

CENTRE FOR DISTANCE EDUCATION
ANNA UNIVERSITY CHENNAI :: CHENNAI – 600 025

INFORMATION AND INSTRUCTION TO STUDENTS ON ROLL

Semester Fee

For every Semester students have to pay semester fee of Rs.12,500/-. Payment should be made in the form of Demand Draft (DD) drawn in favour of “The Director, Centre for Distance Education, Anna University Chennai, Chennai – 600 025” payable at Chennai. The tentative period for payment of semester fee is in the month of March & September.

Course Materials Issue

Those who remit the fee in person can collect the course material from the Centre for Distance Education, Anna University Chennai, Chennai – 600 025. For others course materials can be obtained from the respective Study Centre.

Contact Classes

Contact Classes will be conducted on 12 days in 6 alternative week end during the period March to July & September to January. Minimum of 50% attendance is required for appearing for the End Semester Examinations. Candidates with shortage of attendance will be prevented from appearing for the End Semester Examinations and he/she has to redo the same Semester on payment of fee for that Semester.

Change of Study Centre

Students requiring change of Study Centre due to transfer, etc., should apply to the Director, Centre for Distance Education, Anna University Chennai, Chennai – 600 025 with valid proof before the commencement of the Semester concerned. Requests received in the middle of the Semester & requests for change of Study Centre within Chennai will not be considered. Application form for applying Change of Study Centre is available in the website.

Break of Study

Students requiring to have break of study should apply in the prescribed form to the Director, Centre for Distance Education, Anna University Chennai, Chennai – 600 025 through the Coordinator of the respective Study Centre with valid proof. Application form for applying Break of Study is available in the website.

End Semester Examinations

End Semester Examinations will normally be conducted in the month of February & August

Examination Fee

The tentative period for the payment of End Semester Exam Fee is in the month of December & June. Examination Fee should be paid in the form of DD drawn in favour of “The Controller of Examination, Anna University Chennai, Chennai – 600 025” payable at Chennai and submitted at the respective Study Centre along with the application form.

Change of End Semester Exam Centre

Students requiring change of End Semester Exam Centre should send a request letter to the Controller of Examination, Anna University Chennai, Chennai – 600 025 through the Coordinator of the respective Study Centre at the time of submitting the examination application form.

Withdrawal from the End Semester Examinations

Students willing to withdraw from the End Semester Examinations for any valid reason should apply for the same in the prescribed form to the Director, Centre for Distance Education, Anna University Chennai, Chennai – 600 025 through the Coordinator of the respective Study Centre with valid proof before the commencement of the Examinations. Application form for withdrawal from the end semester examination is available in the website.

Hall Ticket for the End Semester Examinations

Hall Ticket for the End Semester Examinations can be obtained from the respective Study Centre.

Attendance & Internal Marks details

Attendance details & Internal Marks can be obtained from the respective Study Centre.

Mark Sheets

End Semester Examination Mark sheets can be obtained from the respective Study Centre.

Change of Address, Name, etc

Requisition Letter Addressed to The Director, Centre for Distance Education, Anna University Chennai, Chennai – 600 025 with proof copy.

Course Completion Certificate

Course Completion Certificate will be issued by The Director, Centre for Distance Education, Anna University Chennai, Chennai – 600 025, after completion of the course.

Duplicate ID card

Students requiring duplicate ID card should apply in the prescribed format to the Director, Centre for Distance Education along with the DD for Rs.100/- drawn in favour of “The Director, Centre for Distance Education, Anna University Chennai, Chennai – 600 025” payable at Chennai and one stamp size photo. Application format for getting duplicate ID-Card is available in the website.

Duplicate Fee receipt

Students requiring duplicate Fee receipt should apply in the prescribed form to the Director, Centre for Distance Education along with the DD for Rs.200/- drawn in favour of “The Director, Centre for Distance Education, Anna University Chennai, Chennai – 600 025” payable at Chennai.

Online Project Registration

Students in the Final Semester in all programmes should register their project proposal in online (www.annauniv.edu/cde). They should also submit three hard copies of Project Proposal (Annexure III) duly signed by the Guide to the Study Centre. Project Guidelines & the List of Guides are available in the website.

- MBA Project enquiry: cdembavf@gmail.com
- MCA Project enquiry: cдемca@gmail.com
- M.Sc Project enquiry: cдемsc@gmail.com

Caution deposit

Students who have completed / discontinued their studies have to send an application in the prescribed form for refund of Caution deposit to the Director, Centre for Distance Education, Anna University Chennai, Chennai – 600 025 through the Coordinator of the respective Study Centre. Application form for applying Refund of Caution Deposit is available in the website.