



**ALL UG/PG/MCA/MBA/EXECUTIVE MBA/B.Ed/M.Ed/ DIPLOMA /PG DIPLOMA COURSES
(SDE) EXAMINATIONS – DECEMBER 2020**

GENERAL INSTRUCTIONS TO REGULAR CANDIDATES - (To be retained by the candidate)


1. A form of application to register for All UG/PG/MCA/MBA/Executive MBA/B.Ed./M.Ed./ PG Diploma/Diploma Examinations to be held during DECEMBER 2020 is enclosed. The same DECEMBER be filled in and sent before the last date as mentioned below.
2. Eligibility conditions prescribed by the School of Distance Education, Bharathiar University to appear for the examination should be satisfied before submission of the application.
3. Examination application will be considered only if the tuition fee has been remitted in full. Applications should not be sent if candidates have arrears of tuition and other fee.
 - a. **THEORY EXAMINATION CENTRES :-**

STATE	Centre	Code No.	State	Centre	Code No.
TAMILNADU	CHENNAI	01	KERALA	PALAKKAD	28
"	COIMBATORE	02	"	THRISSUR	30
"	ERODE	04	"	TRIVANDRUM	31
"	GUDALUR	05	A.P.	HYDERABAD	33
"	MADURAI	07	KARNATAKA	BANGALORE	37
"	SALEM	12	NORTH INDIA	AHMEDABAD	39
"	TRICHY	15	"	DELHI	41
"	UDUMALPET	16	"	KOLKATTA	45
"	METTUPALAYAM	71	"	MUMBAI	46
KERALA	CALICUT	20	ORISSA	RAYAGADA	47
"	COCHIN	21	"	AURANGABAD	57
"	KANJIRAPPALLY	23	OUTSIDE INDIA	DUBAI	91
"	KARUNAGAPALLY	24	"	SAUDHI ARABIA	94
"	MALAPPURAM	26	--	--	--

@- tentative centers – to be finalized based on the number of candidates registered.

4 a (i) If the strength of the candidates in a centre is less than 100 per session, the examination centre will be merged with the nearby centre.

4 a (ii) No change of centre will be allowed under any circumstances.

b. The list of computer codes for the subjects is mentioned in the Time Table. Candidates are requested to check the code number of the subjects he/she is applying for. In case of any discrepancy, the candidate is requested to encircle  the wrong code number and write the correct computer code number by the side of the encircled code number.

C. Candidates cannot be permitted to take up the examination at their own risk. Only the candidates possessing Hall Ticket and Identity Card will be permitted to take up the examinations.

EXAMINATION FEE:- EXAMINATION FEE:-

Particulars	UG/ DIPLOMA	PG/PG DIPLOMA	MBA	MCA	B.ED.	M.ED.
Each theory paper	150	250	500	500	350	450
Optometrics (theory)	200	350	-	-	-	-
Each practical paper	300	400	500	500	500	700
Optometrics (practical)	400	450	--	--	--	--
Project and Viva Voce(*)	300	400	1000	700	--	--
Statement of Marks	200	200	250	250	250	250
Special improvement fee	--	1000	1000	1000	--	--
Cost of application form	100	100	150	150	150	150
Postal expenses	400	400	400	400	400	400
Centre fee:	300	300	300	300	300	300
For Tamilnadu students						
For outside Tamilnadu students	800	800	800	800	800	800
Provisional Certificate**	400	400	400	400	400	400
Consolidated Statement of Marks***	500	500	500	500	500	500

*For candidates who have under taken project work only. ** For final semester / final year candidates only *** - Lateral entry candidates need not apply.

Consolidated statement of marks will be issued only to the candidates who have undergone the entire course of study through the School of Distance Education, Bharathiar University, Coimbatore - 46, and not for candidates on transfer/re-admission.

The candidates who have registered in Abroad / India and opt to write the examination in Abroad have to pay the fee prescribed below;

Details	Dubai In Dhiram	S.Arabia In SAR
Application	--	--
UG per paper written/practical	100 per paper	100
PG per paper written/practical	150 per paper	150
MBA/MCA	200 per paper	200
Mark sheet	100 per mark sheet/ candidate	100
Provisional Certificate	100 per candidate	100
Consolidated Statement of Marks	200 per candidate	200
Postal Expenses	--	--

5. Candidate who is eligible to appear for the semester / annual examination for the **FIRST TIME** shall submit the examination application and pay the fee for all subjects of that semester/examination irrespective of whether the candidate is willing/not willing to appear for the examination, which will enable the office of the Controller of Examinations to register the candidate for that examination and allot the continuous register number. Any candidate failing to do so and applying for the next examination shall pay i] the fee that he/she should have paid for the previous examination as if he/she had applied for that examination and ii] the fee for all regular subjects of current examination. iii] For arrear Examinations which he/she prepares to write.
6. The prescribed Examination fee, mark list fee, etc., should be paid by means of **DEMAND DRAFT** drawn in favour of **The REGISTRAR, BHARATHIAR UNIVERSITY, COIMBATORE – 46** or by Bank of India Challan in the head of account **“SDE Examination Fee Fund”**. Application not accompanied by Demand Draft / Challan will be rejected.
7. **THE FEE ONCE PAID WILL UNDER NO CIRCUMSTANCES BE REFUNDED OR CARRIED OVER FOR SUBSEQUENT EXAMINATIONS.**
8. Candidates should write their name and Register number on the right top corner on the backside of the Demand Draft / Challan in **BLOCK LETTERS**. They should not sign on the draft / Challan.

LAST DATE FOR RECEIPT OF FILLED-IN APPLICATION WITHOUT FINE	29.10.2020
NO APPLICATION WILL BE ENTERTAINED AFTER	29.10.2020

9. The filled-in application with Demand Draft shall be sent to **“ THE CONTROLLER OF EXAMINATIONS, Bharathiar University, Coimbatore - 641 046” superscribing on the top of the cover “SDE EXAM APPLICATIONS”** by Registered Post with Acknowledgement so as reach the Controller of Examinations, Bharathiar University, Coimbatore **on or before 29.10.2020. Late receipt of applications beyond the stipulated date will not be entertained even if the Demand Draft/Challan is drawn prior to the due date(s).**
10. The detailed written examination time-tables will be available in the University Website **“www.b-u.ac.in”**. The Practical Examinations will commence after/before the theory examinations and the schedule will be intimated later. The Name of the centre and schedule for the practical examinations will be intimated later.
11. Candidates can apply and appear for improvement for one or more theory papers within one year after the completion of the PG course and such improvement is restricted for one time only. The fee for improvement is Rs.1000/- in addition to other regular examination fee. **“Application for Improvement Examinations”** should be written on the top of the application form.
12. After the publication of results, the statement of marks will be directly sent to the candidates by Registered Post / Speed Post. The University is not responsible for loss-in-transit.
13. Candidates who desire to apply for Revaluation shall apply for the same within one week from the date of publication of results in web sites.
14. If the number of candidates opting for a particular centre is insufficient, the Controller of Examinations has the right to allot the nearest examination centre for such candidates.
Note: The Controller of Examinations deserves the right to allot any examination centre other than the centre in which the candidate has preferred to appear.]
The examinations should be written only in the examination materials supplied by the University. The examinations written in the materials which have not been supplied by the University cannot be taken up for valuation.
15. Candidates who applied for revaluation may also apply for arrear examinations of same papers without waiting for the results of revaluation.

CONTROLLER OF EXAMINATIONS i /c.

COIMBATORE - 46.
DATE : 01.10.2020



**ALL UG/PG/MCA/MBA/EXECUTIVE MBA/B.ED/M.ED/DIPLOMA/PG DIPLOMA (SDE)
EXAMINATIONS – DECEMBER 2020**

INSTRUCTIONS FOR FILLING THE APPLICATION FORM FOR ARREAR CANDIDATES

- NOTE: (i) The instructions given below DECEMBER be read carefully before filling the enclosed application form
(ii) Any wrong entry in the application will result in rejection of the application.
(iii) Entries shall be legible and neat

APPLICATION ITEM NO.	INSTRUCTIONS
1.	Write Month and year of examination
2.	Write the name of examination centre and the code number (Refer list of Centres provided below).
3.	Write your name legibly in capital letters, with initials at the end.
4.	Write your date of birth
5.	Write your Enrolment Number.
6.	Write the University Examination Register Number allotted to you in the previous appearance.
7.	Write the latest month & year of examination during which you have appeared for the said (SDE) examinations.
8.	Write your postal address with contact mobile/Phone No. clearly. (with STD code)
9.	Write the name of the degree
10.	Write the title of the Theory subjects, Practical /Viva-voce you appear for and their computer codes (Refer concerned course Time-table).
11.	Enter details of amount paid as examination fee (Refer details of fee given below)

Candidates can apply and choose any centre as Examination centre

12. THEORY EXAMINATION CENTRE :-

STATE	Centre	Code No.	State	Centre	Code No.
TAMILNADU	CHENNAI	01	KERALA	PALAKKAD	28
"	COIMBATORE	02	"	THRISSUR	30
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"	KARUNAGAPALLY	24	"	SAUDHI ARABIA	94
"	MALAPPURAM	26	--	--	--

12 a (i) If the strength of the candidates in a centre is less than 100 per session, the examination centre will be merged with the nearby centre.

12a (ii) No change of centre will be allowed under any circumstances.

12a(iii) Candidates cannot be permitted to take up the examination at their own risk. Only the candidates possessing Hall Ticket and Identity Card will be permitted to take up the examinations.

EXAMINATION FEE:-

Particulars	UG/ DIPLOMA	PG/PG DIPLOMA	MBA	MCA	B.ED.	M.ED.
Each theory paper	150	250	500	500	350	450
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Optometrics (practical)	400	450	--	--	--	--
Project and Viva Voce(*)	300	400	1000	700	--	--
Statement of Marks	200	200	250	250	250	250
Special improvement fee	--	1000	1000	1000	--	--
Cost of application form	100	100	150	150	150	150
Postal expenses	400	400	400	400	400	400
Centre fee:	300	300	300	300	300	300
For Tamilnadu students						
For outside Tamilnadu students	800	800	800	800	800	800
Provisional Certificate**	400	400	400	400	400	400
Consolidated Statement of Marks***	500	500	500	500	500	500

*For candidates who have under taken project work only. ** For final semester / final year candidates only *** - Lateral entry candidates need not apply.

The candidates who have registered in Abroad / India and opt to write the examination in Abroad have to pay the fee prescribed below;

Details	Dubai	S.Arabia
	In Dhiram	In SAR
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Mark sheet	100 per mark sheet/ candidate	100
Provisional Certificate	100 per candidate	100
Consolidated Statement of Marks	200 per candidate	200
Postal Expenses	--	--

The payment of fee shall be made in the form of a single Demand Draft drawn in favour of “**THE REGISTRAR, BHARATHIAR UNIVERSITY, COIMBATORE – 46**”. Payment in any other mode will not be accepted. **NAME AND REGISTER NUMBER** of the candidate and the purpose for which the Demand Draft is sent should be written on the backside left hand top of the Demand Draft without fail. They should not sign on the D.D.

Candidates who have lack of attendance and have not compensated, need not send their applications.

Candidates may obtain their hall tickets from the Chief Superintendent of the respective centre three days before the commencement of the examinations. Hall tickets will be issued only on production of the ID card issued by the Director, School of Distance Education.

If a candidate has applied for the examination and paid all fees and for any reason does not receive intimation, from the office of the Controller of Examinations, he/she should meet the Chief Superintendent/University Representative of the respective centre with all necessary documents one day before the commencement of his/her examination, to get permission to write the examination.

Note: The Controller of Examinations deserves the right to allot any examination centre other than the centre in which the candidate has preferred to appear.] The examinations should be written only in the examination materials supplied by the University. The examinations written in the materials which have not been supplied by the University cannot be taken up for valuation.

Candidates who applied for revaluation may also apply for arrear examinations of same papers without waiting for the results of revaluation.

OTHER INSTRUCTIONS /INFORMATIONS:

Candidates can apply and appear for improvement for one or more theory papers within one year after the completion of the PG course and such improvement is restricted for one time only. The fee for improvement is Rs.1000/- in addition to other regular examination fee. “**Application for Improvement Examinations**” should be written on the top of the application form.

After the publication of results, the Provisional Certificate, Consolidated and statement of marks will be directly sent by Registered Post / Speed Post to the candidates concerned. The University is not responsible for loss in transit.

Change of address if any should be intimated to this office at once, failing which the candidate DECEMBER not receive the any letter/certificate from this office in time.

The detailed written examination time-tables will be available in the University Website “**www.b-u.ac.in**”. The Practical Examinations will commence after/before the theory examinations and the schedule will be intimated later. The Name of the centre and schedule for the practical examinations will be intimated later.

LAST DATE FOR RECEIPT OF FILLED-IN APPLICATION WITHOUT FINE	29.10.2020
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CONTROLLER OF EXAMINATIONS i/c.

COIMBATORE - 46.

DATE : 01.10.2020



**GENERAL INSTRUCTIONS TO CANDIDATES –ALL UG/PG/MBA/EXECUTIVE MBA MCA, B.Ed., M.Ed.,
DIPLOMA & PG DIPLOMA COURSES**

Sub: Instructions to candidates appearing for the School of Distance Education
Examinations, DECEMBER 2020 -Reg.

1. The candidate is informed that his/her name will be registered for the DIPLOMA/PG DIPLOMA/B.Ed/M.Ed./UG/PG/MBA/EXECUTIVE MBA/MCA Degree examinations to be held during DECEMBER 2020 at the Centre indicated by him/her in his/her application only if the candidate is eligible to appear for examinations.
2. **Hall-Ticket should be obtained from the Chief Superintendent of the centre concerned three days before the commencement of the examinations on production of the identity card issued by this University. Candidates cannot be permitted to take up the examinations at their own risk. Only the candidates possessing Hall Ticket and Identity Card will be permitted to take up the examinations. The examinations should be written only in the examination materials supplied by the University.**
3. Candidates are advised not to wait till the last hour to collect the Hall-Tickets and keep the Hall- Ticket safely. In case Hall-Ticket is lost, on production of the identity card, fees remittance particulars to the Chief Superintendent; the candidate can seek permission to sit for the Examination. No material other than the identity card/Hall-ticket and writing materials such as pen, pencils etc, should be taken into the Examination Hall. Non Programmable calculator can only be used in the Examination Hall.
4. Candidates are expected to take their seats at least 15 minutes before the commencement of the Examination.
5. The Register Number should legibly be written as in the Hall-ticket in the column provided for in the answer book only. Writing Register Number in the other pages of answer sheet will entail disciplinary action against the candidate. Wrong entry of Register Number will affect the publication of results of the candidate and also attract disciplinary action against the candidate. The Invigilator at the Examination Hall is in no way responsible for the mistake committed by the candidate.
6. Each candidate must satisfy himself/herself that the correct question paper is issued to him/her before start answering questions. If incorrect question paper is issued to him/her, it is his/her responsibility to ask for correct question paper from the Examination Centre Hall Superintendent.
7. Candidates have to sign in the attendance sheet at the Examination Hall after filling in his/her name and Register Number.
8. No candidate is allowed to leave the Examination Hall within forty five minutes from commencement of the Examination.

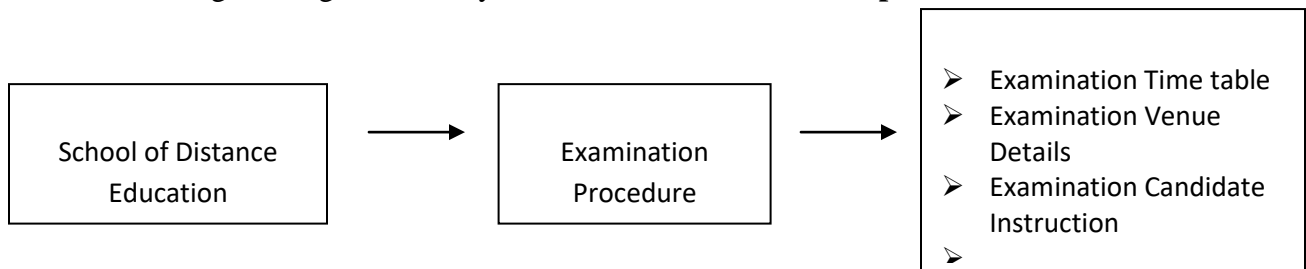
CONTROLLER OF EXAMINATIONS i/c

COIMBATORE – 46.

DATE: 01.10.2020

Note: Candidates, who have to pay any arrears to the School of Distance Education viz Tuition Fee, Examination Fee etc., are hereby informed that their results will be withheld, if they do not immediately clear the dues. Further on account of delayed payment they run into the risk of not being able to register for the subsequent Examinations.

Candidates can go through University website for further details [http.www.b-u.ac.in](http://www.b-u.ac.in)



Details of Payment & Fee:

1. D.D. / Challan No. _____
2. Date _____
3. Bank _____
4. Rs. _____

DECLARATION

It is, hereby, declared that the particulars furnished above are true to the best of my knowledge. I have read the instructions and understood that my candidature will be cancelled if any of the information furnished is found false.

Station :

Date :

Signature of the Candidate

***** NOTE :**

THE CANDIDATE SHOULD SUBMIT THE APPLICATION AND THE CHALLAN (OR) DD IN THE OFFICE OF THE SDE EXAM SECTION TO ISSUE THE HALL TICKET & ALLOW TO ATTEND THE EXAM.