



UNIVERSITY OF MADRAS

Institute of Distance Education

Chepauk, Chennai - 600 005

Guidelines for the Institute of Distance Education relating to admission, lateral entry, examination, evaluation and award of Degree, Diploma and Certificate for the candidates admitted prior to the Academic year 2014-15 for PG and 2013-14 for UG.

1. Re-appearance to clear the Arrears:

- 1.1 Students who were admitted since 1980-81 upto the Academic year 2014-15 for PG and 2013-14 for UG shall be given a final chance during this academic year to appear for examinations to be held in December 2019 and May 2020 under the prevailing regulations subject to the following conditions:
- 1.2 The student has to pay one time re-appearance fee of Rs. 5,000/- for UG, Rs.7,000/- for PG non professional programme and Rs.10,000/- for PG Professional programmes in addition to the existing examination fee and no other penalty to write the examination.
- 1.3 These students have to write the examinations in an equivalent paper identified by the IDE. Printed books will not be given but students are permitted to take photocopy of the books relevant for the course.
- 1.4 These students must take the examinations along with other current students in one of the examination Centers within Tamil Nadu.
- 1.5 The assessment will be based on the end semester examinations and no internal assessment is applicable for such students.
- 1.6 The student must produce required documents (copy of ID or mark sheet or any other document requested by the University) and also copies of the mark sheets of successfully completed courses for reappearance.
- 1.7 Degree will be awarded without classification.
- 1.8 After these two final chances the reappear for all Institute of Distance Education students, joined since 2014-15 for PG and 2013-14 for UG alone be eligible to reappear, thereafter
- 1.9 Students enrolled under Open University System are also eligible to reappear for arrears papers and Open University System will be closed after these two chances to write the examination

2. Conversion from Degree programme to Diploma / Certificates

Students who have completed the duration of the programme but not earned the specified number of credit or passed the minimum required number of courses for the award of the degree, or students who wish to withdraw from the Degree programme during the course of

study are eligible to apply for Conversion from Degree Programme to PG Diploma /Diploma / Certificate provided they have acquired minimum number of credits or successfully completed (passes) the number of courses given below:

S.No	Conversion	Minimum credits or courses passed in main or allied and electives	Fee to be paid
1	From Professional Degree to PG Diploma (MBA, MCA, MSc (IT))	40 credits or 10 courses in semester pattern or 5 annual courses in non semester pattern	Rs. 10,000/-
2	From PG Degree non-professional to PG Diploma in the subject	38 credits or 10 courses in semester pattern or 5 courses in non semester pattern	Rs. 7,000/-
3	From UG Degree to Diploma in the main subject	Total 36 credits or 9 courses in semester pattern or 5 courses in non semester pattern from core, allied and elective courses	Rs. 5,000/-
4	Certificate in Languages	12 credits or 4 courses in semester pattern or 2 courses in non semester pattern	Rs. 3,000/-

3. Flexible credit system with Certificate/ UG Diploma /PG Diploma programmes along with UG and PG Degree programmes currently offered

3.1 Candidates can enroll directly in Certificate / UG Diploma /PG Diploma programmes in which UG / PG degree Programmes are offered in the Institute of Distance education provided they meet the eligibility conditions required for such programmes. Such students can complete the degree programme in a later stage through lateral entry.

3.2 Such students will be awarded Certificate / Diploma / PG Diploma upon obtaining the minimum number of credits as given below:

S.No	Diploma / Certificate in the relevant subject offered by the University through IDE	Minimum credit required in core, allied & elective courses	Duration	Fee to be paid*
1	PG Diploma in Management /and Computer Applications/Science, etc.	36 credits	One year	Rs. 20,000/-
2	PG Diploma in Arts, Science, & Commerce	36 credits	One year	Rs. 12,000/-
3	UG Diploma in Arts, Science, Commerce and Management	36 credits	Two years	Rs. 9,000/-
4	Certificate in Indian Languages	12 credits	Six Month	Rs. 6,000/-

* Fee includes supply of books and study materials

3.3 Students shall pay the examination fees prescribed by the University which will be same as

the one prescribed for the relevant degree programme. .

3.4 Students must complete the programme within N+2 years where N is the duration of the programme. Students will not be permitted to continue and appear for examinations after N+2 years and such students will be treated as withdrawn from the programme.

4. Lateral Entry into Degree Programmes for IDE Students:

- 4.1 Students who opt for conversion to Diploma, and PG Diploma will be permitted to rejoin their chosen degree programme under Lateral entry system within a period of 5 years from the date of conversion of Degree to PG Diploma/ Diploma/ Certificate.
- 4.2 Lateral entry is permitted only for those programmes which are being currently conducted by the University.
- 4.3 The lateral entry students will undergo the courses along with other students and all the regulations of the programme will be applicable to them. The students should not repeat the courses already cleared (passed).
- 4.4 Students must successfully complete (pass) the required number of courses to satisfy the degree requirements.
- 4.5 Students who have passed the languages and allied courses will be exempted from repeating these courses.
- 4.6 These students are not eligible for classification. After successful completion of the degree programme, they shall surrender their Diploma/Certificate while applying for provisional degree and Degree certificates.
- 4.7 These students must pay the applicable fees in addition to the re-entry fee.

Sl No.	Eligibility	Lateral Entry at	Requirement to award Degree	Re-entry Fees
1	UG Diploma	Second year	Complete language, allied and other courses	Rs. 3,000
2	PG Diploma	Second year	Complete all second year courses and project, if any	Rs. 7,000/-
3	PG Diploma in Professional Degree	Second year	Complete all second year courses and project, if any	Rs. 10,000/-