



MANONMANIAM SUNDARANAR UNIVERSITY

(Tamil Nadu State Government University, Recognised by UGC & Accredited by NAAC)

Tirunelveli - 627 012, Tamil Nadu, India

DIRECTORATE OF DISTANCE & CONTINUING EDUCATION

[Approved by Distance Education Council (DEC), New Delhi]



Dreams become reality with MSU Online Learning Programs

LAST DATE FOR ADMISSION AND PAYMENT OF FEE

Admission / Fee	Calendar Year (January – December)	Academic Year (June – May)
I. All Courses admission i. without penalty ii. with penalty of Rs. 300/- iii. with penalty of Rs. 500/-	31st May 30th June 31st July	31st October 30th November 31st December
II. Course Fee for IInd & IIIrd Year candidates - Without Penalty - With Penalty of Rs. 300/- (If the last date falls on holiday, the next day will be the date for payment. No separate intimation will be sent to the candidates in this regard.)	2nd February 2nd March	2nd August 2nd September
III. Last Date for submission of Exam Application along with Exam Fees - Without Penalty - With Penalty of Rs. 450/-	25th October 3rd November	20th March 28th March
IV. Date of Commencement of Exams	December Exams 23rd December	May Exams 5th May

ABOUT ONLINE CAMPUS

The ONLINE CAMPUS™ continues to emerge as a next Generation Institute in providing innovative and advance educational programs. The ONLINE CAMPUS™ has an educational foundation in Building Vision and Brilliance that leads to Success. Our program are currently offered to a diverse population of students world-wide as we continue to fulfil our mission of providing affordable & quality education for everyone, anywhere and anytime. We strongly believe that the ONLINE CAMPUS™ Learning Management System is the Gateway to our student's future.

Today, ONLINE CAMPUS™ represents the cutting edge of innovative eLearning. Having developed the Learning Management Software in partnership with Multinational Companies, the ONLINE CAMPUS™ continues to develop student centred and outcomes based technologies for effective program delivery and contents presentation. The ONLINE CAMPUS™ has filed several trademark and patents for learning methodologies. Internally, the ONLINE CAMPUS™ utilizes a process of both rapid development and continuous improvement for expert content development and implementation. The success of the ONLINE CAMPUS™ is best measured by its students, whose feedback has indicated both enthusiasm for and

satisfaction with course delivery and learning.

Addressing the rapidly growing global demand for higher education, ONLINE CAMPUS™ helps full-time students and working-adult learners achieve their professional and personal goals with a broad range of career-oriented diploma and degree programs. The ONLINE CAMPUS™ operates a global network of eLearning Points. Career-focused, multi-year degree programs prepare students for an increasingly competitive global workforce.

In general, traditional colleges and universities may not follow the changing world of today's career-oriented adults. Our objective is to deliver the highest quality Diploma and Degree Programs through innovative forms of flexible learning mode (Distance Education and Online Learning) leveraging the latest technology platform. ONLINE CAMPUS™ fits your calendar, harmonizes with your career and complements your personal endeavours. The ONLINE CAMPUS™ continues to expand its academic partner and program offerings to meet the demands and requirements of both students and employers in the new international economy.



ABOUT THE UNIVERSITY



**Manonmaniam
Sundaranar
University**

Manonmaniam Sundaranar University (MSU), named after the famous Tamil Scholar Professor P. Sundaram Pillai, was established on 7th September, 1990 to cater to the long fest needs of the people of the three southern most districts of Tamil Nadu namely Tirunelveli, Tuticorin and Kanyakumari. The University has under its jurisdiction 61 Affiliated Colleges, 5 Mano Colleges and 1 Constituent College with 65,000 students on rolls. These colleges, amongst which three are over 100 years old (St. John's College, M.D.T. Hindu College, Sarah Tucker College, the oldest women's college in the state), have contributed decisively to the cause of higher education of this region.

There are 24 academic departments in the University. Sri Paramakalyani Centre for Environmental Sciences functioning at Alwarkurichi is an illustrious example of University – Industry collaboration while the Centre for Marine Science and Technology at Rajakkamangalam is breaking new ground in Coastal Area Studies. The University Grants Commission, New Delhi, an apex higher education body of the Ministry of HRD, Government of India, has accorded its recognition for awarding financial assistance to this university since 29 March 1994. The University has been accredited by National Assessment and Accreditation Council of India with five star status. The University is also a member of Association of Indian Universities (AIU), New Delhi.

The Courses offered by the University have been designed keeping in mind the changing times and the emerging needs of the region. The University offers post graduate, M.Phil. and Ph.D. Programmes (Full time and Part time). MSU is the first to offer Choice-Based Credit System. The University's National Service Scheme and Youth Welfare Department provide opportunities for the students to develop their overall personality. The University Library has rich collection of books and journals on a wide range of subjects.

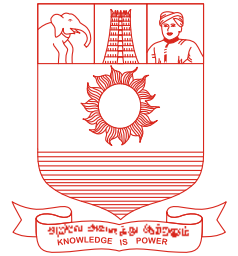
The concept of community colleges, being experimented under the aegis of a special wing, offer diploma courses of one year duration to those interested in entrepreneurial enterprises and the Extension Learning Programme run by this wing also offers diploma and certificate courses on skill development.

The University Act authorizes the functioning of the Directorate of Distance and Continuing Education outside the university jurisdiction and the courses offered through this mode are recognized by the Distance Education Council. The Directorate has about 164 Learning Centres across the country with a commitment to extend the reach of the higher education carrying forward a pronunciamento “to reach the unreached”.

MISSION

IN PURSUIT OF EXCELLENCE

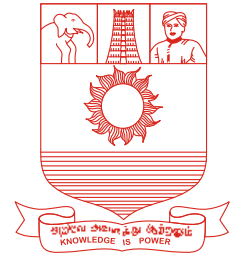
- ▶ To provide quality education for the rural and the un-reached
- ▶ To attain excellence in teaching, research and extension activities
- ▶ To imbibe, inculcate and promote human values so as to create a 'culture of lawfulness'



It is heartening to note that ONLINE CAMPUS has joined the MS University bandwagon in extending the reach of higher education in the country. Online education has broken new ground in our country and Manonmaniam Sundaranar University in its effort to take higher education to the doorsteps of the aspirants has introduced this mode by tying up with leading educational institutions such as ONLINE CAMPUS. It is our conviction that by partnering with such professional organizations a new impulse can be brought into the mainstream institutions of higher learning like ours. Committed as we are to provide innovative and job-oriented courses to students of rural background, we have already established collaboration with Aptech, Everonn & IIPM. It is our fervent hope that ONLINE CAMPUS will reflect the philosophy of MS University and make all out efforts to enable the students they enroll employable.

I wish the students and all those associated with Online Campus a great success.

Professor Dr. R.T. Sabapathy Mohan
VICE CHANCELLOR
Manonmaniam Sundaranar University



Gone are the days when the students of “External System”, Distance Education Mode in Indian context, were considered inferior to students passed out of regular colleges or universities. Our University, committed to the principles of ‘expansion, equity and excellence’ has taken care that candidates awarded degrees and diplomas under Distance Learning Programme have attained the same academic standard, irrespective of the mode or place of study. In pursuance of this approach we are engaging the same teachers, who are teaching in the University and in its affiliated colleges, to prepare the study material, teach the contact classes and evaluate the answer scripts.

We have adopted all forms of teaching to “reach the unreached.” Similarly with a view to meeting the aspirations of those employed, who would wish to update or augment their skill or opt for change of career, online mode has been introduced in collaboration with institutions endowed with this expertise. I congratulate those who have chosen to enroll with ONLINE CAMPUS to pursue various sought-after courses. Teaching-Learning process is not merely for profit sharing, it is for nation-building as well. Keeping this in mind ONLINE CAMPUS as well as the Directorate of Distance and Continuing Education of Manonmaniam Sundaranar University will strive together to cater to the academic needs of the student community and see that they come out with flying colors.

With Best Wishes

K.A. Manikumar, M.A., Ph.D.
DIRECTOR, DD&CE



eLEARNING..... NEW DIRECTION IN EDUCATION

Now comes the Education Revolution! Barriers of time and space have been eroded.... Education become ONLINE. Online Education is Internet enabled technology driven education that allows you to study Anytime.... Anywhere.... As per your convenience.

In the context of rapid technological advancement and changing global market, the impact is felt on every field including education arena. Online Education is one of the ways of imparting effective education to the aspiring people, residing anywhere in the world, to pursue and advance their learning process via Internet, without messing up their professional responsibilities and duties with education by presenting a variety of solutions and subjects beyond the scope of traditional education. Online learning helps to increase the educational experiences irrespective of age and geographical diversity.

“Good teaching is good teaching, no matter how it's done.” The old adage still rings true, and eLearning brings with it new dimensions in education, Some of the unique features of eLearning are listed below:

- Learning is self-paced and gives students a chance to speed up or slow down as necessary
- Learning is self-directed, allowing students to choose content and tools appropriate to their differing interests, needs, and skills levels
- Accommodates multiple learning styles using a variety of delivery methods geared to different learners; more effective for certain learners
- Designed around the learner
- Geographical barriers are eliminated, opening up broader education options
- 24/7 accessibility makes scheduling easy and allows a greater number of people to attend classes
- On-demand access means learning can happen precisely when needed
- Travel time and associated costs (parking, fuel, vehicle maintenance) are reduced or eliminated
- Overall student costs are frequently less (tuition, residence, food, child care)
- Potentially lower costs for companies needing training, and for the providers
- Fosters greater student interaction and collaboration
- Fosters greater student/instructor contact
- Enhances computer and Internet skills
- Draws upon thousands of years of established pedagogical principles
- Has the attention of every major university in the world, most with their own online degrees, certificates and individual courses.

ABOUT MSU ONLINE LEARNING

The Directorate of Distance and Continuing Education was started in the University in the year 1993. Now it has around 164 study centres spread over all parts of the country and abroad. It caters to the higher educational needs of about 20,000 students who are mostly early drop outs, under employed and unemployed and desired to improve their qualification with the intention of making career advancement. Varieties of management, technical and general courses are offered keeping in view the needs of different sectors.

ONLINE CAMPUS has collaborated with Directorate of Distance and Continuing Education for offering the “Online Learning” programs through its Regional Learning Centres, Online Study Centres and Associate Institutes. The online learning will be a unique blend of public and private partnership wherein programs from premier university will be offered in collaboration with reputed organizations which will be focused and dedicated in providing latest technology, best of teaching pedagogy, web services and placement support.

The benefits for taking up MSU Online Learning Program:

- The course introduced in the online education program will be updated and relevant in the industry therefore it will have a greater demand among the students
- Students taking up the online learning courses will also be provided assistance in doing internship and project that a student might need.
- Job assistance will be provided to the students joining the course
- The examination schedule, assignments as well as the projects and interaction with the faculty will also be delivered on online mode.
- The fee structure for the courses offered would be substantially lower as compared to the competitors so as to reach the students in the remote areas.
- The programs offered are recognized by UGC and DEC and tailored according to students needs and demands
- Better Industry-Institute interaction and linkages around the globe making it a highly competitive course
- The incorporation of various learning style making the program attractive for the students

The main purpose of offering the MSU Online Learning Program is to reach out to a wide range of people who cannot be physically present in the class rooms due to personal or professional commitments like the employed professionals, businessman or skilled workers or who stay



in the remote areas. It is also designed for a specific class of youth like unemployed and unskilled workers, and also for women especially housewives who can't afford full time courses. ONLINE CAMPUS plans to make the Online Learning Program highly successful in the market by bringing in expert faculty, research and development team and a separate marketing team so that the market awareness is created about the courses being offered.

The MSU Online Learning Program courses will touch the rural population as well because they are the ones who have still not yet been focused on by other universities. ONLINE CAMPUS will also promote MSU in the area of online education so that awareness is created about the esteemed University.

Objectives of the MSU Distance Education and Online Learning Program

- To provide students with a stimulating and learning friendly atmosphere so that they can utilize their intellectual capacities to specialize in various areas of study
- To provide high quality, value based, career oriented education to students and working professional
- To provide energetic, effective, efficient and ethically driven graduates and postgraduates to serve society
- To facilitate students in understanding, developing, integrating and applying both core and specialized concepts and practices.

EXCLUSIVE COURSES

SR. NO.	NAME OF THE COURSE	ELIGIBILITY	DURATION	University Fee (per year)	Special Training Fee (per year)	Technical Fee (per year)	Internet Facility Fee (per year)
1	Integrated M.C.A.	+2 with Mathematics (If there is no Mathematics in +2, then Mathematics Bridge Course must be passed along with 1st Year) / Equivalent / 3 years Polytechnic Diploma	5 Yrs.	8500	5000	1000	500
2	Integrated M.B.A.	+2 / Equivalent / 3 years Polytechnic Diploma	5 Yrs.	7500	5000	1000	500
3	B.B.M. (Industrial Integrated)	+2 / Equivalent / 3 years Polytechnic Diploma	3 Yrs.	3000	2500	1000	500
4	M.A. (Education)	Graduation	2 Yrs.	3000	1500	1000	500
5	Master of Library & Information Science	Any Bachelor Degree	2 Yrs.	3500	2500	1000	500
6	Executive M.B.A.	Graduation with 2 years Experience	1 Yr.	12200	5000	1000	750
7	PG Diploma in Business Administration	Any Bachelor Degree	1 Yr.	3000	2500	1000	500
8	PG Diploma in Total Quality Management	Any Bachelor Degree	1 Yr.	3000	2500	1000	500
9	PG Diploma in Intellectual Property Right	Any Bachelor Degree	1 Yr.	3000	2500	1000	500
10	PG Diploma in Information Assurance & Security	Any Bachelor Degree	1 Yr.	3000	2500	1000	500

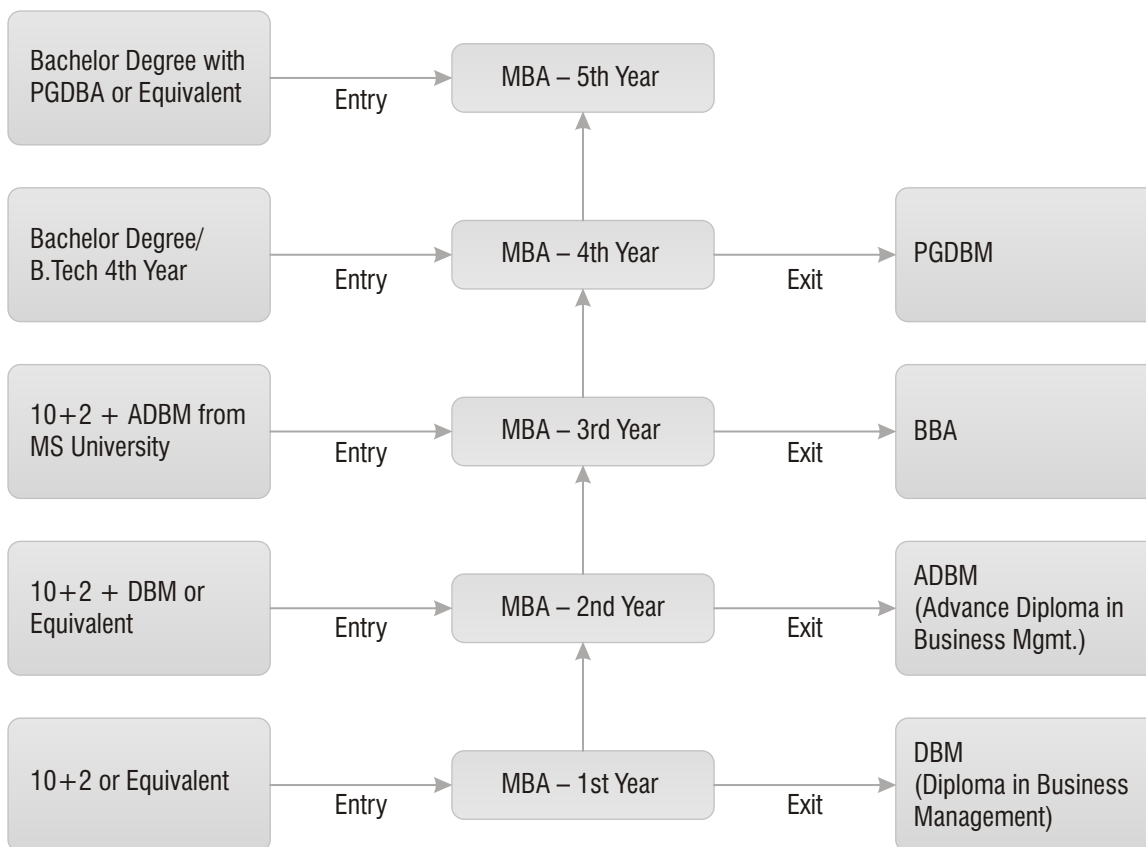
UNDER GRADUATE COURSES

SR. NO.	COURSE CODE	NAME OF THE COURSE	ELIGIBILITY	DURATION	FIRST YEAR				SECOND YEAR				THIRD YEAR			
					Univ. Fee	Special Training Fee	Tech. Fee	Internet Facility Fee	Univ. Fee	Special Training Fee	Tech. Fee	Internet Facility Fee	Univ. Fee	Special Training Fee	Tech. Fee	Internet Facility Fee
1	02	B.A. (English)	+2/Equivalent/3 years Polytechnic Diploma	3 Yrs.	1900	1000	750	500	1745	1000	750	500	1770	1000	750	500
2	03, 04	B.A. (History)	+2/Equivalent/3 years Polytechnic Diploma	3 Yrs.	1900	1000	750	500	1745	1000	750	500	1770	1000	750	500
3	05, 06	B.Com.	+2/Equivalent/3 years Polytechnic Diploma	3 Yrs.	1900	1000	750	500	1745	1000	750	500	1770	1000	750	500
4	08	B.C.A.	+2/Equivalent/3 years Polytechnic Diploma	3 Yrs.	6640	4000	1000	--	6365	4000	1000	--	6390	4000	1000	--
5	08	B.C.A. (LE)	+2/Equivalent/3 years Polytechnic Diploma with DCA	2 Yrs.	--	--	--	--	7365	4000	1000	--	7390	4000	1000	--
6	09	B.B.A.	+2/Equivalent/3 years Polytechnic Diploma	3 Yrs.	2380	2000	1000	500	2225	2000	1000	500	2250	2000	1000	500
7	10	B.Sc. (Math)	+2/Equivalent/3 years Polytechnic Diploma	3 Yrs.	1900	1000	750	500	1745	1000	750	500	1770	1000	750	500
8	13	B.A. (Islamic Studies)	+2/Equivalent/3 years Polytechnic Diploma	3 Yrs.	1900	1000	750	500	1745	1000	750	500	1770	1000	750	500
9	15	B.Sc. (Psychology)	+2/Equivalent/3 years Polytechnic Diploma	3 Yrs.	1900	1000	750	500	1745	1000	750	500	1770	1000	750	500
10	16	B.A. (Economics)	+2/Equivalent/3 years Polytechnic Diploma	3 Yrs.	1900	1000	750	500	1745	1000	750	500	1770	1000	750	500
11	141	B.A. (Hindi)	+2/Equivalent/3 years Polytechnic Diploma	3 Yrs.	1900	1000	750	500	1745	1000	750	500	1770	1000	750	500
12	149	B.B.M.	+2/Equivalent/3 years Polytechnic Diploma	3 Yrs.	1900	1500	1000	500	1745	1500	1000	500	1770	1500	1000	500
13	17	B.L.I.S.	Any Degree	1 Yr.	3645	2000	750	500	--	--	--	--	--	--	--	--
ADDITIONAL DEGREE																
14		B.A. (English)	Any Degree	1 Yr.	3300	2000	1000	500	--	--	--	--	--	--	--	--
15		B.A. (History)	Any Degree	1 Yr.	3300	2000	1000	500	--	--	--	--	--	--	--	--
16		B.Sc. (Math)	Any Degree	1 Yr.	3300	2000	1000	500	--	--	--	--	--	--	--	--
17		B.Com.	Any Degree	1 Yr.	3300	2000	1000	500	--	--	--	--	--	--	--	--
18		B.B.A.	Any Degree	1 Yr.	3800	2000	1000	500	--	--	--	--	--	--	--	--

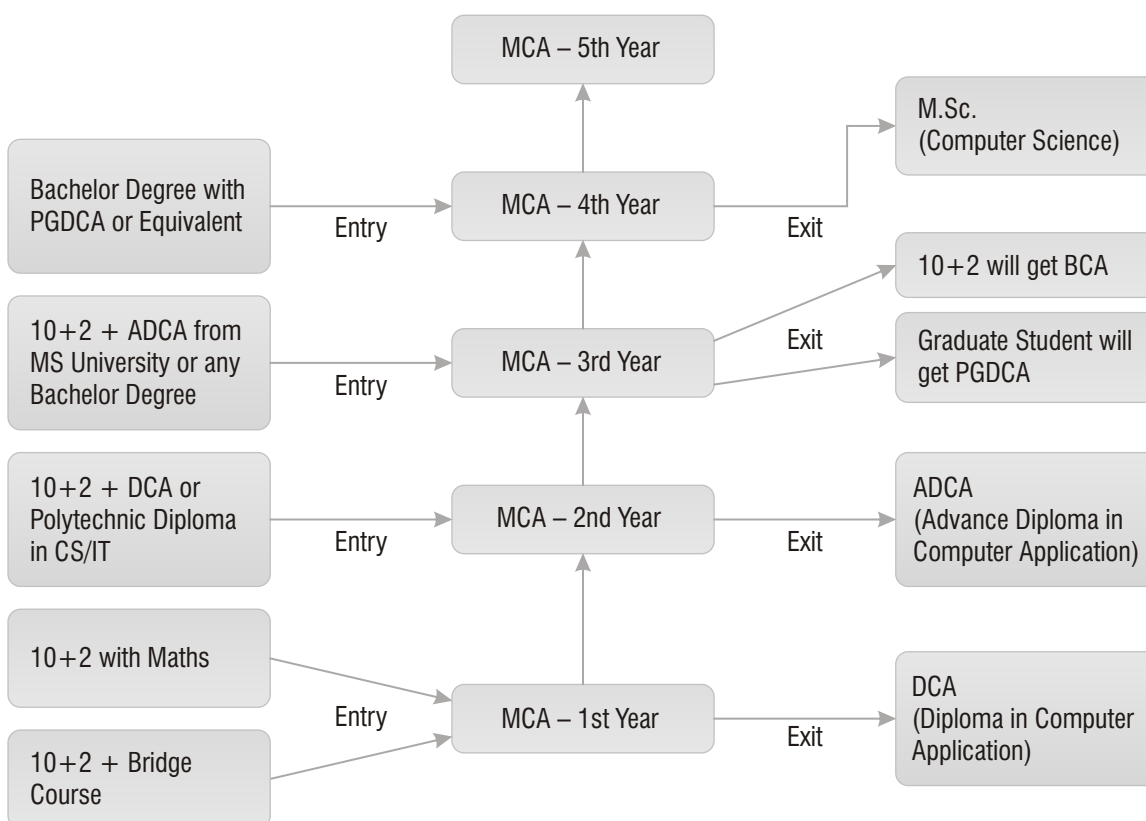
POST GRADUATE COURSES

SR. NO.	COURSE CODE	NAME OF THE COURSE	ELIGIBILITY	DURATION	FIRST YEAR				SECOND YEAR				THIRD YEAR			
					Univ. Fee	Special Training Fee	Tech. Fee	Internet Facility Fee	Univ. Fee	Special Training Fee	Tech. Fee	Internet Facility Fee	Univ. Fee	Special Training Fee	Tech. Fee	Internet Facility Fee
1	22	M.A. (English)	Bachelor Degree in relevant Subject	2 Yrs.	2815	1500	1000	750	2610	1500	1000	750	--	--	--	--
2	23, 24	M.A. (History)	Bachelor Degree in relevant Subject	2 Yrs.	2815	1500	1000	750	2610	1500	1000	750	--	--	--	--
3	25	M.A. (Criminology & Police Science)	Bachelor Degree in relevant Subject	2 Yrs.	2815	1500	1000	750	2610	1500	1000	750	--	--	--	--
4	26	M.A. (Public Administration)	Bachelor Degree in relevant Subject	2 Yrs.	2815	1500	1000	750	2610	1500	1000	750	--	--	--	--
5	34	M.A. (Economics)	Bachelor Degree in relevant Subject	2 Yrs.	2815	1500	1000	750	2610	1500	1000	750	--	--	--	--
6	35	M.A. (Political Science)	Bachelor Degree in relevant Subject	2 Yrs.	2815	1500	1000	750	2610	1500	1000	750	--	--	--	--
7	36	M.A. (Sociology)	Bachelor Degree in relevant Subject	2 Yrs.	2815	1500	1000	750	2610	1500	1000	750	--	--	--	--
8	168	M.A. (Hindi)	Bachelor Degree in relevant Subject	2 Yrs.	2815	1500	1000	750	2610	1500	1000	750	--	--	--	--
9	37	M.A. (Mass Comm. & Journalism)	Bachelor Degree in relevant Subject	2 Yrs.	2815	1500	1000	750	2610	1500	1000	750	--	--	--	--
10	38	M.A. (Tourism Management)	Bachelor Degree in relevant Subject	2 Yrs.	2815	1500	1000	750	2610	1500	1000	750	--	--	--	--
11	27, 28	M.Com.	Bachelor Degree in relevant Subject	2 Yrs.	2815	1500	1000	750	2610	1500	1000	750	--	--	--	--
12	33	M.B.A.	Any Degree except B.Lit.	2 Yrs.	9200	5000	1000	750	9200	5000	1000	750	--	--	--	--
13	163	M.B.A. (Marketing)	Any Degree except B.Lit.	2 Yrs.	9200	5000	1000	750	9200	5000	1000	750	--	--	--	--
14	164	M.B.A. (Production)	Any Degree except B.Lit.	2 Yrs.	9200	5000	1000	750	9200	5000	1000	750	--	--	--	--
15	165	M.B.A. (Finance)	Any Degree except B.Lit.	2 Yrs.	9200	5000	1000	750	9200	5000	1000	750	--	--	--	--
16	166	M.B.A. (HR)	Any Degree except B.Lit.	2 Yrs.	9200	5000	1000	750	9200	5000	1000	750	--	--	--	--
17	167	M.B.A. (System)	Any Degree except B.Lit.	2 Yrs.	9200	5000	1000	750	9200	5000	1000	750	--	--	--	--
18	29	M.Sc. (Maths)	B.Sc. (Mathematics)	2 Yrs.	2995	2500	1000	750	2790	2500	1000	750	--	--	--	--
19	41	M.C.A.	Any Degree with Math at +2 level / B.Com. / B.B.A. Ancillary Maths at Degree Level	3 Yrs.	11000	6000	1000	--	11000	6000	1000	--	11000	6000	1000	--
20	42	M.C.A. (LE)	Any Degree with Math. at +2 level / B.Com. / B.B.A. Ancillary Maths at Degree Level & PGDCA	2 Yrs.	--	--	--	--	12200	6000	1000	--	12200	6000	1000	--
21	44	M.Sc. (ST & SM)	Any Degree	2 Yrs.	15655	6000	1000	--	15550	6000	1000	--	--	--	--	--
22	30	M.Sc. (Physics)	B.Sc. (Physics) or Equivalent	2 Yrs.	13330	2500	1000	750	12650	2500	1000	750	--	--	--	--
23	40	M.Sc. (Psychology)	B.A. (Psychology) or B.Sc. (Psychology)	2 Yrs.	4200	2500	1000	750	3210	2500	1000	750	--	--	--	--
24	31	M.Sc. (Chemistry)	B.Sc. (Chemistry) or Equivalent	2 Yrs.	15800	2500	1000	750	15800	2500	1000	750	--	--	--	--
25	32	M.Sc. (Environmental Studies)	Any Science Degree / Engineering Degree	2 Yrs.	13055	2500	1000	750	11750	2500	1000	750	--	--	--	--
26	162	Professional MBA	Any Degree except B.Lit., Two years admin. Experience (Gazetted Officer / Equivalent)	1 Yr.	12200	5000	1000	750	--	--	--	--	--	--	--	--
ADDITIONAL DEGREE																
27		M.A. (History)	Any Master Degree	1 Yr.	4790	2500	1000	750	--	--	--	--	--	--	--	--
28		M.A. (Economics)	Any Master Degree	1 Yr.	4790	2500	1000	750	--	--	--	--	--	--	--	--
29		M.A. (Sociology)	Any Master Degree	1 Yr.	4790	2500	1000	750	--	--	--	--	--	--	--	--
30		M.A. (English)	Any Master Degree	1 Yr.	4790	2500	1000	750	--	--	--	--	--	--	--	--
31		M.A. (Public Administration)	Any Master Degree	1 Yr.	4790	2500	1000	750	--	--	--	--	--	--	--	--
32		M.A. (Criminology & Police Science)	Any Master Degree	1 Yr.	4790	2500	1000	750	--	--	--	--	--	--	--	--

PROPOSED INTEGRATED MBA MULTIPLE ENTRY & EXIT SCHEME*



PROPOSED INTEGRATED MCA MULTIPLE ENTRY & EXIT SCHEME*





TYPE OF ADMISSION

Candidate can apply for either (1) Academic Year Admission or (2) Calendar Year Admission

1. Academic Year Admission – Candidates are admitted during June to December for all Undergraduate/Post Graduate Courses
2. Calendar Year Admission - Candidates are admitted during January to May for all Undergraduate/Post Graduate Courses

HOW TO APPLY

Walk-in Admission

Student may walk into ONLINE CAMPUS or any of its Online Study Centre or Regional Learning Centre or Associate Institute or eLearning Point along with the completed Application for Admission, Course Fee, 4 Passport Size Photographs, Original Certificates, two set of photocopies attested by the Gazetted Officer and following documents:

- ▶ Transfer Certificate / Migration Certificate
- ▶ Provisional Certificate / Degree Certificate
- ▶ Statement of Marks
- ▶ Proof of Date of Birth
- ▶ Proof of Work Experience (If any)

If any malpractice is found in the Original Certificate at the time of admission or at later stage, admission will be cancelled and legal action will be initiated.

The Coordinator of Online Study Centre is authorized to verify the genuinity of the Original Certificates and return them immediately to the students. The completed Application Form along with the necessary documents and Demand Draft should reach the ONLINE CAMPUS Office on or before the prescribed date by the University.

Admission through website

The Candidate has to fill the admission form available over the website. The eligibility documents have to be submitted as an attachment and fee to be paid as per the online payment provision available. However the candidate is required to submit his/her original documents for verifications at the nearest Online Study Centre.

Provisional Admissions

Provisional Admission is given when the application form has deficiencies such as:

- ▶ Eligibility document not submitted due to Result awaited
- ▶ Documents submitted are not attested
- ▶ Insufficient documents
- ▶ Incomplete/Unsigned application form
- ▶ Photographs (4 Copies) not attached
- ▶ Experience Certificate (if Required)

Students admitted on provisional basis do not receive an ID card until their admission is confirmed. They must submit required documents or comply with deficiencies immediately upon receipt of provisional admission letter so as to get confirmed admission. Provisional admissions of students failing to submit the required documents within the prescribed time-frame are liable to be cancelled. It is the sole responsibility of the student to submit all the required documents within the prescribed time frame. The provisional Admission Number, issue of Login ID and Password, examination, result does not regularize the provisional admission unless the enrolment number is issued to the student.

Re-Admission (Discontinued Students of other Universities)

Students who have completed 1st/2nd year (passed or failed) in regular colleges, distance education of a recognized university and discontinued



their studies will be readmitted in 2nd/3rd year, on verification of the following original certificates obtained from the institutions/university last studied.

- ▶ Transfer certificate, where the student studied last or migration certificate or course completed certificate
- ▶ Marks statement issued by University or Institution

Along with current year course fee, those readmitted students should pay the fee for lesson materials for the previous year's papers which are not specifically exempted. He/she should appear for examinations for all previous years subjects (non exempted) also.

- ▶ Study material charges for UG Courses: Rs 100/- per paper
- ▶ Study material charges for PG Courses: Rs 150/- per paper

Additional Degree

Candidate who have already obtained any UG/PG Degree from any recognized University are eligible to enroll for an additional degree in the following disciplines.

UG - B.A. (History, English), B.Com., B.B.A., B.Sc. (Math)

PG - M.A. (History, Economics, Sociology, English, Public Administration, Police Science & Criminology)

Admission Confirmation

After scrutinizing the Application, the Directorate of Distance and Continuing Education will confirm the admission of the eligible students by assigning them an Enrolment Number. Admission will be cancelled if found not eligible.

Once the student is admitted, his / her registration is valid for entire period of study, subject to the payment of course fee for the respective years.

Identity Card

Identity Card will be issued to the students after confirmation of admission. The Identity card should be produced during the contact programs for getting hall ticket for examinations and at the time of getting marks statement and other certificates. Hence, the students are advised to keep

the Identity card with them till the completion of the course.

Duplicate Identity Card

If the original Identity Card is lost, duplicate identity card will be issued on production of a Demand Draft for Rs. 350/- with a requisition letter, a recent passport size photograph and self addressed stamped envelope.

Enrolment Number

Enrolment Number will be allotted to the students admitted in the Online Study Centre/ Associate Institute/ eLearning Point after last date of the admission is over. Till such time in all correspondence the application number and the course should be mentioned. Enrolment number shall be used for examination also. Enrolment number will be communicated to student by Online Study Centre/ Associate Institute/ eLearning Point by issuing them a student Identity Card within 45 days from the date of approval of admission by the University. The students are advised to keep the Identity Card safely as the same has to be produced for attending contact program, examination and during issue of certificates. Any loss or damage of the card need to be informed immediately and application for duplicate card should be applied. Duplicate card will be issued on charge basis according to the prevalent rules and regulation of the university. Enrolment number will not be changed during the course of study.

Enquiry without Enrolment number will not be entertained.

Regional Learning Centres

For administrative and academic purposes, the whole country is divided into regions and overseas countries are also classified. Under each region, number of the Online Study Centre/ Associate Institute/ eLearning Point in each region will have centre for the conduct of video classes and special training classes.

Online Study Centres

All students will be attached to any one of the Online Study Centre for the purpose of Spot Admission, access Internet & Computer, Conduct of

Online Classes and for getting other relevant information.

Change of Course

The students who want to change their Course should submit their requisition letter enclosing a D.D. for Rs. 600/- drawn in favour of "The Registrar, M S University", payable at "Tirunelveli" along with "No Objection Certificate" (NOC) obtained from the Online Study Centre in which they are studying.

Study Centre Transfer Policy

Transfer of Online Study Centre will be allowed only to the students of other cities in case of situations like, transfer of job, medical grounds etc. and that too only with the approval of the existing Online Study Centre as well as the ONLINE CAMPUS and the University. Online Study Centre transfer will be allowed only if the course is being conducted at the destination Online Study Centre. The student will have to agree with the batch timing in the destination Online Study Centre. If a student takes transfer to any other Online Study Centre, without any approval of the university, then his/her admission will be cancelled and the fee will remain forfeited. In case of Centre transfer, the student needs to fill in a "Centre Transfer Form" and obtain a No-Objection Certificate from the existing Online Study Centre and the destination Online Study Centre.

Change of Address

Any change in the address should be intimated to the DD & CE, MS University and the ONLINE CAMPUS immediately with Enrolment No. and the fee of Rs. 100/- by way of Demand Draft. The candidates are advised to make necessary arrangement in the post office for letters redirected to their new addresses, until the change is effected.

Fee Structure

All the course fee as mentioned in the prospectus has to be paid by the students to the University either through Online payment method or through Online Study Centre/ Associate Institute/ eLearning Point in the form of Demand Draft.

Fee is charged during admission in order to avoid inconvenience to the students and to facilitate the consolidation of accounts in the office. Students in their own interest are advised to ensure that fee is paid:

- Only to the administrator and against proper printed receipt.
- University Fee payment has to be made by Demand Draft in favour of "The Registrar, M S University", payable at "Tirunelveli".
- No Cash or any other transaction is permitted.
- Total Fee can be paid on admission or can be paid as per prescribed schedule.
- The University is not responsible for any cash payment.

Student must write their application number or enrolment number, name, program and Online Study Centre Name on the back of the Demand Draft. They should not sign anywhere on the Demand Draft.

It is the responsibility of the student to pay their fee within the deadline as communicated by the university. In case the student does not pay fee within the deadline, late fee will be charged as per the decision of the University. In case student does not pay the fee during the prescribed period the student will be deemed to have dropped the course and will not



be allowed to continue the program. The fee is non-refundable and cannot be adjusted under any circumstances. Students must visit the University online distance learning website www.msunonline.net.in for important instructions and deadlines.

Fee Refund Policy

Refund of Fee will be admissible only if the student has submitted his/her application for admission complete in all respect with all required certificate and documents but is declared ineligible for not fulfilling the eligibility conditions as per university regulations. The fee paid by such candidate will be refunded after a deduction of 25% of the total amount paid by him/her provided the application of refund has been received by ONLINE CAMPUS within three months from the date of issue of information through Website www.msunonline.net.in or Phone or SMS or Email or Letter by ONLINE CAMPUS declaring the student as ineligible.

Amount deposited in excess of the prescribed fees, if any, will also be refunded after deducting 25% of the excess amount on request received from the student within 3 months from the date of deposit.

The fee remitted by the applicant shall not be refunded for any of the following reason:

- ▶ In case the admission of the candidate is not finalized due to non-payment of fee / dues and other charges or a part thereof within the prescribed date;
- ▶ In case the applicant has not submitted the required Certificate/ Statement of Marks/ Degree for verification/ Migration Certificate in original or other certificates, etc. submitted by him/her are found bogus or forged;
- ▶ If, after being admitted to the course, a candidate does not want to continue his/her studies on account of his / her any personal reason. If the candidature of a student is cancelled as fee defaulter or non submission of documents etc. or student does not appear in the examination after the issue of Hall Ticket, the fee paid by him/her shall neither refunded nor adjustable in any case against the next session even if he / she seeks readmission of the course.



EXAMINATION INFORMATION

The University examinations for all courses are held twice in a year in May/December. Candidate must submit a separate examination application form alongwith prescribed examination fee to Online Study Centre/ Associate Institute/ eLearning Point. Hall tickets will be issued with subject codes at the time of remittance of the examination fee.

Students who have failed in the first appearance should obtain the examination application form by sending a requisition letter to the Controller of Examinations or can be downloaded from the University website. The duly filled in examination application form should be submitted with the prescribed fee on or before the last date mentioned below.

May Examination:

Without Penalty 20th March

With Penalty 28th March

December Examination:

Without Penalty 25th October

With Penalty 3rd November

INTERNAL ASSESSMENT

The student will have to appear for the periodic tests and complete all assignments and presentations given to them for the purpose of internal assessment. Students will be eligible for final examinations only if they have secured minimum 40% marks in their internals. Evaluation of the tests/assignments/presentations by the faculty for the purpose of internal assessment will be final and binding on the student, unless overruled by the University.

FINAL EXAMINATION

Final Examination will be conducted at the end of each year. The exam schedule for the final examination will be communicated to the students through the website www.msuniv.ac.in or www.msuonline.net.in.

If the student fails to clear any of the examination he/she will have to reappear by paying a fee as determined by the University from time to time per year for each attempt whenever the exams are held, within the maximum duration of the course. The evaluation and marks declared is final and will be binding on the students.

Classification for UG Courses

60% and Above : Ist Class

50% - 59% : IInd Class

35% - 49% : IIIrd Class

Classification for PG Courses

60% and Above : Ist Class

50% - 59% : IInd Class

EXAMINATION CENTRE

Examination Centres will be fixed in one or more places in each Region depending upon the strength of the candidates. Respective Online Study Centre will intimate the venue and the Exam time table individually to students. The students are advised to approach the respective Online Study Centre for any clarification in this matter.

EXAMINATION RESULTS THROUGH WEBSITE

Examination Results and other information about the DD & CE may be downloaded by the students from the website: www.msuniv.ac.in and www.msuonline.net.in

RESULTS AND CERTIFICATES

The examination results will be made available in the Online Study Centre/ Associate Institute/ eLearning Point/ Regional Learning Centre. Final Statement of Marks, Provisional Certificate and Diploma/Degree will be sent to the Online Study Centre. If there is any arrears in payment of fee, the above certificates will not be sent.

CONVOCATION

Normally the annual Convocation is conducted during the month of August/September. For obtaining degree certificate, students should apply to the Controller of Examinations in the prescribed form by enclosing D.D. for the required fee in response to the advertisement given in leading dailies. The certificate/Diploma/Degree will be dispatched to Online Study Centre after the convocation.

SPECIAL CONVOCATION

Those who did not apply on account of various reasons and those who would wish to obtain convocation certificates without waiting for the next annual convocation, may apply to the Controller of Examination for special convocation with the required fee.

CORRECTIONS IN CERTIFICATES

For any corrections in Marks Statement or in Provisional Certificate or in Degree Certificate, candidate may contact Deputy Controller of Examinations, Manonmaniam Sundaranar University, Tirunelveli along with original marks statement or degree certificate or provisional certificate and details of correction to be made with sufficient proof. Certificate correction fee will be applicable.

RE-TOTALING

Request for re-totalling may be allowed only within 15 days of declaration of result on submission of a fee of Rs. 500/- through DD in favour of "The Registrar, M S University", payable at "Tirunelveli". On receipt of an application the answer sheet of the concerned student will be verified by checking the following:

- ▶ If the answer sheet has all the required entries correctly marked including the Enrolment No., Name & Course of the Candidate in question
- ▶ If all the answers are evaluated and marks calculated correctly
- ▶ If the totaling of marks is correct

The result of re-totalling has to be verified by the Dean (examination) & result will be declared within 15 days of submission of the request & requisite fee.

If any discrepancy is found in the answer sheet the result of the candidate shall be revised accordingly and marks obtained subsequent to re-totalling shall be final. The fee shall be refunded to the candidate concerned if any discrepancy is discovered in totaling of marks in the answer sheet.

AWARD OF DEGREE/DIPLOMA/CERTIFICATE

The degree will be awarded to the student only if he/she has acquired a pass grade in all the years or examinations within the maximum duration of the course. The degree will be processed within 1 year of the successful completion of the course.

In case a student does not clear all the years or examinations in the maximum time as mentioned in the course details he/she will not be awarded any degree or diploma. In such case no refund of fee will be given.



WEB SERVICES - 24 x 7



The following Web Services are available to all the students:

Pre-enrolment Services

- Online Order Form for Prospectus and Application Form
- Online Counseling (Live Chat Facility)
- Online Enrolment and Fee payment through Secure Internet Payment Gateway
- News@MSU: Updates on events like seminars, conferences, counseling meets, FDPs etc.
- Press Room: Press Releases, Press Clippings
- Important Announcements
- Online Support Services Facility

Post-enrolment Services

- Download Course Regulations and Detailed Syllabus
- Registration Facility (activation of student account) to avail a range of services under secure environment with User ID and Password.
 - ▶ **The Services include:**
 - ▶ View Video Lectures
 - ▶ Download, Print and Read Self Learning Material (eBooks)
 - ▶ Download Assignments
 - ▶ Download Examination Registration Form
 - ▶ Download Hall Ticket for Examination
 - ▶ Online Examination Results with Marks Details
 - ▶ Model Question Papers & Suggested Answers
 - ▶ Online Payment for Annual Charges, Technology Fee, Internet Facility Fee, Re-Registration, Identity Card, Hard Copy Study Material, Overseas Courier Charges, Overseas examination fee etc. through secure internet payment gateway.
 - ▶ **Download Prescribed Forms for**
 - ▶ Change of address/email
 - ▶ Non-receipt of courseware
 - ▶ Change of Course
 - ▶ Change of Online Study Centre
 - ▶ Duplicate ID Card Request Form
 - ▶ Register Mobile Number for SMS alert
 - ▶ Student Feedback Form
 - ▶ Re-Registration Form
 - ▶ Convocation Form
- Online Helpdesk facility
- Electronic Student Newsletter
- Placement Support
- Important information on Special Training Classes, Examination Schedule, Examination Centres, revision of curriculum, convocation etc.
- Access to online edition of the magazines and journals
- Online Academic support & discussion for interacting with Faculty and fellow Students
- Virtual Library: Links to articles, publications, informative sites, news item and reviews
- The following services will be offered in due course:
 - ▶ Interactive Video Classes and Webinars
 - ▶ Online teaching kits, Access lesson plans, lecture notes, reference links, presentations etc.

APPLICATION FOR ADMISSION

APPLICATION NO.

ENROLMENT No.

FOR UNIVERSITY USE ONLY

[illegible]

Affix a
passport size photograph
duly signed by the candidate
at the top
and
attested by a
Gazetted Officer
at the bottom

REFER WEBSITE FOR DETAILS (Mark a tick (✓) in square ☐ wherever applicable)

[illegible]

OSC Code		
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Session: Calendar Academic Year

Whether apply for Lateral Entry	Re-admission	Year of Lateral Entry/Re-admission	Year
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A. PERSONAL DATA

A.1. Name in CAPITAL LETTERS (as it appears in official documents, school records, passports, etc.):

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First Name

Middle Name

Last Name

A.2. Date of Birth: **A.3. Age:** **A.4. Sex:** M ☐ F ☐ **A.5. Marital Status:** Married ☐ Single ☐

A.6. Community: OC/BC/MBC/SC/ST/Others **A.7. Nationality:** **A.8. Mother Tongue:**

A.9. Are you Working: Yes ☐ No ☐ Do you want placement assistance: Yes ☐ No ☐ **A.10.** Do you want e-mail ID: Yes ☐ No ☐

A.11. Father's/Guardian's/Husband's Name (Please strike out whichever is not applicable)

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First Name			

Middle Name			

Last Name			

A.12. Father's/Guardian's/Husband's Occupation:

A.13. Residential Address in CAPITAL LETTERS:

[illegible][illegible]

	PIN / ZIP:
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PIN / ZIP:

[illegible]

Country:

[illegible]

for alert

[illegible]

Mobile:
for SMS alert

Country Code STD/Local Code

A.14. College/University previously studied	Name of the College/University
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Course:	Course Name	Specialization	Year of Study	Y	Y	Y	Y	-	Y	Y
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B. ACADEMIC DETAILS: Qualifying Examinations Passed: (from High School standard Onwards)

[illegible]

C. EXPERIENCE DETAILS:

Sl. No.	Name of the Organisation & Address	Designation	Period		Total Experience in months	Monthly Salary
			From	To		

DECLARATION BY APPLICANT

- a) I hereby confirm that I will regularly visit and login University's website www.msuniversity.net.in and any information relevant to my opted course will be received by me from above-said website. Further, I will never claim to send any information legally or illegally by post, courier, SMS and eMail. Therefore, only I will be responsible for all types of consequences, if I don't visit and login the website.
- b) I hereby declare that the particulars given above are correct and that I will, if admitted, abide by the rules and regulations of the University.

Place

Date

Signature of the Applicant

D. Enclosures: Set of Originals & Attested xerox copies of the certificates along with DD

DD Number

Date

D

D

M

M

Y

Y

Amount

Bank & Branch

Original Statement of Marks No.

1

2

3

Original Matriculation Certificate No.

Original Provisional Certificate/Diploma/Degree No.

1

2

Original Transfer Certificate No.

NOTE: Online Study Centres/eLearning Points are advised to retain photocopy of the student Application for Admission as a proof of submission of the same with the Online Campus.

For Online Study Centre Use only

All the originals mentioned above were verified carefully and returned to the student. It is also certified that the genuinity of the original certificates were verified by me. Xerox Copies of the originals including qualifying Certificates and Transfer Certificates were verified and signed by me in addition to attestation by a Gazetted Officer. The student has been instructed to produce the originals whenever demanded by the University. The Online Study Centre is responsible for any lapse in this regard.

Place

Date

Seal of Online Study Centre

Signature of the Online Study Centre Coordinator

For ONLINE CAMPUS Use only

Whether Student eligible for Admission: Yes ☐ No ☐ If Yes, Admission Number

Whether Login ID issued: Yes ☐ No ☐ Login ID

Whether Student received ID Card: Yes ☐ No ☐ Remarks:

Whether Student requested for E-mail ID: Yes ☐ No ☐ E-mail ID:

@msuniversity.net.in

Coordinator (Admission)

Admission Officer

Admission Advisor

For DD & CE Office Use only

The Applicant is admitted provisionally to the First / Second / Third year of the _____ Course in the Academic Year / Calendar Year _____ in English Medium. He/she has paid Tuition Fee Rs. _____

DD Number

Date

D

D

M

M

Y

Y

Name of the Bank

Place of the Bank

Assistant

Superintendent

A.R./D.R.

Director

Remarks, if any: _____

INSTRUCTIONS TO FILL UP THE APPLICATION FORM

1. Candidates should go through the prospectus carefully before filling in the application form. Application form should be filled in by the candidate's own hand writing in English only.
2. One Passport size photo should be affixed on the application form and Three passport size photographs separately attached with the application form without any attestation.
3. Name of the candidate and the address to which communication to be sent should be stated in capital letters. Residential address should be given for communication and not Online Study Centre/Associate Institute/eLearning Point/Academic Partner/ Regional Learning Centre address.
4. All the enclosures as mentioned in Section-D of the application form should be with number and date without fail.
5. No column of the application form should be left blank.
6. The University Fee must be remitted through a demand draft drawn in favour of "The Registrar, M S University", payable at "Tirunelveli, Tamilnadu" and Special Training Fee, Internet Facility & Technical Fee should be paid to the ONLINE CAMPUS or its Online Study Centres/Associate Institute/eLearning Point by Demand Draft only. No Cash payment should be made either at the Directorate or ONLINE CAMPUS or its Online Study Centre/Associate Institute/eLearning Point.
7. Admission will be given subject to the eligibility of the candidate.

IMPORTANT INSTRUCTIONS

1. The University has the right to revise the fee without prior notice.
2. Change of course and subject will not be permitted, once the student has attended the Video Classes/Training Classes/PCP classes.
3. Students are instructed to furnish necessary particulars such as Name and Address, Enrolment No. / Admission No., Course, Year of Study, Name of the Online Study Centre etc., in all correspondence. Letters with incomplete particulars will not be considered for action at our end.
Example:
Lakshmi Narayan; Address
Enrolment No. / Admission No. / B.Com. IInd Year / Chandigarh
4. No Transfer Certificate (TC) will be issued on completion of course as original TC is returned after verification at the time of admission.
5. Course Completion Certificate will be issued in lieu of Transfer Certificate. The students who wish to obtain the Course Completion Certificate are directed to send their applications with the prescribed fee.
6. Whenever the students enclose Demand Draft for various purposes, they should write their name, Enrolment Number and the course details at the back of the D.D. Overwriting or correction in the Demand Draft will not be accepted.
7. Examination Fee should be paid separately in a single Demand Draft drawn in favour of "The Registrar, M S University", payable at "Tirunelveli, Tamilnadu".
8. Directorate has every right to discontinue any course, if minimum number of students have not joined. In such a situation, the entire fee paid by the student will be refunded.
9. The place of jurisdiction for filing of suit in case of any dispute will be only at Tirunelveli(Tamil Nadu).



DISCLAIMER

This Prospectus does not constitute a contract between the Students, ONLINE CAMPUS and the University. The relationship of the Students, ONLINE CAMPUS and Manonmaniam Sundaranar University is governed by policies, rules and regulations framed from time to time.

Manonmaniam Sundaranar University reserves the right to change policies, programs, academic requirements, course, schedules, rules, regulation, tuition and fee, or to make other changes that the Manonmaniam Sundaranar University considers necessary or desirable. The Manonmaniam Sundaranar University and ONLINE CAMPUS disclaims any liability as a result of any printing error in this Prospectus.

LEARNING METHODOLOGY AND STUDENTS SERVICES

Manonmaniam Sundaranar University with technical collaboration of ONLINE CAMPUS has developed a unique “Flexible Learning” methodology that combines all three forms of learning namely the Books, Internet (eLearning) and Classroom (Faculty interaction). MSU's integrated learning approach is align with our mission for providing “Education Anywhere, Anytime”.

SELF-LEARNING MATERIAL

Manonmaniam Sundaranar University has introduced a unique Subject code for each subject prescribed for a particular programme. All students are provided with comprehensive eBooks in English Language only at the beginning of each session. Renowned authors specially design the Self-Learning Material for each course of the curriculum, with the distance learning methodology in mind. The eBook having the features of print, save as a PDF, search particular word and Bookmark of a particular page. Manonmaniam Sundaranar University revise Self-learning material frequently once in 2-3 years to keep in line with the current market trends. The hard copy of the Self-learning material will also be provided to the students on extra payment.

eLEARNING

Manonmaniam Sundaranar University has introduced “eLearning” as a supplementary methodology to enhance understanding, keep concepts and bridge the gaps between distance and classroom based learning. The eLearning session enhance understanding the subject matters by presenting Scenarios, Audio/Video Clips, Case Studies, Quizzes and Activities. Student can go through the eLearning Modules available on the MSU's website www.msuonline.net.in or DVD packed along with the student Welcome Kit.

TRAINING CLASSES

Further in order to supplement the students efforts through Self-study the students are encouraged to attend the training classes offered by ONLINE CAMPUS at place where the Online Study Centre/ Regional Learning Centre or Associate Institutes are located. An experienced faculty interacts with the students in a classroom atmosphere for better understanding of the concept and also to clarify any doubts in the respective subject and therefore prepare well for the examinations. The Special Training Classes are need based and are conducted subject to Enrolment of minimum No. of students. Students who plan to attend the Special Training Classes are required to pay training fee at the time of Enrolment as per fee structure.

VIDEO LECTURES

Students can enhance their understanding of Key concept by viewing pre-recorded lectures from expert faculty on important courses and area of the programme curriculum. Such lectures are available in the website. Manonmaniam Sundaranar University also plans to introduce interactive lectures broadcast through Video Conferencing on relevant programme throughout the year. These lectures will also be available in archive mode through MSU's website www.msuonline.net.in.

eMENTORING

Manonmaniam Sundaranar University is introducing an e-Mentoring support to all its students. eMentoring involves giving academic support necessary for online learners. Through the e-Mentoring programme, students will be able to address their specific academic queries via Online Student Support Services of MSU. These queries will be answered by our expert faculty and an in-depth reply will be sent to the students. This e-Mentoring support via Online Student Support Services will be available throughout the academic tenure of the each student.

Further information can be had from:



Application for Admission along with enclosures submit to: