



APPLICATION No : DL1097822

**ANNA UNIVERSITY**  
CENTRE FOR DISTANCE EDUCATION  
CHENNAI - 600 025.

Postal  
stamps  
if sent  
by post

APPLICATION FOR ADMISSION TO MBA/MCA/M.Sc. DEGREE PROGRAMME THROUGH DISTANCE MODE

**ENCIRCLE THE APPROPRIATE CODE NUMBER**

A) PROGRAMME APPLIED FOR

MBA	MCA	M.Sc.(CS)
1	2	3

B) APPLIED FOR ADMISSION OF

Calendar Year (CY) 20....	Academic Year (AY) 20.... - 20....
1	2

From

To

**The Director**  
**Centre for Distance Education**  
**Anna University**  
**Chennai - 600 025**



# ANNA UNIVERSITY

## CENTRE FOR DISTANCE EDUCATION

CHENNAI - 600 025

### APPLICATION FOR ADMISSION TO MBA/MCA/M.Sc. DEGREE PROGRAMME THROUGH DISTANCE MODE

## NOTE :

1. Read the "Information and Instructions to Candidates" carefully before filling the application form.
2. Fill up the application form legibly in block letters and ENCIRCLE the code number as applicable.
3. A Candidate can apply for only one programme.
4. Application is accepted throughout the year. This application form can be used for admission in the immediate Calendar Year or Academic Year based on the date of purchase of the application form.
5. TANCET score is also valid for admission to MBA and MCA Degree Programmes for the period of one year from the date of TANCET Examinations.

Affix recently taken passport size photograph with white or blue background

1. Batch applied for :

Academic Year (AY) Batch	Calendar Year (CY) Batch

1a) Programme applied for :

MBA	MCA	M.Sc.(CS)

1b) Entrance Test Centre opted, if applying for MBA/MCA Degree Programme (Refer Information and Instructions to Candidates (Serial No. 6) and indicate Code No. of the Test Centre):

Chennai	Coimbatore	Madurai	Trichy	Nagercoil	Villupuram

1c) Specialization, if applying for MBA Degree Programme:

General Management (GM)	Technology Management (TM)	Marketing Management (MM)	Human Resource Management (HRM)	Financial Services Management (FSM)	Health Services Management (HSM)	Hospitality and Tourism Management (HTM)	Operations Management (OM)

(Refer Information and Instructions to Candidates (Serial No. 11))

2. Name: .....

(As entered in UG Degree Certificate or its equivalent – To be written in Block letters with initials at the end. Change in Name, if any, will be entertained, if supported with Gazettee notification.)

2a) Father's Name: .....

2b) Address for communication: .....

City/Town:..... District:..... State:.....

Pin code :

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Telephone No.: Office: .....Residence: .....Mobile: .....

E-mail:.....

3. Date of Birth :  
(As entered in SSLC certificate or its equivalent)

Date	Month	Year

4. Mother Tongue :

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5. Gender :

Male	Female	Transgender

6. Community :	ST	SC	SC (A)	MBC&DNC	BC	BC (M)	OTHERS

7. Differently abled person : (Refer Serial No. 12(iii) of Information and Instructions to Candidates)	Hearing	Visual	Orthopaedic

8. Details of Educational Qualification:  
(Attested photo copy to be enclosed)

S. No.	Description	SSLC or its equivalent	HSC or its equivalent	Diploma or its equivalent	Bachelor Degree
1.	Period of Study				
2.	Month and Year of Passing				
3.	SL.No. of Certificate				
4.	Name of the Institution				
5.	Name of Board /University				
6.	Name of the Degree (UG)				
7.	Major Subject / Branch Studied at Degree level				

9. If you are an applicant for MCA/M.Sc., have you studied Mathematics / Statistics as one of the subjects at degree level or +2 level

Yes	No

Note: 1. Applicant studying Final Semester of UG Course must enclose Bonafide Certificate from Institution  
2. Applicant must full fill the eligibility criteria before counseling dates otherwise application will be invalid.

10. If possessing AMIE, do you have 2 years experience after the completion of AMIE (Proof to be enclosed)

Yes	No

11. TANCET Candidates:

(i) Year of Examination

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(ii) TANCET score (May 2014)

(Attested photo copy of TANCET Mark Sheet to be enclosed)

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12. Details of Demand Draft enclosed:

Amount: ₹..... Name of Bank:.....

Branch: ..... DD No. :..... Date:.....

### DECLARATION

It is certified that to the best of my knowledge all the information furnished above are true. I am aware that any wrong information or suppression of information in this application may result in punitive action in addition to the summary cancellation of my candidature for the Entrance Test and Admission.

Place :  
Date :

**Signature of the Candidate**

# INFORMATION AND INSTRUCTIONS TO CANDIDATES

## 1. PROGRAMMES OF STUDY

### A. Master of Business Administration (MBA)

- (i) MBA-General Management
- (ii) MBA-Technology Management
- (iii) MBA -Marketing Management
- (iv) MBA-Human Resource Management
- (v) MBA -Financial Services Management
- (vi) MBA-Health Services Management
- (vii) MBA-Hospitality and Tourism Management
- (viii) MBA-Operations Management

### B. Master of Computer Application (MCA)

(Offered at Chennai, Coimbatore, Trichy, Villupuram and Nagercoil)

### C. Master of Science (M.Sc.) – Computer Science

(Offered at Chennai and Coimbatore)

## 2. ENTRANCE TEST AND SYLLABI

### 2.1 Distance Education Entrance Test

Distance Education Entrance Test (DEET) will be held twice in a year, one in the month of July for Academic Year (AY) Batch and the other in the month of January for Calendar Year (CY) Batch. DEET scores are valid for one year only.

Separate Entrance Tests will be conducted for admission to MBA and MCA Degree Programmes.

**There is no Entrance Tests for admission to MSc Degree Programme.**

Application submission	Date of Entrance Test (DEET)	Month of Admission	Conduct of Classes
July 2014 – Jan 2015	<b>22.02.2015</b> DEET CY 2015	March 2015	Apr 2015 – Jul 2015

### 2.2 Syllabi for Entrance Test

#### 2.2.1 MBA

The question paper will be designed to test the capability of the candidates in the following areas:

- 1. Data Analysis
- 2. Comprehension Skill
- 3. Basic Quantitative Ability
- 4. Written English

#### 2.2.2 MCA

The question paper will be designed to test the capability of the candidates in the following areas:

- 1. Quantitative Ability
- 2. Analytical Reasoning
- 3. Logical Reasoning
- 4. Computer Awareness
- 5. Verbal Activity, Basic Science, etc.

### 2.3 Question Paper Pattern and Evaluation Scheme

The question paper will contain 100 objectives type questions to be answered in 2 hours. Each question will have four alternative answers. Candidate has to choose the most appropriate answer and has to shade the choice of the answer in the box against each question. While evaluating the answers, one mark is awarded for each correct answer. Wrong answers will be considered to break the tie.

## 3. ELIGIBILITY

### 3.1 Master of Business Administration(MBA)

- 1. A pass in any Bachelor Degree.\*  
and
- 2. A pass in Distance Education Entrance Test (DEET) conducted by the CDE, Anna University, Chennai.

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### 3.2 Master of Computer Application (MCA)

- 1. A pass in any Bachelor Degree.\*

The candidate should have studied Mathematics/Statistics as one of the subjects at the degree level or Mathematics at HSC level.

and

- 2. A pass in Distance Education Entrance Test (DEET) conducted by the CDE, Anna University, Chennai.

\*\*\*\*\*

### 3.3 Master of Science (M.Sc.) – Computer Science

- A pass in any Bachelor Degree.\*

The candidate should have studied Mathematics/Statistics as one of the subjects at the degree level or Mathematics at HSC level.

\*\*\*\*\*

\*The Bachelor Degree must have been obtained through 10+2+3 pattern.

Candidate applying for admission to M.Sc. (CS) programme will be directly called for admission.

#### Note:

- 1. Candidate who can produce either Provisional or Degree Certificate and all semester Mark Sheets at the time of admission can only apply.
- 2. Those who have obtained their U.G Degree by undergoing the course in “Off campus” system are not eligible.
- 3. Those who have recently enrolled themselves for some other Programme and undergoing the Programme elsewhere are not eligible.

## 4. ELIGIBILITY OF AMIE CANDIDATES

Candidates with AMIE or similar qualification awarded by Professional Institutes approved by MHRD are also eligible for admission to MBA/MCA Degree Programme, if they have two years of experience after obtaining AMIE or similar Degree. A pass in Entrance Test (DEET) conducted by the CDE, Anna University, Chennai-25 is mandatory.

## 5. ELIGIBILITY OF TANCET CANDIDATES

TANCET score is valid for one year from the date of Examination otherwise candidate have to appear for DEET Entrance for admission to PG Degree. They will be called for counseling and admission directly based on the merit order among the TANCET candidates.

## 6. ENTRANCE TEST CENTRE CODE NUMBER

As far as possible the option of candidates for the Test Centre will be considered. However the authority for the allotment of Centre for the Test is vested with the CDE, Anna University and it is final. Entrance Test for MCA will not be conducted at Madurai Centre.

Entrance Test Centre	Code No.
Chennai	1
Coimbatore	2
Madurai	3
Trichy	4
Nagercoil	5
Villupuram	6

**Note: Not applicable for TANCET candidates who seek admission based on TANCET score only.**

## 7. ENCLOSURES

The following Certificates are to be enclosed with the application  
(Originals should not be enclosed)

- (i) SSLC or its equivalent
- (ii) HSC or its equivalent
- (iii) Diploma Certificate – (if applicable)
- (iv) Degree Certificate (or) Provisional Certificate
- (v) Mark Sheets of all semesters / Years of the Bachelor Degree Examinations based on which admission is sought
- (vi) Transfer and Conduct Certificate from the institution last Studied
- (vii) AMIE or similar Certificate – (if applicable)
- (viii) Experience Certificate (for those with AMIE or similar qualification)
- (ix) TANCET Mark Sheet (if applicable)
- (x) Photograph Card (Photograph should be affixed and the candidate should sign at the appropriate place)
- (xi) For Online application original Demand Draft

## 8. MAILING OF APPLICATIONS

Completed applications are to be sent to “**The Director, Centre for Distance Education, Anna University, Chennai 600 025**” so as to reach on or before the last date either by post or in person.

**Note:** The University is not responsible for any postal delay / loss in transit. Completed applications received by post after the stipulated date will not be considered for the particular batch.

## 9. SELECTION AND ADMISSION PROCEDURE

- 9.1 Selection is based on the marks in the Entrance Test (DEET score)
- 9.2 Choice for Study Centre is based on the rank obtained in the Entrance Test.

## 10. FEE DETAILS

### 10.1 Payable at the time of admission

- i) **Rs.18,650/-** (for candidates whose Bachelor Degree is from a University in Tamil Nadu)
- ii) **Rs.19,050/-** (for candidates whose Bachelor Degree is from a University outside Tamil Nadu)

The above fee is inclusive of refundable Caution Deposit of Rs.5000/-

### 10.2 Details of semester fee

(From Second Semester to Final Semester) **Rs.12,500/-** per Semester. Commencement of fee collection every

**1<sup>st</sup> of March and 1<sup>st</sup> of September**

(For further details refer website <http://cde.annauniv.edu/>)

## 11. STUDY CENTRES

### AT CHENNAI

S. No	Study Centre	Specialization offered
1.	Centre for Distance Education, Anna University, Chennai-600 025.	Availability of various specializations in MBA Degree Programme in Study Centres at Chennai will be notified at the time of counseling.
2.	College of Engineering, Anna University, Chennai- 25.	
3.	Alagappa College of Technology, Anna University, Chennai - 25.	
4.	Madras Institute of Technology, Anna University, Chrompet, Chennai – 44.	
5.	Saveetha Engineering College, Saveetha Dental Campus, Velappan Chavadi, Near Kumananchavadi, Poonanmalle high road, Chennai-77.	
6	Meenakshi Engineering College, K.K. Nagar., Chennai – 35	

## OUTSIDE CHENNAI

S. No	Study Centre	Specialization offered			
		GM	TM	FSM	HRM
6.	Anna University Regional Centre Coimbatore, Mettupalayam Road, Jothipuram, Coimbatore-641047	GM	TM	FSM	HRM
7.	Kumaraguru College of Technology, Chinnavedampatti post Coimbatore-641 006	GM	TM	FSM	HRM
8.	KLN College of Engineering, Pottapalayam-630 611 Madurai District.	GM	TM	FSM	HRM
9.	University College of Engineering, BIT- Campus, 620 024 Trichy-622515	GM	TM	FSM	HRM
10.	Jamal Mohammed College, 10. Race Course Road, Khaja Nagar, Trichy-620 020.	GM	TM	FSM	HRM
11.	University College of Engineering Nagercoil, Konam, Nagercoil, Kanyakumari District -629004	GM	TM	FSM	HRM
12.	University College of Engineering, Villupuram -605 103	GM	TM	FSM	HRM

The list is also available at the website <http://cde.annauniv.edu/>.

**More Study Centres may become operational based on the requests from various organizations and the availability of minimum number of candidates.**

Different specialization in MBA Degree Programme that is to be offered at different Study Centres shall be decided depending on the number of candidates in the Study Centres concerned and opting for the specialization.

MCA Programme will be offered at Chennai, Coimbatore, Trichy, Villupuram and Nagercoil Study Centres only if a minimum number of candidates are admitted.

M.Sc. (CS) Programme will be offered at Chennai and Coimbatore Study Centres only if a minimum number of candidates are admitted.

## 12. GENERAL INFORMATION

- i) Candidates should carefully fill up the application form
- ii) Candidates admitted to MBA/MCA/M.Sc. Programmes of Distance Education are not eligible for any scholarship or fee concession from Anna University.
- iii) Differently abled persons are exempted from payment of tuition fee for which they have to produce a certificate from the Chairman, District Medical Board in the prescribed form which can either be obtained from the office of the CDE or downloaded from the Centre's website.

### Note:

1. Study Centres will be operated in selected cities in Tamil Nadu where there is sufficient number of candidates.
2. Candidates should send only one application.
3. Candidates will be required to produce all the original Certificates at the time of admission.

## 13. IMPORTANT DATES

Description	CY 2015 Batch
Last date of receipt of requisition for issue of application form by post	10.02.2015
Last date of issue of application form and receipt of completed applications	14.02.2015

**PLEASE CHECK THE WEBSITE FREQUENTLY (<http://cde.annauniv.edu/>) FOR UPDATED INFORMATION.**

### FOR FURTHER DETAILS:

**THE DIRECTOR,  
CENTRE FOR DISTANCE EDUCATION,  
ANNA UNIVERSITY, CHENNAI – 600 025.**

Phone: 044-2235 7216, 21,64502506, 64502507, 64502508

Website: <http://cde.annauniv.edu/>

Exclusive Email address for admission

Email ID: [distanceprog@annauniv.edu](mailto:distanceprog@annauniv.edu)



APPLICATION No. : DL1097822

**ANNA UNIVERSITY**  
**CENTRE FOR DISTANCE EDUCATION**  
**CHENNAI - 600 025**

**PHOTOGRAPH CARD**

**Affix recently taken  
passport size  
photograph with  
white or blue  
background**

<b>SIGNATURE</b>	
<b>Name (As given in Sl. No. 2 of application )</b>	

APPLICATION No: DL1097822



**ANNA UNIVERSITY**  
**CENTRE FOR DISTANCE EDUCATION**  
**CHENNAI - 600 025**

**MBA/MCA/MSc DEGREE PROGRAMME**  
**THROUGH DISTANCE MODE**

**\* ACKNOWLEDGEMENT**

**Ref: Your application for admission to MBA/MCA/M.Sc. (CS) Degree  
Programme – Calendar Year 20.... / Academic Year 20.... – 20.... .**

\*\*\*\*\*

The receipt of your application for admission to MBA/MCA/M.Sc.(CS) Degree Programme through distance mode for the Calendar Year 20.... / Academic Year 20.... – 20.... is acknowledged.

Director

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\* Write your postal address and affix `6/- Stamp in the space provided on the reverse side if the card is to be sent by post.

Affix `6/-  
stamp if to  
be sent by  
post

(Office Seal)

To

Thiru/Tmt/Selvi .....  
.....  
.....  
.....

From  
The Director  
Centre for Distance Education  
Anna University  
Chennai - 600 025

PIN

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**CERTIFICATE No. I**

Name : .....

Application No.

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**Medical Certificate for Hearing Impaired  
(TO BE ISSUED BY DISTRICT MEDICAL BOARD)**

Certified, that the District Medical Board of ..... (City) have this ..... day of ..... 20.... examined the candidate whose particulars are given below.

- 1. Name of the Candidate :
- 2. Father's Name :
- 3. Sex :
- 4. Age :
- 5. Identification Marks

- 1.
- 2.

Space for affixing recent Passport size photograph of the candidate duly attested by Chairman District Medical Board
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6. Whether Orthopaedically / Visually impaired : Yes / No  
(If yes for either one or both medical certificate /s for fitness from the respective specialist /s to be produced)

7. Nature of hearing loss and extent of disability

	:	RE.	LE.
a) Pure tone average db	:	.....	.....
b) Speech discrimination score	:	.....	.....

8. a) Whether a suitable hearing aid to be used : Yes / No  
 b) Is the impairment non-progressive : Yes / No

9. Whether eligible for consideration under Differently Abled Persons quota : Yes / No

10. Whether the candidate is physically and mentally fit to be considered for admission to Post Graduate Programmes through Distance Mode : Yes / No (If no please specify reasons)

**Signature of the Applicant**

**Chairman, District Medical Board**

**Date with seal of** **Member** 1.  
**Medical Board** 2.

**Note: Candidates with hearing ability 40 db and above only in the better ear with speech discrimination score of 50% and above are eligible for consideration under reserved quota.**

**CERTIFICATE No. II**

Name : .....

Application No.

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**Medical Certificate for Visually Impaired (TO BE ISSUED BY DISTRICT MEDICAL BOARD)**

Certified, that the District Medical Board of ..... (City) have this ..... day of ..... 20..... examined the candidate whose particulars are given below.

1. Name of the Candidate :
2. Father's Name :
3. Sex :
4. Age :
5. Identification Marks 1) ..... 2) .....
6. Whether Orthopaedically / audilogically impaired : Yes / No  
(If yes for either one or both medical certificate / s for fitness from the respective Board has to be produced)
7. Low vision : (Person with low vision means a person with impairment of vision of less than 6/18 to 6/60 with best correction in the better eye or impairment of field in any one of the following categories)
  - a) Reduction of fields less than 50 degree :
  - b) Heminaopia with macular involvement :
  - c) Attitudinal defect involvement lower fields :
8. Categories of Visual Disability  
(Please Choose the appropriate box)

Space for affixing recent Passport size photograph of the candidate duly attested by Chairman District Medical Board

Category	Better eye	Worse eye	%age impairment	Tick (as Applicable)
Category O	6/9 – 6/18	6/24 to 6/36	20%	
Category I	6/16 – 6/36	6/20 to Nil	40%	
Category II	6/40 – 4/60 or field of vision 10° - 20°	3/60 to Nil	75%	
Category III	3/60 to 1/60 or field of vision 10°	F.C at 1ft. to Nil	100%	
Category IV	F.C at 1 ft. to Nil or field of vision 10°	F.C at 1ft. to Nil	100%	
One eyed persons	6/6	F.C at 1 ft. to Nil or field of vision 10°	30%	

ONE EYED persons with normal vision are not considered as disabled

**Note:** F.C. means Finger Count

9. Whether eligible for consideration under Differently Abled Persons quota : Yes / No

10. Whether the candidate is physically and mentally fit to be considered for admission to Post Graduate Programmes through Distance Mode : Yes / No (If no please specify reasons)

**Signature of the Applicant**

**Chairman, District Medical Board**

**Date with seal of Medical Board** Member 1.  
2.

**Note: Candidates with low vision of 40% Impairment and above are considered as disabled and are eligible for consideration under reserved quota.**

**CERTIFICATE No. III**

Name : .....

Application No.

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**Medical Certificate for Orthopaedically Differently Abled Persons  
(TO BE ISSUED BY DISTRICT MEDICAL BOARD)**

Certified, that the District Medical Board of ..... (City) have this ..... day of ..... 20..... examined the candidate whose particulars are given below.

- 1. Name of the Candidate :
- 2. Father's Name :
- 3. Sex :
- 4. Approximate Age :
- 5. Identification Marks : 1.  
2.
- 6. Whether audiologically / visually impaired :  
(If yes for either one or both medical certificate / s for fitness from the respective specialist /s to be produced) :
- 7. Nature of Orthopaedic :
- 8. Extent of permanent disability in percentage :
- 9. Whether the candidate fulfils the following Standards and may be considered for admission to undergo studies in Post Graduate Programmes through Distance Mode :
  - (a) Normal Blood Pressure : Yes / No
  - (b) Mentally Normal : Yes / No
  - (c) Independent in ambulation with or without calipers but without any support : Yes / No
  - (d) Good standing balance with or without any aid : Yes / No
  - (e) Hand function within normal limits without any aid : Yes / No
  - (f) Good control over bowel and bladder : Yes / No
  - (g) Is the disability non-progressive : Yes / No
- 10. Whether eligible for consideration under Differently Abled Persons Quota : Yes / No
- 11. Whether the candidate is physically and mentally fit to be considered for admission to Post Graduate Programmes through Distance Mode : Yes / No (If no please specify reasons)

Space for affixing recent Passport size photograph of the candidate duly attested by Chairman District Medical Board
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**Signature of the Applicant  
Board**

**Chairman, District Medical**

**Date with seal of  
Medical Board**

**Members  
1.  
2.**

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**Note: Candidates with permanent Physical Impairment 40 and above are eligible for consideration under reserved quota.**