examination results etc.

23. Short Message Service (SMS)

A computerized Short Message Service (SMS) has also been introduced to reply students queries through cell phone messages. Students can get the information regarding admission, lesson despatch, payments details, personal contact program details, examination results etc., by just sending messages to the cell phone number 9442551111. A computer server maintained in the DDE will send the reply messages to the students' cell phone immediately.

24. Wide Area Network (WAN)

Wide Area Network (WAN) connectivity has been established by the DDE at all major Study Centres. The centralized Data base will facilitate the collection of all the details pertaining to programmes offered, admissions, tuition fees, enrolment status, despatch of study materials, examination register number, venue, results and issue of certificates, besides information related to PCP etc and students grievance will get settled instantly.

25. 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 Annamalai Nagar (Chidambaram), Cuddalore District, Tamilnadu and not over any other place, shall have jurisdiction for the purpose of filing a suit or preferring complaint under the Consumer Protection Act or any other law for the time being in force or 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 is not responsible for the loss/delay in the delivery of postal articles sent by the D.D.E. or the Controller of Examinations.

26. Caution

Some private institutes / individuals posing as our agents are allegedly collecting fees, issuing application forms and promising admission and pass in examination to our programme. The directorate has authorised only Digiscape Gallery, No. 2, Wheatcrofts Rd., Nungambakkam, Chennai-600034 and authorised associates of Digiscape Gallery, Chennai, to act as our coordinator for training the programmes offered through D.D.E of our university. Apart from Digiscape Gallery and their associates, the directorate has no such agents and takes no responsibility for their actions. Therefore, candidates are, advised to contact or correspond directly only with the directorate or its study centres or Digiscape Gallery for Digital Publishing Programme.

The candidates are advised to apply directly to the Directorate or Digiscape Gallery individually for application form as well as for admission. Application for admission received through tutorials or any other agency will be summarily rejected.

Candidates are also warned not to become victims of cheating and exploitation by bogus claimants in this regard.

Digiscape Gallery and its associates have been authorised to conduct the programmes on behalf of Annamalai University. Application forms for admission can also be had from them.

Further if it becomes known at any time during the Programme of study that a student had applied for admission through tutorials or any other agency, his/her admission will be cancelled and the student will not be entitled for any relief whatsoever as against the Directorate of Distance Education, including refund of Tuition Fees.

27. University Examinations

The Annual University Examinations will be held in the month of **May / June** for all the programmes. Supplementary examinations will be conducted in the month of December.

Application forms for registration for 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 before the stipulated time. Information regarding Centres of examination, time-table, fees payable and other regulations governing the examination will be sent to the students along with that Application Form.

Those students who do not receive the examination application form for any reason before the end of March are required to apply to the Controller of Examinations for sending them the examination application forms quoting the enrolment number, Programme of study etc. Non-receipt of examination application form is not an excuse for not registering for the Examination.

The Examination Application Form, Time-table, Fees details etc., can also be downloaded from the University website.

www.annamalaiuniversity.ac.in.

Even students failing to fulfill the Attendance requirements might receive forms to apply for Registration for the Examination and the receipt of such a form to apply for registration 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 fulfill the attendance requirement gets himself/herself registered for the examination and writes the examination his/her results will be cancelled. Students failing to attend the PCPs are not eligible to sit for the examination held at the end of the year(s). Attendance at the PCPs are compulsory; students are required to attend at least 80% of the PCP days.

Hall Tickets / Admit Cards

Examination Hall Tickets/Admit Cards will be issued to the candidates at the examination centre by the Chief Superintendents three days prior to the commencement of the Examinations.

The intimation of venue of Examination with the Examination Register No. will be sent to the students by the Controller of Examinations one week prior to the commencement of examinations. Even if a student does not receive the same, he/she is required to see the Newspaper advertisement to be made by the Controller of Examinations regarding the centres and venue etc., in the leading newspapers during the month of May/December and he/she may also contact the Study Centres / Digiscape Gallery for the same.

Annamalai University can hold examinations at any city/location as per their discretion.

Further, even if a student who applied in time duly for Registration of Examinations, has not received any venue intimation he/she is required to contact the Chief Superintendent of his/her examination centre with the photostat copy of his /her Application Form, the Demand Draft for Examination Fees and acknowledgment etc., to enable the Chief Superintendent of the Centre to allow him/her to write the examinations provisionally subject to the confirmation by the Controller of Examinations.

Examination Results and Issue of Mark List

For all enquiries regarding the examinations, publication of results, issue of mark sheets, provisional certificates and degree certificates candidates will have to contact the Controller of Examinations, Annamalai University, AnnamalaiNagar - 608002. Phone Number 04144-238027 & 04144-238248, Extn. 232, Fax No.: 04144-238145. Use 04144-237356, 237357, 237358, 237359, 238248, 239796, 239797, 239798 and 239799 for 24 Hour Helpline for the same.

E-mail: examinations@annamalaiuniversity.ac.in;

The Examination Application, time-table, fees details, etc. can also be downloaded from the university website: www.annamalaiuniversity.ac.in

28. Transfer Certificate (T.C.)

This University's Transfer Certificate will be issued by the Director, Directorate of Distance Education only, on request by students who have completed/discontinued their programme of study and who do not have any arrears of fee. The issue of Transfer Certificate is not a bar for writing the examinations of the programme, if otherwise eligible.

Candidates who have lost their Transfer Certificate issued by the Directorate can obtain a duplicate Transfer Certificate by sending a requisition letter to the Directorate along with a demand draft for ₹300/- and a Certificate from a Gazetted Officer stating that the Original Certificate has been lost irrecoverably.

29. Enquiries and Correspondence

All enquiries and correspondence must be addressed to

The Programme Co-Ordinator

Digiscape Gallery

No. 2, Wheatcrofts Road,

Nungambakkam, Chennai - 34.

Phone: 28236068, 28269021, 28256812,

Mobile: 09710 938631, 09710 938632.

E-mail: training@digiscape.in

Website: www.dpub.in

Students may also contact and address enquiries (except regarding University Examinations) to

The Director

Directorate of Distance Education

Annamalai University Annamalainagar

P O Box No.: 4, Tamil Nadu. Pin: 608 002

Grams: 'Correspond' Annamalainagar

Phone: 04144 - 238043 to 238047, 238610

Fax: 04144 - 238987

E-mail: dde@annamalaiuniversity.ac.in

Website: www.annamalaiuniversity.ac.in

ANNEXURE - I

List of Annamalai University Study Centres

- 1. ANNAMALAINAGAR (01)**
DDE Building,
Annamalai University
Annamalainagar - 608 002
Phone: 04144-238043 to 238047, 238610
Fax: 04144-238987.
- 2. ALLEPPEY (63)**
Rugmini Complex
Opp. Mullakkal Temple
Near Asia Net Office
Mullakkal Temple Street, Mullakkal,
Alleppey - 688 011
Phone: 0477-2230789
- 3. ARAKKONAM (96)**
Door No. 20/3, Old No. 46, First Floor
Saanathi Amman Koil Street, Stuarpet,
Arakkonam - 631001
Phone: 04177-230844
- 4. ARIYALUR (54)**
31, Vellala Street, Perambalur Road,
Ariyalur - 621 704
Phone: 04329-220592
- 5. BENGALURU (14)**
547/1, R.V. Road, (Near Vijaya College)
Bengaluru - 560 004
Phone: 080-26564926
- 6. BELLARY (98)**
167, First Floor, Ward No. 31
5th Cross, Goudor Complex, Opp. to
Chruch,
Near Vikis School,
Vidya Nagar, Bellary - 583 104
Phone: 0839-2244010
- 7. BODINAYAKANUR**
No 65/1 Heyram hall, 1st Floor,
opp. to bus stand,
Bodinayakanur - 625513
Phone: 04546-285080
- 8. CALICUT (48)**
27/383/B-5, Sowbhagya Shopping
Complex, 2nd Floor, Mavoor Road,
Near Arayidath Palam, Calicut - 673 004
Phone: 0495-2744877
- 9. CHANDIGARH (39)**
SCO-74, Sector-46-C,
1st Floor, Chandigarh - 160 047
Phone: 0172-2633842
- 10. CHENGALPATTU (57)**
2nd Floor, No. 3, G.S.T. Road,
(Mercantile Bank Upstairs)
Chengalpattu - 603 001
Phone: 044-27423878
- 11. CHENNAI-EGMORE (31)**
19, Rukmani Lakshmiopathy Road
Egmore, Chennai - 600 008
Phone: 044-28555010, 28554003
Fax: 28514823
- 12. CHENNAI-CHROMEPET (32)**
149, AABATH Street Complex
Chromepet, Chennai - 600 044
Phone: 044-22388035
- 13. CHENNAI-AMBATTUR (33)**
"Sri Vatsa" No. 2, Pallam Street
Krishnapuram, Ambattur OT
Chennai - 600 053
Phone: 044-26584345
- 14. CHENNAI - THIRUVANMIYUR (50)**
3/237B, First Floor
East Coast Road (ECR)
Vettuvankeni, Thiruvanimiyur
Chennai - 600 041
phone: 044-24490488
- 15. CHENNAI - NEW WASHHERMANPET(86)**
1st Floor, No. 667, T.H. Road,
New Washermanpet, (Near Tondiarpet Bus
Depot),
Chennai - 600 081
Phone: 044-25914169
- 16. CHENNAI - PORUR (89)**
Door No. 4/70, Arcot Road
(Near Roundana), Porur, Chennai -600116
Phone: 044-24769707
- 17. COCHIN (51)**
CC 44/2136 (A4),
2nd Floor, Opp. Jewel Plaza,
Near Kaloor St. Anony's Church
Cochin - 682 017.
Phone: 0484-2530436
- 18. COIMBATORE (02)**
402, 1st Floor, Dr. Nanjappa Road
Coimbatore - 641 018
Phone: 0422-2234406
- 19. COIMBATORE- SINGANALLUR (65)**
No 2211/A 1st Floor, Trichy Road,
Singanallur, Coimbatore - 641 005
Phone: 0422-2594245
- 20. DHARAPURAM (85)**
No. A/6, New Housing Unit
Ground Floor, Near New Bus Stand,
Dharapuram - 638 656
Phone: 04258-221632
- 21. DHARMAPURI (27)**
Kaveri Bhavan,
5-A, Kandaswamy Vathiyar Street,
(Near L.I.C. Building),
Dharmapuri - 636 701
Phone: 04342-270234
- 22. DINDIGUL (19)**
70/19-A, Vivekananda Nagar
Dindigul - 624 001
Phone: 0451-2424211
- 23. ERNAKULAM (41)**
Sachi Nivas, 1st Floor, (Opp. Govind Apt.),
Kalathiparambil Road
Ernakulam South - 682 016
Phone: 0484-2376103
- 24. ERODE (15)**
No. 25/124, Thiru Nagar Colony,
Erode - 638 003
Phone: 0424-2214787
- 25. GINGEE (68)**
No. 102, Krishna Complex
1st Floor, Villupuram Road
Gingee - 604 202
Phone: 04145-223400
- 26. GOBICHETTIPALAYAM (92)**
1st Floor, C.S. Complex
Kuppammal Lay-out, Modachur Road
Gobichettipalayam - 638 452
Phone: 04285-221511
- 27. HOSUR (36)**
Door No. A 13/16, First Floor,
Bagalur Road, Hudco, Near TNHB Office
Hosur - 635 109
Phone: 04344-241254
- 28. HYDERABAD (13)**
1-8-544, Opp. To Fantoosh Showroom,
1st Floor, (Near Odeon Theatre),
Chikkadpally Main Road,
Hyderabad - 500 020
Phone: 040-27661186
- 29. JAIPUR (47)**
71/27, Patel Marg, Mansarovar,
Jaipur - 302 020
Phone: 0141-2786817
- 30. KALLAKURICHI (76)**
2nd Floor, No.110 Salem Main Road,
K.P.R Silk (Upstairs), Kallakurichi-606202
Phone: 04151-226262
- 31. KANCHEEPURAM (30)**
No. 34-A, West Raja Street
Kancheepuram - 631 502
Phone: 044-27235950
- 32. KANNUR (59)**
Raaby Tower, 2nd Floor,
Opp. Junction, Railway Station Road,
Kannur - 670 001
Phone: 0497 - 2703387
- 33. KARAİKAL (24)**
Crescent Complex Building,
No. 185, Bharathiar Road,
(Near LIC Building), Karaikal - 609 602
Phone: 04368-221233
- 34. KARAİKUDI (09)**
No. 8, 9th Street Subramaniapuram,
Karaikudi - 630 002
Phone: 04565-226417
- 35. KARUR (55)**
No. 9, North Pradhakshnam Road
Karur - 639 002
Phone: 04324-231567
- 36. KASARGOD (61)**
1st Floor, KMC III 464 (A34), City Centre,
Bank Road, Kasargod - 671121
Phone: 04994-226188
- 37. KOLKATA (10)**
19, Sardar Sankar Road,
Behind Lake Market, Kolkata - 700 029
Phone: 033-24667215
- 38. KOTTAYAM (60)**
3rd Floor, Logos Centre,
Shastri Road, Kottayam - 686 001
Phone: 0481-2300219
- 39. KRISHNAGIRI (26)**
No. 392, Bangalore Road
Krishnagiri - 635 001
Phone: 04343-238373
- 40. KUMBakonam (75)**
1st Floor, Door No. 201,
John Selvaraj Nagar, Near New Bus Stand
Kumbakonam - 612 001
Phone: 0435-2431321
- 41. LUCKNOW (46)**
A-202, Indira Nagar,
(Behind Spring Dale College),
Lucknow - 226 016,
Phone: 0522-2343230
- 42. MADURAI (04)**
No. 160 & 161, North Masi Street,
Madurai - 625 001
Phone: 0452-2628327

- 43. MANGALORE (64)**
Flat No. 003, Ground Floor
Crystal Apts., Vishal Nursing Home Road
Bhagavathi Nagar, Kodial Guttu
Mangalore - 575 003
Phone: 0824-2494948
- 44. MARTHANDAM (95)**
Door No. 7/32B, 2nd Floor, Hospital Ward
Opp. to Govt. Girls. Hr. Sec. School
Vettuvenni, Marthandam - 629165
Phone: 04651-271022
- 45. MAYILADUTHURAI (91)**
Door No. 151, 1st Floor,
Opp. to ICICI Bank, Muthu Vakkil Salai,
Mayiladuthurai-609001
Phone: 04364-222218
- 46. METTUR (70)**
No. 24/90, West Main Road
(Near Taluk Office), Mettur - 636 401
Phone: 04298-245777
- 47. MUMBAI (12)**
B-50, Station Plaza, 1st Floor,
Bhandup West, Mumbai - 400 078
Phone: 022-67550339
- 48. MYSORE (97)**
No. 13/A 7th Cross, RNR Complex,
First Floor, Vinoba Road,
Behind State Bank of Mysore,
Devaraja Mohalla, Mysore - 570 001
Phone: 0821-2422055
- 49. NAGERCOIL (16)**
No. 304/C1, K.P. Road, 1st Floor,
(Near Parvathipuram), Nagercoil-629 003
Phone: 04652-230561
- 50. NAMAKKAL (17)**
Door No.56/159, 'Padma's Plaza'
1st Floor, Thuraiyur Road,
City Union Bank Upstairs,
Namakkal - 637 001
Phone: 04286-233677
- 51. NEW DELHI (11)**
51-A, Institutional Area
Thuglagabad, (Near Batra Hospital),
New Delhi-110 062
Phone: 011-29958082, 29957638
- 52. OOTY (34)**
KCR Arcade, No. 87-B4,
Walsham Road, Ooty - 643 001
Phone: 0423-244414
- 53. PERAMBALUR (80)**
No. 6, M.A.B. Plaza
New M.G. Puram, Trichy Main Road
Perambalur - 621 212
Phone: 04328-278877
- 54. POLLACHI (93)**
Door No. 10/33
Iswariya Complex, Chakarapani Street,
Venkatesa Colony, Pollachi - 642 001
Phone: 04259-232477
- 55. PUDUCHERRY (18)**
5, 3rd Cross, Natesan Nagar,
Puducherry - 605 005
Phone: 0413-2202000
- 56. PUDUKOTTAI (37)**
MSKM Towers, T.S.No. 9954,
2nd Floor, Alangudi Road,(Near Old Bus
stand),
Pudukottai - 622 001
Phone: 04322-224824
- 57. QUILON (62)**
Sulthan Complex, 1st Floor, High School
Junction,
Cutcherry Post, Quilon-691013
Phone: 0474 - 2794105
- 58. RAMANATHAPURAM (52)**
No. 10/13, 1st Floor, S.M. Plaza,
G.H. Road (Opp. to B1 Police Station)
Ramanathapuram - 623 501
Phone: 04567-227946
- 59. SALEM (05)**
No. 15, Dr. Subbarayan Road
(Near Old Palace Theatre), Salem - 636 001
Phone: 0427-2451666
- 60. SALEM-FIVE ROAD JUNCTION (74)**
185/1A.L.T Building, 1st Floor,
Five Roads, Salem - 636 004
Phone: 0427-2332094
- 61. SANKARANKOIL (72)**
New No.179/ Old No.103, South Car St,
Sankarankoil - 627 756.
Phone: 04636-223211
- 62. SIVAGANGAI (78)**
No. 226/275 B, First Floor, Gandhi Road,
Sivagangai - 630 561,
Phone: 04575-241371
- 63. SIVAKASI (53)**
1st Floor, 90/C Gnanagiri Road,
(Near Palaniandavar Theatre)
Sasi Complex, Sivakasi - 626 189
Phone: 04562-220050
- 64. TANJORE (21)**
Nallaiah Complex, No. 70,
Srinivasam Pillai Road, Tanjore - 613 001
Phone: 04362-278986
- 65. THENI (35)**
No. 151, Navarathna Complex, 1st Floor,
Near Nadar Saraswathi Girls Hr. Sec. School,
Edamal Street, Theni - 625 531
Phone: 04546-252080
- 66. THIRUVALLUR (66)**
No. 39, 2nd Floor,
(Opp. Kalai Sangam Ground)
Rajaji Salai, Thiruvallur - 602 001
Phone: 044-27667010
- 67. THIRUVARUR (28)**
SVT Building, 81, South Main Road,
Thiruvavarur - 610 002
Phone: 04366-244221
- 68. THIRUPATTUR (67)**
82/394, 1st Floor, Railway Station Road,
Thirupattur - 635 601, Vellore Dt.
Phone: 04179-229096
- 69. THIRUVANANTHAPURAM (22)**
TC 38/337, 1st Floor, SCRA-7
Sree Chithra Road
(Old Employment Office Building)
Chenthitta, Thiruvananthapuram-695 036
Phone: 0471-2571141
- 70. THIRUVANNAMALAI (25)**
No. 22-B, Sivarathiri Madam Street
Thiruvannamalai - 606 601
Phone: 04175-222687
- 71. TINDIVANAM (56)**
238, First Floor, Nehru Street,
Tindivanam - 604 001
Phone: 04147-224100
- 72. TIRUCHENDUR (79)**
Door No.104 E/ 2, Arumugam Shopping
Complex,
2nd Floor, West Car Street,
Tiruchendur - 628 215
Phone : 04639-245255
- 73. TIRUPATHI (20)**
No. 164/B, 1st Floor, Prakasam Road,
(Opp. to S.V. High School Play Ground),
Tirupathi - 517 501.
Phone: 0877-2260374
- 74. TIRUPPUR (87)**
2nd Floor, No.1/1 Town Extension,
1st Street (Opp. to old Bus stand)
Near Kalyan Petrol Bunk,
Dharapuram Road,
Tiruppur-641 604
Phone: 0421-2211888
- 75. TIRUNELVELI (06)**
49-C, 11, Bava Building
Kailasapuram North Street,
(Opp. Palli Vasal) Tirunelveli Junction,
Tirunelveli - 627 001
Phone: 0462-2331288
- 76. TITTAGUDI (69)**
85/42, 1st Floor, Main Road
(Near Indian Bank), Tittagudi - 606 106
Phone: 04143-255855
- 77. TRICHUR (58)**
25/1157/23, Kanjiras Arcade
A.R. Menon Road, Naikanal
Trichur - 680 001
Phone: 0487-2321659
- 78. TRICHY (07)**
32-B, 7th Cross, Thillai Nagar
Trichy - 620 018
Phone: 0431-2741950
- 79. TRICHY- THIRUVERUMBUR (77)**
No. 24/a-3, 1st Floor, "Gokulum"
Konar Street, Near TDCC Bank
Thiruverumbur - 620 013
Phone : 0431-2513885
- 80. TUTICORIN (23)**
MAC - Plaza, Door No. 34
Bala Vinayagar Koil Street,
Tuticorin-628002
Phone : 0461-2326668
- 81. ULUNDURPET (90)**
1st Floor, Ambikabathy Complex
Salem Main Road, Ulundurpet - 606 107
Phone : 04149-221799
- 82. VEDHARANYAM (73)**
1st Floor, 156/4 Pasumi Complex
Nagai Road, (Opp. Priya Theatre)
Vedaranyam - 614 810
Phone: 04369-250543
- 83. VELLORE (08)**
4, Thiyagarajapuram,
(Near Lakshmi Theatre),
Vellore - 632 001.
Phone: 0416-2227647
- 84. VIJAYAWADA (43)**
Flat No. 105,
Vijaya Soudha Apartment Patamata,
High School Road,
Vijayawada - 520 010
Phone: 0866-2555755
- 85. VILLUPURAM (29)**
Woodlands Hotel, 2nd Floor
No. 27, Chennai-Trichy Main Road,
Villupuram - 605 602
Phone: 04146-226550
- 86. VIRUDHUNAGAR (71)**
130/2 Madurai Road, 1st Floor,
(Opp. to west police station)
Virudhunagar - 626 001
Phone: 04562-267403
- 87. VISAKHAPATNAM (42)**
"SNEHA", Door No. 46-21-4/1,
First Floor, Dondaparthi,
Hotel Dwaraka Inn side Road,
Visakhapatnam - 530 013
Phone: 0891-2540166

ANNEXURE - II

List of Annamalai University dpub Learning Centres

Tamil nadu

1. CHENNAI-NUNGAMBAKKAM (C-01)

Digiscape Gallery

No. 2, Wheatcrofts Road,
Nungambakkam, Chennai - 34.

Phone: 044-28236068

Mob: 9710938631, 9710938632

E-mail: training@digiscape.in

2. CHENNAI-THOUSAND LIGHTS (C-02)

AUCTC, No.160, Greams Road

2nd Floor, Thiru Building,
Thousand lights, Chennai-600 006.

Phone: 044-28292100, 28292101

Mob: 9841444764

E-mail: hansons_au@yahoo.com

3. CHENNAI-SAIDAPET (C-03)

CSC, No. 375 Anna Salai,

Above Canara Bank, 2nd Floor,
Saidapet, Chennai-15.

Phone: 044-24312593

Mob: 9444154915, 9092716962

E-mail: saidapetcsc@gmail.com

4. CHENNAI-PERAMBUR (C-04)

CSC, 110, M.H. Road,

2nd Floor, Above SBI, Perambur,
Chennai-600 011.

Phone: 044-25581364, 25582419

Mob: 9840864842, 9940034842

E-mail: csc perambur@sify.com

5. CHENNAI-OLD WASHHERMANPET (C-05)

CSC, 788, T.H. Road, Opp, Sir Thegaraya

College, Old Washermanpet,
Chennai-600 021.

Phone: 044-25974657

Mob: 9444516571

6. CHENNAI-WEST TAMBARAM, (C-06)

CSC, No.19-A, Ayyasamy Street,

West Tambaram,
Chennai-600 045.

Phone: 044-22265887

Mob: 8608723080

E-mail: cscwtbm@gmail.com

7. CHENNAI-VADAPALANI (C-07)

CSC, No. 5, Sriramulu Street,
Saligramam, Chennai-600 093.

Phone: 044-23762960,

Mob: 9444303694

E-mail: kannan.devi@gmail.com

8. CHENNAI-POONAMALLEE (C-08)

CSC, No.749, 1st Floor, Trunk Road,
Poonamallee, Chennai-600 056.

Phone: 044-26491653

Mob: 9841861918

E-mail: poovaicsc@gmail.com

9. CHENNAI-AMBATTUR (C-09)

CSC, No. 249, M T H Road,
(Opp Thirumal Kalyana Mandapam)
Venkatapuram, Ambattur,
Chennai-600 053.

Phone: 044-26572864, 26570847

Mob: 9841628366

E-mail: ambatturcsc@gmail.com

10. CHENNAI-AVADI (C-10)

CSC, No. 231, M T H Road, (NR. Kamaraj Statue)
Avadi, Chennai-600 054.

Phone: 044-26377349

Mob: 8825821654

E-mail: csc.avadi@rediffmail.com

11. CHENNAI-RED HILLS (C-11)

CSC, No. 291, G N T Road, Red Hills.
Chennai-600 052.

Phone: 044-26322164

Mob: 9444240167, 7708648377

E-mail: redcsc@gmail.com

redhills_info@yahoo.com

12. THIRUVALLUR (C-12)

CSC, No. 29, Mothilal Street, Theradi,
Thiruvallur-602001.

Phone: 044-27665835, 27600131

Mob: 9444178979

E-mail: thiru-csc@yahoo.com

13. KANCHIPURAM (C-13)

CSC, No. 42, Vallal Pachayappan St,
Kanchipuram.

Phone: 044-27230620

Mob: 9443034532

Email: csc-kanchi@rediffmail.com

14. COIMBATORE (C-14)

AUCTC, GES Complex, 2nd floor,
401, 7th Street, Gandhipuram,
Coimbatore- 641 012.

Phone: 0422-2498557/2492559

Mob: 9894959999

E-mail: gesnv@md3.vsnl.net.in,
gesnv789@dataone.in

15. VELLORE-GANDHI NAGAR (C-15)

AUCTC, No. 50, II West Cross Road,
Gandhi Nagar, Vellore - 632 006.

Phone: 0416-2243564/2242439

Mob: 9444456409

E-mail: salncemangement@yahoo.co.in
bthamilmani@gmail.com

16. KRISHNAGIRI (C-16)

AUCTC, 28/32, 1st Cross,

Jakkappan Nagar, Krishnagiri - 635 001.

Phone: 04343-651167

Mob: 9943351734/9843811161

E-mail: sathiyasayeelakshmi@gmail.com

avracademy@gmail.com

17. MADURAI (C-17)

AUCTC, 2nd Floor, New no:15, Old no:7,

Goods Shed Street,
Near GM Trading Company,
Madurai- 625 001.

Phone: 0452- 2342324

Mob: 9944821184

E-mail: auctc.madurai@yahoo.com

KARNATAKA

18. BANGALORE (C-18)

AUCTC, Room No. 305, III Floor,
Visveswaraiah Evening College,

Opp. Bangalore Institute of Technology,
K.R.Road, Bangalore-560 004

Phone: 080-26606645

Mob: 09886235353

E-mail: jamal_232005@yahoo.co.in

MAHARASHTRA

19. MUMBAI (C-19)

AUCTC, KKR Junior College of
Commerce & Science,

Village Road, Bhandup (West),
Mumbai-400 078.

Phone: 022-65052318

Mob: 09892052035

E-mail: kadirbalaus@yahoo.com

NEW DELHI

20. NEW DELHI (C-20)

AUCTC, U-321, 2nd Flr,

Near Saheed Bhagath Singh College,
Chirag Delhi, New Delhi-110 017.

Phone: 011-29256744, 46110539

Mob: 09868673893

E-mail: mgcomput@hotmail.com

WEST BENGAL

21. KOLKATTA (C-21)

AUCTC, 63 C, Charu Chandra Place (East),
Opp. Indane Gas Godown and backside of
Lake Gardens Railway Station,

Kolkatta-700 033.

Phone: 033-65333359

Mob: 09239777962

E-mail: auctc_kolkatta3@yahoo.com

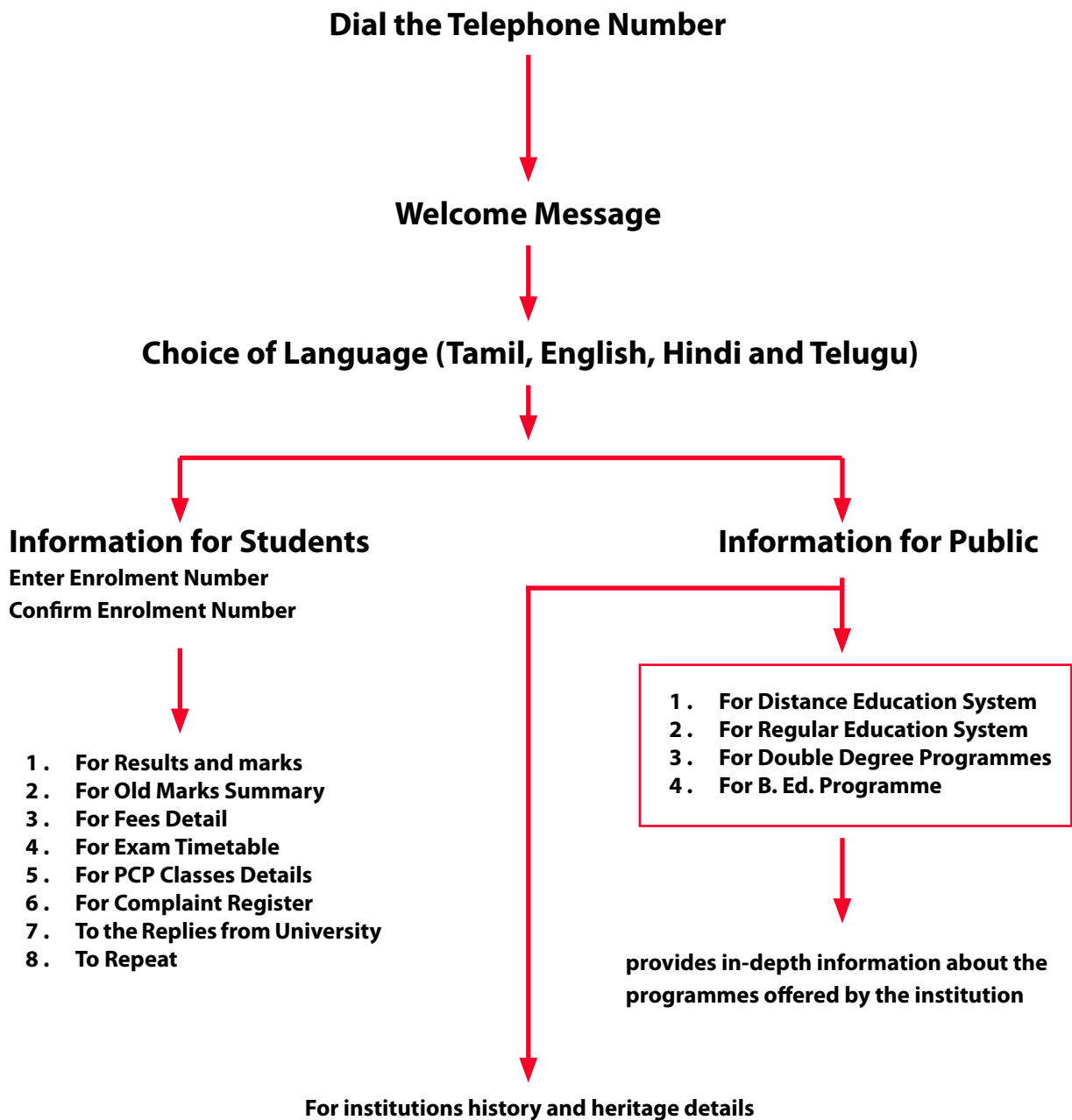
ANNEXURE - III

Digital Voice Information System (DVIS)

In order to provide automated information to the students and the public, Annamalai University is using the technology of DIGITAL VOICE INFORMATION SYSTEM.

TELEPHONE NUMBERS: **04144-237356, 237357, 237358, 237359, 239796, 239797, 239798 and 239799**

The digital voice information system has been installed in the DIRECTORATE OF DISTANCE EDUCATION and it is an automated information service. It responds when you call any of the above numbers in four different languages viz Tamil, English, Hindi and Telugu. It provides automated information about the programmes offered by the institution, Students, results and marks, Tuition fees arrears, Exam related enquiries and PCP date and venue. Apart from the above, it has also got a grievance register facility, where students can record their grievance for about a minute and the institution will answer it later. The service is available round the clock.



ANNEXURE - IV

Short Message Service (SMS)

The Directorate of Distance Education, Annamalai University has introduced student support service of computerized SMS reply to students' enquiries through Cell Phone.

The Short Message Service is installed in the Directorate of Distance Education and it replies to various types of enquiries listed in the following table. A Cell Phone Number 9442551111 is provided at the SMS Information Centre at DDE and students are requested to send SMS to this number to avail this facility on working days during office hours (9.45 AM to 5.45 PM).

No.	INFORMATION REQUIRED	KEY WORD	SYNTAX and EXAMPLE	REPLY MESSAGE
1.	Exam Result Current Marks	RCQ	RCQ REG.NO or ENROLMENT NO. e.g. RCQ 402D0501F00041 e.g. RCQ 0090600001	Name Subjectcode with Marks
2.	Exam Result Old Marks (Already Passed marks in previous exams)	ROQ	ROQ ENROLMENT NO. e.g. ROQ 0090600001	Name Subjectcode with Marks
3.	Admission Status	AMQ	AMQ APPLICATION NUMBER e.g. AMQ 457812	Name, Enrolment No
4.	Payment Details	DDQ	DDQ ENROLMENT NUMBER e.g. DDQ 0090600001	Name, Payment Details
5.	Address Details	ADQ	ADQ ENROLMENT NUMBER e.g. ADQ 0090600001	Name and Address
6.	Optional Subject Details	OPQ	OPQ ENROLMENT NUMBER e.g. OPQ 0090600001	Name, Optional Subjects
7.	Transfer Certificate	TCQ	TCQ ENROLMENT NUMBER e.g. TCQ 0090600001	Name, TC Despatch Details
8.	Study Materials Status	SMQ	SMQ ENROLMENT NUMBER e.g. SMQ 0090600001	Name Despatch Details
9.	Personal Contact Programmes	PCP	PCP ENROLMENT NUMBER e.g. PCP 0090600001	Name Date & Venue
10.	Programme Fee Demand	PFQ	PFQ PROGRAMME CODE ACYEAR e.g. PFQ 009★2006-2007★	Academic Year Programme Tuition Fees
11.	Registration of Cell Phone No. (for those who have not mentioned their cell Phone No. in the Application form and also for Change of Mobile Number)	MOB	MOB ENROLMENT★Mobile No. e.g. MOB 0090600001★9442553333	Cell Phone No. Registered/ Changed for Enrol- ment No.
12.	Help Line	HLP	HLP	Help Key Words

No space or special character is allowed between the key word and Enrolment / Register / Application Number

PERSONAL DIARY FOR USE OF STUDENTS

The student is advised to keep a diary as detailed below for his / her reference:

1. Application Number
2. Application with Photo stat copy of certificates sent to the Directorate on
3. a. Date of receipt of Admission intimation/Date of Spot Admission

b. Payment particulars of Tuition	First Year		Second Year		Third Year	
	I	II	I	II	I	II
Fee and Other Fees						
Bank Name & Branch Code No.						
Draft No. & Date						
Date of despatch to the Directorate						
4. Enrolment Number						
5. Identity Card received on						
6. Details of receipt of Lessons	First Year		Second Year		Third Year	
Received on						
7. Examination Application form Received on	First Year		Second Year		Third Year	
For May Examination						
For December Examination						
8. Details of Filled-in Examination Application form sent to the Controller of Examinations	First Year		Second Year		Third Year	
For May Examination Amount of Examination Fee paid Demand Draft No. & Date Bank Name & Branch Code No. Sent on, by ordinary / regd. Post						
For December Examination Amount of Examination Fee paid Demand Draft No. & Date Bank Name & Branch Code No. Sent on, by ordinary / regd. Post						

9. Transfer Certificate received on			
10. Provisional Certificate received on			
11. Statement of Marks received on	First Year	Second Year	Third Year
For May Examination			
For December Examination			
12. Date of sending application form for Convocation along with necessary fees :			
Amount ` :			
Bank Name :			
Branch Code No :			
Draft No. and Date :			
13. Degree / Diploma Certificate received on			
14. Other matters such as queries made to the Directorate regarding Grievances, Certificates etc.			
a)	c)		
b)	d)		

All the enquiries and correspondence regarding

Programme details, Application, Admission Confirmation, Identity card, Enrolment Number, Study Material, Personal Contact Programme, Change of Name/ Programme/ Medium/ Optional Subjects/ PCP Centres/ Address, Transfer Certificate, Bonafide Certificate, Conduct Certificate Fees Paid Certificate, Tuition Fees, Re-Admission details, Direct Admission to II/ III year, Project Report, Dissertation and the payments related to above said items,

should be addressed to
The Director
Directorate of Distance Education
Annamalai University
Annamalainagar - 608 002
Tamil Nadu
Phone No: 04144 - 238043 to 238047,
238610 Fax: 04144 - 238987

Examination, Examination Application, Examination Fee details, Publication of results details, Mark list, Provisional Certificate, Degree Certificate Consolidated Mark list, Migration Certificate and the payments related to above said items,

should be addressed to
The Controller of Examinations
Annamalai University
Annamalainagar - 608 002
Tamil Nadu
Phone No: 04144 - 237368, 238027
& 238248
Extn. 232
Fax: 04144 - 238145

Annamalai University

DIRECTORATE OF DISTANCE EDUCATION

Grievance Form

From

Name:

Appl. No. / En. No.:

Programme:

Address:

Sir,

Sub :

To

The Director

Grievance Redressal Cell

Directorate of Distance Education

Annamalainagar - 608 002

Grievance in brief : Tick (✓)

1. Non-return of Original Certificates

2. Non-receipt of Enrolment Number

3. Non-receipt of Identity Card

4. Non-receipt of Study Materials

5. Non-receipt of PCP Circulars

6. Payment of Tuition fee details

(i) Bank name:

(ii) DD Number, Date & Amount (Please enclose Photostat copy)

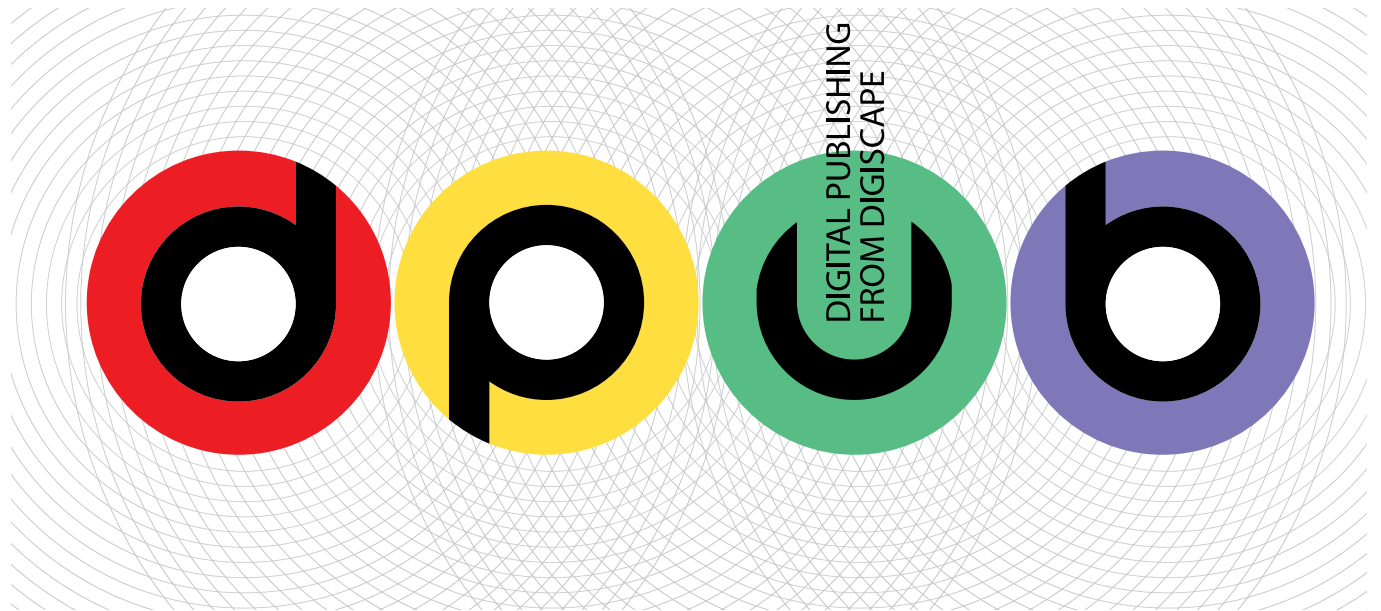
(iii) Mode of Despatch In person/By Post/Speed Post/Courier

7. Others, if any

(Signature of Student)

(To be filled-in by the office)

Action taken



Companies in Digital Publishing

- Tata Consultancy Services Limited
- Infosys Technologies Limited
- Wipro Technologies Limited
- Satyam Computers Services Limited
- Cognizant Technology Solutions (India) Ltd.
- HCL Technologies Limited
- Quark Publishing System
- I-Flex solutions Limited
- Tech Mahindra Limited
- L & T Infotech Limited
- Polaris Software Lab Limited
- Microsoft Corporation (I) Pvt Ltd.
- Hexaware Technologies Limited
- Siemens Information Systems Limited
- Adobe Systems
- The Hindu
- Macmillan Publishing Solutions
- The Times of India
- RR Donnelley
- Aptara, Inc.
- The McGraw-Hill Publishing Company, Inc.
- Oxford University Press
- Edserv Softsystems Limited
- Scientific Publishing Services Private Ltd.
- Elsevier Publishing Services
- Mphasis BFL Limited
- i-Gate Global Solutions Limited
- NIIT Technologies Limited
- Covansys India Limited
- Virtusa (India) Pvt. Ltd.
- MindTree Consulting Pvt. Ltd.
- Accel India
- DSQ Software Limited
- Complete Business Solutions (India) Ltd.
- Apple computers

Industries in Digital Publishing

Graphic Design & Print Publishing

- Newspapers & Magazines
- Advertising Agencies
- Book Publishing Houses
 - Design Studios
 - Outdoor Designers
 - Corporate Communication

E-Publishing

- STM Publishers
- Educational Publishers
- Directory Publishers
- Editorial Services
 - Art Services
- Data Management Services

Website Multimedia & E-Learning

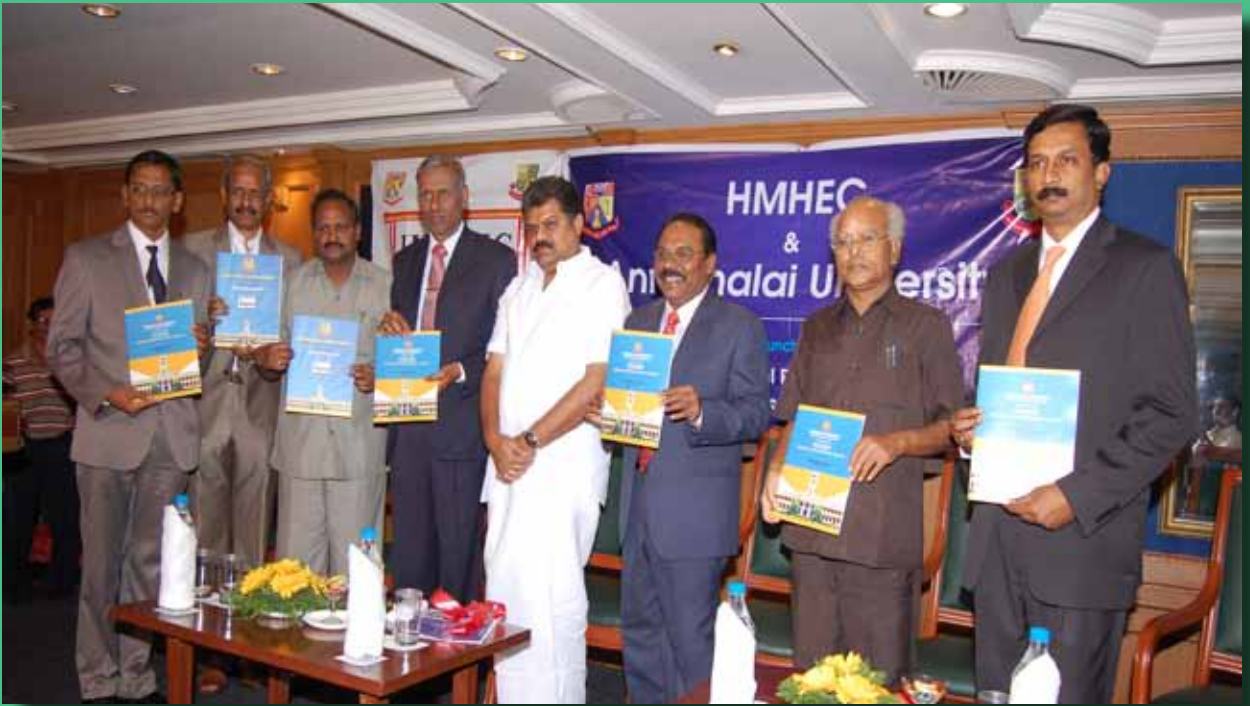
- Website Developers
- Multimedia Developers
- 2D Animation Companies
- E-Learning Developers
 - Mobile Publishers
 - E-Paper & E-zine Publishers

WORK AS YOU STUDY

You can even start earning before you complete the course

PLACEMENT AND SALARY

After 1st Year	Rs. 6,000-10,000
After 2nd Year	Rs. 10,000-15,000
After 3rd Year	Rs. 15,000-25,000
After 4th Year	≈Rs. 25,000



Launch of B.Sc Degree in Digital Publishing Course by Hon'ble Minister for Shipping Mr. G.K.VASAN.



DIRECTORATE OF DISTANCE EDUCATION

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Fax: 04144 - 238987
E-mail: dde@annamalaiuniversity.ac.in
Website: www.annamalaiuniversity.ac.in

DIGISCAPE GALLERY

No. 2, Wheatcrofts Road, Nungambakkam, Chennai - 34.
Phone: 28236068, 28269021, 28256812, Mobile: 09710 938631, 09710 938632.
Fax: 91-44-28232290. E-mail: training@digiscape.in Website: www.dpub.in