

ANNAMALAI  **UNIVERSITY**

(Accredited with 'A+' Grade by NAAC)

POST GRADUATE EXTENSION CENTRE

Salamedu, Villupuram-605 401

Post Graduate (CBCS) Programme Admissions - 2024

Prospectus 2024 - 2025
(Information & Instructions to Candidates)

Annamalai University

In the early 1920s, to serve the downtrodden and to promote Tamil Literature, Rajah Sir S.R.M. Annamalai Chettiar founded Sri Minakshi College and Sri Minakshi Tamil College at Chidambaram. In 1928, Rajah Sir S. R. M. Annamalai Chettiar agreed with the local Government to handover the above said institution for establishing a University. Thus, on 01.01.1929 Annamalai University was established as per Annamalai University Act 1928 (Tamil Nadu Act 1 of 1929) amidst a rural environment serving all the disadvantaged districts of Tamil Nadu.

Subsequently, Annamalai University Act, 2013 (Tamil Nadu Act 20 of 2013), came into force from September 25, 2013, after obtaining the assent of His Excellency, the President of India. The Act of 2013 has been amended by enactment of Act No. 32 of 2021 to render the University as an affiliating University. Consequently the Colleges situated in the districts of Villupuram, Cuddalore, Kallakurichi and Mayiladuthurai have been affiliated to Annamalai University.

Accolades

Annamalai University, accredited with 'A+' Grade (3.38 CGPA) by **NAAC** in 2022, is one of India's largest public residential universities with 8 Faculties and 57 departments/centres/divisions of study. Sprawling over 950 Acres of land, the University does yeoman service in taking education to the door steps of the people who are otherwise far from access to centres of higher learning. The University has initiated several innovative teaching programmes over the years that are progressive & human resource centric; Offering 'current-cum-next-gen' academic and research programmes that are global & national in character. A systematic introduction of Learning Outcome Based Curricula (LOBE) that bear remarkable relevance to the UNO's Sustainable Development Goals (SDG) is the hall mark of Universities Curriculum design. Besides, Annamalai University has been a pioneer in distance education.

Research & Partnership

Annamalai University has a commendable track record in projects and publications and has been awarded the PURSE Programme by the Department of Science and Technology. Ten departments are supported by UGC-SAP, Ten by DST-FIST and two departments have attained the status of Centre of Advanced Study. Annamalai University has joint research and innovation partnerships with 24 institutions across the USA, Europe, Australia, Japan, and the UK. The list of partners includes prestigious institutes like Karolinska Institute, John Hopkins University, and University of Michigan amongst others. Though located in a rural environment the university is bringing out high quality research and extension as reflected by higher citation related metrics and higher societal impact brought out by popular articles and news flashes.

There are several ongoing research projects in collaboration with international foundations and industrial players like Bill & Melinda Gates Foundation, United States Agency for International Development (USAID), Department of Science and Technology (DST), Department of Biotechnology (DBT), The Ministry of Environment and Forests (MoEF), Defence Research & Development Organization (DRDO) etc.,

Institutional Social Responsibility Activities of the University includes, Hospital on Wheels, Free Medical and Dental Camps in Villages, Lifestyle & Hygiene Awareness, Rural & Urban Health Centres through the Faculty of Medicine and Dentistry which is attached with a 1400 bedded hospital. The Faculty of Agriculture carries out extension activities like Agripreneurship Development Programme, Sustainable Livelihood Projects for Tsunami affected people and Training Farmers in Integrated Farming.

ANNAMALAI UNIVERSITY PG EXTENSION CENTRE

The Annamalai University PG Extension Centre is functioning from the Academic year 2021-22 vide the Government of Tamil Nadu Act No. 32 of 2021, dated 06.10.2021. The PG Extension Centre located at Salamedu, Villupuram offers the following Two year Post-Graduate Programme in Regular mode.

- M.A. English
- M.Com.
- M.Sc. Mathematics
- M.Sc. Chemistry
- M.Sc. Biotechnology
- M.Sc. Zoology
- M.Sc. Computer Science



The aim of the PG Extension Centre is to impart quality higher education especially to rural and economically backward students particularly in Villupuram district. The centre has highly experienced faculty members with expertise in their subject discipline and they impart training to the students in different frontier areas.

Highlights

- Updated Curriculum
- Well qualified and dedicated faculties with rich experience
- Exclusive Computer Lab
- Well equipped laboratory for Chemistry, Zoology and Biotechnology
- Student friendly ambience
- NSS
- Placement Cell
- Periodic special lecture programmes
- Sports and Cultural Activities
- Field visits for students



Job Opportunities

- Schools, Colleges, Universities and Research Institutes
- Corporate Sectors
- Industries
- TNPSC/UPSC



LIST OF PROGRAMMES AND ELIGIBILITY CRITERIA

| ARTS PROGRAMMES | |
|-------------------------|--|
| PROGRAMME | ELIGIBILITY |
| M.A. English | A pass in Bachelor's Degree in English under Part III. (or) A pass in B.A. or B.Sc. or B.O.L. degree with Part-II in English. |
| M.Com. (General) | A pass in B.Com. or B.B.A. or B.A. Corporate Secretaryship or B.B.M. or B.Com.(Co-operation) or B.A.(Co-operation) or B.A. / B.Com. (Bank Management) or B.Com. (International Business) or any other examination accepted by the Syndicate as equivalent thereto, with not less than 40% of marks in the main subjects. |

| SCIENCE PROGRAMMES | |
|-------------------------------|---|
| PROGRAMME | ELIGIBILITY |
| M.Sc. Mathematics | A pass in B.Sc. (Mathematics) with not less than 50% of marks in Part-III. |
| M.Sc. Chemistry | A pass in B.Sc. Chemistry, B.Sc. Applied Chemistry or B.Sc. Industrial Chemistry with not less than 50% of marks in Part-III. |
| M.Sc. Biotechnology | A pass in B.Sc. Biotechnology / Biochemistry / Microbiology / Botany / Zoology with not less than 50% of marks in Part-III. |
| M.Sc. Zoology | A pass in B.Sc. (Zoology) with Botany and Chemistry as ancillary subjects (or) B.Sc. (Hons.) with Zoology, Botany and Chemistry as subjects with not less than 50% of marks under Part-III. |
| M.Sc. Computer Science | A pass in B.Sc. Computer Science / B.Sc. Information Technology/B.Sc. Software Development/B.Sc. Software Engineering / B.C.A. or an examination accepted by the Syndicate as equivalent thereto. |

NOTE: In the case of SC/ST candidates, a pass is the minimum qualification for all the above Programmes.

Minimum Age

Applicants should have completed 20 years of age as on 01.07.2024 and 28 years of Upper age limit as on 01.07.2024. Five years age relaxation is permissible for SC/SCA/ST candidates.

Note: The University reserves the right to conduct the above programmes, subject to a minimum number of students in each programme.

METHOD OF SELECTION

Selection of candidates to the above programmes will be made on the basis of the performance of the candidates in the qualifying examination, besides an interview.

RESERVATION OF SEATS

Reservation of seats for candidates will be made as per rules and regulations of the Government of Tamil Nadu.

Among the above reservations, 5% of seats have been allotted for differently abled persons as per norms laid down by the Government.

FEES & SCHOLARSHIPS

Tuition and Other Fees

The details of First Year Tuition and other Fees to be paid by the student are as follows:

| S.No. | Programmes | Fee (₹) |
|-------|------------------------|----------|
| 1. | M.A. English | 5,350/- |
| 2. | M.Com (General) | 7,650/- |
| 3. | M.Sc. Mathematics | 8,200/- |
| 4. | M.Sc. Chemistry | 15,500/- |
| 5. | M.Sc. Biotechnology | 26,650/- |
| 6. | M.Sc. Zoology | 11,500/- |
| 7. | M.Sc. Computer Science | 13,700/- |

SCHOLARSHIPS SANCTIONED BY THE GOVERNMENT OF TAMIL NADU

- Application Fee Concession to SC/ST and Converted Christian Students:** Programme Application fees concession is granted to students belonging to SC/ST Community and Converted Christians by the Government of Tamil Nadu (G.O. No. 111. 22.09.1998).
- Tuition Fee Concession to SC/ST and Converted Christian Students:** Full Tuition fee concession is granted to students belonging to SC/ST community and converted Christians under the rule 92 of Tamil Nadu Education Rules by the Government of Tamil Nadu [92-TNER].
- Post-Matric Scholarship:** Covering special fees, examination fees, and maintenance charges will be awarded to students belonging to **SC/ST Community** provided Parents'/Guardian's income from all sources does **not exceed Rs.2,50,000/- per annum, and Converted Christian (converted from SC/ST) Rs.2,50,000/- per annum.**
- BC/MBC/DNC Scholarship:** The Scholarship will be awarded to the Students belonging to **BC/MBC/DNC** communities whose Parent's/ Guardian's income from **all sources should not exceed Rs.2,50,000/- per annum.**
- Fee Concession to Blind Students:** Under rule 92 (TNER), Full Tuition fees concession is granted to blind Students belonging to all communities whose parents/Guardians annual income does not exceed **Rs.2,50,000/-**.
- Scholarships for Women students** undergoing P.G. Programme: This Scholarship will be awarded to students belonging to SC/ST Community studying in Arts/Science Programme. There is no income ceiling.

Note: All Scholarship income certificate taken after April 2024 should be produced.

Few Scholarships are sanctioned to the Meritorious students from the Endowments instituted in the University as per the terms and conditions of the each Endowment.

CODE OF CONDUCT

- Students shall conduct themselves in an exemplary manner so as to be model for other students.
- Students will have to strictly adhere to the rules and regulations of the University.
- Students shall be present during all working days and sincerely apply themselves to studies.
- Students shall attend classes regularly and punctually and should fulfill the minimum attendance requirement of 75% as prescribed by the University, to be eligible to appear for the University Examinations.

- 5) Use of tobacco, liquor and plastic is prohibited in the campus.
- 6) Use of mobile phones and other electronic gadgets is not permitted in the classrooms, examination halls, faculty premises, university / PG Extension Centre organized functions / programmes / extracurricular and co-curricular activities.
- 7) Students are forbidden from using motorized vehicles, including powered two wheelers, inside the campus.
- 8) Dress Code: Students need to wear formal dress largely covering them like Sarees/ Churidhar with dupatta for ladies and Trousers, Pant & Shirt for men. Use of T-Shirts/ Jeans and other modern outfits should be avoided during working hours and formal functions.
- 9) Ragging: Students shall not indulge or participate in any kind of ragging. If they are found to indulge in ragging, their names will be removed from the institution roll and criminal action will be taken. Students involved in ragging and other anti-social activities will be expelled and criminal proceedings will be launched against them.

GENERAL INSTRUCTIONS

Application

Procedure for registration of application is available in the University website
www.annamalaiuniversity.ac.in

REGISTRATION PROCEDURE FOR ADMISSION

General Instructions for Applicants

- i. Online Application Number is the Registration Number of the Annamalai University PG Extension Centre M.A./M.Sc./M.Com., Admissions 2024-25.
- ii. The Candidates seeking admission should Register and apply only through Online by logging on to www.annamalaiuniversity.ac.in**
- iii. The guidelines for registration are available in the Annamalai University Website Portal.
- iv. The Online application Number should be quoted in all future correspondence.
- v. The filled in online application should be downloaded and sent with all the enclosures and Online Payment Details / Demand Draft for Rs.400/- and for SC / ST Rs.200/- drawn in favour of **The Registrar, Annamalai University, payable at Annamalainagar** either by Speed / Registered post or in person to
**THE Head i/c,
ANNAMALAI UNIVERSITY POST GRADUATE EXTENSION CENTRE
SALAMEDU, VILLUPURAM - 605 401
TAMIL NADU
and should reach on or before 15.08.2024 - 5.30 p.m.**
- vi. The candidates shall ensure that the completed online application form with all particulars and enclosures reaches the Annamalai University within the date and time specified. Applications received by Speed post/courier or any other modes, after the last date & time will not be accepted irrespective of the date of booking.
- vii. The University shall not be responsible for any delay in the receipt or for the loss in transit of application form etc.
- viii. Request for extension of time for submission of documents called for, after the specified date and time will not be entertained.
- ix. Any supporting documents received after the due date or application without required documents/particulars will not be entertained.
- x. Photocopy / Fax copy of the application will not be accepted.
- xi. Both upper limbs, vision and hearing should be normal for all candidates (including for candidates applying under orthopaedically physically disabled category).

- xii. The candidates are directed to enclose the Photocopies of the following certificates along with the Online application:
1. 10th / +1, +2 (H.Sc.) or equivalent/under-graduate mark lists/Grade Certificates of the qualifying examinations with official translation into English wherever needed.
 2. Proof of Date of Birth.
 3. Transfer and Conduct/Migration Certificate in HSC (or) Equivalent Examination.
 4. Passport size photograph should be affixed on the application at the appropriate space.
 5. Community certificate for Backward Class / Most Backward Class / Scheduled Caste / Scheduled Tribe Candidates.
- xiii. Candidates are advised to post the completed online application well-in advance before the due date and time. If it is sent by post it is advisable to send by Registered post / Speed post to ensure proper delivery.
- xiv. Original mark lists or other certificates should not be sent along with the application. Only self-attested copies of documents need to be sent.

Important Conditions for Applicants

- i. Tuition fee for each academic year should be paid well before the due date, failing which a fine as prescribed by the University will be charged. The Candidate shall not be permitted to appear for the University Examination without clearing the Tuition fee arrears.
- ii. Tuition fee for the entire programme together with arrears, if any, shall be payable by the student before Transfer Certificate is issued
- iii. Special fee for the remaining period of programme shall be waived.
- iv. No certificate will be issued, unless the candidate has cleared all the arrears of fees etc., due to the University.
- v. Caution deposit shall be refunded on application after adjustment towards any dues from the student. Application for refund of caution deposit should be submitted within one year of completing the course.
- vi. With regard to any dispute arising in relation to admission, examinations, remittance of fees, etc., the place of jurisdiction for the purpose of filing a suit or preferring a complaint or taking any legal proceedings against the University, will be Chidambaram Town only.
- vii. Original Certificates submitted at the time of admission will be returned before the end of second semester. In case a candidate requires the original certificates for valid reasons, he/she may apply for the same with valid proof. The candidates are advised to have with them attested copies of mark lists or other certificates that may be required for applying scholarships/bank loan etc.
- viii. Students discontinuing the programme before commencement of classes are eligible to get full refund (except service charges Rs.1,000/-).
- ix. Those who discontinue after commencement of classes are eligible to get refund of caution money deposit only.
- x. The candidates who have joined a programme and wish to discontinue, should pay the tuition fee in full up to the year of study.

GENERAL INFORMATION

The following procedures shall be followed for applying / getting certificates viz. Bonafide / Course completion / Mark list, etc. with the fee prescribed by the University.

- i. **General:** Mark list for each Semester/Year during the period of study will be issued by the University and distributed through the PG Extension Centre. On completion of the program, Provisional Certificate and Transfer Certificate will also be distributed through the PG Extension Centre.

- ii. **Migration Certificate:** This certificate will be issued by the University Office ('Admission' Section) only on demand to those who have planned to undergo higher studies in any Educational Institution in India.
- iii. **Duplicate Certificate:** Mark List/Degree/Transfer Certificate: A certificate from the police department is required to be produced for the loss of certificates indicating that the certificates were actually lost beyond recovery.
- iv. **Degree Certificate:** Notification will be issued in the leading dailies during September/October every year inviting applications for obtaining Degree Certificate at the Convocation. Students shall apply for the same in the prescribed form which can be obtained from the University.
- v. **Personal File:** Students are advised to maintain a personal file containing all academic records such as challan for remittance of tuition fee, exam fee, instrument fee, condonation fee, etc. till the completion of his/her studies
- vi. **Re-admission:** If there is any attendance deficiency during the study tenure of the student, he/she shall apply for re-admission through the Head concerned along with the photocopy of his/her previous semester/year mark list(s) as proof for having appeared for the University Examinations.
- vii. **Change of Name/Date of Birth:** Candidate who wishes to change of Name, date of Birth, of his/her name should be made only during the period of study by producing a copy of "Gazette Notification" from the respective Government. No such change shall be entertained after completion for his/her studies in the University.
- viii. **How to get Certificate:**
 - a. Students may apply for any certificates in this University viz., Duplicate mark list, Degree Certificate, Transfer Certificate, etc., either during the tenure of his/her studies on completion of the programme and may obtain the same from the office or by post within a fortnight from the date of filing application in the office. He/she should possess compulsorily **1)** a copy of letter where he/she has applied for **2)** a copy of remittance challan and **3)** any other documents, when there is any lapse of the original submitted to University (or) loss in transaction.
 - b. If students do not receive the certificate/s within the stipulated period, then he/she can immediately seek the assistance of the Section Head of the 'Admission' Section with relevant copy of records that has been already submitted for claiming the certificates, so as to enable them to get the certificate from the office (or) necessary guidance will be provided for the same.
 - c. Students admitted to various programmes of the University, should get back their original certificates produced at the time of admission within three months either on completion of programme or discontinuing the same in the middle of the programme. The University is not responsible for any lapse or damage of the certificates, beyond this period.

Contact Details

The Head (i/c)
 Annamalai University PG Extension Centre
 Salamedu, Villupuram – 605 401
 Tamil Nadu, India
 Email: aupgec@gmail.com

REGISTRAR (i/c)
 ANNAMALAI UNIVERSITY