



# TAMIL NADU OPEN UNIVERSITY

# 577, Anna Salai, Saidapet, Chennai-600 015

Phone: 044-24306660/661/662

## TERM END EXAMINATIONS (B.Sc. CATERING & HOTEL ADMINISTRATION – APRIL 2019) INSTRUCTIONS TO THE STUDENTS (To be retained by the Students) (For Students of Tamil Nadu & Puducherry)

The Examination Application Form for the registration of Term End Examinations, April 2019 is available in the TNOU website. [www.tnou.ac.in](http://www.tnou.ac.in). The Students should apply for the Examination through online only.

1. Those Students who have not paid their Tuition Fees to TNOU for Re-Registration of their Second Year/Third Year/Semester should pay the prescribed Tuition Fees immediately, otherwise the students will not be permitted to write the Term End Examination. Such candidates will not receive their Hall-Tickets.
2. Those Students who have not submitted their Assignments will not be able to register for the Term End Examination. Such candidates will not receive their Hall-Tickets.
3. Examination Fees, Mark Statement Fee, Provisional Certificate Fee, Convocation Fee, etc., should be paid through online only. The Fees once paid, under any circumstances, will neither be refunded nor carried over for the subsequent Examination. Also excess Fees paid if any will not be refunded under any circumstances.
4. The last date for Examination through online is 10.04.2019 and with late fee of receipt of ₹.300/- is 15.04.2019.
5. Students are instructed to download the Hall-Tickets from the TNOU website [www.tnou.ac.in](http://www.tnou.ac.in).
6. At the first appearance, the Student should pay the Examination Fees for all the courses of the concerned Year/Semester.
7. Students should pay relevant fees for both Theory, Practical and Project Examination.
8. Details regarding the Payment of Examination Fees:

Sl. No	Fee Particulars	B.Sc. Catering and Hotel Administration Programme / Diploma Programme (₹.)
1.	Each Written Paper	125
2.	Per Practical Exam	175
3.	Submission of Project/ Dissertation	125
4.	Cost of Application	70
5.	Mark Statement	100
6.	Centre Fee	150
7.	Provisional Certificate	250
8.	Consolidated Mark Statement	500
9.	Late Fee	300
10.	Convocation Certificate	750

9. All Diploma and Final Year students should necessarily pay the fees prescribed for the **Provisional Certificate & Convocation Certificate along with Examination Fees.**
10. **Identity Card** issued by the Tamil Nadu Open University must be produced at the time of Examination.
11. For any clarification regarding Examinations, Statement of Marks, Revaluation, Re-totalling, Provisional Certificate, Consolidated Mark Statement, Convocation Certificate students are advised to write only to **the Controller of Examinations**. Students are requested to write their full name along with **Enrolment Number and Address with Phone Number in all correspondences.**
12. All communications relating to dispatch of Mark Sheet, Provisional Certificate etc., will be sent to the address given at the time of Admission with due changes, if any, from the Student.

13. Student can choose any one of the Exam City given below. City once selected will not be changed under any circumstances. **If the Examination cannot be conducted at a City due to unforeseen circumstances/for want of Minimal strength of Students, TNOU reserves the right to cancel that Centre and inform the Students**, who have opted for that City to write the Examination at the Next Nearest Centre.
14. The Examinations scheduled to be held from **25<sup>th</sup> April 2019 onwards** at the following Cities subject to the registration of Minimum Number of Students:

Chennai
Cuddalore
Madurai
Thanjavur
Vellore

15. The Students who are not eligible to write the Examinations, before the completion of year of study, should not write the Examination for those ineligible subjects. Results will not be published even if they appear for the Examination inadvertently. In such cases, **the University will not be held responsible.**
16. **Discrepancy if any found in the Hall-Ticket regarding Subject Code, Centre Name, Enrollment Number etc. for Current Exam should be brought immediately to the notice of the Controller of Examinations, Tamil Nadu Open University for necessary action. For details Contact: 044-24306660/661/662.**
17. Any queries on Publication of Results or any discrepancy found in the Statement of Marks for Current Exam should be brought to the notice of the Controller of Examinations, TNOU within **Six Months** time from the Date of Publication of Results. No queries will be entertained after the stipulated period under any circumstances
18. Mobile Phones are not permitted inside the Exam Hall.
19. The University shall have the right to cancel or modify any of the instructions stated in this form and such decision shall be binding on all the students appearing for the University Examination.

**Controller of Examinations**