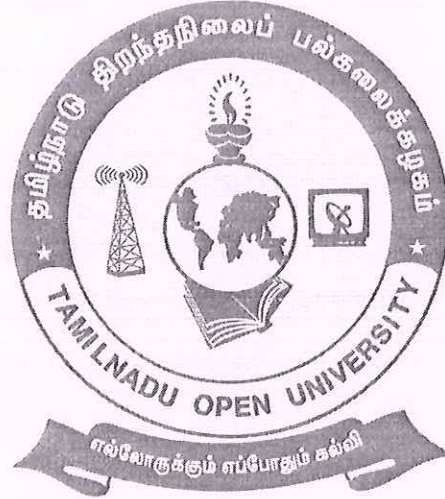


TAMIL NADU OPEN UNIVERSITY CHENNAI



EXAMINATION MANUAL DECEMBER - 2020


Registrar
Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.



TAMIL NADU OPEN UNIVERSITY

(A State Open University Established by Government of Tamil Nadu, Recognized by UGC & DEB,
Member in Asian Association of Open Universities & Association of Commonwealth Universities)

No.577, Anna Salai, Saidapet, Chennai - 600 015, Tamil Nadu.

Professor K.Parthasarathy

Vice Chancellor

Foreword

Examinations are to be planned in any educational institutions well-in-advance sequentially, systematically and orderly without any lacunae in system and administration. Systematic planning and execution of examinations involve so much of human resources, infrastructure facilities and coordination with many institutions and agencies. The system of examinations, administer for vast number of examinees, should have latest technological advancements in all stages of examinations. System of examination should also foresee calamity, for which the system should be prepared ahead of time to serve for the learners' benefit. Many educational institutions practice examination system as a routine keeping the procedures in different files which is referable by concerned staff/official only. But if all procedures of the conduct of examinations are compiled together and published, that will be ready reckoner for all stakeholders of examination system. In this way, I thought of bringing out "Examination Manual" for our Tamil Nadu Open University and this has come successfully in your hand.

This "Examination Manual" of Tamil Nadu Open University (TNOU) has included all features of examination system in practice. It encompasses specification of types of examinations conducted by TNOU, and roll of key functionaries of examination system like Controller of Examinations (COE), Assistant Controller of Examinations, staff in various sections of office of the COE, Chief-Superintendents and Invigilators in examination centres, question paper setters and scrutinizers, University observers, flying squad etc. This manual also provides details about pattern and time frame of examinations, selection of examination centres, and conduct of examinations. Evaluation process and declaration of results are spelt out clearly. The facilities for the benefit of learners such as scribe arrangements, revaluation, retotalling, photocopying of answer scripts are specified methodically.

In toto, this manual is prepared comprehensively based on the guidelines of the UGC, the Government of Tamilnadu, and the statutory bodies of the TNOU. The amendments of new regulations will be made from time to time.

It is my privilege, with immense pleasure, to thank the Members of Examination Manual Preparation Committee and support Staff of Examination Division for their efforts and contributions towards making this manual highly informative, documentary and attractive. My sincere thanks are due to the Hon'ble Syndicate Members for their help and support to publish this manual.

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ABBREVIATIONS

ACOE	-	Assistant Controller of Examinations
B.Ed.	-	Bachelor of Education
BOE	-	Board of Examiners
BOS	-	Board of Studies
BPP	-	Bachelor Preparatory Programme
CMR	-	Cumulative Mark Register
COE	-	Controller of Examinations
DEO	-	Data Entry Operator
ECs	-	Examination Centres
F.C.	-	Finance Committee
HEIs	-	Higher Education Institutions
Jr.Asst.	-	Junior Assistant
LSCs	-	Learner Support Centres
Max.	-	Maximum
Min.	-	Minimum
M.Phil.	-	Master of Philosophy
O.A.	-	Office Assistant
ODL	-	Open and Distance Learning
OMR	-	Optical Mark Recognition
PG	-	Post Graduate
Ph.D.	-	Doctor of Philosophy
PSEM	-	Person studies in English Medium
PSTM	-	Person studies in Tamil Medium
QP	-	Question Paper
SLM	-	Self Learning Material


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Spl.Edu.	-	Special Education
SSSD	-	Student Support Service Division
TEE	-	Term End Examinations
TMR	-	Tabulated Mark Register
TNLA	-	Tamil Nadu Legislative Assembly
TNOU	-	Tamil Nadu Open University
TNPL	-	Tamil Nadu Newsprint and Papers Limited
UG	-	Under Graduate
UGC	-	University Grants Commission
VC	-	Vice Chancellor


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CHAPTER – 1

INTRODUCTION

1.1 TNOU: Prelude

Tamil Nadu Open University is a State University. The Act of the University was enacted in the Tamilnadu Legislative Assembly and notified in the Government Gazette on 26th May 2002. The University functions with 7 Faculties that comprise of 14 Schools and 41 Departments and 8 Independent Centres. In addition, there are 5 supportive Divisions that are carrying out the Learner Support Services. Further, 8 Regional Centres across the State of Tamil Nadu for catering to the Educational needs of all sections of the people including persons with disabilities, housewives, drop-outs in education institutions and other unreached persons.

1.2 Student Registration and Evaluation Division

Student Registration and Evaluation Division (SR&ED) is one of the five supportive Divisions in TNOU. This Division mainly deals with three main activities such as Admission, Examinations and Certification.

In accordance with the TNOU Act and Statutes, the University conducts the Term End Examinations (TEE) twice in a year as given below:

- i. For Academic Year – June / July**
- ii. For Calendar Year – December / January**

1.3 Objectives of Examination Section

The prime objectives of the Examination Section are given below:

- i. To conduct the Examinations as per the schedule;
- ii. To assess the domain knowledge of learners with reliable assessment tools;
- iii. To maintain uniformity and consistency in the assessment by conducting strict and flawless examinations;
- iv. To declare the results on time;
- v. To make the whole examination process in automation to ensure quick and accurate delivery of results; and
- vi. To keep up confidentiality by using security features in the answer scripts and certificates.

1.4 Types of Examinations Conducted by TNOU

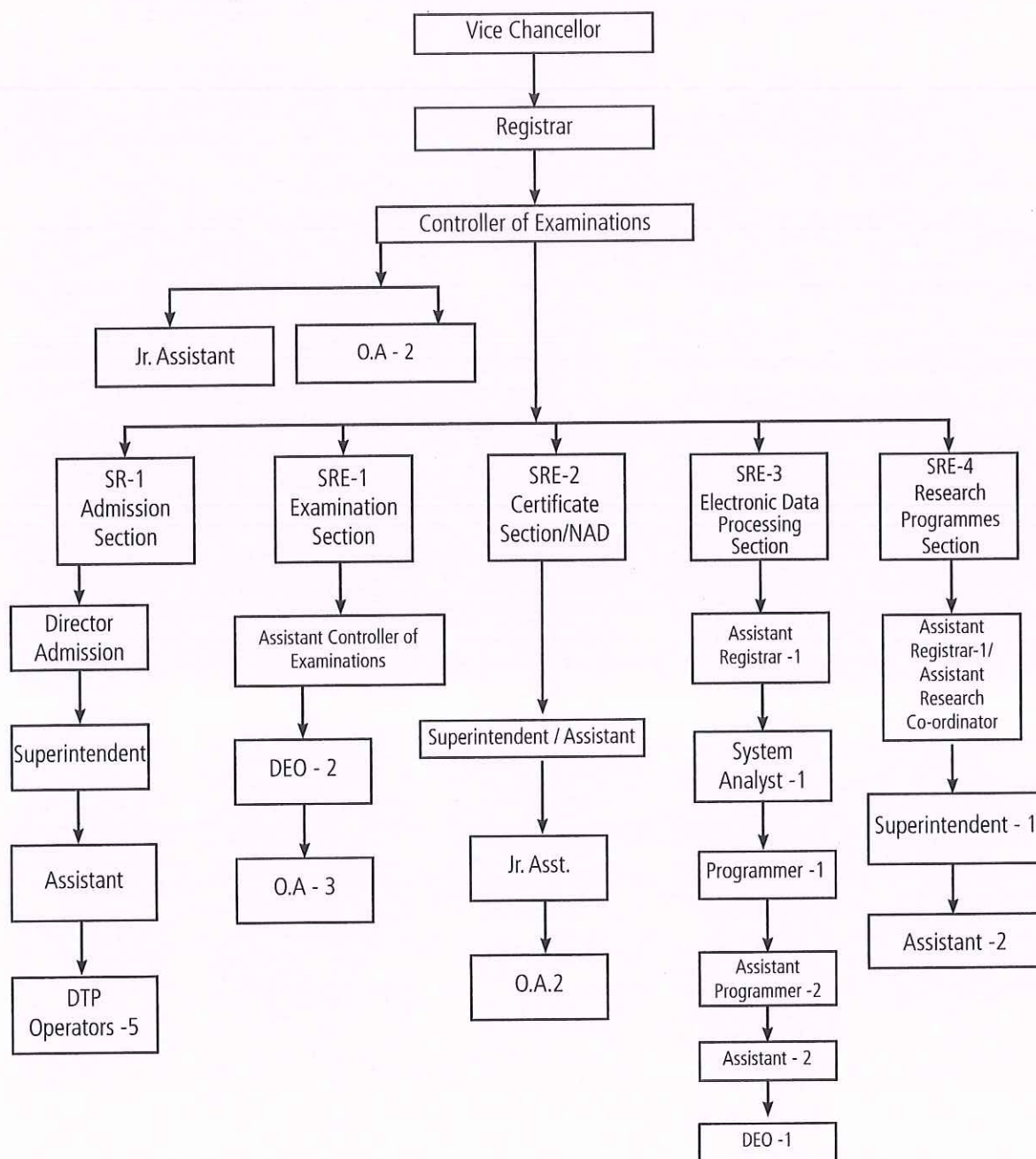
The University conducts the following Examinations with regard to Admission and Evaluation:

- a. Entrance Examinations for B.Ed. (General), B.Ed. (Spl. Edu.), M.Phil. & Ph.D. Programmes.
- b. Course Work Examinations for M.Phil. and Ph.D. Programmes.
- c. Term End Examinations (Theory) for UG, PG, B.Ed. (General), B.Ed. (Spl. Edu.), Diploma, PG Diploma, Certificate and Vocational Diploma.
- d. Term End Practical Examinations for UG, PG, B.Ed. (General), B.Ed. (Spl. Edu.), Diploma, PG Diploma, Certificate and Vocational Diploma Programmes.

- e. Semester Examinations for B.Ed. (Spl.Edu)
- f. Bachelor Preparatory Programme (BPP)
- g. PPE, PPS, PPH Examination for Vocational Diploma Programmes.
- h. Bridge Course Examination for M.Sc. Counselling & Psychotherapy

1.5 ORGANOGRAM

The following flow-chart represents the positions of the Authorities and staff.



1.6 Responsibilities of the Controller of Examinations

The Controller of Examinations (COE) is the Chief - Officer of the SR & ED who is authorized to execute the orders of the Statutory bodies such as the Syndicate and the Academic Council of the University (*As per (Sec. 15 (1) of the Act) in TNOU Act and Statutes*).

The statutes of the University lists out the COE's responsibilities as follows:

- i. To notify the time schedules for the examination(s) with the prior approval of the Vice Chancellor through the Registrar.
- ii. To appoint the examiners for central valuation with the approval of the Vice-Chancellor and disburse remuneration and travel expenses to them.
- iii. To disburse payment of rent to the Examination Centres, payment of remuneration for invigilators, clerical and other contingency and disburse expense for computer and such other equipment for the conduct of practical examinations at the rates approved by the Syndicate.
- iv. To publish the results of the examination with the approval of the Authorities and place it before the Syndicate for ratification.
- v. To make proper arrangements for custody of the documents relating to the examinations including the answer scripts and ensure the safety of the documents.
- vi. To lodge First Information Report (FIR) in the Police for the event of occurrence of any criminal offence in connection with the examinations and to delegate these powers to any person stationed at a place other than the headquarters of the University.
- vii. To recommend disciplinary action against whom there is prima facie case of misconduct connected with examinations and to report immediately through the Registrar to the disciplinary authority concerned for the further action.
- viii. To refer the cases of malpractices to the Examination Discipline and Students Welfare Committee.
- ix. To perform such other functions, as may be entrusted with him / her by the Vice Chancellor.

1.6.1 Functions of the Controller of Examinations (COE)

The COE shall also perform the following functions:

- i. The Controller of Examinations shall be the Principal officer-in-charge of the conduct of examinations of the University. The COE shall be a full-time salaried officer of the University and shall work directly under the directions and control of the Vice Chancellor.
- ii. The valued answer scripts shall be preserved for one year after the announcement of results. He/She shall also be responsible for safe disposal/destruction of the answer-scripts through tenders except the scripts under court cases.

- iii. Arrange to prepare the eligibility list of candidates to present for convocation and to write/print the Degree Certificates to be conferred at the convocation.
- iv. Arrange to prepare the merit list, rank list, and list of prize winners and medal winners.
- v. Arrange for the photocopy of valued answer scripts, re-totalling in case of any reported totalling mistakes, re-evaluation, redress the grievances of students.
- vi. Arrange for printing of Question Papers and supply them to the centres of examinations in accordance with the approved schedule of University Examinations.
- vii. Issue marks statements, duplicate marks statements, consolidated marks statements, transcripts, rank certificates, migration certificate and duplicate degree certificates.

1.7 Responsibilities and Duties of Assistant Controller of Examinations

The Assistant Controller of Examinations shall assist the Controller of Examinations to carry out the works pertaining to the Examinations and Certificate Section as per the norms prescribed in the Syndicate (Syndicate Item No. 46.22, dated:13.12.2018). Other duties of the ACOE are as follows:

- i. Confidential section works such as Question Paper Setting and allied activities, Order to Confidential Printers, Scrutiny Board, Despatch of QPs to the Centres, Claim Bills and Conducting Viva-Voce to all applicable programmes
- ii. UG, PG, Diploma, PG Diploma, Vocational Diploma and Certificate examinations (Theory and Practicals)
- iii. All Entrance Examinations including Research Programmes
- iv. Central Valuation – UG, PG, Diploma, PG Diploma, Vocational Diploma Certificate and other related activities
- v. Assignment valuation / Project evaluation etc
- vi. Research Course work valuation
- vii. Maintenance of Examiners List
- viii. Viva-voce and Practical
- ix. All other exam related works

1.8 Duties of the Staff in Examination Section

The Staff members of the Examination Section shall follow the works according to the direction of the Controller of Examinations and the Assistant Controller of the Examinations as given below:

- i. To assist the Controller of Examinations in terms of carrying out the examination works in the Examination Division.

- ii. To deal with the Confidential Works related to Question Paper preparation, Scrutinizing, Maintaining Question Papers Stock Register, Project Evaluation. Collection of QP Setters claim vouchers and Project Evaluation Vouchers, answer scripts - collection, distribution and marks entry.
- iii. To deal with other specific works such as sending orders to the Observers, Examiners for the Term End and Practical Examinations, Central Evaluation, Passing Board, Revaluation, Publication of Results, Collection of Evaluators' Claims, Maintaining Evaluation Registers and Sending replies to RTI.
- iv. To prepare the Time Table for all the examinations, Identification of Examination Centres and Sending Answer booklets to the Examination Centers, Maintaining the Answer booklet Stock Registers.
- v. To deal with all the Finance related works of examinations such as Verification of all Claim bill, Remuneration bills, Expenditure bills, Central Valuation remuneration disbursement, Settlement of Advances issued to the Examination Centres etc.


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CHAPTER - II

CONDUCT OF EXAMINATIONS

2.1 Pre - Examination Process

- i. Issuing notification with time tables before two months (March/September) of the Commencement of Examinations.
- ii. Obtaining the approved list of Question Paper Setters from the respective Boards of Studies for sending orders to the examiners to set various Question Papers according to the Syllabi.
- iii. Obtaining the typed Question Paper (Tamil & English) as hard copy and keep them with utmost confidential.
- iv. Making arrangements for verification of Question Papers by the QP Scrutiny Board.
- v. Opening examination registration through TNOU online portal so that the students can register for the examinations.
- vi. Verification and Approval of the students' registration.
- vii. Sending the approved Question Papers to the confidential press for printing and despatching to the examination centres.
- viii. Enabling the option for downloading of Hall tickets one week prior to the commencement of the examinations.
- ix. Despatching the Answer Booklets, envelopes, Stationeries and Question Papers to the respective Examination Centres 10 days before the commencement of the examinations.
- x. Announcing the Principal in the College/(i.e. Centre) as a Chief - Superintendent with the approval of the TNOU authority towards conduct of Term End Examinations. However, the Centre shall nominate its teaching faculty as Chief - Superintendent with prior approval of the competent authority of the University (**Responsibilities Refer - Pg.No.14**).
- xi. The Academic Staff, who are working in college can act as invigilators as one staff for every 25 students in the Examinations Hall (**Duties of Invigilator Refer Pg.No.17**).
- xii. Nominating of the Academic Staff of TNOU and/or other Colleges/Universities as University Observers with the approval of the Competent authority of TNOU, to all the examination centers to monitor the examination related activities (**Responsibilities Refer Pg.No.21**).
- xiii. Internal and Practical Marks shall be entered into the e-governance immediately on receipt of marks from the Study Centers/Exam Centers. The Project Marks/Viva-Voce marks are to be entered/uploaded immediately after evaluation.

2.1.1 Constitution of Board of Examiners

- i. The Chairperson of the Board of Studies or the Head/Director of the Department/School shall call for a list of all eligible examiners from various Colleges/ Institutions/ University departments, in addition to the faculty members of TNOU once in every three years (**Examiner/Evaluators Form- Annexure-15**).

- ii. It shall be the duty of the Director of the School to prepare seniority-wise detailed panels of examiners and place the same before the respective Boards of Studies for approval. The BOS Chairperson shall extend all cooperation in preparing the list of examiners. Only names of such teachers from other Institutions, who have a minimum of 5 years of full time teaching experience shall be included in the panel.
- iii. The Board of Examiners shall be constituted from the panel of Examiners prepared and submitted by the Board of Studies of the respective Schools / Departments for each Programme offered in the School / Department.
- iv. The Member of the Board of Examiners shall be appointed by the Vice-Chancellor from the panel suggested by the BOS for three years. Persons in service should alone be appointed as examiners.
- v. The approved Board of Examiners shall be used for Question Papers Scrutinizing and Evaluation of answer scripts.
- vi. The Chairperson of BOE shall be nominated by the Vice-Chancellor based on seniority for the duration of three years.
- vii. The Chairperson of BOE shall be nominated by the Vice-Chancellor on rotation basis.

2.1.2 Question Paper Setting

- i. All arrangements shall be made to get two sets of Question Paper for each course well in advance before the commencement of the examination period.
- ii. The Question Paper(s) shall meet the specifications/ pattern as per the academic regulations of each programme of study in the University. Question Paper for each course shall be made available in multiple sets so as to meet any eventuality.
- iii. The Question Paper - Setters shall be communicated regarding their appointment together with the necessary instructions, syllabus, SLM, model Question Paper, Question Paper Pattern, forms of acceptance, inner cover and outer cloth cover, remuneration forms and other related stationery.
- iv. If the QP paper setter declines the offer, alternative arrangements shall be made at once.

2.1.3 Appointment of Question Paper Setters

- i. No one can claim appointment as QP Setter/ scrutinizer or any other examination work as a matter of right. The COE's decision shall be the final.
- ii. No person shall be appointed as Question Paper Setter for an examination, if any of his/her near relatives are appearing for that examination.
- iii. The Question Paper Setters/ scrutinizers are required to submit their intention of acceptance/ decline of the offer.
- iv. The Internal and External Members of faculty shall be appointed as QP Setters and QP Scrutinizers. Provided, their names should be figured in the approved Board of Examiners.
- v. If by chance, a course/expertise/Knowledge domain that is not of his/her preferences assigned, he/she shall indicate the same and decline the offer.

- vi. The Question Paper Setters shall follow all the regulations of the University from time to time in respect of setting of Question Paper, scheme of evaluation etc.
- vii. The Scheme of Evaluation and the Key, if sought for, are to be sent along with the QP.

2.1.4 Responsibilities of Question Paper Setters

- i. The Question Paper Setter shall set the Question Papers only on the texts and courses of study prescribed and also ensure that no question is taken out from the out of portion of the prescribed syllabus.
- ii. The Question Paper Setter shall take all necessary precaution for the maintenance of confidentiality of his/ her appointment and the Question Paper(s) submitted.
- iii. The Question Paper Setter shall set the required number of Question Paper as requested, as per the prescribed pattern containing questions covering a wide range of contents of the courses for which they are to be set and sent them all in sealed packets to the COE.
- iv. The Question Paper setter shall ensure that the Question Paper carries the correct name of the Programme, Title and code of the course, as per the Regulation(s). He/ she shall also indicate the duration of the paper, the maximum marks allotted to each question, choice and maximum marks of the full paper. If the Question Paper is common to one or more schemes/courses, it shall be clearly indicated (for example, BBKA/BBAC).
- v. The Question Paper should be fairly distributed over the whole syllabus of study and not concentrated on any one or a few units/ portions only.
- vi. The Question Paper Setter shall indicate the permissible, use of mathematical, Physical tables, Charts, data or hand books, gazettes etc., which are permitted to be used by the examinee in the INSTRUCTIONS. He/she shall affix his/her signature on each page of the Question Paper without fail.
- vii. If there are any sections which need to be answered in different answer- booklets, the Question Paper Setter shall provide clear instructions for the same. The number of questions to be answered in each section shall also be indicated clearly. All questions and sub divisions shall be marked clearly as per the pattern provided.
- viii. The Question Paper Setter shall write either the questions legibly or type personally, avoiding additions, alterations and deletion. Abbreviations are to be avoided. Special care shall be taken in the delineation of mathematical signs of index figures. He/she should workout the numerical problems before including them in the Question Paper.
- ix. The Question Paper Setters shall either write/type the questions in the blank booklets specifically supplied for the purpose by the University or on A4 papers. Sufficient space should be provided between two questions.
- x. The Question Paper Setters shall observe strict secrecy regarding the work allotted to them. The Question Paper Setter is not permitted to keep any form of copies of hand written Question Paper or typed Question paper. Drafts or copies of the paper set should be destroyed as soon as the Question Paper are sent to the COE.
- xi. The Question Paper setter shall not delegate the task of setting the Question Paper partially or entirely to anyone else.

- xii. The Question Paper Setters shall submit the Scheme of valuation & Key (as per the UGC Guidelines) while setting the Question Paper and send them in the same envelope.
- xiii. The Question Paper and scheme of valuation, shall be enclosed in the labeled inner cover, sealed and included along with other information/ forms and claim bills in an outer cover.
- xiv. The check list shall be marked to ensure that all required documents/ components have been included in the cover.
- xv. The Question Paper Setter must carefully paste the inner cover provided by the University and affix his/ her signature on the joints of the cover and fix a cellophane tape on the signatures. The Question Paper Setter shall fill in all the details required on the inner cover. This inner cover shall then be enclosed in a cloth-lined outer envelope marked "CONFIDENTIAL" and sent through Speed Post / Registered post to the Controller of Examinations or delivered to the COE in person.
- xvi. The Question Paper Setter shall also submit the remuneration and postal expenses claim bills in the outer cover or separately with all the details to the COE.
- xvii. The Question Paper Setter shall send the declaration and check list along with the Question Paper set.

2.1.5 Process of Question Papers Received from the QP Setters

- i. The Question Paper(s) received from the respective Question Paper Setters shall be processed and stored securely maintaining full confidentiality warranted of an examination system. An account keeping must be done in order to send reminders to the paper setters if Question Papers are not received within the stipulated time.
- ii. All the Question Papers received from the paper setters are subjected to scrutiny in order to validate its conformity with the pattern and academic regulations in force. Any errata or aberration are subjected to necessary corrections.
- iii. The printing of the Question Papers shall be done in a classified zone with restricted entry. The printing process shall NOT leave any trail which may eventually result in the leakage of full or part of the Question Paper.
- iv. All the printed question papers shall be packed in cover and sealed securely for storage under the custody of the COE.
- v. The sealed envelopes containing Question Papers should be arranged examination Date-wise and Course-Code, Number-wise and kept under strict secrecy and vigil. The almirah, in which these Question Papers are kept, should be sealed every time when it is opened, for which a log note shall be maintained in the COE's Office.
- vi. Relevant sealed envelopes containing the Question Papers should be taken out of the confidential almirah strictly in accordance with the Examination Programme. Envelopes should be counted and an entry to be made in the Stock Register before carried to the Control Room of each of the Examination Centres.

2.1.6 Duties of Question Paper Scrutinizers

- i. The Question Paper scrutinizers shall be appointed from the approved Board of Examiners with the consent of the Vice-Chancellor. They will carefully examine the Question Paper for any aberrations, errors, spelling mistakes, pattern, scope, distribution of marks etc., or any other lapse and provide necessary corrections.


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- ii. The Question Paper scrutinizer shall be present at the scrutiny room at the office of the COE at the University premises on such date and time to fulfill the given responsibility. He / she shall express his/ her consent or otherwise to the COE as soon as such appointment of duty is received, as suggested in the communication.

(Refer Annexure – 4 for QP Remuneration Claim Form)

2.1.7. Registration of Candidates for University Examination

- i. Learners, who are going to appear for the Term End Examination shall make their registration through Online Portal available at www.tnou.ac.in. **(Registration form Refer Annexure-5)**
- ii. Offline Examination application shall be invited only at the extraordinary situation.
- iii. Forms submitted after the due date shall be accepted only if applicable penalty/fine is paid.
- iv. SMS will be sent to the Current batch Students, once the online payment of Examination fee link is provided in the TNOU website.
- v. The Examination Application Portal / Form for the registration of Term End Examinations with specification of Month & Year is available in the TNOU website, www.tnou.ac.in. The Learners should apply for the Examination through online only.
 - a. Those Learners who have not paid their Tuition Fee to TNOU for Re-Registration of their Second Year/Third Year/Semester should pay such Fee immediately, otherwise they will not be permitted to write the Term End Examinations. Such candidates will not be issued the Hall-Tickets.
 - b. Those Learners, who have not submitted their Assignments will not be permitted to register for the Term End Examinations. Such candidates will not receive their Hall-Tickets.
 - c. Examination Fee, Mark Statement Fee, Provisional Certificate Fee, Convocation Fee and any other fee specified should be paid through online only. The Fee once paid, under any circumstances, will neither be refunded nor carried over for the subsequent Examination.
 - d. The last date for Registration of Examination through online is on 5th May for Academic Year batch & 5th November for Calendar Year batch and with late fee of receipt of Rs.300/- on 10th May for Academic Year batch & 10th November for Calendar Year batch.
 - e. At the first appearance, the Learner should pay the Examination Fee for all the courses of the concerned Year/Semester.
 - f. Learners should pay relevant Fee for both Theory, Practical and Project Examination.
 - g. Learners are instructed to download the Hall-Tickets from the TNOU website www.tnou.ac.in one week before the commencement of examinations.
 - h. As per the approval of the Syndicate (F.C. Vide Item No.33.15 & Syn. Vide Item No.42.04, Dated: 28.03.2018), the fee structure is shown below:

Table 1
Examination – Fee Structure

S. No.	Fee Particulars	U.G./ Certificate / Diploma / Vocational Diploma	B.Ed./ B.Ed.(SE)/ M.Ed. (SE)	PG	PG Diploma	MBA/MCA / M.Sc. Coun./ P.G. Diploma in Counselling	MBA Hospital Administration/ Shipping & Logistics
1.	Each Written Paper	125	300	175	200	350	400
2.	Per Practical Exam	175	---	250	250	350	---
3.	Submission of Project/ Dissertation	125	---	500 **600 ***750 ****1500	500	750	900
4.	Application & processing Fee	70					
5.	Mark Statement	100					
6.	Centre Fee	150					
7.	Provisional Certificate	250					
8.	Consolidated Mark Statement	500					
9.	Convocation Certificate	750					
10.	Late Fee	300					
** M.Sc., Apparel & Fashion Design, *** MA Human Rights & **** M.Sc. Geography							

Note: Fees will be revised time to time with the approval of the Syndicate and this will be uploaded in TNOU website.

- i. All Diploma, PG Diploma and Final Year Learners of UG, PG, MBA and MCA should necessarily pay the Fee prescribed for the Provisional Certificate & Convocation Certificate along with Examination Fee.
- j. Identity Card issued by the Tamil Nadu Open University must be produced at the time of Examinations.
- k. For any clarification regarding Examinations, Statement of Marks, Re-evaluation, Re-totalling, Provisional Certificate, Consolidated Mark Statement, Convocation Certificate etc., learners are advised to write only to the Controller of Examinations. They are requested to write their full name along with Enrollment Number and Address with Phone Number in all correspondences.

- l. All communications relating to despatch 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 learner.
- m. **ASSIGNMENT/PROJECT:** All the Learners have to submit their Assignments/Project either at their respective LSCs or in TNOU portal before the commencement of Examinations. For Assignment details visit in University website : www.tnou.ac.in (Student Portal).
- n. Learners can choose any one of the cities of examination during registration for Examination. Change of the Exam Center shall not be entertained under any circumstances. If the Examination cannot be conducted at a City due to unforeseen circumstances/ Minimal strength of candidates, TNOU reserves the right to cancel that Centre and inform the Candidates, who have opted for that City to write the Examination at the Next Nearest Centre.
- o. The Examinations are scheduled generally to be held during June and December of Every Year in Saturdays & Sundays at the TNOU Examination Centres.
- p. The Learners shall not be permitted to write the Examinations, before the completion of year of study. Results will not be published even, if they appear for the Examination inadvertently. In such cases, the University will not be held responsible.
- q. The date of Practical Examination will be notified in the University website www.tnou.ac.in.
- r. If found any discrepancies in the Hall-Ticket regarding Subject Code, Centre Name, Enrollment Number etc., for Current Exam, it should be brought immediately to the notice of the Controller of Examinations, Tamil Nadu Open University, for necessary action. For further details Contact: **044-24306660/661/662**.
- s. If found any discrepancies in the Statement of Marks it should be brought to the notice of the Controller of Examinations, TNOU within Six Months from the Date of Publication of Results. No queries will be entertained after the stipulated period under any circumstances.
- t. Mobile Phones are not permitted inside the Examination Hall.
- u. 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 candidates appearing for the University Examinations.
- v. All application forms relating to the examinations from the candidates shall be subject to scrutiny for the validity/correctness of details.
- w. It should be verified that whether the candidates have paid the due fee and fine/late fee, if any, along with the application form and tally the same with the receipts in the University accounts.
- x. All valid applications are processed for data entry into the appropriate database systems (Master) at the Electronic Data Processing Section (EDPS) and these data entry shall also be cross-checked and validated.

2.1.8 Preparation of Eligible Learners for Examination

- i. A list of all eligible Learners for each examination shall be prepared after the scrutiny.

- ii. The list shall contain the Learners Name, Register number and the Code numbers of the courses/subjects in which he/she has registered for appearing in the Examination.
- iii. As per the examination schedule, the programme-wise list of candidates shall be prepared and sent to the Examination Centre concerned.

2.2 Approval of Examination Centre

Examination Centre shall be established within the Jurisdiction of TNOU, subject to the following norms: as per UGC ODL Guidelines 2020 (Proforma for Acceptance of Exam Centre form Annexure-6)

- i. The Examination Centre shall be located in approved Government / Aided /affiliated colleges under the University system in the state and no Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions (HEIs).
- ii. The Examination Centre shall have proper monitoring mechanisms with Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non-availability of the CCTV facilities, the Higher Educational Institution shall ensure that proper videography is conducted and video recordings are submitted by particular in-charge of examination centre to the concerned Higher Educational Institution.
- iii. The Higher Educational Institution shall retain all such CCTV recordings in archives for a minimum period of ten years.
- iv. The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.
- v. There shall be an observer for each of the Examination Centre appointed by the TNOU and it shall be mandatory to have observer report submitted to the University.

2.2.1 Establishment of Examination Centres (ECs)

i. Application cum Acceptance form

Examination Section shall invite applications from the HEIs for acting as an Examination Centre of the TNOU from time to time for Conducting Term End Examinations (TEEs), Supplementary Examinations, Practical Examinations and Entrance Examinations from Government Colleges, Aided Self Financing Colleges affiliated to the State Universities as per the UGC ODL Regulations 2020. No application shall be received from the private unrecognized institutions.

ii. Approval

The application will be scrutinized by the Controller of Examinations / Assistant Controller of Examinations for eligibility and other requirements as per the norms given by the governing body from time to time.

After scrutinizing the applications, the eligible applications must be submitted for approval of the Vice-chancellor of the University.

iii. Responsibilities of the ECs

- a) The Examination Centre shall maintain the standard and regulation given by the University from time to time. Further, Centre shall provide basic amenities to the Examinees.
- b) Examination Centre shall provide basic arrangements including Chair, Table with good condition for the Examinees.

iv. Cancellation of Examination Centre

The University reserves all rights to cancel the approval of the examination centre, if found lack of facilities, any malpractices and misconduct of examinations or over rule the code of conduct.

2.2.2 Responsibilities of the Chief Superintendent

i. Security measure to keep the Question Paper

- a. The Chief-Superintendent shall be the sole custodian of the Confidential Documents including Question Paper Packets and answer sheets from the date of receipt of the same at the Centre till the date of closure of the Examinations.
- b. The Chief-Superintendent should keep the Question Paper Packets in safe custody under high quality steel almirah with double lock key system (One key with the Chief Superintendent and another with the Observer in a strong room). The room should be sealed everyday and it should be opened only in the presence of the observer for which a log book should be maintained.
- c. The Almirah containing the Question Paper Packets must be opened Half-an-Hour before the University Examinations (i.e., 9.30 a.m. for forenoon session and 1.30 p.m for afternoon session) in the presence of the Hall Superintendent and Observer appointed for each of the Examination Centre and the Question Paper Covers are also to be opened in the presence of the Hall Superintendents and Observer only.

ii. Question Paper Covers

- a. The Question Paper covers sent to the Centres would bear only with Q.P. Course Code, Date and Time of the Examinations and also marked as "UG/PG" to identify before opening the cover.
- b. It is the duty of the Chief-Superintendent to identify the exact Question Paper covers pertaining to UG/PG Programme of the session/day and then open the Question Paper Covers for distribution. The Chief-Superintendent of TNOU Examinations is requested to carefully note the "Special Instructions".

iii. Acknowledgement of the Question Paper covers (Packets)

On receipt of the Question Paper covers (Packets) and answer sheets, the Chief-Superintendent should acknowledge the receipt of the Question Paper Covers over Phone immediately to the Controller of Examinations. Before acknowledging the receipt of the Question Paper Packets supplied through Speed Post/Courier Service (OR) through University Personnel, it is the duty of the Chief-Superintendent to ensure that whether, the packets are packed intact. In case of any tampering or suspicion in packing, the same must be brought to the notice of the Controller of Examinations, Tamil Nadu Open University, immediately.

iv. Packing of the Answer Paper Packets

- a. All the Answer Scripts of each session are to be inserted in the cloth lined covers supplied exclusively for this purpose and ensure that the covers are intact by affixing signature and seal of the Chief-Superintendent along with the signature of the Observer, and keep securely in the right place immediately after the conduct of the Examination. Under any circumstances no cover with Answer Script is to be kept open by any of the Centres.
- b. Arrange all the Answer Paper Covers according to courses & dates and then pack them neatly and securely in a single bundle as per the instructions. On account the Answer Scripts should be packed and sent in piece meal. For each course code, a separate cloth lined cover under each Programme i.e., UG and PG must be used.
- c. Under any circumstances, the Answer Paper covers should not be packed with ordinary Newspapers or dungaree clothes. It should be covered with thick brown sheet and white Gada and seal them with sealing wax by affixing the personal seal of the Chief Superintendent and the observer thereon.

v. Sending of Attendance Sheets

The attendance sheets shall be sent to the University in a separate cover at the end of every week along with the answer sheet bundles.

vi. Advance Amount for conduct of Examination

Advance amount would be sent to each centre for conducting of Examinations based on the number of examinees registered and allotted to the Centres one week before the commencement of Examinations.

vii. Settlement of Advance Amount

- a. The settlement of advance amount received from this office has to be made on the last day of the examinations with all relevant vouchers, bills, acquaintances etc., in original together with unspent amount in the form of demand draft drawn in favour of "Tamil Nadu Open University, Chennai 600 015" payable at Chennai without fail.
- b. For any clarification in preparing the statement of expenditure or in meeting any extraordinary expenditure other than Examinations either over Mobile / Phone or through messenger mail well in advance to solve the problems.
- c. The Chief Superintendent is requested not to make any expenditure for the items that are not listed in the "Rate of Remuneration" (**Annexure – 6**) for the conduct of the TNOU Examinations. In an extraordinary circumstance, if any special expenditure is needed to be made, prior permission must be obtained from the Controller of Examinations before committing such expenditure, without fail. The enclosed Proforma Statement may be filled and sent along with bills (**Annexure – 7**) Consolidated Statement for each and every Expenditure, duly signed separate bill has to be submitted.
- d. The Chief Superintendent has to ensure that there should not be any delay in the forwarding the bills of expenditure and quick settlement of advance.

2.2.3 Admission of Candidates with Hall-Tickets

- i. The Chief -Superintendent is requested to verify the Hall-Tickets of the Candidates and admit examinees for the

Examination. The Hall-Tickets will be hosted in the website. The candidates without Hall-Tickets & ID shall not be allowed to take up Examination.

- ii. In an extraordinary situation, if the Examinees do not possess the Hall-Ticket, they may be admitted for the respective Course after verifying the genuineness of the University ID card.
- iii. The following categories of Candidates may be permitted to write the Examinations:

- a. Candidate Name is found in the Nominal Roll but Hall-Ticket is not possessed by him/her.
- b. Subjects for which they have applied for are not found in the Nominal Roll/Hall-Tickets;

- iv. All the above said categories of Examinees may be permitted to write the Examination only after obtaining an undertaking form (**Annexure-8**).

The Enrollment Numbers and the names of such Students must be incorporated legibly in the Daily Attendance-cum-Seating plan duly signed by the Invigilators and countersigned by the Chief Superintendent specifying "provisionally permitted students".

- v. The Answer Scripts of the provisionally permitted examinees have to be forwarded in a separate cover to the University.

- vi. No Learner will be allowed to write the examinations without valid reasons specified above.

vii. **Malpractice Cases**

If any Examinee is found indulged in Malpractice, either by the Invigilator or by the Observer, the answer scripts of that examinee with the explanation letter from the examinee with the remarks of the invigilator/observer and duly counter signed by the Chief Superintendent thereon in the enclosed format (**Annexure-10**) are to be forwarded in a separate cover marking as "Malpractice Cases" together with the incriminating materials collected from them, addressed to the Controller of Examinations, TNOU.

2.2.4 Duties of the Invigilators

The Hall Invigilators are to keep and follow the time schedule as shown below:

Table 2
Time Schedule

F/N Session	A/N Session	DETAILS
9.30 a.m.	1.30 p.m.	Report to the Chief -Superintendent of the Centre
9.40 a.m.	1.40 p.m.	Collect the Answer Booklets / Question Paper – from Chief-Superintendent
9.45 a.m.	1.45 p.m.	Entry to Examination hall/Room
9.50 a.m.	1.50 p.m.	Distribute answer booklets and Question Paper to the examinees
9.55 a.m.	1.55 p.m.	Announce the following in the Exam Hall

- i. Whether the Learners are seated in accordance with the Enrollment Numbers
Refer Galley Sheet (Annexure - 9)
- ii. Whether, the Learners are in possession of their Identity Card and Hall-Tickets
- iii. Whether, the Learners have written their Enrollment Number, Name of the Course, Course Code and Date of the Examinations at the appropriate column provided in the OMR sheet attached in the Main Answer booklet duly shading the bubbles in blue / black ballpoint pen and tally with the enrollment number mentioned in the Hall Ticket.
- iv. Whether they are given with correct Question paper (either for UG or PG) of the day of the Examination for distribution to examinees in their respective Halls.
- v. To get the signature in the Attendance-cum-Seating Plan sheets from the examinees presented for the day of the Examinations without fail. In the case of examinees who are absent for the Examinations, it should be marked as "ABSENT" in blue/black ink avoiding red ink pen against their Enrollment Number without fail.
- vi. To verify whether, the learners are found possessing any incriminating materials with them before commencement of the Examinations. If any examinee is found in possession of these materials, he / she should be sent out from the Examination hall, after reporting to the Chief-Superintendent or Observer in this regard. Such incidents have also to be reported in writing by the Chief-Superintendent to the Controller of Examinations, TNOU with the Learners' detail in the Proforma enclosed **(Annexure - 10)**.
- vii. Ensure, the Learners are not in possession of Cell Phones in the Examinations Hall.
- viii. To inform the Learners to write the answers within the answer booklet issued and no additional sheets will be given.
- ix. Attendance Sheets **(Refer Annexure – 11)**

Since, the attendance sheets are considered as valid documents, the invigilators are advised to hand over them to the Chief-Superintendent with their signature, within half an hour time (F.N-10.30 a.m. & A.N 2.30 p.m.) of commencement of the Examination, without fail. The Chief-Superintendent is requested to forward them safely to the Controller of Examinations by name at the end of every week and also requested to keep the photo copy of the same at the centre itself.

Instructions to the Students (Refer Answer Booklet - 12)

The following act committed by the examinees during the conduct of the University examinations shall be construed as malpractice.

- i. Carrying into the Examination hall or possessing or having access to any books, notes, slips of papers of any written material pertaining to the subject of the examination, any other gadget/advice/object/like electronic watches with memory.
- ii. Logarithmic/mathematical/Statistical/Scientific tables, laptop computers, personal stereo systems, walkie talkie set etc., which might possibly be of assistance to the examinees in answering.

- iii. Attempting to elicit the answer from the neighbours.
- iv. Removing, tearing off any sheet from the answer booklet or adding any additional sheet in to the answer booklet.
- v. Ordinary calculator (without scientific functions) is permitted.
- vi. Mobile phones are strictly not allowed in the examination hall.
- vii. **Stationery**

The required stationery such as Main Answer booklets / Graph Sheets and Cloth lined Answer paper Covers etc., shall be supplied to the Examination centres well in advance. Additional Stationery, if any needed, it may be informed to the Controller of Examinations, TNOU well in advance, either over phone or through messenger for the immediate supply of the same.

At the end of the whole Examinations, the Chief-Superintendent is requested to return all the unused Stationery items through the Postal Authority (ordinary post) addressed to the **Controller of Examinations, TNOU, 577, Anna Salai, Saidapet, Chennai-15** together with statement showing Quantity received, Quantity utilized and Quantity returned, without fail (Annexure -L). Under any circumstances, the Stationery Materials should not be sent through any ABT / TVS Parcel Service.

viii. **Contact Details**

For any kind of clarification/information, the Chief-Superintendent is requested to contact the **Controller of Examinations, TNOU, 577, Anna Salai, Saidapet, Chennai-600 015** from 9.00 a.m to 6.00 p.m through the following phone numbers/mail ID during office hours and cell phone after office hours.

Office Phone Number: 044- 2430 6660/61/62

Controller of Examinations: Mobile : 94440 84684; Landline : 044- 24306666

Email ID: 1. controllersection@gmail.com

2. examtnou6@gmail.com

2.2.5. Despatch of Answer Scripts (Refer Annexure-14)

- i. As soon as the Examinations are over, all the answer scripts should be inserted into the University cover by marking properly absent as 'A' against the Enrollment number for absentee in the box and write 'P' for those present against the enrollment number and the cover should be sealed and stitched with overall covers immediately on each day of the Exam. All the packed cover should be despatched through Speed Post on the same day of the Exam or in the case of Sunday, items may be despatched next day to the following address:

Controller of Examinations

Tamil Nadu Open University

No. 577, Anna Salai, Saidapet, Chennai – 600 015

- ii. The packed Answer Scripts will be collected directly by TNOU officials from the Examination Centres located in Chennai city only.

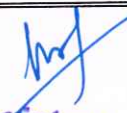
- iii. A separate cover is to be used for the answer scripts of the students who are not allotted to your Centre.

The Chief-Superintendent to ensure the following:

- i. Answer Scripts are despatched through Postal Service (i.e., Speed Post) on the same day itself. Further, the Chief -Superintendent is requested to verify that all the Course Code covers are despatched. The same may be informed to the Controller of Examinations immediately.
- ii. Cell Phones should not be permitted in the Examination Hall.
- iii. All Invigilators may be instructed to get the signature from the examinees in the Attendance Register only after verifying and tallying both the Name and Enrollment No. in the Hall-Ticket and Identity Card of the examinees.
- iv. The students writing the Examination other than the Nominal Roll and Hall Ticket shall be entered separately under Bold Letters in a separate sheet. The students writing their Examination should not be mingled with Nominal Roll listed sent by the University. Invigilators are not permitted to change the Enrollment No. of the Students at any cost.
- v. The Attendance Sheet shall be sent every week along with the Answer bundle in a separate cover to the Controller of Examinations immediately.
- vi. The Examination Material Stock Position should be sent immediately after completion of the last Examination of your centre in the prescribed format **(Refer Annexure-13)**
- vii. The Examination expenditure original vouchers shall be submitted along with statement of accounts, which will be issued by the TNOU. All the sub-vouchers should be neatly stitched and overall account may be prepared so as to enable the Finance Section to settle the claim without any omission.
- viii. All the Invigilators may be instructed to get themselves trained in filling the OMR sheet, in order to guide the examinees properly to fill the OMR sheet correctly. **(Refer Model Answer Booklet, Annexure-12)**
- ix. Chief - Superintendents are informed to instruct the Hall Superintendents (Invigilators) to discard the damaged answer scripts (OMR sheet – Barcode damage) while distributing the answer scripts to the students in the Examination hall.

2.2.6 Appointment of University Observer

- i. The University shall appoint the University observer for the Term End Examinations. The University Observer monitors the confidentiality of the examinations.
- ii. The duties of the University observer are as follows:
 - a. To meet the Chief - Superintendent before half an hour of the commencement of the examinations in order to supervise the arrangements.
 - b. To ensure with the Chief - Superintendent that all the Question Papers have been received as per the Time-Table.
 - c. To be present fully


Registrar
Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015

- a. Opening the sealed Question Paper cover 30 minutes before the Commencement of each Exam should be done in your presence only
- b. Packing and Sealing the Answer Scripts after the day's Examination should also be done in your presence.
- d. To maintain strict discipline in the conduct of the Examinations.
- e. Any general discrepancy in the maintenance of strict code of conduct (like leaking of Question Paper before the commencement of examination etc.)
 - a. Should be brought to the notice of the Chief Superintendent immediately and
 - b. Intimated to the Controller of Examinations (COE), TNOU directly through (93459 13374/ 044-24306660, email: controllertnou@gmail.com).
- f. Any individual instance of misconduct may be solved in consultation with the Chief Superintendent.
- g. To ensure that the Answer Scripts are despatched on the same day or next working day through Parcel Service of Indian Postal Department to the Controller of Examinations, TNOU directly.
- h. To ensure that the Attendance Sheets are despatched to the Controller of Examinations on the same day or next working day by name specifying as confidential.
- i. In case of shortage of Question Paper, the Question Papers can be photocopied and supplied to the students after intimating to the Controller of Examinations.
- j. Students may be permitted to write the Examination, with the Hall-Tickets downloaded from the website (www.tnou.ac.in).
- k. Please go through the instructions to the Chief - Superintendent and Co-ordinate with him/her for the smooth conduct of the examinations.
- l. University Observer should submit the report after completion of all examinations.

***Observer's Report (Refer Annexure-1)**

2.2.7 Appointment of Flying Squad

The Controller of Examinations shall appoint the University teachers as the Flying Squads with the prior approval of the Vice-Chancellor of the University. The Flying Squads are to:

1. Inspect the examination halls and verify the seating arrangement. If the seating arrangement is improper he/ she shall inform the Chief-Superintendent to get it done. He/ She shall see that at least 1 to 1.2 sq. meter space is provided to each examinee.
2. Observe that internal vigilance group is active. Similarly, visit the examination hall frequently and check the proper conduct of examination and prevention of malpractice.

3. Be vigilant on of all aspects of the conduct of examinations at the centre and report the cases of malpractice/ misconduct, if any, to the Chief-Superintendent. The Chief-Superintendent shall take action in such cases as per prescribed procedure. If in his/her opinion, the action taken by the Chief Superintendent is not proper or in sufficient, or the Chief-Superintendent is non-co operative, the matter shall be communicated to the Controller of Examinations over phone and in writing. Such report shall be specific and objective in nature. Care shall be taken to support such reports with facts, figures, proofs and matters related with conduct of examinations.
4. Ensure that the Question Papers are kept in the safety locker.
5. Verify that the Question Papers are opened as per the instructions given to the Chief-Superintendent.
6. Check the examination material stock position, especially Answer Booklets, Covers etc.
7. Monitor all aspects of the conduct of examinations and ensure the examinations are conducted in punctual manner, thus enhancing the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractice or misbehaviour in examinations.
8. Flying Squads shall be adequately empowered to verify entire examination process at the examination centre.
9. Submit the report in the prescribed format to the Controller of Examinations along with remuneration claim form as per the TNOU norms (**Flying Squad Report format-Annexure -2**).

2.2.8 Appointment of Invigilators and their Instructors

An Academic Staff, who is working in college shall be appointed as Invigilator by the Chief-Superintendent.

Instructions to be given by the invigilators to the students

- i. Instruct the examinees to write their Enrollment Number by using blue/black ballpoint / ink pen in the boxes and shade the relevant circles in the below boxes.
- ii. After completing the filling up in the boxes and shading of circles, instruct to write the name of the Programme like B.A.Tamil, B.Com, M.A.Tamil., M.Com., M.B.A. etc.
- iii. Instruct to write the centre code in the boxes provided, course title, course code, date of Exam (i.e., today's date), session (Forenoon or afternoon), Question Paper number etc., in the relevant boxes.
- iv. Total No. of pages to be written in the OMR and in the first page of Answer Booklet after completing the answers and before handing over the Answer Booklet.
- v. Instruct to put signature in the space provided above the "Signature of the Student". Students, may be directed to read the "Instructions to the Students" given on the second page of Answer Booklet.
- vi. Instruct that no Additional Sheet will be provided and hence plan and write the Exam within given Booklet.

2.2.9 Appointment of Amanuensis (SCRIBE)

Candidates with disabilities can seek assistance from another person who is normally called as Amanuensis.

An amanuensis is appointed by the COE to the candidate who is really a disabled and cannot write his/her

examination his/her own. The concessions extended by the government will be provided to the eligible candidates, i.e., exemption in the payment of examination fee and extension of time. While appointing an amanuensis the guidelines are to be followed strictly.

Guidelines:

- a. An amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his/her own hand.
- b. A candidate seeking the assistance of an Amanuensis shall submit an application to the COE, while applying for examination. He/She should also enclose Medical Certificate from Medical Officer of a Government District or higher grade hospital showing the inability of the candidate to write the examination on his/her own.
- c. The Scribe order will be issued by the COE after verification of the Medical Document produced by the Student, about his/her disability.
- d. The Scribe Order copy will be issued to the Student and the copy will also be despatched to the examination centers.
- e. The learner shall confirm with the examination centre about the arrangement of the scribe, before the examination.
- f. The Chief Superintendent shall arrange a suitable room for student with disability and scribe, and also appoint invigilator exclusively for that room.
- g. Scribe orders shall be valid only for the dates mentioned in the orders. The student with disability is permitted to write the examination with his/her own hand with an additional half an hour. (As per TN Govt. Order No.2619/A2/2016-1, dated:09.03.2016).
- h. The remuneration will be paid to the Scribe as per the TNOU norms.

2.3 Process during the Examinations

- i. The Examination centers are closely monitored by the Controller of Examinations through the University observer.
- ii. The answer Booklets are collected from the examination centers at regular intervals.
- iii. Attendance sheets for the Examinations completed are also collected at regular intervals.
- iv. List of Examiners is finalized and the orders are sent to the examiners for valuation.

a) The Term End Examination (Theory) shall be conducted as per the time schedule shown below:

F.N. Session	A.N. Session	PROCESS
9:45 a.m.	1:45 p.m.	Permission for Entering the Examination hall
9:50 a.m.	1:50 p.m.	Distribution of Answer Booklets
10:00 a.m.	2:00 p.m.	Commencement of Examinations
10:00 to 10:30 a.m.	2:00 to 2:30 p.m.	Closing the Attendance. No learner will be permitted to enter the hall after 10:30 a.m. / 2:30 p.m. To check the OMR sheets and see whether the students have filled up the boxes in pen and shaded the circles in black or blue pen below the boxes under Enrollment Number and Course in OMR. Invigilators should sign above the space provided against initial of "Hall Superintendent" in the OMR Sheet.
12:50 p.m.	4:50 p.m.	Announcement of " 10 minutes more "
1:00 p.m.	5:00 p.m.	Closing the Examination (Arrange the answer booklets in ascending order of Enrollment No. and Subject / Course-Code number-wise)
1:05 p.m.	5:05 p.m.	Hand over all the answer booklets to the Chief -Superintendent.

2.4 Conduct of Practical / Project / Laboratory Examinations

The Time-Table for practical exams will be prepared by the School / Department with the approval of the COE.

- Guidelines and answer booklets for Practical Examinations will be sent to all the Principals / Chief-Superintendents to conduct practical examination after the Term End Examination / end of semester.
- Accordingly, they will make arrangements to conduct practical examinations.
- External Examiners for practical Examination will be appointed by the University from the panel of Board of Examiners.
- External/Internal Examiners for project will be appointed by the University from the panel of Board of Examiners.
- The Internal & External Examination marks for the practical & theory papers will be posted in the University Portal.
- Practical Answer Booklets from the examiners along with the award list will be collected.
- The Marks awarded will be entered and uploaded in the University Exam portal.

2.5 Post examination process

- The OMR answer booklets received from the examination centers are physically verified with the attendance sheets already received from the various exam centers.
- The answer booklets are sorted out as per the Course / Programme wise.
- The OMR answer booklets are bundled at 35 Booklets in each centre valuation cover and numbers are assigned to each valuation cover.

iv. The TNOU follows three part OMR result processing method viz., A,B & C (**Annexure - 12**)

A - Part will have the students details with unique bar code.

B - Part will have the details of the Exam Centre, Course Code, date of Exam etc.,

C - Part is for entering the marks after the valuation.

v. 'A' Part (top) of OMR is detached and sent for scanning for capturing the student data.

vi. With Part 'B' and 'C' of OMR, the Answer Booklets will be sent for central valuation.

vii. Practical Examinations are conducted at LSCs, Work Centres, Community Colleges or University for which the appointment of examiners will be done by the University. The CIA and External Practical Marks obtained will be taken into account for the results.

CHAPTER- III

EVALUATION

3.1 EVALUATION PATTERN

The main objective of Evaluation is to assess the knowledge gained by the students and motivate them to improve upon it and building confidence among the students about the assessment system. A strict and flawless examination system, maintaining uniformity and consistency in assessment are the backbone of any evaluation system.

The examination wing is handled by the persons with appropriate qualifications and qualities such as self discipline, accuracy, confidentiality, time consciousness, high degree of integrity in fulfilling the objectives of the system and complete understanding of their duties and responsibilities to achieve the targets.

The Controller of Examinations shall monitor over all functioning of the examinations wing and evaluation process. The office of the Controller of Examinations is mainly responsible for the conduct of the Examinations both theory and Practical from time to time.

Tamil Nadu Open University conducts VARIOUS Examinations from time to time as per the regulations of the various academic bodies.

In each session students will be appearing for the Examinations. The evaluation is done centrally at the University Headquarters. The answer scripts received from various Examination centers are processed only at the Headquarters.

The whole Examination process is automated and will facilitate to ensure quick and accurate results. There is no manual intervention anywhere and complete confidentiality is maintained as the TNOU adopts the three part OMR technology with barcode.

Table 3
Academic Pattern Up to Academic Year 2019 - 2020

Programme	CIA (1)		TEE (2)		Overall Aggregate Min. Marks passing	Maximum Mark
	Min Pass Mark	Max Mark	Min Pass Mark	Max Mark		
PG Programmes	16	25	34	75	50	100
B.Ed. (General)	16	25	34	75	50	100
B.Ed. (Spl.Edu.)	16	25	34	75	50	100
	8	12.5	17	37.5	25	50
UG Programmes	16	25	26	75	40	100
PG Diploma	16	25	34	75	50	100
Adv Dip/ Dip / Voc Dip / Certificate/ Short Term	16	25	26	75	40	100

As per the TNOU norms, assignment submission is taken into account for awarding marks for CIA component. So that, a learner has to mandatorily submit the prescribed assignments for all the courses in a programme. He/she has to secure minimum pass mark in both the CIA and TEE, out of 25 marks and 75 marks respectively in each course as indicated in the table. In case, a learner is not able to secure minimum pass marks in CIA, he/she has to obtain minimum aggregate pass marks in TEE, out 100 marks in each course.

3.2 Continuous Internal Assessment (CIA)

The following are the examination pattern for awarding marks of CIA and TEE with effect from the Calender Year 2020 onwards:

Table 4
Academic Pattern for Calender Year - 2020 Onwards

Programme	CIA (1)		TEE (2)		Overall Aggregate Min. Marks passing	Maximum Mark
	Min. Pass Mark	Max Mark	Min. Pass Mark	Max Mark		
PG Programmes	13	30	32	70	50	100
UG Programmes	13	30	25	70	40	100
PG Diploma	10	30	32	70	50	100
Advance Diploma / Diploma / Vocational Diploma / Certificate/ Short Term	10	30	25	70	40	100

- I. The above shall be the minimum requirements for a learner to get a pass in the respective course(s).
- II. Submission of assignment paper is mandatory (one assignment for each two credits for UG and PG programmes of TNOU) as per ODL-UGC Regulations 2017.
- III. In case, learner could not get minimum passing marks in CIA, he/she may be permitted to resubmit the assignment(s) to obtain a minimum pass mark after paying prescribed fee.

3.2.1 Evaluation of Assignments

- i. Learners are advised to view the assignment submission seriously since assignments are important component of the open and distance learning system. It is not only used as a teaching-learning tool by establishing a two way communication between learner and counsellor, but it is also used for formative evaluation of a learner in ODL system.
- ii. Assignments may be submitted in two ways:
 - a. Submission of written assignments in person / through portal
 1. Acknowledgement must be given to the learners.
 2. It must be evaluated by the counsellors who are duly oriented before hand by the University.

3. Evaluated assignments shall be returned to the learner with the evaluator's comments.

b. Online Submission

1. Online Acknowledgement
2. Online evaluation by trained counsellors
3. Online feedback to learners

iii. Process of Monitoring of Assignments encompasses the following:

As the handling and evaluation of assignments take place at the study centres, there must be constant and effective monitoring by the Directors of the Study Centres/LSCs.

a. Preparation stage (At the headquarters)

- Despatch of relevant course material and assignments from headquarters
- Preparation of assignment submission schedule
- Preparation of guidelines for the evaluators to evaluate assignments

b. Management aspect (At the Study Centres/LSCs)

- Submission of assignment responses by the learners
- Despatch of the assignment responses to the evaluator
- Receipt of assignment from evaluator
- Despatch of feedback on assignment responses to the learners
- Despatch sample assignment responses to HQ for monitoring
- Despatch of monthly evaluation reports on assignment evaluation to the HQ in the prescribed format

iv. In both cases-online and offline Systems- marks/Grades shall be sent to the University Headquarters through secured online mode of transmission. The University through its SSSD will fix dates in advance for the schedule of activities related to assignment submission, evaluation, feedback and transmission of assignment awards from Study Centres/LSCs to the University Headquarters, Chennai.

v. For instance, If it is 5/6 Credit Course of a Programme, the following question pattern is prescribed:

Assignment Pattern (up to AY 2019 - 2020)

TAMIL NADU OPEN UNIVERSITY

Chennai - 15

School of

HOME / SPOT ASSIGNMENT - 1

Programme Code No :
Programme Name :
Course Code & Name :
Batch :
No. of Assignments : One Assignment for Each 2 Credits
Maximum CIA marks : 25 (Average of Total No. of Assignment)

Max : 25 Marks

Answer any one of the questions not exceeding 1000 words

1. Question
2. Question
3. Question

Assignment Pattern CY 2020 and onwards

TAMIL NADU OPEN UNIVERSITY

Chennai - 15

School of

HOME / SPOT ASSIGNMENT - 1

Programme Code No :
Programme Name :
Course Code & Name :
Batch :
No. of Assignments : One Assignment for Each 2 Credits
Maximum CIA marks : 30 (Average of Total No. of Assignment)

Max : 30 Marks

Answer any one of the questions not exceeding 1000 words

1. Question
2. Question
3. Question

Note: If the course has six credits students have to write three assignments or If the course has eight credits students have to write four assignments accordingly.

The following given by the SSSD are to be taken care of by the study centres / LSCs:

1. Date of Publication of Assignment :
2. Last date of submission of assignment by the learner to the study centre /LSC :
3. Last date of submission of marks by the evaluator to the study centre/LSC:
4. Date of evaluated marks distribution by the study centre to the student :
5. Last date of submission of assignment marks by the study centre/LSCs to the office of COE on or before :
6. If indispensable, the University would call an assignments to be sent to the University and make arrangements for evaluation.

3.3. Term End Examinations (Theory)

- i. Each examiner will be issued with two bundles of 70 answer scripts at 35 in each bundle for a day.
- ii. The evaluation of the answer scripts of the Term End Examinations shall be conducted at the Headquarters of the University.
- iii. The evaluators will be chosen from the Board of Examiners.
- iv. The Examiners are issued with the relevant Question Paper along with the answer key. Examiners will evaluate the answer scripts and enter the marks in the 'C' part of OMR.
- v. Then the Part 'C' is detached and scanned for capturing the marks.
- vi. The data of Part 'A' and Part 'C' are merged and the course wise statistics is arrived.
- vii. Passing Board is arranged for approving results with or without moderation if any. The Board comprises of a Chairperson and two members.
- viii. Moderation of marks may be carried out in special/unique circumstances such as out of syllabus question, wrong question and difficulty level of questions so as to benefit all the candidates in a paper.
- ix. With the approval of the Authority of the University the grace marks will be incorporated to the result data.
- x. The total result data is verified and the result of the following cases will be withheld: Course code invalid for enrollment number, invalid enrollment number, student already passed, duplicate enrollment number and course code, malpractice and completed of maximum duration of study.
- xi. Finally the result data will be arrived. With the approval of Authorities, the result will be declared and hosted in the TNOU website. SMS will also be send to all the students.

3.4 Evaluators

- The University shall engage the evaluators for evaluating the Answer scripts of the Term End Examinations. The list of evaluators will be chosen from the approved Board of the Examiners.
- Panel of Examiners shall be enrolled for each subject of study with the approval of Board of Studies of each Department. All faculty members of TNOU will automatically become the examiners in the respective department board.

Instructions to the Evaluators

- i. The total marks given in the first page of Answer Booklet should be written in the OMR sheet also by the examiner. Use Black or Blue ball point or ink pen to shade the circles.
- ii. Write the marks in the Boxes using Ballpoint Pen (Black or blue) before shading the circles.
- iii. Do not use red pen.
- iv. To change a marking, erase completely the already darkened circles and make fresh marking.
- v. Please check the total and adding once again before returning the valued bundle of answer scripts to avoid incorrect publication of results.
- vi. If abnormal Evaluation is noticed the concern evaluator is liable for disciplinary action.
- vii. Evaluator's Feedback form must be submitted after completion of evaluation (**Annexure - 3**)

3.5 Passing Board

- i. A Passing Board shall be constituted with One Chairperson and 2 members. The Chairperson shall be the Director of School / Chairperson of Faculty of School. Out of two Members, one is the Programme co-ordinator of the specific course / Programme and another one is from the external evaluators of the answer scripts of the Term End Examinations. If the external evaluator is not involved in evaluation of scripts, the chairperson and the internal programme co-ordinator may alone sit for passing board. The VC shall approve the constitution of Passing Board.
- ii. The Passing Board shall consider any moderation issues arising out of wrong/ out-of-syllabus questions/ difficulty level of questions / unsolvable problems, etc. and the amount of marks to be awarded to the candidates affected by such issues.
- iii. The Board shall review the shortfall in marks of failed candidates for each subject and arrive at the criteria for awarding grace marks in such a manner that marginally failed candidates may clear the course/subject. The award of grace marks shall be subject to the conditions of the justification.

3.5.1 Award of Grace Mark/Moderation of Marks

- i. Moderation of marks may be carried out in special/ unique circumstances such as, out-of-syllabus question, wrong question etc., in order to give benefit to all the candidates in a paper/ subject of the examination irrespective of

the marks secured by candidates individually.

- ii. The moderation of marks may be done on the basis of the representation by the examinees concerned or on the basis of the unanimous decision of the Board of Examiners (BoEs) concerned for valid reasons that have to be substantiated in the minutes of the BoE meeting.
- iii. No grace marks shall be awarded in the case of failure in Practical examination(s).
- iv. Grace marks shall be awarded only to the required extent to help the candidate pass the course / paper/subject and not more even if the candidate has a higher limit of eligible grace marks in that examination.
- v. In case of professional degree/ diploma programmes, the grace marks awarded shall be in concurrence with the rules and guidelines, if any, of professional statutory bodies at the All India level.

3.6 Declaration of Results

- i. The total result data is verified and the result of the following cases will be withheld i.e. due to course code invalid, invalid enrollment number, student already passed, duplicate enrollment number and course code, malpractice, completion of maximum duration.
- ii. Once the result data is arrived, with the approval of Authorities, the result will be declared and hosted in the TNOU website. SMS also will be sent to all the examinees.

3.7 Permission for Re-evaluation/ Photocopy/Retotalling

Examinees who want to apply for Re-evaluation/Retotalling/Photocopy should submit their applications to the Controller of Examinations, TNOU within 15 days from the date of publications of the results through online. The prescribed form given in the Prospectus shall be used by the learners. The request of the learners regarding any clarification on photocopy will be entertained within 15 days from the date of receipt of photocopy.

3.7.1 Re-Evaluation

- a. Re-evaluation is applicable only for theory papers and shall not be entertained for other components such as practical, Thesis and Dissertation
- b. Every application for revaluation should be submitted by the candidate in the prescribed form along with the prescribed fee so as to be received by the Controller of Examinations within TWO WEEKS of obtaining the photocopy of the answer-script.
- c. The COE shall arrange for re-evaluation of such answer-scripts by an examiner from the approved panel of examiners. In case the difference between the 1st & 2nd valuation is 15 marks and above, this paper will be sent for 3rd valuation. The mark awarded in the 3rd valuation is final.
- d. The marks awarded by the original examiner if marked on the answer scripts shall be concealed from the answer script and sent for revaluation.
- e. A learner has to pay the following Fee through online in the TNOU website (www.tnou.ac.in) (FEE approved in FC item No. 33.15, dt: 28.03.2018 & Syndicate Item No.42.04, dated:17.04.2018)

Revaluation fee : Rs. 500 per Course

Retotalling fee : Rs. 150 per Course

Photocopy fee : Rs. 500 per Course

3.8 Certificates

After successful completion of each Term End Examinations, the Examinees receive their statement of marks after declaration of results. The final year/Semester learners who completed successfully their programmes will receive the following certificates:

1. The statement of marks
2. Programme Completion Certificate
3. Provisional Certificate
4. Consolidated Statement of Marks

3.8.1. Genuineness and Transcript Certificate

Genuineness and Transcript Certificate of the students will be issued to the Employees, who applied through offline mode with due fee payment.

3.9 Fee for certificates

Table 5
Fee for Certificates

S. No.	Certificates Particulars	Original Certificate Amount (in Rs.)	Duplicate & Name Correction Certificate Amount (in Rs.)
1.	Statement of Marks	100	200
2.	Consolidated Mark Statement (Annexure - 17)	500	500
3.	Provisional Certificate (Annexure - 17)	250	400
4.	Programme Completion Certificate	...	100
5.	BPP	...	100
6.	Degree / Diploma (Convocation) Certificates (Annexure - 18)	750	1,000
7.	Transcript Certificate (Annexure - 19)	Rs.2500 (Rs.1,000/- + Postal Charges Rs.1500/-)	...
8.	Genuineness Certificate (Annexure - 20)	Rs.500 for Govt. Staff & Rs.1000 for Private	...
9.	Migration Certificate (Annexure - 21)	300	...
10.	PSEM /PSTM Certificate (Annexure - 22)	300	...

Note: Application for duplicate certificate(s) refer **Annexure - 23**.

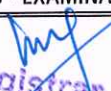
3.10 Printing of Certificates

- i. Tabulated Mark Register (TMR) and Cumulative Mark Register (CMR) will be printed and kept as hard copy record in the Certificate Section for future reference.
- ii. Marks statements, Provisional Certificates, Course completion certificates and consolidated mark statements will be printed and despatched to the Learners.
- iii. If the original certificates despatched by the university to the students by Post / courier may be missed in transcation, the students cannot claim original certificates. However, duplicate certificates are given with proper application with fee.

CHAPTER – IV

SUPPLEMENTARY EXAMINATIONS

TNOU introduced the scheme of Supplementary Examinations in September - 2019 (Syndicate approval dated: 15.10.2019) for the benefit of the students. The students, those who failed in One/Two courses in the Term End Examination are permitted to appear for the Supplementary Examinations so as to get their Degrees without lapse of years. The procedures that are followed for the Term End Examinations shall also be applicable to the Supplementary Examinations.


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CHAPTER – V

MISCONDUCT & MALPRACTICES IN EXAMINATION

- i. In the Examination Hall the candidate shall be under the disciplinary control of Invigilator and he/she shall obey the instructions of Invigilator. No candidate shall use unfair means or indulge in disorderly conduct or malpractice during or in connection with the examination.
- ii. Norms for award of punishment in case of Examination Malpractice & Misconduct

Table 6
Nature of Malpractice and Punishment

S.No.	Natures of Cases	Punishment
1	Appeal for favourable consideration of mercy	Warn and Regret letter from the Candidate
2	Using of colour thread or marking any identification with colour pencil.	Warn and Regret letter from the Candidate
3	Writing Candidate's Name in any part of the Answer Book (or) writing Register Number other than the required place.	Warn and Regret letter from the Candidate
4	Letter of appeal coupled with promise if any for consideration	Cancel the Examination taken in the particular paper only
5.	Allurement with money (enclosing currency notes etc.,)	Cancel the whole examination taken in that appearance and debar for next one Examination
6.	Writing of filthy and unwarranted words in the Answer Script	Cancel the Examination taken in the particular paper only.
7.	Taking away the answer scripts from the examination Hall wilfully	Cancel the whole examination taken in that appearance and debar from next one examination.
8.	Passing of answer papers or any incriminating materials to another candidate.	Cancel the whole examination taken in the Semester/ Non-Semester
9.	Using another person to help in Malpractice	Cancel the whole examination taken in that appearance and debar for next two examinations (one year).
10.	"Intention to Copy" possession of any incriminating materials (few pages)	Cancel the examination taken in the particular paper only.
11.	For inserting previously written additional Answer Sheets brought from outside	Cancel the whole examination taken in the Semester/ Non-Semester and debar the next one examination
12.	Threatening the Invigilator	Cancel the whole examination taken in the appearance and debar the next three years (six examinations)
13.	a) Cases of Impersonation	Cancel the whole examination taken in that appearance and debar for the NEXT THREE Semester/Non-Semester Exams.
	b) Substitution of Main Answer Sheet.	
14.	In the case of Tampering in the Spelling, Name /Initial in the Certificates issued by other bodies.	Cancel the Admission

15.	In the case Tampering in the Date of birth in the Certificates issued by other Bodies.	The Candidate not be permitted to appear for any examination of this University for a period of 2 years from the Date of production of the forged documents
16.	Tampering in the Grade Certificate or any other Certificate issued by this University.	The Tampered Certificate be retained in the University and duplicate not be given for 5 years from the Date of presentation of documents.
17.	Imposing of Punishment separately for Malpractice in Theory & Practical Examination: In the case of Candidates (UG, PG and all other Examinations) who have passed the practical Examinations, the Disciplinary proceedings cancelling the whole theory examination taken need not include the practical examinations. The same is applicable to those who have indulged in malpractice in practical examination will be exempted from cancelling examinations of theory papers.	
18.	Forged Official Communication with regard to correction /re-totalling of marks.	Cancel the Whole examination taken in that appearance and debar for next 2 years.
19.	A candidate who is apprehended more than once with incriminating materials.	Cancel the whole examination taken that appearance and debar for next 2 years
20.	Report of mass copying in any examination centre by the flying squad members.	The Examination Centre be cancelled for next 2 Examinations (one year).

Penalty for Malpractice Cases

A Memo will be issued to the learner, who has been found indulged in misconduct & malpractice in the University Examination. The reply received from the relevant persons will be placed before the Discipline and Students Welfare Committee for further action (TNOU Act Sec. 15(1)(48:10:H).

CHAPTER – VI

CONDUCT OF CONVOCATION

The University shall conduct the Convocation for awarding the degrees for those who are eligible as per TNOU STATUTES Chapter XIV.

- i. Convocations for the purpose of conferring Degree / Diploma shall ordinarily be held every year, in the month of October and at such other times as the Chancellor may direct.
- ii. Notification will be issued by the University in the Newspapers and in the University's website for submitting the application for the Convocation.
- iii. Learners can register through offline for the Convocation by paying the prescribed fee.
- iv. The Registered candidates will be invited for the convocation. The date, time and venue will be intimated to them. The Convocation invitation will be posted in the TNOU website and also in Newspaper.
- v. Candidates who applied for in-person mode will receive their degree/diploma certificates during the Convocation function. The intimation will be sent in this regard to them, through post.
- vi. The First Rank holders shall receive their Degree/Diploma Medals & Certificates from the Governor Chancellor.
- vii. The other graduates will get their Degree / Diploma Certificates from the TNOU Staff who distribute the Certificates before commencement of the Convocation.
- viii. Both at (vi) and (vii) shall take oath administered by the Chancellor in the Convocation Hall.

CHAPTER – VII

ONLINE EXAMINATIONS

The University conducted online Term-End Examinations for June-July 2020 examinations in september 2020 in view of COVID -19 pandemic situation. Such similar conditions, the University would go for online examinations.

The University shall conduct a proctored examinations for online Programmes at the approved online examination centres, as per the UGC online Courses or Programmes Regulations 2020.

CHAPTER – VIII

GRIEVANCES AND LEGAL ISSUES

8.1 Grievances in Examinations

- i. The examination system of the University shall also provide for mechanisms to redress/ resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned Candidates. All such matters shall be resolved subject to the University rules and regulations.

- ii. Photocopy of Answer-Script(s)

After declaration of the examination results with marks, if any candidate wishes to apply for Photocopy/ photocopies of theory answer-scripts, he/she shall apply to the COE by paying the prescribed Fee notified by the University from time to time within 15 days from the date of announcement of results of the respective course.

- iii. In all cases of Re-evaluation, Fee once paid will not be refunded. Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice. In the case of applications which are found in order, the University shall take steps to get the answer-scripts re- evaluated.

- iv. The result of the revaluation shall ordinarily be made known to the student through the TNOU website (www.tnou.ac.in). No interim enquiries of any kind will be entertained in this regard. It may be noted that the University can never set in any case a time limit for the issue of the results of revaluation. The University will also therefore, not be liable for loss of any kind sustained by candidates concerned on account of the delay, if any, in issuing the results of revaluation.

- v. Issue of Duplicate Hall Ticket/ Mark Statement/ Transcripts/ Consolidated Marks Statements/ Degree Certificate may be done after due application process with the necessary Fee/penalty.

- vi. Name Change of the Candidate during study

- a. A student who is currently enrolled may change or alter his/ her full, legal name on the permanent academic record by presenting the appropriate application along with the necessary supporting documentary evidence to the COE.
- b. The change of name in the records of the University may be sanctioned on any one of the grounds such as Marriage (Ladies), Adoption, Assuming a new name by any person which has been notified by the order of the Central Government or a State Government.
- c. A female student who wishes to discontinue the use of her married name and resume use of her maiden name, or another name, shall present a copy of the divorce decree, or signed court order, showing court restoration of the maiden or other name.
- d. No change in his/her name will be made in the past records of the University.
- e. The candidate should apply along with the attested copy of the 12th Standard and/or last eligible examination (on which candidate's eligibility is finalized).


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Tf. Documents required for change in name are as follows and must accompany the application for change in name:

- a. Government Gazette (Original copy)
- b. Photocopy of the Statement of Marks of last examination
- g. After the necessary changes in permanent documents, corrected copy/ copies of the statement(s) of the marks and other certificates shall be issued on the payment of the Fee applicable at that time.

vii. Correction in Name

- a) To correct the spelling or the proper sequence of the name which are not due to data entry errors, the student shall present a copy of his/ her birth certificate/ Secondary School Certificate/ other Government record like Passport.
- b) Any errors in the Name of candidates printed in the Marks statement/ Certificate/ Hall Ticket may be brought to the notice of COE for necessary correction with appropriate evidence.

(Student Grievance Form Annexure – 16)

8.2 Post Evaluation Custody and Disposal of Answer Scripts

- i. The evaluated Answer-scripts shall be preserved safely for a period of at least one year from the date of publication of results in their original packets bundled together. The bundles are to be stacked in racks with proper ventilation and free from termites/ pests. The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.
- ii. Appropriate staff shall be assigned the responsibility of safe-keeping of the answer-scripts till they are approved by the VC for safe disposal.
- iii. Records of all such bundles shall be maintained in appropriate computer database/Register for easy retrieval at a later stage if necessary. Any retrieval and return of the answer-script(s) shall also be documented with date and time in the Register/database.
- iv. Answer-scripts shall be made available from the storage area for purposes of Photocopying/ Re-totaling/ Re-evaluation etc. Such transactions shall be recorded.
- v. The details of all Answer scripts so shredded/ destroyed/ disposed shall be documented and certified by the COE.

8.3 Examination Audit

- i. The Examination Audit shall be made appropriate/ designated team of academicians drawn from the senior faculty of the University and other State/Central Universities.
- ii. The audit team shall audit the evaluation of theory answer scripts by examiners on a regular basis. Answer-scripts awarded with high, average and low marks shall be randomly sampled for such process. The marks shall be marked before the auditing, which shall be carried out by external examiners who shall not be from the same institute as the original examiner evaluating the Answer scripts.

8.4 Dispute Resolution

Disputes, if any, on matters relating to examination and evaluation shall fall within the jurisdiction of civil courts/Tribunal in Chennai alone.

8.5 Declaration

- i) The decision of the Vice-Chancellor is final, if anything does not cover in this Examination Manual.
- ii) Amendments related to Examinations will be made time to time with the approval of the Vice chancellor


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Annexure –1



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

TAMIL NADU OPEN UNIVERSITY

[A State Open University Established by Government of Tamil Nadu, Recognized by UGC & DEB,
Members in Asian Association of Open Universities & Association of Commonwealth Universities]

STUDENTS REGISTRATION AND EVALUATION DIVISION

577, Anna Salai, Saidapet, Chennai-600 015

Ph.: (91-44) 2430 6660/61/62

e-mail: examtnou6@gmail.com website: www.tnou.ac.in

Format to be Furnished by the University Observer

Observer's Report

- Observer's Name :
- Name and Address of the Examination Centre :
- Duty attended with days and sessions as Observer :
- No. of Malpractice cases detected :
- Details of Answer Booklet Stock Position :
 - Total No. of Answer Booklets received :
 - No. of Answer Booklets issued :
 - Available Answer Booklets :
- General Observation about the conduct of Examination in the centre :
- Special remarks, if any :

Observer's Signature

Address:

[Signature]
Registrar
Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

TAMIL NADU OPEN UNIVERSITY

[A State Open University Established by Government of Tamil Nadu, Recognized by UGC & DEB,
Members in Asian Association of Open Universities & Association of Commonwealth Universities]

STUDENTS REGISTRATION AND EVALUATION DIVISION

577, Anna Salai, Saidapet, Chennai-600 015

Ph.: (91-44) 2430 6660/61/62

e-mail: examtnou6@gmail.com website: www.tnou.ac.in

Format to be Furnished by the University Flying Squad

Flying Squad's Report

- Flying Squad's Name :
- Name and Address of the Examination Centre :
- Duty attended with days and sessions as Squad :
- No. of Malpractice cases detected :
- Details of Answer Booklet Stock Position :
 - Total No. of Answer Booklets received :
 - No. of Answer Booklets issued :
 - Available Answer Booklets :
- General Observation about the conduct of Examination in the centre :
- Special remarks, if any :

Flying Squad's Signature

Address:

[Signature]
Registrar
Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.

Annexure –3



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

TAMIL NADU OPEN UNIVERSITY

[A State Open University Established by Government of Tamil Nadu, Recognized by UGC & DEB,
Members in Asian Association of Open Universities & Association of Commonwealth Universities]

STUDENTS REGISTRATION AND EVALUATION DIVISION

577, Anna Salai, Saidapet, Chennai-600 015

Ph.: (91-44) 2430 6660/61/62

e-mail: examtnou6@gmail.com website: www.tnou.ac.in

Evaluator's Feedback Form

- Name of the Evaluator :
- Designation :
- Institution Address :
- Term End Examinations : Month : Year :
- Name of the Programme :
(Which you evaluated)
- Course Code :
- No. of days attended for evaluation :
- No. of answer scripts evaluated :

You are requested to fill up the questionnaire given below by putting () mark against appropriate response for the details for the purpose of quality enhancement:

S.No.	Details	Good	Moderate	Need to be improved
1.	Overall performance of the Learners in this examination			
2.	Quality of the Question Paper(s)			
3.	Coverage of the Syllabus			
4.	Facilities in Evaluation Centre			

Please write your remarks/suggestions, if any

Signature of the Evaluator

Date:

Place:

Wf
Registrar
Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.

Annexure –4



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

TAMIL NADU OPEN UNIVERSITY

[A State Open University Established by Government of Tamil Nadu, Recognized by UGC & DEB,
Members in Asian Association of Open Universities & Association of Commonwealth Universities]

STUDENTS REGISTRATION AND EVALUATION DIVISION

577, Anna Salai, Saidapet, Chennai-600 015

Ph.: (91-44) 2430 6660/61/62

e-mail: examtnou6@gmail.com website: www.tnou.ac.in

CLAIM FORM FOR QUESTION PAPER SETTING/ANSWER KEY OR SCHEME/TRANSLATION

Ref. No. COE / QPS _____ Dt. _____

Name : Address for Communication:

Designation :

Department : E-mail id:

Institution : Phone / Mobile :

Bank Account Details

Account Number	
Bank Name & Branch	
IFSC Code	
PAN No.	
Type of Account : S/B, Current Account Etc.,	

Memo of work done in connection with Question Paper setting for the Degree Examination of ____

S. No.	Name of the Programme	Course Code	No. of Question Paper	Setting cost (in Rs.)	Answer key or Scheme (in Rs.)	Translation (in Rs.)	Total (in Rs.)
1							
2							
3							
4							
Total							
Postal Expenses							
Total Claim Amount							

One Rupee
Revenue
Stamp

Signature of the Claimant

Countersigned
Controller of Examinations

Note:

- 1) One rupee revenue stamp is to be affixed and signed across if total claim is for Rs.5000/- or more.
- 2) Postage will be admitted only for receiving Postal or Railway receipts.

For Rates & Instructions see Next Page

Registrar
Tamil Nadu Open University
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Saidapet, Chennai-600 015.

GUIDELINES FOR SETTING THE QUESTION PAPER

1. Kindly treat this appointment as STRICTLY CONFIDENTIAL.
2. Question should be set covering all the portions of the syllabus.
3. The Questions should be preferably typed or hand written.
4. You are requested to despatch the Question Paper within 15 days from the date of receipt of communication.
5. Remuneration for setting a Question Paper
 - a. Undergraduate (UG) : Rs. 500/- & Answer key Scheme of Valuation: Rs. 200/-
 - b. Post graduate (PG) : Rs. 700/- & Answer key/Scheme of Valuation: Rs. 200/-
 - c. Diploma / Certificate : Rs.300/- & Answer key/Scheme of Valuation: Rs. 200/-
 - d. Translation fee per course Rs.400/-.
6. Scheme of Valuation should accompany the Question Paper to ensure uniformity of valuation. Where there are Maths Science problems, please work them out in a separate sheet and attach it to scheme of valuation.
 - a. The scheme shall include:
 - (i) Subject Title, Subject Code, Maximum Marks, Duration of the Examination
 - (ii) Important Answer Hints for all short answer and essay type questions.
 - (iii) Specific answers for one word and fill up the blank type of question.
 - b. Examiners who set Part-I, Part-II (Language paper such as Arabic, English, French, Hindi, Tamil, Urdu) Question Paper are requested to provide answer for all the short Questions and Grammar Questions.
 - d. Question Paper setters for Major + English, Tamil are requested to provide a detailed key for annotation passage and answer to all questions.
 - e. Question paper setters for Mathematics/ Commerce shall provide the relevant worked out problems with indications of stage wise award of marks.
 - f. In the case of problems, along with the final answers, stage wise mark allocation shall be indicated to award marks.

THE ACTUAL POINT RELEVANT IN HINT FORM SHOULD BE GIVEN.

Your co-operation is very much solicited

Note: In case any of your close relatives are appearing for the Current Examination of this University, in the concerned subject, kindly decline this offer and intimate the same to the Office of the COE.


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TAMIL NADU OPEN UNIVERSITY

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Ph.: (91-44) 2430 6660/61/62

e-mail: examtnou6@gmail.com website: www.tnou.ac.in

Annexure-5

Last Date

Without Late Fee : _____

With Late Fee of Rs.300/- : _____

Applications received after _____ will not be accepted

EXAMINATION APPLICATION FORM / தேர்வு விண்ணப்பப் படிவம்

1. Enrollment Number :		2. Name of the Student :																																													
3. Name of the Exam City : (Refer the Instructions to the Students):		4. Programme Name with Discipline/Specialization:																																													
		5. Month/Year :																																													
6. Address:		7. Contact Number :																																													
		8. Student E-Mail ID :																																													
8. Course Code for which the Student is now appearing (Refer Prospectus / Time Table)																																															
Total No. of Courses Appearing																																															
9. Details of Core Banking Challan/Demand Draft		10. Fee Payment Particulars (Please refer instructions to Students)																																													
Journal / DD No. _____		<table border="1"> <thead> <tr> <th>Details</th> <th>Total Courses</th> <th>Fee per Course</th> <th>Total Fees</th> </tr> </thead> <tbody> <tr> <td>a) Total No. of Courses appearing</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b) Total No. of Practical / Project appearing now</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c) Cost of Application</td> <td></td> <td></td> <td>70</td> </tr> <tr> <td>d) Cost of Statement of Marks</td> <td></td> <td></td> <td>100</td> </tr> <tr> <td>e) Examination Centre Fee</td> <td></td> <td></td> <td>150</td> </tr> <tr> <td>f) Provisional Certificate (For Final Year Students only)</td> <td></td> <td>250</td> <td></td> </tr> <tr> <td>g) Consolidated Mark Statement (For Final Year Students of UG & PG only)</td> <td></td> <td>500</td> <td></td> </tr> <tr> <td>h) Convocation Certificate (For Final Year Students only)</td> <td></td> <td>750</td> <td></td> </tr> <tr> <td>i) Late Fee, If applied, after the last date</td> <td></td> <td>300</td> <td></td> </tr> <tr> <td colspan="3">Total Amount</td> <td></td> </tr> </tbody> </table>		Details	Total Courses	Fee per Course	Total Fees	a) Total No. of Courses appearing				b) Total No. of Practical / Project appearing now				c) Cost of Application			70	d) Cost of Statement of Marks			100	e) Examination Centre Fee			150	f) Provisional Certificate (For Final Year Students only)		250		g) Consolidated Mark Statement (For Final Year Students of UG & PG only)		500		h) Convocation Certificate (For Final Year Students only)		750		i) Late Fee, If applied, after the last date		300		Total Amount			
Details	Total Courses	Fee per Course	Total Fees																																												
a) Total No. of Courses appearing																																															
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h) Convocation Certificate (For Final Year Students only)		750																																													
i) Late Fee, If applied, after the last date		300																																													
Total Amount																																															
Date _____																																															
Amount _____																																															
Name of the Bank _____																																															
For office use only																																															
Station :																																															
Date :																																															
Signature of the Applicant																																															

For Time Table and Instructions please refer to the TNOU Website www.tnou.ac.in or Contact the respective Regional Centre or the University

Registrar
Tamil Nadu Open University
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Annexure –6



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

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STUDENTS REGISTRATION AND EVALUATION DIVISION

577, Anna Salai, Saidapet, Chennai-600 015

Ph.: (91-44) 2430 6660/61/62

e-mail: examtnou6@gmail.com website: www.tnou.ac.in

Proforma for Acceptance to conduct the TNOU Written Examinations and Chief Superintendent for Term End Examinations – June / December _____

1. Name of the Institution & Full Address :
2. Name and address of the Head of the Institution :
Phone No. Office :
Residence :
Mobile :
3. Name and address of the Chief-Superintendent :
Phone No. Office :
Residence :
Mobile :
4. E-mail ID (Mandatory) :
5. Nearest Post Office :
6. Amount of advance to be drawn in favour of : _____
Bank Account No. : _____
Bank Name : _____
Branch Location : _____
IFSC Code : _____
7. No. of Students to be accommodated (Per Session) :
8. Specimen Signature of the Chief-Superintendent :
1. _____
2. _____

I _____ certify that, I agree to permit the TNOU to conduct the Term
End Examinations _____ at the above centre and also to act as Chief Superintendent or I Nominate
_____ to act as Chief-Superintendent for the above Examination.

Place :

Date :

Signature of the Head of the
Institution with Office Seal.

Period of Examinations: June/December as per the TNOU Time Table.
Time: Forenoon (10:00am to 01:00pm) and Afternoon (02:00pm to 05:00pm)

Registrar
Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.

RATES OF REMUNERATION

The following are the rates of remuneration approved by the TNOU for conduct of Term End Theory Examinations (FC. Item No.31.04, Dt: 22.03.2017 & Syn. Vide Item No.39.04, Dt:19.04.2017)

S. No.	Category	Rate	Remuneration (Rs.)	DA* Per Day (Rs.)
1	Chief Superintendent	Per Session	250	-
2	Deputy Superintendent (If students strength exceeds 350)	Per Session	225	-
3	University Representative/Observer	Per Session	200	-
4	External Hall Superintendent (For every block of 25 Students)	Per Session	200	100
5	Hall Superintendent / Invigilator (For every block of 25 Students)	Per Session	200	-
6	Clerical Staff (For every 100 Students)	Per day	60	80
7	Typist (For every 100 Students)	Per Session	50	80
8	Watchman (For every 300 Students)	Per Session	50	40
9	Attender (For every 50 Students)	Per Session	50	40
10	Sweeper (For every 300 Students)	Per day	50	40
11	Scavenger	Per day	50	40
12	Scribe	Per Session	100	-
13	General Arrangements (For every 100 Students)	Per Week	100	-
14	Sealing, Pasting and Bundling	Per Cover	3	-
15	Stationery (For the actual number of students attended)	Per Student (Actual Count)	0.35	-
16	Rent (For the actual number of students attended)	Per Student (Actual Count)	Rs.8/- Per Student / Per Session for other places	

• Local DA to be calculated for one person only per day (e.g. for 300 Students in a centre, overall clerical staff to be paid at Rs. $35 \times 3 = 105 + DA 80 = 185$ only; if more than one clerical staff is engaged, the remuneration of Rs. 185 has to be divided proportionately.

Controller of Examinations

- S.No.1 to 5 & 13 should be calculated on the student nominal / allotted count
- S.No.6 to 12,15 & 16 should be calculated on the student present / attended count

Note: The Postal receipts for all the parcels/letters sent either by registered post or ordinary posts should be enclosed. The Remuneration and D.A receipt in blank form is also enclosed. Please, take multiple copies as per the requirement. With reference to **Rent Receipt** the receipt of your Organization /Centre may be given.

Kindly settle the accounts within 5 days from the last date of Examination.

PRACTICAL EXAMINATION NORMS

I. EXAMINERS REMUNERATION

1. PG Programmes - External Examiner Remuneration

To conduct practical examination (including preparation, evaluation & record) per examiner/per candidate - Rs.10/- per hour.

2. UG/Diploma / Certificate Programmes- External Examiner Remuneration to conduct practical examination (including preparation, evaluation & record) per examiner/per candidate - Rs.5/- per hour

3. Local DA per day - Rs.200/-

4. Outstation DA per day - Rs.300/-

II. PG/UG/Diploma/Certificate - PRACTICAL EXAMINATION EXPENDITURE FOR RAW MATERIAL & RENT (RENT WHICH INCLUDES WATER & ELECTRICITY)

Sl. No.	Programme	Raw Material Required	Candidate	Amount
1	DDTP	System – Lab Charges	per candidate	10.00
2	DHE	Switches, bulbs, wires, etc.	per candidate	10.00
3	DFWM	Petrol / Diesel, oil for servicing, waste cloth, etc.	per candidate	10.00
4	DFGM	Cloth, thread, etc.	per candidate	10.00
5	DRAT	Kerosene, cloth, oil, etc.	per candidate	10.00
6	DCA	Food stuff, vegetables, oil, meat /fish	per candidate	10.00
7	DPT	Pipes, sand, cement, etc.	per candidate	10.00
8	DHA	Bandaging cloth, plaster of paris, syringes, antiseptic lotions, etc.	per candidate	10.00
9	DPTT / DECE	Project Evaluation	per project	25.00
10	MCA/BCA/PGDCA/ CAS	System / Lab Charges	per candidate	10.00
11	Rent	per candidate/ per session	8.00	

III. QP Setting Remuneration (A copy of the Question Paper to be sent to the Controller of Examinations)

1. **PG Programmes:** 2 Sets of Question Papers are to be set by the examiners during practical examinations. The remuneration for setting of each question paper is Rs.60/- only.

2. **UG / Diploma / Certificate Programmes:** 2 Sets of Question Papers are to be set by the examiners during practical examinations. The remuneration for setting of each question paper is Rs.50/- only.

IV. Centre Staff Remuneration

1. Co-ordinator Rs.500/- per day
2. Clerical Assistant Rs. 60/- per day + DA Rs.80/-
3. Office Assistant Rs.50/- per day + DA Rs.40/-

Note: - The remuneration in respect of the above item will be paid by the TNOU to the Practical Examination Centre as per the offer of Appointment letter for the Examiners, Centre Staff based on Student Strength in the particular Examination Centre. (F.C. Vide Item No. 34.08 Dt:05.12.2018 & Syn.Vide Item No.46.06, dt:13.12.2018)

Proposed rates of Remuneration for Science Practical Examinations for a batch of 20 students maximum

1. For Physics, Botany and Zoology Practical Examinations (3 Hrs)

Sl. No.	Content	Rate (Rs.)	
1	Honorarium to Tutor	350.00	
2	Lab rent (Including instrumental charges etc.,)	300.00	
3	Question Paper Setting	100.00 per set (Max.2 sets) For more than one set 120.00	
4	Remuneration for Examiner (Including preparation, evaluation and Record)	UG 15.00 (Per Student) Minimum 75.00	PG 30.00 (Per Student) Minimum 100.00
5	DA for Examiner	200.00 per day	
6	Remuneration for Skilled Assistant	UG 12.00 (Per Student) Minimum 75.00	PG 20.00 (Per Student) Minimum 100.00
7	Remuneration for Lab Assistant	50.00	
8	DA for Lab Assistant	50.00 per day	
9	Consumables	300.00	
10	Water/Scavenger/Watchman	100.00 per day (For Each)	

2. For Chemistry Practical Examinations (3 Hrs)

S.No.	Content	Rate (Rs.)	
1.	Honorarium to Tutor	350.00	
2.	Lab rent (Including instrumental charges etc.,)	300.00	
3.	Question Paper Setting	100.00 per set (Max.2 sets) For more than one set 120.00	
4.	Remuneration for Examiner (Including preparation, evaluation and Record)	UG 15.00 (Per Student) Minimum 75.00	PG 30.00 (Per Student) Minimum 100.00
5.	DA for Examiner	200.00 per day	
6.	Remuneration for Skilled Assistant	UG 12.00 (Per Student) Minimum 75.00	PG 20.00 (Per Student) Minimum 100.00
7.	Remuneration for Lab Assistant	50.00	
8.	DA for Lab Assistant	50.00 per day	
9.	Consumables	500.00	
10.	Water/Scavenger/Watchman	100.00 per day (For Each)	

Note: One External Examiner appointed by the University and one Internal Examiner from the respective Colleges are assigned to conduct UG/PG Practical Examination for a Batch of 20 candidates.

B.Ed. Practical Examination – Remuneration Norms

S.No.	Remuneration Details	Remuneration (Rs)	DA (Rs)
1.	Local Co-ordinator	500/- per day	200/-
2.	One Clerical Assistant	60/- per day (For every 100 candidates)	80/-
3.	One Office Assistant	50/- per day (For every 50 candidates)	40/-
4.	Examiner	40/- per student (maximum 25 students)	200/- (Local) & 300/- (Outstation)
5.	Rent	8.00 per student.	

M.Phil & Ph.D. Valuation – Remuneration Norms

(F.C. Vide Item No. 36.06, Dt:07.08.2019 & SynVide Item No.49.04, dt:07.08.2019)

S.No.	Remuneration Details	Remuneration	DA (Rs)
1.	Dissertation – M.Phil.	Rs.200/- per student	-
2.	Dissertation – Ph.D. (Indian)	Rs.1,000/- per student	-
3.	Dissertation – Ph.D. (Foreign)	Rs.3000 per student	-
4.	Viva-Voce – M.Phil.	Rs.100/- per student	200/- (Local) & 300/- (Outstation)
5.	Viva-Voce – Ph.D.	Rs.1000/- per student	Up to 100 Kms - Rs.500/- per day/per member Above 100 kms-Rs.1,000/- per day/per member

Annexure -7



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

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CLAIM CUM RECEIPT

Received a sum of Rs. _____ (Rupees _____) towards Remuneration / DA for attending relating to TNOU TEE _____

Purpose : Chief-Superintendent / External Additional Chief-Superintendent / University Representative / Observer / Invigilator / Hall Superintendent / Clerical Assistant / Typist / Watchman / Attender / Sweeper / Scavenger / General Arrangements / Rent / Sealing and Pasting / Stationery Items

No.of Days: _____

No.of Session: _____

Duty Attended on (Dates): _____

Signature :

Name, Designation and Address :

Chief-Superintendent

Signature with College Seal

NOTE: Rs. 5000/- above stamp receipt must.



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
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UTILIZATION CERTIFICATE

It is certified that Rs./- received as advance from Tamil Nadu Open University for conducting the
..... in our College / Centre for the year was fully utilised for the purpose for which
it was received. The examination was conducted as per norms prescribed by the University. There is no unutilised amount
pending to be paid to the University.

Date:

Principal / Chief Superintendent/ Coordinator

Remn - Remuneration

DA - Dearness Allowance

My
Registrar
Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.

54

TNOU - EXAMINATION MANUAL

Registrar
Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.

Annexure –10



தமிழ்நாடு திறந்தநிலைப் பல்கலைக் கழகம்

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e-mail: examtnou6@gmail.com website: www.tnou.ac.in

Format for Reporting of Malpractice Case

- Exam Centre Code :
- Name of the Centre :
- Name of the Student :
- Enrollment No :
- Date of Exam : Session:
- Subject Code :
- Subject Name :
- Course of Study :

Nature of Malpractice (details) :
(To be written by the student)

Materials seized with No. of pages :
(To be written by the Hall Supdt.)

Signature of the Student

Forwarded with remarks, if any :

Invigilator

Chief-Superintendent

University Observer

Note: All materials seized from the student should be signed by the concerned Student in each page/sheet and countersigned by Invigilator & Chief Superintendent.


Registrar
Tamil Nadu Open University
No.577, Anna Salai,
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SI.No.:

Exam Date & Session :

Exam Centre Code/Name :

Course/ Subject Code / Title :

[illegible]

^aIV = Invigilator

Name and Signature of Chief Superintendent with date.

To be shaded by Invigilator/UR/ Chief Superintendent		
Total Present as per this sheet		0 1 0 1 2 3 4 5 6 7 8 9
Total Absent as per this sheet		0 1 0 1 2 3 4 5 6 7 8 9
Total No. of Manual Entry		0 1 0 1 2 3 4 5 6 7 8 9

MODEL ANSWER BOOKLET (OMR SHEET)

TAMIL NADU OPEN UNIVERSITY
TO BE FILLED BY THE STUDENT
SUBJECT / COURSE CODE

Use Black or Blue Ball Pen to shade

ENROLLMENT NUMBER

Exam Centre Code

FOR UNIVERSITY USE ONLY

EC -

DATE

DD MM YYYY

SESSION ☒

F / N A / N

Signature of the Student

Signature of the Hall Superintendent

Answer Booklet S.No. : 19561000

TO BE FILLED BY THE STUDENT

Name of the Programme

Exam Centre Code

Subject / Course Title

Subject / Course Code

Date

Session ☒

Date Month Year

F / N A / N

Total No. of Pages written

Question Paper No. :

No additional answer sheets will be supplied.

TAMIL NADU OPEN UNIVERSITY

BUNDLE NO. :

INSTRUCTIONS TO THE EXAMINER FOR MARKING

- The total marks given in the first page of Answer Booklet should be written in the OMR Sheet also by the examiner.
- Use Black or Blue ball pen to shade the circles.
- Write the marks in the Boxes using Ball Point Pen (Black or blue only) before shading the circles. Do not use red pen
- To change a marking, erase completely the already darkened circles and make fresh marks.
- Shading should not exceed the circle and not to make any stray marks on this form.
- Please check the total and shading once again before returning the valued bundle of answer scripts to avoid incorrect publication of results.

TOTAL MARKS

Examiner Code No.:

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

TAMIL NADU OPEN UNIVERSITY

BUNDLE NO. :

Signature of the Examiner

Annexure –8



தமிழ்நாடு திறந்தநிலைப் பல்கலைக் கழகம் TAMIL NADU OPEN UNIVERSITY

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UNDERTAKING FORM FOR APPEARING EXAMINATIONS

- Name of the Student :
- Enrollment Number :
- Name of the Programme :
- Course Title & Course code :
- Year of Study :
- Date of Examination :
- Examination Centre Code :
- Answer Booklet Number :

I have submitted/not submitted my application for the Examination of _____ along with the prescribed Fee. But, I have not received my Hall-Ticket / My Name is not found in the Nominal Roll. I am in possession of my Identity Card and Examination Fee remitted online receipt (Copy attached).

I request you to permit me to appear for the Term End Examinations at my own risk.

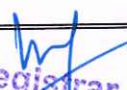
Signature of the Student

Signature of the Invigilator

Signature of the Chief-Superintendent

Note: (Required copies may be Xeroxed)

Name and Address of the Exam Centre


Registrar
Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.

Annexure -9

TAMIL NADU OPEN UNIVERSITY					
TERM-END EXAMINATION					
CENTRE WISE/ DATE WISE/ SESSION WISE/ COURSE WISE/ CANDIDATE STRENGTH					
GALLEY SHEET					
Course Code / No.of Candidate in each course					
Exam Centre Code/Name :					
Exam Date	: 07-Dec-2019		Session	: ForeNoon	
Subject Code	:BFTM-11				
19210150137	19210200021	14116350110			
					Total : 3
Subject Code	: MAT-11				
19220850044					
					Total : 1
Subject Code	: MCO-11				
17125100048					
					Total : 1
Subject Code	: MCP-BC				
17123200094					
					Total : 1
Subject Code	: MEG-11				
17120200333	19220200117				
					Total : 2
Subject Code	: MHI-11				
12120150060	19220150024	19220150025			
					Total : 3
Exam Date	: 07-Dec-2019		Session	: AfterNoon	
Subject Code	: BBAM-21				
14116350110					
					Total : 1
Subject Code	: BFTM-21				
17210150282	16210200342	18210450018	17210850309	18210850005	18210850068
18210850153	18211050003	18213350021			
					Total : 9
Subject Code	: LCS-1				
19282350002	19282350009	19282350010	19282350011	19282350012	
					Total : 5
Subject Code	: MAT-21				
11220850161	18220850048	18220850049			
					Total : 3
Subject Code	: MCP-21				
17123200094					
					Total : 1
Subject Code	: MEG-21				
17120200333					
					Total : 1
Subject Code	: SED-23				
19219355229	19219356007	19219356018	19219356031		
					Total : 4
Exam Date	: 08-Dec-2019		Session	: ForeNoon	
Subject Code	: BFEG-11				
19210150137	19210200021	14116350110			
					Total : 3

Registrar
Tamil Nadu Open University
No.577, Anno Salai,
Saidapet, Chennai-600 015.



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
TAMIL NADU OPEN UNIVERSITY

Signature of the Chief Superintendent

Exam Centre Code

EC-

INSTRUCTIONS TO THE STUDENTS-REFER PAGE NO.2

No Additional Sheet will be supplied

Name of the Programme : Total No. of Pages Written :

Subject /

Subject/

Course Title :

Course Code :

Session

Date of the Examination:

F/N

A/N

Question Paper
Number

MARKS TO BE FILLED BY THE EXAMINERS

Q.No. :	a	b	c	d	Total	Q.No. :	a	b	c	d	Total	Q.No. :	a	b	c	d	Total	Q.No. :	a	b	c	d	Total
1						16						31						46					
2						17						32						47					
3						18						33						48					
4						19						34						49					
5						20						35						50					
6						21						36						51					
7						22						37						52					
8						23						38						53					
9						24						39						54					
10						25						40						55					
11						26						41						56					
12						27						42						57					
13						28						43						58					
14						29						44						59					
15						30						45						60					
Total (A)						Total (B)						Total (C)						Total (D)					

Marks in Words Grand Total =

The Answer paper has been valued strictly in accordance with the scheme of valuation prescribed.

The total marks in figures should be written on the top of OMR sheet also duly shading the relevant number, by the Examiner

Name & Signature of the Examiner

Name & Signature of the Chief Examiner

Date : : :

Registrar
Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.

INSTRUCTIONS TO THE STUDENTS

1. Students are prohibited from writing their names on any part of the answer book. They should write the Enrollment Number, Subject Title, Subject Code, Date & Session only in the space provided and darken the relevant bubbles in the OMR sheet attached on top of this booklet.
2. Students should write their Answers on both sides of the Answers Sheets.
No additional sheet will be supplied.
3. Incorrect particulars and illegible Enrollment Numbers are liable for rejection and the paper will not be valued.
4. Answer for 5 Marks questions should not exceed Two pages.
5. Answer for 10 / 15 Marks questions should not exceed Four/Six pages respectively.
6. Answer must be legibly written in ink (use blue or black ink only)
7. Do not leave any line(s) unused except at the end of every answer.
8. Before answering, read the instructions given in the question paper.

IMPORTANT NOTE

The following act / acts committed by the Students during the conduct of the University examinations shall be construed as malpractice.

1. Carrying into the Examination hall or possessing or having access to any books, notes, slips of papers of any written material pertaining to the subject of the examination, any other gadget / device / object like electronic watches with memory, logarithmic / mathematical / Statistical / Scientific tables, laptop computers, personal stereo systems, walkie talkie set etc. which might possibly be of assistance to the Candidate in answering.
2. Attempting to elicit the answer from the neighbours.
3. Removing, tearing off any sheet from the answer book or adding any loose sheet to the answer book.
4. Ordinary calculators (without scientific functions) are permitted.
5. Mobile phones are strictly not allowed in the examination hall.

DO NOT USE THIS PAGE

Annexure –13



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

TAMIL NADU OPEN UNIVERSITY

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STUDENTS REGISTRATION AND EVALUATION DIVISION

577, Anna Salai, Saidapet, Chennai-600 015

Ph.: (91-44) 2430 6660/61/62

e-mail: examtnou6@gmail.com website: www.tnou.ac.in

Exam Materials Stock Position

Term End Examinations _____

Name of the Chief Superintendent :

Designation :

Exam Centre Code :

Name of the Exam Centre Name :

Exam City :

Address :

S. No.	Name of the Stationery	Received	Issued	Available Stock
1	Answer Booklets			
2	Practical Answer Sheets			
3	Answer Sheet Covers (Green Cover)			
4	Others			

CERTIFICATE

This is to certify that, the above mentioned stocks are available at EC _____ as on _____. The same will be utilized for forthcoming Term End Examination to be conducted by TNOU.

Signature of the Chief-Superintendent

DECLARATION

I assure that, the stocks of the exam materials available at the EC will be kept in the safe custody and the same will not be used for any other purpose.

Principal/Head of the Institutions
(with seal)

Signature of the Chief-Superintendent
(with seal)

hgf
Registrar
Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015

Annexure –14



தமிழ்நாடு திறந்தநிலைப் பல்கலைக் கழகம்

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Ph.: (91-44) 2430 6660/61/62

e-mail: examtnou6@gmail.com website: www.tnou.ac.in

TERM END EXAMINATIONS

DESPATCH OF ANSWER SCRIPTS

1. Name of the Centre and Address :
2. Date(s) of the Examination :
3. Session(s) :
4. Name of the Programme and Discipline :

Course with code	No. of Bundles	No. of Inner Covers	No. of Answer Scripts	No. of Malpractice Answer Scripts
Total				

Name and Signature of the Chief-Superintendent

Name and Address of the Institution with Seal

Annexure –15



தமிழ்நாடு திறந்தநிலைப் பல்கலைக் கழகம்

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STUDENTS REGISTRATION AND EVALUATION DIVISION

577, Anna Salai, Saidapet, Chennai-600 015

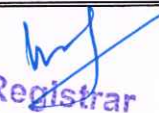
Ph.: (91-44) 2430 6660/61/62

e-mail: examtnou6@gmail.com website: www.tnou.ac.in

Evaluator's Form

Kindly furnish the details against each column for the purpose of appointment as Examiner for M.Phil./ PG Diploma / PG / UG / B.Ed. / B.Ed. SEDE / Diploma / Certificate Programmes for Central Valuation / QP Setting.

1. Name (IN BLOCK LETTERS)	:	_____		
		DD	Month	Year
2. Date of Birth	:	_____		
3. Designation	:	_____		
4. Academic Qualifications	:	_____		
5. Total years of teaching experience	:	UG :		PG:
6. Name & Details of College/Institution where now employed (If the College is a Postgraduate one, it may be indicated)	:			
7. Type of Institution	:	Govt. / Aided / Self Financing.		
8. Details of previous experience if any	:	_____		
9. Residential Address with Pin-Code	:			
Telephone Number	Office	:	_____	
	Residence	:	_____	
	Mobile	:	_____	
	E-Mail	:	_____	
10. Address for Communication	:	_____		
11. Subject preference	:	_____		
		1.	4.	
		2.	5.	
		3.	6.	


Registrar
Tamil Nadu Open University
 No.577, Anna Salai,
 Saidapet, Chennai-600 015.

I declare that the particulars furnished above are true to the best of my knowledge and belief. I assure to abide by the rules and regulations of the University.

STATION :

DATE :

Signature

Email Id :

Signature and Seal of Principal /
Head of the Institution

(Note: Kindly ignore this communication, if you have already completed 3 years after retirement from the active service)



தமிழ்நாடு திறந்தநிலைப் பல்கலைக் கழகம்
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STUDENTS REGISTRATION AND EVALUATION DIVISION

577, Anna Salai, Saidapet, Chennai-600 015

Ph.: (91-44) 2430 6660/61/62

e-mail: examtnou6@gmail.com website: www.tnou.ac.in

STUDENT GRIEVANCE FORM

Date:

To

The Registrar,
 Tamil Nadu Open University,
 No.577, Anna Salai, Saidapet,
 Chennai – 600 015.

Name of the Student	
Name of the Programme	
Enrollment No.	
Address and Telephone Number	

Grievances (specify briefly) :

Signature of the Student



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

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577, Anna salai, Saidapet, Chennai - 600015.

தொலைபேசி - 044 - 24306645

Web site: www.tnou.ac.in

APPLICATION FOR CONSOLIDATED MARK STATEMENT / PROVISIONAL CERTIFICATE

Enrollment No: சேர்க்கை எண்:											
Name of the Student: மாணாக்கர் பெயர்:											
Address: முகவரி:	Door/Plot No: கதவு/மனை எண்:										
	Street / தெரு										
	Village / கிராமம்										
	Taluk / வட்டம்										
	District / மாவட்டம்						PIN				
Mobile No: அலைபேசி எண்:											
Details of Qualifying Examination Passed: தகுதி பெற்ற தேர்வின் விவரங்கள்:											
Name of the Programme				Peroid of Study				Month & Year of Passing			
Details of Fee Paid: செலுத்திய கட்டண விவரங்கள்:											
DD / Transaction id			Date			Name of the Bank			Amount		

Station:

Date:

Signature of the Applicant

FOR OFFICE USE ONLY

INSTRUCTIONS TO THE APPLICANTS	விண்ணப்பதாரருக்கான அறிவுறுத்தல்கள்
The fee for Consolidated Mark Statement / Provisional Certificate can be paid through Demand Draft from any one of the Nationalised Banks in favour of "Tamil Nadu Open University" payable at Chennai. Fee: Consolidated Mark Statement Rs.500/- Provisional Certificate Rs.250/-	தொகுப்பு மதிப்பெண் சான்றிதழ் / தற்காலிக சான்றிதழ் பெறுவதற்கான தொகையைத் "தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்" சென்னை என்ற பெயரில் ஏதேனும் ஒரு தேசியமயமாக்கப்பட்ட வங்கியில் பெறப்பட்ட வங்கி வரைவோலை மூலமாக செலுத்துதல் வேண்டும்.
Application form should be sent to: The Controller of Examinations Tamil Nadu Open University 577, Anna Salai, Saidapet, Chennai - 600 015. For further Details: 044-24306665	விண்ணப்பம் வந்துசேர வேண்டிய முகவரி: தேர்வாளையர் தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம் 577 அண்ணா சாலை, சைதாப்பேட்டை, சென்னை - 600 015. மேலும் விவரங்களுக்கு: 04424306665

my
Registrar
Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.

Annexure -18



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

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577, Anna salai, Saidapet, Chennai - 600015.

தொலைபேசி - 044 - 24306645

Web site: www.tnou.ac.in

APPLICATION FOR DEGREE / DIPLOMA (CONVOCATION) CERTIFICATES
(For all Degree / Diploma Programmes)

01.	Enrollment No: சேர்க்கை எண்:												
02.	Aadhar No: ஆதார் எண்:												
03.	Name of the Student in Block Letters (as per University Record) மாணாக்கர் பெயர் (பல்கலைக்கழக பதிவேட்டின் படி)	In English											
		தமிழில்											
04.	Expansion of Initial(s) முதலெழுத்து விரிவாக்கம்	In English											
		தமிழில்											
05.	Address (Certificate will be despatched to the address available in the University record. If any change of address contact Admission Wing before applying for certificate 044-24306663/64) (பல்கலைக்கழக பதிவேட்டில் உள்ள முகவரிக்கு மட்டுமே சான்றிதழ்கள் அனுப்பப்படும். முகவரி மாற்றம் ஏதேனும் இருப்பின் சான்றிதழ் விண்ணப்பிப்பதற்கு முன் சேர்க்கை பிரிவை தொடர்பு கொள்ளவும் 04424306663/64)	Door/Plot No: கதவு/மனை எண்:											
		Street / தெரு											
		Village / கிராமம்											
		Taluk / வட்டம்											
		District / மாவட்டம்											
		Pincode											
06.	Mobile No:												
07.	Details of Qualifying Examination Passed (A copy of Provisional Certificate should be enclosed)												
	Name of the Programme	Period of Study	Month & Year of Passing										
08.	Details of Fee Paid: செலுத்திய கட்டண விவரங்கள்: DD Should be in favour of "Tamil Nadu Open University" payable at Chennai வங்கி வரைவோலை "தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்" என்ற பெயரில் சென்னையில் மாற்றத்தக்கதாக இருத்தல் வேண்டும்.												
	DD / Challan No.	Name of the Bank and Branch	Date	Amount									
Station:		Signature of the Applicant											
Date:													
FOR OFFICE USE ONLY (DD taken Seal & Signature)													

Application form for Convocation should be sent to: The Controller of Examinations, Tamil Nadu Open University, 577, Anna Salai, Saidapet, Chennai - 600 015.	விண்ணப்பம் வந்து சேரவேண்டிய முகவரி: தேர்வாளையர், தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம், 577, அண்ணா சாலை, சைதாப்பேட்டை, சென்னை - 600 015.
INSTRUCTIONS TO THE APPLICANTS	விண்ணப்பதாரருக்கான அறிவுறுத்தல்கள்
01. The convocation fee can be paid through Demand Draft from any one of the Nationalised Banks in favour of "Tamil Nadu Open University" payable at Chennai or through online during the apply for respective Term End Examinations. 02. Fee: Current Convocation Rs.750/- Previous Convocation Rs.1000/- 03. Convocation application filled in all respects, along with payment of fees in the form of Challan/Deman Draft, Xerox copy of the Provisional Certificates should be sent directly to the Controller of Examinations, Tamil Nadu Open University, Saidapet, Chennai - 600 015. 04. Degree / Diploma Certificate will be sent by Speed post to the candidates who are willing to receive the convocation by in absentia mode. 05. Incomplete applications and those without necessary documents will summarily be rejected without any prior notice.	1. பட்டம் / பட்டயச் சான்றிதழ் பெறுவதற்கான தொகையைத் "தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்" சென்னை என்ற பெயரில் ஏதேனும் ஒரு தேசியமயமாக்கப்பட்ட வங்கியில் பெறப்பட்ட வரைவோலை மூலமாக, இணைய வழியிலோ (தேர்வுக் கட்டணத்துடன் சேர்த்து) செலுத்துதல் வேண்டும். 2. முழுமையாகப் பூர்த்திச் செய்யப்பட விண்ணப்பங்கள் உரிய கட்டணத்தொகையைச் செலுத்தியதற்கான செலுத்துச்சீட்டு / வரைவோலை மற்றும் தகுதிபெற்ற தேர்வின் தற்காலிக சான்றிதழுடன் தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகத் தேர்வாளையருக்கு நேரடியாக அனுப்பி வைத்தல் வேண்டும். 3. தபாலில் பட்டம் / பட்டயச் சான்றிதழைப் பெற விரும்புவவர்களுக்கு பட்டமளிப்பு விழா முடிந்தபின்னர் சான்றிதழ் விரைவுத் தபாலில் அனுப்பி வைக்கப்படும். 4. முழுமையாகப் பூர்த்திச் செய்யப்படாத மற்றும் போதுமான பின்னிணைப்பில்லாத விண்ணப்பங்கள் எவ்வித முன்னறிவிப்புமின்றி நிராகரிக்கப்படும்.

தேர்வாளையர்



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

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577, Anna salai, Saidapet, Chennai - 600015.

தொலைபேசி - 044 - 24306645

Web site: www.tnou.ac.in

APPLICATION FOR TRANSCRIPT

(For all Degree / Diploma Programmes)

To

**The Controller of Examinations
Tamil Nadu Open University
577 - Anna Salai, Saidapet
Chennai - 600 015**

FOR OFFICE USE ONLY

Respected Sir,

Sub: Requisition for Transcript Certificate / Academic Records - Reg.

With reference to the subject cited the following details are furnished for issue of Transcript Certificate.

01.	Enrollment No: சேர்க்கை எண்:												
02.	Name of the Student: மாணாக்கர் பெயர்:												
03.	Details of Qualifying Examination Passed: தகுதி பெற்ற தேர்வின் விவரங்கள்:	Name of the Programme											
		Major / Subject											
		Passing of Month & Year											
04.	Details of the Applicant விண்ணப்பதாரரின் விவரங்கள்:	Name / பெயர்:											
		Designation / பதவி:											
05.	Address of the Applicant விண்ணப்பதாரரின் முகவரி:												

06. Details of Fee Paid:

செலுத்திய கட்டண விவரங்கள்:

DD / Transaction ID	Date	Name of the Bank	Amount

I request you to kindly arrange to issue of Transcript Certificates at the earliest please.

Encl. 1. Demand Draft/ Payment receipt as above.

Station:

Date:

Signature of the Applicant

INSTRUCTIONS TO THE APPLICANTS

The fee for Transcript Certificate can be paid through Demand Draft from any one of the Nationalised Banks in favour of "Tamil Nadu Open University" payable at Chennai.
Fee: Rs.1000/- for within India.
Rs.2500/- for Foreign Countries.

Application form should be sent to:

Application form should be sent to:
The Controller of Examinations
Tamil Nadu Open University
577, Anna Salai, Saidapet, Chennai - 600 015
For further Details: 044-24306665



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

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577, Anna salai, Saidapet, Chennai - 600015.

தொலைபேசி - 044 - 24306645

Web site: www.tnou.ac.in

APPLICATION FOR GENUINENESS CERTIFICATE

01.	Enrollment No: சேர்க்கை எண்:												
02.	Name of the Student: மாணாக்கர் பெயர்:												
03.	Details of Qualifying Examination Passed: தகுதி பெற்ற தேர்வின் விவரங்கள்:	Name of the Programme											
		Major / Subject											
		Passing of Month & Year											
04.	Mobile No. அலைபேசி எண்:												
05.	Details of Certificate Authenticate: உண்மைத் தன்மையுறி சான்றிதழ்களின் விவரம்: (Copy of Certificate(s) should be enclosed)	1. Statement of Marks (1st / 2nd /3rd year) (Write month & year).....											
		2. Consolidate Statement of Marks											
		3. Programme Completion Certificate											
		4. Provisional Certificate											
		5. Degree / Diploma Certificate											
	Details of the Employer: பணி வழங்குநரின் பெயர்:	Name / பெயர்:											
		Designation / பதவி:											
	Organisation Type: நிறுவன வகை:	Govt ☐ Private ☐											
	Official Address of the Employer with Pin Code: பணி வழங்குநரின் அலுவலக முகவரி:												
06.	Details of Fee Paid: செலுத்திய கட்டண விவரங்கள்:												
	DD / Transaction ID	Date	Name of the Bank						Amount				

Station:

Date:

FOR OFFICE USE ONLY

Signature of the Applicant

The fee for GENUINENESS Certificate can be paid through Demand Draft from any one of the Nationalised Banks in favour of "Tamil Nadu Open University" payable at Chennai.

Fee: Govt Sector :Rs.500/-
Private Sector :Rs.1000/-

Application form should be sent to:

The Controller of Examinations

Tamil Nadu Open University

CERTIFICATE SECTION

577, Anna Salai, Saidapet

Chennai - 600 015

For further Details: 044-24306665

உண்மை தன்மையுறி சான்றிதழ் பெறுவதற்கான தொகையைத் "தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்" சென்னை என்ற பெயரில் ஏதேனும் ஒரு தேசியமயமாக்கப்பட்ட வங்கியில் பெறப்பட்ட வரைவோலை மூலமாக செலுத்துதல் வேண்டும்.
அரசு நிறுவனம் : ரூ.500/
தனியார் நிறுவனம் : ரூ.1000/
விண்ணப்பம் வந்துசேர வேண்டிய முகவரி:
தேர்வுக் கட்டுப்பாட்டு அலுவலர்;
தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
சான்றிதழ் பிரிவு
577 அண்ணா சாலை, சைதாப்பேட்டை.
சென்னை - 600 015, மேலும் விவரங்களுக்கு: 044-24306665.

Registrar

Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.

Annexure –21

தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

TAMIL NADU OPEN UNIVERSITY

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577, Anna salai, Saidapet, Chennai - 600015.

தொலைபேசி - 044 - 24306645

Web site: www.tnou.ac.in

APPLICATION FOR MIGRATION CERTIFICATE

01.	Enrollment No: சேர்க்கை எண்:														
02.	Name of the Student: மாணாக்கர் பெயர்:														
03.	Address: முகவரி:	Door/Plot No: கதவு/மனை எண்:													
		Street / தெரு													
		Village / கிராமம்													
		Taluk / வட்டம்													
		District / மாவட்டம்								PIN					
04.	Mobile No: அலைபேசி எண்:														
05.	Details of Qualifying Examination Passed: தகுதி பெற்ற தேர்வின் விவரங்கள்: i) Name of the Programme : ii) Month & Year of Passing : iii) Medium : iv) Folio Number of Provisional Certificate :														
06.	Details of Fee Paid: செலுத்திய கட்டண விவரங்கள்:														
DD / Transaction id		Date	Name of the Bank							Amount					

Station:

Date:

Signature of the Applicant

FOR OFFICE USE ONLY

INSTRUCTIONS TO THE APPLICANTS	விண்ணப்பதாரருக்கான அறிவுறுத்தல்கள்
The fee for MIGRATION Certificate can be paid through Demand Draft from any one of the Nationalised Banks in favour of "Tamil Nadu Open University" payable at Chennai. Fee: MIGRATION Certificate Rs.300/-	இடம் பெயர்வு சான்றிதழ் பெறுவதற்கான தொகையைத் "தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்" சென்னை என்ற பெயரில் ஏதேனும் ஒரு தேசியமயமாக்கப்பட்ட வங்கியில் பெறப்பட்ட வங்கி வரைவோலை மூலமாக செலுத்துதல் வேண்டும். இடம் பெயர்வு:Rs.300/-
Application form should be sent to: The Controller of Examinations Tamil Nadu Open University 577, Anna Salai, Saidapet, Chennai - 600 015. For further Details: 044-24306665	விண்ணப்பம் வந்துசேர வேண்டிய முகவரி: தேர்வாணையர் தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம் 577 அண்ணா சாலை, சைதாப்பேட்டை, சென்னை - 600 015. மேலும் விவரங்களுக்கு: 04424306665

Registral

Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

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577, Anna salai, Saidapet, Chennai - 600015.

தொலைபேசி - 044 - 24306645

Web site: www.tnou.ac.in

**APPLICATION FOR PERSON STUDIED IN TAMIL MEDIUM (PSTM) /
PERSON STUDIED IN ENGLISH MEDIUM (PSEM)**

01.	Enrollment No: சேர்க்கை எண்:												
02.	Name of the Student: மாணாக்கர் பெயர்:												
03.	Address: முகவரி:	Door/Plot No: கதவு/மனை எண்:											
		Street / தெரு											
		Village / கிராமம்											
		Taluk / வட்டம்											
		District / மாவட்டம்											PIN
04.	Mobile No: அலைபேசி எண்:												
05.	Details of Qualifying Examination Passed: தகுதி பெற்ற தேர்வின் விவரங்கள்: i) Name of the Programme : ii) Month & Year of Passing : iii) Medium : iv) Folio Number of Provisional Certificate :												
06.	Details of Fee Paid: செலுத்திய கட்டண விவரங்கள்:												
DD / Transaction id		Date		Name of the Bank					Amount				

Station:

Date:

Signature of the Applicant

FOR OFFICE USE ONLY

INSTRUCTIONS TO THE APPLICANTS	விண்ணப்பதாரருக்கான அறிவுறுத்தல்கள்
The fee for PSTM / PSEM Certificate can be paid through Demand Draft from any one of the Nationalised Banks in favour of "Tamil Nadu Open University" payable at Chennai. Fee: PSTM / PSEM: Rs.300/-	PSTM / PSEM சான்றிதழ் பெறுவதற்கான தொகையைத் "தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்" சென்னை என்ற பெயரில் ஏதேனும் ஒரு தேசியமயமாக்கப்பட்ட வங்கியில் பெறப்பட்ட வங்கி வரைவோலை மூலமாக செலுத்துதல் வேண்டும். PSTM / PSEM: Rs.300/-
Application form should be sent to: The Controller of Examinations Tamil Nadu Open University 577, Anna Salai, Saidapet, Chennai - 600 015. For further Details: 044-24306665	விண்ணப்பம் வந்துசேர வேண்டிய முகவரி: தேர்வாளையர் தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம் 577 அண்ணா சாலை, சைதாப்பேட்டை, சென்னை - 600 015. மேலும் விவரங்களுக்கு: 044-24306665

Registrar

Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

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தொலைபேசி - 044 - 24306645

Web site: www.tnou.ac.in

APPLICATION FOR DUPLICATE CERTIFICATE(S) (For all Degree / Diploma Programmes)				
01.	Enrollment No:			
02.	Name of the Student:			
03.	Address: (Certificate will be despatched to the address available in University record. If any change of address contact Admission wing before applying for certificate 044-24306663)			
04.	Mobile No:			
05.	Duplicate Certificate(s) applied for:	(Please ✓) 01. Statement of Marks (1st / 2nd / 3rd Year) (write month & year)..... ☐ 02. Consolidated Statement of Marks ☐ 03. BPP ☐ 04. Programme Completion Certificate ☐ 05. Provisional Certificate (The student eligible to apply before receiving Degree certificate only) ☐ 06. Degree / Diploma Certificate ☐		
06.	Circumstances of which original Certificates was lost			
07.	Copy of Documents to be enclosed with clear image and Address	Self attested any one of the following: Please ✓ 01. Aadhar Card 02. Driving Licence 03. Voter Identity Card		
08.	Details of Fee Paid:			
	Demand draft / Challan No.	Date	Name of the Bank & Branch	Amount

Note: While applying Duplicate Certificate(s) the student should strictly follow the regulations and without filled in Sl.No.01 to 08 column in the application will be rejected.

Station:

Date:

Signature of the Applicant

Fee Details for Duplicate Certificates:

01. Statement of Marks	- Rs.200 each
02. Consolidated Statement of Marks	- Rs.500/-
03. Bachelor of Preparatory Programme (BPP)	- Rs.100/-
04. Programme Completion Certificate	- Rs.100/-
05. Provisional Certificate	- Rs.400/- (The student eligible to apply before receiving Degree Certificate Only)
06. Degree / Diploma Certificate	-Rs.1000/-

INSTRUCTIONS TO THE APPLICANTS

The applicant should strictly follow the regulations for the duplicate certificate as below:

Event	Document to be Enclosed
I. Loss of Certificate in post when sent by TNOU	An affidavit attested by the Notary Public in a Non-Judicial stamped paper of Rs.20/- about the non-receipt of the certificate referred to while in transit in post. (Or)
II. Loss due to the theft or causes other than those mentioned in the event	A. Particulars of Employment obtained using the concerned certificate. 01. An affidavit attested by the Notary Public in a Non-Judicial stamped paper of Rs.20/- to the effect that the concerned certificate has been irretrievably lost. 02. A copy of the Complaint lodged with the concerned Police Station by the Candidate. 03. A copy of FIR or Receipt issued by the Police for the acknowledgement of complaint lodged by the candidate for the loss of Original Certificate. 04. A Non-traceable Certificate from the Police that the loss of original degree certificate is not traceable and beyond recovery. 05. In case of Degree / Diploma Certificate, a notice about the loss of the certificate, issued in a leading Tamil / English Newspaper circulation in the District in which the certificate is reported to be lost. (Or) B. Self attested copy of any one of the following documents. 01. Aadhar Card 02. Driving Licence 03 Voter Identity Card
Loss / destruction of Certificate due to natural calamities such as fire, flood, tidal waves, earth quake, landslides, riots or civil commotion etc.	A Certificate about the loss of certificate issued by the Tahsildar or the Revenue Authority in charge of relief work.
The fee for duplicate certificate can be paid through Demand Draft from any one of the Nationalised Banks in favour of " Tamil Nadu Open University " payable at Chennai. Incomplete applications and those without necessary documents will summarily be rejected without any prior notice.	
Application form for Duplicate should be sent to:	The Controller of Examinations Tamil Ndu Open Universiy 577, Anna Salai, Saidapet Chennai - 600 015 For further Details: 044 -24306665

EXAMINATION MANUAL DRAFTING TEAM

External Experts

Dr. K. Pandian

Controller of Examinations,
University of Madras
Chennai - 600 005

Dr. N. Senthilkumar

Additional Controller of Examinations,
Anna University, Chennai - 600 025

Internal Experts

Dr. M. Manivannan

Controller of Examinations
Tamil Nadu Open University, Chennai - 600 015

Dr. K.M. Subramaniam

Former Controller of Examinations
Tamil Nadu Open University, Chennai - 600 015

Dr. D. Thirumalraja

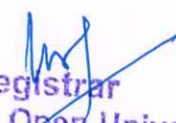
Assistant Controller of Examinations
Tamil Nadu Open University, Chennai - 600 015

Dr. R. Mahendran

Director, School of Humanities
Tamil Nadu Open University, Chennai - 600 015

Mr. M. Munisamy

Assistant Registrar
Tamil Nadu Open University, Chennai - 600 015


Registrar
Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.